



AGENDA

Ordinary Council Meeting Tuesday, 20 September 2022

Date: Tuesday, 20 September 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, 20 September 2022 at 5pm

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1 OPENING OF MEETING

The Council's Charter

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

(1) A Council has the following charter:

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

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

2 ACKNOWLEDGEMENT OF COUNTRY

Acknowledgement of Country

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

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## 3 APOLOGIES

**4 CONFIRMATION OF MINUTES****4.1 MINUTES OF THE COUNCIL MEETING HELD ON 16 AUGUST 2022**

**File Number:** D22.70686

**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 Council Meeting held on 16 August 2022 be received and noted.

**CONFIRMATION OF MINUTES**

Council held its Ordinary Meeting on Tuesday 16 August 2022 with Minutes of that meeting attached for confirmation.

**ATTACHMENTS**

1. Minutes of the Council Meeting held on 16 August 2022



# **MINUTES**

**Ordinary Council Meeting  
Tuesday, 16 August 2022**

**Order Of Business**

|           |                                                                                                                    |           |
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|           | <b>Part A – Items Requiring Decision.....</b>                                                                      | <b>5</b>  |
| <b>8</b>  | <b>General Manager's Reports .....</b>                                                                             | <b>5</b>  |
|           | Nil                                                                                                                |           |
| <b>9</b>  | <b>Corporate &amp; Community Services Reports.....</b>                                                             | <b>5</b>  |
|           | Nil                                                                                                                |           |
| <b>10</b> | <b>Engineering Department Reports .....</b>                                                                        | <b>6</b>  |
| 10.1      | CROWN LAND PLANS OF MANAGEMENT: PRESCHOOL, LIBRARY, HERITAGE PARK, GREENHAM PARK & EUSTON RECREATION RESERVE ..... | 6         |
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|           | Nil                                                                                                                |           |
| <b>15</b> | <b>Confidential Matters .....</b>                                                                                  | <b>10</b> |

Nil

**MINUTES OF BALRANALD SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, MARKET STREET BALRANALD  
ON TUESDAY, 16 AUGUST 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), Kerry Jones (Executive Manager of Engineering), Carol Holmes (Senior Executive Officer), Fiona Scoleri (Executive Officer)

**3 APOLOGIES**

Nil

**4 CONFIRMATION OF MINUTES**

**4.1 MINUTES OF THE COUNCIL MEETING HELD ON 26 JULY 2022**

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**RESOLUTION 2022/146**

Moved: Administrator Mike Colreavy

That the Minutes of the Council Meeting held on 26 July 2022 be received and noted.

**CARRIED**

**5 DISCLOSURE OF INTEREST**

There were no Disclosures of Interest submitted to this meeting

**6 ADMINISTRATOR MINUTE/REPORT**

There were no Administrator Reports submitted to this meeting

**7 COMMITTEE REPORTS FOR ADOPTION****7.1 BALRANALD BEAUTIFICATION ADVISORY COMMITTEE MEETING HELD ON TUESDAY 14 JUNE 2022****PURPOSE OF REPORT**

To update Council of BBAC meeting held on Tuesday 14 June 2022.

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**RESOLUTION 2022/147**

Moved: Administrator Mike Colreavy

That the Minutes of the Balranald Beautification (BBAC) Advisory Committee meeting held on Tuesday 14 June 2022 be received and noted.

**CARRIED**

**7.2 EUSTON PROGRESSIVE ADVISORY COMMITTEE MEETING HELD ON MONDAY 25 JULY 2022****RESOLUTION 2022/148**

Moved: Administrator Mike Colreavy

That the Minutes of the Euston Progressive Advisory Committee meeting held on Monday 25 July 2022 be received and noted.

**CARRIED**

**GENERAL MANAGER'S REPORTS (INCORPORATING ALL STAFF REPORTS)****PART A – ITEMS REQUIRING DECISION****8 GENERAL MANAGER'S REPORTS**

Nil

**9 CORPORATE & COMMUNITY SERVICES REPORTS**

Nil

**10 ENGINEERING DEPARTMENT REPORTS****10.1 CROWN LAND PLANS OF MANAGEMENT: PRESCHOOL, LIBRARY, HERITAGE PARK, GREENHAM PARK & EUSTON RECREATION RESERVE****PURPOSE OF REPORT**

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

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**RESOLUTION 2022/149**

Moved: Administrator Mike Colreavy

That Council submit the Draft Plans of Management to Crown Lands for Ministerial consent to adopt the plans.

Those plans being the Plans of Management for:

- Balranald Preschool Reserve
- Chaston Building Reserve
- Heritage Park Reserve
- Greenham Park Reserve
- Euston Recreation Ground Reserve

**CARRIED**

**10.2 DRAFT THEATRE ROYAL CONSERVATION MANAGEMENT PLAN****PURPOSE OF REPORT**

To adopt a Conservation Management Plan for the Theatre Royal

---

**RESOLUTION 2022/150**

Moved: Administrator Mike Colreavy

That Council adopt the Draft Conservation Management Plan for the Theatre Royal.

**CARRIED**

**PART B – ITEMS FOR INFORMATION****11 GENERAL MANAGER’S REPORTS****11.1 GRANT STATUS UPDATE****PURPOSE OF REPORT**

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

---

**RESOLUTION 2022/151**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

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

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

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**RESOLUTION 2022/152**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

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

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

---

**RESOLUTION 2022/153**

Moved: Administrator Mike Colreavy

That Council receives and notes this report.

**CARRIED**

## 11.4 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 2022/154

Moved: Administrator Mike Colreavy

That the report be received and noted.

**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 Debtors
  - 8 Grants – See separate report
  - 9 Statement of Currency of Work within the Finance Function of Council
- 

### RESOLUTION 2022/155

Moved: Administrator Mike Colreavy

That Council receives and notes the financial information contained in this report for the period ending 31 July 2022.

**CARRIED**

**13 ENGINEERING DEPARTMENT REPORTS****13.1 PLANNING ADMINISTRATION****PURPOSE OF REPORT**

To advise Council of activities in the Planning area

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**RESOLUTION 2022/156**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

**13.2 ENGINEERING UPDATE AS OF 8 AUGUST 2022****PURPOSE OF REPORT**

To provide Council with an update on Engineering works currently in progress and in planning, updated to 10 August 2022.

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**RESOLUTION 2022/157**

Moved: Administrator Mike Colreavy

That the report be received and noted and that the staff commendation at paragraph 6 on page 270 of the agenda be endorsed by Council and that Council's appreciation is conveyed to the staff involved.

**CARRIED**

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

Nil

**15 CONFIDENTIAL MATTERS****15.1 RFT 21/22-06 CONTRACT FOR SITE MANAGEMENT SERVICES FOR THE BALRANALD WASTE FACILITY****PURPOSE OF REPORT**

To advise Council on the outcome of a tender for the Site Management of the Balranald Waste Facility.

**RESOLUTION 2022/158**

Moved: Administrator Mike Colreavy

That Council cancel Tender RFT21/22-06 Contract for Site Management Services for the Balranald Waste Facility in accordance with Clause 178 (3)(a) of the Local Government (General) Regulation 2021 due to the costs quoted by the tender not being within the approved budget and a lack of interest in the tender process from other parties.

**CARRIED**

**The Meeting closed at 6.02 pm.**

**The minutes of this meeting were confirmed at the Council Meeting held on 20 September 2022.**

.....  
**ADMINISTRATOR**

.....  
**GENERAL MANAGER**

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

**7 COMMITTEE REPORTS FOR ADOPTION****7.1 BALRANALD BEAUTIFICATION ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY 3 AUGUST 2022**

|                                    |                                                                                                |
|------------------------------------|------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.70537</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**

That the Minutes of the Balranald Beautification (BBAC) Advisory Committee meeting be received and noted.

**PURPOSE OF REPORT**

To update Council of the BBAC meeting held on Wednesday 3 August 2022.

**REPORT**

BBAC held its meeting in the Council Chambers on Wednesday 3 August 2022 and discussed the following;

- Committee Priorities, Windmill Project Update
- Library Park
- Garbage bin – possibility of a bin close to the Cake Stall Building
- Artwork with Silos and Water Towers
- Trees in Church Street need a tidy up at the west end of town
- Volunteer forms – email out to committee

There were no recommendations made for Council at this meeting, although the committee recommended that they leave the BBAC Budget for the smaller projects, such as replacing plants, trees etc and apply for grants for bigger projects.

**ATTACHMENTS**

1. Minutes - Balranald Beautification Advisory Committee - BBAC - August 2022 [↓](#)

**Balranald Shire Council Beautification Advisory Committee - Balranald  
Minutes of Meeting held at the Balranald Shire Council Chambers.  
Wednesday 3<sup>rd</sup> August 2022.**



**Meeting Opened with Acknowledge of Country recited by Toni Tyrer – Chairperson of the Balranald Shire Council Beautification Advisory Committee – at 17:00hrs.**

**Present:** Connie Mallet (BSC Tourism, Communications and Events Coordinator), Lea Lawrie, Toni Tyrer (Chairperson), Sue Morton, Penny Jolliffe, Lynne Carter, Kerry Jones (BSC Executive Manager Engineering) and Karen Norfolk (Secretary).

**Apologies:** Val Bradbury, Gaye Renfrey, Jeff Sowiak (BSC General Manager) and Mike Colreavy (BSC Administrator).

**Minutes Read and Accepted:** Moved by Lea Lawrie and Seconded by Sue Morton.

**Business Arising from Previous Minutes:**

- The tree that was going to block The Gallery Banner on the side of the Royal Theatre has been removed.

**CORRESPONDENCE IN:**

- Email from Connie Mallet – Project Template for the Windmill Project.
- Email from Carol Holmes – Action Sheet – BBAC – 04.05.2022.

**CORRESPONDENCE OUT:**

- Email to Connie Mallet – BBAC Members Email Addresses.
- Email to BBAC Members, Carol Holmes, Jeff Sowiak and Mike Colreavy – BBAC Meeting Postponement x 2.
- Email to Carol Holmes – Email (request from Toni Tyrer).
- Email to BBAC Members – Minutes and Agenda.
- Email to Balranald Shire Council, Carol Holmes, Mike Colreavy, Jeff Sowiak and Connie Mallet – Minutes and Agenda.

**Moved by Karen Norfolk and Seconded by Lynne Carter.**

**BALRANALD BEAUTIFICATION FINANCIAL STATEMENT:**

- Balance same as May Meeting – \$9,460.00.

**Balranald Shire Council Update:**

- New seats will be purchased for any new seating that needs to go in (seating with arms).
- Kerry Jones will be looking into the irrigation along Moa Street (Race Course Side) to see why it's not working properly. Lea Lawrie also asked Kerry to look at the irrigation system near In the Garden and FoodWorks, as these roses and plants near there are watered by hand.
- Whenever we need to purchase plants, Kerry knows of places we can resource the plants from.

**COMMITTEE PRIORITIES: Windmill Project Update**

- The Windmill is now at Val and Errol Bradbury's place waiting for the repairs to happen.
- Lea Lawrie asked if it is possible to reimburse Errol Bradbury for his costing so far out of the BBAC Budget. No direct answer was given, but it will be budgeted into the Grant for the Windmill Project.
- Sue Morton to catch up with Gaye Renfrey to see where David Eastburn and Adrian Gorman is with the story and history of the Windmill, so we can get the costing of the plaque. Sue will talk to David about the costing of the plaque.
- Connie Mallet has worked out three costing factors so far for the Project. Connie will email Kerry Jones with these factors, so Kerry can look into the actual costing.

**RECOMMENDATIONS:**

- Toni Tyrer recommended that we leave the BBAC Budget to smaller projects, such as replacing plants, trees, etc. and go for Grants for bigger projects like we are for the Windmill Project. Seconded by Lea Lawrie. All in favour.

**ITEMS WITHOUT NOTICE:**

- Lea Lawrie asked what is happening with the Park near the Library, as it needs upgrading. Connie Mallet made mention that it is the Library Plans to upgrade the Park.
- Karen Norfolk asked if it was possible to have a bin somewhere near the table on the lawn at the front of the Senior Citizens Centre, as Karen was approached by a local person about a bin near there, as the closet one is the bin near the public toilets. Maybe bins located near the Cake Stall Building?
- The Committee made mention of doing artwork on the Silos and Water Towers. Connie Mallet is looking into the silos as a part of the long term plan for the town/village upgrades
- Trees in Church Street need tidying up (west end of town). Kerry Jones to look to see what trees need tidying up.
- Toni Tyrer to chase up the Volunteer Forms with Carol Holmes and email them out to all members (or see if Carol can email them out).

**Next Meeting:** Wednesday 7<sup>th</sup> September 2022 at 5:00pm at the BSC Chambers

**Meeting Closed:** 18:00hrs.

**7.2 MURRAY DARLING ASSOCIATION - REGION 4 HELD ON 10 AUGUST 2022**

**File Number:** D22.70741

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

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

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**OFFICER RECOMMENDATION**

1. That the Annual General Meeting Minutes of the Murray Darling Association (MDA) – Region 4 held on 10 August be received and noted.

**REPORT**

Balranald Shire Council is a financial member of Murray Darling Association (MDA) Region 4.

Regional Meetings are held quarterly in various locations in the region. These meetings are an opportunity for Councils and other members to access and contribute important information on the management of the Murray-Darling Basin resources, and issues affecting local communities. The resolutions and minutes of these meetings provide the imprimatur for our regions' engagements and advocacy across the Basin.

MDA Region 4 held a special Meeting via Microsoft Teams on 10 August 2022 to discuss the proposed motions being submitted to MDA Conference in 2022 with the Minutes are attached to this report.

**ATTACHMENTS**

1. Minutes - MDA Region 4 - AGM - Special Meeting 10 August 2022 [↓](#)



## Murray Darling Association Inc.

admin@mda.asn.au  
www.mda.asn.au  
T (03) 5480 3805  
ABN: 64 636 490 493

463 High Street  
P.O. Box 1268  
Echuca, Vic 3564

**Region 4 AGM Meeting**  
Wednesday 10 August 2022 – 2:30pm AEST  
Venue: Virtual via Microsoft Teams

### MINUTES

#### 1. ATTENDANCE

Meeting opened at 2:35pm

|                                                                                                                                         |                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Cr Jason Modica (Mildura Rural City Council)                                                                                            | Tim Phillips (MDA)                          |
| Greg Hill (Central Darling Shire Council)                                                                                               | Mike Colreavy (Balranald Shire Council)     |
| Cr Steve Heywood (Wentworth Shire Council)                                                                                              | Jay Nankivell (Broken Hill City Council)    |
| Cr Daniel Linklater ( <i>connection dropped out just prior to commencement of item 4.5 - Cr Linklater did not re-join the meeting</i> ) | Larni Baird (Mildura Rural City Council)    |
|                                                                                                                                         | Penny Robinson (Mildura Rural City Council) |

Cr Modica as chair, noted that there was a sufficient voting quorum to proceed with the meeting.

#### 2. APOLOGIES

Mark Lamb (MDA)  
Cr Tim Elstone (Wentworth Shire Council)  
Jeffery Sowiak (Balranald Shire Council)  
Cr Marion Browne (Broken Hill City Council)

#### 3. DECLARATIONS OF INTEREST

Nil

#### 4. Motions to be presented for consideration to the MDA Conference/AGM 2022

##### 4.1 Proposed Motion 1 - Mildura Rural City Council

##### Motion

*To make a commitment based on science to increase the volume of water in the environmental account. With the intent of rejuvenating the health of waterways in Murray Darling Barka Basin in the driest and drought years. Considering system intake variability ephemerality and climate change.*

##### Resolution: Carried

**Moved:** Greg Hill (Central Darling Shire Council)

**Seconded:** Cr Steve Heywood (Wentworth Shire Council)

**4.2 Proposed Motion 2 - Mildura Rural City Council****Motion**

*There is an immediate need for Federal, State and Municipal governments to introduce a moratorium on new agricultural and horticultural Developments. A Consideration of the capacity to develop new agricultural and horticultural land in The Murray Darling Barka Basin is an essential step in ensuring sustainability. A moratorium would assess the multiplicity of factors overlaid on the basin, including inflows, markets, politics, climate change and river system regeneration.*

**Resolution: Carried**

**Moved:** Cr Steve Heywood (Wentworth Shire Council)

**Seconded:** Greg Hill (Central Darling Shire Council)

**4.3 Proposed Motion 3 - Mildura Rural City Council****Motion**

A further exploration of the listing of the Menindee lakes as a Ramsar site. The Menindee Lakes are a refuge for people, fish, frogs, flora and fauna. Region 4 request the MDA write to the relevant Federal and State Ministers seeking support in prioritizing the Menindee Lakes as a Ramsar site.

**Resolution: Carried**

**Moved:** Greg Hill (Central Darling Shire Council)

**Seconded:** Cr Steve Heywood (Wentworth Shire Council)

**4.4 Proposed Motion 4 - Mildura Rural City Council****Motion**

A call to legislate the volume of floodplain harvesting to the 1995 Cap for the protection and environmental integrity of Northern NSW, Southern Queensland Rivers and Barwon Darling Barka Rivers.

**Resolution: Carried**

**Moved:** Cr Steve Heywood (Wentworth Shire Council)

**Seconded:** Cr Daniel Linklater (Wentworth Shire Council)

*At this point Cr Daniel Linklater's connection disconnected and he did not rejoin for the remainder of the meeting.*

**4.5 Late Proposed Motion 5 - Broken Hill City Council, Central Darling Shire Council and Wentworth Shire Council.****Motion**

To call for an amendment to the NSW Department of Planning, Industry & Environment's Western Regional Water Strategy to increase the critical dry conditions trigger for the Menindee Lakes System from 195GL of total storage across all Lakes - to 480GL of total storage in Lakes Wetherell and Pamamaroo only, which will guarantee an accessible 12 month quality water supply for critical environmental and human needs for river communities and First Nations lands of the Lower Darling-Barka.

To express disappointment and dismay that public consultation of the Draft Western Regional Water Strategy failed to adequately consult the river communities of the Lower Darling-Barka; and that it has just recently been purported in media that Ministerial approval of the Draft Strategy has been given whilst public consultation was still ongoing and before the department had reported its findings.

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The above motion was discussed and after advice from Mildura Rural City Council's Manager Governance & Performance, Region 4 Council members agreed to amend the motion to the below:

**Motion**

To:

- a) *Express disappointment and dismay that public consultation of the Draft Western Regional Water Strategy failed to adequately consult the river communities of the Lower Darling-Barka; and that it has just recently been purported in media that Ministerial approval of the Draft Strategy has been given whilst public consultation was still ongoing and before the department had reported its findings.*
- b) *Call for an amendment to the NSW Department of Planning, Industry & Environment's Western Regional Water Strategy to increase the critical dry conditions trigger for the Menindee Lakes System from 195GL of total storage across all Lakes - to 480GL of total storage in Lakes Wetherell and Pamamaroo only, which will guarantee an accessible 12 month quality water supply for critical environmental and human needs for river communities and First Nations lands of the Lower Darling-Barka.*

**Resolution: Carried**

**Moved:** Greg Hill (Central Darling Shire Council)

**Seconded:** Cr Steve Heywood (Wentworth Shire Council)

**5. CALL FOR ANY OTHER LATE MOTIONS**

Nil

**6. CLOSE - 2:49pm**

**7.3 STRENGTHENING COMMUNITY ACCESS INCLUSION AND WELLBEING ADVISORY COMMITTEE HELD ON 25 AUGUST 2022**

**File Number:** D22.71501

**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 Strengthening Community Access Inclusion and Wellbeing Advisory Committee (SCAIW) meeting held on Thursday 23 June 2022 be received and noted.
2. That Council support SCAIW offering in-kind support to MaariMa with planning and delivery of the November White Ribbon event; and
3. That Council commences planning for the 2023 Australia Day celebrations including committee membership and funding opportunities for Balranald Shire.

**PURPOSE OF REPORT**

To update Council of the SCAIW meeting held on Thursday 25 August 2022.

**REPORT**

Strengthening Community Access Inclusion & Wellbeing Advisory Committee held a meeting in Council Chambers on Thursday 25 August 2022 and discussed the following;

- Stronger Country Communities Fund Round 5
- Balranald Settlement Plans – Feedback by 30 September
- Events, Vinnies, DV Interagency Group Forum and on 19 October 2022 at Hatfield Hall the Clare community will be holding a Mental Health event.
- Service Directory Development
- Individual approach to key service connections/colleagues from SCAIW Members
- Expo participants email to complete NHSD registration
- DV forum – circulating invite to register with HNSD through DV Interagency network.
- Safe Bus Solutions – Transport for NSW
- Responsible Gambling Funding – application was successful, waiting on contract to be passed on.
- Action Plan review
- Review of Potential Guest Speakers
- DIAP Review

There were no recommendations for Council from this meeting.

**ATTACHMENTS**

1. **Minutes - SCAIW AC - Meeting 20 - 25 August 2022** [↓](#)

**Location:** Balranald Shire Council Chambers, Market St

**Start Time:** 4.00-5:30 pm

Or via Zoom:

1. Opening of Meeting
2. Acknowledgement of Country  
*We pay our respect to the Traditional Custodians of the Lands where we hold this meeting and pay our respects to Elders past, present and emerging.*
3. Apologies: Trish Simpson  
Present: Sue Balshaw, Lyn Flanagan, Lea Lawrie, Michelle White, Jeff Sowiak, Mike Colreavy, Rachael Williams  
Present via zoom: Nat Lay, Mandy Haley, Emma Moore
4. Previous Minutes (June 2022) – Moved: Lyn Flanagan, Seconded: Lea Lawrie, CARRIED
5. Disclosures of Interest – NIL
6. Reports from Council / Chair -  
Jeff noted the circulation to Advisory Committee Chairs of the Stronger Country Communities Fund Round 5 information. Noted for discussion later in Agenda.

Circulation of the BSC Settlement Plan to the Advisory Committee Chairs. Hard copies circulated through the meeting. SCAIW Advisory Committee Members to provide feedback on this document through the Council Website.

Sue Balshaw requested a hard copy (provided), Sue will display in the CanAssist Book Shop.

**ACTION – Advisory Committee to review Settlement Plan and provide feedback to Council by Friday 30<sup>th</sup> Sept. Electronic copies available here:**

<https://balranald.nsw.gov.au/business/council-documents/exhibition-of-draft-documents/>

7. Correspondence / Connections of note  
Email from Jeff Sowiak re Stronger Country Communities Fund Round 5 (discussion further on)

Events:

Vinnies – congratulations to Sue Balshaw for organising the unveiling of the Acknowledgement of Traditional Owners Plaque, Jedda Kelly unveiled and did Welcome to Country. SCAIW Advisory Committee well represented.

DV InterAgency Group Forum – series of guest speakers from services delivering DV support into the Balranald LGA. Sue Balshaw and Rachael Williams attended from SCAIW Advisory Committee. Rachael will circulate key notes.

Of note is the placement of a DV worker by MASP into the community (1 day / week) with a focus on housing. Brad Whelan, based in Theatre Royal, currently not there due to fire.

Michelle White reported on support to the Clare community. WellWays and Stand by for Suicide are now involved. The community are anti Mental Health terminology so care is being taken to advertise with empathy.

Event will be held 19<sup>th</sup> October, Hatfield Hall. Getting Mates Helping Mates to come and speak – Michelle is assisting. Clare Butler is driving this local initiative. Marie Kelly is also supporting (Marie is a MHFA trainer).

8. Service Directory Development – National Health Service Directory (NHSD) have reached out 3+ times now to a number of services to no avail. Now seek our support with encouraging completion from several key services:

- Mallee Family Care
- Intereach
- RFDS
- MacKillop Family Services
- Uniting
- Strong Minds
- New Access
- BMPS
- Mission Australia
- Australian Unity
- Balranald Retirement Hotel

Agreement within the group for:

1. Individual approach to key service connections / colleagues from SCAIW Advisory Committee members
2. Group email to Expo participants from SCAIW asking they complete the NHSD registration (Rachael to organise from registration list)
3. Rachael spoke to Allie Collyer (Mallee Family Care) at DV forum re circulating invite to register with NHSD through the DV interagency network.

9. Safe bus solutions – Transport for NSW

Piper St bus service – no response from any families at this stage. Agreement to move forwards by advertising in the school newsletters and Council newsletter. Nat and Michelle will lead this in the 2 schools.

Swan Hill bus service – Mandy reported that Tamika will confirm all schools on the Swan Hill bus run so Mandy can connect with all 5 principals and pass these details on to Jenene who will contact them.

Euston conversation (Michelle White) – now 2 children needing this support from Euston. Challenges continue with the transport of NSW children into Victoria schools.

10. Responsible Gambling funding – Sustainable Mental Health First Aid (MHFA) model for the Shire. Funding successful – SCAIW Advisory Committee will receive \$84,764 each year for 3 years. Unsure about final parameters – timeframes etc as contract not yet passed on

Balranald EOIs (none sought from Euston yet)

- Maryisa Dunn
- Sue Balshaw

- Clare Butler

Discussion ensued:

Mike does wonder how we will manage the acquittal of the money with some rigour, noting from his involvement with Responsible Gambling that these expectations will likely be high. A proportion of the budget being redirected to administration would be reasonable.

Mike suggested we look into the research available through Sydney University and others.

With the lack of clarity around the contract atm these discussions are difficult to have. Jeff was able to find some detail and will chase further information. Rachael will review.

It was agreed the Advisory Committee will come together for a planning session dedicated to this funding as soon as more information is available.

It was also agreed that the SCAIW Advisory Committee should seek a Euston based Advisory Committee member. Rachael to draw up brief ad for the Council newsletter

#### 11. Stronger Country Communities Fund Round 5

Key facts:

- A total of \$1.3M allocated.
- \$370K is allocated to community groups and the Robinvale Euston Football/netball club has identified a project (renewal of Club infrastructure) that they will be submitting, which Council will support
- The remaining \$940K is available to Council. Council is consulting with the committees to allocate this funding to projects.
- Has to be spent on infrastructure, has to be above \$100K, has to be something that can be started quite quickly, can take 3 years to finish but have to 'turn soil' quickly (so need to be shovel ready).
- Council will do application process.
- Committees need to provide advice re spending / priorities to Rachael who will advocate on your behalf at the Executive of Advisory Committee Chairs meeting (scheduled for 31<sup>st</sup> August)
- Has to be on land that is public land, crown land or shire owned
- Consider equitable distribution across Council area
- Already have \$700K for the Caravan Park, could add some \$\$ to this
- Second skate park approx. \$300K
- Splash Park approx. \$300K (but with high ongoing maintenance costs)
- Senior Citizens refurbishment (Jeff advised likely not expensive enough)

#### ACTION and KEY TIMEFRAMES

Review Jeff's documents re funding (circulated by Rachael Thursday 18<sup>th</sup> August)

Set date to come together as Advisory Committee and decide on our Priorities (Rachael to reach out by messenger to set date with Advisory Committee)

Rachael to attend Executive of Chairs meeting 31<sup>st</sup> August

12. Action Plan review – will run this session at our Sept meeting – pre-planning questions will be sent out in advance. Will build on Linda Mason's (PHN) presentation which will be delivered in the first 30 minutes of this meeting

13. Review of potential guest speakers to support priorities and workplan  
Linda Mason (Western NSW PHN), confirmed

14. Items without Notice  
DIAP review, Feedback to Jeff by: Friday 2<sup>nd</sup> Sept

Settlement Plan Feedback through the website – Friday 30<sup>th</sup> Sept

15. Next Meeting (Thursday 22<sup>nd</sup> Sept)

Health Profile snapshot and Action Plan review

|                                                                                        |
|----------------------------------------------------------------------------------------|
| <b>7.4 EXECUTIVE OF CHAIRS ADVISORY COMMITTEE HELD ON - WEDNESDAY 31ST AUGUST 2022</b> |
|----------------------------------------------------------------------------------------|

**File Number:** D22.71510

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

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

#### OFFICER RECOMMENDATION

1. That the Minutes of the Executive of Chairs Advisory Committee meeting held on 31<sup>st</sup> August 2022 be received and noted.
2. That Council notes the Committee's support of the proposal from Robinvale/Euston Football Club to apply for some funding to upgrade the Euston Football Ground.
3. That the proposed projects set out in the table below and the proposal from Robinvale/Euston Football Club for upgrading the Euston Football Ground be endorsed and submitted to the funding body for approval

| <b>Stronger Country Communities Fund proposed projects Round 5</b> |                                                                                                                                |                        |                 |                  |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------|------------------|
| <b>Project</b>                                                     | <b>Brief Description</b>                                                                                                       | <b>Indicative Cost</b> | <b>Admin</b>    | <b>Total</b>     |
| <b>1</b>                                                           | <b>Kyalite Memorial Park</b>                                                                                                   |                        |                 |                  |
|                                                                    | Upgrade to Memorial Park rest area to include public toilets and ancillary facilities.                                         | \$92,000               | \$9,200         | <b>\$101,200</b> |
| <b>2</b>                                                           | <b>Balranald Shire Signage</b>                                                                                                 |                        |                 |                  |
|                                                                    | Project to undertake recognition of first nations lands and enhance signage including town Balranald and Euston town entrance. | \$185,000              | \$18,500        | <b>\$203,500</b> |
| <b>3</b>                                                           | <b>Safe Fencing Balranald Pool</b>                                                                                             |                        |                 |                  |
|                                                                    | To remove and replace non-compliant fencing with approved pool fencing around Balranald.                                       | \$101,000              | \$10,100        | <b>\$111,100</b> |
| <b>4</b>                                                           | <b>Netball Courts Balranald</b>                                                                                                |                        |                 |                  |
|                                                                    | To resurface Balranald Netball Courts                                                                                          | \$150,000              | \$15,000        | <b>\$165,000</b> |
| <b>5</b>                                                           | <b>Basket Ball Balranald</b>                                                                                                   |                        |                 |                  |
|                                                                    | To design and construct new basketball courts and facilities for Balranald                                                     | \$230,000              | \$23,000        | <b>\$253,000</b> |
| <b>6</b>                                                           | <b>Hatfield Community facilities</b>                                                                                           |                        |                 |                  |
|                                                                    | To develop and install appropriate rest area or facilities for visitors to Hatfield.                                           | \$100,000              | \$10,000        | <b>\$110,000</b> |
|                                                                    |                                                                                                                                |                        |                 |                  |
|                                                                    | <b>Net cost ex GST</b>                                                                                                         | <b>\$858,000</b>       | <b>\$85,800</b> | <b>\$943,800</b> |
|                                                                    | Administration & Supervision                                                                                                   | \$85,800               | =< 10%          |                  |
|                                                                    | Total Net GST                                                                                                                  | \$943,800              |                 |                  |
|                                                                    | Allocation Available                                                                                                           | \$943,758              |                 |                  |

|  |                          |      |  |  |
|--|--------------------------|------|--|--|
|  | Net Under over allocated | \$42 |  |  |
|--|--------------------------|------|--|--|

## REPORT

Executive of Chairs Advisory Committee held its meeting on Wednesday 31<sup>st</sup> August 2022 and discussed the following

1. Stronger Country Communities Fund Round 5
2. Settlement Strategies for Balranald and Euston
3. Australia Day Celebrations
4. Review of Committees and Election of Chairperson

### 1. Stronger Country Communities

Motion - That the Executive of Chairs support the proposal from Robinvale/Euston Football Club of \$383,000 to have the Euston Football Ground upgrade to come out of the Community proportion of the funding.

### 2. Settlement Strategies for Balranald and Euston

Jeff advised the committee that Council engaged IPlan Projects to prepare the Village Plans for Balranald and Euston. These plans are now available for public consultation and will be reported back to November Council Meeting for adoption.

Motion – That the Settlement Strategy documents be noted and distributed for discussion at all Advisory Committees.

### 3. Australia Day Celebrations

Motion - That the Executive of Chairs Committee endorse the decision to hold similar events held in both Balranald and Euston for Australia Day as in 2022 on the understanding that grant funding may not be available, although Council will sponsor \$10,000 towards the event, giving each venue \$5,000 towards Australia Day in 2023.

### 4. Review of Committees and Election of Chairperson

Motion - That the Committee acknowledge the report of re-appointing memberships and the process of renewing Terms of References.

## ATTACHMENTS

1. Minutes - Executive of Chairs - Advisory Committee - August 2022 [↓](#)

**Location:** Council Chambers (or via Zoom)**Start Time:** 4.00 pmMembers:

|                                                                 |                         |
|-----------------------------------------------------------------|-------------------------|
| Balranald Beautification (BBAC)                                 | Toni Tyrer              |
| Ageing Well, Aged Care & Facilities & (AWACAFAC)                |                         |
| Euston Progressive (EPAC)                                       | Guy Fielding – Via Zoom |
| Growing Business, Industry & Tourism (GBITAC)                   | Iain Lindsay-Field      |
| Sports & Recreation (SARAC)                                     | Richard White           |
| Strengthening Community Access, Inclusion & Wellbeing (SCAIWAC) | Rachael Williams        |
| Youth Council                                                   | Jackson Bialobrzewski   |

1. Opening of Meeting at 4.10pm

2. Acknowledgement of Country

Acknowledgement given by Mike Colreavy

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

3. Apologies

4. Disclosures of Interest

Agenda**5. Stronger Country Communities Fund Round 5 (SCCF)**

It was agreed by the committee to discuss this item later in the meeting, when Tony Conway can be present.

**6. Settlement Strategies – Balranald and Euston**

Balranald Shire engaged IPlan Projects to prepare the Village Plans for Balranald and Euston with the aim of encouraging discussions around the required upgrades and growth opportunities. These are now ready for public consultation.

Jeff advised that the purpose of these strategies was to give Council direction and guidance into future planning. The Plans will be included in Council's September Council meeting for endorsement of public consultation process and reported back to the November Council Meeting for adoption.

**Motion**

That the Settlement Strategy documents be noted and distributed for discussion at all Advisory Committees.

Moved – Jackson; Seconded Rachael.

**7. Australia Day Celebrations 2021**

Council plans to pursue Australia Day 2023 celebrations along the same lines as 2022. A committee be formed and plan and prepare Australia Day celebrations. Council will advertise for nominations and receive these for consideration of the committee for recipients.

Jeff advised that at this stage we have no grant funding available, although some could become available later in the year.

Mike advised that Council have allocated \$6,000 in the 2022/2023 budget for Australia Day and he has asked that another \$4,000 become available.

The Committee agreed that Jeff approach the members of the 2022 Australia Day Committee to see if they are interested in organising 2023 Australia Day.

**Motion:** That the Executive of Chairs Committee endorse the decision to hold similar events held in both Balranald and Euston for Australia Day as in 2022 on the understanding that grant funding may not be available, although Council will sponsor \$10,000 towards the event, giving each venue \$5,000 towards Australia Day in 2023.

Moved Jackson, Seconded Toni

#### **8. Review of Committees and Election of Chairperson**

Council approved the current structure and membership of Advisory Committees in September 2020 for a 2 year period, it is now the time to review the Committees and elect new Chairpersons and Secretaries for each Committee.

Jeff advised that as per the Terms of References for Committees, the membership was for a 2 year period. At the September 2022 Council meeting Council will be reviewing the memberships and re-appointing as per the Terms of References.

Actions Plans for each Committee were discussed and it was suggested that this may be the time also for Advisory Committees to update their action plans.

Connie advised that she focuses on the actions completed by the Committees for our Annual Report.

Mike also advised that he has reported to Ministers at OLG, that the committee members are valued community members participating and working with Council, with the potential of being possible candidates for elections in September 2024. He has also advised the General Managers upon commencement that the committees need nurturing.

Rachael suggested that a conversation with each committee regarding nurturing should occur.

Mike advised that 18 months prior to Councillor elections, himself and General Manager will become vocal with discussions of requirements needed and expected for potential candidates to become councillors.

#### **Motion**

That the Committee acknowledge the report of re-appointing memberships and the process of renewing Terms of References.

Moved Rachael; Seconded Iain

#### **5. Stronger Country Communities Fund Round 5 (SCCF)**

Discussion for projects for consideration in relation to the SCCF round 5

Jeff advised that this report was for this committee to have discussion, give Council direction and support for projects for consideration in relation to the SCCF Round 5. Council has been pre-approved of \$1.3M with \$940,000 being for specific Council funding and the remainder for community infrastructure. He also advised that Euston will be putting in a proposal for the upgrading of the Recreation Reserve.

Guy advised that Euston had formed a smaller committee to work together and get ground work happening regarding the upgrading of the Recreation Reserve, If the reserve was up to scratch there would possibly be more interested groups to use it.

Jeff advised that the project should be a minimum of \$100,000 and the closing date for the submissions is 23 September. The submissions need also to be endorsed by Council prior to submitting to the funding body.

The projects need to be shovel ready, will need to commence works within 6 months and be completed in 3 years.

It is a preference of rebuilding/upgrading existing infrastructure rather than completely new project, due to the costs of ongoing maintenance costs in future years.

Some suggestions made from priority lists were;  
Woolshed Cycling Path, Euston Football Ground Upgrade, Windmill Project and Entry Signage, Caravan Park, Toilets at Memorial Park in Kyalite, Skate Park upgrade.

Rachael advised that SCAIW have met and discussed the proposals and fully support the toilet block at Kyalite and the Euston Football ground upgrade.

#### **Motion**

That the Executive of Chairs support the proposal from Robinvale/Euston Football Club of \$343,000 to have the Euston Football Ground upgrade to come out of the Community proportion of the funding.

Moved Rachael, Seconded Iain

Executive of Chairs suggestions for the remainder of funding available were; Emergency Housing, Basket Ball, final stage of Tennis Courts upgrade, Netball Court resurfacing, Youth Space, Kyalite Memorial Toilet Block/ Rest area, Signage including First Nations, Irrigation at Golf Club, Splash Park at Pool, Pool Fence, Hatfield Rest Area, Caravan Park upgrade, Cycle Track to Yanga.

#### **Motion**

That the following priority list be approved and recommend to council for submission;

Moved Rachael, Seconded Jackson

| <b>Stronger Country Communities Fund proposed projects Round 5</b> |                                                                                                                                |                        |               |                |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------|----------------|
| <b>Project</b>                                                     | <b>Brief Description</b>                                                                                                       | <b>Indicative Cost</b> | <b>Admin</b>  | <b>Total</b>   |
| <b>1</b>                                                           | <b>Kyalite Memorial Park</b>                                                                                                   |                        |               |                |
|                                                                    | Upgrade to Memorial Park rest area to include public toilets and ancillary facilities.                                         | 92,000                 | 9,200         | <b>101,200</b> |
| <b>2</b>                                                           | <b>Balranald Shire Signage</b>                                                                                                 |                        |               |                |
|                                                                    | Project to undertake recognition of first nations lands and enhance signage including town Balranald and Euston town entrance. | 185,000                | 18,500        | <b>203,500</b> |
| <b>3</b>                                                           | <b>Safe Fencing Balranald Pool</b>                                                                                             |                        |               |                |
|                                                                    | To remove and replace non-compliant fencing with approved pool fencing around Balranald.                                       | 101,000                | 10,100        | <b>111,100</b> |
| <b>4</b>                                                           | <b>Netball Courts Balranald</b>                                                                                                |                        |               |                |
|                                                                    | To resurface Balranald Netball Courts                                                                                          | 150,000                | 15,000        | <b>165,000</b> |
| <b>5</b>                                                           | <b>Basket Ball Balranald</b>                                                                                                   |                        |               |                |
|                                                                    | To design and construct new basketball courts and facilities for Balranald                                                     | 230,000                | 23,000        | <b>253,000</b> |
| <b>6</b>                                                           | <b>Hatfield Community facilities</b>                                                                                           |                        |               |                |
|                                                                    | To develop and install appropriate rest area or facilities for visitors to Hatfield.                                           | 100,000                | 10,000        | <b>110,000</b> |
|                                                                    |                                                                                                                                |                        |               |                |
|                                                                    | <b>Net cost ex GST</b>                                                                                                         | <b>858,000</b>         | <b>85,800</b> | <b>943,800</b> |
|                                                                    | Administration & Supervision                                                                                                   | 85,800                 | =< 10%        |                |
|                                                                    | Total Net GST                                                                                                                  | 943,800                |               |                |
|                                                                    | Allocation Available                                                                                                           | 943,758                |               |                |
|                                                                    | Net Under over allocated                                                                                                       | 42                     |               |                |

**8. Items Without Notice**

This item is an opportunity to raise any issues not listed on the agenda.

Toni Tyrer advised that the Ivanhoe Road, especially around Rosalind Park area was in bad state of repair, and very large pot holes. There is lack of signage advising motorists of such.

**9. Next Meeting**

Meeting closed at 6.36pm with the next meeting to be advised.

**GENERAL MANAGER'S REPORTS (INCORPORATING ALL STAFF REPORTS)****PART A – ITEMS REQUIRING DECISION****8 GENERAL MANAGER'S REPORTS****8.1 DISCLOSURE OF INTEREST RETURNS**

**Record Number:** D22.70507

**Authorising 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 notes the disclosure of interest register as tabled at this meeting.

**PURPOSE OF REPORT**

In accordance with the Model Code of Conduct for Local Council in NSW, Clause 4.21 and Part 4 it is a requirement to disclose pecuniary interests and other matters by designated personnel.

**REPORT**

Pecuniary interest returns for the period 1 July 2021 to 30 June 2022 were due for submission to Council by 30 September 2022 for the Administrator and relevant staff that held office at 30 June 2022.

The disclosure of interest register is available upon request and Pecuniary Interest forms are available on our website for public viewing.

Under Clause 4.21, Part 4 of the Model Code of Conduct for Local Councils in NSW, designated persons holding that position as at 30 June in any year must complete and lodge with the General Manager within 3 months after that date a return in the form prescribed in the regulations.

[Disclosure of interests in written returns](#)

A councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:

- (a) becoming a councillor or designated person, and
- (b) 30 June of each year, and
- (c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

**LEGISLATIVE IMPLICATION**

Code of Conduct

**POLICY IMPLICATION**

Nil

**RISK RATING**

Low

**ATTACHMENTS**

Nil

**8.2 ADVISORY COMMITTEE MEMBERSHIP, GUIDELINES AND TERMS OF REFERENCE**

|                                    |                                                                                                |
|------------------------------------|------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.70499</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**

That Council

1. Adopts the Advisory Committee Guidelines, as attached to this report which includes the Terms of Reference of each Advisory Committee;
2. Forward the attached Registration form to active members and formally offer an extension of appointments to our existing Advisory Committees; and
3. Advertise for expressions of interests for the Advisory Committee to encourage new members to join.

**PURPOSE OF REPORT**

To provide council with an update on our Advisory Committee structure and seek extensions of existing members.

**REPORT**

On 30 June 2020, at an Extraordinary meeting, Council resolved to have seven Advisory Committees and adopted the Advisory Committee Structure.

On 3 September 2020 Council resolved accept the membership of Advisory Committees and the terms of reference for a period of 2 years.

Over the 2-year period since these committees were formed, Council has had some resignations, and more recently Council has had new expressions of interests, these were accepted and have since joined the relevant committees.

**Growing Business Industry & Tourism Advisory Committee** have been meeting monthly with the following active members;

- Bronwyn Brougham [Balranald Local]
- Dianne Williams [Balranald Rural]
- Iain Lindsay-Field [Balranald Rural]
- Linda Nelson [Balranald Local]
- Peter Lawler [Balranald Rural]
- Sam Papa [Balranald Local]
- Simone Carmichael [Balranald Local]
- Guy Fielding (Euston local)

**Strengthening Community Access Inclusion and Wellbeing Advisory Committee** have been meeting regularly with the following active members;

- Emma Moore [Balranald Local]
- Helen Murphy [Balranald Local]
- Jedda Kelly [Balranald Local]
- Lea Lawrie [Balranald Local]
- Lyn Flanagan [Balranald Local]
- Mandy Haley [Balranald Local]
- Michelle White [Balranald Local]
- Natalie Lay [Balranald Local]
- Rachael Williams [Balranald Rural]
- Sue Balshaw [Balranald Local]

**Euston Progressive Advisory Committee** have been meeting on a monthly basis with the following active members;

- Geoff Windmill [Euston Local]
- Glenn Stewart [Euston Local]
- Gray Woodhead [Euston Local]
- Guy Fielding [Euston Local]
- Luigi John Zaffina [Euston Local]
- Russell Roberts [Euston Local]
- Santina Zappia [Euston Local]
- Jan Windmill
- Bill Vandenberg [Euston Local] – has had minimal attendance of meetings
- Shane O'Bryan [Euston Local] - has not attended meetings recently
- Garry Mannix [Euston Local] - has not attended meetings recently

**Balranald Beautification Advisory Committee** have been meeting with the following members, although have had issues with having quorums present to conduct the meeting on the scheduled dates,

- Lea Lawrie [Balranald Local]
- Karen Norfolk [Balranald Local]
- Toni Tyrer [Balranald Rural]
- Lynn Carter [Balranald Local]
- Penny Jolliffe [Balranald Rural]
- Gaye Renfrey [Balranald Local]
- Val Bradbury
- Sue Morton

**Sport & Recreation Advisory Committee** have not held a meeting since 28 April 2021, the following members are listed as active.

- Bronwyn Brougham [Balranald Local]
- David Lockhart [Balranald Rural]
- Donna Renfrey [Balranald Local]
- Gavin Lloyd [Balranald Local]
- Guy Fielding [Euston Local]
- Jack Gervasi [Balranald Local]
- Jacob Shannon [Balranald Local]
- Jayne Farnsworth [Balranald Local]
- Kane Farnsworth [Balranald Local]

- Kate Harper [Balranald Local]
- Karen Norfolk [Balranald Local]
- Kristy Helgeland [Balranald Local]
- Lisa Jolliffe [Balranald Local]
- Richard White [Balranald Local]
- Russell Roberts [Euston Local]
- Tony Conway [Balranald Local]

**Ageing Well Aged Care & Facilities Advisory Committee** have not had a meeting since 22 February 2022. This committee assist with programming Seniors Festival for Balranald Shire. The following members are listed as being active;

- Doreen Clare Greenham [Balranald Local]
- Karen Norfolk [Balranald Local]
- Rebecca Stevens [Balranald Local]
- Sue Balshaw [Balranald Local]
- Therese Committi [Balranald Local]
- Toni Tyrer [Balranald Rural]
- Tony Conway [Balranald Local]

**Youth Council** have been struggling to keep the interest for our Youth to hold regular meetings. Currently they have the following members active, although we have had 2 recent registration forms for new members. Below is a list of the 2020 members.

- Jackson Bialobrzkeski [Balranald Local]
- Ben Johnstone [Balranald Local]
- Mason Dalton [Balranald Local]
- Philipa Gaston [Balranald Local]
- Ashlyn Mitchell [Balranald Local]
- Kyarah Hines [Balranald Local]
- Caleb Hines [Balranald Local]
- Matthew McIvor-Kepa [Balranald Local]
- Sheridan Dalton [Balranald Local]

The General Manager has been attending these committee meetings when possible and Executive Manager of Engineering, Kerry Jones attends the Euston Progressive Committee regularly and other meetings when requested.

Meeting Frequency, in September 2020 it was advised these committees would hold a meeting at least quarterly, although only 4 of the 7 committees have met this requirement.

#### Term of Membership

The term of office for committee members was approved for 2 years from October 2020. At the expiration of the two (2) years, members will be eligible for extension or re-appointment, subject to a resolution of Council.

#### **FINANCIAL IMPLICATION**

Nil

#### **LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Code of Conduct

Code of Meeting Practice

**RISK RATING**

Low

**ATTACHMENTS**

1. Template Advisory Committee - Extension of Membership - Registration Form [↓](#)
2. DRAFT - Advisory Committee Guidelines including Terms of Reference for each Committee [↓](#)



# BALRANALD SHIRE ADVISORY COMMITTEES

## Registration Form

At the September 2022 meeting of Council, the Administrator approved to formally offer extensions of membership

Thank you for commitment to the Advisory Committees. If you would like to extend your membership to the Advisory Committee you are required to complete this Registration form and forward back to Council, or hand it to the Chairperson of your committee:

1. Your Contact Details (to remain confidential with Council):

|                                      |
|--------------------------------------|
| <b>Name:</b>                         |
| <b>Mobile/Home telephone number:</b> |
| <b>E-mail address:</b>               |
| <b>Residential Address:</b>          |
|                                      |
|                                      |
|                                      |

2. Can you please give Council a brief snapshot of your interests?

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|  |
|  |
|  |

3. Which Advisory Committee(s) would you like to extend your membership?

- ☐ Youth Council
- ☐ Growing Business Industry and Tourism
- ☐ Strengthening Community Access, Inclusion & Well-being
- ☐ Ageing Well, Aged Care and Facilities
- ☐ Balranald Beautification
- ☐ Sport and Recreation
- ☐ Euston Progressive

*IMPORTANT: For Youth under 18 years of age, the following Parent/Guardian consent is required to be signed:*

I, \_\_\_\_\_, do hereby give consent for \_\_\_\_\_  
to register an expression of interest in becoming a member of the Balranald Shire Youth Council.

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**A. Use and Disclosure of Information**

The *Privacy and Personal Information Protection Act* 7998 provides for the protection of personal information and for the protection of privacy of individuals generally. In compliance with the Act and Council's adopted Privacy Management Plan, your personal information will only be used for the distribution of information between Council and the members of Council Committees. It will not be added to other mailing lists or provided to a third party. We will not disclose your personal information without your consent.



# Advisory Committees Guidelines

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9/20/2022



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## INTRODUCTION

In 2020 the Balranald Shire Council (herein called Council) under the discretion of the Administrator resolved to establish seven advisory committees.

Advisory committees, each with specific terms of reference, can make recommendations to Council. Local people are members of these committees. These people include professional persons, government employees, business owners, and farmers. Advisory committees assist Council in the decision forming and decision making processes.

These guidelines assist the advisory committees in dealing with meeting practice and the general conduct of meetings.

Council acknowledges the valuable contributions that can be made by the community. Typically, advisory committees will provide advice and recommendations to Council on a range of challenges, opportunities, and issues.

Advisory committees are a valuable resource for Council.

A list of Council's advisory committees is listed in the Advisory Committees Structure (**see Attachment 1**).

Members of advisory committees who require clarification on any matter included in these guidelines should contact the Office of the General Manager on (03) 5020 1300 or email to [council@balranald.nsw.gov.au](mailto:council@balranald.nsw.gov.au).

## SECTION 1: PURPOSE OF ADVISORY COMMITTEES

### 1.1 WHY DOES COUNCIL HAVE ADVISORY COMMITTEES?

Advisory committees provide a mechanism by which interested residents with relevant expertise and/or experience can play an advisory role in the formulation of Council policy and its future direction. These committees are an important link in Council's community engagement strategy.

### 1.2 OBJECTIVES

Advisory committees are established by Council to:

- Harness the informed views and expertise of the wider community.
- Assist Council in its understanding of, and approach to, specific or localized issues, initiatives or community assets.
- Provide a structured approach to the ongoing involvement of community residents in Council affairs and the democratic process.

### 1.3 SCOPE AND LIMITATION OF POWERS

The scope and limitations of power (delegations) of each advisory committee is outlined in its terms of reference (Section 5). Advisory committees do not have the authority to instruct staff or to make decisions on Council's behalf.

The advisory committees currently have no delegated authority. In other words, advisory committees do not have the power to make decisions on financial matters and other matters but rather can make recommendations to Council for consideration.

### 1.4 ESTABLISHMENT OF ADVISORY COMMITTEES

Advisory committees are established by a resolution of Council with members appointed at the discretion of the Administrator.

The Advisory Committees Structure (Attachment 1) was established by Council at its meeting on 30 June 2020. These advisory committees are:

- Ageing Well, Aged Care and Facilities (AWACAF)
- Balranald Beautification (BBAC)
- Euston Progressive (EPAC)
- Growing Business, Industry and Tourism (GBIT)
- Sport & Recreation (SAR)
- Strengthening Community Access, Inclusion and Wellbeing (SCAIW)
- Youth Council (YC)

### 1.5 TERMS OF REFERENCE

The advisory committee will be responsible for providing advice to council in accordance with the committee's terms of reference. Details of the terms of reference of each committee are presented in Section 5.

### 1.6 CODE OF CONDUCT

Council has adopted the Model Code of Conduct for Local Councils (2018) (herein the code of conduct) that is applicable to all council officials in that it sets the minimum requirements of conduct in carrying out their functions.

Council will extend the application of the code of conduct to advisory committees where it sees relevance to their function. The intent of doing so is to align, where applicable, the conduct of advisory committee members with the minimum requirements set out for council officials under the Model Code of Conduct

Breaches of the code of conduct by advisory committee members may result in:

- Requirement to apologize
- Censure
- Dismissal from their advisory committee(s)
- Prosecution

It is therefore important for advisory committee members to be aware of and comply with the contents of the code of conduct. The obligations of being an advisory committee member are outlined in the adopted code of conduct (**see Attachment 2**). It is a requirement of Council that training on the code be provided to all advisory committee members as part of their induction process.

Additionally, it is the responsibility of the chair during advisory committee meetings to inform and take necessary action with respect to the members' conduct in relation to this code.

### **1.7 COUNCIL OBLIGATIONS**

In commissioning the advisory committees, Council agrees to:

- Give consideration to all recommendations and suggestions put forward.
- Give members feedback on how their recommendations have been used.
- Encourage member participation and meeting attendance.
- Respond within a reasonable timeframe to requests for relevant information or feedback.
- Consider providing administrative resources to assist in the smooth operation of the committee.

### **1.8 MEMBER OBLIGATIONS**

As a member of an advisory committee, members agree to:

- Attend meetings (including via video technology) and participate in discussions and debate.
- Adequately review any agenda attachments or documents, as required, prior to meetings.
- Report their views and, where known, those of the respective Balranald Shire community.
- Engage with the wider community on committee matters where possible;
- Not override or diminish the views and opinions of fellow members and embrace the processes of debate and democracy.
- Suggest agenda items to the Chairperson.
- Make suggestions regarding improvements to their advisory committees.
- Work within, and remained focused on the terms of reference.
- Declare any conflict of interest regarding any issue under discussion.
- Maintain confidentiality and show discretion where appropriate.
- Not speak publicly, such as to the media, on behalf of Council.

## SECTION 2: MEMBERSHIP - ADVISORY COMMITTEES

### 2.1 ADMINISTRATOR & GENERAL MANAGER ATTENDANCE

The Administrator and General Manager will be able to attend any advisory committee meetings and as such, are required to be advised as to the time and location of all meetings. The Administrator and General Manager will attend meetings as observers, but may offer oversight on matters at hand or address member conduct or committee practice in line with the respective codes outlined in their training and induction.

#### 2.1.1 ROLE AND RESPONSIBILITIES OF THE GENERAL MANAGER

The General Manager plays an important role in ensuring the matters brought before advisory committees and associated recommendations are presented to Council. To this end, the Administrator is then in a position to offer advice or make decisions on those matters or recommendations at a meeting of Council.

The process for doing this is as follows:

1. The General Manager will take receipt of the meeting minutes of an advisory committee from the committee chairperson (once confirmed as true and accurate by committee members).
2. The General Manager will review the meeting minutes and, as necessary, seek clarification or further information relating to agenda items covered and any recommendations from either the chairperson or council officers in attendance.
3. The General Manager will report the business transacted by the advisory committee to the next available Council meeting following a committee meeting.

The General Manager may consider allocation of a Shire Officer and other resources to support advisory committees.

### 2.2 COMMITTEE APPOINTMENTS

As advisory committees proceed over time, membership will vary. Candidates can be nominated by way of a committee recommendation with the support of an expression of interest form (Attachment 3) attached to the minutes.

It is a requirement that all newly-appointed members be inducted and trained for their role. The Administrator reserves the right to appoint or dismiss advisory committee members at any time.

### 2.3 DISSOLUTION OF COMMITTEE

The Council may dissolve an advisory committee at any time by a resolution of Council.

### 2.4 VACATION OF OFFICE

Advisory committee membership may become vacant in the following circumstances:

- if the member resigns membership by notice in writing to the committee;
- if the member is absent for more than three (3) consecutive meetings without prior leave of absence or an apology being accepted by the committee; and
- If a member is found to be in breach of the Code of Conduct.

## **2.5 CHAIRPERSON, DEPUTY CHAIRPERSON AND SECRETARY**

There are three formal positions on advisory committees – chairperson, deputy chairperson and secretary.

The chairperson is usually the spokesperson for the committee and ensures that meetings are conducted in accordance with these guidelines and business is dealt with efficiently.

If the chairperson is not present at the time designated for the meeting, the deputy chairperson shall take the responsibilities of the chairperson. If neither the chairperson nor deputy chairperson of a committee is able to preside at a meeting and there is a quorum present, the committee must elect a member of the committee to act as the chairperson for that meeting.

The secretary will take the minutes of meeting and work with the chairperson to collate agenda items in preparation for the committee meeting. Reports or papers tabled during a committee meeting will be circulated by the secretary to all committee members during or at the close of the meeting (where practicable), or during the next business day following the meeting.

### **2.5.1 RESPONSIBILITIES OF THE CHAIRPERSON**

The chairperson has the following specific duties:

- (i) Before a meeting:
  - prepares the agenda setting out the terms of business to be considered, and
  - ensures the meeting is properly convened in accordance with the Model Code of Meeting Practice.
- (ii) During the meeting:
  - chairs all meetings, opens meeting, welcomes and introduces members and guests; keeps individuals and the meeting focused on the topics being discussed and encourages all members to participate, ensures adequate opportunity is given to members who wish to speak;
  - ensures correct meeting procedures are followed and control of the meeting is maintained, keeping track of time; makes sure members are aware of decisions / recommendations being made and that the minute taker has recorded decisions / recommendations of the meeting.
  - acts impartially and uses discretionary powers in the best interests of members and in accordance with the meeting practices
  - ensures all statutory regulations and the Code of Conduct and Code of Meeting Practice are observed; and
  - closes meetings after business at hand has been properly concluded.

(iii) Other responsibilities:

- be aware of certain issues and procedures and the importance of establishing and maintaining a working relationship with the Council;
- approve the meeting minutes prior to them being reported to Council; and
- attend quarterly Executive of Chair meetings with other advisory committee chairpersons, the Administrator and the General Manager where they are able to speak on behalf of their committee and seek opportunities to collaborate;

## 2.5.2 RESPONSIBILITIES OF ALL MEMBERS

All advisory committee members have the following broad duties during committee meetings:

To act in accordance with the terms of reference of the advisory committee, in the best interests of the community(s) they represent and in a manner of integrity, equity and transparency

To read meeting papers and attend meetings\* prepared to participate with full thoughtfulness and knowledge

To act in an orderly manner during advisory committee meetings including to NOT behave in a manner that contravenes the Local Government Act or any regulation in force under the Act or the Model Code of Meeting Practice; assault or threatens to assault another member, council officer or person present at the meeting; move or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter outside the jurisdiction of the committee; insults or makes personal reflections on or imputes improper motives to any other member or council official, or alleges a breach of the council's code of conduct; or says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute

To respect the confidentiality of experiences that may be shared in committee meetings and the knowledge and contributions of all committee members

*\*note travel to and from meetings will be at each committee members own expense. Special consideration may be given where AC members are representing Council outside of the Shire boundaries. Such consideration must be agreed to prior to the travel event taking place.*

## SECTION 3: MEETING PROCEDURES FOR ADVISORY COMMITTEES

### 3.1 NOTICE OF MEETINGS

Notice of advisory committee meetings will be provided to members, along with the Administrator and General Manager, at least three (3) days prior to the meeting. The notice will specify the time, place and date of the meeting and the business proposed to be transacted (the agenda). Notice of less than three (3) days may be given of a meeting in an emergency or at the Administrator's discretion.

### 3.2 NON-MEMBERS ENTITLED TO ATTEND COMMITTEE MEETINGS

The Administrator and General Manager or their delegates are entitled to attend a committee meeting. However, they are not entitled to add items to the meeting agenda, move or second a motion or vote at the meeting.

The General Manager may assign a Council officer to guide and assist an advisory committee during meetings.

Members cannot assign a proxy member to attend meetings in their absence.

At the discretion of the Administrator or with the agreement of a majority of advisory committee members, guests can be invited to attend meetings to either observe meetings or present ideas or information relevant to matters on the agenda. Guests cannot be invited by individual members without the prior agreement of the committee. Notice of guests invited to attend must be included in the meeting agenda at the time notice of the meeting is given.

### 3.3 QUORUM/STARTING TIME FOR MEETINGS

Meetings are to commence at the time designated for the meeting. The quorum for an advisory committee is set out in the respective advisory committees' terms of reference. If a quorum is not present within thirty (30) minutes of the designated commencement time then the meeting must be adjourned.

### 3.4 AGENDA

The agenda is an organized list of the business, in order, that will be transacted at the meeting. A copy of the agenda will be distributed to all the committee members at least three (3) days before the commencement of the meeting.

Each item of business to be considered at the meeting must be listed on the agenda. If any item on the agenda is not discussed due to time constraints, they are carried over to the next meeting agenda.

### 3.5 CONDUCT OF BUSINESS

Each item of business is discussed in the order in which it appears on the agenda. Adequate time is to be allowed for discussion on important issues. Time management of meetings is a responsibility of the chairperson.

For some matters, it will be necessary to attach other relevant information to the agenda to inform and direct discussion. Such information is to be circulated with the agenda to all members, the Administrator and the General Manager with the approval of the chairperson at the time meeting notice is given (or at least three days prior to the meeting date).

### 3.6 MOTIONS & VOTING

Decisions of the Advisory Committee, including the formation of recommendations to Council must be put through the form of a motion. A motion or an amendment cannot be debated and decided upon unless or until it has been seconded.

The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

An amendment may become the motion without further debate or a vote where it is accepted by the member who moved the original accepted motion.

Voting is a mechanism through which members can express their agreement or disagreement on a matter that is for recommendation to Council. Each advisory committee member is entitled to one vote.

Voting can be conducted in two ways, verbally or by show of hands. For a vote to be carried it is necessary that a majority of participants vote for that matter. If a vote is tied, the chairperson shall have the casting vote. A casting vote is effectively a second vote cast by the Chairperson.

Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

A member who is present but who abstains from voting on a motion is counted as having voted against the motion. Members who are not present may not vote by proxy or any other means.

### 3.7 MINUTES OF MEETINGS

Minutes of the committee meeting will record attendees at meetings, conflicts of interest, decisions (in the form of recommendations which are moved, seconded and carried). It is not intended to record debate or discussion of items in the minutes.

It is the responsibility of the secretary to record minutes of the meeting. In the absence of the secretary a Council officer may be assigned to record the minutes of the meeting.

The minutes will be distributed to committee members (via email) within seven (7) days of the meeting. These minutes will require verification of trueness and accuracy by members who must respond via a circulated email. If members do not respond within three (3) days, it is assumed the minutes are true and accurate. Such a process of verification will enable the General Manager to receive the minutes in order to elevate recommendations to Council and enable decisions and advice to be given in a timely fashion.

The recommendations of a committee as notified in the meeting minutes and reflected in the General Manager's Advisory Committee Report, which are adopted by Council, become resolutions of the Council.

**3.8 GENERAL MANAGER AND COUNCIL OFFICERS – ATTENDANCE AT MEETINGS**

The General Manager is entitled to attend any advisory committee meeting. In consultation with the chairperson, the General Manager may assign an appropriate Council officer to attend the meetings and assist proceedings.

Council officers are not permitted to vote.

**3.9 DURATION OF MEETINGS**

Committee meetings shall close at the scheduled finish time, however a motion to extend the meeting for up to an extra 30 minutes may be considered by the chair. Matters listed on the agenda and not dealt with by the conclusion of the meeting will be carried forward to the next meeting of the committee.

**3.10 SUB-COMMITTEES**

The committee may appoint working groups to report back to the committee. These 'sub-committees' have no formal standing and must recommend back to the committee for its determination and/or ratification. The purpose of such sub-committees might be to fact-find or assist Council to develop programs, project concepts/designs or events.

Members of sub-committees must be duly appointed members of the committee unless otherwise determined by Council.

**3.11 ABSENCE FROM COMMITTEE MEETINGS**

All committee members are required to advise the chair when they are unable to attend committee meetings. The absence of committee members from the meeting is to be recorded in the minutes.

**3.12 RECORDING OF COMMITTEE MEETINGS**

A person may use a recording device to record the proceedings of a meeting of a committee – with the approval of the committee – for the purposes of the business of the committee.

## SECTION 4: MISCELLANEOUS ISSUES

### 4.1 INSURANCE MATTERS

#### 4.1.1 Public Liability

All advisory committee members are covered by the public liability policy of Council. This insurance does not preclude committee members from due diligence and taking all practicable measures to ensure the safety of others.

#### 4.1.2 Personal Accident

Committee members are covered by council's personal accident policy when injured whilst undertaking actions authorized by council relating to their role in the committee.

#### 4.1.3 Motor Vehicle

In the event that a committee member utilizes a council vehicle, the motor vehicle policy of Council will provide cover.

### 4.2 LEGAL ISSUES

Committees sometimes believe they are responsible in their own right and that their actions are independent of Council. This is not correct. Council has resolved to constitute the advisory committees and the Administrator can dismiss any advisory committee at any time, if deemed necessary.

### 4.3 CONFLICT OF INTEREST

All Advisory Committee members will be inducted and trained according to the Model Code of Conduct for Local Councils in New South Wales.

It is a requirement for all advisory committee members to declare conflict of interests, including pecuniary interests.

### 4.4 INDUCTION & TRAINING

All advisory committee members will be required to participate in an induction process of appointment to their respective committee(s). The General Manager will coordinate with the advisory committee members in relation to the induction and training process.

At the request of the advisory committee and at the discretion of the General Manager members may be required to complete a volunteer induction specific to their request to undertake their volunteer task.

## SECTION 5: ADVISORY COMMITTEES - TERMS OF REFERENCE

### 5.1 YOUTH COUNCIL

The Youth Council has the following terms of reference:

Terms of Reference:

- i. Strengthen the capacity of our young people to participate and thrive in all facets of community life.
- ii. Commit to a youth leadership development program (supported by Council).
- iii. Provide a welcoming and inclusive platform for young people to provide ideas and voice concerns to Council.
- iv. Advise Council on decision-making regarding infrastructure, service and program growth and advocacy within mandate.
- v. Identify training, education and enterprise skill development needs and connect with or advocate for relevant opportunities.
- vi. Promote Youth Mental Health awareness and create and support opportunities for the diversity of Shire youth to come together.
- vii. Organise and coordinate Youth Week events.
- viii. Develop a term and annual (or biennial) Action Plan to guide Youth Council priorities and actions.

Support:

A non-voting Council Executive or Officer may be assigned to support the Advisory Committee depending on available resources. Non-voting support members may also participate (teachers, etc) at the discretion of the Administrator.

Quorum:

A majority of the membership must be present at the meeting or via online access for the meeting to proceed. Should this not be the case notes can be taken as opposed to formal minutes of the meeting.

Delegation:

No delegation.

Meeting Frequency:

A minimum of quarterly.

Voting:

Recommendations are made by a majority vote of Youth Council members.

Meeting Minutes:

Following each advisory committee meeting, minutes are to be submitted to the General Manager for inclusion in the next Advisory Committee Recommendations Report Council

Term of Membership:

The term of office for committee members will be two (2) years from commencement. At the expiration of two (2) years, members will be eligible for extension or re-appointment, subject to a resolution of Council.

Committee membership and terms of reference will be reviewed every two years or otherwise at Council's discretion.

## 5.2 GROWING BUSINESS, INDUSTRY AND TOURISM

The Growing Business, Industry and Tourism Advisory Committee has the following terms of reference:

### Terms of Reference:

- i. Advise Council on measures to encourage equitable access to the benefits of economic development and industry growth (includes identifying opportunities for increased local employment and local training needs to ensure improved employment options for residents).
- ii. Make suggestions to Council about the promoting of our Tourism Asset Portfolio to ensure the preservation and/or development of Natural, Heritage/Cultural and Built assets (sites), historic stories and narratives.
- iii. Assist with the establishment of new tourism events and the development of existing tourism events.
- iv. Identify and advise Council in relation to potential new business or tourism opportunities.
- v. Assist Council with investment attraction and tourism promotion
- vi. Support infrastructure and event grant funding prioritisation and applications where so requested by Council.
- vii. Advise on business – industry synergy/partnerships.
- viii. Establish and nurture volunteerism of members (committee and community) to resource on-the-ground activity for tourism development.
- ix. Actively support and collaborate with the Euston Progressive Committee for business and tourism promotion and development.
- x. Develop annual (or biennial) action plan to focus Advisory Committee priorities and actions.

### Support:

A non-voting Council Executive or Officer may be assigned to support the Advisory Committee depending on available resources

### Quorum:

A majority of the membership must be present at the meeting or via online video access for the meeting to proceed. Should this not be the case, notes can be taken as opposed to formal minutes of the meeting.

### Delegation:

No delegation.

### Meeting Frequency:

A minimum of quarterly.

### Voting:

Recommendations are made by a majority vote of the Advisory Committee members.

### Meeting Minutes:

Following each advisory committee meeting, minutes are to be submitted to the General Manager to be received and reported in the next Advisory Committee Recommendations Report to Council.

### Term of Membership:

The term of office for committee members will be two (2) years from commencement. At the expiration of two (2) years, members will be eligible for extension or re-appointment, subject to a resolution of Council.

Committee membership and terms of reference will be reviewed every two years or otherwise at Council's discretion.

### 5.3 STRENGTHENING COMMUNITY ACCESS, INCLUSION AND WELLBEING

The Strengthening Community Access, Inclusion & Wellbeing Advisory Committee has the following terms of reference:

Terms of Reference:

- i. This function is predominantly a primary health network responsibility.
- ii. Map and monitor provision of health, well-being and connection/inclusion services and programs.
- iii. Plan and advocate regarding closing service gaps and improving public access and amenity for all.
- iv. Support and promote community knowledge of, and access to, all available services.
- v. Identify and promote inclusion of community diversity and events and programs which celebrate diversity.
- vi. Develop annual (or biennial) action plan to focus Advisory Committee priorities and actions.

Support:

A non-voting Council Executive or Officer may be assigned to support the Advisory Committee depending on available resources.

Quorum:

A majority of the membership must be present at the meeting or via online video access for the meeting to proceed. Should this not be the case, notes can be taken as opposed to formal minutes of the meeting.

Delegation:

No delegation.

Meeting Frequency:

A minimum of quarterly

Voting:

Recommendations are made by a majority vote of advisory committee voting members.

Meeting Minutes:

Following each advisory committee meeting, minutes are to be submitted to the General Manager for inclusion in the next Advisory Committee Recommendations Report to Council.

Term of Membership:

The term of office for committee members will be two (2) years from commencement. At the expiration of two (2) years, members will be eligible for extension or re-appointment, subject to a resolution of Council.

Committee membership and terms of reference will be reviewed every two years or otherwise at Council's discretion.

#### 5.4 AGEING WELL, AGED CARE AND FACILITIES

The Ageing Well, Aged Care and Facilities advisory committee has the following terms of reference:

Terms of Reference:

- i. Provide a platform to positively promote and support all community members to age well in the setting of their choice.
- ii. Advise Council on remedies for key service gaps to better support ageing well, including advocacy strategies.
- iii. Identify and encourage opportunities which showcase the qualities, assets and skills of our ageing community and provide opportunities for the sharing of these with younger community members.
- iv. Develop a Term and annual (or biennial) Action Plan to guide Advisory Committee priorities and actions.

Support:

A non-voting Council Executive or Officer may be assigned to support the Advisory Committee depending on available resources.

Quorum:

A majority of the membership must be present at the meeting or via online video access for the meeting to proceed. Should this not be the case, notes can be taken as opposed to formal minutes of the meeting.

Delegation:

No delegation.

Meeting Frequency:

A minimum of quarterly.

Voting:

Recommendations are made by a majority vote of advisory committee voting members.

Meeting Minutes:

Following each advisory committee meeting, minutes are to be submitted to the General Manager for inclusion in the next Advisory Committee Recommendations Report Council

Term of Membership:

The term of office for committee members will be two (2) years from commencement. At the expiration of two (2) years, members will be eligible for extension or re-appointment, subject to a resolution of Council.

Committee membership and terms of reference will be reviewed every two years or otherwise at Council's discretion.

### 5.5 BALRANALD BEAUTIFICATION

The Balranald Beautification Advisory Committee has the following terms of reference:

Terms of Reference:

- i. Represent Shire communities in a coordinated and considered approach to town beautification.
- ii. Establish and nurture volunteerism of members (committee and community) to help resource on-the-ground activity for public beautification.
- iii. Provide advice on the implementation of the "Balranald Street Tree Masterplan".
- iv. Collaborate with Business Industry & Tourism on planning larger Culture and Heritage orientated beautification efforts to ensure consistent focus and branding.
- v. Develop terms of reference and annual (or biennial) action plan to focus Advisory Committee priorities and actions.

Support:

A non-voting Council Executive or Officer may be assigned to support the Advisory Committee depending on available resources.

Quorum:

A majority of the membership must be present at the meeting or via online video access for the meeting to proceed. Should this not be the case, notes can be taken as opposed to formal minutes of the meeting.

Delegation:

No delegation.

Meeting Frequency:

A minimum of quarterly.

Voting:

Recommendations are made by a majority vote of advisory committee voting members.

Meeting Minutes:

Following each advisory committee meeting, minutes are to be submitted to the General Manager for inclusion in the next Advisory Committee Recommendations Report Council

Term of Membership:

The term of office for committee members will be two (2) years from commencement. At the expiration of two (2) years, members will be eligible for extension or re-appointment, subject to a resolution of Council.

Committee membership and terms of reference will be reviewed every two years or otherwise at Council's discretion.

## 5.6 SPORT & RECREATION

The Sport and Recreation Advisory Committee has the following terms of reference:

### Terms of Reference:

- i. Provide advice to Council in relation to strategic planning, development and coordination of Council's sporting and recreational infrastructure.
- ii. Represent the breadth of community sporting and recreation bodies equitably to ensure the broadest possible access of all community members to all available opportunities.
- iii. Partner with Council to catalogue and promote sporting and recreation opportunities across the Shire to encourage active participation for health and connection benefits.
- iv. Encourage all sporting and recreation bodies to ensure positive messaging reaches all community members and especially children and youth (including messages which prevent violence, discourage the use of drugs and alcohol, and encourage fair and inclusive participation in sports for all – messaging to reflect State and Federal guidelines).
- v. Assist or partner with Council in development of projects and applications for infrastructure grant funding or events grant funding.
- vi. Engage with NSW Sport and SportAUS, in partnership with Council, to advocate about challenges, priorities and opportunities.

### Support:

A non-voting Council Executive or Officer may be assigned to support the Advisory Committee depending on available resources.

### Quorum:

A majority of the membership must be present at the meeting or via online video access for the meeting to proceed. Should this not be the case, notes can be taken as opposed to formal minutes of the meeting.

### Delegation:

No delegation.

### Meeting Frequency:

A minimum of quarterly.

Voting: Recommendations are made by a majority vote of advisory committee voting members.

### Meeting Minutes:

Following each advisory committee meeting, minutes are to be submitted to the General Manager for inclusion in the next Advisory Committee Recommendations Report Council

### Term of Membership:

The term of office for committee members will be two (2) years from commencement. At the expiration of two (2) years, members will be eligible for extension or re-appointment, subject to a resolution of Council.

Committee membership and terms of reference will be reviewed every two years or otherwise at Council's discretion.

### 5.7 EUSTON PROGRESSIVE

The Euston Progressive Advisory Committee has the following terms of reference:

Terms of Reference:

- i. Provide the Euston community with a platform through which to connect with Council in the absence of elected representatives.
- ii. Establish and nurture volunteerism of members (committee and community) to help resource on-the-ground activity for public beautification.
- iii. Advocate for the Euston community on identified areas of interest and priority
- iv. Develop annual (or biennial) action plan to focus Advisory Committee priorities and actions.
- v. Collaborate as regularly as is necessary with the Business, Industry and Tourism Advisory Committee to ensure a whole-of-Shire approach is taken on tourism and economic development.

Support:

A non-voting Council Executive or Officer may be assigned to support the Advisory Committee depending on available resources.

Quorum:

A majority of the membership must be present at the meeting or via online video access for the meeting to proceed. Should this not be the case, notes can be taken as opposed to formal minutes of the meeting.

Delegation:

No delegation.

Meeting Frequency:

A minimum of quarterly.

Voting:

Recommendations are made by a majority vote of advisory committee voting members.

Meeting Minutes:

Following each advisory committee meeting, minutes are to be submitted to the General Manager for inclusion in the next Advisory Committee Recommendations Report Council

Term of Membership:

The term of office for committee members will be two (2) years from commencement. At the expiration of two (2) years, members will be eligible for extension or re-appointment, subject to a resolution of Council.

Committee membership and terms of reference will be reviewed every two years or otherwise at Council's discretion.

## SECTION 6: THE EXECUTIVE OF CHAIRS



An additional requirement of advisory committee chairpersons is to attend quarterly meetings of the Executive of Chairs. The General Manager (or their delegate) and the Administrator will be in attendance

- Investigate opportunities to collaborate on cross-committee interests or challenges.
- Guidance/feedback from GM and Administrator on Committees' charters and achievements.
- Foster the Committee-Council relationship.
- Share opportunities and challenges

## ATTACHMENT 1: ADVISORY COMMITTEES STRUCTURE



## ADOPTED ADVISORY COMMITTEES STRUCTURE 2020-2021

On the 6<sup>th</sup> May and then on the 13<sup>th</sup> May, Council ran two phases of e-workshops to engage with our community on proposed Advisory Committees for adoption in FY2020-21. The workshops, despite having limited attendance on the audio-visual digital platforms (Facebook and Zoom), were the only effective open community engagement technique available to Council. The feedback, however, was thoughtful and instructive/guiding and enabled Council to further refine and focus the Draft Advisory Committee Structure.

Following on from a four week period of exhibition – during which a shire-wide survey seeking feedback on Advisory Committees was conducted – the draft Advisory Committees Structure was adopted on the 30<sup>th</sup> June at an Extraordinary Meeting of Council.

These seven adopted Advisory Committees are explained in the below table. The five existing Advisory Committees (including the Youth Council) are notified under “Former Committee” and have been re-scoped/reshaped under the respective “New Advisory Committee”. By this, it’s intended to preserve the current areas-of-interest where existing committee members are actively achieving.

A new element to the Advisory Committees structure is the “Executive of Chairs”. In this committee, the elected Chairs of the Advisory Committees meet with the General Manager, the Executive and the Administrator on a quarterly basis to ensure a fostered Council-Committee relationship, addressing challenges and opportunities across and within Advisory Committees.

These Advisory Committees are also located in the Community-Council framework to show how they complement or overlap with existing community organisations/clubs and regional/state associations.

| New Advisory Committee               | Strategic Focus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Key Communities-of-interest                                               | Membership Range; Council Representative | Former Committee  |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------|-------------------|
| Youth Council                        | <ul style="list-style-type: none"> <li>Strengthen the capacity of our young people to participate and thrive in all facets of community life.</li> <li>Leadership development for our youth</li> <li>Provide a welcoming and inclusive platform for young people to provide ideas and voice concerns to Council</li> <li>Assist Council with decisions regarding infrastructure, service and program growth and advocacy within mandate.</li> <li>Identify training, education and enterprise skill development needs and connect with / advocate for relevant opportunities</li> <li>Promote Youth Mental Health awareness and create and support opportunities for the diversity of Shire youth to come together</li> <li>Youth Week event organisation.</li> <li>Develop a Term and annual (or biennial) Action Plan to guide Advisory Committee priorities and actions</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                         | 12-25 years of age only; Local high school-aged and young adults          | ~6-12; Council Officer (coordination)    | None              |
| Growing Business, Industry & Tourism | <ul style="list-style-type: none"> <li>Represent the Shire community to encourage equitable access to the benefits of economic development and industry growth (includes identifying opportunities for increased local employment and local training needs to ensure improved employment options for residents)</li> <li>Promoting and growing our Tourism Asset Portfolio to ensure the preservation and/or development of Natural, Heritage/Cultural and Built assets (sites), historic stories and narratives</li> <li>Assist with the establishment of new tourism events and the development of existing tourism events.</li> <li>Assist Council with investment attraction and tourism promotion</li> <li>Organise Business after dark events (as per Business Chamber and BEC topics/initiatives)</li> <li>Support infrastructure and event grant funding prioritisation and applications</li> <li>Actively seek and develop small business – industry synergy/partnerships</li> <li>Establish and nurture volunteerism of members (committee and community) to resource on-the-ground activity for tourism development</li> <li>Actively support and collaborate with the Euston Progressive Committee for business and tourism promotion and development.</li> </ul> | Small Business, Industry Representatives, Tourism advocates and operators | ~6-12; 1 x Executive or Manager          | Tourism Committee |

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                          |                                 |                             |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------|
|                                                        | <ul style="list-style-type: none"> <li>Develop terms of reference and annual (or biennial) action plan to focus Advisory Committee priorities and actions</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                          |                                 |                             |
| Strengthening Community Access, Inclusion & Well-Being | <ul style="list-style-type: none"> <li>This function is predominantly a primary health network responsibility</li> <li>Map and monitor provision of health, well-being and connection/inclusion services and programs</li> <li>Plan and advocate regarding closing service gaps and improving public access and amenity for all</li> <li>Support and promote community knowledge of, and access to, all available services</li> <li>Establish a community-services cooperative for handling challenges and opportunities in health, well-being and connection services and programs (both local and visiting)</li> <li>Identify and promote inclusion of community diversity and events and programs which celebrate diversity</li> <li>Develop terms of reference and annual (or biennial) action plan to focus Advisory Committee priorities and actions.</li> </ul> | Disability community representatives; Health/Well-being businesses people; Diversity of community members including ability, gender, culture and belief. | ~6-10; 1 x Executive or Manager | Balranald Interagency Group |
| Ageing Well, Aged Care and Facilities                  | <ul style="list-style-type: none"> <li>Provide a platform to positively promote and support all community members to age well in the setting of their choice</li> <li>Identify and advocate for remedy of key service gaps to better support ageing well</li> <li>Identify and encourage opportunities which showcase the qualities, assets and skills of our ageing community and provide opportunities for the sharing of these with younger community members</li> <li>Reference group to the Hostel Dementia Ward development</li> <li>Develop a Term and annual (or biennial) Action Plan to guide Advisory Committee priorities and actions</li> </ul>                                                                                                                                                                                                           | Senior Community members and support; Carers; Hostel Staff                                                                                               | ~8-12; 1 x Executive or Manager | Hostel Committee            |
| Balranald Beautification,                              | <ul style="list-style-type: none"> <li>Represent Shire communities in a coordinated and considered approach to town beautification</li> <li>Collaborate with Business Industry &amp; Tourism on planning larger Culture and Heritage orientated beautification efforts to ensure consistent focus and branding.</li> <li>Develop terms of reference and annual (or biennial) action plan to focus Advisory Committee priorities and actions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                | Local volunteers: gardeners, tradespersons, Indigenous and Colonial Art/Culture representatives                                                          | ~6-12; 1 x Executive or Manager | Beautification Committee    |

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                     |                                                  |                                           |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------|
| Sport & Recreation  | <ul style="list-style-type: none"> <li>Strategic planning, development and coordination of Council's sporting and recreational infrastructure.</li> <li>Represent the breadth of community sporting and recreation bodies equitably to ensure the broadest possible access of all community members to all available opportunities</li> <li>Partner with Council to catalogue and promote sporting and recreation opportunities across our Shire to encourage active participation for health and connection benefits</li> <li>Encourage all sporting and recreation bodies to ensure positive messaging reaches all community members and especially our children and youth (including messages which prevent violence, discourage the use of drugs and alcohol, encourage fair and inclusive participation in sports for all – messaging to reflect State and Federal guidelines)</li> <li>Assist or partner with Council in development of projects and applications for infrastructure grant funding or events grant funding.</li> </ul> | Local Clubs and enthusiasts of sport and recreational activities                                    | ~10-12; 2 x Executive or Manager                 | none                                      |
| Euston Progressive  | <ul style="list-style-type: none"> <li>Provide the Euston community a platform through which to connect with Council in the absence of elected representatives</li> <li>Advocate for the Euston community identified areas of interest and priority</li> <li>Develop terms of reference and annual (or biennial) action plan to focus Advisory Committee priorities and actions</li> <li>Collaborate regularly with Business, Industry, Tourism (Culture &amp; Heritage) Committee to ensure a whole-of-Shire approach is taken on tourism, beautification and economic development.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                              | small business, Industry Representatives, Indigenous Art/Culture enthusiasts, volunteers, gardeners | ~6-12; 1 x Executive or Manager                  | Euston Beautification & Tourism Committee |
| Executive of Chairs | <ul style="list-style-type: none"> <li>Opportunity to collaborate on cross-committee interests or challenges</li> <li>Guidance/feedback from GM and Administrator on Committees' charters and achievements.</li> <li>Foster the Committee-Council relationship</li> <li>Share opportunities and challenges</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | chairpersons from each of the Advisory Committees                                                   | 7 chairs (or their delegates); GM, Administrator | none                                      |

Balranald Shire Council

**ATTACHMENT 2: EXPRESSION OF INTEREST FORM**

## BALRANALD SHIRE ADVISORY COMMITTEES

### Expression of Interest Registration Form

On the 30<sup>th</sup> June 2020 at an Extraordinary Meeting of Council, the Administrator ratified the Proposed Advisory Committee Structure comprising seven Advisory Committees. Thank you for expressing interest. In order for the Administrator to formally consider your EOI to one or more of the seven advisory committees, you are required to:

- fill out this registration form (if under 18 years of age – have your parent or guardian sign the consent statement herein)
- either be nominated at an advisory committee meeting; or
- be personally invited to express interest in an advisory committee by the Administrator; and

1. Your Contact Details (to remain confidential with Council):

**Name:**

**Mobile/Home telephone number:**

**E-mail address:**

**Residential Address:**

2. Are you seeking to represent an organisation or business? Yes/No

If Yes, please provide Letter of Authorisation from your organisation or business.

3. Can you please give Council a brief snapshot of your career (list any qualifications) and interests?

|  |
|--|
|  |
|  |
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|  |
|  |

4. Which Advisory Committee(s) are you interested in becoming a member of?

- ☐ Youth Council
- ☐ Growing Business Industry and Tourism
- ☐ Strengthening Community Access, Inclusion & Well-being

Balranald Shire Council

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- ☐ Ageing Well, Aged Care and Facilities
- ☐ Balranald Beautification
- ☐ Sport and Recreation
- ☐ Euston Progressive

5. Can you please briefly explain why you are interested in joining the above committee/s

|                                                             |
|-------------------------------------------------------------|
| <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
|-------------------------------------------------------------|

6. Can you please indicate which weekdays and times you are available for meetings, including availability during and after-work hours.

|                                                             |
|-------------------------------------------------------------|
| <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
|-------------------------------------------------------------|

7. Are you able to access and utilise a computer or mobile device for the purposes attending meetings remotely via teleconference software/apps? Yes / No

*IMPORTANT: For Youth under 18 years of age, the following Parent/Guardian consent is required to be signed:*

I, \_\_\_\_\_, do hereby give consent for \_\_\_\_\_ to register an expression of interest in becoming a member of the Balranald Shire Youth Council.

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Balranald Shire Council

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**ATTACHMENT 3: CODE OF CONDUCT & CODE OF MEETING PRACTICE**

To be attached

**8.3 DISABILITY INCLUSION ACTION PLAN**

|                                    |                                                                                                                                        |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.70992</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 2: Our Place – A liveable and thriving community that maintains lifestyle opportunities and addresses its disadvantages.</b> |

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**OFFICER RECOMMENDATION**

That Council formally adopt the revised Disability Inclusion Action Plan 2022- 2026

**PURPOSE OF REPORT**

Council is required to prepare, monitor and report on the progress in the implementation of the Council's Disability inclusion Action Plan (DIAP) prepared in accordance with Sect 12 of the Disability Inclusion Act 2014. The plan is required to be reviewed every four years and the purpose of the review is to ensure that the plan fulfills the requirements for people with disabilities to access buildings, events and facilities and opportunities for people with disabilities to access the range of services and activities available in the community.

**REPORT**

The DIAP has been developed in recognition of council's responsibility to remove barriers and ensure that people with a disability are able to participate equally in their communities and this current plan builds upon previous versions to highlight future priorities for Council and the community.

The Disability Inclusion Action Plan was initially reviewed to ensure that it complies with current regulations and then it was publicly advertised and distributed to the members of the Strengthening Community Access & Wellbeing Advisory Committee, key community agencies and then discussed in detail at a special session of this committee held on 28<sup>th</sup> July.

The DIAP as presented has been referred by the Committee to Council for endorsement.

**FINANCIAL IMPLICATION**

The Council is actively seeking funding for specific projects that address community needs as well as recurrent funding for existing programs and facilities.

**LEGISLATIVE IMPLICATION**

NSW Disability Inclusion Act 2014

**POLICY IMPLICATION**

Progress in relation to the implementation of this plan is required to be monitored and reported as part of the Annual Report.

**RISK RATING**

Low

**ATTACHMENTS**

1. Disability Inclusion Action Plan - June 2022 [↓](#)



Balranald Shire Council

# Disability Inclusion Action Plan

2022 – 2026



This document was compiled by Balranald Shire Council

Balranald Shire Council would like to acknowledge the Traditional Custodians of the Land and pay its respect to Elders past, present and emerging

*Disability Inclusion Action Plan*

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**Message from the General Manager**

Balranald Shire Council embraces the inclusion of people with a disability in all aspects of community life. We are committed to creating a more inclusive and welcoming community for people with disabilities and it is with pleasure that I present the Disability Inclusion Action Plan.

The Plan demonstrates our commitment to improve the quality of our services, facilities, systems and programs over a three-year period. The Plan was developed through consultation with the community and outlines the actions we will take to provide more accessible and inclusive services.

The Disability Inclusion Action Plan was developed through consultation with our Strengthening Community Access Inclusion and Wellbeing Advisory Committee and community stakeholder groups and members of the Shire.

We look forward to hearing about the positive impact the Plan has for our residents and visitors.

Signature here

**Jeff Sowiak**  
**General Manager, Balranald Shire Council**

## INTRODUCTION

### About this Plan

We want to make sure that people with disability, their families and carers are included in Balranald Shire and that our community is more accessible. In writing our Disability Inclusion Action Plan we have asked the community about the barriers that people with disability face in the Shire and their ideas for improvement. The Plan explains the actions we will take to improve the lives of people with disability in our community. We have also heard about what we do well – so we can protect and expand or build on these.

### Overview of Plan

The Disability Inclusion Act 2014 (NSW) (DIA) (the Act) is the legislative foundation for Local Government disability inclusion and access planning. The Act supports the government's commitment and reaffirms NSW's direction on building an inclusive community. In 2014 the Act required all NSW Local Government Areas to develop a Disability Inclusion Action Plan in consultation with people with disability. This Plan outlines Balranald Shire Council's commitment to people with a disability to improve access to services, facilities and employment. It is also designed to change perceptions about people with disability and create a more inclusive community for everyone.

### Why inclusion is important

Personal choice and control are only possible when communities are inclusive for all people with disability, including those with physical, intellectual, cognitive, sensory disabilities and those with mental health conditions. Real diversity cannot be realised unless people with disability are provided with the opportunities inherent in truly inclusive communities.

In addition to the human rights imperative, the case for an inclusive community is strong:

- Inclusion improves opportunities for participation in the local economy, with potential to increase economic activity within the Shire;
- Providing physical access to businesses benefit not only people with disability, but older people, parents with prams and business owners by expanding their business reach;
- Exclusion leads to disadvantage and discrimination, which have far reaching negative impacts across all aspects of life, including health, welfare, education and employment.

These impacts are felt beyond the individual, with families and the broader community being negatively impacted by a non-inclusive community.

Balranald Shire Council strives to make our region an accessible and inclusive community providing a place for everyone to be able to live, work and visit. *Some examples: Widened the Swing Bridge for accessibility of wheel chairs, gophers etc. We have utilised walking tracks to be more wheel chair friendly. Our Market Street Upgrade included ramps into our businesses.*

Council has a key role in promoting and supporting access and inclusion in all areas of Council business. This includes how Council develops the built environment, the provision of information and services, supporting employment opportunities and promoting positive community attitudes and behaviour towards people with disability.

The removal of barriers for people with disability supports the inclusion of members of the local community who may otherwise fall outside of identified definitions of disadvantage.

Balranald Shire Council is working towards creating a region that is accessible and inclusive of everyone and provides equal opportunity for people with disability to enjoy what our region has to offer. Almost 90% of the 4.4 million people with disabilities in Australia are living with an invisible disability. (University of Sydney)

Negative attitudes, physical barriers and difficulties accessing necessary supports still limit the opportunities of people with disability to find work, study, socialise and be included in community life.

To create liveable communities, we need to focus our attention and resources on the elements of community life that most people desire. To create liveable communities for people with disability, we must do more than modify the physical environment; we must advocate for such aspects as accessible housing, access to transport, community recreation, meaningful employment, volunteering, social engagement and universal design.

It is imperative that we respect people with disability in relation to their lived experience, empower them to influence their life direction, and encourage them to fully participate so we can identify barriers and propose solutions.

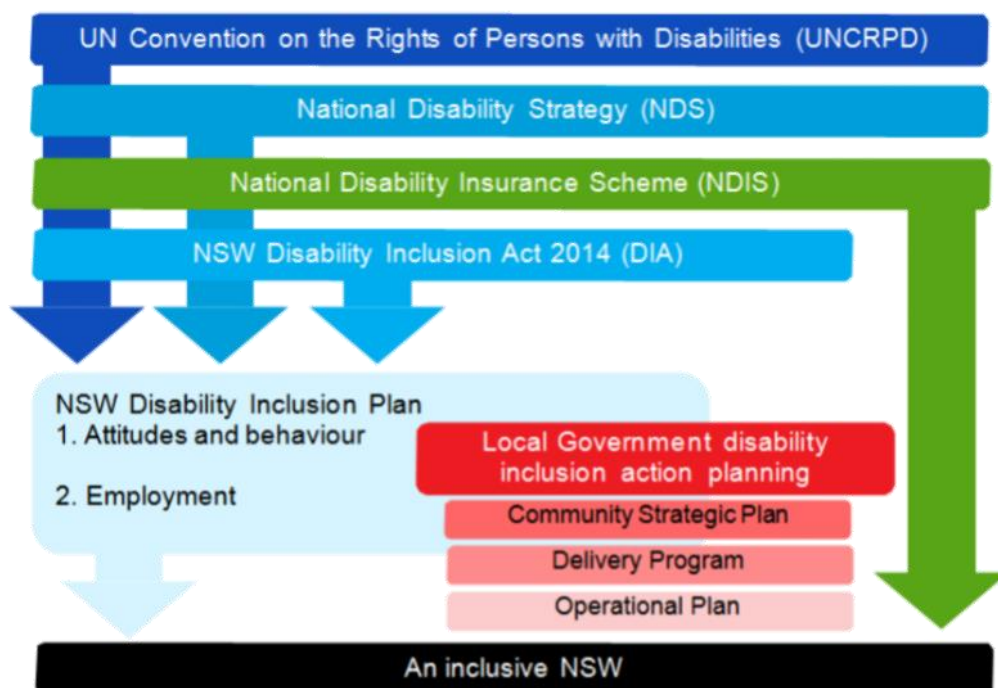
The Disability Inclusion Action Plan has been developed in recognition of Council's responsibility to remove barriers and ensure that people with disability are able to participate equally in their communities.

Council's vision is to create a better, more vibrant, more resilient and more engaged community, by capitalizing upon its human, cultural, environmental and business assets and encouraging a strong sense of civic participation and pride. Council's Disability Inclusion Action Plan will aim to provide better access to Council information, services and facilities ensuring people with disabilities can fully participate in their community.



*Balranald Swing Bridge has been upgraded and widened to allow wheel chair access*

### Legislation and Policy



Source: Disability Inclusion Action Planning Guidelines Local Government



Balranald Library has a great selection of talking books and large prints available for customers to borrow.

## State

### Disability Inclusion Act 2014 (NSW)

The Disability Inclusion Act (2014) acknowledges human rights; promoting the independence and social and economic inclusion of people with disability.

The Act requires NSW government departments, local councils and some other public authorities to develop and implement a Disability Inclusion Action Plan. The plan must be consistent with the State Disability Inclusion Plan and include strategies to increase access and participation.

## Local

Balranald Shire Council Community Strategic Plan 2032 was created by the community and provides a long-term vision for our Shire. The Community Strategic Plan informs Council's Delivery Program and Operational Plan, which set out Council's role in achieving the community's vision. Other Council plans and documents relevant to the Disability Inclusion Action Plan include:

- Community Engagement Strategy
- Equal Employment Opportunity Policy

## Community Priorities

Council is committed to focusing on the following future priorities:

- Ensuring Local Government Representation by striving to be "Fit for the Future"
- Increase pride in our towns and villages
- Attract and retain population and visitation numbers
- Maintain current services and improve access to services
- Create employment opportunities
- Foster a safe community
- Involve our children and youth in decisions and activities
- Build community respect and purpose within the community
- Improve our sporting and recreational infrastructure
- Encourage residents and ratepayers to have a say in decisions affecting the community
- Develop local leaders

## Other legislation and standards informing Council's work

- Commonwealth Disability Discrimination Act 1992
- Commonwealth Disability (Access to Premises-Buildings) Standards 2010
- NSW Anti-Discrimination Act 1977
- Carers Recognition Act 2021
- Local Government Act 1993 and Local Government (General) Regulation 2021

### ***Disability Snapshot in Balranald Shire***

The Disability Inclusion Act 2014 (DIA) defines disability as:

"The long-term physical, mental, intellectual or sensory impairment which in interaction with various barriers may hinder the full and effective participation in society on an equal basis with others."

Information about disability in Balranald Shire is based on Australian Bureau of Statistics (ABS) 2021 Census data. The Census records information on people who identify as needing help with mobility, self-care or communication due to disability or long-term health conditions.

5.6% of the population, or 124 people living in Balranald Shire, identified as needing assistance because of a profound or severe disability.

#### **Need for assistance with core activities 2021**

| Assistance needed by age group (years) | Number |
|----------------------------------------|--------|
| 0 to 4*                                | 0      |
| 5 to 14                                | 4      |
| 15 to 19                               | 3      |
| 20 to 24                               | 0      |
| 25 to 34                               | 4      |
| 35 to 44                               | 9      |
| 45 to 54                               | 10     |
| 55 to 64                               | 17     |
| 65 to 74                               | 19     |
| 75 to 84                               | 27     |
| 85 and over                            | 31     |
| Total persons needing assistance       | 124    |

\* Census data does not align with local anecdotal data which suggests there are children in the 0-4 year cohort living with a disability (in need of assistance with core tasks).



### Persons with Long Term Health Issues – 2021 Census

| Health Issue                                              | 0-14yrs | 15-24 yrs | 25-34 yrs | 35-44 yrs | 45-54 yrs | 55-64 yrs | 65-74 yrs | 75-84 yrs | 85 yrs & Over | Total |
|-----------------------------------------------------------|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------------|-------|
| Arthritis                                                 | 0       | 0         | 3         | 5         | 17        | 44        | 56        | 35        | 23            | 183   |
| Asthma                                                    | 31      | 28        | 21        | 18        | 17        | 24        | 26        | 13        | 0             | 178   |
| Cancer (including remission)                              | 0       | 0         | 0         | 0         | 3         | 15        | 20        | 11        | 3             | 52    |
| Dementia (including Alzheimer's)                          | 0       | 0         | 0         | 0         | 0         | 0         | 0         | 4         | 8             | 12    |
| Diabetes (excluding gestational diabetes)                 | 0       | 0         | 0         | 3         | 8         | 33        | 41        | 18        | 4             | 107   |
| Heart disease (including heart attack or angina)          | 0       | 0         | 0         | 0         | 4         | 27        | 33        | 34        | 7             | 105   |
| Kidney disease                                            | 5       | 0         | 0         | 0         | 3         | 4         | 6         | 5         | 0             | 23    |
| Lung condition (including COPD or emphysema) (b)          | 0       | 0         | 0         | 0         | 0         | 7         | 11        | 10        | 7             | 35    |
| Mental health condition (including depression or anxiety) | 3       | 17        | 15        | 12        | 26        | 20        | 12        | 4         | 0             | 109   |
| Stroke                                                    | 0       | 0         | 0         | 0         | 3         | 0         | 3         | 10        | 5             | 21    |
| Any other long-term health condition(s) (c)               | 16      | 8         | 9         | 11        | 16        | 22        | 16        | 10        | 7             | 115   |
| No long-term health condition(s)                          | 308     | 138       | 186       | 136       | 155       | 153       | 105       | 18        | 6             | 1,205 |
| Not stated                                                | 82      | 38        | 48        | 36        | 54        | 55        | 53        | 15        | 7             | 388   |
| Total persons                                             | 434     | 220       | 274       | 212       | 289       | 333       | 289       | 117       | 47            | 2,215 |

### **Council Activity**

Council works to provide opportunities and raise awareness of inclusion of people with disabilities.

Some examples include:

- Working in partnership to delivery health, wellbeing and inclusion services and programs – (Delivery Plan 2.1)
- Identify and close any access gaps to community services (Delivery Plan 2.1)
- Facilitate and foster collaboration in delivering a program of community events (Delivery Plan 2.2)
- Maintain and upgrade parks and sporting facilities (Delivery Plan 2.3)
- Strengthening Community Access, Inclusion & Wellbeing Advisory Committee

### **Community Consultation**

Council advertised in local newspapers and also on local notice boards for interested community members to send in submissions about how Council could make its Shire more inclusive for residents. The previous Disability Inclusion Action Plan was mailed out to schools, Early Learning Centre, Medical Centre, Hospital, MacKillop Services and Aboriginal Lands Council asking for comments and/or feedback be provided to Council.

The responses we received were in regards to footpaths within Balranald and the lack of speech therapy and occupational therapy services available to residents of Balranald Shire.

Some of the ideas received from our Strengthening Community Access Inclusion & Wellbeing Advisory Committee include;

Footpaths and gutters

Promote the town as a Wheelchair accessible – as part of a tourism promotion

Access to meaningful employment, get school and students involved in volunteer activities with disabled community members

Advocate for our residents with a disability to our State and Federal Members when they come to town, to ensure Council is aware of any funding opportunities available to assist people identified with disabilities to join the workforce.

Investigate accommodation options for the younger/next generation

Disability parking areas, especially MaariMa

Wheelchair friendly access to businesses, have businesses to promote. Create a business accessible sticker

Advocate for social sporting opportunities rather than all competitive sports, eg bowls, basket ball for disabled persons

Work Experience for School children with disabilities

Employ a Council Community Disability Officer

## Reporting our Achievements

Council will use a traffic light system for reporting our achievements annually to Council.

| Symbol                                                                            | Descriptor                     |
|-----------------------------------------------------------------------------------|--------------------------------|
|  | Complete                       |
|  | On Track                       |
|  | Not Commenced                  |
|  | Behind                         |
|  | Urgent Action Needed / Stopped |

**Action Plan – What Council will do****1. – Our Lifestyle**

| Strategic Goal                                               | Strategies                                                                                                                                                                                                                                                           | Measurement                                                                                                                                                                                                                                                                                                         | Timeframe     | Community Strategic Plan Link             |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------|
| Maintaining and beautifying our town centres                 | <ul style="list-style-type: none"> <li>• Develop the river front</li> <li>• Maintaining public amenity and cleanliness of local streets</li> </ul>                                                                                                                   | <ul style="list-style-type: none"> <li>• Include river front projects into Council's long-term capital works program</li> <li>• Levels of Service for street amenity and cleanliness are published and achieved</li> </ul>                                                                                          | Ongoing       | CSP Objective 1 – Future Directions (1.1) |
| Improving access to a diverse range of housing opportunities | <ul style="list-style-type: none"> <li>• Host a housing summit to generate innovative ideas</li> <li>• Develop a housing strategy</li> <li>• Review the Local Environmental Plan</li> </ul>                                                                          | <ul style="list-style-type: none"> <li>• Housing summit is held and generates ideas that are followed through</li> <li>• Housing Strategy is adopted by 2024</li> <li>• LEP review facilitates community involvement and complies with planning laws</li> <li>• Increase in developable land and housing</li> </ul> | December 2024 | CSP Objective 1 – Future Directions (1.2) |
| Improving local access to education and careers              | <ul style="list-style-type: none"> <li>• Explore opportunities for vocational training, apprenticeships and traineeships</li> <li>• Identify opportunities for local people to work locally</li> <li>• Identify and promote online training opportunities</li> </ul> | <ul style="list-style-type: none"> <li>• Vocational education pathways exist and are used by local people</li> <li>• Career guidance, scholarships and local placements are available for local people</li> <li>• Increase in local uptake of online training</li> </ul>                                            | Ongoing       | CSP Objective 1 – Future Directions (1.3) |

## 2 – Our Community

| Strategic Goal                                                   | Action                                                                                                                                                                                                                                                                                                                                                 | Measurement                                                                                                                                                                                                                                                                                                                     | Timeframe                                                        | Community Strategic Plan Link           |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------|
| Focus on Community Inclusion and Wellbeing                       | <ul style="list-style-type: none"> <li>• Work in partnership to deliver health, wellbeing and inclusion services and programs</li> <li>• Identify and close any access gaps to community services</li> <li>• Implement the Disability Inclusion Action Plan</li> <li>• Work in partnership with the Balranald Local Aboriginal Land Council</li> </ul> | <ul style="list-style-type: none"> <li>• Community survey shows upwards trend on feelings of inclusion and wellbeing</li> <li>• Access to services improves</li> <li>• Local spaces and buildings allow physical access for everyone</li> <li>• Collaborative projects are undertaken to improve community wellbeing</li> </ul> | October 2023<br><br>Ongoing<br><br>Ongoing<br><br>Annually       | CSP Objective 2 Future Directions (2.1) |
| Innovative and improve community services, activities and events | <ul style="list-style-type: none"> <li>• Facilitate and foster collaboration in delivering a program of community events</li> <li>• Prepare a rolling service review program to refresh Council community services and facilities</li> <li>• Council operates a dynamic library service</li> </ul>                                                     | <ul style="list-style-type: none"> <li>• Support regular and new events</li> <li>• Community events are well attended</li> <li>• Service review program is developed and published</li> <li>• Review availability of children's services</li> <li>• Improvements are made to community services and facilities</li> </ul>       | Annually<br><br>Ongoing<br>Ongoing<br><br>Ongoing<br><br>Ongoing | CSP Objective 2 Future Directions (2.2) |
| Provide opportunities for sport and recreation across the shire  | Maintain and upgrade parks and sporting facilities                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Capital improvements to sport and recreation facilities</li> </ul>                                                                                                                                                                                                                     | Ongoing                                                          | CSP Objective 2 Our Community (2.3)     |

**3 – Our Economy**

| Strategic Goal                              | Action                                                                                                                                                                                                                                                                                                                                 | Measurement                                                                                                                                                                                                                                                                                                                                         | Timeframe                                             | Community Strategic Plan Link   |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------|
| Increase tourism and visitation to the area | <ul style="list-style-type: none"> <li>• Prepare and implement a local tourism and marketing strategy</li> <li>• Maximise tourism to Mungo National Park</li> <li>• Seek partners and funding to promote the area</li> <li>• Improve signage and town entrances for visitors</li> <li>• Identify and promote local heritage</li> </ul> | <ul style="list-style-type: none"> <li>• Implementation of the local tourism and marketing strategy</li> <li>• Regular consultation with key stakeholders eg Destination Riverina Murray, NPWS etc.</li> <li>• Investment in signage and entrances to local towns</li> <li>• Heritage assets are included in local marketing initiatives</li> </ul> | Ongoing<br><br>Monthly<br><br>Annually<br><br>Ongoing | CSP Objective 3 Our Economy 3.3 |

**4 – Our Infrastructure**

| Strategic Goal                                     | Action                                                                                                                                                                                   | Measurement                                                                                                                                         | Timeframe              | Community Strategic Plan Link          |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------|
| Maximising grant funding to improve infrastructure | <ul style="list-style-type: none"> <li>• Work with regional partners to identify and apply for new government funding.</li> <li>• Maximise opportunities to apply for funding</li> </ul> | <ul style="list-style-type: none"> <li>• Grant funding attracted into the area.</li> <li>• Grant projects achieved on time and on budget</li> </ul> | Ongoing<br><br>Ongoing | CSP Objective 4 Our Infrastructure 4.1 |

## 5 – Our Environment

| Strategic Goal                                     | Action                                                                                                                                                                                                                                                                                                                                                     | Measurement                                                                                                                                                                                                                                                                 | Timeframe                                                           | Community Strategic Plan Link       |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------|
| Celebrate and promote our unique local environment | <ul style="list-style-type: none"> <li>• Maintain and expand the walking trail network</li> <li>• Refresh the marketing and public art around the Southern Bell Frog and the Regent Parrot</li> <li>• Manage local trees to maximise public amenity and safety</li> <li>• Work with relevant state agencies to enhance key environmental assets</li> </ul> | <ul style="list-style-type: none"> <li>• Walking trail projects completed</li> <li>• Undertake marketing of environmental assets</li> <li>• Public trees are safe and attractive</li> <li>• Environmental projects undertaken in partnership with state agencies</li> </ul> | Ongoing (budget requirements)<br>Ongoing<br><br>Ongoing<br>Annually | CSP Objective 5 Our Environment 5.1 |

## 6 – Our Council

| Strategic Goal                        | Action                                                                                                              | Measurement                                                                                                                                | Timeframe                             | Community Strategic Plan Link     |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------------------|
| Develop Capabilities                  | <ul style="list-style-type: none"> <li>• Develop community leadership and volunteer capacity</li> </ul>             | <ul style="list-style-type: none"> <li>• Support and Celebrate local Volunteers</li> </ul>                                                 | Ongoing                               | CSP Objective 6 Our Council 6.1   |
| Engage and Inform the Local Community | <ul style="list-style-type: none"> <li>• Increase Opportunities for Council to listen to community views</li> </ul> | <ul style="list-style-type: none"> <li>• Increase in opportunities to express views and ideas between Council and the community</li> </ul> | Monthly – Advisory Committee Meetings | CSP Objective 6 – Our Council 6.2 |

**3 – Longer Term Action Plan**

| Goal                                                                            | Action                                                                                                                                                                                                                                                                                    | Measurement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maintain and upgrade parks and sporting facilities                              | Progressively upgrade all play areas within Shire                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Seek Government Funding to upgrade play areas</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                            |
| Accessible Footpaths                                                            | <ul style="list-style-type: none"> <li>Maintain and expand existing footpaths/walking trails</li> <li>High use nature strips, and nature strips adjacent to the homes of people with mobility needs should be mapped and prioritised in consultation with those most impacted.</li> </ul> | <ul style="list-style-type: none"> <li>Projects completed when grant funding received.</li> <li>Create a Footpath development plan to be outlining priority areas and dates which will allow the tracking of progress and the meaningful measure of outcomes.</li> </ul>                                                                                                                                                                                                                                   |
| Review the Library Services                                                     | <ul style="list-style-type: none"> <li>Ensure our library has talking books and large print books accessible for everyone.</li> </ul>                                                                                                                                                     | Council reviews library inhouse service delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Explore opportunities for vocational training, apprenticeships and traineeships | <ul style="list-style-type: none"> <li>Work with Industry partners and education providers to identify opportunities.</li> <li>Commit to employing people identified as having a disability</li> </ul>                                                                                    | <ul style="list-style-type: none"> <li>Advocate for improved education and training</li> <li>Develop an employment Plan which outlines the employment opportunities for people identified having disabilities.</li> </ul>                                                                                                                                                                                                                                                                                  |
| Focus on Community Inclusion and Wellbeing                                      | <ul style="list-style-type: none"> <li>Work in Partnership to deliver, health, wellbeing and inclusion services and programs</li> <li>Identify and close any gaps to community services</li> </ul>                                                                                        | <ul style="list-style-type: none"> <li>Undertake annual community surveys to identify the needs</li> <li>Provide community information to facilitate access to services.</li> <li>Include all community members, including those living with disabilities through all planning and consultation processes</li> <li>Ensure all new community, tourism and cultural infrastructure and Events are designed and developed with the intention of full access to, and use by, all community members.</li> </ul> |



## **Monitoring and Evaluation**

### **Monitoring**

The Disability Inclusion Action Plan includes timelines to guide the completion of the actions. The process will be monitored and evaluated through the Integrated Planning and Reporting cycle.

Implementation of the Plan will be undertaken by the responsible officers. Each action will be monitored and reported against for the periods 1 July – 31 December and 1 January – 30 June of each year.

Council will monitor the overall implementation of the Plan and the integration of its actions into Council's new Delivery Program and annual Operational Plan.

### **Reporting**

Outcomes and achievements will be reported in Council's Annual Report and General Managers six monthly report to the community. These reports will be available on Council's Website and at its Council Offices Building, 70 Market Street Balranald.

### **Review**

The Plan will be reviewed annually in line with the Integrated Planning and Reporting cycle. An audit, evaluation and review of the Plan will be conducted at the end of Council's term.

## **Acknowledgement**

Council would like to thank the many community members who provided their views, personal stories and ideas for positive change.



**8.4 DRAFT GENERAL PURPOSE ANNUAL FINANCIAL STATEMENTS 2021/2022**

**Record Number:** D22.71691

**Authorising 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**

1. That Council receives and notes the Draft General Purpose Annual Financial Statements for 2021/2022; and
2. That the Draft Financial Statements be referred to audit.

**PURPOSE OF REPORT**

To receive the Draft General Purpose and Special Purpose Annual Financial Statements for 2021/2022 that have been referred to the Audit Risk and Improvement Committee and endorsed for submission to the audit.

**REPORT**

The Draft General Purpose and Special Purpose Financial Statements 2021/2022 have been completed and indicate a positive financial result for the year ended 30<sup>th</sup> June 2022.

Subject to final audit the Council has achieved a combined operating result after allowing for capital grants and contributions of \$1.75m which is up almost \$1m on the previous financial year. The result also allows for the operating depreciation on assets of \$5.3m to be funded from recurrent rates and charges revenue.

The result reflects improved level of financial management and a positive budget framework including significant grant funded projects for works. In addition, the Council has achieved a healthy unrestricted working funds balance of \$2.6m with future reserves for plant and infrastructure fully cash funded and available for renewal projects in future years.

Whilst there is still a significant backlog of works to be undertaken the results do reflect on a positive trend going forward.

The Draft Statements were provided to the ARIC committee for consideration prior to Council's consideration and the Committee has endorsed the draft statements for referral to the external auditors.

Section 413 of the *Local Government Act 1993 (NSW)* (the Act) requires Council to prepare its year end Annual Financial Statements as soon as practicable after year end and to refer those statements to audit.

In preparing the annual financial statements the Act requires Council to comply with the:

- (i) *Local Government Act 1993 (NSW)*
- (ii) *Local Government (General) Regulations 2005 (NSW)*
- (iii) Australian Accounting Standards and other relevant publications issued by the Australian Accounting Board
- (iv) Local Government Code of Accounting Practice and Financial Reporting

To the best of my knowledge and belief, these statements present fairly the Council's operating result and financial position for the 2021/2022 financial year. They also concur with Council's accounting and other records. Council is not aware of any matter that would render these Statements false or misleading in any way.

The report provided to the ARIC committee noted at the time that a number of the Asset related Notes and disclosures were still to be finalised, I can now report that these have been completed and will be included in the draft statements tabled for Council's information at this meeting.

The draft statements are now ready for submission to audit.

Council's Financial consultant will provide a briefing on the draft statements during the meeting and will be available to take any questions.

**ATTACHMENTS**

**Nil**

**8.5 STRONGER COUNTRY COMMUNITIES FUND ROUND 5**

|                                    |                                                                                                                                        |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.71652</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 2: Our Place – A liveable and thriving community that maintains lifestyle opportunities and addresses its disadvantages.</b> |

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**OFFICER RECOMMENDATION**

1. That Council endorse the recommendations of the Advisory Chairs of Committee Meeting held on 31<sup>st</sup> August and propose the following projects for inclusion in the application for Stronger Country Communities Fund – Round Five from the Council allocation of \$943,758
  - (a) Kyalite Memorial Park Rest Area
  - (b) Balranald Shire Signage
  - (c) Safe Fencing Balranald Pool
  - (d) Netball Courts Balranald resurfacing
  - (e) Basket Ball Courts Balranald
  - (f) Hatfied Communities and
2. That Council endorse the Advisory Chairs of Committee Meeting recommendation that Council support the Robinvale Euston Football Club application for funding to upgrade the Euston Recreational Area Grounds and Facilities from the Stronger Country Communities Fund Round 5 eligible communities fund allocation of \$387,978.

**PURPOSE OF REPORT**

The report seeks to consider and endorse the priority projects to be funded from the Stronger Country Communities Fund round 5.

**REPORT**

The Stronger Country Communities Fund is a NSW State Government program to boost wellbeing in rural communities by providing new or upgraded social and sporting infrastructure or community programs that have strong local support.

This is the fifth round of funding under this program and the funding is targeted at local communities' infrastructure and projects with a pre-approved allocation for rural communities and allocations based on application through the state government portal.

This Balranald Shire has pre-approved limit of \$1,331,736 with \$943,758 specifically allocated to the Council as the applicant, the balance is available to eligible community organisations. Council is encouraged to partner with community groups as the lead, where the project involves council-owned infrastructure.

The funding is available to be used for new, or upgrades to community infrastructure, sporting infrastructure, street beautification and public places that promote wellbeing, delivering programs and infrastructure to assist in the delivery of general community programs or promote/improve accessibility and inclusion. There are also opportunities for projects that support Aboriginal community skills, experiences and social outcomes.

There are a number of ineligible projects the most notable of which is transport infrastructure (Roads, Footpaths), municipal services such as garbage, water and sewerage projects and work that is part of Council's normal operations. (Maintenance or recurrent budgeted projects).

The program requires projects to be nominated on the basis of viability, community support and alignment with fund objectives with the minimum project grant of \$100,000.

**New or renewal:**

When considering projects, Council needs to be conscious of the long-term impacts of maintaining new assets or funding the delivery of services and so there is a preference for upgrade/replacement of existing, rather than new infrastructure. That way the capital cost can be used to modernise or replace old infrastructure to minimise long-term operating or maintenance cost. Councils can also improve service delivery or extend the life and usefulness of community assets without adding significantly to the ongoing operating cost.

New infrastructure that doesn't involve operating cost would also be desirable over infrastructure that requires ongoing maintenance, operation or repair cost. For example, a knock down, renovate or rebuild would be preferable to the construction of a new or duplicated facility with added recurrent costs.

Similarly, projects that have potential to generate an income stream to offset recurrent costs (viable projects) would be preferable to projects with no potential to fund ongoing costs.

In discussions with the Regional Development who administer the program there was a preference for fewer larger projects than many smaller projects. This is because each project must have a detailed proposal, project plan, milestone and accreditation process.

The more projects the more likely that an issue might arise which would delay finalisation of the program and risks to funding for the balance of the projects completed. Given the minimum \$100k threshold this also impacts on the scope of works to be completed.

Council will need to submit with the application with sufficient information to support the proposals including letters of support and community strategic plan objectives and evidence of community consultation.

**Grant application Council timeline.**

Applications must be submitted using the smarty grants software and registration access provided to Council before 23<sup>rd</sup> September. Contracts must be in place by November 2022 and the projects must be commenced within six months and completed within 3 years from execution of the funding deed.

**Chair Of Advisory Committees.**

Given the tight timeline from conception to application the Administrator sought to engage with the Council's advisory committees to determine the most appropriate proposals to be advanced for consideration.

A meeting of the Chairs of Advisory Committees was held on the 31<sup>st</sup> August to consider a priority list of projects for consideration under this program and the recommendations of that meeting have now formed the basis for the list of proposals going forward to application stage.

**Project proposals:****1. Kyalite Memorial Park toilet block**

The Kyalite Progress association has undertaken a project to revamp the memorial park in Kyalite and there is a request for a toilet facility in or near the memorial. The committee has already made significant progress with council on upgrades to the park and it is hoped that this work could be completed prior to Anzac Day next year. With associated parking areas and fencing etc the cost would be in the order of \$100k and it is a community-based project. There is of course the need to service the new toilets and so the design would need to incorporate a low maintenance type of toilet with disabled access and the cleaning and consumables would be something for engagement with the committee.

## 2. Shire Boundary Signage

The need for new welcome to Country and town entrance signage is included in the settlement strategy as a priority item to reflect themes of the shire and include recognition of aboriginal groups. This project would involve the construction of new signs and consultation over first nations boundaries. The cost would depend on number and size of signage but would easily go over the \$100k threshold and it also ticks the box for Aboriginal Community projects.

## 3. Safe Fencing Balranald Pool

. Council has identified that the current pool fencing may not be appropriate to prevent unauthorised access to the Balranald pool. The proposal is to remove and replace fencing around the Balranald pool with more appropriate safe fencing.

## 4. Balranald Netball Courts

The current surface of the netball courts has been damaged and needs to be replaced. The project would involve re-surfacing the Balranald netball courts.

## 5. Balranald Basketball Courts

The Councils Strategic plan identifies the need for additional sporting facilities and this proposal is to design and construct new basketball courts and facilities for Balranald.

## 6. Hatfield Community Facilities

The Council's community Plan identifies the need to provide opportunities for increased tourism and visitation to the area (Strategy 3.3) and this proposal is to develop and install an appropriate rest area or facilities for visitors to Hatfield.

Table 1 : Indicative Budget : Subject to final estimates.

| <b>Stronger Country Communities Fund proposed projects Round 5</b> |                                                                                                                                |                        |              |                |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------|----------------|
| <b>Project</b>                                                     | <b>Brief Description</b>                                                                                                       | <b>Indicative Cost</b> | <b>Admin</b> | <b>Total</b>   |
| <b>1</b>                                                           | <b>Kyalite Memorial Park</b>                                                                                                   |                        |              |                |
|                                                                    | Upgrade to Memorial Park rest area to include public toilets and ancillary facilities.                                         | 92,000                 | 9,200        | <b>101,200</b> |
| <b>2</b>                                                           | <b>Balranald Shire Signage</b>                                                                                                 |                        |              |                |
|                                                                    | Project to undertake recognition of first nations lands and enhance signage including town Balranald and Euston town entrance. | 185,000                | 18,500       | <b>203,500</b> |
| <b>3</b>                                                           | <b>Safe Fencing Balranald Pool</b>                                                                                             |                        |              |                |
|                                                                    | To remove and replace non-compliant fencing with approved pool fencing around Balranald.                                       | 101,000                | 10,100       | <b>111,100</b> |
| <b>4</b>                                                           | <b>Netball Courts Balranald</b>                                                                                                |                        |              |                |
|                                                                    | To resurface Balranald Netball Courts                                                                                          | 150,000                | 15,000       | <b>165,000</b> |
| <b>5</b>                                                           | <b>Basket Ball Balranald</b>                                                                                                   |                        |              |                |
|                                                                    | To design and construct new basketball courts and facilities for Balranald                                                     | 230,000                | 23,000       | <b>253,000</b> |
| <b>6</b>                                                           | <b>Hatfield Community facilities</b>                                                                                           |                        |              |                |

|  |                                                                                      |                |               |                |
|--|--------------------------------------------------------------------------------------|----------------|---------------|----------------|
|  | To develop and install appropriate rest area or facilities for visitors to Hatfield. | 100,000        | 10,000        | <b>110,000</b> |
|  |                                                                                      |                |               |                |
|  | <b>Net cost ex GST</b>                                                               | <b>858,000</b> | <b>85,800</b> | <b>943,800</b> |
|  | Administration & Supervision                                                         | 85,800         | =<<br>10%     |                |
|  | Total Net GST                                                                        | 943,800        |               |                |
|  | Allocation Available                                                                 | 943,758        |               |                |
|  | Net Under over allocated                                                             | 42             |               |                |

### Community Proposals;

The SCCF5 fund also included a component that was allocated to community groups and the Euston Progressive Association has been working with the Robinvale Euston Football Club to undertake a project for the Euston recreation area.

#### 7. Euston Football Grounds upgrade

The Robinvale Euston Football Club will be submitting a proposal under the community groups component to upgrade and renew the football oval grounds. This will complement existing projects in Euston for the renewal of the netball changerooms, seating, fencing, carparking and lighting.

The Euston Progressive Committee and the Chairs of the advisory Committees have both discussed and recommended that Council support this proposal from the community allocation.

### FINANCIAL IMPLICATION

The total grant available

### LEGISLATIVE IMPLICATION

Local Government Act 1993

### POLICY IMPLICATION

The Councils Strategic Plan 2.3 has identified the need to provide opportunities for sport and recreation across the shire and at to maintain and upgrade parks and sporting facilities

### RISK RATING

Low

### ATTACHMENTS

Nil

**8.6 DONATION REQUEST - BALRANALD PRESBYTERIAN CHURCH**

**File Number:** D22.71855  
**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.

**OFFICER RECOMMENDATION**

That Council

1. Approve the request from the Combined Church's Community Carols for a donation of the Greenham Park Hall hire costs totalling \$270.
2. Advise the Combined Church Community Carols that the hall hire costs have been waived and the hall must be left clean and tidy.
3. Advise Pastor Dennis Rayson that permission is granted for the Coast to Coast Riders sleeping at Balranald Presbyterian Church to use of the showers at Balranald Caravan Park as a donation from Council.

**PURPOSE OF REPORT**

To advise Council;

1. of a donation request received from Balranald Combined Churches seeking Greenham Park Hall hire costs to be waived on the evening of 11 December 2022 for Christmas Carols; and
2. of a request received from Balranald Presbyterian Church seeking permission to use the Showers at Balranald Caravan Park for Coast to Coast Riders, approximately 35 men and women.

**REPORT**

Council has received 2 requests from Balranald Presbyterian Church,

1. Combined Church's Community Carols hold an evening for Community members to join in singing Christmas Carols each year. They intend to hold this year's Christmas Carols for all community members to celebrate the joy of Christmas on Sunday 11 December 2022 from 5pm – 9pm. A donation request has been received for Council to waive the Fees of Greenham Park Hall.

Greenham Park Hall Hire costs for the evening would be as follows

Hall Hire for 4 hours \$270

Cleaning Deposit \$350 – refunded if left clean

The guide lines in Councils Donation Policy are as follows;

- Organisations must be incorporated and formally structured to service the residents in Balranald Shire Council area and be based in Balranald Shire or alternatively have a regional focus that will benefit the residents within the Shire.
- Organisations must be a non-profit group involved in cultural, tourism, sporting, educational, health or community affairs.
- Requests for donations to charities/organisations registered outside the Balranald Shire area will not be considered.

- Council will consider one off contributions to other areas as a result of natural disaster.
- Organisations are required to complete Council's donation application form to have their request considered.
- A maximum of \$500 per annum applies for organisations.

This request is in line with the criteria set out within Councils Donation Policy.

2. Approximately 35 men and women are completing the Coast to Coast ride with Compassion Australia and will be stopping in Balranald on the night Tuesday 11 October 2022. Some of the riders will be billeted out for the evening with congregation families from the Presbyterian Church and the remainder will be sleeping at Balranald Presbyterian Church, Pastor Dennis Rayson has requested Council give permission to the riders sleeping at Presbyterian Church the use the showers at the caravan park for a small fee or donated.

Ride for Compassion sees cyclists and support crew take the road to help raise money for vulnerable children living in poverty, including those impacted by the global food crisis.

The ride is a one-month, 4,200 km journey from Perth to Newcastle, beginning on 17 September and finishing on 19 October, where cyclists ride from the beautiful beaches in Western Australia, across the rugged Nullarbor, to the bustling east coast city of Newcastle to raise money for vulnerable children living in poverty.

Each cyclist has undertaken extensive training before the event, pays for their on-road costs, and raises funds for the work of Compassion. This year, the team is aiming to raise \$1,000,000 for highly vulnerable children, including those affected by the global food crisis, and see 150 children sponsored through Compassion Australia.

While some of the riders have been billeted out with congregation family members and the remainder are sleeping at the Presbyterian Church and will be need of shower facilities for that evening.

Further information or to donate to this charity or to sponsor a child who is facing the unthinkable hardship can be done via the website [www.compassion.com.au/events/coast-to-coast](http://www.compassion.com.au/events/coast-to-coast)

Community members are invited to come along and meet the team at Balranald Presbyterian Church on Tuesday 11 October. Bring along a meal and share with the riders at 6.30pm and stay for a Compassion presentation at 7.30pm.

## FINANCIAL IMPLICATION

Should Council approve the request of \$270, it will leave a remaining balance of \$12,100 within the Community Donation funding.

## LEGISLATIVE IMPLICATION

Nil

## POLICY IMPLICATION

Councils Donation Policy

## RISK RATING

Low

**ATTACHMENTS**

1. Donation Application - Balranald Combined Churches [↓](#)
2. Compassion Australia Flier [↓](#)



# 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 \$5,000 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 Economic and Community Development, 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 Combined Churches Community Carols organising committee**

Postal address: **47 Bank St, Balranald**

Contact person: **Dennis Rayson**

Position: **Pastor at the Balranald Presbyterian Church**

Telephone No: **0428830276**

E-mail address: **balranaldpresychurch@gmail.com**

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

**To organise the annual community carols, which we would like to hold in the Greenham Park hall**

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): \_\_\_\_\_ N/A \_\_\_\_\_

6. Project or Event Name: **Balranald Combined Churches Community Carols 2022**

7. Amount Requested \$: **The fee for the hire of the Greenham Park Hall for the night of December 11<sup>th</sup>, 2022**

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

**We would have to consider holding the evening elsewhere, which would make it very difficult to cater for all of the community, especially those with special needs, the elderly and children**

9. If income exceeds expenses what will happen to the excess funds? **N/A**

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?                                                                          | The Annual Community Carols                          |                                             |                                                                |
| When are you going to do it?                                                                       | Sunday 11 <sup>th</sup> December 2022                |                                             |                                                                |
| Where are you going to do it?                                                                      | Greenham park hall                                   |                                             |                                                                |
| Who is involved?                                                                                   | The whole community is invited to attend             |                                             |                                                                |
| Why are you doing it?                                                                              | To celebrate Christmas and the coming of our Saviour |                                             |                                                                |
| Start Date                                                                                         |                                                      | Finish Date                                 |                                                                |
| List each component of your project                                                                |                                                      | Cost of component                           | Amount requested from Council                                  |
| Greenham Park Hall hire                                                                            |                                                      | \$                                          | \$ all                                                         |
|                                                                                                    |                                                      | \$                                          | \$                                                             |
|                                                                                                    |                                                      | \$                                          | \$                                                             |
|                                                                                                    |                                                      | \$                                          | \$                                                             |
| TOTAL (include gst)                                                                                |                                                      | \$                                          | \$Hall hire cost                                               |
| Please list any funding your organisation has received in the past 18months (Council and External) |                                                      |                                             |                                                                |
| Date funding received                                                                              | Amount of funding                                    | Purpose of funding                          | Have you met all the acquittal conditions of previous funding? |
| 2019                                                                                               |                                                      | Community carols hire of Greenham Park hall | Yes                                                            |
|                                                                                                    |                                                      |                                             |                                                                |
|                                                                                                    |                                                      |                                             |                                                                |

Name: Dennis Rayson

Position: Pastor at Balranald Presbyterian Church

Signature: *Dennis Rayson*

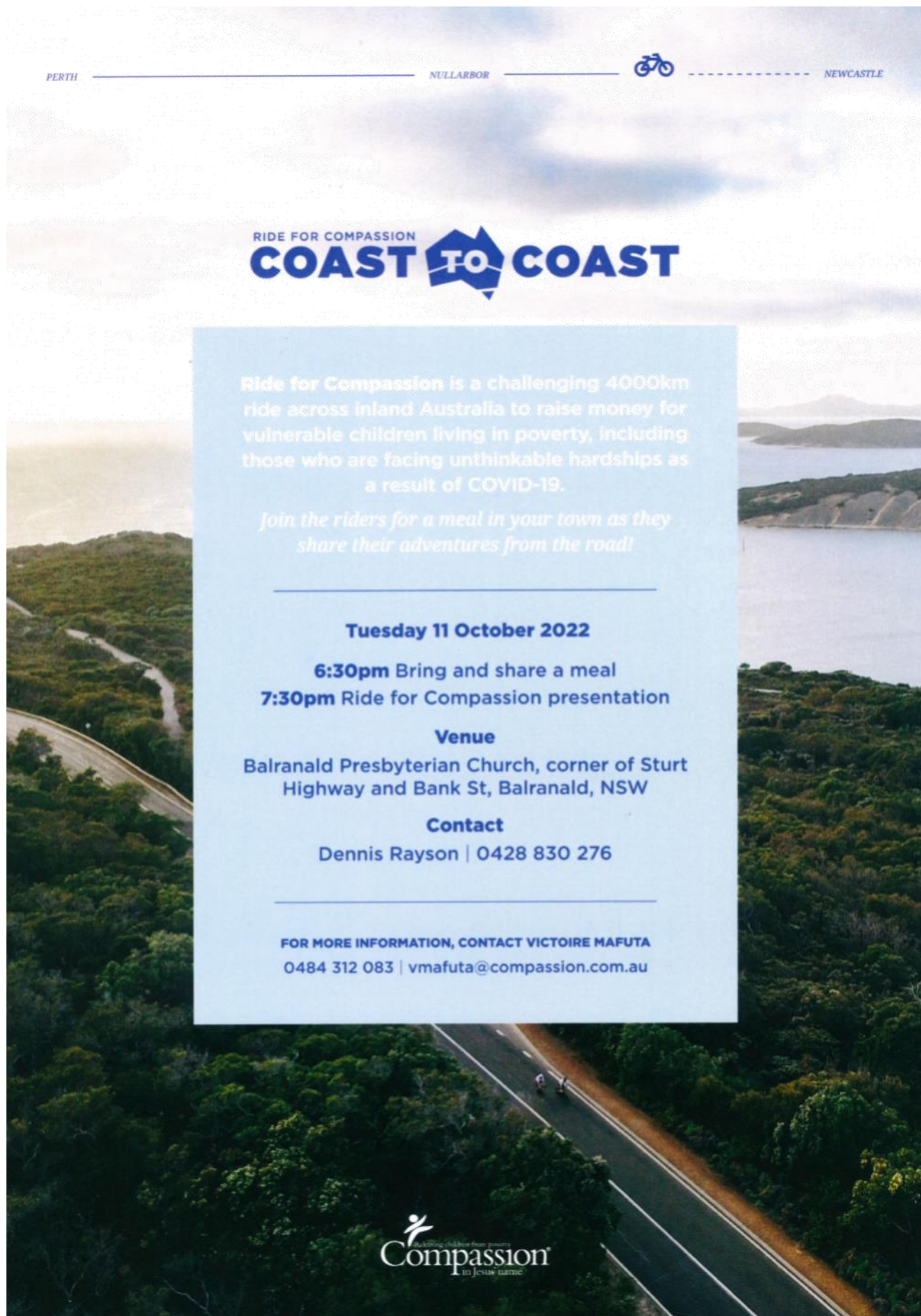
Date: 12/10/20

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The poster features a scenic background of a coastal road winding through lush green hills, with a body of water and distant mountains visible under a cloudy sky. At the top, a horizontal line connects the words 'PERTH', 'NULLARBOR', and 'NEWCASTLE', with a bicycle icon positioned above the line. The main title 'RIDE FOR COMPASSION COAST TO COAST' is prominently displayed in the upper center. Below this, a light blue rectangular box contains the event details in white text. At the bottom of the poster, the Ride for Compassion logo is visible, featuring a stylized figure and the text 'Ride for Compassion' and 'in Jesus' name'.

PERTH NULLARBOR NEWCASTLE

RIDE FOR COMPASSION  
**COAST TO COAST**

Ride for Compassion is a challenging 4000km ride across inland Australia to raise money for vulnerable children living in poverty, including those who are facing unthinkable hardships as a result of COVID-19.

*Join the riders for a meal in your town as they share their adventures from the road!*

**Tuesday 11 October 2022**

**6:30pm** Bring and share a meal  
**7:30pm** Ride for Compassion presentation

**Venue**  
Balranald Presbyterian Church, corner of Sturt Highway and Bank St, Balranald, NSW

**Contact**  
Dennis Rayson | 0428 830 276

FOR MORE INFORMATION, CONTACT VICTOIRE MAFUTA  
0484 312 083 | [vmafuta@compassion.com.au](mailto:vmafuta@compassion.com.au)

Ride for Compassion  
in Jesus' name

**8.7 POLICY REVIEW PUBLIC GATES AND GRIDS**

|                                    |                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.71443</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 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment.</b> |

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**OFFICER RECOMMENDATION**

That Council invite public submissions concerning the draft Public Gates and Stock Grids Policy to replace the Grids-Retention Removal and Replacement Policy adopted on 21<sup>st</sup> Feb 2017

**PURPOSE OF REPORT**

To review the exiting policy to ensure compliance with current legislation/regulations and to provide for a process to manage, replace, approve and remove public gates and stock grids on roads.

**REPORT**

The Shire currently has over 272 stock grids on shire roads and the current policy, adopted in 2017, includes a requirement that Council has responsibility for the replacement and maintenance of all grids. This policy is due for renewal and in its present form, appears to be at odds with the legislative requirements that impose obligations on the landowners, who are responsible for public gates and bypasses (Stock grids).

The erection of stock grids and gates is referred to in Division 2 of the Roads Act which states that a road authority (Council) may permit the occupier of any land through which an unfenced public road passes to erect a gate and bypass (Stock grid) where the road intersects a boundary (Sect 128 & 133).

The occupier is responsible for obtaining a permit from council to erect the grid, must construct the grid in accordance with the requirements of the permit and must ensure that the grid is maintained in good condition.

This Council has an existing short policy adopted in 2017 that has transferred responsibility for the maintenance and replacement of stock grids to the Council. The significant part of the legislation which appears to have been overlooked in the current policy is that the owner of the bypass is the adjoining land holder who holds the permit, not the Council who approves of the bypass being erected. A copy of the old policy is attached.

My understanding is that such a policy is not in compliance with the legislation as it absolves the landowner, who owns the grids, from any future responsibility.

The Roads Act and Regulations clearly state that the landowner has an obligation to obtain a permit to erect a public gate/stock grid and must pay Council for any work done on the public gate and stock grids as a result of the applicant's failure to maintain or undertake work as required/directed. Therefore, any expenditure on the maintenance, repair or installation of grids is private works and should be accounted for as such in Councils records.

Council can have a policy that provides for Council to offer assistance with the cost of installing and maintaining grids, provided however, where Council seeks to have a policy to provide financial assistance to others, then it is required to go through the process outlined in Sect 356 of the Local Government Act and ensure that the proposal is advertised as such. (Sect 356(2) LGA)

Such a policy must recognise that the financial contribution is a donation to the landholder and this needs to be advertised as such and incorporated in the Council's revenue policy and road

program. The policy cannot simply assume that the Council is the owner and responsible for future replacement and maintenance.

It is also important to ensure that proposed public gates and stock grids are approved and constructed to a defined standard, and that existing structures are reviewed for compliance with the relevant legislation and Council policy.

Council should also ensure that the occupier has accepted responsibility for the following aspects of the approved grid:

1. Insurance

- Maintain insurance in favour of Balranald Council which indemnifies Council as described above.
- Provide Council with a Certificate of Currency following each renewal period, or annually.

2. Maintenance

- maintain the public gate and stock grid in line the approved plans and standards.
- maintain signage in line with Australian Standards
- undertake maintenance, or other work, on the public gate and stock grid as directed by Council.

The legislation also provides that failure to ensure that maintenance on grids is carried out, may result in Council revoking the Public Gate and Stock Grid Permit and removing the structure from the road reserve. Council can order the Public Gate and Stock Grid Permit holder to conduct repair works prior to taking any such action. If the Public Gate Permit holder fails to meet the requirements of an Order, then the Permit can be revoked, and the structure removed from the road reserve. All costs associated with the removal of structures can be recovered from the Permit Holder. (Sect 129 & 136)

Accordingly, a new policy concerning Public Gates and Stock Grids has been prepared which aims to :

- Document a transparent system for the approval and licensing of Public Gates and Stock Grids.
- Establish standards for the construction of Public Gates and Stock Grids.
- Define maintenance responsibilities for Public Gate and Stock Grids permit holders.
- Define registration and recording procedures for Public Gates and Stock Grids.
- Provide a legal framework through which the Public Gate and Stock Grid Policy can be enforced.
- Ensure that the location of Public Gates and Stock Grids does not materially affect the enjoyment of persons or parties wishing to use the Balranald Council Road Network.

The policy recognises that whilst Council has the control, care and management responsibility of its public roads, ownership and maintenance responsibility for Public Gates and Stock Grids rests with the landowner, as defined in the Roads Act 1993.

This Policy and procedures are derived from industry best practice and the provisions of the Roads Act 1993 and Roads Regulation 2018 which enable a Roads Authority to grant permits for installation of Public Gates and Stock Grids.

This Policy applies to all roads maintained by Council within its local government area. (Refer to Council's Road Register). It does not apply to Crown Roads as NSW Crown Land is responsible for Crown roads.

**FINANCIAL IMPLICATION**

Financial responsibility for Public Gates and Grids is to be the permit/landholder's responsibility.

**LEGISLATIVE IMPLICATION**

Roads Act 1993 and Regulations

**POLICY IMPLICATION**


The previous Grids-Retention Removal and Replacement Policy appears to have requirements that are inconsistent with Legislation.

**RISK RATING**

Medium

**ATTACHMENTS**

1. Existing - Grids Policy 2017 [↓](#)
2. DRAFT - Public Gate and Cattle Grid Policy [↓](#)

|                                                                                   |                                                                        |                              |                    |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------|--------------------|
|  | <b>GRIDS – RETENTION, REMOVAL &amp; REPLACEMENT POLICY</b>             | Doc No                       |                    |
|                                                                                   |                                                                        | Version<br>2                 | Date<br>21.06.2005 |
| Controller:<br>GENERAL MANAGER                                                    | Approved By:<br>Council 21st February<br>2017<br>Minute No: 02.17.3924 | Review Date<br>February 2019 |                    |

**PURPOSE**

To establish guidelines for the retention, removal and replacement of grids on roads.

**OBJECTIVES**

To determine when and on which roads grids will be retained, removed and replaced and the level of Council contribution.

**POLICY STATEMENT**New Grid

Where the installation of a new grid is requested by the landholder it be installed by Council at the full cost to the landholder.

Replacement Grid

Where a grid required replacement, the installation and full cost to be borne by Council. Council to retain ownership of old grid and if not required for any purpose be offered for sale in the first instance to the property which originally installed the grid. The Council Engineering staff be authorised to determine the value of the used ramp.

- i) Main Roads – MR 67 North and MR514
  - Existing grids to remain and to be maintained by Council
  - Grids to be a minimum of 7 meters wide
- ii) Local Road, Local Access Road, Tourist Roads, Arterial Roads
  - Grids to be removed where roads are already adequately fenced after discussion with land holders; and
  - where an existing grid is to be replaced and the landholder agrees to erect fencing in lieu of the grid then Council shall contribute to the fencing to the equivalent cost of the grid being replaced.
  - Grids to be a minimum of 3.6 meters wide

Maintenance

Council to be responsible for maintenance of all grids and negotiate share of maintenance costs for grids on Council Boundaries with the adjoining Council.



# Policy

## PUBLIC GATES AND STOCK GRIDS

Policy adopted:

Reviewed:

File Ref: D22.71644

# PUBLIC GATES AND STOCK GRIDS POLICY



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## PUBLIC GATES AND STOCK GRIDS POLICY



### 1. OBJECTIVES

- 1.1. This policy aims to reduce the exposure of the landowner and Council to the possibility of a claim through the management of the risks associated with Public Gates and Stock Grids.
- 1.2. This policy aims to:
  - Document a transparent system for the approval and licensing of Public Gates and Stock Grids.
  - Establish standards for the construction of Public Gates and Stock Grids.
  - Define maintenance responsibilities for Public Gate and Stock Grid permit holders
  - Define registration and recording procedures for Public Gates and Stock Grids.
  - Provide a legal framework through which the Public Gates and Stock Grid Policy can be enforced
  - Ensure that the location of Public Gates and Stock Grids do not materially affect the enjoyment of persons or parties wishing to use the Balranald Council Road Network
- 1.3. To (within Council's available resources):
  - Provide safe roads for use by road users
  - Provide a system of proactive maintenance
  - Identify areas that require maintenance
- 1.4. To assist in meeting the Strategic Governance targets outlined in Council's Management Plan:
  - To identify and address the needs for the improvement of the Rural Local Road Network and to improve the level of service to the general public and residents of the Council area
  - Promote road safety
  - To control private structures on roads and road openings and to ensure all works are carried out to adopted standards

### 2. STATEMENTS

- 2.1. Council aims to provide a managed approach to the provision of Public Gates and Stock Grids
- 2.2. This policy, together with the procedures, provides the guidelines for managing Public Gates and Stock Grids

### 3. PRINCIPLE

- 3.1. To provide a managed level of public safety for users of the road network
- 3.2. To minimise the number of impediments to the free flow of traffic

### 4. BACKGROUND

- 4.1. A Stock Grid or stock crossing when combined with a Public Gate is referred to in the Roads Act 1993 and the Roads Regulation 2018 as a Bypass. Throughout this document the more common term Public Gate and Stock Grid will be used to describe a Bypass. Appendix 1 shows the layout of a typical Public Gate and Stock Grid in a Bypass combination.
- 4.2. Public Gates and Stock Grids exist on Council's Road network and present a risk to road users, property owners and Balranald Shire Council.
- 4.3. Whilst Council has the control, care and management responsibility of its public roads, ownership and maintenance responsibility for Public Gates and Stock Grids rests with the landowner, as defined in the Roads Act 1993.
- 4.4. This Policy and procedures are derived from industry best practice and the provisions of the Roads Act 1993 and Roads Regulation 2018, which enable a Roads Authority to grant permits for installation of Public Gates and Stock Grids.
- 4.5. This Policy applies to all roads maintained by Council within its Local Government Area. (Refer to Council's Road Register). It does not apply to Crown Roads. NSW Crown Land is responsible for Crown Roads.
- 4.6. It is important that proposed Public Gates and Stock Grids are approved and constructed to a defined standard, and that existing structures are reviewed for compliance with the relevant legislation and this Policy.

## **5. RELATED POLICIES and DOCUMENTS**

- 5.1. Council's Road Register

## **6. PROCEDURES FOR THE APPROVAL, INSPECTION AND MAINTENANCE OF PUBLIC GATES AND STOCK GRIDS**

- 6.1. The aim of this Policy is to provide for and encourage proper management of Public Gates and Stock Grids.
- 6.2. This shall be achieved by developing and maintaining a systematic approach to approval, inspection, evaluation, maintenance and repair of all Public Gates and Stock Grids as identified in the Public Gate and Stock Grids Register and by implementation and management of a permit system.
- 6.3. The procedures aim to:
  - a) Document a transparent system for the making and determining of applications for Public Gates and Stock Grids
  - b) Identify standards for the construction of Public Gates and Stock Grids
  - c) Define maintenance responsibilities for Public Gate/Stock Grid permit holders
  - d) Define registration and recording procedures for Public Gates and Stock Grids

## **7. APPROVAL AND PERMIT PROCEDURES**

**7.1. Permit Application for Existing Public Gates and Stock Grids**

- a) Owners of any existing Public Gates and Stock Grids will be required to lodge a permit application with Council. The applicant will be required to identify whether the current condition of the structure complies with the defined standard and to advise current Public Liability insurance details for the structure.
- b) The condition of the structure must comply with the defined standard to enable Council to issue a permit. In cases where a permit is not issued for an existing structure for any reason, Council may direct the owner to take appropriate action, including for example:
  - i) Removal of the structure(s)
  - ii) Elimination of the Public Gate/Stock Grid by fencing the road reserve
  - iii) Upgrading the structure to meet construction standards
  - iv) Replacing the structure to meet construction standards

**7.2. Permit Application for new Public Gates and Stock Grids**

Council will consider applications for a Public Gate/Stock Grid Permit only when the following four conditions all apply:

- 1) Where no viable alternative such as fencing, exists
- 2) The application does not relate to an excluded road as defined in Table 1 below
- 3) Road safety concerns indicate placement of such structures would not create an unacceptable hazard

**AND**

- 4) The road intersects a boundary fence

Following is a table containing Council's Public Gate and Stock Grid requirements and exclusions.

**Table 1 – Public Gate and Stock Grid Requirements/ Exclusions**

| ROAD CLASSIFICATION              | PUBLIC GATE AND STOCK GRID TYPE REQUIRED                           |
|----------------------------------|--------------------------------------------------------------------|
| State Highway or Regional Road   | Not permitted                                                      |
| Arterial & Sub-arterial          | Not permitted                                                      |
| Collector                        | Not permitted                                                      |
| Major Local                      |                                                                    |
| • more than 200 vehicles per day | Not permitted                                                      |
| Minor Local                      |                                                                    |
| • more than 20 vehicles per day  | Single Stock Grid and Gate<br>(See Standard Drawing in Appendix 1) |
| • less than 20 vehicles per day  | Public Gate or Stock Grid as required by the landowner             |

**7.3. Application Assessment Criteria**

- a) Assessment of applications will be undertaken to ensure compliance with the requirements for Public Gates and Stock Grids detailed in Clauses 128 to 137 of the Roads Act 1993 and Clauses 68 to 71 of the Roads Regulation 2018.
- b) The legislation stipulates that:
  - i) Gates must be white with standard signage and reflectors on each side
  - ii) Public Gates and Stock Grids must be in good condition
  - iii) Road approaches for a maximum distance of 20m on both sides of the Public Gate/ Stock Grid must be maintained by the permit holder
- c) As required by this legislation, Council must consider any submissions made by the public following public notification, before granting a permit.

#### **7.4. Permit Periods**

- a) Clause 130 of the Roads Act 1993 states that a Council may at any time revoke a Public Gate/Grid Permit. Without limiting the circumstances in which Council can revoke a permit, Council will revoke a permit where it comes to the attention of Council that the Gate and/or Grid is not being maintained or is a risk to road safety.
- b) All Public Gate/Grid permits have a maximum permit period of one year. A permit must be renewed annually.

## **8. CONSTRUCTION STANDARDS**

All work is to be carried out in accordance with the Roads Act 1993, Roads Regulation 2018 and applicable Australian Standards. All Public Gates and Stock Grids must be constructed to a standard acceptable to Council. In certain circumstances it may be necessary to provide design details and for the structure to be certified by a Structural Engineer. A number of companies manufacture prefabricated grid units. Subject to their design specifications being referred to Council, such units will be approved for use.

## **9. MAINTENANCE STANDARDS**

### **9.1. Structural Components**

The owner is responsible to maintain the structure and signage of the Public Gate/Stock Grid to ensure performance in compliance with the Construction Standard. All maintenance work is to be carried out in accordance with NSW Work Health & Safety requirements, the Roads Act 1993, Roads Regulation 2018 and applicable Australian Standards. Council will provide guidance if required.

### **9.2. Road Carriageway**

- a) The owner is responsible for the maintenance of the road carriageway for a distance of 20 metres either side of the Public Gate/Grid as identified in Part 6 Clause 71 of the Roads Regulation 2018. Council reserves the right to vary the distance based on the circumstances of the application, but this distance will not be greater than 20 metres.

- b) The Public Gate/Grid Permit issued by Council, being the road authority, will contain conditions regarding the maintenance of the road carriageway. The owner must comply with these conditions.
- c) Council may carry out maintenance of the carriageway within this distance from the Public Gate/Grid at the owner's expense if the conditions are not complied with.
- d) The owner must not carry out maintenance works on the carriageway unless specified in the permit.

### **9.3. Maintenance of Grids**

Failure to ensure that maintenance on Public Gates/Grids is carried out may result in Council revoking the Public Gate/Grid Permit and removing the structure from the road reserve. Council will order the Public Gate/Grid Permit holder to conduct repair works prior to taking any such action. If the Public Gate/Grid Permit holder fails to meet the requirements of an Order, then the Permit will be revoked, and the structure removed from the road reserve. All costs associated with the removal of structures will be recovered from the Permit Holder and all materials salvaged shall remain the property of Council.

### **9.4. Public Gates and Stock Grids in a Dangerous Condition**

Where a Public Gate/Grid is deemed to be in a dangerous condition and the Public Gate/Grid Permit holder cannot be quickly contacted, the grid will be temporarily repaired by Council at the Public Gate/Grid Permit holder's cost. This will include any steps the Executive Manager of Engineering deems as necessary to make the structure safe for traffic and may include temporary filling of the Stock grid with compacted gravel or complete removal of the grid. The Public Gate/Grid Permit holder will be held solely responsible for any damage or injury caused by the structure.

### **9.5. Penalty for Non-Compliance**

If any person fails to carry out their obligations under this policy following the serving of the various notices and requests from Council officers, the statutory procedures for compliance and the levying of penalties as contained in the Roads Act 1993 will be applied.

## **10. INSPECTIONS**

### **10.1. Proactive Inspections**

- a) The owner is responsible for carrying out regular inspections to ensure the Public Gate/Grid complies with specified standards
- b) Subject to availability of resources, Council staff will inspect Public Gates and Stock Grids as part of scheduled road network inspections. Any identified condition defects will be advised to the owner for rectification or removal.

### **10.2. Reactive Inspections**

Council staff will respond to Customer Requests and any defects observed during the course of such inspections will be advised to the owner for rectification or removal.

## **11. APPLICATION PROCEDURES**

The following procedures provide a guide to applicants regarding what they can expect when applying for a Public Gate/Grid permit.

**11.1. Upon Application**

- a) Lodgement of application form(s) (ensuring all information is completed as required)
- b) Lodgement of associated plans as required by the application form
- c) Payment of fees

**11.2. Initial Inspection**

- a) The location proposed for the Public Gate/Grid is inspected by a Council officer
- b) The officer prepares a report which may include any photos or drawings made during inspection and supporting information in relation to site suitability (e.g. site distance measurements, road width etc.)
- c) If the site is found to be unsuitable, a letter is sent to the applicant advising of their unsuccessful application. The letter is accompanied by a partial refund of fees – applicant is refunded the cost of a second inspection

**11.3. Community Consultation**

- a) The proposed Public Gate/Grid is advertised in the Council newsletter, on Council's website and on Facebook as required by the legislation
- b) Submissions may be received by Council in response to the advertisement
- c) Council provides a written or verbal response to the submissions as appropriate
- d) Council reviews submissions and determines the application

**11.4. Conditional Approval**

- a) Legislation dictates that conditional approval may only be granted 28 days or more after community consultation has concluded
- b) Council writes to the applicant advising conditions of approval

**11.5. Construction Approval**

- a) All documentation must be submitted by the applicant as stipulated in the conditions

As a minimum this must include:

- i) Design and layout of proposed Public Gate/Grid
  - ii) Construction contractor's insurance details
  - iii) Traffic Management Plan
  - iv) Certificate of Currency of Public Liability Insurance for the proposed Public Gate/Grid with a minimum cover of \$20,000,000
  - v) Construction / maintenance bond lodged
- b) Provided all the submitted documentation is satisfactory, Council provides the applicant with approval of design and Traffic Management Plan, and acknowledgment of receipt of insurance details.

**11.6. As Constructed Inspection(s)**

- a) Once the Public Gate/Grid is constructed the applicant advises Council and a Council officer inspects.
- b) If construction is found to be below standard or not to specifications, the Council officer liaises with the applicant and will provide:
  - i) Detailed list of defects identified during inspection
  - ii) Written or verbal notification to applicant or construction contractor
  - iii) Follow-up inspection details

**11.7. Final Permit**

- a) Council writes to the applicant providing a Public Gate/Grid Permit Number
- b) Construction bond is transferred to maintenance bond
- c) Council's Register of Public Gates/Grids is updated with the following minimum information:
  - 1) Public Gate/Grid Permit Number
  - 2) Applicants Name
  - 3) Date of Application
  - 4) Date of Advertisement
  - 5) Date of Determination
  - 6) Construction requirements
  - 7) Location of Public Gate/Grid
  - 8) Road name and chainage from start datum or crossroad
  - 9) Legal description of properties adjoining structure (Lot/Section/DP)
  - 10) Legal description of responsible land parcel (lot/Section/DP)

**12. FEES AND CHARGES**

Fees will be charged in accordance with Council's adopted Schedule of Fees and Charges.

### **13. REVOCATION OF PERMITS**

Public Gate/Grid permits may be revoked for the following reasons:

#### **13.1. Failure to Act on an Order to Repair**

Section 9 of this Policy outlines the circumstances under which an Order for repair or maintenance works on a Public Gate/Grid may be issued. Reasonable opportunity for the permit holder to carry out corrective action is to be provided. Such opportunity shall not exceed 3 months.

#### **13.2. No Permit**

All existing Public Gates and Grids that do not have a current permit shall be ordered in writing to be removed within 12 months of issue of such notice.

If the Public Gate/Grid owner fails to meet the requirements of the Order, the structure shall be removed from the road reserve by Council. All costs associated with the removal of structures will be recovered from the owner and all materials salvaged shall remain the property of Council. If the owner is not able to be identified, Council shall remove any associated structures.

#### **13.3. Change of Circumstances**

Where there is significant development or sustained increase in traffic volumes, a review of any permits for Public Gates/Grids is to be undertaken by Council. If the impact is considered to be significant, the permit owner shall be advised that the infrastructure is to be removed within 12 months of receipt of an Order to do so.

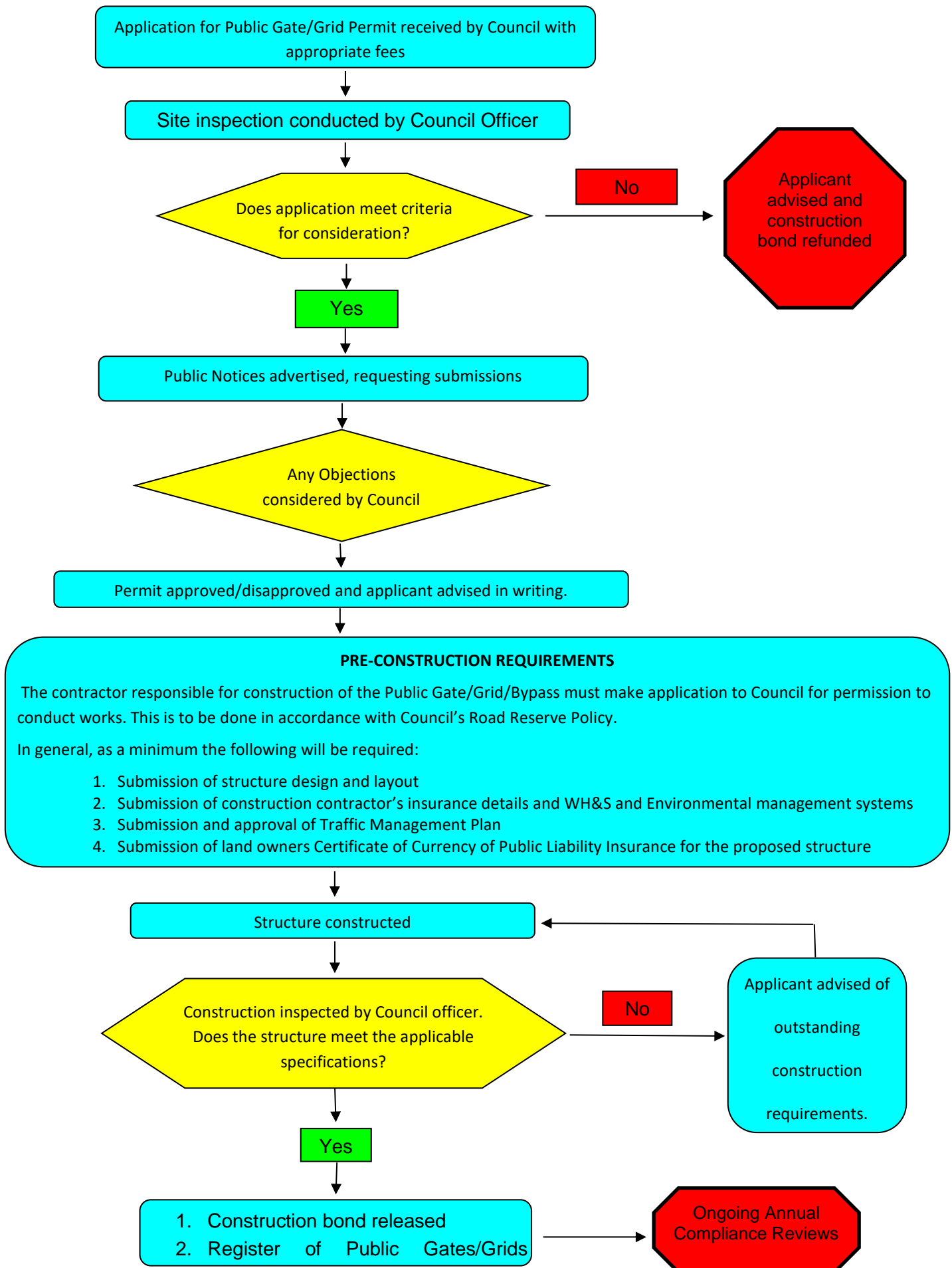
### **14. BALRANALD SHIRE COUNCIL PUBLIC GATE/GRID REGISTER**

An entry into the Register of Public Gates/Grids will include:

1. Public Gate/Grid Permit Number
2. Applicants Name
3. Date of Application
4. Date of Advertisement
5. Date of Determination
6. Construction and Stock grid requirements
7. Location of Public Gate/Grid
8. Responsible land parcel



## 15.2. Appendix 2 - Flowchart for Applications for a Public Gate/Grid Permit



1.1.

## 15.3. Appendix 3 – Public Gate/Grid Permit Application Form

**PUBLIC GATE/GRID PERMIT APPLICATION FORM**

All Communications to be addressed to:

The General Manager  
 Balranald Shire Council  
 PO Box 120  
 70 Market Street  
 Balranald NSW 2715

email: council@balranald.nsw.gov.au  
 Telephone: 03 50201300

**APPLICATION FOR PERMIT**  
**TO ERECT OR ALTER A PUBLIC GATE OR STOCK GRID**

Sections 128 & 133 Roads Act 1993

To: Executive Manager Engineering

As an occupier of land through which an unfenced public road passes, I hereby apply for permission to erect a Public Gate/Grid across:

.....at a distance of.....km from  
 (Road Name)

.....  
 (Nearest cross road)

On the boundary of: Lot.....Section.....DP.....

And: Lot.....Section.....DP.....

In the Parish of: .....

**Location of Public Gate/Grid:**

At the site of the proposed Public Gate/Grid, wooden pegs or stakes are to be placed either side of the road and marked "Public Gate". The application is to be accompanied by 2 (two) copies of the following:

- (a) **Plan of Site:** The site plan is to be drawn to scale and show locations of the proposed Public Gate, Grid, road reserve, boundary fences, connecting fences, distance along road from property boundaries, road drainage, natural features (e.g. steep slopes, bogs, trees) and any obstacles which could affect use of the proposed Public Gate.
- (b) **Locality Plan:** The site of the proposed grid and gate is to be clearly marked on a photocopy of a Parish map or 1:25,000 topographical map.
- (c) **Attachments to Application to Erect a Public Gate/Grid:** This attachment is to be signed by all adjoining landowners showing their consent to the application.

Name:

.....

Address:

.....

Signature of Applicant: .....Date:

.....

**Note:** If this application is approved the Public Gate/Grid is to be constructed to Council specifications and if Council deems that a Bypass is required then the Bypass is to be constructed as per Council's Public Gates and Bypasses Policy.

**FEES:**

- Fee for application, inspection and registration of 1 (one) gate only: (\$ +\$ GST) \$.....
  - Fee for application, inspection and registration of additional gate  
when installing 2 or more gates on one property: (\$ +\$ GST) \$.....
  - Construction bond to be refunded upon satisfactory completion of construction  
(GST exclusive) \$.....
  - TOTAL: \$.....
- 

**OFFICE USE ONLY**

Public Gates/Grids: ..... Job No:

Construction Bond: .....

Assessed Fee: .....

Date Received: .....

Receipt No: .....

Advertisement:

- Council Website Date: .....
- Facebook Date: .....
- Council Newsletter Date: .....

***I understand that the application and approval (if granted) for the Public Gate/Grid will be subject to the conditions set out below.***

- 1) Provision of adequate description and sketch for consideration of this application
- 2) The permit may be revoked for reasons outlined in Council's Public Gates and Stock Grids Policy under Section 13 - Revocation of Permits. No compensation shall be payable to the permit holder by Council under these circumstances.
- 3) The applicant indemnifies Council against any Claims made against Council or other parties which arise from any acts or omissions of the applicant, its employees, agents, contractors, and/or invitees on Council's property including any claims arising from stock on or about the road.

**"Claims"** means all claims, demands, proceedings, litigation or other action a party is entitled to bring in relation to all losses (including profits & consequential losses), damages, costs, expenses, fees and charges of any nature whatsoever suffered or incurred by that party.

- 4) Payment of a fee as listed in Council's Management Plan.
  - 5) Following approval:
    - a) Provide engineering plans for approval
    - b) Provide a Certificate of Currency, from an authorised Insurer; Confirming Public Liability Insurance in the sum of \$20 million noting cover for the Public Gate/Grid and Bypass subject to this application and noting Council's interests
  - 6) During construction the applicant will:
    - a) Accept responsibility and indemnify Council, as per no. 3 above, for damage to power lines, water mains, telephone/communication lines, road surfaces or other services
    - b) Undertake all work in compliance with Workplace Health & Safety legislation, Roads Act and Australian Standards for signage in force in NSW at the time
  - 7) Following construction, the applicant agrees to:
    - a) Insurance:
      - i. maintain insurance in favour of Balranald Council which indemnifies Council as described above
      - ii. provide Council with a Certificate of Currency following each renewal period, or annually
    - b) Maintenance:
      - i. maintain the Public Gate/Grid in line the approved plans and standards
      - ii. maintain signage in line with Australian Standards
      - iii. undertake maintenance, or other work, on the Public Gate/Grid as directed by Council
      - iv. the applicant agrees to pay Council for any work done on the Public Gate/Grid as a result of the applicant's failure to maintain or undertake work as required/ directed
- i)
- ii) If the Applicant fails to pay Fees and charges on the due date, the Applicant agrees to pay all legal costs and collection charges incurred in the recovery of the debt.
  - iii) If the Applicant fails to pay Fees and charges on the due date Council may also charge the Applicant a commercial rate of interest on any amount owing.

***iv) I have read and understood the conditions set out above and wish to proceed with my application under those conditions.***

.....  
.....  
Name of Applicant Signature Date

**15.4. Appendix 4 – Public Gate/Grid Inspection Report****PUBLIC GATE/GRID INSPECTION REPORT**

Inspected by: \_\_\_\_\_ Inspection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Public Gate Permit No: \_\_\_\_\_ Road Name: \_\_\_\_\_

Distance From: \_\_\_\_\_ is \_\_\_\_\_ km

Area: \_\_\_\_\_ Location: \_\_\_\_\_

**GRID FIELD INSPECTION**

Grid Description: (materials used, rail spacing etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Grid Condition:**

Is grid level with road surface? YES / NO

Are any rails missing? YES / NO

Is there excessive build up under grid? YES / NO

(List repairs required) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Guard Rails and Signage:**

Are signs on approach in place? YES / NO

Is guard rail construction adequate? YES / NO

(List repairs required) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Gate Condition:**

Is gate construction adequate? YES / NO / Not Applicable

Are 'Public Gate' signs adequate ? YES / NO / Not Applicable

Is access trafficable? YES / NO / Not Applicable

(List repairs required) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Road Approach Condition:**

Owner responsible for \_\_\_\_\_ metres either side of grid.

(List repairs required) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Inspectors Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

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Rating (1-EXCELLENT to 10-UNSAFE) \_\_\_\_\_

**8.8 NRAR WATER LICENSE PENALTY**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.70814</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 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 actions to ensure that water access points are fully compliant be noted.

**PURPOSE OF REPORT**

To advise Council concerning the issue and then subsequent withdrawal of a Water Access License non-compliance and penalty issued for accessing water at Bidura Bore for road works.

**REPORT**

Council has 24 registered works approvals for water bores to supply water for various purposes including road works in remote areas. As part of routine surveillance activities, the Natural Resources Access Regulator (NRAR) in company of council staff undertook an inspection of known bore sites in the Shire and identified one active bore at Bidura (60WA583301) that was being used to provide water to road works that was not attached to a current water license.

The Council has 4 licenses for water access (WAL) for registered bores however at the time of inspection this bore was not included as one of those WALs on that list and consequently a penalty notice of \$1,500 was issued for taking water without a license.

At the time NRAR inspectors were of the view that council was required to have a Water Access Licenses (WAL) to access water for roadworks. However, after review, it was established that there is an exemption in the regulations (Water Management (General) Regulation 2018 schedule 4) that permit a roads authority (Council) to extract water from any bore for road construction and maintenance without a WAL.

The NRAR is currently reviewing its processes and has advised that the penalty notice will be withdrawn.

Council is however required to report on the amount that has been extracted for roadworks and accordingly action is being taken to ensure that all bores are metered when in use, to comply with the current requirements from 1<sup>st</sup> December 2022. It should be noted that many of the 24 registered bores are not required or unusable, however approximately 13 are used intermittently for road works/town water supply and action has been taken to ensure compliance with current regulations before any of the bores are utilised.

**FINANCIAL IMPLICATION**

As the penalty was paid a refund is now due.

**LEGISLATIVE IMPLICATION**

Water Management (General) regulation 2018, Schedule 4 Access license exemptions

**POLICY IMPLICATION**

Compliance issue

**RISK RATING**

Moderate

**ATTACHMENTS**

Nil

**8.9 BALRANALD COMMERCIAL WASTE CHARGES**

**File Number:** D22.71003

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

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

**Operational Plan Objective:** Pillar 3: Our Economy – A community that ensures a strong and resilient economy.

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**OFFICER RECOMMENDATION**

That Council as from 1<sup>st</sup> October, 2022;

1. Confirm that the charge for commercial waste at the Balranald waste facility is \$130.00 per tonne with provisions that a 10% prompt payment discount be applied for compacted and separated commercial waste to accounts where payment is made within 30 days of invoice and
2. Discourage and if legally possible ban the acceptance of waste that is known to be from outside of the shire area at any of Council facilities.

**PURPOSE OF REPORT**

Council has been approached by the current commercial operator of the waste depot, to consider a reduced fee for bulk commercial waste generated from their operations and this request has initiated further consideration as to the possible implications for larger commercial operations at the waste depot and licensing requirements.

**REPORT**

The Balranald Waste depot is an unlicensed rural waste depot that is not required to be fully licensed as the estimated quality of waste is less than the threshold of 5,000tonnes per annum.

Council has decided to assume responsibility for operations of the waste depot from Cleanaway as from 1<sup>st</sup> October and so there is a need to ensure that the fees collected through both domestic waste operations and commercial waste disposal are sufficient to cover not only the current operational cost, but provision for future rehabilitation, plant renewal and expansion.

The current Fees and Charges do not specifically identify commercial waste charges for larger commercial operators as this has, in the past, been an issue for the operator (Cleanaway) who was also the major commercial waste importer. At present Cleanaway have contracts for collection of commercial waste from various large business operations, most notably mining and construction camps and this waste is likely to increase as new operations come on-line.

With new developments likely to significantly increase the amount of commercial waste there is also a concern that the level of waste does not exceed the threshold that will trigger a move from small rural unlicensed waste depot to a fully licensed commercial waste depot.

Council has been advised that the estimated waste to be deposited at the Balranald depot from normal domestic collections is approximately 850 tonnes per year. However, the estimated waste from commercial collections is estimated to be almost double this amount. This is still well under the threshold for the requirement for the waste depot to become fully licensed (5,000tonnes) and so Council is able to accept the waste in question.

There are two associated issues to consider when dealing with waste operations; they are the source of the waste and whether council is prepared to offer a discount for a large commercial operator.

In terms of the current market, Council currently has a fee of \$130per tonne for commercial waste.

By way of comparison, this charge appears to be lower than the majority of tip disposal fees for neighbouring councils based on their published fees and charges;(Price per tonne)

Wentworth Shire        \$157.80

Murray River Shire    \$180.00

Mildura Shire         \$176.90 also add landfill tax \$93.19

Swan Hill Rural City    \$165.00 also add landfill tax \$93.19

Hay Shire (Price based on size of truck) 2 Axle truck        \$120.00, 3 Axle Truck    \$150.00    greater than 3 Axle \$180.00.

Whilst initially concerned that Hay Shire, with the lowest fee, may become the likely alternative waste depot, it was interesting to note that Hay Shire will not accept any waste from outside its shire boundary.

It should also be noted that Victoria imposes a landfill tax of \$93.19 per tonne for all waste deposited in Victorian landfills. Whilst Cleanaway operate the Balranald waste depot, there has been no restriction on the source of the waste, and it is possible that some waste may originate from outside the Shire boundary. This would also be the case at Euston, where commercial and domestic waste from Robinvale may be deposited in the Euston Tip, via the current operator. The current contract for the Euston waste depot concludes in June 2025 and so there is limited opportunity to address the issue of interstate waste being deposited in this depot.

Cleanaway have approached Council with a request for a reduction in the commercial waste charge to \$88 per tonne and have queried the difficulty in obtaining a weighbridge ticket for commercial waste. In relation to the first issue, the proposed fee is substantially less than the advertised rate and in relation to the second, it is acknowledged that council does not currently have a weighbridge.

Therefore, there is a question concerning converting the volume of waste in a truck (cubic metres) to weight (tonnes) for the purposes of establishing a charge. In each case it will depend on the type of waste. In most situations a direct one tonne per cubic metre for compacted general waste is reasonable with a slightly higher mass for heavier building or other waste. (Up to 2tonne) On that basis council can estimate the weight based on the load, with a weigh bridge ticket required in case of dispute.

Finally, the two questions to be answered are.

1. should Council offer a discount for large bulk commercial waste deposited in the Balranald Waste Facility and
2. what restrictions, if any, should council impose on the acceptance of waste generated from outside the shire boundary.

In relation to the current fee of \$130.00 per tonne for commercial waste, the risk for Council is that if the fee is too high, the contractor will source an alternative arrangement for the disposal of waste. This may result in a significant commercial loss to Council in terms of commercial fees covering the cost of operations. However, given the alternatives available, it would appear that the current commercial charge is cost competitive.

The only other issue is the potential saving from having one large commercial operator as opposed to having to deal with many varied customers. Also, it is likely that one large commercial operator would provide a consistent mix of compacted waste in each load, making it easier to manage the waste at the landfill.

Therefore, a reduction on the normal fee in the order of 10% for compacted and separated commercial waste would seem applicable. This reduction could be applied as a 30day discount on accounts to encourage prompt payment.

In relation to the source of waste, there is no current restriction on the import of general or most types of commercial waste from interstate or other Council areas and so, for example, the waste collected in Robinvale by the current operator of the Euston Waste Depot is able to be disposed of

in the Euston tip. This action is also cost effective for the operator due to the levy that is applied to waste deposited in Victoria.

Other than the contractual obligation relating to Euston, Council can restrict waste generated from interstate or from other Council areas from being deposited in the Council waste depots. The impact of this change would be to extend the life of the current waste depots and presumably reduce the income collected from external to the shire, waste.

Council should consider this option.

**FINANCIAL IMPLICATION**

Council needs to recover the cost of tip operations from charges imposed.

**LEGISLATIVE IMPLICATION**

Local Government Act

**POLICY IMPLICATION**

Decision concerning source of waste.

**RISK RATING**

Medium

**ATTACHMENTS**

Nil

**8.10 DA 42/2022 - FIVE (5) LOT SUBDIVISION - YURANIGH ST BALRANALD**

**File Number:** D22.71617

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

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

**Applicant:** Northern Land Solutions

**Owner:** HC & LJ Herson

**Proposal:** Five (5) Lot Subdivision

**Location:** Lot 2 DP 1044708, Yuranigh St Balranald

**Operational Plan Objective:** Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment.

**OFFICER RECOMMENDATION**

That Council approves Development Application 42/2022 for a five (5) lot subdivision of Lot 2 DP 1044708, Yuranigh St Balranald, subject to the following conditions:

1. No alteration to approved plans and specifications is allowed unless separately approved by Council.
2. The subdivision must conform to the plan as submitted, other than where varied by conditions of this consent.
3. An easement for service infrastructure is to be created in line with version 2 of the proposed servicing plan.
4. A spoon drain crossing must be installed for each individual allotment in accordance with the Balranald West Drainage Scheme specifications prior to release of the subdivision certificate. This is to be at the applicant's full cost.
5. A road opening permit must be obtained from Council prior to the commencement of any works in the road reserve. The proponent is responsible for full cost of repairs to rectify any damage to public infrastructure.
6. Water and sewer connection fees and charges to be at the applicant's full cost and paid to Council prior to the release of the subdivision certificate.
7. Plans prepared by an appropriately qualified surveyor must be submitted to Council via the NSW Planning Portal prior to the release of the Subdivision Certificate.
8. Any adjustments required to existing services for the allotments are to be at the full cost of the proponent.
9. This approval does not constitute consent for the erection of any dwellings or other structures on the subject lands. Separate applications must be made for any buildings in accordance with the Environmental Planning and Assessment Act 1979.

**PURPOSE OF REPORT**

To seek Council consent under Part 4 of the Environmental Planning & Assessment Act 1979 for a five (5) lot subdivision of Lot 2 DP 1044708, Yuranigh St Balranald.

**DIVISION**

**REPORT**

A development application has been lodged by Northern Land Solutions for a five (5) lot subdivision of Lot 2 DP 1044708, Yuranigh St Balranald.

|                             |                               |
|-----------------------------|-------------------------------|
| Description of Land:        | 2/-/1044708                   |
| Proposed Lot Configuration: | Lot 1      5146m <sup>2</sup> |
|                             | Lot 2      1002m <sup>2</sup> |
|                             | Lot 3      1003m <sup>2</sup> |
|                             | Lot 4      1005m <sup>2</sup> |
|                             | Lot 5      1194m <sup>2</sup> |
| Zone:                       | RU5 (Village)                 |

The proposal was submitted to Council as a development application because the proposal does not constitute exempt development in accordance with clause 2.75 of the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (Codes SEPP) and is not complying development in accordance with Part 6 of the Codes SEPP.

**Background**

Lot 2 DP 1044708 is a large vacant allotment in the north western area of Balranald and has an area of 9299m<sup>2</sup>. The allotment is located in a largely residential area with some interface with the Transport for NSW (TfNSW) depot along Dowling St.

The application for development has been assessed in accordance with Section 4.15 of the EP&A Act and relevant local and state environmental planning instruments. The application was notified to neighbours in accordance with Council's Community Participation Plan 2019. Nil public submissions were received.

**Site Analysis**

There is no apparent landslip, creep or requirement for native or significant vegetation removal to facilitate the proposal. The site is not identified as bushfire or flood prone and contaminating activities are not known by Council to have been carried out on the land.

There is currently no constructed access to the allotment and is currently accessed ad-hoc off Yuranigh, Sydney and Dowling over Council's earthen drainage infrastructure.

Adjoining allotments are Zoned RU5 (Village) and are generally of a residential nature, with the TfNSW depot across Dowling St from the proposal.

A Statement of Environmental Effects has been submitted as part of the development application.

**DEVELOPMENT APPLICATION ASSESSMENT**

Under Section 4.15 of the EPA Act 1979,

(1) Matters for consideration—general

In determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development the subject of the development application:

(a) the provisions of:

- (i) any environmental planning instrument, and
- (ii) any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the

Planning Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and

- (iii) any development control plan, and
- (iiia) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4, and
- (iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph),

that apply to the land to which the development application relates,

- (b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,
- (c) the suitability of the site for the development,
- (d) any submissions made in accordance with this Act or the regulations,
- (e) the public interest.

## Planning Instruments

### *Balranald Local Environmental Plan 2010*

The proposal is permissible in accordance with the land use table for RU5 zoned land under the Balranald Local Environmental Plan 2010 (LEP). The proposal is considered consistent with the objectives of the zone in that the proposal maintains the residential character of the area and is in keeping with the bulk, scale and density of nearby occupation.

To meet the requirements of Clause 6.3 of the LEP, a utility services plan was submitted as part of the proposal. Utility infrastructure is not likely to be unduly impaired by this proposal. An easement to permit drainage infrastructure to service proposed Lot 1 and 5 would be required to protect such infrastructure.

The proposal meets the minimum lot size for the RU5 zone of 600m<sup>2</sup>.

Additionally the proposal is not likely to impact on biodiversity values or impact on other sensitive land overlays under the LEP due to the urban nature of the land.

The land subject to the proposal is not identified as flood prone on the Flood Planning overlay of the LEP.

The proposal is not located in close proximity to items identified on the Heritage Schedule of the LEP and there are no sites or items of cultural heritage identified on the site.

### *State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017*

The proposed development does not include the removal of any native or significant vegetation.

### *State Environmental Planning Policy 55 – Remediation of Land*

Potentially contaminating uses have not been identified as being carried out on the land historically.

Additionally, a search of Council's records does not identify other events or uses that could lead to potential site contamination. Therefore, no further investigation was required.

### *Development Control Plans*

There are no Development Control Plans that apply to the land.

## Impact of Development

### *Natural Environment:*

The proposal is not likely to have significant impact on the natural environment of the area. The area has historically been used for urban purposes and has been largely cleared of endemic vegetation for a substantial period of time. The proposal is not likely to impact threatened species due to the small area of the activity and the use of the wider area for urban purposes.

The proposal is not likely to contribute towards soil erosion, pollution or contamination of soil/water/air, due to minor nature of the proposal.

*Built Environment:*

The surrounding area is substantially developed for urban purposes, with a focus on residential uses. The proposal is considered in keeping with the characteristics of the area. Additionally, the use of the site is not likely to impede the use of the surrounding activities. The site is opposite the TfNSW depot. Due to the low intensity and time of use of the depot, it is not likely to lead to significant land use conflict.

Council's Engineering area reviewed the initial proposed servicing plan and raised concerns in relation to direct access to the rising main along Yuranigh St. The servicing plan attached to this report reflects consideration of these concerns.

The ad-hoc nature of existing access to the allotment generally should be formalised as a condition of consent and specify that spoon drain crossings must be in accordance with the Balranald West Drainage Scheme specifications and each proposed allotment must have an individual crossing installed prior to release of a subdivision certificate.

*Social Impacts:*

There are no known areas/items of heritage significance likely to be impacted upon in the immediate area. The proposal is not likely to lead to significantly increased pressure on public infrastructure.

*Economic Impacts:*

No significant economic impacts are expected due to the nature and small scale of the project.

*Site Suitability:*

The proposal is suitable for the site. Council's planning instrument does not prohibit this proposal and the land is not subject to any known significantly impacting risk factors, eg. bushfire or flood risk.

The proposal is not likely to have any adverse effect on the landscape or scenic quality of the locality due to the location of the project being in an urban area.

*Public Interest:*

The proposal is not likely to have any adverse effect on the landscape or scenic quality of the locality. The proposal will not likely adversely impact public infrastructure.

The adjoining property landholders have been notified in accordance with Council's Community Participation Plan 2019, the submission period concluded on the 29<sup>th</sup> September 2021. No submissions have been received.

**Conclusion**

The application has been assessed under the provision of the Environmental Planning and Assessment Act 1979. The evaluation of this development has concluded that the proposed development application is compliant with the legislative requirements for this type of proposal and it is recommended that DA 42/2022 be approved subject to conditions.

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

Environmental Planning & Assessment Act 1979

Balranald Local Environmental Plan 2010

State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017

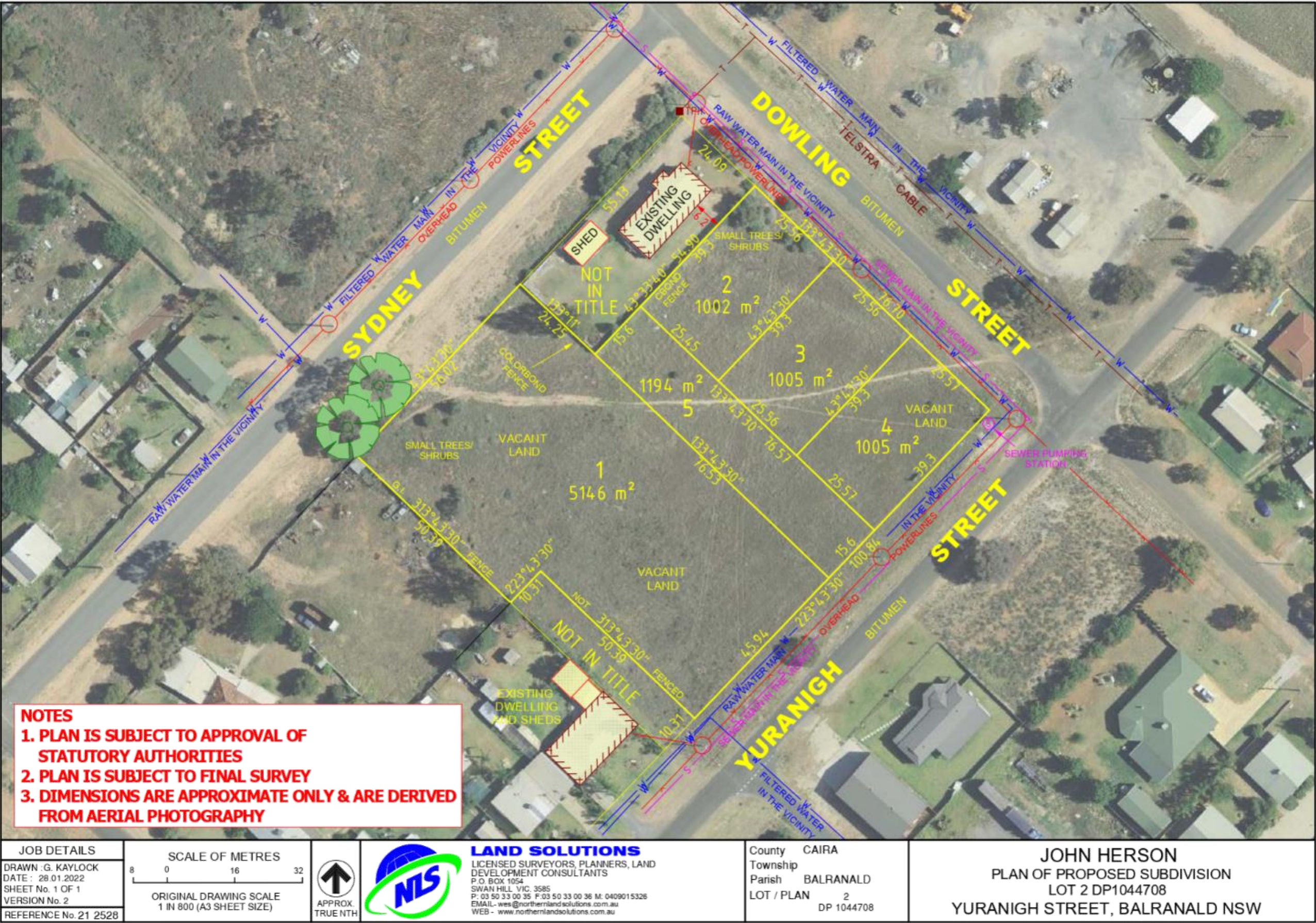
State Environmental Planning Policy 55 (Remediation of Land)

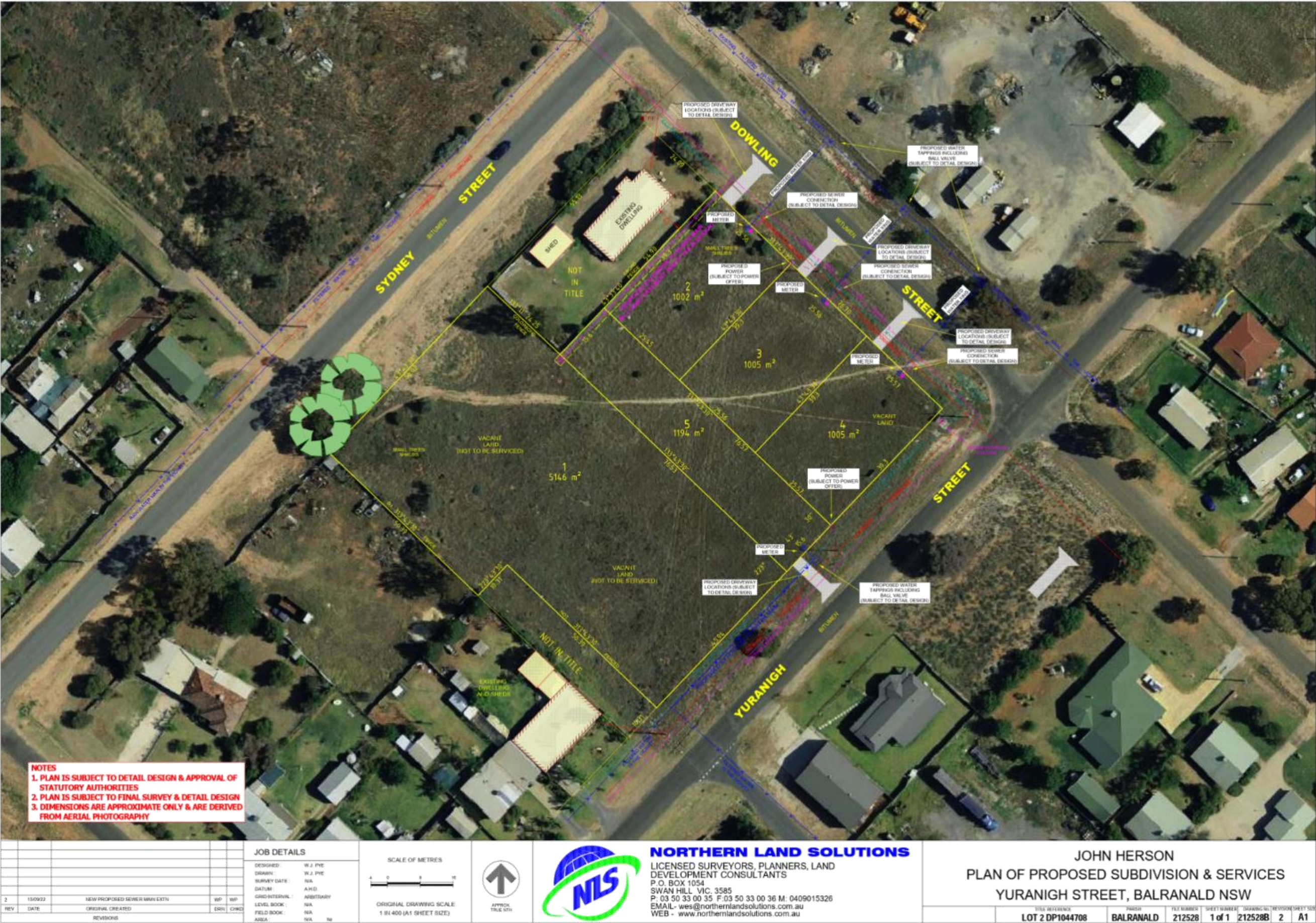
**POLICY IMPLICATION**

Nil

**ATTACHMENTS**

1. DA 42/2022 Proposed Subdivision Plan [↓](#)
2. DA 42/2022 Servicing Plan V2 [↓](#)





**8.11 DA 02/2023 - DWELLING - BUILDING LINE SETBACK VARIATION - 9 CARY STREET STREET EUSTON**

|                                    |                                                                                                                                               |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.71598</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>Applicant:</b>                  | <b>Warrick Fisher (Fisher Planning)</b>                                                                                                       |
| <b>Owner:</b>                      | <b>K &amp; M Lui</b>                                                                                                                          |
| <b>Proposal:</b>                   | <b>Dwelling</b>                                                                                                                               |
| <b>Location:</b>                   | <b>9 Cary Street, Euston NSW 2737</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 Council approve a primary building line setback variation to 4m for a dwelling on Lot 7 DP 1123942, 9 Cary Street Euston as per Site Plan for Job No. 110945 dated 21/7/22 as submitted with Development Application 02/2023.

**PURPOSE OF REPORT**

To consider a building setback variation on Lot 7 DP 1123942, 9 Cary St, Euston.

**REPORT**

Council has received a request from Fisher Planning to vary the primary building line for the purposes of a dwelling on Lot 7 DP 1123942, 9 Cary St Euston. The building line specified in Council's policy for this property is 6 meters, the request is for Council to permit a building line of 4m to the Cary St boundary for a proposed dwelling.

Examples of residential setbacks in the area:

|              |                        |
|--------------|------------------------|
| 7 Cary St:   | 4m (adjacent dwelling) |
| 8 Cary St:   | 5m                     |
| 5 Luke Road: | 4.5m                   |
| 48 Cole St:  | 5m                     |
| 5 Tayla Crt: | 5m                     |

Setbacks of less than 6m are common in the Batsey's subdivision.

Lot 7 is somewhat unusual in that the primary frontage has a wide nature strip and footpath set approximately 6m from the property boundary. This minimises pedestrian and vehicular traffic sightline impacts.

Permitting this setback variation would generally be in keeping with the character, bulk/scale and street aesthetic of the area.

Clause 3 of Council's Building Line Setback Policy permits Council to vary the building line.

The proposed building line variation is recommended due to these factors.

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

National Construction Code 2019

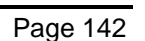
Environmental Planning & Assessment Act 1979

**POLICY IMPLICATION**

Council's Building Setback Policy

**ATTACHMENTS**

1. 9 Cary Street Euston Site Plan [↓](#)



**8.12 S7.12 DEVELOPMENT CONTRIBUTION PLAN**

|                                    |                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.70524</b>                                                                                                    |
| <b>Reporting Officer:</b>          | <b>Ray Mitchell, Health &amp; Development Coordinator</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. Place the Draft S7.12 Development Contribution Plan on public exhibition for a period of 28 days; and
2. Receive a further report following conclusion of public exhibition to consider any submissions.

**PURPOSE OF REPORT**

To exhibit the Draft 7.12 Development Contribution Plan

**REPORT**

The Environmental Planning & Assessment Act 1979 (Act) permits Council to establish a formal Development Contributions Plan that requires contributions during the course of the development application and complying development certificate process to assist Council to provide public facilities and services.

These contributions are required to be authorised by a formal Development Contributions Plan prepared in accordance with the Act. They are distinct and separate from developer contributions towards water and sewer infrastructure works that are authorised under the Local Government Act and Water Management Act.

It is proposed that the draft Section 7.12 Development Contributions Plan applies to all development within the Local Government Area that has a development cost in excess of \$100,000. It is also proposed to include an extension area in accordance with Section 7.14 of the Act that extends to 50km outside the Shire boundary. This is to provide impetus for contribution considerations around state significant development projects, such as renewable energy and mining.

There are some circumstances where land or development will or may be exempt from the Plan. These circumstances are detailed in 1.11 of the Draft Plan.

Required contributions are based on a percentage of the estimated cost of development. The percentages have been established in legislation by the State Government as follows:

| <b>Cost of Development</b>                          | <b>Contribution levy rate%</b> |
|-----------------------------------------------------|--------------------------------|
| All development valued at \$100,000 or less         | 0.0%                           |
| All development valued at \$100,001 up to \$200,000 | 0.5%                           |
| All development valued in excess of \$200,000       | 1.0%                           |

Based on development data for the financial years between 2012 and 2016 Council could see contributions in the order of \$20,000 to \$30,000 annually not including state significant development.

Table 1 of the Community Participation Plan specifies that a draft contribution plan is to be exhibited for a period of 28 days.

**FINANCIAL IMPLICATION**

Income generation of 0.5% and 1% of development cost greater than \$100,000

**LEGISLATIVE IMPLICATION**

Environmental Planning & Assessment Act 1979

**POLICY IMPLICATION**

Adoption of a new Plan

Item 22 of the Business Improvement Order

Community Participation Plan

**RISK RATING**

High

**ATTACHMENTS**

1. Development Contribution Plan - DRAFT - 7.12 (Section 94A) - August 2022 [↓](#)

**Section 7.12 Development Contribution Plan**

**Section 7.12 FIXED DEVELOPMENT CONSENT LEVIES  
(CF PREVIOUS S 94A)  
FOR BALRANALD SHIRE COUNCIL**

**1.1 What is the name of this Plan?**

This contributions Plan is called the **Development Contribution Plan 2022 (Plan)**.

**1.2 Application of this Plan**

This Plan applies to all land within the local government area of **Balranald Shire Local Government Area (Area)**.

This Plan may be applied to areas external to Balranald Shire Council under s7.14 of the Act. This extension area being 50km external to the local government boundary of Balranald Shire Council, where State Significant (Major Projects) developments will directly impact on Balranald Shire Council.

**1.3 Development to which this Plan applies**

This Plan applies to applications for development consent and applications for complying development certificates to be made by or under Part 7 of the *Environmental Planning and Assessment Act, 1979 (Act)* in respect of development on land to which the Plan applies.

This plan shall also be used to consider Major Projects approved by the NSW Government and Planning Assessment Commission process.

**1.4 What is the purpose of this contributions Plan?**

The primary purposes of this Plan are:

- to authorise the imposition of a condition on certain development consents requiring the payment of a levy determined in accordance with this Plan
- to require a certifying authority (the Council or an accredited certifier) to impose, as a condition on a complying development certificate, a requirement that the applicant pay to the Council a levy determined in accordance with this Plan
- to govern the application of money paid to the Council under a condition authorised by this Plan
- to assist the Council to provide the appropriate public amenities and services required to maintain and enhance amenity and service delivery within the Area

**1.5 When does this contributions Plan commence?**

This contributions Plan commences on **DATE OF ADOPTION**.

**1.6 Expected development & public facilities demand**

For the purposes of the *Environmental Planning and Assessment Regulation (as amended)*, the relationship between the expected types of development in and adjoining Balranald Shire Council and the demand for additional public amenities and services to meet that development has been established through current demographic information. The expected types of development are, but not limited to:

- Solar Farm or Solar electricity generation development

- Wind Farm development
- Commercial pipe line development
- Metalliferous mining development
- Metalliferous mineral processing
- Natural gas production and delivery
- All developments included under the NSW Mining Act
- All development included under the NSW Onshore Petroleum Act
- Commercial development
- Industrial development
- Recreation and tourism related development
- Subdivisions

While the Shire's population is static, development contributions have not been levied before in the Shire meaning that there is a lack of quality community facilities. Provision will need to be made for additional or improved public facilities and infrastructure to meet the existing demand.

A range of public facilities are required to be provided or improved to meet residential development, commercial and industrial demands including open space provision, improvement and embellishment, community and cultural facilities and village improvement.

Council has reviewed each type of development listed above and identified areas of development that enhance the social and natural environment in accordance with its Community Strategic Planning process and requirements under the Local Government Act 1993.

Council has developed **Village Enhancement Plans** for its major population centres and these plans form the basis of improvements, embellishment, and community and cultural facilities.

Council is extremely conscious of the need to maintain the sense of community that has been critical to the Balranald Shire's development over the years. This will be achieved through:

- An open, accessible and honest Council displaying appropriate leadership
- Developing effective road, transport and infrastructure networks
- Promotion of economic sustainability and technological change
- Creation of a dynamic area having pride in its agricultural and national heritage
- Protection of the natural, built and cultural environment
- Provision of a high standard of recreational and cultural facilities
- Quality urban design and development

The Part 7.12 levy will enable Council to provide high quality and diverse public amenities, enhancements to the environment and services to achieve the above actions and as a consequence meet the expectations of the existing and future residents of the Balranald Shire.

The additional or improved public facilities to be provided to meet the expected future development are set out in Schedule 1.

**1.8 Council may require payment of the levy as a condition of development consent**

1) This Plan authorises the Council to grant consent to development to which this Plan applies subject to a condition requiring the applicant to pay to the Council a levy as a percentage of the proposed cost of carrying out the development, ***provided that*** the Council does not also impose on the consent a condition pursuant to Part 7.11 of the Act. The contribution rate is shown in Table 1 below and example condition of consent wording is shown in Schedule 2.

| Cost of Development                                 | Contribution levy rate% |
|-----------------------------------------------------|-------------------------|
| All development valued at \$100,000 or less         | Nil                     |
| All development valued at \$100,001 up to \$200,000 | 0.5%                    |
| All development valued in excess of \$200,000       | 1.0%                    |

Table 1: Contribution Rate

Conditions authorised by this Plan are subject to any direction given by the Minister under the Act from time to time, and this Plan authorises the imposition of conditions which are in accordance with any such direction.

Any direction given by the Minister under Part 7 of the Act and in force from time to time may be attached to this Plan but does not form part of this Plan for the purposes of the Act.

2) This Plan authorises the Council to seek conditions of consent be applied for Major Projects outside the Balranald Shire Council Areas as shown on the Plan (Extension Area) and subject to a contribution calculation as contained in Schedule 3.

**1.9 Certifying authority must require payment of the levy as a condition of issuing a complying development certificate**

This Plan requires a certifying authority (the Council or an accredited certifier) to issue a complying development certificate in respect of development to which this Plan applies subject to a condition requiring the applicant to pay to the Council a levy, as a percentage of the proposed cost of carrying out the development. The contribution rate is shown in Table 1 above and example condition of consent wording is shown in Schedule 2.

**1.10 How will the Council apply money obtained from the levy?**

Money paid under a condition authorised by this Plan is to be applied by the Council towards meeting the cost of the public amenities and public services that will be or have been provided within the Area as listed in the Works Schedule in Schedule 1.

The village Plans for Balranald and Euston show which specific public amenities and public services to be provided is for the Balranald Sporting Precinct and the Euston Sporting Precinct.

Subject to the Act and Regulations, the public amenities and public services listed in Schedule 1 are to be provided in accordance with the **staging set out in that Schedule**.

#### 1.11 Are there any exemptions from the levy authorised by this Plan?

Council may exempt the following kinds of developments from the levy authorised to be imposed under this Plan:

- a development by a registered charity, community organisation or service club that will, in the opinion of the Council, provide a material public benefit to the Balranald Shire community.
- The construction of residential buildings on land zoned as shown in the Table below and identified in the Balranald Shire Council Local Environmental Plan 2012, excluding duplex, attached or detached dwellings or multi residential developments

| Zone | Development Type                                                                                          | Status |
|------|-----------------------------------------------------------------------------------------------------------|--------|
| RU1  | All Single residential buildings and associated out buildings e.g. garages/ carports, pergolas or similar | Exempt |
| RU4  | All Single residential buildings and associated out buildings e.g. garages/ carports, pergolas or similar | Exempt |
| RU5  | All Single residential buildings and associated out buildings e.g. garages/ carports, pergolas or similar | Exempt |

For such claims to be considered, any such development will need to include a comprehensive submission applying the case for an exemption and include details of the mechanism ensuring that such development is and will remain in the form proposed.

#### 1.12 Pooling of Levies

For the purposes of achieving the provision of facilities in this Plan, levies paid for different purposes may be pooled and applied (progressively or otherwise) for those purposes in accordance with the priorities set out in the Works Schedule in Schedule 1.

#### 1.13 Construction certificates and obligations of accredited certifiers

In accordance with clause 156 of the *Environmental Planning and Assessment Regulation*, a certifying authority must not issue a construction certificate for building work or subdivision work under a

development consent unless it has verified that each condition requiring the payment of levies has been satisfied.

In particular, the certifier must ensure that the applicant provides a receipt(s) confirming that levies have been fully paid and copies of such receipts must be included with copies of the certified Plans provided to the Council in accordance with clause 158 of the Regulation. Failure to follow this procedure may render such a certificate invalid.

The only exceptions to the requirement are where a works-in-kind, material public benefit, dedication of land or deferred payment arrangement has been agreed by the Council. In such cases, Council will issue a letter confirming that an alternative payment method has been agreed with the applicant.

#### **1.14 How is the proposed cost of carrying out the development determined?**

The proposed cost of carrying out the development will be determined by the Council in

accordance with the *Environmental Planning and Assessment Regulation, as amended*.

The procedures set out in Schedule 3 to this Plan must be followed to enable the Council to determine the amount of the levy that is payable.

Council may review the valuation of works and may seek the services of an independent person to verify the costs. In these cases, all costs associated with obtaining such advice will be at the expense of the applicant.

#### **1.15 When is the levy payable?**

The Council's policy is that the levy must be paid to the Council at the time specified in the condition that imposes the levy.

If no such time is specified, the Council's policy is that the levy must be paid prior to the issue of a construction certificate or complying development certificate.

Major developments should consult with Council at an early stage to agree to a condition of consent that allows staged progress payments across the life of the development or at agreed periods.

#### **1.16 How will the levy be adjusted?**

Contributions required as a condition of consent under the provisions of this Plan will be adjusted at the time of payment in accordance with the following formula:

**Contribution = \$Co + A at time of payment**

**Where**

**\$ Co** is the original levy as set out in the consent

**A** is the adjustment amount which is =  $\frac{\$Co \times ([\text{Current Index} - \text{Base Index}])}{[\text{Base Index}]}$

Where

|                                     |                                                                                                                                                                                                    |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Current Index -Consumer Price Index | is the Consumer Price Index, All Groups, Sydney as published by the Australian Bureau of Statistics in respect of the quarter ending immediately prior to the date of payment;                     |
| Base Index - Consumer Price Index   | is the Consumer Price Index, All Groups, Sydney as published by the Australian Bureau of Statistics in respect of the quarter ending immediately prior to the date of imposition of the condition. |

Note: In the event that the Current Consumer Price Index, All Groups, Sydney is less than the Base Consumer Price Index, All Groups, Sydney, the Current Consumer Price Index, All Groups, Sydney shall be taken as not less than the Base Consumer Price Index, All Groups, Sydney

### **1.17 Can deferred or periodic payments be made?**

Council encourages Major Developers to consult Council early to establish a deferred or periodic payment of levies authorised by this Plan. This agreement must be in place prior to approvals being issued by the Council or through a State agency planning process otherwise an upfront payment will be required at time of release of a construction certificate

### **1.18 Are there alternatives to payment of the levy?**

If an applicant for development consent seeks to contribute towards the provision of public amenities and services to meet development other than by payment of a levy or development contributions, the applicant may adopt one of the following procedures;

#### **1.18.1 Offer made to the Council as part of a development application**

If an applicant does not wish to pay a levy or other contributions in connection with the carrying out of development, the applicant may include in the relevant development application an offer to carry out works or provide a material public benefit towards which the levy was to be applied.

The Council will consider the offer as part of its assessment of the development application. If the Council agrees to the arrangement and grants consent to the application, it will substitute a condition of consent under the Act requiring the works to be carried out or the material public benefit to be provided for a condition requiring payment of a levy under Part 7.12 development contributions. If the Council does not agree to the alternative arrangement, it may grant consent subject to a condition authorised by this Plan requiring the payment of a levy.

In assessing the applicant's offer, the Council will have regard to the requirements of the current Practice Note issued by the NSW Government in the *Revised Development Contributions Manual* and may consider matters such as, but not limited to, the following:

- the overall benefit of the proposal,
- the monetary value of the material public benefits, or work in kind,

- what needs of the population would be satisfied and whether these equal or exceed those provided by conventional means,
- whether the works program in the adopted development contributions Plan remains valid or requires amendment,
- the financial implications for cash flow and the short-fall in anticipated contributions,
- the timing of completion and future recurrent costs,
- future dedication, handover and management arrangements.

#### **1.18.2 Offer made to Council following the grant of development consent requiring payment of a levy**

If development consent has been granted to the carrying out of development subject to a condition authorised by this Plan to pay a levy, the applicant must comply with the condition unless it is modified under s4.55 of the Act.

If the applicant does not wish to pay the levy, the applicant may make an application to the Council under s4.55 of the Act to modify the consent by substituting for the condition requiring payment of the levy a condition requiring the carrying out of works or the provision of a material public benefit towards the public purpose to which the levy was to be applied.

If the Council approves the application, the applicant will be bound by the substituted condition. If the Council does not approve the application, the applicant will remain bound by the condition authorised by this Plan requiring payment of the levy.

In assessing the s4.55 application, the Council will have regard to the requirements of the current Practice Note issued by the NSW Government in the *Revised Development Contributions Manual* and may consider matters such as, but not limited to, the following:

- the overall benefit of the proposal,
- the monetary value of the material public benefits, or work in kind,
- what needs of the population would be satisfied and whether these equal or exceed those provided by conventional means,
- whether the works program in the adopted development contributions Plan remains valid or requires amendment,
- the financial implications for cash –flow and the short-fall in anticipated contributions,
- the timing of completion and future recurrent costs,
- future dedication, handover and management arrangements.

#### **1.18.3 Offer to enter into a Voluntary Planning Agreement (VPA)**

If an applicant does not wish to pay a levy or development contributions in connection with the carrying out of development, the applicant may offer to enter into a Voluntary Planning Agreement with the Council under s4.55 of the Act in connection with the making of a development application.

Under the Planning agreement, the applicant may offer to pay money, dedicate land, carry out works, or provide other material public benefits for public purposes. Those purposes need not relate to the impacts of the applicant's development nor to the items listed in Schedule 1.

The applicants' provision under a Planning agreement may be additional to or instead of paying a levy in accordance with a condition of development consent authorised by this Plan. This will be a matter for negotiation with the Council.

The offer to enter into the Planning agreement together with a copy of the draft agreement should accompany the relevant development application.

The Council will publicly notify the draft Planning agreement and an explanatory note relating to the draft agreement along with the development application and will consider the agreement as part of its assessment of that application.

If the Council agrees to enter into the Planning agreement, it may impose a condition of development consent under s93I(3) of the Act requiring the agreement to be entered into and performed. If the Council does not agree to enter into the Planning agreement, it may grant consent subject to a condition authorised by this Plan requiring the payment of a levy.

#### **1.19 Dictionary**

In this Plan, unless the context or subject matter otherwise indicates or requires, the following definitions apply:

***Applicant*** means the person submitting a development application.

***Act*** means the Environmental Planning and Assessment Act 1979,

***Council*** means (Your Council) Shire Council,

***Development contributions*** mean a development contribution required to be paid by a condition of development consent imposed pursuant to Part 7 of the Act,

***Levy*** means a levy under Part 7.12 of the Act authorised by this Plan,

***Regulation*** means the *Environmental Planning and Assessment Regulation 2000*.

***Plan*** means a contributions Plan made pursuant to part 7.12 of the Act

**SCHEDULE 1 (Clause 1.10) Works Schedule**

The works listed in this schedule may be funded from a mix of sources, including contributions collected from this Plan.

Staging as in this schedule means:

- Short Term 3 - 5 years
- Medium Term 5 -10 years
- Long Term 10 - 20 years
- Ongoing, continuing works

**A. Completed works for which contributions will be recouped**

NIL

**B. Works in progress for which contributions will continue to be levied**

Nil

**NOTE: TABLE BELOW EXAMPLE ITEMS ONLY****C. New Public facilities for which contributions will be sought****1. Solar Farm or similar solar energy generation projects**

| Project Type   | Item                              | Budget | Time Frame |
|----------------|-----------------------------------|--------|------------|
| Solar Lighting | Greenham Park Netball Courts      |        | Short term |
|                | Balranald Swimming Pool           |        | Short term |
|                | Euston Parks                      |        | Long term  |
|                | Balranald and Euston Outdoor Gyms |        | Short term |

|                                   |                                                           |  |             |
|-----------------------------------|-----------------------------------------------------------|--|-------------|
| <b>Solar Panel Locations</b>      | Councils Administration Centre – Market Street Balranald  |  | Medium term |
|                                   | Water Treatment Plants – Balranald and Euston             |  | Medium term |
|                                   | Balranald and Euston Sewerage Treatment Plants            |  | Medium term |
|                                   | Sports Centre Greenham Park Balranald                     |  | Short term  |
|                                   | Council Depots - Balranald and Euston                     |  | Short term  |
| <b>Solar Lighting – Footpaths</b> | Caravan Park Balranald to Market Street via Court Street. |  | Short term  |
|                                   | Highway walking / cycling tracks                          |  | ongoing     |
|                                   | Greenham Park Street Lighting                             |  | Medium term |
|                                   |                                                           |  |             |

## 2. Wind Farm Projects

|         |                                                   |  |         |
|---------|---------------------------------------------------|--|---------|
| Tourism | Observation Deck and viewing carpark for turbines |  | ongoing |
|---------|---------------------------------------------------|--|---------|

|                                          |                                                     |  |              |
|------------------------------------------|-----------------------------------------------------|--|--------------|
| Energy Offset program                    | Administration Building – solar or energy reduction |  | ongoing      |
| Village Plans (Balranald/Euston/Kyalite) | Undertake works listed in plans                     |  | 10 year plan |

### 3. Mining Projects

|                                          |                                 |  |              |
|------------------------------------------|---------------------------------|--|--------------|
| Village Plans (Balranald/Euston/Kyalite) | Undertake works listed in plans |  | 10 year plan |
|------------------------------------------|---------------------------------|--|--------------|

### 4. Major Developments Generally

#### Major developments that require the approval of the NSW Planning Office or Planning Assessment Panels (including Extension Area contributions)

|                        |                                |  |              |
|------------------------|--------------------------------|--|--------------|
| Balranald Village Plan | Undertake works listed in plan |  | 10 year plan |
| Euston Village Plan    | Undertake works listed in plan |  | 10 year plan |
| Kyalite Village Plan   | Undertake works listed in plan |  | 10 year plan |

**Schedule 2: Example Condition**

Example condition for development consents:

Pursuant to Section 7.12 of the Environmental Planning & Assessment Act 1979, the monetary contribution set out in the following table is to be paid to Council prior to the issue of a Subdivision Certificate or Construction Certificate. The contribution is current as at the date of this consent and is levied in accordance with the Balranald Section 7.12 Development Contributions Plan 2022, adopted on [date], which may be viewed during office hours at Council's Administration Office, 70 Market St Balranald, or on Council's website [www.balranald.nsw.gov.au](http://www.balranald.nsw.gov.au)

The contribution payable will be calculated in accordance with the contributions plan current at the time of payment, and will be adjusted at the time of payment in accordance with the Consumer Price Index: All Groups Index for Sydney, published by the Australian Bureau of Statistic (ABS). Contribution amounts will be adjusted by Council each financial year.

| Proposed Cost of Development <sup>1</sup> | Levy Percentage | Total Contribution |
|-------------------------------------------|-----------------|--------------------|
|                                           |                 |                    |

Notes

<sup>1</sup> As shown on the Development Application / Construction Certificate Application / Complying Development Certificate Application Form.

**SCHEDULE 3 (Clause 1.14) Procedure**

A cost summary report may be required to be submitted to allow Council to determine the contribution that will be required.

The following procedures as outlined below will be used by Council:

- (1)** Where Council does not accept a submitted estimate of the value of works, Council may require a cost summary report to be completed for works with a value no greater than \$250,000.00 (**Form 1**).

Alternatively, for a single dwelling, Council may accept a signed contract with a licensed builder which is accompanied by a fair estimate of other assessable development costs not included in the building contract, such as landscaping, paths, fences, driveway and the like.

- (2)** Where Council does not accept a submitted estimate of the value of works, Council may require a Quantity Surveyor's Detailed Cost Report to be completed by a registered Quantity Surveyor for works with a value greater than \$250,000.00 (**Form 2**).

**Schedule 3 (Clause 7.14 ) Major Projects Extension Plan Area**

Major Projects (Wind and/or Solar) outside the Balranald Shire Council area that are located within the Extension Plan Area (50 kilometres from Shire Boundary) shall be assessed as to the impact the project will have on the Balranald Shire Communities, services and facilities during the construction phase and when operational.

The assessment process will be undertaken against the publically available information submitted to the NSW State Planning Agency as part of the Major Project Assessment and will include the details submitted as to construction workforces (company and contractors), permanent short term staff and long term contractor and staff requirements.

Council will determine partial and permanent contributions that can be applied towards areas of community improvement as listed in Schedule 1. An example has been provided as a guide only to determine the development contribution under this plan and should not be read as the only acceptable method of calculation.

**Contribution payments are a per year contribution for the life of the project's construction phase.**

Major Project developers should discuss impacts and contributions as early as possible with Council as advised in this Plan.

**Example:**

- Estimated Balranald Population: **1350 persons** (Estimated Balranald Post Code Population. Census 2016)
- Project Value: **\$50 million**
- Project construction period: **2 years**
- Location: Shown in the Extension Area (adjoining Shire Council) see map.
- Estimated Full Time Workforce : **say 10 persons**
- Estimated initial Administration / Construction Workforce in residence: **say 20 persons over 1 year**
- Estimated Casual Contractor Workforce: **say 200 persons over 2 years**
- Work days per month: **10 days on 5 days off (20 working/10 off per month) or 2/3rds onsite**

Assuming that 20 persons are initially on site for one year these are discounted at 100% and that 10 persons are remaining at the end of the construction period these are discounted on completion by 100%. Workers contribute to long term housing development, rentals etc – add community value.

Assuming that contractors and employees do not remain in the Balranald Shire area when on leave the impact is determined at 2/3rds of a month.

Remaining development period is 220 persons potentially calling on services and facilities in Balranald Shire Council during the construction period of 1 year.

**Calculation:**

- Workforce -  $220 \times 2/3\text{rds (time at work)} = 147$  persons per month (1 year period)
- Construction Workforce / existing Residential Population =  $147/1500 = 9.8\%$
- Section 7.12 contribution rate = **1%**

**Therefore:**

---

$\$50,000,000 \times 1\% = \$500,000 \times 9.8\% = \textbf{\$49,000/ year}$  (life of project contribution to Council funded community benefit / year) or \$98,000 over 2 years being length of project construction.

### How to Calculate Value of Works

To avoid doubt or confusion in the calculation of the value of works or construction costs, the Environmental Planning and Assessment Regulation sets out the things that must be included in the estimation of the value of works as follows:

#### 7.12 levy determination of proposed cost of development

- (1) The proposed cost of carrying out development is to be determined by the consent authority, for the purpose of a Part 7.12 levy, by adding up all the costs and expenses that have been or are to be incurred by the applicant in carrying out the development, including the following:
  - (a) if the development involves the erection of a building, or the carrying out of engineering or construction work the costs of or incidental to erecting the building, or carrying out the work, including the costs (if any) of and incidental to demolition, excavation and site preparation, decontamination or remediation,
  - (b) if the development involves a change of use of land the costs of or incidental to doing anything necessary to enable the use of the land to be changed,
  - (c) if the development involves the subdivision of land the costs of or incidental to preparing, executing and registering the Plan of subdivision and any related covenants, easements or other rights.
- (2) For the purpose of determining the proposed cost of carrying out development, a consent authority may have regard to an estimate of the proposed cost of carrying out the development prepared by a person, or a person of a class, approved by the consent authority to provide such estimates.
- (3) The following costs and expenses are not to be included in any estimate or determination of the proposed cost of carrying out development:
  - (a) the cost of the land on which the development is to be carried out,
  - (b) the costs of any repairs to any building or works on the land that are to be retained in connection with the development,
  - (c) the costs associated with marketing or financing the development (including interest on any loans),
  - (d) the costs associated with legal work carried out or to be carried out in connection with the development,
  - (e) project management costs associated with the development,
  - (f) the cost of building insurance in respect of the development,
  - (g) the costs of fittings and furnishings, including any refitting or refurbishing, associated with the development (except where the development involves an enlargement, expansion or intensification of a current use of land),
  - (h) the costs of commercial stock inventory,

Form 1.

## SAMPLE COST SUMMARY REPORT

## Cost Summary Report

[Development Cost no greater than 100,000.00]

DEVELOPMENT APPLICATION No.

REFERENCE:

CONSTRUCTION CERTIFICATE No.

DATE:

APPLICANT'S NAME \_\_\_\_\_

APPLICANT'S ADDRESS \_\_\_\_\_

DEVELOPMENT NAME: \_\_\_\_\_

DEVELOPMENT ADDRESS: \_\_\_\_\_

## ANALYSIS OF DEVELOPMENT COSTS:

|                                   |                        |    |
|-----------------------------------|------------------------|----|
| Demolition and alterations        | \$ Hydraulic services  | \$ |
| Structure                         | \$ Mechanical services | \$ |
| External walls, windows and doors | \$ Fire services       | \$ |
| Internal walls, screens and doors | \$ Lift services       | \$ |
| Wall finishes                     | \$ External works      | \$ |
| Floor finishes                    | \$ External services   | \$ |
| Ceiling finishes                  | \$ Other related work  | \$ |
| Fittings and equipment            | \$ Sub-total           | \$ |

Sub-total above carried forward \$

Preliminaries and margin \$

**Sub-total** \$

Consultant Fees \$

Other related development costs \$

**Sub-total** \$

Goods and Services Tax \$

**TOTAL DEVELOPMENT COST** \$

I certify that I have: ☐ inspected the Plans the subject of the application for development consent or construction certificate.

☐ calculated the development costs in accordance with the definition of development costs in clause 25J of the *Environmental Planning and Assessment Regulation 2000* at current prices. ☐ included GST in the calculation of development cost.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position \_\_\_\_\_ and

Qualifications: \_\_\_\_\_

Date: \_\_\_\_\_

## Form 2

## SAMPLE QUANTITY SURVEYORS REPORT

## Cost Summary Report

[Development Cost in excess of 100,000.00]

\* A member of the Australian Institute of Quantity Surveyors

DEVELOPMENT APPLICATION No.

REFERENCE:

CONSTRUCTION CERTIFICATE No.

DATE:

APPLICANT'S NAME \_\_\_\_\_

APPLICANT'S ADDRESS \_\_\_\_\_

DEVELOPMENT NAME: \_\_\_\_\_

DEVELOPMENT ADDRESS: \_\_\_\_\_

|                                |                |                          |                |
|--------------------------------|----------------|--------------------------|----------------|
| Gross Floor Area – Commercial  | m <sup>2</sup> | Gross Floor Area – Other | m <sup>2</sup> |
| Gross Floor Area – Residential | m <sup>2</sup> | Total Gross Floor Area   | m <sup>2</sup> |
| Gross Floor Area – Retail      | m <sup>2</sup> | Total Site Area          | m <sup>2</sup> |
| Gross Floor Area – Car Parking | m <sup>2</sup> | Total Car Parking Spaces |                |
| Total Development Cost         |                | \$                       |                |
| Total Construction Cost        |                | \$                       |                |
| Total GST                      |                | \$                       |                |

## ESTIMATE DETAILS:

|                                           |    |                                           |                    |
|-------------------------------------------|----|-------------------------------------------|--------------------|
| Professional Fees                         | \$ | Excavation                                | \$                 |
| % of Development Cost                     | %  | Cost per square metre of site area        | \$ /m <sup>2</sup> |
| % of Construction Cost                    | %  | Car Park                                  | \$                 |
| Demolition and site preparation \$        |    | Cost per square metre of site area \$     |                    |
| Cost per square metre of site area \$     |    | Cost per space                            | \$                 |
| Construction Commercial                   | \$ | Fit – out – commercial                    | \$                 |
| Cost per square metre of site area \$     |    | Cost me square metre of commercial area   | \$                 |
| Construction Residential                  | \$ | Fit out residential                       | \$                 |
| Cost per metre square of residential area | \$ | Cost per metre square of residential area | \$                 |
| Construction – Retail                     | \$ | Fit out – Retail                          | \$                 |

Cost per square metre of retail \$ area

Cost per square metre of retail \$ area

I certify that I have:

- ☐ inspected the Plans the subject of the application for development consent or construction certificate.
- ☐ prepared and attached an elemental estimate generally prepared in accordance with the Australian Cost Management Manuals from the Australian Institute of Quantity Surveyors.
- ☐ calculated the development costs in accordance with the definition of development costs in the PART 7.12 Plan of the council of [insert] at current prices.
- ☐ included GST in the calculation of development cost.
- ☐ measured gross floor areas in accordance with the Method of Measurement of Building Area in the AIQS Cost Management Manual Volume 1, Appendix A2.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position \_\_\_\_\_ and

Qualifications: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT 1: Current Ministerial Direction under S94E*****Environmental Planning and Assessment Act 1979*****DIRECTION UNDER SECTION 94E**

I, the Minister for Planning, under section 94E of the *Environmental Planning and Assessment Act 1979* ("the Act"), direct consent authorities that:

- (1) The maximum percentage of the levy for development under Part 7.12 of the Act, having a proposed cost within the range specified in the Table to Schedule A, is to be calculated in accordance with that Table.
- (2) Despite subclause (1), a levy under Part 7.12 of the Act cannot be imposed on development:
  - a) for the purpose of disabled access,
  - b) for the sole purpose of affordable housing,
  - c) for the purpose of reducing the consumption of mains-supplied potable water, or reducing the energy consumption of a building,
  - d) for the sole purpose of the adaptive reuse of an item of environmental heritage, or
  - e) other than the subdivision of land, where a condition under section 94 of the Act has been imposed under a previous development consent relating to the subdivision of the land on which the development is proposed to be carried out.

In this direction words and expressions used have the same meaning as they have in the Act

The term "item" and "environmental heritage" have the same meaning as in the *Heritage Act 1977*.

This direction does not apply to development applications and applications for complying development certificates finally determined before 1 December 2006.

Minister for Planning,  
Sydney

**SCHEDULE A**

| Proposed cost of the development | Maximum percentage of the levy |
|----------------------------------|--------------------------------|
| Up to \$100,000                  | Nil                            |
| \$100,001 - \$200,000            | 0.5 percent                    |
| More than \$200,000              | 1.0 percent                    |

**PART B – ITEMS FOR INFORMATION****9 GENERAL MANAGER’S REPORTS****9.1 GRANT STATUS UPDATE**

|                                    |                                                                                                                                        |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.70541</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 2: Our Place – A liveable and thriving community that maintains lifestyle opportunities and addresses its disadvantages.</b> |

**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.

At the end of the report we have applications either pending or applications to be submitted.

**FINANCIAL IMPLICATION**

Nil – grant funded

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

As per individual projects

**RISK RATING**

Low

**ATTACHMENTS**

- 1. BSC Grants-Projects Update Summary as at 13 September 2022** [↓](#)

## Balranald Shire Council Grants/Projects Update Summary

As at 13<sup>th</sup> September 2022 Submitted by the Community Projects Coordinator



### Page 1: Report Highlights

#### Page 2:

- Block Grant 2020/21
- RMS Repair Program 2018/2019

#### Page 3:

- Regional Roads Repair Program
- Fixing Local Roads (FLR) Round 1

#### Page 4:

- Fixing Local Roads (FLR) Round 2
- Fixing Local Roads (FLR) Round 3

#### Page 5:

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

#### Page 6:

- Youth Grant – Youth Week 2022
- Everyone Can Play 2022
- Financial Assistance Grant 2021 – 2023

#### Page 7:

- Bidgee Haven Expansion Grant
- Library Subsidy Grant 2021/22
- Local Priority Grant 2021/22

#### Page 8:

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

#### Page 9:

- Market Street Revitalisation

#### Page 10:

- Our Rivers Our Region

#### Page 11:

- Drought Community Funding Grant

#### Page 12:

- Local Roads Community Infrastructure Round 1 (LRCI1)

#### Page 13:

- Local Roads Community Infrastructure Round 2 (LRCI2)

#### Page 14:

- Local Roads Community Infrastructure Round 3 (LRCI3)

#### Page 15:

- Stronger Country Community Funds Round 3

#### Page 16:

- Stronger Country Community Funds Round 4

#### Page 17:

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

#### Page 18:

- Increasing Resilience to Climate Change 2021 IRCC
- Community Building Partnership 2021

#### Page 19:

- Business Improvement Fund 2022 – Dept of Health

#### Page 20:

- Crown Reserve Improvement Fund 21/22

#### Page 21:

- Library Tech-Savvy Program
- Library Solar Farm Grant
- RMCC 2022/23 Contract

#### Page 22:

- Block Grant – 2022/23

#### Page 23-25: APPLICATIONS PENDING

- Community Building Partnership Grant 2022
- COVID-19 Aged Care Support Program Extension – COVID Outbreak Reimbursement
- Office of Responsible Gambling – Community Contribution Panel
- Reconnecting Regional NSW Community Events Program
- Building Better Regions Fund – Community Stream Round 6
- Regional NSW – Business Case & Strategy Fund

#### Page 26-27: APPLICATIONS TO BE SUBMITTED

- Stronger Communities Fund Round 5
- Fixing Country Roads Round 6
- Library Infrastructure Grant 2022

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## Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

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### REPORT HIGHLIGHTS:

#### Key Actions Taken This Month:

- We finalised the Variation for specific elements of the Regional Growth Fund – Our Rivers Our Region Program and we have received a copy of the Signed Variation approval letter. (Market Street Revitalisation & Swing Bridge Trail Loop – pages 9 & 10)
- Commenced completing the End of Project Report for the Drought Community Funding Grant
- Submission of 4 Claim Instalments for the Stronger Country Community Funds Round 3 – A total value of \$343,128.60. (page 15)
- Submitted updated financial report in right format (updated by Edna) for the Increasing Resilience to Climate Change 2021 fund. This resulted in the final payment being paid
- Submission of the Regional NSW - Business Case & Strategy Fund application
- Progress re the Stronger Country Community Fund Round 5 – Projects have been allocated by the Chairs of Advisory Committees

#### Completed Projects that have been taken off this Report from last month:

- Block Grant 2020/2021 – Transport NSW
- E-Planning Programs – Department of Industry & Planning
- Stronger Country Community Fund – Round 2 – Department of Premiere & Cabinet

#### New Projects added to this Report from last month:

- Library Tech-Savvy Program
- Library Solar Farm Grant
- RMCC 2022/23 Contract
- Block Grant 2022/23

#### Applications Pending submitted since last month:

- Regional NSW – Business Case & Strategy Fund

#### Grants to Apply since last month:

- Stronger Communities Fund Round 5
- Fixing Country Roads Round 6
- Library Infrastructure Grant 2022

Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                                                    | CM Ref  | Project Manager & Project Dates                                                                                                                                                                                                                      | Description                                                                                                                                                                                                  | Funding Value/<br>Funds Received & Expenses                                                                                                                                                                                                | Status to Date                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Block Grant 2021/2022 – Transport NSW</b>                                                                     | F21.521 | Vince Scoleri<br><br><b>Project Start Date:</b><br>1 <sup>st</sup> July 2021<br><br><b>Project Finish Date:</b><br>30th June 2022                                                                                                                    | Main Road Maintenance. – MR 67 (192.9KM), MR 431 (6.5KM), MR 514 (62.9KM), MR 296 (2.2km)<br><br>Roads Component: \$1,165,000<br>Traffic Facilities component: \$42,000<br>Supplementary component: \$89,000 | \$1,296,000<br><br><b>Funds Received to date:</b><br>\$649,000 + \$647,000                                                                                                                                                                 | 1 <sup>st</sup> Payment \$649,000 Receipt 52575 Aug2021<br><br>2 <sup>nd</sup> Payment \$647,000 Receipt 53927 Jan 2022<br><br>The Project is fully acquitted and will be removed from the report next month. |
| <b>RMS Repair Program 2020/2021 – Roads and Maritime Services</b><br><br><b>Job Cost Code:</b><br>0224-4999-0006 | F19.710 | Vince Scoleri<br><br><b>Project Start Date Oxley Rd:</b><br>March 2021<br><br><b>Project Finish Date Oxley Rd:</b><br>June 2021<br><br><b>Project Start Date Kyalite Rd:</b><br>June 2021<br><br><b>Project Finish Date Kyalite Rd:</b><br>July 2021 | Kyalite Moulamein Road & Oxley Road Development                                                                                                                                                              | <b>Funding:</b> Kyalite Rd<br>\$198,837.00<br><br><b>Funding:</b> Oxley Rd<br>\$205,196.00<br><br><b>Funding Expended:</b><br>Kyalite Rd<br>20/21: \$59,973<br>July 21: \$138,864<br><br>Oxley Rd<br>20/21: \$177,793<br>July 21: \$27,403 | Works Completed.<br><br>Acquittal Information: D22.70104<br><br>Now that we have received completion information on this project, this project will be taken off this report next month                       |

### Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                | CM Ref                        | Project Manager & Project Dates                                                                                                                                                                    | Description                                                                                                                                                                                                                                                          | Funding Value/<br>Funds Received & Expenses                                                                                                                                   | Status to Date                                                                                                                                                                                                            |
|--------------------------------------------------------------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Regional Roads Repair Program 2022/23 – Transport NSW</b> | F22.139                       | Vince Scoleri<br><br><b>Project Start Date:</b><br>In Planning Stage<br><br><b>Project Finish Date:</b><br>30 <sup>th</sup> June 2023                                                              | 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<br><br><b>Funds Received to date:</b>                                                                                     | On the 29 <sup>th</sup> April 2022 Early advice of Council's Priority 2 Project – Balranald Ivanhoe Road was successful for funding.<br><br>In Planning Stage<br>Awaiting Agreement                                       |
| <b>Fixing Local Roads (FLR) – Round 1 – Transport NSW</b>    | F20.525<br>F20.573<br>F20.572 | Vince Scoleri<br><br><b>R1a: Project Start Date:</b> March 2022<br><b>Project Finish Date:</b> July 2022<br><br><b>R1b: Project Start Date:</b> Sept 2020<br><b>Project Finish Date:</b> Completed | <b>R1a: Weimby Kyalite</b> - Sealing existing road for safety improvements<br><br><b>R1b: Mama Box Creek Road</b> - \$550,000 transfer of funds from R1a to Marma Box Creek Road project via an approved Variation                                                   | \$1,927,500 – Grant<br>\$128,500 Council Contribution<br><b>Balance of funds transferred via a Variation</b><br><br><b>Funds Received to date:</b> \$550,000 via the transfer | ➡ Weimby Kyalite Road construction is complete and balance of funds of \$550,000 has been transferred to Marma Box Creek Road project under via a Variation of Transfer D22.65622.<br><br>➡ This project is now completed |

Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                                                                                                                                                                                           | CM Folder          | Project Manager & Project Dates                                                                                                                    | Description                                                                                                             | Funding Value/ Funds Received & Expenses                                                                                                                                | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fixing Local Roads (FLR) – Round 2 – Transport NSW</b><br><br><b>Job Cost Code: 6020-4999-000</b><br><br><b>Revenue: 6100-1100-0004</b>                                                                                                              | F21.184            | Vince Scoleri<br><br><b>Project Start Date:</b> September 2021<br><br><b>Project Finish Date:</b> Works stopped due to Tender exceeding the budget | Leslie Drive Euston Upgrade - Seal extension and initial seal                                                           | \$246,500 – Grant<br>\$14,500 Council Contribution<br><br>:                                                                                                             | Works stopped due to Tender exceeding the budget.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Fixing Local Roads (FLR) Round 3 – Transport NSW</b><br><br><b>Job Cost Code: Tapalin Mail Road: 9008-4999-0001</b><br><br><b>Job Cost Code: Euston Prungle Road: 9015-4499-0001</b><br><br><b>Job Cost Code: Marma Box Creek Rd: 9019-4999-0004</b> | F19.184<br>F21.582 | Vince Scoleri<br><br><b>Project Start Date:</b> Sept 2020<br><b>Project Finish Date:</b> Still in Progress                                         | Sealing existing road for safety improvements – 1. Marma 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 | <p><b>Marma Box Creek Road</b> estimated costs not matching actual cost of works. Works have been stooped until a full review of scope of works is done by Kerry and Richard.</p> <p><b>Euston Prungle Road</b> initial pricing of works assumed a local source of gravel. This may not be available. Review of costings and gravel sources underway. –</p> <ul style="list-style-type: none"> <li>☛ We are waiting response from Transport NSW</li> </ul> <p><b>Tapalin Mail Road</b> may not be sealed till Sept/Oct 2022 due to weather.</p> <ul style="list-style-type: none"> <li>☛ Latest update is there has been no further progress due to weather conditions</li> </ul> |

Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                                                              | CM Folder | Project Manager & Project Dates                                                                                                                                                                                                                               | Description                                                                                                                                                                                                                                                                                            | Funding Value/<br>Funds Received & Expenses                                                                                 | Status to Date                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Roads to Recovery 2019-2024 – Department of Infrastructure, Transport, Regional Development &amp; Communications</b>    | F19.751   | Vince Scoleri<br><br><b>Project Start Date:</b> May 2020<br><b>Project Finish Date:</b> July 2024                                                                                                                                                             | Funding is allocated to 21 road projects. You can view detailed allocation of expenditure at D22.65956 on CM                                                                                                                                                                                           | \$4,997,524<br><br><b>Funds Received to date:</b><br><b>Expenses to date:</b>                                               | Works in progress. Proposed completion date is 2024. All road projects completed except for the following: Kilpatrick Road Resealing, Weimby Kyalite Road, Marma Box Creek Road, Leslie Drive, Tapalin Mail Road -<br>☹ Works have stopped due to Tender exceeding the budget. |
| <b>Tourism Small Business Funding – Small Business Video Project</b><br><br><b>Job Cost Code:</b><br><b>6560-2304-0000</b> | F22.296   | Connie Mallet<br><br><b>Project Start Date:</b> May 2022<br><br><b>Project Finish Date:</b> 30 <sup>th</sup> June 2022                                                                                                                                        | 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 across a number of digital and social media platforms. | \$5,000 Grant<br>\$1,000 Council Contribution<br><br><b>Funds Received to date:</b> \$5,000<br><b>Invoice Paid:</b> \$6,000 | Filming was now completed just prior to 30 <sup>th</sup> June.<br><br>Video is to be launched on YouTube, website and social media platforms in October<br><br>The Project is fully acquitted and will be removed from the report next month                                   |
| <b>ClubGrant Euston Gym 2021/2022 – Euston Club</b><br><br><b>Job Code:</b><br><b>4684-4999-0012</b>                       | F21.490   | Thai Dang<br><br><b>Project Start Date:</b> 4 <sup>th</sup> October 2021<br><b>Project Finish Date:</b> 30 <sup>th</sup> June 2022<br><br><b>Project Start Date:</b> 8 <sup>th</sup> September 2020<br><b>Project Finish Date:</b> 30 <sup>th</sup> June 2021 | Euston Riverfront Outdoor Fitness Equipment<br><br>Euston Riverfront Reserve Redevelopment                                                                                                                                                                                                             | \$63,055<br><br><b>Funds Received:</b> \$63,055<br>Receipt: 52612<br><br><b>Funds Received:</b> \$88,000<br>Receipt: 49463  | On the 12 <sup>th</sup> July 2022 an Acquittal Report was submitted to the funding body.<br><br>Receipt of Funds complete<br><br>The Project is now fully acquitted and will be removed from the report next month                                                             |

Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                                                                                                                      | CM Folder | Project Manager & Project Dates                                                                                                            | Description                                             | Funding Value/<br>Funds Received & Expenses                                                                                                                                  | Status to Date                                                                                                                                                                                                                                                                                                                  |
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| <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<br><br><b>Project Start Date:</b><br>1 <sup>st</sup> January 2022<br><b>Project Finish Date:</b><br>2 <sup>nd</sup> June 2022 | Activities for Youth Week                               | \$3,644.30 Grant<br>\$2,513.00 Council Contribution<br><br><b>Funds Received to date:</b> \$3,644.30                                                                         | Project completed.<br>On the 14 <sup>th</sup> July 2022 the Project Manager received an email from the funding body requesting a completion report that was due on the 30 <sup>th</sup> June 2022.<br>As at 9 <sup>th</sup> Sept, the Project Manager advises that the report is nearly complete for submission.                |
| <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<br><br><b>Project Start Date:</b><br>December 2021<br><b>Project Finish Date:</b><br>In Progress                                 | Everyone Can Play (ECP) Lions Park Inclusion Project    | \$200,000<br><br><b>Funds Received to date:</b> \$40,000                                                                                                                     | We have received the first payment of \$40,000 24 <sup>th</sup> May 2022 - Receipt: 55157<br><br>Project has now commenced - In Progress<br><br>Currently reviewing quotations for the project                                                                                                                                  |
| <b>Financial Assistance Grant 2021/22 &amp; 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 | 2021/22: \$4,650,213<br><b>Funds received:</b><br>4 instalments of \$607,708 between August 21 – May 22<br><br>2022/23:<br>\$3,737,513<br><b>QRT1 Received:</b><br>\$350,568 | Total funding value is \$4,721,432.<br>Receipt of \$2,290,600 Advance from 20/21 GL.<br>We have received 4 instalments of \$607,708<br><br>We have also received an advance of \$3,737,513 for the 22/23 GL on the 14 <sup>th</sup> April 2022 –<br><br>We received Instalment 1. \$350,568.00 on August 2022 Receipt No: 54824 |

Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                                                                 | CM Folder                     | Project Manager & Project Dates | Description                                                                                                                                                                                                                                                                                       | Funding Value/<br>Funds Received & Expenses                                   | Status to Date                                                                                                                                                     |
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| <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.<br>Project currently on hold                                                                                         |
| <b>Library Subsidy Grant 21/22 – Library Council NSW</b><br><br><b>Job Code:</b><br><b>4520-4999-0012</b>                     | D22.60803                     | Janaya Gaston                   | Annual Library Operational Funding July 2021 – June 2022                                                                                                                                                                                                                                          | \$80,500 + \$16,000 for Depreciation = \$96,500<br><br><b>Funds received:</b> | This amount is accordance with signed documentation dated 13-01-2022<br><br>We are currently investigating financial status and will report in next month's report |
| <b>Local Priority Grant 21/22 – Library Council NSW</b><br><br><b>General Ledger:</b><br><b>4520-1100-0000</b>                | D22.60803 – Grant Application | Janaya Gaston                   | Funding is for: <ul style="list-style-type: none"> <li>• Book collection &amp; Bookshelves</li> <li>• Printing services</li> <li>• School Holiday &amp; community programs</li> <li>• Building enhancements or expansion programs</li> <li>• Upgrades to the library management system</li> </ul> | \$20,340<br><br><b>Funds Received:</b>                                        | This amount is accordance with signed documentation dated 13-01-2022<br><br>We are currently investigating financial status and will report in next month's report |

### Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                                                                                                   | CM Folder          | Project Manager & Project Dates                                                                      | Description                                                                                                                                                                                                                                                                                                                   | Funding Value/<br>Funds Received & Expenses                                         | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b>Public Library Infrastructure Grant 21/22 – Library Council NSW</b><br><br><b>General Ledger: 4520-1100-0000</b><br><br><b>Job Cost Code: 4520-4999-0018</b> | F22.190<br>F22.204 | Connie Mallet & Janaya Gaston<br><br><b>Project Start Date:</b> May 2022<br><b>Project End Date:</b> | 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<br><br><b>Funds Received to date:</b> \$67,862<br><b>Expenses to date:</b> | Revised costings have been received for project costings. Ray Mitchell is currently reviewing and finalising competitive quotes.<br><br>As at 8 <sup>th</sup> September 2022, we have received confirmation that work will commence on Tuesday 20 <sup>th</sup> September 2022<br><br>Currently finalising quotations for the brickwork component of the project.<br><br>Progress report due in December 2022. |
| <b>Discovery Centre Redevelopment – Far West Joint Organisation</b><br><br><b>Job Code: 6560-4999-0033</b>                                                      | F20.593            | General Manager<br><br><b>Project Start Date:</b> TBA<br><b>Project End Date:</b> TBA                | Redevelopment of the Discovery Centre.                                                                                                                                                                                                                                                                                        | \$950,000<br><br><b>Expenses to date:</b> \$102,950 (for 21/22)                     | The 2 <sup>nd</sup> set of plans have been released and is currently under consideration. DA process is in place.<br><br>DA process is now completed<br><br>Currently waiting on quotes for components of the project                                                                                                                                                                                          |

### Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                                                                                                                                                                                                                                            | CM Folder | Project Manager & Project Dates | Description                                                         | Funding Value/ Funds Received & Expenses                                                                                                                                                                                                                                                                                             | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Market Street Revitalisation – Stage 1 &amp; 2</b><br><b>Department of Industry – Part of Regional Growth Fund - Our Rivers our Region Program</b><br><br><b>Total Value amongst a number of LGA's is \$16,803,000</b><br><br><b>Job Cost Code:</b><br><b>6015-4999-0001</b><br><b>6015-4999-0002</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<br><br><b>Funds Received to date:</b><br><br><b>Milestone 1:</b> \$317,128<br><b>Receipt:</b> 43557<br><br><b>Milestone 2:</b> \$317,128<br><b>Receipt:</b> 53955<br><br><b>Milestone 3:</b> \$326,737<br><b>Receipt:</b> 53955<br><br><b>Total Received:</b><br>\$960,993 | On the 5 <sup>th</sup> July 2022 we provided the project coordinator Andrea Otto confirmation on particular elements of the Variation document in reference to the Market Street Revitalisation project.<br><br>On the 8 <sup>th</sup> August 2022 Andrea Otto finalised the Variation that was submitted to the funding body for approval.<br><br>On the 1 <sup>st</sup> September Andrea Otto sent us the signed document from the funding body approving the Variation. Refer to CM Document Number: D22.71715 |

Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                                                                                                                                                                                    | CM Folder | Project Manager & Project Dates                                                                     | Description                                                                                                                                                                                                         | Funding Value/<br>Funds Received & Expenses                                                                                                                                                                                                                                                                                                                                    | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>Our Rivers Our Region Program (Regional Growth Fund) – Department of Infrastructure, Regional Development and Cities</b><br><br><b>Job Code:</b><br><b>6000-4999-0012</b><br><br><b>Total Value amongst a number of LGA's is \$16,803,000</b> | F19.650   | Thai Dang<br><br><b>Project Start Date:</b><br>01-07-2021<br><b>Project End Date:</b><br>25-01-2022 | Funding is allocated into 3 projects:<br><br>1. Riverfront Enhancement Eco Trails<br><br>2. Swing Bridge Trail Loop<br><br>3. Riverbend Reserve Place-making includes BBQ, toilet, furniture, gym equipment & signs | Balranald Council Value Components:<br><br>\$30,0007 – Riverfront EcoTrail<br><br>\$170,000 for Swing Bridge<br><br>\$444,000 for Riverbend Reserve Place Making<br><br><b>Funds Received to date:</b><br>Please refer to the Our Rivers Our Region Project report as at 30-06-2022 which was compiled by Edna & Submitted for reporting.<br><b>CM reference:</b><br>D22.71719 | 1. The Riverfront Eco Trail project works completed<br>2. Swing Bridge Trail Loop including Swing Bridge widening works completed<br>3. Riverbend Reserve is not yet completed due to flooding. The project will be reviewed in a couple of months to determine next steps.<br><br>On the 5th July 2022 we provided the project coordinator Andrea Otto the latest Progress Report, updated Financial Report (by Edna) and relevant photos of completed project components. We also provided confirmation on particular elements of the Variation document in reference to The Swing Bridge Trail Loop<br><br>On the 8 <sup>th</sup> August 2022 Andrea Otto finalised the Variation that was submitted to the funding body for approval.<br><br>On the 1 <sup>st</sup> September Andrea Otto sent us the signed document from the funding body approving the Variation. Refer to CM Document Number: D22.71718 |

Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                                                                                                                                                             | CM Folder | Project Manager & Project Dates                                                            | Description                                                                                                         | Funding Value/ Funds Received & Expenses                                                                                                                   | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Drought Community Funding Grant – Department of Industry, Science, Energy &amp; Resources</b><br><br><b>General Leger:</b><br><b>0535-1100-0001</b><br><b>0535-1100-0002</b><br><br><b>Job Code:</b><br><b>Various</b> | F20.587   | Ray Mitchell<br><br><b>Project Start Date:</b><br>January 2021<br><b>Project End Date:</b> | Drought relief funding for community projects and groups<br><br>Funding was allocated between 27 community projects | \$1,000,000,000<br><br><b>Funds Received to date: \$1,000,000</b><br>Receipt: 47652<br>17/03/2020 \$500,000.00<br>Receipt: 48585<br>6/05/2020 \$500,000.00 | Most of the projects are completed.<br><br>We are awaiting invoices/receipts and evidence from 6 community groups who received funding as follows:<br><ul style="list-style-type: none"> <li>- Clare Public School re Shade Structure</li> <li>- Homebush Recreation Club/Rodeo</li> <li>- Clare Sports Club re repair and refurbishment of toilets at the recreation reserve</li> <li>- St Dymphna's Church re Church building renovations</li> <li>- Euston Community Centre re new air conditioner for Euston Club Facilities at the hall</li> <li>- Homebush Landcare Community re spending the balance of \$250 on unexpended funds</li> </ul> To date we have received responses from:<br><ul style="list-style-type: none"> <li>- Clare Public School who have advised us that the contractor builder will resume build from the 9<sup>th</sup> September and that all materials have been purchased and the building of the structure will go ahead as originally planned</li> <li>- Homebush Landcare Community has expended the \$250 on a "Kitchen Smoko Kit" to be used for meetings and field days.</li> </ul> <b>As at 12-09-2022 We are currently completing the End of Project Report which will include the Financial Report which is currently being compiled by Edna.</b> |

### Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                                                                         | CM Folder | Project Manager & Project Dates                                                              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Funding Value/ Funds Received & Expenses                                          | Status to Date                                                                                                                                                                                                                                                                                                                                                                                       |
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| Local Roads Community Infrastructure ROUND 1 20/21 - Department of Infrastructure, Transport, Regional Development and Communications | F20.367   | Kerry Jones<br><br><b>Project Start Date:</b> July 2020<br><b>Project End Date:</b> Dec 2021 | Project comprised of: <ul style="list-style-type: none"> <li>• ANZAC Park Fencing,</li> <li>• Balranald Cemetery Toilet change to ANZAC toilet,</li> <li>• Euston Eco Trail, Footpaths for Balranald and Euston,</li> <li>• Theatre Royal heating,</li> <li>• Bertram Road Traffic Calming,</li> <li>• Wampo Corner Safety Upgrade,</li> <li>• Puton Lane Sealing,</li> <li>• Murrumbidgee Bridge Path Upgrade, Greenham Park Furniture and Storage Traffic Safety Upgrades</li> </ul> | \$832,921<br><br><b>Funds Received to date:</b><br>\$416,461<br>Receipt No: 52036 | Completed.<br><br>On the 26 <sup>th</sup> of June 2022, Fiona Scoleri sent all the final Report Documentation to the funding body<br><br>On the 14 <sup>th</sup> of July 2022 we received an email from the funding body to confirm receipt of documentation and is currently queued for final payment installation.<br><br>As at 08-09-2022 we were still waiting for receipt of the final payment. |

Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                                                                                | CM Folder                                                                                                                                   | Project Manager & Project Dates                                                                                                                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Funding Value/<br>Funds Received & Expenses                                                                                                                                                                                                                                                                        | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <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 | Kerry Jones<br>Ray Mitchell<br>Thai Dang<br>Brian Ebery<br>Fraser White<br>Alan Lodge<br><br><b>Project Start Date:</b> July 2020<br><b>Project End Date:</b> Dec 2021 | Funding allocated to the following:<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> | <ul style="list-style-type: none"> <li>⇒ \$110,000</li> <li>⇒ \$50,000</li> <li>⇒ \$66,000</li> <li>⇒ \$100,00</li> <li>⇒ \$40,000</li> <li>⇒ \$30,000</li> <li>⇒ \$26,739</li> <li>⇒ \$84,000</li> <li>⇒ \$30,000</li> <li>⇒ \$80,000</li> </ul> <b>Funds Received to date:</b><br>\$308,370<br>Receipt No: 53081 | <ul style="list-style-type: none"> <li>Aerodrome Fencing Project - Completed</li> <li>Toilet at Balranald Cemetery - Completed</li> <li>Euston Rec Reserve Upgrade – Completed</li> <li>Seal Off Street Parking – Tennis Courts &amp; Gallery – Approx. Sept/Oct 2022</li> </ul> <p>– <b>Letter of Request for Extension sent. Official form is to be submitted by Kerry Jones for the following:</b></p> <ul style="list-style-type: none"> <li>Church &amp; Harben Street Drainage Improvements</li> <li>Theatre Royal Refurbishments</li> <li>Improvements Balranald Riverfront Accessibility Works</li> <li>Balranald Irrigation Automation</li> <li>Kyalite Riverside Reserve Enhancements</li> <li>Euston Town Approaches</li> </ul> <ul style="list-style-type: none"> <li>⇒ Variation to be submitted for reallocation of funds to LRC1 Round 3</li> <li>⇒ Variation has been submitted and waiting for approval</li> </ul> |

### Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                                                                                                                             | CM Folder | Project Manager & Project Dates                                                                        | Description                                                                                                                                                                                                                                                              | Funding Value/<br>Funds Received<br>& Expenses | 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   | Kerry Jones<br><br><b>Project Start Date:</b><br>20/10/2021<br><b>Proposed end Date:</b><br>31/12/2023 | According to the documentation on CM a Work Schedule was submitted on the 8 <sup>th</sup> March 2022 to the funding body which outlined the scope of works but was not initially accepted due to LRCI Phase 1 report not been completed but this has now been completed. | \$1,665,842                                    | A Revised Schedule is to be prepared and submitted to Council for endorsement<br><br><b>Variation to be submitted for reallocation of funds from LRCI Round 2 to LRC1 Round 3</b><br><br>➡ Submitted and waiting for response |

Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                                                                                          | CM Folder          | Project Manager & Project Dates  | Description                                                                                                                                                     | Funding Value/ Funds Received & Expenses                                                                                                                                                                                                                                                                         | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>Stronger Country Community Funds Round 3 – Local Government NSW</b><br><br><b>General Ledger:</b><br><b>4546-1100-0000</b><br><b>4662-1100-0008</b> | F22.124<br>F22.123 | Ray Mitchell<br><br>Fraser White | <ul style="list-style-type: none"> <li>Construction of Balranald Creative Community Learning Centre</li> <li>Balranald Tennis Court Upgrades Stage 2</li> </ul> | <p>➡ \$284,377<br/> <b>Funds Received to date:</b> \$113,750.80<br/> <b>Funds Outstanding:</b> \$170,626.20<br/> <b>Expenses to date:</b> \$284,341.69</p> <p>➡ \$287,503.80<br/> <b>Funds Received:</b> \$115,001.60<br/> <b>Funds outstanding:</b> \$172,502.40<br/> <b>Expenses to date:</b> \$287,184.44</p> | <p>➡ Invoice for Milestone 1 \$113,750.80 &amp; Milestone 2 \$85,313.10 completed. Invoice for Milestone 3 \$85,313.10 has been prepared</p> <p>➡ Invoice for Milestone 1 \$115,001.60 completed. Invoices for Milestone 2 &amp; 3 each for \$86,251.80 10 has been prepared</p> <p>➡ Milestone 1 \$115,001.60 completed. Invoices for Milestone 2 &amp; 3 each for \$86,251.80 10 has been prepared</p> <p>➡ <b>As at 19<sup>th</sup> August 2022, we had submitted the following Claim Forms:</b></p> <ul style="list-style-type: none"> <li>Balranald Creative Learning Centre Instalment 2</li> <li>Balranald Creative Learning Centre Instalment 3</li> <li>Balranald Tennis Upgrade Instalment 2</li> <li>Balranald Tennis Upgrade Instalment 3</li> </ul> <p>➡ The Completion Reports are due in March 2023 but we will aim to have these in as soon as possible</p> |

### Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                                                                                          | CM Folder | Project Manager & Project Dates                                                                                                                                                                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Funding Value/<br>Funds Received<br>& Expenses                              | Status to Date                                                                                                                                                                                                                                                                                                                    |
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| <b>Stronger Country<br/>Community Funds Round<br/>4 – Local Government<br/>NSW</b><br><br><b>General Ledger:<br/>4546-1100-0000<br/>4662-1100-0008</b> | F21.364   | Thai Dang<br><br><b>Milestone 1<br/>Completion Date:</b><br>30-11-2022<br><br><b>Milestone 2<br/>Completion Date:</b><br>28-03-2023<br><br><b>Milestone 3<br/>Completion Date:</b><br>30-06-2023 | Euston Netball Upgrade: Demolition of existing change netball rooms and public toilets at Euston and construction of new, inclusive, change rooms and public toilets combined.<br><br>Renewed 200 lux LED outdoor sport lighting to both Balranald and Euston netball courts<br><br><b>Milestone 1:</b> Design, Documentation & Procurement Phase and Milestone 1: substructure, plumbing/ reticulation, walls, superstructure<br><br><b>Milestone 2:</b> Plumbing, electrical, internal/external fittings/fixtures, painting, flooring, finishes<br><br><b>Milestone 3:</b> Court Lighting, landscaping and paths/entries | \$527,626<br><br><b>Funds Received to date:</b><br><b>Expenses to date:</b> | A Variation is currently being developed to say that the netball courts change rooms will now be refreshed not demolished.<br><br>As at the 9 <sup>th</sup> September we received notification from the funding body that the Funding Deed had been added to the SmartyGrants portal for completion by 23 <sup>rd</sup> September |

Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                                                                                                          | CM Folder                     | Project Manager & Project Dates | Description                                                                                                                                                                                                                                                                                                                                                    | Funding Value/<br>Funds Received<br>& Expenses                                                                                                 | Status to Date                                                                                                                      |
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| <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><b>Expenses to date:</b><br><br>➡ \$25,000<br><br><b>Expenses to date:</b><br><br>➡ \$18,000<br><br><b>Expenses to date:</b> | In Progress.<br><br>The TARP project has been extended till April 2023<br><br>Evaluation is due on the 8 <sup>th</sup> October 2022 |
| <b>Street Light Subsidy – Carbon Bank of Australia</b><br><br><b>General Ledger:</b><br>6000-1211-0000                                                                 |                               | Essential Energy                | Energy Saving Street Lighting                                                                                                                                                                                                                                                                                                                                  | \$ 26,753.76<br><br><b>Receipt of funds:</b><br>\$26,753.76<br><b>Receipt No:</b><br>54797                                                     | Project Start Date was April 2022.                                                                                                  |

Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                                                               | CM Folder | Project Manager & Project Dates                                                                                | Description                                                                                                                                                                                                                              | Funding Value/<br>Funds Received<br>& Expenses                                                                                                                        | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Increasing Resilience to Climate Change 2021 IRCC – Local Government NSW</b><br><br><b>Job Cost Code: 3160-2390-0001</b> | F19.714   | General Manager                                                                                                | Climate change adaptive - Private domestic water supplies on rural and remote properties                                                                                                                                                 | \$90,750 Funding<br>\$20,000 Council Contribution<br><br><b>Funds Received:</b><br>\$72,600<br><b>Receipt No:</b><br>46680<br>\$18,150<br><b>Receipt No:</b><br>55465 | <ul style="list-style-type: none"> <li>➤ The final report and invoice were submitted on the 6<sup>th</sup> of January for \$18,150.00</li> <li>➤ On the 15<sup>th</sup> June 2022 we received notice that the final report was in the wrong format and a spreadsheet was provided for the update.</li> <li>➤ On the 27<sup>th</sup> June 2022 the updated report (updated by Edna) was sent to the funding body.</li> <li>➤ We have now received the final payment of \$18,150. Receipt No: 55465</li> </ul>                                                                                      |
| <b>Community Building Partnership 2021</b>                                                                                  | F19.718   | Thai Dang<br><br><b>Project Start Date:</b><br>28-01-2022<br><br><b>Project Completion Date:</b><br>31-03-2023 | <b>Project:</b> Kyalite Memorial Park and Foreshore Development.<br><br>The funding will be used to develop an attractive link between the Wakool River Foreshore and the Kyalite Village with pathways, signage and off-street parking. | \$32,572<br><br><b>Funds Received:</b><br>\$32,572                                                                                                                    | <ul style="list-style-type: none"> <li>• Solar lighting along steps – quotes received</li> <li>• Information Bay Slab – completed - \$4,999.00</li> <li>• Information Bay Signage – quotes received</li> <li>➤ As at 03-08-2022 the funds of \$32,572 was received.</li> <li>➤ As at 15<sup>th</sup> August 2022, purchase orders were raised for               <ul style="list-style-type: none"> <li>• the Information Sign for the Foreshore</li> <li>• Shelter for the Information Bay</li> <li>• Supply &amp; Installation of 4 Solar Street Lights for the Foreshore</li> </ul> </li> </ul> |

### Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                | CM Folder | Project Manager & Project Dates                                                                                              | Description                                                                                                                                                                                                                                                                                                             | Funding Value/<br>Funds Received & Expenses                                                                                 | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Business Improvement Fund 2022 – Department of Health</b> | F22.149   | Sheridan Hammet<br><br><b>Project Start Date:</b> August 2022<br><br><b>Proposed End Date: Final Report is due</b> July 2023 | Updating Hostel to a computer-based care program and staff training and restructuring costs<br><br><b>Funding Value (excl GST)</b> to be broken down as following:<br><b>Care Program: \$240,548</b><br>- IT Software: \$140,548<br>- IT Hardware: \$100,000<br><br><b>Restructuring &amp; Staff Training: \$45,000</b> | \$285,548 (excl GST)<br>\$314,103 (incl GST)<br><br><b>Funds received to date:</b> Instalment 1 \$204,167 Receipt No: 56175 | <ul style="list-style-type: none"> <li>➤ Application submitted March 2022</li> <li>➤ As at the 18<sup>th</sup> July 2022 we received news that we have been successful in receiving partial funding of \$285,548 for the IT software and staff training components of the requested funding.</li> <li>➤ On the 8<sup>th</sup> of August 2022 a Signed Agreement was sent to the funding body</li> <li>➤ The first instalment of \$204,167 has been received. Receipt 56175</li> <li>➤ Quotes have been sourced from LeeCare, Alaya Care &amp; Telstra Health</li> <li>➤ Awaiting quote from Manad Plus</li> <li>➤ Demonstration completed for Telstra Health &amp; LeeCare</li> </ul> |

Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                           | CM Folder         | Project Manager & Project Dates     | Description                                                                                                                                                                                                                                                                                                                                           | Funding Value/<br>Funds Received<br>& Expenses                                                                           | Status to Date                                                                                                               |
|-----------------------------------------------------------------------------------------|-------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Crown Reserve Improvement Fund 21/22</b><br><br><b>Job Cost Code: 4682-4999-0008</b> | F21.77<br>F20.523 | Thai Dang – Lions Park Upgrade      | 3 Projects comprising of the following:<br><br><b>Lions Park Upgrade:</b> Upgrade of toilets, play area, BBQ etc.                                                                                                                                                                                                                                     | <b>Balranald Lions Park Upgrade</b><br>\$587,991<br><b>Funds received to date:</b> \$587,991                             | Funds \$613,841 was received on 12-03-2022 for the Lions Park Upgrade & Greenham Park Lighting – Receipt No: 51052           |
|                                                                                         |                   | Ray Mitchell – Caravan Park Upgrade | <b>Caravan Park Upgrade:</b> Installation of new park facilities and amenities including new meeting room BBQ facility, improved park lighting. Upgrade of power and electrical reticulation. Installation of new guest facilities including a new concrete pool, dump ezy point, new power heads, ensuites, cabin compendiums, quad ensuites, cabins | <b>Caravan Park Upgrade</b><br>\$771,500<br><b>Funds received to date:</b> \$771,500                                     | ☞ Quotes are currently being sourced and reviewed                                                                            |
|                                                                                         |                   | Ray Mitchell- Caravan Park Upgrade  | <b>Greenham Park Lighting Updates:</b><br>Upgrade power supply at Greenham Park                                                                                                                                                                                                                                                                       | <b>Greenham Park Lighting Update</b><br>\$25,850<br><b>Funds received:</b> \$25,850<br><b>Project Expenses:</b> \$25,850 | The Greenham Park Lighting Update has been COMPLETED & funds received. Acquittal Report was sent 9 <sup>th</sup> August 2021 |

Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                                                                                                             | CM Folder | Project Manager & Project Dates                                                                                    | Description                                                               | Funding Value/<br>Funds Received<br>& Expenses      | Status to Date                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------|
| <b>Library Tech-Savvy Program</b><br><br><b>General Ledger:</b><br><b>4520-1100-0001</b>                                                                                  |           | Janaya Gaston<br><br><b>Project Start Date:</b><br><br><b>Project Completion Date:</b>                             | <b>Project:</b> TBA                                                       | \$2,244<br><br><b>Funds Received:</b>               | More information will be provided in next month's report |
| <b>Library Solar Farm Library Grant – Sunraysia Solar Farm Community Grant</b><br><br><b>General Ledger:</b><br><b>4520-1100-0002</b>                                     |           | Janaya Gaston<br><br><b>Project Start Date:</b><br><br><b>Project Completion Date:</b>                             | <b>Project:</b> Murals on front of the Library and new printer            | \$3,400<br><br><b>Funds Received:</b>               | More information will be provided in next month's report |
| <b>RMCC – Routine Maintenance Council Contract 2022/23</b><br><br><b>General Ledger:</b><br><br><b>Job Cost Centre:</b><br><b>1400-0000-0000</b><br><b>6940-0000-0000</b> | F19.601   | Vince Scoleri<br><br><b>Project Start Date:</b><br>01-07-2022<br><br><b>Project Completion Date:</b><br>31-06-2023 | <b>Project:</b> Routine Maintenance on SH14 (Market Street) and Yanga Way | \$153,800<br><br><b>Funds Received:</b><br>\$14,194 | Works currently in progress                              |

### Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                                                                   | CM Folder | Project Manager<br>& Project Dates                                                         | Description                                                                        | Funding Value/<br>Funds Received<br>& Expenses       | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Block Grant – 2022/23<br/>Transport of NSW</b><br><br><b>General Ledger:</b> |           | Vince Scoleri<br><br><b>Project Start Date:</b><br><br><b>Project<br/>Completion Date:</b> | <b>Project:</b> Agreement for Block Grant Assistance to Council for Regional Roads | \$1,320,000 to be paid in 2 instalments of \$660,000 | <p>As at <b>12-09-2022</b> We received an email from the Funding Body with the following:</p> <ol style="list-style-type: none"> <li>1. Councils Block Grant Agreement</li> <li>2. Letter from West Region Director, Alistair Lunn</li> <li>3. Excel version schedule 4A &amp; 4B</li> </ol> <p>They have advised the following:</p> <ul style="list-style-type: none"> <li>• The first instalment will be paid to council this month.</li> <li>• An indexation of 2% has been applied to this year's agreement.</li> <li>• The second instalment will be made in January 2023 and will comprise the balance of the allocation less any certified underspend from council from the previous year.</li> </ul> |

### Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 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>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> <li>•</li> </ul> |

### Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| 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 |
| <b>Reconnecting Regional NSW Community Events Program</b>     | F22.193   | Connie Mallet   | <p>Balranald Shire Council was allocated an amount of \$150,854 for community events. An application was to be submitted with breakdown of allocation of the proposed funding. Funding was to only go to events that were free entry for attendees.</p> <p>Our application prosed the funding of 4 events including:</p> <ul style="list-style-type: none"> <li>• The Sounds &amp; Scribble Youth Summer Festival (proposed new event)</li> <li>• The Salami Festival Euston</li> <li>• SW Arts Regional Events &amp; Touring Program</li> <li>• Stop Shop Stay Bazaar (Christmas Market Day- supporting local businesses)</li> </ul> | \$150,854     | Application Submitted 8 <sup>th</sup> July 2022      |

Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Regional NSW – Business Case and Strategy Development Fund</b> | CM Box G22/13<br><br>Application Folder: F22.470 | Connie Mallet   | Funding Stream 1 – Regional Significance – To support the development costs of a business case for regionally significant economic or community development initiatives in regional NSW | Requested Funding: \$437,500 | <ul style="list-style-type: none"> <li>Initial discussions with executive management is to develop a Business Case in collaboration with Wentworth Shire and Central Darling Shire to fix the roads to World Heritage Mungo National Park</li> <li>On the 29<sup>th</sup> July the Project Manager had a phone conference with Regional NSW to discuss our proposal and have advised that this is the type of Business Case the funding body will be keen to support.</li> <li><b>On the 24<sup>th</sup> August the Application for the Business Case funding was submitted</b></li> </ul> |

Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

## APPLICATIONS TO BE SUBMITTED

| Grant/Project                                      | CM Folder                                   | Project Manager                                                                               | Description                                                                                   | Funding Value                                                                                                                            | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stronger Country Communities Fund – Round 5</b> | CM Box:<br>G22/11<br>App Folder:<br>F22.461 | Connie Mallet<br>General Manager<br><br><b>Application Due:</b><br>23 <sup>rd</sup> Sept 2022 | For Community infrastructure or community programs and for project delivered by the community | <b>Balranald Shire Council Allocation:</b><br>\$943,758 for Council Community Projects<br><br>\$387,978 for Community delivered projects | Letter to the GM from the Deputy Premier on 4 <sup>th</sup> August 2022 re announcement.<br><br>Currently identifying potential projects for the application<br><br>On the 31 <sup>st</sup> August 2022, the Chairs of the Advisory Committees the following were identified/resolved as being the priority projects to be funded from Councils' allocation of funds: <ul style="list-style-type: none"> <li>• <b>Kyalite Memorial Park Rest Area:</b> to included public toilets &amp; ancillary facilities</li> <li>• <b>Balranald Shire Signage:</b> To undertake recognition of First Nations Lands upon entry into the Shire and enhance town entry signs in Balranald and Kyalite</li> <li>• <b>Safe Fencing at the Balranald Pool:</b> To installed approved fencing around the Balranald Pool</li> <li>• <b>Netball Courts Resurfacing</b></li> <li>• <b>Basketball Courts Balranald:</b> To design and construct new basketball courts and facilities</li> <li>• <b>Hatfield Community Facilities:</b> To install appropriate rest area or facilities for visitors to Hatfield</li> <li>• <b>The \$387,978 was resolved to support the Euston Football/Netball Club for upgrade to the oval surface</b></li> </ul> |

### Balranald Shire Council Grants/Projects Update Summary as @ 13<sup>th</sup> Sept 2022

| Grant/Project                             | CM Folder                                                        | Project Manager                                                                           | Description                                                                                                                                                    | Funding Value                                                               | Status to Date                          |
|-------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------|
| <b>Fixing Country Roads Round 6</b>       | CM Box:<br>G22/15<br><br>Application<br>Invitation:<br>D22.70619 | General Manager<br>Kerry Jones<br><br><b>Application Due:</b><br>14 <sup>th</sup> October | The Program funds upgrades of local and regional roads and bridges, bridge and route load assessments and upgrades to or building of new truck wash facilities | TBA                                                                         | More Information in next month's report |
| <b>Public Library Infrastructure Fund</b> |                                                                  | Janaya Gaston                                                                             | TBA                                                                                                                                                            | \$67,862 – This amount is allocated to Balranald Shire as per their website | More Information in next month's report |

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

**File Number:** D22.70539  
**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 August 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          |
|----------|---------------------------------------|------------------------------------------------------------------------------|---------------------------|
| 17.08.22 | Depot Staff Meeting                   | Outcome of Council Meeting & Catchup                                         | GM & Staff                |
| 17.08.22 | Office Staff Meeting                  | Outcome of Council Meeting & Catchup                                         | GM & Staff                |
| 17.08.22 | Catch Up                              | Executive Catch Up with Administrator                                        | Administrator, GM         |
| 17.08.22 | Euston Staff Meeting                  | Outcome of Council Meeting & Catchup                                         | GM                        |
| 18.08.22 | Meeting                               | Section 94 Contribution Plan                                                 | GM, EME and HDO           |
| 18.08.22 | Hostel Staff Meeting                  | Outcome of Council Meeting & Catchup                                         | GM                        |
| 19.08.22 | Works Committee                       | Plant Replacement Recommendations                                            | Administrator, GM, EME    |
| 19.08.22 | TRONOX                                | Road Approvals                                                               | GM, EME                   |
| 24.08.22 | Road Inspections                      | Roads                                                                        | GM and EME                |
| 25.08.22 | Catch Up                              | Executive Catch Up with Administrator                                        | Administrator and GM      |
| 25.08.22 | Transport For NSW                     | Online Safety Leadership Summit                                              | GM                        |
| 25.08.22 | Teams Meeting                         | Secure Energy – SEJV Management Plans                                        | Administrator, GM & EME   |
| 25.08.22 | SCAIW                                 | Monthly Meeting                                                              | Administrator & GM        |
| 29.08.22 | Euston Progressive Advisory Committee | Monthly Meeting                                                              | GM                        |
| 30.08.22 | Online Seminar                        | LawSense Law for Aged Care Managers NSW 2022                                 | GM                        |
| 31.08.22 | Catch Up                              | Executive Catch Up with Administrator                                        | Administrator and GM      |
| 31.08.22 | Executive of Chairs Meeting           | SCCF Community Funding                                                       | Administrator & GM        |
| 01.09.22 | TRONOX                                | Catch Up                                                                     | GM and EME                |
| 01.09.22 | Meeting with Helen Dalton MP          | Update on Balranald Happenings and Roads, Balranald and Euston Village Plans | Administrator, GM and EME |
| 06.09.22 | Meeting                               | Keri Keri Renewable Energy Project                                           | GM, EME, MHD              |
| 06.09.22 | GBIT Meeting                          | Monthly Meeting                                                              | Administrator and GM      |
| 07.09.22 | Catch Up                              | Executive Catch Up with Administrator                                        | Administrator and GM      |
| 07.09.22 | BBAC Meeting                          | Monthly Meeting                                                              | Administrator and GM      |

|                                                            |                                                |                                                 |                                  |
|------------------------------------------------------------|------------------------------------------------|-------------------------------------------------|----------------------------------|
| 08.09.22                                                   | ARIC                                           | Financial Statements                            | Administrator and GM             |
| 09.09.22                                                   | StateCover                                     | Balranald Review                                | Shire Council GM & HRO           |
| 09.09.22                                                   | Teams Meeting                                  | Update on Japanese Encephalitis                 | GM                               |
| 12.09.22                                                   | Hospital Auxiliary Meeting                     | AGM                                             | GM                               |
| 13.09.22                                                   | MANEX                                          | Monthly Meeting                                 | Administrator, GM and MANEX      |
| 15.09.22                                                   | Taverner Com                                   | Council Community Survey SS – Inception Meeting | GM                               |
| 15.09.22                                                   | Meeting – Engineering & Architectural Services | 19 Cary Street, Euston                          | Administrator and GM             |
| 15.09.22                                                   | Citizenship Ceremony                           | Australian Presentation                         | Citizenship Administrator and GM |
| 15.09.22                                                   | Teams Meeting with Efix                        | IT Update                                       | GM                               |
| 20.09.22                                                   | Council Meeting                                | Ordinary Meeting                                | Administrator, GM and EME        |
| <b>Administrator - Mike Colreavy</b>                       |                                                |                                                 |                                  |
| <b>General Manager (GM) – Jeff Sowiak</b>                  |                                                |                                                 |                                  |
| <b>Executive Manager – Engineering (EME) – Kerry Jones</b> |                                                |                                                 |                                  |
| <b>MHD – Ray Mitchell</b>                                  |                                                |                                                 |                                  |

**9.3 CIRCULARS FROM OFFICE LOCAL GOVERNMENT & CORRESPONDENCE OF INFORMATION**

**File Number:** D22.70509  
**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.

**OFFICER RECOMMENDATION**

That Council receive and note this report.

**PURPOSE OF REPORT**

To provide Council with copies of the circulars received from Office Local Government and correspondence of interest received since the August 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 from OLG**

- 22-23 Audit of Written Returns of Interests
- 22-24 Consultation on Draft Media Policy
- 22-25 New Standard contracts of Employment for General Managers and Executive Officers and updated guidelines for the appointment and oversight of General Managers.
- 22-26 Her Majesty the Queen

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

**Correspondence**

Council received the below correspondence which may be of interest to our community members.

1. Follow the Dollar Consultation Overview
2. Follow the Dollar Reform in NSW – Consultation Paper
3. Fixing Country Roads Program – Round 6 Applications
4. Correspondence from Department Regional NSW advising of the retirement of Gary Barnes.
5. Letter from Broken Hill City Council advising of proposed withdrawal from NSW Local Government Association.

**ATTACHMENTS**

1. ICOR - NSW Treasury - Follow the Dollar Consultation Overview - August 2022 [↓](#)
2. ICOR - NSW Treasury - Follow the Dollar Reform in NSW - Consultation Paper - August 2022 [↓](#)
3. Fixing Country Roads Program Round 6 Applications - Balranald Shire Council - August 2022 [↓](#)
4. ICOR - Department of Regional NSW - retirement Gary Barnes - Secretary of Department Regional NSW - August 2022 [↓](#)

5. ICOR - Letter to all Councils - Broken Hill City Council s Possible Withdrawal from the NSW Local Government Association.docx [↓](#)

NSW Treasury



## FOLLOW THE DOLLAR REFORM IN NEW SOUTH WALES

### CONSULTATION OVERVIEW

#### Purpose

NSW Treasury is consulting on a proposal to provide legislative powers to the NSW Auditor-General (A-G) to carry out performance audits of the use of public resources (including public monies) by non-public sector entities (NPSEs) to provide goods or services to the public. These additional A-G powers are known as 'Follow the Dollar' (FTD) powers. The powers would be vested in the A-G through amendments to the *Government Sector Audit Act 1983* and the *Local Government Act 1993*. This current consultation follows an earlier round of consultation within the NSW Government.

#### Why introduce FTD in NSW?

NSW is the only Australian jurisdiction where the A-G does not have FTD powers. FTD powers could assist in addressing an accountability gap, when NPSEs are resourced by governments (State or local) to deliver activities and services. This is because currently the A-G has no remit to examine the delivery performance of the NPSE. The NSW Government has committed to consulting on, and legislating, FTD powers for the A-G to close this gap.

#### The considerations for FTD in NSW

In developing a proposal for FTD powers in NSW, we reviewed the approach of other Australian jurisdictions and identified five key dimensions of FTD powers to consider:

1. How to determine when the A-G will use their FTD powers,
2. How the scope / objective of FTD performance audits will be determined,
3. How the NPSE will be engaged with about determining the scope / objective of a FTD performance audit and the findings and recommendations arising from the FTD performance audit, and
4. What type of funding arrangements will be within scope of FTD powers,
5. How to protect commercially sensitive information of the NPSEs.

#### The proposed FTD model

Reflecting the reform objective of closing the accountability gap, and adopting typical and/or good practices in FTD models elsewhere in Australia, the FTD model proposed for NSW has the following features:

- a) FTD powers will be primarily exercised as part of, and in association with, the A-G's powers to undertake performance audits. It is not intended to impose any specific triggers or thresholds for the A-G to employ FTD powers in association with a performance audit.
- b) That performance audits using FTD powers will be restricted to determining whether the NPSE (including any 'downstream' NPSE engaged by the 'lead' NPSE to undertake the work) has applied public resources effectively, efficiently, economically and in compliance with all relevant laws, for the particular purpose for which they were made available to the 'lead' NPSE.
- c) That existing provisions for formal engagement on the audit scope also include any NPSEs included as auditees in the audit.
- d) The types of arrangements that are included in FTD performance audit powers are broad, and include at a minimum outsourcing, public private partnerships, grants, service concession, fee for service,

**NSW Treasury**

contracting, subsidy/entitlement funding models, and lease arrangements where the lessee has obligations related to the maintenance or safe operation of public assets.

- e) The A-G is empowered to inspect the records and interview the staff of the NPSE, as they currently are empowered for performance audits. FTD performance audits are not the same as a financial audit but are an examination and inspection that is likely to include financial information relevant to the FTD audit. Performance audits using FTD powers would be tabled in Parliament, as all performance audits reports are.

The result of FTD powers will not be the creation of a new workstream of 'FTD audits' for the A-G. FTD powers will improve the A-G's ability to assure that government funding delivers against the purpose for which it was provided, within the A-G's existing performance audit program.

When FTD powers have been examined previously by Parliamentary committees, the main concerns raised by stakeholders centred on the potential risk that the reform would introduce additional compliance costs to service providers, and ultimately impact service delivery for the people of NSW. It is essential that any proposal to introduce FTD reform in NSW ensures that performance audits involving the exercise of FTD powers are reasonable and do not place an excessive burden on NPSEs. These risks will be explored with NPSEs during consultation.

**Other considerations**

This consultation paper seeks feedback both on the model proposed in this paper, as well as feedback on any other considerations including experience with FTD in other jurisdictions, compliance costs and the performance audit process.

In New South Wales, the jurisdictions of the Independent Commission Against Corruption ('ICAC') and the Ombudsman are linked to the jurisdiction of the A-G, meaning that expanding the A-G's jurisdiction may also result in the expansion of the jurisdiction of ICAC and the Ombudsman). Given the singular focus of this proposed FTD reform on the NSW AO, the expansion of the jurisdiction of the ICAC and NSW Ombudsman to include NPSEs is outside the scope of this consultation.

**Stakeholder feedback**

The full position paper, including specific questions on the considerations and model outlined above, will be available at [www.treasury.nsw.gov.au/budget-financial-management/reform/government-sector-finance-act-2018](http://www.treasury.nsw.gov.au/budget-financial-management/reform/government-sector-finance-act-2018). We seek stakeholder feedback on the proposed FTD model, including any impact these legislative powers may have on the NPSE sector. Feedback is due by 7 September 2022 and should be sent to [legislation@treasury.nsw.gov.au](mailto:legislation@treasury.nsw.gov.au).

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NSW Treasury

# ‘Follow the Dollar’ Reform in New South Wales

Consultation Paper

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17 August 2022

[treasury.nsw.gov.au](https://treasury.nsw.gov.au)



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## Acknowledgement of Country

The NSW Treasury acknowledges that Aboriginal and Torres Strait Islander peoples are the First Peoples and Traditional Custodians of Australia, and the oldest continuing culture in human history.

We pay respect to Elders past and present and commit to respecting the lands we walk on, and the communities we walk with.

We celebrate the deep and enduring connection of Aboriginal and Torres Strait Islander peoples to Country and acknowledge their continuing custodianship of the land, seas and sky.

We acknowledge the ongoing stewardship of Aboriginal and Torres Strait Islander peoples, and the important contribution they make to our communities and economies.

We reflect on the continuing impact of government policies and practices, and recognise our responsibility to work together with and for Aboriginal and Torres Strait Islander peoples, families and communities, towards improved economic, social and cultural outcomes.

Artwork: 'Regeneration' by Josie Rose



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# Executive Summary

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NSW Treasury is consulting on a proposal to empower the NSW Auditor-General to carry out performance audits of the use of public resources (including public monies) given to non-public sector entities ('NPSEs') to provide goods or services to the public on behalf of the government (known as 'Follow the Dollar'). The purpose of this consultation is to inform the design of the Follow the Dollar ('FTD') reform.

The overall objective of FTD reform in New South Wales is to deliver robust accountability and transparency over the use of public resources. Over time there has been a shift from wholly direct service delivery by government, to include service delivery by NPSEs through modes including outsourcing, partnerships, grants and contractual arrangements.

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## The accountability landscape in New South Wales

Having appropriate accountability systems and practices in place over the use of public resources is critical to ensuring those resources are used efficiently, effectively and economically by the government (including local governments) in delivering outcomes for the people of New South Wales.

The NSW Auditor-General ('A-G') is an independent and accountable statutory officer responsible for providing independent audit services that support the Parliament in holding government accountable for its use of public resources.

In New South Wales, the A-G does not currently have the authority in the *Government Sector Audit Act 1983* ('GSA Act') or the *Local Government Act 1993* ('LG Act') to directly examine the use of public resources by NPSEs to provide goods or services to the public.

Empowering the A-G with FTD powers aims to improve accountability over the use of public resources. FTD powers do this by expanding the mandate of the A-G so that they may carry out performance audits of the use of public resources, including the use of public resources by NPSE to deliver goods and services to the public.

FTD performance audits are considered 'best practice' in Australian jurisdictions and have been recommended by Parliamentary sub-committees since 2013 in New South Wales. The FTD model proposed in this paper consolidates the typical and good practices of other Australian jurisdictions.

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## The considerations and the options

NSW Treasury is examining how FTD powers may be applied in NSW. As part of that process, this consultation paper is seeking the input of a wide range of stakeholders, including state and local government agencies, NPSEs and the general public. This consultative approach aligns with the observation of the Productivity Commissioner that "*thorough consultation is required with a range of entities that would be impacted by the introduction of such powers, including third-party recipients of government funds*".<sup>1</sup> Our consultation aims to ensure that the thoughts and concerns of those stakeholders are considered in the design of that reform.

<sup>1</sup> NSW Productivity Commission, *Review of grants administration in NSW*, 2022

This consultation paper proposes a model of FTD, by amending the GSA Act and LG Act, which would enable the A-G to carry out performance audits of publicly funded activities and services delivered by NPSEs.

In developing a proposal for FTD powers in New South Wales, we identified five dimensions of FTD powers from other jurisdictions that require consideration:

- What type of funding arrangements will be within scope of FTD powers,
- How to determine when the A-G will use their FTD powers,
- How the scope / objective of FTD performance audits will be determined,
- How a NPSE will be engaged in shaping the scope / objective of a FTD performance audit and any findings and recommendations arising from the FTD performance audit, and
- How to protect commercially sensitive information of the NPSEs.

The FTD model proposed for New South Wales draws on the commonalities and good practices currently enacted in other jurisdictions:

- a) FTD powers will be primarily exercised as part of, and in association with, the A-G's powers to undertake performance audits. It is not intended to impose any specific triggers or thresholds for the A-G to employ FTD powers in association with a performance audit.
- b) That performance audits using FTD powers will be restricted to determining whether the NPSE (including any 'downstream' NPSE engaged by the 'lead' NPSE to undertake the work) has applied public resources effectively, efficiently, economically and in compliance with all relevant laws, for the particular purpose for which they were made available to the 'lead' NPSE.
- c) That existing provisions for formal engagement on the audit scope and audit focus also include any NPSEs included as auditees in the audit.
- d) The types of arrangements that are included in FTD performance audit powers are broad, and include at a minimum outsourcing, public private partnerships, grants, service concession, fee for service, contracting, subsidy/entitlement funding models, and lease arrangements where the lessee has obligations related to the maintenance or safe operation of public assets.
- e) The A-G is empowered to inspect the records and interview the staff of the NPSE, as they currently are empowered for performance audits. FTD performance audits are not the same as a financial audit but are an examination and inspection that is likely to include financial information relevant to the FTD audit. Performance audits using FTD powers would be tabled in Parliament, as all performance audits reports are.

When FTD powers have been examined previously by the Parliamentary committees, the main concerns raised by stakeholders centred on the potential risk that the reform would introduce additional compliance costs to service providers, and ultimately impact service delivery for the people of New South Wales.

It is essential that any proposal to introduce FTD reform in New South Wales ensures that performance audits involving the exercise of FTD powers are reasonable and do not place an excessive burden on NPSEs. These risks will be explored with NPSEs during consultation.

However, as this paper sets out, FTD powers will operate within the current mandate of the A-G to undertake performance audits. Further, it is important to remember that the A-G is the Auditor-General for the State and, as such, is an auditor of government. Accordingly, the focus of the A-G will continue to be on the use of public resources, the achievement of government objectives and the conduct of public programs. It is not intended that the A-G become a stand-alone auditor of NPSEs. In exercising FTD powers, the focus of the A-G will continue to be on the use of public resources, the achievement of government objectives and the conduct of public programs. The Auditor-General may also have regard to efficient, effective and economic practices within the NPSEs in the delivery of public programs or use of public resources.

This consultation paper seeks feedback both on the model proposed in this paper, as well as feedback on any other considerations within the five dimensions considered for the FTD powers.

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### Next steps

We request your response to the consultation points in this paper via a formal written submission by 7 September 2022 to [legislation@treasury.nsw.gov.au](mailto:legislation@treasury.nsw.gov.au).







**Discussion Points:****Section 5. The Proposals**

The FTD model proposed for NSW has the following features:

- a) FTD powers will be primarily exercised as part of, and in association with, the A-G's powers to undertake performance audits. It is not intended to impose any specific triggers or thresholds for the A-G to employ FTD powers in association with a performance audit.
- b) That performance audits using FTD powers will be restricted to determining whether the NPSE (including any 'downstream' NPSE engaged by the 'lead' NPSE to undertake the work) has applied public resources effectively, efficiently, economically and in compliance with all relevant laws, for the particular purpose for which they were made available to the 'lead' NPSE.
- c) That existing provisions for formal engagement on the audit scope and audit focus also include any NPSEs included as auditees in the audit.
- d) The types of arrangements that are included in FTD performance audit powers are broad, and include at a minimum outsourcing, public private partnerships, grants, service concession, fee for service, contracting, subsidy/entitlement funding models, and lease arrangements where the lessee has obligations related to the maintenance or safe operation of public assets.
- e) The A-G is empowered to inspect the records and interview the staff of the NPSE, as they currently are empowered for performance audits. FTD performance audits are not the same as a financial audit but are an examination and inspection that is likely to include financial information relevant to the FTD audit. Performance audits using FTD powers, like all performance audits, would be tabled in Parliament.

-  What are your views on the proposed FTD model outlined in this paper?
-  Have you experienced a FTD performance audit? In which jurisdiction? What was your experience?
-  Do you think the proposed FTD powers appropriately balance addressing the accountability gap in the oversight of public resources with minimising the compliance considerations for on NPSEs? Why or why not?
-  Do you think the proposal relating to when the A-G will exercise FTD powers will result in performance audits that will achieve the objective of FTD reform in relation to transparency and accountability?
-  Are there any other funding arrangements that should be included? Why or why not?
-  Should any of these funding arrangements be excluded? If so, why should they not be in scope for FTD performance audits?
-  Do you have any comments on the proposals relating to engagement with the NPSEs that are included in a FTD performance audit?
-  Do you have any comments on how to appropriately deal with commercially sensitive information of NPSEs that are included in a FTD performance audit?

**Section 6. The Considerations**

-  What are your views on how the proposed FTD reform could impact or improve your organisation?
-  If your organisation is currently delivering services on behalf of government, would you change any part of your operations if it might be subject to performance audit?
-  Are there any strategies, in addition to the negotiation of contract terms, that could be employed to reduce potential compliance costs for the audited entity?
-  As a NPSE, are there any steps in the performance audit process outlined here that you would be concerned about or that are unclear?
-  Based on any experience you have had in other Australian jurisdictions, what are the impacts, costs and benefits of FTD reform implemented in those other jurisdictions?
-  Are there any other comments or considerations you would like to make about the proposed model of FTD reform?

# Purpose of consultation and this consultation paper

As the steward of the performance and financial system in New South Wales, NSW Treasury continually investigates opportunities to enhance accountability and transparency in relation to government finances.

As part of this work, NSW Treasury is examining expanding the A-G's mandate to carry out performance audits of public resources used by NPSEs to provide goods or services to the public. The aim of these audits is to determine whether that use is efficient, effective, economical and in compliance with all relevant laws. The scope of the proposed mandate does not include government procurement of goods and services under the NSW Procurement Policy Framework<sup>2</sup>.

In May 2022, the NSW Government supported in principle the recommendation of the March 2021 Public Accountability Committee ('PAC') to "increase the power and remit of the Auditor-General of New South Wales to include 'follow the dollar' powers, consistent with other Australian State and Territory jurisdictions"<sup>3</sup>. A commitment was given to undertake consultation with stakeholders who might be affected by proposed FTD reforms ahead of implementing the reforms.

This commitment to consultation was also reflected in the Productivity Commission's conclusion on implementing FTD reform in New South Wales in its 2022 Report which said:

*"...further consideration of the value of implementing 'follow the dollar' powers is required. These powers have the potential to improve the end-to-end integrity of NSW Government grants administration, but there must be due regard for the impact on the range of affected stakeholders."*<sup>4</sup>

The purpose of this consultation is to capture feedback from stakeholders on the design of a proposed model of an expanded mandate for the A-G, so they can carry out performance audits of publicly funded activities and services delivered by NPSEs.

Consultation undertaken by Treasury involves two stages:

- **Stage One:** Consultation with NSW government departments took place between December 2019 – February 2020. Departments provided feedback on the proposed FTD reform in New South Wales and its potential benefits and impacts.  
Stage One consultation enabled identification of a consultation model of FTD powers that could be introduced in NSW, as detailed in this consultation paper.
- **Stage Two:** Consultation with NPSEs that may be the subject of FTD performance audits, and the general public – based on this consultation paper. (Formal written submissions are due by 7 September 2022.)

<sup>2</sup> NSW Government, *Procurement Policy Framework*, April 2022

<sup>3</sup> [https://buy.nsw.gov.au/\\_data/assets/pdf\\_file/0020/1065503/Procurement-Policy-Framework-1.9-April-2022-Full-V1.pdf](https://buy.nsw.gov.au/_data/assets/pdf_file/0020/1065503/Procurement-Policy-Framework-1.9-April-2022-Full-V1.pdf)

<sup>4</sup> <https://www.parliament.nsw.gov.au/tp/files/82272/PAC%20inquiry%20on%20integrity%20efficacy%20and%20value%20for%20money%20of%20NSW%20Government%20grant%20programs%20-%20NSW%20response%20to%20Final%20Report.pdf>

<sup>4</sup> NSW Productivity Commission, *Review of grants administration in NSW*, 2022, p.60

The FTD model proposed for NSW draws on the commonalities and good practices currently enacted in other jurisdictions:

- a) FTD powers will be primarily exercised as part of, and in association with, the A-G's powers to undertake performance audits. It is not intended to impose any specific triggers or thresholds for the A-G to employ FTD powers in association with a performance audit.
- b) That performance audits using FTD powers will be restricted to determining whether the NPSE (including any 'downstream' NPSE engaged by the 'lead' NPSE to undertake the work) has applied public resources effectively, efficiently, economically and in compliance with all relevant laws, for the particular purpose for which they were made available to the 'lead' NPSE.
- c) That existing provisions for formal engagement on the audit scope and audit focus also include any NPSEs included as auditees in the audit.
- d) The types of arrangements that are included in FTD performance audit powers are broad, and include at a minimum outsourcing, public private partnerships, grants, service concession, fee for service, contracting, subsidy/entitlement funding models, and lease arrangements where the lessee has obligations related to the maintenance or safe operation of public assets.
- e) The A-G is empowered to inspect the records and interview the staff of the NPSE, as they currently are empowered for performance audits. FTD performance audits are not the same as a financial audit but are an examination and inspection that is likely to include financial information relevant to the FTD audit. Performance audits using FTD powers would be tabled in Parliament, as all performance audits reports are.

The consultation paper seeks feedback on the model proposed in this paper. It also seeks feedback on considerations within the five different elements considered in FTD powers on any elements stakeholders consider should be included.

The paper is structured as follows:

- The **Accountability and performance audit** section provides a brief overview of the current accountability landscape in New South Wales, focusing on what accountability is, why it is important in relation to the expenditure of public funds, and the role played by the NSW A-G.
- The **Why FTD?** section outlines what is meant by FTD reform and its key objectives, highlights previous recommendations made in New South Wales, and notes how other Australian jurisdictions have implemented FTD reform.
- The **Proposals: how could 'Follow the Dollar' reform be applied in New South Wales** section considers how FTD reform may be applied and identifies key design options for feedback and input.
- The **Considerations: what concerns have been raised in introducing 'Follow the Dollar' reform** section summarises the main concerns previously raised in discussions relating to the introduction of FTD reform, and - for context - summarises the typical performance audit process.

Note that in New South Wales, the jurisdictions of the Independent Commission Against Corruption ('ICAC') and the Ombudsman are linked to the jurisdiction of the A-G, meaning that expanding the A-G's jurisdiction may also result in the expansion of the jurisdiction of ICAC and the Ombudsman<sup>5</sup>. Given the singular focus of this proposed FTD reform on the NSW AO, the expansion of the jurisdiction of the ICAC and NSW Ombudsman to include NPSEs is outside the scope of this consultation paper.

<sup>5</sup> ICAC and the Ombudsman have jurisdiction over public authorities, which are legislatively defined to include "a person (or body) in relation to whom or to whose functions an account is kept of administration or working expenses where the account is an account with respect to which the A-G may exercise powers under law relating to the audit of accounts if requested to do so by a Minister of the Crown - *Independent Commission Against Corruption Act 1988, Ombudsman Act 1974* (as applicable).

# Accountability and Performance Auditing

This section of the paper provides a brief overview of the accountability landscape in New South Wales and outlines the role occupied by the A-G in that landscape.

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## 3.1 Accountability: what it is and why it is important

Accountability is about having appropriate systems and practices in place that hold persons or institutions with a form of power to 'account' – meaning they are completely responsible for what they do and are answerable for providing a satisfactory reason for what they did<sup>6</sup>.

This paper focuses on the accountability systems and practices relating to the NSW Government's use of public resources. This is a critical aspect of government accountability, since the resources used are public resources, provided to the government by the public (individuals and businesses), primarily through taxation.

Robust accountability over the use of public resources (including public funds) is a foundation of citizen's trust in the government and increases the wider legitimacy of the public sector. Accountability mitigates the risk that government resources are wasted through inefficient spending and poor management of public resources<sup>7</sup>.

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## 3.2 Accountability in New South Wales and the role of the NSW Auditor-General

The accountability landscape in New South Wales is comprised of external and internal accountability institutions and arrangements:

- **Internal accountability** are the accountability arrangements in place between the Executive (Premier and their Ministers) and the government departments and agencies. This includes the procedural and operational requirements on department secretaries and heads of agencies to be accountable to their Minister and the Government for the conduct, finances, operations and service delivery of their organisations<sup>8</sup>.
- **External accountability** are the accountability arrangements in place between the 'Government' (Executive and departments and agencies) and the NSW Parliament (representation of the people of New South Wales<sup>9</sup>). This includes the practices of Parliamentary Committee inquiries and question time. The Parliament is supported by independent accountability institutions such as the A-G, the ICAC and the NSW Ombudsman.

<sup>6</sup> G Doern, *Political Accountability and Efficiency*, Government and Competitiveness School of Policy Studies, Queens University, 1993

<sup>7</sup> Institute for Government, *Accountability in modern government: what are the issues? A discussion paper*, April 2018  
<https://www.instituteforgovernment.org.uk/sites/default/files/publications/ifg%20accountability%20discussion%20paper%20april%2018.pdf>

<sup>8</sup> Public Service Commission, *Governance in the NSW government sector*, <https://www.psc.nsw.gov.au/sites/default/files/2020-10/Behaving%20Ethically%20Guide.pdf>

<sup>9</sup> <https://www.parliament.nsw.gov.au/about/Pages/The-Structure-of-Government-in-New-South-Wales.aspx>

Figure 1 below illustrates the accountability landscape in New South Wales and the various independent institutions.

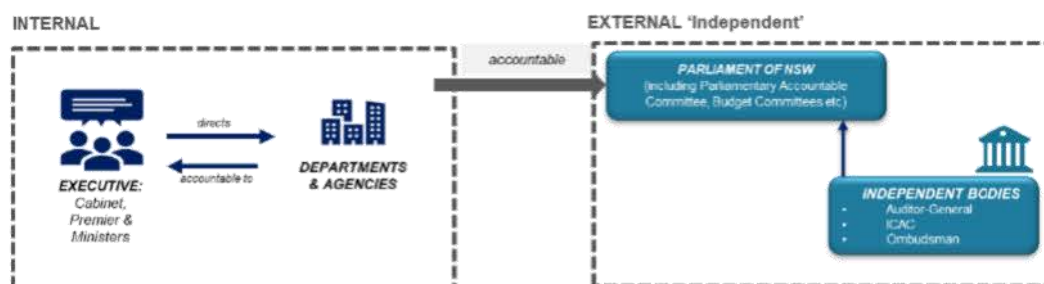


Figure 1: Internal and external accountability institutions in New South Wales

While a significant role of Parliament is to consider proposed legislation and participate in debating and voting, it also has a critical function in holding government accountable by questioning the government on behalf of the people<sup>10</sup>.

As part of external accountability arrangements in New South Wales, the A-G plays an important role in reporting to, and helping, the Parliament hold government accountable for its use of public resources. In carrying out this role, the A-G provides independent assurance over the activities of government by conducting two types of audits<sup>11</sup>:

1. **Financial audits** provide an objective and independent opinion of the financial statements of NSW Government departments and agencies, NSW universities and their controlled entities and NSW local governments.
2. **Performance audits** assess whether the activities of NSW Government entities are being carried out effectively, economically, efficiently and in compliance with relevant laws<sup>12</sup>. More details on performance audits are discussed in sections 6.2 and 6.3.

The NSW AO also sometimes publishes special reports to confirm that specific legislation, directions and regulations have been adhered to<sup>13</sup>.

The NSW AO is the statutory authority, established under the GSA Act, that conducts these audits for the A-G.

<sup>10</sup> Egan v Willis [1998] HCA 71 at pars 42-3 per Gaudron, Gummow and Hayne JJ

<sup>11</sup> The A-G's authority to undertake these audits derives from the GSA Act and (in the case of local governments), the *Local Government Act 1993*.

<sup>12</sup> <https://www.audit.nsw.gov.au/who-we-are/about-the-audit-office>

<sup>13</sup> <https://www.audit.nsw.gov.au/our-work>

# Why FTD?

## 4.1 What do we mean by FTD reform and what is the objective?

FTD reform refers to additional powers given to the A-G to conduct performance audits where public resources are provided to NPSEs to provide goods and services to the public.

The overall objective of FTD reform in New South Wales is to deliver robust accountability and transparency over the use of public funds. Over time, there has been a shift from wholly direct service delivery by government, to include service delivery by NPSEs through modes including outsourcing, partnerships, grants and contractual arrangements.

Expanding the A-G's mandate to include FTD performance audit powers would address any gap in external accountability arrangements that may have arisen from this.

FTD performance audit powers would enable the A-G to report to the NSW Parliament about whether *total* public resources - inclusive of State and local government and NPSEs - have been managed and applied effectively, economically and efficiently and in compliance with all relevant laws. The findings from these performance audits would also enable government and its partners to review their activities to ensure optimal outcomes are delivered for the citizens of NSW and value for money is achieved.

The NSW Government (and local government) provides funding to NPSEs to support a range of programs and services, for example:

- In its 2020-21 Annual Report, the Department of Communities and Justice recorded \$1.2 billion in grants and subsidies paid, relating to 'out of home care and permanency support'<sup>14</sup>.
- NSW Health reported grants and subsidies to third parties for the provision of public health-related services of \$1.7 billion in its 2020-21 annual report (including payments to affiliated organisations)<sup>15</sup>.
- Transport for NSW entered into a public private partnership to replace the ageing NSW regional rail fleet of XPT, XPLOER and Endeavour trains. Following a competitive tender process, on 14 February 2019, the contract to design, build, finance and maintain the new fleet and the associated Dubbo maintenance facility was awarded to Momentum Trains Pty Ltd<sup>16</sup>.

## 4.2 Who has previously recommended these reforms in New South Wales?

Since 2013, there have been several recommendations from NSW Parliamentary Committees and submissions to the NSW Government to implement FTD reform. Most recently, the NSW Government accepted in principle the recommendation of the PAC in March 2021 to introduce FTD powers in New South Wales, subject to consultation on the potential impact of FTD reform in NSW.

<sup>14</sup> <https://www.dcj.nsw.gov.au/resources/annual-reports.html>

<sup>15</sup> <https://www.health.nsw.gov.au/annualreport/Pages/default.aspx>

<sup>16</sup> NSW Treasury PPPs, Awarded Projects Regional Rail Fleet

Earlier recommendations and discussions relating to FTD reform in New South Wales include:

- In **August 2022**, the ICAC in its Report on investigation into pork barrelling in NSW recommended that the "Audit Office of NSW be given "follow-the-dollar" powers, as previously recommended by the Public Accounts Committee of the NSW Legislative Council."
- In **March 2021**, the PAC's first report on the NSW Government grants program, recommended that the NSW Government increase the powers and remit of the A-G to include 'follow the dollar' powers, consistent with other Australian State and Territory jurisdictions. The NSW Government supports in principle 'follow the dollar' powers for the A-G. In the 2022 Review of grants administration in NSW<sup>17</sup>, it was emphasised that entities being subject to performance audits "should not create a disincentive for these entities to provide services to and on behalf of the government".
- In **December 2018**, the PAC inquiry on the impact of WestConnex recommended the NSW Government establish 'follow the dollar powers' for the NSW AO. In making the recommendation, the Committee noted that with the sale of the Sydney Motorway Corporation, the A-G will no longer be able to provide independent assurance to Parliament on public funds provided to the Corporation, as the relevant legislation does not provide for the A-G to audit private bodies.
- In **February 2018**, the report of the Public Accounts Committee's Quadrennial Review of the Audit Office 2017 recommended FTD reform powers and commented that legislative amendments to facilitate FTD "would be a practical response to the contemporary concept of 'commissioning' where government services are increasingly provided by not-for-profit and private providers on behalf of government"<sup>18</sup>.
- In **March 2017**, the Legislative Council General Purpose Standing Committee No. 2 Inquiry into Child Protection noted in its final report that there is "limited independent oversight of the funding directed towards the non-government sector" and "fully endorse[s] the Auditor-General's suggestion for additional 'follow the dollar' powers, which will enable it to scrutinise the performance of all non-government organisations that perform out of home care functions on behalf of the state." The Committee recommended that "the NSW Government make legislative amendments to extend the performance audit function of the Auditor-General to include audits of all non-government organisations who have been provided with state funding to deliver child protection related services."<sup>19</sup>

## 4.3 How FTD reforms have been implemented in other Australian jurisdictions

In Australia, the Commonwealth and other states and territories have all introduced some form of FTD reform (key FTD powers in each jurisdiction are reproduced in the Appendix). When examining the approach taken by other jurisdictions in introducing FTD reforms, there are three key areas where a common approach is taken:

- **The A-G's mandate to conduct performance audits is broadened** – the scope of the A-G's mandate to carry out performance audits were expanded to include NPSEs performing activities and providing services using public resources.
- **The A-G has the discretion to determine when to carry out a FTD performance audit** – in most Australian jurisdictions, the A-G may conduct a performance audit of a NPSE's activities when they believe it is warranted. The FTD-related requirement in Western Australia also

<sup>17</sup> NSW Productivity Commission, *Review of grants administration in NSW*, 2022, p.60

<sup>18</sup> Committee Quadrennial Review of the Audit Office 2017 Report, p. 11

<sup>19</sup> General Purpose Standing Committee No. 2, *Child Protection*, March 2017, pp.106-7

provides that the Minister or the relevant Assembly committee may ask the A-G to conduct a performance audit of the NPSE.

- **The FTD-related performance audits generally examine the publicly funded activities, functions and property managed by NPSEs** – in general, these performance audits determine the efficiency, economy and effectiveness of the activities and functions of a publicly funded body.

Other features observed in FTD powers of other Australian jurisdictions that have been incorporated into the proposal for NSW include:

- The A-G is required to consult with the NPSE on preliminary findings from a FTD audit before the report is finalised and published. This is also the current practice for existing NSW performance audits.
- No quantitative measure of the size of entity or value of the public resources, or other quantitative threshold or triggers. No examples of these were found in any other Australian jurisdiction.
- Provisions relating to the NSW AO's access to information of the publicly funded activities of NPSEs, as well as clear requirements on what information can be included in the performance audit report.

# The Proposals: how could ‘Follow the Dollar’ reform be applied in New South Wales?

The intent of FTD reforms is to empower the A-G to conduct performance audits of publicly funded activities and services delivered by NPSEs on behalf of the NSW Government similar to how the A-G currently conducts performance audits of government entities under the GSA Act and LG Act. Details on how performance audits are selected and conducted are discussed in section 6.3.

In developing a proposal for FTD powers in NSW and reviewing the approach of other jurisdictions, we identified five dimensions of FTD powers to consider:

- What type of funding arrangements will be within scope of FTD powers,
- How to determine when the A-G will use their FTD powers,
- How the scope / objective of FTD performance audits will be determined,
- How a NPSE will be engaged in shaping the scope / objective of a FTD performance audit and any findings and recommendations arising from the FTD performance audit, and
- How to protect commercially sensitive information of the NPSEs.

In considering these dimensions, the objectives of FTD reform, and the operation of FTD in other Australian jurisdictions, we have developed a FTD model to inform this stage of consultation. It is discussed in this section.

## The Proposals:

Reflecting the reform objective of closing the accountability gap, and typical and/or good practices in FTD models elsewhere in Australia, the FTD model proposed for NSW has the following features:

- a) FTD powers will be primarily exercised as part of, and in association with, the A-G's powers to undertake performance audits. It is not intended to impose any specific triggers or thresholds for the A-G to employ FTD powers in association with a performance audit.
- b) That performance audits using FTD powers will be restricted to determining whether the NPSE (including any ‘downstream’ NPSE engaged by the ‘lead’ NPSE to undertake the work) has applied public resources effectively, efficiently, economically and in compliance with all relevant laws, for the particular purpose for which they were made available to the ‘lead’ NPSE.
- c) That existing provisions for formal engagement on the audit scope also include any NPSEs included as auditees in the audit.
- d) The types of arrangements that are included in FTD performance audit powers are broad, and include at a minimum outsourcing, public private partnerships, grants, service concession, fee for service, contracting, subsidy/entitlement funding models, and lease arrangements where the lessee has obligations related to the maintenance or safe operation of public assets.

- e) The A-G is empowered to inspect the records and interview the staff of the NPSE, as they currently are empowered for performance audits. FTD performance audits are not the same as a financial audit but are an examination and inspection that is likely to include financial information relevant to the FTD audit. Performance audits using FTD powers would be tabled in Parliament, as all performance audits reports are.

Discussion points:



What are your views on the proposed FTD model outlined in this paper?



Have you experienced a FTD performance audit? In which jurisdiction? What was your experience?



Do you think the proposed FTD powers appropriately balance addressing the accountability gap in the oversight of government monies with minimising the compliance considerations for NPSEs? Why or why not?

The result of FTD powers will not be the creation of a new workstream of 'FTD audits' for the A-G. FTD powers will improve the A-G's ability to assure that the use of public resources (including public funding) delivers against the purpose for which it was provided, within the A-G's existing performance audit program.

## 5.1 When will the Auditor-General exercise FTD powers?

Under the GSA Act, the A-G may, when the A-G considers it appropriate to do so, conduct a performance audit of a NSW government entity<sup>20</sup>. Similar provisions apply under the LG Act in relation to performance audits of local government<sup>21</sup>. It is proposed that FTD powers would be exercised in association with these existing powers within the scope of a performance audit of a government activity extending to an NPSE.

The A-G has complete discretion over the nature, scope and number of performance audits undertaken. Currently the NSW AO undertakes around 20 performance audits each year. Information about how the A-G developed her performance audit program in 2020-21 is published in the NSW AO Annual work program 2020-21.

As the introduction of FTD powers addresses a scope reduction of performance audits over time, it is not proposed that FTD reform includes thresholds that must be met for a FTD audit to be initiated. The proposal is for the A-G to consider all performance audits within the same pipeline. For this reason, no specific trigger for a FTD performance audit is proposed. This is in line with the approach taken elsewhere including in the Commonwealth, South Australia, Queensland and Tasmania.

Similarly, it is also not intended that the A-G's remit be restricted by the date of the agreement to provide the particular publicly funded activity or service. Consistent with the approach for public sector entities, the A-G should have the capacity to conduct performance audits in relation to the activities and services delivered by NPSEs irrespective of when those activities or services were first commissioned, whether the work has been completed, or whether the relevant NPSE remains in existence.

<sup>20</sup> section 38B(1), GSA Act

<sup>21</sup> section 421B, LG Act

**Discussion point:**

Do you think the proposal relating to when the A-G will exercise FTD powers will result in performance audits that will achieve the objective of FTD reform in relation to transparency and accountability?

## 5.2 Type of arrangements in scope for FTD performance audits

FTD performance audits in other Australian jurisdictions usually take a broad definition of the types of funding in scope, so that all types of 'public resources' are captured. Typically, the types of funding arrangements are not specified – for example the Commonwealth legislation covers any type of "money" provided "for a particular purpose"<sup>22</sup>, while Victoria's definition relates to "a financial benefit" or "property" that is given by a public body to a NPSE "for a particular purpose"<sup>23</sup>.

It is proposed that a similarly broad definition is used in NSW. At a minimum, the types of funding arrangements in scope for FTD in NSW should be:

- Outsourcing
- Public Private Partnerships (PPPs)
- Grant funding
- Contracting
- Subsidies/entitlement funding models
- Service concession
- Fee for service
- Lease arrangements where the lessee has obligations related to the maintenance or safe operation of public asset

We observed that where Australian jurisdictions' FTD legislation maintains narrow definitions of the type of funding arrangements in scope for FTD performance audits, the A-G has deep powers to interrogate the spending, that appear close to a financial audit. This is not the preferred model for NSW.

**Discussion points:**

Are there any other funding arrangements that should be included? Why or why not?



Should any of these funding arrangements be excluded? If so, why should they not be in scope for FTD performance audits?

## 5.3 What will the FTD performance audit cover?

The objective of FTD reform is to deliver robust accountability over the use of public resources (including public money) by giving the A-G the power to carry out performance audits of publicly funded activities and services delivered by NPSEs.

<sup>22</sup> section 18B(2)(a) *Auditor-General Act 1997* (Cth)

<sup>23</sup> section 15, *Audit Act 1994* (Vic)

It is therefore important that, when performance audits include an NPSE, the audit scope is focused on the particular purpose for which the public resources have been made available to the NPSE. It is not an audit of the performance of the entire entity.

In the Commonwealth, FTD powers were introduced through the *Auditor-General Amendment Act 2011* which included a specific provision that “the audit may be conducted only to the extent that it assesses the operations of the Commonwealth partner in relation to achieving the Commonwealth purpose<sup>24</sup>.”

Similar legislative provisions are also included in ACT, Northern Territory, Queensland and Western Australia.

In line with the approach taken in existing NSW performance audits<sup>25</sup>, it is proposed that the same definition apply to FTD audits – assessing the efficiency, effectiveness and economy of activities, and legal compliance. This is the same FTD performance audit focus of Victoria and Queensland.

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## 5.4 Ensuring there is formal engagement on the scope of the performance audit and response to the audit report

### Engagement on the scope of the performance audit

Current practice for performance audits of government entities in NSW, in line with auditing standards, is for the A-G to provide the audited government entity with a copy of the scope of the performance audit for any formal comment or feedback before it is finalised.

It is important that appropriate consultation takes place with both the NPSE and the responsible contracting NSW Government agency or local government when the A-G undertakes a performance audit that involves a NPSE. This is one way of ensuring the NPSE understands the audit scope from the start, thereby contributing to an efficient audit process.

In Victoria, the legislation includes a specific requirement for the Auditor-General to consult with any ‘associated entity’ before finalising the specification for the performance audit<sup>26</sup>. The other jurisdictions do not have a legislative requirement for consultation. This consultation paper proposes that no legislative requirement for consultation is necessary, as current practice would ensure appropriate engagement with NPSE.

<sup>24</sup> *Auditor-General Amendment Act 2011* (Cth)

<sup>25</sup> section 38B(1), GSA Act

<sup>26</sup> section 17, *Audit Act 1994* (Vic)

### Seeking comments on the audit report

Under current legislative provisions and standards for performance audits of government entities, the audited government entity must be provided with a summary of findings and proposed recommendations in relation to the audit before a report is tabled to the Parliament. Current practice is to provide a copy of the preliminary audit findings, followed by the draft audit report. The head of an audited government entity is provided with the opportunity to formally respond to the final audit report findings and recommendations. The response from the audited government entity is included in the final audit report tabled in Parliament.

Consistent with current requirements and practice, NPSEs should be provided an opportunity to review and provide comments on the draft report of the A-G, as it relates to their work or organisation. Noting the important role and responsibility of the contracting government agency or local government in providing appropriate oversight and accountability for contracted NPSEs, the opportunity of the contracting government department or local government to provide a response to any findings or recommendations of a performance audit is already provided for in current practice and would not require any further amendment.

As stated above, the NSW legislation currently provides government entities with the opportunity to review and comment on the summary of findings and proposed recommendations in relation to the audit and it is proposed that this is extended to the NPSEs<sup>27</sup>.

#### Discussion point:



Do you have any comments on the proposals relating to engagement with the NPSEs that are included in a FTD performance audit?

## 5.5 Access to and disclosure of information

### Access to information

To ensure the integrity of FTD audits, it is proposed that the existing information gathering powers of the GSA Act and LG Act be extended to include NPSEs<sup>28</sup>. These require free access to the A-G and their authorised representatives of records or other documents for the purposes of inspection or examination in the exercise of the A-G's functions and the ability to report significant matters to the NSW Parliament that are necessary to the subject of the report and in the public interest.

### Disclosure of information

It is important to acknowledge:

- the commercial nature of some NPSEs and the environment in which they operate, and that the public release of certain information can have a significant commercial impact;
- the public interest aspect that a FTD reform is seeking, and the gap that currently exists in auditing the provision of services to citizens through non-government providers and/or auditing grants to non-government providers; and
- that in other jurisdictions FTD powers are rarely used and only when there is a public interest to do so.

<sup>27</sup> section 38C, GSA Act; section 421B, LG Act

<sup>28</sup> section 36, GSA Act; section 421B, LG Act

The NSW AO has mature processes in place that ensure the confidentiality and security of all information gathered through the course of a performance audit. This is underpinned by strict secrecy controls in legislation which specify that - *"The Auditor-General, an auditor and an authorised person shall preserve and aid in preserving secrecy with respect to all matters and things that come to the knowledge of the Auditor-General, auditor or authorised person in the exercise of the functions of the Auditor-General, auditor or authorised person under this Act and the prescribed requirements and shall not communicate to any person any such matter or thing."*<sup>29</sup> Exceptions include the A-G's report to Parliament – a public document – and where the NSW AO is permitted to disclose information under the GSA Act<sup>30</sup> and the LG Act<sup>31</sup>, or required to disclose information under other legislation.

In addition, all information that the NSW AO receives, and working papers that the NSW AO creates during an audit, are classed as excluded information under the *Government Information (Public Access) Act 2009*. An access application under that Act cannot be made for excluded information.

The final report of the performance audit of a government entity including key observations, findings, and recommendations, is tabled in the NSW Parliament and published on the NSW Parliament and NSW AO websites.

The NSW AO has indicated their expectation that FTD is an aspect of a performance audit, that might be used where there is public interest. It is not a separate audit but supports a performance audit of the NSW state or local governments. Requirements for a performance audit are already provided in legislation and supported by a mature methodology.

In Victoria, FTD legislation includes a specific provision that prevents the Victorian Auditor-General publishing information in an audit that could unfairly damage the commercial interests of a provider, unless the Auditor-General consider the information relevant to the subject matter of the report and inclusion of the information is in the public interest<sup>32</sup>. Similar provisions have been included in other jurisdictions, including the relevant Tasmanian legislation<sup>33</sup>, where the Auditor-General for that State must not disclose information in the report if the Auditor-General considers that it could unfairly prejudice the commercial interests of any person or body.

As noted above, the NSW AO has mature processes that maintain the confidentiality of all information gathered during the course of a performance audit. This includes the management of commercially sensitive information. The A-G only includes information in reports to Parliament where that information is necessary to the subject of the report and in the public interest. As such, the NSW AO considers that no such new legislative requirement is necessary, as they consider the current provisions would ensure appropriate management of commercially sensitive information, which is balanced against the public interest at the discretion of an independent A-G. Any proposed legislative provision should not dilute existing A-G reporting powers to the NSW Parliament.

#### Discussion point:



Do you have any comments on how to appropriately deal with commercially sensitive information of NPSEs that are included in a FTD performance audit?

<sup>29</sup> section 38(1), GSA Act; cf section 425(1), LG Act

<sup>30</sup> section 38, GSA Act

<sup>31</sup> section 425, LG Act

<sup>32</sup> sections 62 & 64, *Audit Act 1994* (Vic)

<sup>33</sup> section 30A, *Audit Act 2008* (Tas)

# The Considerations: what concerns have been raised in introducing ‘Follow the Dollar’ reform?

In other Australian jurisdictions and in previous FTD reform discussions in New South Wales, the main concern raised by stakeholders in considering potential impact of FTD powers centred on the potential risk of introducing additional compliance costs to service providers.

It has been suggested that the reform has the potential to discourage service providers from applying for government contracts and ultimately this may impact service delivery for the people of New South Wales.

This section canvasses the costs potentially associated with performance audits and outlines the steps typically involved in the performance audit process. While there is limited information available from other jurisdictions about FTD compliance costs, and no apparent impact on potential service delivery, we invite feedback on this aspect from stakeholders who have experienced FTD audits.

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## 6.1 Compliance costs

NPSEs contracted by the NSW Government to provide services to the people of New South Wales are subject to a range of existing regulatory, funding and reporting oversight mechanisms as part of contractual arrangements.

Feedback received from NSW Government departments in February 2020 indicated that introducing FTD reform could be seen as imposing an additional layer of oversight over NPSEs by the A-G, and so had potential to add an additional cost of compliance on these entities.

The main concern identified in feedback is that the reform would discourage service providers from applying for contracts, because service providers would likely factor in the potential of being subject to a performance audit by the A-G, on top of existing mechanisms in place. If this happened it may limit the number of service providers that bid for government contracts, resulting in decreased competition and innovation in the provision of services. Ultimately this could impact service delivery and outcomes for the people of New South Wales if it eventuated. However, as already noted, the small number of performance audits currently carried out by the A-G, around 20 per year across the entire state and local government sector, should allay concerns of any significant impact for an expansion of performance audits with FTD reform.

We acknowledge that it is important that any proposal to introduce FTD reform in New South Wales considers how to minimise any potential change to costs of service delivery. We note that there is no

substantive evidence that this risk has eventuated<sup>34,35</sup> in the experience of other Australian jurisdictions that have introduced FTD reform. Further engagement will occur with stakeholders in other Australian jurisdictions to understand the regulatory impact of FTD powers on the costs of service delivery.

We note that the administrative costs to the A-G of it undertaking a performance audit are met from the budget of the NSW AO, unlike financial audit costs which are charged to the audited entity. Performance audit costs are not charged to auditees. This cost model will continue to be the case with performance audits that are undertaken using the proposed FTD powers.

#### Discussion Points:



What are your views on how the proposed FTD reform could impact your organisation?



If your organisation is currently delivering services on behalf of government, would you change any part of your operations if it might be subject to a performance audit?



Are there any strategies, in addition to the negotiation of contract terms, that could be employed to reduce potential compliance costs for the audited entity?

## 6.2 Performance Audits in NSW: legal and policy requirements

The GSA Act sets out the A-G's functions, mandate and powers to conduct performance audits of the activities of NSW government entities and access required entity information. The LG Act sets out similar provisions for the conduct of performance audits of council activities. The GSA Act also requires the A-G to have regard to accounting and professional standards and practices, and to comply with any relevant requirements imposed by law. As stated in the NSW AO's *Performance Audit Guide for Audited Entities*<sup>36</sup>, the NSW AO's performance audit methodology is designed to satisfy Australian Audit Standard ASAE 3500 Performance Engagements.

The performance audits are also governed by the policies developed by the NSW AO. Compliance with these policies is mandatory for all NSW AO staff when conducting performance audits. These policies cover various aspects of how performance audits are undertaken, including the engagement approach with the audited entity, maintaining the confidentiality of the audited entity's information which is required by legislation, quality assurance framework to ensure timely, accurate and relevant audits, performed independently in accordance with the A-G's mandate and preparation of the A-G's reports to the NSW Parliament.

<sup>34</sup> Public Accounts Committee, *Efficiency and Effectiveness of the Audit Office of New South Wales*, September 2013 <https://www.parliament.nsw.gov.au/ladocs/inquiries/1995/Efficiency%20and%20effectiveness%20of%20the%20Audit%20Office%20o.pdf>

<sup>35</sup> Public Accounts and Estimates Committee, *Report on the Inquiry into Victoria's Audit Act 1994*, October 2010 p.98 [https://www.parliament.vic.gov.au/images/stories/committees/paec/audit\\_act\\_1994/final\\_report/101\\_Report.pdf](https://www.parliament.vic.gov.au/images/stories/committees/paec/audit_act_1994/final_report/101_Report.pdf)

<sup>36</sup> NSW AO, July 2021

<https://www.audit.nsw.gov.au/sites/default/files/documents/Performance%20audit%20guide%20for%20audit%20agencies%20-%20current%20version.PDF>

## 6.3 Performance audit process

In the 2020-21 financial year, the A-G completed 18 performance audits under its mandate, which currently includes NSW government agencies and local government in NSW. The average cost to the NSW AO of a performance audit in that year was \$400,000 [audited entities do not pay for a performance audit], with a performance audit taking on average 4-12 months from planning to tabling the report, including up to one month engaging with auditee/s.

### Selecting performance audits

The A-G has complete discretion over the nature, scope and number of performance audits undertaken. Currently the NSW AO undertakes around 20 performance audits each year. Information about how the A-G developed her performance audit program in 2020-21 is published in the NSW AO Annual work program 2020-21.

FTD performance audits would be selected under the same parameters as the existing performance audit program, noting that these parameters are established at the discretion of the A-G and are subject to change. It is expected that the NSW AO would fund performance audits under FTD powers from within its existing budget allocation given that FTD performance audits are not a new workstream. Variations to expected performance audit work program and budget would be dealt with under existing processes.

### Stages of a performance audit

Performance audits are conducted in three main stages: **planning, conduct and reporting**<sup>37</sup>. According to the *Performance Audit Guide for Audited Entities*<sup>38</sup> the time to complete a performance audit generally ranges from 4 to 12 months depending on the complexity of the audit and the number of entities involved.

#### Stage 1: Planning

The planning stage has the following three main steps:

- **Commencement letters:** Once a performance audit has commenced, letters are issued to the head of the audited entity and responsible Minister/s, which includes an indication of the issues that the audit may examine. The audit team then engages with the audited entity to develop an understanding of the entity and activities relevant to the performance audit.
- **Performance audit scope and focus:** The audit team develops the potential performance audit scope and focus, including objective of the performance audit and potential criteria for the performance audit. This draft performance audit scope and criteria are then discussed with entity liaison officers. The final scope is then determined, and approved, by the A-G.
- **Performance audit plan and engagement letter:** The performance audit plan is also developed by the audit team in consultation with entity liaison officers, and this plan includes performance audit procedures, approach, schedule and a synopsis of the information that will be sought from the audited entity during the audit. Once finalised, the performance audit plan and performance audit engagement letter are issued to the head of each audited entity.

<sup>37</sup> NSW Auditor-General's Report to Parliament | Grants to non-government schools | Appendix four – Performance auditing

<sup>38</sup> NSW AO, July 2021

<https://www.audit.nsw.gov.au/sites/default/files/documents/Performance%20audit%20guide%20for%20audit%20agencies%20-%20current%20version.PDF>

## Stage 2: Conduct

This stage has two key steps.

- **Evidence gathering:** Evidence is collected and analysed against the performance audit criteria. This may also include analysis of documents and interviews with audited entity staff.
- **Preliminary findings:** Preliminary findings against the performance audit criteria are discussed with the audited entity. The audit team may also request additional evidence if needed.

## Stage 3: Reporting

As part of the reporting stage, a draft report and final report are prepared:

- **Draft report:** The audit team prepares a draft report and meets with the audited entity to discuss their feedback. This meeting provides the audited entity with a further opportunity to identify errors of fact or interpretation and provide additional evidence. Amendments to the report can be made at this stage. Entities are given up to four weeks to supply written feedback and additional evidence.

During this stage, the audit team will also discuss its potential recommendations with the audited entity, including recommendations to improve accountability and performance. The head of audited entity can meet with the A-G to discuss the draft report and recommendations prior to finalisation of the audit report.

- **Final report:** The final report, which includes final observations and recommendations to improve accountability and performance, is issued by the A-G to the head of each audited entity, the responsible Minister/s and the Treasurer as required by the GSA Act<sup>39</sup>. The head of the audited entity is invited to provide a formal written response to the audit report. The final report, along with the formal response from the head of the audited entity, is presented to the NSW Parliament and published on the NSW AO website.

## What happens after a performance audit is completed?

**Audited entity's role:** After the report is presented to the NSW Parliament, it is usual for the audited government entity's audit committee to monitor progress of the implementation of the report's recommendations.

**Parliament's Public Accounts Committee's role:** In addition to the government entity's audit committee, it is the practice of the Parliament's Public Accounts Committee to conduct reviews or hold inquiries into matters raised in selected performance audit reports. Any reviews or inquiries are usually held 12 months after the report is received by the NSW Parliament. These reports are available on the NSW Parliament website<sup>40</sup>.

<sup>39</sup> The equivalent parties for local government are the Councils concerned, the Departmental Chief Executive (Secretary of the Department of Planning and Environment) and the Minister for Local Government. [section 421B(4), LG Act]

<sup>40</sup> Public Accounts Committee, Quadrennial Review of the Audit Office 2017, February 2018, p.11

**Discussion points:**

As a NPSE, are there any steps in the performance audit process outlined here that you would be concerned about or that are unclear?



Based on any experience you have had in other Australian jurisdictions, what are the impacts, costs and benefits of FTD reform implemented in those other jurisdictions?



Are there any other concerns you have about FTD?

## Appendix: Other Australian jurisdictions FTD powers

Table: Follow the Dollar reform in other Australian jurisdictions

| Jurisdiction | Year FTD reform introduced | Approach to implementing FTD reform in other Australian jurisdictions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Examples of FTD performance audits                                                                                                                                                                      |
|--------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Victoria     | 2016                       | <p>The amendment to sections 15(2) and (3) of the <i>Audit Act 1994</i> (Vic) expanded the Auditor-General's performance audit mandate by giving it explicit powers to determine whether the financial benefit or property given to an associated entity by a public body has been used effectively, economically and efficiently.:</p> <p><b>15 Additional scope of performance audits in relation to the use of a financial benefit or property</b></p> <p>(1) The Auditor-General may conduct any performance audit the Auditor-General considers necessary to determine whether a financial benefit or property specified in subsection (2) has been used effectively, economically and efficiently for the particular purpose for which it was given.</p> <p>(2) For the purposes of subsection (1), the following are specified —</p> <p>(a) a financial benefit given to an associated entity by a public body for a particular purpose;</p> <p>(b) a financial benefit given to an entity (that is not a public body) by a public body for a particular purpose and the financial benefit is not given on commercial terms;</p> <p>(c) property given to an associated entity by a public body for a particular purpose;</p> <p>(d) property given to an entity (that is not a public body) by a public body for a particular purpose and the property is not given on commercial terms;</p> <p>(e) property of an associated entity and where a public body provides a financial benefit for a particular purpose in relation to that property;</p> <p>(f) property of an associated entity in which a public body holds a security interest for a particular purpose.</p> <p>(3) A performance audit under this section is limited to considering the objectives and particular issues (if any) specified in— (a) the final specification; or (b) if the final specification is amended, the amended specification.</p> <p><b>associated entity</b> means any person or body that provides services or performs functions for, or on behalf of, a public body, or on behalf of the State, for which a public body is responsible, and without limiting the generality of this definition includes—</p> | <ul style="list-style-type: none"> <li>• <a href="#">Effectiveness of the Navigator Program</a> (March 2022)</li> <li>• <a href="#">Grants to the Migrant Workers Centre</a> (February 2021)</li> </ul> |

(a) a contracted service provider or sub-contractor of the public body; (b) an agent or delegate of the public body; (c) the holder of a concession granted by the public body; (d) a trustee of the public body; (e) a person or body that has entered into— (i) a partnership; or (ii) an arrangement for sharing of profits; or (iii) a union of interest; or (iv) a co-operative arrangement; or (v) a joint venture; or (vi) a reciprocal concession— with the public body; (f) a third party contractor;

|                              |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                         |
|------------------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Australian Capital Territory | 2013 | <p>The Auditor-General Act 1996 (ACT) was amended to include a new Division 3.5 Audit of non-public sector entities, which provides for the audit of non-government entities in certain circumstances so the Auditor-General can audit government-funded activities:</p> <p><b>13C Minister or relevant Assembly committee may request audit of non-public sector entity</b></p> <p>(2) The Minister or the relevant Assembly committee may ask the auditor general to conduct a performance audit of the non-public sector entity in relation to the property provided by the public sector entity.</p> <p><b>13D Non-public sector entity audits—initiated by auditor general</b></p> <p>(2) The auditor-general may at any time, on the auditor-general's own initiative, conduct a performance audit of the non-public sector entity in relation to the property provided by the public sector entity if satisfied of the matters mentioned in section 13C (3) (a) to (c).</p> <p><b>non-public sector entity means an entity that is not a public sector entity.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• <a href="#">Court transport unit vehicle – Romeo 5</a> (March 2021)</li> </ul> |
| Northern Territory           | 2012 | <p>The amendment of section 15 of the Audit Act 1995 (NT) enables the Auditor-General to conduct an audit of performance management systems of an agency or other organisation to investigate the use of public moneys paid by an agency to the organisation. The objective of this audit is to determine whether the agency's or organisation's objectives are being achieved economically, efficiently and effectively.</p> <p><b>15 Audit of performance management systems</b></p> <p>(1) The Auditor-General may conduct an audit of performance management systems of any Agency or other organisation in respect of the accounts of which the Auditor-General is required or permitted by a law of the Territory to conduct an audit.</p> <p>(1A) Despite subsection (1), the Auditor-General must conduct an audit of the performance management systems of an organisation to the extent necessary to investigate the use of public moneys paid by an Agency to the organisation if the Minister: (a) believes the payment is made for delivering projects, or undertaking significant service provision activities, that could be delivered or undertaken by the Agency; and (b) directs the Auditor-General to audit the performance management systems of the organisation to investigate the use of the public moneys.</p> <p>(2) An audit under this section may be conducted as a separate audit or as part of another audit (including an audit of another Agency or organisation under this section).</p> | <ul style="list-style-type: none"> <li>• <a href="#">NT Worksafe</a> (March 2022)</li> </ul>                            |

(3) The object of an audit conducted under this section includes determining whether the performance management systems of the Agency or organisation in respect of which the audit is being conducted enable the Agency or organisation to assess whether its objectives are being achieved economically, efficiently and effectively.

**organisation** includes a body but does not include a Territory controlled entity

|              |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                    |
|--------------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Commonwealth | 2011 | <p>The inclusion of section 18B of the Auditor-General Act 1997 (Cth), resulted in the broadening of the scope of the Auditor-General's mandate to include follow the dollar powers. These powers enable the A-G to conduct performance audits of 'Commonwealth partner's and address the gaps in accountability.</p> <p><b>18B Commonwealth partners</b></p> <p>(1) The Auditor -General may conduct a performance audit of a Commonwealth partner:</p> <p>(a) if the partner is, is part of, or is controlled by, the Government of a State or Territory—at the request of the responsible Minister or the Joint Committee of Public Accounts and Audit; or</p> <p>(b) otherwise—at any time.</p> <p>(2) A person or body is a <b>Commonwealth partner</b> if:</p> <p>(a) the Commonwealth provides money for a particular purpose (the Commonwealth purpose); and</p> <p>(b) the person or body receives some or all of the money, whether directly or indirectly, because the person or body:</p> <p>(i) agrees to use the money in achieving the Commonwealth purpose; or</p> <p>(ii) has entered into a contract that relates to the Commonwealth purpose; and</p> <p>(c) an audit of the person or body could not be conducted under another section of this Division.</p> | <ul style="list-style-type: none"> <li>• <a href="#">Jobactive – Integrity of payments to employment service providers</a> (June 2022)</li> <li>• <a href="#">Operation of Grants Hubs</a> (March 2022)</li> </ul> |
| Queensland   | 2011 | <p>The inclusion of a new provision in the Auditor-General Act 2009 (Qld), section 36A, extended the mandate of the Auditor-General to include the ability to conduct an audit of a matter relating to property to determine whether it has been applied economically, efficiently and effectively by the non-public sector entity:</p> <p><b>36A Auditor-general may conduct audit of matters</b></p> <p>(1) The auditor-general may conduct an audit of a matter relating to property that is, or was, held or received by a public sector entity and given to a non-public sector entity.</p> <p>(2) The object of conducting the audit includes deciding whether the property has been applied economically, efficiently and effectively for the purposes for which it was given to the non-public sector entity.</p> <p><b>non-public sector entity</b> means an entity that is not a public sector entity.</p>                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• <a href="#">Early childhood education</a> (June 2016)</li> <li>• <a href="#">Management of privately operated prisons</a> (February 2016)</li> </ul>                      |
| Tasmania     | 2008 | <p>The inclusion of section 23 of the Audit Act 2008 provides a mandate for the Auditor-General to investigate any matter relating to public money or property, including performance audits. This</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Support Measures – Small Business Hardship</a></li> </ul>                                                                                            |

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                            |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      | <p>includes access to financial records of an entity, public or private. The “follow the dollar” mandate aims to ensure accountability for good and efficient usage of all public sector resources.</p> <p><b>23. Examinations and investigations</b><br/>         (1) The Auditor-General may at any time carry out an examination or investigation for one or more of the following purposes:<br/>         (a) examining the accounting and financial management information systems of the Treasurer, a State entity or a subsidiary of a State entity to determine their effectiveness in achieving or monitoring program results;<br/>         (b) investigating any matter relating to the accounts of the Treasurer, a State entity or a subsidiary of a State entity;<br/>         (ba) . . . . .<br/>         (c) <b>investigating any matter relating to public money or other money, or to public property or other property;</b><br/>         (d) examining the compliance of a State entity or a subsidiary of a State entity with written laws or its own internal policies;<br/>         (e) examining the efficiency, effectiveness and economy of a State entity, a number of State entities, a part of a State entity or a subsidiary of a State entity;<br/>         (f) <b>examining the efficiency, effectiveness and economy with which a related entity of a State entity performs functions –</b><br/>             (i) <b>on behalf of the State entity; or</b><br/>             (ii) <b>in partnership or jointly with the State entity; or</b><br/>             (iii) <b>as the delegate or agent of the State entity;</b></p> | <p><u>Grant Program</u><br/>(February 2021)</p>                                                                                                            |
| South Australia 2007 | <p>The amendment to section 32 of the <i>Public Finance and Audit Act 1987</i> (SA) broadened the scope of the Auditor-General’s mandate to include the ability to examine whether the activities and projects of publicly funded bodies were efficient and economical.</p> <p><b>32—Audit etc of publicly funded bodies and projects and local government indemnity schemes</b><br/>         (1) The Auditor-General may—<br/>         (a) audit the accounts of a publicly funded body and the controls exercised by a publicly funded body in relation to the receipt, expenditure and investment of money, the acquisition and disposal of property and the incurring of liabilities; or<br/>         (b) examine or review the accounts of a publicly funded body; or<br/>         (c) review the efficiency, economy and effectiveness of the activities of a publicly funded body; or<br/>         (d) examine or review accounts relating to a publicly funded project and review the efficiency, economy and effectiveness of the project; or<br/>         (e) examine or review accounts relating to a local government indemnity scheme and review the efficiency, economy and effectiveness of the scheme.<br/>         (1a) An audit, review or examination may be made under this section even though the body, project or scheme to which the audit, review or examination relates has ceased to exist.</p>                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• <u>Examination of the management of road asset maintenance – City of Salisbury</u><br/>(November 2020)</li> </ul> |

(1b) The Auditor-General must conduct an audit, review or examination under subsection (1) if requested to do so by the Treasurer or the Independent Commission Against Corruption.

(1c) A person to whom information or a document is provided by the Auditor-General or an authorised officer in connection with an audit, review or examination under this section must not disclose the information or document except as authorised under subsection (1d). Maximum penalty: \$5 000 or imprisonment for 2 years.

**publicly funded body means —**

(a) a council constituted under the Local Government Act 1999 or a subsidiary of such a council; or

(b) any other body or person that carries out functions that are of public benefit and that has received money from the State by way of grant or loan

|                   |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                          |
|-------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Western Australia | 2006 | <p>The inclusion of section 17 in the Auditor General Act 2006 (WA) expanded the Auditor-General's mandate to audit department and statutory authorities' functions to include 'related entities' and evaluate the way in which government funds are spent by organisations, such as non-government organisations or partner organisations.</p> <p><b>17. Audits of accounts of related entities</b></p> <p>(1) If an agency performs any of its functions in one or more of the following ways —</p> <p>(a) in partnership or jointly with another person or body;</p> <p>(b) through the instrumentality of another person or body;</p> <p>(c) by means of a trust,</p> <p>the accountable authority of the agency must give written notice of that fact to the Auditor General, and the person, body or trust is referred to as a related entity of the agency.</p> <p>(2) The Auditor General may audit the accounts and financial statements of a related entity of an agency to the extent that they relate to functions that are being performed by the related entity—</p> <p>(a) on behalf of the agency; or</p> <p>(b) in partnership or jointly with the agency; or</p> <p>(c) as the delegate or agent of the agency.</p> | <ul style="list-style-type: none"> <li>• <a href="#">Delivering Western Australia's Ambulance Services – Follow-up Audit</a> (July 2019)</li> <li>• <a href="#">WA Schools Public Private Partnership Project</a> (June 2018)</li> </ul> |
|-------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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NSW Treasury

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52 Martin Place  
Sydney NSW 2000

W: [treasury.nsw.gov.au](http://treasury.nsw.gov.au)

GPO Box 5469  
Sydney NSW 2001

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The Hon. Sam Faraway MLC  
Minister for Regional Transport and Roads

Ref: BN22/00611

Mr Michael Colereavy  
Administrator  
Balranald Shire Council  
PO Box 120  
BALRANALD NSW 2715  
Email: council@balranald.nsw.gov.au

Dear Mr Colereavy

I am pleased to announce applications for Round 6 of the Fixing Country Roads (FCR) Program open on Monday, 22 August 2022.

As you are aware, FCR is a \$543 million program that provides infrastructure funding for regional freight projects with the aim of unlocking the economic potential of regional NSW. The program funds upgrades of local and regional roads and bridges, bridge and route load assessments, and upgrades to or building of new truck wash facilities to assist the movement of freight through regional centres and across the State.

I encourage eligible councils and Local Government bodies to submit applications for projects that will improve freight efficiency, productivity and safety in rural and regional NSW.

The application process is competitive. As a Restart NSW program, successful projects must demonstrate improvements to the State's economic growth and productivity. Applications will need to explain how the project meets the statutory purpose of the Restart NSW Fund, as well as deliver value for money relative to the project's cost and benefits for regional freight.

The NSW Government is focusing on getting freight projects funded so the benefits to our regional communities, primary producers and our freight industry are realised as soon as possible.

Applications are open until **5pm, Friday 14 October 2022**. For links to available resources, including the Program Guidelines and eligibility criteria, please visit the program webpage at [nswroads.work/fixingcountryroads](https://nswroads.work/fixingcountryroads).

Yours sincerely

A handwritten signature in blue ink, appearing to read 'S Faraway'.

22/8/22

The Hon. Sam Faraway MLC  
Minister for Regional Transport and Roads



26 August 2022

Mayor  
Balranald Shire Council

By email: [council@balranald.nsw.gov.au](mailto:council@balranald.nsw.gov.au)

Dear Cllr,

After a 42-year career working in the public service across Queensland, Northern Territory and NSW, Gary Barnes, the inaugural Secretary of the Department of Regional NSW announced his retirement recently.

They are big shoes to fill, but I have been appointed as Acting Secretary in his place.

Gary has been an inspiring leader and champion for regional NSW, and many of us have learnt a lot from him. He often demonstrated the importance of working as real partners to get things done. His teachings are invaluable to me and my leadership team as we continue Gary's model of working alongside local government to achieve great things for our regional communities.

I come from Condobolin in the state's Central West, and I know how life changing investment in regional economies can be, and how proper stewardship of our natural endowments helps communities like ours grow and thrive.

There are also big challenges ahead for us and our regional communities. The past few years have been tough, and the near future will also be demanding. However, together we have supported the regions during some of the most difficult years in living memory and I am confident we can keep delivering for our regional communities, whatever comes next, by listening to regional leaders, supporting good ideas, brokering solutions and being a partner and ally to local government.

While I act in the role of DRNSW Secretary, James Bolton will replace me as Deputy Secretary, Regional Precincts. James will carry forward the important work on our Special Activation Precincts, Regional Jobs Precincts, Regional Digital Connectivity program and Regional Economic Development.

There is a lot to learn about the Department and about all the wonderful regional communities that we serve. I look forward to getting out and about and meeting with as many of you as possible during my tenure as Secretary. Please feel free to reach out to me if you have any questions or concerns on [rebecca.fox@regional.nsw.gov.au](mailto:rebecca.fox@regional.nsw.gov.au) or 0466 466 178.

The Department of Regional NSW remains committed to working with and supporting you to ensure your community continues to be an attractive place to live, work, play, and invest now and into the future.

Sincerely

A handwritten signature in black ink, appearing to read "R Fox".

**Rebecca Fox**  
Acting Secretary  
Department of Regional NSW

**BROKEN HILL**  
CITY COUNCIL

# Office of the Mayor

Quote No L22/1768 - 12/29  
TK:LB

Telephone / Personal Enquiries  
Ask for Mayor Tom Kennedy

Please address all communications to:  
Broken Hill City Council  
The Office of the Mayor  
240 Blende Street  
PO Box 448  
Broken Hill NSW 2880  
Phone 08 8080 3390  
council@brokenhill.nsw.gov.au  
www.brokenhill.nsw.gov.au

ABN 84 873 116 132

31 September 2022

To the Mayor/Administrator

Dear Mayor/Administrator

## Broken Hill City Council's Possible Withdrawal from the NSW Local Government Association

Council at its meeting held 27 July 2022 considered a Notice of Motion 2/22 – Broken Hill City Council's Withdrawal from the NSW Local Government Association and resolved:

**ITEM 2 - MOTIONS OF WHICH NOTICE HAS BEEN GIVEN NO. 2/22 - DATED JULY 08, 2022 - BROKEN HILL CITY COUNCIL'S WITHDRAWAL FROM THE NSW LOCAL GOVERNMENT ASSOCIATION** D22/35718

Councillor Turley declared an interest in item 2 and left the Council Chambers at 6:52pm.

Motion

Councillor A Chandler move )  
Deputy Mayor J Hickey seconded )

1. That Motions of Which Notice has been Given No. 2/22 dated July 8, 2022, be received.
2. That Broken Hill City Council withdraws from the NSW Local Government Association.

Amendment

Councillor M Browne moved

That any discussion be deferred pending a report from the GM on the cost benefit analysis of current membership of LGNSW and the implications for Council if our membership is withdrawn.

LAPSED  
For want of a Seconder

The Mayor foreshadowed a motion if the motion before Council is lost.

AUSTRALIA'S FIRST HERITAGE LISTED CITY

L22/1768 – 12/29  
TK:LB

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|                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Motion</u></p> <p>Councillor A Chandler moved )<br/>Deputy Mayor J Hickey seconded )</p>                                                                                                                                                                                                            | <ol style="list-style-type: none"> <li>1. That Motions of Which Notice has been Given No. 2/22 dated July 8, 2022, be received.</li> <li>2. That Broken Hill City Council withdraws from the NSW Local Government Association.</li> </ol> <p style="text-align: right;">LOST</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>FOR: Deputy Mayor Jim Hickey, Councillors Alan Chandler and Ron Page</p> <p>AGAINST: Mayor Tom Kennedy, Councillors Michael Boland, Marion Browne and Hayley Jewitt</p> <p>ABSENT: Councillor Darriea Turley (conflict of interest), Councillors Bob Algate and David Gallagher (leave of absence)</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>RESOLUTION</b></p> <p><u>Minute No. 46899</u></p> <p>Mayor T Kennedy moved )<br/>Councillor M Boland seconded )</p>                                                                                                                                                                                 | <p><u>Resolved</u></p> <ol style="list-style-type: none"> <li>1. That Motions of Which Notice has been Given No. 2/22 dated July 8, 2022, be received.</li> <li>2. That correspondence be sent to LGNSW and all member Councils highlighting the discussions and vote to withdraw our membership from the LGNSW.</li> <li>3. That the correspondence includes a request that the LGNSW acknowledge and pledge to address the current voting system that leans towards inner city councils having all say over the policy direction that in many cases has a severe negative impact on regional and remote councils.</li> <li>4. That Broken Hill City Council readdress and vote on the continued membership of LGNSW at the November meeting of Council.</li> </ol> <p style="text-align: right;">CARRIED</p> |
| <p>FOR: Mayor Tom Kennedy, Deputy Mayor Jim Hickey, Councillors Michael Boland, Alan Chandler, Hayley Jewitt and Ron Page</p> <p>AGAINST: Marion Browne</p> <p>ABSENT: Councillor Darriea Turley (conflict of interest), Councillors Bob Algate and David Gallagher (leave of absence)</p>                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

L22/1768 – 12/29  
TK:LB

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Discussion

Discussion from Councillors centred around the cost to be a member of LGNSW and the benefits and alignment that the lobby group has with regional Councils in NSW. Specifically relating the Developer and Real Estate Motion of the February Conference and the most recent experience at the Australian Local Government Associations Annual Conference.

The motion to support the ban of real estate agents from being Councillors within NSW, does not support the best interests of all Councils within NSW and highlights the favouritism given to those in Inner Sydney and metropolitan Councils.

The role real estate agents play within a metropolitan and regional Community can be subjectively different with regional real estate agents usually being well embedded in the local community, providing facilitation for community representation and communication, participating and enabling community events and sponsorship as well as being a large employment provider. The proposed ban on Real Estate Agents and their close associates would eliminate a number of representatives from running and representing their communities in small regional centres.

In addition, at the recent ALGA conference over 50 motions were submitted for the agenda. Unfortunately, as there were so many motions submitted time did not allow for all of the motions to be heard, therefore, the remaining motions were not heard and were deferred to be considered only by the ALGA Committee.

On the surface it appears that regional councils and metropolitan councils are not aligned with their views on policy advocacy and platforms and unfortunately it is currently being presented that the policy views of metropolitan council's outweigh the views of regional councils.

It is however acknowledged, that recent correspondence from ALGA dated 24 August 2022, have stated that they have recognised this failing and have allocated further time for next years conference. I believe this is a result of the strong stance taken by many regional Council's at this years conference, that this was not acceptable given the hearing and debating of motions is the conference's primary purpose and the cost of travel for regional and rural Council's is significantly higher and more burdensome than our metropolitan counterparts.

Broken Hill City Council have resolved to put LGNSW on notice and to reconsider its membership at its November 2022 Council Meeting, following the October Annual Conference and the resulting support given to regional Councils.

Yours faithfully



TOM KENNEDY  
MAYOR



**9.4 OUTSTANDING ACTIONS**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.70540</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 - september 2022 [↓](#)

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Officer/Director                 | Section                                            | Subject                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------|--------------------------------------------------|
| Council 10/19/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Beauliv, Hodi<br>Batchelor, John | Part B - Corporate & Community<br>Services Reports | Bidgee Haven Retirement Hostel Expansion Project |
| <b>RESOLUTION 2021/186</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                  |                                                    |                                                  |
| Moved: Administrator Mike Colreavy                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                  |                                                    |                                                  |
| 1. Noting that:                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                  |                                                    |                                                  |
| a) The Ministerial Performance Improvement Order imposed on Council in 2017 envisages Council following a path to financial sustainability;                                                                                                                                                                                                                                                                                                                                        |                                  |                                                    |                                                  |
| b) Requirement No 16 of the Performance Improvement Order Action Plan 2018 originally required Council to consider divesting the management and possibly ownership of the Bidgee Haven Hostel to ensure losses do not impact on Council's limited budget and risks to Council are minimized. Although consideration was given by Council in September 2017 to various alternate management arrangements, in-house management arrangements for the Hostel have continued up to now; |                                  |                                                    |                                                  |
| c) Until today's report, the Administrator's requests to successive General Managers to demonstrate categorically that the proposed Bidgee Haven Hostel extension project can be delivered within the funding approved by the Commonwealth Government and Council have not received a positive answer;                                                                                                                                                                             |                                  |                                                    |                                                  |
| d) Under Council in-house management:                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                  |                                                    |                                                  |
| (i) Bidgee Haven Hostel operates at a loss when all operating expenses (including depreciation) and capital costs are factored in; and                                                                                                                                                                                                                                                                                                                                             |                                  |                                                    |                                                  |
| (ii) financial viability of the expanded Hostel will, at best, only be marginal and permanently reliant on continuing occupancy rates around 90%, - at worst the Hostel will not be financially viable;                                                                                                                                                                                                                                                                            |                                  |                                                    |                                                  |
| e) Council's governance framework is already overstretched, and it lacks the kind of project management expertise required to deliver this project successfully, as is readily apparent from the report on the Better Practice Review in today's Council Meeting Agenda and other information under consideration by Council's Audit Risk & Improvement Committee;                                                                                                                 |                                  |                                                    |                                                  |
| f) Council's current and predicted long-term financial position is not sufficiently robust to assume the risks associated with expanding and operating the Bidgee Haven Hostel complex in-house;                                                                                                                                                                                                                                                                                   |                                  |                                                    |                                                  |
| g) Other crucial Council services, particularly roads, are already overstretched and cannot absorb further losses if they are incurred by the Bidgee Haven Hostel;                                                                                                                                                                                                                                                                                                                 |                                  |                                                    |                                                  |
| h) The expansion of Bidgee Haven Hostel could eventually proceed, in line with community expectations, but under the ownership/stewardship of a specialist operator with demonstrated capability in efficiently operating similar facilities elsewhere, and Council can act immediately to seek a suitable purchaser;                                                                                                                                                              |                                  |                                                    |                                                  |

- i) A proposed sale will be more attractive to a specialist operator if there is an opportunity to modify the project design to satisfy their operational requirements prior to the construction phase;
  - j) The recommendation of the Ageing Well, Aged-Care & Facilities Advisory Committee to proceed with the build immediately, while simultaneously investigating the possibility of negotiating a sale of the Hostel complex, is a clear indication that community sentiment supports the Bidgee Haven Hostel's expansion proceeding;
  - k) The recommendation of the responsible Director and the Acting General Manager is not to proceed with the tendering and construction of the 15-bed extension, and instead to call for expressions of interest for the potential sale of the Hostel complex and seek advice as to the transfer of grant funding to a future Hostel operator; and
  - l) The two recommendations referred to in (j) and (k) above are incompatible – they cannot coexist and it would be financially irresponsible for Council not to follow Management's recommendation in this case.
2. That tendering and construction of the 15-bed extension be placed on hold, at this stage.
  3. That advice be sought from the funding body about the potential to transfer the approved grant funding to a future hostel operator.
  4. That expressions of interest be called for the sale of the Bidgee Haven Hostel complex to an experienced, specialist aged-care operator.
  5. That the pre-construction design and planning work, and preparation of tender documents currently underway, be finalised by Council for inclusion with the sale of the complex.
  6. That Council receives and notes the Minutes of the Ageing Well, Aged Care and Facilities Advisory Committee (AWACAFAC) meeting held on 14 October 2021.

**CARRIED**

*13 Dec 2021 - 3:56 PM - Carol Holmes*

Revised Target Date changed by: Holmes, Carol From: 16 Nov 2021 To: 15 Feb 2022

Reason: Placed on hold - report back to Ordinary Council Meeting in February 2022

*11 Mar 2022 - 2:55 PM - Carol Holmes*

Revised Target Date changed by: Holmes, Carol From: 15 Feb 2022 To: 31 May 2022

Reason: This item remains on hold whilst financial/organisation reviews are undertaken

*5 Apr 2022 - 3:37 PM - Carol Holmes*

Revised Target Date changed by: Holmes, Carol From: 31 May 2022 To: 30 Jun 2022

Reason: Grant funding applied for to undertake Business & Financial assessment

*10 Aug 2022 - 10:45 AM - Carol Holmes*

Revised Target Date changed by: Holmes, Carol From: 30 Jun 2022 To: 30 Dec 2022

Reason: Grant applied for was successful to undertake a business and financial assessment

| Meeting                                                                                                                                                                                                                                                                                                                                                                        | Officer/Director                    | Section | Subject                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------|---------------------------------------------------------------------|
| Hostel Committee 2/15/2022                                                                                                                                                                                                                                                                                                                                                     | Hammet, Sheridan<br>Batchelor, John | Reports | BIDGEE HAVEN INDEPENDENT LIVING UNITS FOR TRANSITIONING INTO HOSTEL |
| <b>COMMITTEE RECOMMENDATION</b><br>Moved: Member Hodi Beauliv<br>Seconded: Member Glenn Wilcox<br>That <ul style="list-style-type: none"> <li>the report be received and noted</li> <li>the committee seek legal advice on the information package regarding the units</li> <li>the committee clarifies the purpose of the units in the revised information package</li> </ul> |                                     |         |                                                                     |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Officer/Director                 | Section                                            | Subject                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------|----------------------------------------------------------|
| Council 12/17/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Beauliv, Hodi<br>Batchelor, John | Part A - Corporate & Community<br>Services Reports | LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM PHASE 3 |
| <b>RESOLUTION 2021/221</b><br>Moved: Administrator Mike Colreavy<br>That Council approve the list of projects for funding under Phase 3 of the Local Roads and Community Infrastructure Program <ol style="list-style-type: none"> <li>Euston Multi-Court Conversion and Shade Estimated Cost: \$250,000</li> <li>Tennis Club Lights Estimated Cost - \$150,000</li> <li>Balranald Cricket Club Nets Estimated Cost - \$40,000</li> <li>Road upgrades – All remaining funds and under expenditure will be put towards local and regional road upgrades – Estimated Cost - \$1,225,842</li> </ol> <div style="text-align: right;"><b>CARRIED</b></div> |                                  |                                                    |                                                          |
| 25 Jul 2022 - 4:39 PM - Carol Holmes<br>Revised Target Date changed by: Holmes, Carol From: 14 Jan 2022 To: 14 Jan 2022<br>Reason: In progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                  |                                                    |                                                          |

| Meeting                                                                  | Officer/Director             | Section                            | Subject                              |
|--------------------------------------------------------------------------|------------------------------|------------------------------------|--------------------------------------|
| Council 6/28/2022                                                        | Sowiak, Jeff<br>Sowiak, Jeff | Part A - General Manager's Reports | Balranald Visitor Centre Alterations |
| <b>RESOLUTION 2022/115</b><br>Moved: Administrator Mike Colreavy<br>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

**CARRIED**

25 Jul 2022 - 4:47 PM - Carol Holmes

Revised Target Date changed by: Holmes, Carol From: 26 Jul 2022 To: 30 Aug 2022

Reason: Funding from FWJO confirmed - Draft Plans with Architect for tender and DA documentation

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Officer/Director              | Section                                          | Subject                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------|------------------------------------------------------------------|
| Council 7/26/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Mitchell, Ray<br>Jones, Kerry | Part A - Infrastructure & Development<br>Reports | BALRANALD LOCAL ENVIRONMENTAL PLAN 2010 – HOUSEKEEPING AMENDMENT |
| <b>RESOLUTION 2022/135</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |                                                  |                                                                  |
| Moved: Administrator Mike Colreavy                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                                                  |                                                                  |
| That Council:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               |                                                  |                                                                  |
| <ol style="list-style-type: none"> <li>1. Supports the Planning Proposal – Balranald LEP Housekeeping Amendment to amend the <i>Balranald Local Environmental Plan 2010</i>.</li> <li>2. Submit the Planning Proposal to the NSW Department of Planning and Environment for Gateway Determination seeking public exhibition of the proposed amendments.</li> <li>3. Receive a further report after the public exhibition period addressing any submissions made in respect of the Planning Proposal.</li> </ol> |                               |                                                  |                                                                  |
| <b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                               |                                                  |                                                                  |

| Meeting                                                                                                                                                                                              | Officer/Director             | Section | Subject                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------|---------------------------------|
| Works Committee 7/1/2022                                                                                                                                                                             | Jones, Kerry<br>Jones, Kerry | Reports | WASTE MANAGEMENT FEES & CHARGES |
| <b>COMMITTEE RESOLUTION 2022/3</b>                                                                                                                                                                   |                              |         |                                 |
| Moved: Chairperson Mike Colreavy                                                                                                                                                                     |                              |         |                                 |
| That Council resolve to                                                                                                                                                                              |                              |         |                                 |
| <ul style="list-style-type: none"> <li>• Negotiate a 10% commission with the Euston Post Office and the Discovery Centre at Balranald from each Token sold to cover administration costs;</li> </ul> |                              |         |                                 |

- That Council provide 100 tokens to the Local Aboriginal Land Council Office to allow distribution as required;
- That tokens be provided to local service organisations to distribute to residents who may be financially impacted by waste disposal costs;
- Amend its 2022/23 waste management budget to allocated 50% cost of purchase of a suitable 4x4 Rangers (Regulations Officer) vehicle to the Plant Reserve to cover the cost of undertaking illegal waste inspections at Balranald and Euston;
- That 50% of all running expenses for the vehicle including fuel shall be paid from the waste management budget
- That 50% of the Rangers time is allocated to the waste management budget to cover inspections, illegal dumping follow up and travelling; and
- Advertising and implementation of the new fees to be undertaken as soon as possible.

**CARRIED**

10 Aug 2022 - 10:51 AM - Carol Holmes

Revised Target Date changed by: Holmes, Carol From: 8 Jul 2022 To: 30 Aug 2022

Reason: Tip Charges in place, tokens to be distributed

| Meeting                                                                                                                                                                                                                                                                                                     | Officer/Director              | Section | Subject                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------|----------------------------------------------------------------------------|
| Works Committee 7/1/2022                                                                                                                                                                                                                                                                                    | Mitchell, Ray<br>Jones, Kerry | Reports | RFT 21/22-04 Contract for Waste Collection Services for Balranald & Euston |
| <b>6.1 RFT 21/22-04 CONTRACT FOR WASTE COLLECTION SERVICES FOR BALRANALD &amp; EUSTON</b>                                                                                                                                                                                                                   |                               |         |                                                                            |
| <b>COMMITTEE RESOLUTION 2022/5</b>                                                                                                                                                                                                                                                                          |                               |         |                                                                            |
| Moved: Chairperson Mike Colreavy                                                                                                                                                                                                                                                                            |                               |         |                                                                            |
| That Council consider the options as below;                                                                                                                                                                                                                                                                 |                               |         |                                                                            |
| 1. Cancel Tender RFT21/22-04 Contract For Waste Collection Services For Balranald & Euston in accordance with Clause 178 (3)(a) of the Local Government (General) Regulation 2021 due to a lack of a wider interest in the tender process; and/or                                                           |                               |         |                                                                            |
| 2. Authorise the General Manager to enter into negotiations with Balranald Diesel Service in accordance with Clause 178 (3)(e) of the Local Government (General) Regulation 2021 due to their interest in the tender with the requirement that all WH&S and Financial documentation is provided to Council. |                               |         |                                                                            |
| <b>CARRIED</b>                                                                                                                                                                                                                                                                                              |                               |         |                                                                            |

| Meeting | Officer/Director | Section | Subject |
|---------|------------------|---------|---------|
|---------|------------------|---------|---------|

Works Committee 7/1/2022

Jones, Kerry

Reports

RFT 21/22-03 - CONSTRUCTION OF SHOULDER WIDENING OF TAYLOR ROAD AND LESLIE ROAD  
AND PAVEMENT REHABILITATION OF KILPATRICK ROAD EUSTON

Jones, Kerry

**COMMITTEE RESOLUTION 2022/6**

Moved: Chairperson Mike Colreavy

That the Council having twice gone to the market and having received tender prices that are well and above the available funding, decline to accept any of the tenders received pursuant to Clause 178 (1) and to authorise the General Manager to enter into negotiations for undertaking part or so much of the works as the budget would permit in accordance with Section 178(3)(e), with Harril Pty Ltd trading as Coburns Earthmoving, being the company that submitted the lowest conforming tender received.

**CARRIED***10 Aug 2022 - 10:52 AM - Carol Holmes*

Revised Target Date changed by: Holmes, Carol From: 8 Jul 2022 To: 30 Sep 2022

Reason: Variation submitted with Transport NSW

| Meeting                                                                                                                                                      | Officer/Director              | Section                         | Subject                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------------|--------------------------------------------------|
| Council 8/16/2022                                                                                                                                            | Mitchell, Ray<br>Jones, Kerry | Part A - Engineering Department | Draft Theatre Royal Conservation Management Plan |
| <b>RESOLUTION 2022/150</b><br><br>Moved: Administrator Mike Colreavy<br><br>That Council adopt the Draft Conservation Management Plan for the Theatre Royal. |                               |                                 |                                                  |
|                                                                                                                                                              |                               |                                 | <b>CARRIED</b>                                   |

**9.5 PLANNING ADMINISTRATION****File Number:** D22.71552**Reporting Officer:** Ray Mitchell, Health & Development Coordinator  
Nikkita Manning-Rayner, Administration Officer - Health & Development**Responsible Officer:** Jeff Sowiak, General Manager**Operational Plan Objective:** Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment.**OFFICER RECOMMENDATION**

That the report be received and noted.

**PURPOSE OF REPORT**

To advise Council of activities in the Planning area

**REPORT**

The following Notices of Determination, Construction Certificates, Complying Development Certificates, Section 68 Certificates, Subdivision Certificates, Subdivision Works Certificate and / or Occupation Certificates have been issued under delegated authority since the August meeting of Council.

| Application | Owner/Applicant                                             | Locality                                                  | Description                                              |
|-------------|-------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------|
| DA 33/2022  | David Fuller for Gregory & Sally Rae                        | 75 Kyalite Road, Kyalite                                  | Transportable Dwelling & Onsite Sewage Management System |
| DA 39/2022  | S & A Papa Pty Ltd for Sam Papa & Ivybird Pty Ltd           | 45 We Street & 121 Market Street, Balranald               | Office Extensions                                        |
| DA 46/2022  | James Golsworthy for Duxton Vineyards Pty Ltd               | Paiko Vineyard, 1029 Tillara Road, Balranald              | Irrigation Pump Station Augmentation                     |
| DA 01/2023  | Lachlan Button for Lachlan Button & Kate Norton             | 148 Harben Street, Balranald                              | Shed                                                     |
| S68 03/2023 | David Fuller for Gregory & Sally Rae                        | 75 Kyalite Road, Kyalite                                  | Transportable Dwelling & Onsite Sewage Management System |
| SDC 01/2023 | Brian Mitsch for Darren & Tracey O'Halloran and Mandy Haley | 133 Turandurey Street & 132 Ballandella Street, Balranald | Boundary Realignment                                     |
| OC 03/2023  | Glenda Redpath for Shaun Ross & Glenda Redpath              | 28 Mayall Street, Balranald                               | Veranda                                                  |

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

|                                                                                          |    |
|------------------------------------------------------------------------------------------|----|
| Environmental Planning & Assessment Act 1979<br>Planning Information Certificates (10.7) | 43 |
| Environmental Planning & Assessment Act 1979<br>Building Certificates (6.24)             | 0  |
| Local Government Act 1993<br>Outstanding Orders (735A)                                   | 1  |
| Local Government Act 1993<br>Drainage Diagram                                            | 20 |
| Biosecurity Act 2015<br>Outstanding Orders (Noxious Weeds)                               | 0  |

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

**9.6 ENGINEERING UPDATE AS OF 13 SEPTEMBER 2022**

|                                    |                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.71760</b>                                                                                                    |
| <b>Reporting Officer:</b>          | <b>Fiona Scoleri, Executive Assistant</b>                                                                           |
| <b>Responsible Officer:</b>        | <b>Kerry Jones, Executive Manager of Engineering</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 provide Council with an update on Engineering works currently in progress and in planning, updated to 13 September 2022.

**REPORT****1. ROAD CONSTRUCTION AND MAINTENANCE****1.1 Construction*****Regional Roads***

Works are being planned and the design completed for heavy patching works on the northern area on MR67 (Balranald-Ivanhoe Road)

***Local Roads***

Works are underway on the repair and patching of sealed roads in Balranald.

**1.2 Unsealed Road Maintenance**

Maintenance grading has been carried out on the following Shire Roads:

- Weimby Kyalite Road
- Benongal Road
- Prungle Mail Road
- Thompson Road
- Euston Prungle Road
- Tillara Road
- Tammit Road

Contractors have been engaged to carry out road reformation and compaction on:

- Benanee Road
- Mildura Ivanhoe Road

**1.3 Sealed Road Maintenance**

Regular repair of potholes and formation failures on sealed roads is ongoing.

**2. WATER, SEWERAGE AND DRAINAGE**

**2.1 Balranald and Euston Filtered Water Towers (Reservoirs)**

Following mandatory internal inspection by a commercial diving contractor, an inspection report has been received by Council and the required works are being scoped, costed and planned.

**2.2 Integrated Water Cycle Management (IWCM) Plan**

Documentation is being assessed by the NSW Public Works Advisory.

**2.3 Balranald Sewerage Program**

Normal maintenance works

**2.4 Balranald Water Network**

Normal maintenance works

**2.5 Balranald Drainage**

Kerb and gutter works have commenced in Church Street to improve drainage and reduce standing water after rain. Works are expected to be completed by the end of September, weather permitting.

**2.6 Euston Sewerage Program**

Operational maintenance works including desludging of evaporation pond.

**2.7 Euston Water Network**

Operational maintenance works.

**2.8 Kyalite Water Supply**

Nil

**3. CIVIC ENHANCEMENT PROJECTS****3.1 Village Master Plans for Euston and Balranald**

Plans are being reviewed by Council and the community.

**3.2 Riverfront Precinct – Balranald**

No further progress due to localised river floodwater.

**3.3 Euston Recreation Reserve**

- Grants funded works for the netball courts shelter are being progressed.
- Funding deeds for the new netball changerooms/public toilet building have been signed. Design and Tender documents are being prepared for this project.

**3.4 Euston Town Approaches**

Town signage with tourism icons has arrived and will be installed on the Sturt Highway at strategic Euston town approaches.

**3.5 Balranald Lions Park**

- The project plan for the upgrade of Balranald Lions Park is completed.
- Playground equipment designs are being finalised.
- Quotations are being sought for furniture and BBQs.
- Works are expected to commence by February 2023.

### **3.6 Kyalite Riverside Reserve**

Planning is underway for solar lighting to be installed at the Kyalite Riverfront steps and an information board to be placed at the car park.

## **4. BUILDINGS AND FACILITIES**

### **4.1 Balranald Caravan Park**

Quotes have been requested for renovation works to the Amenities Block and Cabin 14 under the Crown Reserves Improvement Fund (CRIF) grant.

Council have not received any quotes at this point.

### **4.2 Balranald Discovery Centre (Visitor Information Centre)**

- Plans for further development of the Discovery Centre have been approved by Council
- As Council may not process its own development applications, the REF (Review of Environmental Factors) Part 5.1 document has been assessed and approved by Hay Shire Council
- Plans are currently under neighbour notification

### **4.3 Balranald Swimming Pool**

- All 3 pools have been pumped out, surface cleaned in preparation for minor repairs and painting.
- Expansion joints in the shell of the large pool have deteriorated significantly, causing significant leakage. A number of companies have been approached to assess the joints for repair. Only one company has expressed an interest in the job but they are extremely busy and may not be able to carry out the works.

### **4.4 Euston Courthouse**

A conservation management plan has been commissioned, however, the contractor has not yet visited the site. The results of this plan will assist in the determination of future conservation and renovation works on the building.

### **4.5 Theatre Royal**

The Theatre Royal row of buildings was subject to smoke and water damage after the fire which occurred on 7 August 2022. Insurance assessments have been carried out and repairs commenced on 12 September 2022. The repairs include removal and replacement of damaged ceiling portions, light fittings and carpets, and repainting of damaged areas.

The Can Assist book shop is currently located in the Theatre Royal "ticketing office" until repairs to the usual shop location have been completed.

Conservation works related to the LRCI Phase 2 funding have not progressed, with fire damage repairs taking precedence.

#### **4.6 Sealing of Off-Street Parking Areas (Balranald Tennis Courts and Balranald Gallery)**

Works will be scheduled for warmer drier weather – hopefully October 2022.

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

Difficult to find contractors willing to quote for the required works.

Although requested quotes are still awaited, Council have requested quotes from outside of the immediate area.

#### **4.8 Aerodrome**

Normal operations with regular inspections. The Obstacle Limitation Survey was conducted recently and the results forwarded to CASA/ Air Services Australia.

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

*a) Contract for Waste Collection Services for Balranald and Euston.*

To be negotiated with current contractor.

*b) Site Management Services for Balranald Waste Facility*

Council will take over operations at the Balranald Waste Facility on October 1<sup>st</sup>. A staff position has been created at Council for a Waste Facility Operator, this position has been advertised and Council have received two responses.

Council is in the process of sourcing suitable machinery for Operations at the Waste Facility.

As there is no Public Weighbridge service available in Balranald, Council will investigate the viability of installing a weighbridge at the Balranald Waste Facility.

#### **4.10 Balranald Cemetery Masterplan**

No progress.

#### **4.11 Balranald Cemetery Columbarium**

The Columbarium at the Balranald Cemetery has only one space left.

Quotes have been sought from several bricklayers, with little response. Council will advertise via an RFQ process in a wider area outside of the immediate area.

### **5. TOWN MAINTENANCE WORKS**

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

The Parks and Gardens team continue to keep the town in a presentable and tidy state.

#### **5.2 Euston Village maintenance**

The Euston Operations team continue to keep the village in a presentable state with routine town maintenance tasks and specific works as required.

### **FINANCIAL IMPLICATION**

As per authorised budget.

**LEGISLATIVE IMPLICATION**

All works planned with applicable WHS requirements.

**POLICY IMPLICATION**

Nil

**RISK RATING**

Low

**ATTACHMENTS**

Nil

**9.7 KYALITE-MOULAMEIN REPAIR PROGRAM 20/21 OVER EXPENDITURE**

|                                    |                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.71847</b>                                                                                                    |
| <b>Reporting Officer:</b>          | <b>Vince Scoleri, Engineering Finance and Assets Officer</b>                                                        |
| <b>Responsible Officer:</b>        | <b>Kerry Jones, Executive Manager of Engineering</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 over-expenditure of \$230,513.05 from Transport for NSW – Block Grant Funding 2021/2022 be received and noted.

**PURPOSE OF REPORT**

To determine the reason why the 5% bond for lump sum Contract RFT 20/21-09 – MR296 Design and Construct Kyalite Moulamein Road at Kyalite was not accounted for at the time for payment.

**REPORT**

The lump sum contract RFT 20/21-09 – MR296 Design & Construct of Kyalite Moulamein Road at Kyalite was awarded to Price Merrett Consulting for the sum of \$311,060 + GST.

The contract included a 5% bond to be retained to the sum of \$17,108.30 (incl. GST)

The works on this contract were completed by 30 July 2021.

Council has received tax invoice No.18187, dated 10 August 2022, from Price Merrett Consulting for the sum of \$17,108.30 (incl. GST) for payment of the 5% bond withheld on the contract.

Previous payments to Price Merrett Consulting for the contract are as follows:

|              |                   |                     |                     |
|--------------|-------------------|---------------------|---------------------|
| 21 June 2021 | Invoice No: 17305 | Progress Payment 1  |                     |
|              |                   | 50% Works completed | \$171,085.20        |
|              |                   | Less retention bond | <u>\$ 17,108.52</u> |
|              |                   | Balance             | <u>\$153,976.68</u> |

The balance of \$153,976.68 was paid to Price Merrett Consulting.

|              |                   |               |              |
|--------------|-------------------|---------------|--------------|
| 29 July 2021 | Invoice No: 17386 | Final Payment | \$171,085.20 |
|--------------|-------------------|---------------|--------------|

The normal Council procedure regarding bond monies, is for the Council Officer responsible for the project to inform the Finance Department of the requirement to pay the bond money from the job cost account into a "Bond Retention – Civil Engineering" General Ledger account. The money is then held in the Bond Retention account until the time when payment becomes due.

However, no communication appears to have occurred between the former Director of Infrastructure and Development or the former Works Manager and the Finance Department in this regard. The bond monies were not paid into the Bond Retention account and the proper accounting process did not take place.

On questioning current staff in the Engineering and Finance Departments, no one was aware of the bond requirements of the contract, or the need to retain the bond amount for future payment.

The normal process of paying bond monies from the job cost into a retention account, allows for that cost to be shown as expenditure on the job, so that when the works are completed, all expenses are accounted for.

The Senior Technical Officer Engineering had responsibility for monitoring the expenditure of the project, and for reporting on the project to Transport for NSW Regional Roads REPAIR Program, which funded the works on a 50:50 basis. He did not have access to the Contract and was not

aware of the existence of the bond agreement. Nor did he sight the invoices, which were addressed for the attention to the former Works Manager.

The project works were completed by 30 July 2021. Believing that all expenditure on the project was accounted for, the Senior Technical Officer submitted the completion report to Transport for NSW by 21 September 2021 showing a total cost of \$402,092. The budget for the project was \$397,674 – giving an over-expenditure of \$4,418 in the final report. The project was then closed.

It was not until the receipt of Tax Invoice No: 18187 for the amount of \$17,108.30 from Price Merrett Consulting for payment of bond monies, that the Senior Technical Officer became aware of the situation. A search of the “Bond Retention – Civil Engineering” account, showed that the bond monies had not been put in the Bond Retention account. Proper accounting procedures did not take place by the previous Engineering Management Staff.

The amount of \$17,108.30 will now be an additional over-expenditure giving a total of \$21,526.30 in deficit.

|                                        |            |
|----------------------------------------|------------|
| N.B. Price Merrett Consulting Contract | \$ 311,060 |
| Project budget                         | \$ 397,674 |
| Reported project expenditure           | \$ 402,092 |
| Total project expenditure              | \$ 423,618 |

#### **FINANCIAL IMPLICATION**

Extra expenditure (over budget) of \$17,108.30 on Kyalite Moulamein Road works.

#### **LEGISLATIVE IMPLICATION**

Nil

#### **POLICY IMPLICATION**

Nil

#### **RISK RATING**

High

#### **ATTACHMENTS**

1. Price Merrett Tax Invoices 17305, 17386 & 18187 [↓](#)

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Kerang, Victoria 3579  
Ph: (03) 5452 2490  
pmc@pricemerrett.com.au



**pricemerrett**  
CONSULTING

Incorporating Freeman & Freeman  
137 Lime Avenue  
PO Box 2135  
Mildura, Victoria 3502  
Ph: 5023 6239

ABN: 62 903 527 353 ACN: 139 256 938

69 Beveridge Street  
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pmash@pricemerrett.com.au

137 Lime Avenue  
PO Box 10039  
Mildura, Victoria 3502  
Phone: 5023 6239  
pmc.mildura@pricemerrett.com.au

**Account To:**

Balranald Shire Council  
PO Box 120  
Balranald NSW 2715

**TAX INVOICE #** 00017305**Our Reference:** F8654**Date:** 21/06/2021**Purchase Order No:**

| MEMORANDUM OF PROFESSIONAL FEES                                                                                                 | AMOUNT<br>(ex. GST) | GST<br>AMOUNT | TOTAL<br>(inc. GST) | CODE |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------|---------------------|------|
| For: Contract No. RFT 20/21 - 09 -MR296<br>Design & Construct of Kyalite - Moulamein Road at Kyalite<br>Attn: - Mark Stephenson |                     |               |                     |      |
| Contract amount = \$311,064 + GST                                                                                               |                     |               |                     |      |
| Progress Payment 1                                                                                                              |                     |               |                     |      |
| - 50% works completed                                                                                                           | \$155,532.00        | \$15,553.20   | \$171,085.20        | GST  |
| - Less Retention (10%)                                                                                                          | -\$15,553.20        | -\$1,555.32   | -\$17,108.52        | GST  |

**Direct Deposit:**

Account Name: Price Merrett Consulting Pty Ltd  
BSB: 083 874  
Account No: 165 690 556  
EFT Reference: 00017305

**Balance Due:** \$153,976.68**Terms: 30 days from Invoice Date**

| Sale Amount  | GST         | Rate | Code |
|--------------|-------------|------|------|
| \$139,978.80 | \$13,997.88 | 10%  | GST  |

**PLEASE DETACH & RETURN WITH CHEQUE**

Price Merrett Consulting Pty Ltd  
PO Box 313  
KERANG VIC 3579

**Invoice No:** 00017305**Balance Due:** \$153,976.68**Our Reference:** F8654**Engineers, Surveyors, Irrigation Consultants**

Page 1 of 1

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P.O. Box 313  
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137 Lime Avenue  
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Mildura, Victoria 3502  
Phone: 5023 6239  
pmc.mildura@pricemerrett.com.au

**Account To:**

Balranald Shire Council  
PO Box 120  
Balranald NSW 2715

**TAX INVOICE #****00017386**

Our Reference: F8654

Date: 29/07/2021

Purchase Order No:

| MEMORANDUM OF PROFESSIONAL FEES                                                                                                                                                                                                                  | AMOUNT<br>(ex. GST) | GST<br>AMOUNT | TOTAL<br>(inc. GST) | CODE |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------|---------------------|------|
| For: Contract No. RFT 20/21 - 09 -MR296<br>Design & Construct of Kyalite - Moulamein Road at Kyalite<br>Attn: - Mark Stephenson<br><br>Contract amount = \$311,064 + GST<br><br>Final Payment<br><br>Work Completed (50% claimed 21st June 2021) | \$155,532.00        | \$15,553.20   | \$171,085.20        | GST  |

Creditor Code: PRICEME  
 JC / GL: 0224 - 4999 - 0006  
 Inv Value: \$171,085.20  
 GST Inc: \$15,553.20 (Y) N  
 Department: ENG  
 Authorised:

**Direct Deposit:**

Account Name: Price Merrett Consulting Pty Ltd  
BSB: 083 874  
Account No: 165 690 556  
EFT Reference: 00017386

**Balance Due: \$171,085.20****Terms: 30 days from Invoice Date**

| Sale Amount  | GST         | Rate | Code |
|--------------|-------------|------|------|
| \$155,532.00 | \$15,553.20 | 10%  | GST  |

**PLEASE DETACH & RETURN WITH CHEQUE**

Price Merrett Consulting Pty Ltd  
PO Box 313  
KERANG VIC 3579

Invoice No: 00017386

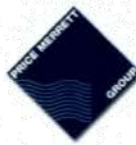
Balance Due: \$171,085.20

Our Reference: F8654

**Engineers, Surveyors, Irrigation Consultants**

Page 1 of 1

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Phone: 5023 6239  
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**Account To:**

Balranald Shire Council  
PO Box 120  
Balranald NSW 2715

**TAX INVOICE # 00018187**

**Our Reference:** F8654

**Date:** 10/08/2022

**Purchase Order No:**

| MEMORANDUM OF PROFESSIONAL FEES                                                                                                                                                                                                            | AMOUNT<br>(ex. GST) | GST<br>AMOUNT | TOTAL<br>(inc. GST) | CODE |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------|---------------------|------|
| <p>For: Contract No. RFT 20/21 - 09 -MR296<br/>Design &amp; Construct of Kyalite - Moulamein Road at Kyalite<br/>Attn: - Mark Stephenson</p> <p>Contract amount = \$311,064 + GST<br/>Release of final 5% Bond of total \$311,064+GST.</p> | \$15,553.00         | \$1,555.30    | \$17,108.30         | GST  |

**Direct Deposit:**

Account Name: Price Merrett Consulting Pty Ltd  
BSB: 083 874  
Account No: 165 690 556  
EFT Reference: 00018187

**Balance Due: \$17,108.30**

**Terms: 30 days from Invoice Date**

| Sale Amount | GST        | Rate | Code |
|-------------|------------|------|------|
| \$15,553.00 | \$1,555.30 | 10%  | GST  |

**PLEASE DETACH & RETURN WITH CHEQUE**

Price Merrett Consulting Pty Ltd  
PO Box 313  
KERANG VIC 3579

**Invoice No:** 00018187

**Balance Due:** \$17,108.30

**Our Reference:** F8654

**Engineers, Surveyors, Irrigation Consultants**

Page 1 of 1

**9.8 REPAIR PROGRAM AND BLOCK GRANT 21/22 OVER EXPENDITURE**

**File Number:** D22.71851  
**Reporting Officer:** Vince Scoleri, Engineering Finance and Assets Officer  
**Responsible Officer:** Kerry Jones, Executive Manager of Engineering  
**Operational Plan Objective:** Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment.

**OFFICER RECOMMENDATION**

That the report on the over-expenditure of \$230,513.05 from Transport for NSW – Block Grant Funding 2021/2022 be received and noted.

**PURPOSE OF REPORT**

1. To inform Council of an over-expenditure of \$230,5193.05 from 2021/22 Transport for NSW Block Grant Funding.
2. To show how this over-expenditure occurred.

**REPORT**

Council received funding of \$404,033 from Transport for NSW *Regional Roads REPAIR Program* for the 2020/2021 financial year.

The *Regional Roads REPAIR Program* funding is a 50:50 program, meaning that Council needed to match the amount funded from another source to give a total of \$808,066.

Council's contribution was taken from Transport for NSW *Block Grant Funding*, which is permitted.

**This combined funding was to be expended as follows:**

Project 1. MR296: Kyalite Moulamein Road - Development

|                              |                   |            |
|------------------------------|-------------------|------------|
| Funding from Repair Program: | \$ 198,837        |            |
| Funding from Block Grant:    | <u>\$ 198,837</u> |            |
| Total Project cost:          | <u>\$ 397,674</u> | \$ 397,674 |

Project 2. MR514: Oxley Road - Development

|                              |                   |            |
|------------------------------|-------------------|------------|
| Funding from Repair Program: | \$ 205,196        |            |
| Funding from Block Grant:    | <u>\$ 205,196</u> |            |
| Total Project cost:          | <u>\$ 410,392</u> | \$ 410,392 |

Total cost of two projects: \$ 808,066

**The timeline of the two projects was planned as follows:**

|                                                            |                   |
|------------------------------------------------------------|-------------------|
| Projects accepted and approved by Transport for NSW:       | 19 August 2020    |
| Council sent signed acceptance of funding:                 | 23 September 2020 |
| Date for both projects to be completed and fully expended: | 30 June 2021      |
| Planned start of construction:                             | October 2020      |
| Planned project completion:                                | March 2021        |

**Actual timing of Project 1: MR296 - Kyalite Moulamein Road – Development**

The former Director of Infrastructure and Development made the decision to put this job out to tender.

|                                               |               |
|-----------------------------------------------|---------------|
| Tender process began:                         | February 2021 |
| Closing date of Tender:                       | 19 March 2021 |
| Contract awarded to Price Merrett Consulting: | 22 April 2021 |
| Construction works commenced:                 | 12 May 2021   |
| Construction works completed:                 | 28 July 2021  |

Note: Construction works were not completed by 30 June 2021, meaning that expenditure would be shown into 2021/22 financial year.

The main reasons for project delay and non-completion by 30 June 2021 were:

- Delays in starting the Tender Process
- Construction works occurring during winter months (delays due to bad weather)
- COVID border restrictions causing difficulties with contractor's workers from Victoria entering NSW

#### Actual Expenditure of Project 1: MR296 - Kyalite Moulamein Road – Development

|                                                       |                      |
|-------------------------------------------------------|----------------------|
| Expenditure to 30 June 2021 (2020/21 financial year): | \$ 174,241.32        |
| Expenditure to 30 July 2021 (2021/22 financial year): | <u>\$ 245,935.38</u> |
| Total project expenditure:                            | <u>\$ 420,176.70</u> |

Note: This expenditure includes \$17,108.30 Price Merrett Consulting bond payment over-expenditure, see separate report.

#### Actual timing of Project 2: MR514: Oxley Road - Development

The former Director of Infrastructure and Development made the decision for Council's construction crew to carry out these works.

|                                                      |                 |
|------------------------------------------------------|-----------------|
| Construction works commenced:                        | 9 November 2020 |
| Gravel construction works failed compaction testing. |                 |
| Rework commenced by contractors:                     | June 2021       |
| Completion of works:                                 | 30 July 2021    |

Note: Construction works were not completed by 30 June 2021, meaning that expenditure would be shown into 2021/22 financial year.

#### Actual expenditure of Project 2: MR514: Oxley Road – Development

|                                                       |                      |
|-------------------------------------------------------|----------------------|
| Expenditure to 30 June 2021 (2020/21 financial year): | \$ 285,095.42        |
| Expenditure to 30 July 2021 (2021/22 financial year): | <u>\$ 145,883.96</u> |
| TOTAL project expenditure:                            | <u>\$ 430,979.38</u> |

The tables below show the expenses and incomes for Block Grant and REPAIR Program Funding for 2020/21 and 2021/22 financial years.

| Reconciliation of Regional Roads REPAIR Program and Block Grant 2020/21 |                     |                               |                     |
|-------------------------------------------------------------------------|---------------------|-------------------------------|---------------------|
|                                                                         |                     | Regional Roads REPAIR Program | Block Grant         |
| Funds available for 2020/21 expenditure                                 |                     | \$404,034.00                  | \$1,296,000.00      |
| Expenditure for REPAIR program projects 2020/21                         |                     |                               |                     |
| MR 514 Construction & Seal (0224-4912-0001)                             | \$285,095.42        |                               |                     |
| MR 296 Widen Culverts (0224-4999-0006)                                  | \$174,241.32        |                               |                     |
| <b>Total 2020/21</b>                                                    | <b>\$459,336.74</b> |                               |                     |
| (50:50 REPAIR Program & Block Grant)                                    |                     | \$229,668.37                  | \$229,668.37        |
| Other Block Grant Expenditure                                           |                     |                               | \$948,887.76        |
| Balance of available funds 30 June 2021                                 |                     | <b>\$174,365.63</b>           | <b>\$117,443.87</b> |

## Reconciliation of Regional Roads REPAIR Program and Block Grant 2021/22

|                                                        |                     | Regional Roads<br>REPAIR Program | Block Grant           |
|--------------------------------------------------------|---------------------|----------------------------------|-----------------------|
| Funds received 2021/22                                 |                     | \$0.00                           | \$1,178,290.73        |
| Unspent funds from 2020/21                             |                     | \$174,365.63                     | \$117,443.87          |
| <b>Net funds available for 2021/22 expenditure</b>     |                     | <b>\$174,365.63</b>              | <b>\$1,295,734.60</b> |
|                                                        |                     |                                  |                       |
|                                                        |                     |                                  |                       |
| <b>Expenditure for REPAIR program projects 2021/22</b> |                     |                                  |                       |
| MR 514 Construction & Seal (0224-4912-0001)            | \$145,883.96        |                                  |                       |
| MR 296 Widen Culverts (0224-4999-0006)                 | \$245,935.38        |                                  |                       |
| <b>Total 2021/22</b>                                   | <b>\$391,819.34</b> |                                  |                       |
| (Cost divided b/w REPAIR Program & Block Grant)        |                     | \$174,365.63                     | \$217,453.71          |
|                                                        |                     |                                  |                       |
| <b>Other Block Grant Expenditure</b>                   |                     |                                  | \$1,309,058.34        |
| <b>Balance of available funds 30 June 2022</b>         |                     | <b>\$0.00</b>                    | <b>-\$230,777.45</b>  |

**How did the Block Grant Over-Expenditure Occur in 2021/22?**

The fact that both REPAIR program projects were not completed by 30 June 2021, and continued over into the next financial year is the underlying cause of the over-expenditure of Block Grant funding for 2021/22.

If both projects had been completed on time, all Regional Roads REPAIR Program and Block Grant funding for 2020/21 would have been spent, no roll-over would have been required, and the ensuing problems and mistakes would not have occurred.

Each financial year the Senior Technical Officer creates a spreadsheet of income and expenditure for the Engineering Department and monitors each grant and project expenditure throughout the year. In developing the spreadsheet for 2021/22, he included the income and projects for that year only. He did not include a column for the REPAIR program as no monies were received for 2021/22. Nor did he include the Kyalite Moulamein and Oxley Road projects in his expenditure spreadsheet for Block Grant as they were projects from the previous year. He was focused on the 2021/22 projects and forgot that expenditure was still to be allowed for from the previous year.

When the invoices for these two projects were received and paid in July 2021, the expenditure was noted against the job cost, but was not noted on the Block Grant expenditure spreadsheet. This omission was a severe error as the sum of \$217,453.71 was expended from Block Grant monies and not recorded.

The updated expenditure spreadsheet was sent each fortnight to members of the then Engineering team, including the former Works Manager and the former Director of Infrastructure and Development. Both of these Officers were aware of the two projects being rolled over into a new financial year and of the funding implications of this. Neither realised the omission in the spreadsheet.

A major turnover in Engineering Management roles between September 2021 and May 2022 meant that the new Management staff did not know of the background regarding these projects and grants, so were not in a position to pick up on the omission.

In previous years, the Senior Technical Officer has at times received assistance from senior members of the Finance team in his monitoring of expenditure. In the early months of the 2021/22 financial year, the then Director Corporate & Community Services and former Finance Manager were working remotely due to COVID travel restrictions, which made communication difficult. The new Director Corporate & Community Services was employed by Council from 19 July 2021 and may not have been aware of the situation from the

previous financial year. During this time the Senior Technical Officer received no assistance from any senior member of the finance team.

With the loss of Engineering Management staff for significant periods of 2021/22, the Senior Technical Officer became the most experienced member of staff in the department for several months. The Senior Technical Officer found this high-pressure situation to be extremely stressful. He organised and chaired fortnightly team meetings in order to make sure that all members of the engineering team were working together as well as possible, to ensure budgeted projects were progressing. He also took on the responsibility of liaising with construction and maintenance crews to keep things running. There were times throughout the year when the Senior Technical Officer was acting in the role of Director of Infrastructure and Development and also Works Manager at the same time.

Under different circumstances, it is possible that the Senior Technical Officer may, at some time throughout the year, realised his own error in monitoring Block Grant expenditure and corrected it. However, as the end of the financial year drew near, he pushed to expend all of the Block Grant monies as is required – according to the incorrect spreadsheet.

In July/August 2022, a Finance Consultant, approached the former Senior Technical Officer, now the Engineering Finance and Assets Officer, after noting that monies were unexpended from the REPAIR program for 2020/21. It was at that time that the former Senior Technical Officer (Engineering Finance and Assets Officer) realised his omission.

### Conclusion

- In July 2021, the sum of \$217,453.71 was expended from Block Grant funding for 2021/22 and was not recorded in the expenditure spreadsheet
- This expenditure was for the completion of a project rolled over from 2020/21
- What was believed to be the balance of the Block Grant monies was fully expended by the end of 2021/22
- As the \$217,453.71 had not been recorded, this caused a major over-expenditure in Block Grant funding.

### FINANCIAL IMPLICATION

|                                                              |                      |
|--------------------------------------------------------------|----------------------|
| REPAIR Program projects not budgeted for out of Block Grant: | \$ 217,453.71        |
| Other Over-Expenditure from Block Grant Funding:             | <u>\$ 13,313.74</u>  |
| Total Block Grant Over-Expenditure:                          | <u>\$ 230,767.45</u> |

### LEGISLATIVE IMPLICATION

Nil

### POLICY IMPLICATION

Nil

### RISK RATING

High

### ATTACHMENTS

1. Repair Program Project Completion Report for MR296 Kyalite Road - Development [↓](#)



**Transport  
for NSW**

## REPAIR PROJECT COMPLETION REPORT

|                                      |                                                                                                                                                       |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Name                         | MR296: Kyalite Road - Development                                                                                                                     |
| Project Number<br>[Refer to Invoice] | P.0063810                                                                                                                                             |
| Council                              | Balranald Shire Council                                                                                                                               |
| Project Manager                      | Vince Scoleri                                                                                                                                         |
| Contact Details                      | 0429 172 679                                                                                                                                          |
| Project Summary                      | Reconstruct the road to a 10m pavement formation with a 7.2m wide seal. Minor realignment to ease curves. Extend culverts and add erosion protection. |

### Scope

Please provide details of key objectives and benefits of delivery of Project.

| Original Scope                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Key Objectives:</p> <ul style="list-style-type: none"> <li>• Reconstruct 1.2km of Kyalite Moulamein Road.</li> <li>• Extend culverts and add erosion protection.</li> <li>• Realignment of existing road to ease curves.</li> </ul> |
| <p>Benefits of delivery of project:</p> <ul style="list-style-type: none"> <li>• Improved Road Safety through widening formation, improved road condition and realignment</li> </ul>                                                   |

| Scope Change / Variation |
|--------------------------|
| <p>Nil</p>               |

Please complete and return to [LGwestern@rms.qov.au](mailto:LGwestern@rms.qov.au)

2020/2021 Financial Year Repair Program



## Transport for NSW

### Actual Completion of Project Scope

Same as Original Scope

### Project Financial

Provide a Final Project Cost Breakdown in the following table:

|                       | Total Project Cost | TfNSW Funding | Council Contribution | Actual Spend | Project Expended (%) |
|-----------------------|--------------------|---------------|----------------------|--------------|----------------------|
| Approved Budget       | \$397,674          | \$198,837     | \$198,837            | \$402,092    | 100%                 |
| Actual Costs          | \$402,092          | \$198,837     | \$203,255            | \$402,092    | 101%                 |
| Financial Commentary: |                    |               |                      |              |                      |

### Project Schedule

Provide dates when milestone and project outcomes were achieved

| No.                         | Milestone                                      | Target Date Forecast      | Original Forecast Date | Actual Date       |
|-----------------------------|------------------------------------------------|---------------------------|------------------------|-------------------|
| 1.                          | Award tender for design and construct contract | 22 April 2021             | 22 April 2021          | 29 April 2021     |
| 2.                          | Commencement of construction works             | 1 February 2021           | 12 May 2021            | 31 May 2021       |
| 3.                          | Completion of construction works               | 30 May 2021               | 15 July 2021           | 23 July 2021      |
| 4.                          | Completion of sealing works                    | June 2021                 | 15 July 2021           | 28 July 2021      |
| 5.                          | Infrastructure Placed in service               | June 2021                 | 15 July 2021           | 28 July 2021      |
| 6.                          | Completion Report                              | 14 June 2021              | 17 August 2021         | 29 September 2021 |
| Reasons for delay (if any): |                                                | COVID Border Restrictions |                        |                   |

Please complete and return to [LGwestern@rms.qov.au](mailto:LGwestern@rms.qov.au)

2020/2021 Financial Year Repair Program



**Transport  
for NSW**

### Project Performance

Please provide details of Projects achievements and how this project will benefit the community and road users in future?  
What went well with the project delivery? Were there any major positives or lessons learnt in project management methods?

The project achieved all objectives set out in the scope of the project. The project provides a much safer road for all road users.

Covid Border restrictions have caused delays for construction and sealing of the works.  
Organising the tender process earlier would have helped the project by allowing sufficient time for any delays as well as completing the sealing works at a better time of year.

### Risk Management and Mitigation

Please provide summary of any major risks that were realised and how they were mitigated:

| Risk                                     | Level (H/M/L) | Mitigation Method |
|------------------------------------------|---------------|-------------------|
| Available manpower to complete the works | M             | Tender the works  |
|                                          |               |                   |
|                                          |               |                   |
|                                          |               |                   |

### Photo Evidence

Please provide before and after photographs of the project  
(Please attach as jpeg images)

Please complete and return to [LGwestern@rms.gov.au](mailto:LGwestern@rms.gov.au)

2020/2021 Financial Year Repair Program



Transport  
for NSW

#### Post Completion Report Certification

I hereby certify that all information contained in this report is true and correct and acknowledge TfNSW may inspect the work or audit financial records

Signature:

A handwritten signature in blue ink, appearing to read "Raymond Davy".

Date: 29.09.21

Name: Raymond Davy

Position: Director, Infrastructure & Development

Return to: [LGwestern@rms.nsw.gov.au](mailto:LGwestern@rms.nsw.gov.au)

#### TfNSW Acceptance Authorisation

Staff Name:

Date:

Please complete and return to [LGwestern@rms.gov.au](mailto:LGwestern@rms.gov.au)

2020/2021 Financial Year Repair Program



Transport  
for NSW

Signature:

*D. M. Freeman*

Date: 1/11/2021

**Additional Comments:** Variation approved to reallocate underspend of \$50,700 to P.0066499 20/21 REPAIR MR514 Oxley Road as this project was overspent by over \$50,700.

Please complete and return to [LGwestern@rms.gov.au](mailto:LGwestern@rms.gov.au)

2020/2021 Financial Year Repair Program











**9.9 END OF YEAR RESERVES AND UNRESTRICTED FUNDS**

**File Number:** D22.71690

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

Laurie Knight, External Financial Consultant

**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 that the balances of Reserves for Internal Restrictions as indicated in the report, be approved and that the level of Externally Restricted Reserves be noted.

**PURPOSE OF REPORT**

To endorse the level of restricted and unrestricted reserves for the year ended 30<sup>th</sup> June 2022.

**REPORT**

Council has established reserves for various purposes, some of which are required to preserve the status of funds (Restricted Funds) held for utility services such as water, sewerage and waste management. Whereas other reserves (Internally Restricted Funds) have been established by Council to recognise pre-paid grants and reserves for future renewal expenditure.

The Draft Financial Statements for the year ended 30<sup>th</sup> June 2022 have indicated an overall improvement in the financial position of the Council, with the level of cash and investments held for future purposes having increased from \$18m to \$22.5m. Of this, \$19.8m has been allocated to both restricted and unrestricted funds as indicated in the Table shown below.

The Council should be aware that funds allocated as Restricted may only be used in accordance with the purpose for which they were collected. For example, it is only possible to use surpluses generated from water rates for water infrastructure and operations.

Whereas unrestricted reserves may be used in accordance with the resolutions of the Council. Therefore, Council is required on an annual basis to endorse the funds being held for Internally Restricted Reserves.

In terms of highlighted reserves, last financial year the Council was able to set aside \$1.8m for plant purchases and renewals; these funds have been set aside to fund future plant purchases and renewals ; \$485k for the caravan park which will enable replacement of up to two accommodation units and \$1.4m for infrastructure replacement; this money was originally set aside from the proceeds of the sale of the Service Station and can be used to fund future buildings and infrastructure replacement.

Unrestricted reserves are available for future capital works as part of the Council's normal budget processes.

The table shown below indicates both External and Internally Restricted Reserves and as at 30 June 2022 and was referred to the Audit Risk and Improvement Committee for discussion and now referred to Council for endorsement.

The following table shows Council's External and Internal Restrictions as at the end of 2021/2022

| <b><u>External and Internal Restrictions - Balranald Shire Council</u></b> |  |                                         |                                          |
|----------------------------------------------------------------------------|--|-----------------------------------------|------------------------------------------|
| <b><u>Details of Restrictions</u></b>                                      |  |                                         |                                          |
|                                                                            |  | <b><u>Balance as at 1 July 2021</u></b> | <b><u>Balance as at 30 June 2022</u></b> |
|                                                                            |  | -                                       | -                                        |
| <b><u>External Restrictions - Included in Liabilities</u></b>              |  |                                         |                                          |
|                                                                            |  | -                                       | -                                        |
| Specific purpose unexpended grants - General Fund                          |  | \$ 3,061,236                            | \$ 3,206,390                             |
| Specific purpose unexpended grants - Water Fund                            |  | 5,965                                   | \$ 5,965                                 |
|                                                                            |  | <b><u>\$ 3,067,201</u></b>              | <b><u>\$ 3,212,355</u></b>               |
| <b><u>External Restrictions - Other</u></b>                                |  |                                         |                                          |
|                                                                            |  | -                                       | -                                        |
| Specific purpose unexpended grants - General Fund                          |  | 548,517                                 | \$ 118,851                               |
| Water Supplies                                                             |  | 2,198,000                               | \$ 2,962,000                             |
| Sewerage Services                                                          |  | 1,028,000                               | \$ 1,252,000                             |
| Domestic Waste Management                                                  |  | 616,066                                 | \$ 690,300                               |
| Stormwater Levy - Urban Drainage Improvements                              |  | -                                       | \$ 19,000                                |
|                                                                            |  | <b><u>\$ 4,390,583</u></b>              | <b><u>\$ 5,042,152</u></b>               |
| <b><u>Internal Restrictions</u></b>                                        |  |                                         |                                          |
|                                                                            |  | -                                       | -                                        |
| Plant and Vehicle replacement                                              |  | 366,104                                 | \$ 1,879,300                             |
| Infrastructure replacement                                                 |  | 469,405                                 | \$ 1,472,300                             |
| Employee Leave Entitlements                                                |  | 269,000                                 | \$ 270,700                               |
| Deposit, retentions and bonds                                              |  | 127,842                                 | \$ -                                     |
| Caravan Park                                                               |  | 139,368                                 | \$ 485,600                               |
| Gravel pits rehabilitation                                                 |  | 234,065                                 | \$ 235,500                               |
| Hostel bonds                                                               |  | 1,747,060                               | \$ 2,353,377                             |
| Hostel -Other                                                              |  | 63,530                                  | \$ -                                     |
| Self Care unit bonds                                                       |  | 140,000                                 | \$ 140,000                               |
| Financial Assistance Grant                                                 |  | 2,290,600                               | \$ 3,737,513                             |
| Future Development Fund                                                    |  | 441,456                                 | \$ 1,044,200                             |
|                                                                            |  | <b><u>\$ 6,288,430</u></b>              | <b><u>\$ 11,618,490</u></b>              |
| <b><u>Summary</u></b>                                                      |  |                                         |                                          |
|                                                                            |  | -                                       | -                                        |
| <b><u>External Restrictions</u></b>                                        |  |                                         |                                          |
|                                                                            |  | <b><u>7,457,784</u></b>                 | <b><u>8,254,507</u></b>                  |
| <b><u>Internal Restrictions</u></b>                                        |  |                                         |                                          |
|                                                                            |  | <b><u>6,288,430</u></b>                 | <b><u>11,618,490</u></b>                 |
|                                                                            |  | <b><u>\$ 13,746,214</u></b>             | <b><u>\$ 19,872,997</u></b>              |

The Unrestricted Funds for 2021/2022 financial year are as follows:

\$2.651 million (\$4.297 million for FY 2020/21)

## ATTACHMENTS

Nil

**9.10 REPORT ON AREAS OF COUNCIL'S FINANCIAL OPERATIONS**

**File Number:** D22.71400

**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.

---

**OFFICER RECOMMENDATION**

That Council receives and notes the following financial information for the period ending 31 August 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 Monthly Summary of Revenue and Expenditure for the Library
- 8 Debtors
- 9 Grants – See separate report
- 10 Statement of Currency of Work within the Finance Function of Council

**REPORT****1 Investments**

Council's total investments including cash as at 31 August 2022 is \$21,960,727. This is an increase of \$1,712,452 on the previous month's total of \$20,248,275. It should be noted the balance of Council's cash at bank account changes daily with revenue receipted and payments made.

Receipts for August 2022 included:-

- Financial Assistance Grant - \$350,568
- Tennis Courts Upgrade Grant - \$115,001
- Euston River Front Grant - \$108,000
- BAS Refund - \$91,644
- Medicare Rebate - \$143,297
- Kyalite Memorial Park Grant - \$32,572

Payments for August 2022 included:-

- Consultants - \$34,320
- Plant Hire - \$13,680
- Fuel - \$44,387
- Rates - \$178,050

Reporting of interest earned on all investments has been 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. This report is listed below

Term Deposit investments are \$17,500,000 as at 31 August 2022

| TERM DEPOSITS INVESTMENT REGISTER AND INTEREST EARNED 2022/23 |            |             |            |               |                               |                     |                      | Total YTD Interest Earnings to 30 June 2023 |
|---------------------------------------------------------------|------------|-------------|------------|---------------|-------------------------------|---------------------|----------------------|---------------------------------------------|
| Term Deposits                                                 | S&P Rating | Term (Days) | Start Date | Maturity Date | Interest Rate/ Rate of Return | Investment \$ Value | Daily Interest       |                                             |
| <a href="#">Westpac Bank A/C 176-576</a>                      | A-1+       | 371         | 16/11/2021 | 22/11/2022    | 0.25%                         | 1,000,000           | \$ 6.85              | \$ 986.30                                   |
| <a href="#">Westpac Bank A/C 176-576</a>                      | A-1+       | 304         | 23/06/2022 | 23/04/2023    | 2.61%                         | 1,000,000           | \$ 71.51             | \$ 21,166.03                                |
| <a href="#">AMP - 51396</a>                                   | A-2        |             |            | Matured       |                               |                     | \$ -                 | \$ 246.58                                   |
| <a href="#">AMP - 53454</a>                                   | A-2        | 337         | 17/03/2022 | 17/02/2023    | 1.00%                         | 500,000             | \$ 13.70             | \$ 3,164.38                                 |
| <a href="#">AMP - 53473</a>                                   | A-2        | 365         | 21/03/2022 | 21/03/2023    | 1.25%                         | 500,000             | \$ 17.12             | \$ 4,503.42                                 |
| <a href="#">Macquarie Bank - 053986</a>                       | A-1        | 365         | 1/03/2022  | 1/03/2023     | 0.95%                         | 500,000             | \$ 13.01             | \$ 3,162.33                                 |
| <a href="#">Macquarie Bank - 054099</a>                       | A-1        | 365         | 8/03/2022  | 8/03/2023     | 0.95%                         | 500,000             | \$ 13.01             | \$ 3,253.42                                 |
| <a href="#">Macquarie Bank - 054394</a>                       | A-1        | 365         | 28/09/2021 | 28/09/2022    | 0.40%                         | 500,000             | \$ 5.48              | \$ 487.67                                   |
| <a href="#">Macquarie Bank - 055055</a>                       | A-1        | 333         | 29/10/2021 | 27/09/2022    | 0.50%                         | 1,000,000           | \$ 13.70             | \$ 1,205.48                                 |
| <a href="#">Macquarie Bank - 055370</a>                       | A-1        | 332         | 23/11/2021 | 21/10/2022    | 0.50%                         | 500,000             | \$ 6.85              | \$ 767.12                                   |
| <a href="#">Macquarie Bank - 055858</a>                       | A-1        | 330         | 23/12/2021 | 18/11/2022    | 0.50%                         | 500,000             | \$ 6.85              | \$ 958.90                                   |
| <a href="#">Macquarie Bank - 051049</a>                       | A-1        | 365         | 1/03/2022  | 1/03/2023     | 0.95%                         | 500,000             | \$ 13.01             | \$ 3,162.33                                 |
| <a href="#">NAB Bank</a>                                      | A-1+       | 335         | 11/01/2022 | 12/12/2022    | 0.63%                         | 1,000,000           | \$ 17.26             | \$ 2,830.68                                 |
| <a href="#">NAB Bank</a>                                      | A-1+       | 181         | 23/06/2022 | 21/12/2022    | 2.85%                         | 1,000,000           | \$ 78.08             | \$ 13,508.22                                |
| <a href="#">NAB Bank</a>                                      | A-1+       | 300         | 23/06/2022 | 19/04/2023    | 3.40%                         | 1,000,000           | \$ 93.15             | \$ 27,200.00                                |
| <a href="#">NAB Bank</a>                                      | A-1+       | 300         | 23/06/2022 | 19/04/2023    | 3.40%                         | 1,000,000           | \$ 93.15             | \$ 27,200.00                                |
| <a href="#">Bank of Queensland -</a>                          | A-2        | 365         | 24/03/2022 | 24/03/2023    | 1.35%                         | 1,000,000           | \$ 36.99             | \$ 9,838.36                                 |
| <a href="#">Bank of Queensland</a>                            | A-2        | 365         | 9/05/2022  | 9/05/2023     | 2.95%                         | 500,000             | \$ 40.41             | \$ 12,608.22                                |
| <a href="#">Commonwealth Bank</a>                             | A-1+       | 301         | 13/01/2022 | 10/11/2022    | 0.48%                         | 500,000             | \$ 6.58              | \$ 867.95                                   |
| <a href="#">Commonwealth Bank</a>                             | A-1+       | 300         | 23/12/2021 | 19/10/2022    | 0.48%                         | 500,000             | \$ 6.58              | \$ 723.29                                   |
| <a href="#">Commonwealth Bank</a>                             | A-1+       | 360         | 4/03/2022  | 27/02/2023    | 0.85%                         | 500,000             | \$ 11.64             | \$ 2,806.16                                 |
| <a href="#">Commonwealth Bank</a>                             | A-1+       | 360         | 4/03/2022  | 27/02/2023    | 0.85%                         | 1,000,000           | \$ 23.29             | \$ 5,612.33                                 |
| <a href="#">Commonwealth Bank -</a>                           | A-1+       | 364         | 11/03/2022 | 10/03/2023    | 1.00%                         | 500,000             | \$ 13.70             | \$ 3,452.05                                 |
| <a href="#">Commonwealth Bank</a>                             | A-1+       | 364         | 11/03/2022 | 10/03/2023    | 1.00%                         | 500,000             | \$ 13.70             | \$ 3,452.05                                 |
| <a href="#">Commonwealth Bank</a>                             | A-1+       | 365         | 23/05/2022 | 23/05/2023    | 2.94%                         | 1,000,000           | \$ 80.82             | \$ 26,347.95                                |
| <a href="#">Commonwealth Bank</a>                             | A-1+       | 364         | 18/03/2022 | 17/03/2023    | 1.00%                         | 500,000             | \$ 13.70             | \$ 3,547.95                                 |
| <b>Total Term Deposits</b>                                    |            |             |            |               | <b>Avg Rate</b>               | <b>1.32%</b>        | <b>\$17,500,000</b>  | <b>\$ 183,059.18</b>                        |
| <b>Total At Call Accounts</b>                                 |            |             |            |               |                               |                     | <b>4,460,727</b>     | <b>\$ 5,498.03</b>                          |
| <b>Total Investments as at 31 August 2022</b>                 |            |             |            |               |                               |                     | <b>\$ 21,960,727</b> | <b>\$ 188,557.21</b>                        |

|                                                      |                    |
|------------------------------------------------------|--------------------|
| Interest Earned on Term Deposits for August 2022     | \$22,014.25        |
| Interest Earned on At Call accounts for August 2022  | \$2,828.97         |
| <b>Total Interest on Investments for August 2022</b> | <b>\$24,843.22</b> |

|                                                        |  |                                      |    |         |
|--------------------------------------------------------|--|--------------------------------------|----|---------|
| Note ... Interest on Investments as per 2022/23 Budget |  | General Fund                         | \$ | 60,000  |
|                                                        |  | Water Fund                           | \$ | 7,000   |
|                                                        |  | Sewer Fund                           | \$ | 3,000   |
|                                                        |  | Bidgee Haven Hostel                  | \$ | 25,000  |
|                                                        |  |                                      | \$ | 95,000  |
| YTD Interest on Investments                            |  | Term Deposits                        | \$ | 183,059 |
|                                                        |  | At Call - 1st July to 31 August 2022 | \$ | 5,498   |
|                                                        |  |                                      | \$ | 188,557 |

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

| MONTHLY BANK & INVESTMENT REPORT                  |            |             | 31/08/2022 |               |                                  |                   |
|---------------------------------------------------|------------|-------------|------------|---------------|----------------------------------|-------------------|
|                                                   | 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="#">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         |
| <a href="#">NAB Bank</a>                          | A-1+       | 300         | 23/06/2022 | 19/04/2023    | 3.40%                            | 1,000,000         |
| <a href="#">NAB Bank</a>                          | A-1+       | 181         | 23/06/2022 | 21/12/2022    | 2.85%                            | 1,000,000         |
| <a href="#">NAB Bank</a>                          | A-1+       | 365         | 23/06/2022 | 23/06/2023    | 3.40%                            | 1,000,000         |
| <a href="#">Westpac Bank</a>                      | A-1+       | 304         | 23/06/2022 | 23/04/2023    | 2.61%                            | 1,000,000         |
| <b>Total Term Deposits</b>                        |            |             |            | Avg Rate      | 1.32%                            | <b>17,500,000</b> |
| <b>At Call Accounts</b>                           |            |             |            |               |                                  |                   |
| Westpac Cash Reserves A/C 162 975                 | A-1+       |             |            | At Call       | 0.01%                            | 4,074             |
| Tcorp A/C 1268                                    | A-1+       |             |            | At Call       | 0.01%                            | 1,278,443         |
| Macquarie Cash Account - 969891944                | A-1        |             |            | At Call       |                                  | 1,001,214         |
| <b>Total At Call Accounts</b>                     |            |             |            |               |                                  | <b>2,283,731</b>  |
| <b>Total Investment Accounts</b>                  |            |             |            |               |                                  | <b>19,783,731</b> |
| <b>Cash Accounts</b>                              |            |             |            |               |                                  |                   |
| Westpac Bank A/C 000 060                          | A-1+       |             |            | Cash at Bank  | 0.01%                            | 2,176,997         |
| <b>TOTAL CASH AT BANK</b>                         |            |             |            |               |                                  | <b>2,176,997</b>  |
| <b>TOTAL INVESTMENTS PORTFOLIO INCLUDING CASH</b> |            |             |            |               |                                  | <b>21,960,727</b> |

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

| Financial Institutions | Ratings | Composition % | Amount ('000) |
|------------------------|---------|---------------|---------------|
| Westpac                | A-1+    | 10.13         | 2,004         |
| AMP                    | A-2     | 5.06          | 1,000         |
| CBA                    | A-1+    | 25.27         | 5,000         |
| MAC                    | A-1     | 25.28         | 5,001         |
| Tcorp                  | A-1+    | 6.46          | 1,278         |
| BOQ                    | A-2     | 7.58          | 1,500         |
| NAB                    | A-1+    | 20.22         | 4,000         |
| <b>Total</b>           |         | <b>100.00</b> | <b>19,783</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.

The table below shows the individual make-up of the restricted amounts that combine to a total of \$19,032,997 at end of August.

#### Details of Restrictions

##### **External Restrictions**

|                                                           |              |
|-----------------------------------------------------------|--------------|
| Specific Purpose Unexpended Capital Grants - Gen Fund     | \$ 3,206,390 |
| Specific Purpose Unexpended Capital Grants - Water Fund   | \$ 5,965     |
| Specific Purpose Unexpended Operational Grants - Gen Fund | \$ 118,851   |
| Other - Water Fund                                        | \$ 2,962,000 |
| Other - Sewer Fund                                        | \$ 1,252,000 |
| Other - Domestic Waste Management                         | \$ 390,300   |
| Other - Stormwater Levy - Urban Drainage Improvements     | \$ 19,000    |

##### **Internal Restrictions**

|                           |              |
|---------------------------|--------------|
| Caravan Park              | \$ 485,600   |
| Bidgee Haven Hostel Bonds | \$ 1,813,377 |
| Other                     | \$ 8,779,514 |

**Total Restrictions** **\$ 19,032,997**

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

**\$2,927,730**

**Total Investments** **\$ 21,960,727**

## **SUMMARY**

Council currently holds \$21,960,727 in Cash and Investments. The average interest rate trend has remained the same for August 2022 being 1.32% 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 August 2022 and is shown below:

|                                                 |                  |
|-------------------------------------------------|------------------|
| <b>Cashbook Summary</b>                         |                  |
| Opening Cashbook Balance                        | 458,325          |
| Plus Receipts                                   | 2,776,579        |
| Less Payments                                   | (1,051,460)      |
| <b>Cashbook Balance at 31 August 2022</b>       | <b>2,183,444</b> |
| <b>Statement Summary</b>                        |                  |
| Opening Statement Balance                       | 467,374          |
| Plus Receipts                                   | 2,768,787        |
| Less Payments                                   | (1,059,164)      |
| <b>Bank Statement Balance at 31 August 2022</b> | <b>2,176,997</b> |
| Plus Unpresented Receipts                       | 10,021           |
| Less Unpresented Payments                       | (3,574)          |
| <b>Reconciliation Balance at 31 August 2022</b> | <b>2,183,444</b> |

3. STATEMENT OF RATES AND CHARGES AS AT 8<sup>TH</sup> AUGUST 2022

## Balranald Shire Council Statement of Rates and Charges - As at 7th September 2022

| Income Category                                  | Nett<br>Arrears 1st<br>July 2022 | 2022/23 Nett<br>Levy  | Total<br>Receivable   | Amount<br>Collected as at<br>7th<br>September 2022 | Collection as a<br>% of Total<br>Receivable | Arrears<br>Amount     | Arrears as a<br>% of Total<br>Receivable | Nett<br>Arrears 1<br>July 2022<br>as a % of<br>Nett Levy |
|--------------------------------------------------|----------------------------------|-----------------------|-----------------------|----------------------------------------------------|---------------------------------------------|-----------------------|------------------------------------------|----------------------------------------------------------|
| General Fund Rates incl Interest / Legal charges | \$121,800.98                     | \$3,151,822.31        | \$3,273,623.29        | \$1,643,572.16                                     | 50.21%                                      | \$1,630,051.13        | 49.79%                                   | 3.86%                                                    |
| Waste Management Charges                         | \$21,056.95                      | \$436,782.35          | \$457,839.30          | \$186,082.39                                       | 40.64%                                      | \$271,756.91          | 59.36%                                   | 4.82%                                                    |
| Stormwater Levy Charges                          | \$1,220.45                       | \$19,247.32           | \$20,467.77           | \$7,415.62                                         | 36.23%                                      | \$13,052.15           | 63.77%                                   | 6.34%                                                    |
| Water Fund - Access Charges                      | \$52,483.20                      | \$891,563.35          | \$944,046.55          | \$394,996.10                                       | 41.84%                                      | \$540,566.98          | 57.26%                                   | 5.89%                                                    |
| Sewerage Fund - Annual Charges                   | \$34,045.03                      | \$703,007.21          | \$737,052.24          | \$311,559.96                                       | 42.27%                                      | \$425,492.28          | 57.73%                                   | 4.84%                                                    |
|                                                  | <b>\$230,606.61</b>              | <b>\$5,202,422.54</b> | <b>\$5,433,029.15</b> | <b>\$2,543,626.23</b>                              | <b>46.82%</b>                               | <b>\$2,880,919.45</b> | <b>53.03%</b>                            | <b>4.43%</b>                                             |
| Water Fund - Consumption Charges                 | \$63,981.44                      | \$144,292.88          | \$208,274.32          | \$132,811.50                                       | 63.77%                                      | \$75,462.82           | 36.23%                                   | 44.34%                                                   |
| Sewerage Fund - Usage Charges Non Residential    | \$3,725.48                       | \$20,740.23           | \$24,465.71           | \$15,530.95                                        | 63.48%                                      | \$8,934.76            | 36.52%                                   | 17.96%                                                   |
|                                                  | <b>\$67,706.92</b>               | <b>\$165,033.11</b>   | <b>\$232,740.03</b>   | <b>\$148,342.45</b>                                | <b>63.74%</b>                               | <b>\$84,397.58</b>    | <b>36.26%</b>                            | <b>41.03%</b>                                            |
| <b>Total 2022/23</b>                             | <b>\$298,313.53</b>              | <b>\$5,367,455.65</b> | <b>\$5,665,769.18</b> | <b>\$2,691,968.68</b>                              | <b>47.51%</b>                               | <b>\$2,965,317.03</b> | <b>52.34%</b>                            | <b>5.56%</b>                                             |

#### 4 Monthly Summary of Revenue and Expenditure for the Caravan Park

| CARAVAN PARK 2022/23                         | Original Budget  | Amendments to Budget for September QBR | Actual YTD 31 July 2022 | Remaining Budget | Anticipated 30 June 2023 | YTD Actual % |
|----------------------------------------------|------------------|----------------------------------------|-------------------------|------------------|--------------------------|--------------|
| <b>REVENUE</b>                               |                  |                                        |                         |                  |                          |              |
| Fees                                         | \$500,000        |                                        | \$47,776                | \$452,224        | \$500,000                | 9.6%         |
| Washing Machine Charges                      | \$3,500          |                                        | \$450                   | \$3,050          | \$3,500                  | 12.9%        |
| Caravan Park - Merchandise Sales             | \$500            |                                        | \$334                   | \$166            | \$500                    | 66.8%        |
| <b>TOTAL OPERATING REVENUE</b>               | <b>\$504,000</b> | <b>\$0</b>                             | <b>\$48,560</b>         | <b>\$455,440</b> | <b>\$504,000</b>         | <b>9.6%</b>  |
| <b>EXPENDITURE</b>                           |                  |                                        |                         |                  |                          |              |
| Salaries                                     | \$166,800        |                                        | \$14,789                | \$152,011        | \$166,800                | 8.9%         |
| Caravan Park Advertising                     | \$1,200          |                                        | \$0                     | \$1,200          | \$1,200                  | 0.0%         |
| Bank Charges                                 | \$3,300          |                                        | \$367                   | \$2,933          | \$3,300                  | 11.1%        |
| Caravan Park - Cleaning Materials            | \$10,000         |                                        |                         | \$10,000         | \$10,000                 | 0.0%         |
| Electricity - Operational                    | \$30,000         |                                        |                         | \$30,000         | \$30,000                 | 0.0%         |
| Admin Charges - Sals, Rates/Charges, Insur,  | \$105,960        |                                        | \$8,830                 | \$97,130         | \$105,960                | 8.3%         |
| Caravan Park - Legal Expenses                | \$2,000          |                                        |                         | \$2,000          | \$2,000                  | 0.0%         |
| Caravan Park - Software Support              | \$4,000          |                                        |                         | \$4,000          | \$4,000                  | 0.0%         |
| Telephone                                    | \$500            |                                        | \$155                   | \$345            | \$500                    | 31.0%        |
| Caravan Park R & M                           | \$47,000         |                                        | \$609                   | \$46,391         | \$47,000                 | 1.3%         |
| Caravan Park - Consumables GST               | \$30,000         |                                        | \$838                   | \$29,162         | \$30,000                 | 2.8%         |
| Caravan Park - Consumables No GST            | \$10,000         |                                        |                         | \$10,000         | \$10,000                 | 0.0%         |
| Depreciation                                 | \$53,000         |                                        | \$4,416                 | \$48,584         | \$53,000                 | 8.3%         |
| <b>TOTAL OPERATING EXPENDITURE</b>           | <b>\$463,760</b> | <b>\$0</b>                             | <b>\$30,004</b>         | <b>\$433,756</b> | <b>\$463,760</b>         | <b>6.5%</b>  |
| <b>NET OPERATING SURPLUS / DEFICIT</b>       | <b>\$40,240</b>  | <b>\$0</b>                             | <b>\$18,556</b>         | <b>\$21,684</b>  | <b>\$40,240</b>          |              |
| <b>CAPITAL</b>                               |                  |                                        |                         |                  |                          |              |
| <b>Capital Revenue</b>                       |                  |                                        |                         |                  |                          |              |
| Capital Grants - CRIF                        | \$772,000        |                                        |                         | \$772,000        | \$772,000                | 0.0%         |
| Transfer from Restriction                    | \$0              |                                        |                         | \$0              | \$0                      |              |
| <b>Total Capital Revenue</b>                 | <b>\$772,000</b> | <b>\$0</b>                             | <b>\$0</b>              | <b>\$772,000</b> | <b>\$772,000</b>         |              |
| <b>Capital Expenditure</b>                   |                  |                                        |                         |                  |                          |              |
| CRIF Grant Expenditure                       | \$772,000        |                                        |                         | \$772,000        | \$772,000                | 0.0%         |
| Transfer to Restriction                      | \$40,240         |                                        |                         | \$40,240         | \$40,240                 | 0.0%         |
| <b>Total Capital Expenditure</b>             | <b>\$812,240</b> | <b>\$0</b>                             | <b>\$0</b>              | <b>\$812,240</b> | <b>\$812,240</b>         |              |
| <b>Net Capital Surplus/ (Deficit)</b>        | <b>-\$40,240</b> | <b>\$0</b>                             | <b>\$0</b>              | <b>-\$40,240</b> | <b>-\$40,240</b>         |              |
| <b>Net Overall Result Surplus/ (Deficit)</b> | <b>\$0</b>       | <b>\$0</b>                             | <b>\$18,556</b>         | <b>-\$18,556</b> | <b>\$0</b>               |              |

| Summary Caravan Park 2022/23                 | Original Budget  | Amendments to Budget for September QBR | Actual YTD 31 July 2022 | Remaining Budget | Anticipated 30 June 2023 |
|----------------------------------------------|------------------|----------------------------------------|-------------------------|------------------|--------------------------|
| <b>Total Operating Revenue</b>               | \$504,000        | \$0                                    | \$48,560                | \$455,440        | \$504,000                |
| <b>Total Operating Expenditure</b>           | \$463,760        | \$0                                    | \$30,004                | \$433,756        | \$463,760                |
| <b>Net Operating Surplus / Deficit</b>       | <b>\$40,240</b>  | <b>\$0</b>                             | <b>\$18,556</b>         | <b>\$21,684</b>  | <b>\$40,240</b>          |
| <b>Total Capital Revenue</b>                 | \$772,000        | \$0                                    | \$0                     | \$772,000        | \$772,000                |
| <b>Total Capital Expenditure</b>             | \$812,240        | \$0                                    | \$0                     | \$812,240        | \$812,240                |
| <b>Net Capital Surplus / (Deficit)</b>       | <b>-\$40,240</b> | <b>\$0</b>                             | <b>\$0</b>              | <b>-\$40,240</b> | <b>-\$40,240</b>         |
| <b>Net Overall Result Surplus/ (Deficit)</b> | <b>\$0</b>       | <b>\$0</b>                             | <b>\$18,556</b>         | <b>\$18,556</b>  | <b>\$0</b>               |

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

| BIDGEE HAVEN HOSTEL 2022/23                    | Original Budget    | Amendments to Budget for September QBR | Actual YTD 31 August 2022 | Remaining Budget                                                                                     | Anticipated 30 June 2023 | YTD Actual % |
|------------------------------------------------|--------------------|----------------------------------------|---------------------------|------------------------------------------------------------------------------------------------------|--------------------------|--------------|
| <b>REVENUE</b>                                 |                    |                                        |                           |                                                                                                      |                          |              |
| Permanent Care Subsidies                       | \$915,000          |                                        | \$160,980                 | \$754,020                                                                                            | \$915,000                | 17.6%        |
| Hostel - Training Subsidies                    | \$3,000            |                                        | \$0                       | \$3,000                                                                                              | \$3,000                  | 0.0%         |
| Respite Care Fees                              | \$10,000           |                                        | \$765                     | \$9,235                                                                                              | \$10,000                 | 7.7%         |
| Hostel - Resident Care (Commonwealth)          | \$70,000           |                                        | \$9,892                   | \$60,108                                                                                             | \$70,000                 | 14.1%        |
| Hostel - Resident Accommodation Fees           | \$30,000           |                                        | \$5,654                   | \$24,346                                                                                             | \$30,000                 | 18.8%        |
| Hostel - Resident Daily Care Fees              | \$255,000          |                                        | \$39,268                  | \$215,732                                                                                            | \$255,000                | 15.4%        |
| Business Improvement Grant                     | \$0                | \$285,548                              | \$185,606                 | \$99,942                                                                                             | \$285,548                | 65.0%        |
| Hostel - Interest Received                     | \$25,000           |                                        | \$4,200                   | \$20,800                                                                                             | \$25,000                 | 16.8%        |
| <b>TOTAL OPERATING REVENUE</b>                 | <b>\$1,308,000</b> |                                        | <b>\$406,365</b>          | <b>\$1,187,183</b>                                                                                   | <b>\$1,593,548</b>       | <b>25.5%</b> |
|                                                |                    |                                        |                           | Changes to and adherence to newly introduced rosters will result in significant savings on salaries. |                          |              |
| <b>EXPENDITURE</b>                             |                    |                                        |                           |                                                                                                      |                          |              |
| Salaries                                       | \$1,060,000        |                                        | \$115,396                 | \$884,604                                                                                            | \$1,000,000              | 11.5%        |
| Medical Expenses                               | \$2,000            |                                        | \$600                     | \$1,400                                                                                              | \$2,000                  | 30.0%        |
| Drs Visits to Hostel                           | \$4,000            |                                        | \$0                       | \$4,000                                                                                              | \$4,000                  | 0.0%         |
| Training                                       | \$10,000           |                                        | \$580                     | \$9,420                                                                                              | \$10,000                 | 5.8%         |
| Audit Fees                                     | \$5,000            |                                        | \$0                       | \$5,000                                                                                              | \$5,000                  | 0.0%         |
| Electricity                                    | \$30,000           |                                        | \$4,889                   | \$25,111                                                                                             | \$30,000                 | 16.3%        |
| Gas                                            | \$1,000            |                                        | \$0                       | \$1,000                                                                                              | \$1,000                  | 0.0%         |
| Sundry Expenses                                | \$500              |                                        | \$220                     | \$280                                                                                                | \$500                    | 44.0%        |
| Linen Replacements                             | \$2,000            |                                        | \$0                       | \$2,000                                                                                              | \$2,000                  | 0.0%         |
| Laundry Services                               | \$6,000            |                                        | \$1,225                   | \$4,775                                                                                              | \$6,000                  | 20.4%        |
| Cleaning Materials                             | \$6,000            |                                        | \$500                     | \$5,500                                                                                              | \$6,000                  | 8.3%         |
| Pharmaceutical Supplies                        | \$10,000           |                                        | \$1,038                   | \$8,962                                                                                              | \$10,000                 | 10.4%        |
| Council Admin Charges - Salaries, Insur, Rates | \$128,500          |                                        | \$21,400                  | \$107,100                                                                                            | \$128,500                | 16.7%        |
| Printing & Stationery                          | \$3,000            |                                        | \$153                     | \$2,847                                                                                              | \$3,000                  | 5.1%         |
| IT Expenditure                                 | \$2,000            |                                        | \$0                       | \$2,000                                                                                              | \$2,000                  | 0.0%         |
| Repairs & Maintenance                          | \$40,000           |                                        | \$6,131                   | \$33,869                                                                                             | \$40,000                 | 15.3%        |
| Subscriptions & Memberships                    | \$6,000            |                                        | \$1,388                   | \$4,612                                                                                              | \$6,000                  | 23.1%        |
| Telephone                                      | \$3,000            |                                        | \$370                     | \$2,630                                                                                              | \$3,000                  | 12.3%        |
| Food Supplies                                  | \$55,000           |                                        | \$6,191                   | \$48,809                                                                                             | \$55,000                 | 11.3%        |
| Commuter Bus and Sedan Running Costs           | \$0                |                                        | \$0                       | \$0                                                                                                  | \$0                      | #DIV/0!      |
| Business Improvement Grant                     | \$0                | \$285,548                              | \$0                       | \$285,548                                                                                            | \$285,548                | 0.0%         |
| Depreciation                                   | \$54,000           |                                        | \$9,000                   | \$45,000                                                                                             | \$54,000                 | 16.7%        |
| <b>TOTAL OPERATING EXPENDITURE</b>             | <b>\$1,428,000</b> | <b>\$285,548</b>                       | <b>\$169,081</b>          | <b>\$1,484,467</b>                                                                                   | <b>\$1,653,548</b>       | <b>10.2%</b> |
|                                                |                    |                                        |                           |                                                                                                      |                          |              |
| <b>NET OPERATING SURPLUS / DEFICIT</b>         | <b>-\$120,000</b>  | <b>-\$285,548</b>                      | <b>\$237,284</b>          | <b>-\$297,284</b>                                                                                    | <b>-\$60,000</b>         |              |
|                                                |                    |                                        |                           |                                                                                                      |                          |              |

**SUMMARY**

| Bidgee Haven Hostel 2021/22            | Original Budget   | Amendments to Budget September QBR | Actual YTD 31 August 2022 | Remaining Budget  | Anticipated 30 June 2023 |
|----------------------------------------|-------------------|------------------------------------|---------------------------|-------------------|--------------------------|
| <b>TOTAL OPERATING REVENUE</b>         | \$1,308,000       | \$0                                | \$406,365                 | \$1,187,183       | \$1,593,548              |
| <b>TOTAL OPERATING EXPENDITURE</b>     | \$1,428,000       | \$285,548                          | \$169,081                 | \$1,484,467       | \$1,653,548              |
| <b>NET OPERATING SURPLUS / DEFICIT</b> | <b>-\$120,000</b> | <b>-\$285,548</b>                  | <b>\$237,284</b>          | <b>-\$297,284</b> | <b>-\$60,000</b>         |

| BIDGEE HOSTEL SELF CARE UNITS<br>2022/23 | Original<br>Budget | Amendments<br>to Budget for<br>September<br>QBR | Actual YTD<br>31 August<br>2022 | Remaining<br>Budget | Anticipated<br>30 June 2023 | YTD Actual<br>% |
|------------------------------------------|--------------------|-------------------------------------------------|---------------------------------|---------------------|-----------------------------|-----------------|
| <b>REVENUE</b>                           |                    |                                                 |                                 |                     |                             |                 |
| Unit Rentals                             | \$24,000           | \$0                                             | \$1,858                         | \$10,142            | \$12,000                    | 15.48%          |
| <b>EXPENDITURE</b>                       |                    |                                                 |                                 |                     |                             |                 |
| Electricity                              | \$0                | \$2,000                                         | \$0.00                          | \$2,000.00          | \$2,000.00                  | 0.00%           |
| Insurance                                | \$1,200            |                                                 | \$1,200.00                      | \$0.00              | \$1,200.00                  | 100.00%         |
| Rates and Charges                        | \$12,300           |                                                 | \$4,136.00                      | \$3,864.00          | \$8,000.00                  | 51.70%          |
| Repairs and Maintenance                  | \$0                | \$3,000                                         | \$446.00                        | \$2,554.00          | \$3,000.00                  | 14.87%          |
|                                          | <b>\$13,500</b>    | <b>\$5,000</b>                                  | <b>\$5,782.00</b>               | <b>\$8,418.00</b>   | <b>\$14,200.00</b>          | <b>40.72%</b>   |
| <b>NET OPERATING SURPLUS / DEFICIT</b>   | <b>\$10,500</b>    | <b>-\$5,000</b>                                 | <b>-\$3,924</b>                 | <b>\$1,724</b>      | <b>-\$2,200</b>             |                 |

Electricity Included in Council Owned Property and Buildings - \$2k to be transferred in September QBR

Maintenance Included in Council Owned Property and Buildings - \$3k to be transferred in September QBR

### SUMMARY

| Bidgee Hostel Self Care Units<br>2022/23 | Original<br>Budget | Amendments<br>to Budget<br>September<br>QBR | Actual YTD 31<br>August 2022 | Remaining<br>Budget | Anticipated<br>30 June 2023 |
|------------------------------------------|--------------------|---------------------------------------------|------------------------------|---------------------|-----------------------------|
| <b>TOTAL OPERATING REVENUE</b>           | \$24,000           | \$0                                         | \$1,858                      | \$10,142            | \$12,000                    |
| <b>TOTAL OPERATING EXPENDITURE</b>       | \$13,500           | \$5,000                                     | \$5,782                      | \$8,418             | \$14,200                    |
| <b>NET OPERATING SURPLUS / DEFICIT</b>   | <b>\$10,500</b>    | <b>-\$5,000</b>                             | <b>-\$3,924</b>              | <b>\$1,724</b>      | <b>-\$2,200</b>             |

**Note:** There is no proposed Capital Expenditure at either the Hostel or the Self Care Units contained in the 2022/23 Adopted Budget.

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

| TOURISM 2022/23                              | Original Budget      | Amendments to Budget for September QBR | Actual YTD 31 August 2022 | Remaining Budget     | Anticipated 30 June 2023 | YTD Actual % |
|----------------------------------------------|----------------------|----------------------------------------|---------------------------|----------------------|--------------------------|--------------|
| <b>REVENUE</b>                               |                      |                                        |                           |                      |                          |              |
| Fees                                         | \$2,000              |                                        | \$0                       | \$2,000              | \$2,000                  | 0.0%         |
| Tourist Info Centre -Souvenir Sales          | \$60,000             |                                        | \$13,425                  | \$46,575             | \$60,000                 | 22.4%        |
| Sales Yanga HH Guides                        | \$200                |                                        | \$1,171                   | \$829                | \$2,000                  | 58.6%        |
| Commissions                                  | \$500                |                                        | \$0                       | \$500                | \$500                    | 0.0%         |
| Tourism Advertising                          | \$2,000              |                                        | \$0                       | \$2,000              | \$2,000                  | 0.0%         |
| Donations - Discovery Centre                 | \$5,000              |                                        | \$801                     | \$4,199              | \$5,000                  | 16.0%        |
| Operational Grant- Reconnecting Regional NSW | \$0                  | \$150,000                              | \$120,683                 | \$29,317             | \$150,000                | 80.5%        |
| <b>TOTAL OPERATING REVENUE</b>               | <b>\$69,700</b>      | <b>\$150,000</b>                       | <b>\$136,080</b>          | <b>\$85,420</b>      | <b>\$221,500</b>         | <b>61.4%</b> |
| <b>EXPENDITURE</b>                           |                      |                                        |                           |                      |                          |              |
| Salaries                                     | \$115,000            |                                        | \$15,812                  | \$99,188             | \$115,000                | 13.7%        |
| Tourism Staff Uniforms                       | \$425                |                                        | \$0                       | \$425                | \$425                    | 0.0%         |
| Training                                     | \$1,275              |                                        | \$109                     | \$1,166              | \$1,275                  | 8.5%         |
| Advertising                                  | \$23,460             |                                        | \$1,006                   | \$22,454             | \$23,460                 | 4.3%         |
| Security Monitoring                          | \$850                |                                        | \$136                     | \$714                | \$850                    | 16.0%        |
| Conference Expenses                          | \$1,700              |                                        | \$0                       | \$1,700              | \$1,700                  | 0.0%         |
| General Expenses                             | \$1,700              |                                        | \$0                       | \$1,700              | \$1,700                  | 0.0%         |
| Admin Charges -Sals, Rates/charges, Insur    | \$76,260             |                                        | \$12,700                  | \$63,560             | \$76,260                 | 16.7%        |
| Special Events - Shows / Movies              | \$1,700              |                                        | \$0                       | \$1,700              | \$1,700                  | 0.0%         |
| Council Run Special Events and Festivals     | \$5,100              |                                        | \$0                       | \$5,100              | \$5,100                  | 0.0%         |
| Christmas Decorations                        | \$850                |                                        | \$0                       | \$850                | \$850                    | 0.0%         |
| Seminars & Workshops - Local                 | \$850                |                                        | \$40                      | \$810                | \$850                    | 4.7%         |
| Subscriptions                                | \$1,700              |                                        | \$0                       | \$1,700              | \$1,700                  | 0.0%         |
| Tourism Visitor Guide Booklets               | \$0                  | \$12,000                               | \$0                       | \$12,000             | \$12,000                 | 0.0%         |
| Travelling Expenses                          | \$850                |                                        | \$0                       | \$850                | \$850                    | 0.0%         |
| Souvenirs                                    | \$35,000             |                                        | \$8,883                   | \$26,117             | \$35,000                 | 25.4%        |
| Depreciation                                 | \$9,580              |                                        | \$1,600                   | \$7,980              | \$9,580                  | 16.7%        |
| Operational Grant- Reconnecting Regional NSW | \$0                  | \$150,000                              | \$0                       | \$150,000            | \$150,000                | 0.0%         |
| <b>TOTAL OPERATING EXPENDITURE</b>           | <b>\$276,300</b>     | <b>\$162,000</b>                       | <b>\$40,286</b>           | <b>\$398,014</b>     | <b>\$438,300</b>         | <b>9.2%</b>  |
| <b>NET OPERATING SURPLUS/DEFICIT</b>         | <b>-\$206,600</b>    | <b>-\$12,000</b>                       | <b>\$95,794</b>           | <b>-\$312,594</b>    | <b>-\$216,800</b>        |              |
| <b>Capital Revenue</b>                       |                      |                                        |                           |                      |                          |              |
| Grants - Joint Organisation                  | \$0                  | \$0                                    | \$0                       | \$0                  | \$0                      | #DIV/0!      |
| <b>Total Capital Revenue</b>                 | <b>\$0</b>           | <b>\$0</b>                             | <b>\$0</b>                | <b>\$0</b>           | <b>\$0</b>               | <b>0.00%</b> |
| <b>Capital Expenditure</b>                   |                      |                                        |                           |                      |                          |              |
| Joint Organisation Discovery Centre Complex  | \$0                  | \$0                                    | \$0                       | \$0                  | \$0                      | #DIV/0!      |
| <b>Total Capital Expenditure</b>             | <b>\$0</b>           | <b>\$0</b>                             | <b>\$0</b>                | <b>\$0</b>           | <b>\$0</b>               | <b>0.00%</b> |
| <b>Net Capital Surplus/ (Deficit)</b>        | <b>\$0</b>           | <b>\$0</b>                             | <b>\$0</b>                | <b>\$0</b>           | <b>\$0</b>               |              |
| <b>Net Result Surplus/ (Deficit)</b>         | <b>-\$206,600.00</b> | <b>-\$12,000.00</b>                    | <b>\$95,794.00</b>        | <b>-\$312,594.00</b> | <b>-\$216,800.00</b>     |              |

| <b>SUMMARY</b>                                |                    |                                        |                           |                    |                          |
|-----------------------------------------------|--------------------|----------------------------------------|---------------------------|--------------------|--------------------------|
| TOURISM 2022/23                               | Original Budget    | Amendments to Budget for September QBR | Actual YTD 31 August 2022 | Remaining Budget   | Anticipated 30 June 2023 |
| Total Operating Revenue                       | \$69,700           | \$150,000                              | \$136,080                 | \$85,420           | \$221,500                |
| Total Operating Expenditure                   | \$276,300          | \$162,000                              | \$40,286                  | \$398,014          | \$438,300                |
| <b>Net Operating Result Surplus / Deficit</b> | <b>-206,600.00</b> | <b>-12,000.00</b>                      | <b>95,794.00</b>          | <b>-312,594.00</b> | <b>-216,800.00</b>       |
| Total Capital Revenue                         | 0.00               | 0.00                                   | 0.00                      | 0.00               | 0.00                     |
| Total Capital Expenditure                     | 0.00               | 0.00                                   | 0.00                      | 0.00               | 0.00                     |
| <b>Net Capital Surplus / (Deficit)</b>        | <b>0.00</b>        | <b>0.00</b>                            | <b>0.00</b>               | <b>0.00</b>        | <b>0.00</b>              |
| <b>Net Overall Result Surplus / (Deficit)</b> | <b>-206,600.00</b> | <b>-12,000.00</b>                      | <b>95,794.00</b>          | <b>-312,594.00</b> | <b>-216,800.00</b>       |

**7 Monthly Summary of Revenue and Expenditure for the Library**

| Library Services 2022/23                     | Original Budget  | Amendments to Budget for September QBR | Actual YTD 31 August 2022 | Remaining Budget | Anticipated 30 June 2023 | YTD Actual % |
|----------------------------------------------|------------------|----------------------------------------|---------------------------|------------------|--------------------------|--------------|
| <b>REVENUE</b>                               |                  |                                        |                           |                  |                          |              |
| Library Operational Subsidy                  | \$67,400         | \$47,459                               | \$0                       | \$47,459         | \$47,459                 | 0.0%         |
| Library Sundry Sales                         | \$0              | \$100                                  | \$49                      | \$51             | \$100                    | 49.0%        |
|                                              |                  |                                        |                           |                  |                          |              |
|                                              |                  |                                        |                           |                  |                          |              |
| <b>TOTAL OPERATING REVENUE</b>               | <b>\$67,400</b>  | <b>\$47,559</b>                        | <b>\$49</b>               | <b>\$47,510</b>  | <b>\$47,559</b>          | <b>0.1%</b>  |
|                                              |                  |                                        |                           |                  |                          |              |
| <b>EXPENDITURE</b>                           |                  |                                        |                           |                  |                          |              |
| Library - Salaries                           | \$50,000         |                                        | \$9,080                   | \$40,920         | \$50,000                 | 18.2%        |
| Training                                     | \$850            | \$1,150                                | \$1,693                   | \$307            | \$2,000                  | 84.7%        |
| Electricity                                  | \$2,000          |                                        | \$0                       | \$2,000          | \$2,000                  | 0.0%         |
| Office Expenses                              | \$850            |                                        | \$430                     | \$420            | \$850                    | 50.6%        |
| Administration Charge                        | \$14,800         |                                        | \$2,450                   | \$12,350         | \$14,800                 | 16.6%        |
| Printing and Stationery                      | \$595            |                                        | \$22                      | \$573            | \$595                    | 3.7%         |
| Books and Journals                           | \$3,825          |                                        | \$1,806                   | \$2,019          | \$3,825                  | 47.2%        |
| IT                                           | \$1,700          |                                        | \$0                       | \$1,700          | \$1,700                  | 0.0%         |
| Repairs and Maintenance                      | \$1,700          |                                        | \$301                     | \$1,399          | \$1,700                  | 17.7%        |
| Security Monitoring                          | \$595            |                                        | \$0                       | \$595            | \$595                    | 0.0%         |
| Subscriptions                                | \$1,955          |                                        | \$1,745                   | \$210            | \$1,955                  | 89.3%        |
| Telephone and Communications                 | \$500            |                                        | \$70                      | \$430            | \$500                    | 14.0%        |
| Internet                                     | \$1,700          |                                        | \$179                     | \$1,521          | \$1,700                  | 10.5%        |
|                                              |                  |                                        |                           |                  |                          |              |
| <b>TOTAL OPERATING EXPENDITURE</b>           | <b>\$81,070</b>  | <b>\$1,150</b>                         | <b>\$17,776</b>           | <b>\$64,444</b>  | <b>\$82,220</b>          | <b>21.6%</b> |
|                                              |                  |                                        |                           |                  |                          |              |
| <b>NET OPERATING SURPLUS / DEFICIT</b>       | <b>-\$13,670</b> | <b>\$46,409</b>                        | <b>-\$17,727</b>          | <b>-\$16,934</b> | <b>-\$34,661</b>         |              |
|                                              |                  |                                        |                           |                  |                          |              |
| <b>CAPITAL</b>                               |                  |                                        |                           |                  |                          |              |
| <b>Capital Revenue</b>                       |                  |                                        |                           |                  |                          |              |
| Library Grant                                | \$0              | \$16,563                               | \$0                       | \$16,563         | \$16,563                 | 0.0%         |
| Library Grant Specific Project               | \$0              | \$67,862                               | \$0                       | \$67,862         | \$67,862                 | 0.0%         |
| <b>Total Capital Revenue</b>                 | <b>\$0</b>       | <b>\$84,425</b>                        | <b>\$0</b>                | <b>\$84,425</b>  | <b>\$84,425</b>          |              |
|                                              |                  |                                        |                           |                  |                          |              |
| <b>Capital Expenditure</b>                   |                  |                                        |                           |                  |                          |              |
| Library Grant                                | \$0              | \$16,563                               | \$0                       | \$16,563         | \$16,563                 | 0.0%         |
| Library Grant Specific Project               | \$0              | \$67,862                               | \$0                       | \$67,862         | \$67,862                 | 0.0%         |
| <b>Total Capital Expenditure</b>             | <b>\$0</b>       | <b>\$84,425</b>                        | <b>\$0</b>                | <b>\$84,425</b>  | <b>\$84,425</b>          |              |
|                                              |                  |                                        |                           |                  |                          |              |
| <b>Net Capital Surplus/ (Deficit)</b>        | <b>\$0</b>       | <b>\$0</b>                             | <b>\$0</b>                | <b>\$0</b>       | <b>\$0</b>               |              |
|                                              |                  |                                        |                           |                  |                          |              |
| <b>Net Overall Result Surplus/ (Deficit)</b> | <b>-\$13,670</b> | <b>\$46,409</b>                        | <b>-\$17,727</b>          | <b>-\$16,934</b> | <b>-\$34,661</b>         |              |

| <b>Library Services 2022/23</b>              | <b>Original Budget</b> | <b>Amendments to Budget for September QBR</b> | <b>Actual YTD 31 August 2022</b> | <b>Remaining Budget</b> | <b>Anticipated 30 June 2023</b> |
|----------------------------------------------|------------------------|-----------------------------------------------|----------------------------------|-------------------------|---------------------------------|
| <b>Total Operating Revenue</b>               | \$67,400               | \$47,559                                      | \$49                             | \$47,510                | \$47,559                        |
| <b>Total Operating Expenditure</b>           | \$81,070               | \$1,150                                       | \$17,776                         | \$64,444                | \$82,220                        |
| <b>Net Operating Surplus / Deficit</b>       | <b>\$13,670</b>        | <b>\$46,409</b>                               | <b>\$17,727</b>                  | <b>-\$16,934</b>        | <b>\$34,661</b>                 |
| <b>Total Capital Revenue</b>                 | \$0                    | \$84,425                                      | \$0                              | \$84,425                | \$84,425                        |
| <b>Total Capital Expenditure</b>             | \$0                    | \$84,425                                      | \$0                              | \$84,425                | \$84,425                        |
| <b>Net Capital Surplus / (Deficit)</b>       | <b>\$0</b>             | <b>\$0</b>                                    | <b>\$0</b>                       | <b>\$0</b>              | <b>\$0</b>                      |
| <b>Net Overall Result Surplus/ (Deficit)</b> | <b>\$13,670</b>        | <b>\$46,409</b>                               | <b>\$17,727</b>                  | <b>\$16,934</b>         | <b>\$34,661</b>                 |

## 8 Outstanding Debtors as at 31 August 2022

| <b>No. of Accounts</b> | <b>Current</b>   | <b>30 days</b>  | <b>60 days</b>    | <b>90 days</b>    | <b>Reference</b> |
|------------------------|------------------|-----------------|-------------------|-------------------|------------------|
| 15                     | 23,255.70        |                 |                   |                   |                  |
| 8                      |                  | 8,225.99        |                   |                   |                  |
| 3                      |                  |                 | 6,568.30          |                   | 3                |
| 16                     |                  |                 |                   | 79,045.04         | 1                |
| Grant Funds            |                  |                 | 120,683.20        | 356,872.66        | 2                |
| <b>TOTAL</b>           | <b>23,255.70</b> | <b>8,225.99</b> | <b>127,251.50</b> | <b>435,917.70</b> |                  |

### Reference

1. The 90 day outstanding balance is made up of:

- 18,440.00 – Payment plan in place – renegotiation currently underway
- 15,402.26 – Currently under debt collection
- 11,573.16 - Currently under negotiation to recover
- 15,511.63 – Part of a grant project, investigation undergoing with Engineering
- 12,037.94 – Contact has been made with customer and arrangements being discussed
- And a number of smaller debts all either under debt collection or in process of collection by Council.

2. Grants Funds outstanding balance is made up of:

- 356,872.66 – SCCF Grant Milestone 2 – all requirements are believed to be met and acquittal has been submitted, part payment has been received.
- 120,683.20 – Reconnecting Regional NSW Grant

3. The 60 day outstanding balance is made up of:

- There are three small outstanding accounts all of which should be received within this month.

Overall there has been a decrease of \$123,742.48 in outstanding debtors since 31<sup>st</sup> July, 2022

## **9 Grants**

See Separate Report

## **10 Statement of Currency of Work within the Finance Section of Council**

This report has been prepared to advise Council of the currency of work within its finance section in accordance with Council's resolution at its October 2021 meeting.

A review has been undertaken of Council's 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 tasks, including all supplementary valuations and sales transfers are up to date. Rates and Charges notices for 2022/23 were sent out prior to 31 July 2022, and the first instalment was due on 31 August.
- Water bills for usage to 30 June 2022 have been issued and were due 31 August 2022.
- Payroll is up to date
- Plant hire input is up to date. An annual Plant Operational and Utilisation report for 2021/22 has been completed and forwarded to the General Manager and Exec Manager Engineering for perusal and any follow up action in respect to setting new plant rates, and plant fleet considerations.
- Creditors are being processed fortnightly and there is no evidence of aged invoices
- Debtor invoices for general works and services are being raised in a timely manner
- Outstanding debtor accounts are continuing to be followed up.
- Leases of council properties are now being reviewed and made current
- Loan repayments are up to date
- Investments – Council now complies with its adopted policy and the Minister's Order
- Investment register has been updated with interest earned on a monthly basis for reporting to Council from 1 July 2022. See comments in Investments (see 1 above)

- Journals are up to date and authorised by the finance consultants appointed by Council
- Stores issues and processes to be reviewed.
- Valuation of all classes of assets has been completed by APV and a final report has been received and discussions held in relation to valuations for some assets. Valuations for all classes of assets have been utilised in compiling the 2021/22 financial reports whilst depreciation rates on these new asset valuations will be effective as from 1 July 2022.
- Creation of a centralised Grants Register is underway and a report on Grants is included in the CM agenda each month. Further grant funding opportunities were discussed at the recent Manex meeting.
- 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 done an excellent job in finalising the 2021/22 Financial Statements and Reports in accordance with OLG requirements. The external auditors will commence their EOY Audit on 19 September with completed statements to be lodged prior to the deadline of 31 October. Staff have worked extremely hard in providing the required information and are to be congratulated on their efforts. This is the first time in the last 4 years that the Financial Statements have been completed by the required deadline. The General Manager and Administrator have been kept abreast of progress and briefed on the interim results for the 2021/22 financial year..
- Revenue streams and subsidy payments for the Bidgee Haven Hostel are continuing to be reviewed by the Administration Officer to ensure correct payments for subsidy claims are received. The review has seen continued improvement in the bottom line of operations for the Hostel.
- In addition substantial work has been undertaken in developing rosters for the Hostel operations that negate the need for the high level of overtime that has been apparent in past years of operation. This will also assist in improving the bottom line for operations at the Hostel.
- This meeting sees the first report on Library Services and this will become a regular monthly financial report.
- As part of the monthly report to council on financial operations it is also proposed to include a report on Capital Works and the first of these reports will be submitted to the October meeting.

### **FINANCIAL IMPLICATION**

Item 8 Reference 2 – Loss of interest on investment from non receipt of Grant payments (currently \$36.16 per day) whilst outstanding.

### **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

**10 NOTICE OF MOTION / QUESTIONS ON NOTICE**

Nil

**11 CONFIDENTIAL MATTERS**

Nil

**12 CLOSURE OF MEETING**