



AGENDA

Ordinary Council Meeting Tuesday, 13 December 2022

Date: Tuesday, 13 December 2022

Time:

Location: Council Chambers, Market Street Balranald

**Kerry Jones
Acting General Manager**

BALRANALD SHIRE COUNCIL

AGENDA

In Case of an emergency, for example a fire, please evacuate the building following the direction of the Administrator. The order to evacuate may be signified by a council officer or myself. Please proceed to the assembly area (in front of police station) or in the car park across the road. An instruction to evacuate to an area should be followed without delay to assist Council in ensuring the Health and Safety of all staff and visitors.

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

Our Vision

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

Our Mission

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

Our Values

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

Notice is hereby given that an Ordinary Meeting of Council will be held in the Council Chambers, Market Street Balranald on:
Tuesday, 13 December 2022 at

Order Of Business

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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 29 NOVEMBER 2022**

**File Number:** D22.76190

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

**Responsible Officer:** Kerry Jones, Acting General Manager

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**OFFICER RECOMMENDATION**

1. That the Minutes of the Council Meeting held on 29 November 2022 be received and noted.

**MINUTES FOR CONFIRMATION**

Council held its ordinary meeting on Tuesday 29 November with the Minutes of that meeting being attached for approval as being a true and correct copy.

**ATTACHMENTS**

1. Minutes of the Council Meeting held on 29 November 2022



# **MINUTES**

**Ordinary Council Meeting  
Tuesday, 29 November 2022**

**Order Of Business**

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|           | Nil                                                                             |           |
| <b>11</b> | <b>Confidential Matters .....</b>                                               | <b>14</b> |
|           | Nil                                                                             |           |

**MINUTES OF BALRANALD SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, MARKET STREET BALRANALD  
ON TUESDAY, 29 NOVEMBER 2022 AT**

**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:**

Kerry Jones (Executive Manager of Engineering), Carol Holmes (Senior Executive Officer)

Manuel Moncada (External Auditor), Brett Hangar (External Auditor), John Batchelor (Finance Consultant) and Laurie Knight (Financial Consultant) were in attendance online via zoom.

**3 APOLOGIES**

Nil

**4 CONFIRMATION OF MINUTES**

**4.1 MINUTES OF THE COUNCIL MEETING HELD ON 18 OCTOBER 2022**

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**RESOLUTION 2022/187**

Moved: Administrator Mike Colreavy

That the Minutes of the Council Meeting held on 18 October 2022 be received and noted.

**CARRIED**

**5 DISCLOSURE OF INTEREST**

Nil

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**6 ADMINISTRATOR MINUTE/REPORT****6.1 ADMINISTRATOR'S MINUTE - PASSING OF COUNCIL'S GENERAL MANAGER  
JEFFERY SOWIAK**

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**RESOLUTION 2022/188**

Moved: Administrator Mike Colreavy

That the Administrator's Minute be noted.

**CARRIED**

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**7 COMMITTEE REPORTS FOR ADOPTION****7.1 EUSTON PROGRESSIVE ADVISORY COMMITTEE MEETING HELD ON MONDAY 26  
SEPTEMBER 2022**

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**RESOLUTION 2022/189**

Moved: Administrator Mike Colreavy

That the Minutes of the Euston Progressive Advisory Committee meeting held on Monday 26 September 2022 be received and noted.

**CARRIED**

**7.2 MURRAY DARLING ASSOCIATION (MDA) - ANNUAL GENERAL MEETING HELD ON  
21 SEPTEMBER 2022 AND MDA REGION 4 ORDINARY MEETING HELD ON 29  
SEPTEMBER 2022**

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**RESOLUTION 2022/190**

Moved: Administrator Mike Colreavy

That the Minutes of the Murray Darling Association (MDA) Annual General Meeting held on 21 September and Region 4 Ordinary Meeting held on 29 September 2022 be received and noted.

**CARRIED**

**7.3 BALRANALD BEAUTIFICATION ADVISORY COMMITTEE MEETING HELD ON - 5  
OCTOBER 2022**

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**RESOLUTION 2022/191**

Moved: Administrator Mike Colreavy

That the Minutes of the Balranald Beautification Advisory Committee (BBAC) meeting held on Wednesday 5 October 2022 be received and noted.

**CARRIED**

**7.4 EUSTON PROGRESSIVE ADVISORY COMMITTEE MEETING HELD ON MONDAY 24 OCTOBER 2022**

---

**RESOLUTION 2022/192**

Moved: Administrator Mike Colreavy

1. That the Minutes of the Euston Progressive Advisory Committee meeting held on Monday 24<sup>th</sup> October 2022 be received and noted.
2. Modifications of plans for the netball changing room 2<sup>nd</sup> public toilet be made and provided to the Euston Progressive Committee Meeting.

**CARRIED**

**7.5 STRENGTHENING COMMUNITY ACCESS INCLUSION AND WELLBEING ADVISORY COMMITTEE HELD ON 27 OCTOBER 2022**

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**RESOLUTION 2022/193**

Moved: Administrator Mike Colreavy

That the Minutes of the Strengthening Community Access Inclusion and Wellbeing Advisory Committee (SCAIW) meeting held on Thursday 27 October 2022 be received and noted.

**CARRIED**

**GENERAL MANAGER'S REPORTS (INCORPORATING ALL STAFF REPORTS)****PART A – ITEMS REQUIRING DECISION****8 GENERAL MANAGER'S REPORTS****8.1 DELEGATION OF ACTING GENERAL MANAGER****PURPOSE OF REPORT**

To undertake the business of Council, delegations are required to be issued to the Acting General Manager.

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**RESOLUTION 2022/194**

Moved: Administrator Mike Colreavy

That the Delegations contained in resolution 2022-69, be made to apply to Mr Kerry Jones while he undertakes the current role of Council's Acting General Manager following the passing of Mr Jeffery Sowiak, until further notice, or until Council amends the delegation by resolution.

**CARRIED**

**8.2 PRESENTATION OF THE ANNUAL FINANCIAL STATEMENTS TO COUNCIL AND THE PUBLIC FOR THE YEAR ENDED 30 JUNE 2022****PURPOSE OF REPORT**

To present Council with the Balranald Shire Council's Annual Financial Statements as audited by the NSW Audit Office through Nexia, Auditors appointed by the NSW Audit Office and to present the Statements to the Public pursuant to Section 419 of the Local Government Act (1993) as advised and reported in the Meeting of Council on 20<sup>th</sup> September 2022 and advertised on Council's website.

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**RESOLUTION 2022/195**

Moved: Administrator Mike Colreavy

That Council receives and notes the report on the Balranald Shire's Annual Financial Statements and associated Auditor Reports and the presentation of the Statements to the Public for the year ended 30 June 2022.

**CARRIED**

**8.3 BALRANALD SHIRE COUNCIL 2021-2022 ANNUAL REPORT****PURPOSE OF REPORT**

To provide a copy of the Balranald Shire Council 2021-22 Annual Report to Council for adoption.

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**RESOLUTION 2022/196**

Moved: Administrator Mike Colreavy

That Council adopts the Balranald Shire Council 2021-22 Annual Report.

**CARRIED**

**8.4 DONATION REQUEST - ROBINVALE-EUSTON 80 SKI RACE SPONSORSHIP REQUEST****PURPOSE OF REPORT**

To advise Council of a request from the Robinvale/Euston 80 Ski Race Committee for sponsorship of the 2023 Ski Race.

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**RESOLUTION 2022/197**

Moved: Administrator Mike Colreavy

That Council approve the request from the Robinvale-Euston 80 Ski Race Committee for sponsorship of \$2,000 for the 2023 event.



**CARRIED****8.5 DONATION REQUEST - BEN JOHNSTONE****PURPOSE OF REPORT**

To advise Council of a request from Ben Johnstone seeking assistance with travelling costs to attend the Rural Youth Ambassador's Program in Sydney.

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**RESOLUTION 2022/198**

Moved: Administrator Mike Colreavy

That Council approve of a donation of \$500 to Ben Johnstone to assist with travelling costs to attend the Rural Youth Ambassador's Program in Sydney.

**CARRIED****8.6 PROPOSED EMERGENCY ACCOMODATION****PURPOSE OF REPORT**

To seek Council's endorsement of the proposal to renovate the former maternal and child health residence located at 78 Market Street as Emergency Accommodation subject to consideration of building and planning approvals.

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**RESOLUTION 2022/199**

Moved: Administrator Mike Colreavy

That Council endorses the recommendation from the Strengthening Community Access Inclusion and Wellbeing Advisory Committee to renovate the former maternal and child health residence located at 78 Market Street, Balranald as Emergency Accommodation subject to consideration of building and planning approvals and receipt of the necessary grant funding.

**CARRIED**

**8.7 DISCOVERY CENTRE REDEVELOPMENT REVIEW OF ENVIRONMENTAL FACTORS****PURPOSE OF REPORT**

To advise Council of approval processes around the proposed redevelopment of the Discovery Centre.

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**RESOLUTION 2022/200**

Moved: Administrator Mike Colreavy

That Council

1. Receive the Balranald Discovery Centre Modification Works Review of Environmental Factors V1.1; and
2. Undertake the redevelopment works in accordance with the Balranald Discovery Centre Modification Works Review of Environmental Factors V1.1 through a tender process.

**CARRIED**

**8.8 AMENDMENT TO BALRANALD LEP BALRANALD RESERVE****PURPOSE OF REPORT**

Council is aware that there is an anomaly in the existing LEP in relation to zoning of the Balranald Reserve at 9 Endeavour Drive owned by the Balranald Local Aboriginal Lands Council and this report endorses a rezoning proposed by the Dept of Planning to reflect the land use.

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**RESOLUTION 2022/201**

Moved: Administrator Mike Colreavy

That Council endorse the advice given to the Dept of Planning that Council would not have any objection to the proposed amendment of the Balranald Local Environmental Plan 2010 to rezone the whole of lot 126 DP 751170 situated at 9 Endeavour Drive Balranald and owned by the Balranald Local Aboriginal Land Council, from RU1 Primary Production to RU5 Village to reflect existing uses of the site.

**CARRIED**

**8.9 2024 COUNCIL ELECTIONS****PURPOSE OF REPORT**

To recommend Council enter into an arrangement with NSW Electoral Commission to administer the 2024 Council Elections.

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**RESOLUTION 2022/202**

Moved: Administrator Mike Colreavy

That subject to the NSW Government terminating the period of Administration by September 2024 in time for the local government elections.

1. pursuant to s. 296(2) and (3) of the *Local Government Act 1993 (NSW)* (*“the Act”*) that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
2. pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
3. pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.

**CARRIED**

**8.10 DA 49/2018 MOD 2 - MODIFICATION APPLICATION TO DA M49/2018 - TEMPORARY WORKERS ACCOMMODATION FACILITY****PURPOSE OF REPORT**

To seek Council under Part 4.55 of the Environmental Planning and Assessment Act 1979 to modify a consent for Workers Accommodation Facility at 61 Bank Street, Balranald.

---

**RESOLUTION 2022/203**

Moved: Administrator Mike Colreavy

1. Council approves the Modification Application DA 49/2018 Mod 2 for the installation of a Temporary Workers Accommodation Facility on Lots 37, 38 & 39 DP 75110 subject to the Draft Conditions of Consent listed at Attachment 4, with condition 3 to be modified as follows;  
*If the use of the land for the approved purpose ceases permanently, evidenced by 12 month cessation of the activity as a workers camp, the land must be returned to predeveloped conditions within 6 months of cessation.*
2. Persons that made submissions in relation to the Application be notified of the determination in writing.

**CARRIED**

**8.11 DA 07/2005 MOD 1 - MODIFICATION APPLICATION TO DA 07/2005 - MIXED USE DEVELOPMENT****PURPOSE OF REPORT**

To seek Council under Part 4.55 of the Environmental Planning and Assessment Act 1979 to modify a consent for a mixed use development at 51819 Sturt Highway, Euston NSW 2737.

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**RESOLUTION 2022/204**

Moved: Administrator Mike Colreavy

Council approves Modification Application DA 07/2005 Mod 1 for the mixed use development on Lot 2 DP 1244384, 51819 Sturt Highway Euston, subject to the Draft Conditions of Consent listed at Attachment 6.

**CARRIED**

**PART B – ITEMS FOR INFORMATION****9 GENERAL MANAGER’S REPORTS****9.1 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 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

---

**RESOLUTION 2022/205**

Moved: Administrator Mike Colreavy

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

**CARRIED**

**9.2 HUMAN RESOURCES (HR) REPORT****PURPOSE OF REPORT**

To inform Council of Human Resources current staff data, positions vacant and training that will be ongoing throughout 2022-23.

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**RESOLUTION 2022/206**

Moved: Administrator Mike Colreavy

That the HR Report be received and noted.

**CARRIED**

**9.3 PLANNING ADMINISTRATION****PURPOSE OF REPORT**

To advise Council of activities in the Planning area

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**RESOLUTION 2022/207**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

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

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

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**RESOLUTION 2022/208**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

**9.5 GRANT STATUS UPDATE****PURPOSE OF REPORT**

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

---

**RESOLUTION 2022/209**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

**9.6 OUTSTANDING ACTIONS****PURPOSE OF REPORT**

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

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**RESOLUTION 2022/210**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

**9.7 CIRCULARS FROM OFFICE LOCAL GOVERNMENT & CORRESPONDENCE OF INFORMATION****PURPOSE OF REPORT**

To provide Council with copies of the circulars received from Office Local Government and correspondence of interest received since the October Council Meeting.

---

**RESOLUTION 2022/211**

Moved: Administrator Mike Colreavy

That Council receives and notes this report.

**CARRIED**

**9.8 QUARTERLY BUDGET REVIEW SEPT 30TH****PURPOSE OF REPORT**

To enable the Council to review the current years revised estimated of expenditure and income as detailed in the Quarterly Budget Review.

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**RESOLUTION 2022/212**

Moved: Administrator Mike Colreavy

That the Quarterly Budget Review to 30<sup>th</sup> September 2022 be received and noted and the variations proposed therein be approved.

**CARRIED**

**9.9 ENGINEERING UPDATE FOR NOVEMBER 2022****PURPOSE OF REPORT**

To provide Council with an update on Engineering works currently in progress and in planning, updated to 25 November 2022.

---

**RESOLUTION 2022/213**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

**10 NOTICE OF MOTION / QUESTIONS ON NOTICE**

Nil

**11 CONFIDENTIAL MATTERS**

Nil

**The Meeting closed at 7.05pm.**

**The minutes of this meeting were confirmed at the Council Meeting held on 13 December 2022.**

.....  
**ADMINISTRATOR**

.....  
**ACTING GENERAL MANAGER**

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



**7 COMMITTEE REPORTS FOR ADOPTION****7.1 GROWING BUSINESS INDUSTRY AND TOURISM MEETING HELD ON TUESDAY 8 NOVEMBER 2022**

**File Number:** D22.76286

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

**Responsible Officer:** Kerry Jones, Acting General Manager

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**OFFICER RECOMMENDATION**

That the Minutes of the Growing Business Industry & Tourism (GBIT) meeting held on Tuesday 8 November 2022 be received and noted.

**PURPOSE OF REPORT**

To update Council of the Growing Business Industry & Tourism (GBIT) Meeting held on Tuesday 8 November 2022.

**REPORT**

The Growing Business Industry & Tourism Meeting was held on Tuesday 8 November and discussed the following items;

- Community Trust Fund – AGM to do more research on Councils that have established similar funds and report back to the Committee
- Project Prioritisation List and Other priorities to be included
- Burrawong Wind Farm Community Funding Guidelines

**Recommendations to Council**

There were no recommendations for Council from this meeting.

**ATTACHMENTS**

1. Minutes - GBITAC Meeting Notes - 8 November 2022 [↓](#)

**MEETING NOTES****GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE****8<sup>th</sup> November 2022****CHAIR:** Iain Lindsay-Field**MINUTES OFFICER:** Peter Lawler**DISCUSSION ONLY – NO QUORUM**

| <b>AGENDA<br/>ITEM</b> | <b>DISCUSSION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b>              | <b>Attendees:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                        | <p><b>COMMITTEE MEMBERS</b></p> <ul style="list-style-type: none"> <li>✓ Iain Lindsay-Field (Chair)</li> <li>✗ Simone Carmichael (Secretary)</li> <li>✗ Guy Fielding</li> <li>✓ Dianne Williams (Zoom)</li> <li>✓ Peter Lawler</li> <li>✓ Sam Papa</li> <li>✗ Bronwyn Brougham</li> <li>✗ Linda Nelson</li> </ul> <p><b>COUNCIL</b></p> <ul style="list-style-type: none"> <li>✓ Jeff Sowiak (BSC GM)</li> <li>✓ Mike Colreavy (BSC Administrator)</li> <li>✗ Connie Mallet (BSC Tourism, Communication &amp; Events Coordinator)</li> </ul> <p><b>GUESTS</b></p>                                                                                                                                                                                                                    |
| <b>2.</b>              | <b>Acknowledgement of country:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>3.</b>              | <b>Apologies:</b> Simone C., Guy F.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>4.</b>              | <b>Disclosures of Interest:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>5.</b>              | <b>Confirmation of minutes:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>6.</b>              | <b>Business arising from minutes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>6.1.</b>            | <p><u>Community Trust Fund, – Jeff S.</u></p> <p>GM reported on his investigations relating to “ Australian Community Foundation” and F.R.R.R.(Fund for Regional &amp; Rural Renewal), and ways to establish a community NFP fund in the shire. His report is attached below. Issues around tax deductibility and NFP status, and managing contributions from new developments were discussed. GM to do more research on councils that have established similar funds and report back.</p>                                                                                                                                                                                                                                                                                           |
| <b>6.2.</b>            | <p><u>Project Prioritisation List – Iain L-F</u></p> <p>Discussion regarding review of Committee priority list. It was felt that the VIC development completion remain our number one task, also housing strategy is becoming increasingly important. Education standards at Balranald Central were a concern. Mike asked to consult with Rachel. for an update on current situation, especially with an impending change of Principal</p> <p>Other Priorities for voting next meeting</p> <p>Economic Development and Tourism Strategy Community Trust Innovation Hub Complete walking loop on South bank of Murrumbidgee Bike track to Yanga Bike track to Homebush Truck route completed around the town Retirement Village in the golf course/Retirement Strategy Industrial</p> |

**MEETING NOTES****GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE****8<sup>th</sup> November 2022**

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | Land Use Strategy Industrial Park Business Starter Pack to help and drive to attract new businesses<br>Support Chamber of Commerce establishment New Member drive for GBITAC Community Survey<br>of top development issues Reasonable open hours for tip Recycling opportunities Highlight town's<br>environmental credentials Incentives to encourage retirees to town                                                                                                                                                                                                                                         |
| <b>7.</b> | <b>New Business</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|           | <p>7.1 <u>Burrawong Wind Farm Community Funding Guidelines – Iain L-F</u></p> <p>Discussion on Burrawong Windfarm Draft Community Fund Guidelines. Suggestions concerning eligible projects for funding including heritage preservation and restoration, heritage trails, and support for museums such as the southern cross. Promotion of Art &amp; Cultural activities, awareness and sponsorship of art prizes, and assisting community-based groups.</p> <p>It was suggested that GBITA Chair, Ian and GM could be considered as stakeholder representatives for membership of inaugural working party.</p> |
| <b>8.</b> | <b>Items Without Notice</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>9.</b> | MEETING CLOSED - <b>Next Meeting</b> – 6 <sup>th</sup> December                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**MEETING NOTES****GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE****8<sup>th</sup> November 2022**

**From:** Jeffery Sowiak <[jsowiak@balranald.nsw.gov.au](mailto:jsowiak@balranald.nsw.gov.au)>  
**Sent:** Tuesday, 8 November 2022 1:35 PM  
**To:** Mon Carmichael; OLG - Balranald Shire Council; Bronwyn Brougham; Carolyn Holmes; Connie Mallet; Di Williams ; frankiegracierahni@outlook.com; Guy Fielding; Iain Lindsay Field; Mike Colreavy; Peter Lawler; Sam Papa  
**Subject:** RE: November GBITAC Meeting  
**Attachments:** Briefing Note Community Trust.docx

Hi All,

I attach a briefing note on the investigations relating to ACF and FRRR charitable accounts and will try and explain this at tonight's meeting.



**Jeff Sowiak**

General Manager

[jsowiak@balranald.nsw.gov.au](mailto:jsowiak@balranald.nsw.gov.au)  
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 70 Market Street Balranald NSW 2715

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@balranaldshirecouncil

We acknowledge the traditional owners of the land on which we live and work, and pay our respects to their elders past, present, and emerging.

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**Purpose of Report**

To provide the committee with information concerning the proposed establishment of a community Trust for Balranald Shire.

**Possible structures and Partner Organisations**

The GM has undertaken an analysis of the options available to establish a community Trust utilising existing community agencies and this report considers each option and the implications for the Trust.

**Australian Communities Foundation. (ACF)**

This organisation can provide a number of different funding streams each of which has differing governance, gifting and governance structures. The ACF is a tier 2 Deductible Gift Recipient (DGR2) and can only make donations to tier 1 Deductible Gift Recipients. (DGR1) They cannot make direct contributions to individuals or for individual benefit or engage contracts to undertake work. i.e pay the money to Council to build a community facility or make direct contributions to anyone other than a Tier 1 Deductible Gift Recipient.

**Named Fund.**

A named fund is one of structures that they can set up and administer which will enable donations to be receipted and payments made with a small administration fee of 2.5% . The named fund is a Charity with DGR1 status. All funds have to be distributed to a charitable organisation of your choosing. The Named fund can have an extension funding pool that is not

**MEETING NOTES****GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE****8<sup>th</sup> November 2022**

tax deductible, where funds that are collected are not deductible donations or donations such as sponsorship, which has been expensed as business deduction. However, the contributions must be for charitable purposes consistent with the ACF policies.

In either case, the Named Fund must hold \$20k of capital to be retained by ACF as a holding deposit and is required to pay an investment management fee of around 0.36%

**Purpose of Donation**

The funds from ACF can only be used for donation to a charity (DGR1) in accordance with the purposes consistent with the ACF. The Trustees of ACF determine who is eligible.

**Community Foundation Accounts with Foundation for Rural Regional Renewal.**

This organisation is a tier 1 Deductible Gift Recipient and can accept donations from the ACF Named fund and can then distribute this to other charities, Local Council or not for profit. They can donate to any not-for-profit organisation for purposes that are consistent with the charitable activities.

The areas are.

**Community Resilience;** Supporting community planning, community assets, fostering citizenship/civic participation, community information sharing, community volunteering

**Environmental Challenges;** Environmental awareness /education, taking environmental action

**Culturally vibrant Communities;** Preserving local history/heritage, supporting and fostering the Arts, Celebrating local culture and identity

**Lifelong Learning;** education and Training. Supporting early childhood development, fostering school engagement, helping people access further education, Support general Life skills

**Economic Strength & Sustainability;** Supporting economic recovery post emergency or disaster, promoting agricultural industry sustainability development, promoting tourism, supporting enterprise economic development, addressing barriers to employment.

**Individual & Community health and social wellbeing;** Promoting physical and mental health, providing access to infrastructure and support needed to live well in place, promote community cohesion/engagement, promoting community Safety.

The funds distributed must be for public benefit and not individual scholarships or donations. Like ACF the engagement or advancement of sport, recreation and social activities is not considered a charitable purpose.

There has to be a not-for profit-association with a charitable purpose to receive and distribute the funding and to promote fund raising. FRRR monitor compliance with funding guidelines and charge admin fee of 5% for grant administration.

**Conclusion.**

Whilst the ACF and FRRR enable a mechanism for the receipt of donations they both place restrictions on the use of the funds and rules about the way in which they can be distributed. The Deductible Gift Recipient status enables a broader range of funding sources but also adds a layer of restriction.

In the case of FRRR there is still a requirement to establish a registered charitable association or utilise the Council and even then, the use of the funds is still restricted.

For consideration by committee.

**7.2 STRENGTHENING COMMUNITY ACCESS INCLUSION AND WELLBEING ADVISORY COMMITTEE HELD ON 24 NOVEMBER 2022**

**File Number:** D22.76285

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

**Responsible Officer:** Kerry Jones, Acting General Manager

---

**OFFICER RECOMMENDATION**

That the Minutes of the Strengthening Community Access Inclusion and Wellbeing Advisory Committee (SCAIW) meeting held on Thursday 24 November 2022 be received and noted.

**PURPOSE OF REPORT**

To update Council of the SCAIW meeting held on Thursday 24 November 2022.

**REPORT**

Strengthening Community Access Inclusion & Wellbeing Advisory Committee held a meeting in Council Chambers on Thursday 24 November 2022 with Jenene House from Transport NSW as a guest speaker.

Jenene works in West Region, Far West with Balranald being in Jenene's LGA's. Jenene also does behavioural programs regarding Road Safety. TARP Grant funding to support communities with transport issues where disadvantage is a key factor. Balranald Shire Council has been successful in accessing several TARP grants, which has supported schools with excursions for students.

Jenene and her Senior Manager, Belinda Roberts, are planning on visiting Balranald early in 2023 for meet and greet meetings and learn of all transport related community issues in our community.

Mandy Haley gave an update on the Swan Hill Transport issue. Nat Lay gave an update on the local bus transport issue, in Piper Street. Jenene requested contact details for Moore's Bus Lines and advised that this information has previously been provided.

The committee held discussions on the following;

- Kerry Jones being Acting General Manager whilst the recruitment process for the new General Manager is in progress,
- Funding opportunity – Children and Young People Wellbeing Recovery Initiative,
- Service Directory finalisation and launch,
- LGA Health Profile,
- Balranald Emergency Accommodation Model,
- Maintenance and gardening of BEAM,
- Mental Health First Aid Training,
- White Ribbon Event being successful.

The next SCAIW Meeting will be held on Thursday 9 February 2022.

There were no recommendations for Council from this meeting.

**ATTACHMENTS**

1. **MINUTES - SCAIW - 24 Nov 2022** [↓](#)

## Meeting AGENDA

### Strengthening Community Access, Inclusion & Wellbeing Advisory Committee, Thursday 24 November 2022



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

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

or via Zoom: <https://us02web.zoom.us/j/84964688659?pwd=YnZpbkNXUIRWSIZvVkQyUS9GZDRVdz09>

Meeting ID: 849 6468 8659

Passcode: 361135

1. Opening of Meeting

A minutes silence was observed in memory of Jeff Sowiak's passing.

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: Jedda Kelly

Present: Lea Lawrie, Sue Balshaw, Lyn Flanagan, Trish Simpson, Mike Colreavy, Connie Mallet  
Present via zoom: Emma Moore, Mandy Hayley, Nat Lay, Michelle White, Jenene House (guest speaker), Rachael Williams

4. Guest Speaker – Jenene House, Transport NSW

Works in West Region, Far West so Balranald is one of Jenene's LGAs. Also does behavioural programs re road safety.

Provides TARP Grants to support communities with transport issues where disadvantage is a key factor. Balranald Shire Council has been successful in accessing several TARP grants, this funding has supported St Joseph's pay for school excursion travel etc.

Jenene and her Senior Manager – Belinda Roberts, are planning on coming to Balranald to do meet and greets and get all transport related community issues in March next year. Jenene will keep us informed of exact date and look to connecting with SCAIW Advisory Committee when here.

Mandy H gave an update on the Swan Hill Transport issue – safe transport to all students to Swan Hill

Nat Lay gave an update on the local bus transport issue re Piper St route.

Discussion ensued and Jenene requested contact details for Moores Bus lines, it should be noted that all this information has previously been provided to Jenene.

Transport Partnerships Team – Jenene will make contact and then set up a meeting with us.

A smaller Working Group will pursue this with Jenene towards resolving the 2 issues raised by the Advisory Committee.

5. Previous Minutes (November 2022) – Moved: Lea Lawrie, Seconded: Sue Balshaw CARRIED

6. Disclosures of Interest – NIL

## Meeting AGENDA

### Strengthening Community Access, Inclusion & Wellbeing Advisory Committee, Thursday 24 November 2022



- 
7. Reports from Council / Chair -
    - Jeff's passing, funeral Cootamundra, 1<sup>st</sup> December
    - Remembrance Ceremony for Staff today held at BSC
    - Focus on floods, levees will hold (is expectation)
    - Additional resources have been allocated to us from interstate
    - SES Emergency Operations Centre at Buronga
    - Kerrie Jones is now acting GM
    - Recruitment Process for GM has commenced
    - Feedback from Advisory Committee on GM qualities / specific attributes (Advisory Committee to provide all thoughts feedback to Rachael so she can inform the selection process accordingly)
    - Mike advised that his recommendation is that we move back to elected Councilors at the end of 2024
  
  8. Correspondence / Connections of note
    - Funding opportunity - Children and Young People Wellbeing Recovery Initiative (Guidelines attached)
    - Advisory Committee discussed interested in using funds to increase opportunity to school holiday programs and after school activities through the Library and also access to guest speakers for older young people with a resilience focus (like speakers previously engaged by MaariMa)
    - Discussed possibility of bumping up Janaya's funding to run holiday programs and after school programs to June to support children care issues.
    - Can also be used to fund the Resilience Project
    - Could bring in guest speakers for older young people
    - Connie and Rachael to explore possibilities including eligibility criteria, whether funding can be used for wages etc.
  
  9. Ongoing Initiatives Update:
    - a) Service Directory finalisation and launch – see Tiffany's recent email
      - Several organisations are still obvious omissions from the list of registered services, Rachael and Sue to pursue.
      - Advice from Tiffany (HealthDirect) - we have enough services registered to launch
      - Discussion re merchandise
      - Advisory Committee members please check HealthDirect website and respond to Rachael will merchandise preferences. Rachael to send Link
      - Interest expressed to see Fridge magnets with clip as one merchandise item
  
    - b) LGA Health Profile – Rachael has reached out to Angela First WNSWPHN several times to no avail. Will continue to try.
  
    - c) Balranald Emergency Accommodation Model (funding application in, model drafted, co-investors Vinnies, MaariMa, MacKillop Family Services, MDVS and MASP)



**Meeting AGENDA****Strengthening Community Access, Inclusion & Wellbeing  
Advisory Committee, Thursday 24 November 2022**

Jeanette Sowiak has offered some furniture from their house (their own personal furniture, not Council's)

Mike indicated that he is satisfied in principle with the draft emergency accommodation management model.

Mike clarified the expectation that the Advisory Committee has re Council's role re yard maintenance / and larger maintenance issues. Discussion confirmed that the Advisory Committee was seeking Council to:

1. Maintain the garden / yard, Mike agreed this could be done easily given Council has the equipment and crew.
2. That maintenance issues tied to the property itself, and as would be incumbent on a 'landlord' rest with Council, and maintenance issues relevant to tenant use (for example a broken window, light bulbs etc) would be the responsibility of the committee
3. SCAIW Advisory Committee are seeking co-investors to contribute to the annual operational costs, including the expectation / commitment that we pay rates and utilities etc

Vinnies as a co-investor will keep the BEAM stocked with emergency food supplies and quality second hand linen, books, toys, kitchen needs etc

MacKillop Family Services have offered to undertake the cleaning of the house after each resident leaves. Trish has committed to leading this clean-up process and supervising 2-3 participants as they undertake the work.

MaariMa has indicated they could contribute \$5,000 annually towards the operational costs, Em has secured this indication with her Manager

Rachael has approached MDVS and MASP requesting that they also make an annual contribution of \$5,000 each, both staff have agreed prima facie and are raising the issue with their managers.

d) Mental Health First Aid funding

Advice Connie received recently indicates the funding will still come through

Jenene noted she is MHFA trained and offered to help in any way possible

10. Other Business:

White Ribbon, successful, Rebecca Sippet (Police DVO from Dareton) spoke  
About 60 at lunch and 30 for the walk

11. Next Meeting Thursday 9<sup>th</sup> February 2023

Thank you EVERYONE and a Happy and safe Christmas / NY to all

**7.3 EUSTON PROGRESSIVE ADVISORY COMMITTEE MEETING HELD ON MONDAY 28 NOVEMBER 2022**

**File Number:** D22.76287

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

**Responsible Officer:** Kerry Jones, Acting General Manager

---

**OFFICER RECOMMENDATION**

That the Minutes of the Euston Progressive Advisory Committee meeting held on Monday 28 November 2022 be received and noted.

**PURPOSE OF REPORT**

To update Council of the Euston Progressive Advisory Committee meeting held on Monday 28 November 2022.

**REPORT**

Euston Progressive Advisory Committee held its meeting on Monday 28 November and discussed the following;

1. Committee Priority list of works
  - Taylor Rd & Bertram Rd Calming - Work In progress
  - Addresses and Street Numbers fixed - In Progress
  - Kilpatrick Rd Upgrade - In discussion, on hold due to funds
  - Foot paths - Further funding allocated in LRCI in round 3.
  - Water Treatment - In discussion
  - Regent Parrots Project - In Progress. Guy to contact Adrian Wells
  - Prungle Rd-Benanee Rd, Tapalin Mail Rd, Works in progress as weather permits and contractor availability. Waiting on further funding to complete further works.
  - Weekly Shire Office Presence in Euston - Being Investigated
  - Tourist Signage prior to Euston entrances - Signs ordered, work in progress
  - Netball-Basketball Courts - Planning Work in progress, Tendering in January 2023
  - Euston State Forest Eco Trail-walking track - Will address once the flood water recedes.
  - More services in Euston - Service NSW does monthly visits
  - Tourism Projects-Story board, walking track - Being addressed
  - VCAL education - Being addressed
  - Eucalyptus oil factory-placement - Being addressed
2. Seniors Week in February 2023
3. Australia Day discussions and planning
4. Salami Festival was a huge success
5. Culverts on Sturt Highway in Euston and road repairs TfNSW have been notified by Council.
6. Residents and Landholders affected by floods may be able to claim funding through state or federal funding,
7. Euston Oval Community/ Recreation Room repairs and pest control
8. Euston Water Treatment plant expansion
9. Christmas Dinner

**ATTACHMENTS**

1. **Minutes - Euston Progressive - November 2022** [📄](#)

## Euston Progressive Advisory Committee

Monday 28<sup>th</sup> November 2022

Opening Meeting at 6.20pm

Acknowledgement of Country

**Present:** Guy Fielding, Kerry Jones, Rusty Roberts, Louie Zaffina, Santina Zappia

**Apologies:** Gray Woodhead

### Minutes of Previous Meeting:

Moved by, Louie Zaffina 2<sup>nd</sup> Rusty Roberts

### Matters Arising:

On behalf of the committee, Guy offered condolences to Council on the sad passing of Jeff Sowiak.

Kerry to make adjustments discuss by the committee, on the design of the new Netball change rooms and find out costings.

Kerry mentioned council will go ahead with the walkway at the Co-Op corner and the playground in the new estate.

All leases are being looked at by council including the leases at the Recreation Grounds.

### Committee Priorities Listing of works:

The list has been submitted. Council will now look at the list in terms of funding. Once an item has been achieved, other items will move up the list.

1. Taylor Rd & Bertram Rd Calming....\$120,000 In progress
2. (equal second) Addresses and Street Numbers fixed....In Progress
3. (equal second) Kilpatrick Rd Upgrade....In discussion, on hold due to funds

4. Foot paths.... \$30,000, Funding LRCI in round 3.
5. Water Treatment....In discussion
6. Regent Parrots Project....In Progress. Guy to contact Adrian Wells
7. Prungle Rd-Benanee Rd, Tapalin Mail Rd, Waiting on funding, Works in progress
8. Shire Office Present in Euston....Being addressed, Investigated
9. Tourist Signage coming into Euston. \$100,000. Signs ordered, work in progress
10. Netball-Basket Ball Courts....Under consideration \$40,000. Work in progress
11. Euston State Forest Eco Trail-walking track. \$50,000. Will address once the flood goes down
12. More services in Euston.. Service NSW does monthly visits
13. Tourism Projects-Story board, walking track....Being addressed
14. VCAL education....Being addressed
15. Eucalyptus oil factory-placement....Being addressed

### Correspondence: NIL

### Items without notice:

Seniors week will be held in Euston in February 2023, with a funding of \$3000.

Australia Day is in discussions and planning.

The Salami Festival was a huge success and brought many tourists into Euston. The Euston Club did an amazing job in organizing the event.

Louie mentioned his concerns about the culverts on the Sturt Hwy in Euston. Louie also asked about the repairs of roads- Kerry replied that council is still looking for contractors.

Kerry commented that people who have affected from floods are able to claim on Natural Disasters Funding through state funding or NDRRA- federal.

Rusty asked why the repairs to the Recreation rooms haven't been done, (Insulation, oven, sprayed for Spiders)

Euston Water Plant expansion – Council looking into it.

Santina asked for updates on the Priority List.

Kerry to take over as acting General Manager until council has filled the position.

**Next Meeting:           Monday 19<sup>th</sup> December**

**Christmas Dinner 6.30pm at Euston Club**

**RSVP to Guy for numbers**

**Meeting Closed at 7.10pm**

**GENERAL MANAGER'S REPORTS (INCORPORATING ALL STAFF REPORTS)****PART A – ITEMS REQUIRING DECISION****8 GENERAL MANAGER'S REPORTS****8.1 LOAN POLICY AND PROCEDURES**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.75756</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                                                      |
| <b>Responsible Officer:</b>        | <b>Kerry Jones, Acting General Manager</b>                                                                                           |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

**OFFICER RECOMMENDATION**

That Council formally adopt the Draft Loan Policy and Draft Loan Policy Business Case Template that was on Council's website for public exhibition.

**PURPOSE OF REPORT**

To formally adopt a policy framework for the future consideration of loan funding.

**REPORT**

Council at its October Council Meeting resolved to place the Draft Loan Policy and procedures on public exhibition and invite public submissions for a period of 28 days. Council has not received any submissions and is therefore requesting a formal adoption of the policy and procedure.

This policy does not relate to

- the use of a commercial credit card facility or
- bank overdraft approved by Council or
- minor equipment lease/rentals as approved by the General Manager

that are allowed for and in accordance with ministerial guidelines and Council policy.

The policy establishes clear guidelines for the utilisation of loan funds and restricts their use for long term community assets that have a recognised community benefit, a detailed business case and a long-term financial plan to fully fund the loan repayments. New loans for general purposes must not reduce the available unrestricted working capital or utilise funds allocated for general purposes or to cross subsidise other funds.

**FINANCIAL IMPLICATION**

Council staff have reviewed and prepared the policy and procedure in house.

**LEGISLATIVE IMPLICATION**

*Local Government Act 1993*

*Local Government General Regulation 2021*

**POLICY IMPLICATION**

New Policy

**RISK RATING**

Medium

**ATTACHMENTS**

Nil

**8.2 ADOPTION OF COUNCIL POLICIES**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.76196</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                                                      |
| <b>Responsible Officer:</b>        | <b>Kerry Jones, Acting General Manager</b>                                                                                           |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

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**OFFICER RECOMMENDATION**

That Council place the policies listed below on exhibition on Council's website and advertise for a period of 28 days for public comments, and any public comments be reported back to the February 2023 Council Meeting.

**PURPOSE OF REPORT**

To seek endorsement to exhibit the draft Loss of Licence, Contract Management and Contractor WHS Management Policies and invite the public to make comment.

**REPORT****Loss of Licence Policy**

The purpose of the Loss of Licence policy is to outline the manner in which the loss of an employee's drivers licence affects the ability of that employee to perform his/her duties and outlines the consequences.

The objective of this policy is to set out what courses of action are available to Balranald Shire Council and the extent to which they shall be applied to all workers if they have their driver's licence suspended or cancelled.

This policy will apply to all members of staff employed by Balranald Shire.

**WHS Management Policy**

The purpose of the Contractor WHS Management Policy is to ensure a systematic approach for the classification and minimum requirements of contractors and their associated contracts. To ensure the effectiveness of the contractor's Health, Safety and Environment Management system and to ensure that all risks associated with the contract are identified and managed. Council has a legislative requirement to ensure compliance to all relevant Health and Safety legislation and this protocol outlines the process and procedures that must be undertaken to ensure mandatory requirements are met.

**Contract Management Policy**

The Contract Management Policy applies to the management of all Council contracts, including, but not limited to contracts for the supply of products, works and services, but excluding employment contracts and non-binding memoranda of understanding.

The purpose of this policy is to confirm Council's standards and expectations for contract induction, monitoring, supervision, performance assessment, variations, extensions and customer satisfaction. To ensure that there is accountability in contract Management and ensure the delivery of high-quality products, works and services by generating strong contractual relationships based on clear performance expectations.

**FINANCIAL IMPLICATION**

Nil



**LEGISLATIVE IMPLICATION**

Local Government Act (NSW) 1993  
Local Government (General) Regulation 2021  
Local Government (Tendering) Regulation 1999  
Tendering Guidelines for NSW Local Government 2009  
Model Code of Conduct for Local Councils in NSW 2020  
Government Information (Public Access) Act 2009 (GIPA Act)  
State Records Act 1998

**POLICY IMPLICATION**

Work Health & Safety Policy  
Balranald Shire Management Procedure  
Balranald Shire Council -Procurement and Disposal Policy  
Loss of Licence Policy  
WHS Contractor Management Policy  
Contract Management Policy

**RISK RATING**

Low

**ATTACHMENTS**

1. **DRAFT - Contractor WHS Management Policy - December 2022** [↓](#)
2. **DRAFT - Contract\_Management\_Policy - December 2022** [↓](#)
3. **DRAFT - Loss of Licence Policy - December 2022** [↓](#)



**BALRANALD SHIRE COUNCIL – CONTRACTOR WHS MANAGEMENT POLICY**

## DOCUMENT CONTROL

| Issue | Prepared/ Revised<br>by and Date | Action/ Amendment<br>Description | Approved by and<br>Date |
|-------|----------------------------------|----------------------------------|-------------------------|
|       | K. Jones 22/11/2022              |                                  |                         |
|       |                                  |                                  |                         |
|       |                                  |                                  |                         |
|       |                                  |                                  |                         |

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### 1. PURPOSE

To ensure a systematic approach for the classification and minimum requirements of contractors and their associated contracts to ensure the effectiveness of the contractor's Health, Safety and Environment management system and to ensure that all risks associated with the contract are identified and managed. Council has a legislative requirement to ensure compliance to all relevant Health and Safety legislation and this protocol outlines the process and procedures that must be undertaken to ensure mandatory requirements are met.

### 2. SCOPE

The requirements of this Protocol shall apply to all Council officers responsible for engaging contractors (including labour hire) and other services (consultants).

### 3. DEFINITIONS

**Construction Project** - is a project that involves construction work where the cost of works is more than \$250,000 (GST incl.).

**Contractor** - a person, organisation, their employees or a nominated representative engaged to carry out work for Council in a contract for service arrangement.

**Contract for Service** - is to complete certain works within the requirements of the tender document

**Contractor Categories** - categories by which contractors are classified to ensure systems are in place to identify and manage all risks associated with the contract.

**Contract Owner** - Council Officer designated to manage the development and delivery of the contract and to manage all associated health, safety, environment and quality risks associated with the contract.

**Contract Administration** - the process of managing the contract and the relationship between Council and the contractor, reviewing and documenting how the contractor is performing or has performed to establish corrective actions and provide a basis for future relationships with the contractor and managing contract related changes.

**Project Coordinator** - person assigned by Council to achieve the project objectives and deliverables (required for Categories 1 and 2).

**Supervisor of the contract** - Council Officer designated to interact with the contractor, expedite performance of the contract and ensure that required work types and all specified documentation are completed, and who manages the contract health in terms of scope and specification of the works and related changes, schedule, quality and compliance to Health and Safety systems, plans or processes.

**Tender** - written offer to complete certain works.

### 4. ASSOCIATED COUNCIL DOCUMENTS

Balranald Shire Council Contractor Management Procedure

Balranald Shire Council Work Health and Safety Policy

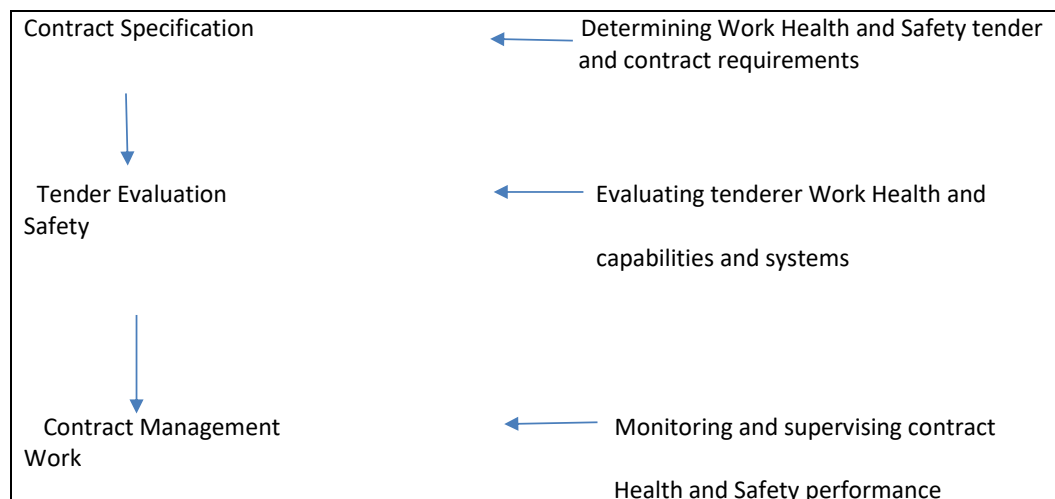
At all times these documents must be read in conjunction with the requirements of this Protocol

### 5. RESPONSIBILITIES

Contract Owner - responsible for compliance with this procedure.

## 6. ELEMENTS OF CONTRACT MANAGEMENT

There are three important stages of the contracting process in which health & safety issues must be considered when engaging contractors.



## 7. CONTRACTOR CATEGORIES

All contracts executed shall be classified into one of the following categories:

**Category 1:** Principal Contractors – projects / contracts where the cost of works is equal to or more than \$250,000 (GST incl.)

**Category 2:** Service / Project Contracts – where the contract value is less than \$250,000 (GST incl.) and involves high risk works as defined by legislation. (e.g. telecommunications, electrical works, wet hire of plant, demolition, asbestos, hazardous substances).

**Category 3:** Service / Project Contracts – where the contract value is less than \$250,000 (GST incl.) and does not involve high risk works as defined by legislation. (e.g. photocopier service, vending machines, on site consultants).

**Category 4:** Contractors or individuals engaged on temporary contracts to work within existing operations. (e.g. labour hire).

The minimum requirements for each level are shown below:

| Minimum Requirements                                                                                                                 | Category 1  | Category 2   | Category 3   | Category 4   |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|--------------|--------------|
| Evidence of Health and Safety Management System                                                                                      | Required    | Not Required | Not Required | Not Required |
| Project / Site Specific Health and Safety Plan                                                                                       | Required    | Not Required | Not Required | Not Required |
| Safe Work Method Statements                                                                                                          | Required    | Required     | Required     | Not Required |
| Insurances - Professional indemnity - Workers Compensation - Public Liability (\$20mil) - Other as defined e.g. works insurance etc. | Required    | Required     | Required     | Required     |
| Specific Risk Control Plans - Asbestos - Demolition - Traffic control - other                                                        | As Required | As Required  | As Required  | Not Required |
| Licences, permits, competency certificates, authorities                                                                              | Required    | Required     | Required     | Required     |
| BSC Site Safety Rules                                                                                                                | Required    | Required     | Required     | Required     |
| BSC Contractor Corporate Induction (handbook)                                                                                        | Required    | Required     | Required     | Required     |
| BSC Site specific induction                                                                                                          | Required    | Required     | Required     | Required     |
| Contractor daily site risk management process and induction                                                                          | Required    | Required     | As Required  | As Required  |
| Incident reporting                                                                                                                   | Required    | Required     | Required     | Required     |
| Monitoring and supervision                                                                                                           | Required    | Required     | Required     | Required     |
| Audit and inspection                                                                                                                 | Required    | Required     | Required     | Not Required |
| Contract Performance Report                                                                                                          | Required    | Required     | Required     | Required     |

**8. PANEL OF PROVIDERS** Council shall maintain a list of pre-approved specific contractors and suppliers of service. All relevant checks, required documentation, licences, insurances and safety information relevant to their individual scope of works shall be provided and approved prior to commencement of works.

**9. NON-APPROVED CONTRACTORS FOR EMERGENCY WORK** The relevant Operational Manager or nominated representative may authorise a non-approved contractor for emergency work or work of very short duration when an approved contractor qualified to do the work is not available.

**10. CONTRACTOR HEALTH AND SAFETY REQUIREMENTS** The following section outlines model clauses relating to Health and Safety requirements which must be incorporated into specification and tender documents. All contract tender documents must detail the exact Health and Safety



requirements as detailed by the Contractor Health and Safety Management Matrix and specific risk management requirements applicable to the operation (e.g. supply of plant and operator 'wet hire' contractors must supply mobile plant risk assessments).

#### **A. General WHS requirements**

Council is obligated to provide and maintain, where practicable, a working environment for its employees and members of the public, that is safe and without risk to health. As a condition of this contract, Council requires that any contractors or subcontractors that may be engaged to perform a service on its behalf shall at all times identify and exercise all necessary precautions for the health and safety of all persons including contracted employees, Council employees and members of the public who may be affected by the services. The contractor shall inform themselves of all health and safety policies, procedures or measures implemented or adopted by Council and/or the occupiers of any premises at or within which the contractor will perform works under this contract. The contractor shall comply with all such policies, procedures or measures and in the event of any inconsistency, shall comply with such procedures or measures that produce the highest level of health and safety.

#### **B. Legislative compliance**

The contractor shall comply with and ensure that its employees, subcontractors and agents comply with any acts, regulations, local laws and by-laws, codes of practice, Australian Standards and Council's policies and procedures which are in any way applicable to this contract or the performance of the services under this contract. Note: this provision simply recites obligations that are independently imposed upon the party by force of law, particularly the operation of the relevant general duties provisions of the governing Health and Safety statute.

#### **C. Safe Design**

It is important to incorporate an appropriate clause in the tender and contract which requires risk management, and more specifically, to cover whole of life Health and Safety risks at the design stage. An example of a model clause enabling flexible modifications, depending on the nature of the service or supply, is:

"The [tenderer] shall detail in the design documentation the identification and assessment of whole of life health and safety risks (such as those related to the construction/manufacture, installation, commissioning, operation, maintenance, decommissioning and demolition/removal) and the methods used to eliminate and/or minimise these health and safety risks via the design/redesign process."

It is a requirement of legislation that a designer of a structure or any part of a structure that is to be constructed must give the person conducting a business or undertaking that commissioned the construction work a written report that specifies the hazards associated with the design of the structure that:

- create a risk to the health or safety of persons who are to carry out construction work on the structure or part, and
- are associated only with the particular design and not with other designs of the same type of structure.

The Contractor Health and Safety Management Matrix offers a simple health and safety reference guide for Council employees responsible for engaging contractors or service providers. The Specific Requirements for Contractors for Tender/ Service Supply details the minimum requirements that all contractors must submit and have approved prior to commencing works according to their relevant Contractor Category (refer to Balranald Shire Council Contractor Management Procedure).

## **11. EVALUATION**

The Contract Owner is responsible for the evaluation of supplied Health and Safety documentation to ensure it meets the minimum legislative and operational requirements. Depending upon the tender classification the Health and Safety criteria could include any of the following:

Health and Safety Policy;  
Consultation;  
Risk Management;  
Standard Work Procedures;  
Process Control;  
Safe Work Method Statements;  
Induction Training;  
Incident Reporting;  
Insurances;  
Emergency Procedures;  
Hazardous Substances;  
Traffic Control Plans etc.

As a general guide, prospective contractors should be aware that Council attributes a weighting to contractors Health and Safety performance. The tender evaluation stage allows Council to assess specification requirements, including Health and Safety aspects. This process is critical. It ensures that Council establishes that tenderer's have adequate systems in place to manage Health and Safety risks.

The tender evaluation process typically involves the following tasks:

- Examination of tenderer's Health and Safety documentation (including policies, procedures, work methods, training/competency records).
- Verification of the implementation of the Health and Safety system. This may include review of tenderers records pertaining to audits, hazard inspections, plant records, safety meetings and incident investigations.
- Evaluation of reports on the tenderer's health and safety performance (records of accidents and incidents, infringements, prosecutions, workers compensation premiums).
- Undertaking interviews or discussions with tenderers to confirm their understanding of contract Health and Safety requirements and their ability to manage accordingly.

Tenderers who cannot demonstrate that they can adequately meet the Health and Safety requirements of the tender document should not be considered in the selection process.

**12. SPECIFIC HIGH RISK REQUIREMENTS**

High risk works (as defined by legislation) are activities that:

- involves a risk of a person falling more than 2 metres
- is carried out on a telecommunication tower
- involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
- involves, or is likely to involve, the disturbance of asbestos
- involves structural alterations or repairs that require temporary support to prevent collapse
- involves a confined space; or involves
- a shaft or trench with an excavated depth greater than 1.5 metres;
- a tunnel
- involves the use of explosives
- is carried out on or near pressurised gas distribution mains or piping
- is carried out on or near chemical, fuel or refrigerant lines
- is carried out on or near energised electrical installations or services
- is carried out in an area that may have a contaminated or flammable atmosphere
- involves tilt-up or precast concrete
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
- is carried out at a workplace in which there is any movement of powered mobile plant
- is carried out in an area in which there are artificial extremes of temperature
- is carried out in or near water or other liquid that involves a risk of drowning
- involves diving

**A. High Risk Safe Work Method Statements**

A person conducting a business or undertaking that includes the carrying out of high risk work must, before high risk work commences, ensure that a Safe Work Method Statement for the proposed work:

- is prepared; or
- has already been prepared by another person The Work Method Statement must:
  - identify work that is high risk construction work; and
  - specify hazards associated with that high risk construction work and risks associated with those hazards; and
  - describe the measures to be implemented to control those risks; and
  - describe how the risk control measures are to be implemented, monitored and reviewed

The Safe Work Method Statement must take into account all relevant matters including circumstances at the workplace that may affect the way in which the high risk construction work is carried out and if the high risk work is carried out in connection with a construction project, the Health and Safety management plan that has been prepared for the workplace; and be set out and expressed in a way that is readily accessible and comprehensible to persons who use it.

A person conducting a business or undertaking must ensure that a Safe Work Method Statement is reviewed and as necessary revised if relevant risk control measures are revised and must ensure that

the Safe Work Method Statement is, readily available and provided to persons undertaking relevant tasks.

### **13. SUB-CONTRACTORS**

Subcontractors working for a Principal Contractor must supply the Principal Contractor with Safe Work Method Statements and verification of licences, competencies, permits and insurances prior to commencing works.

### **14. REVIEW OF ADEQUACY OF PRINCIPAL CONTRACTOR PROJECT MANAGEMENT PLAN AND SWMS**

Principal Contractors shall supply a Site/ Project Specific Health and Safety Management Plan and required SWMS's. The Council Contract Owner or nominated person must undertake a review of the adequacy of submitted plan and relevant SWMS's. The review must utilise the Review of Adequacy of Principal Contractor Project Management Plan and SWMS form (refer to Balranald Shire Council Contractor Management Procedure).

If the Site / Project Specific Health and Safety Management Plan and required SWMS's meets the criteria of the checklist a copy of the plan and the original checklist is to be forwarded to the Project Coordinator to complete the sign off process.

If the Site / Project Specific Health and Safety Management Plan and required SWMS's are not adequate:

- Seek advice, where necessary, from staff with specialist skill
- Require the Principal Contractor to submit a revised satisfactory Project WHS Management Plan for review prior to work commencing
- Raise concerns about inadequacies with documentation with Senior Management. Works are not to commence until the Site/ Project Specific Health and Safety Management Plan and required SWMS's have been approved and all required signatures obtained.

### **15. CONTRACTOR INDUCTIONS**

The Council Project Coordinator or Supervisor of the contract must ensure that the engaged contractor has appropriate localised information and knowledge to work safely on contracts or service agreements awarded by Council.

All Council contractors with the exception of contractors appointed as a Principal Contractor must be issued with a Council Contractor HSE Handbook which must be read and acknowledged by the relevant contractors prior to commencement (refer to Balranald Shire Council Contractor Management Procedure).

If a person conducting a business or undertaking that commissions a construction project engages a principal contractor for the project, the person must give the Principal Contractor any information the person has in relation to hazards and risks at or in the vicinity of the workplace where the construction work is to be carried out, including a copy of the report given to the person.

Where a Principal Contractor is appointed, it is their responsibility to ensure these inductions are conducted for all persons working onsite.

The relevant Council Project Coordinator or Supervisor of the contract shall liaise and consult with the Principal Contractor to ensure all hazards and risks are identified and eliminated or adequately controlled. On work sites controlled by Council as either the Principal Contractor or the controller of the site/ facility, inductions will be as per Council Induction processes (refer to Balranald Shire Council Contractor Management Procedure).

**16. INCIDENT NOTIFICATION**

All contractors are required to notify Council of all incidents, injuries and events that result in a breakdown of health and safety processes. Contractors are also required to notify WorkCover or EPA of notifiable events. Notifiable events, injuries, incidents and infringements are to be recorded by the relevant Council Project Coordinator or Supervisor of the contract on the Contract Performance Report.

**17. MONITORING AND SUPERVISION**

The Council Project Coordinator or Supervisor of the contract shall maintain a schedule of monitoring and supervision throughout the life of the contract.

The level of risk and category of the Contractor will determine the monitoring and supervision schedule, this will be established prior to works commencing.

The higher the risks the greater level of monitoring and supervision is required.

Non-compliances and breaches of Health and Safety must be documented in the Site Instruction Book and signed by the relevant contractor; identified issues must be rectified immediately.

Failure to rectify non compliances and breaches will result in work ceasing until the identified issues have been satisfactorily resolved.

**18. AUDITING AND INSPECTION** Auditing and inspection must be undertaken to ensure Contractors are complying with submitted Health and Safety documentation and that the works and or services being provided are compliant with required legislation and do not pose unacceptable risks to Council and or the public.

The schedule of audits and inspections must be determined and communicated to the contractor prior to works commencing.

The schedule and type of audit and inspection shall take into account the following:

- Length of scheduled works
- Risk level of scheduled works
- Capital expenditure
- Complexity of scheduled works

With major capital works involving a Principal Contractor it may also be necessary to engage a third party at relevant milestones, to conduct independent audits and inspections.

**A. Audit and Inspection Resources**

Category 1- Principal Contractors (refer to Balranald Shire Council Contractor Management Procedure).

- Site Safety Environmental Audit
- Worksite Safety Audit

Category 2 - Service / Project Contracts – where the cost of works is less than \$ 250,000 (GST incl.) and involves high risk works (refer to Balranald Shire Council Contractor Management Procedure).

- Worksite Safety Audit

Category 3 - Service / Project Contracts – Low risk contracts (refer to Balranald Shire Council Contractor Management Procedure)

- Worksite Inspection

Checklist All non-conformances must be documented in the Site Instruction book and signed by the

relevant contractor. All audits and inspections undertaken must be forwarded to the Contract Owner/ Contract Administrator for inclusion within the contract documentation folder.

#### **19. BREACHES/ NON-COMPLIANCE**

All breaches/ non-conformances must be documented in the Site Instruction book. Major breaches will result in work being stopped until required actions are rectified, minor breaches that can be rectified immediately do not need to be recorded. At all times the relevant Council Contract Owner, Project Coordinator, Supervisor of Contract has authorisation to stop works and remove personnel from site due to deliberate or gross neglect of Health and Safety requirements.

#### **20. PERFORMANCE REPORTING**

At completion of contracted work an evaluation must be conducted with a Contract Performance Report generated by the relevant Council Contract Owner/ Project Coordinator or Supervisor of the Contract. The report must be forwarded to the relevant Contract Owner for review and inclusion within the contract documentation folder. The Contract Performance Report will be used in decision making processes for future contracts.

#### **21. REVIEW**

This Policy shall be reviewed:

- Within 12 months immediately following a Council Election; or
- Immediately if any provision is contrary to law.



# **CONTRACT MANAGEMENT POLICY**

## **DRAFT**

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## 1. POLICY STATEMENT

### Scope

This Contract Management Policy applies to the management of all Council contracts, including, but not limited to contracts for the supply of products, works and services, but excluding employment contracts and non-binding memoranda of understanding.

The Policy is subordinate to Council's Procurement Policy and is complemented by Council's Tendering Policy.

The Policy does not provide advice regarding the management of contracts.

Advice and instructions on contract management processes and practices can be found in the *Contract Management Guidelines*.

### Purpose

The purpose of this Policy is:

- to confirm Council's standards and expectations for contract induction, monitoring, supervision, performance assessment, variations, extensions and customer satisfaction
- to ensure that there is accountability in contract management; and
- to deliver high quality products, works and services by generating strong contractual relationships based on clear performance expectations

### Objectives

The key objectives of the Policy are to ensure that:

- Council receives the benefits expected from contracts and contractual relationships,
- Council staff understand Council's obligations under contracts, and
- Council staff manage contracts in a manner which facilitates Council responsibilities and minimise risk.

### Principles

Council is committed to the following principles of effective contract management:

- Contracts shall be proactively managed, including management of risk,
- the performance of contractors shall be monitored,
- Council shall honour its' contractual obligations,
- Contracts will be documented and recorded in the Records Management System,
- Contract management shall be undertaken in an honest and transparent manner,
- Good contractual relationships shall be aimed for, developed and maintained,
- Contracts must deliver the specified outcomes, and
- Proper communication channels shall be established and constructive feedback shall be encouraged.

**Benefits**

Council expects that effective contract management will deliver the following benefits:

- On time delivery of products, works and services,
- Reduced exposure to risks and the costs associated with risks,
- Good quality and value for money products, works and services,
- Innovation and continuous improvement, and
- Goodwill and other intangible or value adding benefits.

Therefore, each contract specification shall have clearly specified contract objectives and the Contract Superintendent shall manage the contract and monitor the performance of the contractor to ensure delivery of the contractual objectives and realization of the contractual benefits.

**Applicability**

This Policy shall be binding upon Councilors (Administrator) and Council staff. It is also binding upon contractors, consultants and agents while performing any work for Council.

**Definitions**

Contract Superintendent means, in relation to a contract, the person (normally a member of Council staff) who has responsibility for supervising the contractor and monitoring the contract.

Engineering Finance and Assets Officer means, the Council staff member who has responsibility for coordinating the tendering processes, including contract documentation and the contract register.

Department Manager means, in relation to a contract, the Executive Manager or Manager of the Department that has budget responsibility for the contract.

**2. ROLES AND RESPONSIBILITIES****2.1. Department Manager**

The appropriate Department Manager is responsible for policy, planning and development, setting service standards, specifications, customer satisfaction and budget responsibility for the contract. Therefore, the Department Manager has ultimate responsibility for the contract.

In practice however, responsibility for “managing” the contract and contractor is often delegated to the Contract Superintendent. Therefore, the role of the Department Manager is usually similar to that of the project sponsor and includes engagement with the relevant stakeholders such as Councilors and Government Departments.

## **2.2. Contract Superintendent**

The Contract Superintendent is responsible for supervising the contractor and monitoring the contract on behalf of Council and the relevant Department Manager. The Contract Superintendent is the person nominated as such by the Department Manager. In some cases, the Contract Superintendent may be the Department Manager. Usually, the Contract Superintendent is a staff member of the relevant Department. Sometimes, in the case of major capital works projects, the Contract Superintendent may be the Project Manager under supervision of the Engineering Department.

## **2.3. Engineering Finance and Assets Officer**

The Engineering Finance and Assets Officer is responsible for ensuring that Council's tendering and contract administration is undertaken in accordance with legislation, Australian Standards, Council policies and Council guidelines.

The Engineering Finance and Assets Officer has responsibility to provide guidance, advice and assistance to Contract Superintendents, Department Managers and other Council staff in the management, supervision and monitoring of contracts and contractors.

The Engineering Finance and Assets Officer has responsibility for ensuring that proper contract documentation is prepared and the contract register is kept up to date.

## **2.4. Training**

The General Manager will ensure that all staff with procurement and contract management responsibilities receive appropriate training (and refresher training when required) and that these responsibilities are reflected in their position descriptions.

# **3. RISKS**

Management of risks is an inherent aspect of contract management. Risks may include:

- Failure (of either party) to comply with the conditions of contract,
- Inadequate monitoring and supervision,
- Unauthorized changes to the contract, including failure to approve variations and extensions,
- Loss of intellectual property and breach of confidential information,
- Changes in scope, personnel, and technology,
- Fraud and unethical behavior, including failure to disclose conflicts of interest; and
- Lack of properly maintained documentation.

Contract management requirements increase as the value, risk and complexity of a contract increases. The Contract Superintendent shall be responsible for managing risks and shall seek appropriate professional advice at an early stage where insurance, legal or governance issues arise.

It is critical that Council itself complies with the contract. Otherwise, Council may not be able to enforce the contract against the contractor.

The Contract Superintendent shall consult with the Engineering Finance and Assets Officer and Department Manager as required.

Further information can be found in the Contract Management Guidelines prepared by MAV Procurement.

#### **4. AWARDING OF CONTRACT**

##### **4.1. Letter of Acceptance**

As soon as practicable after a decision has been made to award a contract, the Engineering Finance and Assets Officer shall communicate the decision in writing to the Contractor. The written advice shall cover, at least, the following points:

- Amount of the contract (lump sum, schedule of rates or annualized amount),
- Commencement date and duration,
- Name of Council's nominated Contract Superintendent,
- Name of Contractor's nominated representative; and
- Requirement to provide insurance certificates and performance security deposit or bank guarantee (if required) within a specified timeframe.

##### **4.2. Contracts Register**

The Engineering Finance and Assets Officer shall enter the following information in the Contracts Register:

- The contract number and name,
- The contract commencement date, contract term and the date the contract is expected to conclude,
- The name of the Contractor,
- The date and place of the publication of public notice calling for tenders or expressions of interest.
- The names of all tenderers
- the closing date for the submission of tenders,
- The tender evaluation criteria and any ranking accorded to the criteria,
- The names of persons who were on the tender evaluation panel,
- Council's reason for entering the contract if the contract was not awarded to the lowest tenderer,
- The estimated value of the contract for the financial year, in which the contract was entered into,
- In each subsequent financial year during the term of the contract, the estimated value of the contract, and
- Details of approved variations and extensions (as they occur).

The Contracts Register shall be made available by the Public Officer for inspection upon the written request of any person.

The Contracts Register shall be held on Councils Electronic Record Management system only ; be available to the Public Officer, General Manager, Executive Managers, and other nominated staff.

#### **4.3 PRE-CONTRACT COMMENCEMENT**

Prior to the commencement of works or services under the contract, the Engineering Finance and Assets Officer shall ensure that at least the following matters have been addressed (to the extent that they apply):

- A contract “induction” meeting has been held,
- A program or calendar/timetable of works has been submitted and approved by the Contract Superintendent,
- A contract management plan has been submitted and approved by the Contract Superintendent and the required proof of insurances have been provided, and
- Bank guarantees or security deposits have been received and held in the Council safe or banked, as appropriate.

### **5. PERFORMANCE ASSESSMENT**

#### **5.1. Introduction**

Performance assessment is a major component of contract management and performance assessment requirements shall be written into the contract specification.

Ongoing performance assessment should be based on the mechanisms for performance assessment included in the contract.

Where applicable, performance assessment shall be based on, but not limited to, contractor reports, inspections, performance review meetings, customer complaints and surveys.

#### **5.2. Contractor Reports**

Contractor reports are the method by which a contractor certifies that the products, works or services comply with the specification. If required, the type and frequency of Contractor reports shall be clearly described in the specification. The Contract Superintendent shall ensure that the contractor submits the reports on time and shall review the reports carefully. The Contract Superintendent shall discuss matters of serious concern with the Engineering Finance and Assets Officer and/or Department Manager.

#### **5.3. Inspections**

Inspections should incorporate an assessment that compares actual performance to the performance requirements specified in the contract. Inspections shall be the responsibility of the Contract Superintendent.

If required, an inspection regime shall be clearly described in the specification and shall stipulate:

- Who will inspect,
- When inspections will occur, and
- What will be inspected.

#### **5.4. Performance Review Meetings with Contractor**

Performance review meetings provide a forum to discuss and assess the contractor's performance. Generally, a performance review meeting shall be based on the most recent contractor report (refer clause 6.2).

If required, the type and frequency of performance review meetings shall be clearly described in the specification. Generally, they shall be held every three months, however, meetings may be required more frequently, at the commencement of a contract.

The conduct of performance review meetings shall be the responsibility of the Contract Superintendent. The contract should authorize the Contract Superintendent to nominate the time, date, and place of performance review meetings. The contract should require the contractor or an appropriate representative and any other person nominated by the Contract Superintendent to attend performance review meetings. The Engineering Finance and Assets Officer may also attend performance review meetings at their own choosing or when requested to do so by the Contract Superintendent.

#### **5.5. Analysis of Customer Complaints**

Receipt and analysis of customer complaints shall be the responsibility of the Contract Superintendent.

#### **5.6. Customer Surveys**

In the case of long-term service contracts, customer surveys may be undertaken to assess customer satisfaction with the performance of the contractor and the contractor's compliance with the specification. Customer surveys shall be the responsibility of the Contract Superintendent.

If Council intends that the contractor be obliged to achieve a particular customer satisfaction level, then this and the methodology for measuring the customer satisfaction level must be specified in the contract.

#### **5.7. Unsatisfactory Performance**

When contractor performance does not meet the contract requirements, the Contract Superintendent shall contact the Contractor and:

- Define the problem,
- Specify the unsatisfactory performance in terms of a comparison with the requirements of the contract, and

- Specify the implications of the problem.

If the Contract Superintendent considers that the problem can be rectified without resort to formal breach of contract procedures, the Contract Superintendent and Contractor shall:

- Identify the cause of the problem, and
- Decide upon corrective action.

If required, the Department Manager and the Engineering Finance and Assets Officer shall participate in the meeting.

The contractor shall implement the corrective action as agreed upon and the Contract Superintendent shall monitor and assess the outcome to ensure that the unsatisfactory performance is rectified on a permanent basis.

The Contract Superintendent shall ensure that any informal problem resolution process does not prejudice Council's rights under the contract with respect to any breach of the contract.

#### **5.8. Performance Measurement Form**

If required, a performance measurement form, shall be developed for the contract by the Contract Superintendent. The performance measurement form shall identify the performance requirements of the specification.

The Contract Superintendent shall complete the performance measurement form on a regular basis. For example, after the receipt of the contractor's report (refer clause 6.2) or after the performance review meeting with the contractor (refer clause 6.4).

#### **5.9. Council's Responsibilities**

If Council is to be able to enforce the contract, it must ensure that Council itself complies with the contract. The Contract Superintendent should ensure that Council complies with all contract timelines, gives all required notices and otherwise meets its obligations under the contract. Even if the Contract Superintendent employs informal processes to address particular problems, the formal requirements of the contract should still be followed.

#### **5.10. Termination for Failure to Achieve Performance Standards**

Any formal process for termination of the contract must be conducted strictly in accordance with the requirements of the contract. Generally, this will require a "show cause" notice to first be issued to the contractor. Legal advice should be obtained before such a process is instigated.

If a contractor has breached a contract with Council, then (whether the contract has been terminated), Council may consider the breach in considering subsequent tenders from the contractor.

## **6. PERFORMANCE REPORTING**

### **6.1. Contractor Performance Evaluation Report**

The performance evaluation report shall focus upon the contractor's compliance with its obligations under the contract. A contract performance evaluation report will generally be an "internal" document used to monitor and improve operational performance. However, some information will be relevant to, or parallel to, the information to be included in the report to Council (refer clause 7.3).

If required, the Contract Superintendent shall be responsible for preparing the contractor performance evaluation report. It shall be based on Council's template and the Department Manager shall determine how frequently the Contract Superintendent is required to prepare a contractor performance evaluation report.

Once complete, the Contract Superintendent shall provide the Department Manager with the contractor performance evaluation report for approval. Upon approval of the Department Manager, the Contract Superintendent shall provide the Contractor with the contractor performance evaluation report and also advise the Contractor of the date of the next review meeting.

### **6.2. Reports to Council**

The report to Council shall primarily be concerned with "outcomes", that is, the effect or benefit of the service and the degree to which the service is meeting community, customer and citizen needs and expectations.

If required, the Contract Superintendent shall be responsible for preparing the report to Council. It shall be based on Council's template and the General Manager shall determine how frequently the Contract Superintendent is required to prepare the report to Council.

## **7. VARIATIONS**

### **7.1. Department Manager**

The appropriate Department Manager is responsible for policy, planning and development, setting service standards and writing specifications.

Therefore, any major change which is a significant departure from the contract specification is the responsibility of the Department Manager to consider. The decision to approve a major change shall be made by the appropriate Council staff member with delegated authority to do so, as defined in Council's Instrument of Delegation.

### **7.2. Contract Superintendent**

The role of the Contract Superintendent is to supervise and monitor the contract in accordance with the specification.



When supervising the contract, minor changes or changes of an operational nature may be made by the Contract Superintendent providing the decision does not alter the objectives, scope, purpose or overall value of the contract.

### **7.3. Value of Change**

The importance of discussion between the Contract Superintendent and Department Manager cannot be overstated when there is any doubt about variations.

As a guide, the value of the change may determine whether it is the Contract Superintendent or Department Manager who has the responsibility and authority to approve the change. For example, providing there are no exceptional circumstances, the Contract Superintendent shall be responsible for and have authority to approve minor changes providing that, during the life of the contract or project, they do not exceed a maximum cumulative value of 10% or \$100,000 (whichever is the lowest amount) of the estimated value of the contract.

Before any variation is approved, the Contract Superintendent or Department Manager must ensure that the value of the change does not exceed the limits of their delegation as shown in Council's Instrument of Delegation.

In the event that the change exceeds a maximum cumulative value of 10% or \$25,000 (whichever is the lowest amount) of the estimated value of the contract, a Council Report will be required to approve the variation.

### **7.4. Documentation**

All changes must be documented. It is the responsibility of the Contract Superintendent to:

- If the change to the contract has been agreed by the parties, write to the contractor providing a description of the change and the agreed value of the change,
- If the change is being directed by the Contract Superintendent pursuant to a contractual entitlement to do so, ensure that the change is directed in writing in accordance with the requirements of the contract,
- Provide a copy of the change to the Engineering Finance and Assets Officer to be attached to the official signed and sealed contract,
- Place a copy of the change on the contract file,
- Report the change in the monthly and quarterly reports, and
- Advise the Finance Manager in writing if the value of the change will create a significant budget variation.

It is the Contractor Superintendent's responsibility to ensure that all contract documentation is retained for a period of seven years following contract closeout, defect liability periods or resolution of pending action (e.g., legal, audit, etc.) whichever is later.

If required, the Engineering Finance and Assets Officer shall assist the Contract

Superintendent to ensure that all documentation is satisfactorily completed.

### **7.5. Exceptions**

All of the commentary in clause 8 must be read subject to Council's specific obligations under the contract. For example, under standard form General Conditions for Construction and Civil Works, such as AS4000-1997, the Superintendent's obligation to direct variations in certain circumstances is not subject to approval from a delegated Council staff member or Council itself.

Council may breach the contract if the Superintendent does not promptly direct a variation in certain circumstances (i.e., without waiting for Council approval). Council may also breach the contract if the Superintendent acts at the direction of another Council staff member with respect to a variation. This is a complex area of law and legal advice should be sought where necessary.

## **8. EXTENSIONS**

### **8.1. Should the Contract be extended?**

It is the Contract Superintendent's responsibility to anticipate and plan for the expiry of a contract. This is part of normal contract supervision and monitoring.

The Contract Superintendent shall review the contract and consult with the appropriate Department Manager to determine the action required for:

- Arrangements with the Contractor for expiry and termination of the contract including actual end date), and
- Arrangements for service delivery beyond the expiry date, for example, the extension of the contract or the commencement of a new contract.

In deciding whether a contract should be extended or allowed to expire at the end of the initial contract term, the Department Manager and Contract Superintendent must ensure that Council complies with any notice periods and procedures for extending the contract.

If the contract is for a fixed period, such as a contract for managing a swimming pool, and it does not contain provision for an extension, it may not be possible for Council to "extend" the contract, as any "extension" will constitute a new contract and hence may be subject to the public tendering requirements.

### **8.2. Authority to extend a Contract**

If delegated authority to award the initial contract existed, then delegated authority to extend the contract should generally also exist.

If the contract was not made under delegated authority, then any decision to extend the contract must be made by Council.

However, if a contract is for a task, such as construction of a building, rather than a fixed period of time, and the contractor needs more time to complete the contract due to unforeseen circumstances/delays or unseasonable weather

conditions, then such an extension shall be deemed to be an operational matter and therefore authority to extend the contract rests with the Contract Superintendent. The Contract Superintendent must comply with all requirements of the contract with respect to granting extensions of time.

### **8.3. Formal communication**

After the decision to extend the contract has been made, it is the responsibility of the Engineering Finance and Assets Officer to write to the Contractor confirming the extension to the contract. The Engineering Finance and Assets Officer shall refer to clause 4 of this Policy to the extent that it applies to the extension and shall also update the Contracts Register.

## **9. POLICY IMPLEMENTATION**

This Policy is effective from the date it is approved by Council.

## **10. POLICY REVIEW**

This Policy shall be reviewed within four years of the date on which it was approved by Council or within twelve months of a Council general election.

## **11. POLICY CONTACT**

The Engineering Finance and Assets Officer is Council's designated contact and has primary operational responsibility for this Policy.

## **12. REFERENCES AND RELATED POLICIES**

- Local Government Act (NSW) 1993
- Local Government (General) Regulation 2021
- Local Government (Tendering) Regulation 1999
- Tendering Guidelines for NSW Local Government 2009
- Model Code of Conduct for Local Councils in NSW 2020
- Government Information (Public Access) Act 2009 (GIPA Act)
- State Records Act 1998
- Balranald Shire Council -Procurement and Disposal Policy



## **COUNCIL STAFF LOSS OF LICENCE POLICY**

**DOCUMENT CONTROL**

| Issue | Prepared/Revised<br>By and Date | Action/Amendment<br>Description | Approved By and<br>Date |
|-------|---------------------------------|---------------------------------|-------------------------|
|       |                                 |                                 |                         |
|       |                                 |                                 |                         |

**BACKGROUND**

The policy outlines the manner in which the loss of a worker's drivers licence affects the ability of that worker to perform his or her duties and outlines consequences.

**OBJECTIVE**

The objective of this policy is to set out what courses of action are available to Balranald Shire Council and the extent to which they shall be applied to all workers if they have their driver's licence suspended or cancelled.

**SCOPE**

This policy applies to all workers.

**DEFINITION**

Worker – in the context of this policy – has the same meaning as that in the Work Health and Safety Act 2011.

**POLICY**

Obligations under this Policy, all Balranald Shire Council workers are responsible for any civil or criminal penalty that may be imposed following the suspension, cancellation or restrictions placed upon the use of their driver's licence.

**Management (including supervisors)**

Management has the responsibility to:

- Ensure that each worker, who is required to have a licence, maintains a current driver licence.
- Take the appropriate course of action should a worker have their driver's licence suspended, cancelled or its use restricted.

**Workers**

Have the responsibility to:

- Ensure that they maintain a current and appropriate licence to perform the duties associated with their position.
- Advise their supervisor or the General Manager, of the actual or impending suspension, cancellation or imposition of restrictions on their driver's licence.

**Annual Review**

All workers must produce their driver's licence (and any other relevant work related 'ticket') as part of the annual staff appraisal process.

**Procedure**

Once made aware of a driving licence suspension or pending disqualification the General Manager or their delegate must consult with the worker and decide upon what course of action is to be undertaken following the change of status of the worker's driver's licence.

**Actions**

Following the notification and evaluation of a change of status of the worker's driving licence Balranald Shire Council shall take one or more of the following actions:

- Transfer the worker to other duties, if available (the level of remuneration shall be adjusted if the worker is required to perform duties associated with a lower paid position).
- Require the worker to take leave (annual leave, long service leave, leave without pay) for the defined period of licence suspension or cancellation.
- Suspend the workers employment for the defined period (with or without pay).
- Terminate the workers employment.
- Take no action.

If the period of suspension, cancellation or restrictive usage is in excess of six (6) months, Balranald Shire Council may terminate the worker's employment, or if the worker is a contractor undertaking work on behalf of Balranald Shire Council, the General Manager may cancel the contract.

If the worker is convicted of a driving offence, whilst disqualified during the six (6) months period, and the defined period is extended in excess of six (6) months, Balranald Shire Council may terminate the employment of the worker.

**8.3 VILLAGE ENHANCEMENT PLAN**

**File Number:** D22.76115  
**Reporting Officer:** Glenn Wilcox,  
**Responsible Officer:** Kerry Jones, Acting General Manager  
**Operational Plan Objective:** Pillar 1: Our People – A community that is proactive, engaged, inclusive and connected.

**OFFICER RECOMMENDATION**

1. That Council adopts the Village Enhancement Plans for Balranald and Euston.
2. That Council develops a program of works to deliver the identified outcomes and work with the Village Residents, and
3. That Council use its community newsletter (via Facebook / twitter) to advise residents of the works program, how can the residents and council work on projects and to work together to identify grants and other funding opportunities.

**PURPOSE OF REPORT**

This report has been prepared for the consideration of the final version of the Village Plans for Balranald and Euston village areas.

**BACKGROUND**

The village enhancement plans have been developed, advertised, and amended in accordance with the community's request of Council and through the IP&R process to ensure that the villages, footpaths, roads, parks and gardens and the general overall appeal of the villages is maintained and enhanced.

**REPORT**

The Village Enhancement Plans have been developed through the bringing together of many reports and documents submitted to Council over many years that have recommended projects and changes.

The draft village plans have been exhibited and community feedback has been extremely positive. This was reflected during the presentation process and through the submissions made.

The draft plans have been amended to include whole of community projects that benefit the resident's long term. The changes also address tourism and economic development changes. The wording used in the plans may differ from the words used by the individuals or community in their submissions to ensure that the plans align with known funding terminology.

The plans cannot be delivered by Council alone and the Council in partnership with the village communities will need to work together to apply for grant funding, to assist each other to develop and maintain gardens, tree lines and general beautification of the village areas, to support the concept of improvement and to work patiently in the delivery of the outcomes.

**FINANCIAL AND RESOURCE IMPLICATION**

The Village Enhancement Plans will require funding to be made available to achieve the outcomes being proposed.

Council will need to provide budget estimates annually and to include long term funding in its 10-year long term financial plan. Council will also be required to work with the community to apply for and develop grant funding programs to ensure that grant funds are used to escalate programs.



The plans do not set dates of delivery, but it is expected that the plans will be for a ten-year financial period. By not establishing a delivery date, any grant funding that becomes available can be allocated towards the delivery of the project.

Council will need to provide for volunteer insurance and provide WH&S process and equipment when working with the community.

### **LEGAL IMPLICATION**

The Village enhancement plans comply with the consultation proposed under the Local Government Act 1993 and the need for Councils to interact and seek the views of the community as it develops long term outcomes.

### **RISK RATING**

A risk exists in that council may not be able to meet the funding or delivery expectations of the community or may wish to change the plan.

These plans are considered as a starting point for Council and the community to work closely together and enhance the villages. Changes over time should reflect a community needs and be discussed with that community before the changes are undertaken.

Council as part of its planning shall need to review WH&S matters and provide safety equipment and advice for work site activities. Council has developed draft Volunteer procedures with its insurers.

The Village plans are a partnership between Council and the village community, and the plans outcomes will only be possible if that partnership exists.

### **STAKEHOLDER CONSULTATION**

Consultation with the Village communities has been undertaken. Copies were provided to the schools, sporting clubs and service groups.

Consultation was also undertaken through Council's Community committees to gain very valuable feedback.

### **OPTIONS**

Council has displayed these draft plans and received community feedback. Items within the plans can be included in the 2023/24 budget. Council may however reject or delay the delivery of the plan actions.

### **CONCLUSION**

The Village Enhancement Plans have been developed to provide guidance to the Village communities and Council on suitable outcomes that should provide a higher level of appearance, village serviceability and enhancement for residents and visitors alike. Council shall apply for grant funding to support the delivery of the village plans.

### **ATTACHMENTS**

**Nil**

**8.4 DA 09/2023 - PROPOSED MULTI DWELLING DEVELOPMENT (FOUR UNITS) & FIVE LOT COMMUNITY SUBDIVISION**

|                                    |                                                                                                                                               |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.76284</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>Kerry Jones, Acting General Manager</b>                                                                                                    |
| <b>Applicant:</b>                  | <b>Habitat Planning Pty Ltd</b>                                                                                                               |
| <b>Owner:</b>                      | <b>Mr Christopher Moore</b>                                                                                                                   |
| <b>Proposal:</b>                   | <b>Multi Dwelling Development (Four Units) &amp; Five Lot Community Title Subdivision</b>                                                     |
| <b>Location:</b>                   | <b>Lot 2 DP 510845, 45 Shailer Terrace 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**

(Division)

That Council approve Development Application 09/2023 for four (4) detached units and a five (5) lot community title subdivision of Lot 2 DP 510845, 45 Shailer Terrace Euston, subject to the following Draft Conditions of Consent:

**Terms of Approval**

The reasons for the imposition of conditions are:

- 1) To ensure a quality urban design for the development which complements the surrounding environment.
- 2) To maintain neighbourhood amenity and character.
- 3) To ensure compliance with relevant statutory requirements.
- 4) To provide adequate public health and safety measures.
- 5) Because the development will require the provision of, or increase the demand for, public amenities and services.
- 6) To ensure the utility services are available to the site and adequate for the development.
- 7) To prevent the proposed development having a detrimental effect on adjoining land uses.
- 8) To minimise the impact of development on the environment.

**Conditions**

1. The development must be carried out in accordance with:
  - (a) MH2 DWG No. MH22022-056 Plan Set Sheets 1 to 16
  - (b) Statement of Environmental Effects prepared by Habitat Planning dated August 2022.except as amended in accordance with any conditions of this consent.

Where there is inconsistency between the Statement of Environmental Effects and supporting documentation and the conditions of approval, the conditions of approval prevail to the extent of the inconsistency.

2. No alteration to approved plans and specifications is allowed unless separately approved by Council.
3. Any variation to the proposed use as approved in this documentation requires the further consent of Council.
4. All building work shall be carried out in accordance with the provisions of the Local Government Act 1993, The National Construction Code 2019, relevant Australian Standards and the Environmental Planning & Assessment Act 1979, regardless of any omission in the documentation submitted for approval.
5. In accordance with the provisions of the Environmental Planning & Assessment Act 1979 construction works approved by this consent must not commence until:
  - (a) A Construction Certificate has been issued by Council or an Accredited Certifier. Either Council or an Accredited Certifier can act as the "Principal Certifying Authority."
  - (b) A Principal Certifying Authority has been appointed and Council has been notified in writing of the appointment.
  - (c) At least two days' notice, in writing has been given to Council of the intention to commence work.

The documentation required under this condition must show that the proposal complies with all Development Consent conditions and is not inconsistent with the approved plans, the National Construction Code and the relevant Australian Standards.

6. In accordance with Section 34 of the Building and Construction Industry Long Service Payments Act 1986, the applicant must pay a long service levy at the prescribed rate of 0.35% of the total cost of the work to either the Long Service Payments Corporation or Council for any work costing \$25,000 or more. The Long Service Levy is payable prior to the issue of a Construction Certificate. Details demonstrating compliance are to be submitted to the Certifying Authority.
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. In the event that the subdivision precedes construction of buildings on any of the lots, Council will require the lodgement of a Section 88B Instrument to ensure that development proceeds in accordance with the conditions of this Development Consent. The restriction shall contain a provision that it may not be extinguished or altered except with the consent of Council.
9. Prior to the commencement of installation, the proponent shall lodge with Council, and receive approval for the following other listed Section 68 Local Government Act 1993 approvals:
  - (a) carry out water supply work
  - (b) carry out sewerage work
  - (c) carry out stormwater drainage work
10. 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.
11. Suitable hoardings to ensure the protection of the public are to be erected and separately approved by Council prior to commencement of work.
12. Finished floor level is to be a minimum of 0.35 metres above street drainage level.
13. No portion of the building - including footings, eaves, overhang and service pipes - shall encroach into any easement or deemed easement.

14. The applicant is required to ensure that any easements registered over the title to the land are complied with.
15. Any adjustments to existing utility services that are made necessary by this development proceeding are to be at the full cost of the developer.
16. Off-streetcar parking spaces shall be provided upon the site in accordance with the approved plans and be constructed in accordance with accepted engineering practice and/or guidelines.
17. All parking associated with the development is to be onsite.
18. All trafficable grates installed within the driveway system shall be designed and installed in a manner that prevents nuisance by way of noise when vehicles drive over them.
19. All vehicle movements to and from the allotment must be a forward direction.
20. A sign is to be erected in a prominent position on the work site showing:
  - (a) the name, address and telephone number of the principal certifying authority for the work, and
  - (b) the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
  - (c) that unauthorised entry to the site is prohibited.Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out.
21. Any alterations to existing surface levels on the site shall be undertaken in such a manner as to ensure that no additional surface water is drained onto or impounded on adjoining properties. Stormwater discharge points must not result in the concentration of stormwater flows, increased flow velocities or potential erosion issues.
22. Soil erosion control measures shall be implemented on the site.
23. All works associated with the implementation / construction of the proposed activity (not operation of the proposal post occupational certificate), involving electric or pneumatic tools, or other noisy operations, shall be restricted to the following hours of operation:
  - Monday to Friday: 7am to 6pm
  - Saturdays: 8am to 5pm
  - Sundays and Public Holidays: no work permitted

The following activities may be carried out in association with construction outside of these hours:

- any works that do not cause noise emissions to be audible at any nearby residences not located on the premises.
- the delivery of materials as requested by Police or other authorities for safety reasons; and
- emergency work to avoid the loss of lives, property and/or to prevent environmental harm.

Note: All noise generating activities are subject to the requirements of the protection of the Environment Operations Act 1997. This condition of consent does not relieve the proponent including developers, contractors, or their agents from the requirements under the relevant noise control legislation (POEO Act 1997).

24. No work is to be carried out which would cause nuisance by way of emission of noise, vibration, smell, fumes, smoke vapour, steam, soot, ash, dust, grit, oil, wastewater, waste products or otherwise.

25. Any waste or excavated material removed from the site is to be taken to an authorised site for disposal. No fill is to be deposited on other land without the prior consent of Council.
26. The applicant is responsible to ensure that the buildings are sited on the allotment as specified on the approved site plan.
27. All work must be carried out in accordance with the Development Approval and any connections required to any:-
  - public electricity supply
  - public water supply
  - public sewerage system
  - public telecommunications system,must be made in accordance with the requirements of the relevant authority.
28. No second-hand materials are to be used unless separately approved by Council and then made available for inspection prior to use.
29. Roof water drainage is to be disposed of to the street drainage system.
30. All external metal cladding shall be of suitable colour and finish so as not to cause reflection or glare.
31. A temporary onsite toilet is to be provided and must remain throughout the project or until an alternative facility meeting Council's requirements is available onsite.
32. All materials onsite or being delivered to the site are to be contained within the site. The requirements of the Protection of the Environment Operations Act 1997 are to be complied with when placing/stockpiling loose material or when disposing of waste products or during any other activities likely to pollute drains or watercourses.
33. All landscaping shall be installed in accordance with the approved plans prior to the issue of an Occupation Certificate.
34. No person is to use or occupy the building/s or alteration that is the subject of this approval without the prior issuing of an Occupation Certificate.
35. A road opening permit is to be obtained from Council prior to the commencement of any proposed works on the nature strip road reserve. The applicant is responsible for full cost of repairs to rectify any damage to kerb, guttering, footpath, bitumen seal or nature strip.
36. Each dwelling is to have individual sewer connections and metered water supply lines. Services are to be located on the respective land intended for individual title.
37. A site drainage diagram is to be provided to Council prior to an occupation certificate being issued. This diagram is to be to scale and include sub-floor or under slab drain layout, together with measurements for drains taken to permanent corners or lines.
38. Any damage to Council's infrastructure or other services is the full responsibility of the applicant.
39. The building work shall be protected from Subterranean termite attack in accordance with AS 3660 Part 1 "Protection of Buildings from Subterranean Termites Part 1: New Buildings" and all required certificates shall be forwarded to Council immediately by the applicant.

Note: In cases where the building specification indicates the use of a hand sprayed chemical barrier against termites you are advised that the effective life of organophosphate products is 6-10 years which is less than the economic life of the building. The applicant is required to place in a prominent position (e.g., inside the meter box) documentation indicating the chemical used, dosage, and date of treatment for future reference.

40. Smoke alarms complying with AS 3786 must be hard wired to the mains electricity supply and provided with a standby power supply and located in accordance with the National Construction Code 2019 Vol. 2.
41. Any fuel combustion heater shall be installed in accordance with AS 2918-1990.
42. If any Aboriginal object is discovered and/or harmed in, or under the land, while undertaking the proposed development activities, the proponent must:
- Not further harm the object,
  - Immediately cease all work at the location,
  - Secure the area so as to avoid further harm to the Aboriginal object,
  - Notify Department of Planning, Industry and Environment as soon as practical on 131555, providing any details of the Aboriginal object and its location, and
  - Not recommence any work at the particular location unless authorised in writing by Department of Planning, Industry and Environment.
- In the event that skeletal remains are unexpectedly encountered during the activity, work must stop immediately, the area secured to prevent unauthorised access and NSW Police and Department of Planning, Industry and Environment contacted.

## PURPOSE OF REPORT

To seek Council consent under Part 4 of the Environmental Planning & Assessment Act 1979 for a multi dwelling development involving four (4) detached units and a five (5) lot community title subdivision on Lot 2 DP 510845, 45 Shailer Terrace Euston.

## REPORT

A Development Application has been lodged by Habitat Planning Pty Ltd for four (4) detached units and a five lot community title subdivision.

|                      |                           |
|----------------------|---------------------------|
| Owner:               | Mr Christopher Moore      |
| Description of Land: | Lot 2 DP 510845           |
| Area:                | 961.7m <sup>2</sup>       |
| Zone:                | Zone RU5 (Village)        |
| Current Use:         | Vacant Urban Land         |
| Proposed use:        | Residential Accommodation |

### *Background*

The location of the project is proposed in the township of Euston and is urban land surrounded by residential uses. The land is held in freehold.

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 in accordance with Council's Community Participation Plan 2019 along with the proposal also being advertised on the NSW Planning Portal and Council's website. No public submissions were received.

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

### *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.

Contaminating activities are not known by Council to have been carried out on the land.

Access to the allotment is currently provided off Shailer Terrace with an existing gutter crossing. The crossing is not likely to require adjustment to service the proposal. Internal turning paths have been included in the documentation indicating that vehicle entry and exit can be achieved in a forward motion.

Adjoining allotments are Zoned RU5 (Village) and are of residential use with four (4) multi occupancy developments and a further 8-unit proposal, DA 23/2020 approved March 2020 but not yet constructed, in close proximity to this allotment.

The application requires consideration under Council's setback and fencing policies due to departures in relation to dwelling setback from the primary road frontage and the proposed height of the front boundary fence. It is considered that the departures from Council Policy should be supported as the departures do not significantly impact on traffic sightlines and there are both building line and fencing height policy departures in the immediate area.

## DEVELOPMENT APPLICATION ASSESSMENT

Under Section 4.15(1) 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 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*

This type of activity is not specifically listed in the land use table for RU5 zoned land as permitted with consent or prohibited, therefore the proposal is permissible with consent as an innominate use in accordance with the Balranald Local Environmental Plan 2010. The proposal is considered largely consistent with the objectives of the zone in that the proposal will add to housing opportunities, is of a residential nature and is not a significant increase in bulk or scale with a modest increase in dwelling unit density. Utility infrastructure is not likely to be unduly impacted by this proposal.

| Applicable Objective                                                                                                     | Comment                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To provide for a range of land uses, services and facilities that are associated with a rural village                    | The proposal aims to provide additional housing opportunities in the township in line with the demands of the horticultural industry serviced by Euston.                                                                                                                                                                     |
| To encourage and provide opportunities for population and local employment growth                                        | The application seeks to provide additional housing options and construction activity which supports these objectives.                                                                                                                                                                                                       |
| To ensure development maintains and contributes to the character of the zone                                             | The landscaping shown on the layout plan is likely to enhance the aesthetics of the site contributing to the character of the area. While the floor space ratio is higher, the range of other multi occupancy developments in proximity, the low-rise nature and visual impact to the street minimises any character impact. |
| To protect the amenity of residents                                                                                      | The proposed site layout, landscaping and draft conditions of consent are likely to mitigate impacts on residential amenity.                                                                                                                                                                                                 |
| To ensure that development does not create unreasonable or uneconomic demands for the provision or extension of services | Council infrastructure is installed to a level that does not require extension or upgrading. The proposal is not likely to place unreasonable or uneconomic demands on this infrastructure.                                                                                                                                  |

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 (Resilience and Hazards) 2021*

The development site has been historically used for residential purposes. 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.

#### *Biodiversity Conservation Act 2016*

The proposed development does not include the removal of any native or significant vegetation. Therefore, there are no considerations under the Biodiversity Conservation Act 2016.

#### *Development Control Plans*

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

#### *Designated Development*

The proposed development is not designated development.



*Impact of Development**Natural Environment*

The proposal is not likely to have significant impact on the natural environment of the area. The area has been vacant urban land and has been 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 design requirements, small footprint of the proposal and draft conditions of consent.

*Built Environment*

The surrounding area is substantially developed for residential purposes, including multi-unit residential development, and 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.

Setbacks proposed for the development are in accordance with the National Construction Code 2019 to negate the need for fire rated walls. The primary setback of 3.052m is less than the 6m setback specified for residential development, however it is in line with the range of setbacks within the immediate area. Primary setbacks range from 1m to 10m and include the easterly neighbouring property setback 1m and a westerly neighbouring dwelling setback 3m. Secondary setbacks on the 2 neighbouring dwellings are 1m or less. The proposed setback is not likely to impact on traffic sightlines out of Shailer Terrace due to fencing style and height. The low-speed nature of this area of Shailer Terrace also aids traffic safety.

While the setbacks shown for the proposal are not in line with Council's setback policy it is considered that the variation to the setback policy for this proposal as outlined above has merit and can be varied in accordance with Clause 4 of the setback policy.

The proposal also seeks to vary Council's Fencing Policy in terms of permitting a fence greater than 1.2m on the front boundary. The proposed fence is shown at 1.8m high and is of brick pillar and metal slat style of construction. Due to the construction materials not significantly restricting traffic sightlines it is considered that the variation to the Fencing Policy for this proposal as outlined above has merit and can be varied in accordance with the policy.

*Waste, Air and Noise*

The operation of the proposal is not likely to generate significant impacts to waste, air and noise that is likely to impact sensitive receptors. Construction noise is likely to be the only matter of significance. Draft conditions have been included to mitigate potential impacts.

*Cumulative Impacts*

Subject to operation in accordance with the conditions of consent, it is considered that the subject land is suitably located, capable of supporting the development as proposed and is not likely to significantly increase environmental impact.

*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*

It is likely that the proposal will create demand for local goods and services during the construction of the proposal.

*Site Suitability*

The subject site is considered suitable for the proposed development for the following reasons:

- The proposal is permissible with consent under the LEP 2010.
- There are no known environmental hazards or constraints associated with the site which prohibits the proposed development, as detailed within this report.
- Any identified negative externalities are considered capable of being managed and appropriate conditions have been applied as has been deemed necessary.

*Public Interest*

The proposal is not likely to have any adverse effect on the landscape or scenic quality of the locality due to the low rise of buildings, landscaping and the proposal being residential style infill development. The proposal will not likely adversely impact public infrastructure.

The proposal does not have significant environmental impact and has potential economic benefit in terms of construction and provision of diverse housing opportunity.

It is considered that the proposal is in the public interest.

The proposal has been notified to adjoining landowners in accordance with Council's Community Participation Plan 2019 along with the proposal being advertised on the NSW Planning Portal and Council's website. The notification period concluded on the 30/11/2022, no submissions were 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 09/2023 be approved subject to conditions.

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

Environmental Planning & Assessment Act 1979

Balranald Local Environmental Plan 2010

State Environmental Planning Policy (Resilience and Hazards) 2021

Biodiversity Conservation Act 2016

Local Government Act 1993

National Construction Code 2019

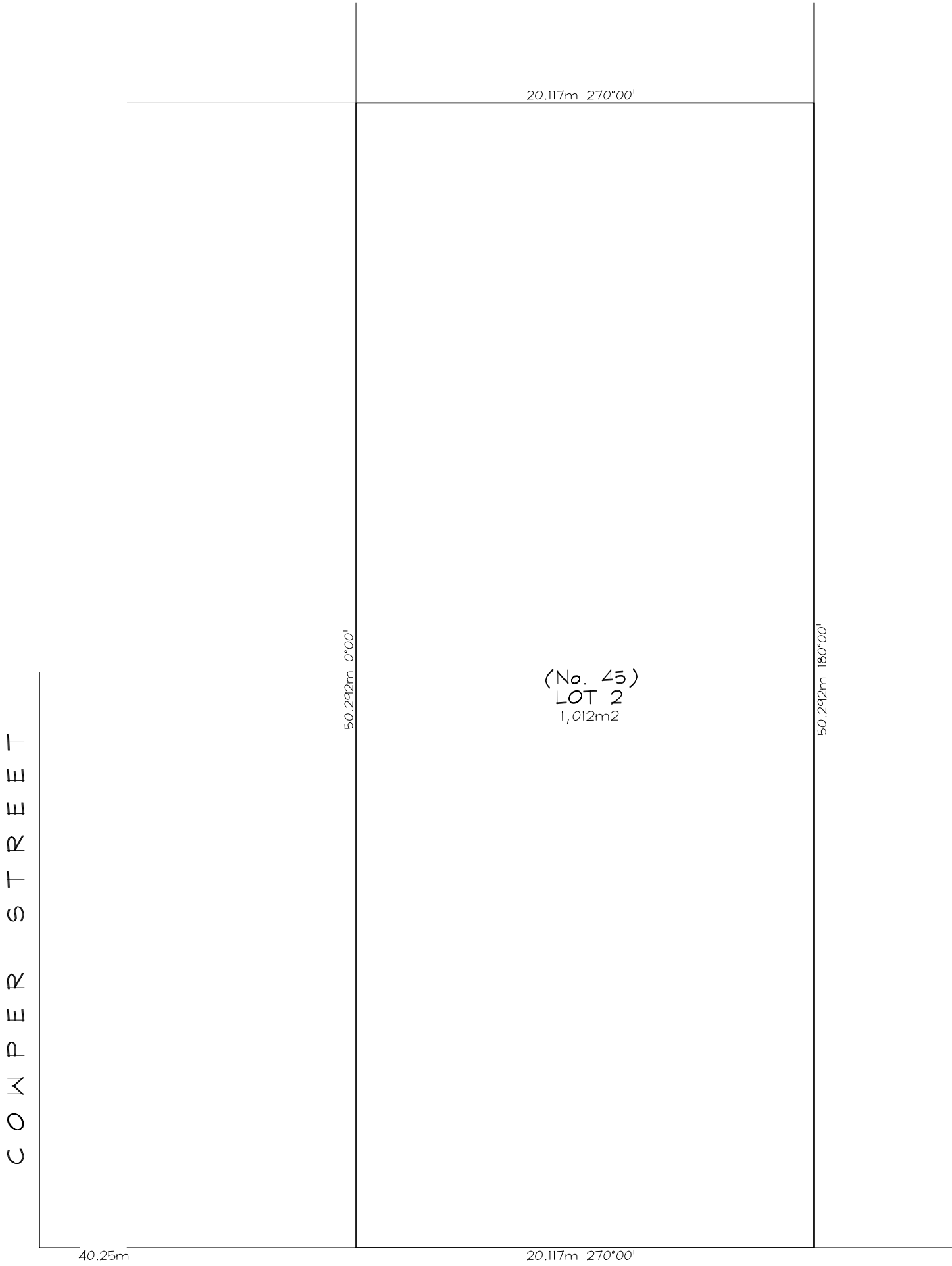
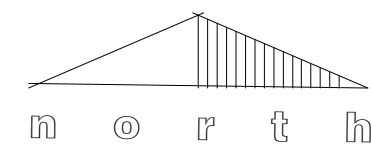
**POLICY IMPLICATION**

Council's Building Setback Policy

Council's Fencing Policy

**ATTACHMENTS**

1. Subdivision Plans [↓](#)
2. Site Plan [↓](#)
3. Fencing Plan [↓](#)



S H A I L E R   T E R R A C E

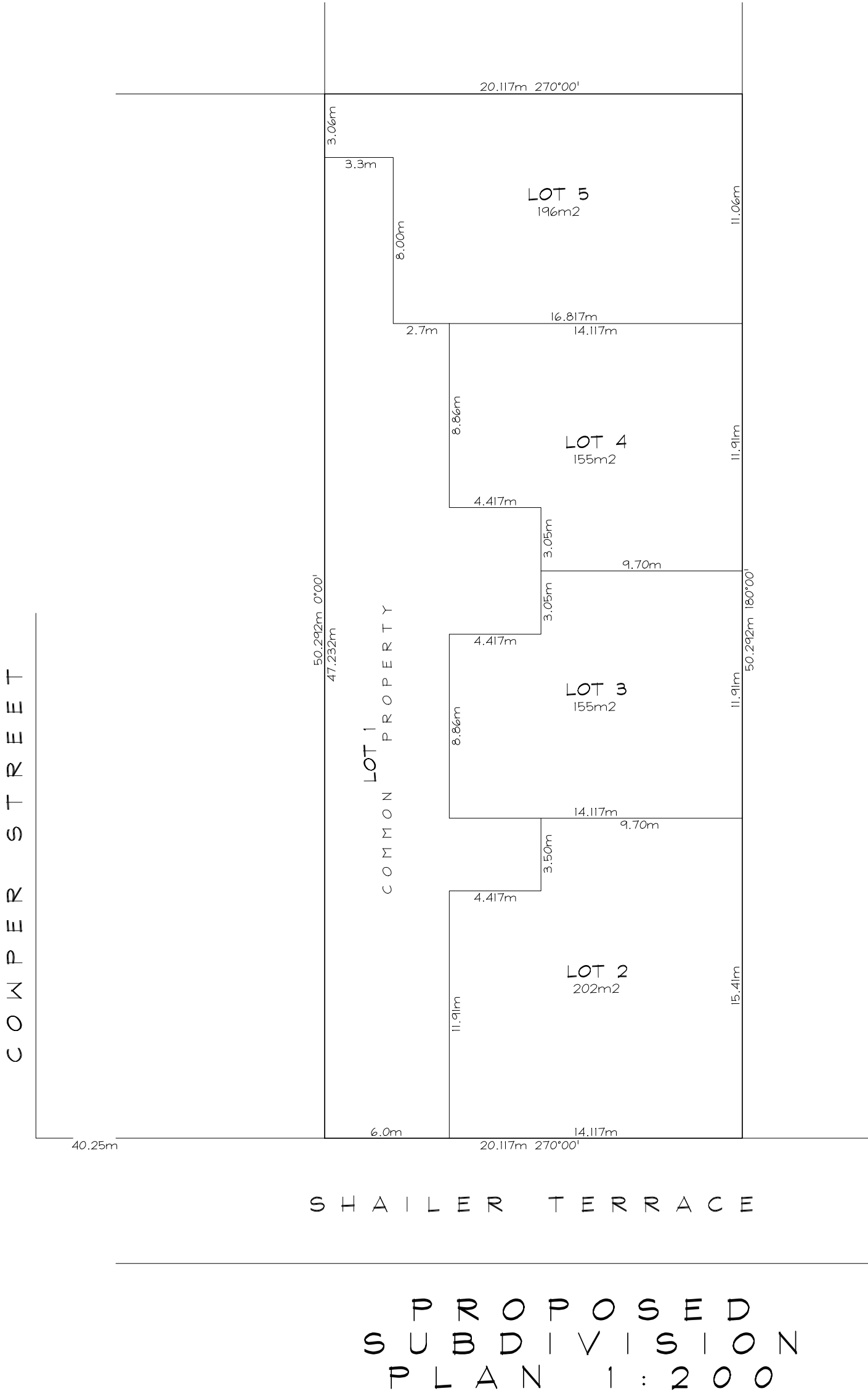
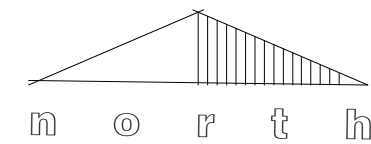
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C O N D I T I O N S  
P L A N   1 : 2 0 0

(D.A. APPROVAL ONLY)

|                                                               |                             |
|---------------------------------------------------------------|-----------------------------|
| <b>SHEET NO:</b> 1 OF 2                                       | <b>DRG NO:</b> MH2 2022-056 |
| <b>PROJECT:</b><br>PROPOSED 5 LOT COMMUNITY TITLE SUBDIVISION |                             |
| <b>CLIENT:</b><br>C. & S. MOORE                               |                             |
| <b>ADDRESS:</b><br>No. 45, SHAILER TERRACE, EUSTON, NSW.      |                             |
| <b>SCALE:</b> AS SHOWN                                        | <b>DATE:</b> SEP '22        |



mark@mh2.com.au   mick@mh2.com.au  
0438 210 139   0427 237 668  
No. 5 Burns Street, Gol Gol, N.S.W. 2738  
ABN: 43 634 027 464   DP No: AD 26770



(D.A. APPROVAL ONLY)

SHEET NO: 2 OF 2

DRG NO: MH2 2022-056

PROJECT:

PROPOSED 5 LOT COMMUNITY TITLE SUBDIVISION

CLIENT:

C. & S. MOORE

ADDRESS:

No. 45, SHAILER TERRACE, EUSTON, NSW.

SCALE: AS SHOWN

DATE: SEP '22

A1

MH<sup>2</sup>

ENGINEERING & ARCHITECTURAL SERVICES

mark@mh2.com.au

mick@mh2.com.au

0438 210 139

0427 237 668

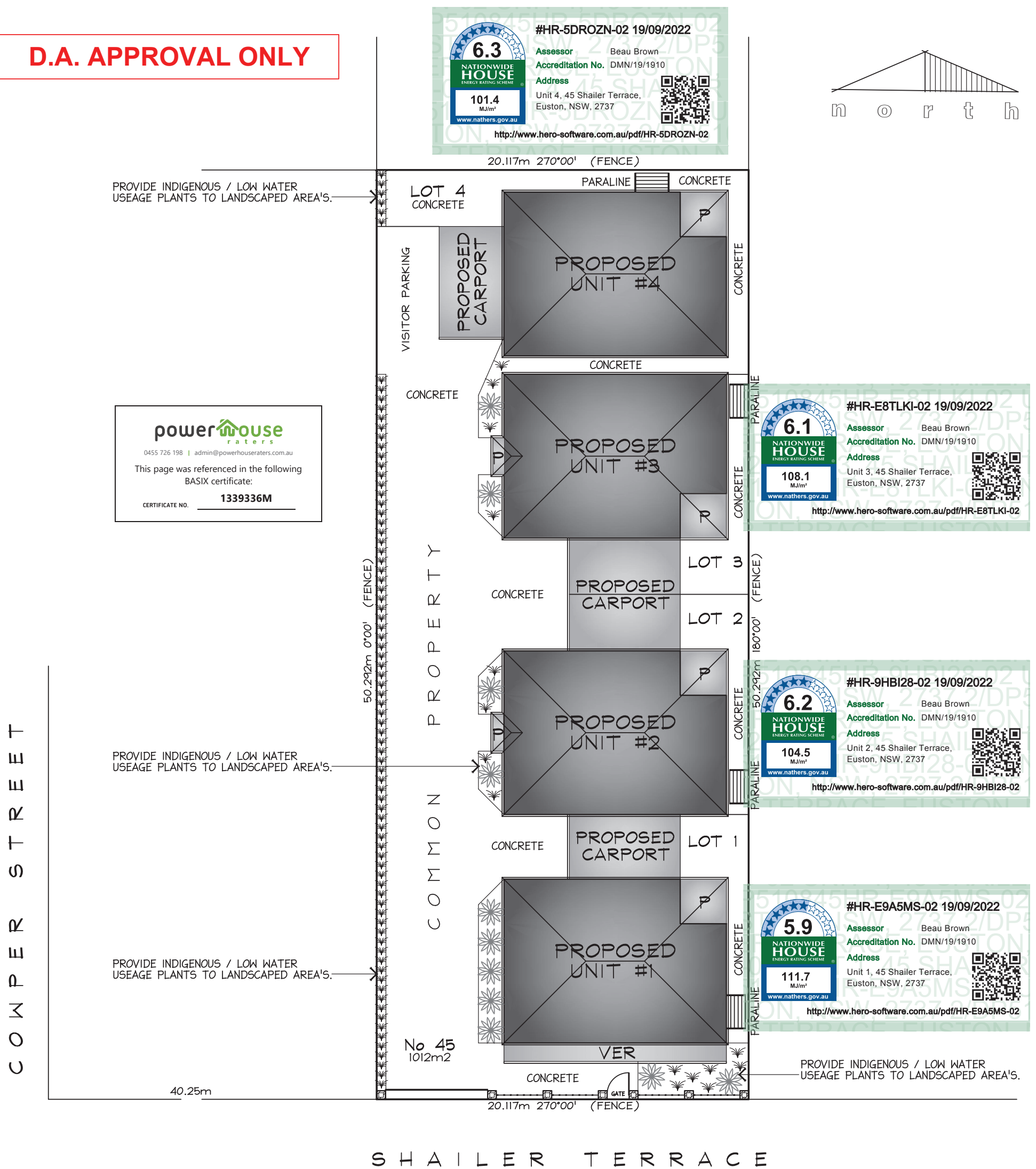
No. 5 Burns Street, Gol Gol, N.S.W. 2738

ABN: 43 634 027 464 DP No: AD 26770

Item 8.4 - Attachment 1

Page 81

A diagram of a triangle with a vertical line segment from the top vertex to the base, dividing it into two regions. The left region is labeled 'north' and the right region is labeled 'south'.



LANDSCAPING  
PLAN 1:200

SHEET NO:16 OF 16 DRG NO: MH2 2022-056

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PROJECT:  
PROPOSED 4 LOT UNIT DEVELOPMENT

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CLIENT:  
C. & S. MOORE

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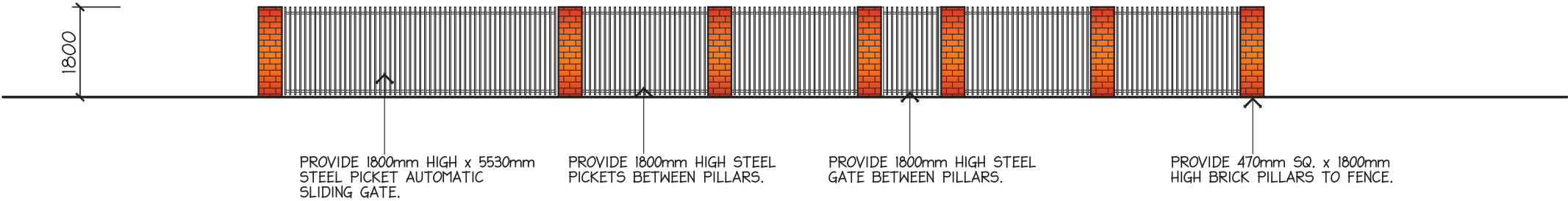
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(No. 45) SHAILER TERRACE, EUSTON, NSW.

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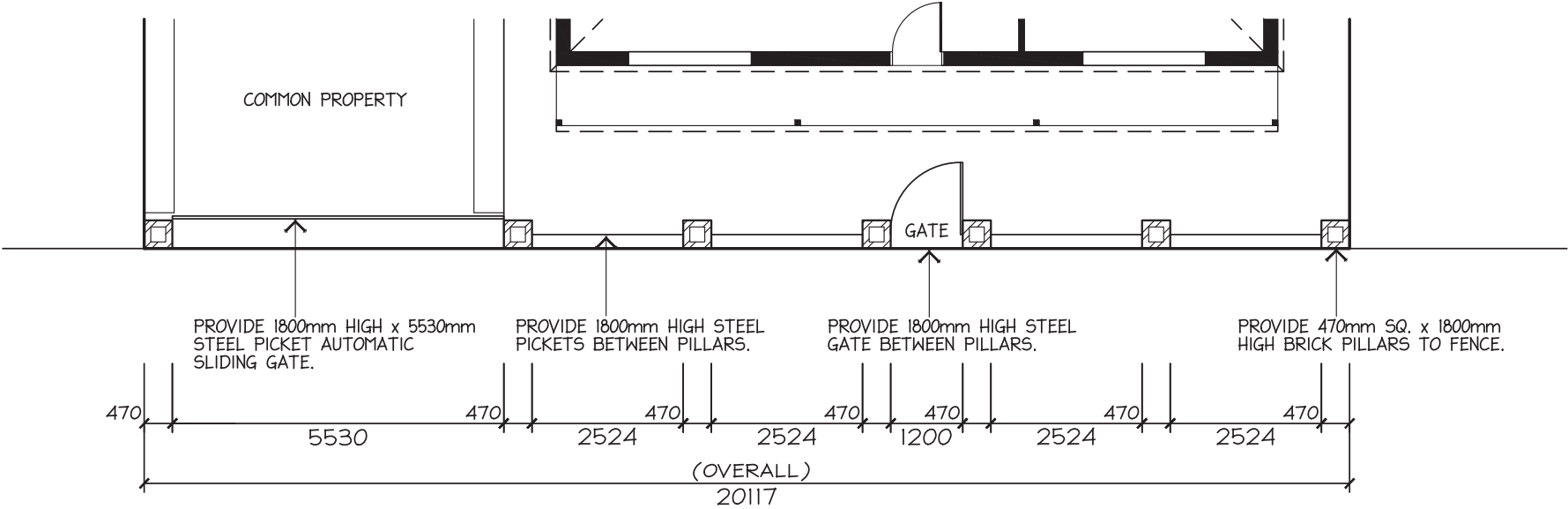
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D.A. APPROVAL ONLY




FENCE ELEVATION 1:100



FENCE LAYOUT PLAN 1:100





0455 726 198 | [admin@powerhouseraters.com.au](mailto:admin@powerhouseraters.com.au)

This page was referenced in the following BASIX certificate:

CERTIFICATE NO. **1339336M**

SHEET NO:15 OF 16DRG NO: MH2 2022-056

PROJECT:  
PROPOSED UNIT #4

CLIENT:  
C. & S. MOORE

ADDRESS:  
LOT 4 (45) SHAILER TERRACE, EUSTON, NSW.

SCALE: AS SHOWN    DATE: SEP '22



ENGINEERING & ARCHITECTURAL SERVICES

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No.136-138 Langtree Ave, Mildura, VIC 3500  
ABN: 43 634 027 464    DP No: AD 26770

**PART B – ITEMS FOR INFORMATION****9 GENERAL MANAGER’S REPORTS****9.1 REPORT ON AREAS OF COUNCIL'S FINANCIAL OPERATIONS**

**File Number:** D22.76188

**Reporting Officer:** Kristy Cameron, Finance Officer  
John Batchelor, Finance  
Janelle Dalton, Rates Officer  
Danika Dunstone, Customer Service Officer  
Edna Mendes, Finance Consultant  
Carol Holmes, Senior Executive Assistant

**Responsible Officer:** Kerry Jones, Acting General Manager

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

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**OFFICER RECOMMENDATION**

That Council receives and notes the following financial information for the period ending 30 November 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 cash and investments including cash as at 30 November 2022 is \$24,011,658. This is an increase of \$427,297 on the previous month's total of \$23,584,361. It should be noted the balance of Council's cash at bank account changes daily with revenue receipted and payments made.



Receipts for November 2022 included: -

- Drought Grant - \$200 000
- FAGS – QTR 2 - \$350 568
- Medicare Rebate - \$58 458
- Roads Maintenance QT1 - \$ 33 532
- Pensioner Concession Rebate - \$32 775

Payments for November 2022 included: -

- Consultants - \$37 037
- IT – \$12 072
- Plant Hire - \$53 083
- Workers Compensation Instalment - \$54 519

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 \$19,000,000 as at, 30 November 2022

A summary of Council's investment and cash balances as at, 30 November 2022 is as follows:

| TERM DEPOSITS INVESTMENT REGISTER AND INTEREST EARNED 2022/23 |            |             |            |               |                               |                       |                |                                             |
|---------------------------------------------------------------|------------|-------------|------------|---------------|-------------------------------|-----------------------|----------------|---------------------------------------------|
| Term Deposits                                                 | S&P Rating | Term (Days) | Start Date | Maturity Date | Interest Rate/ Rate of Return | Investment \$\$ Value | Daily Interest | Total YTD Interest Earnings to 30 June 2023 |
| <a href="#">Westpac Bank A/C 176-576</a>                      | A-1+       |             |            | Matured       |                               |                       | \$ 6.85        | \$ 986.40                                   |
| <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="#">Westpac Bank A/C 176-576</a>                      | A-1+       | 212         | 11/11/2022 | 11/06/2023    | 3.40%                         | 1,000,000             | \$ 93.15       | \$ 19,747.95                                |
| <a href="#">Westpac Bank A/C 176-576</a>                      | A-1+       | 151         | 22/11/2022 | 22/04/2023    | 3.29%                         | 1,000,000             | \$ 90.14       | \$ 13,610.68                                |
| <a href="#">Westpac Bank A/C 176-577</a>                      | A-1+       | 212         | 24/11/2022 | 24/06/2023    | 3.40%                         | 1,000,000             | \$ 93.15       | \$ 19,747.95                                |
| <a href="#">AMP - 51396</a>                                   | A-2        |             |            | Matured       |                               |                       | \$ 10.27       | \$ 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        |             |            | Matured       |                               |                       | \$ 5.48        | \$ 487.72                                   |
| <a href="#">Macquarie Bank - 055055</a>                       | A-1        |             |            | Matured       |                               |                       | \$ 13.70       | \$ 1,205.60                                 |
| <a href="#">Macquarie Bank - 055370</a>                       | A-1        |             |            | Matured       |                               |                       | \$ 6.85        | \$ 767.20                                   |
| <a href="#">Macquarie Bank - 055858</a>                       | A-1        |             |            | Matured       |                               |                       | \$ 6.85        | \$ 959.00                                   |
| <a href="#">Macquarie Bank - 054394</a>                       | A-1        | 152         | 28/09/2022 | 27/02/2023    | 3.83%                         | 500,000               | \$ 52.47       | \$ 8,027.26                                 |
| <a href="#">Macquarie Bank - 055055</a>                       | A-1        | 120         | 27/09/2022 | 25/01/2023    | 3.58%                         | 1,000,000             | \$ 98.08       | \$ 11,867.95                                |
| <a href="#">Macquarie Bank - 061495</a>                       | A-1        | 90          | 18/11/2022 | 16/02/2023    | 3.75%                         | 500,000               | \$ 51.37       | \$ 4,623.29                                 |
| <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="#">Bank of Queensland</a>                            | A-2        |             | 31/03/2022 | 31/03/2023    | 1.60%                         | 500,000               | \$ 21.92       | \$ 6,005.48                                 |
| <a href="#">Commonwealth Bank</a>                             | A-1+       |             |            | Matured       |                               |                       | \$ 6.58        | \$ 868.56                                   |
| <a href="#">Commonwealth Bank</a>                             | A-1+       |             |            | Matured       |                               |                       | \$ 6.58        | \$ 723.80                                   |
| <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                                 |
| <a href="#">Commonwealth Bank</a>                             | A-1+       | 121         | 19/10/2022 | 17/02/2023    | 3.68%                         | 500,000               | \$ 50.41       | \$ 6,150.14                                 |
| <a href="#">Commonwealth Bank</a>                             | A-1+       | 180         | 10/11/2022 | 9/05/2023     | 3.98%                         | 500,000               | \$ 54.52       | \$ 9,213.97                                 |
| Total Term Deposits                                           |            |             |            |               | Avg Rate 2.29%                | \$19,000,000          |                | \$ 278,893.08                               |
| Total At Call Accounts                                        |            |             |            |               |                               | 3,814,814             |                | \$19,954.65                                 |
| Total Investments as at 30 November 2022                      |            |             |            |               |                               | \$ 22,814,814         |                | \$ 298,847.73                               |

|                                                        |                    |
|--------------------------------------------------------|--------------------|
| Interest Earned on Term Deposits for November 2022     | \$28,815.00        |
| Interest Earned on At Call accounts for November 2022  | \$4,500.30         |
| <b>Total Interest on Investments for November 2022</b> | <b>\$33,315.30</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                          | \$ | 278,893 |
|                                                        |  | At Call - 1st July to 30 November 2022 | \$ | 19,955  |
|                                                        |  |                                        | \$ | 298,848 |

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

| Financial Institutions | Ratings | Composition % | Amount ('000) |
|------------------------|---------|---------------|---------------|
| Westpac                | A-1+    | 29.85         | 6,810         |
| AMP                    | A-2     | 4.38          | 1,000         |
| CBA                    | A-1+    | 21.92         | 5,000         |
| MAC                    | A-1     | 17.55         | 4,005         |
| Tcorp                  | A-1+    | 0.00          |               |
| BOQ                    | A-2     | 8.77          | 2,000         |
| NAB                    | A-1+    | 17.53         | 4,000         |
| <b>Total</b>           |         | <b>100.00</b> | <b>22,815</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 November 2022.

**SUMMARY****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         |
| <b>Total Restrictions</b> | <b>\$ 19,032,997</b> |

**Unrestricted Cash Investments**

|                          |                      |
|--------------------------|----------------------|
|                          | \$4,978,661          |
| <b>Total Investments</b> | <b>\$ 24,011,658</b> |

Council currently holds \$24,011,658 in Cash and Investments. The average interest rate trend has increased for November 2022 being 2.29% 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, 30 November 2022 and is shown below:

|                                                   |                  |
|---------------------------------------------------|------------------|
|                                                   |                  |
| Opening Cashbook Balance                          | 490,171          |
| Plus Receipts                                     | 3,736,126        |
| Less Payments                                     | (3,029,454)      |
| <b>Cashbook Balance at 30 November 2022</b>       | <b>1,196,844</b> |
|                                                   |                  |
| <b>Statement Summary</b>                          |                  |
| Opening Statement Balance                         | 491,827          |
| Plus Receipts                                     | 3,714,582        |
| Less Payments                                     | (3,029,454)      |
| <b>Bank Statement Balance at 30 November 2022</b> | <b>1,176,955</b> |
| Plus Unpresented Receipts                         | 22,766           |
| Less Unpresented Payments                         | (2,878)          |
| <b>Reconciliation Balance at 30 November 2022</b> | <b>1,196,844</b> |

## 3. STATEMENT OF RATES AND CHARGES

|  |  | Balranald Shire Council - Statement of Rates and Charges |  |       |                  |  |  |  |  |
|--|--|----------------------------------------------------------|--|-------|------------------|--|--|--|--|
|  |  |                                                          |  | As at | 30 November 2022 |  |  |  |  |
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#### 4 Monthly Summary of Revenue and Expenditure for the Caravan Park

| CARAVAN PARK 2022/23                         | Original Budget  | Variations to Budget September QBR | Proposed Amendments to Budget for December QBR | Actual YTD 30 November 2022 | Remaining Budget | Anticipated 30 June 2023 | YTD Actual % |
|----------------------------------------------|------------------|------------------------------------|------------------------------------------------|-----------------------------|------------------|--------------------------|--------------|
| <b>REVENUE</b>                               |                  |                                    |                                                |                             |                  |                          |              |
| Fees                                         | \$500,000        | \$80,000                           | -\$50,000                                      | \$211,241                   | \$318,759        | \$530,000                | 39.9%        |
| Washing Machine Charges                      | \$3,500          |                                    |                                                | \$2,327                     | \$1,173          | \$3,500                  | 66.5%        |
| Caravan Park - Merchandise Sales             | \$500            | \$1,500                            |                                                | \$1,131                     | \$869            | \$2,000                  | 56.6%        |
| <b>TOTAL OPERATING REVENUE</b>               | <b>\$504,000</b> | <b>\$81,500</b>                    | <b>-\$50,000</b>                               | <b>\$214,699</b>            | <b>\$320,801</b> | <b>\$535,500</b>         | <b>40.1%</b> |
| <b>EXPENDITURE</b>                           |                  |                                    |                                                |                             |                  |                          |              |
| Salaries                                     | \$166,800        | \$63,200                           |                                                | \$94,891                    | \$135,109        | \$230,000                | 41.3%        |
| Caravan Park Advertising                     | \$1,200          |                                    |                                                | \$919                       | \$281            | \$1,200                  | 76.6%        |
| Bank Charges                                 | \$3,300          |                                    |                                                | \$1,600                     | \$1,700          | \$3,300                  | 48.5%        |
| Caravan Park - Cleaning Materials            | \$10,000         |                                    |                                                | \$2,830                     | \$7,170          | \$10,000                 | 28.3%        |
| Electricity - Operational                    | \$30,000         |                                    |                                                | \$10,083                    | \$19,917         | \$30,000                 | 33.6%        |
| Admin Charges - Sals, Rates/Charges, Insur,  | \$105,960        |                                    |                                                | \$44,530                    | \$61,430         | \$105,960                | 42.0%        |
| Caravan Park - Legal Expenses                | \$2,000          |                                    |                                                |                             | \$2,000          | \$2,000                  | 0.0%         |
| Caravan Park - Software Support              | \$4,000          |                                    |                                                | \$2,652                     | \$1,348          | \$4,000                  | 66.3%        |
| Telephone                                    | \$500            | \$2,500                            |                                                | \$1,329                     | \$1,671          | \$3,000                  | 44.3%        |
| Caravan Park R & M                           | \$47,000         |                                    |                                                | \$34,909                    | \$12,091         | \$47,000                 | 74.3%        |
| Caravan Park - Consumables GST               | \$30,000         |                                    |                                                | \$12,144                    | \$17,856         | \$30,000                 | 40.5%        |
| Carravan Park - Consumables No GST           | \$10,000         |                                    |                                                |                             | \$10,000         | \$10,000                 | 0.0%         |
| Depreciation                                 | \$53,000         |                                    |                                                | \$22,083                    | \$30,917         | \$53,000                 | 41.7%        |
| <b>TOTAL OPERATING EXPENDITURE</b>           | <b>\$463,760</b> | <b>\$65,700</b>                    | <b>\$0</b>                                     | <b>\$227,970</b>            | <b>\$301,490</b> | <b>\$529,460</b>         | <b>43.1%</b> |
| <b>NET OPERATING SURPLUS / DEFICIT</b>       | <b>\$40,240</b>  | <b>\$15,800</b>                    | <b>-\$50,000</b>                               | <b>-\$13,271</b>            | <b>\$19,311</b>  | <b>\$6,040</b>           |              |
| <b>CAPITAL</b>                               |                  |                                    |                                                |                             |                  |                          |              |
| <b>Capital Revenue</b>                       |                  |                                    |                                                |                             |                  |                          |              |
| Capital Grants - CRIF                        | \$772,000        | -\$500                             |                                                |                             | \$771,500        | \$771,500                | 0.0%         |
| Transfer from Restriction                    | \$0              |                                    |                                                |                             | \$0              | \$0                      |              |
| <b>Total Capital Revenue</b>                 | <b>\$772,000</b> | <b>-\$500</b>                      | <b>\$0</b>                                     | <b>\$0</b>                  | <b>\$771,500</b> | <b>\$771,500</b>         |              |
| <b>Capital Expenditure</b>                   |                  |                                    |                                                |                             |                  |                          |              |
| CRIF Grant Expenditure                       | \$772,000        | -\$500                             |                                                |                             | \$771,500        | \$771,500                | 0.0%         |
| Transfer to Restriction                      | \$40,240         | \$15,800                           | -\$50,000                                      | \$0                         | \$6,040          | \$6,040                  | 0.0%         |
| <b>Total Capital Expenditure</b>             | <b>\$812,240</b> | <b>\$15,300</b>                    | <b>-\$50,000</b>                               | <b>\$0</b>                  | <b>\$777,540</b> | <b>\$777,540</b>         |              |
| <b>Net Capital Surplus/ (Deficit)</b>        | <b>-\$40,240</b> | <b>-\$15,800</b>                   | <b>\$50,000</b>                                | <b>\$0</b>                  | <b>-\$6,040</b>  | <b>-\$6,040</b>          |              |
| <b>Net Overall Result Surplus/ (Deficit)</b> | <b>\$0</b>       | <b>\$0</b>                         | <b>\$0</b>                                     | <b>-\$13,271</b>            | <b>\$13,271</b>  | <b>\$0</b>               |              |

Note - A review of anticipated Revenue for 2022/23 will be undertaken at 31/12/2022 to further assess the impact of the floods.

#### SUMMARY

| Caravan Park 2022/23                         | Original Budget  | Variations to Budget September QBR | Proposed Amendments to Budget for December QBR | Actual YTD 30 November 2022 | Remaining Budget | Anticipated 30 June 2023 |
|----------------------------------------------|------------------|------------------------------------|------------------------------------------------|-----------------------------|------------------|--------------------------|
| <b>Total Operating Revenue</b>               | \$504,000        | \$81,500                           | -\$50,000                                      | \$214,699                   | \$320,801        | \$535,500                |
| <b>Total Operating Expenditure</b>           | \$463,760        | \$65,700                           | \$0                                            | \$227,970                   | \$301,490        | \$529,460                |
| <b>Net Operating Surplus / Deficit</b>       | <b>\$40,240</b>  | <b>\$15,800</b>                    | <b>-\$50,000</b>                               | <b>\$13,271</b>             | <b>\$19,311</b>  | <b>\$6,040</b>           |
| <b>Total Capital Revenue</b>                 | \$772,000        | -\$500                             | \$0                                            | \$0                         | \$771,500        | \$771,500                |
| <b>Total Capital Expenditure</b>             | \$812,240        | \$15,300                           | -\$50,000                                      | \$0                         | \$777,540        | \$777,540                |
| <b>Net Capital Surplus / (Deficit)</b>       | <b>-\$40,240</b> | <b>\$15,800</b>                    | <b>\$50,000</b>                                | <b>\$0</b>                  | <b>-\$6,040</b>  | <b>-\$6,040</b>          |
| <b>Net Overall Result Surplus/ (Deficit)</b> | <b>\$0</b>       | <b>\$0</b>                         | <b>\$0</b>                                     | <b>\$13,271</b>             | <b>\$13,271</b>  | <b>\$0</b>               |

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

| BIDJEE HAVEN HOSTEL 2022/23                                                                                                                                                                                                                                                | Original Budget    | Variations to Budget September QBR | Proposed Amendments to Budget for December QBR | Actual YTD 30 November 2022 | Remaining Budget   | Anticipated 30 June 2023 | YTD Actual % |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------|------------------------------------------------|-----------------------------|--------------------|--------------------------|--------------|
| <b>REVENUE</b>                                                                                                                                                                                                                                                             |                    |                                    |                                                |                             |                    |                          |              |
| Permanent Care Subsidies                                                                                                                                                                                                                                                   | \$915,000          | -\$15,000                          |                                                | \$226,618                   | \$673,382          | \$900,000                | 25.2%        |
| Hostel - Training Subsidies                                                                                                                                                                                                                                                | \$3,000            |                                    |                                                | \$2,250                     | \$750              | \$3,000                  | 75.0%        |
| Respite Care Fees                                                                                                                                                                                                                                                          | \$10,000           |                                    |                                                | \$766                       | \$9,234            | \$10,000                 | 7.7%         |
| Hostel - Resident Care (Commonwealth)                                                                                                                                                                                                                                      | \$70,000           | -\$25,000                          |                                                | \$12,997                    | \$32,003           | \$45,000                 | 28.9%        |
| Hostel - Resident Accommodation Fees                                                                                                                                                                                                                                       | \$30,000           | -\$6,000                           |                                                | \$7,559                     | \$16,441           | \$24,000                 | 31.5%        |
| Hostel - Resident Daily Care Fees                                                                                                                                                                                                                                          | \$255,000          | -\$20,000                          |                                                | \$76,260                    | \$158,740          | \$235,000                | 32.5%        |
| Business Improvement Grant                                                                                                                                                                                                                                                 | \$0                | \$285,548                          |                                                | \$185,606                   | \$99,942           | \$285,548                | 65.0%        |
| Hostel - Interest Received                                                                                                                                                                                                                                                 | \$25,000           |                                    |                                                | \$8,333                     | \$16,667           | \$25,000                 | 33.3%        |
| <b>TOTAL OPERATING REVENUE</b>                                                                                                                                                                                                                                             | <b>\$1,308,000</b> | <b>\$219,548</b>                   | <b>\$0</b>                                     | <b>\$520,389</b>            | <b>\$1,007,159</b> | <b>\$1,527,548</b>       | <b>34.1%</b> |
| <div> Changes to and adherence to revised rosters will result in significant savings on salaries.<br/> A further review will be made at 31 December 2022 and include assessing whether there will be any impact following the recent Fair Work Commission decision. </div> |                    |                                    |                                                |                             |                    |                          |              |
| <b>EXPENDITURE</b>                                                                                                                                                                                                                                                         |                    |                                    |                                                |                             |                    |                          |              |
| Salaries                                                                                                                                                                                                                                                                   | \$1,060,000        | -\$90,000                          | -\$20,000                                      | \$256,997                   | \$693,003          | \$950,000                | 27.1%        |
| Medical Expenses                                                                                                                                                                                                                                                           | \$2,000            |                                    |                                                | \$1,042                     | \$958              | \$2,000                  | 52.1%        |
| Drs Visits to Hostel                                                                                                                                                                                                                                                       | \$4,000            |                                    |                                                |                             | \$4,000            | \$4,000                  | 0.0%         |
| Training                                                                                                                                                                                                                                                                   | \$10,000           |                                    |                                                | \$580                       | \$9,420            | \$10,000                 | 5.8%         |
| Audit Fees                                                                                                                                                                                                                                                                 | \$5,000            |                                    |                                                |                             | \$5,000            | \$5,000                  | 0.0%         |
| Electricity                                                                                                                                                                                                                                                                | \$30,000           |                                    |                                                | \$11,449                    | \$18,551           | \$30,000                 | 38.2%        |
| Gas                                                                                                                                                                                                                                                                        | \$1,000            |                                    |                                                |                             | \$1,000            | \$1,000                  | 0.0%         |
| Sundry Expenses                                                                                                                                                                                                                                                            | \$500              | \$500                              |                                                | \$420                       | \$580              | \$1,000                  | 42.0%        |
| Linen Replacements                                                                                                                                                                                                                                                         | \$2,000            |                                    |                                                |                             | \$2,000            | \$2,000                  | 0.0%         |
| Laundry Services                                                                                                                                                                                                                                                           | \$6,000            |                                    |                                                | \$1,566                     | \$4,434            | \$6,000                  | 26.1%        |
| Cleaning Materials                                                                                                                                                                                                                                                         | \$6,000            |                                    |                                                | \$1,566                     | \$4,434            | \$6,000                  | 26.1%        |
| Pharmaceutical Supplies                                                                                                                                                                                                                                                    | \$10,000           |                                    |                                                | \$3,363                     | \$6,637            | \$10,000                 | 33.6%        |
| Council Admin Charges - Salaries, Insur, Rates                                                                                                                                                                                                                             | \$128,500          |                                    |                                                | \$42,833                    | \$85,667           | \$128,500                | 33.3%        |
| Printing & Stationery                                                                                                                                                                                                                                                      | \$3,000            |                                    |                                                | \$565                       | \$2,435            | \$3,000                  | 18.8%        |
| IT Expenditure                                                                                                                                                                                                                                                             | \$2,000            |                                    |                                                |                             | \$2,000            | \$2,000                  | 0.0%         |
| Repairs & Maintenance                                                                                                                                                                                                                                                      | \$40,000           |                                    |                                                | \$13,009                    | \$26,991           | \$40,000                 | 32.5%        |
| Subscriptions & Memberships                                                                                                                                                                                                                                                | \$6,000            |                                    |                                                | \$5,277                     | \$723              | \$6,000                  | 88.0%        |
| Telephone                                                                                                                                                                                                                                                                  | \$3,000            |                                    |                                                | \$585                       | \$2,415            | \$3,000                  | 19.5%        |
| Food Supplies                                                                                                                                                                                                                                                              | \$55,000           |                                    |                                                | \$13,509                    | \$41,491           | \$55,000                 | 24.6%        |
| Commuter Bus and Sedan Running Costs                                                                                                                                                                                                                                       | \$0                | \$10,000                           |                                                | \$3,400                     | \$6,600            | \$10,000                 | 34.0%        |
| Business Improvement Grant                                                                                                                                                                                                                                                 | \$0                | \$285,548                          |                                                |                             | \$285,548          | \$285,548                | 0.0%         |
| Depreciation                                                                                                                                                                                                                                                               | \$54,000           |                                    |                                                | \$18,000                    | \$36,000           | \$54,000                 | 33.3%        |
| <b>TOTAL OPERATING EXPENDITURE</b>                                                                                                                                                                                                                                         | <b>\$1,428,000</b> | <b>\$206,048</b>                   | <b>-\$20,000</b>                               | <b>\$374,161</b>            | <b>\$1,239,887</b> | <b>\$1,614,048</b>       | <b>23.2%</b> |
| <b>NET OPERATING SURPLUS / DEFICIT</b>                                                                                                                                                                                                                                     | <b>-\$120,000</b>  | <b>\$13,500</b>                    | <b>\$20,000</b>                                | <b>\$146,228</b>            | <b>-\$232,728</b>  | <b>-\$86,500</b>         |              |

### SUMMARY

| Bidjee Haven Hostel 2022/23            | Original Budget   | Variations to Budget September QBR | Proposed Amendments to Budget for December QBR | Actual YTD 30 November 2022 | Remaining Budget  | Anticipated 30 June 2023 |
|----------------------------------------|-------------------|------------------------------------|------------------------------------------------|-----------------------------|-------------------|--------------------------|
| <b>TOTAL OPERATING REVENUE</b>         | \$1,308,000       | \$219,548                          | \$0                                            | \$520,389                   | \$1,007,159       | \$1,527,548              |
| <b>TOTAL OPERATING EXPENDITURE</b>     | \$1,428,000       | \$206,048                          | -\$20,000                                      | \$374,161                   | \$1,239,887       | \$1,614,048              |
| <b>NET OPERATING SURPLUS / DEFICIT</b> | <b>-\$120,000</b> | <b>\$13,500</b>                    | <b>\$20,000</b>                                | <b>\$146,228</b>            | <b>-\$232,728</b> | <b>-\$86,500</b>         |



| BIDGEE HOSTEL SELF CARE UNITS<br>2022/23 | Original<br>Budget | Variations to<br>Budget<br>September<br>QBR | Proposed<br>Amendments to<br>Budget for<br>December QBR | Actual YTD 30<br>November<br>2022 | Remaining<br>Budget | Anticipated<br>30 June 2023 | YTD Actual<br>% |
|------------------------------------------|--------------------|---------------------------------------------|---------------------------------------------------------|-----------------------------------|---------------------|-----------------------------|-----------------|
| <b>REVENUE</b>                           |                    |                                             |                                                         |                                   |                     |                             |                 |
| Unit Rentals                             | \$24,000           | -\$12,000                                   |                                                         | \$2,430                           | \$9,570             | \$12,000                    | 20.25%          |
| <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           | -\$4,300                                    |                                                         | \$4,136.00                        | \$3,864.00          | \$8,000.00                  | 51.70%          |
| Repairs and Maintenance                  | \$0                | \$3,000                                     |                                                         | \$851.00                          | \$2,149.00          | \$3,000.00                  | 28.37%          |
|                                          | \$13,500           | \$700                                       |                                                         | \$6,187.00                        | \$8,013.00          | \$14,200.00                 | 43.57%          |
| <b>NET OPERATING SURPLUS / DEFICIT</b>   | <b>\$10,500</b>    | <b>-\$12,700</b>                            |                                                         | <b>-\$3,757</b>                   | <b>\$1,557</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.

### SUMMARY

| Bidgee Hostel Self Care Units<br>2022/23 | Original<br>Budget | Variations to<br>Budget<br>September<br>QBR | Proposed<br>Amendment to<br>Budget for<br>December QBR | Actual YTD 30<br>November<br>2022 | Remaining<br>Budget | Anticipated<br>30 June 2023 |
|------------------------------------------|--------------------|---------------------------------------------|--------------------------------------------------------|-----------------------------------|---------------------|-----------------------------|
| <b>TOTAL OPERATING REVENUE</b>           | \$24,000           | -\$12,000                                   |                                                        | \$2,430                           | \$9,570             | \$12,000                    |
| <b>TOTAL OPERATING EXPENDITURE</b>       | \$13,500           | \$700                                       |                                                        | \$6,187                           | \$8,013             | \$14,200                    |
| <b>NET OPERATING SURPLUS / DEFICIT</b>   | <b>\$10,500</b>    | <b>-\$12,700</b>                            | <b>\$0</b>                                             | <b>-\$3,757</b>                   | <b>\$1,557</b>      | <b>-\$2,200</b>             |

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

| TOURISM 2022/23                              | Original Budget   | Variations to Budget September QBR | Proposed Amendments to Budget for December QBR | Actual YTD 30 November 2022 | Remaining Budget  | Anticipated 30 June 2023 | YTD Actual % |
|----------------------------------------------|-------------------|------------------------------------|------------------------------------------------|-----------------------------|-------------------|--------------------------|--------------|
| <b>REVENUE</b>                               |                   |                                    |                                                |                             |                   |                          |              |
| Fees                                         | \$2,000           |                                    | -\$1,500                                       | \$0                         | \$500             | \$500                    | 0.0%         |
| Tourist Info Centre -Souvenir Sales          | \$60,000          |                                    |                                                | \$28,748                    | \$31,252          | \$60,000                 | 47.9%        |
| Sales Yanga HH Guides                        | \$200             |                                    | \$1,800                                        | \$1,391                     | \$609             | \$2,000                  | 69.6%        |
| Commissions                                  | \$500             |                                    | -\$400                                         | \$2                         | \$98              | \$100                    | 2.0%         |
| Tourism Advertising                          | \$2,000           |                                    | -\$1,000                                       | \$0                         | \$1,000           | \$1,000                  | 0.0%         |
| Donations - Discovery Centre                 | \$5,000           |                                    | -\$1,000                                       | \$1,563                     | \$2,437           | \$4,000                  | 39.1%        |
| Operational Grant- Reconnecting Regional NSW | \$0               | \$150,854                          |                                                | \$120,683                   | \$30,171          | \$150,854                | 80.0%        |
| <b>TOTAL OPERATING REVENUE</b>               | <b>\$69,700</b>   | <b>\$150,854</b>                   | <b>-\$2,100</b>                                | <b>\$152,387</b>            | <b>\$66,067</b>   | <b>\$218,454</b>         | <b>69.8%</b> |
| <b>EXPENDITURE</b>                           |                   |                                    |                                                |                             |                   |                          |              |
| Salaries                                     | \$115,000         |                                    |                                                | \$49,585                    | \$65,415          | \$115,000                | 43.1%        |
| Tourism Staff Uniforms                       | \$425             |                                    |                                                | \$0                         | \$425             | \$425                    | 0.0%         |
| Training                                     | \$1,275           |                                    |                                                | \$109                       | \$1,166           | \$1,275                  | 8.5%         |
| Advertising                                  | \$23,460          |                                    |                                                | \$5,055                     | \$18,405          | \$23,460                 | 21.5%        |
| Security Monitoring                          | \$850             |                                    |                                                | \$275                       | \$575             | \$850                    | 32.4%        |
| 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          |                                    |                                                | \$31,775                    | \$44,485          | \$76,260                 | 41.7%        |
| Special Events - Show s / Movies             | \$1,700           |                                    |                                                | \$1,600                     | \$100             | \$1,700                  | 94.1%        |
| 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           |                                    |                                                | \$800                       | \$900             | \$1,700                  | 47.1%        |
| 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          |                                    |                                                | \$19,493                    | \$15,507          | \$35,000                 | 55.7%        |
| Depreciation                                 | \$9,580           |                                    |                                                | \$3,992                     | \$5,588           | \$9,580                  | 41.7%        |
| Operational Grant- Reconnecting Regional NSW | \$0               | \$150,854                          |                                                | \$0                         | \$150,854         | \$150,854                | 0.0%         |
| <b>TOTAL OPERATING EXPENDITURE</b>           | <b>\$276,300</b>  | <b>\$162,854</b>                   | <b>\$0</b>                                     | <b>\$112,724</b>            | <b>\$326,430</b>  | <b>\$439,154</b>         | <b>25.7%</b> |
| <b>NET OPERATING SURPLUS/DEFICIT</b>         | <b>-\$206,600</b> | <b>-\$12,000</b>                   | <b>-\$2,100</b>                                | <b>\$39,663</b>             | <b>-\$260,363</b> | <b>-\$220,700</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</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</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>\$0</b>               |              |
| <b>Net Result Surplus/ (Deficit)</b>         | <b>-\$206,600</b> | <b>-\$12,000</b>                   | <b>-\$2,100</b>                                | <b>\$39,663</b>             | <b>-\$260,363</b> | <b>-\$220,700</b>        |              |

| SUMMARY                                       |                    |                                             |                                                         |                                      |                     |                                |
|-----------------------------------------------|--------------------|---------------------------------------------|---------------------------------------------------------|--------------------------------------|---------------------|--------------------------------|
|                                               | Original<br>Budget | Variations<br>to Budget<br>September<br>QBR | Proposed<br>Amendments to<br>Budget for<br>December QBR | Actual YTD<br>30<br>November<br>2022 | Remaining<br>Budget | Anticipated<br>30 June<br>2023 |
| <b>TOURISM 2022/23</b>                        |                    |                                             |                                                         |                                      |                     |                                |
| Total Operating Revenue                       | \$69,700           | \$150,854                                   | -\$2,100                                                | \$152,387                            | \$66,067            | \$218,454                      |
| Total Operating Expenditure                   | \$276,300          | \$162,854                                   | \$0                                                     | \$112,724                            | \$326,430           | \$439,154                      |
| <b>Net Operating Result Surplus / Deficit</b> | <b>-\$206,600</b>  | <b>-\$12,000</b>                            | <b>-\$2,100</b>                                         | <b>\$39,663</b>                      | <b>-\$260,363</b>   | <b>-\$220,700</b>              |
| Total Capital Revenue                         | 0.00               | 0.00                                        | 0.00                                                    | 0.00                                 | 0.00                | 0.00                           |
| Total Capital Expenditure                     | 0.00               | 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>0.00</b>                    |
| <b>Net Overall Result Surplus / (Deficit)</b> | <b>-\$206,600</b>  | <b>-\$12,000</b>                            | <b>-\$2,100</b>                                         | <b>\$39,663</b>                      | <b>-\$260,363</b>   | <b>-\$220,700</b>              |

**7 Monthly Summary of Revenue and Expenditure for the Library**

| Library Services 2022/23                     | Original Budget  | Variations to Budget September QBR | Proposed Amendments to Budget for December QBR | Actual YTD 30 November 2022 | Remaining Budget | Anticipated 30 June 2023 | YTD Actual %  |
|----------------------------------------------|------------------|------------------------------------|------------------------------------------------|-----------------------------|------------------|--------------------------|---------------|
| <b>REVENUE</b>                               |                  |                                    |                                                |                             |                  |                          |               |
| Library Operational Subsidy                  | \$67,400         | -\$19,941                          | \$2,209                                        | \$49,668                    | \$0              | \$49,668                 | 100.0%        |
| Library Sundry Sales                         | \$0              | \$100                              |                                                | \$82                        | \$18             | \$100                    | 82.0%         |
| Operational Grants - Other                   | \$0              | \$5,131                            | \$309                                          | \$5,440                     | \$0              | \$5,440                  | 100.0%        |
| <b>TOTAL OPERATING REVENUE</b>               | <b>\$67,400</b>  | <b>-\$14,710</b>                   | <b>\$2,518</b>                                 | <b>\$55,190</b>             | <b>\$18</b>      | <b>\$55,208</b>          | <b>100.0%</b> |
| <b>EXPENDITURE</b>                           |                  |                                    |                                                |                             |                  |                          |               |
| Library - Salaries                           | \$50,000         |                                    |                                                | \$24,899                    | \$25,101         | \$50,000                 | 49.8%         |
| Training                                     | \$850            | \$3,000                            |                                                | \$3,141                     | \$709            | \$3,850                  | 81.6%         |
| Electricity                                  | \$2,000          |                                    |                                                | \$639                       | \$1,361          | \$2,000                  | 32.0%         |
| Office Expenses                              | \$850            |                                    |                                                | \$430                       | \$420            | \$850                    | 50.6%         |
| Administration Charge                        | \$14,800         |                                    |                                                | \$6,167                     | \$8,633          | \$14,800                 | 41.7%         |
| Printing and Stationery                      | \$595            |                                    |                                                | \$22                        | \$573            | \$595                    | 3.7%          |
| Books and Journals                           | \$3,825          |                                    |                                                | \$2,270                     | \$1,555          | \$3,825                  | 59.3%         |
| IT                                           | \$1,700          |                                    |                                                | \$0                         | \$1,700          | \$1,700                  | 0.0%          |
| Repairs and Maintenance                      | \$1,700          |                                    | \$2,300                                        | \$3,266                     | \$734            | \$4,000                  | 81.7%         |
| Security Monitoring                          | \$595            |                                    |                                                | \$0                         | \$595            | \$595                    | 0.0%          |
| Subscriptions                                | \$1,955          |                                    |                                                | \$1,804                     | \$151            | \$1,955                  | 92.3%         |
| Telephone and Communications                 | \$500            |                                    |                                                | \$189                       | \$311            | \$500                    | 37.8%         |
| Internet                                     | \$1,700          |                                    |                                                | \$268                       | \$1,432          | \$1,700                  | 15.8%         |
| Operational Grants - Other                   | \$0              |                                    | \$5,440                                        | \$0                         | \$5,440          | \$5,440                  | 0.0%          |
| <b>TOTAL OPERATING EXPENDITURE</b>           | <b>\$81,070</b>  | <b>\$3,000</b>                     | <b>\$7,740</b>                                 | <b>\$43,095</b>             | <b>\$48,715</b>  | <b>\$91,810</b>          | <b>46.9%</b>  |
| <b>NET OPERATING SURPLUS / DEFICIT</b>       | <b>-\$13,670</b> | <b>-\$17,710</b>                   | <b>-\$5,222</b>                                | <b>\$12,095</b>             | <b>-\$48,697</b> | <b>-\$36,602</b>         |               |
| <b>CAPITAL</b>                               |                  |                                    |                                                |                             |                  |                          |               |
| <b>Capital Revenue</b>                       |                  |                                    |                                                |                             |                  |                          |               |
| Library Grant                                | \$0              | \$16,563                           | \$1,944                                        | \$0                         | \$18,507         | \$18,507                 | 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>\$1,944</b>                                 | <b>\$0</b>                  | <b>\$86,369</b>  | <b>\$86,369</b>          |               |
| <b>Capital Expenditure</b>                   |                  |                                    |                                                |                             |                  |                          |               |
| Library Grant                                | \$0              | \$16,563                           | \$1,944                                        | \$0                         | \$18,507         | \$18,507                 | 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>\$1,944</b>                                 | <b>\$0</b>                  | <b>\$86,369</b>  | <b>\$86,369</b>          |               |
| <b>Net Capital Surplus/ (Deficit)</b>        | <b>\$0</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>-\$17,710</b>                   | <b>-\$5,222</b>                                | <b>\$12,095</b>             | <b>-\$48,697</b> | <b>-\$36,602</b>         |               |

## SUMMARY

| Library Services 2022/23                     | Original Budget | Variations to Budget September QBR | Proposed Amendments to Budget for December QBR | Actual YTD 30 November 2022 | Remaining Budget | Anticipated 30 June 2023 |
|----------------------------------------------|-----------------|------------------------------------|------------------------------------------------|-----------------------------|------------------|--------------------------|
| Total Operating Revenue                      | \$67,400        | \$14,710                           |                                                | \$55,190                    | \$18             | \$55,208                 |
| Total Operating Expenditure                  | \$81,070        | \$3,000                            |                                                | \$43,095                    | \$48,715         | \$91,810                 |
| <b>Net Operating Surplus / Deficit</b>       | <b>\$13,670</b> | <b>\$17,710</b>                    |                                                | <b>\$12,095</b>             | <b>-\$48,697</b> | <b>\$36,602</b>          |
| Total Capital Revenue                        | \$0             | \$84,425                           |                                                | \$0                         | \$86,369         | \$86,369                 |
| Total Capital Expenditure                    | \$0             | \$84,425                           |                                                | \$0                         | \$86,369         | \$86,369                 |
| <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>\$17,710</b>                    |                                                | <b>\$12,095</b>             | <b>\$48,697</b>  | <b>\$36,602</b>          |

**8 Outstanding Debtors as at 30 November 2022**

| No. of Accounts | Current          | 30 days         | 60 days         | 90 days          | Reference |
|-----------------|------------------|-----------------|-----------------|------------------|-----------|
| 15              | 26,154.51        |                 |                 |                  |           |
| 9               |                  | 7,433.07        |                 |                  |           |
| 7               |                  |                 | 5,011.40        |                  | 2         |
| 19              |                  |                 |                 | 79,705.40        | 1         |
| Grant Funds     | 39,241.50        |                 |                 |                  |           |
| <b>TOTAL</b>    | <b>65,396.01</b> | <b>7,433.07</b> | <b>5,011.40</b> | <b>79,705.40</b> |           |

**Reference**

1. The 90 day outstanding balance is made up of:

- \$18,350.00 – Payment plan in place – renegotiation currently underway
- \$15,402.26 – Currently under debt collection
- \$15,038.81 - Currently under negotiation to recover
- \$6,926.05 – Contact has been made with customer and arrangements being discussed
- a number of smaller debts all either under debt collection or in process of collection by Council.

2. The 60 day outstanding balance is made up of:

- There are nine outstanding accounts all of which should be received within this month.

Overall, there has been an increase of \$34,739.80 in outstanding debtors since 31<sup>st</sup> October 2022 which relates largely to the raising of an invoice for a grant.

## **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.

**Items shown under the following sections in -**

- **Green** - indicates work is up to date and no major issues have been identified.
- **Yellow** - indicates that some work is required to bring this area up to date.
- **Red** - indicates that major work is required in this area of Council's financial operations.

I advise that I have discussed with staff and reviewed processes and certify that the following has been undertaken;

**The following work is up to date and no major issues have been identified.**

- 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<sup>st</sup> July 2022, and the second instalment was due on 30<sup>th</sup> November.
- Payroll is up to date
- Plant hire input is up to date.
- Creditors are being processed fortnightly and there is no evidence of aged invoices
- Debtor invoices for general works and services are being raised in a timely manner
- Outstanding debtor accounts are continuing to be followed up.
- 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<sup>st</sup> July 2022. See comments in Investments (see 1 above)
- Journals are up to date and authorised by the finance consultants appointed by Council
- 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<sup>st</sup> 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 have been discussed at recent Manex meetings.
- Finance team meetings are being held on a regular basis each month to monitor progress in respective areas of responsibility. The external Finance Consultants arrange and chair these meetings.
- 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.

The effect of the recent decision by the Fair Work Commission to grant a 15% increase to Aged Care sector employees will be assessed and reported to Council once the decision is legislated, and any potential impact on operations at the Bidgee Haven is determined.

Initial advice indicates that the decision by the Fair Work Commission will not apply to the award under which staff at the Bidgee Haven are employed as the relevant Union has already negotiated yearly increases in award salary and wages for staff, and these increases are applicable from 1 October each year.

- The external Finance Consultants have worked together to provide Council with the September 2022 QBR report and this report was presented to the November meeting.
- Assessments are being undertaken in relation to the impact of the floods on the financial operations of the Caravan Park and the Discovery Information Centre, as well as the overall impact on Road Maintenance, Capital works programmes and projects, and these will all be reflected in the December QBR which will be presented to Council's February 2023 meeting.
- Work has commenced on preparation of the 2023/24 Draft Budget and the draft is scheduled to be presented to Council at its March 2023 meeting.

**Some work is required to bring the following areas up to date.**

- Assets identified in the valuation report will be entered into the Practical corporate system and be used to compile reports on asset acquisitions, depreciation of assets and WDV of assets at yearend for inclusion in the Annual Financial Statements. A part of asset management is a rolling schedule of revaluations for asset categories annually, the initial development of this process is underway.
- There is a need to review on a daily basis the level of surplus funds held in Council's bank account and At Call in order to maximise opportunities to increase interest on investment revenue.
- Stores issues and processes are currently being reviewed. Progress to date is as follows -
  - Councils' system to control fuel levels and usage has been reinstalled and after over a month of use and monitoring balances are satisfactory.

- A comprehensive physical inspection of all store items has begun in small achievable sections, and these are being compared with what is currently contained in Council's inventory system and corrected to actual inventory on hand levels.
  - Units of measure are being checked and corrected, item costs are being checked and corrected.
  - This physical check and count will result in the need to dispose or sell obsolete items as per the approved Policy.
  - Training/re-training of staff on procedures to use the store is currently in progress
- 
- A review of the condition of all plant has been undertaken and arrangements are in hand for replacement and disposal of relevant plant items. An amount of \$1.6m has been included in the September QBR for purchase of new road plant, vehicles, and equipment.
  - Leases of council properties are now being reviewed and made current and invoices for outstanding lease payments have been sent out.
  - A schedule of finance responsibilities and tasks for completion has now been created for BSC employees to complete as part of certification of currency of work in the finance area. The Schedule will form part of the agenda for future Manex meetings to keep Management and staff up to date with the status of the various areas within finance.
  - Areas will include –
    - Reconciliations and balancing of accounts and transactions to ledgers and sub ledgers
    - Systems administration
    - Budgets and Financial Statements
    - Grants
    - ATO requirements
    - Capital works expenditures
    - Status of Audit issues raised in Audit Office Management letters.
    - Legislative requirements
    - Payroll
    - Stores
    - Plant
    - Rates
    - Debtors
    - Creditors
    - Various financial returns
  - As part of the monthly report to Council on financial operations it is also proposed to include a report on Capital Works. To date there has only been minimal Capital Works undertaken and for this reason the proposed report will be held over and presented to Council's February meeting.



**FINANCIAL IMPLICATION**

**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

**9.2 PLANNING ADMINISTRATION****File Number:** D22.75631**Reporting Officer:** Ray Mitchell, Health & Development Coordinator  
Nikkita Manning-Rayner, Administration Officer - Health & Development**Responsible Officer:** Kerry Jones, Acting General Manager**Operational Plan Objective:** Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment.**OFFICER RECOMMENDATION**

That the report be received and noted.

**PURPOSE OF REPORT**

To advise Council of activities in the Planning area

**REPORT**

The following Notices of Determination, Construction Certificates, Complying Development Certificates, Section 68 Certificates, Subdivision Certificates, Subdivision Works Certificate and / or Occupation Certificates have been issued under delegated authority since the November meeting of Council.

| Application | Owner/Applicant   | Locality                  | Description                               |
|-------------|-------------------|---------------------------|-------------------------------------------|
| DA 11/2023  | Mario Chirchiglia | 17-19 Tayla Court, Euston | Shed                                      |
| DA 14/2023  | Sam Papa          | 45 We Street, Balranald   | Replacement Underground Fuel Storage Tank |
| CC 08/2023  | Mario Chirchiglia | 17-19 Tayla Court, Euston | Shed                                      |

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

|                                                                                          |   |
|------------------------------------------------------------------------------------------|---|
| Environmental Planning & Assessment Act 1979<br>Planning Information Certificates (10.7) | 3 |
| Environmental Planning & Assessment Act 1979<br>Building Certificates (6.24)             | 0 |
| Local Government Act 1993<br>Outstanding Orders (735A)                                   | 0 |
| Local Government Act 1993<br>Drainage Diagram                                            | 2 |
| Biosecurity Act 2015<br>Outstanding Orders (Noxious Weeds)                               | 0 |

The following Section 4.6 Variations have been issued under delegated authority since the November 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

**9.3 GRANT STATUS UPDATE**

|                                    |                                                                                                                                        |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.75754</b>                                                                                                                       |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                                                        |
| <b>Responsible Officer:</b>        | <b>Kerry Jones, Acting 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 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, there are 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. Grants-Projects Update [↓](#)

## Balranald Shire Council Grants/Projects Update Summary As at 7<sup>th</sup> December 2022 Submitted by the Community Projects Coordinator



### Page 1: Report Highlights

#### Page 2:

- Regional Roads Repair Program
- Fixing Local Roads (FLR) Round 2

#### Page 3:

- Fixing Local Roads (FLR) Round 3
- Roads to Recovery 2019-2024

#### Page 4:

- Everyone Can Play 2022
- Financial Assistance Grant 2022/2023

#### Page 5:

- Bidgee Haven Expansion Grant
- Library Subsidy Grant 2021/22
- Local Priority Grant 2021/22

#### Page 6:

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

#### Page 7:

- Market Street Revitalisation

#### Page 8:

- Our Rivers Our Region

#### Page 9:

- Our Rivers Our Region (cont.)
- Drought Community Funding Grant

#### Page 10:

- Local Roads Community Infrastructure Round 2 (LRCI2)

#### Page 11:

- Local Roads Community Infrastructure Round 3 (LRCI3)

#### Page 12:

- Stronger Country Community Funds Round 4

#### Page 13:

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

#### Page 14:

- Community Building Partnership 2021

#### Page 15:

- Business Improvement Fund 2022 – Dept of Health

#### Page 16:

- Crown Reserve Improvement Fund 21/22

#### Page 17:

- Library Tech-Savvy Program
- Library Solar Farm Grant
- RMCC 2022/23 Contract

#### Page 18:

- Block Grant – 2022/23

#### Page 19:

- Reconnecting Regional NSW Community Events Program
- Emergency Service Levy

#### Page 20:

- Summer Holiday Break Grant 2022/23
- Australia Day Grant 2023
- Community Building Partnership Grant 2022

#### Page 21:

- Fixing Local Roads Pothole Repair Program
- Office of Responsible Gambling – Community Benefit Funding

#### Page 22-24: APPLICATIONS PENDING

- COVID-19 Aged Care Support Program Extension – COVID Outbreak Reimbursement
- Building Better Regions Fund – Community Stream Round 6
- Regional NSW – Business Case & Strategy Fund
- Stronger Communities Fund Round 5
- Public Library Infrastructure Grant 2022/23
- Fixing Local Roads Round 4

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## Balranald Shire Council Grants/Projects Update Summary as @ 7th December 2022

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### REPORT HIGHLIGHTS:

#### Key Activities Since Last Report (2 weeks period):

- We received Quarter 2 Instalment for \$350,568 of the Financial Assistance Grant 2022/23
- The finance team verified the dollar amount of funds received and relevant breakdown between operational and capital for the Library Subsidy Grant 21/22
- The Discovery Centre Redevelopment project has gone to tender
- An update was submitted on the Our Rivers Our Region Program re the Riverbend Reserve Placemaking Project components that were yet to be completed due to flooding
- The Independent Audit Report for the Drought Community Funding was submitted to the funding body which completed/closed this project
- We received notification of success for 4 applications which included the Australia Day Grant 2023, the Community Building Partnership Grant 2022, Office of Responsible Gambling Community Benefit Funding and Fixing Local Roads Pothole Repair Program

#### Completed Projects that have been taken off this Report from last report:

- Stronger Country Community Fund Round 3
- Building Better Regions Fund – Community Stream (This funding stream was abolished)

#### New Projects added to this Report from last report:

- Community Building Partnership Grant 2022
- Australia Day Grant 2023
- Office of Responsible Gambling – Community Benefit Funding
- Fixing Local Roads Pothole Repair Program

#### Applications Submitted since last month:

- There were no new applications submitted in the 2 weeks since the last report

## Balranald Shire Council Grants/Projects Update Summary as @ 7th December 2022

| Grant/Project                                                                                                                                    | CM Ref  | Project Manager<br>& Project Dates                                                                                                                       | Description                                                                                                                                                                                                                                                          | Funding Value/<br>Funds Received<br>& 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><ul style="list-style-type: none"> <li>Repair Funding Agreement has been signed and submitted</li> <li>On 27-09-2022 the Project Manager sent the updated Attachment D – Financial Forecast &amp; key Milestone Dates</li> </ul> |
| <b>Fixing Local Roads (FLR) – Round 2 – Transport NSW</b><br><br><b>Job Cost Code:</b><br>6020-4999-000<br><br><b>Revenue:</b><br>6100-1100-0004 | F21.184 | Vince Scoleri<br><br><b>Project Start Date:</b><br>September 2021<br><br><b>Project Finish Date:</b><br>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                                        | Works stopped due to Tender exceeding the budget.                                                                                                                                                                                                                                                                                                                            |

## Balranald Shire Council Grants/Projects Update Summary as @ 7th December 2022

| Grant/Project                                                                                                                                                                                                                                           | CM Folder          | Project Manager & Project Dates                                                                                  | Description                                                                                                                           | Funding Value/<br>Funds Received & Expenses                                                                                                                             | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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><br>Sept 2020<br><b>Project Finish Date:</b><br>Still in Progress | Sealing existing road for safety improvements – 1. Marma Box Creek Road Sealing, 2. Euston Prungle Road Sealing, 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 | <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.<br><br><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. –<br>➡ We are waiting response from Transport NSW<br><br><b>Tapalin Mail Road</b> may not be sealed till Sept/Oct 2022 due to weather.<br>➡ Latest update is there has been no further progress due to weather conditions |
| <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><br>May 2020<br><b>Project Finish Date:</b><br>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.                                                                                                                                                                                                                                                                                               |



## Balranald Shire Council Grants/Projects Update Summary as @ 7th December 2022

| Grant/Project                                                                                                                                                        | CM Folder | Project Manager & Project Dates                                                                            | Description                                                                                                                                  | Funding Value/<br>Funds Received<br>& Expenses                                                                     | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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<br><br>Play equipment upgrade (Crown Reserve Grant for Lions Park towards same project) | \$200,000<br><br><b>Funds Received to date:</b><br>\$50,000 – Milestone 1<br>\$40,000 – Milestone 2                | Two Milestone payments have been received:<br>Receipt 54990 - 13.05.2022 - \$50,000<br>Receipt 55157 - 24.05.2022 - \$40,000<br><br><ul style="list-style-type: none"> <li>Project has now commenced</li> <li>The project is going to tender</li> <li>Council sent our Request for Quotation to various landscape design firms experience in playgrounds and park with play space</li> <li>A Progress Report was submitted on the 21<sup>st</sup> November 2022</li> </ul> |
| <b>Financial Assistance Grant 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                                                                                      | <b>2022/23:</b><br>\$3,737,513<br><br><b>QRT1 Received:</b><br>\$350,568<br><br><b>QRT2 Received:</b><br>\$359,568 | <ul style="list-style-type: none"> <li>We have received an advance of \$3,737,513 for the 22/23 GL on the 14<sup>th</sup> April 2022 - Receipt 54824</li> <li>We received <b>Quarter 1</b> Instalment for \$350,568.00 on 15-08-2022 Receipt 55978</li> <li>We received <b>Quarter 2</b> instalment for \$350,568.00 on 16-11-2022 Receipt 56771</li> </ul>                                                                                                                |

## Balranald Shire Council Grants/Projects Update Summary as @ 7th December 2022

| Grant/Project                                                                                                                 | CM Folder                     | Project Manager & Project Dates | Description                                                                                                                                                                                                                                                                                          | Funding Value/ Funds Received & Expenses                                                                                                                                      | Status to Date                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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><br><b>\$68,175 -</b><br>\$47,459 for Operation<br>\$20,716 for Capital<br>Payment Receipt 54281 | This amount is accordance with signed documentation dated 13-01-2022<br><br><b>As at 30<sup>th</sup> November 2022</b> , finance advised that on the 28-10-2022 the amount received was \$68,175.00 in total and as per budget we have \$47,459 for operational and \$20,716 for capital (which is a small increase of \$376 in capital that we will amend in the December QBR). |
| <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:<br><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> | <b>Funds Received:</b><br>\$20,340 – Receipt 54281                                                                                                                            | This amount is in accordance with signed documentation dated 13-01-2022                                                                                                                                                                                                                                                                                                          |

## Balranald Shire Council Grants/Projects Update Summary as @ 7th December 2022

| Grant/Project                                                                                                                                                   | CM Folder          | Project Manager & Project Dates                                                                      | Description                                                                                                                                                                                                                                                                                                                   | Funding Value/<br>Funds Received & Expenses                                         | Status to Date                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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.<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>Works on the Library has commenced<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>As at 11-10-2022 we are waiting from the Engineers for final plans.<br><br>Invoice for expenses to date need to be sent to the FWJO.<br><br>Project has now gone to tender |

## Balranald Shire Council Grants/Projects Update Summary as @ 7th December 2022

| Grant/Project                                                                                                                                                                                                                                                                                            | CM Folder | Project Manager & Project Dates | Description                                                         | Funding Value/ Funds Received & Expenses                                                                                                                                                                                                                                                                                             | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 @ 7th December 2022

| Grant/Project                                                                                                                                                                                                                                    | CM Folder | Project Manager & Project Dates                                                                     | Description                                                                                                                                                                                                         | Funding Value/<br>Funds Received & Expenses                                                                                                                                                                                                                                                                                                                                    | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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><b>3. Riverbend Reserve is not yet completed due to flooding. The project will be reviewed in a couple of months to determine next steps.</b><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<br><br><b>Status continued on next page &gt;&gt;</b> |

## Balranald Shire Council Grants/Projects Update Summary as @ 7th December 2022

| Grant/Project                                                                                                                                                                                                             | CM Folder | Project Manager & Project Dates                                                         | Description                                                                                                                                                                                                                                                             | Funding Value/ Funds Received & Expenses                                                                                                                       | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Our Rivers Our Region Program (Regional Growth Fund) – Department of Infrastructure, Regional Development and Cities</b><br><br>(cont.)                                                                                | As above  | As above                                                                                | As above                                                                                                                                                                                                                                                                | As above                                                                                                                                                       | <p>&gt;&gt; <b>Status Continued from previous page:</b></p> <p>On 28<sup>th</sup> November a progress update was sent to Andrea Otto which specified the following:</p> <ol style="list-style-type: none"> <li>1. The Riverfront Eco Trail Project is completed</li> <li>2. The Swing Bridge Project is completed</li> <li>3. The Riverbend Reserve Placemaking is not yet completed due to flooding. Components of this project includes: <ul style="list-style-type: none"> <li>• BBQ – Not yet commenced</li> <li>• Toilet - Completed</li> <li>• Furniture - Half completed</li> <li>• Gym Equipment - Completed</li> <li>• Interpretive Signs – Half Completed</li> </ul> </li> </ol> |
| <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> 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<br><br>On 22 <sup>nd</sup> November 2022 the Independent Audit Report was sent to the Funding body and this project is now closed and will be taken | \$1,000,000,000<br><br><b>Funds Received to date: \$1,000,000</b><br>Receipt: 47652<br>17/03/2020<br>\$500,000.00<br><br>Receipt: 48585<br>6/05/2020 \$500,000 | The End of Project Report is to be submitted<br><br>On the 29 <sup>th</sup> September the End of Project Report was the submitted along with a Statemen of Expenditure.<br><br>The project Audit is to be submitted via email sometime in the week commencing 10 <sup>th</sup> October 2022. - Awaiting Audit to be completed as at 14-11-2022<br><br>On <b>22<sup>nd</sup> November 2022</b> the Independent Audit Report was sent to the Funding body and this project is now closed and will be taken off the next report.                                                                                                                                                              |

## Balranald Shire Council Grants/Projects Update Summary as @ 7th December 2022

| Grant/Project                                                                                                                                | CM Folder                                                                                                                                   | Project Manager & Project Dates                                                                                                                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Funding Value/ 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>☞ We will be requesting another extension due to the ongoing flooding situation that is causing issues with the delivery of components of the project.</li> <li>☞ An email was received on the 14<sup>th</sup> November 2022 from the funding body asking if a variation for extension will be submitted</li> </ul> |

## Balranald Shire Council Grants/Projects Update Summary as @ 7th December 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> 20/10/2021<br><b>Proposed end Date:</b> 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><ul style="list-style-type: none"> <li>➤ Submitted and waiting for response</li> <li>➤ We cannot proceed until Round 2 is completed</li> <li>➤ On the 31<sup>st</sup> October 2022 an updated Works Schedule was sent to the Federal Department of Infrastructure, Transport, Regional Development and Communications by Kerry Jones</li> </ul> |



## Balranald Shire Council Grants/Projects Update Summary as @ 7th December 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 4 – Local Government NSW</b><br><br><b>General Ledger:</b><br><b>4546-1100-0000</b><br><b>4662-1100-0008</b> | F21.364   | Thai Dang<br><br><b>Milestone 1 Completion Date:</b><br>30-11-2022<br><br><b>Milestone 2 Completion Date:</b><br>28-03-2023<br><br><b>Milestone 3 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:</b><br>\$211,050.40<br>Receipt 56474 | A Variation is currently being developed to say that the netball courts change rooms will now be refreshed not demolished.<br><br><ul style="list-style-type: none"> <li>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</li> <li>On the 25<sup>th</sup> September 2022 we received the executed Funding Deed countersigned by the appropriate Departmental Officer. The project can now commence and must be completed within 2 years of announcement.</li> <li>As at 14-11-2022 we had received Milestone 1 payment of \$211,050.40 Receipt 56474</li> </ul> |

## Balranald Shire Council Grants/Projects Update Summary as @ 7th December 2022

| Grant/Project                                                                                                                                                          | CM Folder                     | Project Manager & Project Dates | Description                                                                                                                                                                                                                                                                                                                                                    | Funding Value/ Funds Received & 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 | <ul style="list-style-type: none"> <li>\$20,000</li> </ul> <b>Expenses to date:</b><br><br><ul style="list-style-type: none"> <li>\$25,000</li> </ul> <b>Expenses to date:</b><br><br><ul style="list-style-type: none"> <li>\$18,000</li> </ul> <b>Expenses to date:</b> | In Progress.<br><br>The TARP project has been extended till April 2023<br><br><ul style="list-style-type: none"> <li>As at 10-10-2022 we are currently putting together our evaluation report</li> <li>As at 14-11-2022 we were continuing to gather data for the evaluation report</li> <li>We have received an extension until 22-12-22 to submit the evaluation report</li> </ul> |
| <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 @ 7th December 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>Community Building Partnership 2021</b> | F19.718   | Kyalite Progressive<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> </ul> <p>➡ As at 03-08-2022 the funds of \$32,572 was received.</p> <p>➡ As at 15<sup>th</sup> August 2022, purchase orders were raised for</p> <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> <p>➡ As at 23-11-2022 the Kyalite Progressive Committee advised that the Information Sign is currently being manufactured and the installation of the Solar Lights is on hold due to flooding in the area.</p> |

## Balranald Shire Council Grants/Projects Update Summary as @ 7th December 2022

| Grant/Project                                                                                                                                         | CM Folder | Project Manager & Project Dates                                                                                              | Description                                                                                                                                                                                                                                                                                                             | Funding Value/<br>Funds Received & Expenses                                                                                 | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>Business Improvement Fund 2022 – Department of Health</b><br><br><b>General Ledger: 2620-1100-0003</b><br><br><b>Job Cost Code: 2620-4999-0000</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> <li>➤ Activity Work plan was submitted to the Dept of Health and was approved in Oct 2022. Recommendation of program to be submitted</li> <li>➤ Care Program Telstra Health is in the process of being installed &amp; the IT hardware has been ordered</li> </ul> |

## Balranald Shire Council Grants/Projects Update Summary as @ 7th December 2022

| Grant/Project                                                                           | CM Folder         | Project Manager & Project Dates      | Description                                                                                                                                                                                                                                                                                                                                           | Funding Value/ Funds Received & Expenses                                                                              | Status to Date                                                                                                                                                                                               |
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| <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.<br>"Everyone Can Play" Grant \$200,000 funding towards the play equipment project                                                                                                                                                   | <b>Balranald Lions Park Upgrade</b><br>\$587,991<br><b>Funds received to date:</b> \$587,991                          | <ul style="list-style-type: none"> <li>Funds \$613,841 was received on 12-03-2022 for the Lions Park Upgrade &amp; Greenham Park Lighting – Receipt No: 51052</li> <li>Project is going to tender</li> </ul> |
|                                                                                         |                   | 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> \$771,500<br><b>Funds received to date:</b> \$771,500                                     | <ul style="list-style-type: none"> <li>☞ Quotes are currently being sourced</li> <li>☞ As at 11-10-2022 quotes were being assessed</li> <li>☞ Project not commenced due to flooding conditions</li> </ul>    |
|                                                                                         |                   | Ray Mitchell- Greenham Park Lighting | <b>Greenham Park Lighting Updates:</b> Upgrade power supply at Greenham Park                                                                                                                                                                                                                                                                          | <b>Greenham Park Lighting Update</b> \$25,850<br><b>Funds received:</b> \$25,850<br><b>Project Expenses:</b> \$25,850 | <ul style="list-style-type: none"> <li>The Greenham Park Lighting Update has been COMPLETED &amp; funds received. Acquittal Report was sent 9<sup>th</sup> August 2021</li> </ul>                            |

## Balranald Shire Council Grants/Projects Update Summary as @ 7th December 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>Library Tech-Savvy Program – State Library</b><br><br><b>General Ledger:</b><br><b>4520-1100-0001</b>                                                                  | F22.518   | Janaya Gaston<br><br><b>Project Start Date:</b><br>9 <sup>th</sup> January 2023<br><br><b>Project Completion Date:</b><br>27 <sup>th</sup> March 2023 | <b>Project:</b><br>Seniors Technology Training Sessions                   | \$2,244                                                           | Awaiting progress update from the Project Manager.                                                                                                                                                                                                                                      |
| <b>Library Solar Farm Library Grant – Sunraysia Solar Farm Community Grant</b><br><br><b>General Ledger:</b><br><b>4520-1100-0002</b>                                     | G22/20    | 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><br>\$3,400<br>CM: D22.75641 | On the 4 <sup>th</sup> October Librarian and Project Manager posted the murals that were completed and mounted on the wall of the Library<br><br>As at 23-11-22 a Remittance Advice from Sunraysia Solar Farm advising that payment had been made on the 21 <sup>st</sup> November 2022 |
| <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 @ 7th December 2022

| Grant/Project                                                                                                                                              | CM Folder                             | Project Manager & Project Dates | Description                                                                                                                                                         | Funding Value/<br>Funds Received & Expenses                                                                                                           | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <b>Block Grant – 2022/23<br/>Transport of NSW</b><br><br><b>General Ledger:</b><br><b>6080-1102-0000</b><br><b>6080-1104-0000</b><br><b>6080-1101-0000</b> | Grant Box:<br>G22/17<br><br>D22.72552 | Vince Scoleri                   | <b>Project:</b> Agreement for Block Grant Assistance to Council for Regional Roads<br><br>Main Road Maintenance. - MR 67 (192.9KM), MR 431 (6.5KM), MR 514 (62.9KM) | \$1,320,000 to be paid in 2 instalments of \$660,000<br><br><b>Funds Received:</b><br>The first instalment of \$660,000 has been paid – Receipt 56375 | As at <b>12-09-2022</b> We received an email from the Funding Body with the following: <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> They have advised the following: <ul style="list-style-type: none"> <li>• An indexation of 2% has been applied to this year's agreement.</li> <li>• The first instalment has been paid of \$660,000 Receipt 56375</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 @ 7th December 2022

| Grant/Project                                                             | CM Folder | Project Manager | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Funding Value/<br>Funds Received<br>& Expenses                                                             | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <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 proosed 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> | <p>\$150,854</p> <p><b>Funds Received:</b><br/>80% of funds received.<br/>\$129,683,20 – Receipt 46475</p> | <ul style="list-style-type: none"> <li>• Application Submitted 8<sup>th</sup> July 2022</li> <li>• On the 26<sup>th</sup> September we received notification of the success of our application and receipt of the signed Funding Agreement</li> <li>• As at 14-11-2022 80% of funds was received being \$120,683 Receipt 46475</li> <li>• As at 14-11-2022 The Salami Festival at Euston was staged and invoices are expected and planning had begun for the other 3 events.</li> </ul> <p>As at 07-12-2022 the following activities were in progress:</p> <ul style="list-style-type: none"> <li>• Payment of invoices for the Salami Festival</li> <li>• Planning for the Stop Shop Stay Market Day event and marketing campaign</li> <li>• Planning for the Sounds &amp; Scribbles Youth Festival</li> </ul> <p>On the 07-12-2022 we received notification that the grant delivery has been extend to January 2024 but variations would still need to be submitted if extension was required</p> |
| <b>Emergency Service Levy</b><br><b>General Ledger:</b><br>1022-1100-0005 |           | General Manager | Reimbursement for the money paid to local RFS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$102,831                                                                                                  | <ul style="list-style-type: none"> <li>• Reimbursement</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



## Balranald Shire Council Grants/Projects Update Summary as @ 7th December 2022

| Grant/Project                                                                     | CM Folder     | Project Manager | Description                                                                                     | Funding Value                                   | Status to Date                                                                                                                                                                                                                                                                                                                                                       |
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| <b>Department of Regional NSW<br/>Regional Youth - Summer Holiday Break 22/23</b> | CM Box 22/27  | Connie Mallet   | Funding for a Youth Summer Holiday Break program                                                | \$13,898.00                                     | <ul style="list-style-type: none"> <li>Application submitted 31<sup>st</sup> October 2022</li> <li>On Wednesday 9<sup>th</sup> November we received confirmation of our application's success</li> <li>On Monday 14<sup>th</sup> November 2022 we received notice that the Funding Agreement was ready to be signed. Due by 30<sup>th</sup> November 2022</li> </ul> |
| <b>National Australia Day Council - Australia Day Grant 2023</b>                  | CM Box G22/24 | Connie Mallet   | Funding for Australia Day events in Balranald and Euston 2023                                   | \$19,968.00                                     | <ul style="list-style-type: none"> <li>Application Submitted 7<sup>th</sup> November 2022</li> <li>On the 29-11-12-2022 we received notification of our application success</li> <li>Signed agreement and invoice is required by 12<sup>th</sup> December 2022</li> </ul>                                                                                            |
| <b>Community Building Partnership Grant 2022</b>                                  | F22.346       | Connie Mallet   | Enhancements/Upgrade of IT multi-media communications and displays at the Interpretive Pavilion | \$40,000 Grant<br>\$40,000 Council Contribution | <ul style="list-style-type: none"> <li>Application Submitted 10<sup>th</sup> June 2022</li> <li>On the 5<sup>th</sup> December we received notification of our application success</li> <li>Funding Deed and EFT Banking details are due by the 31<sup>st</sup> March 2023</li> </ul>                                                                                |

## Balranald Shire Council Grants/Projects Update Summary as @ 7th December 2022

| Grant/Project                                                                | CM Folder                                     | Project Manager                                                                                              | Description                                                                                                                                                                                                                                      | Funding Value                                                        | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>Transport NSW<br/>Fixing Local Roads Pothole<br/>Repair Program</b>       | Application<br>D22.74745<br>Folder<br>F22.378 | Kerry Jones<br><br><b>Project Start Date:</b><br>01/12/2011<br><br><b>Project Finish Date:</b><br>01/01/2021 | Funding for the repair of<br>potholes                                                                                                                                                                                                            | \$543,445                                                            | <ul style="list-style-type: none"> <li>• Application submitted in November</li> <li>• On the 5<sup>th</sup> December 2022 we received notification of our application success</li> <li>• Council has 30 days from the date of the email to accept the funding offered under this Program and return the signed Deed</li> </ul>                                                                                                                                                                                                                                                                                                                                                          |
| <b>Office of Responsible<br/>Gambling – Community<br/>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: \$84,764 per year for 2 years | <p>Signed Document by all panel members was sent to the Minister 27<sup>th</sup> May 2022. The Advisory Committee will be responsible for:</p> <ul style="list-style-type: none"> <li>• Gambling education &amp; awareness</li> <li>• Mental Health first aid training for community members</li> <li>• Develop a health service map and strategic plan for health services in the Balranald Shire</li> <li>• Cross-referral to GambleAware counselling services in the Far West NSW</li> </ul> <p>On the 6<sup>th</sup> December 2022 we received notification of the Minister's Approval of the grant. We need to provide our project objectives and budget with the funding deed</p> |

### Balranald Shire Council Grants/Projects Update Summary as @ 7th December 2022

#### APPLICATIONS PENDING

| Grant/Project                                                                                                  | CM Folder                                        | Project Manager | Description                                                                                                                                                                             | Funding Value                | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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>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>On the 24<sup>th</sup> August the Application for the Business Case funding was submitted</li> </ul> |

## Balranald Shire Council Grants/Projects Update Summary as @ 7th December 2022

| 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>• The \$387,978 was resolved to support the Euston Football/Netball Club for upgrade to the oval surface</li> <li>• The Application was submitted 23<sup>rd</sup> Sept 2022</li> <li>• On Monday the 24<sup>th</sup> October we received an email requesting updated quotes for the Kyalite project. Updated quotes were sent on the 25<sup>th</sup> October 2022</li> </ul> |

### Balranald Shire Council Grants/Projects Update Summary as @ 7th December 2022

| Grant/Project                                                                          | CM Folder                                      | Project Manager | Description                                                      | Funding Value | Status to Date                                                                                       |
|----------------------------------------------------------------------------------------|------------------------------------------------|-----------------|------------------------------------------------------------------|---------------|------------------------------------------------------------------------------------------------------|
| <b>Library Council<br/>Public Library<br/>Infrastructure Fund<br/>2022/23</b>          |                                                | Janaya Gaston   | Funding for Stage 2 of the Library Refurbishment project         | \$172,610     | <ul style="list-style-type: none"> <li>Application Submitted 28<sup>th</sup> October 2022</li> </ul> |
| <b>Office of Responsible<br/>Gambling NSW<br/>Community Development<br/>Fund Round</b> | CM Box<br>G22/25<br><br>D22.74980<br>D22.74982 | Connie Mallet   | Funding for the Refurbishment of emergency accommodation housing | \$240,000     | <ul style="list-style-type: none"> <li>Application Submitted 8<sup>th</sup> November 2022</li> </ul> |
| <b>Transport NSW<br/>Fixing Local Roads<br/>Round 4 2022/2023</b>                      | CM Box<br>G22/14                               | Vince Scoleri   | Re-sheeting Benanee Gravel Road                                  | \$1,550,000   | <ul style="list-style-type: none"> <li>Application submitted in September</li> </ul>                 |

**9.4 CIRCULARS FROM OFFICE LOCAL GOVERNMENT & CORRESPONDENCE OF INFORMATION**

**File Number:** D22.75752

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

**Responsible Officer:** Kerry Jones, Acting General Manager

**Operational Plan Objective:** Pillar 1: Our People – A community that is proactive, engaged, inclusive and connected.

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**OFFICER RECOMMENDATION**

That 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 November Council Meeting.

**REPORT**

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

**Circulars from OLG**

- 22-36 Local Government Code of Accounting Practice and Financial Reporting 2022-23 and related guidance

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

**ATTACHMENTS**

Nil

**9.5 OUTSTANDING ACTIONS**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.75753</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                                                      |
| <b>Responsible Officer:</b>        | <b>Kerry Jones, Acting General Manager</b>                                                                                           |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

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**OFFICER RECOMMENDATION**

That the report be received and noted.

**PURPOSE OF REPORT**

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

**REPORT**

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

**FINANCIAL IMPLICATION**

Individual actions have separate budgets

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Nil

**RISK RATING**

Low

**ATTACHMENTS**

1. Outstanding Actions - December 2022 [↓](#)

| <b>Action Sheets Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                  | Division:<br>Committee:<br>Officer:                | Date From:<br>Date To:<br>Printed: 8 December 2022 4:14 PM |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------|------------------------------------------------------------|
| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Officer/Director                 | Section                                            | Subject                                                    |
| Council 19/10/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Beauliv, Hodi<br>Batchelor, John | Part B - Corporate & Community Services<br>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: <ul style="list-style-type: none"> <li>(i) Bidgee Haven Hostel operates at a loss when all operating expenses (including depreciation) and capital costs are factored in; and</li> <li>(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;</li> </ul>                                    |                                  |                                                    |                                                            |
| 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;                                                                                                                 |                                  |                                                    |                                                            |



|                      |                                     |                                                            |
|----------------------|-------------------------------------|------------------------------------------------------------|
| Action Sheets Report | Division:<br>Committee:<br>Officer: | Date From:<br>Date To:<br>Printed: 8 December 2022 4:14 PM |
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- 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.

|                             |                                     |                                                            |
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| <b>Action Sheets Report</b> | Division:<br>Committee:<br>Officer: | Date From:<br>Date To:<br>Printed: 8 December 2022 4:14 PM |
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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 3:56pm Holmes, Carol - Target Date Revision**

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 2:55pm Holmes, Carol - Target Date Revision**

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

**05 Apr 2022 3:37pm Holmes, Carol - Target Date Revision**

Revised Target Date changed by: Holmes, Carol From: 31 May 2022 To: 30 Jun 2022, Reason: Grant funding applied for to undertake Business &amp; Financial assessment

**10 Aug 2022 10:45am Holmes, Carol - Target Date Revision**

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                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------|--------------------------------------|
| Council 28/06/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Sowiak, Jeff<br>Sowiak, Jeff | Part A - General Manager's Reports | Balranald Visitor Centre Alterations |
| <b>RESOLUTION 2022/115</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                              |                                    |                                      |
| Moved: Administrator Mike Colreavy                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                              |                                    |                                      |
| That                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                              |                                    |                                      |
| <ol style="list-style-type: none"> <li>1. Provided funding for this project is confirmed by the Far West Joint Organisation;</li> <li>2. The revised plans for the Balranald Visitor Information Centre be endorsed and</li> <li>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</li> <li>4. Tenders be invited for the construction of the proposed works</li> </ol> |                              |                                    |                                      |
| <b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                              |                                    |                                      |

|                             |                                                          |                                                                                 |
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| <b>Action Sheets Report</b> | <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b> | <b>Date From:</b><br><b>Date To:</b><br><b>Printed: 8 December 2022 4:14 PM</b> |
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**25 Jul 2022 4:47pm Holmes, Carol - Target Date Revision**

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

**23 Nov 2022 1:52pm Holmes, Carol - Target Date Revision**

Target date changed by Holmes, Carol from 30 August 2022 to 21 February 2023 - Tender Documents ready to be uploaded in Tenderlink portal.

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Officer/Director              | Section                                          | Subject                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------|------------------------------------------------------------------|
| Council 26/07/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Mitchell, Ray<br>Sowiak, Jeff | 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                               |                                                  |                                                                  |
| <b>23 Nov 2022 1:52pm Holmes, Carol - Target Date Revision</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                               |                                                  |                                                                  |
| Target date changed by Holmes, Carol from 23 August 2022 to 13 December 2022 - On exhibition                                                                                                                                                                                                                                                                                                                                                                                                                    |                               |                                                  |                                                                  |
| <b>23 Nov 2022 1:56pm Holmes, Carol</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               |                                                  |                                                                  |
| On exhibition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               |                                                  |                                                                  |

| Meeting                   | Officer/Director              | Section | Subject                                                                    |
|---------------------------|-------------------------------|---------|----------------------------------------------------------------------------|
| Works Committee 1/07/2022 | Mitchell, Ray<br>Sowiak, Jeff | Reports | RFT 21/22-04 Contract for Waste Collection Services for Balranald & Euston |

|                      |                                     |                                                            |
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| Action Sheets Report | Division:<br>Committee:<br>Officer: | Date From:<br>Date To:<br>Printed: 8 December 2022 4:14 PM |
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## 6.1 RFT 21/22-04 CONTRACT FOR WASTE COLLECTION SERVICES FOR BALRANALD & EUSTON

### COMMITTEE RESOLUTION 2022/5

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.

**CARRIED**

### 23 Nov 2022 1:57pm Holmes, Carol - Target Date Revision

Target date changed by Holmes, Carol from 08 July 2022 to 13 December 2022 - Received amended documents, renegotiating with Balranald Diesel Service

| Meeting                   | Officer/Director              | Section | Subject                                                                                                                               |
|---------------------------|-------------------------------|---------|---------------------------------------------------------------------------------------------------------------------------------------|
| Works Committee 1/07/2022 | Jones, Kerry<br>Holmes, Carol | Reports | RFT 21/22-03 - CONSTRUCTION OF SHOULDER WIDENING OF TAYLOR ROAD AND LESLIE ROAD AND PAVEMENT REHABILITATION OF KILPATRICK ROAD EUSTON |

### 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 10:52am Holmes, Carol - Target Date Revision

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

|                             |                                                          |                                                                                 |
|-----------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|
| <b>Action Sheets Report</b> | <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b> | <b>Date From:</b><br><b>Date To:</b><br><b>Printed: 8 December 2022 4:14 PM</b> |
|-----------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|

Council 20/09/2022      Holmes, Carol      Part A - General Manager's Reports      S7.12 Development Contribution Plan  
 Holmes, Carol

#### RESOLUTION 2022/176

Moved: Administrator Mike Colreavy

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.

**CARRIED**

#### 11 Oct 2022 11:50am Holmes, Carol - Target Date Revision

Revised Target Date changed by: Holmes, Carol From: 18 Oct 2022 To: 27 Nov 2022, Reason: On exhibition at moment will be reported to Council Meeting in November

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Officer/Director               | Section                            | Subject                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------|------------------------|
| Council 29/11/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Holmes, Carol<br>Holmes, Carol | Part A - General Manager's Reports | 2024 COUNCIL ELECTIONS |
| <b>RESOLUTION 2022/202</b><br>Moved: Administrator Mike Colreavy<br>That subject to the NSW Government terminating the period of Administration by September 2024 in time for the local government elections.<br>1. pursuant to s. 296(2) and (3) of the <i>Local Government Act 1993 (NSW)</i> ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.<br>2. pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.<br>3. pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.<br><p style="text-align: right;"><b>CARRIED</b></p> |                                |                                    |                        |

| Meeting            | Officer/Director | Section                            | Subject                                      |
|--------------------|------------------|------------------------------------|----------------------------------------------|
| Council 29/11/2022 | Holmes, Carol    | Part A - General Manager's Reports | AMENDMENT TO BALRANALD LEP BALRANALD RESERVE |

|                                      |                                     |                                                            |
|--------------------------------------|-------------------------------------|------------------------------------------------------------|
| <a href="#">Action Sheets Report</a> | Division:<br>Committee:<br>Officer: | Date From:<br>Date To:<br>Printed: 8 December 2022 4:14 PM |
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Holmes, Carol

**RESOLUTION 2022/201**

Moved: Administrator Mike Colreavy

That Council endorse the advice given to the Dept of Planning that Council would not have any objection to the proposed amendment of the Balranald Local Environmental Plan 2010 to rezone the whole of lot 126 DP 751170 situated at 9 Endeavour Drive Balranald and owned by the Balranald Local Aboriginal Land Council, from RU1 Primary Production to RU5 Village to reflect existing uses of the site.

**CARRIED**

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Officer/Director             | Section | Subject                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------|---------------------------------|
| Hostel Committee 28/09/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Sowiak, Jeff<br>Sowiak, Jeff | Reports | BIDGEE HAVEN INFORMATION REPORT |
| <b>COMMITTEE RECOMMENDATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                              |         |                                 |
| Moved: Member Iain Lindsay-Field                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |         |                                 |
| Seconded: Member Peter Lawler                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                              |         |                                 |
| That the committee be provided with;                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                              |         |                                 |
| 1. A copy of the 2021 and 2022 final financials;<br>2. Balance Sheets for 2021 & 2022;<br>3. Breakdown of the 40% oncosts within salaries in the Summary of Revenue and Expenditure of Bidgee Haven Hostel report;<br>4. Details of Sub-Contractor oncosts;<br>5. Depreciation Schedules for 2021 & 2022;<br>6. Breakdown of Council & Admin Charges in the Summary of Revenue and Expenditure of Bidgee Haven Hostel report;; and<br>7. Sub-Contract Rates/Charges applicable to Residential Units. |                              |         |                                 |

| Meeting                     | Officer/Director             | Section | Subject                    |
|-----------------------------|------------------------------|---------|----------------------------|
| Hostel Committee 28/09/2022 | Sowiak, Jeff<br>Sowiak, Jeff | Reports | FUTURE PLANNING FOR HOSTEL |

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

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D22.75755</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Carol Holmes, Senior Executive Assistant</b>                                                                                      |
| <b>Responsible Officer:</b>        | <b>Kerry Jones, Acting General Manager</b>                                                                                           |
| <b>Operational Plan Objective:</b> | <b>Pillar 6: Our Leadership – A community that values and fosters leadership, lifelong learning, innovation and good governance.</b> |

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**OFFICER RECOMMENDATION**

That the report be received and noted.

**PURPOSE OF REPORT**

To advise Council of the meetings undertaken on behalf of Council by the Administrator, General Manager and Managers since November 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                                        |
|----------|------------------------------------------------------|--------------------------------------|---------------------------------------------------------|
| 21.11.22 | Catch Up                                             | Strategy Meeting                     | Administrator and AGM                                   |
| 22.11.22 | MANEX                                                | Monthly Meeting                      | Administrator, AGM and Staff                            |
| 22.11.22 | Business Industry & Tourism Sub Committee            | Monthly Meeting                      | Administrator and AGM                                   |
| 23.11.22 | Teams Meeting with Transport NSW                     | Peer Exchange Group                  | AGM                                                     |
| 24.11.22 | Flood Inspections                                    |                                      | Administrator and AGM                                   |
| 24.11.22 | Remembrance Service                                  | Memory of Jeff Sowiak                | Administrator, AGM and Staff                            |
| 24.11.22 | Strengthening Community Access Inclusion & Wellbeing | Monthly Meeting                      | Administrator and AGM                                   |
| 24.11.22 | Australia Day Committee                              | Australia Day Celebrations           | Administrator and AGM                                   |
| 25.11.22 | Teams Meeting                                        | Far West Regional Recovery Committee | AGM                                                     |
| 28.11.22 | Strategy Meeting                                     |                                      | Administrator, AGM and Glenn Wilcox                     |
| 28.11.22 | Tronox Meeting                                       | Update                               | AGM                                                     |
| 28.11.22 | Euston Progressive                                   | Monthly Meeting                      | AGM                                                     |
| 28.11.22 | Executive of Chairs Committee Meeting                | Recruitment process of GM            | Administrator                                           |
| 29.11.22 | Council Meeting                                      | Ordinary Monthly Meeting             | Administrator and AGM, Finance Consultants and Auditors |
| 30.11.22 | Depot Staff Meeting                                  | Outcomes of Council Meeting          | AGM & Depot Staff                                       |
| 30.11.22 | Office Staff Meeting                                 | Outcomes of Council Meeting          | AGM & Office Staff                                      |
| 30.11.22 | Staff Meeting                                        | Recruitment of GM                    | Administrator and Staff                                 |
| 1.12.22  | Funeral                                              | Late Jeff Sowiak                     | Administrator in person<br>AGM & Staff online           |
| 1.12.22  | ARIC                                                 | Quarterly Meeting                    | AGM                                                     |
| 1.12.22  | Teams Meeting                                        | Far West Regional Recovery Committee | AGM                                                     |
| 1.12.22  | Teams Meeting                                        | Fleet Management                     | AGM                                                     |
| 2.12.22  | Meeting with Journalist of The Guardian              | Meet & Greet                         | Administrator                                           |
| 2.12.22  | Strategy Meeting with Glenn Wilcox                   | Ongoing Consultancy Arrangements     | Administrator                                           |
| 6.12.22  | Catch Up                                             |                                      | Administrator and AGM                                   |
| 6.12.22  | Regional NSW                                         | Meet & Greet                         | AGM                                                     |
| 6.12.22  | Meeting with Helen Dalton                            | Catch Up and funding announcement    | AGM                                                     |



|          |                                           |                                      |                                |
|----------|-------------------------------------------|--------------------------------------|--------------------------------|
| 6.12.22  | Growing Business Industry & Tourism       | Monthly Meeting                      | AGM                            |
| 7.12.22  | Meeting with Glenn Wilcox                 | S.355 Committee Meeting Arrangements | Administrator and Glenn Wilcox |
| 8.12.22  | MDA Regional 4 Meeting                    | Quarterly Meeting                    | AGM                            |
| 8.12.22  | TfNSW                                     | One Road – NSW Live Traffic          | AGM                            |
| 8.12.22  | St Josephs Presentation Eventing          | Annual Presentation                  | AGM                            |
| 9.12.22  | StateCover                                | Introduction and Catchup             | AGN                            |
| 10.12.22 | Christmas Party                           | Staff Christmas Party                | Administrator and Staff        |
| 10.12.22 | Strategy Meeting                          | Hostel                               | Administrator and Glenn Wilcox |
| 12.12.22 | Rural Ratepayers                          | Rural Issues                         | Administrator and AGM          |
| 13.12.22 | Business industry & Tourism Sub Committee | Monthly Meeting                      | AGM                            |
| 13.12.22 | Council Meeting                           | Monthly Meeting                      | Administrator and AGM          |

**EME/AGM has been doing daily inspections on roads and levees and preparing for floods in our Shire**

**Lower Murray EOC has been holding daily briefings since Wednesday 16 November with Vince Scoleri being Council's liaison officer and Kerry Jones being the alternate.**

**Administrator - Mike Colreavy**

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

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

**Acting General Manager (AGM) – Kerry Jones**

**MHD – Ray Mitchell**

**10 NOTICE OF MOTION / QUESTIONS ON NOTICE**

Nil

**11 CONFIDENTIAL MATTERS**

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**RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

**11.1 WORKFORCE PLAN AND STRATEGY**

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

**12 CLOSURE OF MEETING**