



AGENDA

Ordinary Council Meeting Tuesday, 21 February 2023

Date: Tuesday, 21 February 2023

Time: 5pm

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, 21 February 2023 at 5pm

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1 OPENING OF MEETING

The Council's Charter

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

(1) A Council has the following charter:

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

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

2 ACKNOWLEDGEMENT OF COUNTRY

Acknowledgement of Country

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

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## 3 APOLOGIES

**4 CONFIRMATION OF MINUTES**

|                                                                    |
|--------------------------------------------------------------------|
| <b>4.1 MINUTES OF THE COUNCIL MEETING HELD ON 13 DECEMBER 2022</b> |
|--------------------------------------------------------------------|

**File Number: D22.76742**

**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 13 December 2022 be received and noted.

**MINUTES FOR CONFIRMATION**

Council held its Ordinary Meeting on Tuesday 13 December 2022 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 13 December 2022



# **MINUTES**

**Ordinary Council Meeting  
Tuesday, 13 December 2022**

**Order Of Business**

|           |                                                                                                             |           |
|-----------|-------------------------------------------------------------------------------------------------------------|-----------|
| <b>1</b>  | <b>Opening of Meeting .....</b>                                                                             | <b>3</b>  |
| <b>2</b>  | <b>Acknowledgment of country .....</b>                                                                      | <b>3</b>  |
| <b>3</b>  | <b>Apologies .....</b>                                                                                      | <b>3</b>  |
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| 7.2       | STRENGTHENING COMMUNITY ACCESS INCLUSION AND WELLBEING<br>ADVISORY COMMITTEE HELD ON 24 NOVEMBER 2022 ..... | 4         |
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|           | <b>General Manager's Reports (incorporating all staff reports) .....</b>                                    | <b>5</b>  |
|           | <b>Part A – Items Requiring Decision.....</b>                                                               | <b>5</b>  |
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| 8.3       | VILLAGE ENHANCEMENT PLAN.....                                                                               | 5         |
| 8.4       | DA 09/2023 - PROPOSED MULTI DWELLING DEVELOPMENT (FOUR<br>UNITS) & FIVE LOT COMMUNITY SUBDIVISION .....     | 6         |
|           | <b>Part B – Items for Information.....</b>                                                                  | <b>10</b> |
| <b>9</b>  | <b>General Manager's Reports .....</b>                                                                      | <b>10</b> |
| 9.1       | REPORT ON AREAS OF COUNCIL'S FINANCIAL OPERATIONS .....                                                     | 10        |
| 9.2       | PLANNING ADMINISTRATION .....                                                                               | 11        |
| 9.3       | GRANT STATUS UPDATE .....                                                                                   | 11        |
| 9.4       | CIRCULARS FROM OFFICE LOCAL GOVERNMENT &<br>CORRESPONDENCE OF INFORMATION .....                             | 11        |
| 9.5       | OUTSTANDING ACTIONS .....                                                                                   | 12        |
| 9.6       | ADMINISTRATOR, GENERAL MANAGER AND DIRECTORS MEETINGS .....                                                 | 12        |
| <b>10</b> | <b>Notice of Motion / Questions on Notice .....</b>                                                         | <b>12</b> |
|           | Nil                                                                                                         |           |
| <b>11</b> | <b>Confidential Matters .....</b>                                                                           | <b>12</b> |
| 11.1      | WORKFORCE PLAN AND STRATEGY.....                                                                            | 12        |

**MINUTES OF BALRANALD SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, MARKET STREET BALRANALD  
ON TUESDAY, 13 DECEMBER 2022 AT**

**1 OPENING OF MEETING**

5.00 pm

**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)

**3 APOLOGIES**

Nil

**4 CONFIRMATION OF MINUTES**

**4.1 MINUTES OF THE COUNCIL MEETING HELD ON 29 NOVEMBER 2022**

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**RESOLUTION 2022/214**

Moved: Administrator Mike Colreavy

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

**CARRIED**

**5 DISCLOSURE OF INTEREST**

Nil

**6 ADMINISTRATOR MINUTE/REPORT**

Nil

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**7 COMMITTEE REPORTS FOR ADOPTION**

**7.1 GROWING BUSINESS INDUSTRY AND TOURISM MEETING HELD ON TUESDAY 8 NOVEMBER 2022**

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**RESOLUTION 2022/215**

Moved: Administrator Mike Colreavy

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

**CARRIED**

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

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**RESOLUTION 2022/216**

Moved: Administrator Mike Colreavy

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.

**CARRIED**

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

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**RESOLUTION 2022/217**

Moved: Administrator Mike Colreavy

1. That the Minutes of the Euston Progressive Advisory Committee meeting held on Monday 28 November 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 LOAN POLICY AND PROCEDURES****PURPOSE OF REPORT**

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

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**RESOLUTION 2022/218**

Moved: Administrator Mike Colreavy

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

**CARRIED**

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

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

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**RESOLUTION 2022/219**

Moved: Administrator Mike Colreavy

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.

- Loss of License Policy
- WHS Management Policy
- Contract Management Policy

**CARRIED**

### 8.3 VILLAGE ENHANCEMENT PLAN

#### 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.

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#### RESOLUTION 2022/220

Moved: Administrator Mike Colreavy

That the matter be deferred for decision at the February 2023 Council meeting

**.CARRIED**

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

#### 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.

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#### RESOLUTION 2022/221

Moved: Administrator Mike Colreavy

(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 Conditions of Consent and Terms of Approval as set out below:

#### 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.



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**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

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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

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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.

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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.

**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

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**RESOLUTION 2022/222**

Moved: Administrator Mike Colreavy

That Council receives and notes the financial information for the period ending 30 November 2022 as set out in the report.

**CARRIED**

**9.2 PLANNING ADMINISTRATION****PURPOSE OF REPORT**

To advise Council of activities in the Planning area

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**RESOLUTION 2022/223**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

**9.3 GRANT STATUS UPDATE****PURPOSE OF REPORT**

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

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**RESOLUTION 2022/224**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

**9.4 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 November Council Meeting.

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**RESOLUTION 2022/225**

Moved: Administrator Mike Colreavy

That Council receives and notes this report.

**CARRIED**

**9.5 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 2022/226**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

**9.6 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 November 2022 Ordinary Meeting.

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**RESOLUTION 2022/227**

Moved: Administrator Mike Colreavy

That the report be received and noted.

**CARRIED**

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

Nil

**11 CONFIDENTIAL MATTERS**

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**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).

The Acting General Manager requested that this item be withdrawn from the agenda and deferred to the February Council meeting.

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**RESOLUTION 2022/228**

Moved: Administrator Mike Colreavy

That the matter be deferred until the February 2023 Council meeting.

**CARRIED**

**The Meeting closed at 5.57 pm**

**The minutes of this meeting were confirmed at the Council Meeting held on 21 February 2023.**

.....  
**CHAIRPERSON**

**4.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 3 FEBRUARY 2023**

**File Number:** D23.79202

**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 Extraordinary Council Meeting held on 3 February 2023 be received and noted as a true and correct copy.

**MINUTES OF EXTRAORDINARY MEETING**

Council held an Extraordinary Meeting on Friday 3 February 2023 and Minutes of that meeting being attached for confirmation as being a true and correct copy.

**ATTACHMENTS**

1. Minutes of the Extraordinary Council Meeting held on 3 February 2023





# **MINUTES**

**Extraordinary Council Meeting  
Friday, 3 February 2023**

**Order Of Business**

|          |                                                    |          |
|----------|----------------------------------------------------|----------|
| <b>1</b> | <b>Opening of Meeting .....</b>                    | <b>3</b> |
| <b>2</b> | <b>Acknowledgment of country .....</b>             | <b>3</b> |
| <b>3</b> | <b>Apologies .....</b>                             | <b>3</b> |
| <b>4</b> | <b>Disclosure of Interest .....</b>                | <b>3</b> |
| <b>5</b> | <b>Confidential Matters .....</b>                  | <b>3</b> |
| 5.1      | WORKFORCE PLAN AND STRATEGY .....                  | 3        |
| 5.2      | MAYORAL MINUTE - GENERAL MANAGER RECRUITMENT ..... | 3        |

**MINUTES OF BALRANALD SHIRE COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, MARKET STREET BALRANALD  
ON FRIDAY, 3 FEBRUARY 2023 AT 5PM**

**1 OPENING OF MEETING**

The meeting opened at 5pm

**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) and Glenn Wilcox (Financial Consultant)

**3 APOLOGIES**

Nil

**4 DISCLOSURE OF INTEREST**

There were no Disclosures of Interests submitted to this meeting.

**5 CONFIDENTIAL MATTERS**

---

**RESOLUTION 2023/1**

Moved: Administrator Mike Colreavy

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

**5.1 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).

**5.2 Mayoral Minute - General Manager Recruitment**

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).

**CARRIED**

**RESOLUTION 2023/2**

Moved: Administrator Mike Colreavy

That Council moves out of Closed meeting into Open Meeting and reports on the recommendations made in the closed meeting.

**CARRIED**

**5.1 WORKFORCE PLAN AND STRATEGY****RESOLUTION 2023/3**

Moved: Administrator Mike Colreavy

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

**CARRIED**

**5.2 MAYORAL MINUTE - GENERAL MANAGER RECRUITMENT**

---

**RESOLUTION 2023/5**

Moved: Administrator Mike Colreavy

1. The Council accepts the recommendation of the Committee of the Whole and resolves to appoint the successful candidate, Mr Craig Bennett to the position of General Manager subject to the negotiation of a contract and background checks coming back without any adverse findings;
2. That the preferred candidate, Mr Bennett be offered a Total Remuneration Package of \$290,000.00 which includes superannuation, car and other oncosts.

**CARRIED**

**The Meeting closed at 5.05pm.**

**The minutes of this meeting were confirmed at the Council Meeting held on 21 February 2023.**

.....  
**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 6 DECEMBER 2022 AND 7 FEBRUARY 2023**

**File Number:** D23.79560

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

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

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**OFFICER RECOMMENDATION**

That the

1. Council receives and notes the Discussion Notes of the Growing Business Industry & Tourism (GBIT) meeting held on Tuesday 6 December 2022 and Minutes of the meeting held on Tuesday 7 February 2023;
2. Council notes the GBIT supporting the proposal of erection of Pastoral Property History Plaques be placed in the alcove at Theatre Royal or a place of Council's choosing; and
3. The Administrator calls a meeting with the Executive of Chairs to discuss Windlab's Community Benefit Program to ensure full advisory committee disclosure & consensus.

**PURPOSE OF REPORT**

To update Council of the Growing Business Industry & Tourism (GBIT) Meeting held on Tuesday 6 December 2022 and Tuesday 7 February 2023.

**REPORT**

Tuesday 6 December 2022 had no quorum, and discussed

- Community Trust Fund – AGM to do more research on follow up with FRRR.
- Burrawong Wind Farm Community Funding Guidelines
- Investigate Consultants to provide specific negotiation advice and training for GBIT and Council staff.
- Community trust include all LGA's in the area impacted by the South West REZ, the Acting GM will discuss with respective GM's
- Project Prioritisation list
- Untidy town approaches
- Pastoral Property History Plaques

Tuesday 7 February 2023 Meeting discussions

- Project Prioritisation List, requesting Council to provide hard copies of Current Settlement Plan
- GN update on FRRR project
- Foundation Broken Hill with Iain inviting Travis to the next GBIT Meeting

- Burrawong Wind Farm Community Benefit program
- BSC Tourism rolling Action Plan
- BSC Economic Development Plan

**Recommendations to Council**

- GBIT supports Adrian Gorman's request for Council to approve the erection of Pastoral Property History Plaques in the alcove adjacent to the Theatre Royal or a place of Council's choosing.
- The GBIT accept the Burrawong Wind Farm Community Benefit Pilot Program with two provisos.
  - The Administrator call a meeting of the Executive of Chairs to discuss Windlab's community benefit program to ensure full advisory committee disclosure and consensus; and
  - GBIT find \$40,000 grossly inadequate given the scale of the project and should be reviewed.

**ATTACHMENTS**

1. Minutes - GBITAC Meeting Notes December 2022 [↓](#) 
2. Minutes - GBIT Meeting - February 2023 [↓](#) 



**MEETING NOTES****GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE****6<sup>th</sup> December 2022**

CHAIR: Iain Lindsay-Field

MINUTES OFFICER: Simone Carmichael

**DISCUSSION ONLY – NO QUORUM**

| AGENDA ITEM                     | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                              |                |                                 |            |                |                    |                          |                |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------|---------------------------------|------------|----------------|--------------------|--------------------------|----------------|
| 1.                              | <p><b>Meeting Open: 5:36pm</b></p> <p><b>Attendees:</b></p> <p><b>COMMITTEE MEMBERS (Quorum = 5, half plus one)</b></p> <table border="0"> <tr> <td>✓ Iain Lindsay-Field (Chair)</td><td>✓ Peter Lawler</td></tr> <tr> <td>✓ Simone Carmichael (Secretary)</td><td>✗ Sam Papa</td></tr> <tr> <td>✗ Guy Fielding</td><td>✗ Bronwyn Brougham</td></tr> <tr> <td>✓ Dianne Williams (Zoom)</td><td>✗ Linda Nelson</td></tr> </table> <p><b>COUNCIL</b></p> <ul style="list-style-type: none"> <li>✓ Kerry Jones (A/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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ✓ Iain Lindsay-Field (Chair) | ✓ Peter Lawler | ✓ Simone Carmichael (Secretary) | ✗ Sam Papa | ✗ Guy Fielding | ✗ Bronwyn Brougham | ✓ Dianne Williams (Zoom) | ✗ Linda Nelson |
| ✓ Iain Lindsay-Field (Chair)    | ✓ Peter Lawler                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                              |                |                                 |            |                |                    |                          |                |
| ✓ Simone Carmichael (Secretary) | ✗ Sam Papa                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                              |                |                                 |            |                |                    |                          |                |
| ✗ Guy Fielding                  | ✗ Bronwyn Brougham                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                              |                |                                 |            |                |                    |                          |                |
| ✓ Dianne Williams (Zoom)        | ✗ Linda Nelson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                              |                |                                 |            |                |                    |                          |                |
| 2.                              | <b>Acknowledgement of country:</b> Iain L-F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |                |                                 |            |                |                    |                          |                |
| 3.                              | <b>Apologies:</b> Guy F., Sam P., Linda N.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                              |                |                                 |            |                |                    |                          |                |
| 4.                              | <b>Disclosures of Interest:</b> NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |                |                                 |            |                |                    |                          |                |
| 5.                              | <b>Confirmation of minutes:</b> Held over                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                              |                |                                 |            |                |                    |                          |                |
| 6.                              | <b>Business arising from minutes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                              |                |                                 |            |                |                    |                          |                |
| 6.1.                            | <p><u>Community Trust Fund</u></p> <p>The chair respectfully acknowledged the passing of GM Jeff Sowiak and the support he gave the GBITAC particularly the work he put into researching community trust options. Simone gave a rundown of the concept the GBITAC are working towards. Iain summarised Jeff's findings presented at the November meeting with Jeff going to contact FRRR to see if there are other groups in a similar situation we can use as a model. Kerry to go through Jeff's notes to see where he got up to and follow up with FRRR.</p> <p>The conversation led into <u>6.3 wind farm community benefit fund</u> see below.</p> <p>Simone suggested the community trust should incorporate other LGA's given most of the renewable energy projects are physically located in other council areas. That way it will have stronger bargaining power, corporates will have a single point of reference, and all affected communities will benefit.</p> <p>Iain raised the point that GBITAC and council staff would benefit from 'negotiation training' to effectively negotiate a fair compensation package for communities impacted by projects. All present agreed.</p> |                              |                |                                 |            |                |                    |                          |                |

**MEETING NOTES****GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE****6<sup>th</sup> December 2022**

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | <p>Simone suggested this is something that might be included in the Western Murray REDS (NSW Gov. Regional Economic Development Strategy) seeing it's Functional Economic Region is cross LGA &amp; state border incorporating Balranald, Hay, Mildura, Swan Hill &amp; Wentworth shires.</p> <p>Iain flagged RDA Murray as another possible organisation that might assist seeing the trust is all about building long-term resilience in the community.</p> <p>Kerry suggested the trust might include the LGA's in the South West REZ (renewable energy zone) &amp; offered to talk to other GM's involved.</p> <p><u>ACTIONS FROM DISCUSSION</u></p> <ol style="list-style-type: none"> <li>1. Contact other organisations involved in helping assess, select and recommend community applicants for a new community benefit funding initiative in the development of the Burrawong Wind Farm. The purpose being to inform them of the ongoing efforts to establish a community trust but this is some way off and to inform them of GBITAC's view that the fund should be substantially more than the \$40k on offer.</li> <li>2. Investigate consultants able to provide specific negotiation advice and training for GBITAC &amp; council staff engaged in discussions with corporations to facilitate fair and optimal outcomes for the community.</li> <li>3. The community trust should include all LGAs in the area impacted by the South West REZ, i.e Balranald, Murray River, Hay, Edward River, Wentworth. Kerry will contact the respective GM's to discuss.</li> <li>4. Kerry going to contact FRRR to see if there are other groups in a similar situation we can use as a model.</li> </ol> |
| <b>6.2.</b> | <p><u>Project Prioritisation List</u></p> <p>General discussion but compiling list held over to next meeting.</p> <p>No. 1 priority is the Discovery Centre refurbishment. Kerry advised this has gone to tender and Connie advised funding has been secured to repair displays in the interpretive pavilion.</p> <p>There has been some work on re-establishing the TAFE Trades-Training center at the Central School. Other priorities are; pulling specific projects out of the village plans, developing a housing strategy, Education, Economic &amp; Tourism Strategy (Connie updated on Destination Marketing Plan). Iain has a comprehensive list to discuss.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>6.3.</b> | <p><u>Burrawong Wind Farm Community Funding Guidelines</u></p> <p>Iain thinks there should be a much larger sum contributed. Members present agreed, the scope and impact of the project will be significant and permanent. Lessons were learnt from Limondale Solar grant (managed by Balranald Inc.) which is \$40k/annum, same amount proposed by windlab, suspect this is not a coincidence.</p> <p>Kerry advised that there is no obligation for projects to contribute financially to affected communities during the planning phase. This comes into effect when state development permission is granted. If a project (of lesser significance) requires council approval council can stipulate if community benefit contributions are a condition of approval but not projects of state significance.</p> <p>Simone attended a meeting with Lisa Mangelsdorf Windlab's manager, community relations, and partnerships the previous night as secretary of Kyalite progress association to discuss their draft funding guidelines. Tooleybuc Action Group members were also in attendance. It was suggested that windlab consider other options for managing the fund including running it themselves like Sunraysia Solar do or putting funds into the respective council community grant programs. Lisa has sent a request for pro's &amp; con's of the five options being considered as attached. Simone will draft a response for GBITAC.</p>                                                                                                                                                                                                                                                        |

## MEETING NOTES

## GROWING BUSINESS INDUSTRY &amp; TOURISM ADVISORY COMMITTEE

6<sup>th</sup> December 2022

|     |                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                                                                                                                                                                                                                                                                                                                                                             |
| 7.  | <b>Items without Notice</b>                                                                                                                                                                                                                                                                                                                                                                                 |
| 7.1 | <u>Untidy town approaches – Peter L.</u><br>Pete raised concerns about the lack of maintenance of the Sturt Hwy town entrances, particularly the western entrance windmill. It is overgrown and in an untidy state. Kerry has discussed with the works manager.                                                                                                                                             |
| 7.2 | <u>Pastoral Property History Plaques – Connie M. for Adrian Gorman</u><br>Connie tabled a request from Adrian Gorman that the GBITAC support a proposal to erect a series of Pastoral Property History Plaques somewhere in Balranald. Adrian's preferred location is on the lawn area beside the Theatre Royal. Adrian will approach landowners for funds to cover the design & production of the plaques. |
|     | RECOMMENDATION TO COUNCIL (For consideration at Feb meeting)<br>The GBITAC supports Adrian Gorman's request for council to approve the erection of Pastoral Property History Plaques in the alcove adjacent to the Theatre Royal or a place of council's choosing.                                                                                                                                          |
| 9.  | MEETING CLOSED 7pm - <b>Next Meeting</b> – Recess until 7 <sup>th</sup> Feb 2022                                                                                                                                                                                                                                                                                                                            |

## MEETING NOTES

## GROWING BUSINESS INDUSTRY &amp; TOURISM ADVISORY COMMITTEE

6<sup>th</sup> December 2022**Mon Carmichael**

**From:** Lisa Mangelsdorf <lisa.mango@windlab.com>  
**Sent:** Monday, 5 December 2022 9:41 PM  
**Subject:** Burrawong Wind Farm: Seeking feedback by Tues 13th December

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello

Tonight, community representatives agreed for me to send around a pros and cons template to seek input from you. So please share your feedback with Windlab by filling in the pros and cons below and emailing it back to me by **Tuesday, 13th December 2022**.

I am writing to you in response to your interest in helping assess, select and recommend community applicants for a new community benefit funding initiative in the development of the Burrawong Wind Farm. Your representation is from one or more of the following committees: the Kyalite Progress Association, Balranald Inc., the Tooleybuc Action Group and the Balranald Growth, Industry, Tourism Advisory (GBIT). We appreciate your interest in being involved.

| Community Benefit Funding Body Options                                                                                            | Pros | Cons |
|-----------------------------------------------------------------------------------------------------------------------------------|------|------|
| Balranald Inc. administers & a selection panel consisting of representatives from Kyalite and Tooleybuc                           |      |      |
| Both Murray River Council Shire & Balranald Council Shire administers and selects                                                 |      |      |
| Kyalite Progress Association Committee administers & a selection panel consisting of representatives from Balranald and Tooleybuc |      |      |
| Windlab (the developer) collaborates with a local body or bodies to administer and select (specify body/bodies)                   |      |      |
| Balranald consultative committees like GBITA focus on setting up a local and independent long-term Community Trust Fund           |      |      |

**Lisa Mango (Mangelsdorf)**

Manager, Community Relations, and Partnerships | Windlab (Mon-Thurs)

M | +61 429 276 698

Albury NSW 2640 Australia

[lisa.mango@windlab.com](mailto:lisa.mango@windlab.com)

[www.windlab.com](http://www.windlab.com)

**MEETING NOTES****GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE****7<sup>th</sup> February 2023****CHAIR:** Iain Lindsay-Field**MINUTES OFFICER:** Simone Carmichael

| <b>AGENDA ITEM</b> | <b>DISCUSSION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b>          | <b>Meeting Open: 5:33pm</b><br><b>Attendees:</b><br><b>COMMITTEE MEMBERS (Quorum = 5, half plus one)</b><br><div style="display: flex; justify-content: space-between;"> <div> <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> </ul> </div> <div> <ul style="list-style-type: none"> <li>✓ Peter Lawler</li> <li>✓ Sam Papa</li> <li>✗ Bronwyn Brougham</li> <li>✗ Linda Nelson</li> </ul> </div> </div><br><b>COUNCIL</b><br><ul style="list-style-type: none"> <li>✓ Kerry Jones (A/BSC GM)</li> <li>✗ Mike Colreavy (BSC Administrator)</li> <li>✓ Connie Mallet (BSC Tourism, Communication &amp; Events Coordinator)</li> </ul><br><b>GUESTS</b> |
| <b>2.</b>          | <b>Acknowledgement of country:</b> Iain L-F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>3.</b>          | <b>Apologies:</b> Guy F., Linda N.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>4.</b>          | <b>Disclosures of Interest:</b> NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>5.</b>          | <b>Confirmation of minutes:</b><br>The October Meeting Minutes were read and accepted.<br>Moved Peter L, Seconded Sam P.<br><br>The quorum numbers were not met for November & December meetings so notes were read for context.<br><br><u>6.2 Nov Notes:</u> Di asked if the Administrator had followed up with Rachael Williams regarding education challenges at Balranald Central School.                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>6.</b>          | <b>Business arising from minutes</b><br><b>6.1. Project Prioritisation List</b><br>GBITAC working to compile a list of planned projects suitable for ad-hoc funding streams that meet community needs and align with council strategic plans.<br>It was agreed that each member would review the Balranald Settlement Plan and the list of tourism and business priorities compiled in 2020 and bring top five to the March meeting.<br><b>ACTION: COUNCIL TO PROVIDE HARD COPIES OF THE CURRENT SETTLEMENT PLAN – CONNIE M</b><br><br><b>ACTION: COMMITTEE MEMBERS REVIEW SETTLEMENT PLAN &amp; 2020 PRIORITY LIST AND PRESENT FIVE PROJECTS AT THE MARCH MEETING.</b>                                                                                                           |

**MEETING NOTES****GROWING BUSINESS INDUSTRY & TOURISM ADVISORY COMMITTEE****7<sup>th</sup> February 2023****6.2. Community Trust Fund****6.2.1 GM update (FRRR) – Kerry**

Kerry has not been able to talk to anyone at FRRR, he has tried numerous times. Nothing on Jeff's computer regarding his work on the project.

**6.2.2 Foundation Broken Hill - Iain**

Iain received an email from Hodi Beauliv who now works in business development with the Dept. of Regional NSW. She suggests contacting Travis Nadge, who is the Chief Executive Officer for the Foundation Broken Hill. You can find out more about the Foundation on their website: <https://www.foundationbh.org.au/>

Hodi believes they have some similarities to what we are looking to achieve in Balranald, Travis is happy to be contacted on establishment of a Foundation for Balranald.

**ACTION: IAIN TO CONTACT TRAVIS AND INVITE HIM TO THE NEXT GBITAC MEETING.**

**6.3. Burrawong Wind Farm Community Benefit Pilot Program (attached), candidate for selection panel and preferred name change. – Iain L-F**

The *Burrawong Wind Farm Community Benefit Pilot Program* was discussed. Iain shared communication from Lisa Mangelsdorf, Windlab's Manager of Community Relations and Partnerships, which attempted to clarify why both councils aren't administering the pilot grant. Lisa stated community distrust in BSC's capacity to manage and MRC's use of grant software. She also acknowledged the challenges with conflict of interest. Currently people are blocked from being on the assessment panel if they are connected to a grant application. Iain made the point that we don't know how widely Lisa consulted with other advisory committees when developing the program. It is important to know where other committee's stand. Iain suggested meeting with other AC's to share GBITAC concerns and discuss the concept of creating a community fund. Simone has been involved in consultation between Windlab and the Kyalite & Tooleybuc progress associations.

There was a consensus that \$40,000.00 is tokenistic given the scale of the proposed wind farm, conceding there is no obligation as the project is still in the planning phase and the program is a pilot only, however the scale and impact of the proposal will be colossal.

Discussion was held on negotiation training to facilitate better outcomes and Iain has had discussions with Rachael Williams who has offered to talk through options around negotiation. Simone asked if there may be a council issue with negotiating with corporate donors as an advisory committee. Kerry advised we are a committee representing the community to council therefore there is no issue.

Simone expressed concern that the level of negotiation required to secure commensurate funding from large corporate donors is beyond committee members and it may be better handled by a professional consultant. Kerry has been a member of the Australian Institute of Management (A.I.M.) who offer courses in effective negotiation. They may be able to provide someone to negotiate on our behalf for a small fee.

**ACTION: IAIN & MON WILL DISCUSS NEGOTIATION TRAINING WITH RACHAEL WILLIAMS. Moved Sam P, Seconded Peter L.**

**ACTION: IAIN TO APPROACH A.I.M. TO SEE IF THEY MIGHT PROVIDE PROFESSIONAL NEGOTIATING SERVICES ON BEHALF OF THE BALRANALD COMMUNITY WITH WINDLAB IN REGARD TO THEIR COMMUNITY BENEFIT FUND. Moved Sam P, Seconded Peter L.**

There were concerns raised in the group regarding panel members being excluded from applying for funding with a suggestion that there might be a clause that any person appointed to the selection panel must immediately declare a conflict of interest if connected to an application in any way and will be excluded from discussing or assessing that application.

Discussion held on MRC administering the Windlab Pilot Program, it was felt that managing corporate grants is outside the scope of Local Government responsibility and may pose a perceived conflict of interest in itself. If the question is around governance then the SmartyGrants platform is available to anyone, not just government organisations.

## MEETING NOTES

## GROWING BUSINESS INDUSTRY &amp; TOURISM ADVISORY COMMITTEE

7<sup>th</sup> February 2023

**RECOMMENDATION TO COUNCIL:** the GBITAC accept the Burrawong Wind Farm Community Benefit Pilot Program with two provisos;

1. The administrator call a meeting of the executive of chairs to discuss windlab's community benefit program to ensure full advisory committee disclosure & consensus.
2. GBITAC find \$40,000 grossly inadequate given the scale of the project and should be reviewed.  
Moved Dianne Williams, Seconded Sam P.

No discussion on who should apply for selection panel.

The committee voted on the suggested name change for the project. The two options put forward by Windlab were 'Junction Rivers Wind Farm' or 'Kyalite Wind Farm'. The committee were in favour of 'Junction Rivers Wind Farm'.

**ACTION: SIMONE TO EMAIL LISA MANGELSDORF TO ADVISE OF THE COMMITTEE'S RESOLUTION AND PREFERRED NAME CHOICE.**

**6.4. Pastoral Property History Plaques – Connie M. for Adrian Gorman**

Connie tabled a request from Adrian Gorman that the GBITAC support a proposal to erect a series of Pastoral Property History Plaques somewhere in Balranald. Adrian's preferred location is on the lawn area beside the Theatre Royal. Adrian will approach landowners for funds to cover the design & production of the plaques.

**RECOMMENDATION TO COUNCIL:** The GBITAC supports Adrian Gorman's request for council to approve the erection of Pastoral Property History Plaques in the alcove adjacent to the Theatre Royal or a place of council's choosing. Moved Simone C. Seconded Peter L.

**7. New Business**

**7.1 BSC Tourism rolling action plan – Connie M**

Connie tabled the rolling action plan template and explained how each element will be tracked and is linked to shire strategic plans. She will populate the council section and update the GBITAC section after the next meeting.

**8. Items Without Notice**

**8.1 BSC Economic Development Plan – Connie M**

A funding proposal has gone to Dept. Regional NSW to develop the BSC Economic Development Plan. The Dept. Regional NSW has engaged Price-Waterhouse-Cooper to develop a Housing Delivery Plan for regional councils. Council has met with the planning team with the final report used to support funding for housing solutions.

**9. MEETING CLOSED 7:28pm - Next Meeting – Tues 7<sup>th</sup> March 2023**

**7.2 STRENGTHENING COMMUNITY ACCESS INCLUSION AND WELLBEING ADVISORY COMMITTEE HELD ON 9 FEBRUARY 2023**

**File Number:** D23.79574

**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 Strengthening Community Access Inclusion and Wellbeing Advisory Committee (SCAIW) meeting held on Thursday 9 February 2023 be received and noted.

**PURPOSE OF REPORT**

To update Council of the SCAIW meeting held on Thursday 9 February 2023.

**REPORT**

Strengthening Community Access Inclusion & Wellbeing Advisory Committee held a meeting in Council Chambers on Thursday 9 February 2023 with Brad Whelan from MASP, Lisa Mango from Windlab as guest speakers.

Brad's purpose to speak to the committee was to inform of MASP's ending "family violence efforts" and education delivery into the Balranald Community NSW Homelessness Worker but been asked by NSW Government to respond to high rates of family and domestic violence in the community. Whilst these rates are not shown through police data, MASPs own research directly to community organisations demonstrated this.

Lilsa discussed the Burrawong Wind Farm Community Benefits program, Looking at how to put together a community funding program that prioritises the most impacted communities being Balranald, Tooleybuc, Kyalite and Goodnight. Naming this program was discussed and Junction River was the most popular.

The committee held discussions on the following;

- General Manager being appointed and commencing on 1<sup>st</sup> March
- Executive Manager of Engineering focussing on repairing rural roads
- Council's workforce plan
- Ongoing Initiatives Update:
  - Service Directory Finalisation – Held Over
  - LGA Health Profile – Held Over
  - Balranald Emergency Accommodation Model (BEAM) Held Over
  - Mental Health First Aid Funding
  - After School Care
  - Acute Ward at Balranald Hospital

The next SCAIW Meeting will be held on Thursday 23 February 2023.

There were no recommendations for Council from this meeting.



**ATTACHMENTS**

1. Minutes - SCAIW - Meeting - 9 February 2023  

## Meeting MINUTES

### Strengthening Community Access, Inclusion & Wellbeing Advisory Committee, Thursday 9 February 2023



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

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

or via Zoom: <https://us02web.zoom.us/j/85725889378?pwd=VGpVUmMvd1V0VHY3M2VBVk1XcDFyZz09>

Meeting ID: 857 2588 9378

Passcode: 301999

#### Opening of Meeting

1. 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.*
2. Apologies: Nat Lay, Michelle White, Trish Simpson  
Present: Sue, Lyn, Lea, Emma, Rachael, Connie, Kerry  
Present via zoom: Mandy Haley (until internet went down), Lisa Mango (Windlab), Brad Whelan (MASP)
3. Guest Speaker – Brad Whelan, MASP – purpose: to inform MASPs 'ending family violence' efforts and education delivery into the Balranald community  
NSW Homelessness Worker, but been asked by NSW Govt to respond to high rates of family and domestic violence in the community. Whilst these rates are not shown through police data MASPs own research directly to community organisations demonstrated this. Have a presentation that they would like to deliver – focussing on adult audience. Looking at possible of delivery options. Looking for recommendations re Community Groups and organisations re who to present to – community gave lots of suggestions  
Claire Butler email to Brad  
Try to deliver a community session – for the whole of Balranald community, Session to take 20-45 mins. Need to be done pre 30<sup>th</sup> June.  
Brad to provide some promotional resources etc How to advertise with stigmatising?  
Every second Thursday is dedicated to Balranald  
Could consider years 10+

BRAD to work on flyer and potential dates in May  
SCAIW to support with advertising and messaging through social media etc.

PLEASE NOTE AT THIS POINT COUNCIL'S INTERNET WENT OUT. BRAD AND LISA WERE CALLED AND THEIR SECTIONS OF THE MEETING FINALISED VIA SPEAKER PHONE.

Guest Speaker – Lisa Mango, Manager, Community Relations, and Partnerships | Windlab -  
Purpose: to review the Burrawong Wind Farm Community Benefits Pilot Program and recommend to Council accordingly

## Meeting MINUTES

### Strengthening Community Access, Inclusion & Wellbeing Advisory Committee, Thursday 9 February 2023



Proposing burrawong windfarm, in Murray River Council  
Looking at how to put together a community funding program that prioritises the most impacted communities – Balranald, Tooleybuc, Kyalite, Goodnight  
Ready to invite orgs to:  
A apply  
B be part of a panel to assess applicants, min 3 max 5 panel members + Lisa M as the Windlab Rep, looking for good geographical spread the local impacted communities, and a local traditional owner

Deadline to finalise and award applications is end March

**Resolution: after due consultation and consideration SCAIW moves to support the Windlab Community Benefit Pilot Program which will support the neighbouring communities and contributing to capacity building for the local Aboriginal community. Moved: Lyn Seconded: Sue, Carried**

Lisa noted possible program names – 4 of 5 members present agreed on the Junction River name

Discussion ensued about increasing funding amount moving forwards.

It was noted that Windlab is not required to provide funding at this exploratory stage

4. Previous Minutes (November 2022) – Moved: Lyn Flanagan, Seconded: Lea Lawrie CARRIED
5. Disclosures of Interest – NIL
6. Reports from Council / Chair -  
New GM will commence 1<sup>st</sup> March  
Craig Bennett (wife, nutritionist), Previously Leeton / Griffith, Planning to live in Balranald

Kerry is focussing on repairing rural roads. Pulled money back from town roads to focus on rural roads (esp towards Mossgiel, Ivanhoe, Oxley, flood warning today for Booligal)  
Estimate \$14.75 million in road damage

Council meeting (closed meeting last week). Council Workforce plan must be revised every 2 years, Kerry worked on this for 5 months  
Health and Development section back into Engineering  
Stores back into finance  
Created 6 new positions for trainees (2 trainees for Roads, Cert III in Civil Construction, 2 trainees in outdoors / Parks and Gardens Cert III in Hort or Greens keeping, and 2 administrative school leaver trainees)

**Meeting MINUTES****Strengthening Community Access, Inclusion & Wellbeing  
Advisory Committee, Thursday 9 February 2023**

- 
7. Correspondence / Connections of note  
Burrawong Wind Farm Community Benefits Pilot Program
  8. Ongoing Initiatives Update:
    - a) Service Directory finalisation and launch – HOLD OVER
    - b) LGA Health Profile – HOLD OVER
    - c) Balranald Emergency Accommodation Model (funding application in, model drafted, co-investors Vinnies, MaariMa, MacKillop Family Services, MDVS and MASP) – HOLD OVER

Kerry advised that IN CONFIDENCE CSAIW Advisory Committee has been successful in it's funding application of \$240,000 to renovate and refurbish the Market St residence as the Balranald Emergency Accommodation Model.

- d) Mental Health First Aid funding: review of position description, review of costing for role

Council has approved the SCAIW Advisory Committee to fund and recruit a Project Officer as a 0.2EFT (effectively 1 day per week). A permanent part time, one day per week position has been costed at \$13,561. This figure will increase by 3.5% each year on the 1st July eg \$13561, \$14,034, \$14,527 etc.

The Office of Responsible Gambling (ORG) funding is sufficient to fund this role for 3 years  
 Allowed for in the 2023/24 budget moving forwards  
 Can commence recruitment pre the end of June  
 Need to wait for the new GM arrives for the final sign off  
 ORG Funding is secured

9. Other Business:  
Jenene House in Balranald Mon-Tuesday-Wednesday next week

After school care (Intereach, Emma contacted)

Discussed potential for

- SCAIW to write a letter to Intereach to indicate the service gap in our community
- Possibly do a survey to gauge demand

Acute Ward at Balranald Hospital – 150 hours short on the roster. 11.5 full time nurses short  
 Council have escalated this issue to the Minister  
 Lyn says there will be a community meeting

NOTE After school care and the Balranald Hospital to be added as agenda items to the next SCAIW Advisory Committee meeting

**10. Next Meeting: 23<sup>rd</sup> Feb**

**7.3 EUSTON PROGRESSIVE ADVISORY COMMITTEE MEETING HELD ON MONDAY 31 JANUARY 2023**

**File Number:** D23.79576

**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 Euston Progressive Advisory Committee meeting held on Monday 31 January 2023 be received and noted.

**PURPOSE OF REPORT**

To update Council of the Euston Progressive Advisory Committee meeting held on Monday 31 January 2023.

**REPORT**

Euston Progressive Advisory Committee held its meeting on Monday 31 January and discussed the following;

1. Matters arising;
  - Netball costing – has gone to consultants
  - Walkway will go ahead along the highway to the walking track
  - Lease regarding football ground
  - Seniors Week in February
  - Repair on Local Roads
  - Revisited the Priority List
  - Euston Club Grant
  - Interviews for General Manager on 1<sup>st</sup> February
2. Priorities List
  - Taylor Rd & Bertram Road Calming – in progress
  - Addresses & Street Numbers – in progress
  - Kilpatrick Road Upgrade – in discussion
  - Footpaths – funding in LRCI Round 3
  - Water Treatment – in discussion
  - Regent Parrots Project – In progress
  - Prungle Rd – Benanee Rd, Tapalin Mail Rd – works will commence 1<sup>st</sup> week February
  - Shire Office Presence in Euston – being addressed
  - Tourist signage coming into Euston – still in progress
  - Netball-Basketball Courts – works in progress
  - Euston State Forest Eco Trail Walking Track – needs cleaning

- More services in Euston – Service NSW doing monthly visits
- Tourism Projects/Story Board, Walking Track- being addressed
- VCAL Education is being addressed
- Eucalyptus oil factory placement is being addressed.

Funding Allocation from SCCFR5 was discussed with the Committee being very disappointed with the outcome of the funding applications.

There were several items discussed without notice which is listed on the Minutes attached.

- Refrigerated trucks parking on side of highway
- Council to produce how much in rate dollars are taken out of 35km radius around Euston and Balranald.
- Break & enters at Euston Club Rooms
- Development at Corner of Murray Valley Hwy and Sturt Hwy
- Cage be installed around air condition at the club rooms
- Filtered water be installed at public toilets
- Raw Water smell
- Euston entrance signage being cleaned up
- Clean up of dead trees.

There were no formal recommendations to Council

## ATTACHMENTS

1. Minutes - EPAC Meeting - 31 January 2023 [↓](#) 

## Euston Progressive Advisory Committee

Monday 31<sup>st</sup> January 2023

Opening Meeting at 6.10pm

Acknowledgement of Country

**Present:** Guy Fielding, Mike Colreavy, Kerry Jones, Louie Zaffina, Rusty & Jenny Roberts, Glen Stewart, Gray Woodhead,

Observers: Teresa Garreffa, Ian Bolt, Des Thompson.

**Apologies: Nil**

**Minutes of Previous Meeting:** Minutes from November were accepted as there was no meeting in December due not enough member to make a quorum.

### Matters Arising:

- Netball costing – has gone out to consultants
- Walkway will go ahead along the Hwy to the walking track
- Lease regarding footy ground-council need to renew
- Seniors week in February
- Repair on local roads- council has engaged a contractor
- We revisited the Priority List
- Euston Club grant from last year of \$180,000- for basketball court etc.
- 1<sup>st</sup> February - interviews for General Manager will be held.

### 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 in 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 will start 1<sup>st</sup> week of February
8. Shire Office Present in Euston.... Being addressed investigated Possibly have someone by next month one day a week.
9. Tourist Signage coming into Euston.... \$100,000 Still in progress
10. Netball-Basket Ball Courts....work in progress \$40,000 On vendor panel to find contractor
11. Euston State Forest Eco Trail-walking track....\$50,000 Will address once flood goes down – Needs Cleaning
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



**Disclosure of Business:**

**Committee are all very disappointed with the outcome of the funding application (SCCFR5).  
Santina had asked Louie and Guy to give their recollections on what had happened.**

**Louie's Recollections:**

- 1: At June 2022 meeting, council was asked for funding to repair oval,  
Answer: No money, didn't know of any grants.
- 2 .We approached Helen Dalton's office.
- 3 .They recommended C2 hills consultancy to seek and apply for a grant.
- 4: C2 Hills suggested to apply for SCCF round 5.
- 5: July meeting, Council was asked if they would agree for us to use C2 hills, they brushed it off but made no other suggestions.
- 6: I approached Mike Colreavy and he gave us approval and land owners consent to use C2hills and paid application fee.
- 7: Mike, Jeff , Kerry or anyone else in the council never explained about the \$943,000 per council allocation, and never suggested we join them and not the community fund allocation.
- 8: Committee Chairs suggested council endorsed and prioritize Euston project in the Community Funding Grant amount of \$343,000 seen on a white board .This gave impression to us that Euston was a priority in the council overall.
- 9: Received letter from Jeff about this endorsement recommendation and the figure of \$943,000 for council and \$387,000 for community fund for Euston.
- 10: I forwarded this email on to Cara at C2 Hills and question the endorsement and grant total of \$387,000.
- 11: Cara replied, this is not correct and explains that's not how the funding works and the council was incorrect
- 12: Jeff was told about this, but never question it neither did anyone in the council question the amount of \$434,000 .
- 13: Application was submitted and copy sent to council.
- 14: Application was unsuccessful because of amount being over the allocation.

**Louie went on to report of the conversation's that was held at this meeting.**

- 1: Councils endorsement and Priority for our project under the round 5 guidelines was not possible and proved to be incorrect and a possible distraction.
- 2: Why didn't council suggest to include our project in the councils \$943,000 allocation?
- 3: Why wasn't the playground in Bates estate added to that as well?
- 4: Why didn't anyone in the council make an effort to warn us that Cara was incorrect with her application total?
- 5: When did council know about SCCF round 5?
- 6: Did the council know about the motorcycle application?

**Guy's Recollections:**

I will include additional comments to Louie's summation of events as my correspondence at the meeting was interjecting when required and recollecting my accounts of what occurred at the time.  
Louie's account of what took place is accurate.

I also have a written timeline of specific events that have taken place from October 2020 (our first EPAC meeting) to present. For now I will sum up what I can recall from the January EPAC meeting.

Minutes of the January 2022 EPAC meeting reveal Glen Wilcox (Acting GM) stated there is no funding in BSC's budget for Euston.  
Minutes of the February 2022 EPAC meeting reveal Phil Lamattina and David Camera attending representing the REFNC requesting support to upgrade Euston Football oval.  
Minutes of the April 2022 EPAC meeting reveal the attendance of Jeff Sowiak (new GM) and Glen Wilcox departure.  
Minutes of the May 2022 EPAC meeting reveal the attendance of Kerry Jones (Engineer). iPLAN Project presented. Euston Recreation Reserve Project discussed. Meeting suggested to take place between EPAC sub-committee, REFNC committee and BSC to see what needs to be done.  
Minutes of the June 2022 EPAC meeting reveal what Louie states above.  
Minutes of the July 2022 EPAC meeting reveal major updates to Euston oval upgrade provided by EPAC sub-committee.  
August EPAC meeting did not take place. Very significant to note as this is when the Advisory Committee Chairs were given the wish lists for future funded projects and briefing notes for the SCCFR5 (18th of August 2022).

The briefing notes detailed the \$1.3 million for SCCFR5 being split between BSC \$943K and community fund \$387K.

On Wednesday 31st August 2022 there was a meeting with BSC and all Advisory Committee chairs to discuss where the SCCFR5 be allocated.

From my attendance at that meeting it was revealed that the Euston oval upgrade was to be given priority over all other projects and selected number 1 pick to receive funding. There was a white board where all projects were listed, ranked and written funding amounts allocated to each. In my quick summation on the night, I recall the thought that Euston would be receiving over a third of the total funding available as a good result and fair on the other community projects considering Hatfield and Kyalite were represented also.

Upon receiving the photograph of the whiteboard from Jeff Sowiak (then GM) after the discussion I was completely perplexed as to why there was suddenly no number ranking given to Euston.

My reply in a text SMS to Jeff was: " I am a bit confused though now as to what grant the C2 Hills group are applying for. I believed it was to secure funding for the Euston Recreation Ground upgrade, effectively the same as what has just been approved here.

**Jeff's reply:** You are correct, but council will be asked now to give the club a letter of support for the Euston Oval application as it comes from a different pool of funding."

When Jeff called the next day, I recall speaking with him and expressing my concern that the Euston oval was not included in the list of prioritized projects and that many other Euston projects could have been included here, like the park that has been earmarked for the Bates Residential Development.

Minutes of the September 2022 EPAC meeting reveal on the 1st of September 2022 the Oasis quote was provided to BSC for \$331K + GST (\$373K). On the 22nd of September 2022, the C2 Hills SCCR5 application for funding was submitted to BSC for \$434K.

Our main questions to the BSC after looking back on everything that occurred before, during and after the failed attempt to secure funding for the Euston oval upgrade are as follows:

1. When were the BSC notified that the SCCFR5 was being made available. Mike presented a letter to the EPAC at the meeting and noted that the letter was not dated. Surely, we could find out when this was presented to councils throughout NSW.
2. Where did the figure of \$343K come from when presenting the projects for funding? Considering the Oasis quote was \$373K and the C2 Hills application revealed \$434K. The SCCFR5 was not explained well to the Advisory Committees. Even with the project wish list that was presented on the 18th of August 2022 to the AC Chairs only 3 of the 25 projects listed belong to Euston. There are several other Euston projects that could and should quite easily be added to this list.
3. Now that we have a better understanding of how the SCCF works can we request to be provided a break-down of all SCCF for the past rounds 1-4. We are keen to view what projects have received funding in the Balranald Shire.

This would allow to make better and more equitable decisions for future funding of projects. It would provide a clearer understanding and hopefully highlight proportionality is occurring between all towns located within the Shire.

4. Why did the BSC not offer to assist with the completion of the SCCFR5 application for Euston? All other project applications within the Shire appeared to be given assistance with theirs. All we ask is that we be given the same level of support and assistance when needed. Who knows, if we had been given help from the very start, we might not be in the position we are now.

- Mike said he will make this a priority on the next round in July.
- Guy asked 'Why does Balranald get all the funding, there should be more funding for Euston.
- Do the committee have to do a new application for council for the next round?
- Kerry mentioned; Leslie Drive road is happening, Shelter for the multipurpose court is happening, signs are happening and the changing rooms are happening. In May 2023, another round of funding on playgrounds are up for grabs, council will apply for the playground in Bates Estate.

**Items without notice: Recommendations**

**Louie:** Residents complaining about refrigerated trucks parking on the side of highway being too noisy, Residents can't sleep.

**Santina:** At the February meeting, can council produce how much in rate dollars are taken out of 35km radius around Euston and a 35km radius round Balranald.

**Mike:** Congratulations to us and the Euston people, on the Australia Day and the Salami Festival. Mike had spoken to Janette and said that Jeff had enjoyed himself and had a fantastic time.

**Rusty:** There have been break in's at the Euston Club rooms, Do we need to have security camera's installed? Kerry will investigate funding and suggested we make sure all break ins are reported to police.

Has the council addressed the development at the corner if Murray Valley Hwy and Sturt Hwy? Council have approved the development.

Can a cage be installed around the Air Conditioner at the club rooms, as there has been some damaged caused in the past?

**Guy:** Can filtered water be installed at the public toilets? Can council arrange to have a dead tree removed from the nature strip at the corner of Cole St and Cary St.

**Des Thompson:** His raw water supply smells.

**Teresa Garreffa:** The big Euston signs need to be cleaned up and those dirt mounds along the highway before the roundabout need to be cleaned up or removed.

**Ian Bolt:** Clean up dead trees coming into Euston

**Next Meeting: 27<sup>th</sup> February 2023**

**Meeting Closed at 7.45pm**

**7.4 BALRANALD BEAUTIFICATION ADVISORY COMMITTEE MEETING HELD ON - 1 FEBRUARY 2023**

**File Number:** D23.79578

**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 Balranald Beautification Advisory Committee (BBAC) meeting held on Wednesday 1 February 2023 be received and noted.

**PURPOSE OF REPORT**

To update Council of the BBAC meeting held on Wednesday 1 February 2023

**REPORT**

BBAC held its meeting in Council Chambers on Wednesday 1 February 2023 and discussed the following;

- Town Christmas Tree
- Watering system for gardens around Sports Shop
- Chris and Lyn Camin have offered to prune the roses at Cemetery, The Acting General Manager advised Council was happy for this arrangement
- Trees along Moa Street, some not getting watered, the Acting General Manager advised that he will have staff investigate
- Gaps in gardens where plants need replacing, Karen and Gaye will take photos
- Telstra Yard not being maintained
- Windmill Project
- Morning Tea with Jill Bath and Mary Grisdale for thank you for all their assistance
- Change of Name for the Balranald Beautification Committee
- Committee Priority List

There were no Recommendations to Council from this meeting.

**ATTACHMENTS**

1. Minutes - BBAC - February 2023 [!\[\]\(ec6be8583b2c424584fcf21004c5fb12\_img.jpg\)](#) 

**Balranald Shire Council Beautification Advisory Committee - Balranald  
Minutes of Meeting held at the Balranald Shire Council Chambers.  
Wednesday 1<sup>st</sup> February 2023**



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

**Present:** Toni Tyrer, Lea Lawrie – Chairperson, Gaye Renfrey, Val Bradbury, Sue Morton and Karen Norfolk – Secretary.

**Shire Representatives:** Kerry Jones – Acting General Manager.

**Apologies:** Lynne Carter and Penny Jolliffe.

**Minutes Read and Accepted:** Moved by Toni Tyrer and Seconded by Gaye Renfrey.

**Business Arising from Previous Minutes:**

- The Christmas Tree looked good once again. Many thanks to the BSC Staff and Committee Members that helped put the Tree Up.
- BSC Parks and Garden Staff have been turning on the watering system for the gardens around the Sports Store, etc.
- Chris and Lyn Camin have offered to prune the roses at the Cemetery in July of each year. Kerry Jones was happy to allow Chris and Lyn do the pruning.
- Gaye Renfrey mentioned that not all the trees are getting watered along Moa Street. Kerry Jones to get his Staff to look into the watering system.
- Karen Norfolk and Gaye Renfrey to work out a time to get together to take photos of gaps in the gardens where plants need replacing.
- Kerry Jones will make contact with Telstra again about their yard.

**CORRESPONDENCE IN:**

- Email from Carol Holmes – Action Sheet – BBAC Meeting held on 5 October 2022.

**CORRESPONDENCE OUT:**

- Email to BBAC Group – BBAC November Minutes and February's Agenda.

**Moved by Karen Norfolk and Seconded by Val Bradbury.**

**BALRANALD BEAUTIFICATION FINANCIAL STATEMENT:**

- Balance as at the 1<sup>st</sup> February 2023 was \$4,309.62.
- Kerry Jones to follow up payment for Errol Bradbury.

**Balranald Shire Council Update:**

- Been a bit quiet around town, but the Shire has been busy with Flood Recovery.
- Town Entrances were cleaned up before Christmas.
- All Street Guttering's should be cleaned up before the end of February.
- The Euston Toilets issues have been addressed and sorted out.
- The cleaning up of the Walking Tracks, Toilets down and the River Bend and the BBQ Area are slowly happening.
- Planning to eventually put up some more levy banks around the township. Still need to do some more studies into it.

**WINDMILL PROJECT UPDATE:**

- All repairs to the Windmill has been done with the Southern Cross sign been painted as well.
- We won't know where the Windmill will be located at the Discovery Centre, until the renovations/modifications are made to the Discovery Centre/Visitors Information Centre.

- Gaye Renfrey has the story about the Windmill. The story needs to be shortened for the plaque and it was suggested that the rest of the story with a display could be set up in the Interpretive Pavilion.

**COMMITTEE PRIORITIES:**

- Committee Members to put their thinking caps on about our priorities as a Committee.

**RECOMMENDATIONS:**

- NIL

**ITEMS WITHOUT NOTICE:**

- It was decided that as a Committee, we would take Mary Grisdale and Jill Bath out for Morning Tea at the Discovery Café, as a thank you for everything they have done over the years. Lea Lawrie to get in contact with Mary, for a suitable date and time and then Lea will message everyone the date and time.
- There was a discussion about changing our name of the Beautification Advisory Committee. Town Improvement Committee was one name change suggested.

**Next Meeting:** Wednesday 1<sup>st</sup> March 2023 at 5:00pm at the BSC Chambers

**Meeting Closed:** 18:25hrs



**7.5 HOSTEL S355 COMMITTEE MEETING HELD ON 25 JANUARY 2023**

**File Number:** D23.79673

**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 Bidgee Haven Retirement Hostel section 355 Committee meeting held on 25 January 2023 be received and noted;
2. That the Bidgee Haven Retirement Hostel operate as a low to high residential care facility;
3. That Council models the Bidgee Haven Retirement Hostel on levels 1-6 and provides all assumptions required;
4. That Council prepare a new Residents Entry Document;
5. That Council employs a solicitor working in the Aged Care sector to prepare a Resident's Contract of Entry;
6. That Council approaches the NSW Far West Health Service to work in partnership in the transfer of residents;
7. That the Draft Aged Care Prudential Standards Policy be placed on public display for comment with all public comments to be considered at the Council meeting held on 18 April 2023;
8. That Council commence consultation with Federal Funding Agencies to seek support for improved funding of Aged Care facilities in rural and remote areas; and
9. That Council include required salary funds in its 2023/24 budget.

**HEADING**

Balranald Hostel s355 held a meeting to discuss the Bidgee Haven Retirement Hostel operations with the following reports being presented and discussed;

**HOSTEL RESIDENT ENTRY REQUIREMENTS**

1. That the Bidgee Haven Retirement Hostel operate as a low to high residential care facility,
2. That Council models the Bidgee Haven Retirement Hostel on levels 1-6 and provides all assumptions required.
3. That Council prepare a new Residents Entry document,
4. That Council employs a solicitor working in the Aged Care sector to prepare a Resident's Contract of Entry, and
5. That Council approaches the NSW Far West Health Service to work in partnership in the transfer of residents.

FINANCIAL INFORMATION, with the report being noted

CORRESPONDENCE OF INTEREST regarding Aged Care Facilities

DRAFT AGED CARE PRUDENTIAL STANDARDS POLICY

Recommendation from the s355 Committee to Council;

1. That the s355 Committee Recommend to Council, that the Draft Aged Care Prudential Standards Policy be placed on public display for comment, and

2. That Council consider all public comments at the time of adopting any policy.

DRAFT WORKFORCE PLAN, This matter was discussed as a Confidential item with the following recommendation to Council;

1. That that the s355 Committee note the proposed changes to the staff and hostel operations under the Draft Workforce Plan.
2. That Council commence consultation with Federal Funding Agencies to seek support for improved funding of Aged Care facilities in rural and remote areas.
3. That Council include required salary funds in its 2023/24 budget.

## **ATTACHMENTS**

1. **Hostel s355 Committee Minutes 25 January 2023** [!\[\]\(4e333a6106fc298d0ae6dff272a736ef\_img.jpg\)](#) 



# **MINUTES**

**Hostel Committee Meeting  
Wednesday, 25 January 2023**

**HOSTEL COMMITTEE MEETING MINUTES****25 JANUARY 2023****Order Of Business**

|           |                                                                         |          |
|-----------|-------------------------------------------------------------------------|----------|
| <b>1</b>  | <b>Open .....</b>                                                       | <b>3</b> |
| <b>2</b>  | <b>Present .....</b>                                                    | <b>3</b> |
| <b>3</b>  | <b>Apologies .....</b>                                                  | <b>3</b> |
| <b>4</b>  | <b>Minutes of Previous Meeting .....</b>                                | <b>3</b> |
| 4.1       | Minutes of the Hostel Committee Meeting held on 28 September 2022 ..... | 3        |
| <b>5</b>  | <b>Business Arising .....</b>                                           | <b>3</b> |
| <b>6</b>  | <b>Action List .....</b>                                                | <b>3</b> |
| <b>7</b>  | <b>Reports .....</b>                                                    | <b>4</b> |
| 7.1       | HOSTEL RESIDENT ENTRY REQUIREMENTS .....                                | 4        |
| 7.2       | FINANCIAL INFORMATION.....                                              | 5        |
| 7.3       | CORRESPONDENCE OF INTEREST .....                                        | 5        |
| 7.4       | DRAFT AGED CARE PRUDENTIAL STANDARDS POLICY .....                       | 5        |
| <b>8</b>  | <b>Confidential Matters .....</b>                                       | <b>6</b> |
| 8.1       | DRAFT WORKFORCE PLAN .....                                              | 6        |
| <b>9</b>  | <b>Next Meeting .....</b>                                               | <b>7</b> |
| <b>10</b> | <b>Close.....</b>                                                       | <b>7</b> |

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**HOSTEL COMMITTEE MEETING MINUTES****25 JANUARY 2023**

**MINUTES OF BALRANALD SHIRE COUNCIL  
HOSTEL COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS, MARKET STREET BALRANALD  
ON WEDNESDAY, 25 JANUARY 2023 AT 10AM**

**1 OPEN****2 PRESENT**

Chairperson Mike Colreavy (Administrator), Iain Lindsay-Field, Peter Lawler, Phil Ruddick, Kerry Jones (Acting General Manager), Glenn Wilcox (Finance Consultant) and Carol Holmes (Senior Executive Assistant)

**3 APOLOGIES**

Michelle Straubb

**4 MINUTES OF PREVIOUS MEETING****4.1 MINUTES OF THE HOSTEL COMMITTEE MEETING HELD ON 28 SEPTEMBER 2022**

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**COMMITTEE RESOLUTION 2023/1**

Moved: Member Peter Lawler

Seconded: Member Phil Ruddick

1. That the Minutes of the Hostel Committee Meeting held on 28 September 2022 be received and noted.

**CARRIED**

**5 BUSINESS ARISING**

It was noted that;

- 2021 and 2022 final financials has been provided to the Committee
- Balance Sheets for 2021 & 2022 has been provided
- Depreciation Schedules, attached as a late report
- Breakdown of Council & Admin Charges in the summary of revenue and expenditure of Bidgee Haven Hostel is currently being reviewed
- Sub-Contract Rates//Charges applicable to Residential Units is attached as a report.

**6 ACTION LIST**

Nil

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**HOSTEL COMMITTEE MEETING MINUTES****25 JANUARY 2023**

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**7 REPORTS****7.1 HOSTEL RESIDENT ENTRY REQUIREMENTS****PURPOSE OF REPORT**

To allow the s355 Committee to consider the levels of service that the Bidgee Haven Hostel may operate within.

Mr Lawler made comments regarding;

- Public Health System is in disarray
- At present, there are no low cares at our Hostel
- Hostel won't attract new residents
- Always had Low/Medium and High Care residents
- Low Care spaces are not necessary
- More needed for high care and dementia
- Have not engaged with other facilities
- Funding has been forgotten about
- MPS running at capacity
- What will happen to residents that have entered Low Care and become High Care
- Hostel will become inviable with the new arrangements.

Mr Lindsay-Field made the following comments;

- Its important that the residents make Bidgee Haven their home
- If they move away from families they deteriorate.
- Our Hostel won't be viable if only low care residents
- Need high care to be viable with the current rates

Mr Colreavy advised Council has reached out to other facilities and arranged meetings, and they have cancelled for reasons unknown.

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**COMMITTEE RECOMMENDATION**

Moved: Member Iain Lindsay-Field

Seconded: Member Peter Lawler

1. That the s355 Committee recommend to Council that the Bidgee Haven Hostel operate as a low to high residential care facility,
  2. That the Committee requests that Council models Bidgee Haven on levels 1-6 and provides all assumptions required.
  3. That the s355 Committee recommends to Council that it prepare a new residents entry document,
  3. That Council employs a solicitor working in the aged care sector to prepare a resident's contract of entry, and
  4. That Council approaches the NSW Far West Health Service to work in partnership in the transfer of residents.
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**HOSTEL COMMITTEE MEETING MINUTES****25 JANUARY 2023**

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**7.2 FINANCIAL INFORMATION****PURPOSE OF REPORT**

To provide an update to the s355 Committee on the present financial position of the Bidgee Haven Hostel.

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**COMMITTEE RECOMMENDATION**

Moved: Member Phil Ruddick

Seconded: Member Peter Lawler

That the Committee receives and notes the financial information.

**7.3 CORRESPONDENCE OF INTEREST****PURPOSE OF REPORT**

Provide some Correspondence of interest regarding Aged Care Facilities to the Committee members.

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**COMMITTEE RECOMMENDATION**

Moved: Member Peter Lawler

Seconded: Member Iain Lindsay-Field

That the report be received and noted.

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**COMMITTEE RESOLUTION 2023/2**

Moved: Member Peter Lawler

Seconded: Member Iain Lindsay-Field

That the late item 7.4 Draft Aged Care Prudential Standards Policy be admitted to the agenda.

**CARRIED**

**7.4 DRAFT AGED CARE PRUDENTIAL STANDARDS POLICY****PURPOSE OF REPORT**

In accordance with the Local Government Act 1993 a Council is required to review its local policies and other documents. A review of Financial Control documents for the Bidgee Haven Retirement Hostel has identified that a formal policy is required to address Prudential Standards. Council is required to advertise all policies to the public.

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**COMMITTEE RECOMMENDATION**

Moved: Member Peter Lawler

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**HOSTEL COMMITTEE MEETING MINUTES****25 JANUARY 2023**

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Seconded: Member Iain Lindsay-Field

1. That the S355 Committee Recommend to Council, that the Draft Aged Care Prudential Standards Policy be placed on public display for comment, and
2. That Council consider all public comments at the time of adopting any policy.

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At 11.30am the meeting paused for 5 minutes

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**8 CONFIDENTIAL MATTERS**

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**COMMITTEE RESOLUTION 2023/3**

Moved: Member Peter Lawler

Seconded: Member Iain Lindsay-Field

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

**8.1 DRAFT WORKFORCE PLAN**

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).

**CARRIED**

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**COMMITTEE RESOLUTION 2023/4**

Moved: Member Iain Lindsay-Field

Seconded: Member Peter Lawler

That Council moves out of Closed Council into Open Council and Chairperson reported the recommendation.

**CARRIED**

**COMMITTEE RECOMMENDATION**

Moved: Member Iain Lindsay-Field

Seconded: Member Peter Lawler

1. That that the s355 committee note the proposed changes to the staff and hostel operations under the Draft Workforce Plan.
2. That Council commence consultation with Federal Funding Agencies to seek support for improved funding of Aged Care facilities in rural and remote areas.
3. That Council include required salary funds in its 2023/24 budget.



**HOSTEL COMMITTEE MEETING MINUTES**

**25 JANUARY 2023**

**9 NEXT MEETING** -10AM on Wednesday 22 February 2023

**10 CLOSE**

The Meeting closed at 12.27pm.

The minutes of this meeting were confirmed at the Hostel Committee Meeting held on 22 February 2023.

.....  
**CHAIRPERSON**

**GENERAL MANAGER'S REPORTS (INCORPORATING ALL STAFF REPORTS)****PART A – ITEMS REQUIRING DECISION****8 GENERAL MANAGER'S REPORTS****8.1 DEVELOPER CONTRIBUTION PLAN WORKS SCHEDULE (SCHEDULE 1)**

|                                    |                                                                                                                                               |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D23.78073</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>Operational Plan Objective:</b> | <b>Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment.</b>                           |

**OFFICER RECOMMENDATION**

That Council

1. Receive the advice that no submissions have been received from the public exhibition of the Development Contribution Plan; and
2. Submit the Draft Project List contained in Table 1 to the Committee of Chairs for consideration; and
3. Task the Committee of Chairs to assign a priority order to the Draft Project List contained in Table 1; and
4. Receive a further report to review the Committee of Chairs prioritisation results.

**PURPOSE OF REPORT**

To advise Council on the public exhibition of the Draft Development Contribution Plan and to progress the Schedule of Works for the Plan.

**REPORT**

At the September 2022 meeting, Council resolved to place the Draft Development Contribution Plan (the Plan) on public exhibition seeking submissions in relation to the plan and the works schedule. The Plan was notified on Council's website in The Guardian newspaper.

There were no submissions received during the exhibition period.

In lieu of public submissions regarding the Plan, various strategic documents and plans have been reviewed to identify potential projects that could be populated into the Plan's works schedule. These are identified in Table 1 below.

| <b>Draft Project List for Consideration Into Works Schedule of Development Contribution Plan</b> |                                                   |                 |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------|
| <b>Document</b>                                                                                  | <b>Action</b>                                     | <b>Priority</b> |
| Balranald Settlement Strategy                                                                    | Street Tree Master Plan (incorporate with Euston) |                 |
|                                                                                                  | Active Travel Plan                                |                 |
|                                                                                                  | Refurbish hard tennis courts                      |                 |

|                                           |                                                                           |  |
|-------------------------------------------|---------------------------------------------------------------------------|--|
|                                           | Tree planting around netball courts                                       |  |
|                                           | Relocate and improve the netball court area play equipment                |  |
|                                           | Water tower art                                                           |  |
|                                           | Footy oval entrance improvements (signs and trees)                        |  |
| (& CSP)                                   | Improve town entrance signage                                             |  |
|                                           | Mural to VRA shed                                                         |  |
|                                           | LGA entrance signs                                                        |  |
|                                           |                                                                           |  |
| Euston Settlement Strategy                | Street Tree Master Plan (incorporate with Balranald)                      |  |
|                                           | Cemetery Master Plan                                                      |  |
|                                           | Euston Robinvale track upgrades                                           |  |
| (& CSP and LSPS)                          | Interpretive signage                                                      |  |
|                                           | Water tower art                                                           |  |
|                                           | House numbering on kerb                                                   |  |
|                                           | Berrett Park seating, screening, planting                                 |  |
|                                           | Kathy's Park installation                                                 |  |
|                                           | Plantings at Anderson Park                                                |  |
|                                           |                                                                           |  |
| Disability Inclusion Plan                 | Map high use nature strips and strips adjacent to high priority dwellings |  |
|                                           | Install mapped high priority footpaths                                    |  |
| (& CSP)                                   | Upgrade pool accessibility tools                                          |  |
|                                           |                                                                           |  |
| Community Strategic Plan (CSP)            | Sponsorship of major events (5 Rivers, Rodeo, Salami, Robinvale 80, etc)  |  |
|                                           |                                                                           |  |
| Theatre Conservation Plan                 | Install compliant accessible toilet                                       |  |
|                                           | Repoint brickwork                                                         |  |
|                                           | Damp proof under stage area                                               |  |
|                                           | New stage lighting                                                        |  |
|                                           | New sound system                                                          |  |
|                                           |                                                                           |  |
| Local Strategic Planning Statement (LSPS) | Greenham Park Master Plan                                                 |  |
|                                           |                                                                           |  |

Table 1: Potential projects identified from Council's strategic documents and plans.

To bring some Community input into the creation of a prioritised works schedule, Council's Committee of Chairs could be tasked with reviewing the items in Table 1 and assigning priority to the items. The prioritised table could then be included in the Plan to form the works schedule.

**FINANCIAL IMPLICATION**

Income generation of 0.5% and 1% of development cost greater than \$100,000

**LEGISLATIVE IMPLICATION**

Environmental Planning & Assessment Act 1979

**POLICY IMPLICATION**

Adoption of a new Plan

Item 22 of the Business Improvement Order

Community Participation Plan

**RISK RATING**

High

**ATTACHMENTS**

Nil

**8.2 DA 12/2023 - SUBDIVISION - TARARA 1444 WEIMBY BENONGAL ROAD  
BALRANALD & WEIMBY 2875 WEIMBY KYALITE ROAD BALRANALD**

|                                    |                                                                                                                                         |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D23.78773</b>                                                                                                                        |
| <b>Reporting Officer:</b>          | <b>Ray Mitchell, Health &amp; Development Coordinator<br/>Nikkita Manning-Rayner, Administration Officer - Health &amp; Development</b> |
| <b>Responsible Officer:</b>        | <b>Kerry Jones, Acting General Manager</b>                                                                                              |
| <b>Applicant:</b>                  | <b>Sarah Old</b>                                                                                                                        |
| <b>Owner:</b>                      | <b>State of NSW (Western Lands Lease held by D &amp; S Old)</b>                                                                         |
| <b>Proposal:</b>                   | <b>Five (5) Lot Subdivision</b>                                                                                                         |
| <b>Location:</b>                   | <b>Tarara, 1444 Weimby Benongal Road, Balranald NSW 2715<br/>&amp; Weimby, 2875 Weimby Kyalite Road, Balranald NSW 2715</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 12/2023 for the subdivision of Lot 1668 DP 763367, Tarara, 1444 Weimby Benongal Road Balranald & Lot 2 DP 1182350, Weimby 2875 Weimby Kyalite Road Balranald, subject to the following conditions:

1. No alteration to approved plans and specifications is allowed unless separately approved by Council.
2. The subdivision must conform with the sketch plan as submitted.
3. Plans prepared by an appropriately qualified surveyor must be submitted to Council prior to the release of the Subdivision Certificate.
4. Alterations to existing or additional accesses are to be to the satisfaction of Council or its delegate, and at the applicant's full cost.
5. Any such adjustments to access to the proposed allotments require a road opening permit to be obtained from Council prior to the commencement of any works in the road reserve. The applicant is responsible for full cost of repairs to rectify any damage to public infrastructure.
6. This approval does not constitute consent for the erection of any dwellings or other structures on the subject lands. Separate applications must be made for any buildings in accordance with the Environmental Planning & Assessment Act 1979.

Reasons for the imposition of conditions:

- Statutory compliance
- Ensure appropriate infrastructure is provided for the development
- Ensure impacts on the natural and built environment are minimised

Notes:

- Any future development on the resulting lots, including the removal of any native vegetation in the course of farming activities, will be regulated by the Biodiversity Conservation Act 2016 and the Local Land Services Act 2013.

**PURPOSE OF REPORT**

To seek Council's consent for a development application from Mrs Sarah Old for a five (5) lot subdivision.

**REPORT**

Council has received a development application from Mrs Sarah Old to subdivide land to facilitate farm adjustments by freeholding portions of two Western Lands agricultural leases and creating five (5) allotments in the two holdings.

Following subdivision, it is expected that proposed lots 1, 2 & 5 will be retained as a Western Lands Lease allotments to preserve the forestry interest and proposed lots 3 & 4 will be converted to freehold estate.

Description of land:            Lot 1668 DP 763367  
                                         Lot 2 DP 1182350

Proposed lot configuration:    Proposed Lot 1: 558ha (approx.)  
                                         Proposed Lot 2: 499ha (approx.)  
                                         Proposed Lot 3: 2590ha (approx.)  
                                         Proposed Lot 4: 929ha (approx.)  
                                         Proposed Lot 5: 349ha (approx.)

Zone:                                RU1 (Primary Production)  
Minimum zone lot size:        40ha

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

**Background**

The land is owned by the State of NSW and leased for agricultural purposes as a Western Lands Lease. The location of the project is proposed approximately 21km southwest of the township of Balranald and has historically been used for agricultural purposes. These uses are extensive agriculture, being grazing and cultivation, with some forestry potential in the low-lying area of the allotments.

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 assessed as a Category 4 development under Council's Community Participation Plan 2019 due to the low impact of the development whereby the development does not propose any intensification of land use, land clearing or intensification of traffic. This category negates the requirement for notification.

**Site Analysis**

There is no apparent landslide, creep or requirement for native vegetation removal to facilitate the proposal. Parts of the site are identified as bushfire and flood prone.

Contaminating activities are not known by Council to have been carried out on the land. The land has historically been used for agricultural purposes. Potentially contaminating matters such as sheep dips are not advised to or discernible from Council records.

Access to the allotments is currently provided off the Weimby Benongal Road & Weimby Kyalite Road. Access arrangements are not being significantly altered due to the existing farm track locations. Easements are being established over the farm tracks to Lots 1, 2 & 5 which will ensure that legal access to the allotments is maintained in accordance with the Legal Roads framework.

Adjoining allotments are Zoned RU1 (Primary Production) and are of agricultural use.

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

## DEVELOPMENT APPLICATION ASSESSMENT

Under Section 4.15 of the EPA Act 1979,

### (1) Matters for consideration—general

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

#### (a) the provisions of:

- (i) any environmental planning instrument, and
- (ii) any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Planning Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and
- (iii) any development control plan, and
- (iiia) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4, and
- (iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph),

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

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

## Planning Instruments

Planning instruments that apply to the land subject to the development application are:

- Balranald Local Environmental Plan 2010 (LEP)
- State Environmental Planning Policy (Primary Production) 2021
- State Environmental Planning Policy (Biodiversity and Conservation) 2021

There are no draft planning instruments or development control plans applying to the land.

*Balranald Local Environmental Plan 2010 (LEP)*

The proposal appears compliant with the LEP, the following table addresses applicable clauses.

| Clause                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.6(2) Development consent must not be granted for the subdivision of land on which a secondary dwelling is situated if the subdivision would result in the principal dwelling and the secondary dwelling being situated on separate lots, unless the resulting lots are not less than the minimum size shown on the Lot Size Map in relation to that land.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | There are no dwellings on the subject land that contravene this dwelling rule and the proposed allotments are above the minimum lot size for the zone, being 40ha.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>Objectives of the RU1 zone</p> <ul style="list-style-type: none"> <li>• To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.</li> <li>• To encourage diversity in primary industry enterprises and systems appropriate for the area.</li> <li>• To minimise the fragmentation and alienation of resource lands.</li> <li>• To minimise conflict between land uses within this zone and land uses within adjoining zones.</li> <li>• To encourage development that is in accordance with sound management and land capability practices, and that takes into account the environmental sensitivity and biodiversity of the locality.</li> <li>• To support rural communities.</li> <li>• To ensure the provision of accommodation for itinerant workers.</li> </ul> | <p>The proposal is considered consistent with the objectives of the zone in that the proposal facilitates a farm adjustment to remove lease restrictions on the use of the land encouraging diversity in primary industry enterprises and systems.</p> <p>The proposal also protects the availability of forestry lands potentially providing economic opportunities.</p> <p>Land use conflict is not likely in this instance due to the long-standing co-existing nature of the land uses being forms of primary production, single ownership/leaseholder and no sensitive receptors in close proximity to the proposal (920m to the nearest residential receptor).</p> |
| 4.1 Minimum subdivision lot size                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>The proposal complies with the 40ha minimum lot size for the RU1 zone,</p> <p>Proposed Lot 1: 558ha (approx.)</p> <p>Proposed Lot 2: 499ha (approx.)</p> <p>Proposed Lot 3: 2590ha (approx.)</p> <p>Proposed Lot 4: 929ha (approx.)</p> <p>Proposed Lot 5: 349ha (approx.)</p>                                                                                                                                                                                                                                                                                                                                                                                        |
| 4.2 Rural subdivision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Lots smaller than the minimum lot size are not proposed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>5.16 Subdivision of, or dwellings on, land in certain rural, residential or environment protection zones</p> <p>(4) The following matters are to be taken into account—</p> <p>(a) the existing uses and approved uses of land in the vicinity of the development,</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>The separation distance from this existing extensive agricultural use to the nearest sensitive receptor (dwelling) is greater than 920m. This is in line with the buffer distances recommended in the Living and Working in Rural Areas Handbook 2007 (the Handbook), being 50m for stock grazing and 200m for cropping to a rural dwelling.</p>                                                                                                                                                                                                                                                                                                                      |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(b) whether or not the development is likely to have a significant impact on land uses that, in the opinion of the consent authority, are likely to be preferred and the predominant land uses in the vicinity of the development,</p> <p>(c) whether or not the development is likely to be incompatible with a use referred to in paragraph (a) or (b),</p> <p>(d) any measures proposed by the applicant to avoid or minimise any incompatibility referred to in paragraph (c).</p> | <p>The proposal is considered compatible with surrounding extensive agricultural land uses as there is no change/intensification of land use or building proposed and the uses have co-existed for a significant period of time.</p> |
| <p>Part 6 Biodiversity, Riparian Land, Waterways, groundwater vulnerability and flood planning</p>                                                                                                                                                                                                                                                                                                                                                                                        | <p>The proposal does not create additional impact in relation to these matters as there is no change/intensification of land use or building proposed and no clearing is proposed as part of the subdivision.</p>                    |

*State Environmental Planning Policy (Primary Production) 2021*

Part 2 of Schedule 4 duplicates Clause 5.16 of the LEP and the comments addressing this Clause are applicable for the purposes of this State Environmental Planning Policy.

*State Environmental Planning Policy (Biodiversity and Conservation) 2021*

The proposal is subject to the referral provisions of Chapter 5 of the State Environmental Planning Policy (Biodiversity and Conservation) 2021, necessitating referrals to the agencies shown in the table below, along with details of their responses:

| Agency            | Submission                                                                                                                             | Comment |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------|
| Transport for NSW | No objections as the proposed development is deemed to be adjacent to NSW navigable water and does not impact on NSW navigable waters. | Noted.  |

*Environmental Planning & Assessment Act 1979*

The proposal is not likely to have significant impacts on the natural or built environment as there is no change/intensification of land use or building proposed and no clearing is proposed. Additionally, social and economic impacts are considered negligible due to no change/intensification of land use or building proposed and no clearing is proposed.

The site is considered suitable for the proposal and not against the public interest due to the low impact nature of the proposal.

The application was assessed as a Category 4 development under Council's Community Participation Plan 2019 due to the low impact of the development and the proposal having the same effect as the existing development onsite.

A subdivision certificate application will be required under Division 4 of the Environmental Planning & Assessment Regulation 2000.

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

Environmental Planning & Assessment Act 1979

Balranald Local Environmental Plan 2010

State Environmental Planning Policy (Primary Production) 2021

State Environmental Planning Policy (Biodiversity and Conservation) 2021

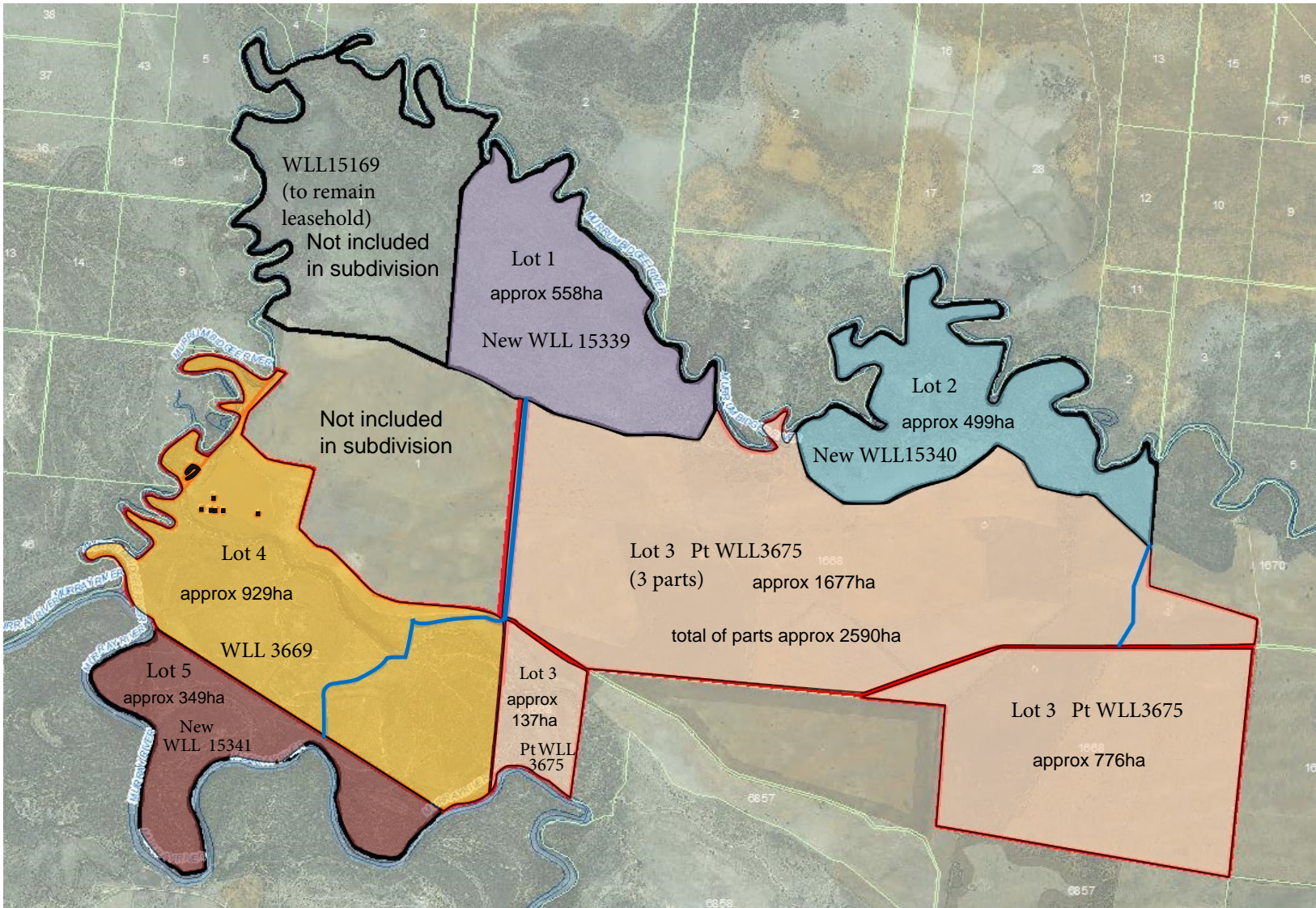
**POLICY IMPLICATION**

Nil

**ATTACHMENTS**

1. Subdivision Plan [!\[\]\(609f3372828e3526d7ce4ba9a1b5248e\_img.jpg\) !\[\]\(43feb9e0a79707a6447da1ea973c9814\_img.jpg\)](#)
2. Transport for NSW Response [!\[\]\(3352a6730d138e04e821032e4ee01472\_img.jpg\) !\[\]\(8b8c087b3ef80b34f564a0fa91efefed\_img.jpg\)](#)

Easements for access



Transport for NSW



23 December 2022

Ms Nikkita Manning-Rayner  
Balranald Shire Council  
Email: [nmanning-rayner@balranald.nsw.gov.au](mailto:nmanning-rayner@balranald.nsw.gov.au)

Dear Ms Manning-Rayner,

**Subject: DA12/2023 – Subdivision of land – Lot 1668 DP763367 – Weimby Road Balranald**

I In response to documentation for the subject proposal uploaded onto the NSW ePlanning portal, I wish to confirm that the NSW Maritime Branch of Transport for NSW (Maritime) has **no objections** to this proposal, as the proposed development is deemed to be adjacent to NSW navigable waters and does not impact on NSW navigable waters.

It is important to note that the proponent, or any entity or contractor acting on their behalf, are not exempt from the provisions of the *Marine Safety Act 1998*, or any other relevant legislation, and all parties must comply with any direction given by NSW Maritime Authorised officers with regard to safe navigation or the prevention of pollution.

Should you have any queries in relation to this matter please contact Boating Safety Officer Eric Taylor on 0427 502 752, and please forward a copy of the Determination of Consent for our information to [NavSouth@transport.nsw.gov.au](mailto:NavSouth@transport.nsw.gov.au).

Note: this advice was uploaded to the NSW Planning ePortal on the date above.

Yours sincerely,

Nathaniel Jacobs  
Manager Waterways Operations South  
NSW Maritime

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OFFICIAL

Locked Bag 5100, Camperdown NSW 1450

13 12 36  
[roads-waterways.transport.nsw.gov.au](http://roads-waterways.transport.nsw.gov.au)

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**8.3 ADOPTION OF COUNCIL POLICIES**

**File Number:** D23.79294

**Reporting Officer:** 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 formally adopt the Loss of Licence, Contract Management and Contractor WHS Management policies and display these policies on the Council website.

**PURPOSE OF REPORT**

To seek formal adoption of the following policies –

Loss of Licence Policy,

Contractor WHS Management Policy,

Contract Management Policy.

**REPORT**

Council at its Ordinary Meeting held in December resolved to advertise the Loss of Licence, Contractor WHS Management and Contract Management Policies for review and comments from our community.

The above policies were placed on public exhibition on Council's website and advertised in The Guardian.

Council has not received any comments in regard to the advertised policies.

The purpose of each policy as below;

**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 Council.

**Contractor 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 Council Management Procedure

Balranald Shire Council -Procurement and Disposal Policy

Loss of Licence Policy

Contractor WHS 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

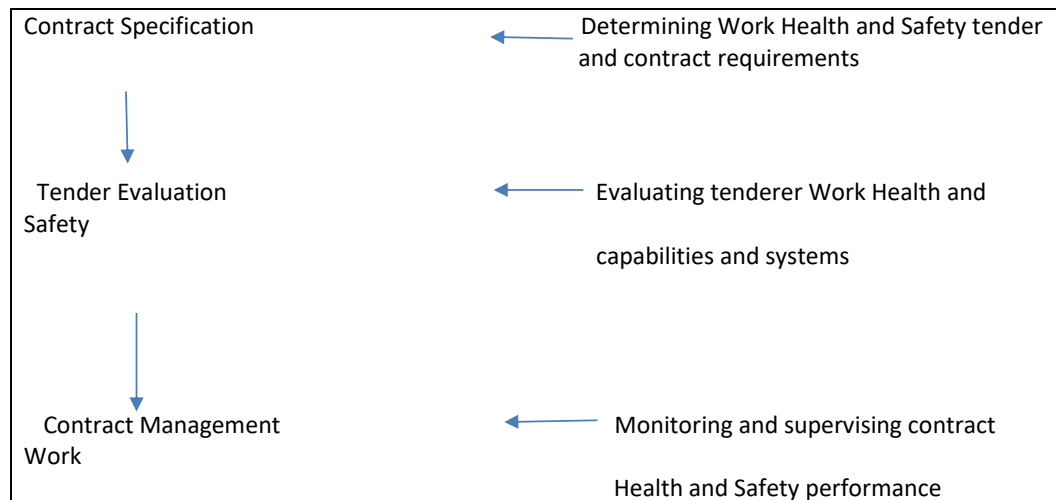
At all times these documents must be read in conjunction with the requirements of this Protocol

**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.

**8.4 AUDIT RISK AND IMPROVEMENT COMMITTEE MEMBERSHIP**

**File Number:** D23.79403

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

**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**

1. That Council advertise and call for nominations for the position of Chairperson and two members of the Audit Risk Improvement Committee (ARIC) for a period of three years,
2. That all nominations provide copies of qualifications and local government experience, and
3. That Council thank the current ARIC Members and advise them they can apply for a position on the new Committee.

**PURPOSE OF REPORT**

This report has been prepared to request Council to seek nominations for its Audit Risk Improvement Committee.

**BACKGROUND**

Balranald Shire Council has maintained an ARIC committee for 5years and in that time, it has maintained a chairperson and a general member. The second member of the Committee has changed several times.

NSW Office of Local Government has been reviewing the role and function of ARIC committees and Council had previously delayed calling for fresh nominations. As the Office of Local Government has not progressed its legislation, it is timely for Council to seek fresh nominations for the Chair and members.

**REPORT**

The Office of Local Government has been preparing and reviewing documentation on Audit and Risk Committees. To date, the discussion paper and proposed legislation has not progressed to direct a Council on the role or function.

Council delayed any decision to call for Committee nominations in the past whilst legislation was prepared.

It is now appropriate to call for nominations for the Chair and two Committee members.

Nominations for this Committee will need to meet the minimum standards for membership as proposed by the Office of Local Government and be able to demonstrate a strong local government relationship and knowledge to review and suggest areas of change.

The period of tenure of this Committee should be three years, to allow the present term of Administration to conclude and to allow a new Council time to discuss and appoint its own Committee within the first two years of the Council term. This will ensure consistency through the transition phase of the Council.

**FINANCIAL IMPLICATION**

Council has budgeted for an ARIC committee and all associated operational costs.

**LEGISLATIVE IMPLICATION**

Council should call for nominations and select committee members based on the Office of Local Government discussion paper for ARICs.

**RISK RATING**

All Councils require an ARIC committee. These committees are developed to assist Council and provide an independent review of Internal and External audit items. Further, the committee will work with the General Manager and Internal Auditor to develop improvement programs.

**STAKEHOLDER CONSULTATION**

Council should advertise the positions within suitable media or local government employment guides.

**OPTIONS**

Council may retain the existing membership or advise the present members to make application to join the ARIC committee.

**CONCLUSION**

This report has been prepared to request Council to advertise for members of its ARIC committee for a period of three years.

**ATTACHMENTS**

Nil

**8.5 DONATION - MAKER SHOP RENT**

|                                    |                                                                                                                  |
|------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D23.79558</b>                                                                                                 |
| <b>Reporting Officer:</b>          | <b>Glenn Wilcox, Finance Consultant</b>                                                                          |
| <b>Responsible Officer:</b>        | <b>Kerry Jones, Acting General Manager</b>                                                                       |
| <b>Operational Plan Objective:</b> | <b>Pillar 4: Our Culture – A community that respects and celebrates its diverse cultures, heritage and arts.</b> |

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**OFFICER RECOMMENDATION**

That Council provide rent relief from September 2022 to 30<sup>th</sup> June 2023 to allow the Makers Shop to seek additional volunteers to open the shop premises.

**PURPOSE OF REPORT**

To advise Council of a request received from Robyn Davis on behalf of the Maker Shop to waive rent payments

**REPORT**

Council has received a request from the Maker Shop to waive its rent partially due to the fire at the Theatre Royal building and partially due to a lack of volunteers to man the shop.

The request has been looked at favourably due to the shop not being open and that it remains occupied which enhances the street appeal for visitors.

**FINANCIAL IMPLICATION**

The Maker's Shop has been paying rent to date as shown on Councils books and does not have any outstanding payments. Rent may be paid by a private individual in support of the shop premises.

**LEGAL IMPLICATIONS**

As the owner of the shop premises Council may determine if it collects rent and on what basis. Council should justify any changes to the lease agreement and consider any changes via a report to Council for reasons of transparency.

**RISK RATING**

There are no known risks in providing rent relief to the tenants of this premises due to the voluntary nature of the shop use and community goodwill it provides. This premises is a not-for-profit venture and provides local artisans the opportunity to display and sell works through a not for profit group of volunteers.

**STAKEHOLDER CONSULTATION**

No additional notification is required due to the lease arrangement being of a commercial nature and the request is not a donation.

**OPTIONS**

Council may approve the rent relief, or it may enforce the lease agreement.

**CONCLUSION**

Council has received a request for rent relief as detailed.

This request is supported due to the not-for-profit nature of the organisation and that rent has been paid as required.

**ATTACHMENTS**

Nil

**8.6 QUARTERLY BUDGET REVIEW - 31 DECEMBER 2022**

|                                    |                                                                                                |
|------------------------------------|------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D23.79641</b>                                                                               |
| <b>Reporting Officer:</b>          | <b>John Batchelor, Finance</b>                                                                 |
| <b>Responsible Officer:</b>        | <b>Kerry Jones, Acting General Manager</b>                                                     |
| <b>Operational Plan Objective:</b> | <b>Pillar 1: Our People – A community that is proactive, engaged, inclusive and connected.</b> |

**OFFICER RECOMMENDATION**

1. That the Report be received and noted;
2. That the proposed budget adjustments to reflect Council decisions since adoption of the 2022/23 Budget and Quarterly budget adjustments be endorsed; and
3. That the Council endorses the Statement acknowledging the financial position is considered satisfactory.

**PURPOSE OF REPORT**

The purpose of this report is to advise Council of the Quarterly Budget Review and financial position as at 31 December 2022.

**REPORT**

The Local Government (General) Regulation 2005 requires the Council to prepare and consider a budget review statement each quarter which shows Estimates of Income and Expenditure, and revision of these estimates

The statement must also include a report indicating changes in estimates for income and expenditure. The statement must comply with the Local Government Code of Accounting Practice and be considered by the Council no later than 2 months past the conclusion of the quarter.

The attached financial reports comply with the Council's statutory responsibilities and are presented to comply with Australian Accounting Standards format, as presented in end of year financial reports, and the organisational structure approved by the Council.

The Statement includes:

- Budget Review Summary, including actuals to date, original budget, revised estimates if applicable, and remaining balance.
- Summary of significant variations and budget adjustments.
- Summary of cash restrictions and available cash.

**Budget Adjustments Included in Quarterly Budget Review Report**

Budget adjustments are listed in the attached QBR report. Net result of the budget review at 31 December 2022 is a projected surplus of \$891k as at 30 June 2023.

Council's adopted Budget for 2022/23 provided for a deficit of \$111,436 and subsequent variations to revenue and expenditure for the September quarter saw a positive improvement of \$109,720 to the bottom line.

Further positive variations in the December quarter totalling \$892k have been identified and an operating surplus of \$891k is anticipated as at 30 June 2023. The major variation is in relation to further anticipated revenue from interest on investments of \$200k, however this has been partly offset by inclusion of additional, or increased operating expenditures in other areas.



The anticipated operating surplus of \$891k also includes revenue from operational grants totalling \$735k for Pothole Repairs (\$494k), Strengthening Community Infrastructure (\$211k) and Kyalite Foreshore Improvements (\$30k), however no expenditures from these grants has yet occurred. This may change for the March quarter depending on whether Council is in a position to commence grant works, and this will affect the anticipated surplus as stated above.

There has been no \$\$ impact on the bottom line to Council's Capital section of the budget in the December quarter, however extension of the Balranald Cemetery is proposed to be undertaken prior to 30 June and will be funded from the Infrastructure Restriction (\$150k), and the Restriction will be reimbursed as part of the 2023/24 Budget.

A listing of identified variations is included in the attached QBR Report.

#### **Statement re Anticipated Financial Position as at 30 June 2023**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

As Council's Responsible Accounting Officer, it is my opinion that the Quarterly Budget Review Statement for Balranald Shire Council for the quarter ended 31 December 2022 indicates that Council's anticipated financial position as at 30 June 2023 is considered satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

#### **FINANCIAL IMPLICATION**

The Variation on budget is manageable

#### **LEGISLATIVE IMPLICATION**

Local Government Regulations

#### **POLICY IMPLICATION**

Nil

#### **RISK RATING**

Low

#### **ATTACHMENTS**

1. QBR - February 2023  

Balranald Shire Council

**Quarterly Budget Review Statement**  
for the period 01/10/22 to 31/12/22

**Report by responsible accounting officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

**31 December 2022**

It is my opinion that the Quarterly Budget Review Statement for Balranald Shire Council for the quarter ended 31/12/22 indicates that Council's projected financial position at 30/6/23 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:



date: 15.02.2023

Kerry Jones, Acting General Manager  
Responsible accounting officer

Quarterly Budget Review Statement  
for the period 01/10/22 to 31/12/22

Bairnald Shire Council

Income & expenses budget review statement

Budget review for the quarter ended 31 December 2022

Income & expenses - Council Consolidated

|                                                                      | Original<br>budget<br>2022/23 | Approved changes  |              |             |             | Revised<br>budget<br>2022/23 | Variations<br>for this<br>Dec Qtr | Notes | Projected<br>year end<br>result | Actual<br>YTD<br>figures | Percentage<br>Achieved |
|----------------------------------------------------------------------|-------------------------------|-------------------|--------------|-------------|-------------|------------------------------|-----------------------------------|-------|---------------------------------|--------------------------|------------------------|
|                                                                      |                               | Carry<br>forwards | Sep<br>QBRs  | Dec<br>QBRs | Mar<br>QBRs |                              |                                   |       |                                 |                          |                        |
| <b>((\$000's))</b>                                                   |                               |                   |              |             |             |                              |                                   |       |                                 |                          |                        |
| <b>Income</b>                                                        |                               |                   |              |             |             |                              |                                   |       |                                 |                          |                        |
| Administration                                                       | 7,627                         |                   | 706          |             |             | 8,333                        | 200                               | 1     | 8,533                           | 3,578                    | 42%                    |
| Health Services                                                      | 30                            |                   |              |             |             | 30                           |                                   | 2     | 30                              | 10                       | 33%                    |
| Public order & safety                                                | 225                           |                   |              |             |             | 225                          |                                   | 3     | 225                             | 1                        | 0%                     |
| Community services & education                                       | 1,334                         |                   | 208          |             |             | 1,542                        |                                   | 4     | 1,542                           | 512                      | 33%                    |
| Housing & community amenities                                        | 698                           |                   | 13           |             |             | 711                          |                                   | 5     | 711                             | 579                      | 81%                    |
| Recreation & Culture                                                 | 99                            |                   |              |             |             | 99                           | 241                               | 6     | 340                             | 390                      | 115%                   |
| Building Control                                                     | 13                            |                   |              |             |             | 13                           |                                   | 7     | 13                              | 9                        | 69%                    |
| Transport & communication                                            | 2,082                         |                   |              |             |             | 2,082                        | 494                               | 8     | 2,576                           | 1,685                    | 65%                    |
| Business Undertakings                                                | 614                           |                   | 217          |             |             | 831                          | (36)                              | 9     | 795                             | 454                      | 57%                    |
| Water supplies                                                       | 1,767                         |                   |              |             |             | 1,767                        |                                   | 10    | 1,767                           | 1,170                    | 66%                    |
| Sewer supplies                                                       | 835                           |                   | 22           |             |             | 857                          |                                   | 11    | 857                             | 754                      | 88%                    |
| <b>Total income including Non Capital Grants &amp; Contributions</b> | <b>15,324</b>                 | <b>-</b>          | <b>1,166</b> | <b>-</b>    | <b>-</b>    | <b>16,490</b>                | <b>899</b>                        |       | <b>17,389</b>                   | <b>9,142</b>             |                        |
| <b>Expenses</b>                                                      |                               |                   |              |             |             |                              |                                   |       |                                 |                          |                        |
| Administration                                                       | 6,013                         |                   | 204          |             |             | 6,217                        |                                   | 12    | 6,217                           | 3,878                    | 62%                    |
| Health Services                                                      | 210                           |                   |              |             |             | 210                          |                                   | 13    | 210                             | 42                       | 20%                    |
| Public order & safety                                                | 426                           |                   |              |             |             | 426                          |                                   | 14    | 426                             | 104                      | 24%                    |
| Community services & education                                       | 1,448                         |                   | 207          |             |             | 1,655                        | (20)                              | 15    | 1,635                           | 240                      | 15%                    |
| Housing & community amenities                                        | 1,323                         |                   | (5)          |             |             | 1,318                        |                                   | 16    | 1,318                           | 755                      | 57%                    |
| Recreation & Culture                                                 | 418                           |                   |              |             |             | 418                          |                                   | 17    | 418                             | 204                      | 49%                    |
| Building Control                                                     | 75                            |                   |              |             |             | 75                           |                                   | 18    | 75                              | 35                       | 47%                    |
| Transport & communication                                            | 1,122                         |                   | 35           |             |             | 1,157                        |                                   | 19    | 1,157                           | 806                      | 70%                    |
| Business Undertakings                                                | 760                           |                   | 231          |             |             | 991                          | 27                                | 20    | 1,018                           | 388                      | 38%                    |
| Water supplies                                                       | 1,023                         |                   | 70           |             |             | 1,093                        |                                   | 21    | 1,093                           | 382                      | 35%                    |
| Sewer supplies                                                       | 484                           |                   | 70           |             |             | 554                          |                                   | 22    | 554                             | 157                      | 28%                    |
| <b>Total expenses</b>                                                | <b>13,302</b>                 | <b>-</b>          | <b>812</b>   | <b>-</b>    | <b>-</b>    | <b>14,114</b>                | <b>7</b>                          |       | <b>14,121</b>                   | <b>6,991</b>             |                        |
| <b>Capital Grants and Cont. Expenditure</b>                          | <b>13,560</b>                 | <b>7,913</b>      | <b>1,724</b> |             |             | <b>23,197</b>                | <b>150</b>                        |       | <b>23,347</b>                   |                          | 0%                     |
| <b>Capital Funding Incl. Grants and Cont. Income</b>                 | <b>11,427</b>                 | <b>7,913</b>      | <b>1,480</b> | <b>-</b>    | <b>-</b>    | <b>20,820</b>                | <b>150</b>                        |       | <b>20,970</b>                   | <b>-</b>                 |                        |
| <b>Total Surplus/Deficit</b>                                         | <b>(111)</b>                  | <b>-</b>          | <b>110</b>   | <b>-</b>    | <b>-</b>    | <b>(1)</b>                   | <b>892</b>                        |       | <b>891</b>                      | <b>2,151</b>             |                        |

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 30/09/2022 and should be read in conjunction with the total QBRs report

**Quarterly Budget Review Statement**  
for the period 01/10/22 to 31/12/22

Bairnald Shire Council

**Capital budget review statement**

Budget review for the quarter ended 31 December 2022

**Capital budget - Council Consolidated**

| (\$'000's)                                     | Original budget 2022/23 | Approved changes |                    |              | Revised budget 2022/23 | Variations for this Dec Qtr | Notes | Projected year end result | Actual YTD figures |
|------------------------------------------------|-------------------------|------------------|--------------------|--------------|------------------------|-----------------------------|-------|---------------------------|--------------------|
|                                                |                         | Carry forwards   | Other than by QBRs | Sep QBRs     | Dec QBRs               | Mar QBRs                    |       |                           |                    |
| <b>Capital expenditure</b>                     |                         |                  |                    |              |                        |                             |       |                           |                    |
| New assets                                     | 376                     |                  |                    | 1,640        |                        |                             | 1     | 2,016                     | 113                |
| - Plant & equipment                            | 400                     | 4,585            |                    |              |                        |                             | 2     | 5,135                     | 706                |
| - Land & buildings                             | 832                     |                  |                    |              |                        |                             | 3     | 832                       |                    |
| - Roads, bridges, footpaths                    | 60                      |                  |                    |              |                        |                             | 4     | 60                        |                    |
| - Water                                        | 60                      |                  |                    |              |                        |                             | 5     | 60                        |                    |
| - Sewer                                        |                         | 1,909            |                    |              |                        |                             | 6     | 1,909                     |                    |
| - Other                                        |                         |                  |                    |              |                        |                             |       |                           |                    |
| Renewal assets (replacement)                   | 109                     | 111              |                    | 16           |                        |                             | 7     | 236                       |                    |
| - Plant & equipment                            | 986                     | 84               |                    | 68           |                        |                             | 8     | 1,138                     | 106                |
| - Land & buildings                             | 3,597                   | 914              |                    |              |                        |                             | 9     | 4,511                     | 733                |
| - Roads, bridges, footpaths                    | 6,305                   | 180              |                    |              |                        |                             | 10    | 6,485                     | 537                |
| - Water                                        | 632                     | 130              |                    |              |                        |                             | 11    | 762                       | 3                  |
| - Sewer                                        |                         |                  |                    |              |                        |                             | 12    |                           |                    |
| - Other                                        | 203                     |                  |                    |              |                        |                             | 13    | 203                       |                    |
| Loan repayments (principal)                    |                         |                  |                    |              |                        |                             |       |                           |                    |
| <b>Total capital expenditure</b>               | <b>13,560</b>           | <b>7,913</b>     | <b>-</b>           | <b>1,724</b> | <b>-</b>               | <b>-</b>                    |       | <b>23,347</b>             | <b>2,198</b>       |
| <b>Capital funding</b>                         |                         |                  |                    |              |                        |                             |       |                           |                    |
| Rates & other unutilised funding               |                         | 111              |                    |              |                        |                             | 14    | 111                       |                    |
| Capital grants & contributions                 | 11,028                  | 4,793            |                    | 84           |                        |                             | 15    | 15,905                    |                    |
| Reserves:                                      |                         |                  |                    |              |                        |                             |       |                           |                    |
| - External restrictions/reserves               | -                       | 3,009            |                    |              |                        |                             | 16    | 3,009                     | -                  |
| - Internal restrictions/reserves               | 399                     |                  |                    | 1,396        |                        |                             | 17    | 1,945                     | -                  |
| New loans                                      |                         |                  |                    |              |                        |                             | 18    |                           |                    |
| Receipts from sale of assets                   |                         |                  |                    |              |                        |                             | 19    |                           |                    |
| - Plant & equipment                            |                         |                  |                    |              |                        |                             | 20    |                           |                    |
| - Land & buildings                             |                         |                  |                    |              |                        |                             |       |                           |                    |
| <b>Total capital funding</b>                   | <b>11,427</b>           | <b>7,913</b>     | <b>-</b>           | <b>1,480</b> | <b>-</b>               | <b>-</b>                    |       | <b>20,970</b>             | <b>-</b>           |
| <b>Net capital funding - surplus/(deficit)</b> | <b>(2,133)</b>          | <b>-</b>         | <b>-</b>           | <b>(244)</b> | <b>-</b>               | <b>-</b>                    |       | <b>(2,377)</b>            | <b>(2,198)</b>     |

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 30/09/2022 and should be read in conjunction with the total QBRs report

Balranald Shire Council

**Quarterly Budget Review Statement**  
for the period 01/10/22 to 31/12/22**Capital budget review statement**  
**Recommended changes to revised budget**

Budget variations being recommended include the following material items:

| Notes | Details                                                               |
|-------|-----------------------------------------------------------------------|
| 2     | Increase Capital Expenditure for Cemetery upgrade \$150,000           |
| 17    | Decrease Reserve Fund for transfer to fund Cemetery upgrade \$150,000 |
|       |                                                                       |
|       |                                                                       |
|       |                                                                       |
|       |                                                                       |
|       |                                                                       |
|       |                                                                       |
|       |                                                                       |
|       |                                                                       |
|       |                                                                       |

**Quarterly Budget Review Statement**  
for the period 01/10/22 to 31/12/22

Bairanald Shire Council

**Cash & investments budget review statement**

Budget review for the quarter ended 31 December 2022

**Cash & investments - Council Consolidated**

| (\$000's)                                                   | Original<br>budget<br>2022/23 | Approved changes  |                       |             |             | Revised<br>budget<br>2022/23 | Variations<br>for this<br>Dec Qtr | Projected<br>year end<br>result | Actual<br>YTD<br>figures |
|-------------------------------------------------------------|-------------------------------|-------------------|-----------------------|-------------|-------------|------------------------------|-----------------------------------|---------------------------------|--------------------------|
|                                                             |                               | Carry<br>forwards | Other than<br>by QBRs | Sep<br>QBRs | Dec<br>QBRs |                              |                                   |                                 |                          |
| <b>Externally restricted <sup>(1)</sup></b>                 |                               |                   |                       |             |             |                              |                                   |                                 |                          |
| Specific Purpose Unexpended Grants                          | -                             | 3,350             |                       |             |             | 3,350                        | -                                 | 3,350                           | -                        |
| Domestic Waste Management                                   | 384                           |                   |                       | 6           |             | 390                          |                                   | 390                             | 390                      |
| Water Supplies                                              | 2,962                         |                   |                       |             |             | 2,962                        |                                   | 2,962                           | 2,962                    |
| Sewerage Services                                           | 1,252                         |                   |                       | 22          |             | 1,274                        |                                   | 1,274                           | 1,274                    |
| Other - Unexpended Contributions                            | -                             |                   |                       |             |             | -                            |                                   | -                               | -                        |
| <b>Total externally restricted</b>                          | <b>4,598</b>                  | <b>3,350</b>      | <b>-</b>              | <b>28</b>   | <b>-</b>    | <b>7,976</b>                 | <b>-</b>                          | <b>7,976</b>                    | <b>4,626</b>             |
| (1) Funds that must be spent for a specific purpose         |                               |                   |                       |             |             |                              |                                   |                                 |                          |
| <b>Internally restricted <sup>(2)</sup></b>                 |                               |                   |                       |             |             |                              |                                   |                                 |                          |
| Hostel Bonds                                                | -                             | 1,813             |                       |             |             | 1,813                        |                                   | 1,813                           | 1,813                    |
| Other Internal Restrictions                                 | (399)                         | 9,162             |                       | 16          |             | 8,779                        | 150                               | 8,929                           | 8,264                    |
| Caravan Park                                                |                               | 486               |                       |             |             | 486                          |                                   | 486                             | 486                      |
| <b>Total internally restricted</b>                          | <b>(399)</b>                  | <b>10,975</b>     | <b>-</b>              | <b>16</b>   | <b>-</b>    | <b>11,078</b>                | <b>150</b>                        | <b>11,228</b>                   | <b>10,077</b>            |
| (2) Funds that Council has earmarked for a specific purpose |                               |                   |                       |             |             |                              |                                   |                                 |                          |
| <b>Total Cash &amp; investments</b>                         | <b>-</b>                      | <b>391</b>        | <b>-</b>              | <b>-</b>    | <b>-</b>    | <b>391</b>                   | <b>-</b>                          | <b>391</b>                      | <b>391</b>               |

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 30/09/2022 and should be read in conjunction with the total QBRs report

Balranald Shire Council

**Quarterly Budget Review Statement**  
for the period 01/10/22 to 31/12/22

**Cash & investments budget review statement****Comment on cash & investments position**

Not applicable

**Investments**

Investments have not been invested in accordance with Council's Investment Policy.

Reasons of non compliance include:

AMP is an A2 rated bank and Council has greater than 10% invested with them. This is in breach of the investment policy but will be rectified as the term deposits fall due

**Cash**

The Cash at Bank figure included in the Cash &amp; Investment Statement totals \$1,256,344

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.  
The date of completion of this bank reconciliation is 31.12.2022

**Reconciliation status**

The YTD cash &amp; investment figure reconciles to the actual balances held as follows:

|                                                            |                         | \$ 000's   |
|------------------------------------------------------------|-------------------------|------------|
| Cash at bank (as per bank statements)                      |                         | 370        |
| Investments on hand                                        |                         | 23         |
| less: unpresented cheques                                  | (Timing Difference)     | (3)        |
| add: undeposited funds                                     | (Timing Difference)     | 1          |
| less: identified deposits (not yet accounted in ledger)    | (Require Actioning)     | -          |
| add: identified outflows (not yet accounted in ledger)     | (Require Actioning)     | -          |
| less: unidentified deposits (not yet actioned)             | (Require Investigation) | -          |
| add: unidentified outflows (not yet actioned)              | (Require Investigation) | -          |
| <b>Reconciled cash at bank &amp; investments</b>           |                         | <b>391</b> |
| <b>Balance as per December Monthly Statement of funds:</b> |                         | <b>391</b> |
| Difference:                                                |                         | -          |

**Quarterly Budget Review Statement**  
for the period 01/10/22 to 31/12/22

## Consultancy & legal expenses overview

| Expense       | YTD expenditure<br>(actual dollars) | Budgeted<br>(Y/N) |
|---------------|-------------------------------------|-------------------|
| Consultancies | 287,096                             | Y                 |
| Legal Fees    | 6,592                               | Y                 |

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Expenditure included in the above YTD figure but not budgeted includes:

## Details

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.



**8.7 DONATION REQUEST FOR HALL HIRE FEE WAIVED FROM NEAMA NATIONAL**

|                                    |                                                                                                |
|------------------------------------|------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D23.79675</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 1: Our People – A community that is proactive, engaged, inclusive and connected.</b> |

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**OFFICER RECOMMENDATION**

1. That Council waives the fees of hiring the Theatre Royal of \$160 for Neama National to facilitate the Mental Health First Aid Course for community members.
2. That Council advise Neama National that the Hall Hire fee has been waived and the Hall must be left clean and tidy.

**PURPOSE OF REPORT**

To advise Council of a donation request received by Neama National for Council to waive the Theatre Royal Hire Fees for the 4 hours on Monday 3 April 2023.

**REPORT**

Neama National have written to Council requesting a booking of a suitable venue to run a 4 hour course for Mental Health First Aid, focusing on supporting people who may have mental health issues. There are currently 22 participants, and they will be reaching out further to Balranald Shire Community members who would be interested and may benefit from attending.

The course is usually \$180 per participant, Neama National being a non-for-profit organisation will be offering this course free for all participants.

Council Policy guidelines as below, states that requests for donations to charities/organisations outside Balranald Shire will not be considered. However, the course is inviting Balranald Shire residents to attend and will benefit from this course.

The Hall hire fee for Theatre Royal is \$160 for 4 hours and a cleaning deposit of \$350 is also charged, although if left clean and tidy this deposit is refunded.

Council's Donation Policy states when assessing such requests, the following guidelines will apply;

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

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

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

Officers have assessed this request in line with the criteria set out within Council's Donation Policy and although being outside our Shire is recommending approval of this request.

**FINANCIAL IMPLICATION**

\$160.00 for cost of hiring the Theatre Royal for 4 hours.

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Donations, Subsidies & Financial Assistance Policy

**RISK RATING**

Low

**ATTACHMENTS**

Nil

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

|                                    |                                                                                                                                               |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D23.78693</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>Operational Plan Objective:</b> | <b>Pillar 5: Our Infrastructure – A community that maintains and strengthens its natural and built environment.</b>                           |

**OFFICER RECOMMENDATION**

That the report be received and noted.

**PURPOSE OF REPORT**

To advise Council of activities in the Planning area

**REPORT**

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

| Application                               | Owner/Applicant                          | Locality               | Description                    |
|-------------------------------------------|------------------------------------------|------------------------|--------------------------------|
| DA 15/2023                                | David Williams for Luigi & Kylie Zaffina | 5 Bates Drive, Euston  | Dwelling                       |
| OC 09/2023<br>(certificate of completion) | David McKenzie for Antonio Liparota      | 20 Tayla Court, Euston | Sanitary plumbing for dwelling |

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

|                                                                                          |    |
|------------------------------------------------------------------------------------------|----|
| Environmental Planning & Assessment Act 1979<br>Planning Information Certificates (10.7) | 13 |
| 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                                            | 4  |

|                                    |   |
|------------------------------------|---|
| Biosecurity Act 2015               | 0 |
| Outstanding Orders (Noxious Weeds) |   |

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

**9.2 GRANT STATUS UPDATE**

|                                    |                                                                                                                                        |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D23.79571</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 2022/2023 Grants Register.

Listed in the summary attached are the grants currently on the 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. BSC Grants-Projects Update as 13-02-2023  

## Balranald Shire Council Grants/Projects Update Summary As at 14<sup>th</sup> February 2023 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

#### Page 4:

- Roads to Recovery 2019-2024  
Everyone Can Play 2022

#### Page 5:

- Financial Assistance Grant 2022/2023
- Bidgee Haven Expansion Grant

#### Page 6:

- Library Subsidy Grant 2021/22
- Local Priority Grant 2021/22

#### Page 7:

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

#### Page 8:

- Market Street Revitalisation

#### Page 9:

- Our Rivers Our Region

#### Page 10:

- Our Rivers Our Region (cont.)

#### Page 11:

- Local Roads Community Infrastructure Round  
2 (LRCI2)

#### Page 12:

- Local Roads Community Infrastructure Round  
2 (LRCI2) – (cont.)

#### Page 13:

- Local Roads Community Infrastructure Round  
3 (LRCI3)

#### Page 14:

- Stronger Country Community Funds Round 4

#### Page 15:

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

#### Page 16:

- Community Building Partnership 2021

#### Page 17:

- Business Improvement Fund 2022 –  
Dept of Health

#### Page 18:

- Crown Reserve Improvement Fund 21/22

#### Page 19:

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

#### Page 20:

- Block Grant – 2022/23

#### Page 21:

- Reconnecting Regional NSW Community  
Events Program

#### Page 22:

- Summer Holiday Break Grant 2022/23
- Australia Day Grant 2023

#### Page 23:

- Community Building Partnership Grant 2022
- Fixing Local Roads Pothole Repair Program

#### Page 24:

- Office of Responsible Gambling – Community  
Benefit Funding

#### Page 25:

- Stronger Country Communities Fund Round 5

#### Page 26: APPLICATIONS PENDING

- COVID-19 Aged Care Support Program  
Extension – COVID Outbreak Reimbursement
- Building Better Regions Fund – Community  
Stream Round 6
- Public Library Infrastructure Grant 2022/23
- Fixing Local Roads Round 4

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## Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

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### REPORT HIGHLIGHTS:

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

- Works on the Library re the Public Library Infrastructure Grant 21/22 has progressed over the past two month and key project objectives have been achieved
- Variation of Scope is being compiled for uncompleted works against the Regional Growth Fund – Our Region, Our Rivers project. End of Project is due on 31<sup>st</sup> May 2023
- The Annual Report, Audit Certificate, Quarterly Report, declarations and evidentiary documentation was submitted to the funding body for the Local Roads Community Infrastructure Fund Round 2
- Initial funds of \$832,921 for the Local Roads Community Infrastructure Fund Round 3 was received
- The Evaluation Reports for the Backing Balranald Youth project & the Beating Isolation Balranad project which are part of the TARP grant 2019-2023 were submitted
- The first progress report was submitted the Department of Health for the Business Improvement Fund 2022 for the Hostel's computer-based care program
- We received the second instalment of \$660,000 for the Block Grant 2022/2023
- Between November and December 2022, we delivered 2 out of the 4 events/programs under the Reconnecting Regional NSW Community Events. The 2 events delivered were the Great Murray Salami Festival (Euston) and the Stop Shop Stay Market Day events.
- In January 2023 we delivered 2 successful Australia Day events (Balranald and Euston) under the National Australia Day Council's Australia Day Grant 2023. The first payment of \$17,572 has been received
- We received formal notification of our successful application for the Stronger Country Communities Fund Round 5 grant which will fund 5 key community projects. The signed funding deed and first instalment invoice has been submitted.

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

- Drought Community Funding Grant
- Street Light Subsidy
- Emergency Service Levy

#### Successful Applications added as Projects to this Report from last report:

- Stronger Country Community Fund Round 5

### Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| Grant/Project                                                                                                                                    | CM Ref  | Project Manager & Project Dates                                                                                                                          | Description                                                                                                                                                                                                                                                          | Funding Value/<br>Funds Received<br>& Expenses                                            | Status to Date                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Regional Roads Repair Program 2022/23 – Transport NSW</b><br><br><b>General Ledger</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. <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 @ 14th February 2023

| Grant/Project                                                                                                                                                                                                                                                                                                                     | CM Folder          | Project Manager & Project Dates                                                                                  | Description                                                                                                                     | Funding Value/<br>Funds Received<br>& Expenses                                                                                                                                        | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fixing Local Roads (FLR)<br/>Round 3 – Transport NSW</b><br><br><b>General Ledger:<br/>6100-4999-0000</b><br><br><b>Job Cost Code: Tapalin<br/>Mail Road: 9008-4999-<br/>0001</b><br><br><b>Job Cost Code: Euston<br/>Prungle Road:<br/>9015-4499-0001</b><br><br><b>Job Cost Code: Marma Box<br/>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:<br>1. Marma Box Creek Road Sealing,<br>2. Euston Prungle<br>3. Tapalin Mail Road | 1. \$600,000– Grant<br>\$40,000 Council<br>Contribution<br><br>2. \$300,000– Grant<br>\$20,000 Council<br>Contribution<br><br>3. \$412,500– Grant<br>\$27,500 Council<br>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><br>➡ Latest update is there has been no further progress due to weather conditions |

## Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| Grant/Project                                                                                                                                                                                              | CM Folder                            | Project Manager & Project Dates                                                                       | Description                                                                                                                                  | Funding Value/<br>Funds Received & Expenses                                                         | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Roads to Recovery 2019-2024 – Department of Infrastructure, Transport, Regional Development &amp; Communications</b><br><br><b>General Ledger: 6440-4999-0000</b><br><br><b>Revenue: 6440-1100-0000</b> | F19.751<br><br>D22.69092 Expenditure | Vince Scoleri<br><br><b>Project Start Date:</b> May 2020<br><br><b>Project Finish Date:</b> July 2024 | Funding is allocated to 21 road projects. You can view detailed allocation of expenditure at D22.65956 on CM                                 | \$4,997,524                                                                                         | Works in progress. Proposed completion date is 2024.<br><br>All road projects completed except for the following: <ul style="list-style-type: none"> <li>• Kilpatrick Road Resealing,</li> <li>• Weimby Kyalite Road,</li> <li>• Marma Box Creek Road,</li> <li>• Leslie Drive,</li> <li>• Tapalin Mail Road</li> </ul> ➡ Works have stopped due to tender exceeding the budget.                                                                                                                      |
| <b>Everyone Can Play 2022 – Department of Planning, Industry and Environment</b><br><br><b>Job Code: 4682-4999-0013</b>                                                                                    | F22.292                              | Thai Dang<br><br><b>Project Start Date:</b> December 2021<br><b>Project Finish Date:</b> 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>• Project has now commenced<br>• The project is going to tender<br>• Council sent our Request for Quotation to various landscape design firms experience in playgrounds and park with play space<br>• A Progress Report was submitted on the 21 <sup>st</sup> November 2022<br>• Council is preparing the tender document for purchasing the playground equipment |

## Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| Grant/Project                                                                                                                                                                                                               | CM Folder | Project Manager & Project Dates | Description                                                     | Funding Value/<br>Funds Received<br>& Expenses                                                                     | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <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><br><br><b>General Ledger:</b><br><b>1022-1100-0001</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>                                                                 |
| <b>Bidgee Haven Retirement Hostel Expansion Grant – Department of Health</b><br><br><b>Job Code:</b><br><b>2620-4999-0021</b><br><br><b>General Ledger:</b><br><b>2620-1100-0001</b>                                        | F19.244   | General Manager                 | Bidgee Haven Expansion Construction - Specialised Dementia Wing | \$4,680,000<br><br>Milestone 1 Payment:<br>\$500,000 – Receipt 49078                                               | First payment of \$500,000 has been received. <ul style="list-style-type: none"> <li>Project currently on hold</li> <li>A Variation/Project Report was submitted to the funding body on the 13<sup>th</sup> January 2023 (D23.78200 on CM)</li> <li>A project progress meeting with the funding body was held on the 9<sup>th</sup> Feb 2023. Another project progress meeting has been scheduled for March 2023</li> </ul> |

### Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| Grant/Project                                                                                                                                                    | CM Folder                     | Project Manager & Project Dates | Description                                                                                                                                                                                                                                                                                       | Funding Value/ Funds Received & Expenses                                                                                               | Status to Date                                                                                                                                                                                                                                                                                       |
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| <b>Library Subsidy Grant 21/22 – Library Council NSW</b><br><br><b>Job Code:</b><br><b>4520-4999-0012</b><br><br><b>General Ledger:</b><br><b>4520-1100-0000</b> | D22.60803 -                   | Janaya Gaston                   | Annual Library Operational Funding July 2021 – June 2022                                                                                                                                                                                                                                          | <b>Funds Received:</b><br><b>\$68,175</b> - Payment Receipt 54281<br><br>\$47,459 for Operational Funding<br><br>\$20,716 As per below | <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: <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<br>(\$20,176 - \$376)<br>Receipt 54281 as per above                                                 | This amount is the allocation from the \$68,175 received as per above.                                                                                                                                                                                                                               |

### Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| Grant/Project                                                                                                                                                   | CM Folder          | Project Manager & Project Dates                                                                                     | Description                                                                                                                                                                                                                                                                                                                   | Funding Value/<br>Funds Received & Expenses                                | Status to Date                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>Public Library Infrastructure Grant 21/22 – Library Council NSW</b><br><br><b>General Ledger: 4520-1100-0000</b><br><br><b>Job Cost Code: 4520-4999-0018</b> | F22.190<br>F22.204 | Connie Mallet & Janaya Gaston<br><br><b>Project Start Date:</b> May 2022<br><br><b>Project End Date:</b> March 2023 | 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><br>\$67,862 – Receipt 54979 | 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>As at February 2023 works has progressed with key project objectives being achieved and a Progress Report was being compiled for submission |
| <b>Discovery Centre Redevelopment – Far West Joint Organisation</b><br><br><b>Job Code: 6560-4999-0033</b><br><br><b>General Ledger: 6560-4999-0000</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><br>\$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 @ 14th February 2023

| Grant/Project                                                                                                                                                                                                                                                                                            | CM Folder | Project Manager & Project Dates | Description                                                                                                                   | Funding Value/ Funds Received & Expenses                                                                                                                                                                                                                                                                                             | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Market Street Revitalisation – Stage 1 &amp; 2</b><br><b>Department of Industry – Part of Regional Growth Fund - Our Rivers our Region Program</b><br><br><b>Total Value amongst a number of LGA's is \$16,803,000</b><br><br><b>Job Cost Code:</b><br><b>6015-4999-0001</b><br><b>6015-4999-0002</b> | F19.607   | Thai Dang                       | Market Street Improvement activities. Mayall Street to River Street<br><br>This part of the overall grant has been completed. | \$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 @ 14th February 2023

| Grant/Project                                                                                                                                                                                                                                    | CM Folder | Project Manager & Project Dates                                                                     | Description                                                                                                                                                                                                         | Funding Value/<br>Funds Received & Expenses                                                                                                                                                                                                                                                                                                                                    | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Our Rivers Our Region Program (Regional Growth Fund) – Department of Infrastructure, Regional Development and Cities</b><br><br><b>Job Code:</b><br><b>6000-4999-0012</b><br><br><b>Total Value amongst a number of LGA's is \$16,803,000</b> | F19.650   | Thai Dang<br><br><b>Project Start Date:</b><br>01-07-2021<br><b>Project End Date:</b><br>25-01-2022 | Funding is allocated into 3 projects:<br><br>1. Riverfront Enhancement Eco Trails<br><br>2. Swing Bridge Trail Loop<br><br>3. Riverbend Reserve Place-making includes BBQ, toilet, furniture, gym equipment & signs | Balranald Council Value Components:<br><br>\$30,0007 – Riverfront EcoTrail<br><br>\$170,000 for Swing Bridge<br><br>\$444,000 for Riverbend Reserve Place Making<br><br><b>Funds Received to date:</b><br>Please refer to the Our Rivers Our Region Project report as at 30-06-2022 which was compiled by Edna & Submitted for reporting.<br><b>CM reference:</b><br>D22.71719 | 1. The Riverfront Eco Trail project works completed<br>2. Swing Bridge Trail Loop including Swing Bridge widening works completed<br><b>3. Riverbend Reserve is not yet completed due to flooding.</b><br><br><ul style="list-style-type: none"> <li>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</li> <li>On the 8<sup>th</sup> August 2022 Andrea Otto finalised the Variation that was submitted to the funding body for approval.</li> <li>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</li> </ul> <b>Status continued on next page &gt;&gt;</b> |

### Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| Grant/Project                                                                                                                                     | CM Folder | Project Manager & Project Dates | Description | Funding Value/ Funds Received & Expenses | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>Our Rivers Our Region Program (Regional Growth Fund) – Department of Infrastructure, Regional Development and Cities</b><br><br><b>(cont.)</b> | As above  | As above                        | As above    | As above                                 | <p>&gt;&gt; <b>Status Continued from previous page:</b></p> <ul style="list-style-type: none"> <li>On 28<sup>th</sup> November a progress update was sent to Andrea Otto which was provided by Thai Dang</li> <li>In January 2023, we were requested by Andrea Otto to complete a Variation Form for the uncompleted work due to flooding. This was completed, signed and submitted</li> <li>In February 2023 Andrea Otto advised that she was informed by the funding body that they were not allowing the LGAs to extend past the date set in the last variation (August 2022). End of project is scheduled for the 31-05-2023 and the auditors require the end of project report by April 30, 2023. We have been asked to do another Variation of Scope for the elements that are yet to be completed and advise what could be completed by the project end date if any. We are currently reviewing the project in reference to the Variation requirements.</li> </ul> |



## Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| 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><br><br><b>Job Cost Centres:</b><br><b>0229-4999-0001</b><br><b>3182-4999-0001</b><br><b>4682-4999-0010</b><br><b>4684-4999-0013</b><br><b>4664-4999-0006</b><br><b>4606-4999-0003</b><br><b>6450-4999-0002</b><br><b>4687-4999-0003</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: <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> <li>– <b>Letter of Request for Extension sent. Official form is to be submitted by Kerry Jones for the following:</b></li> <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> <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> <b>Status continued on next page &gt;&gt;</b> |

## Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| 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><br><br><b>(Cont.)</b> | As above  | As above                        | As above    | As above                                 | <p>&gt;&gt; <b>Status Continued from previous page:</b></p> <ul style="list-style-type: none"> <li>On the 31<sup>st</sup> Oct 2022 we sent the funding body the completed Annual Report for 30<sup>th</sup> June 2022 and signed Audit Certificate</li> <li>On the 2<sup>nd</sup> November 2022 the signed Annual Report Declaration, Quarterly Report Declaration &amp; Photographic Evidence was sent to the funding body</li> <li>On the 10<sup>th</sup> January 2023 the funding body had questions related to the documents sent</li> <li>On the 13<sup>th</sup> January 2023 we responded to the questions</li> <li>As at 13th February 2023 the project manager for the Theatre Royal Refurbishments project advised that the dance floor upgrade and the Conversation Management Plan have been completed.</li> <li>A pending Variation Form is to be sent to the funding body and is currently awaiting the Acting GM's completion &amp; verification</li> </ul> |

## Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| 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 3 22/23 - Department of Infrastructure, Transport, Regional Development and Communications</b><br><br><b>General Ledger: 6280-1125-0001</b> | F21.478<br><br>Grant Box G22 | Kerry Jones<br><br><b>Project Start Date:</b> 20/10/2021<br><b>Proposed end Date:</b> 31/12/2023 | <b>Projects include:</b><br>Euston Oval-Multicourt Upgrade & Shade Shelter: \$250,000<br><br>Balranald tennis Court Lighting: \$150,000: \$150,000<br><br>Construct new cricket practice nets at Greenham Park: \$60,000<br><br>Construct new cricket pitch to replace damaged pitch at Greenham Park: \$40,000<br><br>Balranald Swimming pool fence & facilities: \$175,000<br><br>Construct/replace 100m of footpaths in Euston: \$150,000<br><br>Construct/replace 200m of footpaths in Balranald: \$250,000<br><br>Heavy Patching Balranald/Ivanhoe Road: \$100,000<br><br>Reseal Weimby Kyalite Road: \$16,000<br><br>Marma Box Creek Rd & Wampo Magenta Rd Intersection Upgrade: \$2330,842 | \$1,665,842<br><br><b>Initial Funding received:</b><br>\$832,921 – Receipt 57227 | A Revised Schedule is to be prepared and submitted to Council for endorsement<br><br><b>Variation to be submitted for reallocation of funds from LRCI Round 2 to LRC1 Round 3</b><br><br>➡ Submitted and waiting for response<br><br>➡ We cannot proceed until Round 2 is completed<br><br>➡ 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<br><br>➡ As at 13-02-2023, the initial funding amount for \$832,921 had been received. Receipt Number 57227 |

## Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| Grant/Project                                                                                                                                          | CM Folder | Project Manager & Project Dates                                                                                                                                                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Funding Value/<br>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 @ 14th February 2023

| Grant/Project                                                                                                                                                                               | CM Folder                     | Project Manager & Project Dates | Description                                                                                                                                                                                                                                                                                                                                                                                | Funding Value/<br>Funds Received<br>& Expenses                                                                                                                                                                                | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>Transport Access Regional Partnerships Funding (TARP) 2019 – 2023 – Transport NSW</b><br><br><b>Job Code:</b><br><b>2670-2405-0002</b><br><b>2670-2405-0001</b><br><b>2670-2405-0003</b> | F22.127<br>F19.277<br>F19.277 | Connie Mallet & Fiona Scoleri   | <p>Includes the following projects/ funding streams:</p> <p><b>Beating Isolation:</b> Providing transport to community based facilities for disadvantaged community members</p> <p><b>Backing Balranald Youth:</b> Transport initiative for Balranald youth</p> <p><b>Building Resources Balranald:</b> To provide funding for at least 12 people to obtain their medium rigid license</p> | <p>\$20,000<br/><b>Invoices to date:</b><br/><b>\$18,347.33 ex GST</b></p> <p>\$25,000<br/><b>Invoices to date:</b><br/><b>\$22,877.40 ex GST</b></p> <p>\$18,000<br/><b>Invoices to date:</b><br/><b>\$17,660 ex GST</b></p> | <p>In Progress.</p> <p>The TARP project has been extended till April 2023</p> <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> <li>As at 13<sup>th</sup> February two evaluation reports were submitted to the funding body being for the Backing Balranald Youth and the Beating Isolation projects. The Building Resources project report is currently being compiled</li> </ul> |

## Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| Grant/Project                              | CM Folder | Project Manager & Project Dates                                                                                          | Description                                                                                                                                                                                                                              | Funding Value/<br>Funds Received<br>& Expenses     | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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> <p>➡ As at 13<sup>th</sup> February 2023 we have been advised that the solar lights will be installed sometime during February 2023 and the shelter for the Information signage is on track to be built before the signage is delivered next month (March 2023)</p> |

## Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| 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>➤ 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> <li>➤ The first progress report was submitted to the funding body on the 31<sup>st</sup> January 2023</li> </ul> |

## Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| 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><br>\$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 @ 14th February 2023

| 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                                                                             | As at the 13 <sup>th</sup> February 2023, the Senior's Tech Savvy 12 weeks program was in progress                                                                                                                                                                                                                                                              |
| <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 had been received<br><br>As at 13 <sup>th</sup> February 2023 this project is completed and expended and will be taken off this report next month |
| <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<br>\$ 71,443.20 – Receipt 57377 | Works currently in progress.<br><br>As at 13 <sup>th</sup> February we have received funds for \$47,628.80 + \$23,814.40 – Receipt 57377                                                                                                                                                                                                                        |

### Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| 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:<br/>6080-1102-0000<br/>6080-1104-0000<br/>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<br><br>Second instalment of \$660,000 has been received – Receipt 57351 | 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>Councils Block Grant Agreement</li> <li>Letter from West Region Director, Alistair Lunn</li> <li>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> <li>As at the 13<sup>th</sup> February 2023 the second instalment of \$660,000 was received</li> </ul> |

## Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| 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><br><br><b>Job Codes:</b><br><b>6560-2085-0001</b><br><b>6560-2085-0002</b><br><b>6560-2085-0003</b><br><b>6560-2085-0004</b><br><br><b>General Ledger:</b><br><b>6560-1100-0011</b> | F22.193   | Connie Mallet   | 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. Our application proposed the funding of 4 events including: <ul style="list-style-type: none"> <li>The Sounds &amp; Scribble Youth Summer Festival – <b>6560-2085-0001 \$44,250</b></li> <li>The Salami Festival Euston – <b>6560-2085-0002 \$44,554</b></li> <li>SW Arts Regional Events &amp; Touring Program – <b>6560-2085-0003 \$50,000</b></li> <li>Stop Shop Stay Market Day (Christmas Market Day-supporting local businesses) – <b>6560-2085-0004 \$12,050</b></li> </ul> | \$150,854<br><br><b>Funds Received:</b><br>80% of funds received.<br>\$129,683,20 – Receipt 46475 | <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> <p>As at 13<sup>th</sup> February 2023. Two events have been delivered and a Variation for time extension is being submitted for the SW Arts Program &amp; for the Youth Festival</p> |

## Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| Grant/Project                                                                                                            | CM Folder        | Project Manager | Description                                                   | Funding Value/<br>Funds Received<br>& Expenses                                            | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department of Regional NSW<br/>Regional Youth - Summer<br/>Holiday Break 22/23</b>                                    | CM Box<br>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> <li>• On the 16<sup>th</sup> December we submitted the signed funding deed and invoice</li> <li>• As at 13<sup>th</sup> February 2023 we will be seeking a time extension Variation to deliver the program next holidays</li> </ul> |
| <b>National Australia Day<br/>Council - Australia Day<br/>Grant 2023</b><br><br><b>Job Cost Code:<br/>0548-2170-0001</b> | CM Box<br>G22/24 | Connie Mallet   | Funding for Australia Day events in Balranald and Euston 2023 | \$19,968.00<br><br><b>Funds received:</b><br>First Payment<br>\$17,572 –<br>Receipt 57072 | <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>• On the 14<sup>th</sup> December 2022 we submitted the signed funding deed</li> <li>• First payment of \$17,572 was received on the 16<sup>th</sup> December 2022</li> <li>• As at 13<sup>th</sup> February 2023 the Australia event was staged at both Balranald &amp; Euston and we are in the process of receiving invoices and compiling the acquittal report</li> </ul>                                   |

### Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| Grant/Project                                                  | CM Folder                               | Project Manager                                                                                              | Description                                                                                     | Funding Value/<br>Funds Received &<br>Expenses  | Status to Date                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>Community Building Partnership Grant 2022</b>               | F22.346<br><br>CM Box<br>G22/5          | 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> <li>• As at 13<sup>th</sup> February 2023 we are finalising the Funding Deed documentation for submission</li> </ul> |
| <b>Transport NSW Fixing Local Roads Pothole Repair Program</b> | Application D22.74745<br>Folder 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 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>                                                                             |

### Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| Grant/Project                                                        | CM Folder | Project Manager | Description                                                                                                                                                                                                                                      | Funding Value/<br>Funds Received &<br>Expenses                       | Status to Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>Office of Responsible Gambling – Community Contribution Panel</b> | F22.220   | Connie Mallet   | Funds from the Euston Club to be evenly allocated between Maari Ma Health Aboriginal Cooperation, Strengthening Community Access, Inclusion & Wellbeing Advisory Committee (under the auspice of Balranald Shire Council) and Mallee Family Care | Funds to Council's Advisory Committee: \$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> <p>As at 13<sup>th</sup> February 2023 we are finalising the documentation and requirements requested by the funding body</p> |

### Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

| Grant/Project                                      | CM Folder                                   | Project Manager                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Funding Value/<br>Funds Received &<br>Expenses                                         | 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 | <ul style="list-style-type: none"> <li>• <b>Kyalite Memorial Park Rest Area:</b> to include 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> </ul> | <b>Balranald Shire Council Allocation:</b><br>\$943,758 for Council Community Projects | <ul style="list-style-type: none"> <li>• Letter to the GM from the Deputy Premier on 4<sup>th</sup> August 2022 re announcement.</li> <li>• 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</li> <li>• On 22<sup>nd</sup> December 2022 we received notification of our success</li> <li>• On the 31<sup>st</sup> January 2023 we submitted the Signed Funding Deed</li> </ul> |

## Balranald Shire Council Grants/Projects Update Summary as @ 14th February 2023

### 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>Library Council Public Library Infrastructure Fund 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 Gambling NSW Community Development Fund Round</b>                                     | CM Box 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 Fixing Local Roads Round 4 2022/2023</b>                                                      | CM Box 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>                 |



**9.3 TOURISM & DESTINATION MARKETING QUARTERLY REPORT - OCTOBER TO DECEMBER 2022**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D23.79622</b>                                                                                                                     |
| <b>Reporting Officer:</b>          | <b>Connie Mallet, Tourism, Communications, &amp; Events Coordinator</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 provide Council with an update on Tourism activity and provide the quarterly report on statistics and activities that took place in the Tourism, Communications and Events area of Council during the reporting period.

**REPORT**

As the visitor related statistics show, this quarter's visitor activities were severely impacted by the flood events which occurred during the quarter. Nevertheless, the Tourism, and Events area department was active in delivering a number of projects and supporting various events, happenings and activities. The Tourism, and Events area were also active in maintaining ongoing marketing and media related activities and promotions.

Key highlights for the quarter include.

- Regardless of the floods hampering travel and impacting on visitor numbers, the social media marketing and promotional strategy continued to produce wonderful results with an average investment of \$100 per promotional posts and page adverts (see social media statistics).
- Council was active in staging, funding or supporting various events during the quarter including:
  - Balranald's 5 Rivers Outback Festival
  - The Great Murray River Salami Festival (Euston)
  - The Balranald Races
  - Stop Shop Stay Market Day event
- Council continued to be involved in regional destination development activities and economic development meetings during the quarter including:
  - REDS (Regional Economic Development Strategy) Strategy Draft Workshop
  - Riverina Economic Development Officers Meeting
  - Robinvale/Euston Workforce Network Workshop
- In December staff attended Australia Day Committee meetings in support of event management planning and in writing and submitting the grant application which was successful in receiving a grant to stage 2 Australia Day events – Balranald and Euston
- Staff ran a series of multi-media promotional and marketing activities to promote shopping in Balranald for Christmas and the Stop Shop Stay Market Day event.

- Staff attended community meetings in support of or in relation to tourism and economic development projects and events.

**FINANCIAL IMPLICATION**

Nil

**LEGISLATIVE IMPLICATION**

Nil

**POLICY IMPLICATION**

Nil

**RISK RATING**

Moderate – High Community Interest in the Operations of Tourism Activities.

**ATTACHMENTS**

1. Tourism Quaterly Report - October to December 2022 [!\[\]\(609f3372828e3526d7ce4ba9a1b5248e\_img.jpg\) !\[\]\(43feb9e0a79707a6447da1ea973c9814\_img.jpg\)](#)



## Tourism & Destination Marketing Quarterly Report (October - December 2022)

### Key Highlights for the October – December 2022 Quarter

- **As our visitor related statistics show, this quarter's visitor activities were severely impacted by the flood events which occurred during the quarter.** Nevertheless, our department was active in delivering a number of projects and supporting various events, happenings and activities. We were also active in maintaining ongoing marketing and media related activities and promotions.
- Regardless of the floods hampering travel and impacting on visitor numbers, our social media marketing and promotional strategy continued to produce wonderful results with an average investment of \$100 per promotional posts and page adverts (see social media stats). This investment is consistently achieving high engagement numbers with our targeted geographical markets which are set behind our social media page. Our social media promotions are also translating into increased website and phone enquiries which are also measured and collated.
- We were active in staging, funding or supporting various events during the quarter including:
  - Balranald's 5 Rivers Outback Festival
  - The Great Murray River Salami Festival (Euston)
  - The Balranald Races
  - Stop Shop Stay Market Day event
- We continued to be involved in regional destination development activities and economic development meetings during the quarter including:
  - REDS (Regional Economic Development Strategy) Strategy Draft Workshop
  - Riverina Economic Development Officers Meeting
  - Robinvale/Euston Workforce Network Workshop
- In December we attended Australia Day Committee meetings in support of event management planning and in writing and submitting the grant application which was successful in receiving a grant to stage 2 Australia Day events – Balranald and Euston
- We ran a series of multi-media promotional and marketing activities to promote shopping in Balranald for Christmas and the Stop Shop Stay Market Day event. Media and mediums included:
  - Print media adverts in various publications with QR codes linked to a web landing page promoting all our local retailers and business operators and their Christmas offerings
  - A series of Radio commercials as well as live broadcasting in Balranald on Market Day
  - Social Media promotional posts and page adverts
  - Posters displayed on all shop windows
  - Council's Newsletter & Flyers via Direct Mail
- Attended the following community meetings in support of or in relation to tourism and economic development projects and events:
  - Australia Day Committee Meetings
  - GBITAC Committee Meetings
  - SCAIW Advisory Committee Meetings
  - Balranald Inc Monthly Meetings
  - Beautification Advisory Committee Meetings
  - Balranald Football Club AGM
  - Murrumbidgee Classic Fishing Competition Committee Meetings



## Tourism & Destination Marketing Quarterly Report (October - December 2022)

**Statistics – (Visitor statistics were impacted by the flood events which occurred during the quarter)**

| Medium                                       | Results/Total this Quarter | %Change to last Quarter |
|----------------------------------------------|----------------------------|-------------------------|
| VIC Walk In                                  | 2689                       | 39% ↓                   |
| Interpretive Pavilion Walk In                | 3381                       | 42% ↓                   |
| Bookings & Enquiries<br>(Phone, emails, web) | 336                        | 32% ↑                   |
| Merchandise Sales                            | \$14,482.35                | 33% ↓                   |

| Social Media – Facebook                                       | Results/Total this Quarter | %Change to last Quarter |
|---------------------------------------------------------------|----------------------------|-------------------------|
| People Reach                                                  | 379,299                    | 8% ↑                    |
| People Engagement with Posts<br>(Comments, likes, shares)     | 76,543                     | 117% ↑                  |
| Video Stories (organic views)                                 | 3,424                      | 114% ↑                  |
| Page Likes                                                    | 11,218                     | 3% ↑                    |
| Discover Balranald & Surrounds<br>Website (launched Aug 2016) | Results/Total this Quarter | %Change to last Quarter |
| Website Visits<br>As at 31-12-2022                            | 118,146                    | 6% ↑                    |



## Tourism & Destination Marketing Quarterly Report (October - December 2022)

### Content & Activities for the Quarter

| Medium/Activity                     | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Results/Comments                                                                                                                           |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Media Promotions</b>             | <p>We ran a series of multi-media promotional and marketing activities to promote shopping in Balranald for Christmas and the Stop Shop Stay Market Day event. This included:</p> <ul style="list-style-type: none"> <li>• Print media adverts in various publications with QR codes linked to a web landing page promoting all our local retailers and business operators and their Christmas offerings</li> <li>• A series of Radio commercials as well as live broadcasting in Balranald on Market Day</li> <li>• Social Media promotional posts and page adverts</li> <li>• Posters displayed on all shop windows</li> <li>• Council's Newsletter</li> <li>• Mail drop</li> </ul> | These promotional activities translated into phone, email and web enquiries as well as social media engagement with our targeted audiences |
| <b>Social Media Content</b>         | <p>Promotional posts and organic video stories for the quarter included the following:</p> <ul style="list-style-type: none"> <li>• The Bal-Archies Art Exhibition</li> <li>• The 5 Rivers Outback Festival</li> <li>• Street Market on Market Street</li> <li>• Southern Bell Frog</li> <li>• Balranald Races</li> <li>• The Murray River Salami Festival</li> <li>• ANZAC Day</li> <li>• Balranald Discovery Centre precinct</li> <li>• Stop Shop Stay Market Day Event</li> <li>• Shopping in Balranald Shire for Christmas</li> <li>• All you can See and Do for the holidays</li> <li>• Christmas Greetings</li> <li>• Agatha Christie at Yanga National Park</li> </ul>         | The total results of these posts and video stories can be viewed in the statistics                                                         |
| <b>Community Social Media Pages</b> | <ul style="list-style-type: none"> <li>• Weekly posts and communications are posted on all community pages including Euston/Robinvale. Posts included monthly calendar of events, happenings, announcements, specific events, openings etc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                | Posts are posted on a weekly basis on community pages                                                                                      |



## Tourism & Destination Marketing Quarterly Report (October - December 2022)

| Medium/Activity                               | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Results/Comments                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Events &amp; Events related activities</b> | <p>Events that <b>Council either staged, funded and/or supported via marketing</b> during the quarter included:</p> <ul style="list-style-type: none"> <li>• Australia Balranald 5 Rivers Festival</li> <li>• The Great Murray River Salami Festival (Euston)</li> <li>• The Balranald Races</li> <li>• Stop Shop Stay Market Day event</li> </ul> <p>We also promoted a series of <b>community events</b> via our monthly events calendar and social media posts on various community social media pages.</p>                                                                                           | <p>The Great Murray River Salami Festival was partly funded via the Reconnecting Regional NSW Community Events Program for a total of \$44,554 and fully funded the Stop Shop Stay Market for a total of \$12,050. This was a successful grant application we applied for in 2022 which is funding 4 separate events.</p> |
| <b>Community Support</b>                      | <p>During the quarter we supported various community groups and committees for a variety of activities, events and projects. Groups supported included:</p> <ul style="list-style-type: none"> <li>• Australia Day Committee Meetings</li> <li>• GBITAC Committee Meetings</li> <li>• SCAIW Advisory Committee Meetings</li> <li>• Balranald Inc Monthly Meetings</li> <li>• Beautification Advisory Committee Meetings</li> <li>• Balranald Football Club AGM</li> <li>• Friends of Southern Cross Committee Meetings</li> <li>• Murrumbidgee Classic Fishing Competition Committee Meetings</li> </ul> | <p>The community support and engagement really help to build rapport, trust and collaboration with Council. It also helps to deliver great outcomes and opportunities for the community for the good of the community.</p>                                                                                                |

**9.4 REPORT ON AREAS ON COUNCIL'S FINANCIAL OPERATIONS TO 31 JANUARY 2023**

**File Number:** D23.79640

**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 31 January 2023.

**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

Statement of Currency of Work within the Finance Function of Council

**REPORT****1 Investments****a. Investments to 31 December 2022**

Council's total cash and investments including cash as at 31 December 2022 is \$23,385,162. This is an decrease of \$626,496 on the previous month's total of \$24,011,658. It should be noted the balance of Council's cash at bank account changes daily with revenue receipted and payments made.

Receipts for December 2022 included: -

- Medicare Rebate – \$173 687
- NSW Rural Fire Service – M&R - \$107 100
- Pothole Repair Program - \$543 445
- FLR1 Weimby Upgrade - \$18 792

Payments for December 2022 included: -

- Consultants - \$42 494
- Emergency Services Payment - \$92 780
- Plant Hire - \$60 449
- Hostel Software - \$69 025
- Levee Bank Works - \$267 754
- Upgrade Raw Water Pump Station - \$81 888
- Vehicle - \$57 241
- Caravan Park Amenities Work - \$61 050

Reporting of interest earned on all investments has been revamped for 2022/23 to include monthly interest earned, rather than just those investments which have matured, and interest monies deposited into Council's bank account. This report is listed below.

Term Deposit investments are \$21,000,000 as at,31 December 2022

A summary of Council's investment and cash balances as at, 31 December 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+       |             |            | matured       |                               |                       | \$ 17.26       | \$ 2,830.64                                 |
| <a href="#">NAB Bank</a>                                      | A-1+       |             |            | matured       |                               |                       | \$ 78.08       | \$ 13,507.84                                |
| <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="#">NAB Bank</a>                                      | A-1+       | 180         | 2/12/2022  | 31/05/2023    | 4.05%                         | 1,000,000             | \$ 110.96      | \$ 19,972.60                                |
| <a href="#">NAB Bank</a>                                      | A-1+       | 180         | 7/12/2022  | 5/06/2023     | 4.10%                         | 1,000,000             | \$ 112.33      | \$ 20,219.18                                |
| <a href="#">NAB Bank</a>                                      | A-1+       | 183         | 12/12/2022 | 13/06/2023    | 4.10%                         | 1,000,000             | \$ 112.33      | \$ 32,687.67                                |
| <a href="#">NAB Bank</a>                                      | A-1+       | 210         | 21/12/2022 | 19/07/2023    | 4.21%                         | 1,000,000             | \$ 115.34      | \$ 22,261.10                                |
| <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 2.59%                | \$21,000,000          |                | \$ 374,033.20                               |
| Total At Call Accounts                                        |            |             |            |               |                               | 2,017,669             |                | \$22,809.80                                 |
| Total Investments as at 31 December 2022                      |            |             |            |               |                               | \$ 23,017,669         |                | \$ 396,843.00                               |

|                                                       |                    |
|-------------------------------------------------------|--------------------|
| Interest Earned on Term Deposits for December 2022    | \$45,055.98        |
| Interest Earned on At Call accounts for December 2022 | \$2,855.15         |
| Total Interest on Investments for December 2022       | <u>\$47,911.13</u> |

|                                                        |                                        |                     |    |                |
|--------------------------------------------------------|----------------------------------------|---------------------|----|----------------|
| 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         |
|                                                        |                                        |                     | \$ | <u>95,000</u>  |
| YTD Interest on Investments                            | Term Deposits                          |                     | \$ | 374,033        |
|                                                        | At Call - 1st July to 31 December 2022 |                     | \$ | <u>22,810</u>  |
|                                                        |                                        |                     | \$ | <u>396,843</u> |

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

| Financial Institutions | Ratings | Composition % | Amount ('000) |
|------------------------|---------|---------------|---------------|
| Westpac                | A-1+    | 21.78         | 5,011         |
| AMP                    | A-2     | 4.34          | 1,000         |
| CBA                    | A-1+    | 21.72         | 5,000         |
| MAC                    | A-1     | 17.40         | 4,006         |
| Tcorp                  | A-1+    | 0.00          |               |
| BOQ                    | A-2     | 8.69          | 2,000         |
| NAB                    | A-1+    | 26.07         | 6,000         |
| <b>Total</b>           |         | <b>100.00</b> | <b>23,017</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 December 2022.

|                                                           |                           |  |                      |
|-----------------------------------------------------------|---------------------------|--|----------------------|
| <b>Details of Restrictions</b>                            |                           |  |                      |
| <b>External Restrictions</b>                              |                           |  |                      |
| 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            |
|                                                           |                           |  |                      |
| <b>Internal Restrictions</b>                              |                           |  |                      |
| Caravan Park                                              |                           |  | \$ 485,600           |
| Bidgee Haven Hostel Bonds                                 |                           |  | \$ 1,813,377         |
| Other                                                     |                           |  | \$ 8,779,514         |
|                                                           | <b>Total Restrictions</b> |  | <b>\$ 19,032,997</b> |
|                                                           |                           |  |                      |
| <b>Unrestricted Cash Investments</b>                      |                           |  | \$4,352,165          |
|                                                           | <b>Total Investments</b>  |  | <b>\$ 23,385,162</b> |

## SUMMARY

Council currently holds \$23,385,162 in Cash and Investments. The average interest rate trend has increased for December 2022 being 2.59% 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.

### **b. Investments to 31 January 2023**

Council's total cash and investments including cash as at 31 January 2023 is \$24,544,301. This is an increase of \$1,159,139 on the previous month's total of \$23,385,162. It should be noted the balance of Council's cash at bank account changes daily with revenue receipted and payments made.

Receipts for January 2023 included: -

- RTA Block Grant - \$660 000
- Transport NSW Q2 - \$71 443
- LRCI3 - \$832 921
- BAS Refund - \$75 887

Payments for January 2023 included: -

- Consultants - \$21 450
- Plant Hire - \$168 159
- Fuel - \$18 951
- Electricity - \$34 272

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 \$22,500,000 as at, 31 January 2023

A summary of Council's investment and cash balances as at, 31 January 2023 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         |            | matured       |                               |                     | \$ 98.08       | \$ 11,867.68                                |
| <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="#">Macquarie Bank</a>                                | A-1        | 365         | 25/01/2023 | 25/01/2024    | 4.35%                         | 1,000,000           | \$ 119.18      | \$ 18,472.60                                |
| <a href="#">NAB Bank</a>                                      | A-1+       |             |            | matured       |                               |                     | \$ 17.26       | \$ 2,830.64                                 |
| <a href="#">NAB Bank</a>                                      | A-1+       |             |            | matured       |                               |                     | \$ 78.08       | \$ 13,507.84                                |
| <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="#">NAB Bank</a>                                      | A-1+       | 180         | 2/12/2022  | 31/05/2023    | 4.05%                         | 1,000,000           | \$ 110.96      | \$ 19,972.60                                |
| <a href="#">NAB Bank</a>                                      | A-1+       | 180         | 7/12/2022  | 5/06/2023     | 4.10%                         | 1,000,000           | \$ 112.33      | \$ 20,219.18                                |
| <a href="#">NAB Bank</a>                                      | A-1+       | 183         | 12/12/2022 | 13/06/2023    | 4.10%                         | 1,000,000           | \$ 112.33      | \$ 32,687.67                                |
| <a href="#">NAB Bank</a>                                      | A-1+       | 210         | 21/12/2022 | 19/07/2023    | 4.21%                         | 1,000,000           | \$ 115.34      | \$ 22,261.10                                |
| <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           | \$ 80.55       | \$ 26,258.63                                |
| <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                                 |
| <a href="#">Commonwealth Bank</a>                             | A-1+       | 360         | 16/01/2023 | 11/01/2024    | 4.64%                         | 1,500,000           | \$ 163.56      | \$ 27,151.23                                |
| Total Term Deposits                                           |            |             |            |               | Avg Rate 2.69%                | \$22,500,000        |                | \$ 419,567.46                               |
| Total At Call Accounts                                        |            |             |            |               |                               | 11,943              |                | \$23,257.80                                 |
| Total Investments as at 31 January 2023                       |            |             |            |               |                               | \$ 22,511,943       |                | \$ 442,825.26                               |

|                                                      |                    |
|------------------------------------------------------|--------------------|
| Interest Earned on Term Deposits for January 2023    | \$46,503.10        |
| Interest Earned on At Call accounts for January 2023 | \$448.00           |
| Total Interest on Investments for January 2023       | <u>\$46,951.10</u> |

|                                                        |                                       |                     |    |                |
|--------------------------------------------------------|---------------------------------------|---------------------|----|----------------|
| 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         |
|                                                        |                                       |                     | \$ | <u>95,000</u>  |
| YTD Interest on Investments                            | Term Deposits                         |                     | \$ | 419,567        |
|                                                        | At Call - 1st July to 31 January 2023 |                     | \$ | <u>23,258</u>  |
|                                                        |                                       |                     | \$ | <u>442,825</u> |

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

| Financial Institutions | Ratings | Composition % | Amount ('000) |
|------------------------|---------|---------------|---------------|
| Westpac                | A-1+    | 17.83         | 4,012         |
| AMP                    | A-2     | 4.44          | 1,000         |
| CBA                    | A-1+    | 28.87         | 6,500         |
| MAC                    | A-1     | 13.33         | 3,000         |
| Tcorp                  | A-1+    | 0.00          |               |
| BOQ                    | A-2     | 8.88          | 2,000         |
| NAB                    | A-1+    | 26.65         | 6,000         |
| <b>Total</b>           |         | <b>100.00</b> | <b>22,512</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 January 2023.

|                                                           |                           |  |                      |
|-----------------------------------------------------------|---------------------------|--|----------------------|
| <b>Details of Restrictions</b>                            |                           |  |                      |
| <b>External Restrictions</b>                              |                           |  |                      |
| 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            |
|                                                           |                           |  |                      |
| <b>Internal Restrictions</b>                              |                           |  |                      |
| Caravan Park                                              |                           |  | \$ 485,600           |
| Bidgee Haven Hostel Bonds                                 |                           |  | \$ 1,813,377         |
| Other                                                     |                           |  | \$ 8,779,514         |
|                                                           | <b>Total Restrictions</b> |  | <b>\$ 19,032,997</b> |
|                                                           |                           |  |                      |
| <b>Unrestricted Cash Investments</b>                      |                           |  | \$5,511,304          |
|                                                           | <b>Total Investments</b>  |  | <b>\$ 24,544,301</b> |

## SUMMARY

Council currently holds \$24,544,301 in Cash and Investments. The average interest rate trend has increased for January 2023 being 2.69% 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****a. Bank Reconciliation to 31 December 2022**

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

|                                                   |                |
|---------------------------------------------------|----------------|
|                                                   |                |
| Opening Cashbook Balance                          | 1,196,844      |
| Plus Receipts                                     | 2,991,130      |
| Less Payments                                     | (3,820,481)    |
| <b>Cashbook Balance at 31 December 2022</b>       | <b>367,493</b> |
|                                                   |                |
| <b>Statement Summary</b>                          |                |
| Opening Statement Balance                         | 1,176,955      |
| Plus Receipts                                     | 3,012,831      |
| Less Payments                                     | (3,820,181)    |
| <b>Bank Statement Balance at 31 December 2022</b> | <b>369,606</b> |
| Plus Unpresented Receipts                         | 1,065          |
| Less Unpresented Payments                         | (3,178)        |
| <b>Reconciliation Balance at 31 December 2022</b> | <b>367,493</b> |

**b. Bank Reconciliation to 31 January 2023**

The bank reconciliation on the Westpac cash account, or operating account, has been reconciled as at, 31 January 2023 and is shown below:

|                                                  |                  |
|--------------------------------------------------|------------------|
|                                                  |                  |
| Opening Cashbook Balance                         | 367,493          |
| Plus Receipts                                    | 3,948,572        |
| Less Payments                                    | (2,283,707)      |
| <b>Cashbook Balance at 31 January 2023</b>       | <b>2,032,358</b> |
|                                                  |                  |
| <b>Statement Summary</b>                         |                  |
| Opening Statement Balance                        | 369,606          |
| Plus Receipts                                    | 3,948,347        |
| Less Payments                                    | (2,283,566)      |
| <b>Bank Statement Balance at 31 January 2023</b> | <b>2,034,386</b> |
| Plus Unpresented Receipts                        | 1,290            |
| Less Unpresented Payments                        | (3,319)          |
| <b>Reconciliation Balance at 31 January 2023</b> | <b>2,032,358</b> |



## 3. STATEMENT OF RATES AND CHARGES

|  |  | Balranald Shire Council - Statement of Rates and Charges |  |       |                  |  |  |  |  |
|--|--|----------------------------------------------------------|--|-------|------------------|--|--|--|--|
|  |  |                                                          |  | As at | 31 December 2022 |  |  |  |  |
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| Balranald Shire Council - Statement of Rates and Charges |                               |                       |                       |                                           |                                             |                       |                                          |                                                       |
|----------------------------------------------------------|-------------------------------|-----------------------|-----------------------|-------------------------------------------|---------------------------------------------|-----------------------|------------------------------------------|-------------------------------------------------------|
|                                                          |                               | As at                 |                       | 9 February 2023                           |                                             |                       |                                          |                                                       |
| Income Category                                          | Nett Arrears<br>1st July 2022 | 2022/23 Nett<br>Levy  | Total<br>Receivable   | Amount Collected as at<br>9 February 2023 | Collection as a %<br>of Total<br>Receivable | Arrears<br>Amount     | Arrears as a %<br>of Total<br>Receivable | Nett Arrears<br>1 July 2022<br>as a % of<br>Nett Levy |
| General Fund Rates incl Interest / Legal charges         | \$121,800.98                  | \$3,159,028.94        | \$3,280,829.92        | \$2,300,145.68                            | 70.11%                                      | \$980,684.24          | 29.89%                                   | 3.86%                                                 |
| Waste Management Charges                                 | \$21,056.95                   | \$437,181.39          | \$458,238.34          | \$302,228.10                              | 65.95%                                      | \$156,010.24          | 34.05%                                   | 4.82%                                                 |
| Stormwater Levy Charges                                  | \$1,220.45                    | \$19,261.16           | \$20,481.61           | \$12,910.94                               | 63.04%                                      | \$7,570.67            | 36.96%                                   | 6.34%                                                 |
| Water Fund - Access Charges                              | \$52,483.20                   | \$891,622.04          | \$944,105.24          | \$623,987.73                              | 66.09%                                      | \$311,634.04          | 33.01%                                   | 5.89%                                                 |
| Sewerage Fund - Annual Charges                           | \$34,045.03                   | \$703,342.50          | \$737,387.53          | \$491,017.89                              | 66.59%                                      | \$246,369.64          | 33.41%                                   | 4.84%                                                 |
|                                                          | <b>\$230,606.61</b>           | <b>\$5,210,436.03</b> | <b>\$5,441,042.64</b> | <b>\$3,730,290.34</b>                     | <b>68.56%</b>                               | <b>\$1,702,268.83</b> | <b>31.29%</b>                            | <b>4.43%</b>                                          |
| Water Fund - Consumption Charges                         | \$63,981.44                   | \$422,713.23          | \$486,694.67          | \$272,861.43                              | 56.06%                                      | \$213,833.24          | 43.94%                                   | 15.14%                                                |
| Sewerage Fund - Usage Charges Non Residential            | \$3,725.48                    | \$54,265.19           | \$57,990.67           | \$38,045.25                               | 65.61%                                      | \$19,945.42           | 34.39%                                   | 6.87%                                                 |
|                                                          | <b>\$67,706.92</b>            | <b>\$476,978.42</b>   | <b>\$544,685.34</b>   | <b>\$310,906.68</b>                       | <b>57.08%</b>                               | <b>\$233,778.66</b>   | <b>42.92%</b>                            | <b>14.19%</b>                                         |
| <b>Total 2022/23</b>                                     | <b>\$298,313.53</b>           | <b>\$5,687,414.45</b> | <b>\$5,985,727.98</b> | <b>\$4,041,197.02</b>                     | <b>67.51%</b>                               | <b>\$1,936,047.49</b> | <b>32.34%</b>                            | <b>5.25%</b>                                          |

#### 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 31 January 2023 | Remaining Budget | Anticipated 30 June 2023 | YTD Actual % |
|----------------------------------------------|------------------|------------------------------------|------------------------------------------------|----------------------------|------------------|--------------------------|--------------|
| <b>REVENUE</b>                               |                  |                                    |                                                |                            |                  |                          |              |
| Fees                                         | \$500,000        | \$80,000                           | -\$50,000                                      | \$278,029                  | \$251,971        | \$530,000                | 52.5%        |
| Washing Machine Charges                      | \$3,500          |                                    |                                                | \$2,663                    | \$837            | \$3,500                  | 76.1%        |
| Caravan Park - Merchandise Sales             | \$500            | \$1,500                            |                                                | \$1,481                    | \$519            | \$2,000                  | 74.1%        |
|                                              |                  |                                    |                                                |                            |                  |                          |              |
| <b>TOTAL OPERATING REVENUE</b>               | <b>\$504,000</b> | <b>\$81,500</b>                    | <b>-\$50,000</b>                               | <b>\$282,173</b>           | <b>\$253,327</b> | <b>\$535,500</b>         | <b>52.7%</b> |
|                                              |                  |                                    |                                                |                            |                  |                          |              |
| <b>EXPENDITURE</b>                           |                  |                                    |                                                |                            |                  |                          |              |
| Salaries                                     | \$166,800        | \$63,200                           |                                                | \$134,201                  | \$95,799         | \$230,000                | 58.3%        |
| Caravan Park Advertising                     | \$1,200          |                                    |                                                | \$388                      | \$812            | \$1,200                  | 32.3%        |
| Bank Charges                                 | \$3,300          |                                    |                                                | \$2,232                    | \$1,068          | \$3,300                  | 67.6%        |
| Caravan Park - Cleaning Materials            | \$10,000         |                                    |                                                | \$3,611                    | \$6,389          | \$10,000                 | 36.1%        |
| Electricity - Operational                    | \$30,000         |                                    |                                                | \$16,835                   | \$13,165         | \$30,000                 | 56.1%        |
| Admin Charges - Sals, Rates/Charges, Insur,  | \$105,960        |                                    |                                                | \$61,810                   | \$44,150         | \$105,960                | 58.3%        |
| Caravan Park - Legal Expenses                | \$2,000          |                                    |                                                | \$0                        | \$2,000          | \$2,000                  | 0.0%         |
| Caravan Park - Software Support              | \$4,000          |                                    |                                                | \$2,652                    | \$1,348          | \$4,000                  | 66.3%        |
| Telephone                                    | \$500            | \$2,500                            |                                                | \$1,431                    | \$1,569          | \$3,000                  | 47.7%        |
| Caravan Park R & M                           | \$47,000         |                                    |                                                | \$43,266                   | \$3,734          | \$47,000                 | 92.1%        |
| Caravan Park - Consumables GST               | \$30,000         |                                    |                                                | \$16,091                   | \$13,909         | \$30,000                 | 53.6%        |
| Caravan Park - Consumables No GST            | \$10,000         |                                    |                                                |                            | \$10,000         | \$10,000                 | 0.0%         |
| Depreciation                                 | \$53,000         |                                    |                                                | \$30,916                   | \$22,084         | \$53,000                 | 58.3%        |
| <b>TOTAL OPERATING EXPENDITURE</b>           | <b>\$463,760</b> | <b>\$65,700</b>                    | <b>\$0</b>                                     | <b>\$313,433</b>           | <b>\$216,027</b> | <b>\$529,460</b>         | <b>59.2%</b> |
|                                              |                  |                                    |                                                |                            |                  |                          |              |
| <b>NET OPERATING SURPLUS / DEFICIT</b>       | <b>\$40,240</b>  | <b>\$15,800</b>                    | <b>-\$50,000</b>                               | <b>-\$31,260</b>           | <b>\$37,300</b>  | <b>\$6,040</b>           |              |
|                                              |                  |                                    |                                                |                            |                  |                          |              |
| <b>CAPITAL</b>                               |                  |                                    |                                                |                            |                  |                          |              |
| <b>Capital Revenue</b>                       |                  |                                    |                                                |                            |                  |                          |              |
| Capital Grants - CRIF                        | \$772,000        | -\$500                             |                                                | \$253,000                  | \$518,500        | \$771,500                | 32.8%        |
| Transfer from Restriction                    | \$0              |                                    |                                                |                            | \$0              | \$0                      |              |
| <b>Total Capital Revenue</b>                 | <b>\$772,000</b> | <b>-\$500</b>                      | <b>\$0</b>                                     | <b>\$253,000</b>           | <b>\$518,500</b> | <b>\$771,500</b>         |              |
|                                              |                  |                                    |                                                |                            |                  |                          |              |
| <b>Capital Expenditure</b>                   |                  |                                    |                                                |                            |                  |                          |              |
| CRIF Grant Expenditure                       | \$772,000        | -\$500                             |                                                | \$253,000                  | \$518,500        | \$771,500                | 32.8%        |
| 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>\$253,000</b>           | <b>\$524,540</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>-\$31,260</b>           | <b>\$31,260</b>  | <b>\$0</b>               |              |

| SUMMARY                               |                 |                                    |                                                |                            |                  |                          |
|---------------------------------------|-----------------|------------------------------------|------------------------------------------------|----------------------------|------------------|--------------------------|
|                                       |                 |                                    |                                                |                            |                  |                          |
| Caravan Park 2022/23                  | Original Budget | Variations to Budget September QBR | Proposed Amendments to Budget for December QBR | Actual YTD 31 January 2023 | Remaining Budget | Anticipated 30 June 2023 |
|                                       |                 |                                    |                                                |                            |                  |                          |
| Total Operating Revenue               | \$504,000       | \$81,500                           | \$50,000                                       | \$282,173                  | \$253,327        | \$535,500                |
| Total Operating Expenditure           | \$463,760       | \$65,700                           | \$0                                            | \$313,433                  | \$216,027        | \$529,460                |
| Net Operating Surplus / Deficit       | \$40,240        | \$15,800                           | \$50,000                                       | \$31,260                   | \$37,300         | \$6,040                  |
|                                       |                 |                                    |                                                |                            |                  |                          |
| Total Capital Revenue                 | \$772,000       | -\$500                             | \$0                                            | \$253,000                  | \$518,500        | \$771,500                |
| Total Capital Expenditure             | \$812,240       | \$15,300                           | -\$50,000                                      | \$253,000                  | \$524,540        | \$777,540                |
| Net Capital Surplus / (Deficit)       | -\$40,240       | \$15,800                           | \$50,000                                       | \$0                        | -\$6,040         | -\$6,040                 |
|                                       |                 |                                    |                                                |                            |                  |                          |
| Net Overall Result Surplus/ (Deficit) | \$0             | \$0                                | \$0                                            | \$31,260                   | \$31,260         | \$0                      |
|                                       |                 |                                    |                                                |                            |                  |                          |

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

| BIDGEE HAVEN HOSTEL 2022/23                    | Original Budget    | Variations to Budget September QBR | Proposed Amendments to Budget for December QBR | Actual YTD 31 January 2023 | Remaining Budget  | Anticipated 30 June 2023 | YTD Actual % |
|------------------------------------------------|--------------------|------------------------------------|------------------------------------------------|----------------------------|-------------------|--------------------------|--------------|
| <b>REVENUE</b>                                 |                    |                                    |                                                |                            |                   |                          |              |
| Permanent Care Subsidies                       | \$915,000          | -\$15,000                          |                                                | \$547,415                  | \$352,585         | \$900,000                | 60.8%        |
| Hostel - Training Subsidies                    | \$3,000            |                                    | \$1,000                                        | \$3,100                    | \$900             | \$4,000                  | 77.5%        |
| Respite Care Fees                              | \$10,000           |                                    |                                                | \$6,566                    | \$3,434           | \$10,000                 | 65.7%        |
| Hostel - Resident Care (Commonwealth)          | \$70,000           | -\$25,000                          |                                                | \$25,371                   | \$19,629          | \$45,000                 | 56.4%        |
| Hostel - Resident Accommodation Fees           | \$30,000           | -\$6,000                           |                                                | \$16,288                   | \$7,712           | \$24,000                 | 67.9%        |
| Hostel - Resident Daily Care Fees              | \$255,000          | -\$20,000                          |                                                | \$153,108                  | \$81,892          | \$235,000                | 65.2%        |
| Business Improvement Grant                     | \$0                | \$285,548                          |                                                | \$185,606                  | \$99,942          | \$285,548                | 65.0%        |
| Hostel - Interest Received                     | \$25,000           |                                    |                                                | \$14,600                   | \$10,400          | \$25,000                 | 58.4%        |
| <b>TOTAL OPERATING REVENUE</b>                 | <b>\$1,308,000</b> | <b>\$219,548</b>                   | <b>\$1,000</b>                                 | <b>\$952,054</b>           | <b>\$576,494</b>  | <b>\$1,528,548</b>       | <b>62.3%</b> |
|                                                |                    |                                    |                                                |                            |                   |                          |              |
| <b>EXPENDITURE</b>                             |                    |                                    |                                                |                            |                   |                          |              |
| Salaries                                       | \$1,060,000        | -\$90,000                          | -\$20,000                                      | \$491,203                  | \$458,797         | \$950,000                | 51.7%        |
| Medical Expenses                               | \$2,000            |                                    |                                                | \$1,798                    | \$202             | \$2,000                  | 89.9%        |
| 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            |                                    |                                                | \$4,700                    | \$300             | \$5,000                  | 94.0%        |
| Electricity                                    | \$30,000           |                                    |                                                | \$15,626                   | \$14,374          | \$30,000                 | 52.1%        |
| 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            |                                    |                                                | \$5,337                    | \$663             | \$6,000                  | 89.0%        |
| Cleaning Materials                             | \$6,000            |                                    |                                                | \$2,240                    | \$3,760           | \$6,000                  | 37.3%        |
| Pharmaceutical Supplies                        | \$10,000           |                                    |                                                | \$7,633                    | \$2,367           | \$10,000                 | 76.3%        |
| Council Admin Charges - Salaries, Insur, Rates | \$128,500          |                                    |                                                | \$74,960                   | \$53,540          | \$128,500                | 58.3%        |
| Printing & Stationery                          | \$3,000            |                                    |                                                | \$811                      | \$2,189           | \$3,000                  | 27.0%        |
| IT Expenditure                                 | \$2,000            |                                    |                                                | \$1,518                    | \$482             | \$2,000                  | 75.9%        |
| Repairs & Maintenance                          | \$40,000           |                                    |                                                | \$38,369                   | \$1,631           | \$40,000                 | 95.9%        |
| Subscriptions & Memberships                    | \$6,000            |                                    |                                                | \$5,520                    | \$480             | \$6,000                  | 92.0%        |
| Telephone                                      | \$3,000            |                                    |                                                | \$1,089                    | \$1,911           | \$3,000                  | 36.3%        |
| Food Supplies                                  | \$55,000           |                                    |                                                | \$24,958                   | \$30,042          | \$55,000                 | 45.4%        |
| Commuter Bus and Sedan Running Costs           | \$0                | \$10,000                           |                                                | \$5,850                    | \$4,150           | \$10,000                 | 58.5%        |
| Business Improvement Grant                     | \$0                | \$285,548                          |                                                | \$117,000                  | \$168,548         | \$285,548                | 41.0%        |
| Depreciation                                   | \$54,000           |                                    |                                                | \$31,500                   | \$22,500          | \$54,000                 | 58.3%        |
| <b>TOTAL OPERATING EXPENDITURE</b>             | <b>\$1,428,000</b> | <b>\$206,048</b>                   | <b>-\$20,000</b>                               | <b>\$831,112</b>           | <b>\$782,936</b>  | <b>\$1,614,048</b>       | <b>51.5%</b> |
|                                                |                    |                                    |                                                |                            |                   |                          |              |
| <b>NET OPERATING SURPLUS / DEFICIT</b>         | <b>-\$120,000</b>  | <b>\$13,500</b>                    | <b>\$21,000</b>                                | <b>\$120,942</b>           | <b>-\$206,442</b> | <b>-\$85,500</b>         |              |

| SUMMARY                         |                 |                                    |                                                |                            |                  |                          |
|---------------------------------|-----------------|------------------------------------|------------------------------------------------|----------------------------|------------------|--------------------------|
| Bidgee Haven Hostel 2022/23     | Original Budget | Variations to Budget September QBR | Proposed Amendments to Budget for December QBR | Actual YTD 31 January 2023 | Remaining Budget | Anticipated 30 June 2023 |
| TOTAL OPERATING REVENUE         | \$1,308,000     | \$219,548                          | \$1,000                                        | \$952,054                  | \$576,494        | \$1,528,548              |
| TOTAL OPERATING EXPENDITURE     | \$1,428,000     | \$206,048                          | -\$20,000                                      | \$831,112                  | \$782,936        | \$1,614,048              |
| NET OPERATING SURPLUS / DEFICIT | -\$120,000      | \$13,500                           | \$21,000                                       | \$120,942                  | -\$206,442       | -\$85,500                |

| BIDGEE HOSTEL SELF CARE UNITS 2022/23 | Original Budget | Variations to Budget September QBR | Amendments to Budget for December QBR | Actual YTD 31 January 2023 | Remaining Budget | Anticipated 30 June 2023 | YTD Actual % |
|---------------------------------------|-----------------|------------------------------------|---------------------------------------|----------------------------|------------------|--------------------------|--------------|
| REVENUE                               |                 |                                    |                                       |                            |                  |                          |              |
| Unit Rentals                          | \$24,000        | -\$12,000                          |                                       | \$5,214                    | \$6,786          | \$12,000                 | 43.45%       |
| EXPENDITURE                           |                 |                                    |                                       |                            |                  |                          |              |
| Electricity                           | \$0             | \$2,000                            |                                       | \$860                      | \$1,140          | \$2,000                  | 43.00%       |
| Insurance                             | \$1,200         |                                    |                                       | \$1,200                    | \$0              | \$1,200                  | 100.00%      |
| Rates and Charges                     | \$12,300        | -\$4,300                           |                                       | \$4,216                    | \$3,784          | \$8,000                  | 52.70%       |
| Repairs and Maintenance               | \$0             | \$3,000                            |                                       | \$1,844                    | \$1,156          | \$3,000                  | 61.47%       |
|                                       | \$13,500        | \$700                              |                                       | \$8,120.00                 | \$6,080.00       | \$14,200.00              | 57.18%       |
| NET OPERATING SURPLUS / DEFICIT       | \$10,500        | -\$12,700                          |                                       | -\$2,906                   | \$706            | -\$2,200                 |              |

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 2022/23 | Original Budget | Variations to Budget September QBR | Amendments to Budget for December QBR | Actual YTD 31 January 2023 | Remaining Budget | Anticipated 30 June 2023 |
| TOTAL OPERATING REVENUE               | \$24,000        | -\$12,000                          | \$0                                   | \$5,214                    | \$6,786          | \$12,000                 |
| TOTAL OPERATING EXPENDITURE           | \$13,500        | \$700                              | \$0                                   | \$8,120                    | \$6,080          | \$14,200                 |
| NET OPERATING SURPLUS / DEFICIT       | \$10,500        | -\$12,700                          | \$0                                   | -\$2,906                   | \$706            | -\$2,200                 |

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

|                                            | Original Budget   | Variations to Budget September QBR | Proposed Amendments to Budget for December QBR | Actual YTD 31 January 2023 | Remaining Budget  | Anticipated 30 June 2023 | YTD Actual % |
|--------------------------------------------|-------------------|------------------------------------|------------------------------------------------|----------------------------|-------------------|--------------------------|--------------|
| <b>TOURISM 2022/23</b>                     |                   |                                    |                                                |                            |                   |                          |              |
| <b>REVENUE</b>                             |                   |                                    |                                                |                            |                   |                          |              |
| Fees                                       | \$2,000           |                                    | -\$1,500                                       | \$0                        | \$500             | \$500                    | 0.0%         |
| Tourist Info Centre - Souvenir Sales       | \$60,000          |                                    |                                                | \$38,850                   | \$21,150          | \$60,000                 | 64.8%        |
| 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                                       | \$1,935                    | \$2,065           | \$4,000                  | 48.4%        |
| Operational Grant- Reconnecting Regional   | \$0               | \$150,854                          |                                                | \$120,683                  | \$30,171          | \$150,854                | 80.0%        |
| Operational Grant Summer Holidays          |                   |                                    | \$13,898                                       | \$0                        | \$13,898          | \$13,898                 |              |
| <b>TOTAL OPERATING REVENUE</b>             | <b>\$69,700</b>   | <b>\$150,854</b>                   | <b>-\$2,100</b>                                | <b>\$162,861</b>           | <b>\$55,593</b>   | <b>\$218,454</b>         | <b>74.6%</b> |
| <b>EXPENDITURE</b>                         |                   |                                    |                                                |                            |                   |                          |              |
| Salaries                                   | \$115,000         |                                    |                                                | \$74,870                   | \$40,130          | \$115,000                | 65.1%        |
| Tourism Staff Uniforms                     | \$425             |                                    |                                                | \$0                        | \$425             | \$425                    | 0.0%         |
| Training                                   | \$1,275           |                                    |                                                | \$109                      | \$1,166           | \$1,275                  | 8.5%         |
| Advertising                                | \$23,460          |                                    |                                                | \$8,528                    | \$14,932          | \$23,460                 | 36.4%        |
| 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          |                                    |                                                | \$44,485                   | \$31,775          | \$76,260                 | 58.3%        |
| Special Events - Shows / 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          |                                    |                                                | \$24,005                   | \$10,995          | \$35,000                 | 68.6%        |
| Depreciation                               | \$9,580           |                                    |                                                | \$5,588                    | \$3,992           | \$9,580                  | 58.3%        |
| Operational Grant- Reconnecting Regional   | \$0               | \$150,854                          |                                                | \$0                        | \$150,854         | \$150,854                | 0.0%         |
| Operational Grant Summer Holidays          |                   |                                    | \$13,898                                       | \$0                        | \$13,898          | \$13,898                 |              |
| <b>TOTAL OPERATING EXPENDITURE</b>         | <b>\$276,300</b>  | <b>\$162,854</b>                   | <b>\$0</b>                                     | <b>\$160,300</b>           | <b>\$278,854</b>  | <b>\$439,154</b>         | <b>36.5%</b> |
| <b>NET OPERATING SURPLUS/DEFICIT</b>       | <b>-\$206,600</b> | <b>-\$12,000</b>                   | <b>-\$2,100</b>                                | <b>\$2,561</b>             | <b>-\$223,261</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 Comp   | \$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>\$2,561</b>             | <b>-\$223,261</b> | <b>-\$220,700</b>        |              |



| SUMMARY                                       |                   |                                    |                                                |                            |                   |                          |
|-----------------------------------------------|-------------------|------------------------------------|------------------------------------------------|----------------------------|-------------------|--------------------------|
|                                               | Original Budget   | Variations to Budget September QBR | Proposed Amendments to Budget for December QBR | Actual YTD 31 January 2023 | Remaining Budget  | Anticipated 30 June 2023 |
| TOURISM 2022/23                               |                   |                                    |                                                |                            |                   |                          |
| Total Operating Revenue                       | \$69,700          | \$150,854                          | -\$2,100                                       | \$162,861                  | \$55,593          | \$218,454                |
| Total Operating Expenditure                   | \$276,300         | \$162,854                          | \$0                                            | \$160,300                  | \$278,854         | \$439,154                |
| <b>Net Operating Result Surplus / Deficit</b> | <b>-\$206,600</b> | <b>-\$12,000</b>                   | <b>-\$2,100</b>                                | <b>\$2,561</b>             | <b>-\$223,261</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>\$2,561</b>             | <b>-\$223,261</b> | <b>-\$220,700</b>        |



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

|                                              | Original Budget  | Variations to Budget September QBR | Amendments to Budget for December QBR | Actual YTD 31 January 2023 | Remaining Budget | Anticipated 30 June 2023 | YTD Actual %  |
|----------------------------------------------|------------------|------------------------------------|---------------------------------------|----------------------------|------------------|--------------------------|---------------|
| <b>Library Services 2022/23</b>              |                  |                                    |                                       |                            |                  |                          |               |
| <b>REVENUE</b>                               |                  |                                    |                                       |                            |                  |                          |               |
| Library Operational Subsidy                  | \$67,400         | -\$19,941                          | \$2,209                               | \$49,668                   | \$0              | \$49,668                 | 100.0%        |
| Library Sundry Sales                         | \$0              | \$100                              |                                       | \$91                       | \$9              | \$100                    | 91.0%         |
| 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>\$55,199</b>            | <b>\$9</b>       | <b>\$55,208</b>          | <b>100.0%</b> |
| <b>EXPENDITURE</b>                           |                  |                                    |                                       |                            |                  |                          |               |
| Library - Salaries                           | \$50,000         |                                    | \$5,000                               | \$31,696                   | \$23,304         | \$55,000                 | 57.6%         |
| Training                                     | \$850            | \$3,000                            |                                       | \$3,141                    | \$709            | \$3,850                  | 81.6%         |
| Electricity                                  | \$2,000          |                                    |                                       | \$1,081                    | \$919            | \$2,000                  | 54.1%         |
| Office Expenses                              | \$850            |                                    |                                       | \$460                      | \$390            | \$850                    | 54.1%         |
| Administration Charge                        | \$14,800         |                                    |                                       | \$8,633                    | \$6,167          | \$14,800                 | 58.3%         |
| Printing and Stationery                      | \$595            |                                    |                                       | \$22                       | \$573            | \$595                    | 3.7%          |
| Books and Journals                           | \$3,825          |                                    |                                       | \$2,722                    | \$1,103          | \$3,825                  | 71.2%         |
| IT                                           | \$1,700          |                                    |                                       | \$0                        | \$1,700          | \$1,700                  | 0.0%          |
| Repairs and Maintenance                      | \$1,700          |                                    | \$2,300                               | \$3,358                    | \$642            | \$4,000                  | 84.0%         |
| Security Monitoring                          | \$595            |                                    |                                       | \$450                      | \$145            | \$595                    | 75.6%         |
| Subscriptions                                | \$1,955          |                                    |                                       | \$1,804                    | \$151            | \$1,955                  | 92.3%         |
| Telephone and Communications                 | \$500            |                                    |                                       | \$258                      | \$242            | \$500                    | 51.6%         |
| 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>\$12,740</b>                       | <b>\$53,893</b>            | <b>\$42,917</b>  | <b>\$96,810</b>          | <b>55.7%</b>  |
| <b>NET OPERATING SURPLUS / DEFICIT</b>       | <b>-\$13,670</b> | <b>-\$17,710</b>                   | <b>-\$10,222</b>                      | <b>\$1,306</b>             | <b>-\$42,908</b> | <b>-\$41,602</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>-\$10,222</b>                      | <b>\$1,306</b>             | <b>-\$42,908</b> | <b>-\$41,602</b>         |               |

| SUMMARY                               |                 |                                    |                                       |                            |                  |                          |
|---------------------------------------|-----------------|------------------------------------|---------------------------------------|----------------------------|------------------|--------------------------|
| Library Services 2022/23              | Original Budget | Variations to Budget September QBR | Amendments to Budget for December QBR | Actual YTD 31 January 2023 | Remaining Budget | Anticipated 30 June 2023 |
| Total Operating Revenue               | \$67,400        | \$14,710                           |                                       | \$55,199                   | \$9              | \$55,208                 |
| Total Operating Expenditure           | \$81,070        | \$3,000                            |                                       | \$53,893                   | \$42,917         | \$96,810                 |
| Net Operating Surplus / Deficit       | \$13,670        | \$17,710                           |                                       | \$1,306                    | -\$42,908        | \$41,602                 |
| Total Capital Revenue                 | \$0             | \$84,425                           |                                       | \$0                        | \$86,369         | \$86,369                 |
| Total Capital Expenditure             | \$0             | \$84,425                           |                                       | \$0                        | \$86,369         | \$86,369                 |
| Net Capital Surplus / (Deficit)       | \$0             | \$0                                |                                       | \$0                        | \$0              | \$0                      |
| Net Overall Result Surplus/ (Deficit) | \$13,670        | \$17,710                           |                                       | \$1,306                    | -\$42,908        | \$41,602                 |

## 8 Outstanding Debtors as at 31 January 2023

| No. of Accounts | Current  | 30 days   | 60 days  | 90 days   | Reference |
|-----------------|----------|-----------|----------|-----------|-----------|
| 1               | 3,032.52 |           |          |           |           |
| 17              |          | 45,558.65 |          |           |           |
| 8               |          |           | 4,400.49 |           | 2         |
| 18              |          |           |          | 95,412.85 | 1         |
| Grant Funds     |          | 39,241.50 |          |           |           |
| TOTAL           | 3,032.52 | 84,800.15 | 4,400.49 | 95,412.85 |           |

### Reference

- The 90 day outstanding balance is made up of:
  - 15,402.26 – Currently under debt collection
  - 15,038.81 - Currently under negotiation to recover
  - 9,299.10 – Contact has been made with customer and arrangements being discussed
  - And a number of smaller debts all either under debt collection or in process of collection by Council.
- The 60 day outstanding balance is made up of:
  - There are eight outstanding accounts all of which should be received within this month.

Overall, there has been an increase of \$30,100.13 in outstanding debtors since 30 November 2022. The increase is largely due to an invoice raised for a grant payment.

## **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 July 2022. The third instalment is due on 28<sup>th</sup> February.
- Payroll is up to date
- Plant hire input is up to date.
- Creditors are being processed weekly 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 July 2022. See comments in Investments (see 1 above)
- Journals are up to date and authorised by the finance consultants appointed by Council
- Valuations for all classes of assets have been utilised in compiling the 2021/22 financial reports whilst depreciation rates on these new asset valuations will be effective as from 1 July 2022.
- Creation of a centralised Grants Register is now complete and a report on Grants is included in the CM agenda each month. Further grant funding opportunities are discussed at 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 external Finance Consultants have worked together to provide Council with the December 2022 QBR report and this report is listed on the agenda for this 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.
- The 2023/24 Draft Budget has been completed and will be discussed with senior management and external finance consultants, The draft is scheduled to be presented to Council at its March 2023 meeting., along with the Draft Revenue Policy, and Fees and Charges,

**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 year end 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 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 been finalised 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.
  - Training/re-training of staff on procedures to use the store has been undertaken
- 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 budget 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 March meeting.

#### **FINANCIAL IMPLICATION**

Nil

#### **LEGISLATIVE IMPLICATION**

The Local Government Act 1993

The Local Government (General) Regulation 2005

Ministerial Investment Order (Gazetted 11 February 2011)

#### **POLICY IMPLICATION**

Council's Investment Policy (Adopted October 2021)

#### **RISK RATING**

Low

#### **ATTACHMENTS**

Nil

**9.5 OUTSTANDING ACTIONS**

|                                    |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Number:</b>                | <b>D23.79668</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 - 16 February 2023 [↓](#) 

|                             |                                                          |                                                                                  |
|-----------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------|
| <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: 16 February 2023 9:23 AM</b> |
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| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Officer/Director              | Section                            | Subject                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------------|----------------------------------------------|
| Council 29/11/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Jones, Kerry<br>Holmes, Carol | Part A - General Manager's Reports | AMENDMENT TO BALRANALD LEP BALRANALD RESERVE |
| <b>RESOLUTION 2022/201</b><br><br>Moved: Administrator Mike Colreavy<br><br>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.<br><br><div style="text-align: right;"><b>CARRIED</b></div> |                               |                                    |                                              |
| <b>19 Dec 2022 11:59am Holmes, Carol - Reallocation</b><br>Action reassigned to Jones, Kerry by Holmes, Carol - Kerry being the reporting officer                                                                                                                                                                                                                                                                                                                                                                                                    |                               |                                    |                                              |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                          | Officer/Director              | Section                            | Subject                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------------|-------------------------------------|
| Council 20/09/2022                                                                                                                                                                                                                                                                                                                                                                                               | Mitchell, Ray<br>Jones, Kerry | Part A - General Manager's Reports | S7.12 Development Contribution Plan |
| <b>RESOLUTION 2022/176</b><br><br>Moved: Administrator Mike Colreavy<br>That Council <ol style="list-style-type: none"> <li>1. Place the Draft S7.12 Development Contribution Plan on public exhibition for a period of 28 days; and</li> <li>2. Receive a further report following conclusion of public exhibition to consider any submissions.</li> </ol> <div style="text-align: right;"><b>CARRIED</b></div> |                               |                                    |                                     |
| <b>11 Oct 2022 11:50am Holmes, Carol - Target Date Revision</b><br>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                                                                                                                                                                              |                               |                                    |                                     |
| <b>19 Dec 2022 11:58am Holmes, Carol - Reallocation</b><br>Action reassigned to Mitchell, Ray by Holmes, Carol - Reported by Ray Mitchell                                                                                                                                                                                                                                                                        |                               |                                    |                                     |

| Meeting                                        | Officer/Director               | Section | Subject                           |
|------------------------------------------------|--------------------------------|---------|-----------------------------------|
| Audit Risk and Improvement Committee 1/12/2022 | Holmes, Carol<br>Holmes, Carol | Reports | Quarterly Budget Review Sept 30th |

|                             |                                              |                                                                           |
|-----------------------------|----------------------------------------------|---------------------------------------------------------------------------|
| <p>Action Sheets Report</p> | <p>Division:<br/>Committee:<br/>Officer:</p> | <p>Date From:<br/>Date To:<br/><br/>Printed: 16 February 2023 9:23 AM</p> |
|-----------------------------|----------------------------------------------|---------------------------------------------------------------------------|

## PURPOSE OF REPORT

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

John advised, a report went to recent Council meeting commenced the original budget with \$111,436 deficit, there has been a number of variations and managed to pull back to \$110,000. A lot relates to interest on investments. A few operational grants received, a few programs of expenditure of those funds. Allocated funds from Capital for new document Management System, not sure if this is going ahead as yet.

Some movements in the capital area, envisaging a large amount for Plant & Equipment Replacement, \$1.6M which will come out of plant restrictions. Looking at \$300K for sale of surplus equipment which will go back in the Plant restriction.

There has been a number of variation in the Operational areas

Bidgee Haven done a review of income, has seen a reduction in subsidy levels and some reductions in expenditures. We have had some savings in salaries.

Caravan Park – increase of visitations, any surplus will go back into restrictions for Caravan Park.

There has been an overall improvement of \$110,000.00 only leaving a slight deficit, another review will be submitted end December.

Edna advised that this is a good result and hopefully will continue.

Simon enquired – Capital Review, projecting capital expenditure of \$23.197M only spending \$9,000 to the end September, is this accurate for the first 3 months?

John advised, the figure relates to capital works on roads, this is the only capital expenditure at this stage. The majority has been affected by floods which would have normally been spent on roads. Expenditure at Discovery Centre, tenders will go out shortly for this program. \$770,000 of improvements for Caravan Park should commence early next year at this stage.

Mr Jones advised that Council has put a hold on all Capital Works until floods have subsided. 80% of rural roads are inundated at the moment, therefore cannot do any roads inspected.

The Chair asked if Mr Jones would do an assessment on all roads prior to any works commencing.

Mr Jones advised that today, he is only able to get to approximately 25% of roads, and we will reassess everything.

Laurie advised that this will be better reflected in the December and March reviews as the floods subsided, seek what grant funding will be available and reassess the Capital works.

The Chair stated that we should be eligible for NDRA Funding, for flood damage etc. which could take a very long time.

Mr Rule, advised that Natural Disaster only covers the road networks, only got 3 months to claim after the event has moved on, there will need to be a level of discussion with TfNSW as this will not be realistic to be achieved.

Mr Webb advised that you have 3 months to do emergency repairs and up to 2 years to do the restoration works.

Mr Knight advised that Council is in the process of initiating a request for quotations for valuation services for the end of 2023, made some discussions of



|                                      |                                     |                                                             |
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roads being a focus of this because of the severity of the road surface across our road network.

There will be a significant influence on the capital component of the budget.

Mr Rule asked if all funds are being captured in the floods mitigation and flood preparation works.

Mr Jones advised that Council has created one jobcost code for all flood mitigation works, and will review once floods are over.

Mr Webb advised that funding is available, \$1M for Councils and the expenditure and gaps will be captured in the Quarterly Budget Review.

#### COMMITTEE RESOLUTION 2022/15

Moved: Ms Rosanne Kava

Seconded: Mr Simon Rule

That a report be submitted to Audit Committee regarding the flood recovery funding and sources of funding and costs to Council, what is the gap between what is available with funding and what is needed to be spent.

**CARRIED**

| Meeting                                                                                                                                                                                                                                                                                                                                        | Officer/Director              | Section | Subject                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------|---------------------------------------------|
| Hostel Committee 25/01/2023                                                                                                                                                                                                                                                                                                                    | Wilcox, Glenn<br>Jones, Kerry | Reports | DRAFT AGED CARE PRUDENTIAL STANDARDS POLICY |
| <b>COMMITTEE RECOMMENDATION</b><br>Moved: Member Peter Lawler<br>Seconded: Member Iain Lindsay-Field<br>1. That the S355 Committee Recommend to Council, that the Draft Aged Care Prudential Standards Policy be placed on public display for comment, and<br>2. That Council consider all public comments at the time of adopting any policy. |                               |         |                                             |

| Meeting                     | Officer/Director              | Section | Subject                            |
|-----------------------------|-------------------------------|---------|------------------------------------|
| Hostel Committee 25/01/2023 | Wilcox, Glenn<br>Jones, Kerry | Reports | HOSTEL RESIDENT ENTRY REQUIREMENTS |

|                                      |                                     |                                                             |
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**COMMITTEE RECOMMENDATION**

Moved: Member Iain Lindsay-Field  
 Seconded: Member Peter Lawler

1. That the s355 Committee recommend to Council that the Bidgee Haven Hostel operate as a low to high residential care facility,
2. That the Committee requests that Council models Bidgee Haven on levels 1-6 and provides all assumptions required.
3. That the s355 Committee recommends to Council that it prepare a new residents entry document,
3. That Council employs a solicitor working in the aged care sector to prepare a resident's contract of entry, and
4. That Council approaches the NSW Far West Health Service to work in partnership in the transfer of residents.

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Officer/Director             | Section                            | Subject                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------|--------------------------------------|
| Council 28/06/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Sowiak, Jeff<br>Jones, Kerry | Part A - General Manager's Reports | Balranald Visitor Centre Alterations |
| <b>RESOLUTION 2022/115</b><br>Moved: Administrator Mike Colreavy<br>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> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>25 Jul 2022 4:47pm Holmes, Carol - Target Date Revision</b><br/>         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</p> <p><b>23 Nov 2022 1:52pm Holmes, Carol - Target Date Revision</b><br/>         Target date changed by Holmes, Carol from 30 August 2022 to 21 February 2023 - Tender Documents ready to be uploaded in Tenderlink portal.</p> |                              |                                    |                                      |

|                                      |                                     |                                                             |
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| <a href="#">Action Sheets Report</a> | Division:<br>Committee:<br>Officer: | Date From:<br>Date To:<br>Printed: 16 February 2023 9:23 AM |
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| 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:                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                  |                                                    |                                                  |
| (i) Bidgee Haven Hostel operates at a loss when all operating expenses (including depreciation) and capital costs are factored in; and                                                                                                                                                                                                                                                                                                                                             |                                  |                                                    |                                                  |
| (ii) financial viability of the expanded Hostel will, at best, only be marginal and permanently reliant on continuing occupancy rates around 90%, - at worst the Hostel will not be financially viable;                                                                                                                                                                                                                                                                            |                                  |                                                    |                                                  |
| e) Council's governance framework is already overstretched, and it lacks the kind of project management expertise required to deliver this project successfully, as is readily apparent from the report on the Better Practice Review in today's Council Meeting Agenda and other information under consideration by Council's Audit Risk & Improvement Committee;                                                                                                                 |                                  |                                                    |                                                  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                          |                                                                                  |
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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: 16 February 2023 9:23 AM</b> |
| <p>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;</p> <p>g) Other crucial Council services, particularly roads, are already overstretched and cannot absorb further losses if they are incurred by the Bidgee Haven Hostel;</p> <p>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;</p> <p>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;</p> <p>j) The recommendation of the Ageing Well, Aged-Care &amp; 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;</p> <p>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</p> <p>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.</p> <p>2. That tendering and construction of the 15-bed extension be placed on hold, at this stage.</p> <p>3. That advice be sought from the funding body about the potential to transfer the approved grant funding to a future hostel operator.</p> |                                                          |                                                                                  |

|                             |                                                          |                                                                                  |
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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: 16 February 2023 9:23 AM</b> |
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4. That expressions of interest be called for the sale of the Bidgee Haven Hostel complex to an experienced, specialist aged-care operator.
5. That the pre-construction design and planning work, and preparation of tender documents currently underway, be finalised by Council for inclusion with the sale of the complex.
6. That Council receives and notes the Minutes of the Ageing Well, Aged Care and Facilities Advisory Committee (AWACAFAC) meeting held on 14 October 2021.

**CARRIED****13 Dec 2021 3:56pm 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 26/07/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Mitchell, Ray<br>Jones, Kerry | Part A - Infrastructure & Development<br>Reports | BALRANALD LOCAL ENVIRONMENTAL PLAN 2010 – HOUSEKEEPING AMENDMENT |
| <b>RESOLUTION 2022/135</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |                                                  |                                                                  |
| Moved: Administrator Mike Colreavy                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                                                  |                                                                  |
| That Council:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               |                                                  |                                                                  |
| <ol style="list-style-type: none"> <li>1. Supports the Planning Proposal – Balranald LEP Housekeeping Amendment to amend the <i>Balranald Local Environmental Plan 2010</i>.</li> <li>2. Submit the Planning Proposal to the NSW Department of Planning and Environment for Gateway Determination seeking public exhibition of the proposed amendments.</li> <li>3. Receive a further report after the public exhibition period addressing any submissions made in respect of the Planning Proposal.</li> </ol> |                               |                                                  |                                                                  |

|                                      |                                                          |                                                                                  |
|--------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------|
| <a href="#">Action Sheets Report</a> | <b>Division:</b><br><b>Committee:</b><br><b>Officer:</b> | <b>Date From:</b><br><b>Date To:</b><br><b>Printed: 16 February 2023 9:23 AM</b> |
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**CARRIED****23 Nov 2022 1:52pm Holmes, Carol - Target Date Revision**

Target date changed by Holmes, Carol from 23 August 2022 to 13 December 2022 - On exhibition

**23 Nov 2022 1:56pm Holmes, Carol**

On exhibition

| 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 |
| <b>COMMITTEE RESOLUTION 2022/6</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               |         |                                                                                                                                       |
| 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. |                               |         |                                                                                                                                       |
| <b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                               |         |                                                                                                                                       |
| <b>10 Aug 2022 10:52am Holmes, Carol - Target Date Revision</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |         |                                                                                                                                       |
| 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                                                                                                                               |
| Works Committee 1/07/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Mitchell, Ray<br>Jones, Kerry | Reports | RFT 21/22-04 Contract for Waste Collection Services for Balranald & Euston                                                            |

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

**File Number:** D23.79669  
**Reporting Officer:** 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 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 December 2022 Ordinary Meeting.

**REPORT**

The attachment shows the meetings which the Administrator, Acting General Manager and staff have undertaken since the December 2022 Ordinary Council Meeting.

**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             |
|----------|--------------------------------------|---------------------------------------------------|------------------------------|
| 14.12.22 | Meeting with Tronox                  | Update Meeting                                    | Administrator and AGM        |
| 14.12.22 | Staff Meeting                        | Outcomes of Council Meeting                       | Administrator, AGM and Staff |
| 14.12.22 | Meeting                              | Prudential Aged Care Quality                      | AGM                          |
| 14.12.22 | Teams Meeting with Regional NSW      | Regional Drought Resilience Program               | AGM                          |
| 15.12.22 | Recovery Committee                   | Far West Recovery                                 | AGM                          |
| 15.12.22 | Meeting                              | Prudential Aged Care Quality                      | AGM                          |
| 15.12.22 | One Road                             | Training                                          | AGM                          |
| 20.12.22 | Team Meeting                         | Finance Team                                      | AGM & Finance Team           |
| 20.12.22 | Interview                            | Bidgee Haven Hostel Staff Interview               | AGM & HR                     |
| 20.12.22 | Teams Meeting                        | Business Industry & Tourism Sub-Committee Meeting | AGM                          |
| 22.12.22 | Resilience NSW & Services Australia  | Expo                                              | AGM                          |
| 28.12.22 | Combat Agency Meeting                | Catch Up LEOCON and LEMO re; floods               | AGM                          |
| 29.12.22 | Far West Regional Recovery Committee | Floods                                            | AGM                          |
| 4.1.23   | Joint LEMC Meeting                   | Floods                                            | AGM                          |
| 4.1.23   | Resilience NSW & Services Australia  | Meeting                                           | AGM                          |
| 5.1.23   | Meeting with Nurses                  | Shortage of Nursing Staff                         | Administrator and AGM        |
| 9.1.23   | Executive of Chairs                  | Australia Day Nominations                         | Administrator and AGM        |
| 11.1.23  | Meeting with Minister                | Grant Fundings                                    | AGM                          |
| 12.1.23  | Teams Meeting                        | Far West Regional Recovery Committee              | AGM                          |
| 12.1.23  | Australia Day Committee              | Australia Day 2023                                | AGN                          |
| 13.1.23  | Teams Meeting                        | Regional and Local Roads Repair Program           | AGM                          |
| 16.1.23  | OneRoad Training                     | Live Traffic Training                             | AGM                          |
| 16.1.23  | Vendor Panel Training                | Vendor Panel                                      | AGM                          |
| 17.1.23  | Art Gallery                          | Monthly Meeting                                   | AGM                          |
| 17.1.23  | Meeting                              | Anglican Church Reps                              | AGM                          |
| 17.1.23  | Meeting with TRONOX                  | Update and Roads                                  | AGM                          |



|         |                                             |                                                          |                         |
|---------|---------------------------------------------|----------------------------------------------------------|-------------------------|
| 18.1.23 | RDA Murray                                  | Catch Up, Balranald Flood impacts, plans workload update | AGM                     |
| 18.1.23 | Riverina Murray Regional Recovery Committee | NSW Recovery Plan                                        | AGM                     |
| 19.1.23 | Joint LEMC                                  | Flood Updates                                            | Administrator and AGM   |
| 19.1.23 | Catch UP                                    | Monthly Catchup                                          | Administrator and AGM   |
| 19.1.23 | Australia Day                               | Australia Day 2023                                       | AGM                     |
| 23.1.23 | Community Safety Precinct Meeting           | Annual Meeting                                           | Administrator and AGM   |
| 23.1.23 | Regional NSW                                | Flood Updates                                            | AGM                     |
| 24.1.23 | NSW StateCover                              | Case Manager Introduction                                | AGM                     |
| 24.1.23 | Resilience NSW                              | Disaster Ready Fund                                      | AGM                     |
| 25.1.23 | Hostel s355 Committee Meeting               | Balranald Bidgee Haven                                   | Administrator and AGM   |
| 30.1.23 | Euston Progressive                          | Monthly Meeting                                          | AGM                     |
| 31.1.23 | Teams Meeting                               | Update VMFRP                                             | AGM                     |
| 31.1.23 | Meeting with OLG                            | Update                                                   | AGM                     |
| 1.2.23  | General Manager Interviews                  | Interviews                                               | Administrator           |
| 1.2.23  | Teams Meeting                               | Smart Water Brief Consultation                           | AGM                     |
| 1.2.23  | Balranald Beautification                    | Ordinary Meeting                                         | AGM                     |
| 2.2.23  | Kyalite Progress Committee                  | Ordinary Meeting                                         | AGM                     |
| 3.2.23  | Teams Meeting                               | Monthly TfNSW discussion with                            | AGM                     |
| 3.2.23  | Training                                    | Vendor Panel                                             | AGM                     |
| 3.2.23  | Meeting                                     | GM Announcement                                          | Administrator and Staff |
| 3.2.23  | Council Meeting                             | Extraordinary Meeting                                    | Administrator and AGM   |
| 6.2.23  | Road Inspections                            | MR67 Inspections                                         | AGM                     |
| 6.2.23  | Regional NSW                                | Regional Housing Delivery Plan                           | AGM                     |
| 8.2.23  | Planning NSW                                | Scoping Report – Euston Mineral Sands                    | AGM                     |
| 9.2.23  | Teams Meeting                               | Far West Regional Recovery                               | AGM                     |
| 9.2.23  | Working Party Meeting                       | Robinvale Euston Workforce Network                       | AGM                     |

|         |                                              |                                                                  |     |
|---------|----------------------------------------------|------------------------------------------------------------------|-----|
| 9.2.23  | SCAIW                                        | Monthly Meeting                                                  | AGM |
| 10.2.23 | Meeting                                      | TRONOX                                                           | AGM |
| 10.2.23 | OneRoad                                      | Live Traffic NSW                                                 | AGM |
| 14.2.23 | Meeting                                      | TRONOX                                                           | AGM |
| 14.2.23 | Meeting                                      | Local Traffic Committee                                          | AGM |
| 15.2.23 | Webinar                                      | Growing Regional Economies Fund                                  | AGM |
| 15.2.23 | Training                                     | Vendor Panel                                                     | AGM |
| 15.2.23 | Zoom Meeting                                 | Windlab – update                                                 | AGM |
| 15.2.23 | Recovery Meeting                             | Riverina Murray Regional Recovery                                | AGM |
| 15.2.23 | Teams Meeting                                | Project Energy Connect                                           | AGM |
| 16.2.23 | Active Transport Community of Practice Forum | Updates , roads, TfNSW Active Transport Strategy, Get NSW Active | AGM |
| 16.2.23 | LEMC & LRC                                   | Quarterly Meeting                                                | AGM |
| 17.2.23 | Budget Meeting                               | 2023/2024 Budget                                                 | AGM |

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

**Administrator - Mike Colreavy**

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

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

**MHD – Ray Mitchell**

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

**File Number:** D23.79670  
**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**

- 22-37 Model Media Policy
- 22-38 Consultation on the outcomes of the review of the Councillor Misconduct Framework
- 22-39 Release of Cyber Security Guidelines for NSW Local Government
- 22-40 Amendments to the tendering provisions of the Local Government (General) Regulation 2021 and consultation of the development of new Procurement Guidelines for Councils
- 22-41 Update on the Guidelines for Risk Management and Internal Audit for Local Government in NSW
- 22-41 Councils and Joint Organisations to provide OLG's Credit Card Guidelines to their ARICs

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

**ATTACHMENTS**

Nil

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

Nil

**11 CONFIDENTIAL MATTERS**

Nil

**12 CLOSURE OF MEETING**