

PRESENT:

APOLOGIES:

DISCLOSURE OF INTERESTS

CALENDAR OF EVENTS

Calendar of Events March 2017 – April 2017	
MARCH	
21	CSP Meeting @ 11am
21	Council Meeting @ 5pm
APRIL	
4	Euston Beautification & Tourism Management Committee Meeting @ 9am
4	Balranald Tourism Meeting @ 5pm
5	Balranald Beautification Committee Meeting @ 7pm
10	Cultural Committee Meeting @ 5pm
14	Good Friday
21	Council Meeting
25	ANZAC Day
26	Proposed Council Meeting @ 5pm

CONFIRMATION OF MINUTES

Recommendation:

That:

“The minutes of the Ordinary Meeting of Council held on Tuesday 21st February 2017 copies having previously been circulated to each Councillor be taken as read and confirmed.”

PRESENTATION/DELEGATIONS

Kerry Anne from South West Arts

MAYORAL MINUTE/REPORT

MAYORAL MINUTE

APRIL 2017 COUNCIL MEETING File 028

As Councillors will be aware, I will be on leave during April 2017. During this time Councillor Purtill as Deputy Mayor will assume the functions of the Mayor in accordance with Section 231 (3) of the Local Government Act 1993.

Councillor Purtill has advised me he will be away for the scheduled meeting of Council on 18th April 2017, as a result of prior travel commitments. Councillor Purtill will therefore not be available to chair the April meeting.

As Councillors will be aware 18th April 2017 is the Tuesday immediately after Easter.

If Council wish to meet on this day it will be necessary for Council to

- ensure it has sufficient Councillors available to form a quorum and
- to elect a Councillor to chair this meeting.

As an alternative Council may wish to resolve to move the date of the April meeting to Wednesday 26th April 2017.

The commencement time and place for the Council meeting will not change.

Officer Recommendation:

Council discuss the arrangements for the April 2017 meeting of Council

COMMITTEE REPORTS FOR ADOPTION

DELEGATES REPORTS

NOTICES OF MOTION/RESCISSION

General Manager's Reports

Item G – 1 BUSINESS IMPROVEMENT ACTION PLAN

File number: 040

Reporting Officer: General Manager

Operational Plan Objective: Pillar 6: Our Leadership 6.3.2 – Provide good governance, prudent financial management and effective support services for all its activities.

Officer Recommendation:

That the General Manager provide council with a detailed action plan to improve its operations, showing timeframes and resource requirements to the next meeting for Councils consideration.

Purpose of Report

Following on from the Councillor workshop on financial management, and discussions regarding Council's financial sustainability, this report provides Council with a high level overview of the issues that require addressing to move Council to best practice and financial sustainability in the future.

Report

The Office of Local Government (OLG) has previously identified to Council the need to address its financial sustainability into the future. As part of this OLG identified a number of business improvements which Council has been working to implement. Completion of outstanding parts of this work will be incorporated into the proposed action plan. In addition officers from the NSW Government owned TCorp have visited Council to monitor and discuss ways for Council to remain financially sustainable.

Changes to the Local Government Act in 1993, and subsequent increased community and government expectations in relation to risk management, governance and financial sustainability for Councils has meant all NSW Councils have had to undertake a process to review their financial and governance systems and practices to ensure they are able to continue to provide services to their respective communities in a financially sustainable way.

At a recent Councillor workshop on financial management the need for Council to review its financial and governance systems to promote best practice and ensure it remains financially sustainable into the future was discussed, with many of its key financial ratios below the benchmarks set by Government.

Council's senior management have done a preliminary review of the current state of play for systems and practices currently operating within Council. Many of these have evolved over time and because of resource constraints and staff turnover many of these do not meet best practice standards.

A preliminary listing of the issues that require addressing are included as an attachment to this paper. Much of this work will be resource intensive and will need to be addressed over a period of time. In addition there are a number of interdependencies within the work to be done.

For this reason it is recommended that the General Manager prepare a prioritised action plan to improve Council operations, showing timeframes and resource requirements for each element of this plan.

To enable Council to consider this as part of its strategic and budget planning for 2017-18 and out years it is suggested this plan should be provided to the next Council meeting.

Financial Implication	Nil at this stage
Legislative Implication	Nil at this stage
Policy Implication	Nil at this stage
Attachments	Summary of Actions Required

Attachment to Business Improvement Plan

Financial Sustainability: Increase Own Source Revenues

- Consider Special Rate Variation(s)
- Examine options to increase income from property portfolio.
- Investigate options to increase revenue stream from private works.
- Develop and adopt a Section 94a Contributions Plan.

- Examine assets not required for operational purposes such as housing, plant, land and use sale income for asset renewal projects
- Develop systems to actively monitor and seek grant funding to assist Council in its operations.
- Develop formal investment strategy to maximise investment returns on surplus funds.
- Review Plant Hire Rates to ensure these are maximised.

- Review Labour hire rates to ensure these reflect true cost of service delivery
- Develop policies and procedures to support collection of outstanding debts
- Review all rate categorisations and zonings to ensure land is correctly categorised to reflect land use.
- Review all fees and charges to ensure these accurately reflect cost of service delivery.
- Re-negotiate Service NSW contract

Financial Sustainability: Service Delivery and Costs of Service Delivery

- Identify in conjunction with Council and the community required levels of service delivery.
- Develop a communication plan to discuss service delivery standards and expectations with the community.
- Implement cost of service delivery model for budgeting and reporting

Financial Sustainability: Retirement Hostel

- Develop a four year improvement plan to move hostel to a financially viable residence of choice.

Best Practice/Financial Sustainability: Improve Financial Governance

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| <ul style="list-style-type: none">• Introduce zero based budgeting• Develop policies and procedures to support all aspects of financial management• Develop annual working plan for preparation of financial statements.• Review of chart of accounts and redevelopment of this to enhance and streamline financial reporting• Purchase and implement a financial management reporting tool.• Develop a whole of life costing model for incorporation into annual budgets.• Review and update budget presentation to ensure this complies with OLG requirements and clearly identifies Council contributions to maintaining community assets.• Develop and maintain accurate grants/leases and contract register to ensure Council commitments are understood and incorporated into financial planning• Develop improved procurement policies and procedures to ensure costs are minimised and compliance with relevant legislation.• Implement monthly account reconciliations with appropriate review.• Review and document internal control systems and processes to support production of accurate information for statutory and internal reporting. |
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Best Practice/Financial Sustainability: Asset and Technology Management
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| <ul style="list-style-type: none">• Engage independent professional engineer to assess all infrastructure and determine costs to bring to a suitable level.• Review and update strategic asset management plans to ensure these accurately reflect current asset conditions, useful lives and planned use.• Develop management plans for all key Council assets, such as Greenham Park, Discovery Centre.• Tidy up of financial asset management system to ensure data is correct, calculated depreciation accurately reflects revaluation reports and useful life of assets• Develop a plan to move depreciation calculations from valuation based to condition based calculations.• Establish asset replacement reserves and incorporate into long term financial planning.• Develop an integrated management strategy for water and sewer assets.• Develop an IT strategic management plan to identify future IT requirements, IT replacement plans and how the use IT can be maximised to improve productivity.• Develop policies and procedures to support the use of technology within Council. |
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BEST PRACTICE: Organisational Governance

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| <ul style="list-style-type: none">• Review and develop policies and procedures to support all aspects of Council operations• Develop a full risk management plan for Council identifying all areas of risk and mitigating strategies.• Establish Internal Audit function with clear responsibility to monitor risk management and organisational and financial governance.• Review all delegations and staff to ensure these as reflect business needs.• Develop and implement internal audit plan on an annual basis.• Implement Code of Conduct training for all Councillors and Council Committee members• Develop clear Terms of Reference for all Council Committees.• Develop of agreed key performance indicators and regular reporting to Council on progress against these.• Develop and implement strategies to support Council's Fraud Corruption Policy.• Develop procedures to more fully integrate strategic planning and reporting (IPR framework) into everyday work practices. |
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BEST PRACTICE: Human Resource Management

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| <ul style="list-style-type: none">• Develop new HR recruitment policies and procedures.• Revise existing new employee pack to ensure it accurately reflects Council's expectations• Develop induction processes for staff, including OH&S training as required.• Review and revise current work practices to reduce costs and improve efficiencies.
• Undertake staff skills audit against required skills to assess skills gap.
• Implement ongoing staff training to address skills gaps• Develop new position descriptions based on identified business needs going forward.• Develop new performance management system with clearly identified performance expectations and sanctions and rewards• Review staff salary structure to ensure consistency with expected levels of performance and responsibility.• Develop an action plan to progressively reduce annual and long service leave balances. |
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BEST PRACTICE: Cultural Change

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| <ul style="list-style-type: none">• Develop clear vision statement of expected cultural behaviours and performance, including processes for measuring and reporting on this regularly.• Engage cultural change professional to work with staff to move towards high performance culture.• Develop marketing materials, HR processes and practices that promote Balranald Shire Council as an employer of choice.• Implement regular code of conduct training for all staff, Councillors and Committee members.• Develop forums for staff feedback to monitor and promote positive cultural change.• Develop a program to recognise and reward staff who display positive role model behaviours and champion cultural change |
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BEST PRACTICE: Tourism and Economic Development
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| <ul style="list-style-type: none">• Prepare and implement an Economic Development Plan to increase investment, employment and population in the shire.• Integrate Tourism strategy into Council's budgeting and planning processes.• Establish a sub-committee to actively lobby on behalf of, and promote Balranald as a place to live• Actively lobby builders and developers to create new subdivisions within the Shire. |
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BEST PRACTICE: Information Management
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| <ul style="list-style-type: none">• Develop a records management structure to facilitate implementation of an electronic document management system• Develop training package for use of EDMS and saving of Council records• Develop policies and procedures to support compliance with the State Records Act of NSW.• Implement ongoing staff training for records management. |
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BEST PRACTICE: Communication

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| <ul style="list-style-type: none">• Develop a communication policy for Council covering social, print and other media, to promote Council activities and manage public expectations.• Develop procedures to more actively engage with the community using social media channels.• Review and updating of Council website to incorporate more promotion of the Shire.• Develop procedures for Council to assist with actively promoting 'What's On around Balranald' to encourage tourists and locals to more actively participate in activities around the Shire. |
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Item G - 2 DELEGATIONS OF AUTHORITY
File number: 028(A)

Reporting Officer: Aaron Drenovski, General Manager

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

Officer Recommendation:

That Council formally adopt the attached Delegations of Authority.

Purpose of Report

To request council to review and adopt the Delegations of Authority to Mayor, Section 355 Committees and General Manager.

Report:

At the February meeting Council requested the General Manager to review, and where appropriate make changes to the current Delegations of Authority taking in to consideration Albury City Council's recently updated Delegations of Authority.

This review has now been done and updated delegations of authority are now attached for council approval.

<u>Financial Implication</u>	Nil
<u>Legislative Implication</u>	In accordance with Local Government Act 1993
<u>Policy Implication</u>	Nil
<u>Attachments</u>	1 Updated Delegations of Authority



DELEGATIONS OF AUTHORITY

PART 1

DELEGATIONS FROM COUNCIL

BALRANALD SHIRE COUNCIL

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PREAMBLE

Section 377 of the Local Government Act 1993 (**Act**) provides:

377 General Power of the council to delegate

1. *A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:*
 - (a) *the appointment of a general manager,*
 - (b) *the making of a rate,*
 - (c) *a determination under section 549 [of the Act] as to the levying of a rate,*
 - (d) *the making of a charge,*
 - (e) *the fixing of a fee,*
 - (f) *the borrowing of money,*
 - (g) *the voting of money for expenditure on its works, services or operations,*
 - (h) *the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*
 - (i) *the acceptance of tenders which are required under this Act to be invited by the council,*
 - (j) *the adoption of an operational plan under section 405 [of the Act],*
 - (k) *the adoption of a financial statement included in an annual financial report,*
 - (l) *a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6 [of the Act],*
 - (m) *the fixing of an amount or rate for the carrying out by the council of work on private land,*
 - (n) *the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,*
 - (o) *the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,*
 - (p) *the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194 [of the Act],*
 - (q) *a decision under section 356 [of the Act] to contribute money or otherwise grant financial assistance to persons,*
 - (r) *a decision under section 234 [of the Act] to grant leave of absence to the holder of a civic office,*
 - (s) *the making of an application, or the giving of a notice, to the Governor or Minister,*
 - (t) *this power of delegation,*
 - (u) *any function under this or any other Act that is expressly required to be exercised by resolution of the council.*
- 1A. *Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if:*
 - (a) *the financial assistance is part of a specified program, and*
 - (b) *the program is included in the councils draft operational plan for the year in which the financial assistance is proposed to be given, and*
 - (c) *the programs proposed budget for that year does not exceed 5 per cent of the councils proposed income from the ordinary rates levied for that year, and*
 - (d) *the program applies uniformly to all persons within the councils area or to a significant proportion of all the person within the councils area.*

2. *A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Director-General except as provided by the instrument of delegation to the council.*

INTRODUCTION

In accordance with section 377 of the Local Government Act 1993, the Council by resolution at its meeting on Tuesday XXXXXXXX delegated its powers, authorities, duties and functions as set out in

Part 1: Delegations to Committees of Council, and Delegation to the Mayor; and

Part 2: Delegations of Authority register to the General Manager, the Mayor and Council Committees.

All Council delegations are subject to the following limitations:

1. The delegated power, authority, duty or function being performed in accordance with Council Policy;
2. The delegated power, authority, duty or function being performed in accordance with the Law;

The delegations of Council will remain in force until they are revoked or amended by a resolution of Council.

The Council notes that the General Manager may delegate his or her powers, authorities, duties and functions at his or her discretion.

DELEGATION TO COMMITTEES OF COUNCIL

Committees of Council have no delegations except for those provided by resolution of Council.

DELEGATION TO THE MAYOR

The Mayor, and in the absence of the Mayor, the Deputy Mayor for the period of the Mayor's absence, is delegated authority under section 377 of the Act to exercise and/or perform on behalf of the Council the following powers, authorities, duties and functions:

1. Conferring Powers or Duties under *Local Government Act 1993*

To give effect to the Law, Council's adopted Policies, resolutions and directions, provided that such delegation is not sub-delegated without the specific approval of Council or as prescribed under the Local Government Act.

2. Powers or Duties under other legislation

If, under any other Act other than the Local Government Act, a function is conferred or imposed on the Mayor of Council, the function is taken to be conferred or imposed on the Council and the Mayor of the Council has delegated authority to exercise and/or perform on behalf of the Council the powers, authorities, duties and functions as prescribed under that other Act.

3. Preside at Meetings and Functions of Council

To preside at all meetings of the Council, Committees, Community Committees and Public Meetings convened by the Council at which the Mayor is present unless the Council otherwise appoints another Councillor or person to perform this function.

4. Negotiations on behalf of Council

In conjunction with the General Manager, to participate in negotiations on behalf of the Council with third parties and in connection with the sale, purchase and lease of land and buildings. This function is subject to the limitation that no contractual agreement is to be entered into without a resolution of Council.

5. Represent Council – Government and Other Forums

To represent the Council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level. To represent the Council, in conjunction with the General Manager, in deputations to government, inquires and other forums where it is appropriate that the Mayor should present the Council's position.

6. Sign and Execute Documents

To sign correspondence and other documents. This function is subject to the limitation that execution of any documents under Council Seal must be carried out in compliance with Regulation 400 of the *Local Government (General) Regulations 2005*.

7. Issue Media Releases

To make Media Statements and issue Press Releases in respect of Council Resolutions/Recommendations and decisions subject to prior consultation with the General Manager. Councillors are at liberty to make personal comment at any time.

8. Leave

To approve applications of leave by the General Manager.

9. Manage the General Managers Contract

To act as Councils delegate for the purpose of the day -to -day management of the General Managers contract.

10. Appoint the Acting General Manager

On the recommendation of the General Manager, to appoint one of the Balranald Shire Council Directors to the temporary position of Acting General Manager for a pe riod no longer than to the date of the next Council Meeting, when the Council will either endorse the temporary appointment for such additional time as is necessary, or appoint another Director to the temporary position.

PART 2

DELEGATION TO THE GENERAL MANAGER

The General Manager, and in the absence of the General Manager their nominee as the Acting General Manager for the period of the General Manager's absence, is delegated authority under section 377 of the Act, to exercise and/or perform on behalf of Council the powers, authorities, duties and functions of the Council, subject to the following:

1. The General Manager is restrained from carrying out any of those functions of Council excluded from delegation by operation of section 377(1) of the Act;
2. The General Manager is entitled to carry out any functions delegated to the Council by the Departmental Chief Executive or the Minister, subject to any express limitations imposed by the Departmental Chief Executive or Minister;

If a function is conferred or imposed on an employee of Council under any other legislation, the function is deemed to be conferred or imposed on the Council and is delegated to the General Manager.

For the avoidance of doubt, the delegated authority conferred or imposed upon the General Manager includes the delegated functions of Council as provided in the following table and is subject to any limitations contained therein. The following table is not intended to be an exhaustive list of all powers, authorities, duties and functions delegated to the General Manager. Rather it is to be relied upon as providing guidance to those most commonly relied upon powers, authorities, duties and functions

PART A – FINANCIAL MATTERS	
1.	Award Contracts, Obtain Quotations and Authorise Purchase Orders within Section 377(1)(i) of the Act
2.	Authorise Payment of Salaries and Wages
3.	Sign and Countersign Electronic Funds Transfers (EFT), Direct Debits and Cheques drawn on Council's Bank Account
4.	Approve Final Payments to Contractors and/or Direct Creditors
5.	Check and Certify the Annual Statutory Accounts
6.	Authorise Expenditure for Urgent Works outside budget approved by Council
7.	Authority to require the Lodgement of a Cash Bond or Bank Guarantee
8.	Negotiate Council's Overdraft Limit
9.	Sell or Dispose of Materials or Equipment, Spoilt or Obsolete.

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10.	Write off uncollectible debts (for charges and sundry debtors) up to a maximum amount of \$20,000.00.
11.	Authorise the issue of accounts for services provided by Council.
12.	Apply for borrowings from financial institutions following a resolution of Council in accordance with Section 377(1)(i) of the Act
13.	Engage consultants to assist with Council projects
14.	Arrange the investment of money not immediately required by Council
15.	Write off accrued interest on rates and charges if the payment of the accrued interest would cause hardship
16.	Arrange for payment by instalment – Accounts receivable.
17.	Refund of Over-payments
18.	Authorise the refund of development applications/Construction Certificate Application Fees.
19.	Grant rebates of rates
20.	Approve Credit Notes
21.	Refund Trust Fund Deposits
22.	Complete all Financial Certifications
23.	Authorise the Waiver or Reduction of Non-Business Activity Fees up to a Maximum Amount of \$20,000 in Accordance with the Categories determined in the Operational Plan and relevant Council policies
24.	Authorise the Reduction for Water and Wastewater Consumption Charges up to a Maximum Amount of \$10,000 in Accordance with the Undetected Leak Policy for Water and Wastewater Charges

PART B – STAFFING MATTERS

25.	Approve Recruitment Action
26.	Approve or refuse payment of allowances and employment entitlements and benefits
27.	Approve salary step progression for staff
28.	Approve Performance Appraisal Payments for Staff

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29.	Dismiss employees
30.	Approve Career Enhancement Support
31.	Approve flexible work arrangements.
32.	Approve or refuse a report of injury to Council's workers compensation insurer.
33.	Approve Leave
34.	Approve Professional Development
35.	Approve Travelling and Subsistence Expenses
36.	Approve claims for the loss of personal property - Staff
37.	Approve Employment outside Council
38.	Authorise Personal Use of Council Equipment by Staff
39.	Refuse, approve or conditionally approve the use of Intellectual Property Created in the course of Balranald Shire employment
40.	Approve Variations to Industrial Instrument s for Leave Allowances or Conditions of Employment for not less than conditions in the Local Government (State) Award
41.	Approve Council Agreements in accordance with the Local Government (State) Award
42.	42. Approve or Refuse a Standard Appointment Recruitment Process
43.	Approve or Refuse an Exception Appointment Recruitment Process
44.	Approve the Reclassification of Staff
45.	Approve Job Status Change/Higher Grade Salary for Short Term
46.	Approve Overtime Payments
47.	Deal with Industrial Disputes
48.	Hear Appeals by Employees regarding Employee Relations Issues
49.	Employ Staff to fill Short Term Casual Vacancies

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50.	Provide a reference to a Potential Employer
51.	Authorise and Co- authorise Tax File Number (TFN) Declaration Forms
PART C – GOVERNANCE	
52.	Make or authorise public statements involving the Council.
53.	Determine matters included in Council business papers and Committee papers.
54.	Exercise Discretion in Referring Correspondence
55.	<u>Reply to and sign all routine correspondence and other forms</u>
56.	Sign and Execute Documents under the Seal of Council.
57.	Sign contracts, deeds and agreements that do not require the Council seal
58.	Sign Funding Applications
59.	Negotiate and enter into Leases, Licenses and other Legal Transactions for use of land or assets
60.	Invite Groups or Individuals to Address Council or Committee Meetings.
61.	Act as Councils Public Officer
62.	Approve the Destruction of Corporate Documentation
63.	Manage the Renewal and Maintenance of Domain Names and IP Addresses
64.	Manage the Renewal and Maintenance of Australian Communications and Media Authority Radio Transmission Licenses
65.	Appoint Staff to Consultative Committee and Work, Health and Safety Committee
66.	Respond to and Liaise with the Minister, the Department and the Office of Local Government
67.	Determine Applications under the Government Information (Public Access) Act 2009
68.	Act as Code of Conduct Complaints Coordinator and Alternate Complaints Coordinator

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69.	Receive and Investigate Complaints under the Internal Reporting Public Interest Disclosures Policy
70.	Receive and Investigate Privacy Complaints
71.	Receive Complaints and Authorise Investigation under Child Protection Policy
72.	Investigate Complaints about Staff under Child Protection Policy
73.	Investigate Complaints about Family Day Carers under Child Protection Policy
74.	Authorise Action on General Complaints about Staff from an Internal Source
75.	Authorise Action on General Complaints about Staff from an External Source
76.	Act as Official Signatory on all Development Consents and Building Approvals
77.	Installation, Operation and Retrieval of CCTV Cameras and their Footage
PART D – OPERATIONAL	
78.	Issue and Carry on Proceedings, and to Act and Negotiate on behalf of Council on Legal Issues
79.	Authorise an approved officer to lay information before the court for non-payment of penalties
80.	Lay Information before the Court to prosecute offenders
81.	Authorise the issue of on-the-spot penalty notices
82.	Determine the Fee for the provision of Council for employees as Witnesses and Information in court cases.
83.	Issue Notices of Intention to Issue Orders under the Act, the Environmental Planning and Assessment Act 1979, Protection of the Environment Operations Act 1997, Companion Animals Act 1998 and the Roads Act 1993.
84.	Determine development applications, (including Section 96) and complying Development Applications made under the <i>Environmental Planning and Assessment Act 1979</i> and relevant Regulations.
85.	Approve Storm Water Drainage Work Connections that revert to Council.
86.	Approve storm water drainage work connections from private property to councils storm water systems.

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87.	Implement the adopted operational plan and four year delivery program
88.	Engage contractors for the remove derelict vehicles from roads, road reserves and public places.
89.	Approve Applications for Street Activities, street stalls and issue Busking Permits
90.	Approve applications to film/photograph in Council's parks, reserves and public places
91.	Approve the casual use of Council parks and properties
92.	Implement Councils Payment of Rates policy
93.	Authorise amendments to the Rate Register
94.	Take legal action for the recovery on unpaid rates and charges and unpaid sundry debtors
95.	Issue notices to require the payment of rent in lieu of rates.
96.	Resolve or authorise settlement of liability claims up to the excess on insurance policies.
97.	Authorise and sign notices to quit to tenants of council properties
98.	Approve or refuse to grant council's consent to a third party development application that may traverse or impact upon council land.
99.	Authorise the maintenance and repair of council property.
100.	Authorise the expenditure for maintenance and replacement of council motor vehicles and plant.
101.	Let or hire Council plant and equipment and determine plant and equipment hire rates.
102.	Suspend or cancel the operation of an Alcohol-Free Zone in accordance with Section 645 of the Act.
103.	Authorise contribution to cost of dividing fences on Council property
104.	Operate and Maintain Councils Airport in accordance with all applicable legislative requirements
105.	Operate and maintain Council's Landfill in accordance with all applicable legislative requirements.

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106.	Operate and maintain Council's Cemetery/Crematorium in accordance with all applicable legislative requirements.
107.	Caravan Park To operate, manage and maintain the Balranald Caravan Park.
108.	Exercise the powers of Council's Impounding Officer.
109.	Approve or refuse applications from residents to prune, top, lop or remove trees
110.	Issue parking infringement notices
111.	Authorise withdrawal of penalty infringement notices - Leniency
112.	Approve Temporary Road Closures
113.	Make Sign Adjustments
114.	Install and Refuse Applications in Special Use Zones
115.	Approve the Installation of Traffic Facilities
116.	Approve the Installation of Warning Signs
117.	Approve or Refuse an Application for Signs across Driveways
118.	Approve or Refuse an Application for Traffic Bollards
119.	Approve the Construction of Vehicular Crossings and Footpath Restorations
120.	Approve the Installation of Additional Street Lighting
121.	Endorse/Sign Positive Covenants, Easements and Section 88B Instruments under the Conveyancing Act 1919
122.	Determine Public Notification of Applications
123.	To Approve or Refuse Professional Certifications
124.	Authorise Recommendations for Accreditation of Council Building Surveyors under the Building Professionals Act 2005
125.	Exercise Council's Power to Carry out Work on Private Land for an Amount fixed by Council
126.	Authorise One- off Variations of Working Hours on Building Work Sites where the Matter is one of Public Safety

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127.	Authorise Council Employees (or other persons) to Enter Premises for the purpose of enabling Council to exercise its functions under any Act
128.	Determine Water Restrictions
129.	Manage the Councils Motor Vehicle Fleet
130.	Approve Permits and Notices
131.	Authorise settlement of liability claims
132.	Determine extensions of development consent
133.	Issue general infringement/penalty notices
134.	Act on council's behalf in all matters relating to the <i>Companion Animals Act 1998</i>
135.	Determine applications for parking permits
136.	Issue a temporary resident parking permit
137.	Approve or modify the number and/or location of resident parking
138.	Approve, refuse or condition applications for school/community groups visitation to council properties
139.	Approve applications for charity collections
140.	Order supplies, plant and equipment authorised under requisition
141.	Manage issues relating to numbering of buildings
142.	Approve applications for the removal of vehicular crossings
143.	Sign as owner of council properties for applications for development/building consent
144.	Determine the disposal price and time of council plant and equipment by auction
145.	Determine the reserve price and disposal of plant, equipment and vehicles by public auction tender or trade-in
146.	Approve or modify the number and/or location of resident parking
147.	Approve or refuse an application for a Convex mirror
148.	Approve or refuse an application for road rules 2014 compliance signs

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149.	To administer the provisions of the <i>Roads Act 1993</i> and Road Rules 2014 as they apply to Council.
150.	Exercise authority under the <i>Roads Act 1993</i> in conjunction with the assessment of Development Applications, Construction Certificates and Complying Development Certificates
151.	Issue approvals under section 138 of the <i>Roads Act 1993</i> where public safety is an issue
152.	Issue of orders and emergency orders under section 124 of the Act
153.	Sign section 149A certificates and related correspondence – Environmental Planning and Assessment Act 1979
154.	Approve or refuse applications for construction certificates
155.	Refuse applications for construction certificates
156.	Issue all building, classification/occupancy certificates
157.	Accept structural and mechanical ventilation drawings
158.	Approve applications for strata/subdivision plans
159.	Review notice of determinations
160.	Determine matters relating to minor unauthorised works
161.	Authorise the reduction of development application related fees and charges in accordance with the waiving of fees for development applications and construction certificates policy
162.	Exercise all powers of council under the <i>library act 1939</i>
163.	Authorise the purchase, de-commissioning and donation of library books
164.	Select and requisition the purchase of historical resources
165.	Approve the use of community buses
166.	Approve the consumption of alcohol for special events at Council functions
167.	Approve the subsidised use council facilities in accordance with the respective policies.
168.	Perform the functions in relation to the Local Environment Plans subject to Ministerial delegation under section 59 of the <i>Environmental Planning and Assessment Act 1979</i> and subject to council resolving to accept the Ministerial Delegation
169.	Exercise the powers of the State Emergency and Rescue Management Act 1989

170 Administer Functions provided by other Legislation

To administer the provisions of the following legislation as they apply to Council:

- Boarding Houses Act 2012
- Children and Young Persons (care and protection) Act 1998
- Children (Education and Care Services National Law Application) Act 2010
- Community Land Development Act 1989
- Companion Animals Act 1998
- Conveyancing Act 1919
- Crown Lands Act 1989
- Environmental Planning and Assessment Act 1979
- Fire Brigades Act 1989
- Fluoridation of Public Water Supplies Act 1957
- Food Act 2003
- Government Information (Public Access) Act 2009
- Graffiti Control Act 2008
- Health Records & Information Privacy Act 2002
- Heritage Act 1977
- Impounding Act 1993
- Library Act 1939
- Liquor Act 2007
- Local Government Act 1993
- Plumbing and Drainage Act 2011
- Privacy and Personal Information Protection Act 1998
- Protection of the Environment Operations Act 1997
- Public Health Act 2010
- Radio communications Act 1992
- Road Rules 2001 NSW Consolidated Regulations – Under the Road Transport Act 2013
- Roads Act 1993
- Roads Transport (General) Act 2013
- Rural Fires Act 1997
- State Emergency and Rescue Management Act 1989
- State Records Act 1998
- Swimming Pool Act 1997
- Unclaimed Money Act 1995
- Work Health and Safety Act 2011
- Workers Compensation Act 1987
- Workplace Injury Management and Workers Compensation Act 1998

Glossary of Terms

Act	means <i>Local Government Act 1993</i>
Authority	means any government (state or federal), government department, statutory corporation or other body having power to legally direct the Council or its officers
Department	means the Department of Local Government, or any future department (or combined department) carrying out the functions of the present Department of Local Government for the State of New South Wales
Director-General	means the Director-General of the Department of Local Government or the Director-General of any other government department which has the carriage of the administrative functions of the Act and the portfolio of Local Government.
Law	means the requirements of all statutes, rules, ordinances, codes, regulations, proclamations, by-laws, environmental planning instruments, directions and consents of any Authority
Minister	means the Minister for Local Government or any future title given to a ministerial position of a future New South Wales State Government portfolio that includes governance of Local Government.

AUTHORISATION

Status	Committee	Council
	Manex	Not applicable
	Council	Adopted by Council - Minute No:
Author	Executive - General Manager	
History		
Last Issued:	Review: legislative requirement within the first twelve months of a new term of council	
File Reference:	G:\1 GENERAL MANAGER\ORGMANAGEMENT\Human Resources\Delegations\council delegation Part 1&2	

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Corporate and Community Development Reports

Item C – 1 **TERMS OF REFERENCE: COUNCIL COMMITTEES: HOSTEL COMMITTEE**

File number: **026/374**

Reporting Officer: Director of Corporate & Community Development

Operational Plan Objective: Pillar 6: Our Leadership 6.3.2 – Provide good governance, prudent financial management and effective support services for all its activities.

Officer Recommendation:

That Council agree to adopt the attached Terms of Reference for its Section 355 Hostel Committee: as a Draft, and seek feedback from members of this Committee prior to formally adopting the these.

Purpose of Report

This report seeks Council agreement to adopt the attached Terms of Reference for the Hostel Committee as a Draft, and seek feedback from members of this Committee prior to formal adoption of these.

Report

Council has, in accordance with Section 355 of the *Local Government Act 1993*, resolved to appoint a number of community members and councillors to a committee to assist it with the operation of the Bidgee Haven Hostel.

This Committee, at its last meeting, requested that Council clarify the Committee's roles and responsibilities.

Good governance practices require that each Committee of Council should have Terms of Reference that clearly articulate Council's expectations in relation to the operation of that committee and the behaviours of Committee members.

In response to this request Council staff have drafted Terms of Reference for Council's consideration, prior to seeking feedback from Committee members.

The draft Terms of Reference identifies the purpose for the Committee, in addition to setting out Council's expectations in regard to meeting practice and attendance.

It is recommended that Council adopt these Terms of Reference as a draft document and seek feedback from members of the Hostel Committee on its content prior to formally adopting these at Council's next meeting.

Financial Implication	Nil
Legislative Implication	Nil
Policy Implication	Nil
Attachments	Draft Terms of Reference – Hostel Committee



BALRANALD SHIRE COUNCIL

HOSTEL COMMITTEE

TERMS OF REFERENCE

NAME

The name of the Committee is the Hostel Committee.

AUTHORITY

This Committee is established by Council under Section 355 of the Local Government Act 1993.

The Hostel Committee is an advisory committee to Balranald Shire Council (Council). Being an advisory committee, the Hostel Committee does not have executive power or authority to direct staff. The Hostel Committee has no delegations to expend monies on behalf of Council.

PURPOSE

The purpose of the committee is to:

- Provide appropriate advice and recommendations to Council, through Committee minutes, on matters relevant to the operations of the Bidgee Haven hostel.
- Provide a forum for discussion of opportunities to improve the occupancy rates and efficiencies of the hostel and subsequent recommendations to Council in relation to this.
- Provide a forum for discussion of opportunities to develop increased volunteer participation in assisting Council to operate the hostel, particularly in the area of fundraising for Council approved projects.
- Recommend to Council activities for increased engagement of volunteers to support hostel operations.

OBJECTIVES OF THE COMMITTEE

The committee is a Committee of Council representing community views and should identify to Council opportunities to respond to changing community expectations in relation to the Bidgee Haven hostel.

DECISION MAKING

It is intended that the Committee will make decisions based on consensus. If it is not possible to arrive at a consensus on a particular item the recommendation to Council should note the dissenting views.

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MANAGEMENT AND OPERATION OF THE COMMITTEE

1. STRUCTURE/MEMBERSHIP

The Committee shall be comprised of community representatives and Councillors, as nominated by Council. It is desirable that there is a representation from the entire Shire, a reasonable gender balance and age distribution on the Committee.

2. APPOINTMENT AND SELECTION OF MEMBERS

Balranald Shire Council shall call for applications from community members within the Council area for all community member positions.
The applications will be assessed on their merit and suitable persons will be appointed to the Committee by Council.

3. MEMBER CONDUCT AT MEETINGS

‘All Committee members are required to undertake Code of Conduct for Committee Members training within 2 months of having been appointed.
As representatives of Council while attending meetings members are required to comply with the Code of Conduct at all times.

4. TERM OF COMMITTEE

The Committee shall be appointed for a period of 2 years. Review of the Committee membership will be held in conjunction with the bi-annual review of the Mayoral position.

5. ATTENDANCE AT MEETINGS

Committee members are required to provide an apology in advance to the Chair if they are unable to attend scheduled meetings. In the event that a Committee member fails to attend more than 2 meetings without apology Council has resolved appointment of these members will be considered to have lapsed.
In the event that a membership of the Committee is deemed to have lapsed the Chair of the Committee shall advise Council of this at the following Council meeting.

6. CHAIR OF THE COMMITTEE

The Chair of the Committee shall be a Councillor, as nominated by the Mayor of Balranald Shire Council.

7. SECRETARIAT

Secretariat services for the Committee will be provided by a member of the Committee, as agreed among its members.

The Chair of the Committee shall call for nominations for Secretariat at the first meeting of the Committee.

The Secretariat is responsible for providing typed minutes to Council's General Manager within 7 working days of the Committee meeting.

Council staff will prepare and distribute a Standing Agenda/Notice of Meeting for the Committee and any relevant business papers five (5) working days prior to the meeting.

8. COUNCIL STAFF MEMBERS ON COMMITTEE

Council staff members are not required to attend Committee meetings. However, the Committee may request, through the Chair, that Council staff provide it with a summary report of matters relevant for its consideration at its meeting.

Such report if requested shall be provided to Committee members at the time of the agenda being distributed.

9. MEETING FREQUENCY AND PLACE

The Committee shall meet once every two months on the first Monday of the second month. The meetings shall be held in Council Chambers commencing at 5pm.

10. PECUNIARY INTERESTS

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee immediately advise the Chair.

The Committee members must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting while the matter is discussed and not participate in any decision making on that matter. This interest must be recorded in the minutes.

11. QUORUM

A quorum of the Committee will be half of the appointed members present plus one (a simple majority).

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- be adjourned to a time determined by the Chair in consultation with members present and Council staff or
- continue as an inquorate discussion.

For inquorate meetings members present can have a discussion and take discussion notes. Recommendations for decisions cannot be made but can be carried forward to the next meeting where a quorum is present.

12. ATTENDANCE OF NON MEMBERS

The Committee may, at its discretion invite non-members and observers to attend meetings of the Committee to facilitate discussion and to provide specialist advice to the Committee.

13. MEDIA COMMENT AND CONFIDENTIALITY

The Committee has no delegated authority to speak to the media on behalf of the Committee without the express authority of the General Manager. The Committee does not have authority to make comment on behalf of Balranald Shire Council. Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

14. DISSOLUTION

The Council may at any time dissolve this Committee.

15. LIABILITY OF MEMBERS

In accordance with Division 2 Section 731 of the *Local Government Act 1993*, a matter of thing done by the Minister, the Director General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director General, a council, a councillor, a member of a committee of the council or an employee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for an on behalf of the Minister, the Director General, a council, subject a councillor, a member of a council committee or an employee so acting personally to any action, liability, claim or demand.

TERMS OF REFERENCE APPROVED BY COUNCIL AT ITS MEETING ON xxxx

**Item C – 2 PAYMENT OF EXPENSES & PROVISION OF FACILITIES
FOR MAYOR AND COUNCILLORS POLICY**

File number: **80**

Reporting Officer: Director of Corporate & Community Development

Operational Plan Objective: Pillar 6: Our Leadership 6.3.2 (a) provide good governance, prudent financial management and effective support services for all its activities.

Officer Recommendation:

That Council adopt the policy for payment of expenses and provision of facilities for Mayor and Councillors.

Purpose of Report

To bring forward a draft policy - Payment of Expenses and Provision of Facilities for Mayor and Councillors - for Council's consideration. This draft policy was considered at the February meeting of Council, prior to being put on display for public comment.

Report

Section 252 (1) of the Local Government Act 1993 requires that within the first 12 months of each term of a council, the council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, and the other councillors in relation to discharging their functions. Section 253 (1) of this Act further requires that Council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities, allowing at least 28 days for the making of public submissions.

The draft policy was presented to Council at its February meeting, and has been advertised for public comment.

No submissions have been received at the time of preparing this report.

It is recommended that Council now formally adopt this policy for Payment of Expenses and Provision of Facilities for Mayor and Councillors.

<u>Financial Implication</u>	NIL
<u>Legislative Implication</u>	Local Government Act Sec. 253 (1) – (5)
<u>Policy Implication</u>	Updated Policy
<u>Attachments</u>	Nil

Item C – 3

**INFORMATION MANAGEMENT – RESOURCING FOR
ELECTRONIC DOCUMENT MANAGEMENT SYSTEM**

File number: 120

Reporting Officer: Director of Corporate & Community Development

Operational Plan Objective: Pillar 6: Our Leadership 6.3.2 – Provide good governance, prudent financial management and effective support services for all its activities.

Officer Recommendation:

That Council allocate funds in the 2017-18 Budget for a staff member to develop policies, procedures and training to support the implementation and ongoing management of an Electronic Document Management System. This system is required to ensure compliance with the State Records Act 1998.

Purpose of Report

This reports seeks Council approval to allocate funds in the 2017-18 Budget to employ an information services officer to develop policies, procedures and training and support for the ongoing work associated with compliance with the State Records Act 1998 (the Act).

Report

The State Records Act imposes a number of requirements on Council to

- make and keep records that fully and accurately document their operations and administration
- establish and maintain a records management program in conformity with standards and codes of best practice approved by State Records
- ensure that records are stored in conditions appropriate to their format and preservation requirements
- ensure that records held in digital or other technology dependent formats are accessible for as long as they required.

Other key parts of the Act include provisions governing the disposal of records, a statutory basis for a right of public access to records more than thirty years old, and the transfer of records required as State archives to the custody and control of State Records.

The Office of Local Government identified in its Notice of Business Improvement that Council should implement a document management system to assist in complying with these requirements. Council has previously allocated an amount of \$80,000 to fund the capital purchase of this asset.

However, at the time of this request the whole of life costing for this asset was not identified. Whole of life costings typically include maintenance of the asset and in some cases resourcing to operate/maintain the asset and depreciation.

Balranald Shire Council
Agenda – Ordinary Meeting – 21st March 2017

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To successfully implement a document management system Council will need to develop file structures, policies and procedures to ensure records are maintained in accordance with the Act, in addition to implementing on going staff training to ensure the importance of maintaining all records, including in some instances social media records is understood and adhered to.

Senior staff have reviewed existing staff workloads to identify opportunities to incorporate this work within an existing position. However, because of the volume of work associated with implementing and maintaining a document management system it will not be possible to do this without severely impacting on other areas of Council's administration.

Council approval to advertise an Information Services officer position, to be employed from July 2017 is sought to ensure it is able to comply with the requirements of the Act.

Financial Implication	\$65,000 per annum
Legislative Implication	State Records Act 1998
Policy Implication	Nil
Attachments	

Item C - 4 OUTSTANDING COUNCIL RATES
File number: 130

Reporting Officer: Director, Corporate and Community Development

Operational Plan Objective: General Rates & Charges

Officer Recommendation:

1. That Council adopt the following draft policies and agree that these should be advertised for public consultation:
 - Payment of rates, fees and charges as a result of financial hardship
 - Collection of outstanding fees and charges
 - Collection of outstanding rates

Purpose of Report

To update Council of the status of outstanding rates owing to Balranald Shire Council.

Report

The total amount of rates outstanding as at 15 March 2017 (excluding instalments not yet due) was \$173,187 or 9.65% of rates collectable year to date. Outstanding water consumption charges as at this date were \$109,649.

Council resolved at its March meeting to request the General Manager bring a full outstanding rates report to a confidential section in the March meeting.

Prior to preparing this report Council staff have reviewed the policies and procedures underlying the collection of rates and charges. As part of a business improvement initiative, it is recommended that Council establish new policies in relation to the collection of outstanding amounts to clearly articulate Council's expectations in relation to the collection of these.

Clearly articulated expectations through formally adopted policies provide clear guidance to both staff and the community and will allow a basis for consistency in enforcing the collection of amounts outstanding.

Draft policies in relation to Collection of Outstanding Fees and Charges; Assistance with Payment of Rates, Fees and Charges as a Result of Financial Hardship; and Collection of Outstanding Rates have been prepared for Council consideration. It should be noted these policies if adopted will replace the Rates Recovery Policy which was adopted by Council at its February meeting.

It is recommended that Council adopt the attached policies as draft for public consultation.

Balranald Shire Council
Agenda – Ordinary Meeting – 21st March 2017

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Once adopted, Council staff will review all outstanding rates and charges against the relevant provisions of the Local Government Act 1993 and adopted Council policies. A report of recommended actions to recover outstanding rates and charges will be provided to a future meeting of Council following this review.

<u>Financial Implication</u>	Nil
<u>Legislative Implication</u>	Yes
<u>Policy Implication</u>	Yes
<u>Attachments</u>	Payment of rates, fees and charges as a result of financial hardship; Collection of outstanding fees and charges; Collection of outstanding rates policies will be distributed prior to Council meeting.

Infrastructure and Development Reports

Item I – 1 DA 34/2017 – PROPOSED SUBDIVISION MOULAMEIN – KYALITE RD, KYALITE

File number: DA 34/2017

Reporting Officer: Acting Director Infrastructure and Development – Robert Stewart

Operational Plan Objective: Pillar 5 Our Infrastructure
5.3 Undertake key infrastructure improvements.

Officer Recommendation:

Council delegate authority to the General Manager to finalise Development Application 34/2017 for the subdivision of Lot 1 DP 1137021, Moulamein – Kyalite Rd, Kyalite, creating two (2) allotments subject to the following conditions;

The subdivision complies strictly with the sketch plan as submitted.

Any new driveway to the newly created vacant lot, or alteration of existing driveways is to be to the satisfaction of Council or its delegate, and at the applicants full cost.

A detailed landscaping plan showing vegetation buffers and maintenance systems to minimise impact on residential land uses be submitted to and agreed by Council prior to the release of the Subdivision Certificate.

Subject to the concurrence of Telstra and Essential Energy.

Separate application must be made for any development consent for any new structures on the newly created lots.

Reasons for the imposition of conditions:

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

Purpose of Report

To seek Council's delegation of authority to the General Manager to finalise a 2 lot subdivision of Lot 1 DP 1137021, Moulamein – Kyalite Rd, Kyalite, into two (2) lots, proposed Lot 1 being 2742m² and proposed Lot 2 being 12.62ha.

Report

Pearson Group on behalf of RD & LR Bruton, have lodged an application to subdivide the above lot into two (2) lots, proposed lot 1 facing Moulamein – Kyaltie Rd, 2742m², and new lot 2, 12.62ha, having frontage to both Moulamein – Kyaltie Rd and Keogh Rd.

Access to the proposed allotments appears to be sufficient for the current uses of the land. Should the land use be intensified, upgrading of accesses could be incorporated into future development consent/s.

The proposal satisfies the requirements of Council's LEP (minimum lot size 1200m²), and the matter has been advertised in accordance with S.88 of the Environmental Planning and Assessment Regs. 2000. At the time of writing, no submissions have been received, the advertising period closes on the 24/3/2017, should any submissions be received, they will be incorporated into a further report to Council.

<u>Financial Implication</u>	Nil.
<u>Legislative Implication</u>	Nil.
<u>Policy Implication</u>	Nil.
<u>Attachments</u>	Plan of Proposal

Balranald Shire Council
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Attachment: Plan of Proposal



PART B – ITEMS FOR INFORMATION

General Manager's Reports

ITEM G – 3 CORRESPONDENCE

File Number:

Reporting Officer: Aaron Drenovski, General Manager

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

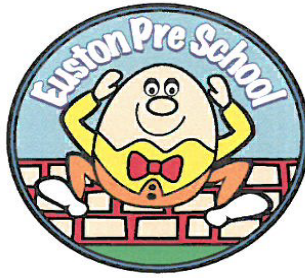
Officer Recommendation:
For information.

Purpose of Report

To advise Council of recent correspondence of interest.

Report

- 1 Letter from Euston Preschool
2. Certificate of Appreciation from Euston Preschool
3. Letter from Water NSW



22nd November 2016

Balranald Shire Council

Dear Aaron Drenovski and Councilors,

On behalf of the Euston Pre School Assoc, I would like to sincerely thank the Balranald Shire Council for your generous donation of \$10,000 to purchase our new Playscape.

Your generous donation has helped our Pre School tremendously, by allowing more engaging surroundings for our children, as required by the Education Department.

Thanking you once again and the Pre School look forward to a continuing relationship.

Euston Pre School Assoc Committee & Staff

27 Perry Street, EUSTON NSW 2737 03 5026 4264
eustonpreschoolassoc@gmail.com





Carol Meek

Level 16, 264 George Street
Sydney NSW 2000

1300 662 077
waternsw.com.au
ABN 21 147 934 787

Water Resource Plans

	Info	Reply	Report	Discuss
GM				GM
DID				
Received 23 FEB 2017				
DCCD				
File No.				
LETTER No.				

Dear Customer,

WaterNSW is committed to providing quality information and services to all our customers. Since Friday 1 July 2016, most operational activities related to rural customer interactions are now provided by WaterNSW, including management of groundwater, unregulated and regulated water.

The NSW Department of Primary Industries Water (DPI Water) has retained the management of a subset of these activities and is continuing its policy, planning and regulatory role. For your convenience, this means WaterNSW has become your main point of contact for all:

- Customer transactions
- Licensing administration and billing
- Water quality, surface and groundwater monitoring
- Metering and compliance

We wish to advise our customers that DPI Water has commenced the Water Resource Planning (WRP) process for your area. As a customer of WaterNSW, we encourage you to review the enclosed information and provide input to DPI Water so that it can be considered during the planning process.

Should you have any questions in relation to your WaterNSW services please don't hesitate to contact our customer service centre on **1300 662 077** or visit us at waternsw.com.au

D. Stockler

David Stockler
Executive Manager, Customer and Community

D2016/121403

ITEM G -4 ACTION SHEET

Reporting Officer: Aaron Drenovski, General Manager

File Number: 120

Purpose of Report

To bring forward for Councillors information the Action Report with actions taken on previous council resolutions.



BALRANALD SHIRE COUNCIL
ACTION SHEET

FEBRUARY 2017

MIINUTE	DIRECTOR / FILE NO	<u>SUBJECT</u>	DATE COMPLETED	COMMENTS CURRENT STATUS
	DCCD	Tourism Committee – - Write to Minister re; consider BSC as part of the funding for Regional Development of Roads.		In Progress
06.16.3731	DID	Apply to make Chinese Cemetery reserve Freehold.		In Progress
11.16.3885	GM	Comply with Notice from Minister and Councils resolution		In Progress
11.16.3886	GM	Appoint Leo Conway Agencies for auction of Caltex Notify the tenant in writing of council's intention. Set the Auction Date Affix Councils seal to appropriate documentation		Auction 17.02.2017 Caltex Sold waiting for documentation
01.17.3920	ADID	Balranald Beautification . Follow up tree planting at cemetery . Investigate trees in Presbyterian Cemetery – damaging headstones . "Friends of the Cemetery" volunteer group . Include \$10,000 in budget for consideration. . Follow up dead trees in Moa Street . Plaque in honour of Greg Camin be placed at Race Track.		In Progress

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01.17.3920	ADID	Euston Beautification Insert the following in the Long Term Delivery Plan and Strategic Plans; * BBQ, chairs & tables and shelters at Lake Benanee, Euston Cemetery Carpark, works at Euston Courthouse. Place an article regarding footpath pride in newsletter and on website. BBQ at Anderson Park repair works. Write a letter on behalf of Euston Beautification Committee to John Stevenson. Cnr Nixon and Cowper St in need of repair works to bitumen.		In Progress
02.17.3921	GM	Make minor alterations to Delegations of Authority document and report back to council.		Reported
02.17.3924	GM	Adopt all policies and display on website, rescind the policies as suggested.		In Progress
02.17.3925	GM	Adopt the Draft Internal Audit Committee, seek expression of interest for two independent external members.		In Progress
02.17.3927	DCCD	Advertise Draft Policy – Payment of Expenses & Provision Facilities for Mayor & Councillors	21.03.2017	Reported back to March Meeting
02.17.3928	ADID	Adopt the Draft Community Engagement Strategy	23.02.2017	In Progress - advertised
02.17.3929	ADID	Give Consent to modifications of DA 25/2017 D96 Modification of Consent Subdivision 65 Mayall St, Balranald	22.02.2017	Consent Given
02.17.3930	ADID	Give Consent to installation of two bay manual carwash facility – DA 26/2017	22.02.2017	Consent Given
02.17.3931	ADID	Close part of McGinty Road and do all necessary documentation.		In Progress
02.17.3932	ADID	Finalise the Far West Regional Plan 2036, have Mayor & GM to lodge submission detailing issues raised in report.	23.02.2017	Submission Sent
02.17.3933	ADID	Write to minister seeking special case to fund the Strategy on a 50% basis with Council. Consideration in budget 2017/2018.	23.02.2017	Letter Sent
02.17.3934	GM	Submission to Sunraysia Solar Farm outlining the issues identified in the Report.	23.02.2017	Submission Sent
02.17.3934	GM/Mayor	Negotiate with Sunraysia Solar Farm to maximise opportunities for the local community.		Meeting with Sunraysia Solar Farm Reps on Friday 17.03.2017
02.17.3935	ADID	Refer Balranald Sewer Lines condition and restoration to future budget meetings.		Noted
02.17.3939	DCCD	Submit full outstanding Rate report in Confidential Section of March Ordinary Council Meeting.	21.03.2017	Reported
02.17.3944	ADID	Adopt Community Strategic Plan and proceed to seek community input.	23.02.2017	In Progress - Advertised

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Corporate and Community Development Division

Item C - 5 STATEMENT OF FUNDS: FEBRUARY 2016
File number:

Reporting Officer Director of Corporate and Community Development

Operational Plan Objective: Pillar Six: Our Leadership – a community that values and fosters leadership, lifelong learning, innovation and good governance

Officer Recommendation:

2. That Council receive and note the report

Purpose of Report

To advise Council of Funds and Investment held for the Month Ending 28th February 2017.

INVESTMENT WITH	TERM (DAYS)	MATURITY DATE	INTEREST RATE	INVESTMENT VALUE
Westpac Business Cash Res	Bus Cash Reserve	AT CALL	0.700%	1,380,986
Westpac Bank	28	23/03/17	2.220%	500,000
Westpac Bank	28	23/03/17	2.220%	500,000
NAB	85	4/04/17	2.700%	500,000
Bendigo Bank	178	6/04/17	2.700%	500,000
Westpac Bank	90	22/05/17	2.380%	500,000
NAB	90	9/05/17	2.590%	500,000
TOTAL INVESTMENT PORTFOLIO			2.108%	4,380,986
Westpac Bank		CASH AT BANK		43,280
TOTAL INVESTMENTS plus CASH AT BANK				4,424,266

Balranald Shire Council
Agenda – Ordinary Meeting – 21st March 2017

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RESTRICTED FUNDS	EXTERNAL	INTERNAL	June 16 Total	QBR1 Transfers	QBR2 Transfers	Proposed Transfers	Feb 17 Total
Specific Purpose Unexpended Grants	386,000		386,000		-200,000	-120,000	66,000
Domestic Waste Management	67,000		67,000				67,000
Water Supplies	562,000		562,000	-214,000			348,000
Sewerage Service	1,740,000		1,740,000	-149,000			1,591,000
Plant & Vehicle Replacement		276,000	276,000				276,000
Infrastructure Replacement		656,000	656,000				656,000
Employee Leave Entitlements		300,000	300,000		-31,000		269,000
Deposits, Retentions & Bonds		106,000	106,000			-106,000	0
Carry Over Works		264,000	264,000	-118,000			146,000
Caravan Park		108,000	108,000	-11,000			97,000
Euston Cemetery		38,000	38,000				38,000
Health Reserve		3,000	3,000				3,000
Hostel Bonds		388,000	388,000			-270,000	118,000
Hostel Reserve		10,000	10,000	-10,000			0
Market Street Improvements		20,000	20,000				20,000
Town Clock		3,000	3,000				3,000
Gravel Pite Rehabilitation		170,000	170,000				170,000
Other Assets Replacement		300,000	300,000				300,000
Other (Unexpended Cont. Euston)	94,000		94,000				94,000
TOTAL RESTRICTED FUNDS	2,849,000	2,642,000	5,491,000	-502,000	-231,000	-496,000	4,262,000

FUNDS HELD	Investment	Bank	Combined	Restricted	Feb 17 Total
General Fund	2,280,986	-745,034	1,535,953	2,256,000	-720,047
Domestic Waste Management	0	118,723	118,723	67,000	51,723
Water Supplies	600,000	325,486	925,486	348,000	577,486
Sewerage Service	1,500,000	344,104	1,844,104	1,591,000	253,104
TOTAL FUNDS HELD	4,380,986	43,280	4,424,266	4,262,000	162,266

Balranald Shire Council
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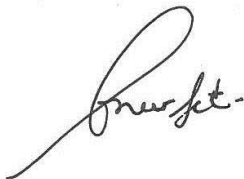
BANK RECONCILIATION				
	Cashbook Summary			
Opening cashbook Balance				40,969.34
Plus Receipts				2,079,834.34
Less Payments				2,096,851.22
Cashbook Balance at 28 February 2017				23,952.46

	Statement Summary			
Opening Statement Balance				77,527.04
Plus Receipts				2,080,948.74
Less Payments				2,115,195.85
Bank Statement Balance at 28 February 2017				43,279.93
Plus Unpresented Receipts				107.15
Less Payments				19,434.62
Reconciliation Balance at 28 February 2017				23,952.46

Certification by the Responsible Accounting Officer:

In accordance with paragraph 212(1)(b) of the Local Government (General) Regulation, the investments listed in this report have been made in accordance with:

- (i) The Local Government Act, 1993
- (ii) The Regulations, and
- (iii) Councils Investment Policy



Charmaine Murfet
Responsible Accounting Officer
15 March 2017

Item C - 6

UPDATE ON INTEGRATED PLANNING AND REPORTING

File number:

Reporting Officer: Director of Corporate & Community Development

Operational Plan Objective: Pillar 6: Our Leadership 6.3.2 – Provide good Governance, prudent financial management and effective support services for all its activities.

Officer Recommendation:

That Council note the information contained in this report.

Purpose of Report

To inform Council on the current state of work being undertaken to complete the requirements of the Integrated Planning and Reporting framework for 2017-18 going forward.

Report

Council, as part of its compliance with the Integrated Planning and Reporting Framework, is required to prepare a number of strategic planning documents including a 10 year Community Strategic Plan, a 10 year long term financial plan, a four year Delivery Plan and an 1 year Operational Plan which sets out Council's objectives, the levels of service delivery and how Council proposes to deliver services to its community.

As part of this framework Council is also required to consult with the community about its strategic objectives and proposed delivery program to achieve these objectives.

Work on preparing these documents is progressing. Council at its previous meeting in February adopted a draft Community Strategic Plan which has been placed on display for community consultation. Council has also, as part of the Community Strategic Engagement Strategy, held community forums in Euston and Balranald on 16th March to enable members of the community to ask questions and provide feedback on the proposed strategic direction. Community feedback on this draft plan closes on 21st March 2017.

Council has also now prepared a draft Delivery and Operational Plan for Council consideration. A draft budget incorporating information from these plans is currently being developed.

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A Councillor workshop to consider its draft budget, and feedback from community consultation will be held on 6th April 2017.

<u>Financial Implication</u>	Nil
<u>Legislative Implication</u>	Nil
<u>Policy Implication</u>	Nil
<u>Attachment</u>	Nil

Item C - 7

TOURISM REPORT – February 2017

File number: 771B

Reporting Officer: Director of Corporate & Community Development

Operational Plan Objective: Pillar 3: Our Economy – 3.2.1 Tourism

Officer Recommendation:

That Council accept the February 2017 Tourism report for information.

Purpose of Report

To provide Council with a progress report on Tourism activities.

Report

Attached to this report is the Tourism Monthly Reporting Dashboard for the month of February 2017

The following is a summary of the statistics & activities provided in this report:

Although February is traditionally a slow month for visitors, statistics still showed an increase in walk-in from same time last year and we also achieved strong results from ongoing digital, social and traditional media activities.

We continued an **integrated media campaign** (albeit a reduced funded campaign) over February with a “call to action” and objective of driving the audience to the website and to then download the digital Visitor Guide (or to call the VIC for a Visitor Guide). Albeit a reduced funded campaign from our previous campaign, the activities produced strong results with traffic to the website **increasing by 14%** from last month. The website statistics also showed that social media (Facebook) accounted for **53%** of the traffic driven to the website with **33%** of the traffic being from organic search, i.e. putting key words such as “Discover Balranald” into their search engine after hearing about the brand via other mediums. The number of phone enquiries generated by the website or promotions was **41**.

Three key projects was on the go in February being the **Balranald Business Online** Project with now around 20 websites under development and almost completed with workshops set for March. We also continued implementation activities on the **Heritage Near Me** project and also supporting the organisation and development of the presentation for the Back to Business “**Keep It Local**” event.

Social media promotions continue to produce strong results with a total audience reach (those who saw the post) of **125,396** people (from 6 posts) and **10,468** people directly engaging/reacting/responding to the posts, along with the increased number of visitors who clicked on the links directly to the website. The average spend per post during this period was approximately \$115.00.

Balranald Shire Council
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Walk-In at the Visitor Information Centre increased by **11%** compared to the same time/period last year and visitors to the **Interpretive Pavilion** continues to impress even through a slow period with **1,002** walk-ins recorded for February. Sales were also impressive with an increase of **20%** compared to same time last year. Visitors from **interstate** accounted for **44%** of walk-ins with **intrastate** visitors accounting for **48%** and international visitors **4%**..

Top 9 reasons that brought people to the area for the month was as follows: **1.** Passing Through **2.** Visiting Family & Friends; **3.** Discovery Centre; **4.** Social Media & Website; **5.** Return visit due to positive experience; **6.** TV/Radio; **7.** Review Sites; **8.** Word of Mouth, **9.** Other

Financial Implication	Nil
Legislative Implication	Nil
Policy Implication	Nil
Attachments	Tourism Monthly Reporting Dashboard & 2016 Achievement Presentation is available upon request

Infrastructure and Development Reports

Item I - 2 PLANNING ADMINISTRATION

File number: 600

Reporting Officer: Acting Director Infrastructure and Development – Robert Stewart

Operational Plan Objective: Pillar 6

Officer Recommendation:

That the report be noted.

Purpose of Report

To advise Council of certificates issued under delegated authority and submissions made towards major projects.

Report

The following Construction Certificates, Complying Development Certificates, Section 68 Certificates and / or Notices of Determinations have been issued since the February 2017 meeting of Council.

Application	Owner/Applicant	Locality	Description
DA 27/2017	Josh Perryman	Belgium Park, Clare Freshwater Rd, Balranald	Dwelling
DA 30/2017	Josh Perryman	Kyalite Moulamein Road, Kyalite	Dwelling
DA 32/2017	Margaret Lanteri	47 Mayall Street, Balranald	Demolish Shed Erect Carport, Veranda & Shed

Balranald Shire Council
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The following numbers of other certificates have been issued

149(2)	149(5)	121ZP	735A	Drainage Diagram	Noxious Weeds
17	11	2	0	4	0

Submissions made towards major development applications

Project Description	Action
Limondale Solar Farm	Submission in relation to public exhibition of EIS
Almas Almonds	Submission in relation to SEARs
Far West Regional Plan	Submission in relation to Draft Plan

<u>Financial Implication</u>	Nil.
<u>Legislative Implication</u>	The approvals process.
<u>Policy Implication</u>	Nil.
<u>Attachments</u>	Nil.

Item I - 3

MAINTENANCE AND CONSTRUCTION PROGRAM

File number: 726

Reporting Officer: Acting Director of Infrastructure and Development – Robert Stewart

Operational Plan Objective: Pillar 5 – Our Infrastructure

Officer Recommendation:

That the report be noted and accepted.

Purpose of Report

To provide Council with a progress report on works, since the February meeting.

Report

1. Roads Program

Council has continued its unsealed roads maintenance, as well as sealed road maintenance. Works have been undertaken in the following areas:

- General sign repair and maintenance
- Arumpo Road
- Grid Maintenance and installation of new grids on the Mildura Ivanhoe Road
- Euston Prungle Road
- Councils resealing program is nearing completion with primerseals scheduled for April
- Prungle Mail Road
- Gravel pit stripping and stockpiling
- Crack Sealing - Aerodrome

2. Roads to Recovery Program

Works on the Prungle Mail Road at the Sturt Highway end, Marma Box Creek Road and a section of the Tillara Road at the Sturt Highway end are being prepared for sealing which is scheduled for early April.

Quotations have been received for Kilpatrick Road Widening at Euston and Arumpo Road/Prungle Marma realignments and works are expected to commence in May.

3. RMS Capital Works Program

Works are being completed on a 3km section of the Balranald Ivanhoe Road just South of Clare. Final preparation work for sealing is being completed. Sealing work is scheduled for early April.

4. Water Supply and Sewerage Program

The water supply and sewerage program is progressing with major capital works complete and maintenance being carried out

- The water and sewerage telemetry contract is complete with final checks and testing scheduled for 21 and 22 March.
- Balranald Sewerage Treatment Farm – works are complete for the first stage (pond 2) and ponds 3 and 4 are empty and dry. Works are scheduled for early May.
- The final stages of the CCTV program for Balranald Sewerage are scheduled for May.
- Major break and repairs Endeavour drive
- Cleaning and identification of hydrants – Balranald

5. Miscellaneous Works

- a) Applications for Flood Restoration (Disaster Relief) have been submitted and waiting on works approval. The value of this work is \$508,000. Inspections and approvals are expected for the 21st and 22nd March.
- b) Parks and Gardens Maintenance
- c) Road Manager Consent – National Heavy Vehicle Regulator

Balranald Shire Council
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HEAVY VEHICLE OPERATIONS

APPLICANT	DETAILS	CONSENT / DENIAL	CONDITIONS
Pickering transport Euston Taylor, Morris and Kilpatrick	PBS Quad Tri B Double	Consent until 15/2/2018	
Bruton B Double network	PBS 5 axle dog trailer	Consent To 2020	No Travel on Unsealed roads following a rain event until it dries out.
Claridge House Removals Kyalite Rd	Oversize	Consent Single trip	Standard pilot and Escort requirements
Claridge House Removals Cally St and Church St Balranald	Oversize	Consent Single trip	Standard pilot and Escort requirements
Claridge House Removals Piper, O, Conner, Moe Ivanhoe Rd to Clare	Oversize	Consent Single trip	Standard pilot and Escort requirements
Bruton B Double network CML O, Conner St West	PBS 5 axle dog trailer	Consent To 2020	No Travel on Unsealed roads following a rain event until it dries out.
Monaghan Logistics Kyalite Rd farm machinery	Oversize/Overmass	Consent Single trip	

<u>Financial Implication</u>	As per budgeted works program.
<u>Legislative Implication</u>	Nil.
<u>Policy Implication</u>	Rural Roads Policy.
<u>Attachments</u>	Nil.

Balranald Ivanhoe Road Pit Operations



QUESTIONS ON NOTICE

CLOSED MEETING - CONFIDENTIAL MATTERS