AGENDA

of the

Ordinary Meeting

of Council

Held

29th October 2019
PRAYER

ALMIGHTY AND ETERNAL GOD, GIVE US THE GRACE TO FAITHFULLY FULFIL THE DUTIES OF OUR OFFICE.

SHED THE LIGHT OF YOUR WISDOM AND COUNSEL UPON US SO THAT, STRENGTHENED BY THESE GIFTS, WE WILL, IN THE ADMINISTRATION OF THE AFFAIRS OF THE COUNCIL, ALWAYS DO WHAT IS RIGHT AND JUST.

WE ASK THAT OUR DELIBERATIONS WILL BE BOTH FRUITFUL AND WISE.

AMEN

This is Page 2 of the Business Paper of the Ordinary Monthly Meeting of Balranald Shire, held in Council Chambers, Market Street, Balranald on 29th October 2019.
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.
BALRANALD SHIRE COUNCIL

AGENDA

In Case of an emergency, for example a fire, please evacuate the building following the direction of the Mayor. The order to evacuate may be signified by a council officer of 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.

All electronic equipment including mobile telephones of Councillors, Council Officers and visitors shall be switched off during the meeting. Recording of the proceedings is not to be carried out without the prior authority of Council.

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 Mayor 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.

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PRESENT:

APOLOGIES:

DISCLOSURE OF INTERESTS

CALENDAR OF EVENTS

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CONFIRMATION OF MINUTES

Recommendation:
That:

“The minutes of the Ordinary Meeting of Council held on Tuesday 17th September 2019 copies having previously been circulated to each Councillor be taken as read and confirmed.”

PRESENTATION/DELEGATIONS

MAYORAL MINUTE/REPORT

COMMITTEE REPORTS FOR ADOPTION
Reports
of the
Committee Meetings
Submitted to Council Ordinary Meeting
29 October 2019
MINUTES OF THE BALRANALD SHIRE COUNCIL TOURISM COMMITTEE MEETING HELD AT THE BALRANALD SHIRE COUNCIL CHAMBERS ON THURSDAY 5th SEPTEMBER 2019 COMMENCING AT 5.00 PM

1. PRESENT: Simone Carmichael (Chair), Iain Lindsay-Field (Minutes), Ken Spinks, Peter Lawler, Linda Nelson, Wayne Whitby, Gavin Helgeland (BSC – Manager – Strategic Development)

2. APOLOGIES RECEIVED: German Ugarte, Dianne Williams, Michael Kitzelmann, Terri Bilske, Vivienne McEvoy

3.

4. ACCEPTANCE OF MINUTES: Minutes acceptance of 4th June, 2019
   Moved: Iain
   Seconded: Linda

   (Please note no quorum for July, 2nd and July, 25th meetings)

5. BUSINESS ARISING:

   New Members for Tourism Committee – Holdover to next meeting
   Gate on skate park side of playground – Linda has spoken to Viv and she said that she felt Viv thought it was a good idea. Follow up with Viv next meeting.
   Workshops re Annual Calendar Events/Merchandise – Discuss when German is at next meeting.

   Interpretative Pavilion Signage – Holdover to next meeting.
   Audit Programme for Visitor Traffic – Gavin advised that he can access this sort of data.

   Harvest Festival – Mon is going to the Grazing the Lachlan Festival and will let us know about it. Gavin advised grant funding is available for industries that want to do Cellar Door sales.

   Ben Scott Bird Trail Environmental Water – Mon to ask James Maguire about any possible ewatering for this area.

6. MONTHLY & QUARTERLY REPORTS
   a) Tourism Report

   2019 visitation is tracking well above 2017 and 2018. Balranald may get 2000 visitors in Sept 2019 which will be a record (see attached). Viv also provided NSW state wide stats (see attached)
b) Tourism Related Grants

Riverfront Development - Gavin advised that he hoped to be at a detailed level of planning by Nov/Dec 2019.

The Tourism Infrastructure and Events Funding will come up again in Feb 2020.

7. NEW BUSINESS

Water bubbler near skate park – Linda has spoken to Viv and she said that she felt Viv thought it wouldn’t be hard to do. Follow up with Viv next meeting

Planned maintenance programme for township approaches – Peter asked whether there was a cyclical programme of maintenance cleaning? He noted that the entrance to the town from the West hadn’t been cleaned for well over 12 months. Linda advised that the bridge needs sandblasting and re-painting and appreciates that this is a RTA responsibility.

Use of Hashtags in Social Media – Iain requested that those people on social media should use as a minimum the hastags visitbalranald and myriverinamurray.

Dirty Doors & Windows in Discovery Precinct – Linda noted this on Interpretative Pavillion and also noted grass in some gutters.

Wayne asked whether some of the Agenda items put to the Committee where too operational and wasted the Committee’s time. Generally agreed that he was right but there needs to be a way that small issues can be brought to Council’s attention without interfering with the valuable volunteer time that the Committee Members give. Discuss more with Viv next meeting.


At around 5.00 pm Iain made a preorganised call to Therese and German (who was at home and not feeling 100%) to discuss how support could be given to Therese’s work. It was felt that this work on the bunyip skull (and discussions about bunyips generally) may become a key feature of the South side of the upcoming Riverfront development. Talked about Dambo, Barradine Tourist Route and the indigenous engagement process. To progress this further it was felt that a sub-committee of the Tourism Committee may continue to have discussions with Therese. Iain to make a recommendation at the next meeting. This phone hookup ended at 5.25pm.

Discussions closed at 6.15PM

Next Meeting – Thursday 3rd October, 2019 @ 4.00 pm

Recommendation that the Minutes of the Tourism Committee Meeting held on 5th September be received and noted.
MINUTES OF THE COMMUNITY SAFETY PRECINCT COMMITTEE MEETING HELD AT THE BALRANALD SHIRE COUNCIL CHAMBERS, MARKET STREET, BALRANALD ON MONDAY 30TH SEPTEMBER 2019, commencing at 3.05PM.

PRESENT: Wayne Whitby (Balranald Ex-Services Club), Paul Sills (Tooleybuc Sports Club), Paul Hadlow (Balranald Rescue Squad), Darren Brand (NSW Police) Ray Davy (Balranald Shire Council), Michael Kitzelmann (Balranald Shire Council) and Carol Holmes (Balranald Shire Council)

APOLOGIES: Sgt Narelle Tucker (NSW Police), Vicki Barnes (Kyalite Hotel), Cr Leigh Byron (Balranald Shire Council), Scott Smith (Tooleybuc Hotel) and Superintendent Paul Smith (NSW Police).

Adoption of Minutes from Previous Meeting
The Minutes of the previous Meeting was moved by Michael Kitzelmann and Seconded BY Darren Brand.

Business Arising
Traffic issues on Bertram and Taylor Roads in Euston

RMS have conducted a review of traffic along these roads and will be reducing the speed limit from 80kmh back to 50kmh on Bertram Road. Taylor Road, traffic calming infrastructure have been considered.

A Development Application has been received for a business along Taylor Road, RMS have declined from the point of trucks reversing on roadway to unload. A consideration to extend 50kmh speed limit along Moa Street in Balranald is being sought, alternatively to place signs at intersection of Moa/Church and Moa Street/Ivanhoe Road with “Funeral In Progress.”

The committee were advised that 40kmh signs have been placed along Market Street in CBD whilst works are in place. This will reduce to 25kmh when the signs arrive and are erected. Wayne Whitby asked if 40kmh can be a permanent speed limit through the shopping centre.

Ray Davy arrived at the meeting at 3.10pm.

Michael advised the committee that Local Emergency Management Committee had endorsed the SES moving their headquarters to the shed in Market Street across the road from Shire Offices.

Qantac have donated a Donger which can be used for emergency housing.

Council Chambers will become the LEMC headquarters.

Michael displayed the updated Development Plan, which is attached.
One of the nut farms will be employing 100 permanent workers and 300 seasonal workers. We have 11 nut farms developing in the area.

Iluka, at the end of November will have 80-100 people arriving in Balranald. These will be residing at the Accommodation camp in Bank Street and will be in full operation by June or July 2020.

Police

Darren introduced himself as this was his first CSP Meeting
Balranald Police sector is in full strength. The vacant position has been filled and a female constable will commence on 19th January 2020. She will reside in a police house in Court Street.

Euston have 2 police officers.

Police will be around, if needed Dareton police will also be in the area.
He advised he is still familiarising himself with local area and has now attended LEMC and Rescue Meetings.

He advised that Emergency housing is available in Balranald, Tooleybuc, Kyalite and Euston if it is needed through Mallee Domestic Violence and Sexual Assault Services which is funded by the State Government.

Darren will visit Tooleybuc in the coming weeks and meet Scott Smith at Tooleybuc Hotel to discuss the cameras.

He advised that Wentworth have less liquor premises than Balranald and have a liquor accord in place.

It was advised that previously Club and Tooleybuc Club had previously tried to have an accord in place in our area, IGA and Football Clubs would not come on board.
Ray Davy asked what was the achievement of an accord?

Darren responded, the police and liquor licensed premises communicate and if you are banned from one premises you are banned from all.

It was suggested that all licensed premises be invited to next meeting including sporting clubs.

Police Statistics – attached.

5 extra police will be in Balranald for the 5 Rivers Festival weekend.

Michael Kitzelmann – Council
Although there is not a lot of activities for middle aged school children, Balranald does not have a lot of graffiti or crime. He stated “Balranald is a beautiful community and let’s keep it that way.”

Darren advised the committee that the police will be more involved with community groups.

With the next notice of meeting, Darren will also send separate email inviting licensed premises to attend.

**Paul - Rescue Squad/VRA**

Paul is concerned about
1. the excessive speed of some motorists along Mayall Street both directions.
2. Some motorists don’t give way along Church Street.

Ray advised that RMS have a policy, being they are no longer supportive of buffer zones. Coming from 100kmh straight down to 50kmh instead of 80kmh first then 50kmh. He will raise the issue at the next Traffic Committee Meeting regarding the placement of buffer zones along MR 67.

Darren will assess and discuss with highway patrol.

**Next Meeting:** December 12th 2019 @ 3pm

**CLOSURE:** There being no further business the meeting closed at 4pm.

**Recommendation** that the Minutes of the Community Safety Precinct Committee Meeting held on 30th September be received and noted.
Attachments

1. Police statistics
Barrier Police District
Wentworth CSPC Meeting Monday 16th September 2019

Alcohol Related Crime in the Southern Sector
1st June till 31st August 2019

- Assault (DV)
- Malicious Damage
- Stolen Vehicles

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This is Page 18 of the Business Paper of the Ordinary Monthly Meeting of Balranald Shire, held in Council Chambers, Market Street, Balranald on 29th October 2019.
Barrier Police District
Wentworth CSPC Meeting Monday 16th September 2019

Malicious Damage by Station in the Southern Sector
1st June till 31st August

Baron

Malicious Damage

Wentworth Pl

This is Page 20 of the Business Paper of the Ordinary Monthly Meeting of Balranald Shire, held in Council Chambers, Market Street, Balranald on 29th October 2019.
Stealing by Station in the Southern Sector
1st June 2019 till 31st August 2019

This is Page 21 of the Business Paper of the Ordinary Monthly Meeting of Balranald Shire, held in Council Chambers, Market Street, Balranald on 29th October 2019.
DISCUSSION NOTES OF THE BALRANALD BEAUTIFICATION COMMITTEE, HELD ON 2\textsuperscript{ND} OCTOBER 2019 IN COUNCIL CHAMBERS COMMENCING AT 5PM.

PRESENT: Cr Steve O’Halloran, Mary Grisdale, Ray Davy Director Infrastructure & Development and Carol Holmes Senior Executive Assistant.

APOLOGIES: Jill Bath.

As there was no quorum a discussion took place.

TREES AT PRESBYTERIAN CEMETERY

Ray Davy advised that he had the 2 trees at Presbyterian Cemetery assessed and was advised that one should be removed in the next couple of years. They are not critically in any danger to the public at present but Council will be looking at having the trees removed shortly.

Ray Davy advised that he would be seeking funding for a Cemetery Masterplan to consider an area for graveside funerals, review tree planting and a toilet location.

MARKET STREET REVITALISATION

Ray Davy advised that the Market Street was going to plan, Mary commented that it is looking great. There are new trees in the masterplan for Market Street.

SENIOR CITIZENS ROSES

Ray advised Mary that the roses could be removed anytime. Ray will arrange with Steve McEvoy, Works Overseer to have the roses removed and relocated in the Balranald Cemetery. Mary is to be advised when this takes place and she will meet at cemetery to replant the roses in the garden.

CLOSURE: There being no further business the discussion closed at 5.30pm.

Recommendation that the Discussion Notes of Balranald Beautification Committee Meeting held on 2nd October be received and noted.
MINUTES OF THE BALRANALD SHIRE COUNCIL TOURISM COMMITTEE
MEETING HELD AT THE BALRANALD SHIRE COUNCIL CHAMBERS ON
THURSDAY 3rd OCTOBER 2019 COMMENCING AT 4.10 PM

1. PRESENT: Peter Lawler, Wayne Whitby, Iain Lindsay-Field (Chair), Simone
   Carmichael, Michael Kitzelmann (GM BSC), Vivienne McEvoy (MCCS BSC),
   Ken Spinks (arrived at 4.15pm)

2. APOLOGIES RECEIVED: Terri Bilske (DCCS BSC), Di Williams, Linda Nelson

3. ACCEPTANCE OF MINUTES: Minutes acceptance of 5th September 2019
   Moved: Wayne Whitby
   Seconded: Peter Lawler

4. BUSINESS ARISING:
   a) New Members for Tourism Committee – Iain and Viv will look at a potential list
      of community members that might like to join the committee and discuss at the
      next meeting.
   b) Gate on skate park side of playground, Interpretative Pavilion Signage and
      Water bubbler near Skate Park – further discussion around the Joint
      Organisation of Councils (JOC) funding opportunity for the Discovery Centre to
      be held
   c) Calendar of Marketing Activities & Events – carried over (German)
   d) Visitor Traffic – Viv confirmed that the traffic counters are out and the results
      will be approximately 3 weeks so will be available at the next meeting. Michael
      commented that the Traffic Committee have been in discussions with RMS
      regarding monitoring equipment for speed and braking over the bridge and that
      the bridge inspections are to be carried out under the bridge and the
      approaching causeway. Michael also advised that the 50km speed limit will be
      extended on the western side of Balranald to beyond Endeavour Drive in the
      near future
   e) Ben Scott Bird Trail Environmental Water – Simone is following up with EWAG
      (Environmental Water Advisory Group)
   f) Cyclical cleaning program – Viv will speak to Works Depot about a regular
      maintenance programme for the entrances. Peter recommended that the
      welcome signs for both Balranald and Euston be included in any upcoming
      budget variations. Michael advised that there would also be opportunities
      under the JOC for updated approaches and signage for town entrances.
g) Logging system for minor fixes – Viv confirmed that there is a process and the forms are available from the website or by contact the shire office. Complaints, recommendations and suggestions are welcomed and forwarded to the relevant department within council for completion.

h) Bunyip Doctoral Thesis – carried over (lain)

5. **MONTHLY & QUARTERLY REPORTS**

c) Tourism Visitation

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<tr>
<th></th>
<th>Current Month</th>
<th>Previous Month</th>
<th>Change %</th>
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<tr>
<td>Visitor Information Centre</td>
<td>1635</td>
<td>1306</td>
<td>20.12%</td>
</tr>
<tr>
<td>Interpretive Pavilion</td>
<td>729</td>
<td>471</td>
<td>35.39%</td>
</tr>
<tr>
<td>Gaol</td>
<td>92</td>
<td>66</td>
<td>28.26%</td>
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<tr>
<td>Museum</td>
<td>125</td>
<td>131</td>
<td>-4.80%</td>
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2019 visitation is continuing to track well above 2017 and 2018.
Balranald Shire Council  
Agenda – Ordinary Meeting – 18th October 2019

…………………………………………………………………………

d) Donations at Discovery Centre for 2019/20 (to 2nd October 2019) $2,620.35

e) Advertising spend through Discover Balranald & Surrounds is $2,000 (Outback Beds, The Guardian – Your Swan Hill Magazine, Destination Riverina Murray #myriverinamurray Instagram competition)

Tourism Related Grants (current and new)
Riverfront Development - Gavin hopes to have a detailed level of planning by Nov/Dec 2019.

The Tourism Infrastructure and Events Funding will come up again in Feb 2020. Main Street Developments - Michael showed the group the stainless steel frog implants that will be spread thorough Market Street.

Swimming Pool upgrade will be completed at the end of October. Footy Sheds upgrade is almost ready to commence.

6. NEW BUSINESS

a) Guy Fleming – Manager Geospatial Information & Visualisation
Viv and Gavin met with Guy Fleming recently at the SEGRA conference in Barooga. He has now contacted Viv as they are working on a Geological Survey of NSW with the production of geotrails across NSW. They would like to meet with us to talk about the geotrail project proposal and will be in Balranald on Monday 28th October. Viv will contact Guy to firm up a time and extend the invitation to the Tourism Committee.

b) POS – Viv confirmed the new POS system is operating at the VIC.

c) Souvenirs – to be carried over (German)

d) Free Parking signs near Discovery Precinct for Visitors – signage is in place for parking

e) Iain asked about the JOC – Michael advised that the JOC has a subcommittee which has members from the following:
   Department of Premier & Cabinet
   Office of Local Government
   Mayors of each Shire
   Auditor

The 4 Councils under the JOC are – Balranald, Broken Hill, Wentworth and Central Darling

Discussions closed at 4.58pm

Next Meeting – Thursday 7th November, 2019 @ 4.00 pm

Recommendation that the Minutes of Tourism Committee Meeting held on 3rd October be received and noted.
BALRANALD SHIRE COUNCIL EUSTON BEAUTIFICATION & TOURISM COMMITTEE MINUTES OF A MEETING HELD AT EUSTON COURTHOUSE ON TUESDAY, 8TH OCTOBER, 2019, COMMENCING AT 9.00 A.M.

Present: Ian Bolt (Chair), Edna Price, Geoffrey Windmill, Peter Smith, Barry Watts, Vivienne McEvoy, Bev Harbinson.

Apologies: Ray Davy.

Minutes: Moved Peter Smith seconded Edna Price:

That the Minutes of the Meeting held on 3rd September, 2019, be accepted as a correct record. Carried.

Correspondence: Out: Vicki Barnes Sympathy card from the Committee.

BUSINESS:

Lake Benanee:

Storyboard:
Fraser has prepared some board designs (Vivienne had on her ‘phone), like the one in Medley Park. The map proposed will be all about Euston; Balranald will only be a “dot” on the map. Some information already at the Lake will be moved from the current board to the new ones. Those at the meeting are okay with the design. Part of the current board will be re-installed on the toilet block, for other notices.

*Bev will forward scanned photos to Vivienne.

**Vivienne to obtain costing for the boards.

Fire Pit:
Not yet installed; Phil Ruddick wants the safety signs to be in place first. These are currently being made. **Vivienne will follow this up.

Poplars:
Nothing has happened as yet; to be followed up.

Fenced area at the Lake:
Vivienne will ask Ray about this site but it was agreed that this item be removed from the Committee’s Agenda.
Other:

Regent Parrots:
Barry is to speak to Karin today but he understands that Acacias and general Mallee plants are suitable for the Parrots. A ‘Regent Parrot Field Day’ will be held on Thursday 24th October, between 8.30 a.m. and 2.00 p.m. Vivienne liked the Parrot logo on the t-shirt Mick Todd was wearing the day he and Karin spoke to this Committee and would like to be able to (somehow) use it!

Barry has suggested having a big male and female parrot on either side of both town entrance signs. Something like that needs to be ‘classy’ (as the signs are); they could become ‘tacky’ if not done properly.

It needs to be remembered that, if there are naturally growing “Parrot trees” already in a development site, that site could be compromised and any proposed development stifled.

Cobb & Co:
Barry gave his information to Gavin. The Cobb & Co board is to go opposite the Hotel (where the Hotel information board is now). Also, a sign in front of the cut-out in Medley Park.

**Vivienne to follow this up.

Dirt Mounds / Entrance Signs Plantings:
It is believed the plantings have been completed. Nothing further has happened about the suggestion for ‘proper’ landscaping in this area. The Sturt Desert Pea suggestion is also still on the table.

Financial Statement:
The Committee has not spent any money from its $10,000 budget for this financial year.

$345.30 has been taken from the Benanee Honesty Box this financial year and, added to the $3,423 from last year, giving $3,768.30 to be spent at the Lake. This money will help to pay for the new signage/information boards at the Lake.

Cemetery – Toilet, Water Installation, Boundary Trees:
Nothing has been done regarding the irrigation or Toilet. It is understood the Toilet was work was to be carried in conjunction with Balranald.

Could the Director of Infrastructure please provide this Committee with a Timeline for the progress of the Euston Cemetery works?
Street Design:
Gavin and Barry walked the street after last meeting. Barry has received confirmation that, if new Colonial style Light Poles are used in the design, they can take services to landowners in the Street at no cost to those landowners. Once the design has been finalised, the works will be costed and it will become a ‘Shelf Project’, ready for when appropriate grants become available.

Agreed that the LED sign will become part of the Street Design.

Committee’s Priorities:
Committee Members agree that we don’t have a ‘List of Priorities’. We have a list of Projects and we work for what’s achievable and what money’s available at any given time.

Boat Ramp:

Members of this Committee request that Balranald Shire Council actively looks for appropriate grant funds for this project.

One Fisheries grant was available but it was only for re-stocking.

Photo of Sister:

We now have a photo and information. Bev will work with Pat Reedy (Historical Society) to collate and have a package ready for when suitable Grants open in February next year.

Tree Remains on Footpath:
The mess has been cleaned up; the stump is still there! This item will be removed from the agenda.

Lines on Road:
People are still cutting the corner in question.
**Vivienne to ask Ray if he took this matter to the Traffic Management Committee meeting again.

Walking Trail Seats:
This item is to be done; we need to locate suitable logs for “rustic” seats. Meeting advised that a bridge is to be put over the creek as the walking track is currently under water and impassable.

80k.p.h. Signs:
RMS seems to be missing the point regarding where and why 80kph signs are needed after the exit from Bertram Road onto the Highway. Reducing the speed to 50kph will still not let people know the speed limit is 80!
**Balranald Shire Council**  
*Agenda – Ordinary Meeting – 18th October 2019*

**Chip-Bark – Courthouse Yard:**  
This has been delivered and placed in the garden. This matter will be removed from the agenda.

**Dead Tree (Bertram Road):**  
Barry looked at the tree and thought it was too much for Wayne to tackle, it needs a younger person. The people who took down the big tree at the boat ramp would be good. Were they contracted by Council?

Vivienne explained the “Blue Tree Movement” where random dead trees are painted blue, for awareness of Men’s Health. Would it be possible to have the dangerous limbs removed from the tree and paint the rest blue? It would not need an explanatory sign, people would find out all about it through Google – “R U OK”. How would we pay? What would be the cost?

**Vivienne to follow up.**

**Bates Subdivision:**  
This is privately owned so there’s not much the Committee/Council can do. Did Ray Davy speak to Ray Mitchell about that particular piece of land?

**Eucalyptus Iron Vats:**  
Discussion on where would be a good site for the Eucalyptus Pots. Suggestions: two at Lake Benanee, two in town; or two each at the town entrance signs. Agreed that they should be in Euston (not at the Lake); wherever they are there needs to be a safe area where tourists can pull off the road to read any information about them. Near the western Entrance sign is probably the best place. To be decided.

**New Business:**  
What more can we do at Medley Art Park? Another storyboard down near the paddleboat cut-out; information about how many paddle-steamers there used to be; how they stretched from the wharf to Berrett Park, what they used to carry. The Historical Society has photos and information.

Council General Manager is not happy with work undertaken at the Football Ground – toilets, fence, etc.

Trees on the nature strip outside the Football ground look very dry. Are they being watered?

Vivienne will check today.

What has happened with our plan for new trees for Perry Street? This needs to be re-visited; perhaps plant “Parrot friendly” trees.
Balranald Shire Council  
Agenda – Ordinary Meeting – 18th October 2019  

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Footpaths:

(a) The DID advised us that it was our turn for Footpaths. The thought was to radiate out from the School.

**Could this be followed up, please?

(b) A few meetings ago, attention was drawn to the fact that people (from the Caravan Park?) were driving over the footpath next to Medley Park and it had become damaged. This is not a driveway but is being used as such.

**Was anything done about this?

Vivienne expressed condolences to the Committee for the loss of Ken. He was a big part of this Committee and will be missed.

Appointment of Chairman of Euston Beautification & Tourism Committee:
Moved Peter Smith seconded Geoffrey Windmill:

That Ian Bolt be appointed Chairman of this Committee.  
Carried.

NEXT MEETING:  of the Euston Beautification & Tourism Committee will be held at The Euston Courthouse on Tuesday, 12th November, 2019, commencing at 9.00 a.m.

CLOSE:  There was no further business and the Meeting closed at 10.05 a.m.

Recommendation  that the Minutes of Euston Beautification & Tourism Management Committee held on 8th October be received and noted.
MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD IN COUNCIL DEPOT STAFF ROOM ON WEDNESDAY 9TH OCTOBER 2019 COMMENCING AT 10.15AM

PRESENT: Cr Steve O’Halloran, Margie Vanzanten (Local Representative), Darren Brand (NSW Police), Snr Constable Kristian Swarbrick (Dareton Highway Patrol), Greg Minehan via phone (RMS) Ray Davy Director Infrastructure & Development and Carol Holmes Senior Executive Assistant.

APOLOGIES: There were no apologies

MINUTES FROM PREVIOUS MEETING:

Moved: Cr Steve O’Halloran
Seconded: Greg Minehan

BUSINESS ARISING:

4.1 Market Street/McCabe Street
The date of relocating the cameras to Balranald to be installed on the corner of Market/McCabe Street is yet to be advised. RMS has not received the footage from Griffith, therefore unable to relocate as yet.

4.2 Traffic Management Options for Bertram and Taylor Roads, Euston
Update from RMS - Bertram Road; Review by RMS has taken place, recommendation not yet available. Reduction of speed limit will require relocating 50km/h speed signs on Sturt Highway which will need to be reported to Chief Executive of RMS. In progress

Taylor Road- Ray Davy advised that consultation with the community had not commenced, pending outcome of the decision on Bertram Road.

Request for additional signage on SH14 – Ray Davy advised that the community had requested reminder 80km/h along the Sturt Highway after intersections. Greg Minehan advised that while he saw no problem with this, it should wait until after Bertram Road decision.

Development Application - an update was given in regards to the DA Council had received involving a large shed in Bertram Road. The DA application was forwarded to RMS for their approval. RMS are not supportive with the trucks reversing over Bertram Road to access the shed. Ray Davy had notified the planning department of Council, Applicants will be notified that Development Application will not be approved as currently is.
4.3 Rural Road Closures – Ray Davy had received notification from RMS advising the Shire has the authority to accredit various station owners to close roads when appropriate. Council will issue farmers appropriate signs to enable them to erect signs when needed.

Greg Minehan advised Council to inform Live Traffic of any road closures within our Shire.

4.4 Euston Landfill – Ray Davy advised he had notification from RMS that when they are doing the widening of that section of Sturt Hoghighway they will include a turning lane or widen the road to enable safe right turns to the Euston Landfill.

4.5 Truck Parking Bays along MR 67 (Ivanhoe Road) – Ray Davy advised that he had sent the proposal to RMS regarding a parking bay being at Hatfield. Advice has been received from RMS stating that Hatfield would be appropriate and pass RMS guidelines. Council will repair toilets and ensure they are working functionally. Council will liaise with the landowners to enable the area to become a Truck Parking Area.

4.6 Relocation of urban speed limit SH14 – RMS advised everything is now ready and Council will need to resubmit for quotation for the works.

5. NEW BUSINESS

5.1 Linemarking – Murray Terrace/Nixon Street, Euston
Approval was requested from the committee that Council paint medians approximately 1metre wide along Murray Terrace and Nixon Street Euston, to stop tourists cutting the corner.

Moved: Cr Steve O’Halloran
Seconded: Darren Brand

5.2 Closure of We Street – 5 Rivers Festival
Ray Davy advised the committee that the 5 Rivers had submitted a Traffic Management Plan for road closure of We Street from Market Street to Purton Lane on Saturday 12th October in the morning.

Moved: Darren Brand
Seconded: Margie Vanzanten

5.4 Speed Limits along Moa Street
Ray Davy advised the committee that he proposed to relocate the 50km/h speed signs to between the cemetery and Ivanhoe Road. Also, to install a “Funeral in Progress” sign either side of the Cemetery, one being at Church Street intersection and one being at Ivanhoe Road intersection.
Greg Minehan advised that all speed zonings are to be undertaken by RMS. Ray Davy to send the plan to RMS for approval.
Moved: Margie Vanzanten
Seconded: Darren Brand

“That Ray Davy send RMS the proposal of moving the speed limit signs along Moa Street to between the Cemetery and Ivanhoe Road to include the Cemetery in 50km/h speed zone.”

6. MATTERS FOR INFORMATION
6.1 Market Street Upgrade
Ray Davy advised Greg Minehan that Council will not be proceeding the 25km/h speed zone whilst the construction was in progress.

6.2 Incident at Euston Public School – Ray advised the committee that there had been an incident in the one-way lane behind the school between residents. The incident was referred to police. Darren advised that the police will be taking action and advised that any further issues to be handled by the police.

6.3 Grid Removals – Council will be removing grids on the roads when the opportunity arises as these are costly to maintain and being a safety hazard.

6.4 Modifications to SH14 verge, Euston Ray Davy advised that Council had received a complaint about the trucks coming around the roundabout in Euston going East and pulling over in front of Euston Motel late at night. He proposed that a garden be placed between motel and Pickering’s driveway, similar to what Pickering’s have in front of their depot.

Greg Minehan requested that Ray send the plan to RMS for viewing and signing off prior to any installation.

7. General Business
Cr O’Halloran enquired about the safety of gophers wanting to cross Market Street. Suggested small reflectors be placed on the top of gophers to enable better visibility. Greg Minehan advised the committee that RMS were reviewing all crossing requests.

Greg Minehan advised the committee that Euston Preschool has school zone signs placed adjacent to their yard. He has instructed Council to have these removed as preschools are not zoned as schools and the signs are also a safety hazard being too low. Parking signs can be considered. Ray advised Council will consider endorsing Parking Management Plans for all schools and preschools in our area.

This could include 15minute stopping bays.
Meetings –
The committee discussed frequency of meetings and Greg Minehan suggested quarterly. Therefore, meetings being held 2nd Wednesday of every 4th month. February, May, August and November.

NEXT MEETING: 12th February @11am

CLOSURE: There being no further business the meeting closed at 11am.

Recommendation that the Minutes of Traffic Committee Meeting held on 9th October be received and noted.
MINUTES OF THE INFRASTRUCTURE COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON THURSDAY 10TH OCTOBER 2019 COMMENCING AT 4.10PM

1. PRESENT: Cr Steve O’Halloran, Cr Alan Purtill, Cr Jeff Mannix, Cr Trevor Jolliffe, Cr Leigh Byron, Ray Davy Director Infrastructure & Development and Carol Holmes Senior Executive Assistant.

APOLOGIES: Cr German Ugarte and Cr Jo Roberts

2. MINUTES FROM PREVIOUS MEETING:

There were no previous minutes.

Ray Davy advised the committee that the purpose of this meeting was to submit infrastructure reports for discussion and debate prior to each council meeting.

3 DID REPORTS

3.1 ROAD MAINTENANCE AND CONSTRUCTION

1.1 Unsealed Roads
Ray Davy advised that approximately 9 kilometres of unsealed roads are being graded per day. The Council is proposing to have all 1230klms of unsealed roads in the Shire graded by the end of the financial year.

Cr Jolliffe enquired if the $300,000 of drought funding had been included in the maintenance grading budget, Ray advised him that he was working on an overall road maintenance budget of $1.2M which was funded from various sources including some from drought funding.

In addition, money spent on maintenance and repairs on the Tronox haul route will be recoverable from Tronox, up to approximately $1M per year if the application to increase their tonnage is approved. A Development Application has been submitted to change the access route for their light vehicles and the terms of this are under negotiation.

Emergency repairs and formation recovery have been undertaken by contractors following severe storm damage in the vicinity of Binda Station costing council $11K. Quotations have also been invited from contractors for formation repairs to Binda Road over its full length from the Ivanhoe-Mildura Road to the Hatfield-The Vale Road.
1.2 Sealed Roads

Sealed road maintenance will primarily be focussed on heavy patching pavement failures on MR67 and MR514 using the recently purchased Paveline Jetpatcher unit. The reseal program for this year is yet to be finalised and will be more targeted than previously to sections of observed degradation rather than simply looking at the age of existing seals. In general, it is unlikely that any urban streets will be resealed this year although that is yet to be finally determined. A priority will be the rectification of the pavement on Kilpatrick Road at Euston.

Several culverts on MR67 will be extended to improve safety, subject to available funding.

2. Construction

Ray Davy advised that it will cost $570K to fully resheet the 4.5km “missing link” on MR67 and that funding for this has been applied for. If the full amount is not received, the formation will be widened and the existing pavement repaired and widened to 7.2m.

Cr O’Halloran asked if this section could be raised as when it goes under water after the heavy summer rains will destroy the works. Ray advised it would be too costly if this section was rebuilt, although would take suggestions from this committee. Cr O’Halloran stated that Council promised not to take money from Oxley Road and use on other roads again. Ray Davy advised that Council had already done in 2018-19 all of what had been programmed for Oxley Road in 2019-20, and also that the “missing link” had always been part of the original scope of works for MR67 but had been taken out last year for budget reasons. Work on Oxley Road this year would extend the seal another 1.1km.

Next financial year it is intended to work back from Oxley township and also do design etc for a new alignment near Juanbung to remove a sharp bend which could be dangerous if the road was bitumen. Consultations will need to take place with the landowners prior to any works commencing.

Cr Purtill asked if RMS had investigated the intersection of Weimby/Kyalite Roads and MR694 (Yanga Way). Ray advised that RMS had looked at it, and advised that would not rate the Weimby Road as B Double route unless the intersection was upgraded. Council is preparing a submission under the Fixing Country Roads program for funding to reconstruct and seal approximately 11km of the Weimby-Kyalite Road, which together with the proposed improvements at the intersection with MR694 will enable this road to be classified for B-Double traffic in time for the commencement of almond harvesting in 2021-22 season.

Cr O’Halloran suggested the committee invite Nicola Gentle to Balranald to view the intersection and other regional road projects.
Cr O’Halloran stated that Council promised not to take money from Oxley Road and use on other roads again. Ray Davy advised that Council had already done in 2018-19 all of what had been programmed for Oxley Road in 2019-20, and also that the “missing link” had always been part of the original scope of works for MR67 but had been taken out last year for budget reasons. Work on Oxley Road this year would extend the seal another 1.1km.

Next financial year it is intended to work back from Oxley township and also do design etc for a new alignment near Juanbung to remove a sharp bend which could be dangerous if the road was bitumen. Consultations will need to take place with the landowners prior to any works commencing.

3.2 WATER AND SEWER MAINTENANCE AND CONSTRUCTION
File: D19.23209

Reporting Officer: Director of Infrastructure and Development - Ray Davy

Purpose of Report
To provide Council with a progress report on works currently in hand in relation to water and sewer infrastructure.

Report
1. Balranald Sewerage Program

Work will commence shortly to undertake a further 2.7km of sewer relining. A schedule of works has been forwarded to the contractor (Interflow) who is yet to advise costs and schedule to complete (budget provision $345,000 including excavation etc). The expectation is that this work will be completed prior to Christmas.

Upgrades to Pump Station No 1 carried over from 2018-19 are yet to be completed by Bellpumps, with rails, pump pedestal and pump to be installed (anticipated completion October).

A contract has been awarded to Bellpumps for sewer pump replacements at two other pump stations. Quotations have been received for switchboard upgrades and a contract for this work will be awarded shortly.

Works at Endeavour Drive Community which formed part of the 2018-19 program have been completed except for some final electrical control installation (anticipated completion November).
2. Balranald Water Network Upgrade

Air scouring was successfully completed in September by contractors Clearflow, the first time this technique had been used in Balranald. The exercise was completed with minimal disruption to consumers.

It had originally been intended to replace AC water mains in River Street. However, the opportunity was taken instead to replace those on the south side of Market Street through the CBD in conjunction with the Market Street revitalisation project, and this will be extended to Bank Street. Materials have been acquired to do further replacements at various locations where failures have occurred.

Quotations for switchboard upgrades closed in the last week of September, however this work will not proceed pending completion of the Integrated Water Cycle Management Plan (IWCMP), to avoid the prospect of redundant investment.

Documentation has been completed for the replacement of one or both raw water pumps at the river intakes, and quotations will be invited shortly. Planning for the scheduled refurbishment of the filtered water reservoir is in hand, with a scoping report being prepared by consultants GHD to assist in the evaluation of potential alternative strategies to minimise cost, risks and supply restrictions.

Quotes for the supply of filter media for filtration sand replacement at the WTP have been sent out.

Public Works Advisory has been given an amended scope for the IWCMP based on advice from the Department of Industry, and asked to re-price the project. Funding of up to 90% is confirmed; however the exact amount is dependent on the elements within the strategy proposal being accepted. The revised proposal is being prepared by Public Works and will be submitted back to DOI within a month. Once approved a deed of funding will be signed and a contract to complete the strategy awarded. Subject to that response, this work will commence as soon as possible as it is imperative that it be completed in time to arrange any system upgrades ahead of the 2020-21 summer.

No further advice has been received regarding funding for a replacement water treatment plant. It is now considered unlikely that this will be forthcoming until the IWCMP is available.
3. Euston Sewerage Program

Quotations have been invited for upgrading of pumps and switchboards in conjunction with similar works for Balranald detailed above. A contract has been awarded to Bellpumps for pump replacement and a contract for switchboards will be awarded shortly.

4. Euston Water Network Upgrade

Air scouring was successfully completed in September. Quotations for a switchboard and PLC upgrade have been invited in conjunction with similar Balranald works. Alkalinity correction measures will be assessed after the installation of the upgraded PLC.

Some work has been completed for maintenance of the filtered water tower. Scoping is in hand to assess cathodic protection requirements.

A preliminary study of the treatment plant and network capacity was undertaken and reported to Council to evaluate the potential to extend the coverage area of the filtered water system. A separate request from Council to assess the potential for linking the system to Robinvale as a standby/redundancy measure has not yet been actioned.

Ray Davy suggested that we should go for Tender for plans of updating the Balranald Water Treatment Plant, prior to having money. His reason being if we do get funding from Government for Treatment Plant we will already have the plans ready to go. If we don’t get funding pay the preferred tenderer for their efforts. Alternatively if we wait for notification of funding, we may miss having the plant ready for summer of next year.

3.3 MAINTENANCE AND CONSTRUCTION - BUILDINGS AND FACILITIES

File: D19.23207

Reporting Officer: Director of Infrastructure and Development - Ray Davy

Purpose of Report

To provide Council with a progress report on works currently in hand in relation to buildings and facilities.
Report

1. Market Street upgrade

Works are well under way and proceeding satisfactorily, with high levels of positive feedback from the community. A number of opportunities have arisen to improve underground infrastructure in conjunction with the works, including replacement of old AC water mains and the installation of new stormwater drainage from the Theatre Royal to River Street.

With advice that the IGA redevelopment (and temporary use of the Theatre Royal) will not now proceed until 2020, it should be possible for the works to be complete by Christmas.

2. Riverfront precinct

Site investigations for the proposed swing bridge and an ethnographic survey of the potential walking trail routes have been completed. Concept design is at an early stage for elements such as the placemaking at the Wharf Reserve and River Bend and for all-access pathways in Court Street including respite furniture, relocation of existing signage, etc

This project forms part of the broader Our Region Our Rivers project, for which Council is represented on the regional Project Control Group based in Swan Hill.

3. Greenham Park

Negotiations are in hand with potential contractors for evaporative air conditioning, flooring and general building works, and the expansion and upgrading of the kitchen in the Football/Netball Club pavilion. Confirmation has been received of funding for the upgrading of the change rooms.

4. Swimming Pool

The works are scheduled to be substantially completed in time for an official opening by the Minister for Western NSW on 9th October, although minor works will remain to be completed with a view to the facility being open to the public from 12th October.

5. Bidgee Haven Hostel

A project manager has been appointed and the selection process for design consultants is in hand. The appointment process and the subsequent design and costing will be overseen by a steering group comprising the Executive, the Hostel Manager, a representative of the Hostel Board and a specialist adviser on dementia management.
6. Visitor Centre

A scoping study is in hand to combine the existing buildings into a single integrated complex to house the Visitor Centre, Interpretive Centre, Cafe and Library with the Council’s customer service counter and Service NSW facility. This would be funded through the Joint Organisation tourism infrastructure programme.

7. Balranald Landfill

Work continues at the landfill to clean up historic uncontrolled tipping and to better control specialist waste. Some shredding of timber pallets and green waste was commenced but has been suspended due to contamination of the stockpiles and consequent damage to the shredder. A heavy landfill compactor will be imported within the next couple of weeks to improve volumetric efficiency of the pit.

Waste inflow from the Sunraysia solar farm has now all but ceased while Limondale will continue well into 2020.

A long-term Management Plan for the landfill, incorporating changes to provide complete separation of the public from the pit area, improve security and develop a transfer station, will be prepared later in the year.

8. Euston Landfill

No items to report. Management of this facility is outsourced to Robinvale Waste.

9. Balranald Cemetery

A master plan of the cemetery is required to identify an appropriate site for an "open air chapel" or similar public space for graveside funerals and memorial services, with a view to potentially locating a toilet nearby. This will be considered in the context of a mid-year budget review.
10. Euston Cemetery

No items to report. Provision has been made in the current budget for installation of a toilet and perimeter irrigation.

Cr Mannix advised that a petition was being passed around in relation to the Riverfront precinct upgrade. They are opposing the proposed Swing Bridge position. Cr Jolliffe enquired if there was any money left over from Market Street project, could the toilet facilities be upgraded at Lions Park, being as there is only one male and one female toilet and no urinal. Ray Davy advised that the Market Street funding is in 2 stages. Stage 1 is specified to only be spent on Market Street project. Stage 2 will have some monies left over which could be allocated to other approved projects. We will need to apply to have the money reallocated.

Cr Purtill enquired about the splash pool, whether it could be installed at Lions Park and not the pool. Tourists will see the splash pool if at Lions Park whilst travelling past, rather than see it at the pool. Ray Davy agreed to look at this.

5.05pm Cr Byron left the meeting.

4. DISCUSSION PAPER – GRIDS POLICY

Ray Davy had circulated a discussion paper about possible changes to the current Grids Policy. With the removing of some grids, Cr O’Halloran asked if Council would be responsible for damages done to vehicles because of roaming stock on roadways. Ray Davy advised it is the farmers’ responsibility to retain their stock on their property not Council’s.

The Committee was generally supportive of the suggestions in the discussion paper for changes to the policy. Ray Davy will update the Grids Policy and report back to the Committee prior to submitting to Council.

5. GENERAL BUSINESS

Cr O’Halloran advised the committee that information maps were still showing the Ivanhoe/Balranald Road as still being unsealed. Ray suggested that we write to RMS requesting their assistance in updating road maps stating that the road is fully sealed from Balranald to Ivanhoe.

NEXT MEETING: 13th November 2019 @9am, to include a bus trip to inspect Oxley Road and “missing link” Ivanhoe Road.

CLOSURE: There being no further business the discussion closed at 5.20pm.

Recommendation that the Minutes of Infrastructure Committee Meeting held on 10th October be received and noted.
DELEGATES REPORTS

NOTICES OF MOTION/RESCISSION

<table>
<thead>
<tr>
<th>Date: 8 October 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- That a financial report of the Balranald Discovery Centre Precinct be presented to Council on every Council meeting commencing November 2019.</td>
</tr>
<tr>
<td>2- That the General Manager submits every Friday COB a comprehensive report via email of operational activities that occurred during the week commencing Friday after October Council Meeting.</td>
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<tr>
<td>3- That a workshop is held to discuss project ideas applicable for the JO’s tourism development grant.</td>
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Cr German Ugarte

Cr Trevor Jolliffe
GENERAL MANAGER’S REPORTS

(Incorporating all Staff Reports)

PART A - ITEMS REQUIRING DECISION
General Managers Reports

Item C - 1  LAWN CEMETERY MONUMENT POLICY

File number: D19.23327

Reporting Officer: General Manager Michael Kitzelmann

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

Officer Recommendation:

That Council adopt the Lawn Cemetery Monument Policy

Purpose of Report

To seek adoption of the Lawn Cemetery Monument Policy.

Report

At the August Meeting of council it was resolved to advertise the Draft Lawn Cemetery Monument Policy for a period of 28 days and report any submissions back to the October Council Meeting.

The report was on public exhibition for 28 days from 28 August 2019 with no submissions being received in relation to the Policy.

The Lawn Cemetery Monument Policy can now be formally adopted by Council.

<table>
<thead>
<tr>
<th>Financial Implication</th>
<th>Nil</th>
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<tbody>
<tr>
<td>Legislative Implication</td>
<td>Nil.</td>
</tr>
<tr>
<td>Policy Implication</td>
<td>Yes</td>
</tr>
<tr>
<td>Attachments</td>
<td>Lawn Cemetery Monument Policy</td>
</tr>
</tbody>
</table>
OBJECTIVES:

To maintain uniformity and restrict the bulk and height of monuments within Council’s Lawn Cemeteries.

POLICY STATEMENT

1. That all monuments in the Euston Lawn Cemetery be restricted to a maximum height of 610mm, width of 615mm and a depth 260mm.

2. That the Balranald Lawn Cemetery grave site memorials be restricted to plaques rather than other monuments. Plaques designs are of the family’s choice restricted to a size capable of being affixed to Council’s standard concrete pedestal.
Corporate & Community Development Reports

Item C - 1 PROCUREMENT POLICY

File number: D19.23328

Reporting Officer: Terri Bilske, Director Corporate and Community Services

Operational Plan Objective: 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 Procurement Policy

Purpose of Report

To seek adoption of the Procurement Policy.

Report

At the August Meeting of council it was resolved to advertise the Draft Procurement Policy for a period of 28 days and report any public comments back to the October Council Meeting.

The report was on public exhibition for 28 days from 28 August 2019 with no submissions being received in relation to the Policy.

The Procurement Policy can now be formerly adopted by Council.

<table>
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<tr>
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<th>Nil</th>
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<td>Yes</td>
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<tr>
<td>Attachments</td>
<td>Procurement Policy</td>
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</tbody>
</table>
1. OBJECTIVE

The intent of this policy is to establish a framework which will assist Balranald Shire Council to achieve better practice in the expenditure of public funds for public purposes.

It will ensure that Council and all Council staff are aware of their responsibilities and the applicable procedures when procuring goods and services on behalf of Balranald Shire Council.

Overall, the policy is intended to achieve value for money by delivering quality outcomes at competitive prices, while recognising the impact of procurement decisions on the Council’s industry and economic development.

2. DEFINITIONS AND ABBREVIATIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td>Act</td>
<td>The Local Government Act 1993 (NSW)</td>
</tr>
<tr>
<td>OLG</td>
<td>Office of Local Government</td>
</tr>
<tr>
<td>Local Benefit</td>
<td>Having the ability to positively impact upon the local economy by the means identified in paragraph 3 below</td>
</tr>
<tr>
<td>Local</td>
<td>Within the Balranald Shire Council local government area</td>
</tr>
<tr>
<td>Regulations</td>
<td>The Local Government (General) Regulations 2005 (NSW)</td>
</tr>
<tr>
<td>BSC</td>
<td>Balranald Shire Council</td>
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3. POLICY
Balranald Shire Council is committed to representing and assisting the community and the stakeholders of the Council area in meeting their needs at an affordable cost.

The Procurement Policy intention is to :-

1. Provide an honest, open, transparent and accountable manner that is fair, ethical and impartial, that deals with conflicts of interest and adheres to confidentiality provisions where appropriate:
2. Achieve best value for money and encourage competition within an appropriate risk management framework.
3. Meet relevant Australian Standards
4. Undertake tenders conducted in accordance with the Act, Regulations, the Tendering Guidelines for NSW Local Government and the Balranald Shire Council’s Procurement Manual.

In addition, Balranald Shire Council will aim to encourage the development and promotion of business and industry within the local economy and in so doing will assist in creating the growth of such business or industry.

By including “Local Benefit” as one of the selection criteria for assessing tenders, council is actively encouraging and promoting business and industry within the Balranald Shire Council local government area without conferring an improper advantage or breaching the Trade Practices Act.

A Local Benefit can be established where there is/are one or more of the following:

- Locally sourced materials specific to the contract
- Locally sourced services as a result of the contract (e.g. fuel and accommodation)
- Locally sourced labour (people domiciled within the Balranald Shire Council local government area), either sub-contractors or employees, either at the time of tendering or as a result of being successful in the tender
- A business premise in the Balranald Shire Council local government area.

3.1. Procurement System

The procurement of goods and services by Council must have regard to the following principles:
3.1.1. Value for Money

Value for public money to achieve positive outcomes for the community is the core principle underpinning Council’s procurement system. This will involve a comparative analysis of all relevant costs and benefits of each proposal throughout the whole procurement cycle. To carry out the comparative analysis, council will use appropriate evaluation criteria. A weighting will be applied to each evaluation criterion. Evaluation criteria and weighting will be set by the responsible officer, with the exception of Local Benefit which will have a maximum weighting of 10% of the total evaluation criteria for tendered contracts. Evaluation criteria will include the following considerations:

<table>
<thead>
<tr>
<th>Total Cost with consideration of the following factors required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Comparison with benchmarks or budget</td>
</tr>
<tr>
<td>• Purchase or contract benefits compared with whole-of-life costs</td>
</tr>
<tr>
<td>• Tendered price fixed for a minimum of 90 days from the date of closing of tenders</td>
</tr>
<tr>
<td>• Other criteria as determined by the responsible officer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capability and Experience with consideration of the following factors recommended:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Compliance with specification</td>
</tr>
<tr>
<td>• Other criteria as determined by the responsible officer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WH&amp;S, Risk Management and Quality with consideration of the following factors required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Management systems (WHS, QA and EM Systems)</td>
</tr>
<tr>
<td>• Compliance with Conditions of Tendering</td>
</tr>
<tr>
<td>• Acknowledgement of receipt of Statement of Business Ethics and Procurement Policy (including Local Preference provisions)</td>
</tr>
<tr>
<td>• Other criteria as determined by the responsible officer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environment and Community with consideration of the following factors suggested:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Criteria as determined by responsible officer</td>
</tr>
</tbody>
</table>
**Local Benefit** (maximum 10 points out of 100) with consideration of the following factors required:

<table>
<thead>
<tr>
<th>Factor</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locally sourced materials (grown, manufactured, assembled, made within the Balranald Shire Council local government area) specific to the contract</td>
<td>Mandatory criteria</td>
</tr>
<tr>
<td>Locally sourced labour (actual/potential as a result of the contract)</td>
<td>Mandatory criteria</td>
</tr>
<tr>
<td>Locally sourced services (e.g. Fuel, accommodation) as a result of the contract</td>
<td>Mandatory criteria</td>
</tr>
<tr>
<td>Supplier is a business operating within the Balranald Shire Council local government area</td>
<td>Mandatory criteria</td>
</tr>
</tbody>
</table>

**3.1.2. Standards of Behaviour and Ethics**

**3.1.2.1. Honesty and Fairness**
Council will conduct all tendering, procurement and business relationships with honesty, fairness and probity at all levels. Council must not disclose confidential or proprietary information.

**3.1.2.2. Accountability and Transparency**
Council must ensure that the process for awarding contracts is open, clear, fully documented and defensible.

**3.1.2.3. Consistency**
Council must ensure consistency in all stages of the procurement process. For example, conditions of tendering must be the same for each tenderer on any particular tender; all requirements must be clearly specified in the tender documents and criteria for evaluation must be clearly indicated; all potential tenderers should be given the same information; and the evaluation of tenders must be based on the conditions of tendering and selection criteria as defined in the tender documents. In saying this, advice given to potential tenderers clarifying aspects of the tender need not be circulated to all tenderers.

**3.1.2.4. No Conflicts of Interest**
A council official with an actual or potential conflict of interest must address that interest without delay in accordance with Council’s Code of Conduct.
3.1.2.5. **Rule of Law**
The procurement of goods and services by Council must be in accordance with the legislative framework prescribed by the Act and the Regulations.

3.1.2.6. **No anti-competitive practices**
Council must not engage in practices that are anti-competitive or engage in any form of collusive practice.

3.1.2.7. **No Improper Advantage**
Council must not engage in practices that aim to give a potential tenderer an advantage over others, unless such advantage stems from an adopted Council procurement policy such as a local preference policy.

3.1.2.8. **Intention to Proceed**
Council must not invite or submit tenders without a firm intention and capacity to proceed with a contract, including having funds available.

3.1.2.9. **Co-operation**
Council must encourage business relationships based on open and effective communication, respect and trust, and adopt a non-adversarial approach to dispute resolution.

3.2. **Procurement Delegations**
Purchases less than $250,000.00 inclusive of GST will be authorised by appropriate council officers. Appropriate council officers will be delegated authority by the General Manager to approve purchases of goods and services within specified limits. These limits will be strictly adhered to and will be monitored regularly with the onus being on the individual employee to ensure they do not abuse their authority level.
Financial Delegations – Expenditure Threshold Limits

<table>
<thead>
<tr>
<th>Threshold (GST Incl.$)</th>
<th>Delegate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlimited (as per approved budget)</td>
<td>General Manager</td>
</tr>
</tbody>
</table>
| $0 - $249,999 | General Manager  
Director Infrastructure & Development  
Director Corporate & Community Development |
| $0 - $50,000 | Finance Manager  
Works Manager  
Projects and Design Engineer |
| $0 - $25,000 | Tourism & Community Services Manager  
Health, Environment & Development Co-ordinator  
Manager Strategic Development  
Hostel Co-ordinator |
| $0 - $5,000 | HR, Governance and Risk Co-ordinator  
Engineering Technical Officer  
Assets & WHS Officer  
Water Sewer Co-ordinator  
Senior Executive Assistant |
| $0 - $2,000 | Stores Officer  
Executive Assistant  
Depot Administration Assistant  
Town Maintenance Officer (Euston) |

The above thresholds are subject to legislative limitations and Council Policy relating to procurement and tendering.

The following financial parameters as stated in the Balranald Shire Council’s Delegations of Authority and Delegations from the General Manager to staff.
<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Purchase Types</th>
<th>Purchase Authorised</th>
<th>Payment Authorised</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $1,000</td>
<td>Direct – No quote required</td>
<td>Delegated Officer</td>
<td>Delegated Manager/Officer</td>
</tr>
<tr>
<td>$1,001-$5,000</td>
<td>Three Verbal Quotes, Preferred Supplier or Prescribed Agency</td>
<td>Delegated Officer</td>
<td>General Manager Directors</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Delegated Manager</td>
</tr>
<tr>
<td>$5,001-$50,000</td>
<td>Three Written Quotes, Preferred Supplier or Prescribed Agency</td>
<td>Delegated Officer</td>
<td>General Manager Directors</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Delegated Manager</td>
</tr>
<tr>
<td>$50,001-$100,000</td>
<td>Three Written Quotes</td>
<td>Director</td>
<td>General Manager Directors</td>
</tr>
<tr>
<td>$100,001-$249,999</td>
<td>Advertised Request for Quote</td>
<td>Director</td>
<td>General Manager Directors</td>
</tr>
<tr>
<td>$250,000 and over</td>
<td>Tender</td>
<td>Council</td>
<td>General Manager</td>
</tr>
</tbody>
</table>

It is recognised that a number of purchases could relate to the same location or be components of an overall project. Under these circumstances separate tenders or quotations will be called for when each purchase or component is discrete enough to result in different suppliers (providing different services) responding to tenders or quotations. However, if it is intended for components or purchases to be managed by the one contractor then all components and purchases will be treated as one project and the total project estimated cost will be treated in accordance with this policy (i.e. if the total is greater or equal to $250,000 then a tender will be called for the total project).

In the application of this policy it is important that individual purchases are discrete in nature from other purchases and it is not the intention to bundle purchases to circumvent these provisions.

Levels of delegation are set out in Council’s Delegation Register.

Council’s procurement activities operate within five prescribed categories. The categories are as follows:
(i) **Goods and Services less than $1,000.00 - Direct Procurement**

Council Officers with appropriate authority are granted the ability to purchase goods and services up to the value of $1,000.00 depending entirely on each individual's level of authority.

A supplier may be selected directly to provide goods and services where the expenditure is less than $1,000.00. Under no circumstances are orders to be split so that the total value of the order falls under the amount of the individual's delegated authority level.

(ii) **Goods and Services between $1,001.00 and $5,000.00 - Verbal Quotations**

At least three verbal quotations are to be sought and documented where expenditure is between $1,001.00 and $5,000.00. If three verbal quotations are not possible the reason should be documented.

Under no circumstances are orders to be split so that the total value of the order falls under the amount of the individual's delegated authority level.

The officer will review all quotations and if not accepting the lowest quotation, then the reasons must be documented and forwarded to their direct supervisor for acceptance.

If the relevant supervisor decides to accept a supplier other than the supplier recommended, full justification for this decision must be documented and recorded.

(iii) **Goods and Services between $5,001.00 and $50,000.00 - Written Quotations**

At least three written quotations are to be sought and documented where expenditure is between $5,001.00 and $50,000.00. Under no circumstances are orders to be split so that the total value of the order falls under the amount of the individual’s delegated authority level.

The officer will review all quotations and if not accepting the lowest quotation, then the reasons must be documented and forwarded to their direct supervisor for acceptance.

If the relevant supervisor decides to accept a supplier other than the supplier recommended, full justification for this decision must be documented and recorded.
(iv) **Goods and Services between $50,001.00 and $100,000.00 - Written Quotations**

At least three written quotations are to be sought and documented where expenditure is between $50,001.00 and $100,000.00.

Under no circumstances are orders to be split so that the total value of the order falls under the amount of the individual’s delegated authority level.

The officer will review all quotations and make recommendation and if not accepting the lowest quotation, then the reasons must be documented and forwarded to their Director for acceptance.

Delegated Authority will be Director or General Manager level. If the relevant Director decides to accept a supplier other than the supplier recommended, full justification for this decision must be documented and recorded.

(v) **Goods and Services between $100,001.00 and $249,999.00 - Written Quotations**

Advertised request for quote will apply where expenditure is between $100,001.00 and $249,999.00.

Under no circumstances are orders to be split so that the total value of the order falls under the amount of the individual’s delegated authority level.

The officer will review all quotations and make recommendation and if not accepting the lowest quotation, then the reasons must be documented and forwarded to their Director for acceptance.

Delegated Authority will be Director or General Manager level. If the relevant Director decides to accept a supplier other than the supplier recommended, full justification for this decision must be documented and recorded.

(vi) **Expressions of Interest – Annual Schedule of Rates**

Expressions of interest must be publicly advertised on an annual basis, calling for fixed rates from contractors for work, plant hire and projects (under the $250,000.00 threshold) on an ‘as required basis’.

Expressions of interest for the Annual Schedule of Rates may be invited by Council directly or the NSW State Government. The outcome of the expression of interest process, through which the relevant contractors are selected, must be approved by Council’s Tender Panel.
Balranald Shire Council
Agenda – Ordinary Meeting – 18th October 2019

(v) Public Tender

Pursuant to Section 55 of the Local Government Act 1993, tenders are to be sought where expenditure is expected to be equal or greater than the amount of $250,000.00 (as prescribed by the Local Government (General) Regulation 2005).

Section 55(3) of the Local Government Act provides specific exemptions to the tendering requirement. In such cases, Council may utilise direct procurement processes after approval by way of Council resolution.

Council should select either the open or selective tendering methods (Clause 166 Local Government (General) Regulation 2005).

3.3 Methods of Purchase

Goods and services may be purchased by the issue of purchase orders; for cash, by the use of a Balranald Shire Council credit card or by use of other approved means within Council’s specified limits.

Purchase orders shall be used to initiate the procurement of all goods and services. To comply with audit recommendations, each purchase order must have two separate signatures, one requesting the purchase and the other authorising the purchase. The purchase order must be authorised by an employee with authority to incur expenditure to the extent of the proposed purchase.

3.4 Cash and Credit Card Purchases

All supporting vouchers and tax invoices must be obtained for all purchases.

Petty Cash – Council’s petty cash limit is $50.00. Cash purchases must be supported by receipts.

Only the General Manager or the relevant Director may approve reimbursements of expenditure without the production of a receipt in certain circumstances.

All petty cash reimbursements must be submitted to the Finance Department for verification and identification of GST, prior to reimbursement.

Credit Cards - Council credit cards may be issued only to approved persons on the authority of the General Manager in accordance with Council Policy.

Council credit cards must not be used to incur personal expenditure, or expenditure on behalf of other organisations, even if it will be reimbursed at a later date. Misuse of a Council credit card may lead to the card being cancelled and the cardholder may be required to pay restitution to Council.
Cardholders must certify their monthly credit card expenses, confirming that the costs incurred were for official purposes. This should be supported by relevant tax invoices or receipts, which must be forwarded to the Executive Assistant Office to be filed with the monthly credit card statement.

The General Manager must authorise all Credit Card expenditure with the Mayor authorising the General Manager’s credit card expenditure.

3.5 Contract Performance Review

At regular intervals during the life and subsequent to the expiry of the contract, the Director of the relevant Council division shall conduct and document contract performance reviews.

3.6 Emergency Procurement Procedures

Circumstances may arise whereby goods or services are required immediately, for example, in response to an emergency.

The same practices are to be followed as in ordinary cases where practicable, especially in regard to ensuring that the person requesting “emergency” goods or services has the appropriate authority to do so.

In such situations if the purchase price exceeds the value of the employee’s delegated authority the order should be referred to their immediate supervisor for approval, if this is not possible, the reasons should be recorded and referred to their supervisor as soon as is practicable after the emergency purchase.

The imposition of these processes is not to impede the urgent nature of such requests, but simply to uphold the transparency that Council requires in all procurement transactions.

3.7 Work Health & Safety

Balranald Shire Council will endeavour to reduce hazards in the workplace for its employees, by ensuring that a safe and healthy working environment is maintained. As a component of the work health and safety management practices of Council, WH&S principles must be considered when purchasing or hiring new plant or equipment and, where possible, in the purchase of everyday materials.

3.8 Tendering

Council will seek tenders where required by the Act and when deemed appropriate by the General Manager. Tendering selection criteria, other than local benefit, may be modified with the approval of the General Manager.
4. RESPONSIBILITY/ACCOUNTABILITY

<table>
<thead>
<tr>
<th>Director Corporate Services, Finance Manager and Governance Officer</th>
<th>Responsible for auditing compliance with policy.</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Manager</td>
<td>Responsible for implementation of systems to apply this policy.</td>
</tr>
</tbody>
</table>

5. RELATED DOCUMENTS

5.1. ASSOCIATED LEGISLATION

Local Government Act 1993 (NSW)
Local Government (General) Regulations 2005 (NSW) Trade Practices Act 1974

5.2. ASSOCIATED GOVERNMENT POLICY PROVISIONS

OLG Circular to Councils No 06/07 – Procurement in NSW Local Councils
OLG Circular to Councils No 09/39 – Tendering Guidelines in NSW Government
Local Government
OLG Circular to Councils No 11/37 – Council Procurement and Contract Management Practices for Contracts for Consultancy and Professional Services
OLG Tendering Guidelines for NSW Local Government (October 2009)

5.3. ASSOCIATED COUNCIL DOCUMENTS

Code of Conduct
Delegation Policy
Asset Disposal Policy
Business Ethics Policy
Public Interest Disclosure and Internal Reporting
Complaints Management Policy (The resolution of any complaint arising from the application of this policy will be undertaken in accordance with the policy prescribed in Council’s Code of Conduct.)

6.
POLICY STATUS
This policy was formally adopted by Council on ........ and commenced operation on .................. This policy replaces the previous Purchasing Policy adopted on 21 February 2017.

7. POLICY REVIEW
This policy may be amended at any time and must be reviewed at least bi-annually months from its adoption (or latest amendment).

8. AUTHORISATION

Position: General Manager
Date: ...../..../.........
Item C - 2 WORKPLACE SURVEILLANCE POLICY

File number:

Reporting Officer: Terri Bilske, Director Corporate and Community Services

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

Officer Recommendation:

That Council adopt the Workplace Surveillance Policy.

Purpose of Report

To seek adoption of the Workplace Surveillance Policy.

Report

At the August Meeting of council it was resolved to advertise the Draft Workplace Surveillance Policy for a period of 28 days and report any public comments back to the October Council Meeting.

The report was on public exhibition for 28 days from 28 August 2019 with no submissions being received in relation to the Policy.

The Workplace Surveillance Policy can now be formally adopted by Council.

<table>
<thead>
<tr>
<th>Financial Implication</th>
<th>Nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative Implication</td>
<td>Nil.</td>
</tr>
<tr>
<td>Policy Implication</td>
<td>Yes</td>
</tr>
<tr>
<td>Attachments</td>
<td>Workplace Surveillance Policy</td>
</tr>
</tbody>
</table>
1. OBJECTIVE

The intent of this policy is to

a) Ensure that the Council complies with the requirements of the Workplace Surveillance Act 2005 and Surveillance Devices Act 2007. The Policy does not provide for, or signal any changes, to the practices of the Council. However, the Workplace Surveillance Act requires that employees be formally notified of any actions by the Council that would fall within the definitions of surveillance.

b) The Workplace Surveillance Act deals with surveillance of employees by means of cameras, computers or tracking devices and requires that employees be notified as to the nature of that surveillance. The notice provided to staff must indicate:

i) The kind of surveillance to be carried out (camera, computer or tracking).

ii) How the surveillance will be carried out.

iii) When the surveillance will start.

iv) Whether the surveillance will be continuous or intermittent.

v) Whether the surveillance will be for a specified limited period or ongoing.

c) The Surveillance Devices Act prohibits a person to:

i) Knowingly install, use or cause to be used or maintain a listening device.
ii) Overhear, record, monitor or listen to a private conversation to which the person is not a party, or

iii) Record a private conversation to which the person is a party.

d) Any surveillance type activity that is undertaken by the Council must be in accordance with the Acts and specifically the notice provided to employees.

2. DEFINITIONS AND ABBREVIATIONS

   a) Under the Workplace Surveillance Act 2005, surveillance of an employee means surveillance of an employee by any of the following means:

   i) Camera surveillance, which is surveillance by means of a camera that monitors or records visual images of activities on premises or in any other place.

   ii) Computer surveillance, which is surveillance by means of software, monitoring in person, or other equipment that monitors or records the information input or output, or other use, of a computer (including, but not limited to, the sending and receipt of emails and the accessing of Internet websites).

   iii) Tracking surveillance, which is surveillance by means of an electronic device the primary purpose of which is to monitor or record geographical location or movement (such as a Global Positioning System tracking device).

3. POLICY

   a) The Balranald Shire Council is committed to meeting its statutory obligations under the Workplace Surveillance Act 2005, Surveillance Devices Act 2007 and represents the formal notification to employees about activities of the Council that fall within the statutory definitions of surveillance.

   b) The Schedules to this Policy detail instances of activity by the Council that are covered by the surveillance provisions, being: monitory in person, camera surveillance; computer surveillance; and tracking surveillance.

   c) The Council will also comply with the legal requirements of the Acts where surveillance is prohibited. These are contained in Part 3 of the Work Place Surveillance Act (Sections 15 to 18) and cover:

   i) A prohibition on surveillance in any change room, toilet facility, shower or other bathing facility at the workplace.
ii) A prohibition on surveillance when the employee is not at work except in cases of computer surveillance where the employee is using equipment and/or resources supplied by the Council. If staff connects to the Council via a private computer, such surveillance shall be restricted to Council equipment only.

iii) A prohibition on blocking the delivery of emails unless notice (prevented delivery notice) has been given to the employee or where the incoming communication is perceived to be spam or a threat to the security of the Council’s systems or contains potentially menacing, harassing or offensive material.

iv) A prohibition on preventing delivery of an email or access to a website merely because it has been sent by or on behalf of an industrial organisation of employees or contains information about industrial matters.

d) This Policy will be emailed to all employees and posted to employees who do not have email accounts. It will also be attached to pay slips of all employees. It will be published on the Council's web site.

e) The Policy will be provided by Human Resources to all new staff prior to their commencement of employment with the Council.

f) This procedure will be reviewed annually or as dictated by legislative or other regulatory requirements.

4. VARIATION

Council reserves the right to review, vary or revoke this Policy which will be reviewed periodically to ensure it is relevant and appropriate.

Schedule A – Camera

Surveillance Security

Cameras
The Balranald Shire Council will operate surveillance cameras on the outside of buildings or structures for the purpose of ensuring the safety and security of staff, visitors and the Council's premises and facilities.

The Council will operate surveillance cameras on the inside of buildings for the purpose of the security of assets, goods and equipment at the following locations:

- Main Council Offices
- The Bidgee Haven Retirement Hostel
- The Balranald Visitor Information Centre
- The Balranald Caravan Park
The Council will be operating surveillance cameras on the outside of buildings, Council Depot yards and some public spaces for the purpose of improving community safety and reducing antisocial activity at various locations in the Balranald Shire Council area.

Cameras are used for the surveillance of persons and camera footage may be accessed and used as evidence where an unlawful act has occurred that warrants investigation by the Council. Such records may also be required by law to be provided to a member or officer of a law enforcement agency or a Court for use in connection with the detection, investigation or prosecution of an offence.

Notices that a Council premise is monitored by cameras will be located at each entrance of all locations subject to workplace surveillance.

Surveillance cameras are located in and around facilities requiring monitoring for the safety or security of individuals or property and are not disguised or secreted.

Security cameras will be in place as soon as this Policy is formally adopted by Council.

**Mobile Telephone Cameras**

Cameras in mobile telephones supplied by the Council are not to be used to record images of any persons without their knowledge or consent.

**Schedule B - General Use of Council Information Technology Systems and Facilities**

Use of the Council's computers and associated systems is governed by the Internet, Intranet and Email Acceptable Use under which employee's access is provided to the Council's Information Technology facilities and systems. The policies also cover contractors and volunteer users.

Authorised personnel may access Council computers, computer logs and other system records, databases and backups to ensure the security, confidentiality, availability and integrity of Council IT systems.

From time to time the Council may investigate alleged breaches of the law or Council policies by staff using its IT systems and facilities and this can involve accessing the staff member's computer and electronic records. For staff, such investigations may involve misconduct or serious misconduct and are managed in accordance with the provisions of the Council's Disciplinary action processes.

The Council monitors staff use of Council computers and IT systems in the following areas:

a) Council workstations, servers, email and network services, printers, network connected devices, and connections to the internet.

b) The Council retains logs, backups and archives of computing activities, which may be audited. Such records are the property of the Council, are subject to State and Federal laws and may be used as evidence.
Balranald Shire Council
Agenda – Ordinary Meeting – 18th October 2019

…………………………………………………………………………

This is Page 67 of the Business Paper of the Ordinary Monthly Meeting of Balranald Shire, held in Council Chambers, Market Street, Balranald on Friday 18th October 2019.

c) Monitoring may include, but is not limited to; storage volumes download volumes, breaches of intellectual property laws, suspected malicious code or viruses.

Computer surveillance is intermittent but ongoing and is in place as at the date of approval and promulgation of this Policy.

Email and Internet

Email of staff members is not routinely read or monitored. However, emails are records of the Council and should be managed accordingly and will be accessible in that context. An email may also be the subject of an application under GIPA or privacy legislation.

The Council may access and monitor staff use of the Council email and internet systems in the following ways:

a) The Council monitors email server performance and retains logs, backups and archives of emails sent and received through the Council server.

   Even where the user has deleted an email, the Council may still retain archived and/or backup copies of the email. Only staff authorised by the General Manager may examine such records.

b) The Council retains logs, backups and archives of all internet access and network usage. These records may be audited, are subject to State and Federal laws and may be used as evidence. While individual usage is not routinely monitored, unusual or high volume activities may warrant more detailed examination.

c) For the purposes of producing the email in response to a legal requirement or other lawful investigation;

d) For the purpose of determining, as part of an investigation by the Council, whether there has been unacceptable use of email to abuse or harass other persons.

e) For the purpose of determining whether there has been a breach of the Council's policies and procedures in the use by the staff member of the Council's resources to access the internet.

f) For the purpose of investigating allegations of misconduct or to provide materials to external investigative authorities lawfully investigating possible criminal conduct.

Email and Internet surveillance is intermittent but ongoing and is in place as at the date of approval and promulgation of this Policy.

Schedule C – Tracking Surveillance

The Council currently operates Global Positioning System tracking devices located in Plant items: The Plant items include Backhoes and Graders configured with a system that tracks hours meter readings, location of machine and machine health via the internet.
The purpose of such tracking devices is primarily used to monitor machine health and could be used to monitor the location of staff.

Other Items

Council may also gather information relating to staff through:

**Security Alarm and Swipe Card Access Systems**

For security purposes, when a staff member arms or disarms an alarm system throughout Council's premises either through entering their security access code or using swipe card technology, their security code number is recorded in a computer database at our monitoring company.

The Council may access and monitor staff use of the Security Alarm and Swipe Card Access systems in the following ways:

a) For the purpose of ensuring security at our workplace and is an ongoing process

b) For the purposes of producing the security access code records in response to a legal requirement or other lawful investigation.

c) For the purpose of determining, as part of an investigation by the Council, whether there has been unacceptable access to premises.

d) For the purpose that is directly or indirectly related to taking disciplinary action or legal proceedings against an employee as a consequence or any alleged unlawful activity while at work for Council.

e) For the purpose of determining whether there has been a breach of the Council's policies in the use by the staff member of the Council's resources to access premises.

f) For the purpose of investigating allegations of misconduct or to provide materials to external investigative authorities lawfully investigating possible criminal conduct.

Information gathered may be made available to a member or officer of a law enforcement agency or a Court for use in connection with the detection, investigation or prosecution of an offence.

Security Alarm and Swipe Card Access Systems surveillance is ongoing and is in place as at the date of approval and promulgation of this Policy.

4. RESPONSIBILITY/ACCOUNTABILITY

<table>
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</tr>
</tbody>
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5.3. ASSOCIATED COUNCIL DOCUMENTS

Code of Conduct
Public Interest Disclosure and Internal Reporting
Complaints Management Policy (The resolution of any complaint arising from the application of this policy will be undertaken in accordance with the policy prescribed in Council's Code of Conduct.)

6. POLICY STATUS

This policy was formally adopted by Council on ……… and commenced operation on ………. This policy is a new Policy.

7. POLICY REVIEW

This policy may be amended at any time and must be reviewed at least annually from its adoption.

8. AUTHORISATION

..........................................................
Position: General Manager

Date: .../..../......
Infrastructure and Development Reports

Item I – 1 DA 06/2020 – TRANSPORTABLE ACCOMMODATION ROOMS

File: DA 06/2020, D19.23167

Reporting Officer: Director Infrastructure and Development – Ray Davy

Operational Plan Objective: Pillar 5 Our Infrastructure

**Officer Recommendation:**
Council approve Development Application 06/2020 for the installation of temporary transportable accommodation rooms on Lot 2 DP 1096813, 97 Market Street, Balranald, subject to the conditions listed at Attachment 2.

**Purpose of Report**

To seek Council’s approval for temporary transportable accommodation rooms on Lot 2 DP 1096813, 97 Market St Balranald.

**Report**

R Martello has submitted a development application to install 8 temporary transportable accommodation rooms (two (2) buildings) to provide sleeping accommodation for Mr Martello and his employees while involved in various local construction projects over the near to medium term. Mr Martello is scheduling to undertake various concreting works in conjunction with a locally based shed builder.

Discussions with Mr Martello indicate that the rooms will also be used when he undertakes future residential construction works on this allotment.

**Planning Considerations**

The proposal is permissible in accordance with the Land Use Table for RU5 land under the Balranald Local Environmental Plan 2010.

The application has been notified to adjoining land holders in accordance with the provisions of Section 88 of the Environmental Planning & Assessment Reg 2000. No submissions have been received.
Description of Land: 2/1096813

Allotment Area: 760m²

Zone: Zone RU5 Village

The land is zoned RU5, Village pursuant to Balranald Local Environmental Plan 2010 and the use of the land for this purpose is permissible with consent.

Site Analysis

The area is generally level, with no apparent landslip or creep due to the flat nature of the area of the proposal. There is no requirement for the removal of native trees or vegetation to facilitate the proposal.

Access to the allotment is currently provided via the sealed car parking area behind the Visitor Information Centre along with pedestrian access off Market St. Additional access is not proposed.

Adjoining allotments are Zoned RU5, the dominant land use in the area is commercial. These activities include a service station, self-storage facility, NDIS service provider and retail premises.

Infrastructure services are installed to a level that will not require significant augmentation to cater for the proposal.

The proposal complies with Council setback requirements. There is no plan to remove the existing mature hedging vegetation on the Market St frontage. This will minimise the visual impact on the area.

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

(iiiia) 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

The land is zoned RU5, Village pursuant to Balranald Local Environmental Plan 2010 and the use of the land for the proposed purpose is permissible with consent.

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

Impact of Development

Natural Environment:
The proposal is not likely to have significant impact on the natural environment of the area. The area is an established urban area and has been cleared of endemic vegetation for a substantial period of time. The area is not likely to support threatened species due to the use of the area for urban purposes and the small footprint of the proposal.

The proposal is not likely to contribute towards soil erosion, pollution or contamination of soil/water/air, due to the small footprint and temporary nature of the proposal. Additionally there are no wilderness areas, impacts on relevant recovery plans, critical habitat threatened species / habitat / communities in close proximity to the site.

**Built Environment:**

The proposal will not adversely impact on the built environment. The area is substantially developed for urban purposes. The proposal will contribute to an increase in traffic volumes in the local area, however, these additional movements are expected to be light vehicles and within the capacity of the road infrastructure. On-street parking is not proposed.

The proposal is temporary in nature and has an expected operational phase of around 12 - 18 months.

**Social Impacts:**

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

**Economic Impacts:**

The proposal intends to provide accommodation for the owner of the land to undertake construction works in the region. The proposal is likely to enable a positive economic effect via a small increase in population in the Balranald township, slightly increasing demand of commercial services such as sustenance, laundering and entertainment.

**Site Suitability:**

The proposal is suitable for this site. Council’s planning instrument does not prohibit this proposal and the land is not subject to any know risk factors, i.e. flooding, subsidence or slip.
The proposal is not likely to have any significant adverse effect on the landscape or scenic quality of the locality due to setbacks, hedge planting, temporary nature and urban aspect of the area.

Public Interest:

The proposal is not likely to have any adverse effect on the landscape or scenic quality of the locality. The development is temporary in nature and will provide a small transient economic benefit. The development will not likely lead to increased pressure on public recreational areas and will not likely adversely impact public infrastructure.

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<tr>
<th>Financial Implication</th>
<th>Nil.</th>
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<td>Policy Implication</td>
<td>Nil.</td>
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<td>Attachments</td>
<td>Attachment 1: Site Plan Attachment 2: Conditions of Consent</td>
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Attachment 1: Site Plan

This is Page 75 of the Business Paper of the Ordinary Monthly Meeting of Balranald Shire, held in Council Chambers, Market Street, Balranald on Friday 18th October 2019.
Attachment 2: Conditions of Consent

1. No alteration to approved plans and specifications is allowed unless separately approved by Council.

2. The accommodation must only be used to accommodate persons engaged in the proponent’s construction activities.

3. All building work shall be carried out in accordance with the provisions of the Local Government Act 1993, the National Construction Code, and the Environmental Planning & Assessment Act 1979, regardless of any omission in the documentation submitted for approval.

4. In accordance with the provisions of the Environmental Planning and 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.

5. The applicant must ensure that a copy of the plans, specifications, Consultant Engineers Report and other documents approved by Council are available on the site during the 24 hours following any compulsory notification.

6. Suitable hoardings to ensure the protection of the public are to be erected prior to commencement of work.

7. No building materials shall be stored on the road reserve. All deliveries are to be placed behind the property boundary.

8. The applicant is responsible for the supply and maintenance of temporary toilet accommodation for use by persons working on the site.

9. A sign must 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.
   b) The name of the principle contractor and a telephone number on which that person may be contacted on outside working hours.
   c) That unauthorised entry to the work site is prohibited.

      Any such sign must be maintained while the building work is being carried out, but must be removed when the work has been completed.
10. 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, waste-water, waste products or otherwise.

11. 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.

12. The applicant is responsible to ensure that the buildings are sited on the allotment as specified on the approved site plan and constructed to the design levels approved by Council.

13. The applicant is required to ensure that any easements registered over the title to the land are complied with.

14. All work must be carried out in accordance with the Building/Development Approval and any connections required to any:-
   a) public electricity supply
   b) public water supply
   c) public sewerage system, or
   d) public telecommunications system,
   must be made in accordance with the requirements of the relevant authority.

15. The building shall NOT BE USED OR OCCUPIED for any purpose other than the building class approved, without the prior consent of Council.

16. A site drainage diagram is to be provided 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.

17. Roof water drainage is to be directed to the street drainage in urban areas.

18. The building shall NOT BE USED OR OCCUPIED until completed and an occupation certificate has been issued by the principal certifying authority or until approval has been granted by the principal certifying authority to occupy an incomplete building.

19. Any damage to public infrastructure is the full responsibility of the proponent.

20. Driveway access alteration, is to be to the satisfaction of Council or its delegate, and at the applicants full cost.

21. 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.

22. This approval permits the use of the facility until 30/06/2021 only. Any further use must be approved by Council prior to this date.

23. The facility must be removed and the site remediated to predevelopment condition within six (6) months of cessation of this approval.
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.
Item I – 2 DA 15/2020 – PROPOSED GRAVEL EXTRACTION ACTIVITY

File number: DA 15/2020 : D19.23174

Reporting Officer: Director Infrastructure and Development – Ray Davy

Operational Plan Objective: Pillar 5 Our Infrastructure

Officer Recommendation: Council approve Development Application 15/2020 for an extractive industry on Lot 24 DP 751214 subject to the Draft Conditions of Consent listed at Attachments 2 & 3.

Purpose of Report

To seek Council consent under Part 4 of the Environmental Planning & Assessment Act 1979 for an extractive industry on ‘Wynburn’ Ivanhoe Road, Balranald.

Report

A Development Application has been lodged by Mr CJ Williams for an extractive industry to supply road building and hard stand materials.

Owner: CJ Williams
Description of Land: Lot 24 DP 751214
Area: 3.9ha
Zone: Zone RU1 (Primary Production)
Current Use: Extensive agriculture (dry land cropping)
Proposed use: Extractive industry (gravel pit)

Background

The location of the proposed activity is approximately 20km north of the township of Balranald and has historically been used for mixed use extensive agriculture. The land is held in freehold.

The proposal is for an extractive industry as defined under the Balranald Local Environmental Plan 2010 and is under the threshold for designated development.

The application for development has been assessed in accordance with Section 4.15 (formerly 79C) of the EP&A Act and relevant local and state environmental planning instruments.
The application was notified in accordance with the Environmental Planning & Assessment Act 1979. A single submission was received from Western Local Land Services which stated no objection to the proposal.

Site Analysis

There is no apparent landslip, creep or requirement for native or significant vegetation removal to facilitate the proposal.

Contaminating activities are not known by Council to have been carried out on the land. The land has historically been used for mixed extensive agriculture. Agricultural infrastructure that could lead to contamination, such as sheep dips, has not been identified to occur on or in proximity to the proposal.

Access to the allotment is currently provided off the Balranald - Ivanhoe Road (Main Road 67).

Adjoining allotments are Zoned RU1 (Primary Production) and used for extensive agriculture.

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

DEVELOPMENT APPLICATION ASSESSMENT

Under Section 4.15 (formerly 79C) 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
(iiiia) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4, and
(iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph),

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

(b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,

(c) the suitability of the site for the development,

(d) any submissions made in accordance with this Act or the regulations,

(e) the public interest.

Planning Instruments

Balranald Local Environmental Plan 2010

This type of activity is listed as permitted with consent in accordance with the land use table for RU1 zoned land under the Balranald Local Environmental Plan 2010.

The proposal is not likely to impact on biodiversity values of sensitive land overlays under the LEP due to the land being historically and currently used for extensive agriculture and has been cleared of native vegetation around 35 years ago.

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

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

State Environmental Planning Policy 55 – Remediation of Land

The development site has been historically used for extensive agriculture. However, no agricultural infrastructure, such as dips, have been identified on the site.

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

Biodiversity Conservation Act 2016
The proposed development does not include the removal of any native or significant vegetation.

**Development Control Plans**

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

**Impact of Development**

**Natural Environment:**

The proposal is not likely to have significant impact on the natural environment of the area. The area is a dryland cropping area which has been cleared of endemic vegetation for a substantial period of time. The proposal is not likely to impact threatened species due to the small area of the activity and the use of the wider area for extensive agricultural purposes.

The proposal is not likely to contribute towards soil erosion, pollution or contamination of soil/water/air, due to the design and management of the site.

**Built Environment:**

The surrounding area is substantially developed for rural purposes and the proposal is considered in keeping with the characteristics of the area. Additionally, the removal of the gravel material will benefit the use of the area for dryland cropping in terms of sowing, harvesting and plant growth efficiencies.

Traffic generation is considered to be minor and within the capability of the transport infrastructure of the area.

**Noise**

The operation of the proposal is not likely to generate significant noise that is likely to impact sensitive receptors. This is due to the remoteness of the proposal and mitigation measures identified in the SEE.

**Cumulative Impacts**

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

**Social Impacts:**

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

It is likely that the proposal will create demand for local goods and services during the term of the proposal. The proposal also has a small potential to generate local employment opportunities both directly and as multiplier benefits.

Site Suitability:

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

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

Public Interest:

The proposal is not likely to have any adverse effect on the landscape or scenic quality of the locality due to the low rise of buildings and occupation of horticultural site in a mixed use area. The proposal will not likely adversely impact public infrastructure.

The proposal does not have significant environmental impact and has potential economic benefit.

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

The adjoining landholders were notified of the proposal in accordance with clause 88 of the Environmental Planning and Assessment Regulation 2000, a single submission was received from Western Local Land Services which stated no objection to the proposal.

Conclusion

The application has been assessed under the provision of the Environmental Planning and Assessment Act 1979. The evaluation of this development has concluded that the proposed development application is compliant with the legislative requirements for this type of proposal and it is recommended that DA 15/2020 be approved subject to conditions.
### Financial Implication
Nil.

### Legislative Implication
- Environmental Planning & Assessment Act 1979
- Balranald LEP 2010
- Biodiversity Conservation Act 2016
- State Environmental Planning Policy 55

### Policy Implication
Nil.

### Attachments
- Attachment 1: Site Plan of Proposal
- Attachment 2: Draft Conditions of Consent – Annexure A – Council Conditions
- Attachment 3: Draft Conditions of Consent – Annexure B – Advice from Western Local Land Services
Attachment 1: Site Plan of Proposal

This is Page 85 of the Business Paper of the Ordinary Monthly Meeting of Balranald Shire, held in Council Chambers, Market Street, Balranald on Friday 18th October 2019.
Attachment 2: Draft Conditions of Consent – Annexure A – Council Conditions

1. The development authorised by this consent must be carried out in accordance with the conditions of this consent and the listed approved documents:
   - Statement of Environmental Effects submitted with development application, 17th September 2019
   - Environmental Assessment, Management and Rehabilitation Plan, 17th September 2019

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

   Reason: To confirm and clarify the terms of consent

2. A condition assessment report of the public road haul route must be undertaken by suitably qualified person and submitted to Council prior to commencement of operations. Council will assess the public road haul route periodically for post development impacts. Any dilapidation caused during construction or by the ongoing use of the development must be rectified at the full cost of the owner of the property or as otherwise negotiated with Council.

   Reason: To clarify cost burden

3. A self-contained toilet facility must be provided on or in the vicinity of active operational area for use by workers engaged in the approved activity.

   Reason: Environmental protection and worker amenity


   Reason: Worker amenity

5. Any waste materials generated from carrying out the activity must be disposed of to an appropriate facility for that waste.

   Reason: Environmental protection
6. Internal unsealed roadways, gravel pit floor and stockpiles are to be watered as required to minimise dust generation impacting on surrounding properties.

*Reason: To minimise impact on the amenity of the locality*

7. Any driveway to the public road network is to be located and maintained so as to comply with the required Sight Distance requirements in accordance with the Austroads Publications for the posted speed limit. Compliance with this requirement is to be certified by an appropriately qualified person prior to construction of the vehicular access.

*Reason: Traffic safety*

8. Any driveway to the public road network must be constructed as a minimum to a “Rural Property Access” type treatment in accordance with the Austroads Guide to Road Design (see attached specification SD265). The driveway is to be constructed with a minimum width to accommodate the largest size of vehicle likely to access the subject site. The access driveway is to be designed and constructed to prevent water from proceeding onto, or ponding within, the existing public road. Any entry gate to the site shall be located a minimum of 40m offset from the edge of the carriageway or at the property boundary whichever is the greater. Gates are to be splayed as necessary to accommodate this offset. This is to allow for the standing of the longest expected heavy vehicles on the driveway approach to be clear of the public road, when gates are to be opened.

*Reason: Traffic safety*

9. The applicant must obtain a road opening permit prior to the commencement of construction of rural driveway accesses to proposed extractive sites.

*Reason: Statutory requirement under S138 of the Roads Act 1993*

10. Any road access adjustments are to comply with advice from the Western Local Land Services in Annexure B.

*Reason: Land managers requirements*

11. An annual statement, prepared by appropriately qualified and experienced person, must be submitted to Council each year within thirty (30) days of the first anniversary of the date of consent, and thence every year for the life of the extractive activity. The statement is to include a map and statement demonstrating compliance with this consent and the approved documentation, and is to include:
• the amount of material extracted
• the areas intended for extraction in the next twelve months
• area of mining completed
• area of mining rehabilitated
• areas intended for rehabilitation in the next twelve months
• performance monitoring of rehabilitation areas

The proponent must ensure that copies of the statements are available to the public at all times.

Reason: To demonstrate compliance with the rehabilitation objectives of the SEE

12. The applicant must install “Truck Entering” signs – specification W5-22C (hinged)” – on both the approaches to the Rural Property Access and the signs be open and visible during periods of active gravel extraction and haulage to warn motorists.

Reason: To ensure traffic safety

13. Any damage or disturbance to the road reserve (other than the driveway) by the applicant must be restored to match surrounding landform in accordance with Council requirements.

Reason: Environmental and built environment protection

14. All gravel-loaded heavy haulage vehicles leaving the site must be loaded so as not to exceed the legal weight limitations and must enter and leave the site in a forward direction.

Reason: Statutory compliance

15. The applicant must ensure all heavy haulage vehicles and associated plant must be fitted with properly maintained emission controls relevant to their date of manufacture.

Reason: Statutory compliance

16. During periods of wet weather or in a declared state of emergency, the applicant must adhere to any road closures enforced by the designated road authority, Balranald Shire Council or RMS.

Reason: Statutory compliance
17. The applicant must ensure all heavy haulage vehicles loaded with gravel be suitably covered so as to prevent accidental spillage or dust falling from loads or sediment being tracked onto any public road.

*Reason: To ensure traffic safety*

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

*Reason: Amenity of the area*

19. The applicant must ensure all loading and unloading take place within designated activity bounds, including the parking of construction and private vehicles associated with the development.

*Reason: To ensure traffic safety*

20. 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 particular location;
- Secure the area so as to avoid further harm to the Aboriginal object;
- Notify OEH 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 OEH.

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 OEH contacted.

*Reason: To provide protections for unexpected Aboriginal cultural heritage finds*
Attachment 3: Draft Conditions of Consent – Annexure B – Advice from Western Local Land Services

- In accordance with the Local Land Services Act 2013 Part 6 (Travelling stock reserves and public roads), Western Local Land Services reserves the right to issue Reserve Use Permits and Stock Permits, under which permit holders must be afforded access to the Travelling Stock Reserve (TSR) (including Stock Watering Places – SWP), according to the permit conditions.
- Activities must not impede or restrict the movement of stock under a Stock Permit.
- Activities must not impact or impede the operation, management or use of the TSR.
- Connectivity and integrity of TSRs must not be significantly impacted.
- Activities must not significantly deteriorate the conservation values, cultural heritage values or other public values of the TSR, or part of the TSR.
- Activities must not significantly deteriorate the biodiversity values, or threatened plant and animals of the TSR, or part of the TSR.
- Activities are to be carried out in accordance with the conditions of any license and any other regulatory requirements, consents and approvals relevant to the activity.
- The area is to be kept safe.
- The area is to be kept free of debris, materials and rubbish.
- The requirements under the Local Land Services Act 2013 – Part 5A Land Management (Native Vegetation) must be considered for native vegetation clearing, where the proposed activities are not exempt or excluded under the relevant act.
- Area of disturbance must be kept to a minimum and the surface rehabilitated at completion, to restore the natural surface level.
- The applicant is to determine if there are any Aboriginal Land Claims over the project area and comply with the requirements under the NSW Aboriginal Land Rights Act 1983.
- The applicant is to comply with the Due Diligence Code of Practice for the Protection of Aboriginal Objects in New South Wales that can be viewed at the link [www.environment.nsw.gov.au/resources/cultureheritage/ddcop/10798dycop.pdf](http://www.environment.nsw.gov.au/resources/cultureheritage/ddcop/10798dycop.pdf)
- Biosecurity protection measures must be implemented to manage negative impacts of pests, diseases and weeds.
- Western Local Land Services, the Crown and the NSW Government are indemnified against claims for compensation.
- Ongoing maintenance, operations and rehabilitation is the sole responsibility of the applicant.
- Appropriate insurance provisions must be included.
Item I – 3 DA 16/2020 – PROPOSED GRAVEL EXTRACTION ACTIVITY

File number: DA 16/2020 : D19.23200

Reporting Officer: Director Infrastructure and Development – Ray Davy

Operational Plan Objective: Pillar 5 Our Infrastructure

Officer Recommendation:
Council approve Development Application 16/2020 for an extractive industry on Lot 54 DP 751246 & Lot 55 DP 751246 subject to the Draft Conditions of Consent listed at Attachments 2 & 3.

Purpose of Report
To seek Council consent under Part 4 of the Environmental Planning & Assessment Act 1979 for an extractive industry on ‘Tangrambally’ Ivanhoe Road, Balranald.

Report
A Development Application has been lodged by Mr CJ Williams for an extractive industry to supply road building and hard stand materials.

Owner: CJ Williams
Description of Land: Lot 54 DP 751246 & Lot 55 DP 751246
Area: 3.9ha
Zone: Zone RU1 (Primary Production)
Current Use: Extensive agriculture (dry land cropping)
Proposed use: Extractive industry (gravel pit)

Background
The location of the proposed activity is approximately 20km north of the township of Balranald and has historically been used for mixed use extensive agriculture. The land is held in freehold.

The proposal is for an extractive industry as defined under the Balranald Local Environmental Plan 2010 and is under the threshold for designated development.

The application for development has been assessed in accordance with Section 4.15 (formerly 79C) of the EP&A Act and relevant local and state environmental planning instruments.
The application was notified in accordance with the Environmental Planning & Assessment Act 1979. A single submission was received from Western Local Land Services which stated no objection to the proposal.

Site Analysis

There is no apparent landslip, creep or requirement for native or significant vegetation removal to facilitate the proposal.

Contaminating activities are not known by Council to have been carried out on the land. The land has historically been used for mixed extensive agriculture. Agricultural infrastructure that could lead to contamination, such as sheep dips, has not been identified to occur on or in proximity to the proposal.

Access to the allotment is currently provided off the Ivanhoe Road.

Adjoining allotments are Zoned RU1 (Primary Production) and used for extensive agriculture.

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

DEVELOPMENT APPLICATION ASSESSMENT

Under Section 4.15 (formerly 79C) of the EPA Act 1979,

(2) Matters for consideration—general

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

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

(b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,

(c) the suitability of the site for the development,

(d) any submissions made in accordance with this Act or the regulations,

(e) the public interest.

Planning Instruments

Balranald Local Environmental Plan 2010

This type of activity is listed as permitted with consent in accordance with the land use table for RU1 zoned land under the Balranald Local Environmental Plan 2010.

The proposal is not likely to impact on biodiversity values of sensitive land overlays under the LEP due to the land being historically and currently used for extensive agriculture and has been cleared of native vegetation around 35 years ago.

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

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

State Environmental Planning Policy 55 – Remediation of Land

The development site has been historically used for extensive agriculture. However, no agricultural infrastructure, such as dips, have been identified on the site.

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

Biodiversity Conservation Act 2016

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

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

Impact of Development

Natural Environment:

The proposal is not likely to have significant impact on the natural environment of the area. The area is a dryland cropping area which has been cleared of endemic vegetation for a substantial period of time. The proposal is not likely to impact threatened species due to the small area of the activity and the use of the wider area for extensive agricultural purposes.

The proposal is not likely to contribute towards soil erosion, pollution or contamination of soil/water/air, due to the design and management of the site.

Built Environment:

The surrounding area is substantially developed for rural purposes and the proposal is considered in keeping with the characteristics of the area. Additionally, the removal of the gravel material will benefit the use of the area for dryland cropping in terms of sowing, harvesting and plant growth efficiencies.

Traffic generation is considered to be minor and within the capability of the transport infrastructure of the area.

Noise

The operation of the proposal is not likely to generate significant noise that is likely to impact sensitive receptors. This is due to the remoteness of the proposal and mitigation measures identified in the SEE.

Cumulative Impacts

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

Social Impacts:

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

It is likely that the proposal will create demand for local goods and services during the term of the proposal. The proposal also has a small potential to generate local employment opportunities both directly and as multiplier benefits.

Site Suitability:

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

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

Public Interest:

The proposal is not likely to have any adverse effect on the landscape or scenic quality of the locality due to the low rise of buildings and occupation of horticultural site in a mixed use area. The proposal will not likely adversely impact public infrastructure.

The proposal does not have significant environmental impact and has potential economic benefit.

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

The adjoining landholders were notified of the proposal in accordance with clause 88 of the Environmental Planning and Assessment Regulation 2000, a single submission was received from Western Local Land Services which stated no objection to the proposal.

Conclusion

The application has been assessed under the provision of the Environmental Planning and Assessment Act 1979. The evaluation of this development has concluded that the proposed development application is compliant with the legislative requirements for this type of proposal and it is recommended that DA 16/2020 be approved subject to conditions.
<table>
<thead>
<tr>
<th>Financial Implication</th>
<th>Nil.</th>
</tr>
</thead>
</table>
| Legislative Implication | Environmental Planning & Assessment Act 1979  
Balranald LEP 2010  
Biodiversity Conservation Act 2016  
State Environmental Planning Policy 55 |
| Policy Implication | Nil. |
| Attachments | Attachment 1: Site Plan of Proposal  
Attachment 2: Draft Conditions of Consent – Annexure A – Council Conditions  
Attachment 3: Draft Conditions of Consent – Annexure B – Advice from Western Local Land Services |
Attachment 1: Site Plan of Proposal
Attachment 2: Draft Conditions of Consent – Annexure A – Council Conditions

1. The development authorised by this consent must be carried out in accordance with the conditions of this consent and the listed approved documents:

- Statement of Environmental Effects submitted with development application, 17th September 2019
- Environmental Assessment, Management and Rehabilitation Plan, 17th September 2019

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

Reason: To confirm and clarify the terms of consent

2. A condition assessment report of the public road haul route must be undertaken by suitably qualified person and submitted to Council prior to commencement of operations. Council will assess the public road haul route periodically for post development impacts. Any dilapidation caused during construction or by the ongoing use of the development must be rectified at the full cost of the owner of the property or as otherwise negotiated with Council.

Reason: To clarify cost burden

3. A self-contained toilet facility must be provided on or in the vicinity of active operational area for use by workers engaged in the approved activity.

Reason: Environmental protection and worker amenity


Reason: Worker amenity

5. Any waste materials generated from carrying out the activity must be disposed of to an appropriate facility for that waste.

Reason: Environmental protection

6. Internal unsealed roadways, gravel pit floor and stockpiles are to be watered as required to minimise dust generation impacting on surrounding properties.

Reason: To minimise impact on the amenity of the locality
7. Any driveway to the public road network is to be located and maintained so as to comply with the required Sight Distance requirements in accordance with the Austroads Publications for the posted speed limit. Compliance with this requirement is to be certified by an appropriately qualified person prior to construction of the vehicular access.

_Reason: Traffic safety_

8. Any driveway to the public road network must be constructed as a minimum to a “Rural Property Access” type treatment in accordance with the Austroads Guide to Road Design (see attached specification SD265). The driveway is to be constructed with a minimum width to accommodate the largest size of vehicle likely to access the subject site. The access driveway is to be designed and constructed to prevent water from proceeding onto, or ponding within, the existing public road. Any entry gate to the site shall be located a minimum of 40m offset from the edge of the carriageway or at the property boundary whichever is the greater. Gates are to be splayed as necessary to accommodate this offset. This is to allow for the standing of the longest expected heavy vehicles on the driveway approach to be clear of the public road, when gates are to be opened.

_Reason: Traffic safety_

9. The applicant must obtain a road opening permit prior to the commencement of construction of rural driveway accesses to proposed extractive sites.

_Reason: Statutory requirement under S138 of the Roads Act 1993_

10. Any road access adjustments are to comply with advice from the Western Local Land Services in Annexure B.

_Reason: Land managers requirements_

11. An annual statement, prepared by appropriately qualified and experienced person, must be submitted to Council each year within thirty (30) days of the first anniversary of the date of consent, and thence every year for the life of the extractive activity. The statement is to include a map and statement demonstrating compliance with this consent and the approved documentation, and is to include:

- the amount of material extracted
- the areas intended for extraction in the next twelve months
- area of mining completed
- area of mining rehabilitated
- areas intended for rehabilitation in the next twelve months
- performance monitoring of rehabilitation areas
The proponent must ensure that copies of the statements are available to the public at all times.

Reason: To demonstrate compliance with the rehabilitation objectives of the SEE

12. The applicant must install “Truck Entering” signs – specification W5-22C (hinged)” – on both the approaches to the Rural Property Access and the signs be open and visible during periods of active gravel extraction and haulage to warn motorists.

Reason: To ensure traffic safety

13. Any damage or disturbance to the road reserve (other than the driveway) by the applicant must be restored to match surrounding landform in accordance with Council requirements.

Reason: Environmental and built environment protection

14. All gravel-loaded heavy haulage vehicles leaving the site must be loaded so as not to exceed the legal weight limitations and must enter and leave the site in a forward direction.

Reason: Statutory compliance

15. The applicant must ensure all heavy haulage vehicles and associated plant must be fitted with properly maintained emission controls relevant to their date of manufacture.

Reason: Statutory compliance

16. During periods of wet weather or in a declared state of emergency, the applicant must adhere to any road closures enforced by the designated road authority, Balranald Shire Council or RMS.

Reason: Statutory compliance

17. The applicant must ensure all heavy haulage vehicles loaded with gravel be suitably covered so as to prevent accidental spillage or dust falling from loads or sediment being tracked onto any public road.

Reason: To ensure traffic safety

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

Reason: Amenity of the area
19. The applicant must ensure all loading and unloading take place within designated activity bounds, including the parking of construction and private vehicles associated with the development.

**Reason: To ensure traffic safety**

20. 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 particular location;
- Secure the area so as to avoid further harm to the Aboriginal object;
- Notify OEH 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 OEH.

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 OEH contacted.

**Reason: To provide protections for unexpected Aboriginal cultural heritage finds**

Attachment 3: Draft Conditions of Consent – Annexure B – Advice from Western Local Land Services

- In accordance with the Local Land Services Act 2013 Part 6 (Travelling stock reserves and public roads), Western Local Land Services reserves the right to issue Reserve Use Permits and Stock Permits, under which permit holders must be afforded access to the Travelling Stock Reserve (TSR) (including Stock Watering Places – SWP), according to the permit conditions.
- Activities must not impede or restrict the movement of stock under a Stock Permit.
- Activities must not impact or impede the operation, management or use of the TSR.
- Connectivity and integrity of TSRs must not be significantly impacted.
- Activities must not significantly deteriorate the conservation values, cultural heritage values or other public values of the TSR, or part of the TSR.
- Activities must not significantly deteriorate the biodiversity values, or threatened plant and animals of the TSR, or part of the TSR.
- Activities are to be carried out in accordance with the conditions of any license and any other regulatory requirements, consents and approvals relevant to the activity.
- The area is to be kept safe.
- The area is to be kept free of debris, materials and rubbish.
- The requirements under the Local Land Services Act 2013 – Part 5A Land Management (Native Vegetation) must be considered for native vegetation.
clearing, where the proposed activities are not exempt or excluded under the relevant act.

- Area of disturbance must be kept to a minimum and the surface rehabilitated at completion, to restore the natural surface level.
- The applicant is to determine if there are any Aboriginal Land Claims over the project area and comply with the requirements under the NSW Aboriginal Land Rights Act 1983.
- The applicant is to comply with the Due Diligence Code of Practice for the Protection of Aboriginal Objects in New South Wales that can be viewed at the link [www.environment.nsw.gov.au/resources/cultureheritage/ddcop/10798ddcop.pdf](http://www.environment.nsw.gov.au/resources/cultureheritage/ddcop/10798ddcop.pdf)
- Biosecurity protection measures must be implemented to manage negative impacts of pests, diseases and weeds.
- Western Local Land Services, the Crown and the NSW Government are indemnified against claims for compensation.
- Ongoing maintenance, operations and rehabilitation is the sole responsibility of the applicant.
- Appropriate insurance provisions must be included.
PART B - ITEMS FOR INFORMATION

General Manager’s Reports

Item G - 2 DISCLOSURE OF INTEREST RETURNS

File Number: Disclosure of interest register – D19.23301

Reporting Officer: Michael Kitzelmann, General Manager

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

Officer Recommendation:

That Councillors note the disclosure of interest return requirements and accept the disclosure of interest register as tabled.

Purpose of Report

In accordance with Section 449 (3) of the Local Government Act 1993, to advise of the required disclosure of interest returns.

Report

Pecuniary interest returns for the period 1 July 2018 to 30 June 2019 are due for submission to Council by 30th September 2019 for Councillors and relevant staff who held office at 30 June 2019.

All returns have been completed. The disclosure of interest register is available upon request for councillors.

Under Section 449(3) of the Local Government Act 1993 a Councillor or designated person holding that position at 30 June in any year must complete and lodge with the General Manager within 3 months after that date a return in the form prescribed by the regulations.

<table>
<thead>
<tr>
<th>Financial Implication</th>
<th>Nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative Implication</td>
<td>Sec. 449 (3) Local Government Act 1993</td>
</tr>
<tr>
<td>Policy Implication</td>
<td>Nil</td>
</tr>
<tr>
<td>Attachments</td>
<td>Nil</td>
</tr>
</tbody>
</table>
ITEM G –3  CORRESPONDENCE

File Number:

**Reporting Officer:** General Manager – Michael Kitzelmann

**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 CanAssist
2. Email from John Garland
3. Media Release from The Hon. Sussan Ley
Our ref: IM/TP

September 9 2019

M Kitzelmann
General Manager
Balranald Shire Council
P O Box 120
70 Market Street
Balranald
NSW 2715

Dear Mr. Kitzelmann

The Committee of Can Assist, Balranald Branch would like to sincerely thank the Balranald Shire Council for including our Donations Application Form 19/20 in the Council Agenda for the August Council meeting. Thank you also to the Councillors who gave their due consideration to the application and approved our request.

This kind donation will be extremely useful to the Branch to assist with the promotion of Can Assist, Balranald Branch and the helping hand we can give to cancer patients and their families in the Balranald District who are going through a difficult period of time in their lives.

Yours sincerely

[Signature]

Tina Powis
Temporary Secretary
Can Assist Balranald Branch
On the 3rd of October 2019 my wife and I arrived in Balranald at about 2pm in our caravan on route to Adelaide. We had never "free camped" before and were fired from our trip.

We attended the Tourist Information Centre and asked the young lady where we could free camp in the town. She supplied us several locations and we ended up staying behind the centre for the night. She was most helpful and pleasant to deal with.

Once again after setting up I needed a hardware store and she again helped me with the closest store.

It was great to be able to have a cup of coffee, cake and breakfast at the cafe at the centre. Once again such a pleasant staff.

To have the public shower and toilets available and in such clean condition is a credit to the staff that tend the facility.

We did leave a donation for the use of these facilities in hope that the council supports the "free camping" concept.

Regards

John Garland

Sent from my iPad
The Hon Sussan Ley MP
Federal Member for Farrer
Minister for the Environment

27 September 2019

Media Release

Extra drought assistance rolls out to Farrer

Communities across Farrer will have greater access to financial support during the drought, with an additional assistance package worth nearly $100 million announced today by the Commonwealth Government.

Local MP Sussan Ley said $33.4 million has been made available from the Drought Community Support Initiative to provide immediate financial assistance to eligible households in hardship.

"Farming households can receive up to $3,000 to spend in their local community for urgent bills such as food, petrol and utilities. This takes some of the stress off families and helps boost the local economy.

"The effects of drought are not just felt on the farm, with many rural communities and businesses suffering a downturn as people spend less in town.

"We are working with the Salvation Army and St Vincent de Paul Society to make sure this money hits the ground quickly and gets to those most in need.

"Today the Prime Minister also announced additional funding for the Drought Communities Programme (DCP), which will deliver an extra $1 million in support to Murray River Council to deliver local infrastructure and drought-relief projects.

Eleven councils in Farrer are now receiving this assistance; including Balranald, Berrigan, Carrathool, Edward River, Federation, Hay, Leeton, Murray River, Murrumbidgee, Narrandera and Wentworth Shire.

"The government is also simplifying Farm Household Allowance applications, with changes to remove business income reconciliation, change the time limit on payment to four years in every ten, simplify the assets test and recognise agistment.

"We've also increased funding for the Rural Financial Counselling Service which is experiencing increased demand. It's really important those in need of support do not self-assess their eligibility and seek advice from an expert, like a rural financial counsellor”, Ms Ley said.

For more information and to apply for assistance visit http://www.agriculture.gov.au/aq-farm-food/drought or call 1800 900 090.

The Hon Sussan Ley MP | Liberal Party | Albury NSW | Media contact - Steve Block 0428 213 264
ITEM G - 4 ACTION SHEET

Reporting Officer: General Manager – Michael Kitzelmann

File Number: 120

Officer Recommendation:
That Council receive and note the report.

Purpose of Report

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

BALRANALD SHIRE COUNCIL
ACTION SHEET
<table>
<thead>
<tr>
<th>MIINUTE</th>
<th>DIRECTOR/FILE NO</th>
<th>SUBJECT</th>
<th>DATE COMPLETED</th>
<th>COMMENTS CURRENT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>05.19.4568</td>
<td>GM/Phil</td>
<td>Arrange the in-house training for Councillors</td>
<td></td>
<td>In Progress</td>
</tr>
<tr>
<td>06.19.4588</td>
<td>GM</td>
<td>Offer CWA Building for Balranald Women's Shed and negotiate hiring fee &amp; report back to council</td>
<td></td>
<td>In Progress</td>
</tr>
<tr>
<td>07.19.4611</td>
<td>GM</td>
<td>Register Councillors for Conferences as per report Roads &amp; Transport – Cr O’Halloran</td>
<td></td>
<td>In Progress</td>
</tr>
<tr>
<td>07.19.4625</td>
<td>DCCS</td>
<td>Purchase of Golf Club – Crown Land Reserve</td>
<td></td>
<td>In Progress – Application made to Crown Lands</td>
</tr>
<tr>
<td>08.19.4640</td>
<td>DID/GM</td>
<td>Liaise with IGA re use of Theatre</td>
<td></td>
<td>In Progress – Deferred to March 2020</td>
</tr>
<tr>
<td>09.19.4659</td>
<td>GM</td>
<td>Notify Electoral Commission of council resolution</td>
<td>2.10.2019</td>
<td>Completed</td>
</tr>
<tr>
<td>09.19.4660</td>
<td>GM</td>
<td>Advertise Office Closure – Union Picnic Day</td>
<td></td>
<td>In Progress – advertise closer to day</td>
</tr>
<tr>
<td>09.19.4663</td>
<td>DCCS</td>
<td>Submit Financial Statements to Audit</td>
<td>01.10.2019</td>
<td>Completed</td>
</tr>
<tr>
<td>09.19.4665</td>
<td>DID</td>
<td>Advertise Swimming Pool &amp; Entry Free with opening date</td>
<td></td>
<td>In Progress – supervisor advertised, when finalised and opening date set, advertisement will be sent</td>
</tr>
</tbody>
</table>
Corporate and Community Development Division

Item C - 3 STATEMENT OF FUNDS: 30 September 2019
File number: D19.23395

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:

4. That Council receive and note the Statement of Funds for the period ending 30 September 2019.

Purpose of Report

The purpose of this report is to:

1. To advise Council of the balance of funds and investments held for the month ending 30 September 2019;
2. Certify that Council's investments have been made in accordance with the Local Government Act 1993 (Section 625), the Local Government (General) Regulation 2005 (Section 212) and Council's Investment Policy, which was adopted by Council on the 17 October 2017.

Background

Council's total investments including cash as at 30 September 2019 is $11,196,794. This is a decrease of $522,048 on the previous month’s total of $11,718,842.

The decrease above has been the result of monthly movement in Council’s cash and at call accounts. These accounts are used for the purpose of day to day operations of Council. Some of the large receipts received by Council during September 2019 include:

<table>
<thead>
<tr>
<th>Receipt</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AMP term deposit maturity</td>
<td>$506,969</td>
</tr>
<tr>
<td></td>
<td>RMS regional roads funding</td>
<td>$  78,922</td>
</tr>
</tbody>
</table>

Term Deposit investments total increased by $1,000,000, to $7,000,000, when compared to the previous month of August. Note that the following movements in investments occurred during the month:
A summary of Council’s investment and cash balances as at 30 September 2019:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Reference</th>
<th>Date</th>
<th>Amount</th>
<th>Movement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westpac</td>
<td>12/2019</td>
<td>03/09/19</td>
<td>($500,000)</td>
<td>Term deposit matured</td>
</tr>
<tr>
<td>Westpac</td>
<td>12/2019</td>
<td>03/09/19</td>
<td>$500,000</td>
<td>Term deposit re-invested</td>
</tr>
<tr>
<td>Macquarie Bank</td>
<td>17/2019</td>
<td>27/08/19</td>
<td>$1,000,000</td>
<td>New term deposit</td>
</tr>
<tr>
<td>AMP Bank</td>
<td>10/2019</td>
<td>30/09/19</td>
<td>($500,000)</td>
<td>Matured. Returned to Council</td>
</tr>
<tr>
<td>NAB Bank</td>
<td>18/2019</td>
<td>30/09/19</td>
<td>$500,000</td>
<td>New term deposit</td>
</tr>
</tbody>
</table>

Council’s weighted average return for all investments and cash accounts for the month is 1.55%, which is above the required 90 bank bill swap reference rate of 0.95% as at 30 September 2019. Note that the cash rate remained at 1.00% during the month of September. The weighted average return rate is the rate which considers the size of the investment as well as the interest rate of the investment. The graph below shows Council’s performance for the past 12 months against the 90 bank bill swap reference rate.

Month End Return on Investments for Past 12 Months

This is Page 111 of the Business Paper of the Ordinary Monthly Meeting of Balranald Shire, held in Council Chambers, Market Street, Balranald on Friday 18th October 2019.
Month End Return on Investments Percentages for Past 12 Months

<table>
<thead>
<tr>
<th></th>
<th>90 BBSW Rate</th>
<th>Council WAIR</th>
<th>RBA Cash Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct-18</td>
<td>1.93%</td>
<td>2.04%</td>
<td>1.50%</td>
</tr>
<tr>
<td>Nov-18</td>
<td>1.94%</td>
<td>1.93%</td>
<td>1.50%</td>
</tr>
<tr>
<td>Dec-18</td>
<td>2.02%</td>
<td>1.99%</td>
<td>1.50%</td>
</tr>
<tr>
<td>Jan-19</td>
<td>2.07%</td>
<td>2.08%</td>
<td>1.50%</td>
</tr>
<tr>
<td>Feb-19</td>
<td>1.87%</td>
<td>1.71%</td>
<td>1.50%</td>
</tr>
<tr>
<td>Mar-19</td>
<td>1.77%</td>
<td>1.95%</td>
<td>1.50%</td>
</tr>
<tr>
<td>Apr-19</td>
<td>1.56%</td>
<td>2.12%</td>
<td>1.50%</td>
</tr>
<tr>
<td>May-19</td>
<td>1.40%</td>
<td>1.89%</td>
<td>1.50%</td>
</tr>
<tr>
<td>Jun-19</td>
<td>1.21%</td>
<td>2.00%</td>
<td>1.25%</td>
</tr>
<tr>
<td>Jul-19</td>
<td>1.01%</td>
<td>1.58%</td>
<td>1.00%</td>
</tr>
<tr>
<td>Aug-19</td>
<td>0.97%</td>
<td>1.51%</td>
<td>1.00%</td>
</tr>
<tr>
<td>Sep-19</td>
<td>0.95%</td>
<td>1.55%</td>
<td>1.00%</td>
</tr>
</tbody>
</table>

Comparison when compared to 90 BBSW Rate

- Out Perform
- Under Perform

Council’s total investment and cash accounts balance of $11,196,794 is split across the funds as listed below:

<table>
<thead>
<tr>
<th>FUNDS HELD</th>
<th>Investment</th>
<th>Bank</th>
<th>Combined</th>
<th>Restricted</th>
<th>Unrestricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>5,900,000</td>
<td>1,928,304</td>
<td>7,828,304</td>
<td>4,550,258</td>
<td>3,278,046</td>
</tr>
<tr>
<td>Domestic Waste Management</td>
<td>0</td>
<td>454,947</td>
<td>454,947</td>
<td>454,947</td>
<td>0</td>
</tr>
<tr>
<td>Water Supplies</td>
<td>600,000</td>
<td>1,300,774</td>
<td>1,900,774</td>
<td>1,900,774</td>
<td>0</td>
</tr>
<tr>
<td>Sewerage Service</td>
<td>500,000</td>
<td>512,769</td>
<td>1,012,769</td>
<td>1,012,769</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL FUNDS HELD</strong></td>
<td><strong>7,000,000</strong></td>
<td><strong>4,196,794</strong></td>
<td><strong>11,196,794</strong></td>
<td><strong>7,918,748</strong></td>
<td><strong>3,278,046</strong></td>
</tr>
</tbody>
</table>

Balances by Fund for Past 12 Months

This is Page 112 of the Business Paper of the Ordinary Monthly Meeting of Balranald Shire, held in Council Chambers, Market Street, Balranald on Friday 18th October 2019.
The table below shows the individual make-up of the restricted amounts that combine to a total of $7,918,748 at end of month. Please note that the balances are subject to change as the 2018/19 financial statements audit has not yet been conducted.
## RESTRICTED FUNDS

<table>
<thead>
<tr>
<th>Description</th>
<th>External</th>
<th>Internal</th>
<th>September 2019 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Purpose Unexpended Grants</td>
<td>1,362,623</td>
<td></td>
<td>1,362,623</td>
</tr>
<tr>
<td>Domestic Waste Management</td>
<td>454,947</td>
<td></td>
<td>454,947</td>
</tr>
<tr>
<td>Water Supplies</td>
<td>1,900,774</td>
<td></td>
<td>1,900,774</td>
</tr>
<tr>
<td>Sewerage Service</td>
<td>1,012,769</td>
<td></td>
<td>1,012,769</td>
</tr>
<tr>
<td>Other (Unexpended Cont. Euston)</td>
<td>50,000</td>
<td></td>
<td>50,000</td>
</tr>
<tr>
<td>Future Development Reserve</td>
<td></td>
<td>750,000</td>
<td>750,000</td>
</tr>
<tr>
<td>Plant &amp; Vehicle Replacement</td>
<td></td>
<td>437,475</td>
<td>437,475</td>
</tr>
<tr>
<td>Infrastructure Replacement</td>
<td></td>
<td>214,000</td>
<td>214,000</td>
</tr>
<tr>
<td>Employee Leave Entitlements</td>
<td></td>
<td>269,000</td>
<td>269,000</td>
</tr>
<tr>
<td>Deposits, Retentions &amp; Bonds</td>
<td></td>
<td>106,000</td>
<td>106,000</td>
</tr>
<tr>
<td>Caravan Park</td>
<td></td>
<td>339,187</td>
<td>339,187</td>
</tr>
<tr>
<td>Euston Cemetery</td>
<td></td>
<td>38,000</td>
<td>38,000</td>
</tr>
<tr>
<td>Hostel Bonds</td>
<td></td>
<td>431,782</td>
<td>431,782</td>
</tr>
<tr>
<td>Market Street Improvements</td>
<td></td>
<td>20,000</td>
<td>20,000</td>
</tr>
<tr>
<td>Town Clock</td>
<td></td>
<td>3,000</td>
<td>3,000</td>
</tr>
<tr>
<td>Gravel Pit Rehabilitation</td>
<td></td>
<td>234,065</td>
<td>234,065</td>
</tr>
<tr>
<td>Other Assets Replacement</td>
<td></td>
<td>286,000</td>
<td>286,000</td>
</tr>
<tr>
<td>Berrett Park Revitalisation (Council Contribution)</td>
<td>2,000</td>
<td></td>
<td>2,000</td>
</tr>
<tr>
<td><strong>TOTAL RESTRICTED FUNDS</strong></td>
<td><strong>4,781,113</strong></td>
<td><strong>3,137,635</strong></td>
<td><strong>7,918,748</strong></td>
</tr>
</tbody>
</table>
The bank reconciliation on the Westpac cash account, or operating account, has been reconciled as at 30 September 2019 and is shown below:

### Cashbook Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Cashbook Balance</td>
<td>2,856,588</td>
</tr>
<tr>
<td>Plus Receipts</td>
<td>1,256,272</td>
</tr>
<tr>
<td>Less Payments</td>
<td>(2,871,676)</td>
</tr>
<tr>
<td>Cashbook Balance at 30 Sept.</td>
<td>1,241,184</td>
</tr>
</tbody>
</table>

### Statement Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Statement Balance</td>
<td>2,831,926</td>
</tr>
<tr>
<td>Plus Receipts</td>
<td>1,297,893</td>
</tr>
<tr>
<td>Less Payments</td>
<td>(2,889,430)</td>
</tr>
<tr>
<td>Bank Statement Balance at 30</td>
<td>1,240,389</td>
</tr>
<tr>
<td>Sept. 2019</td>
<td></td>
</tr>
<tr>
<td>Plus Unpresented Receipts</td>
<td>5,723</td>
</tr>
<tr>
<td>Less Unpresented Payments</td>
<td>(4,928)</td>
</tr>
<tr>
<td>Reconciliation Balance at 30</td>
<td>1,241,184</td>
</tr>
<tr>
<td>Sept. 2019</td>
<td></td>
</tr>
</tbody>
</table>

Certification by the Responsible Accounting Officer:

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.

Terri Bilske  
Responsible Accounting Officer  
11 October 2019
Item C - 4  FINANCIAL REVIEW – SEPTEMBER 2019

File number:  D19.23553

Reporting Officer:  Director of Corporate & Community Development

Delivery Program and Long Term Financial 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 report on the Financial Review against Council’s Operational Plan to 30 September 2019 be received and noted.

Purpose of Report

The purpose of the Financial Review report is to provide Council with accurate and timely reporting of income and expenditure against the adopted 2019-20 Operational and Capital Works budget.

Executive Summary

The monthly financial report of Council provides a “snapshot” of Council’s financial performance. Council’s Income, Operating Expenditure and Capital Expenditure is reviewed on a monthly basis. Financial information to 30 September 2019 is presented to Council for information.

This financial review report includes the following:

1. Statement of Comprehensive Income – This shows what is expected to happen during the financial year in terms of income, expenses and other adjustments;
2. Analysis of Council’s income, operating expenditure and capital expenditure in terms of how it is tracking year to date against budget expectations;
3. Statement of Comprehensive Income (By Function) – Another way of presenting the income, expenses and adjustments based on Council’s Functions/ Activities;
Statement of Comprehensive Income

This section of the Financial Review report provides a budgeted versus actual in relation to Council’s income, operating expenditure and other adjustments for the period 1 July 2019 to 30 September 2019.

33.69% of the income budget has been received or invoiced, and 26.61% of the budgeted operating expenditure has been expensed as at the report date of 30 September 2019.

9.06% of the Capital Works program has been spent for the same period. It should be noted that during the month of July a large amount of expenditure paid by Council relates to the June 2019 month or earlier and as a result is accrued back into the previous financial year.
For 2019/20 financial year, Council has budgeted for a balanced budget. Council’s budgeted result as at 30 September 2019 is a total budget surplus of $6,721,940. It should be noted that this surplus includes the full income from the July 2019 rates notice run. Over the remaining 9 months through to June 2020, expenses will increase and this surplus will reduce.

Council needs to ensure it has balanced or surplus budgets in future years, as operating deficits will impact on Council’s future financial sustainability. 

Analysis of Council’s Income for the Period
Rates and Annual Charges (Represents 16% of Council's total budgeted income)
Council has issued 2019/20 annual rates notices during the period. The 1\textsuperscript{st} instalment was due on 31\textsuperscript{st} August 2019, but Council recognises the total rate income at the time it is rated, or levied. When setting the budget for rates and annual charges, conservative estimates and the rate review has contributed to variances and will be highlighted in the September 2019 quarterly budget review.

User Charges and Fees (Represents 13% of Council's total budgeted income)
Each year Council is required to adopt by resolution the Fees and Charges for the services it provides. There are two types of fees that can be charged: regulatory and those set by Council for its own services.

Regulatory fees are set by regulation or legislation, with the fee been set. Council cannot charge above the prescribed amount for the relevant Regulation or Act. Fees that are not regulated are set by Council on a cost recovery basis, where possible.

Interest and Investment Revenue (Represents 1\% of Council’s total budgeted income)
Council invests surplus funds to achieve a better return on investment. The interest rate, or rate of return, will vary depending on various factors, including type of investment and market rates. Council is required to investment surplus funds in accordance with Council's Investment Policy.

Income from this stream is expected to be within 2019/20 budget expectations, but will be lower when compared to previous year’s actuals due to the cash rate cut to 0.75\% at the time of preparing this report.

Council’s investment balances and return are reported in a separate report to Council each month. Interest received is currently tracking to budget.

Other Revenues (Represents 2\% of Council’s total budgeted income)
This includes income streams from rental properties, tourism sales, rebates and agency agreements.

Grants and Contributions for Operating Purposes (Represents 27\% of Council’s total budgeted income)
This covers grant funding received from various State and Federal Government department and includes the Financial Assistance Grant. The majority of grant funding received by council is tied to specific use. For example, Roads to Recovery funding can only be spent on the nominated roads and not on general operations.

Council has received the 1\textsuperscript{st} quarter instalment of the Financial Assistance Grant of $529,478
Grants and Contributions for Capital Purposes (Represents 41% of Council’s total budgeted income)
This covers grant funding received from various State and Federal Government departments and are that is capital by nature; generally used to renew or construct new assets which provide the Council with long-term benefits.

Funds received to 30 September 2019 have mainly been roads and maritime service (RMS) grants. Council has now received most of the grant funding for the Truck Wash facility as well.

Analysis of Council’s Operating Expenditure for the Period

Employee Benefits and On-costs (Represents 36% of Council’s total budgeted operating expense)
This category covers all labour related expenses, including salaries, leave entitlements, superannuation, training and works compensation. Council is required to pay employees as per the Local Government NSW Award (2017), which prescribes the rates of pay as well as increases for the next 3 years. Hostel staff are covered by the Local Government, Aged, Disability and Home Care (State) Award. The average fortnight payroll for Council is $180,150.

Borrowing Costs (Represents 0.88% of Council’s total budgeted operating expense)
Council has borrowed funds in the past to undertake infrastructure and plant replacement projects. Over time, these loans are repaid and incur interest cost as a result. Council remaining loan balance at 30 June 2019 is $2.56 million.

Materials and Services (Represents 21% of Council’s total budgeted operating expense)
This covers operational expenditure relating to contractors, materials and other expenditure incurred in providing services to the Council shire area. Services include, but not limited to, road maintenance, parks maintenance, water services, sewerage services and waste services. Council has expended as at 30 September 2019 $327,203 of the additional $720,000 budgeted unsealed roads operational maintenance program (a total of $1.2 million additional budget was assigned to unsealed roads for 2019/20 and is $720,000 operation maintenance and $480,000 capital works).

Depreciation (Represents 31% of Council’s total budgeted operating expense)
Depreciation is an accounting measure which records the consumption of the Council’s assets due to wear and tear. It is vital that Council employs a well-funded capital works program for renewing infrastructure as insufficient funding of infrastructure replacement will lead to asset degradation and higher maintenance costs.
Note that Depreciation is a non-cash item and has no effect on Council’s cash flow.

Other Expenses
This category includes all other expenses not covered in one of the categories above, for example, and not limited to, insurances, administration expenses, donations, contributions to emergency services and councillor expenses.

Analysis of Council’s Capital Expenditure for the Period

As at 30 September 2019, $1,217,978 from a total capital works budget of $13.44 million has been spent. It should be pointed out that expenses for July generally relate to capital works completed in June and are accrued back to the previous year.

A breakdown of capital expenditure for the reporting period, based on Function, is as per below:

<table>
<thead>
<tr>
<th>Capital Works Program by Status</th>
<th>Amount ($)</th>
<th>Actual ($)</th>
<th>Budget Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Capital Works</td>
<td>6,457,330</td>
<td>506,973</td>
<td>5,950,357</td>
</tr>
<tr>
<td>Renewal Capital Works</td>
<td>6,979,045</td>
<td>711,006</td>
<td>6,268,039</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13,436,375</strong></td>
<td><strong>1,217,978</strong></td>
<td><strong>12,218,397</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capital Works Program by Function of Council - Summary</th>
<th>Amount ($)</th>
<th>Actual ($)</th>
<th>Budget remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governance</td>
<td>300,845</td>
<td>-</td>
<td>300,845</td>
</tr>
<tr>
<td>Administration</td>
<td>557,400</td>
<td>123,585</td>
<td>433,815</td>
</tr>
<tr>
<td>Community Services &amp; Education</td>
<td>3,170,000</td>
<td>-</td>
<td>3,170,000</td>
</tr>
<tr>
<td>Housing &amp; Community Amenities</td>
<td>370,000</td>
<td>-</td>
<td>370,000</td>
</tr>
<tr>
<td>Water Services</td>
<td>1,332,000</td>
<td>99,669</td>
<td>1,232,331</td>
</tr>
<tr>
<td>Sewerage Services</td>
<td>447,000</td>
<td>15,510</td>
<td>431,490</td>
</tr>
<tr>
<td>Recreation &amp; Culture</td>
<td>2,546,980</td>
<td>178,628</td>
<td>2,368,352</td>
</tr>
<tr>
<td>Transport &amp; Communication</td>
<td>3,447,150</td>
<td>778,584</td>
<td>2,668,566</td>
</tr>
<tr>
<td>Economic Affairs</td>
<td>1,025,000</td>
<td>3,475</td>
<td>1,021,525</td>
</tr>
<tr>
<td>Environment</td>
<td>240,000</td>
<td>-</td>
<td>240,000</td>
</tr>
<tr>
<td>Public Order and Safety</td>
<td>-</td>
<td>18,527</td>
<td>(18,527)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13,436,375</strong></td>
<td><strong>1,217,978</strong></td>
<td><strong>12,218,397</strong></td>
</tr>
</tbody>
</table>
Statement of Comprehensive Income (By Function)

Another way to view the budget result is by Function/ Activity. This type of reporting is part of Council’s financial statements, as Note 2a.

<table>
<thead>
<tr>
<th>Function</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governance</td>
<td>Mayor, councillors, General Manager office</td>
</tr>
<tr>
<td>Administration</td>
<td>Corporate, finance, governance, engineering</td>
</tr>
<tr>
<td>Public Order &amp; Safety</td>
<td>Inspections, food control, noxious weeds</td>
</tr>
<tr>
<td>Health</td>
<td>NSW Rural Fire Service, SES, animal control</td>
</tr>
<tr>
<td>Environment</td>
<td>Waste services, street cleaning, drainage</td>
</tr>
<tr>
<td>Community Services &amp; Education</td>
<td>Youth, pre-schools, aged care</td>
</tr>
<tr>
<td>Housing &amp; Community Amenities</td>
<td>Town planning, street lighting, cemeteries</td>
</tr>
<tr>
<td>Water Supplies</td>
<td>Water supplies</td>
</tr>
<tr>
<td>Sewerage Services</td>
<td>Sewerage services</td>
</tr>
<tr>
<td>Recreation &amp; Culture</td>
<td>Library, pool, halls, sporting facilities</td>
</tr>
<tr>
<td>Mining, Manufacturing &amp; Construct</td>
<td>Building control</td>
</tr>
<tr>
<td>Transport &amp; Communications</td>
<td>Roads, bridges, footpaths, kerb, aerodromes</td>
</tr>
<tr>
<td>Economic Affairs</td>
<td>Caravan parks, other economic affairs</td>
</tr>
<tr>
<td>General Purpose Income</td>
<td>Untied funds shared across functions above</td>
</tr>
</tbody>
</table>
## Balranald Shire Council - Long Term Financial Plan - By Function - 2019/20 Year

### 2019/20 Financial Year – Budget vs Actual Report to 30 September 2019 – By Function

<table>
<thead>
<tr>
<th>FUNCTION OF COUNCIL</th>
<th>Governance</th>
<th>Administratio n</th>
<th>Public Order &amp; Safety</th>
<th>Health</th>
<th>Environment</th>
<th>Community Services &amp; Education</th>
<th>Housing &amp; Community Amenities</th>
<th>Water Supplies</th>
<th>Sewerage Services</th>
<th>Recreation &amp; Culture</th>
<th>Manufacture &amp; Creation</th>
<th>Transport &amp; Communication</th>
<th>Economic Affairs</th>
<th>General Purpose Income</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income from Continuing Operations</td>
<td>-</td>
<td>2,205,547</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>369,326</td>
<td>844,001</td>
<td>584,959</td>
<td>1,164</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4,004,997</td>
<td></td>
</tr>
<tr>
<td>Rates and Annual Charges</td>
<td>-</td>
<td>328,835</td>
<td>503</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>75,921</td>
<td>20,034</td>
<td>41,160</td>
<td>2,353</td>
<td>-</td>
<td>-</td>
<td>660,691</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User Charges and Fees</td>
<td>-</td>
<td>151,441</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,309</td>
<td>18,635</td>
<td>6,788</td>
<td>-</td>
<td>782</td>
<td>45</td>
<td>1,291</td>
<td>21,850</td>
<td>208,785</td>
</tr>
<tr>
<td>Interest and Investment Revenue</td>
<td>-</td>
<td>352,776</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>197,368</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>92,977</td>
<td>-</td>
<td>(56,442)</td>
<td>766,679</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>4,844</td>
<td>121,958</td>
<td>18,527</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>120,949</td>
<td>-</td>
<td>2,107,481</td>
<td>-</td>
<td>2,467,015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants and Contributions for Capital Purposes</td>
<td>-</td>
<td>1,900</td>
<td>13,633</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Income from Continuing Operations</td>
<td>2,944</td>
<td>3,340,537</td>
<td>19,030</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>276,598</td>
<td>407,996</td>
<td>891,949</td>
<td>587,312</td>
<td>123,512</td>
<td>3,397</td>
<td>2,317,009</td>
<td>194,944</td>
<td>(8,356)</td>
</tr>
</tbody>
</table>

### Expenses from Continuing Operations

| Borrowing Costs | - | (3,553) | - | - | - | - | - | - | - | - | - | - | (11,288) | - | (14,839) |
| Materials and Contracts | (10,271) | (86,561) | (5,184) | 299 | (7,314) | (26,401) | (33,073) | (11,219) | 1,314 | (44,814) | - | (417,537) | (111,986) | - | (763,723) |
| Depreciation and Amortisation | - | (95,902) | (2,679) | - | (14,004) | (19,445) | (19,650) | (69,775) | (44,546) | (103,302) | - | (880,958) | (15,123) | - | (1,267,456) |
| Other Expenses | (47,000) | (275,440) | (96,014) | - | (11,035) | (58,670) | (25,217) | (22,813) | (3,997) | (125,364) | (1,828) | (6,165) | (39,612) | - | (712,755) |

### NET OPERATING RESULT FROM CONTINUING OPERATIONS SURPLUS/ (DEFICIT)

| (158,257) | 2,148,600 | (86,556) | (11,633) | (56,080) | (71,086) | 282,327 | 721,269 | 510,927 | (183,246) | (15,596) | 791,587 | (61,491) | (8,356) | 3,802,410 |

### NET OPERATING RESULT BEFORE CAPITAL ITEMS SURPLUS/ (DEFICIT)

| (156,357) | 2,026,642 | (105,083) | (11,633) | (56,080) | (71,086) | 282,327 | 721,269 | 510,927 | (104,195) | (15,596) | 1,415,894 | (61,491) | (8,356) | 3,353,855 |

### Other Funding Movements

| Total Capital Expenditure | 3,207 | [193,218] | 18,527 | - | - | - | (107,216) | - | 176,138 | - | (790,132) | - | 2,902,135 | - | (1,217,978) |
| Total Transfers From/ (To) Reserves | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Loan Repayments | - | (32,083) | - | - | - | - | - | - | - | - | - | - | - | - | (32,083) |
| Depreciation Contra Income | - | 95,902 | 2,679 | - | 14,044 | 19,445 | 19,650 | 69,775 | 44,546 | 105,332 | - | 880,958 | 15,123 | - | 1,267,456 |
| TOTAL OTHER FUNDING MOVEMENTS SURPLUS/ (DEFICIT) | (3,207) | (99,398) | (18,848) | - | 14,044 | 19,445 | 19,650 | 69,775 | 44,546 | 73,295 | - | 90,826 | 13,073 | 2,902,135 | 2,919,530 |

This is Page 173 of the Business Paper of the Ordinary Monthly Meeting of Balranald Shire, held in Council Chambers, Street, Balranald on Friday 18th October 2019.
Financial Sustainability Indicators

Operating performance ratio - This ratio measures Council’s achievement of containing operating expenditure within operating revenue;

Own source revenue ratio - the measurement of a local government’s ability to cover its costs through its own revenue efforts, namely rates, annual charges and fees and charges;

Rates and annual charges outstanding ratio - To assess the impact of uncollected rates and annual charges on Council’s liquidity and the adequacy of recovery efforts.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating performance ratio</td>
<td>&gt;0.00%</td>
<td>(17.92)%</td>
<td>23.47%</td>
</tr>
<tr>
<td>Own source revenue ratio</td>
<td>&gt;60.00%</td>
<td>30.76%</td>
<td>69.76%</td>
</tr>
<tr>
<td>Rates and annual charges</td>
<td>&lt;5.00%</td>
<td>5.13%</td>
<td>5.61%</td>
</tr>
<tr>
<td>outstanding ratio</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Financial Implication

No implications. Any budget variations will be considered in the quarterly budget review process.

Legislative Implication

Local Government Act 1993

Policy Implication

Nil

Attachments

Nil
Item C - 5  SEPTEMBER 2019 FINANCIAL REPORT - CARAVAN PARK
File number: D19.23394

Reporting Officer: Director of Corporate and 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 receive and note the 30 September 2019 financial report for the caravan park.

Purpose of Report

The purpose of the Financial Review report is to provide Council with accurate and timely reporting of revenue and expenditure against the adopted Operational and Capital Works budget in relation to the Caravan Park.

Executive Summary

Council’s Income, Operating Expenditure and Capital Expenditure for the caravan park is reviewed on a monthly basis. Financial information to 30 September 2019 is presented to Council for information.

Quarterly Budget review variations will be incorporated into this report after adoption by Council. The actual income and expenses have been measured against the original adopted budget, as adopted by Council on the 27 June 2019.

35.11% of the revenue budget has been received, and 32.85% of the operational expenditure budget has been expensed as reported to 30 September 2019. The Reserve balance (the amount of funds restricted for the Caravan Park) is a total of $339,187 as at 30 September 2019.
### Caravan Report
As at 30 September 2019

<table>
<thead>
<tr>
<th></th>
<th>Original Budget Adopted</th>
<th>Amended Budget Qtr Review</th>
<th>Actual Budget Incl Committed</th>
<th>Budget Remaining</th>
<th>Budget %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Park Fees</td>
<td>483,960</td>
<td>483,960</td>
<td>171,553</td>
<td>312,407</td>
<td>35.45%</td>
</tr>
<tr>
<td>Washing Machine Fees</td>
<td>3,000</td>
<td>3,000</td>
<td>727</td>
<td>2,273</td>
<td>24.24%</td>
</tr>
<tr>
<td>Caravan Rentals</td>
<td>8,500</td>
<td>8,500</td>
<td>2,080</td>
<td>6,420</td>
<td>24.47%</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>1,500</td>
<td>1,500</td>
<td>134</td>
<td>1,366</td>
<td>8.95%</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>496,960</td>
<td>496,960</td>
<td>174,495</td>
<td>322,465</td>
<td>35.11%</td>
</tr>
<tr>
<td><strong>Operating Expenditure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration Fee</td>
<td>36,000</td>
<td>36,000</td>
<td>9,000</td>
<td>27,000</td>
<td>25.00%</td>
</tr>
<tr>
<td>Bank Charges</td>
<td>3,250</td>
<td>3,250</td>
<td>955</td>
<td>2,295</td>
<td>29.38%</td>
</tr>
<tr>
<td>Depreciation</td>
<td>50,500</td>
<td>50,500</td>
<td>12,729</td>
<td>37,771</td>
<td>25.21%</td>
</tr>
<tr>
<td>Insurance</td>
<td>6,420</td>
<td>6,420</td>
<td>7,643</td>
<td>-1,223</td>
<td>119.05%</td>
</tr>
<tr>
<td>Legal Expenses</td>
<td>0</td>
<td>0</td>
<td>7,749</td>
<td>-7,749</td>
<td>0.00%</td>
</tr>
<tr>
<td>Park Management Fees</td>
<td>282,900</td>
<td>282,900</td>
<td>78,637</td>
<td>204,263</td>
<td>27.80%</td>
</tr>
<tr>
<td>Rates and Charges</td>
<td>30,000</td>
<td>30,000</td>
<td>12,655</td>
<td>17,345</td>
<td>42.18%</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>11,500</td>
<td>11,500</td>
<td>7,629</td>
<td>3,871</td>
<td>66.34%</td>
</tr>
<tr>
<td>Software Support</td>
<td>3,500</td>
<td>3,500</td>
<td>2,328</td>
<td>1,172</td>
<td>66.51%</td>
</tr>
<tr>
<td>Telephone</td>
<td>1,500</td>
<td>1,500</td>
<td>476</td>
<td>1,024</td>
<td>31.71%</td>
</tr>
<tr>
<td><strong>Total Operating Expenditure</strong></td>
<td>425,570</td>
<td>425,570</td>
<td>139,799</td>
<td>285,771</td>
<td>32.85%</td>
</tr>
<tr>
<td><strong>Net Result</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>71,390</td>
<td>71,390</td>
<td>34,696</td>
<td>36,694</td>
<td></td>
</tr>
</tbody>
</table>

#### Reserve Result
- **Opening Balance at 1 August 2019**: 291,762
- **Add/ (Less) Movement to report end of month**: 34,696
- **Add Back Depreciation**: 12,729
- **Closing Balance as at report end of month**: 339,187

#### Financial Implication
<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budgets reviewed as part of each quarter budget review</strong></td>
</tr>
</tbody>
</table>

#### Legislative Implication
- **Local Government Act 1993**

#### Policy Implication
- **Nil**

#### Attachments
- **Nil**
Item C – 6  TOURISM REPORT – October 2019

File number: D19.23343

Reporting Officer: Director of Corporate & Community Services

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

Officer Recommendation:

That Council accept the September 2019 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 Statistics Reporting for the month of September 2019.

As per table below, Visitor numbers to the Discovery Centre continue to increase compared to previous years, dating back to 2017. This is an indication of the services provided in the region and the coverage that is being shared through social media. Actual figures are detailed in the table at the end of this report.

_Balranald Discovery Centre Visitation 2017, 2018 & 2019_
Phase 2 of the #myriverinamurray campaign commenced on 1st September 2019 and it was great to see that images from our campaign with DRM, NPNSW and We Are Explorers was used by Destination Riverina Murray to promote the photographic competition. Reach, impressions, engagements and posts will be shared with us in November after the completion of the competition.

Discover Balranald and Surrounds prize package is valid for week 7 (14-20 October).
Local Land Services are having a Field Day on 24th October 2019 in Euston with the Euston Public Schools Grade 5/6 students to help build their knowledge of the Regent Parrot. The Euston Tourism & Beautification Committee has been invited to attend along with Council Staff, Mayor and GM.

We will be working with Local Land Services and the Euston Committee to come up with merchandising opportunities and hold discussions with Eggpicnic (artwork holder) during October due to unavailability of the owners throughout September. They have advised that all products made using their designs must be of the highest quality standards and made in Australia, and they directly supervise productions, such as bags and t-shirts.

<table>
<thead>
<tr>
<th>Financial Implication</th>
<th>Nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative Implication</td>
<td>Nil</td>
</tr>
<tr>
<td>Policy Implication</td>
<td>Nil</td>
</tr>
<tr>
<td>Attachments</td>
<td>Nil</td>
</tr>
</tbody>
</table>
### Balranald Visitor Centre - Monthly Report - September 2019

#### Visitors in Centre & Interpretive Pavilion

<table>
<thead>
<tr>
<th></th>
<th>Current Month</th>
<th>Previous Month</th>
<th>Change %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitor Information Centre</td>
<td>1635</td>
<td>1306</td>
<td>20.12%</td>
</tr>
<tr>
<td>Interpretive Pavilion</td>
<td>729</td>
<td>471</td>
<td>35.39%</td>
</tr>
<tr>
<td>Gaol</td>
<td>92</td>
<td>66</td>
<td>28.26%</td>
</tr>
<tr>
<td>Museum</td>
<td>125</td>
<td>131</td>
<td>-4.80%</td>
</tr>
</tbody>
</table>

#### Top Merchandise Sales

<table>
<thead>
<tr>
<th>Item</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frog Figurines</td>
<td>101</td>
</tr>
<tr>
<td>Postcards</td>
<td>68</td>
</tr>
<tr>
<td>Koala Hill (Notepads etc)</td>
<td>49</td>
</tr>
<tr>
<td>Oddball Construction P/ Cards</td>
<td>48</td>
</tr>
<tr>
<td>Magnets</td>
<td>46</td>
</tr>
</tbody>
</table>

| Monthly Merchandise Sales Figures       | $7,555.01 | $6,813.00 | 10.89% |

#### Social Media and Website Visitation

<table>
<thead>
<tr>
<th>Facebook</th>
<th>Total Page Likes</th>
<th>Total Reach Current Month</th>
<th>Total Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10,352</td>
<td>9,401</td>
<td>784</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Website (Since Aug 2016)</th>
<th>Total Number of Visitors</th>
<th>Total Page Views</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>55,253</td>
<td>101,341</td>
</tr>
</tbody>
</table>

| This Period | 1,812 | 3,034 |

<table>
<thead>
<tr>
<th>murrayriver.com.au Website</th>
<th>No. of times Ad displayed</th>
<th>Direct leads to website</th>
<th>More Information Page Views</th>
<th>Total national bookings &amp; enquiries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Month (June)</td>
<td>186</td>
<td>44</td>
<td>297</td>
<td>120</td>
</tr>
<tr>
<td>Since Listed</td>
<td>21,935</td>
<td>2,962</td>
<td>24,793</td>
<td>75,512</td>
</tr>
</tbody>
</table>
Item C – 7  BIDGEE HAVEN HOSTEL – SEPTEMBER 2019

File number: D19.23530

**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:**

That Council

Note the September 2019 Financial Report

**Purpose of Report**

To note the financial operations of the Bidgee Haven Hostel (the Hostel) as at 30 September 2019.

**Report**

**September Financial Report**

As at 30 September 2019, the Hostel shows an operating profit of $1,338 against an adopted year to date budgeted profit of $1,870. Revenue, including Resident Care Fees, Care Subsidies, Accommodation fees and Daily Fees totalled $340,392 with a corresponding expense total of $339,054.

It should be noted that the Bidgee Haven Hostel has had three vacant rooms and is in the process of securing three new permanent residents. This will impact on the expected revenue for this financial year.

Council undertook extensive advertising for the vacancies through the Guardian newspaper, 50 radio advertisements over a two week period, the Council newsletter and facebook. The advertising campaign has been successful and resulted in two permanent clients and short term Respite clients for the transitional period.

The Bidgee Haven 15 Bed extension project preliminary work has begun with the engagement of a Project Manager and a selection process in place for the engagement of a project architect.
Please note that Revenue and Expenditure as presented is a “snapshot” of the finances of the Bidgee Haven Retirement Hostel as at the end of August 2019.

The following graph is a comparison between previous years revenue and expenditure:

![Hostel Revenue & Expenses to September](image)

The profit and loss statement as at 30 September 2019 is provided for your information.
<table>
<thead>
<tr>
<th>Income:</th>
<th>ADOPTED BUDGET 2019/20</th>
<th>YTD BUDGET</th>
<th>YTD ACTUAL</th>
<th>VARIANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hostel Extention Grant $3,150,000</td>
<td>$3,150,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Care Subsidies</td>
<td>$800,000</td>
<td>$271,000</td>
<td>$270,918</td>
<td>100%</td>
</tr>
<tr>
<td>Resident Care Fees</td>
<td>$390,000</td>
<td>$70,000</td>
<td>$69,474</td>
<td>99%</td>
</tr>
<tr>
<td>Training Subsidy</td>
<td>$5,000</td>
<td>$8,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond Retention Interest</td>
<td>$6,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond Retention Income $10,000</td>
<td>$10,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries $911,520</td>
<td>$245,000</td>
<td>$244,770</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Hostel -Medical Expenses</td>
<td>$5,000</td>
<td>$1,400</td>
<td>$1,409</td>
<td>101%</td>
</tr>
<tr>
<td>Doctors Visits Hostel $2,500</td>
<td>$1,450</td>
<td>$1,442</td>
<td>99%</td>
<td></td>
</tr>
<tr>
<td>Training $15,000</td>
<td>$1,000</td>
<td>$3,786</td>
<td>379%</td>
<td></td>
</tr>
<tr>
<td>Audit Fees $4,000</td>
<td>$3,790</td>
<td>$303</td>
<td>8%</td>
<td></td>
</tr>
<tr>
<td>Advertising $1,000</td>
<td>$1,000</td>
<td>$1,030</td>
<td>103%</td>
<td></td>
</tr>
<tr>
<td>Electricity - Operational</td>
<td>$30,000</td>
<td>$5,570</td>
<td>$5,563</td>
<td>100%</td>
</tr>
<tr>
<td>Consultancy $10,000</td>
<td>$5,500</td>
<td>$5,500</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>General Expenses $3,000</td>
<td>$620</td>
<td>$614</td>
<td>99%</td>
<td></td>
</tr>
<tr>
<td>Linen Replacements</td>
<td>$8,000</td>
<td>$1,220</td>
<td>$1,212</td>
<td>99%</td>
</tr>
<tr>
<td>Laundry Expenses</td>
<td>$8,000</td>
<td>$1,640</td>
<td>$1,637</td>
<td>100%</td>
</tr>
<tr>
<td>Cleaning Materials</td>
<td>$7,500</td>
<td>$4,450</td>
<td>$4,448</td>
<td>100%</td>
</tr>
<tr>
<td>Pharmaceutical Supplies</td>
<td>$40,000</td>
<td>$11,710</td>
<td>$11,706</td>
<td>100%</td>
</tr>
<tr>
<td>Food Supplies</td>
<td>$13,600</td>
<td>$10,020</td>
<td>$10,020</td>
<td>100%</td>
</tr>
<tr>
<td>Administration fees $60,000</td>
<td>$15,000</td>
<td>$15,000</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Printing and Stationery</td>
<td>$5,000</td>
<td>$730</td>
<td>$729</td>
<td>100%</td>
</tr>
<tr>
<td>Rates &amp; Charges on Council Property $8,550</td>
<td>$5,640</td>
<td>$5,638</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>R &amp; M Office Equipment $1,000</td>
<td>$50</td>
<td>$49</td>
<td>98%</td>
<td></td>
</tr>
<tr>
<td>R &amp; M Motor Vehicle $3,000</td>
<td>$40</td>
<td>$38</td>
<td>95%</td>
<td></td>
</tr>
<tr>
<td>R &amp; M Furniture &amp; Fittings $12,000</td>
<td>$8,200</td>
<td>$8,177</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>R &amp; M Buildings $17,000</td>
<td>$10,000</td>
<td>$10,157</td>
<td>102%</td>
<td></td>
</tr>
<tr>
<td>R &amp; M Grounds $15,000</td>
<td>$1,600</td>
<td>$613</td>
<td>407%</td>
<td></td>
</tr>
<tr>
<td>R &amp; M Plant &amp; Equipment $5,000</td>
<td>$1,591</td>
<td></td>
<td>99%</td>
<td></td>
</tr>
<tr>
<td>Subscriptions &amp; Memberships $3,000</td>
<td>$2,700</td>
<td>$2,694</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Licence Fees $0</td>
<td>$292</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone $2,000</td>
<td>$650</td>
<td>$638</td>
<td>98%</td>
<td></td>
</tr>
<tr>
<td><strong>Net profit (Loss)</strong> $28,380</td>
<td>$1,870</td>
<td>$1,338</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Capital Expenditure</strong> $20,000</td>
<td>$2,400</td>
<td>$2,390</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Implication</th>
<th>Impact on Council’s Operational Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative Implication</td>
<td>Nil</td>
</tr>
<tr>
<td>Policy Implication</td>
<td>Nil</td>
</tr>
<tr>
<td>Attachments</td>
<td>Nil</td>
</tr>
</tbody>
</table>

This is Page 133 of the Business Paper of the Ordinary Monthly Meeting of Balranald Shire, held in Council Chambers, Market Street, Balranald on Friday 18th October 2019.
Infrastructure and Development Reports

Item I - 4 BALRANALD LANDFILL

File: D19.23538

Reporting Officer: Director of Infrastructure and Development – Ray Davy

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

Officer Recommendation:
That Council note the report.

Purpose of Report
To provide Council with an update on activity at the Balranald Landfill since entering into a temporary management arrangement with Cleanaway Ltd.

Report
Balranald landfill is owned by Council and was previously managed by Peter Bourke under a management contract expired on 30 June 2019. In April 2019 Council approved an arrangement under which the landfill would be managed by Cleanaway Ltd, the waste management contractor for the Sunraysia and Limondale Solar Farms. This arrangement is intended to expire at the end of the construction phase of the solar farms, at which time the management of the facility will be tendered on the open market.

The key elements of the arrangement with Cleanaway Ltd were:

- Cleanaway to partner with Council to assist in dealing with the various noncompliance issues, including:
  - Reorganising the facility so that the public is kept away from the tip face as a matter of safety
  - Installing skip bins for household recyclables
  - Shredding the existing green waste and tyres in conjunction with Cleanway's own program of shredding the pallets and cardboard
  - Spreading the shredded mulch over former tip areas as part of a wider site remediation program.
Cleanaway to accrue a financial liability to Council based on a disposal charge of $60.00 plus GST per tonne of material imported to the landfill, to be acquitted over the term of the management contract in the following manner:

i. Where materials such as timber pallets and cardboard are shredded and the product used for capping existing historic fill areas, or other uses approved by Council, the fee for this material to be retrospectively waived; and

ii. Cleanaway to undertake improvement works at the landfill in accordance with the Council’s adopted improvement and development plan, and provide resources to this end, with the cost of such works and resources to be offset against the accrued liability on an “open book” basis; and

iii. Cleanaway to pay to the Council at the conclusion of the term of the management contract the residual value of the accrued liability.

Cleanaway to undertake the shredding of residual green waste, wood waste and tyres in conjunction with its own shredding operations at no cost to Council.

It was intended at the time of this decision to terminate the prior contract with Mr Bourke; however it was subsequently decided to defer the formal commencement of the Cleanaway agreement until the expiry of the Bourke contract although all other aspects of the agreement were put in place as of 21st May 2019. Mr Bourke is now retained by Cleanaway on terms that enable him to continue to operate domestic-scale materials recovery.

The following tonnages of waste have been imported by Cleanaway since 21st May 2019:

<table>
<thead>
<tr>
<th>Period</th>
<th>General Waste (T)</th>
<th>Recycle</th>
<th>Total in (T)</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 May - 31 May 2019</td>
<td>146.46</td>
<td>0</td>
<td>146.46</td>
</tr>
<tr>
<td>3 Jun - 28 Jun 2019</td>
<td>557.19</td>
<td>0</td>
<td>557.19</td>
</tr>
<tr>
<td>1 Jul - 2 Aug 2019</td>
<td>692.96</td>
<td>42</td>
<td>734.96</td>
</tr>
<tr>
<td>4 Aug - 31 Aug 2019</td>
<td>319.7</td>
<td>47.22</td>
<td>366.92</td>
</tr>
<tr>
<td>1 Sept - 29 Sept 2019</td>
<td>215.5</td>
<td>23.38</td>
<td>238.88</td>
</tr>
</tbody>
</table>

The source of this waste has been the two solar farms (Decmil Australia and Downer Utilities Australia Pty Ltd), three sub-stations and various smaller bolt-on businesses. Decmil has now substantially wound down while Downer remains active and is expected to continue so for another six months.
The total tonnages will therefore exceed the original estimate reported to Council of 2000 tonnes although considerably less of this is recyclable than had been anticipated due to the refusal of Decmil to properly separate out recyclable timber pallets from other waste. However there is no significant risk that the total tonnages will exceed the landfill’s allowable annual capacity of 5000 tonnes as an unlicensed facility.

Cleanaway has made considerable progress in cleaning up historic non-compliance, although in some respects (such as removing Mr Bourke’s operations from the entry area) progress has been slow. It was also found that pre-existing green waste was unable to be shredded due to contamination, while shredding of the stockpiled pallets has encountered problems with metal fastenings causing damage to the shredding equipment. A detailed assessment of costs incurred for offset against the accrued liability for fees will be undertaken in coming months.

Preparation of the management plan by Rob Coleman has been held in abeyance until further progress is made in dealing with historic uncontrolled tipping and associated site investigations.

<table>
<thead>
<tr>
<th>Financial Implication</th>
<th>Unknown but net positive to Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative Implication</td>
<td>State and Commonwealth environmental protection legislation</td>
</tr>
<tr>
<td>Policy Implication</td>
<td>Various</td>
</tr>
<tr>
<td>Attachments</td>
<td>Nil</td>
</tr>
</tbody>
</table>
Item I - 5 PLANNING ADMINISTRATION

File: D19.23170

Reporting Officer: Director Infrastructure and Development – Ray Davy

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

Officer Recommendation:
That the report be noted.

Purpose of Report
To advise Council of activities in the Planning area.

Report
The following Construction Certificates, Complying Development Certificates, Section 68 Certificates and / or Notices of Determination have been issued under delegated authority since the September 2019 meeting of Council.

<table>
<thead>
<tr>
<th>Application</th>
<th>Owner/Applicant</th>
<th>Locality</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 03/2020</td>
<td>Brendan Doyle on behalf of PGBG Pty Ltd</td>
<td>102-104 Market Street, Balranald</td>
<td>Supermarket Redevelopment</td>
</tr>
<tr>
<td>DA 11/2020</td>
<td>Mr Giuseppe Cimino</td>
<td>174 Harben Street, Balranald</td>
<td>Shed</td>
</tr>
<tr>
<td>DA 12/2020</td>
<td>Fisher Planning Pty Ltd on behalf of Mr J. Duncan &amp; Ms V.G. Cordoma</td>
<td>1 Cary Street, Euston</td>
<td>Dwelling &amp; Shed</td>
</tr>
<tr>
<td>DA 13/2020</td>
<td>Coolibah Cabins on behalf of Far West Local Health District</td>
<td>41-43 Court Street, Balranald</td>
<td>Two (2) Unit Transportable Dwelling</td>
</tr>
<tr>
<td>DA 17/2020</td>
<td>Mr Graeme Barnes</td>
<td>Kyalite Road, Kyalite (Keogh Road)</td>
<td>Dwelling</td>
</tr>
</tbody>
</table>
The following numbers of certificates relating to conveyancing have been issued since the September 2019 meeting of Council:

<table>
<thead>
<tr>
<th>Act/Pact/Act</th>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Planning &amp; Assessment Act 1979 Planning Information Certificates (10.7)</td>
<td>10</td>
<td></td>
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<tr>
<td>Environmental Planning &amp; Assessment Act 1979 Building Certificates (6.24)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Environmental Planning &amp; Assessment Act 1979 Outstanding Orders (121ZP)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Local Government Act 1993 Outstanding Orders (735A)</td>
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<td></td>
</tr>
<tr>
<td>Local Government Act 1993 Drainage Diagram</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Biosecurity Act 2015 Outstanding Orders (Noxious Weeds)</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Financial Implication: Nil.
Policy Implication: Nil.
Attachments: Nil.

QUESTIONS ON NOTICE

CLOSED MEETING - CONFIDENTIAL MATTERS

This is Page 138 of the Business Paper of the Ordinary Monthly Meeting of Balranald Shire, held in Council Chambers, Market Street, Balranald on Friday 18th October 2019.