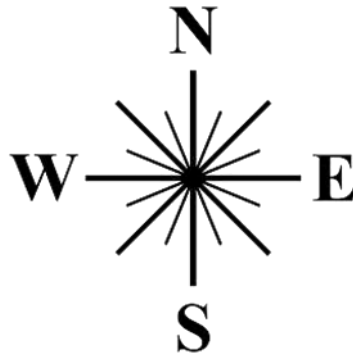


CENTRAL DARLING



SHIRE COUNCIL

ORDINARY COUNCIL MEETING

BUSINESS PAPER

23 MARCH 2022

The Meeting will be held at 9 am in the
Council Chambers, 21 Reid Street, Wilcannia

MISSION STATEMENT

To promote the Central Darling Shire area by encouraging development through effective leadership, community involvement and facilitation of services.

RECORDING AND WEBCAST OF COUNCIL MEETINGS

Council meetings are recorded and webcast on Council's website, your attendance and/or input may be recorded and publicly broadcast.

PUBLIC RECORDING PROHIBITED WITHOUT COUNCIL AUTHORITY

A person may only use a recording device, including audio and visual recording and any device capable of recording speech, to record a Council meeting by the resolution of the Council.

A person may be expelled from a Council meeting for having used a recording device without consent.

PHOTOGRAPHY PROHIBITED WITHOUT PERMISSION

Photography is not permitted at a Council meeting without the consent of the General Manager.

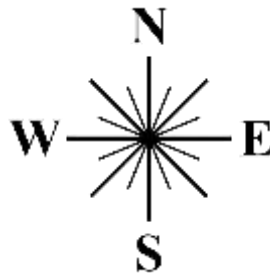
PUBLIC FORUM - EXTRACT FROM THE CODE OF MEETING PRACTICE POLICY

1. The Council may hold a public forum prior to each ordinary meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary Council meetings and meetings of Committees of the Council.
2. Public forums are to be chaired by the Mayor or their nominee.
3. To speak at a public forum, a person must first make an application to the Council in the approved form. Applications to speak at the public forum must be received by same day 8.50am before the date on which the public forum is to be held and must identify the item of business on the agenda of the Council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
4. A person may apply to speak on no more than two (2) items of business on the agenda of the Council meeting.
5. Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
6. The General Manager or their delegate may refuse an application to speak at a public forum. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.
7. No more than three (3) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council meeting.
8. If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the Council on the item of business. If the speakers are not able to agree on whom to nominate to address the Council, the General Manager or their delegate is to determine who will address the Council at the public forum.
9. If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may, in consultation with the Mayor or the

- Mayor's nominated Chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the Council to hear a fuller range of views on the relevant item of business.
10. Approved speakers at the public forum are to register with the Council any written, visual or audio material to be presented in support of their address to the Council at the public forum, and to identify any equipment needs no more than three (3) days before the public forum. The General Manager or their delegate may refuse to allow such material to be presented.
 11. The General Manager or their delegate is to determine the order of speakers at the public forum.
 12. Each speaker will be allowed five (5) minutes to address the Council. This time is to be strictly enforced by the Chairperson.
 13. Speakers at public forums must not digress from the item on the agenda of the Council meeting they have applied to address the Council on. If a speaker digresses to irrelevant matters, the Chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the Chairperson, the speaker will not be further heard.
 14. A Councillor (including the Chairperson) may, through the Chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
 15. Speakers are under no obligation to answer a question put under Clause 4.14. Answers by the speaker, to each question are to be limited to three (3) minutes.
 16. Speakers at public forums cannot ask questions of the Council, Councillors or Council staff.
 17. The General Manager or their nominee may, with the concurrence of the Chairperson, address the Council for up to three (3) minutes in response to an address to the Council at a public forum after the address and any subsequent questions and answers have been finalised.
 18. Where an address made at a public forum raises matters that require further consideration by Council staff, the General Manager may recommend that the Council defer consideration of the matter pending the preparation of a further report on the matters.
 19. When addressing the Council, speakers at public forums must comply with this code and all other relevant Council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct, or making other potentially defamatory statements.
 20. If the Chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in Clause 4.19, the Chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the Chairperson's request, the Chairperson may immediately require the person to stop speaking.
 21. Clause 4.20 does not limit the ability of the Chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 14 of this code.
 22. Where a speaker engages in conduct of the type referred to in Clause 4.19, the General Manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the General Manager or their delegate considers appropriate.

23. Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a Council or Committee meeting. The Council is to maintain a written record of all conflict-of-interest declarations made at public forums and how the conflict of interest was managed by the Councillor who made the declaration.

CENTRAL DARLING



SHIRE COUNCIL

ORDINARY COUNCIL MEETING

Wednesday, 23 March 2022

9 am

Council Chambers, 21 Reid Street, Wilcannia

BUSINESS PAPER AGENDA

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1 OPENING OF MEETING

The Council Meeting will be declared open by the Mayor/Administrator.

2 ACKNOWLEDGEMENT OF COUNTRY

We would like to acknowledge the traditional custodians of this land and pay respects to Elders past and present.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 APOLOGIES

3.2 LEAVE OF ABSENCE

4 DISCLOSURES OF INTEREST

Pursuant to the Model Code of Conduct for Local Councils in NSW Councillors and Council staff are required to declare any pecuniary or non-pecuniary conflicts of interest.

RECOMMENDATION:

That the Disclosures of Interest – Pecuniary and Non-Pecuniary be received and noted.

5 CONFIRMATION OF MINUTES

5.1 PREVIOUS MEETING MINUTES

RECOMMENDATION:

That the Minutes of the Ordinary Council Meeting held on 23 February 2022 be received and confirmed as an accurate record.

Attachments:

1. [Ordinary Council Meeting - 23 February 2022](#)

6 NOTICE OF MOTION

Nil

7 MAYORAL (ADMINISTRATOR) MINUTE(S)

7.1 ADMINISTRATORS MINUTE - MARCH 2022

FILE NUMBER: GD22/4251
REPORT AUTHOR: ADMINISTRATOR
RESPONSIBLE DIRECTOR: GENERAL MANAGER

LGNSW held a Special Conference in Sydney from the Monday the 28th of February to 2nd March in which Central Darling Council was represented by myself and the General Manager.

The opportunity was taken to arrange appointments with several Ministers to discuss issues impacting Council. Due to the Flooding on the North Coast and the need for a crisis Cabinet Meeting these were cancelled. However, the General Manager and I did catchup with the Minister for Local Government the Hon Wendy Tuckerman on the side-lines and discussed Central Darling Shire. The Minister is a former Mayor of a rural Council and Administrator and is well placed to understand the issues.

This will be followed up with a video conference. I did invite the Minister to visit the Shire before she makes any decision on the future of Council, and she indicated that this would occur.

The final round of community consultation is occurring on the Community Strategic Plan and associated documents with our consultants' scheduling meetings across the Shire. One issue that has emerged is the need for the preparation of Flood Plans for our urban and rural Lands.

The General Manager has actively been pursuing funding opportunities with Government and our representatives.

It was pleasing that Council has paid out the loan for the 3 Garbage trucks that was purchased some years ago. I noted with interest some of the comments on the ABC Facebook page and wish to clarify that under legislation waste services operate under a restricted fund just like water and sewer in that the individual activities must be self-funding and cannot be subsidised by general rates.

Councils' finances are fragile, and our rate base is extremely low compared to operational costs to meet service levels. To survive we must seek grants to improve facilities and infrastructure and maximise income collection from rates and charges. It is disappointing that outstanding rates and charges continue to grow and is in the order of \$897K or about equal the annual rate take. Council has implemented a proactive collection program as detailed in last month's agenda and I encourage all residents experiencing hardship to meet rates or charges and to contact Council to discuss the issue and enter an agreed payment plan.

Councils' road network is some 2400 kms of which 95% is unsealed and all-weather access is a critical issue as indeed is maintenance grading. Council receives significant funds from Block Grants, Roads to Recovery and RMS for state-controlled roads.

To fund discretionary road activities the funding source is through rates or untied grants of which Financial Assistance Grants is the principal income stream. Council receives in the order of \$3-2 Million untied to support Council operations and a road component of \$2.4Million.

It is imperative that Council seeks Grant funding to implement major upgrading of the road network and this is an ongoing activity. Council will apply to the Federal Government under the Remote Roads Upgrade Pilot Program, and we have joined with Cobar and Balranald Councils for the next stage of the Wool Track Project.

Attachments:

NIL

8 FINANCIAL REPORTS

8.1 CASH AND INVESTMENTS - FEBRUARY 2022

FILE NUMBER: GD22/4169

REPORT AUTHOR: FINANCE MANAGER

RESPONSIBLE DIRECTOR: DIRECTOR BUSINESS SERVICES

EXECUTIVE SUMMARY:

This report is to provide a summary of Council's Cash and Investments as of the 28th of February 2022.

RECOMMENDATION:

That Council will:

1. Receive and note the report.

REPORT:

In accordance with Clause 212 of the *Local Government (General) Regulations 2005*, a monthly report setting out details of all money that Council has invested under Section 625 of the *Local Government Act 1993* is required to be submitted to Council.

Cash and Investment Accounts:

Cash and Investment Accounts	Current Month	Last Month	Movement	Interest Rate	Current Month Interest	YTD Interest
Westpac 11am Investment Account	\$3,950,000.00	\$3,950,000.00	NIL	0.10%	\$33.54	\$235.12
Operating Account	\$881,332.57	\$2,518,029.67	(\$1,636,697.10)	0.01%	NIL	NIL
Post Office Clearing Account	\$963,174.21	\$945,622.79	\$17,551.42	N/A	NIL	NIL
Total Cash at bank as of 28th of February 2022				\$5,794,506.78		

Commentary:

The net movement of Cash for the month of February 2022 was at a decrease of \$1,619,145.68

Payments for the month of February 2022 totalled \$3,597,891.98 being, payments for wages and to suppliers.

Receipts for the month of February 2022 totalled to \$1,961,397.36 being predominately:

- Transport NSW – RMS Ordered & Routine Works \$ 485,847.43
- Federal Assistance Grant 3rd Quarter \$ 884,244.00

- Payment Claim 1 Union Bend Road Works – DPIE \$ 242,490.60

Restrictions:

Restriction Amount	
Total Restriction as of 30 June 2022	\$5,711,000.00

Loan Accounts:

Loan Account	Current Month	Last Month	Movement	Interest Rate	Current Month Interest	YTD Interest
Garbage Trucks	\$NIL	\$55,678.99	(\$55,678.99)	3.66%	\$NIL	\$1,496.98
Total Loan Liability as of 28th February 2022				\$NIL		

Commentary:

This loan that was taken out during the 2013 Financial Year to fund the purchase of three (3) Garbage Trucks and other operational expenditure. The loan balance as of the year ending 30 June 2013 was \$1,249,000.

Westpac Banking Corporation contacted Council in February 2022 to inform them that Westpac had made an error in the term of the loan. This had given Council the option to pay-out the loan early, with no penalty, an interest and fee saving of approximately \$993.99.

Council paid out the loan on the 9th of February 2022.

The payout figure was: \$42,243.99

Attachments:

NIL

8.2 FINANCIAL PERFORMANCE REPORT - FEBRUARY 2022

FILE NUMBER: GD22/4363

REPORT AUTHOR: FINANCE MANAGER

RESPONSIBLE DIRECTOR: DIRECTOR BUSINESS SERVICES

EXECUTIVE SUMMARY:

This report is to provide a summary of Council’s financial performance against budget as of 28th February 2022.

RECOMMENDATION:

That Council will:

1. Receive the report.

BACKGROUND:

Council has been working towards improving its financial reporting systems over the past two years to meet best practice financial reporting guidelines. In line with these objectives a monthly report is to be presented to Council on its financial performance against budget.

REPORT:

This monthly financial performance report provides Council with a summary of performance against budget as 28th February 2022.

	Annual Budget \$000	YTD Budget \$000	YTD Actual \$000	YTD Variance \$000	
Operating Revenue	37,023	18,121	18,715	594	Favourable
Operating Expenditure	20,756	14,066	14,650	584	Unfavourable
Operating Result	16,267	4,055	4,065	10	Favourable
Capital Grants	16,084	4,041	4,041	Nil	Nil
Operating result Before Capital Items	183	14	24	10	Favourable

For the month of February 2022 there are no significant variances to report, further details are provided in Attachment 1.

LINKS TO THE COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM AND OPERATIONAL PLAN:

Community Plan Strategic Plan Outcomes	Delivery Outcomes
GOAL 4: A consultative and professional Council providing relevant, attainable and efficient delivery of services as per the standards set by Council and providing community development and succession planning.	<u>Objectives</u> 4.2 Efficient and effective services.

SUSTAINABILITY ASSESSMENT:

Financial and Resource Implications:

Monitoring of monthly against budget enables timely financial management.

Policy, Legal and Statutory Implications:

N/A

Risk Management - Business Risk/Work Health and Safety/Public:

Monthly financial reporting allows Council to keep informed of the progress of the budget to actual income and costs.

OPTIONS:

NIL

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition:

Not required.

External Exhibition:

Not required.

Attachments:

1. [February 2022 Income Statement](#) ↓ 

8.3 COUNCIL 2021-2022 CURRENT GRANTS REGISTER

FILE NUMBER: GD22/4364
REPORT AUTHOR: FINANCE MANAGER
RESPONSIBLE DIRECTOR: DIRECTOR BUSINESS SERVICES

EXECUTIVE SUMMARY:

The purpose of this report is to provide a summary reconciliation of Council's current grant funding status as of 28th February 2022.

RECOMMENDATION:

That Council will:

1. Receive the report.

BACKGROUND:

To deliver Council's commitment to transparency and greater financial management it has developed a Grants and Contributions Register for public access to be presented during ordinary Council Meetings.

Grants awarded to Council are either operational or capital.

REPORT:

With that stated purpose in mind, Council will continue to update the respective incumbent Grants status details into its in-house Pulse program which documents all of Council's Projects under each funding facility. It is intended to complete the initial update by the end of June 2022.

New grants applied for February 2022:

Operational: NIL
 Capital: NIL

A table is attached to this report showing the current status of grants received.

LINKS TO THE COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM AND OPEARTIONAL PLAN:

Community Plan Strategic Plan Outcomes	Delivery Outcomes
GOAL 4: A consultative and professional Council providing relevant, attainable and efficient delivery of services as per the standards set by Council and providing community development and succession planning.	<u>Objectives</u> 4.2 Efficient and effective services.

SUSTAINABILITY ASSESSMENT:**Community Strategic Plan Outcome**

Council providing transparency of grant funding sources and how those funds are being applied to improve designated community services, works and facilities.

Delivery Outcome

Accurate and timely reporting of funding sources and expenditure.

Financial and Resource Implications:

Ensures that any funding sourced is being deployed within the approved scope of services, works and facilities for which they were intended.

Policy, Legal and Statutory Implications:

Regulation 208 of the Local Government (General) Regulation 2005 provides a requirement that:

A member of the staff of a council who has control of any of the council's accounting records must—

- (a) produce those records for inspection and audit in proper order whenever directed or requested to do so by the council's mayor, responsible accounting officer, general manager (if not the council's responsible accounting officer) or auditor or by the Director-General or a person to whom the Director-General's functions under section 430 of the Act have been delegated or subdelegated under section 745 of the Act, and
- (b) render all practicable assistance to the mayor, responsible accounting officer, general manager, auditor, the Director-General, or such a delegate or subdelegate with respect to those records.

Risk Management – Business Risk/Work Health and Safety/Public:

Periodic reporting enables Council to keep both funding providers and the community informed on the deployment of those funds as intended and as such significantly mitigate the risk of inappropriate usage of those funds.

OPTIONS:

There are no alternative options.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:**Internal Exhibition:**

Not required.

External Exhibition:

Not required.

Attachments:

1. [Council Current Grants and Contribution Reconciliation](#) ↓ 

8.4 WASTE MANAGEMENT RESERVE FUNDING**FILE NUMBER: GD22/4362****REPORT AUTHOR: FINANCE MANAGER****RESPONSIBLE DIRECTOR: DIRECTOR BUSINESS SERVICES**

EXECUTIVE SUMMARY:

Due to an existing loan facility being finalised in early February 2022, some five months ahead of the scheduled 30 June 2022 end date, Council now has the opportunity to establish a Waste Management Reserve to provide future funding for various waste management projects.

The loan facility was taken out during the 2013 financial year to fund the purchase of three (3) garbage trucks and other operational expenditure. The loan was with the Westpac Banking Corporation and the loan balance as at the year ended 30 June 2013 was \$1,249,000.

The loan has been serviced via funds raised by Council's Annual Charge for Waste Management.

Council was able to pay out the loan balance of \$42,243.99 on the 9th of February 2022.

RECOMMENDATION:

That Council will:

1. Receive the report.

BACKGROUND:

NIL

REPORT:

Council had been paying interest and principal payments of \$13,750 per month to service the loan for the garbage trucks.

These payments were being funded by the Annual Charge levied for waste management.

With surplus funds now available after the loan facility was expunged, Council now has the opportunity to establish a Waste Management Reserve to fund any deemed viable future waste management projects.

An estimated \$165,000 in total annual funds would be placed into the proposed Waste Management Reserve.

It is best practice to model the effects of a new reserve through Council's Long Term Financial Plan, to assess the financial impact of such a reserve and possible links to Council's Asset Management Plans for Waste.

The Waste Management Reserve will form part of the budget for the 2023 financial year.

LINKS TO THE COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM AND OPERATIONAL PLAN:

Community Plan Strategic Plan Outcomes	Delivery Outcomes
GOAL 4: A consultative and professional Council providing relevant, attainable and efficient delivery of services as per the standards set by Council and providing community development and succession planning.	<u>Objectives</u> 4.2 Efficient and effective services.

SUSTAINABILITY ASSESSMENT:

Financial and Resource Implications:

To provide funds for future waste management projects. Efficient use of funds.

Policy, Legal and Statutory Implications:

N/A

Risk Management - Business Risk/Work Health and Safety/Public:

NIL

OPTIONS:

NIL

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition:

Not required.

External Exhibition:

Not required.

Attachments:

NIL

9 GOVERNANCE REPORTS

9.1 MODEL CODE OF MEETING PRACTICE

FILE NUMBER: GD22/4101
REPORT AUTHOR: GENERAL MANAGER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The purpose of this report is to seek the endorsement and adoption for Council's Code of Meeting Practice.

RECOMMENDATION:

That Council will:

1. Receive the report.
2. Council resolves to adopt the Code of Meeting Practice.
3. A final copy of the Code of Meeting Practice is to be displayed on the Council's website.

BACKGROUND:

At the Ordinary Council Meeting on 15 December 2021, Council adopted the draft Model Code of Meeting Practice (Minute Number: 08-12-21). The Code of Meeting Practice applies to all meetings of Councils and Committees of Council. Since 14 December 2019, Councils have been required to webcast meetings of the Council and Committees that comprise only of Council. The webcasting requirement may be met simply by posting an audio or video recording of the meeting on the Council's website.

REPORT:

Following the Public Exhibition of the Draft Model Code of Meeting Practice from the Council's Ordinary Meeting on 15 December 2021, there were zero submissions received.

Council have made the following amendments to the Model Code of Meeting Practice to reflect Councils growing social footprint and now allows the public to access the Public Forum of a Council Meeting using Video Conference. Council will provide instructions on how this can be done once the Code is adopted and placed on the website.

A recent circular to all Councils from the Office of Local Government (Circular 21-35/29 October 2021), Following extensive consultation, the new Model Code of Meeting Practice for Local Councils in NSW (Model Meeting Code) has been finalised. The new Model Meeting Code has been published in the Government Gazette and is expected to be prescribed under the Local Government (General) Regulation 2021 (the Regulation) on or before Friday 19 November 2021.

The new Model Meeting Code contains new provisions that allow councils to permit individual councillors to attend meetings by audio-visual link and to hold meetings by audio-visual link in the event of natural disasters or public health emergencies. The provisions governing attendance at meetings by audio-visual link are non-mandatory. Councils can choose not to adopt them or to adapt them to meet their own needs.

Amendments have also been made to the provisions governing the webcasting of meetings and disorder at meetings to reflect amendments to the Regulation since the previous iteration of the Model Meeting Code was prescribed.

An amendment has also been made to the Model Meeting Code implementing recommendation 6 in ICAC's report in relation to its investigation of the former Canterbury City Council (Operation

Dasha). ICAC recommended that the Model Meeting Code be amended to require that council business papers include a reminder to councillors of their oath or affirmation of office, and their conflict-of-interest disclosure obligations.

LINKS TO THE COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM AND OPEARTIONAL PLAN:

Community Plan Strategic Plan Outcomes	Delivery Outcomes
GOAL 4: A consultative and professional Council providing relevant, attainable and efficient delivery of services as per the standards set by Council and providing community development and succession planning.	<u>Objectives</u> 4.2 Efficient and effective services.

SUSTAINABILITY ASSESSMENT:

	Assessment
Social	NA
Environmental	NA
Economic	NA
Governance	NA

Financial and Resource Implications:

Nil

Policy, Legal and Statutory Implications:

Nil

Risk Management - Business Risk/Work Health and Safety/Public:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:




Internal Exhibition:

Not Required

External Exhibition:

Not Required

Attachments:

1. [Model Code Meeting Practice](#)  
2. [Open Access Application - Draft](#)  

9.2 FLOOD MANAGEMENT FOR MENINDEE-LOWER DARLING CORRESPONDENCE

FILE NUMBER: GD22/4250
REPORT AUTHOR: EXECUTIVE ASSISTANT
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

This report is being tabled as Council received correspondence from the NSW South Western Water Users Association for the proposed management of the flood flows from the Menindee Lakes to the Lower Darling Baaka River and Great Anabranch.

RECOMMENDATION:

That Council will:

1. Receive and note the report.

REPORT:

On March 3rd 2022, Council received email correspondence from the NSW South Western Water Users Association requesting that Council shared the attached correspondence with relevant Council staff to assist in the understanding of the local stance on Management of the flood flows from the Menindee Lakes to the Lower Darling Baaka River and Great Anabranch.

Attachments:

1. [SWWU Position Statement Flood Management](#) ↓ 

9.3 HUMAN RESOURCE MANAGEMENT ACTIVITIES

FILE NUMBER: GD22/4202
REPORT AUTHOR: HUMAN RESOURCE OFFICER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The purpose of this report is to provide Council with information on the current Human Resource activities to ensure the organisation meets its statutory and legislative requirements.

RECOMMENDATION:

That Council will:

1. Receive the report.

BACKGROUND:

This report has been created with the view to provide regular updates to Council on key Human Resource matters as it relates to the continuity in the delivery of services to the community, and the associated financial impacts.

REPORT:

Vacancies:

Below are the vacancies currently being advertised externally:

Position	Closing Date	Status / Progress
Water Treatment Plant Operator (Ivanhoe)	22 February 2022	Selection process underway.
Town Ganger Ivanhoe - Readvertised	22 February 2022	Selection process underway.
Administration Officer (Post Office) / Administration Officer (CDSC)	29 November 2021	Selection process underway.

Organisational Structure:

Below is a summary of the FTE numbers for 2021/22 as at 9 March 2022:

Department	Original Budget	Adjusted Budget	Variation	Actual	Vacant
Governance	4.23	5.23	+1.0	4.23	1
Business Services	13.36	13.40	+0.04	12.40	1
Shire Services	43.52	43.60	+0.08	36.60	7
Total	61.11	61.23	+0.10	53.23	8

Following a further audit of the positions captured in the Organisational FTE Budget, it was identified that one position within Shire Services was duplicated. The duplication has been removed and the figures in the table above adjusted accordingly.

As indicated in previous reports, the Executive Management team will monitor the structure as part of their regular meeting agenda, with any changes in the structure reported through to Council.

Organisational Structure:

Clause 333 of the *Local Government Act 1993* requires Council to review, and re-determine, the organisation structure within 12 months after any ordinary election of the council. A report reflecting this requirement will be presented to the April Council meeting.

Human Resource Procedures:

Work continues on the development and implementation of internal human resource procedures to address legislative obligations and guide the organisations with good governance practices.

LINKS TO THE COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM AND OPEARTIONAL PLAN:

Community Plan Strategic Plan Outcomes	Delivery Outcomes
GOAL 4: A consultative and professional Council providing relevant, attainable and efficient delivery of services as per the standards set by Council and providing community development and succession planning.	<u>Objectives</u> 4.2 Efficient and effective services.

SUSTAINABILITY ASSESSMENT:

	Assessment
Social	Positive – Potential career opportunities within the community.
Environmental	Positive – Improve reputational and Service Delivery to communities.
Economic	Positive – Improve Service Delivery to communities.
Governance	Positive – Council meets its legislative and statutory requirements. Negative – The requirement for additional staff may come at a financial cost to Council.

Financial and Resource Implications:

Attracting quality candidates is challenging for Council which has an impact on the service delivery.

Policy, Legal and Statutory Implications:

Council has an obligation to ensure that it meets all legislative obligations as it relates to the employment relationship. In addition to reputational impact, financial penalties apply where Council is found to breach its obligations.

Risk Management - Business Risk/Work Health and Safety/Public:

Regular monitoring and review of employment related practices will assist Council in addressing financial and business risks, along with staff wellbeing.

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:**Internal Exhibition:**

Not required.

External Exhibition:

Not required.

Attachments:

NIL

10 CORPORATE SERVICES REPORTS

10.1 TRANSFER OF LAND TO THE ABORIGINAL HOUSING OFFICE

FILE NUMBER: GD22/4173

REPORT AUTHOR: ACTING RATES OFFICER

RESPONSIBLE DIRECTOR: DIRECTOR BUSINESS SERVICES

EXECUTIVE SUMMARY:

This report is seeking Council's resolution to effectively donate three (3) parcels of land in Wilcannia to the Aboriginal Housing Office of NSW (the AHO) with Council's legal costs to be borne by the AHO.

RECOMMENDATION:

That Council will:

1. Receive the report.
2. To transfer Lot 1, DP 524832, known as 23-25 Cleaton Street Wilcannia, Lot 17, Section 13, DP 759091, known as 71 Woore Street Wilcannia, and Lot 4, DP 660317, know as 100 Hood Street Wilcannia to the Aboriginal Housing Office in the consideration of \$1.
3. That Council's legal costs associated with the above land transfers be borne by the Aboriginal Housing Office.
4. To authorise the General Manager to execute all necessary documents to facilitate the above land transfers.

BACKGROUND:

At the Ordinary Meeting of Council on 23 September 2020, Council resolved that Council purchase the subject parcels at the sale of land for unpaid rates auction in October 2020, and that they each be subsequently classified as Operational Land.

At that time, the parcels were each the site of dilapidated dwellings which were considered to pose considerable risk to the community. Purchase of the parcels afforded Council with an opportunity to make the sites safe, by demolishing the dilapidated dwellings and to make the land available for the future needs of community and social housing providers.

Council was successful in purchasing the three parcels at that auction and subsequently had the sites cleared and made safe.

The parcels now sit as vacant allotments, suitable for housing development, being zoned R1 General Residential and having full access to water, sewerage, and electricity services.

The AHO have recently approached Council requesting that it take ownership 23-25 Cleaton Street Wilcannia, 71 Woore Street Wilcannia and 100 Hood Street Wilcannia, to facilitate it providing additional housing for indigenous people in Wilcannia.

REPORT:

The AHO was recently successful in a bid for Economic Recovery funding to deliver new homes in Wilcannia. It has begun initial consultation with community to understand the housing needs of the community and are proposing to deliver the following homes through this Economic Recovery funding in 2022-23:

- 42 Adams Street (existing AHO site) – large 4/5-bed home to support large family

- 23-25 Cleaton Street (Council-owned property) – 2 x 3-bedroom homes to support smaller families as the site gives good access to adjacent school.
- 71 Woore Street (Council-owned property) – 2 x 2-bedroom homes targeting small families, individuals, or couples.

The AHO have also identified 100 Hood Street Wilcannia as a suitable site to support future housing needs although, whilst it has not programmed the site for development at this time, it is seeking additional funding to do so in the foreseeable future.

Additionally, the AHO is currently delivering five elders’ units on the site of the former Police Barracks at 119-121 Woore Street Wilcannia.

The prices paid for these parcels, the most recent valuations available from the Valuer General (VG) and land areas of the subject parcels are set out in the table below:

Property Address	Purchase Price (October 2020)	VG Valuation at 1 July 2021	Land Area
23-25 Cleaton Street Wilcannia	\$300	\$2,140	1,214 m2
71 Woore Street Wilcannia	\$10	\$3,060	1,012 m2
100 Hood Street Wilcannia	\$250	\$2,140	1,349 m2

LINKS TO THE COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM AND OPERATIONAL PLAN:

Community Plan Strategic Plan Outcomes	Delivery Outcomes
GOAL 1: A healthy and cohesive community receiving recognition and supported by coordinated, appropriate and affordable services.	<u>Objectives</u> 1.2 Improved community services and facilities.
GOAL 3: A protected and supported natural environment and a sustainable and well maintained built environment.	<u>Objectives</u> 3.2 Improved town entrances and streetscapes.

SUSTAINABILITY ASSESSMENT:

	Assessment
Social	Positive – Increased and improved community housing
Environmental	NA
Economic	Positive – Increased rates/revenue base (once properties are developed). Remove asset maintenance burden of unused/surplus assets (through disposal).
Governance	NA

Financial and Resource Implications:

As the AHO have agreed to bear the full cost of the land transfer (including Council's), there are no costs involved with the proposed land transfers. There will be a notional consideration of \$1 attached to the transfers, to fulfil legal requirements for a land transfer, however effectively the land is proposed to be donated to the AHO.

As vacant land, in Council's ownership, these properties are exempt from annual rates and charges under the *Local Government Act 1993*. A like exemption will remain once in the ownership of the AHO and whilst the sites remain undeveloped, however that exemption will cease once development of the properties occurs, as is proposed to occur during 2022-23 for two of the three sites proposed for transfer.

From the two parcels planned for development during 2022-23, there will then be an increase to Council's annual rates and charges revenue in the order of \$8,000 per annum (pro rata from date of completion, based on Council's adopted rates and charges for 2021-22).

Any ongoing maintenance costs associated with Council's holding of the parcels will cease upon transfer, albeit such costs are minimal.

Upon transfer, the requirement for Council to manage these unused assets will cease.

Policy, Legal and Statutory Implications:

Effectively the proposed transaction is a straightforward land "sale", albeit with a notional legal consideration of \$1. The transfer will be handled by a suitably qualified and experienced solicitor or conveyancer on Council's behalf.

The parcels of land involved have already been classified as Operational Land and as such the land may be disposed of without the need to reclassify the land or to publicly exhibit the proposed transfer.

The recommended authorisation for the General Manager to execute all necessary documents to facilitate the transfer of land will enable an efficient transfer to the AHO.

Council's Disposal of Assets Policy provides that assets may be disposed where they are currently unutilised or where no utilisation is expected in foreseeable future.

Disposal Methods provided within that Policy include:

- Donation to registered charities or community organisations – where estimated asset value does not exceed \$2,000.
- Negotiated sales – where estimated asset value does not exceed \$2,000 or to the Rural Fire Service.
- Auction or Tender – assets with an estimated value between \$2,000 and \$150,000 may be disposed of by public auction or by tender.
 - Donations To Community Groups and Registered Charities for assets with an estimated value greater than \$2,000.
 - with the authority of the General Manager and only after exploring all avenues for recouping a fair value for Council.
 - after ensuring the group is not a disguised business operation and that the group is not-for-profit and that the intended use of the asset is non-commercial.

The proposed transfers satisfy the Council's Disposal of Assets policy Reasons for Disposal. Assessment of the proposed land transfers against the policy's disposal methods is dependent on the value of the assets being disposed and the party to which the assets are disposed to.

Although the AHO is a statutory body, it is reasonably considered that the AHO acts as a Community Group given it was established under the *Aboriginal Housing Act 1998 (NSW)* to ensure that Aboriginal and Torres Strait Islander people have access to affordable, quality housing.

The proposed land transfers appear to satisfy the Council's Disposal of Assets policy's Disposal Policy Methods of Disposal as Donations to Community Groups and Registered Charities.

Risk Management - Business Risk/Work Health and Safety/Public:

Improved Public Safety through development of housing on now vacant land and a potential reduction to overcrowded housing within Wilcannia.

OPTIONS:

1. Decline the AHO's request and retain ownership.
2. Attempt to dispose of the unused and surplus land assets through other means.

Neither option is not recommended as the recommended transfer aligns with Council's Strategic Plan and the needs of the community. The demand for, supply of and value of vacant land in Wilcannia is such that a commercial sale effort is unlikely to return a net profit to Council, after sale costs are accounted for.

COUNCIL SEAL REQUIRED:

No – Should Council resolve, the required transfer documentation may be executed by the General Manager, and witnessed appropriately without the need to affix the Council Seal.

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition:

Not required.

External Exhibition:

Not required.

Attachments:

NIL

11 SHIRE SERVICES REPORTS

11.1 EMPLOYMENT ZONES AMENDMENT TO THE CENTRAL DARLING LOCAL ENVIRONMENTAL PLAN 2012

FILE NUMBER: GD22/4382
REPORT AUTHOR: SENIOR PLANNER
RESPONSIBLE DIRECTOR: DIRECTOR SHIRE SERVICES

EXECUTIVE SUMMARY:

This report is to provide Council with information regarding the Standard Instrument (Local Environmental Plans) Order 2006 (SI LEP Order). This order amends the Standard Instrument LEP by creating new employment zones that replace the existing Business and Industrial Zones with new zones.

All Standard Instrument Local Environmental Plans in NSW must be made in accordance with the SI LEP Order. This means that a translation amendment to the *Central Darling Local Environmental Plan 2012* CDLEP 2012 is required.

The Department of Planning and Environment is coordinating the amendments and is proposing a centralised public exhibition of all LEP amendments in April 2022 on the NSW Planning Portal.

RECOMMENDATION:

That Council will:

1. Receive the report.
2. Receive and note the information on the *Standard Instrument (Local Environmental Plans) Order 2006* (SI LEP Order).
3. To endorse the proposed amendments to the *Central Darling Local Environmental Plan 2012* proposed by the Department of Environment and Planning, where the B2 Local Centre zone and the R1 Residential zone are replaced by the RU5 Village Zone. The current industrial zones will be retained and retitled as E4 General Industrial Zone.
4. Note that the Department of Planning and Environmental (DPE) will exhibit in April 2022, the proposed amendments to the *Standard Instrument Local Environmental Plan* and the amendments to the *Central Darling Local Environmental Plan 2012* (CDLEP 2012) on the NSW Planning Portal. Council will also be required to exhibit the proposed amendments to the CDLEP 2012 on to the Council Website.

BACKGROUND:

History

- The Department of Planning, and Environment (DPE) has amended the Standard Instrument (Local Environmental Plans) Order to introduce five employment zones and three supporting zones.
- On 1 December 2022 the Business and Industrial zones were repealed from the SI LEP Order.
- The new zones are:
 - E1 Local Centre
 - E2 Commercial Centre
 - E3 Productivity Support
 - E4 General Industrial

- E5 Heavy Industrial
- Supporting zones
 - MU1 Mixed Use
 - W4 Working Waterfront
 - SP4 Enterprise
- The new employment zones came into effect within the Standard Instrument Principal Local Environmental Plan on 1 December 2021.
- It was recommended by the NSW Productivity Commission to rationalise the number of employment zones in NSW and to increase flexibility within the new zones to expand the land uses that are permitted.
- DPE exhibited the employment zones framework from 20 May to 30 June 2021. Council did not make a submission.
- To progress the translation to the new zones DPE has provided a preliminary translation of Council's LEP including prepared land use tables. Council has reviewed DPE's translation. This detail is now being prepared for public exhibition being coordinated by DPE.
- Central Darling Shire Council recommendation for the new employment land use zones are listed below.

Current considerations

- Council has reviewed the translation of the zones alongside the broader suite of employment zones and has forwarded to the department the nominated zones that best fits councils' strategic planning.
- The Department of Planning and Environment responded to Central Darling Shire Councils submission for the employment zones with the following recommendations:
 - replacement of the current B2 Local Centre zone and R1 Residential zone with the RU5 Village zone.
 - Rename the current Industrial zones to the new E4 General Industrial zone.
- A savings and transitional provision will be made which means councils can make changes to other documents incrementally including DCPs, Local Strategic Planning Statements, council strategies, policies, plans and forms.

Councils recommended employment zone amendments to the Central Darling Local Environmental Plan 2012

Council supports the following changes to the existing zones within Wilcannia:

The affected zones are :

Current B2 local centre – proposed change in zone to RU5 Village zone,

Current R1 Residential zone – proposed change to RU5 Village zone

Current IN2 Light Industrial zone – proposed change to E4 General Industrial zone,

Current In1 General Industrial zone – proposed change to E4 General Industrial zone

Council has requested an additional land uses to be permitted into the new RU5 Village zones such as additional industrial and manufacturing uses. Council has also requested additional land uses to be added to the proposed E4 General Industrial zone.

The proposed changes to the land use zones are to facilitate more rural industry and business opportunities. This amendment to the *Central Darling Local Environmental Plan 2012* is in line with the Central Darling Community Strategic Plan and the Central Darling Local Strategic Planning Statement. The aims of these two plans are to increase employment and business opportunities within the Central Darling LGA and specifically the town of Wilcannia.

These changes are to enable a greater amount of business and agricultural industry (including food manufacturing from agricultural produce) to be undertaken within the town of Wilcannia. As at present when enquiries occur, we must state that these land uses are currently prohibited within Wilcannia (in all zones).

Next steps

- A self-repealing State Environmental Planning Policy (SEPP) Explanation of Intended Effect (EIE) will be exhibited by DPE in April 2022.
- The SEPP EIE will outline each council’s proposed LEP amendment.
- DPE is building a web platform so that communities can readily identify their local changes and make a specific submission on the proposed translation and associated detail relevant to their local areas.
- Submissions in their entirety as well as summaries will be shared with councils following exhibition to enable finalisation of the policy between DPE and Council second half of 2022.
- It is intended and amend all LEPs before December 2022.

LINKS TO THE COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM AND OPEARTIONAL PLAN:

Community Plan Strategic Plan Outcomes	Delivery Outcomes
GOAL 2: A strong regional economy supported by developing industries, strong businesses and increased employment.	<u>Objectives</u> 2.1 Expansion of industries and growth in businesses. 2.2 Employment growth.
GOAL 3: A protected and supported natural environment and a sustainable and well maintained built environment.	<u>Objectives</u> 3.1 Collaborative approach to environmental management and protection.

SUSTAINABILITY ASSESSMENT:

	Assessment
Social	Positive
Environmental	Positive
Economic	Positive
Governance	Positive

Financial and Resource Implications:

The change to the RU5 Village zone will extend multiple land uses throughout the Wilcannia local centre and residential area. This change to the RU5 Village zone will increase in the permitted land uses and enable a greater amount of business and agricultural industry (including food manufacturing from agricultural produce) to be undertaken within the town of Wilcannia.

As at present when enquiries occur, we must state that these land uses are currently prohibited within Wilcannia (in all zones).

Policy, Legal and Statutory Implications:

The New South Wales Government is implementing the amendment to the Standard Instrument (*Local Environmental Plans*) Order 2006 (SI LEP Order). This order will amend the Standard Instrument LEP by creating new employment zones that, replace the existing Business and Industrial zones with new zones. This order will also amend the *Central Darling Local Environmental Plan 2012* implementing the new employment zones.

Council is required to exhibit the amendments the *Central Darling Local Environmental Plan 2012* on the council website.

The increase in the permitted land uses within the new employment zones will enable a greater amount of business and agricultural industry to be carried out within Wilcannia.

Risk Management - Business Risk/Work Health and Safety/Public:

The New South Wales Government is implementing the amendment to the *Standard Instrument (Local Environmental Plans) Order 2006* (SI LEP Order); therefore, Central Darling Shire Council acknowledges and endorses the amendments to the *Central Darling Local Environmental Plan 2012*.

OPTIONS:

1. Council notes and endorses the proposed amendment to the *Standard Instrument Local Environmental Plan* and therefore the *Central Darling Local Environmental Plan 2012* and the recommended council requested amendments to the new employment zones.
2. Council does not support the additional changes to the Standard Instrument LEP and CDLEP 2012, therefore will not be able to expand the types of business and industrial uses within the *Central Darling Local Environmental Plan 2012* and the town of Wilcannia.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:**Internal Exhibition:**

Yes – Minimum of 28 days on the Central Darling Shire Council website.

External Exhibition:

Yes – Minimum of 28 days on the NSW Planning Portal.

Attachments:

NIL

11.2 IVANHOE WASTE COLLECTION**FILE NUMBER: GD22/4358****REPORT AUTHOR: DIRECTOR SHIRE SERVICES****RESPONSIBLE DIRECTOR: GENERAL MANAGER**

EXECUTIVE SUMMARY:

The purpose of this report is to provide Council with information relating to the collection of rubbish in Ivanhoe so an informed decision can be made with respect to improve the operational efficiencies.

RECOMMENDATION:

That Council will:

1. Receive the report.
2. Reduce Waste Collection services in Ivanhoe to 1 day per week effective from 1 July 2022.
3. Complete a bin collection audit to ascertain how many bin are being collected from commercial properties and reconcile with this information with the existing commercial waste charges.
4. Write to the Commercial Property Owners advising of the change in service and offer free bins if deemed required, noting an additional service charge per bin will be charged.

BACKGROUND:

Council has, to date, collected household rubbish once per week, Monday's, in the Ivanhoe township. Additionally, commercial properties receive a second service on Thursdays. It is not known why the service was delivered twice weekly, a possible reason is the amount of waste generated by the Correctional Facility on a weekly basis.

The current operation is not a cost-effective way to manage rubbish collection and results in additional staff hours for truck operation and landfill management.

With the recent closure of the Ivanhoe Correctional Facility a small number of businesses still receive the service on Thursdays which may be serviced more efficiently with more bins and one day collection only.

The Ivanhoe Landfill is unmanned, open 24hrs a day and 7 days per week. It is possible for household rubbish to be disposed of at any time in designated areas at no cost.

REPORT:

At the Ordinary Meeting of Council, held on 16 December 2020, Council resolved to consult with the Ivanhoe community about the possibility of reducing waste collection services to 1 day per week and report back to Council with findings.

Council advertised the proposal via Council's Facebook and the Central Darling Shire Council website for a period of 28 days and the public notice was hand delivered to affected businesses. No responses were received.

The recommendations above seek to change the waste collection service to improve operational efficiencies and reconcile current waste collection charges.

No consideration has been given by the author of the possibility of waste collection service charge reductions as a result of this reduction in service.

LINKS TO THE COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM AND OPERATIONAL PLAN:

Community Plan Strategic Plan Outcomes	Delivery Outcomes
GOAL 3: A protected and supported natural environment and a sustainable and well maintained built environment.	<u>Objectives</u> 3.1 Collaborative approach to environmental management and protection.

SUSTAINABILITY ASSESSMENT:

	Assessment
Social	Negative - Businesses are used to receiving a service twice weekly.
Environmental	Positive - Less plant hours for the management of waste.
Economic	Positive - Less cost to deliver the Ivanhoe waste services. Negative - Increased service charges for those commercial properties that require additional bins.
Governance	Positive - Pursuant to the Protection of the Environment Operations Act 1997, Council manages waste in this location.

Financial and Resource Implications:

The table below details those properties that receive a second bin collection per week.

Location	Assessment	No of services charged/week	Service Type Charged	Address
Caravan Park	00039-10000000-000		1 Commercial	30 Columbus Street - Servo and Caravan Park
Gypsum Palace Inn	00029-00000000-000		1 Domestic	60 Columbus Street
Pub	00046-00000000-000		1 Commercial	15 Columbus Street
Café	00033-00000000-000		1 Commercial	40 Columbus Street
RSL	00062-00000000-000		4 Commercial	51 Columbus Street
Carmichael	00135-00000000-000		1 Domestic	57-59 Leichhardt St
Rick Aves	00169-00000000-000		1 Commercial	34 Raleigh Street Ivanhoe
Old gaol	00001-00000000-000		8 Commercial	40489 Cobb Highway Ivanhoe
Railway Hut	00189-03160000-000		0 N/A	Railway Lands, Ivanhoe
HW 21 Rest Area 9.0km south of Ivanhoe (Cobb Highway)	not on rates			public litter bins would normally be funded from a t
Public Toilets	not on rates			public litter bins would normally be funded from a t

Policy, Legal and Statutory Implications:

Nil – The Ivanhoe Landfill is registered and under 5,000 ton produced p/a.

Risk Management - Business Risk/Work Health and Safety/Public:

The Ivanhoe Landfill is open 24/7 and is available to the community to dispose of household rubbish in designated areas at any time.

OPTIONS:

Do nothing and continue with current arrangements, twice per week.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition:

Nil at this time

External Exhibition:

The proposal was exhibited on Council's Facebook and Website pages, as well as advertised in the Hillston Spectator. A letter to affected commercial customers was hand delivered during April/May 2021.

Attachments:

NIL

11.3 REGIONAL ROADS REPORT PROGRAM 2022/23

FILE NUMBER: GD22/4359
REPORT AUTHOR: DIRECTOR SHIRE SERVICES
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The purpose of this report is to provide Council with information concerning the allocation of Regional Roads Repair Program funding for 2022/23.

RECOMMENDATION:

That Council will:

1. Receive the report.
2. Consider the allocation of \$470,000 from the Capital Roads allocation in the Draft 2022/23 budget to match the funding amount to enable works to be completed.

BACKGROUND:

The RRRP provides funds to assist councils in carrying out larger rehabilitation and development works on Regional Roads. The aim of the RRRP is to minimise the long term maintenance costs of these roads in line with their function and usage.

Under the RRRP, councils can apply for a 50 per cent contribution from the State Government for specific works. Selection criteria are determined by the Regional Consultative Committee (RCC), which also prioritises projects.

REPORT:

Historically, Council receives funding every 2 years from the subject program for works on Regional Roads. Notwithstanding past funding allocations, Council received the maximum amount in the 2020 and 2021 financial years. In preparation for next years budget, recommendation 2 above seeks to allocate funds in the event that Council is successful with next year’s application.

The Pooncarie Road Initial Seal Project has required gravel to be carted from the Menindee Common Pit to the construction sites along the Pooncarie Rd. A section of the existing sealed road has deteriorated and is now at its end of pavement life. The section has had gravel carted onto it and is under speed zone reductions in the interest of road safety for users.

Council applied for the maximum amount of funding under the subject program, \$400,000 to be able to reconstruct and seal this 2.64km section. The total project cost is estimated at \$870,000 of which Council would need to contribute \$470,000.

Attached is Councils application receipt for information.

LINKS TO THE COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM AND OPEARTIONAL PLAN:

Community Plan Strategic Plan Outcomes	Delivery Outcomes
GOAL 3: A protected and supported natural environment and a sustainable and well maintained built environment.	<u>Objectives</u> 3.3 Safe and reliable water supplies and road networks for Shire communities. 3.4 Improved infrastructure across the Shire.

SUSTAINABILITY ASSESSMENT:

	Assessment
Social	Positive - Road Safety
Environmental	Positive - Works will be constructed in accordance with the Environmental Policy, Procedure, and Standards. Negative – Minor Environmental impact involved with construction. Less maintenance in the long term.
Economic	Positive - 50% funded up to maximum \$400,000. Negative – Risk of project budget exceedance would result in Council sourcing project shortfall costs from Regional Roads Block Grant.
Governance	Positive - Council is the Roads Authority for regional roads, pursuant to the Roads Act 1993.

Financial and Resource Implications:

Council has the contract plant resources and staff resources to deliver the project.

Include contribution amount in draft budget for consideration.

Policy, Legal and Statutory Implications:

Council is a Control Authority pursuant to the Roads Act 1993.

Risk Management - Business Risk/Work Health and Safety/Public:

Business risk exists through budget exceedance and subsequent financial implications. Poor reflection on Council’s reputation if works are delivered to a poor standard.

WHS/ Public Risks are identified and controlled through project planning and system documents.

OPTIONS:

Do not budget for the project and, if successful, amend the budget in the first quarterly budget review.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition:

Not required.

External Exhibition:

Not required.

Attachments:

1. [West Region Repair Program Proposal Response](#) ↓ 

11.4 UNSEALED ROAD - MAINTENANCE GRADING PROCEDURE

FILE NUMBER: GD22/4361
REPORT AUTHOR: DIRECTOR SHIRE SERVICES
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The purpose of this report is to provide Council with information regarding unsealed road maintenance grading procedures.

RECOMMENDATION:

That Council will:

1. Receive the report.

BACKGROUND:

At the Ordinary meeting of Council, February 2022, a Notice of Motion was raised to provide a report from Shire Services Department to the March Council meeting on unsealed road maintenance practices, especially why there is a lack of formation in the road pavement and what measures may be undertaken to drain water off the pavement.

REPORT:

Council's Strategic Plan, Goal 3, aims to implement strategies to ensure Council provide a Safe and reliable network of road throughout the Shire. To achieve this strategy the action's include:

- Investigate alternative options for road surfaces
- Ensure all roads within the Shire are maintained at an appropriate standard
- Review road hierarchy with standard levels and priority roads listing
- Prepare costing report for roads in the Shire to establish and maintain to current identified standard Determine short fall from specified standard to current condition of roads
- Continue to lobby for road funding for all roads in the Shire, specifically Cobb Highway, Wooltrack Road and Pooncarie-Menindee Road

Council receives funding for Local Road maintenance from the Financial Assistance Grant, Local Roads Component, and Regional Roads from the Regional Roads Block Grant. Additional funds are allocated to local and regional roads capital works programs from the Federally funded Roads to Recovery program and the State funded Regional Roads Repair Program.

Maintenance grading works of the unsealed road network are programmed in accordance with the Road Hierarchy, Service Levels and Maintenance Standards Document (attached), Transport Asset Management Plan (attached) and road network condition assessments.

Pending road condition, weather and financial constraints, unsealed roads receive:

- Patch Grade – addresses problematic sections to make surface safe for travel
- Light Maintenance Grade – Grades existing surface from table drain to table drain, 4 to 5km per day
- Heavy Maintenance Grade – Grades existing surface from batter to batter, reinstates crown on road, 2km per day

Attached is the Formation Grading of Unsealed Roads Procedure which details steps for maintenance and formation preparation for construction.

Most roads within the LGA were constructed using existing formation. Weather and wind is estimated to erode unsealed roads up to 25mm per year. Continued maintenance grading, without formation build up or capping, sees the surface erode below the existing natural surface levels. This causes sections to become inundated in rainfall or flood events.

Light maintenance grading does not reinstate the crown of the road to improve road drainage. Whilst operators are instructed to maintain and clear mitre drains for runoff the centreline levels remain as is.

Budget limitations do not allow for heavy maintenance grades on all roads. The Road Hierarchy, Service Levels and Maintenance Standards Document outlines frequency of grading on road classes.

LINKS TO THE COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM AND OPEARTIONAL PLAN:

Community Plan Strategic Plan Outcomes	Delivery Outcomes
GOAL 3: A protected and supported natural environment and a sustainable and well maintained built environment.	<u>Objectives</u> 3.3 Safe and reliable water supplies and road networks for Shire communities.

SUSTAINABILITY ASSESSMENT:

Financial and Resource Implications:

Grading Works are delivered within Council’s available budget allocations. At the time of this report there are seven grading crews working within the LGA completing capital works – construction, maintenance grading works and storm damage rehabilitation works.

Council does not own any heavy road plant and engages local contractors under a schedule of rates Plant Hire Contract.

Policy, Legal and Statutory Implications:

NIL

Risk Management - Business Risk/Work Health and Safety/Public:

NIL

OPTIONS:

NIL

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:




Internal Exhibition:

Not required.

External Exhibition:

Not required.

Attachments:

1. [Road Hierarchy and Service Levels](#) ↓ 
2. [Formation Grading Procedure](#) ↓ 
3. [Transport Asset Management Plan](#) ↓ 

11.5 WATER AND SEWER UPDATE

FILE NUMBER: GD22/4258
REPORT AUTHOR: DIRECTOR SHIRE SERVICES
RESPONSIBLE DIRECTOR: DIRECTOR SHIRE SERVICES

EXECUTIVE SUMMARY:

The purpose of this report is to provide an update on Water and Sewer Maintenance, Capital Works and expenditure on all assets with the Central Darling Local Government Area.

RECOMMENDATION:

That Council will:

1. Receive and note the report.

REPORT:

Water & Sewerage Operations:

- Wilcannia’s potable water supply is sourced from Darling River Weir Pool.
- White Cliffs town water supply is sources from the Wakefield Tank. Wakefield Tank storage supply is 8.2m, 12 months’ supply remaining.
- Ivanhoe town water supply is currently being sourced from Morrison’s Tank. Morrison’s Tank is at capacity, 430 megalitres, following recent Willandra Creek flows. 24 months’ supply remaining.
- The Aboriginal Communities Water and Sewer Program contributes to Councils operational costs for services supplied to the Wilcannia Mallee and Waralli precincts.

Works Description	Original Budget	% Expended	Remaining Budget
Wilcannia Water	\$311,500	67%	\$102,945
Wilcannia Sewer	\$131,500	32%	\$89,816
White Cliffs Water	\$167,000	42%	\$96,246
Ivanhoe Water	\$273,000	70%	\$83,260
Aboriginal Communities Water and Sewer Program	\$144,770	18%	\$118,815

Water and Sewer Capital Works:

- Council awarded the contract for new Water Treatment Plants at Wilcannia, Ivanhoe and White Cliffs on 1 July 2021 to Membrane Systems Australia. Council submitted the 100% Design and application for Section 60 approval on 31 January 2022.

Works are expected to commence at White Cliffs May 2022 pending Section 60 approval from DPE Water and Covid-19 restrictions. The current program aims to complete all 3 Water Treatment by early 2023.

MSA visited all 3 locations 7 March to 9 March 2022 and are finalising layout drawings at present.

- The White Cliffs Reticulation design has been completed, Environmental inspections including Aboriginal Cultural Heritage Assessment have been completed and Aboriginal Heritage Impact permit (AHIP) is expected to be applied for February 2022. Date for calling tenders for civil works here is subject to receipt of the AHIP as this will form part of tender documentation. Public Works Advisory have been engaged to manage the design and tender process.
- Smart meters and valve replacements are scheduled for 2021/22 in Ivanhoe and Wilcannia.

The table below reflects expenditure to date for Capital Projects.

Works Description	Original Budget	% Expended	Remaining Budget
White Cliffs WTP and Retic	\$5,500,000	15%	\$4,652,033
Wilcannia WTP	\$3,500,000	27%	\$2,551,594
Ivanhoe WTP	\$2,500,000	25%	\$1,876,745
Smart Meters	\$50,000	0%	\$50,000
Valve Replacements	\$150,000	5%	\$142,900

Attachments:

NIL

11.6 SERVICES UPDATE

FILE NUMBER: GD22/4259
REPORT AUTHOR: DEPUTY DIRECTOR SHIRE SERVICES
RESPONSIBLE DIRECTOR: DIRECTOR SHIRE SERVICES

EXECUTIVE SUMMARY:

The purpose of this report is to provide an update on the services expenditure on all associated assets within the Central Darling Local Government Area.

RECOMMENDATION:

That Council will:

1. Receive and note the report.

REPORT:

Services:

Works Description	Original Budget	% Expended	Remaining Budget
Parks & Gardens/ Sporting Facilities	\$126,500	129%	-\$37,200
Ancillary Works	\$236,500	6%	\$221,803
Street Cleaning/Bins	\$175,000	74%	\$45,906
Buildings	\$882,850	31%	\$605,664
Swimming Pools	\$345,000	71%	\$101,003
Domestic Waste	\$190,000	76%	\$45,815

Services Capital Works

Council has received funding to improve facilities throughout the Shire through the Building Stronger Country Communities Projects for Round 1, 2 and 3. The table below reflects expenditure and progress to date.

Projects included in each funding stream are detailed below

Stronger Country Communities Round 1 is completed. Works included the Refurbishment of community meeting places in Ivanhoe, Menindee, Wilcannia, White Cliffs, Tilpa and Wilcannia.

Stronger Country Communities Round 2

Menindee Swimming Pool	\$39,300.00
Menindee Burke and Wills Park	\$187,500.00
Menindee Pistol Club	\$31,880.00

Ivanhoe Swimming Pool	\$140,300.00
Ivanhoe Oval	\$99,430.00
Wilcannia Swimming Pool	\$96,500.00
Wilcannia Burke Park - Field	\$196,965.00
Wilcannia Burke Park - Canteen	\$8,000.00
White Cliffs Swimming Pool	\$16,000.00
White Cliffs Gymkhana	\$89,500.00
White Cliffs Sporting Club	\$50,720.00
Tilpa Tennis Courts	\$20,000.00
Menindee Streetscape	\$45,000.00
Ivanhoe Streetscape	\$25,000.00
Wilcannia Streetscape	\$65,000.00
White Cliffs Community Hall	\$56,855.00
White Cliffs CWA	\$35,794.00
White Cliffs War Memorial	\$32,000.00
Tilpa Community Hall	\$20,600.00
Tilpa Park - Recreation	\$12,450.00
Darnick Community Hall	\$17,290.00
Sunset Strip Community Hall	\$109,000.00

Stronger Country Communities Round 3

Wilcannia Skate Park	\$260,000.00
Menindee Toilet Refurbishment	\$50,000.00
Murals on Caravan park administration Building and local Hotel	\$30,000.00
Installation of Playgrounds ad minor upgrades	\$188,340.00
Installation of Children's Adventure playground - Sunset Strip	\$85,000.00
Soundshell	\$50,000.00
Youth Leadership Expedition	\$97,000.00

Works Description	Original Budget	% Expended	Remaining Budget
Building Stronger Country Communities Round 1	\$893,640.00	100%	\$0
Building Stronger Country Communities Round 2	\$1,395,084	99%	\$13,616
Building Stronger Country Communities Round 3	\$760,340	53%	\$359,972

Attachments:

NIL

11.7 ROADS AND AERODROMES REPORT**FILE NUMBER: GD22/4260****REPORT AUTHOR: DIRECTOR SHIRE SERVICES****RESPONSIBLE DIRECTOR: DIRECTOR SHIRE SERVICES****EXECUTIVE SUMMARY:**

The purpose of this report is to provide an update on road and aerodrome maintenance and capital works expenditure within the Central Darling Local Government Area.

RECOMMENDATION:

That Council will:

1. Receive and note the report.

REPORT:**State Roads**

Council are engaged by Roads and Maritime Services (RMS) to maintain the State Highway network within the Shire boundaries. The two State Highways are the Barrier Highway and the Cobb Highway.

Council are engaged under contract conditions specified under the Routine Maintenance Council Contract (RMCC). The contract details routine works required to be completed throughout the year and capital works which are supplied to Council via a Works Order (WO).

2021/22 RMCC Routine Maintenance preliminary allocation is: \$1,049,000.

2021/22 RMCC Works Orders issued this financial year include

1. HW21 111.22.01 Rosewood South IS Project	\$2,321,646
2. HW21 111.22.02 Gravel Supply Rosewood Sth	\$225,000
3. HW21 111.21.03 Gravel Supply Kerpa	\$675,000
4. HW21 111.22.04 Rosewood Sealing	\$224,466
5. HW21 111.22.05 Mt Manara South Sealing	\$218,446
6. HW21 111.22.06 Segment 2420 Full Rehab	\$804,947
Total	\$4,469,507

Works Description	Original Budget	% Expended	Remaining Budget
RMCC Routine	\$1,048,240	61%	\$413,392
WO 2021/22	\$4,469,507	59%	\$2,818,201

Regional Roads

Council maintains 790km of Regional Roads throughout the Shire.

2021/22 Regional Road Block Grant amount (including traffic and supplementary components) has not been confirmed. The figures below reflect the 2020/21 allocation. Payments to Council's will be made in July and January with any reconciliations required being done in January following State (RMS) budget adoption.

2021/22 Regional Roads Repair Program was successful with \$400,000 being 50% of the project costs. The remaining funds is proposed to be sourced from the Regional Roads Block Grant which is reflected in the table below. MR433 Ivanhoe-Menindee Rd, 3km reconstruction and seal.

Pooncarie Road

NIL

Works Description	Original Budget	% Expended	Remaining Budget
Regional Roadblock Grant	\$2,233,000	67%	\$736,262
Regional Roads Repair Program	\$975,000	4%	\$939,835

Local Roads

Council maintains 1600km of Local Roads throughout the Shire.

2021/22 The Financial Assistance Grant – Local Roads Component, has not been confirmed. Estimated on last year's allocation as \$1,655,000

2021/22 Roads to Recovery (R2R) allocation is \$695,670. Three capital improvement projects are proposed to be delivered this year.

Water NSW have engaged Council to undertake Upgrade works to Union Bend Rd, Wilcannia. The project aims to provide all weather access for the new weir construction traffic scheduled for commencement 2022. The project will be delivered in 3 stages, stage 1 is programmed to commence Tuesday 7 December 2021

Works Description	Original Budget	% Expended	Remaining Budget
Local Roads Component (FAG)	\$1,655,000	34%	\$1,084,249
Woore Street (R2R)	\$201,670	2%	\$198,618
Trida Road (R2R)	\$220,000	51%	\$108,035
Moolah-Trida Road (R2R)	\$274,000	89%	\$29,380

Aerodromes

Council maintains 6 aerodromes throughout the Shire: Wilcannia, Menindee, Ivanhoe, White Cliffs, Tilpa and Emmdale.

The Remote Aerodrome Upgrade Prograde (RAUP) funding was granted for the Wilcannia aerodrome resealing and linemarking project. The works are funded up to \$150,000 with in kind contribution from Council for \$107,000.

Works Description	Original Budget	% Expended	Remaining Budget
Aerodromes R&M	\$124,000	110%	-\$12,045
RAUP 2021/22	\$257,000	3%	\$250,047

Attachments:

NIL

12 MINUTES OF COMMITTEE MEETINGS

12.1 MENINDEE COMMON FINANCES

FILE NUMBER: GD22/4110

REPORT AUTHOR: EXECUTIVE ASSISTANT

RESPONSIBLE DIRECTOR: GENERAL MANAGER

RECOMMENDATION:

1. That the information received from the Menindee Common in relation to their finances on the 5th of March 2022 received and noted.

Attachments:

1. [Menindee Common Finances](#) ↓ 

12.2 WHITE CLIFFS COMMUNITY ASSOCIATION - 355 COMMITTEE MEETING MINUTES

FILE NUMBER: GD22/4252
REPORT AUTHOR: EXECUTIVE ASSISTANT
RESPONSIBLE DIRECTOR: GENERAL MANAGER

RECOMMENDATION:

1. That the Minutes of the White Cliffs Community Association held on Thursday 17th February 2022 be received and noted.

Attachments:

1. [WCCA Meeting Minutes - 17 February 2022](#)  

13 CONFIDENTIAL MATTERS

The *Local Government Act 1993* provides that Council may close to the public that part of the meeting that deals with matters of a confidential nature.

The grounds on which a meeting is closed to the public must be specified in the decision to close the meeting and recorded in the minutes of the meeting.

RECOMMENDATION:

That Council Meeting move into Confidential to consider the matters listed in the confidential section of the agenda in accordance with Section 10A 2 of the Local Government Act 1993 for the reasons specified.:

13.1 Plant Hire Rates 2022-2024

FILE NUMBER: GD22/4357

REPORT AUTHOR: DIRECTOR SHIRE SERVICES

RESPONSIBLE DIRECTOR: GENERAL MANAGER

Item 13.1 is confidential under the Local Government Act 1993 Section 10A(2) - (c) and (d) as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed:

- (i) prejudice the commercial position of the person who supplied it, or
- (ii) confer a commercial advantage on a competitor of the council, or
- (iii) reveal a trade secret.

13.2 Tilpa Emergency Water Supply Pipeline

FILE NUMBER: GD22/4379

REPORT AUTHOR: DIRECTOR SHIRE SERVICES

RESPONSIBLE DIRECTOR: GENERAL MANAGER

Item 13.2 is confidential under the Local Government Act 1993 Section 10A(2) - (c) and (d) as it relates to

information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed:

- (i) prejudice the commercial position of the person who supplied it, or
- (ii) confer a commercial advantage on a competitor of the council, or
- (iii) reveal a trade secret.

RECOMMENDATION:

That Council moves out of Confidential and back into Open Chambers.

14 RESOLUTION TRACKER

Nil

15 MEETING CLOSE

The Ordinary Council Meeting will be declared closed by the Mayor/Administrator.

The next Ordinary Council Meeting will be held on Thursday, 31 March 2022 in Council Chambers, 21 Reid Street, Wilcannia at 7pm.

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE
COUNCIL CHAMBERS, 21 REID STREET, WILCANNIA
ON WEDNESDAY, 23RD FEBRUARY 2022**

PRESENT: Administrator, Bob Stewart -
Chairperson General Manager, Greg Hill
Director Business Services, Gordon Seeto Director Shire Services,
Reece Wilson Finance Manager, Kevin Smith – Via Video Finance Officer,
Gemma Dillon
Finance Officer (Revenue), Gokul Chandran Senior Planner, Glenda Dunn
Human Resource Officer, Evelyn Pollard
Community Engagement Officer, Jennie Geerdink – Via Video Executive Assistant, Jamie
Parsons – Minute Taker – Via Video

1. OPENING OF MEETING

The meeting was declared open at 9 am.

2. ACKNOWLEDGEMENT OF COUNTRY

An acknowledgement of the traditional custodians of the land was delivered by the Administrator, Bob Stewart.

3. APOLOGIES AND LEAVE OF ABSENCE

NIL

4. DISCLOSURES OF INTEREST

Pursuant to the Mode Code of Conduct for Local Councils in NSW Councillors and Council staff are required to declare any pecuniary or non-pecuniary conflicts of interest.

Recommendation:

NIL Disclosures of Interest – Pecuniary and Non-Pecuniary were received and nothing additional is needing to be noted.

5. CONFIRMATION OF MINUTES

5.1 ORDINARY MEETING – 15 DECEMBER 2021

Resolved

That the Minutes of the Ordinary Council Meeting held on 15th December 2021 be received and confirmed as an accurate record.

Minute Number: 01-02-22

6. NOTICE OF MOTION

6.1 NOTICE OF MOTION

Resolved

1. That a report is presented from the Shire Services Department at the next scheduled Ordinary Meeting of Council on Wednesday 23rd of May 2022 on the unsealed road maintenance practices, especially why there is a lack of formation in the road pavement and what measures may be undertaken to drain water off the pavement.

Minute Number: 02-02-22

7. MAYORAL (ADMINISTRATOR) MINUTE(S)

7.1 ADMINISTRATORS REPORT

Resolved

1. Receive and note the report.

Minute Number: 03-02-22

7.2 TABLED REPORT – FEDERAL ELECTION 2022

The Administrator tabled a report in relation to the Federal Election in 2022 which will be appended to the completed Business Paper for additional information.

Resolved

1. Council supports the national funding priorities of the Australian Local Government Association (ALGA), which will contribute an estimated \$6.46 Billion per year to Australia's GDP and create 43,444 jobs, and,
2. Council agrees to support and participate in the Australian Local Government Association advocacy for their endorsed national funding priorities by writing to the local Federal Member(s) of Parliament, all know election candidates in Local Federal electorates and the President of the Australian Local Government Association to:
 - a. express support for ALGA's funding priorities.
 - b. Identify the priority of local projects and programs that could be progressed with the additional financial assistance, and
 - c. seek funding commitments from the members, candidates, and their parties for these identified local projects and programs.

Minute Number: 04-02-22

After the Administrator presented the Mayoral Minutes, he presented a Community Service Award to Ms. Sarah Donnelly at 9.06 am and informed Ms. Donnelly that the Council was currently recording the Ordinary Council Meeting and she will be appearing on the video that is posted online. The Administrator reopened to Council to business at 9.08 am.

8. FINANCIAL REPORTS

8.1 COUNCIL 2021-2022 CURRENT GRANTS REGISTER

Resolved

1. Receive and adopt the report.

Minute Number: 05-02-22

8.2 CASH AND INVESTMENTS – JANUARY 2022

Resolved

1. Receive and note the report.
2. A report be brought forward on the establishment of waste management reserve given the monthly saving.

Minute Number: 06-02-22

8.3 FINANCIAL PERFORMANCE REPORT – JANUARY 2022

The Council was informed that an updated report has been provided and was tabled.

Resolved

1. Receive and note the report.
2. The updated report to be appended to the minutes.

Minute Number: 07-02-22

8.4 QUARTERLY BUDGET REVIEW AS OF 31 DECEMBER 2021

Resolved

1. Receive the 2nd Quarter Budget Review as of 31 December 2021.
2. Adopt the variations to Council's 2021/22 Annual Budget.
3. Note that the projected operating surplus for the financial year 2021/22 is \$562,000.
4. Note that the projected capital works budgeted expenditure is reduced for 2021/22 to \$18,277,000. A reduction of \$2,679,000.

Minute Number: 08-02-22

8.5 OUTSTANDING RATES AND CHARGES UPDATE

Resolved

1. Receive and note the report.
2. Receive a further report at the Ordinary Meeting of Council in April 2022 on the progress of efforts to reduce outstanding Rates and Charges.
3. Place the Draft Debt Recovery Policy on Public Exhibition for a minimum of 28 days.
4. At the close of the exhibition period, a report is to be provided to Council to consider any submissions that were received.

Question(s) that have been put on notice:

1. On page 22 of the Business Paper under Notice/Debt Type, The Administrator asked how the break up of Rates, Rates & Water, and Water under the table have been arranged?

Minute Number: 09-02-22

8.6 SMART WATER METERS, METER READING, AND BILLING UPDATE

Resolved

1. Receive and note the report.
2. Receive the next quarterly report on water meter reading, billing, and collections at the Ordinary Meeting of Council scheduled for 27 April 2022.

Minute Number: 10-02-22

9. GOVERNANCE REPORTS

9.1 UNSEALED ROAD POLICY AND REPORTING PROCEDURE

Resolved

1. Receive and note the report.
2. Endorse the Unsealed Road – Wet Weather Policy with the Road Reporting Procedure be placed on public exhibition for 28 days. Following the Public Exhibition, a report is to be presented to the Council for any changes made and the adoption/endorsement of the Policy and Procedure.
3. On the adoption/endorsement of the Unsealed Road – Wet Weather Policy and Procedure, an on-call roster is to be implemented for Road Condition reporting which will be referred to the General Manager.

Minute Number: 11-02-22

9.2 HUMAN RESOURCE MANAGEMENT ACTIVITIES

Resolved

1. Receive and note the report.
2. Endorse the increase in FTE for 2021/22 by 2.0 FTE to ensure business continuity.
3. A report be presented on the Organisational structure for Council consideration.

Minute Number: 12-02-22

9.3 COMMUNITY ENGAGEMENT UPDATE

Resolved

1. Receive and note the report.

Minute Number: 13-02-22

10. CORPORATE SERVICES REPORTS

10.1 ICT STRATEGIC PLAN – 3 YEAR UPDATE

Resolved

1. Receive and note the report.
2. Endorse the current project status update report.

Minute Number: 14-02-22

10.2 CDSC CONTINUOUS IMPROVEMENT PATHWAY (CIP) PROGRAM

Resolved

1. Receive and note the report.
2. Support Council's ongoing participation in the CIP Program.

Minute Number: 15-02-22

11. SHIRE SERVICES REPORTS

11.1 EMPLOYMENT ZONES AMENDMENT TO THE CENTRAL DARLING LOCAL ENVIRONMENTAL PLAN 2012

Resolved

1. Receive and note the report.
2. Delegate authority to the General Manager in consultation with the Planning Officer to negotiate new planning zones with DPIE on the best of outcomes for Wilcannia and the Shire as a whole.

Minute Number: 16-02-22

11.2 INFRASTRUCTURE CONTRIBUTION PLAN 2022

Resolved

1. Receive and note the information on the statutory required infrastructure contributions plan under the Environmental Planning and Assessment Act 1979, which commences 1 July 2022.
2. Council is to defer any action in preparing contributions plan until the 2022/23 budget year and that an allocation is listed for consideration in the 2022/23 budget year.

Minute Number: 17-02-22

11.3 PLAN OF MANAGEMENT FOR COMMUNITY LAND FOR CROWN RESERVE LOT 85567 – UNION BEND PARK, LOT 7315 DP 1181235 WILCANNIA

Resolved

1. Endorse the forwarding of the Draft Plan of Management for the Crown Reserve lot 85567 – Union Bend Park, Wilcannia to Crown Loads, following consultation with the National Native Title Tribunal and the Barkindji Registered Native Title Body Corporate or Barkindji PBC and the Local Aboriginal Land Council.
2. Noted that the statutory requirement under the *Local Government Act 1993* and *Crown Land Management Act 2016* requires a Plan of Management for community land. The category of the reserve retains the existing category as a recreational area – “a park” for the Crown Reserve Lot 85567 – Union Bend recreation park, for Lot7315 DP 1181235 Wilcannia.
3. Noted that the Plan of Management is required to be publicly exhibited/notified for a minimum of 28 to 42 days for public comment.

Minute Number: 18-02-22

11.4 ROADS AND AERODROMES REPORT

Resolved

1. Receive and note the report.
2. Requested for a monthly report to be prepared and to be included in the Business Paper around the updates of Pooncarie Road.

Minute Number: 19-02-22

11.5 WATER AND SEWER UPDATE

Resolved

1. Receive and note the report.

Minute Number: 20-02-22

11.6 SERVICES UPDATE

Resolved

1. Receive and note the report.

Minute Number: 21-02-22

Question(s) taken on Notice:

1. The negative figure on page 61 of the Business Paper – has this been adjusted in the QBR or will it concur in the next QBR?

11.7 ENVIRONMENTAL SERVICES UPDATE**Resolved**

1. Receive and note the report.

Minute Number: 22-02-22

12. MINUTES OF COMMITTEE MEETINGS

NIL

13. CONFIDENTIAL MATTERS

NIL

14. RESOLUTION TRACKER**14.1 RESOLUTION TRACKER – OUTSTANDING RESOLUTIONS**

That the Resolution Tracker of the Ordinary Council Meeting held on 15th December 2021 be received and noted. No amendments were recorded.

Minute Number: 23-02-22

15. MEETING CLOSE

There being no further business to discuss, the meeting was closed at 10.02 am.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Central Darling Shire Council held on Wednesday, 23rd March 2022 at 9.00 am.

.....

ADMINISTRATOR

APPENDED REPORT

8.3 FINANCIAL PERFORMANCE REPORT JANUARY 2022

REPORT AUTHOR: FINANCE MANAGER
RESPONSIBLE DIRECTOR: DIRECTOR BUSINESS SERVICES

EXECUTIVE SUMMARY:

This report is to provide a summary of the Council’s financial performance against budget as of 31st January 2022.

RECOMMENDATION:

That Council will:

1. Receive and note the report.

BACKGROUND:

Council has been working towards improving its financial reporting systems over the past two years to meet best practice financial reporting guidelines. In line with these objectives, a monthly report is to be presented to Council on its financial performance against budget.

REPORT:

This monthly financial performance report provides Council with a summary of performance against budget as of 31st January 2022.

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	
	\$000	\$000	\$000	\$000	
Operating Revenue	37,023	17,041	17,467	426	Favourable
Operating Expenditure	20,756	12,419	12,795	376	Unfavourable
Operating Result	16,267	4,672	4672	50	Favourable
Capital Grants	16,084	4,521	4,521	Nil	Nil
Operating Result Before Capital Items	183	101	151	50	Favourable

For the month of January 202s, there are no significant variances to report, further details are provided in Attachment 1.

LINKS TO THE COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM AND OPERATIONAL PLAN:**Community Strategic Plan Outcome**

GOAL: 4 A consultative and professional Council providing relevant, attainable, and efficient delivery of services

Delivery Outcome

OBJECTIVE: 4.2 Efficient and effective services

SUSTAINABILITY ASSESSMENT:**Financial and Resource Implications:**

Monitoring of monthly against budget enables timely financial management.

Policy, Legal and Statutory Implications:

N/A

Risk Management – Business Risk/Work Health and Safety/Public:

Monthly financial reporting allows Council to keep informed of the progress of the budget to actual income and costs.

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

Attachment 1

**Central Darling Shire Council
Income & Expenses Budget Review Statement**

February 2022

	Original Budget 2021/22 (\$000's)	Budget YTD (\$000's)	Actual YTD (\$000's)	Variance YTD (\$000's)	Variance %	Variance Notes
Income						
Rates and Annual Charges	2,432	2,432	2,434	2	0%	
User Charges and Fees	9,388	6,826	7,346	520	8%	
Interest and Investment Revenues	93	38	38	-	0%	
Other Revenues	382	262	334	72	27%	1
Grants & Contributions - Operating	8,644	4,522	4,522	-	-	
Grants & Contributions - Capital	16,084	4,041	4,041	-	-	
Net gain from disposal of assets	-	-	-	-	-	
Total Income from Continuing Operations	37,023	18,121	18,715	594	3%	
Expenses						
Employee Costs	5,532	3,688	3,892	(204)	(6%)	
Borrowing Costs	52	42	42	-	0%	
Materials & Contracts	8,437	6,148	6,572	(424)	(7%)	
Depreciation	4,139	2,758	2,758	-	0%	
Other Expenses	2,596	1,430	1,386	44	3%	
Total Expenses from Continuing Operations	20,756	14,066	14,650	(584)	(4%)	
Net Operating Result from Continuing Operations	16,267	4,055	4,065	10	0%	
Net Operating Result before Capital Items	183	14	24	10	71%	

General Notes

Income

Rates and Charges are recognised as income when the rate is struck, generally the 1st of July
Grants and Contributions are generally recognised when received, unless previously invoiced.

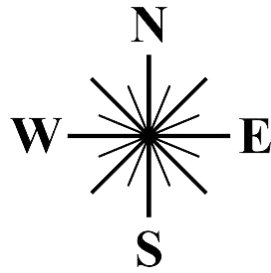
Expenses

Council's insurance premiums have been expensed in the month of July and Council's budget reflects this.
Depreciation is not a cash expense.

Variations

1. Unbudgeted receipt for NCBA.

Grant Title	Total Approved Grant Funds	Grants Received 2019	Grants Received 2020	Grants Received 2021	Grants Received 2022	Current Financial Year	Grant Funding Received YTD 2022	Total Grant Funding Received	Grant Funding to be Received	Expenditure 2022	Current Financial Year	FY2022 Expended to Date	Total Expenditure	Total Unexpended
Stronger Country Communities Fund Round 2	\$ 1,355,948.00	\$ 460,272.00	\$ 466,977.00	\$ 466,977.00	\$ 466,977.00	\$ 466,977.00	\$ 466,977.00	\$ 466,977.00	\$ 888,971.00	\$ 29,771.84	\$ 496,748.84	\$ 496,748.84	\$ 496,748.84	\$ 889,228.16
Stronger Country Communities Fund Round 3	\$ 704,140.00	\$ -	\$ 304,136.00	\$ 304,136.00	\$ 304,136.00	\$ 304,136.00	\$ 304,136.00	\$ 304,136.00	\$ 400,004.00	\$ 154,656.40	\$ 458,792.40	\$ 458,792.40	\$ 458,792.40	\$ 245,347.60
Stronger Country Communities Fund Round 4	\$ 1,000,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00
Management Plan for Crown Land	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 5,903.00	\$ 105,903.00	\$ 105,903.00	\$ 105,903.00	\$ -
Basia Cultural Centre	\$ 8,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000,000.00	\$ -	\$ 8,000,000.00	\$ 8,000,000.00	\$ 8,000,000.00	\$ -
Upgrade of Poonamira Road	\$ 25,000,000.00	\$ 500,000.00	\$ 8,000,000.00	\$ 8,000,000.00	\$ 8,000,000.00	\$ 8,000,000.00	\$ 8,000,000.00	\$ 8,000,000.00	\$ 16,500,000.00	\$ 2,934,047.78	\$ 10,934,047.78	\$ 10,934,047.78	\$ 10,934,047.78	\$ 14,065,952.22
Local Roads and Community Infrastructure Program	\$ 3,272,814.00	\$ -	\$ 856,098.82	\$ 856,098.82	\$ 856,098.82	\$ 856,098.82	\$ 856,098.82	\$ 856,098.82	\$ 2,416,715.18	\$ 2,407,465.38	\$ 2,413,922.56	\$ 2,413,922.56	\$ 2,413,922.56	\$ 858,891.44
Basia Curatorial Co-ordination Project	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -
OSP Council Strategic Planning	\$ 250,000.00	\$ -	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 195,000.00	\$ 12,724.58	\$ 67,724.58	\$ 67,724.58	\$ 182,275.42	
OSP Council Capacity and Capability Building	\$ 150,000.00	\$ -	\$ 37,000.00	\$ 37,000.00	\$ 37,000.00	\$ 37,000.00	\$ 37,000.00	\$ 37,000.00	\$ 113,000.00	\$ 167,885.43	\$ 204,885.43	\$ 204,885.43	\$ -	
OSP Infrastructure / Employment Generation / Community Projects	\$ 1,400,000.00	\$ 557,500.00	\$ 557,500.00	\$ 557,500.00	\$ 557,500.00	\$ 557,500.00	\$ 557,500.00	\$ 557,500.00	\$ 842,500.00	\$ 753,925.00	\$ 1,311,425.00	\$ 1,311,425.00	\$ 98,575.00	
Merensie Rural Strength Emergency Funding Water Catching	\$ 80,000.00	\$ -	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ -	\$ 2,275.00	\$ 82,275.00	\$ 82,275.00	\$ -	
Willemia Showgrounds Stimulus Program	\$ 130,000.00	\$ -	\$ 130,000.00	\$ 130,000.00	\$ 130,000.00	\$ 130,000.00	\$ 130,000.00	\$ 130,000.00	\$ -	\$ 389,936.39	\$ 519,936.39	\$ 519,936.39	\$ -	
EMR Anthoni Road Service Outlet Project	\$ 450,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000.00	\$ -	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00	\$ -
Financial Assistant Grant Endowment 2022/2023 - Local Roads	\$ 1,719,288.00	\$ -	\$ 851,288.00	\$ 851,288.00	\$ 851,288.00	\$ 851,288.00	\$ 851,288.00	\$ 851,288.00	\$ 868,000.00	\$ 436,239.50	\$ 1,287,527.50	\$ 1,287,527.50	\$ 430,760.50	
Financial Assistant Grant Endowment 2022/2023 - Non-Roads	\$ 4,689,130.00	\$ -	\$ 2,267,835.00	\$ 2,267,835.00	\$ 2,267,835.00	\$ 2,267,835.00	\$ 2,267,835.00	\$ 2,267,835.00	\$ 2,421,300.00	\$ 1,154,815.00	\$ 3,422,650.00	\$ 3,422,650.00	\$ -	
BAKKA Curatorial Co-ordination Project	\$ 90,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000.00	\$ -	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ -
Basia Corporation Establishment - Legal Cost	\$ 21,000.00	\$ -	\$ 10,043.45	\$ 10,043.45	\$ 10,043.45	\$ 10,043.45	\$ 10,043.45	\$ 10,043.45	\$ 10,956.55	\$ 10,043.45	\$ 20,086.90	\$ 20,086.90	\$ -	
FWOC Toilet Facility Upgrades	\$ 230,000.00	\$ 10,000.00	\$ 220,000.00	\$ 220,000.00	\$ 220,000.00	\$ 220,000.00	\$ 220,000.00	\$ 220,000.00	\$ -	\$ 80,857.01	\$ 300,857.01	\$ 300,857.01	\$ -	
FWOC Tourism Infrastructure Enhancement	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 65,857.01	\$ 115,857.01	\$ 115,857.01	\$ -	
FWOC Tourism Technology	\$ 200,000.00	\$ -	\$ 145,000.00	\$ 145,000.00	\$ 145,000.00	\$ 145,000.00	\$ 145,000.00	\$ 145,000.00	\$ 75,000.00	\$ 12,845.59	\$ 157,845.59	\$ 157,845.59	\$ 42,154.41	
Regional NOW Planning Portal Grant	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 9,454.25	\$ 59,454.25	\$ 59,454.25	\$ -	
Local Investments Grant Agreement - Merensie Rehabilitation - Exercise Project	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	
Local Investments Grant Agreement - hantsha Rehabilitation/Vacance Park	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	
Local Investments Grant Agreement - Willemia Rehabilitation/Exercise Park	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	
MOBOP Victory Caravan Park Amenity Block Upgrade	\$ 488,845.00	\$ -	\$ 440,700.00	\$ 440,700.00	\$ 440,700.00	\$ 440,700.00	\$ 440,700.00	\$ 440,700.00	\$ 887,700.00	\$ 398,035.00	\$ 838,735.00	\$ 838,735.00	\$ -	
Crown Reserve Improvement Fund - Elga Community Hall	\$ 103,714.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103,714.00	\$ -	\$ 103,714.00	\$ 103,714.00	\$ 103,714.00	\$ -
Crown Reserve Improvement Fund - Victory Park Electrical Upgrades	\$ 130,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,000.00	\$ -	\$ 130,000.00	\$ 130,000.00	\$ 130,000.00	\$ -
Total	\$ 46,276,746.00	\$ 460,377.00	\$ 2,532,000.00	\$ 13,541,778.47	\$ 440,700.00	\$ 16,762,856.47	\$ 2,493,508.00	\$ 19,276,464.47	\$ 27,000,293.83	\$ 6,657,830.65	\$ 8,483,727.64	\$ 11,758,558.54	\$ 20,219,666.18	\$ 25,066,878.82



Central Darling Shire Council

**MODEL CODE OF MEETING PRACTICE
FOR LOCAL COUNCILS IN NSW**

2021

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1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under Section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

Respectful: Councillors, staff and meeting attendees treat each other with respect.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3 BEFORE THE MEETING

Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the following occasions: **The Fourth Wednesday of each month at 9am. Agendas and Business Papers are posted to the webpage on the Friday before the meeting.**
- 3.2 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Councils must use either clause 3.1 or 3.2

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.

Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each in a different quarter of the year.

Extraordinary meetings

- 3.3 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.3 reflects section 366 of the Act.

Notice to the public of council meetings

- 3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.4 reflects section 9(1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.9 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted 7 business days before the meeting is to be held.
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or

- (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

- 3.14 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.15 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.17 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.18 The general manager must ensure that the agenda for an ordinary meeting of the council states:
 - (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.10.
- 3.19 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.20 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:

- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
- (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.21 reflects section 9(2A)(a) of the Act.

- 3.22 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

- 3.23 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

- 3.24 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.24 reflects section 9(2) and (4) of the Act.

- 3.25 Clause 3.24 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.25 reflects section 9(2A)(b) of the Act.

- 3.26 For the purposes of clause 3.24, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.26 reflects section 9(3) of the Act.

- 3.27 A copy of an agenda, or of an associated business paper made available under clause 3.24, may in addition be given or made available in electronic form.

Note: Clause 3.27 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.28 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.29 Despite clause 3.28, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.31 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.
- 3.32 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.33 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.34 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.35 Pre-meeting briefing sessions may be held by audio-visual link.
- 3.36 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.37 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.38 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

4 PUBLIC FORUMS

- 4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums may be held by audio-visual link.
- 4.3 Public forums are to be chaired by the mayor or their nominee.
- 4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by **the day of the meeting at 8.50am** before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
People wishing to speak by video audio link are to request and complete the designated forms and have them submitted to council at 12pm the day prior to the meeting by email council@centraldarling.nsw.gov.au
This is to ensure that all links are available to the speaker.
- 4.5 A person may apply to speak on no more than **two (2)** of business on the agenda of the council meeting.
- 4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.8 No more than **three (3)** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.

- 4.11 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than **7** days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.12 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.13 Each speaker will be allowed **five (5)** minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to **five (5)** minutes.
- 4.17 Speakers at public forums cannot ask questions of the council, councillors, or council staff.
- 4.18 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **ten (10)** minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.20 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

- 4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.

5 COMING TOGETHER

Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.
- 5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.

- 5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.6 reflects section 234(1)(d) of the Act.

- 5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

- 5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.8 reflects section 368(1) of the Act.

- 5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.9 reflects section 368(2) of the Act.

- 5.10 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.
- 5.11 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the chairperson, or
 - (b) in the chairperson's absence, by the majority of the councillors present, or
 - (c) failing that, by the general manager.
- 5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as

far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

- 5.14 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

Meetings held by audio-visual link

- 5.15 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.
- 5.16 Where the mayor determines under clause 5.15 that a meeting is to be held by audio-visual link, the general manager must:
- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
 - (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
 - (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.17 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

- 5.18 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.
- 5.19 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.

- 5.20 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.19.
- 5.21 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.22 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.23 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
 - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.24 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.25 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.
- 5.26 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.27 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

- 5.28 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.29 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

- 5.30 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.30 reflects section 10(1) of the Act.

- 5.31 Clause 5.30 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

- 5.32 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.32 reflects section 10(2) of the Act.

Note: If adopted, clauses 15.13 and 15.14 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.15 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Webcasting of meetings

- 5.33 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.
- 5.34 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the council's website, and
 - (b) persons attending the meeting should refrain from making any defamatory statements.

- 5.35 The recording of a meeting is to be made publicly available on the council's website:
- (a) at the same time as the meeting is taking place, or
 - (b) as soon as practicable after the meeting.
- 5.36 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.
- 5.37 Clauses 5.35 and 5.36 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.
- Note: Clauses 5.33 – 5.37 reflect section 236 of the Regulation.**
- 5.38 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

- 5.39 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.
- Note: Clause 5.39 reflects section 376(1) of the Act.**
- 5.40 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.
- Note: Clause 5.40 reflects section 376(2) of the Act.**
- 5.41 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.
- Note: Clause 5.41 reflects section 376(3) of the Act.**
- 5.42 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.
- 5.43 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

6 THE CHAIRPERSON

The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
 - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.

- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.
- 8.2 The general order of business for an ordinary meeting of the council shall be:
- 01 Opening meeting
 - 02 Acknowledgement of country
 - 03 Apologies and applications for a leave of absence or attendance by audio-visual link by councillors
 - 04 Disclosure of Interest
 - 05 Confirmation of Minutes
 - 06 Notice of Motion
 - 07 Mayoral (Administrator) Minute(s)
 - 08 Financial Reports
 - 09 Governance Reports
 - 10 Corporate Services Reports
 - 11 Shire Services Reports
 - 12 Minutes of Committee Meetings
 - 13 Confidential Matters
 - 14 Resolution Tracker
 - 15 Meeting Close

Note: Councils must use either clause 8.1 or 8.2.

- 8.3 The order of business as fixed under clause [8.2] may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: If adopted, Part 13 allows council to deal with items of business by exception.

- 8.4 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.

- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
 - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the

recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 RULES OF DEBATE

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter

being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.

- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11 VOTING

Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

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

Voting at council meetings

- 11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.
- 11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.
- 11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.
- 11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.
- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.
- 11.11 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.13 may be omitted.

Voting on planning decisions

- 11.12 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

- 11.13 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.15 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

Note: Clauses 11.12–11.15 reflect section 375A of the Act.

Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under

clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the council or committee is involved, and
 - (b) are clearly identified in the advice, and
 - (c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion, or
 - (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **the 3rd Wednesday of the month by 12pm midday** before the meeting at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than **three (3)** speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.

- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **three (3)** speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed up to **fifteen (15)** minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

- 14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

- 14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.21 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.22 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.23 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

15 KEEPING ORDER AT MEETINGSPoints of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act, the Regulation or this code, or
 - (b) assaults or threatens to assault another councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
 - (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
 - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

Note: Clause 15.11 reflects section 182 of the Regulation.

- 15.12 The chairperson may require a councillor:
- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or
 - (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
 - (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

Note: Clause 15.12 reflects section 233 of the Regulation.

How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

- 15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.
- 15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

Note: Councils may use either clause 15.14 or clause 15.15.

- 15.16 Clause [15.15] , does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.
- 15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.17 reflects section 233(2) of the Regulation.

- 15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.19 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

- 15.21 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.22 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.23 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.24 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.25 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.26 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17 DECISIONS OF THE COUNCIL

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than **five (5) business days** after the meeting at which the resolution was adopted.

- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:
- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
 - (b) a motion to have the motion considered at the meeting is passed, and
 - (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.
- 17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
 - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the council and committees of the council are to conclude no later than **three (3) hours**.

- 18.2 If the business of the meeting is unfinished at **three (3)** the council or the committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at **three (3)**, and the council does not resolve to extend the meeting, the chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
 - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 AFTER THE MEETING

Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:
- (a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a council meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this code.

- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 COUNCIL COMMITTEES

Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all
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councillors.

Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
 - (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
 - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
 - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:
- (a) the mayor, or
 - (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
 - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation,

during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

Disorder in committee meetings

- 20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

- 20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

- 20.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

- 20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

- 20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

- 20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the

council on its website prior to their confirmation.

21 IRREGULARITIES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including

	the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June



REGISTRATION TO SPEAK – PUBLIC FORUM

DATE OF COUNCIL MEETING [Click or tap here to enter text.](#)

IN PERSON SPEAKERS: This form MUST be received by 8.50am on the day of the Council meeting.

ONLINE SPEAKERS: This form MUST be received by 12pm (midday) on the day prior to the Council meeting to ensure processing of registration. Council’s Executive Assistant will advise the process for accessing the meeting via video link, including providing a link to access Council’s online programming. The completed form should be emailed to council@centraldarling.nsw.gov.au

By submitting this form, you agree to follow the Code of Meeting Practice and Code of Conduct as it relates to Council meetings. This includes the possibility of your image, name and/or voice being published by Council in print and in online recordings.

All Council meetings are required to be recorded and that recording made accessible on Council’s website under Section 236 of the *Local Government (General) Regulation 2005*.

NAME: [Click or tap here to enter text.](#)

ADDRESS: [Click or tap here to enter text.](#)

PHONE: [Click or tap here to enter text.](#)

EMAIL: [Click or tap here to enter text.](#) *

** An email address is mandatory for those wishing to speak via online link.*

I WILL BE SPEAKING IN PERSON ONLINE (please tick one box only)

Guidelines for Public Forum are listed on the next page. Please be aware that Council is not covered by any form of Parliamentary Privilege. This means that the speaker is fully liable for any comments made which may be regarded as discriminatory, defamatory or otherwise inappropriate.

All Public Forum issues must relate to Agenda items on that business paper. Operational issues, including complaints about staff, will not be addressed at Council meetings and must be referred to the General Manager. Complaints about the General Manager will not be addressed at Council meetings and must be referred to the Administrator.

Business Item: [Click or tap here to enter text.](#)

Question: [Click or tap here to enter text.](#)

Business Item: [Click or tap here to enter text.](#)

Question: [Click or tap here to enter text.](#)



4 PUBLIC FORUMS

4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.

4.2 Public forums may be held by audio-visual link.

4.3 Public forums are to be chaired by the mayor or their nominee.

4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by the day of the meeting at 8.50am before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

4.5 A person may apply to speak on no more than two (2) of business on the agenda of the council meeting.

4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

4.7 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

4.8 No more than three (3) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.

4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.

4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.

4.11 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than 7 days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.

4.12 The general manager or their delegate is to determine the order of speakers at the public forum.

4.13 Each speaker will be allowed five (5) minutes to address the council. This time is to be strictly enforced by the chairperson.

4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.

4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to five (5) minutes.

4.17 Speakers at public forums cannot ask questions of the council, councillors, or council staff.

4.18 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to ten (10) minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.



4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

4.20 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.

4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.

4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.

4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

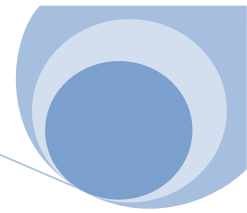
Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.

PLEASE NOTE: All reference to Mayor or Councillor will be taken to mean Administrator during Central Darling Shire Council's Administration period.

PRIVACY NOTICE

All information collected by Council is subject to the *Privacy and Personal Information Protection Act 1998* (PPIA Act). Information from this form is collected solely for the purpose of this application. You have the right to discuss how your personal information relating to this application is treated. Further information can be obtained by writing to The Public Officer, Central Darling Shire Council, PO Box 165 Wilcannia NSW 2836 or email council@centraldarling.nsw.gov.au.

SOUTH WESTERN WATER USERS ASSOCIATION



PROPOSED MANAGEMENT OF FLOOD FLOWS FROM THE MENINDEE LAKES TO THE LOWER DARLING BARKA RIVER AND GREAT ANABRANCH

Prepared by the NSW South Western Water Users Association

February 2022

Background

The Menindee Lakes water storage scheme on the Darling Barka River in far-west NSW is owned and operated by the NSW government in accordance with the Murray-Darling Basin Agreement (the Agreement).

Under the Agreement, the Murray-Darling Basin Authority (MDBA) authorises releases from the Menindee Lakes to meet downstream demands including South Australia entitlement flow and consumptive needs in the Lower Darling River.

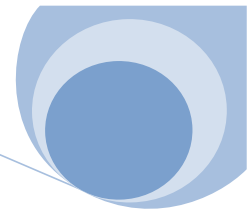
Flows in the Darling Barka River are among the most variable in the world. Under natural conditions there would be extended periods of low flow, typically followed by floods that are important in replenishing floodplains and wetlands.

During floods in the Darling Barka, flood operations of the Menindee Lakes Scheme are managed by Water NSW who are required to consider the advice of the State Emergency Service, that considers the risk of flooding to life and property.

Floods in the Menindee region are typically the result of rainfall events in upstream catchments, and flood flows may take up to 10 weeks to travel the length of the Darling Barka from those upstream catchments to the Menindee Lakes Scheme.

In anticipation of forecast flood inflows, releases are made from the Menindee Lakes so that sufficient airspace is available to capture the peak inflows and that all flows downstream are managed to mitigate local flooding and to ensure that the Lakes are full after the flood recession. As a consequence of pre-releases and the duration of flood flows, higher than normal (regulated) flows may be experienced in the Lower Darling Barka River downstream of the Menindee Lakes for 3 to 4 months.

SOUTH WESTERN WATER USERS ASSOCIATION



Impact of existing flood management

The flood management strategy currently adopted at the Menindee Lakes, limits releases to the Darling Barka River downstream of Menindee at Weir 32 to approximately 18,000 ML/d to prevent inundation of inappropriately located houses on the banks of the river. This strategy has resulted in the mitigation of peak flows, restricting flows within the main channel and low flood runners and billabongs.

Since the construction of the Menindee Lakes storage scheme in the early 1960's and subsequent management of flood flows, there has been significantly reduced overbank flow and inundation of the floodplain, resulting in increasingly degrading floodplain vegetation, native pasture and habitat loss and reduced groundwater recharge. Similarly, reduced flows have reduced the volume of water passing into the Great Anabranche of the Darling River, and into its significant natural lakes system.

Proposed management of flood flows

- Increase flow targets of pre-releases in advance of flood waters reaching Menindee and passage of floodwaters to 25,000 ML/d.
 - By incorporating managed minor floods into flow options, this will facilitate overbank flow, inundation of higher floodplain wetlands and increase volumes passing from the Lower Darling Barka River to the Great Anabranche of the Darling River.
- Ensure regulated releases from Lake Cawndilla are maximised during pre-release and to enhance natural flow to the Great Anabranche
- Undertake remedial work to regulator at Packer's Crossing to enable passage of flows greater than 5,000 ML/d.
- Ensure Lakes are full following flood recession

Regional benefits

- Significantly improved floodplain vegetation and riverine health
- Improved native pasture
- Inundation of wetlands and Anabranche lakes (listed in the Directory of Important Wetlands in Australia)
- Rehabilitation of critical wetland habitat.
- Increased Livestock production – Improved animal health leads to increased lambing percentages, increased weight gains, and improved wool cuts.
- Significant regional economic benefits through lake bed cropping on receding floodwaters. The economic benefit derived from lakebed cropping would far exceed the value of inappropriately located houses and shacks downstream of Menindee, many of which were erected before the construction of the Menindee Lakes Scheme and have always been subject to flooding.

West Region 2022/23 REPAIR Program Proposal

#26

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 07, 2022 10:56:29 AM
Last Modified: Monday, March 07, 2022 11:52:50 AM
Time Spent: 00:56:20
IP Address: 203.54.179.162

Page 1: 2022/23 REPAIR PROGRAM PROJECT SUBMISSION

Q1

Council Name

Central Darling Shire Council

Q2

No

Is this a resubmitted project from 21/22?

Q3

Road name

Pooncarie Road

Q4

Road number

MR68

Q5

Council reference

MR68C Pooncarie Rd

Q6

1

Project priority number (maximum of three submissions per Council)

Q7

Project start (km)

5.1km

West Region 2022/23 REPAIR Program Proposal

Q8

Project end (km)

7.74km

Q9

Total length (km)

2.64km

Q10

From/Origin (town name)

Menindee

Q11

Towards (town or place name)

Pooncarie

Q12

GPS reference -start

-32.4390, 142.4112

Q13

GPS reference - end

-32.4620, 142.4184

Q14

Location sketch (This is a mandatory requirement)

Pooncarie Rd RRRP Location Sketch.jpg (416.6KB)

Q15

Project description (Please ensure there is adequate detail provided in the project description. Scope of work to be clearly defined - e.g. widen shoulder 1m both side, 150mm overlay total width, etc.)

Reconstruct 2.64km of failed pavement. Include 150mm stabilised overlay and new 7m seal width.

Q16

Nature of Project

Rehabilitation (work which extends the life of the existing road assets.)

West Region 2022/23 REPAIR Program Proposal

Q17

Total Project Cost (Council and TfNSW shares) use format: \$000,000

\$870,000

Q18

Project Duration in weeks (includes EIS, REF, design, construction) (answers should be a whole number) eg. 12

10

Q19

Date

01/08/2022

Construction Time - Earliest possible start date

Q20

Funding Profile - Funds sought from TfNSW in 2021/22 (maximum total amount \$400,000 per council) - use format: \$000,000

\$400,000

Q21

Yes

Financial Commitment - Will Council provide funds to meet 50% of Total Project Cost

Q22

Maximum amount of Council's funds (i.e. Council's share) available in 2021/22 is - use format: \$000,000

\$470,000

Q23

Yes - 2 points

Does this project support freight connections to rail at a town/city for a type of freight

Q24

If yes, please specify town and type of freight

Town

Menindee/ Broken Hill

Type of freight

Mineral Sands

Q25

No - 0 points

Does this project support a school bus route to a town/city and/or public transport to a town/city

West Region 2022/23 REPAIR Program Proposal

Q26

Respondent skipped this question

If yes, please specify bus route town/city and/or public transport town/city

Q27

Yes (Regional Tourist Listed Route) - 1 point

Does this project support regional tourism? (Road provides the most direct linkage for significant flows of tourists between local tourist origins and destinations and the nearest State Road):

Q28

If yes, please specify from which location and to which location

From

Wentworth/ Mildura

To

Menindee Lakes

Q29

Please upload any supporting evidence to justify tourism support

Menindee Lakes.png (481KB)

Q30

Please upload any other supporting information for tourism

Menindee Lakes Scheme Map.docx (157.7KB)

Q31

Rural

Is the road classified as Rural or Urban?

Q32

If Rural, please provide the latest count and indicate the traffic volume category (points for axle pairs: <25 = 0; 25 to <100 = 1; 100 to <250 = 2; 250 to <500 = 3; 500 to <750 = 4; 750 to 1000 = 5; >1000 = 6)

AADT (axle pairs)

68

Year the count was measured in or if the count is estimated

2018

Q33

Respondent skipped this question

If Urban (60km/h or under), please provide the latest count and indicate the traffic volume category (points for axle pairs: <500 = 0; 500 to <1000 = 1; 1000 to <2000 = 2; 2000 to <3000 = 3; 3000 to <4000 = 4; 4000 to <5000 = 5; >=5000 = 6)

West Region 2022/23 REPAIR Program Proposal

Q34

Please upload traffic count data to support your application.

MR68C Pooncarie Rd Traffic Counters 9-8-18.pdf (446.1KB)

Q35

For Heavy Vehicles, please provide the latest count and indicate the traffic volume category (points for axle pairs: <25 = 0; 25 to <50 = 1; 50 to <100 = 2; 100 to 200 = 4; >200 = 6, B-Double usage = 1; Road Train usage (includes B-Double usage) = 2; none = 0)

AADT (axle pairs)	6
Year the count was measured or if the count is estimated	2018
Actual vehicles traffic count (optional)	8.5%
Road Train or B-double usage (must be an approved route not trial) - please indicate B-Double, Road Train or none	Road Train

Q36

Please upload traffic count data to support your application

MR68C Pooncarie Rd Traffic Counters 9-8-18.pdf (446.1KB)

Q37

For road condition, please provide the following information, this should be representative of the entire project length. Please enter actual data - not points.

Roughness - year measured or estimate	2022
Roughness count (points: <100 = 0; 100 to <110 = 1; 110 to <120 = 2; 120 to <130 = 4; 130 to <140 = 6, 140 to <150 = 7; >150 = 8; Unsealed = 5.	150
Rutting - date of survey	March 2022
Rutting classification (points: 0, S1, S2 = 0; S3, M1, M2 = 2; M3, X1, X2 = 4; X3 = 6; Unsealed = 5)	X3
Edge failure date of survey	March 2022
Edge Failures range(points: Edge Dropoff <50mm deep orEdge Break <200mm wide = 0 pointsEdge Dropoff 50mm to <75mm deep orEdge Break 200mm to <300mm wide = 2 pointsEdge Dropoff >75mm deep or Edge Break 200mm to <300mm wide = 3 pointsEdge Dropoff >75mm deep or Edge Break >300mm wide = 4 points)	Sections >300mm wide

Q38

Please upload roughness survey data to support your application

Pooncarie Road Ch 5.1 to 7.7km Pavement Evidence.docx (1.2MB)

West Region 2022/23 REPAIR Program Proposal

Q39

Please upload rutting survey data to support your application

Pooncarie Road Ch 5.1 to 7.7km Pavement Evidence.docx (1.2MB)

Q40

Please upload edge failure survey data to support your application

Pooncarie Road Ch 5.1 to 7.7km Pavement Evidence.docx (1.2MB)

Q41

Respondent skipped this question

Please upload any other evidence to support road condition

Q42

Does this project rectify an existing seal or formation width deficiency? (these points are not applicable for unsealed roads) -

Actual seal width (m) (points: >6.5m = 0; >6.0 to 6.5m = 1; <5.5m in areas
5.5m to 6.0m = 2; <5.5m = 3)

Route desired seal width (m) **7m**

Actual formation width (m) (points: >8.5m = 0; >8.0 to 8.5m = 1; 7.5 to 8.0m = 2; <7.5m = 3) **8.2m**

Route desired formation width (m) **9.0m**

If the project rectifies a geometry or safety deficiency (excluding width and type of surface), what is the Nature of the deficiency? **Nil, geometry OK**

Q43

Respondent skipped this question

Please upload supporting evidence to justify deficiency

Q44

Respondent skipped this question

If the project is an unsealed road serving a community with no alternative sealed access please provide details below:(points for population: <20 = 1; 20 to <50 = 2; 50 to <100 = 3; 100 to 150 = 4; >150 = 5)

West Region 2022/23 REPAIR Program Proposal

Q45

If the project is sealing a missing seal gap between towns please provide detail below

km of proposed seal	2.64
km of seal gap	87.5
between town or place name	Menindee
and town or place name	Pooncarie
% of gap sealed (% of unsealed section to be sealed as part of the project) (points: <10% = 0, 10% to <40% = 2, 40% to <70% = 3; 70% to 100% = 4)	<10%

Q46

Please upload any files to support

Media Release Pooncarie Rd.jpg (159.3KB)

Q47

Respondent skipped this question

Number of Bonus Points

Q48

On or before 31 May 2021 = 2

Councils that completed (all physical works) REPAIR projects within the approved time frame will receive additional points for their past delivery performance. When was Councils 20/21 REPAIR Project completed?

Q49

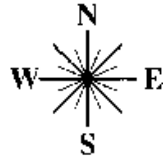
Respondent skipped this question

Please upload any other evidence/data you would like to submit. Please ensure the file name identifies what the document is.

Q50

Please fill in the below to confirm your authorisation to submit the proposal: I confirm the project submission has been completed with true and accurate data and that I am authorised to submit this proposal on behalf of Council.

Name	Reece Wilson
Council	Central Darling Shire Council
Email Address	wilsonr@centraldarling.nsw.gov.au
Phone Number	0429915992



Central Darling Shire Council
Road Hierarchy, Service Levels and Maintenance
Standards



Version 1

September 2012

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1. Introduction

In June 2012 Council adopted an Asset Management Plan for Transport assets. This document was prepared in accordance with industry best practice (IPWEA NAMS.PLUS and the International Infrastructure Management Manual). It introduced the concept of Levels of Service and applied targets to Central Darling Shire Roads.

Target Levels of Service were documented for four categories of road;

1. Regional roads sealed, shire road sealed, high volume town streets sealed
2. Shire roads sealed, low volume town streets, sealed
3. Regional roads unsealed
4. Shire roads unsealed

These four categories were based on suggestions for rural councils in the IPWEA NAMS.PLUS standard templates. They are generic and not specific to Central Darling.

This project builds upon the Transport Asset Management Plan. It seeks to make the decisions made by Council on road expenditure more transparent, through the development, implementation and formal adoption of a CDSC road hierarchy. The road hierarchy will be developed especially to suit the unique circumstances of Central Darling Shire.

Once a hierarchy (or classification system) has been formally adopted for roads in the Shire, a more accurate Levels of Service can be determined for each class of road and from that maintenance standards can be developed. These will spell out exactly how much maintenance Council will endeavour to undertake on each type of road.

The classifications of roads are made using objective criteria. It is proposed that the road hierarchy, levels of service and maintenance standards, will be placed on public exhibition and then reported to Council with a comprehensive report. This will enable Council to formally adopt the road hierarchy and associated documentation.

2. Background Information on Road Hierarchy

2.1. Austroads 'Guide to Traffic Management: Part 1: Introduction to Traffic', 2007

The transport of people and goods is essential to the economic and social needs of any community. A substantial investment is made in roads to facilitate this. In a rural remote shire, such as Central Darling, there are few alternative means of transportation to compete with road transportation. The immense lengths of road between the towns in the Shire mean that roads are by far the biggest asset class under the custodianship of Council.

The different transport and other functions served by roads, together with the needs of abutting land use, determine how they should be managed.

From a road function viewpoint there are two essential needs which must be met:

CENTRAL DARLING SHIRE – ROAD HIERARCHY

Page 3

- the traffic movement, or mobility, function – providing the means by which people and goods can move from one place to another
- the access function – providing access to properties and land uses adjacent to the road.

Consideration of these two main functions of a road is fundamental to best practice road asset management.

Ideally a given road would perform only one of these primary functions, but in practice, most roads do both. Motorways are true movement function roads. They are controlled so direct access to adjacent land uses is not provided. All other roads provide some degree of access and the movement function varies greatly. On multi-function roads traffic flow spans a wide range – and can vary during the course of a day, as can the extent of access demand.

In practice many roads have a mixed traffic/access function and Australasian practice for the management of the road environment has historically been based on recognition of this. The different functions are reflected in the classification of a road or street.

Most road classification systems include additional categories which reflect this mixed function. The design and operation of streets and roads reflect their roles in the general road traffic, public transport, cycling and walking networks, and their linkage to local networks. The design and traffic management of the roads must also reflect the mixed function.

The mixture of functions met by roads across a network is usually expressed as a functional hierarchy.

The basis of asset management for a road network is the development of an agreed road hierarchy.

The road hierarchy is a means by which roads can be classified according to their existing, or their intended, function. Road management must take account of the road hierarchy of the network.

The function of a road is reflected in traffic characteristics such as volume, speed, and mix of vehicular and non-motorised traffic. The function should also be reflected in the physical characteristics of the road, such as formation width, number and width of lanes, proximity and protection of potential hazards.

Roads, generally, are classified on the basis of how they currently operate, but consideration should also be given as to how they are expected or desired to function in the future, in terms of the relative significance of the traffic function versus the land access function for a particular road, and its desirable operating speeds and traffic volumes.

This information has been obtained from the Austroads '*Guide to Traffic Management – Part 1: Introduction to Traffic Management*', 2007, which describes the purpose behind a Road Hierarchy.

CENTRAL DARLING SHIRE – ROAD HIERARCHY

Page 4

The draft Central Darling Shire Road Hierarchy accounts for all of the factors described in the Austroads Guide to Traffic Management, however it can be noted that city situation described above does not necessarily apply in Central Darling Shire.

2.2.AUSPEC ‘Design and Development Manual’

The AUSPEC ‘Development and Design Manual’ includes the provision of a Road Hierarchy for the urban Design Criteria for new developments. This provides guidance for the development of new roads within residential and commercial subdivisions. However, whilst it can also be used for rural road developments, this hierarchy does not cater effectively for the day to day management requirements of a rural remote shire such as Central Darling with an existing road network, a network which is not subject to growth.

In the AUSPEC Manual, the Road Hierarchy is defined as:

‘A hierarchical road network is essential to maximise road safety, residential amenity and legibility. Each class of road in the network serves a distinct set of functions and is designed accordingly. The design should convey to motorists the predominant function of the road.’

3. Road Hierarchy

3.1.Types of road classifications available

The four distinct levels of road within the AUSPEC Manual are:

1. Access Street
2. Local Street
3. Collector Street
4. Distributor Road

So in drawing together the *Austroads Guide to Traffic Management* and the *AUSPEC Manual* for a road hierarchy, the following definition of roads could apply:

State	a classified road under the care and control of the Roads and Traffic Authority, where access to this road type is controlled by the RTA
Regional	a classified road under the care and control of Council having regional significance and thus attracting a level of State funding for the ongoing maintenance and improvements of the road. Access is controlled in a similar way as a State Road, however ultimate control rests with the Council.
Rural Major	a local rural road linking towns and villages
Rural Minor	a local rural road providing access to land uses other than the Rural Major Roads
Rural Access	the lowest order road within the rural environment having as its primary function residential space – amenity features which facilitate pedestrians

and cycle movements, and where vehicular traffic is subservient in terms of speed and volume, to those elements of space, amenity, pedestrians and cyclists

- Distributor the highest order of road within an urban environment which has as its main function the convenient and safe distribution of traffic generated within the area
- Collector the second highest order of road within an urban environment having a residential function but also carries higher volumes of traffic collected from lower order streets
- Local the next level road that provides a balance between the status of that street in terms of its access and residential amenity functions
- Access the lowest order road within the urban environment having as its primary function residential space – amenity features which facilitate pedestrians and cycle movements, and where vehicular traffic is subservient in terms of speed and volume, to those elements of space, amenity, pedestrians and cyclists

3.2.Recommended Road Hierarchy for Central Darling Shire

Central Darling Shire, whilst coving a vast land area, with hundreds of kilometres of road, does not have the population or the diverse range of road types to warrant the application of this type of multi-layered road hierarchy.

It is not appropriate to apply this number of classifications in a hierarchy to the Central Darling road network.

It is therefore recommended that the following road hierarchy be implemented in Central Darling Shire;

Central Darling Shire Road Hierarchy	
State	as determined by Roads and Maritime Services and formally gazetted by the State Government
Regional	as determined by Roads and Maritime Services and formally gazetted by the State Government
Local	roads within the shire, outside of the towns and villages, not State or Regional
Urban	roads within the urban areas of the towns and village and inside town limits, not State or Regional

Figure 1 Recommended Road Hierarchy for Central Darling Shire

3.3. NSW Local Government Grants Commission

The classification of roads within Central Darling Shire into this hierarchy is similar to the reporting requirements of the NSW Local Government Grants Commission.

Each year, every council in NSW is required report to the NSW Department of Premier and Cabinet, Division of Local Government (DLG), data on local roads and bridges for use by the NSW Local Government Grants Commission. There is a standard reporting form. By ensuring that the road classifications adopted by Council match the DLG reporting requirements, Council is making it easier to fulfil its obligations. Definitions applied by DLG are as follows. (Note one slight variation: Council's hierarchy refers to non-urban roads only as local.)

LOCAL ROADS are roads that are available and used by the general public and where Council has the **FULL** financial responsibility for their construction or or maintenance. Roads dedicated but not in use by the general public or not maintained by Council are not included.

URBAN ROADS includes all roads within built-up areas where the predominant frontage is residential, commercial or industrial, and where there is generally street lighting and/or a 60 kph (or less) speed zone. Laneways are included if they give public access for vehicles.

NON-URBAN - SEALED ROADS includes sealed roads in all other areas. These include cement concrete, asphaltic concrete, bitumen, tar or epoxy resin material into which aggregate is incorporated.

NON-URBAN - UNSEALED ROADS includes roads in all other areas that are either "Formed and Gravelled" (including pavements constructed of gravel, rubble, limestone and by use of soil stabilisation processes) or "Formed Only" (including roads without constructed pavement but which are formed by grader such that drainage of stormwater can occur).

UNFORMED ROADS AND FIRE TRAILS that are tracks are excluded.

Figure 2 NSW Local Government Grants Commission definitions

4. Characteristics used to classify roads in the hierarchy

4.1. Roads and Maritime Service Classified Roads

Under the NSW **Roads Act 1993**, Sections 46, 47, 50 and 51, roads can be classified with the Legal Class of; Highway, Main Road, Secondary Road or Tourist Road. Roads which are classified in this manner are subject to a Declaration Order in the Government Gazette. They are "gazetted".

All roads classified under the Roads Act as either a State Road or a Regional Road, have these designations applied in agreement with Council. It is usual for the Roads and Maritime Services (ex RTA) to recommend a classification for a road and then consult with the respective Council. There are roads formally classified as both State and Regional roads within Central Darling Shire.

Roads and Maritime Services (RMS) applies a numbering system to the Legal Road Classes

Road Numbers	Legal Road Class
1-31	Highway (HW) previously referred to as State Highway SH)
51-694	Main Road (MR)
2001-2114	Secondary Road (SR)
4001-4056	Tourist Road (TR)
8000	Transitway
7000 Series	Unclassified Regional Roads – i.e. Regional Roads which are not classified under the Roads Act.

Figure 3 Road Class numbering System used by the Roads and Maritime Services

RMS regularly review the Schedule of Classified Roads and State and Regional Roads. The most recent version is dated 31 January 2011, following a declaration of a main road on 28 January 2011 in Government Gazette No 8.

The classification of a road empowers RMS to exercise broad authority over some or all aspects of the legally classified roads and to provide financial assistance to Councils.

The following roads located in the Central Darling Shire are currently formally classified by RMS as either State or Regional roads.

Gazetted Road Number	Gazetted Name and Description	Administrative Class	Most recent Gazetted (date)
8	Barrier Highway	State	12/11/76
21	Cobb Highway	State	12/11/76
66	Menindee- Broken Hill Road From the Wentworth-Wilcannia Road (MR68) about 16km north of Menindee, generally westerly to the Barrier Highway (SH8) at Broken Hill. <i>This road is sealed along its full length.</i>	Regional	12/11/76
67	Ivanhoe – Balranald Road From the Sturt Highway (HW14) at Balranald, generally northerly via Hatfield to the Cobb Highway (HW21) at Ivanhoe. <i>Only parts of this road are sealed.</i>	Regional	27/11/09
68	Wilcannia – Tilpa Road (68A) <i>Unsealed</i> Wilcannia – Menindee Road (68B) <i>Part sealed</i> Menindee – Pooncarie Road (68C) <i>Part sealed</i> From the South Australian border, approximately 8 km north of the Murray River, easterly, on the northern side of Lake Victoria and the Murray River to Wentworth, then along the eastern side of the Darling River, via Pooncarie to Menindee, then along the western side of the Darling River to the Barrier	Regional	12/2/99

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Gazetted Road Number	Gazetted Name and Description	Administrative Class	Most recent Gazetted (date)
	Highway west of Wilcannia, then from the Barrier Highway east of Wilcannia along the north western side of the Darling River crossing the Darling River at Tilpa, then along the south eastern side of the Darling River to the Cobar-Bourke Road at Bourke.		
80	<p>Mossgiel- Hillston Road. <i>This road is unsealed.</i> From the Newell Highway (SH17) at Narrandera, via Yanco, and Leeton, a point 1.6 km north of Whitton, Griffith, Goolgowi and Hillston to the Cobb Highway (SH21) at Mossgiel.</p> <p>State: <i>From the Newell Highway (SH17) at Narrandera via Yanco, Leeton, a point 1.6 km north of Whitton, Griffith and Goolgowi to Hillston.</i></p> <p>Regional: <i>From Hillston to the Cobb Highway (SH21) at Mossgiel.</i></p>	Regional within Central Darling Shire	12/11/76
416	Ivanhoe- Cobar Road. <i>Only parts of this road are sealed.</i> From the Barrier Highway (SH8) near Cobar generally south-westerly to the Belarabon- Barnato Tank Road (MR415) at Belarabon and onto Ivanhoe.	Regional	12/11/76
428	White Cliffs – Kayrunnera Road. <i>Only parts of this road are sealed.</i> From the Broken Hill-Tibooburra Road north of Broken Hill to White Cliffs	Regional	15/3/96
433	Ivanhoe – Menindee Road. <i>This road is unsealed.</i> From the Cobb Highway (SH21) near Ivanhoe via Darnick, Gum Lake siding and Amphi Sandhills to the Wentworth-Menindee Road (MR68) near Menindee.	Regional	12/11/76
435	Wilcannia- White Cliffs Road. <i>This road is sealed.</i> From the Barrier Highway at Wilcannia to White Cliffs	Regional	22/1/93

Figure 4 Classified roads within the Central Darling Shire local government area

Roads that are not classified by Roads and Maritime Services (RMS) as State or Regional are referred to as “Local” roads by RMS. They are the responsibility of the local council.

For State Roads responsibility for the cost of maintenance and/or rehabilitation works is in accordance with the Road Maintenance Council Contracts (RMCC), a formal agreement between Council and the RMS. Funding is provided to the Council to maintain and rehabilitate State roads.

For Regional roads, funding is provided by RMS to assist councils with the management of regional road infrastructure.

In summary, roads classified as State or Regional have been designated as such by RMS. All other roads are referred by RMS as “local”. It is not in a council’s best interest to reduce the classification of a road from State or Regional to Local, this is because State and Regional roads are either fully (State) or partially (Regional) funded by the State Government.

4.2. Location: Urban or Rural

All roads in Central Darling Shire other than State or Regional roads are classified according to their location.

Roads located within the towns and villages are classified as **Urban** roads.

Roads located outside the towns and villages are classified as **Local** roads. The location at which a road changes from an urban road to a local road is where the signage shows changes to the speed limit. (Note that the DLG refers to these roads as non-urban.)

Roads are classified urban or rural (non-urban) as per the DLG definitions described to previously.

4.3. Surface type: Sealed or Unsealed

Across the Central Darling Shire there exist sealed and unsealed roads in all four classifications of road in the hierarchy; State, Regional, Local and Urban.

Sealed and unsealed roads are managed differently. It is appropriate therefore that each classification be split into sealed and unsealed.

Central Darling Shire Road Hierarchy		Length
State	Sealed	RMS asset
	Unsealed	
Regional	Sealed	123km
	Unsealed	660km
Local	Sealed	22km
	Unsealed	1540km
Urban	Sealed	39km
	Unsealed	*

Figure 5 Central Darling Shire Road Hierarchy showing sealed and unsealed roads

* The length of urban unsealed roads is unknown because the unsealed urban road network consists primarily of laneways, which have not been recorded to date in Council's roads inventory.

In 2012 Council engaged a specialist contractor to inspect all roads in the Shire. The purpose of the inspection program was to correctly measure the length of all roads to improve the accuracy of Council's road inventory. As this data becomes available it is expected that there will be some minor adjustments made to Figure 5 above and to the management of road assets by Council engineers.

4.4.Grading Category

A grading category is applied to all unsealed roads across the Shire to help define the service levels provided by Council. A category 1 unsealed road receives more maintenance than a category 3 road because it is of greater importance to the community.

Category 1

- Link roads between towns or
- Roads with high traffic volumes (AADT>200)

Category 2

- Link road between two local regional roads or local roads or between a regional road and a local road
- Roads with a medium traffic volume (AADT <200)

Category 3

- "Dead end" or no through roads
- Roads with a low traffic volume (AADT <50)

Dangerous or hazardous surfaces on all unsealed roads will be signed and repaired as soon as possible regardless of the priority of the road. This is further referenced in 6.0 Maintenance Standards.

5. Levels of Service

5.1.State Roads

State roads are the major arterial links throughout NSW, which connect between urban centres, major regional towns, major regions of the State and major connection interstate.

They are maintained by either the Roads and Maritime Services (RMS) own Road Services organisation or by contractual arrangements with councils and private contractors.

In carrying out work under the contract arrangements, councils work in the capacity of a contractor rather than as the road authority.

Central Darling Shire Council has been contracted by RMS to maintain the two State Roads; the Barrier Highway and the Cobb Highway which pass through the Shire.

As RMS takes responsibility for management of State roads including maintenance funding and determining rehabilitation, replacement and upgrade priorities, it is RMS not Council that sets the levels of service and maintenance standards of the State Roads. Council is merely the “contractor”.

Consequently, levels of service and maintenance standards will not be provided in this document for State Roads.

5.2.Regional Roads

Regional roads are the routes of secondary importance between State Roads and Local Roads which together with State Roads provide the main connections to and between smaller towns and districts.

They are the responsibility of councils to fund, determine priorities and carry out works. They are capitalised as a Council asset.

Regional Roads are eligible for annual assistance grants from the State Government in recognition of their relative importance.

As the Regional Roads are the responsibility of council, it is therefore the role of Council to define the level of service to be provided these roads in Central Darling Shire.

Levels of Service- Regional Roads Sealed

Key Performance Measure	Level of Service	Performance Measure Process	Current Performance	Performance Target
COMMUNITY LEVELS OF SERVICE				
Quality	Provide smooth ride.	Customer service requests	0 per month	0 per month
Function	Meets user requirements for -Road width -accessibility -use of traffic control device	Customer service requests relating to width, access and traffic control	0 per month	0 per month
Safety	Provide a safe suitable road, free from hazards	Customer service requests Accident reports	0 per month Base year 2010 road traffic crash data; 8 crashes, 3 fatalities and 10 injuries on CDSC Regional, Local and Urban Roads	0 per month Less crashes, fatalities and injuries on CDSC Regional, Local and Urban Roads than base year
TECHNICAL LEVELS OF SERVICE				
Condition	Maintain seal- optimal maintenance	% of length resealed each year	21km of regional road was resealed in 2011/12	10% of <u>regional</u> road network
Accessibility	Never closed – except for pre-planned works and high level flood/storm events	Frequency of road closure	Regional roads are closed when the unsealed sections of the road are wet. Most regional roads have unsealed sections.	To maintain and upgrade unsealed sections of regional roads with the goal of minimising the time that the road remains closed after rain
Safety	Ensure facilities are safe- clear signage, good traffic control devices and facilities, no major surface defects	Road inspections on surface and signage	Regular inspections by overseer, assistant overseer and construction ganger	Routine program of inspections of Regional Roads. Established procedure to document outcomes of inspections.

Figure 6 Levels of Service - Regional Roads Sealed

Levels of Service –Regional Roads Unsealed

Key Performance Measure	Level of Service	Performance Measure Process	Current Performance	Performance Target
COMMUNITY LEVELS OF SERVICE				
Quality	Ensure that roads provide a smooth ride (pothole, rut free)	Customer service requests	3-5 per month	1 per month
Function	Ensure that road drainage is fully operational and meets users requirements	Customer service requests	3-5 per month	1 per month
Safety	Ensure facilities are safe	Customer service requests Accident reports	1-5 per month Base year 2010 road traffic crash data; 8 crashes, 3 fatalities and 10 injuries on CDSC Regional, Local and Urban Roads	<1 per month Less crashes, fatalities and injuries on CDSC Regional, Local and Urban Roads than base year
TECHNICAL LEVELS OF SERVICE				
Condition	Carry out regular maintenance grading	Grading program	1000km of grading undertaken in 2011/12	Each regional road to be graded 1 time per year
Accessibility	Provide all weather access, with less than 25mm of rain	Gravel resheeting	Roads are currently only resheeted as part of flood restoration works.	1% of unsealed regional road network to be resheeted every year
Safety	Ensure facilities are safe- clear signage, good traffic control devices and facilities, no major surface defects	Road inspections on surface and signage	Regular inspections by overseer, assistant overseer and construction ganger	Routine program of inspections of Regional Roads. Established procedure to document outcomes of inspections.

Figure 7 Levels of Service - Regional Roads Unsealed

5.3.Local and Urban Roads

Local roads and urban roads comprise the remaining council controlled roads which provide for local circulation and access.

They are the responsibility of Council to fund, determine priorities and carry out works.

The State Government only provides limited financial assistance under specialised programs.

The Federal Government provides financial assistance grants to Councils that include a significant identified road component.

As the Local and Urban roads are the responsibility of council, it is therefore the role of Council to define the level of service to be provided these roads in Central Darling Shire.

Very few of the local roads in Central Darling Shire, outside of the towns, are sealed.

Levels of Service- Local Roads Sealed

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Key Performance Measure	Level of Service	Performance Measure Process	Current Performance	Performance Target
COMMUNITY LEVELS OF SERVICE				
Quality	Provide smooth ride.	Customer service requests	0	0
Function	Meets user requirements for -Road width -accessibility -use of traffic control device	Customer service requests relating to width, access and traffic control	1 per month	0 per month
Safety	Provide a safe suitable road, free from hazards	Customer service requests Accident reports	0 per month Base year 2010 road traffic crash data; 8 crashes, 3 fatalities and 10 injuries on CDSC Regional, Local and Urban Roads	0 per month Less crashes, fatalities and injuries on CDSC Regional, Local and Urban Roads than base year
TECHNICAL LEVELS OF SERVICE				
Condition	Maintain seal- optimal maintenance	% of length resealed each year	2.5km (local and urban sealed roads)	10% local and urban road network (approximately 6km) resealed per year
Accessibility	Never closed – except for pre-planned works and high level flood/storm events	Frequency of road closure.	Roads are closed due to unsealed sections being wet.	To maintain and upgrade unsealed sections of local roads with the goal of minimising the time that the road remains closed after rain
Safety	Ensure facilities are safe- clear signage, good traffic control devices and facilities, no major surface defects	Road inspections on surface and signage	Regular inspections by overseer, assistant overseer and construction ganger	Routine program of inspections of Local Roads. Established procedure to document outcomes of inspections.

Figure 8 Levels of Service - Local Roads Sealed

Levels of Service – Local Roads Unsealed

Key Performance Measure	Level of Service	Performance Measure Process	Current Performance	Performance Target
COMMUNITY LEVELS OF SERVICE				
Quality	Ensure that roads provide a smooth ride (pothole, rut free)	Customer service requests	6-10 per month	1-3 per month
Function	Ensure that road drainage is fully operational and meets users requirements	Customer service requests	6-10 per month	1-3 per month
Safety	Ensure facilities are safe	Customer service requests Accident reports	0 per month Base year 2010 road traffic crash data; 8 crashes, 3 fatalities and 10 injuries on CDSC Regional, Local and Urban Roads	0 per month Less crashes, fatalities and injuries on CDSC Regional, Local and Urban Roads than base year
TECHNICAL LEVELS OF SERVICE				
Condition	Carry out regular maintenance grading	Grading frequency (times per year) Category 1 Road	1 time per 12 months	1 time per 12 months
		Grading frequency (times per year) Category 2 Road	1 time per 12 months	1 time per 18 months
		Grading frequency (times per year) Category 3 Road	1 time per 24 months	1 time per 24 months
Accessibility	Provide all weather access, with less than 25mm of rain	Occurrences and time of road being inaccessible	6 times per year for greater than 2 days	3 times per year for greater than 2 days
Safety	Ensure facilities are safe- clear signage, good traffic control devices and facilities, no major surface defects	Road inspections on surface and signage	Regular inspections by overseer, assistant overseer and construction ganger	Routine program of inspections of Local Roads. Established procedure to document outcomes of inspections.

Figure 9 Levels of Service - Local Roads Unsealed

Levels of Service- Urban Roads Sealed

Key Performance Measure	Level of Service	Performance Measure Process	Current Performance	Performance Target
COMMUNITY LEVELS OF SERVICE				
Quality	Provide smooth ride.	Customer service requests	3-5 per month	1 per month
Function	Meets user requirements for -Road width -accessibility -use of traffic control device	Customer service requests relating to width, access and traffic control	3-5 per month	1 per month
Safety	Provide a safe suitable road, free from hazards	Customer service requests Accident reports	0 per month Base year 2010 road traffic crash data; 8 crashes, 3 fatalities and 10 injuries on CDSC Regional, Local and Urban Roads	0 per month Less crashes, fatalities and injuries on CDSC Regional, Local and Urban Roads than base year
TECHNICAL LEVELS OF SERVICE				
Condition	Maintain seal- optimal maintenance	% of length resealed each year	2.5km (local and urban sealed roads)	10% local and urban road network (approximately 6km) resealed per year
Accessibility	Never closed – except for pre-planned works and high level flood/storm events	Frequency of road closure	0 pa	0 pa
Safety	Ensure facilities are safe- clear signage, good traffic control devices and facilities, no major surface defects	Road inspections on surface and signage	Regular inspections by overseer, assistant overseer and construction ganger	Routine program of fortnightly inspections of Urban Roads. Established procedure to document outcomes of inspections.

Figure 10 Levels of Service - Urban Roads Sealed

Levels of Service – Urban Roads Unsealed

Key Performance Measure	Level of Service	Performance Measure Process	Current Performance	Performance Target
COMMUNITY LEVELS OF SERVICE				
Quality	Ensure that roads provide a smooth ride (pothole, rut free)	Customer service requests	3-5 per month	1-3 per month
Function	Ensure that road drainage is fully operational and meets users requirements	Customer service requests- i.e. vegetation obstructing roadside drainage	3-5 per month	1-3 per month
Safety	Ensure facilities are safe	Customer service requests Accident reports	0 per month Base year 2010 road traffic crash data; 8 crashes, 3 fatalities and 10 injuries on CDSC Regional, Local and Urban Roads	0 per month Less crashes, fatalities and injuries on CDSC Regional, Local and Urban Roads than base year
TECHNICAL LEVELS OF SERVICE				
Condition	Carry out regular maintenance grading	All urban unsealed roads are category 1	1 time per year	1 time per year
Accessibility	Provide all weather access, with less than 25mm of rain	Occurrences and time of road being inaccessible	Sporadic resheeting as part of reactive maintenance or when gravel becomes available as Council is undertaking a big project in the locality	Programmed gravel resheeting with one urban street or lane resheeted each year in each town
Safety	Ensure facilities are safe- clear signage, good traffic control devices and facilities, no major surface defects	Road inspections on surface and signage	Random inspections by overseer, assistant overseer and construction ganger	Routine program of fortnightly inspections of urban roads. Established procedure to document outcomes of inspections

Figure 11 Levels of Service - Urban Roads Unsealed

5.4.Road Traffic Crashes in Central Darling Shire

Accident data provides a quantifiable performance measure for safety. Roads and Maritime Services maintain statistical reports about traffic crashes in NSW. For a crash to be included in the statistics the crash must have resulted in either a death or an injury or at least one vehicle being towed away.

The following data has been extracted from the NSW Government document, Transport for NSW, "Road Traffic Crashes in New South Wales, Statistical Statement for the year ended 31 December 2010". This document provides valuable data on the number and location of road traffic crashes in all local government areas in NSW, as well as information on each State Highway in the local government area.

	Fatal Crash	Injury Crash	Non-Injury Crash	Total Crashes	No of persons killed	No of persons injured	Total killed and injured
Central Darling Shire all roads	3	8	4	15	4	16	20
Barrier Highway Central Darling Shire	0	3	3	6	0	6	6
Cobb Highway Central Darling Shire	1	0	0	1	1	0	1
Regional, Local and Urban roads Central Darling Shire	2	5	1	8	3	10	13

In the calendar year 2010 there were 8 crashes recorded within Central Darling Shire. Three persons were killed and 10 were injured.

It is appropriate therefore that Council look to implement improvements and undertake road maintenance that results in lower numbers of crashes, fatalities and injuries in future years. The Level of Service for road safety can be measured by comparing future years with the base year: 2010.

6. Maintenance Standards

6.1. Discussion on road maintenance

It is the responsibility of Council to determine priorities and carry out maintenance works on Regional, Local and Urban Roads. It is therefore appropriate that Council adopt maintenance standards.

With minimal growth in the road network foreseeable, the top priority for Council is to maintain and operate the existing roads to meet the agreed Levels of Services at the lowest whole of life cost.

Council’s work crews are multi skilled performing both maintenance and construction tasks. Council currently spends millions per year on routine road maintenance. When flooding is declared this is supplemented by funding from National Disaster Relief and Recovery Arrangements (NDRRA) for remedial works on the road network.

Recent trends in maintenance expenditure on Transport Assets

Year	2008/09	2009/10	2010/11
Actual Maintenance Expenditure	\$2,351,400	\$1,935,557	\$1,152,221

Figure 12 Actual Expenditure on Transport Asset maintenance in recent years

Actual Maintenance expenditure has been extracted from actual job cost information for the previous years. During 2009/10 and 2010/11 flood was experienced in the Shire. Consequently Council received external funding from NDRRA to undertake flood restoration work. These funds are not included above.

Routine maintenance is implemented in a systematic manner. Draft maintenance intervention standards are provided in Figure 13 and inspection frequencies as Table 14.

Reactive maintenance works are performed following rain. Council will not leave road in a dangerous condition. Road grading will be undertaken as soon as possible if a road is identified as dangerous.

In-house resources are generally used for the maintenance of Council’s infrastructure assets. Council has access to contractors to support activities such as grading, gravel haulage, pavement stabilisation, plant and equipment hire and drainage and concrete works.

Planned inspections of roads are undertaken after rainfall. The results of these inspections are incorporated into the maintenance program.

Limited documented maintenance procedures are currently available.

Limited recording of maintenance activities is currently undertaken.

6.2. Defect and Condition Inspections

Regular inspection of road assets to identify defects and prioritise repairs is an essential aspect of road asset management.

Currently Council conducts regular inspections of roads. Council officers, such as the overseer, assistant overseer and construction ganger inspect roads during their day to day tasks. The purpose of these inspections is to identify major defects and ascertain where reactive maintenance is required.

Weekly inspections are undertaken of all regional roads as part of the routine supervision of the grading contractor’s crew. It is one of the agreed responsibilities of the overseers and gangers and it is documented in their job description.

Any defects are noted and rectified however no formal records are taken. This is not ideal. Council needs to establish a procedure whereby the outcomes of inspections are recorded for future reference and use by other staff.

Council uses the “*Reflect*” software system to manage inspections on State roads. This system programs road inspections and records the outcomes. Council is currently in the process of expanding the use of Reflect to include Regional and Local Roads.

The following table describes two types of inspections; maintenance/ defect and condition, and how often they could be undertaken to improve Council’s management of road assets.

Classification	Frequency	
	Maintenance / Defect Inspections	Condition Inspections (sealed roads only)
Regional Roads Sealed	Annual	5 years
Regional Roads Unsealed	6 monthly	Not applicable
Local Roads Sealed	Annual	5 years
Local Roads Unsealed	Annual	Not applicable
Urban Roads Sealed	Annual	5 years
Urban Roads Unsealed	Annual	Not applicable

Figure 13 Draft Inspection Cycles for Defect and Condition Assessment

Defect Inspections – Records of the inspections should be maintained in the inspecting officer’s diary with defects recorded in the Customer Service System on return to the office to facilitate attention to the defect in accordance with priorities assessed in the field.

Condition inspections are applied to sealed roads to assess the state of the seal, to enable accurate and cost effective planning of road reseals, rehabilitation and reconstruction. Condition inspections can be undertaken by specialist contractors.

Council has a program of bridge inspections. Timber bridges are Level 2 inspected every 2 years. Concrete bridges are visually inspected annually by staff.

6.3. Service Targets

Service targets for road asset maintenance allow Council to define when it will respond with reactive maintenance.

Service Targets - The Draft Service Targets described in Table Figure 14 following have been developed were established to provide a measure of consistency for the maintenance and operational services for the transport network.

Figure 14 explains how Council intends to respond to urgent maintenance items, such as an emergency, accident or dangerous material spill.

Draft Service Targets	Emergency Response Time	
	Regional Roads	Local and Urban Roads
Emergency Call Out	Immediate	Immediate
Emergency Pavement Repairs (high risk, dangerous items etc)	12 hours	24 hours
Accident Repairs - Recoverable	As soon as possible	As soon as possible
Contaminated / Dangerous Material Spill	Immediate	As soon as possible
Emergency Maintenance Repairs	12-24 hours	24-48 hours

Figure 14 Service Response Times

Figure 15 below explains how Council will respond to the routine maintenance of road assets.

Draft Service Targets	Intervention Criteria	Response Time
Service Description for all roads; Regional Local and Urban		
Pothole Repair	Pothole diameter > 200mm or depth > 100mm	4 - 10 days
Pavement Defects - Rough Surface	Any distressed pavement > 100 sqm	40 - 90 Days
Pavement Shove and Isolated Depression	Any distressed pavement > 100 sqm	40 - 90 Days
Crocodile Cracks	Any crack > 3mm wide and > 30m length	180 days
Shoulder Edge Drop	Drop-off > 75mm for more than 10m	20 days
Surface Flushing or Bleeding (in towns where road is used by pedestrians)	Flowing bitumen > 5 sqm in area	1 day
Loose Stone	Stone patches > 10 sqm in area	3 days
Service Pit Covers (if dangerous, depends on location)	Broken or missing Service Pit Covers	1 day As soon as possible if high risk

Draft Service Targets		
Service Description	Intervention Criteria	Response Time
Crack Sealing	Any crack > 3mm wide and > 30m length	180 days
Street sweeping	Demand sweeping	5 days
Maintenance Grading of unsealed roads	Corrugated / loose surface	1 month
Drain Clearing	Blockage or interference with > 50% flow area	1 week
Slashing	Service Targets	1 month
Culvert Cleaning	Blockage or interference with > 50% flow area	1 week

Figure 15 Draft Maintenance Standards

7. Final Statement

The purpose of this document has been to develop a framework for better road asset management by creating a document which will increase the maturity of road asset management documentation at Central Darling Shire Council.

For too long, Council has worked hard to maintain road services to the community, but without documentation, it is difficult to communicate the complexity of the task to the community. This document puts into writing the hard work that the Technical Service staff do each day.

It to be hoped that this document facilitates an increased customer interface enabling the community to have greater understanding of and involvement in the planning for the management of road assets.

The International Infrastructure Management Manual (IIMM – the “bible” of asset management) lists two of the benefits of asset management as;

- Improved understanding of service requirements and options
- Formal consultation and agreement with the users of the service

This document strives to bring these two benefits to Central Darling Shire.

Formation Grading of Unsealed Roads Procedure

The following work procedure is to be used for formation grading and preparation of the foundation for construction and reconstruction works. The procedure has been written to comply with the requirements of the Project specific TfNSW Specification M220 (Edition 3 / Revision 0) dated September 2018.

Plant and Equipment

Plant and equipment that may be used for this procedure is described below for each step and includes;

- Water Cart;
- Scraper;
- Grader;
- Stabiliser (if required);
- vibrating pad-foot;
- multi tyred roller.

Re-use of Existing Material (refer Clause 3.1)

1. Assess existing material. Reuse material if it meets the following requirements:
 - a) Consists of fine and coarse granular particles that when compacted produce a dense stable layer;
 - b) Consists of sound material that does not breakdown readily;
 - c) Maximum particle size of 26.5mm;
 - d) Free of matter that would adversely affect performance (e.g. clay lumps, organic matter, stumps, branches, roots or rubbish).
 - e) Not topsoil, contaminated, or an acid sulphate soil.

New Material (refer Clause 3.2)

2. If required, import new material from established borrow pits.
3. For TfNSW Works - Before importing new material submit details, material test results and any required licences to client.

Use of Stockpile Sites (refer Clause 3.3)

4. Only stockpile material within approved stockpile sites. Clearly signpost stockpiles to identify the amount and type of material.
5. Before using any new non-approved stockpile site, submit details to TfNSW for approval.
6. The existing road formation may also be used for short term storage of materials.
7. Strip topsoil and stockpile within the nominated stockpile site.
8. The vertical height of the topsoil stockpiles should not exceed 2m.
9. Construct stable exit/entry points and parking areas to minimise tracking around the site.
10. Ensure that all run-on water is diverted away from the site by constructing a diversion bank using local topsoil materials.
11. Maintain an effective compacted height of 500mm for diversion be trafficable cross banks, and bunds.
12. Construct sites so that they are internally draining and that no dirty water can escape from the site, while maintaining a sump at the lowest point.
13. Regularly water or use tackifier to control dust if it is a problem during the operation of the site.

Formation Grading of Unsealed Roads Procedure

14. Clean up all stockpile sites following completion of the work. Restore stockpile sites to pre-existing condition.

Maintenance Grading

15. Before commencing work, install traffic control devices as detailed in the Traffic Control Plan
16. Remove guide posts as required and store them for reinstatement.
17. Protect stock grids and remove any material which entered the grid during the work.
18. Protect concrete causeways and headwalls.
19. Remove unsound material (e.g. vegetation and sand) from the surface of the road.
20. Do not tyne existing surface, rather;
21. Light Maintenance Grade – Grade from toe of batter to toe of batter of pavement only. Grade existing material once over and once back. Grade and shape mitre drains if required.
22. Heavy Maintenance Grade – Grade from top of tabledrain batter to top of tabledrain batter including tabledrains and mitre drains. Grade existing material twice over and twice back. If required, cart borrow pit material onto road where required to reinstate centreline. Spread and compact top up material in min 80mm to max 250mm layers until desired levels are achieved.
23. Add sufficient water with water cart to achieve a compact and tightly bound surface using even water spray from water cart.
24. Remove high points or surface irregularities with grader.
25. Compact with 4 passes of multi tyred roller to achieve compaction.
26. Shape and trim to form crown and crossfall (3%) and a smooth ride.
27. On the outside of curves, continue superelevation to the edge of formation and do not roll over the edge.

Construction (refer Clause 4)

28. Before commencing work, mark the position and extent of the work.
29. Remove guide posts as required and store them for reinstatement.
30. Protect stock grids and remove any material which entered the grid during the work.
31. Protect concrete causeways.
32. Conserve material that complies with *Re-use of Existing Material (Clause 3.1 above)* for subsequent use.
33. Remove unsound material (e.g. vegetation and topsoil) from the surface of the road.
34. Tyne existing surface.
35. Cart borrow pit material onto road where required. Spread and compact top up material in min 80mm to max 250mm layers until design cut/fill levels are achieved.
36. Loosen and mix the material in the sub base area with stabiliser (pulvy) to a depth of 250mm.
37. Add sufficient water with water cart to achieve a compact and tightly bound surface using even water spray from water cart.
38. Remove high points or surface irregularities with grader.
39. Compact with 4 passes of vibrating pad-foot and 4 passes with multi tyred roller to achieve 102% relative compaction.
40. Shape and trim to form crown and crossfall (3%) and a smooth ride.
41. On the outside of curves, continue superelevation to the edge of formation and do not roll over the edge.

Formation Grading of Unsealed Roads Procedure

Shape table drains (refer Clause 4.6)

- 42. Remove obstructions that prevent free flow of water into, along or from table drains.
- 43. Repair scours in or adjacent to the table drain.
- 44. Do not disturb living vegetation unless directed.
- 45. Cut table drains with scraper/grader to meet the requirements of the table below:

Feature	Requirement
Grade	≥ 0.3%
Depth	Varies depending on road finish level and existing terrain
Waterway area	≥ 0.3 m ²
Shape	Flat floor (without a 'V' shape)
Width of flat floor	approximately 2.5m
Batter slope adjacent to road	No steeper than 4H:1V - 6H:1V is desirable
Batter slope distant from road	No steeper than 2H:1V
Invert levels	> 300 mm below the edge of the road or shoulder. If less than 300mm, achieve 6:1 batter

- 1. Stockpile material extracted when shaping table drains onto nominated borrow pit sites located adjacent to the works.

Construction Conformity

- 2. Test trial lot for compaction (102%). Subsequent lots do not require compaction testing.
- 3. Check crossfall is 4% ± 1% in 5 locations per lot.
- 4. Test deviation from a 3m straightedge laid in any direction on the surface except the crown – must be ≤ 15 mm - at 5 locations per lot.
- 5. Measure formation width. Must be -0mm to +200 mm of specified width - at 5 locations per lot.
- 6. Notify TFNSW and proof roll top of finished surface looking for visible deformation, rutting and/or signs of distress or instability.
- 7. Project Quality Representative and Ganger to complete and sign ITP - M220 Formation Grading of Unsealed Roads for each lot prior to starting work on gravel overlay.
- 8. **Hold Point (refer clause 4.1.2)** – After completion of the trial lot, complete and submit ITP - M220 Formation Grading of Unsealed Roads before commencing work on subsequent lots.

Formation Grading of Unsealed Roads Procedure

Construction Crew Acknowledgement

Name	Position	Date

CENTRAL DARLING SHIRE COUNCIL



TRANSPORT

Asset Management Plan



DRAFT VERSION 1.0

March 2021

Document Control		Asset Management Plan			
Document ID :					
Rev No	Date	Revision Details	Author	Reviewer	Approver
0.1	26 Nov 2020	Draft	MB & JH		
1.0	March 2021	Improvement Plan added	Jacqui Hansen	Mike Brearley	Reece Wilson

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1.0 EXECUTIVE SUMMARY

1.1 The Purpose of the Plan

Asset management planning is a comprehensive process ensuring delivery of services from infrastructure is financially sustainable.

This Asset Management Plan (AM Plan) details information about infrastructure assets with actions required to provide an agreed level of service in the most cost-effective manner while outlining associated risks. The plan defines the services to be provided, how the services are provided and what funds are required to provide over the 20 year planning period. The Asset Management Plan will link to a Long-Term Financial Plan which typically considers a 10 year planning period.

This plan covers the infrastructure assets that provide a transport network, the following assets types:

- Roads - sealed
- Roads - unsealed
- Kerb and channel
- Airport Runways sealed
- Airport runways unsealed
- Footpaths
- Culverts (small)
- Bridges & Culverts
- Car parks (sealed & unsealed)
- Fences

1.2 Asset Description

The Transport network comprises:

- Local Shire Roads Sealed
- Local Shire Roads Pavement
- Local Shire Roads Formation
- Regional Roads Sealed
- Regional Roads Unsealed Pavement
- Regional Roads Unsealed Formation Natural
- Kerb & Channel
- Culverts Small PC
- Culverts Small RCBC
- Bridges (Large Culverts)
- Fences
- Car park Pavement
- Car park Sealed Surface
- Footpaths
- Airport Runways Sealed
- Airport Runways Pavement
- Airport Unsealed

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These infrastructure assets have significant value. Gross replacement cost was calculated by independent valuers, for financial reporting purposes, at \$152,258,609, as at 30 June 2020.

1.3 Levels of Service

Our present funding levels are insufficient to continue to provide existing services at current service levels in the medium term. The main service consequences of the Planned Budget are:

- Inferior sealed roads
- Lengthy road closures on unsealed roads
- Unreliable airport runway access for emergency or regular plane traffic
- Failed culverts or bridges causing delays and detours
- Unusable footpaths
- Inadequate drainage
- Unserviceable carparks
- Fencing that creates safety implications due to uncontrolled wildlife

1.4 Future Demand

The main demands for new services in Central Darling Shire are created by:

- Population change
- Diversification of industry
- Climate change
- Changes in community expectations

These demands will be approached using a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand. Demand management practices may also include a combination of non-asset solutions, insuring against risks and managing failures.

- Monitor customer service requests and other feedback from the community to determine any new trends in community priorities.
- Liaison with industry
- Monitoring of climate trends and planning asset lifecycle activities accordingly
- Community education explaining what Council can and cannot afford to do within the confines of available budget.

1.4.1 What does it Cost?

The forecast lifecycle costs necessary to provide the services covered by this AM Plan includes operation, maintenance, renewal, acquisition, and disposal of assets. Although the AM Plan may be prepared for a range of time periods, it typically informs a Long-Term Financial Planning period of 10 years. Therefore, a summary output from the AM Plan is the forecast of 10 year total outlays, which for the transport network is estimated as \$77,617,104 or \$7,761,711 on average per year.

1.5 Financial Summary

1.5.1 What we will do

Estimated available funding for the 10 year period is \$67,000,000 or \$6,700,000 on average per year as per the Long-Term Financial plan or Planned Budget. This is 86.32% of the cost to sustain the current level of service at the lowest lifecycle cost.

The infrastructure reality is that only what is funded in the long-term financial plan can be provided. The Informed decision making depends on the AM Plan emphasising the consequences of Planned Budgets on the service levels provided and risks.

The anticipated Planned Budget for Transport leaves a shortfall of \$1,061,711 on average per year of the forecast lifecycle costs required to provide services in the AM Plan compared with the Planned Budget currently included in the Long-Term Financial Plan. This is shown in the figure below.

Forecast Lifecycle Costs and Planned Budgets

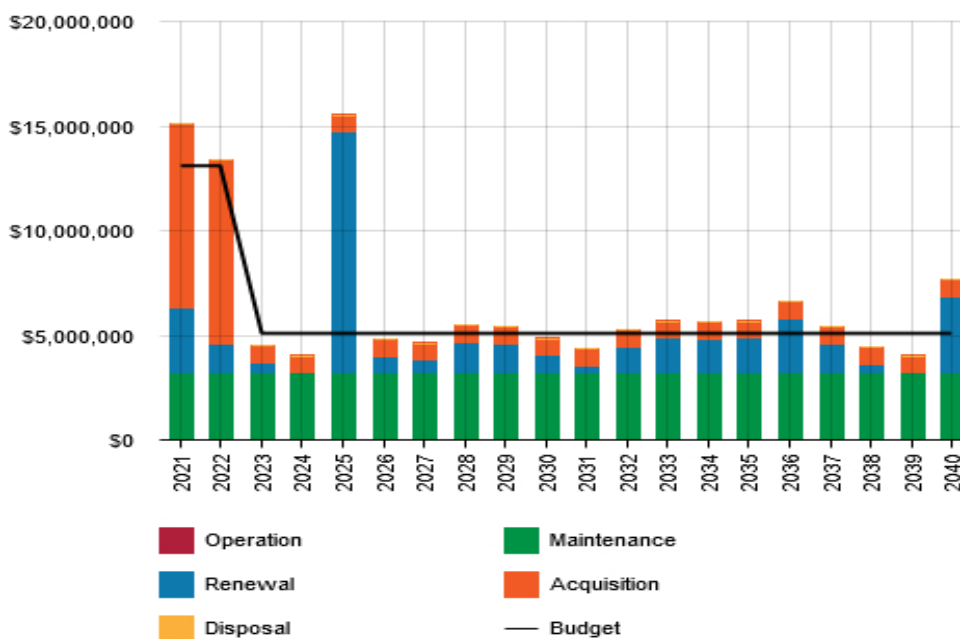


Figure Values are in current dollars.

We plan to provide transport services for the following:

- Operation, maintenance, renewal and upgrade of transport assets to meet service levels set that can be funded by annual budgets.
- Upgrade and new assets construction only occur when Council receives external funding for the full project.

1.5.2 What we cannot do

We currently do **not** allocate enough budget to sustain these services at the proposed standard or to provide all new services being sought. Works and services that cannot be provided under present funding levels are:

- Reseals
- Pavement Reconstruction
- Reconstruction and sealing of unsealed roads
- Resheeting
- New Footpaths

- Unsealed runway sealing
- Unsealed carpark sealing
- Install new kerb & channel

1.5.3 Managing the Risks

Our present budget levels are insufficient to continue to manage risks in the medium term.

The main risk consequences are:

- Sealed roads- increased risk of traffic accidents and vehicle damage
- Unsealed roads- increased risk of traffic accidents, vehicle damage and delays for locals, tourists and the heavy vehicle transport industry
- Un-sheeted roads- increased risk of traffic accidents, vehicle damage and delays for locals, tourists and the heavy vehicle transport industry
- Airport Runways- unsealed runways incapable of emergency landings to fly injured people out or scheduled clinical visits
- Footpaths that are unformed may force users onto the road and are not fit for purpose
- Carparks that don't meet user requirements may cause reputational damage to council and may be safety liability
- Kerb & channel drainage assets may leave council liable if inundation or flooding occurs due to their incapacity to control and channel stormwater

We will endeavour to manage these risks within available funding by:

- Distributing available funding to maintain critical assets to meet customer service level requirements
- Manage asset maintenance & operations budgets to meet the road hierarchy programme
- Review and adjust functional service standards
- Implement an improvement program for visibility remedial work
- Conduct regular condition assessment, routine maintenance and renew deteriorating components as required.
- Regular defect assessment / monitoring
- Monitor customer service requests against Levels of Service and adjust if required.

1.6 Asset Management Practices

Our systems to manage assets include:

- Financial System: Civica/ Practical
- Asset System: AssetFinda

Assets requiring renewal/replacement are identified from the remaining useful life in the asset register and are inspected to confirm their condition.

The Asset Register was used to forecast the renewal life cycle costs for this Asset Management Plan.

1.7 Monitoring and Improvement Program

The next steps resulting from this AM Plan to improve asset management practices are:

- Audit all assets and add to the new AssetFinda program to improve the asset data in register. This is in progress but yet to be completed.
- The General Ledger system and Job Costs system was recently changed to reflect differentiation between capital renewal and maintenance works. This will permit separate job cost numbers in

Central Darling Shire Council Transport Asset Management Plan v1.0 March 2021

Councils financial system, to split maintenance works into reactive, planned and cyclic and capital works into renewal, upgrade and new. Introduced on July 1 2020, this is expected to enable better accounting for asset lifecycle activities and more informed decision making, in the future.

- Undertake further customer satisfaction surveys to consult with the community to identify desired levels of service. These are planned for mid 2021.

2.0 Introduction

2.1 Background

This Asset Management Plan communicates the requirements for the sustainable delivery of services through management of assets, compliance with regulatory requirements, and required funding to provide the appropriate levels of service over the long term planning period.

The Asset Management Plan is to be read with the Central Darling Shire planning documents. This should include the Asset Management Policy and Asset Management Strategy, along with other key planning documents:

- Central Darling Shire Community Strategic Plan 2017-2027
- Central Darling Shire Delivery Program 2018-21 and Draft Operational Plan 2020-21

The infrastructure assets covered by this Asset Management Plan include: roads (majority unsealed), aerodrome facilities, footpaths, bridges, culverts, carparks and fences. These assets are used to provide safe travel on the shire road network, access to agricultural properties, acceptable service levels for the community, isolated community connectivity, safe aviation service access, stock and wildlife control, safe walkways, community amenities

The infrastructure assets included in this plan have a total replacement value of \$152,258,609, as at 30 June 2020.

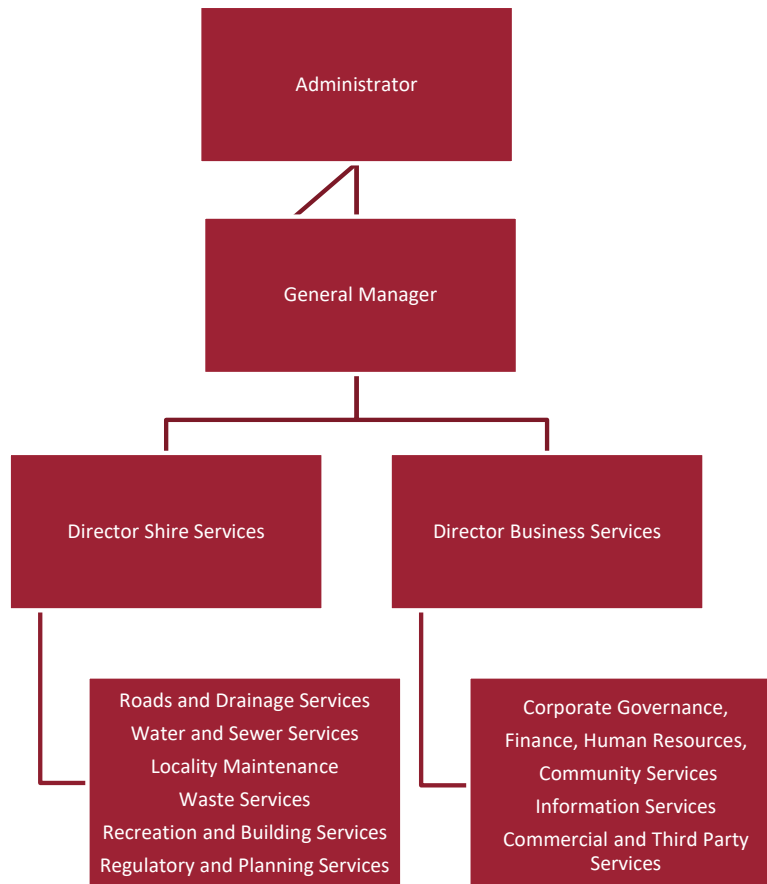
Key stakeholders in the preparation and implementation of this Asset Management Plan are shown in Table 2.1.

Table 2.1: Key Stakeholders in the AM Plan

Key Stakeholder	Role in Asset Management Plan
Councillors/ Administrator	Represent needs of community/shareholders, Allocate resources to meet the organisation’s objectives in providing services while managing risks, Ensure organisation is financial sustainable.
General Manager	Endorse the development of asset management plans and provide the resources required to complete this task. Set high level priorities for asset management development and raise the awareness of this function among staff and contractors. Support the implementation of actions resulting from this plan and prepared to make changes to a better way of managing assets and delivering services. Support for an asset management driven budget and LTFP.
Finance Section	Consolidating the asset register and ensuring the asset valuations are accurate. Development of supporting policies such as capitalisation and depreciation. Preparation of asset sustainability and financial reports incorporating asset depreciation in compliance with current accounting standards.
Operational (Outdoor) Staff	Provide local knowledge level detail on all the transport assets. Verify the size, location and condition of assets. They can describe the maintenance standards deployed and the ability to meet technical and customer levels of service.
Asset Management Consultants	Provide support for the development of asset management plans and the implementation of effective asset management principles within Council.
External Parties	Community residents & businesses; Tourist and Visitors (as occasional users); Neighbouring councils; Emergency services; Utility companies;

Key Stakeholder	Role in Asset Management Plan
	Local Businesses and; Federal and State Government authorities & agencies

Our organisational structure for service delivery from infrastructure assets is detailed below,



2.2 Goals and Objectives of Asset Ownership

Our goal in managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Identifying, assessing and appropriately controlling risks, and
- Linking to a Long-Term Financial Plan which identifies required, affordable forecast costs and how it will be allocated.

Key elements of the planning framework are

- Levels of service – specifies the services and levels of service to be provided,
- Future demand – how this will impact on future service delivery and how this is to be met,
- Lifecycle management – how to manage its existing and future assets to provide defined levels of service,
- Financial summary – what funds are required to provide the defined services,
- Asset management practices – how we manage provision of the services,
- Monitoring – how the plan will be monitored to ensure objectives are met,
- Asset management improvement plan – how we increase asset management maturity.

Other references to the benefits, fundamentals principles and objectives of asset management are:

- International Infrastructure Management Manual 2015¹
- ISO 55000²

¹ Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2 | 13

² ISO 55000 Overview, principles and terminology

3.0 LEVELS OF SERVICE

3.1 Customer Research and Expectations

During the development of the Community Strategic Plan in 2017, a Community Engagement Strategy was prepared and implemented by Council. The main source of engagement and feedback were hardcopy and online surveys, contacting key stakeholders and leaders in each community. Widespread distribution of surveys was available in common locations and advertising was conducted using various media outlets. A total of 52 surveys were received as part of the process.

Respondents were asked to rank in order of priority the services or facilities that were most important to them. The overall five high ranking services and facilities were:

1. Water
2. Youth facilities
3. Road construction and maintenance
4. Provision of aged care facilities
5. Waste management

At the time of the survey the community was experiencing severe drought, hence the importance attributed to water. With a relatively high population of children aged 5- 9 years (7.2%) and youth 10-14 years (7.0%) compared to the Australian average (6.3% and 6.4% respectively), it is not surprising that youth facilities are important. Road construction and maintenance was the third community priority.

3.2 Strategic and Corporate Goals

This Asset Management Plan is prepared under the direction of the Central Darling Shire vision, mission, goals and objectives.

Our vision is:

Central Darling will be a great place to live and visit.

Our mission is:

Realising quality opportunities for all in the Central Darling Shire through:

- *Effective leadership*
- *Community development through involvement, participation, partnership, ownership and collaborative approach*
- *Facilitation of services*
- *Community ownership*
- *Delivery of consistent, affordable and achievable services and facilities.*

Strategic goals have been set by Council and are outlined in the Draft Operational Plan 2020-21.

The relevant goals and objectives and how these are addressed in this Asset Management Plan are summarised in Table 3.2.

Table 3.2: Goals and how these are addressed in this Plan

Goal	Objective	How Goal and Objectives are addressed in the AM Plan
Improved infrastructure across the Shire	Safe and reliable network of roads throughout the Shire	This document outlines how Council will undertake the lifecycle activities, required to provide a safe and reliable road network.
	Maintain airports in acceptable condition	This document outlines how Council will undertake the lifecycle activities, required to maintain airports in an acceptable condition.
	Council and community assets are maintained and managed responsibly	This document describes how Council will make financially responsible and informed decisions, to manage transport assets in a sustainable manner.

3.3 Legislative Requirements

There are many legislative requirements relating to the management of assets. Legislative requirements that impact the delivery of the transport service are outlined in Table 3.3.

Table 3.3: Legislative Requirements

Legislation	Requirement
Local Government Act, 1993	Sets out role, purpose, responsibilities and powers of local governments including the preparation of a long term financial plan supported by asset management plans for sustainable service delivery.
Roads Act, 1993	Sets out the rules to be followed and responsibilities of users of the roads system and how the rules are enforced
Work Health and Safety Act 2011	This Act aims to secure and promote the health, safety and welfare of people at work and to protect people at a place of work against risks to health or safety arising out of the activities at work.
Environmental Planning and Assessment Act, 1979	Provides for the protection of the environment, established the Department of the Environment and defines its functions and powers
Australian Standards and RTA Traffic Control at Worksites Manual, 2010	Provides guidance for transport asset managers in use of transport services such as AS 1742; Manual of Uniform Traffic Control Devices
Australian Road Rules	The Australian Roads Rules are incorporated into State Traffic Regulations under the Road Traffic Act

3.4 Customer Values

Service levels are defined in three ways, customer values, customer levels of service and technical levels of service.

Customer Values indicate:

- what aspects of the service is important to the customer,
- whether they see value in what is currently provided and
- the likely trend over time based on the current budget provision

Table 3.4: Customer Values

Service Objective:			
Customer Values	Customer Satisfaction Measure	Current Feedback	Expected Trend Based on Planned Budget
Reliable roads, with a smooth surface, safe from hazards	Customer service requests, Accident reports	1 per month 1 per month	Expected to remain the same
Airports providing all weather access for planes, complying with aviation safety regulations	Customer service requests, adverse intervention from aviation regulator	1 per month	Expected to remain the same
Transport assets well maintained and managed responsibly	Customer service request	1 per month	Expected to remain the same

3.5 Customer Levels of Service

The Customer Levels of Service are considered in terms of:

Quality How good is the service ... what is the condition or quality of the service?

Function Is it suitable for its intended purpose Is it the right service?

Capacity/Use Is the service over or under used ... do we need more or less of these assets?

In Table 3.5 under each of the service measures types (Quality, Function, Capacity/Use) there is a summary of the performance measure being used, the current performance, and the expected performance based on the current funding level.

These are measures of fact related to the service delivery outcome e.g. number of occasions when service is not available, condition %'s of Very Poor, Poor/Average/Good, Very Good and provide a balance in comparison to the customer perception that may be more subjective.

Table 3.5: Customer Level of Service Measures

Type of Measure	Level of Service	Performance Measure	Current Performance	Expected Trend Based on Planned Budget												
Condition	Condition of transport assets	Condition assessment performed for mandated valuation. Dates of inspections 3-6 August 2020.	The inspections undertaken on 6 August 2020 were undertaken following major storm damage restoration works, and the condition of unsealed roads was not representative of usual circumstances. A realistic condition profile is shown below:	Condition is likely to deteriorate												
			<table border="1"> <caption>Replacement Cost (CRC) by Condition Level</caption> <thead> <tr> <th>Condition Level</th> <th>Replacement Cost (CRC)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$10,000,000</td> </tr> <tr> <td>2</td> <td>\$15,000,000</td> </tr> <tr> <td>3</td> <td>\$95,000,000</td> </tr> <tr> <td>4</td> <td>\$45,000,000</td> </tr> <tr> <td>5</td> <td>\$2,000,000</td> </tr> </tbody> </table>	Condition Level	Replacement Cost (CRC)	1	\$10,000,000	2	\$15,000,000	3	\$95,000,000	4	\$45,000,000	5	\$2,000,000	
Condition Level	Replacement Cost (CRC)															
1	\$10,000,000															
2	\$15,000,000															
3	\$95,000,000															
4	\$45,000,000															
5	\$2,000,000															
	Confidence levels		Medium (Professional judgement supported by data sampling) A sample of the assets only was inspected by the valuer.	Medium												
Function	Transport assets available for use as required by the community	Number of road and aerodrome closures following wet weather	Poor. Unsealed road and runway assets closed following wet weather.	Not likely to change. Unsealed assets unlikely to be sealed. No budget allocation.												
	Confidence levels		Medium	Medium												
Capacity	Transport assets have the capacity to meet community demand	Number of complaints requesting network augmentation (new footpaths, sealing of unsealed roads etc)	Low number of complaints	Likely to stay the same												
	Confidence levels		Medium	Medium												

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3.6 Technical Levels of Service

Technical Levels of Service – To deliver the customer values, and impact the achieved Customer Levels of Service, are operational or technical measures of performance. These technical measures relate to the activities and allocation of resources to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets covering:

- **Acquisition** – the activities to provide a higher level of service (e.g. widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. a new library).
- **Operation** – the regular activities to provide services (e.g. opening hours, cleansing, mowing grass, energy, inspections, etc).
- **Maintenance** – the activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g. road patching, unsealed road grading, building and structure repairs),
- **Renewal** – the activities that return the service capability of an asset up to that which it had originally provided (e.g. road resurfacing and pavement reconstruction, pipeline replacement and building component replacement),

Service and asset managers plan, implement and control technical service levels to influence the service outcomes.³

Table 3.6 shows the activities expected to be provided under the current Planned Budget allocation, and the Forecast activity requirements being recommended in this AM Plan.

Table 3.6: Technical Levels of Service

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
TECHNICAL LEVELS OF SERVICE				
Acquisition				
	Local roads	Upgrade local roads	\$700,000 grant funded	
	Regional roads	Upgrade regional roads	\$100,000 grant funded	
	All weather access to Pooncarie	Seal 60km of the Pooncarie Road 2020- 2022	Full external funding \$25M grant, equal parts NSW State Government and Australian Government funding.	
		Budget	\$8.8M 2021 and \$2022, \$800,000 future years	\$8.8M 2021 and \$2022, \$800,000 future years
Operation				
	Included with maintenance. No separate Operations budget allocation.			
Maintenance				
Sealed & Unsealed Roads	Maintain sealed and unsealed roads to meet user requirements	Maintenance grading Pothole sealing Shoulder grading Trees	As permitted within current budget allocation	

³ IPWEA, 2015, IIMM, p 2 | 28.

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
		Edge break Drop off		
Kerb & Channel	Maintain K & C to required drainage service level	Minor K & C repairs stemming from inspections	General maintenance	Additional maintenance requirements
Airport Runways	Maintain airport & surrounds to meet level of service	Lighting, slashing, maintenance grading	General maintenance	Additional maintenance
Footpaths	Maintain Footpaths to desired service levels	Minor footpath repairs Grinding	\$50,660	\$100,000
Culverts small	Maintain small culverts to expected service levels	Culvert repairs	\$32,000	\$123,000
Bridges and Large Culverts	Maintain Bridges & Large culverts to expected service levels	Maintenance repairs	\$40,340	\$100,000
Carparks sealed and unsealed	Maintain carparks to expected service levels	Carpark maintenance	\$5,000	Maintenance and maintenance costs considered to be at an acceptable level \$5,000
Fences	Maintain Fences to expected service levels	Fence repairs	\$10,000	Fences have been upgraded and considered to be at an acceptable level \$10,000 at this point in time
		Budget	\$3,200,000	To be determined
Renewal				
Sealed & Unsealed Roads	Renew sealed and unsealed roads to meet user requirements	Reseals Capping Heavy Patching	As permitted within current budget	As required by the renewals plan, based on asset condition and updated remaining useful life
Kerb & Channel	Renew K & C to required drainage service level	Replace damaged / deteriorated K & C	As permitted within current budget	As required by the renewals plan, based on asset condition and updated remaining useful life
Airport Runways	Renew airport & surrounds to meet level of service	Reseals Patching Grading Slashing	As permitted within current budget	As required by the renewals plan, based on asset condition and updated remaining useful life

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Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance**
Footpaths	Renew Footpaths to desired service levels	Replace damaged sections	As permitted within current budget	As required by the renewals plan, based on asset condition and updated remaining useful life
Culverts small	Reinstate small culverts to expected service levels	Replace degenerated culverts	As permitted within current budget	As required by the renewals plan, based on asset condition and updated remaining useful life
Bridges and Large Culverts	Renew Bridges & Large culverts to current expected service levels	Renew degenerated bridges & culverts Painting Approach repairs	As permitted within current budget	As required by the renewals plan, based on asset condition and updated remaining useful life
Carparks sealed and unsealed	Renew carparks to expected service levels	Reseals Grading Patching	As permitted within current budget	As required by the renewals plan, based on asset condition and updated remaining useful life
Fences	Renew Fences to expected service levels	Renew fencing	As permitted within current budget	As required by the renewals plan, based on asset condition and updated remaining useful life
		Budget	<i>\$1,100,000</i>	<i>\$2,100,000</i>
Disposal	No disposals planned			

Note: * Current activities related to Planned Budget.

** Forecast required performance related to forecast lifecycle costs.

It is important to monitor the service levels provided regularly as these will change. The current performance is influenced by work efficiencies and technology, and customer priorities will change over time.

4.0 FUTURE DEMAND

4.1 Demand Drivers

Drivers affecting demand include things such as population change, regulations, changes in demographics, seasonal factors, vehicle ownership rates, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness, etc.

4.2 Demand Forecasts

The present position and projections for demand drivers that may impact future service delivery and use of assets have been identified and documented.

4.3 Demand Impact and Demand Management Plan

The impact of demand drivers that may affect future service delivery and use of assets are shown in Table 4.3.

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices can include non-asset solutions, insuring against risks and managing failures.

Opportunities identified to date for demand management are shown in Table 4.3. Further opportunities will be developed in future revisions of this Asset Management Plan.

Table 4.3: Demand Management Plan

Demand driver	Current position	Projection	Impact on services	Demand Management Plan
Population	2018	Population decline	Slow population decline is expected to have minimal impact on the constant demand for improved transport infrastructure (in particular the sealing of key roads).	Monitor customer service requests and other feedback from the community to determine any new trends in community priorities.
Industry	Sheep, beef, cattle and grain farming, fruit and tree nut growing (Menindee)	Diversification: goat and meat sheep production, and more intensive horticulture (cotton, malting grains, grapes and stone fruit)	Diversification of agricultural activities may lead to increased demand for the transport infrastructure. In order for new crops to reliably reach the market, roads must be made accessible in all weather.	Monitor customer service requests and other feedback from the community to determine any new trends in community priorities. Liaison with industry.
Climate Change	Global warming evident	Increased rainfall intensity less annual rainfall.	Outcomes from storm events could be worse. More frequent flooding with increased adverse impacts	Monitor trends and plan asset lifecycle activities accordingly

Demand driver	Current position	Projection	Impact on services	Demand Management Plan
			and damage to roads.	
Expectations	Limited expectations regarding Council's provision of roads	Higher expectations and levels of awareness	Community demands for improved roads in the Shire. Lengthy closures of unsealed roads following a flood event no longer considered acceptable by the community.	Community education explaining what Council can and cannot afford to do within the confines of available budget.

4.4 Asset Programs to meet Demand

The new assets required to meet demand may be acquired, donated or constructed. Additional assets are discussed in Section 5.4.

Acquiring new assets will commit Central Darling Shire Council to ongoing operations, maintenance and renewal costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs for inclusion in the long-term financial plan (Refer to Section 5).

4.5 Climate Change and Adaption

The impacts of climate change can have a significant impact on the assets we manage and the services they provide. In the context of the Asset Management Planning process climate change can be considered as both a future demand and a risk.

How climate change will impact on assets can vary significantly depending on the location and the type of services provided, as will the way in which we respond and manage those impacts.

As a minimum we should consider both how to manage our existing assets given the potential climate change impacts, and then also how to create resilience to climate change in any new works or acquisitions.

Opportunities identified to date for management of climate change impacts on existing assets are shown in Table 4.5.1

Table 4.5.1 Managing the Impact of Climate Change on Assets

Climate Change Description	Projected Change	Potential Impact on Assets and Services	Management
Global warming	Anticipated that rainfall patterns will change:	Potential for increased flooding, road and aerodrome closures following wet weather,	Monitor weather trends and act where possible to keep services available
	Anticipated that maximum and minimum temperatures will increase.	May impact the time of year suitable for lifecycle activities, such as road maintenance grading.	Plan road lifecycle activities to suit the new climate.

Projected changes sourced from the NSW Government, Office of Environment and Heritage, Far West Climate Snapshot 2014.

Additionally, the way in which we construct new assets should recognise that there is opportunity to build in resilience to climate change impacts. Buildings resilience will have benefits:

- Assets will withstand the impacts of climate change
- Services can be sustained
- Assets that can endure may potentially lower the lifecycle cost and reduce their carbon footprint

Central Darling Shire upgrades assets and constructs new assets when grant funds are available. For example, Council will be upgrading and sealing the Pooncarie Rd in 2021 and 2022. There is no internal funding available for upgrades. Annual upgrades to local and regional roads are 100% grant funded.

Councils asset new and upgrade construction needs include:

- Sealing sections of unsealed roads
- Construction of new kerb and channel – where major street stormwater drainage routes are identified without existing kerb and channel
- Reconstruction and sealing of gravel airport runways
- Construction of new footpaths where required in major pedestrian routes
- Minor carpark upgrades

Table 4.5.2 summarises some asset climate change resilience opportunities.

Table 4.5.2 Building Asset Resilience to Climate Change

New Asset Description	Climate Change impact These assets?	Build Resilience in New Works
Sealing of unsealed roads	Climate change may increase the intensity of rainfall events. Unsealed roads may be closed following wet weather	Sealed roads are more robust and can remain operational following more intense rainfall events.
New kerb and channel	Climate change may increase the intensity of rainfall events. Kerb and channel prevent runoff ponding in the street after a rainfall event thus protecting the road pavement	Augmenting the kerb and channel network improved the resilience of road pavements
Sealing of airport runways	Climate change may increase the intensity of rainfall events. Grassed runways may be closed to use following wet weather	Sealed runways are more robust and can remain operational following more intense rainfall events
Construction of new footpaths	Climate change may increase the intensity of rainfall events. Nature strip may be impassable without a constructed footpath.	Footpaths to be constructed to drain freely and ensure that the nature strip is suitable for pedestrian traffic following rainfall.
Minor carpark upgrades	Climate change may increase the intensity of rainfall events.	Carpark upgrades to include cross fall and drainage to ensure that stormwater runoff can drain away promptly following a rainfall event.

The impact of climate change on assets is a new and complex discussion and further opportunities will be considered in future revisions of this Asset Management Plan.

5.0 LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the Central Darling Shire Council plans to manage and operate the assets at the agreed levels of service (Refer to Section 3) while managing life cycle costs.

5.1 Background Data

5.1.1 Physical parameters

The assets covered by this Asset Management Plan are shown in Table 5.1.1.

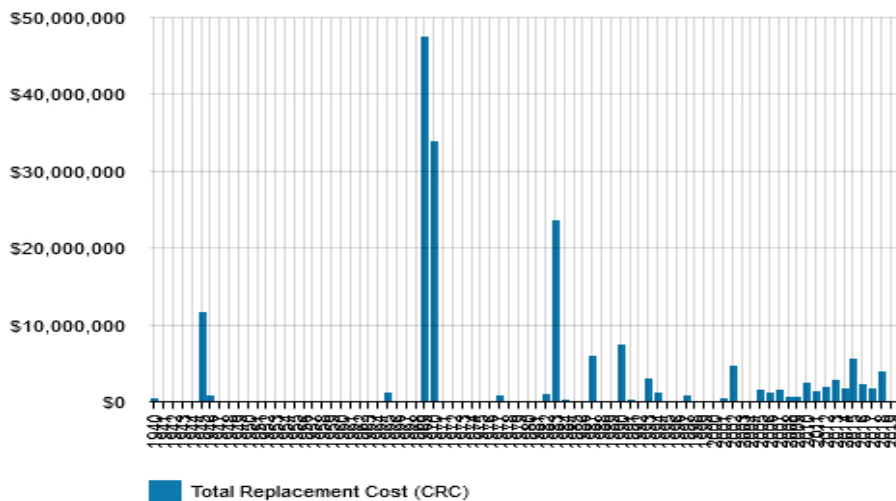
The assets in this plan are varied but all relate to Transport assets owned and maintained by the shire. Some assets are in very isolated locations which adds further cost to the maintenance and repair costs as repairs and maintenance arise.

The age profile of the assets included in this AM Plan are shown in Figure 5.1.1.

Table 5.1.1: Assets covered by this Plan

Asset Category	Dimension	Replacement Value
Roads	2400km	\$ 108,798,241
Aerodromes	6	\$ 13,750,516
Bridges and Major Culverts	23	\$ 19,510,000
Culverts	444	\$ 4,871,877
Footpath	12km	\$ 1,861,049
Kerb and Channel	17km	\$ 3,466,926
TOTAL		\$ 152,258,609

Figure 5.1.1: Asset Age Profile



All figure values are shown in current day dollars.

The data is based on year of acquisition from the asset register. As indicated by the graph, numerous assets were obtained in 1969, 1970 & 1983 and this could be due to a number of reasons. Firstly, the handover of Regional Roads and associated assets from the state government (RMS) including roads, formation, pavements, culverts and bridges. Secondly the year of acquisition was not known and the assets were lumped into estimated years of acquisition or perhaps the acquisition years were based on their current condition at the time of inspection.

The spike in 1969, 1970 & 1983 for asset acquisition suggests that many of these assets will require renewal as a group in the same financial year but in reality, the renewal process will be based on a condition assessment of these assets with some assets deteriorating at a faster rate than others.

5.1.2 Asset capacity and performance

Assets are generally provided to meet design standards where these are available. However, there is insufficient resources to address all known deficiencies. Locations where deficiencies in service performance are known are detailed in Table 5.1.2.

Table 5.1.2: Known Service Performance Deficiencies

Location	Service Deficiency
Regional Roads	95% of Unsealed network is not all weather access, with less than 25mm of rain. 10% of Sealed network has substandard width. 5% of Sealed network has substandard pavement. 2 Stock grids with substandard widths.
Shire Roads	95% of Unsealed network is not all weather access, with less than 25mm of rain. 10% of Sealed network has substandard width. 5% of Sealed network has substandard pavement. 90% Stock Grids substandard (alignment, approaches, delineation and width)
Town and Village Streets	15% of Sealed network has substandard seal allowing moisture ingress into the pavement.
Footpaths	5% of Unpaved footpaths with erosion and evenness problems.
Kerb and Gutter	Isolated problems due to tree roots. Lack of conforming pram ramps.
Aerodrome	90% sealed Secure fencing is required at all aerodromes to keep kangaroos out, this is now 80% completed
Car park	90% sealed with isolated edge break and pot hole repair required
Bridges	All timber bridges have been replaced with concrete bridges and all bridges within the shire are of an acceptable standard but monitoring of the older concrete bridges is required.

The above service deficiencies were identified from inspections, the transport asset register, customer complaints, engineering standards, reports from staff, and the community.

Council conducts regular inspections of roads assets. Council officers, such as the overseer, assistant overseer and construction ganger inspect roads during their day to day tasks. The purpose of these inspections is to identify major defects and ascertain where reactive maintenance is required.

Weekly inspections are undertaken of all regional roads as part of the routine supervision of the grading contractor’s crew. It is one of the agreed responsibilities of the overseers and gangers and it is documented in their job description. Any defects are noted. Council uses the “Reflect” software system to manage inspections.

Two types of inspections are undertaken by Council: defect and condition inspections.

- Defect Inspections – Records of the inspections are maintained in the inspecting officer’s diary with defects recorded in the Customer Service System on return to the office to facilitate attention to the defect in accordance with priorities assessed in the field.
- Condition inspections are applied to sealed roads to assess the state of the seal, to enable accurate and cost effective planning of road reseals, rehabilitation and reconstruction. Condition inspections can be undertaken by specialist contractors.

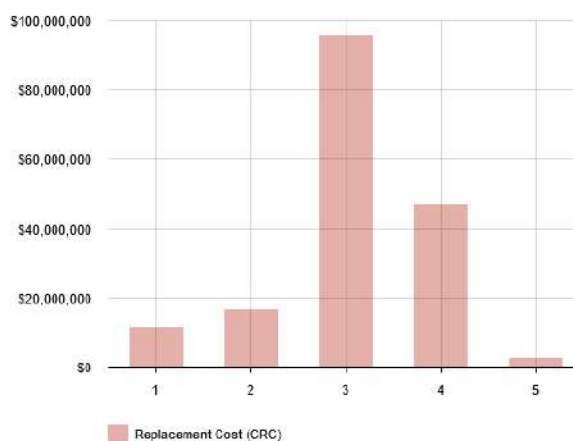
Classification	Frequency	
	Maintenance / Defect Inspections	Condition Inspections (sealed roads only)
Regional Roads Sealed	Annual	5 years
Regional Roads Unsealed	6 monthly	Not applicable
Local Roads Sealed	Annual	5 years
Local Roads Unsealed	Annual	Not applicable
Urban Roads Sealed	Annual	5 years
Urban Roads Unsealed	Annual	Not applicable

Condition is measured using a 1 – 5 grading system as detailed in Table 5.1.3. Table 5.1.3: Simple Condition Grading Model

Condition Grading	Description of Condition
1	Very Good: only planned maintenance required
2	Good: minor maintenance required plus planned maintenance
3	Fair: significant maintenance required
4	Poor: significant renewal/rehabilitation required
5	Very Poor: physically unsound and/or beyond rehabilitation

The condition profile of our assets is shown in Figure 5.1.3.

Figure 5.1.3: Asset Condition Profile



The condition gradings are taken from 2018 information. Condition gradings documented in the 2020 valuation report reflect inspections on a small portion of the network only, after heavy expenditure on maintenance grading funded by storm damage restoration grants. The 2018 condition gradings are more representative of asset condition.

5.2 Operations and Maintenance Plan

Operations include regular activities to provide services. Examples of typical operational activities include cleaning, street sweeping, asset inspection, and utility costs.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating. Examples of typical maintenance activities include pipe repairs, asphalt patching, and equipment repairs.

The trend in maintenance budgets are shown in Table 5.2.1.

Table 5.2.1: Maintenance Budget Trends

Year	Maintenance Budget \$	
	Regional Roads	Local Roads
2019/20	\$1.8M	\$1.6M
2020/21	\$1.4M	\$1.6M
2021/22	\$1.6M	\$1.6M

Maintenance budget levels do not provide the level of service requested by the community. The service consequences and service risks have been identified and are highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

Assessment and priority of reactive maintenance is undertaken by staff using experience and judgement.

Asset hierarchy

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery.

The service hierarchy is shown in Table 5.2.2.

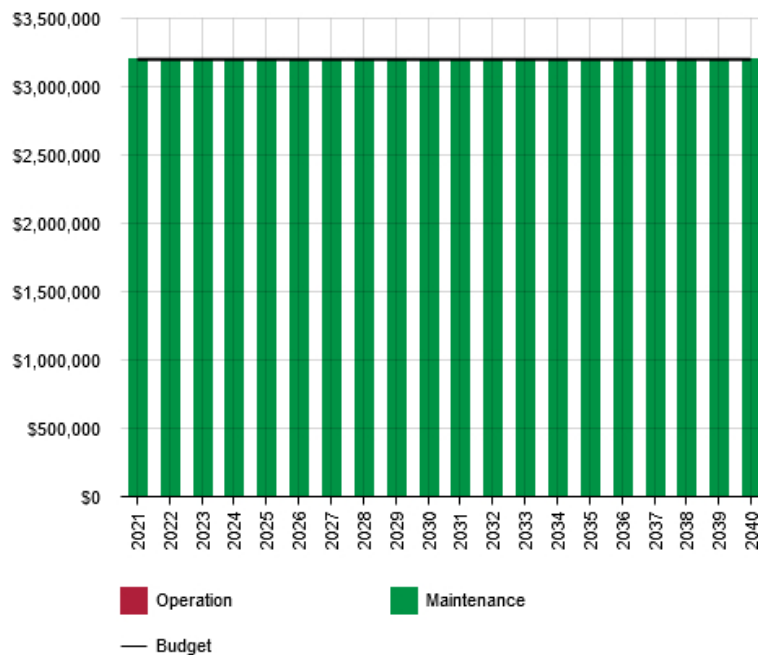
Table 5.2.2: Asset Service Hierarchy

Service Hierarchy	Service Level Objective
State Roads	A classified road as determined by Transport for NSW and formally gazetted by the State Government. Under the care and control of the State Government. Main arterial road network for the State.
Regional Roads	A classified as determined by Transport for NSW and formally gazetted by the State Government. Council received State funding for the ongoing maintenance and improvements on the road. Regional Roads traverse geographic regions and link local government areas.
Local Roads	All roads within the shire, outside of the towns and villages, not State or Regional
Urban Roads	All roads within the urban areas of the towns and village and inside town limits, not State or Regional

Summary of forecast operations and maintenance costs

Forecast operations and maintenance costs are expected to vary in relation to the total value of the asset stock. If additional assets are acquired, the future operations and maintenance costs are forecast to increase. If assets are disposed of the forecast operation and maintenance costs are expected to decrease. Figure 5.2 shows the forecast operations and maintenance costs relative to the proposed operations and maintenance Planned Budget.

Figure 5.2: Operations and Maintenance Summary



All figure values are shown in current day dollars.

5.3 Renewal Plan

Renewal is major capital work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified from one of two approaches in the Lifecycle Model.

- The first method uses Asset Register data to project the renewal costs (current replacement cost) and renewal timing (acquisition year plus updated useful life to determine the renewal year), or
- The second method uses an alternative approach to estimate the timing and cost of forecast renewal work (i.e. condition modelling system, staff judgement, average network renewals, or other).

The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 5.3. Asset useful lives were last reviewed on 30 June 2020

Table 5.3: Useful Lives of Assets

Asset (Sub)Category	Useful life
Road formation	240 years
Road pavement base	20 (unsealed) or 80 (sealed) years
Road pavement sub base	60 (unsealed) or 240 (sealed) years
Road seal	15 years
Aerodrome carpark and sealed runway formation	300 years
Aerodrome carpark pavement base	80 years
Aerodrome carpark pavement sub base	240 years
Aerodrome carpark seal	15 years
Aerodrome fence	40 years
Aerodrome runway pavement base	50 years
Aerodrome runway pavement sub base	150 years
Aerodrome unsealed runway formation	100 years
Aerodrome unsealed runway pavement base	50 years
Bridges and major culverts	100 years
Footpaths	60 years
Kerb and channel	80 years
Culverts	80 years

The estimates for renewals in this Asset Management Plan were based on the asset register method.

5.3.1 Renewal ranking criteria

Asset renewal is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that has a 5t load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. condition of a playground).

It is possible to prioritise renewals by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be significant,
- Have higher than expected operational or maintenance costs, and
- Have potential to reduce life cycle costs by replacement with a modern equivalent asset that would provide the equivalent service.

The ranking criteria used to determine priority of identified renewal proposals is detailed in Table 5.3.1.

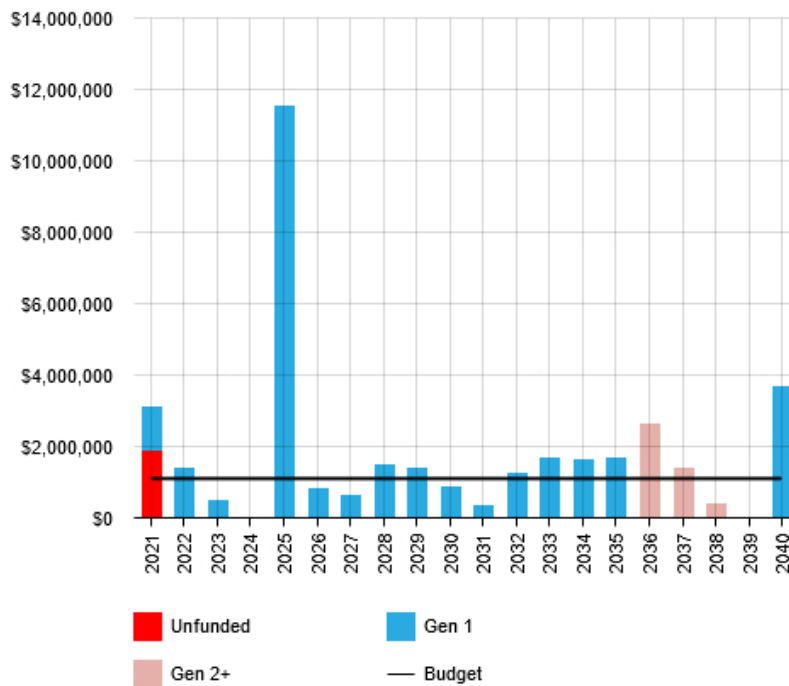
Table 5.3.1: Renewal Priority Ranking Criteria

Criteria	Weighting
Hierarchy within asset category	20%
Condition assessment	50%
Geometry, safety, functional deficiency	10%
Economic performance	10%
Network strategy	10%
Total	100%

5.4 Summary of future renewal costs

Forecast renewal costs are projected to increase over time as upgrades to the road network are constructed. The forecast costs associated with renewals are shown relative to the proposed renewal budget in Figure 5.4.1. A detailed summary of the forecast renewal costs is shown in Appendix D.

Figure 5.4.1: Forecast Renewal Costs



All figure values are shown in current day dollars.

Council does not have adequate funds to renew transport assets in accordance with the renewal forecasts.

5.5 Acquisition Plan

Acquisition reflects are new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity, such as the construction and sealing of an unsealed road pavement. Assets may also be donated to Central Darling Shire Council.

5.5.1 Selection criteria

Proposed upgrade of existing assets, and new assets, are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others. The priority ranking criteria is detailed in Table 5.4.1.

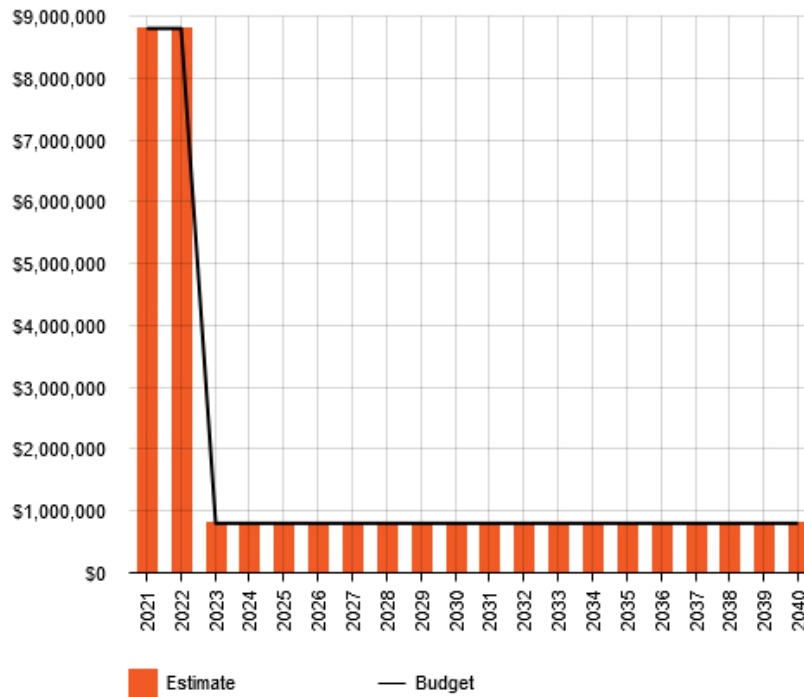
Table 5.5.1: Acquired Assets Priority Ranking Criteria

Criteria	Weighting
Hierarchy within asset category	30%
Condition assessment	10%
Geometry, safety, functional deficiency	10%
Economic performance	10%
Risk Cost	10%
Network strategy	30%
Total	100%

Summary of future asset acquisition costs

Forecast acquisition asset costs are summarised / summarised in Figure 5.4.1 and shown relative to the proposed acquisition budget. The forecast acquisition capital works program is shown in Appendix A.

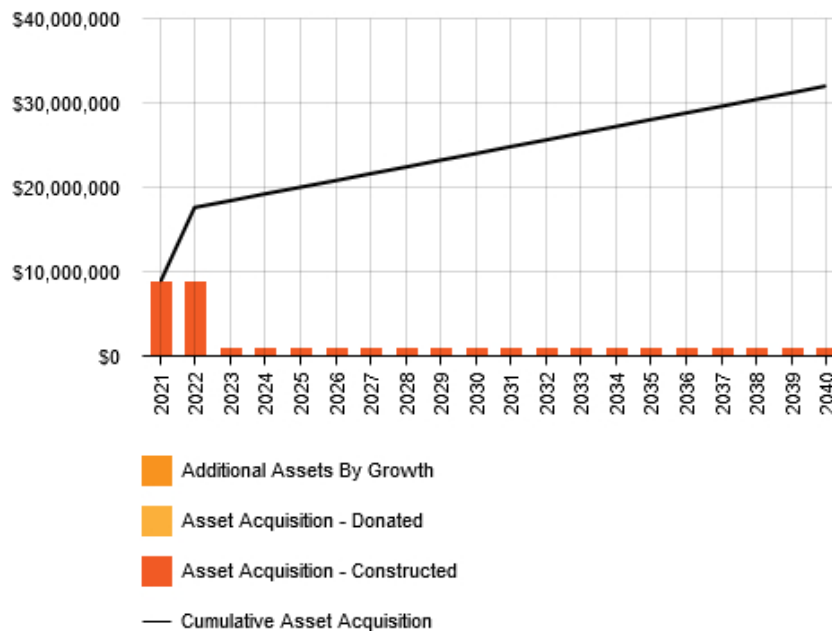
Figure 5.5.1: Acquisition (Constructed) Summary



All figure values are shown in current day dollars.

When an Entity commits to new assets, they must be prepared to fund future operations, maintenance and renewal costs. They must also account for future depreciation when reviewing long term sustainability. When reviewing the long-term impacts of asset acquisition, it is useful to consider the cumulative value of the acquired assets being taken on by the Entity. The cumulative value of all acquisition work, including assets that are constructed and contributed shown in Figure 5.4.2.

Figure 5.5.2: Acquisition Summary



All figure values are shown in current dollars.

Expenditure on new assets and services in the capital works program will be accommodated in the long-term financial plan, but only to the extent that there is available funding.

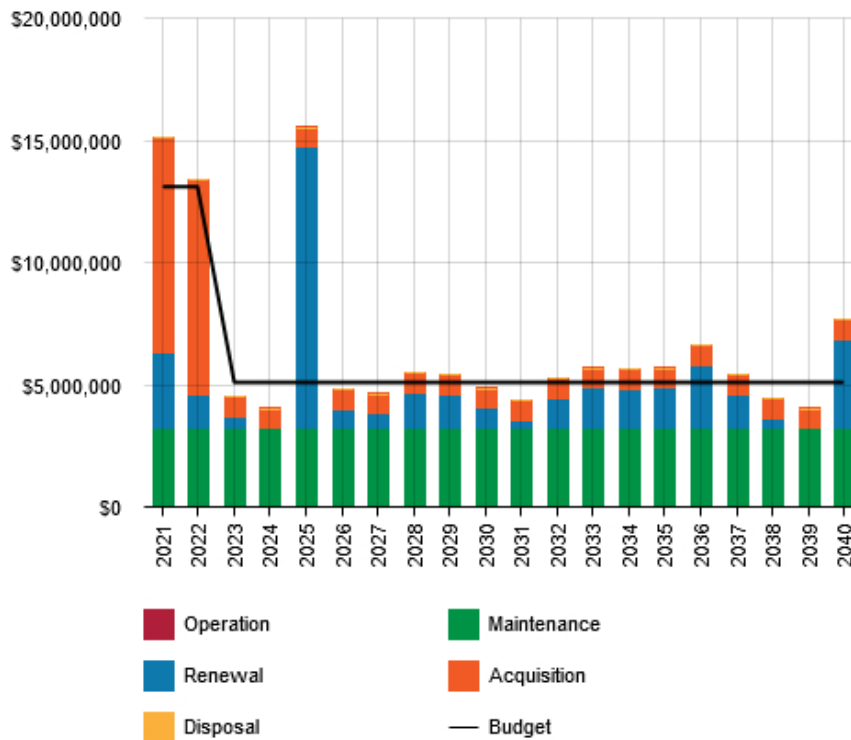
New works are undertaken when grant funds are available, and will increase the demand for maintenance and renewals over time.

Summary of asset forecast costs

The financial projections from this asset plan are shown in Figure 5.4.3. These projections include forecast costs for acquisition, operation, maintenance, renewal, and disposal. These forecast costs are shown relative to the proposed budget.

The bars in the graphs represent the forecast costs needed to minimise the life cycle costs associated with the service provision. The proposed budget line indicates the estimate of available funding. The gap between the forecast work and the proposed budget is the basis of the discussion on achieving balance between costs, levels of service and risk to achieve the best value outcome.

Figure 5.5.3: Lifecycle Summary



All figure values are shown in current day dollars.

Council does not have adequate funds to meet the forecast maintenance and renewal costs.

5.6 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation. Council does not intend to dispose of any transport assets.

Table 5.6: Assets Identified for Disposal

Asset	Reason for Disposal	Timing	Disposal Costs	Operations & Maintenance Annual Savings
Nil				

6.0 RISK MANAGEMENT PLANNING

The purpose of infrastructure risk management is to document the findings and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2018 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2018 as: ‘coordinated activities to direct and control with regard to risk’⁴.

An assessment of risks⁵ associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a ‘financial shock’, reputational impacts, or other consequences. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur. The risk assessment should also include the development of a risk rating, evaluation of the risks and development of a risk treatment plan for those risks that are deemed to be non-acceptable.

6.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Critical assets have been identified and along with their typical failure mode, and the impact on service delivery, are summarised in Table 6.1. Failure modes may include physical failure, collapse or essential service interruption.

Table 6.1 Critical Assets

Critical Asset(s)	Failure Mode	Impact
Roads Sealed	Flooding/ Heavy Rain Event	Closed Roads- Failed service level
Roads Unsealed	Flooding/ Heavy Rain Event	Closed Roads- Failed service level
Runways Sealed	Flooding/ Heavy Rain Event	Closed Runways- Failed service level
Runways Unsealed	Flooding/ Heavy Rain Event	Closed Runways- Failed service level
Culverts small	Collapse	Serious accident- Failed service level
Bridges & Large Culverts	Collapse	Serious accident- Failed service level
Fences	Failure	Wildlife on runways - Failed service level
Roads Sealed	Flooding/ Heavy Rain Event	Closed Roads- Failed service level

By identifying critical assets and failure modes an organisation can ensure that investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets.

6.2 Risk Assessment

The risk management process used is shown in Figure 6.2 below.

It is an analysis and problem-solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

⁴ ISO 31000:2009, p 2

⁵ Central Darling Shire does not have a Corporate or Infrastructure Risk Management Plan at present. This has been identified in the Improvement Plan under item 24

The process is based on the fundamentals of International Standard ISO 31000:2018.

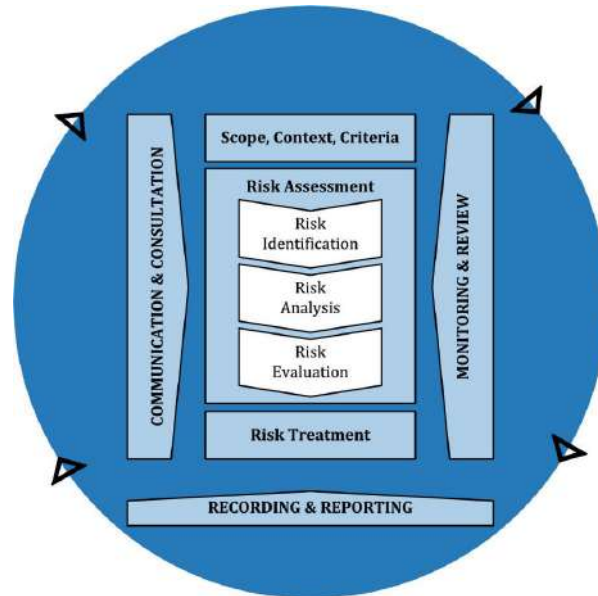


Fig 6.2 Risk Management Process – Abridged
 Source: ISO 31000:2018, Figure 1, p9

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, development of a risk rating, evaluation of the risk and development of a risk treatment plan for non-acceptable risks.

An assessment of risks associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a ‘financial shock’, reputational impacts, or other consequences.

Critical risks are those assessed with ‘Very High’ (requiring immediate corrective action) and ‘High’ (requiring corrective action) risk ratings identified in the Infrastructure Risk Management Plan. The residual risk and treatment costs of implementing the selected treatment plan is shown in Table 6.2. It is essential that these critical risks and costs are reported to management and the Administrator/ Councillors.

Table 6.2: Risks and Treatment Plans

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs (\$000)
Unsealed Road Network	Reduction in number of roads with all-weather access	H	Develop a road hierarchy, appropriate cyclic maintenance program (gravel re-sheeting). Match service levels to available funds.	M	\$100 per km

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs (\$000)
Sealed Road Network	Increase in pavement failures and road roughness due to wearing of sealed surfaces	H	Develop a road hierarchy, appropriate cyclic maintenance program (Bitumen Reseals, patching, heavy patching) to approach a 10 -15 year cycle. Match service levels to available funds.	L	\$800
Footpaths	Trips and Falls	H	Maintain defect data, determine priorities based on service and risk criteria, monitor prioritised program for defect rectification.	M	\$100
Aerodrome	Aerodrome assets deteriorate	H	Regular defect and condition assessment and monitoring	M	\$100
	Lack of control of animals	M	Install treatments (e.g. grids) and signage	L	\$20
	Inadequate airstrip capacity	M	Review and adjust design service standards	L	0
	Inadequate airstrip function	H	Review and adjust functional service standards	L	\$0
	Inadequate visibility	M	Implement an improvement program for visibility remedial work	L	\$50
Bridge	Bridge failure, such as a catastrophic collapse Bridge must be replaced temporarily with a sidetrack.	L	Conduct regular condition assessment, routine maintenance and renew deteriorating components as required.	L	\$100

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs (\$000)
	Bridge is unserviceable – a condition assessment reveals that condition is excessively deteriorated.	L	Conduct regular condition assessment, routine maintenance and renew deteriorating components as required. Where bridge is located on a road frequented by an industry that would be adversely affected by a load restriction, pursue opportunities to partner in the replacement of the structure.	L	\$20
	Bridge is in a degraded and weakened condition – a condition assessment indicates that a load restriction is appropriate for the structure	M	Conduct regular condition assessment, routine maintenance and renew deteriorating components as required.	L	\$10
	Component of the structure, such as a guardrail fails	M	Conduct regular condition assessment, routine maintenance and renew deteriorating components as required.	L	\$10
Car Park	Carpark assets deteriorate	H	Regular defect assessment / monitoring	L	\$2
	Carpark assets do not meet community needs	M	Monitor customer service requests against Levels of Service and adjust if required	L	\$2

Note * The residual risk is the risk remaining after the selected risk treatment plan is implemented.

6.3 Infrastructure Resilience Approach

The resilience of our critical infrastructure is vital to the ongoing provision of services to customers. To adapt to changing conditions we need to understand our capacity to ‘withstand a given level of stress or demand’, and to respond to possible disruptions to ensure continuity of service.

Resilience is built on aspects such as response and recovery planning, financial capacity, climate change and crisis leadership.

Our current measure of resilience is shown in Table 6.3 which includes the type of threats and hazards and the current measures that the organisation takes to ensure service delivery resilience.

Central Darling Shire Council Transport Asset Management Plan v1.0 March 2021

Table 6.3: Resilience

Threat / Hazard	Current Resilience Approach
Bushfire	Regular firebreak grading
Flooding	Levees
Inundation	Water main maintenance/ raise house floor levels
Heavy Rainfall	Raise house floor levels
Traffic Accident	Adequate emergency response levels
Bridge Failure	Maintain bridges/ regular inspections

6.4 Service and Risk Trade-Offs

The decisions made in adopting this AM Plan are based on the objective to achieve the optimum benefits from the available resources.

6.4.1 What we cannot do

There are some operations and maintenance activities and capital projects that are unable to be undertaken within the next 10 years. These include:

- Reseals
- Reconstruction and sealing on unsealed roads
- Resheeting
- New Footpaths
- Unsealed runway sealing
- Unsealed carpark sealing
- Install new kerb & channel

6.4.2 Service trade-off

If there is forecast work (operations, maintenance, renewal, acquisition or disposal) that cannot be undertaken due to available resources, then this will result in service consequences for users. These service consequences include:

- Sealed roads will deteriorate
- Unsealed roads will not be trafficable during and after most rainfall events
- Un-sheeted roads will be impassable for long periods after rainfall events
- Runways- unsealed runways will not be capable of catering for emergency or scheduled Flying Doctor or regular air traffic landings
- Footpaths will not meet demand service levels or user expectations and requirements
- Some carparks will be unusable after heavy rainfall events
- Existing urban kerb & channel drainage assets will not be adequate drain towns effectively

6.4.3 Risk trade-off

The operations and maintenance activities and capital projects that cannot be undertaken may sustain or create risk consequences. These risk consequences include:

Central Darling Shire Council Transport Asset Management Plan v1.0 March 2021

- Sealed roads- increased risk of traffic accidents and vehicle damage
- Unsealed roads- increased risk of traffic accidents, vehicle damage and delays for locals, tourists and the heavy vehicle transport industry
- Un-sheeted roads- increased risk of traffic accidents, vehicle damage and delays for locals, tourists and the heavy vehicle transport industry
- Runways- unsealed runways incapable of emergency landings to fly injured people out or scheduled clinical visits
- Footpaths that are unformed may force users onto the road and are not fit for purpose
- Carparks that don't meet user requirements may cause reputational damage to council and may be safety liability

These actions and expenditures are considered and included in the forecast costs, and where developed, the Risk Management Plan.

7.0 FINANCIAL SUMMARY

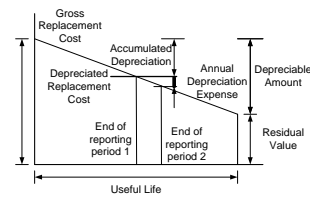
This section contains the financial requirements resulting from the information presented in the previous sections of this Asset Management Plan. The financial projections will be improved as the discussion on desired levels of service and asset performance matures.

7.1 Financial Statements and Projections

7.1.1 Asset valuations

The 2018 estimate of the value of assets was used for modelling in this Asset Management Plan as shown below. The 2020 valuation was unsuitable for asset management purposes. The assets were valued on the basis of Fair Value in accordance with the Australian Accounting Standards AASB 116 Property, Plant and Equipment, and AASB 13 Fair Value Measurement.:

Replacement Cost (Current/Gross)	\$172,660,021
Depreciable Amount	\$172,660,021
Depreciated Replacement Cost ⁶	\$76,867,648
Depreciation	\$3,304,813.0



7.1.2 Sustainability of service delivery

There are two key indicators of sustainable service delivery that are considered in the Asset Management Plan for this service area. The two indicators are the:

- asset renewal funding ratio (proposed renewal budget for the next 10 years / forecast renewal costs for next 10 years), and
- medium term forecast costs/proposed budget (over 10 years of the planning period).

Asset Renewal Funding Ratio

Asset Renewal Funding Ratio⁷ 50.89%

The Asset Renewal Funding Ratio is an important indicator and illustrates that over the next 10 years we expect to have 50.89% of the funds required for the optimal renewal of assets.

The forecast renewal work along with the proposed renewal budget, and the cumulative shortfall, is illustrated in Appendix D.

Medium term – 10 year financial planning period

This Asset Management Plan identifies the forecast operations, maintenance and renewal costs required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

This forecast work can be compared to the proposed budget over the 10 year period to identify any funding shortfall.

The forecast operations, maintenance and renewal costs over the 10 year planning period is \$5,361,711 on average per year.

The proposed (budget) operations, maintenance and renewal funding is \$4,300,000 on average per year giving a 10 year funding shortfall \$-1,061,711 per year. This indicates that 80.2% of the forecast costs needed to provide the services documented in this AM Plan are accommodated in the proposed budget. Note, these calculations exclude acquired assets.

⁶ Also reported as Written Down Value, Carrying or Net Book Value.

⁷ AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p 9.

Providing sustainable services from infrastructure requires the management of service levels, risks, forecast outlays and financing to achieve a financial indicator of approximately 1.0 for the first years of the Asset Management Plan and ideally over the 10 year life of the Long-Term Financial Plan.

7.1.3 Forecast Costs (outlays) for the long-term financial plan

Table 7.1.3 shows the forecast costs (outlays) for the 10 year long-term financial plan.

Forecast costs are shown in 2020 dollar values.

Table 7.1.3: Forecast Costs (Outlays) for the Long-Term Financial Plan

Year	Acquisition	Operation	Maintenance	Renewal	Disposal
2021	8800000	0	3200000	3113227	0
2022	8800000	0	3200000	1400000	0
2023	800000	0	3200000	478180	0
2024	800000	0	3200000	0	0
2025	800000	0	3200000	11510016	0
2026	800000	0	3200000	805680	0
2027	800000	0	3200000	617685	0
2028	800000	0	3200000	1462720	0
2029	800000	0	3200000	1386000	0
2030	800000	0	3200000	843600	0
2031	800000	0	3200000	357280	0
2032	800000	0	3200000	1250192	0
2033	800000	0	3200000	1668260	0
2034	800000	0	3200000	1638700	0
2035	800000	0	3200000	1656050	0
2036	800000	0	3200000	2620800	0
2037	800000	0	3200000	1400000	0
2038	800000	0	3200000	399220	0
2039	800000	0	3200000	0	0
2040	800000	0	3200000	3655000	0

7.2 Funding Strategy

The proposed funding for assets is outlined in Council’s budget and Long-Term financial plan.

The financial strategy determines how funding will be provided, whereas the Asset Management Plan communicates how and when this will be spent, along with the service and risk consequences of various service alternatives.

7.3 Valuation Forecasts

Asset values are forecast to increase as additional assets are added.

Additional assets will generally add to the operations and maintenance needs in the longer term. Additional assets will also require additional costs due to future renewals. Any additional assets will also add to future depreciation forecasts.

7.4 Key Assumptions Made in Financial Forecasts

In compiling this Asset Management Plan, it was necessary to make some assumptions. This section details the key assumptions made in the development of this AM plan and should provide readers with an understanding of the level of confidence in the data behind the financial forecasts.

Key assumptions made in this Asset Management Plan are:

- Asset componentisation, segmentation and condition information is based on 2018 information, which has been refined by referring to the 2020 road valuation report.
- The budget allocations between maintenance and renewal are based on engineering judgement

7.5 Forecast Reliability and Confidence

The forecast costs, proposed budgets, and valuation projections in this AM Plan are based on the best available data. For effective asset and financial management, it is critical that the information is current and accurate. Data confidence is classified on a A - E level scale⁸ in accordance with Table 7.5.1.

Table 7.5.1: Data Confidence Grading System

Confidence Grade	Description
A. Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate ± 2%
B. Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate ± 10%
C. Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated ± 25%
D. Very Uncertain	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy ± 40%
E. Unknown	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 7.5.2.

Table 7.5.2: Data Confidence Assessment for Data used in AM Plan

Data	Confidence Assessment	Comment
Demand drivers	C	
Growth projections	B	
Acquisition forecast	C	Acquisition forecasts are dependent upon the availability of grant funding
Operation forecast	C	Operational costs are not clearly defined
Maintenance forecast	B	

⁸ IPWEA, 2015, IIMM, Table 2.4.6, p 2 | 71.

Data	Confidence Assessment	Comment
Renewal forecast - Asset values	B	Asset componentisation and condition information is based on 2018 information, which has been refined by referring to the 2020 road valuation report.
- Asset useful lives	B	
- Condition modelling	B	
Disposal forecast	B	

The estimated confidence level for and reliability of data used in this AM Plan is considered to be B.

8.0 PLAN IMPROVEMENT AND MONITORING

8.1 Status of Asset Management Practices

8.1.1 Accounting and financial data sources

This Asset Management Plan utilises accounting and financial data. The source of the data is the Central Darling Shire Council Valuation of Road & Transport Infrastructure for Financial Reporting Purposes, by AssetVal, 30 June

8.1.2 Asset management data sources

This Asset Management Plan also utilises asset management data. The source of the data is Central Darling Shire Council Valuation of Road & Transport Infrastructure for Financial Reporting Purposes, by AssetVal, 30 June .

8.2 Improvement Plan

It is important that an entity recognise areas of their Asset Management Plan and planning process that require future improvements to ensure effective asset management and informed decision making. The improvement plan generated from this Asset Management Plan is shown in Table 8.2.

The most significant factor limiting the reliability of forecasts from this AM Plan is the absence of a robust asset register. Because the 2020 valuation report was prepared for accounting compliance purposes only, the roads were not split into segments in the 2020 asset register, making the data unsuitable for asset management purposes. Asset componentisation, segmentation and condition information was therefore based on 2018 information, which has been refined by referring to the 2020 road valuation report.

The top three Improvement Tasks in Table 8.2 Improvement Plan, seek to address this issue.

Table 8.2: Improvement Plan

Task	Task	Responsibility	Resources Required	Timeline
Improvement Actions Identified during the 2021 Asset Management Maturity Assessment				
1	Develop a consolidated, integrated, up to date asset register with appropriate components and the required functionality to ensure security and data integrity, which includes all information about each asset sorted by asset group.	Director Shire Services	CDSC Staff	
2	Define and document internal procedures for determining asset replacement and treatment unit rates, not dependent on third parties. Unit rates to be determined by Council to suit local conditions.	Director Shire Services	CDSC Staff	
3	Document methodologies used to carry out consistent asset condition surveys and defect identification assessments, in a Condition Rating Assessment Manual, for each asset class. Asset condition assessment should not be limited to the small sample of assets inspected by the third parties every four years for accounting compliance purposes.	Director Shire Services	CDSC Staff	

Task	Task	Responsibility	Resources Required	Timeline
Outstanding Improvement Actions identified in the 2018 Transport Asset Management Plan				
Task No	Task	Responsibility	Resources Required	Timeline
1	Customer Service Requests received by council to be reviewed to determine areas of concern or complaints relative to assets covered by the Transport AM Plan.	Roads & Assets Engineer/ Customer Service Staff	CDSC Staff	Weekly
2	Continue to monitor any legislative changes applicable to the management of roads and other transport assets.	Director Shire Services/Deputy Director Shire Services/ Roads & Assets Engineer	CDSC Staff	Monthly/ Annually
3	Monitor the delivery of Levels of Service. Compare actual performance with target performance. Gather data to ensure that future versions of this Plan are truly reflective of reality.	Director Shire Services/Deputy Director Shire Services/ Roads & Assets Engineer	CDSC Staff	Annually
4	Continue to monitor any significant population decline and demographic changes, note any impacts on assets and services	Planning Department/ Director Shire Services/Deputy Director Shire Services/ Roads & Assets Engineer	CDSC Staff	Annually
5	Consider further changes in technology and how this may impact, both positively and negatively, on roads and other transport assets.	Director Shire Services/Deputy Director Shire Services/ Roads & Assets Engineer/ Works Engineer	CDSC Staff	Annually
6	Consider what demand management strategies council currently uses to shape the use of assets and services or otherwise minimise costs of services relative to transport assets.	Director Shire Services/Deputy Director Shire Services/ Roads & Assets Engineer/ Works Engineer	CDSC Staff	Annually
7	Continue to investigate demand management strategies such as facilitating more efficient use of existing road assets or rationalising the asset portfolio in alignment with agreed levels of service	Director Shire Services/Deputy Director Shire Services/ Roads & Assets Engineer	CDSC Staff	Annually
8	Review existing expenditures for operations and maintenance on the roads and transport	Finance Department/	CDSC Staff	Annually

Central Darling Shire Council Transport Asset Management Plan v1.0 March 2021

Task	Task	Responsibility	Resources Required	Timeline
	network and develop a base model of recurrent expenditures that will be required to satisfactorily service any growth or changes to service levels (For example consider \$/asset in the case the aerodrome and other discrete assets). Consider the potential growth in risk inspection activities as a consequence of any increases in the asset base.	Director Shire Services/Deputy Director Shire Services/ Roads & Assets Engineer / Works Engineer		
9	Review the impact of asset upgrades on staff numbers, training needs, facilities, resources and equipment, (maintenance vehicles or other specialist equipment). For example, more sealed roads may lead to higher maintenance needs and costs	Director Shire Services/Deputy Director Shire Services/ Roads & Assets Engineer	CDSC Staff	As required/ Annually
10	Improve the capture of details of all assets and improvements in the transport assets inventory. New assets to be added to inventory	Roads & Assets Engineer/ Works Engineer	CDSC Staff	Annually
11	Condition rating to be undertaken on all assets in the asset inventory and remaining useful life noted	Roads & Assets Engineer/ Roads Officers/ Administration Officers	CDSC Staff	Bi Annually
12	Identify and record where major service deficiencies exist in the road network.	Director Shire Services/Deputy Director Shire Services/ Roads & Assets Engineer	CDSC Staff	As they arise/ Annually
13	Record any high-risk assets that have not already been identified for renewal, replacement or disposal in the current year capital works program.	Director Shire Services/Deputy Director Shire Services/ Roads & Assets Engineer	CDSC Staff	Annually
14	Review existing service specifications with respect to response times and desired levels of service	Roads & Assets Engineer/ Works Engineer	CDSC Staff	Annually
15	Consider the standards and specifications that are applicable to the replacement and renewal of assets and improvements within road and transport network.	Director Shire Services/Deputy Director Shire Services/ Roads & Assets Engineer/ Works Engineer	CDSC Staff	Annually
16	Rigorously review of the program of capital works proposed with consideration of the renewal demands facing the road network.	Director Shire Services/Deputy Director Shire Services/ Roads & Assets Engineer/ Works Engineer	CDSC Staff	Annually

Central Darling Shire Council Transport Asset Management Plan v1.0 March 2021

Task	Task	Responsibility	Resources Required	Timeline
17	Review of processes for update of asset information as a result of asset renewals and disposals addressing both asset inventory and financial data.	Roads & Assets Engineer/ Works Engineer	CDSC Staff	Annually
18	Financial variables, (e.g. unit rates, economic lives, residual values, depreciation schedules and models), to be reviewed and updated for each asset class and sub-category.	Finance Department/ Roads & Assets Engineer	CDSC Staff/ Finance Department	Annually
19	Purchase and implement Asset Management Software to generate a more accurate asset register and associated financial details, work schedules, long term maintenance programmes	Finance Department/ Administration Officers/ Director Shire Services/Deputy Director Shire Services/ Roads & Assets Engineer/ Works Engineer/ Roads Officers	CDSC Staff/ Contractor	Software has been purchased and training for staff is ongoing. 1 st July 2018
20	Review acquisition years in the Transport Asset Register and update any discovered oversights in renewals	Roads & Assets Engineer	CDSC Staff	Annually
21	Update condition ratings by inspection of individual assets in the existing Transport Asset Register	Roads & Assets Engineer/ Road Officers	CDSC Staff	Annually
22	Investigate customer service expectations and expected levels of service for future updates of the asset management plan	Director Shire Services/Deputy Director Shire Services/ Roads & Assets Engineer/ Works Engineer/ Admin Staff	CDSC Staff	Annually
23	Identify and document specific critical assets within the shire.	Director Shire Services/Deputy Director Shire Services/ Roads & Assets Engineer/ Works Engineer/	CDSC Staff	Outstanding
24	Develop a Corporate & Infrastructure Risk Management Plan	Director Shire Services/Deputy Director Shire Services/ Roads & Assets Engineer/ Works Engineer/	CDSC Staff	Outstanding

Central Darling Shire Council Transport Asset Management Plan v1.0 March 2021

8.3 Monitoring and Review Procedures

This Asset Management Plan will be reviewed during the annual budget planning process and revised to show any material changes in service levels, risks, forecast costs and proposed budgets as a result of budget decisions.

The AM Plan will be reviewed and updated annually to ensure it represents the current service level, asset values, forecast operations, maintenance, renewals, upgrade/new and asset disposal costs and proposed budgets. These forecast costs and proposed budget are incorporated into the Long-Term Financial Plan or will be incorporated into the Long-Term Financial Plan once completed.

The AM Plan has a maximum life of 4 years and is due for complete revision and updating within 2 years of each Council election..

8.4 Performance Measures

The effectiveness of this Asset Management Plan can be measured in the following ways:

- The degree to which the required forecast costs identified in this Asset Management Plan are incorporated into the long-term financial plan,
- The degree to which the 1-5 year detailed works programs, budgets, business plans and corporate structures take into account the 'global' works program trends provided by the Asset Management Plan,
- The degree to which the existing and projected service levels and service consequences, risks and residual risks are incorporated into the Strategic Plan and associated plans,
- The Asset Renewal Funding Ratio achieving the Organisational target (this target is often 1.0).

9.0 REFERENCES

- IPWEA, 2006, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM
- IPWEA, 2008, 'NAMS.PLUS Asset Management', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/namsplus.
- IPWEA, 2015, 2nd edn., 'Australian Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/AIFMM.
- IPWEA, 2015, 3rd edn., 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM
- IPWEA, 2012 LTFP Practice Note 6 PN Long-Term Financial Plan, Institute of Public Works Engineering Australasia, Sydney
- ISO, 2018, ISO 31000:2018, Risk management – Guidelines
- Central Darling Shire Community Strategic Plan 2017-2023
- Central Darling Shire Delivery Program 2018-21 and Draft Operational Plan 2020-21

10.0 APPENDICES

Appendix A Acquisition Forecast

Table A3 - Acquisition Forecast Summary

Year	Constructed	Donated	Growth
2021	8800000	0	0
2022	8800000	0	0
2023	800000	0	0
2024	800000	0	0
2025	800000	0	0
2026	800000	0	0
2027	800000	0	0
2028	800000	0	0
2029	800000	0	0
2030	800000	0	0
2031	800000	0	0
2032	800000	0	0
2033	800000	0	0
2034	800000	0	0
2035	800000	0	0
2036	800000	0	0
2037	800000	0	0
2038	800000	0	0
2039	800000	0	0
2040	800000	0	0

Appendix B Operation Forecast

Operations Forecasts are included in the Maintenance Forecasts

Appendix C Maintenance Forecast

Table C2 - Maintenance Forecast Summary

Year	Maintenance Forecast	Additional Maintenance Forecast	Total Maintenance Forecast
2021	3200000	0	3200000
2022	3200000	0	3200000
2023	3200000	0	3200000
2024	3200000	0	3200000
2025	3200000	0	3200000
2026	3200000	0	3200000
2027	3200000	0	3200000
2028	3200000	0	3200000
2029	3200000	0	3200000
2030	3200000	0	3200000
2031	3200000	0	3200000
2032	3200000	0	3200000
2033	3200000	0	3200000
2034	3200000	0	3200000
2035	3200000	0	3200000
2036	3200000	0	3200000
2037	3200000	0	3200000
2038	3200000	0	3200000
2039	3200000	0	3200000
2040	3200000	0	3200000

Appendix D Renewal Forecast Summary

Table D3 - Renewal Forecast Summary

Year	Renewal Forecast	Renewal Budget
2021	3113227	1100000
2022	1400000	1100000
2023	478180	1100000
2024	0	1100000
2025	11510016	1100000
2026	805680	1100000
2027	617685	1100000
2028	1462720	1100000
2029	1386000	1100000
2030	843600	1100000
2031	357280	1100000
2032	1250192	1100000
2033	1668260	1100000
2034	1638700	1100000
2035	1656050	1100000
2036	2620800	1100000
2037	1400000	1100000
2038	399220	1100000
2039	0	1100000
2040	3655000	1100000

Appendix E Disposal Summary

Council does not plan to dispose of any transport assets

Appendix F Budget Summary by Lifecycle Activity

Table F1 – Budget Summary by Lifecycle Activity

Year	Acquisition	Operation	Maintenance	Renewal	Disposal	Total
2021	880000	0	320000	110000	0	1310000
2022	880000	0	320000	110000	0	1310000
2023	800000	0	320000	110000	0	510000
2024	800000	0	320000	110000	0	510000
2025	800000	0	320000	110000	0	510000
2026	800000	0	320000	110000	0	510000
2027	800000	0	320000	110000	0	510000
2028	800000	0	320000	110000	0	510000
2029	800000	0	320000	110000	0	510000
2030	800000	0	320000	110000	0	510000
2031	800000	0	320000	110000	0	510000
2032	800000	0	320000	110000	0	510000
2033	800000	0	320000	110000	0	510000
2034	800000	0	320000	110000	0	510000
2035	800000	0	320000	110000	0	510000
2036	800000	0	320000	110000	0	510000
2037	800000	0	320000	110000	0	510000
2038	800000	0	320000	110000	0	510000
2039	800000	0	320000	110000	0	510000
2040	800000	0	320000	110000	0	510000

RECEIVED
- 4 MAR 2022
BY:.....

Menindee Common
PO Box 194
Menindee 2879
15 - 2 - 22.

Dear Sir,

Please find enclosed details of
finances for Menindee Common.
Details of common AGM following with
details of elected positions + correspondence
postal details.

Regards
Lorraine Looney.

MENINDEE COMMON

STATEMENT OF RECEIPTS + EXPENDITURE 31/12/21

OPENING BALANCE 30/6/21 \$7529-86

AGISTMENT FEES BANKED 60-00

EXPENDITURE

HERDSMAN FEES NIL

SECRETARY FEES NIL

LOCAL LAND SERVICES NIL

OTHER ITEMS OF EXPENDITURE

31/12/21 PAPER STATEMENT FEE \$2-00

CURRENT STATEMENT BALANCE \$7587-86

ACCOUNT 14401966 OPENING BALANCE \$10-00

STATEMENT OF RECEIPTS & EXPENDITURE 30/6/21
 MENINDEE COMMON

OPENING BALANCE 1/7/20 \$7039.86

ABISTMENT FEES BANKED 530.00

EXPENDITURE CH589863 \$36-00

HERDSMAN FEES NIL

SECRETARY FEES NIL

LOCAL LAND SERVICES NIL

OTHER ITEMS OF EXPENDITURE

31/12/20 PAPER STATEMENT FEE \$2-00

30/6/21 ' ' \$2-00

CURRENT STATEMENT BALANCE 30/6/21 \$7529.86.



The Broken Hill Community Credit Union Ltd

ABN: 12 087 650 762 AFSL: 238020

2 Chloride Street
Broken Hill NSW 2880

Phone: (08) 8088 2199
Fax: (08) 8087 6730

PO Box 294
Broken Hill NSW 2880

www.bhccu.com.au

E-362/21-118H-330 4



000032 020 - 2879 2

Menindee Common Trust
PO Box 194
MENINDEE NSW 2879

Customer Number	59968
BSB Number	802-377
Statement Number	48
Statement Date	31 December 2021
Page	1 of 1

Never provide the following details to anyone:

- Visa Debit Card PIN
- Internet Banking Password
- Internet Banking SMS Code
- Remote Access to your Devices

If you think you have been the victim of a scam please call 08 8088 2199

Account Summary					
Account Number	Account	Opening Balance	Total Debits	Total Credits	Closing balance
37705463	S1 - Redicash	7,529.86	2.00	60.00	7,587.86
144001965	Share Account	10.00	0.00	0.00	10.00

Account: 37705463 S1 - Redicash					
Account Name: Menindee Common Trust					
Date	Eff Date	Transaction Details	Debit	Credit	Balance
01/07/21		Opening Balance			\$7,529.86
26/07/21		Deposit		60.00	7,589.86
31/12/21		Paper Statement Fee	2.00		7,587.86
31/12/21		Closing Balance			\$7,587.86

Account: 144001965 Share Account					
Account Name: Menindee Common Trust					
Date	Eff Date	Transaction Details	Debit	Credit	Balance
01/07/21		Opening Balance			\$10.00
31/12/21		Closing Balance			\$10.00

Please check all entries listed on this statement are correct. If there are any errors or unauthorised transactions, please contact The Broken Hill Community Credit Union immediately on 08 8088 2199. Information about your account, including details of benefits, fees and charges, is available by phoning us on the number listed above. If you have a complaint, information about our dispute resolution process is available from the same number or by visiting www.bhccu.com.au. For Mortgage Secured Loans please note the current Discharge of Mortgage fee is \$545.47. Statement to be retained by the payee for taxation purposes. Louise Hunt - General Manager.



**The Broken Hill
Community Credit Union Ltd**

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E-3/02-1000-212 23



000037 020 - 2879

Menindee Common Trust
PO Box 194
MENINDEE NSW 2879

Customer Number	59968
BSB Number	802-377
Statement Number	47
Statement Date	30 June 2021
Page	1 of 2

SCAM AWARENESS

PROTECTING YOUR MONEY AND PERSONAL DATA STARTS WITH YOU

- NEVER provide a caller remote access to your computer. Hang up.
- NEVER provide your passwords or one-time passcodes to anyone, not even BHCCU.
- Do not send money to someone you have never met.
- Do not open attachments or click links in emails or texts from strangers. Delete them.
- Do not be pressured by a threatening caller to pay money. Legitimate agencies and companies never ask you to pay by unusual methods such as gift cards, wire transfers or Bitcoin.

Account Summary					
Account Number	Account	Opening Balance	Total Debits	Total Credits	Closing balance
37705463	S1 - Redicash	7,001.86	2.00	530.00	7,529.86

Account: 37705463 S1 - Redicash					
Account Name: Menindee Common Trust					
Date	Eff Date	Transaction Details	Debit	Credit	Balance
01/01/21		Opening Balance			\$7,001.86
29/03/21		Deposit		440.00	7,441.86
21/04/21		Deposit		90.00	7,531.86
30/06/21		Paper Statement Fee	2.00		7,529.86
30/06/21		Closing Balance			\$7,529.86



Please check all entries listed on this statement are correct. If there are any errors or unauthorised transactions, please contact The Broken Hill Community Credit Union immediately on 08 8088 2199. Information about your account, including details of benefits, fees and charges, is available by phoning us on the number listed above. If you have a complaint, information about our dispute resolution process is available from the same number or by visiting www.bhccu.com.au. For Mortgage Secured Loans please note the current Discharge of Mortgage fee is \$500.52. Statement to be retained by the payee for taxation purposes. Louise Hunt - General Manager.



**The Broken Hill
Community Credit Union Ltd**

ABN: 12 087 650 762 AFSL: 238020

2 Chloride Street
Broken Hill NSW 2880

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Broken Hill NSW 2880

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E-377/S-107/11-214 23



Menindee Common Trust
PO Box 194
MENINDEE NSW 2879

Customer Number	59968
BSB Number	802-377
Statement Number	47
Statement Date	30 June 2021
Page	2 of 2

Statement of Interest for the Year ended 30th June 2021

Account Number	Account	Account Owner(s)*	Interest Debit	Interest Credit
37705463	S1 - Fedicash	Menindee Common Trust	0.00	0.00
Total			\$0.00	\$0.00

* Please note that if an account is jointly owned, you may need to apportion interest earnings between the joint owners for taxation purposes.



IMPORTANT: PLEASE CHECK ALL ENTRIES PROMPTLY AND ADVISE US OF ANY DISCREPANCIES. RETAIN THIS STATEMENT FOR FUTURE REFERENCE.



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Menindee Common Trust
PO Box 194
MENINDEE NSW 2879

Customer Number	59968
BSB Number	802-377
Statement Number	46
Statement Date	31 December 2020
Page	1 of 1

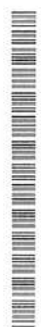
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Account Summary					
Account Number	Account	Opening Balance	Total Debits	Total Credits	Closing balance
37705463	S1 - Redicash	7,039.86	38.00	0.00	7,001.86

Account: 37705463 S1 - Redicash					
Account Name: Menindee Common Trust					
Date	Eff Date	Transaction Details	Debit	Credit	Balance
01/07/20		Opening Balance			\$7,039.86
17/11/20		Your Cheque #589863	36.00		7,003.86
31/12/20		Paper Statement Fee	2.00		7,001.86
31/12/20		Closing Balance			\$7,001.86



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White Cliffs Community Association – 355 Committee**MINUTES****Committee General Meeting****Thursday, 17 February, 2022****Meeting open:** 5.02 pm**Attendance:** Robyn Taylor, Ron Dowton, Rob Dyson, Fran Schonberg & Sarah Ker**Apologies:** Enid Black**Acceptance of the previous minutes:** That the minutes of the meeting 1 December, 2022 be accepted.**Moved:** Ron Dowton**Seconded:** Rob Dyson**Carried****Correspondence In:**

- Email: Ryan Piper, Morris & Piper Advisory – funding consultants for Central Darling Shire Council - Draft copy of the Building Better Regions Fund application.
- Email: Quotes for works – fencing, solar lights and boom gates for the park.

Correspondence Out:

- Email: Works priority spreadsheet to Ryan Piper, Morris & Piper Advisory – funding consultants for Central Darling Shire Council application for funding from the Building Better Regions Fund.
- Letter: Letter to Central Darling Shire Council supporting their Building Better Regions Fund application to redevelop the Caravan Park.
- Invoice: Central Darling Shire Council – Australia Day donation

Treasurers Report:Balance as at the 31st January, 2022 is \$301,218.49**Recommendation:** That the Treasures Report be accepted.**Moved:** Fran Schonberg**Seconded:** Robyn Taylor**Carried**Council to invoice the Park for the caretakers' wages have not been received. **TASK:** Rob to talk to Council.**TASK:** RMS account - Sarah is to follow up on how the system was set up when the Committee did not agree to the system. In general discussions about cancelling the RMS booking system in December with Greg Hill, General Manager, Central Darling Shire Council everyone remembers Greg said he would look into it? **TASK:** Rob to discuss with Council.**Caretaker Report:**

- Tourists using the park facilities without signing in or paying for facilities.
- Amenities block being misused - defecation and mess left in toilet & shower areas.
- Telephone number coming up as the hospital number – Telstra has been alerted to the problem and they seem to have fixed it.
- Request for cameras and internet.

Recommendation: That Rob as a named account holder talk to Telstra and set up an unlimited \$99 plan for internet. Rachele to meet Rob in the morning to speak to Telstra about the type of plan. Rob and Rachel to cancel the RMS booking system tomorrow morning.

Moved: Fran Schonberg

Seconded: Robyn Taylor

Carried

Plans for changing the office to accommodate a kitchen and office have been finished by Pete. It was agreed to keep them on hold until we find out if we are successful with the current grant application.

A new booking system has been developed by Rachel and it works well and allows the booking slips to be in putted into a broader sheet for auditing.

Dirt is needed to fill in holes around the Park especially going to the amenities block and camp kitchen to reduce the possibility of an injury and possible legal action.

Recommendation: That a letter to be written to Central Darling Shire Council asking them to urgently fill in the holes around the Park especially walking to the amenities block and the camp kitchen to avoid potential injuries by patrons.

Moved: Robyn Taylor

Seconded: Ron Downton

Carried

General maintenance around the park - Pete has ideas to resolve some issues and needs to see the park development plans in the grant. **TASK:** Fran to email the grant documents to Rachel and Pete.

Solar lights – Council is going to get Dave McKenzie to get it sorted before the 1st April, 2022. **TASK:** Rachel to follow up with the Council.

Business Arising from the Previous Minutes:

1. RMS booking system cancelation and outstanding amount to be paid.
2. Building Better Regions Fund – Grant Application. The Council has put in an application.
3. Registered Caravan Park – Rachel to do the paperwork and provide to Greg. Rachel said that it has been done.
4. Deposit only card from the Commonwealth Bank pin received but not the card. This keeps happening we receive a card and no pin or a pin and no card. Rob has organised a deposit bar code book but we are still waiting on the new card.

General Business:

Seniors' week activities 26th March, 2022 to 3rd April, 2022 – last year the meal was at the shop. Date for the activities in White Cliffs the 19th or 26th March and Robyn to get a quote and availability from the Pub and the Shop which will determine the date of the event.

Australia Day activities. Robyn thanked everyone who helped with the day and even though it was held at the Pub it was a very good day everyone had a good time.

Guidelines to be developed for Park patrons and visitors. **TASK:** Fran and Rachel to develop a package.

Signage needs to be updated – we will wait to see if we get the grant.

Meeting closed: 6:09pm