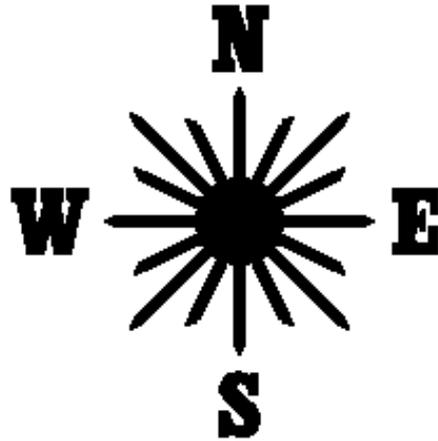


CENTRAL DARLING



SHIRE COUNCIL

ORDINARY COUNCIL MEETING

BUSINESS PAPER

22 APRIL 2020

The Meeting will be held at 9.00am externally from the Administrators residence, 37 Green Lane, Orange NSW 2800. Video link can be viewed from the Council Chambers, 21 Reid Street, Wilcannia NSW 283

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

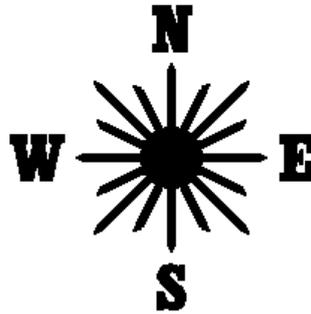
1. The Council may hold a public forum prior to each ordinary meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary Council meetings and meetings of Committees 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, 22 April 2020

9.00am

Council Chambers

37 Green Lane, Orange NSW 2800

BUSINESS PAPER AGENDA

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	NIL	34
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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

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 ORDINARY MEETING – 25 MARCH 2020

Recommendation:

That the Minutes of the Ordinary Council Meeting held on 25 March 2020 be received and confirmed as an accurate record.

Attachments:

1. [Ordinary Council Meeting Minutes 25 March 2020](#)

6. MAYORAL (ADMINISTRATOR) MINUTE(S)

6.1 ADMINISTRATOR REPORT

REPORT AUTHOR: ADMINISTRATOR
RESPONSIBLE DIRECTOR: ADMINISTRATOR

We are all facing the reality of living under the impacts of the COVID-19 Virus and the restrictions that are now placed on our daily lives and communities.

The Government has implemented unprecedented restrictions on movement and issued messaging on how we can limit the opportunity for virus transmission. I would urge all to follow this advice.

As would be expected, Council operations have been impacted as we work to and plan to maintain essential local services across our communities whilst conducting business as usual. Community and worker safety are our number one priority so please email or phone to contact our offices.

On this end, we have enacted our Business Continuity Plan and worked through the NSW Emergency Management arrangements via the Local Emergency Management Committee.

A Local Emergency Management Committee is responsible for the preparation and review of plans in relation to the prevention of, preparation for, response to and recovery from emergencies in each Local Government area.

The Committee may:

- give effect to and carry out emergency management policy and practice, consistent with information on that policy and practice disseminated by the State Emergency Management Committee, and
- review and prepare plans in respect of the Local Government area that are, or are proposed to be, subplans or supporting plans established under the State Emergency Management Plan, and
- make recommendations about and assist in the co-ordination of training in relation to emergency management in the relevant Local Government area, and
- develop, conduct and evaluate local emergency management training exercises, and
- facilitate local level emergency management capability through inter-agency co-ordination, co-operation and information sharing arrangements, and
- assist the Local Emergency Operations Controller for the Local Government area in the Controller's role, and such other functions as are assigned to the Committee from time to time by the relevant Regional Emergency Management Committee or by the State Emergency Management Committee.

I wish to acknowledge the hard work and efforts of all individuals who represent agencies and organisations on this Committee. The Committee has been briefed on response planning for the shire and has engaged actively in support and has put forward recommendations to limit the opportunity for community infection.

On this end, Councils General Manager has met with the Wilcannia Elders to discuss concerns and strategies to address local issues so that the LEMC could be informed.

We have also participated in 2 Tele Briefings from the NSW Minister for Health and Chief Medical Officer and have put questions on response planning for our communities.

I was pleased to provide a letter of support to the NSW Minister of Health seeking the making of a Public Health Order to restrict travel to our vulnerable communities.

Advocacy has also been a priority to ensure that the interests of our Shire are heard and recognised by those in decision making roles at local and state levels.

With the shutting down of the Australian economy and its local impacts many are concerned about the ability to meet day to day commitments. Support is available and enquires should be directed to relevant agencies organisations.

Council is also supporting representations by Local Government NSW to the state for an assistance package to support ratepayers. Many will find it difficult to meet Local Government fees and charges during this crisis. The local Member Roy Butler is aware of the need and supportive of an assistance program to assist ratepayers.

Council will continue to provide regular updates by its web page or Facebook posts.

Stay home and stay safe.

7. FINANCIAL REPORTS

7.1 CASH AND INVESTMENTS – FEBRUARY 2020

REPORT AUTHOR: MANAGER FINANCE
RESPONSIBLE DIRECTOR: DIRECTOR BUSINESS SERVICES

EXECUTIVE SUMMARY:

This report is to provide a summary of Council's cash and investments as at 29 February 2020.

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 & 11am Accounts	Current Month	Last Month	Movement	Interest Rate	Current Month Interest	YTD Interest
Westpac 11am	\$3,400,000.00	\$620,000	\$2,7080,000.00	0.10%	\$68.90	\$2,286.74
Operating Account	\$202,867.93	2,487,855.84	(\$2,284,987.91)	0.01%	\$63.00	\$151.87
Clearing Account	\$13,494.82	\$16,213.76	(\$2,718.94)			
Total Cash at Bank as at 31 January 2020					\$3,616,362.75	

Restrictions

Restriction Type	Restriction Amount
Internal	\$260,000
External	\$1,565,000
Total Restrictions as at 30 November 2019	
\$1,825,000	

Loan Accounts

Loan Account	Current Month	Last Month	Movement	Interest Rate	Current Month Interest	YTD Interest
Garbage Trucks	\$356,998.29	\$369,586.65	(\$12,588.36)	3.66%	\$999.73	\$10,208.34
Total Loan Liability as at 31 January 2020					\$356,998.29	

Attachments

Nil

7.2 CASH AND INVESTMENTS – MARCH 2020

REPORT AUTHOR: MANAGER FINANCE
RESPONSIBLE DIRECTOR: DIRECTOR BUSINESS SERVICES

EXECUTIVE SUMMARY:

This report is to provide a summary of Council's cash and investments as at 31 March 2020.

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 & 11am Accounts	Current Month	Last Month	Movement	Interest Rate	Current Month Interest	YTD Interest
Westpac 11am	\$3,000,000.00	\$3,400,000.00	(\$400,000.00)	0.10%	\$218.90	\$2,505.64
Operating Account	\$569,430.20	\$202,867.93	\$366,562.27	0.01%	\$18.37	\$170.24
Clearing Account	\$148,139.54	\$13,494.82	\$136,447.2			

Total Cash at Bank as at 31 March 2020	\$3,717,569.74
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Restrictions

Restriction Type	Restriction Amount
Internal	\$260,000
External	\$1,565,000
Total Restrictions as at 31 March 2020	
	\$1,825,000

Loan Accounts

Loan Account	Current Month	Last Month	Movement	Interest Rate	Current Month Interest	YTD Interest
Garbage Trucks	\$344,796.01	\$356,998.29	(\$12,202.28)	3.66%	\$1,102.70	\$11311.04
Total Loan Liability as at 31 March 2020						\$344,796.01

Attachments

Nil

7.3 PROGRESS ON SALE OF LAND FOR UNPAID RATES

REPORT AUTHOR: ACTING RATES OFFICER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

This report provides Council with an update regarding the Sale of Land for Unpaid Rates and other matters related to the collection of rates including the impact of COVID-19.

RECOMMENDATION:

That Council will:

- 1. Receive and note the report**

BACKGROUND:

At its Ordinary Meeting on 25 March 2020, Council resolved to sell 110 properties at public Auctions, or by private treaty subsequent to such Public Auctions, but to defer advertising and scheduling of such Auctions until such time that it is considered appropriate to proceed.

REPORT:

Prior to the previous Council Meeting, steps were underway to select Real Estate Agent(s) to handle the sale of land. Contact was made with 18 Agents and Expressions of Interest were formally sought from 12 Agents who had indicated an interest to act, on 19 March 2020 with closing date of 3 April 2020.

Following Council's decision to defer advertising and sales, the 12 agents were advised of that decision and as a result no written responses have been received) due to there being no certainty as to when sales might proceed).

Discussions were had with several Agents including one who suggested, to minimise risk of a hostile "audience", it would be best to proceed with an online Auction (in due course). Of note, the COVID-19 restrictions introduced 25 March 2020, do not allow for attendance at Auctions for large groups, however, online Auctions are still permitted.

Consideration will need to be given to this option once it is decided to proceed with Auctions and fresh EOIs are sought from Real Estate Agents.

In the interim, payments on one property has reduced the arrears to less than 5 years meaning this property is no longer eligible for sale.

Additionally, payment arrangements have been entered and approval for relief under Council's Economic Hardship Policy has been granted for two further properties.

Other operational aspects of proceeding to Auction are now parked and in readiness to be reactivated with minimal delay once a decision to proceed with sales is reached.

To date, there has been just one request for payment deferral as a direct result of COVID-19 restrictions impacts of business and/or employment.

It is proposed to provide Council with a further report on these matters once the COVID-19 situation eases, such that auctions/sales may proceed, or otherwise as considered appropriate as circumstances evolve.

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

Community Strategic Plan Outcome

No direct linkages

Delivery Outcome

No direct linkages

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social		
Environmental		
Economic		Cashflow delayed and Doubtful Debt Increases
Governance		

Financial and Resource Implications:

Nil

Policy, Legal and Statutory Implications:

Nil

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

Continued deferral of sale of land will impact Council’s cashflow and increase potential Doubtful Debt Exposure through interest charges and future levies. The Doubtful Debt issue will be addressed through a review of the existing Doubtful Debt provision through the Quarterly Budget Review process.

OPTIONS:

No viable options are available currently. The situation will require constant review to determine when and if it is feasible to proceed with a sale and how the COVID-19 situation impacts of rate collections.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition

Regular liaison is occurring between relevant staff.

External Exhibition

A Media Release was issued by the General Manager on 25 March 2020 indicating that, under Council’s Economic Hardship Policy, “Council would defer payments and waive interest for 3 months if Ratepayers cite and provide evidence of hardship due to the COVID-19 or any other economic situation”.

Attachments

2. [Media Release 25 March 2020 - Central Darling Shire Council - Economic Hardship Policy](#)

8. GOVERNANCE REPORTS

8.1 COVID-19 IMPACTS TO COUNCIL

REPORT AUTHOR: GENERAL MANAGER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The purpose of this report is to inform Council what impacts that Coronavirus (COVID-19) has had to Council operations and the community.

RECOMMENDATION:

That Council will:

1. Receive and note the report

BACKGROUND:

As we are all aware, COVID-19 pandemic has impacted our daily lives in the way we live and work; this most likely will alter our way of life into the future once the pandemic is finished.

The Australian Government's Health response to the COVID-19 outbreak aims to:

- minimise the number of people becoming infected or sick with COVID-19
- minimise how sick people become and the mortality rate
- manage the demand on our health systems
- help to manage your own risk and the risk to your family and community

The Government's response is based on modelling of the impact of COVID-19. The modelling finds the health system will cope if we if we continue to:

- have effective social distancing
- increase our health system capacity
- isolate people with the virus and their close contacts

During the past month, both the Commonwealth and State Governments have released several stimulus packages to ensure the future security for businesses and jobs, which will potentially reduce the economic impact to the Nation. At this stage, there hasn't been any direct funding assistance forthcoming to Local Government to assist in operations, rebates for ratepayers or provide economic stimulus to our communities. Several Public Health Orders by the Commonwealth and State Governments enforces new restrictions across variety of Council services has now been implemented.

Local Government NSW have been proactive in providing relevant information by working with Service Unions in keeping General Managers up to date with amendments made to employee awards and enterprise agreements, to ensure that Council staff are retained or if stood down are compensated.

At the time of writing this report, there are no reported COVID -19 cases in Central Darling Shire, with only 2 known cases report in Broken Hill. Both the Commonwealth and State Governments are suggesting that current restrictions and enforcements will be in place up to six months.

REPORT:

Throughout the course of the COVID -19 pandemic Council has been proactively enforcing Public Health Orders which has affected the following services:

- Closure to public toilets throughout the Shire
- Closure to all public meeting facilities and venues
- Closure to playgrounds and swimming pools
- Closure to Victory Park and White Cliffs Caravan Parks
- Restricted public access to all Council offices
- Restricted public access to Wilcannia Post Office

Due to the closures and restrictions being in place, most Council activities is “business as normal”. Council Offices and Wilcannia Post Office continue to operate, however without the face to face interaction with the public, with most interaction done by telephone or email. The Wilcannia Post Office continues to offer all the services normally provided, with the expectation of money handling and Westpac banking services.

Council’s Senior Management Team have been meeting regularly to revise Councils Continuity Plan in response to COVID-19. All necessary measures are in place if Council operations are impacted due:

- to the lack staff/resources because of infection,
- lack of materials and interruption to supply chains
- ensure that high level personal hygiene is maintained among staff.

There have been no staff layoffs or stand downs, several staff have opted to work from home to look after family members by taking special leave. Two engineering staff members living interstate have taken leave and will also be working from home. This is to manage fatigue and mental health issues that may develop if staff are required to be away from family for an extended period. At this stage, it is not expected staff will need to be stood down or take some form of leave entitlement.

Late last year, Council adopted an Economic Hardship Policy for the exceptional circumstances, Ratepayers may at times encounter difficulty in paying rates and charges. Council recently advertised the Policy where Council would defer payments and waive interest for 3 months if Ratepayers provide evidence of hardship due to the COVID-19 or any other economic situation.

The impact of COVID -19 to Council is not expected to have a significant influence on Councils 2019/20 Financial Budget. Council is incurring additional cost in cleaning chemicals and personal protection equipment for staff. However, the impact is more so in Council ability to delivery services where staff time is spent on other activities directly related to COVID-19.

Councils Local Emergency Management Committee (LEMC) has been meeting regularly with Government and Non-Government agencies, as well as community groups. Particularly concern is for Aboriginal and the elderly residents within the Shire and the affects COVID-19 will have on them. The LEMC has been working hard to stop transit people bring the virus into our communities by implementing the following:

- Restrictions to the Stateliner Bus - Dubbo to Broken Hill for non-essential travel
- Restriction to community bus services for Menindee and Wilcannia for no-essential travel
- No stopping/travel restrictions for major towns in the Shire
- Installation of signage on town perimeter advertising no stopping/travel restrictions

- Assisting Government agencies in other strategies to combat the COVID -19 virus and protect community.

There has been some level of frustration with State Government bureaucracy in trying to apply restrictions, where it has taken up to 2 weeks to get some type of enforcement of restrictions on the bus services. At this stage, there has not been any implementation of restrictions applied to non-residents entering our towns who aren't genuine in their visit for essential travel.

It is anticipated that COVID-19 will at some stage infiltrate our communities and every effort is being made to reduce the risks of it entering, or if it does, keeping people isolated in not affecting others.

Attachments

3. [Statement from FWLHD – Second case of COVID-19 confirmed in LHD](#)
4. [Statement from FWLHD – COVID-19 measures taken in FWLLHD District facilities](#)
5. [FAQ about COVID-19](#)
6. [Media Release – COVID-19 CDSC](#)
7. [Media Release – Hardship Policy](#)
8. [Public Notice – Closure of Council Offices](#)
9. [Public Notice – Closure of Public Gathering Places](#)
10. [Public Notice – Closure of Playgrounds](#)
11. [Public Notice – Closure of Public Toilets](#)
12. [Public Notice – Closure of VPCP](#)
13. [Public Notice – Closure of Wilcannia Hall](#)
14. [Public Notice – Wilcannia Post Office Public Restrictions](#)

8.2 MEETINGS AND WORKSHOPS ATTENDED BY THE GENERAL MANAGER

REPORT AUTHOR: GENERAL MANAGER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The information provided is meetings and workshops which the General Manager has attended up to April's Council meeting. The report excludes staff meetings and other confidential discussions that the General Manager has been involved. Due to COVID -19 most meetings have been either video/teleconferences or webinars.

RECOMMENDATION:

That Council will:

1. **Receive and note the report**

REPORT:

Thursday 26 March

Council Radio Interview Wilcannia Radio

Meet and general discussion with new Internal Auditors - video conference

	Community meeting with Elders and Community representatives
Monday 30 March	Extraordinary Wilcannia Local Emergency Management Committee meeting
	LG Professionals General Managers Teleconference
	Regional Emergency Management Committee Far West & Central Teleconference
Wednesday 1 April	LG NSW COVID -19 Teleconference
	Office of Local Government -Briefing via Teleconference
	Minister for Health COVID - 19 update for Local Government Webinar
Thursday 2 April	LG Professionals General Managers Teleconference
	KBR Constancy Pooncarie Road
	Regions, Industry, Agriculture and Resources- Drought Support package Teleconference
Monday 6 April	Wilcannia Local Emergency Management Committee meeting
Wednesday 8	Community meeting with senior Police
Thursday 9 April	Designation NSW Teleconference
Tuesday 14 April	Extraordinary Wilcannia Local Emergency Management Committee meeting
	Office of Local Government -Briefing via Teleconference
Wednesday 15 April	MANEX
Thursday 16 April	Baaka Project Control Group teleconference
Friday 17 April	FWJO Tourism Teleconference
	RDA Far West Board Meeting
Monday 20 April	Extraordinary Wilcannia Local Emergency Management Committee meeting
Tuesday 21 April	Central Darling and Balranald Shires OLG Parliamentary Secretary Meeting Planning

Attachments

Nil

8.3 REVIEW AND REVISION OF COUNCILS SECTION 355 COMMITTEE FRAMEWORK

REPORT AUTHOR: GENERAL MANAGER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

Section 355 and Section 377 of the Local Government Act 1993 provide the legislative directives for councils to delegate specific functions of Council to community committees.

The General Manager is responsible for the regular review of the Section 355 framework, including compliance by the committees with the necessary regulations and guidelines.

The following DRAFT documents have been reviewed and revised to ensure they meet current legislative directives and that they provide a simple documented framework to assist the reappointed Section 355 committees to effectively carry out their respective functions.

1. DRAFT Section 355 Policy
2. DRAFT Section 355 Procedure
3. DRAFT Section 355 Terms of Reference
4. DRAFT Section 355 Operational Manual

RECOMMENDATION:

That Council will:

1. **Receive the report outlining the review and revision of Council's Section 355 Committee Framework**
2. **Place the following documents on public exhibition for a period of twenty-eight (28) days, seeking input and endorsement from the community regarding the proposed content of each document.**
 - 1) **DRAFT Section 355 Policy**
 - 2) **DRAFT Section 355 Procedure**
 - 3) **DRAFT Section 355 Terms of Reference**
 - 4) **DRAFT Section 355 Operational Manual**
3. **In conjunction with the adoption of this report, Council will carry out the following community engagement activities to ensure that the DRAFT documents are widely advertised and canvassed and that the community are engaged and empowered to contribute to the adoption and implementation of the revised Section 355 framework:**
 - a. **Place Public Notices and Media Releases explaining the Section 355 Framework review.**

b. Contact the members of the eleven (11) existing Council Section 355 Committees and facilitate a comprehensive discussion of the proposed framework.

4. At the conclusion of recommendations (2) and (3) above, a report will be presented to Council summarising the feedback from the community and outlining an implementation plan to adopt the new framework.

BACKGROUND:

As explained in the Executive Summary of this report, the NSW Government Act contains provisions which enable Councils to delegate specific functions and responsibilities.

Central Darling Shire Council currently have eleven (11) Section 355 Committees and four (4) Working Party as listed:

1. Ivanhoe Swimming Pool Committee (not-functioning)
2. Ivanhoe Revival Committee
3. Ivanhoe Hall Committee
4. Ivanhoe Saleyards Committee
5. Darnick Hall and Sports Committee
6. Menindee Common Committee
7. Menindee Development Committee
8. White Cliffs Swimming Pool Committee
9. White Cliffs Hall Committee
10. White Cliffs Community Association Committee
11. Wilcannia Cemetery Committee (Committee transferred to Working Party in 2018)
12. Menindee Native Fish Hatchery Working Party
13. Wilcannia Independence Living Units Working Party
14. CDSC Combined Tourism Group

Council have endeavoured to maintain a register of the names of position holders of each committee including: Chairperson, Secretary, Treasurer and Committee members.

Council have also tried to keep in contact with each committee to ensure that they comply with the basic requirements of Local Government operations which include;

1. Conduct an Annual General Meeting at which all positions are declared vacant and duly elected.
2. Adoption of an annual Audit Financial Statement outlining the financial position of the committee.
3. Conducting regular meetings throughout the year, at which the operations of the committee are managed in an ethical, transparent and focused manner.
4. Maintain contact with relevant council staff to ensure points (1), (2) and (3) above, meet acceptable standards and achieve the desired purpose of the committee for the community which they serve.

Each Council in NSW operates within a four (4) year cycle, based on the re-election of councillors for a four (4) year term. Within that term councils are required to facilitate a review of all Section 355 Committees to enable the elected Councillors to understand and endorse the functions of each committee.

Central Darling Shire Council has been "in administration" since 2013 and this will continue until 2024. In the absence of the cycle to elect Councillors, the regular review of functions such as Section 355 Committees should occurred. It is timely that the extension of the

Administration period has now provided an opportunity to review, revise and update of Council's Section 355 Committees'.

REPORT:

The Executive Summary, Recommendations and Background detailed above clearly explain the situation faced by Council.

The proposed DRAFT Section 355 Framework will enable Council and the relevant committees to reset the operations of council's Section 355 Committees.

It will also enable Council to conduct a specific community engagement process to introduce the concept of expanding the roles of the Section 355 Committees, to include broader conversation regarding the strategic goals and objectives of each village and town, within the Central Darling Shire Council boundaries.

The current committee membership details for the towns of Ivanhoe, Menindee and White Cliffs indicate that in most cases active community members participate in most existing committees. This membership of multiple committees could facilitate a consolidation of membership into a single committee which could then focus on the functions of the other committees. A single committee in each of the three (3) towns would reduce the number of meetings that community members need to attend and save considerable time in managing the committee processes such as position holders, agendas, minutes, AGM's and financial arrangements. It would also enable Council to provide stronger staff support for 1 committee as opposed to 3 in each town.

The committee consolidation process will be comprehensively discussed with all committees and would only be enacted with support from the committees.

Each Council in NSW must comply with the Local Government Integrated Planning and Reporting (**IP&R**) legislation and guidelines.

The IP&R framework requires each Council to adopt a Community Strategic Plan (**CSP**) which covers a ten (10) year planning timeframe.

Council's CSP must contain a Delivery Plan (**DP**) covering a four (4) year timeframe within the 10-year period. Each DP contains an Annual Operational Plan (**OP's**) that provide a roadmap to ensure Council achieves its CSP goals and in essence complies with the IP&R requirements.

Council's CSP must be based on a comprehensive community engagement and endorsement process, which becomes a partnership between Council and its communities to ensure services are provided and infrastructure is maintained to relevant standards.

This partnership can be fostered and improved by building stronger relationships with community via the membership of Council's Section 355 Committees.

Council is currently preparing a Community Engagement Framework, including a Community Engagement Action Plan to clearly articulate how to improve the Council CSP.

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

Community Strategic Plan Outcome

Goal 1. A healthy and cohesive community receiving recognition and supported by coordinated, appropriate and affordable services

Delivery Outcome

Goal 1. A healthy and cohesive community receiving recognition and supported by coordinated, appropriate and affordable services

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Strong community engagement	
Environmental	Community support for Environmental issues	
Economic	Support community economic initiatives	
Governance	Committee compliance within legislative requirements	

Financial and Resource Implications:

Each Section 355 Committee will receive staff and administrative support from within existing budget allocations

Policy, Legal and Statutory Implications:

The proposed Section 355 Framework meets all relevant policy, legal and statutory requirements.

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

The Section 355 Committees will be managed within Council’s Volunteer Management Framework.

OPTIONS:

Adopt, implement and manage the Section 355 Framework.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:**Internal Exhibition**

28 Days

External Exhibition

28 Days

Attachments

[15. DRAFT Section 355 Committee Policy](#)

[16. DRAFT Section 355 Committee Procedure](#)

17. [DRAFT Section 355 Committee Terms of Reference \(ToF\)](#)
18. [DRAFT Section 355 Operational Manual](#)

9. CORPORATE SERVICES REPORTS

Nil

10. SHIRE SERVICES REPORTS

10.1 LOCAL STRATEGIC PLANNING STATEMENT

REPORT AUTHOR: INSPECTIONS OFFICER/ EHO
RESPONSIBLE DIRECTOR: DIRECTOR SHIRE SERVICES

EXECUTIVE SUMMARY:

Information report to advise that the Draft Local Strategic Planning Statement is on display at the NSW Planning Portal Website.

RECOMMENDATION:

That Council will:

1. Receive the report and note the information

BACKGROUND:

Council is required to publicly advertise the Draft Local Strategic Planning Statement (LSPS) inviting comment. Upon termination of the advertising period, Council is to consider any submissions received.

REPORT:

This report is for information purposes only. In response to the COVID-19 situation, which has made it difficult for the exhibition in hard copy at Council offices, the Local Strategic Planning Statement has been placed on Exhibition online. This is in accordance with advice from Planning NSW. The LSPS can be found on the NSW Government Planning Portal. (<https://www.planningportal.nsw.gov.au/digitaldocuments>) until the 15/05/2020. A Public Notice will be prepared advising the public location to view the LSPS and how to make comment.

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

Community Strategic Plan Outcome

GOAL 2: A strong regional economy supported by developing industries, strong businesses and increased employment

GOAL 3: A protected and supported natural environment and a sustainable and well-maintained built environment.

Delivery Outcome

OBJECTIVE: 2.1 Expansion of industries and growth in businesses

OBJECTIVE: 2.2 Employment growth

OBJECTIVE: 3.4 Improved infrastructure across the Shire

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
--	----------	----------

Social	N/A	N/A
Environmental	N/A	N/A
Economic	N/A	N/A
Governance	N/A	N/A

Financial and Resource Implications:

N/A

Policy, Legal and Statutory Implications:

Advertisement of the LSPS for Public comment prior to adoption is a statutory requirement.

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

N/A

OPTIONS:

N/A

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition

No

External Exhibition

Online at NSW Planning Portal -

Attachments

[19. Draft Local Strategic Planning Statement](#)

10.2 ROADS AND AERODROMES REPORT

REPORT AUTHOR: ROADS AND ASSETS ENGINEER
RESPONSIBLE DIRECTOR: DIRECTOR SHIRE SERVICES

EXECUTIVE SUMMARY:

The purpose of this report is to provide an update on road and aerodrome maintenance, capital works and expenditure on all road asset classes 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).

2019/20 RMCC Routine Maintenance preliminary allocation is: \$552,500
Expenditure: \$373,726
Pre-paid: \$453,235.49
Completed: 68%
Remaining Budget to Expend: \$178,774

2019/20 RMCC Works Orders allocation to date is \$8,594,584. Twenty-five Work Orders have now been received this financial year.

1. HW21 Bushley gravel pit 1 and rehabilitation works: \$188,350
2. HW21 Bushley gravel pit 3 and rehabilitation works: \$440,000
3. HW21 Monivae gravel pit 1 source gravel: \$600,000
4. HW21 Baden Park Initial Seal fencing works: \$70,000
5. HW21 Monivae Pipe/ Fencing: \$86,190
6. HW21 Teryawynia Bore Tank Fence Removal 1& 2: \$13,215
7. HW21 Grid fencing/ Gates delivered Rick Gates: \$9,401.22
8. HW21 Slamannon South Initial Seal: \$1,429,249
9. HW21 Yelta Initial Seal: \$3,239,682
10. HW8 Moira Plains Culverts: \$138,378
11. HW8 Heavy Patching: \$147,452
12. HW8 Resealing: \$509,965
13. HW21 Re-sheeting & Grid Repair: 98,882
14. HW8 Emergency Incident: \$9,777
15. HW21 Bushley Pit Access Road: \$149,240
16. HW8 Emergency Incident: \$13,989
17. HW21 Slamannon/ Bost Bleeding: \$35,301
18. HW21 Monivae Pit 2: \$480,000
19. HW8 Chemical Spill McCulloch's Ranges: \$6,643

- 20. HW21 Mark out Line-marking: \$12,497
- 21. HW21 Heavy Patching 2: \$174,487
- 22. HW21 Kerpa Bore Drilling: \$43,852
- 23. HW21 Bushley Pit 3 Extension: \$19,665
- 24. HW21 Mount Manara Nth Gravel Crushing: \$412,502
- 25. HW21 Glen Albyn IS Side-track: \$266,163

Two Works Orders issued last financial year will be completed this year and are included below for information.

Works Description	Original Budget	% Expended	Remaining budget
RMCC Routine	\$552,500	68%	\$178,774
WO 2018-19			
Water Supply Works (including Variation)	\$97,281	100%	\$0
Gypsum Mine North IS Project (including Variation)	\$2,732,814	100%	\$0
WO 2019-20	\$8,594,584.	63%	\$3,164,356

Regional Roads

Council maintains 790km of Regional Roads throughout the Shire.

2019/20 Regional Roadblock Grant amount (including traffic and supplementary components) is \$2,808,000. Council recently received correspondence from RMS advising that payments will now be made biannually in July 2019 and January 2020. This advice is attached for information.

2019/20 Regional Roads Repair Program was successful with \$400,000 being 50% of the project costs. The remaining 50% is being sourced from the Regional Roads Block Grant which is reflected in the table below.

Works Description	Original Budget	% Expended	Remaining Budget
Regional Roadblock Grant	\$2,408,000	58%	\$1,018,534
Regional Roads Repair Program	\$800,000	39%	\$486,464

Local Roads

Council maintains 1600km of Local Roads throughout the Shire.

2019/20 budget allocation to Local road operational works is \$1,480,000. This is funded from the Financial Assistance Grant – Local Roads Component.

2019/20 Roads to Recovery (R2R) allocation is \$1,286,250. Three capital improvement projects will be delivered this year.

Recent correspondence from the Department of Infrastructure has identified a further allocation of \$216,477 as part of the Governments drought package. A report will be presented to Council early 2020 following completion of two R2R capital projects for consideration of the remaining unallocated funds.

Works Description	Original Budget	% Expended	Remaining Budget
Local Roads Component (FAG)	\$1,480,000	85%	\$229,164
Mandalay Road Reconstruction (R2R)	\$660,000	82%	\$120,652
Hood Street Reconstruction (R2R)	\$320,000	98%	\$7,232
Tilpa Tongo Road, Paroo Crossings (R2R)	\$306,250	83%	\$52,631
Baden Park Road Build Ups	\$216,477	0%	\$216,352

Aerodromes

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

The Royal Flying Doctor Services (RFDS) initiated the registration process in 2018 to enable 3 of Council's aerodromes to be registered in accordance with the CASA regulations. Wilcannia, Ivanhoe and White Cliffs received modest infrastructure improvements to enable the process to be completed. Pursuant to the agreement between Council and the RFDS, the licensing costs will be borne by the RFDS for a 3-year period.

Works Description	Original Budget	% Expended	Remaining Budget
Aerodromes	\$124,000	37%	\$46,300

Attachments

[20. Road Maintenance Program April 2020](#)

10.3 SERVICES UPDATE

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	\$171,350	73%	\$46,300
Ancillary Works	\$190,500	64%	\$69,472
Street Cleaning/Bins	\$116,000	73%	\$31,501
Buildings	\$500,000	65%	\$173,618
Swimming Pools	\$502,800	81%	\$94,676
Waste Depots	\$92,500	61%	\$36,210

Services Capital Works

Council has received funding to improve facilities throughout the Shire through the Building Stronger Country Communities Projects for Round 1 and 2.

Council has been invited to apply for Stronger Country Communities Round 3, Council has consulted with the community groups in relation to the suitable projects.

Council was successful in receiving \$364,738 under the recent round of "Waste Less Recycle More" initiative grants for the Wilcannia, Ivanhoe and Menindee landfill sites. This

work is complete and the Audit towards final payments is progressing satisfactorily.

The announced sum was itemised as Wilcannia \$200,000, Menindee \$101,000 and Ivanhoe \$63,738.

Works at all facilities included new fencing, earthworks, signage and access delineation. The public have been consulted and advised of no changes to their access.

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	39%	\$857,319
Waste Less, Recycle More – Landfill Improvements	\$584,672	100%	\$0

Attachment:

Nil

10.4 WATER AND SEWER UPDATE

REPORT AUTHOR: PROJECTS ENGINEER
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 within 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 currently sourced from the Union Bend Bore Field. Level 4 Water Restrictions were lifted 19 March 2020 following Weir Pool replenishment, reservoir cleaning and mains flushing. The transition from Bore water to river source is expected to commence 20th April 2020.
- White Cliffs town water supply is sourced from Wakefield Tank. Current supply without further rain is expected to last through to November 2020. Further significant rainfall occurred on 3rd and 4th April 2020 with runoff to Wakefield Tank providing supply through to April 2021.
- Ivanhoe town water supply is currently being sourced from Morrisons Tank. Recent Willandra Creek flows has enabled Council to continue pumping operations and "top up" Morrisons Tank. Morrison's Tank capacity is 450 megalitres, town storage dam 50 megalitres. Remaining supply at capacity is estimated up to two years. No water restrictions in place.

Works Description	Original Budget	% Expended	Remaining Budget
Wilcannia Water	\$329,000	98.5%	\$4,657
Wilcannia Sewer	\$185,000	40%	\$110,904
White Cliffs Water	\$155,500	58%	\$65,192
Ivanhoe Water	\$312,000	77%	\$72,890
Aboriginal Communities R&M	\$105,865	4.5%	\$101,068

Water and Sewer Capital Works

Restart Program (RNSW 827) - White Cliffs Water Supply Augmentation

The White Cliffs Water Treatment Plant Specification has been completed and submitted to Manager Water & Sewerage, Water Utilities Water Group, Department of Planning, Industry and Environment (DPIE) Supply Augmentation for Section 60, *Local Government Act 1993* Approval which is a pre-requisite to going to tender.

Public Works Advisory (PWA) were engaged to undertake management of the tendering process. The White Cliffs WTP RFT was issued on 5th December 2019 and closed on 27 February 2020 following an extension of time of 3 weeks. One tender was received which exceeded project estimates and PWA recommended Council not accept the tender. Council considered this recommendation at the March Ordinary Meeting and resolved to accept the PWA recommendation and not accept the tender. Council has subsequently considered retendering in the context of the Wilcannia and Ivanhoe WTP projects will are expected to be ready for issuance of an RFT in September/October 2020.

Accordingly, Council decided to defer the White Cliffs WTP retendering to align with the tendering of the Wilcannia and Ivanhoe WTP Projects and maximise the opportunity for greater industry interest by issuing RFT's for 3 new WTP's.

The White Cliffs Water Supply Rising Main and Reticulation draft plans have been received and are being reviewed by staff. The program for issuance of the White Cliffs Water Supply Rising Main and Reticulation RFT is expected by late April 2020.

Capital funding up to \$5.5 Million has been approved and the current deadline for completion is 30 September 2021. Council were granted extension of time to complete the project due to unforeseen delays in the preconstruction phase.

Restart Program (RNSW 1869) Safe and Secure Program - Wilcannia Sewer Augmentation

Public Works Advisory (PWA) have been engaged to undertake a scoping study concerning Wilcannia's sewerage reticulation network and sewerage treatment works.

The final draft of the Wilcannia Sewer Augmentation scoping study, completed by Public Works Advisory, was submitted to Council for consideration on 6th September 2019.

The scoping study will provide key recommendations with respect to sewerage collection and transportation options and further assessment of sewerage treatment capacity.

The completed Wilcannia Sewerage Scoping Study has been forwarded to DPIE and Restart NSW their consideration and Section 60 Approval to enable the project planning to continue.

Capital funding is subject to further funding application by Council and assessment by the DPIE Review Panel.

Restart Program (RNSW 1869) Wilcannia and Ivanhoe New Water Treatment Plants

Council engaged City Water Technology (CWT) to progress the determination of the preferred water treatment chain and capacity for new WTPs at Wilcannia and Ivanhoe based on the Advanced Treatment Concept Report completed by PWA. CWTs engagement included negotiation on Council's behalf with Department of Industry - Water with respect technical issues.

A key outcome of this negotiation process is the difficulty proceeding without further operational data of the existing plants at Wilcannia and Ivanhoe. In particular the limited data prevents determination of proposed treatment plant capacities with any confidence. In this regard a Water Loss Management Plan completed by Detection Services provides a sound

range of options and recommendations. A key recommendation to install a smart metering program has been actioned.

The key action required in the short term is the enhanced collection of data, scrutiny and interrogation of water loss in general and finalisation of the Integrated Water Cycle Management (IWCM) Plan to enable projected treatment capacity of new WTPs at Wilcannia and Ivanhoe with confidence sufficient to gain Section 60 approval.

Notwithstanding the need for further data collection the Wilcannia and Ivanhoe Concept Reports will be completed in accordance with CWT analysis for a single reticulation network. In this regard the estimated WTP capacities for Wilcannia and Ivanhoe are 2.0 ML/day and 1.3 ML/day respectively.

Council has been offered capital funding for new WTPs at Wilcannia and Ivanhoe to the value of \$3.5 Million and \$2.5 Million respectively. \$200,000 has been sought in the first instance to complete necessary preconstruction works and confirm WTP capacities.

A business case is currently being prepared for each project and will be submitted in late April/early May 2020.

Works Description	Original Budget	% Expended	Remaining Budget
White Cliffs WTP and Retic	\$5,500,000	1%	\$5,424,333
Wilcannia Sewer Scoping Study	\$60,000	100%	\$0
Wilcannia and Ivanhoe WTP Scoping Study	\$200,000	64%	\$72,462

Attachment

Nil

10.5 ENVIRONMENTAL SERVICES UPDATE

REPORT AUTHOR: ADMINISTRATION OFFICER - ENVIRONMENTAL
RESPONSIBLE DIRECTOR: DIRECTOR SHIRE SERVICES

EXECUTIVE SUMMARY:

This report is to provide a summary of Council's Environment Services statistics for the month of March 2020.

RECOMMENDATION:

That Council will:

- 1. Receive and note the report.**

REPORT:

<u>Statistics for March 2020</u>		
Development	Number of DAs Approved – New Dwellings	0
	Number of DAs Approved – Renovation	0
	Number of DAs Approved – Other	1
	Total Value of DAs Approved	\$17000
Food Safety	Food Premises Inspected	3
Animal Control Activities	Impounded	24 Dogs
	Rehomed	13 Dogs
	Returned to Owner	4 Dogs
	Euthanized	4 Dogs
	Registrations	0
	Microchipped	0
	Penalty Notices Issued	0
Water Sampling	Microbiology Samples Collected	8
	Chemistry Samples Collected	1
	Non-Compliant Samples	0
	Darling River Algae Samples	0

Attachment

Nil

11. MINUTES OF COMMITTEE MEETINGS

Nil

12. CONFIDENTIAL MATTERS

Nil

13. MEETING CLOSE

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

The next meeting of Council will be held on Wednesday, 27 May 2020 in Wilcannia at 9.00am.

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD
EXTERNALLY BY VIDEO LINK, 37 GREEN LANE, ORANGE NSW
ON WEDNESDAY, 25 MARCH 2020.**

PRESENT: Administrator, Bob Stewart – by video call

IN ATTENDANCE: General Manager, Greg Hill
Director Shire Services, Reece Wilson
Director Business Services, Jacob Philp
Executive Assistant, Jamie Parsons

1. OPENING OF MEETING

The meeting was declared open at 9.00am.

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

NIL

5. CONFIRMATION OF MINUTES

5.1 ORDINARY MEETING – 26 FEBRUARY 2020

Resolved

That the Minutes of the Ordinary Council Meeting held on 26 February 2020 be received and confirmed as an accurate record.

Minute Number:

5.2 BUSINESS ARISING

Nil

6. MAYORAL (ADMINISTRATOR) MINUTE(S)

6.1 ADMINISTRATORS REPORT

Resolved

1. Receive and note the report

Minute Number: 01-03-20

7. FINANCIAL REPORTS

7.1 REQUEST FOR FINANCIAL ASSISTANCE – MENINDEE REGIONAL TOURIST ASSOCIATION

Resolved

1. Receive and note the report
2. That Council endorse assistance to the Menindee Regional Tourism Association in the amount of \$980.46 to cover the annual rates and charges levied on its premises in Menindee for the 2019-20 period.

Minute Number: 02-03-20

8. GOVERNANCE REPORTS

8.1 CORRESPONDENCE RECEIVED – TABLED FOR PUBLIC INFORMATION

Resolved

1. Receive and note the report

Minute Number: 03-03-20

8.2 MEETINGS AND WORKSHOPS ATTENDED BY THE GENERAL MANAGER

Resolved

1. Receive and note the report

Minute Number: 04-03-20

8.3 NRMA ELECTRIC VEHICLE FAST CHARGER

Resolved

1. Receive and note the report
2. Endorse the General Manager to enter into a Non-binding “Letter of intent”

Minute Number: 05-03-20

9. CORPORATE SERVICES REPORTS

NIL

10. SHIRE SERVICES REPORTS

10.1 ROADS AND AERODROMES REPORT

Resolved

1. Receive and note the report

Minute Number: 06-03-20

10.2 SERVICES UPDATES

Resolved

1. Receive and note the report

Minute Number: 07-03-20

10.3 ENVIRONMENTAL SERVICES UPDATE

Resolved

1. Receive and note the report

Minute Number: 08-03-20

10.4 WATER AND SEWER UPDATE

Resolved

1. Note and receive the report

Minute Number: 09-03-20

11. MINUTES OF COMMITTEE MEETINGS

11.1 MINUTES – INTERNAL AUDIT AND RISK COMMITTEE – 26 FEBRUARY 2020

Resolved

1. Note and receive the minutes

Minute Number: 10-03-20

11.2 MINUTES – COMBINED TOURISM ASSOCIATION MEETING – 13 MARCH 2020

Resolved

1. Note and receive the minutes

Minute Number: 11-03-20

12. CONFIDENTIAL MATTERS

12.1 SELECTION OF INTERNAL AUDITOR

Resolved

1. Note and receive the report
2. That Council endorses the engagement of National Audit Group for a 4-year period

Minute Number: 12-03-20

12.2 TRANSFER OF LAND AND PAYMENT OF \$10,000 IN FULL CONSIDERATION OF OUTSTANDING RATES AND CHARGES

Resolved

1. Note and receive the report
2. Accept the offer of payment of \$10,000 and transfer ownership of Lot 3 DP 1509, Lot 6 DP 1509, Lot 7 DP 1509, Lot 8 DP 1509, Lot 1 DP 916556, Lot 2 DP 916556, and Lot 8 Sec 8 DP 759091, subject to full payment being received and any documents required to formalise the offer and facilitate the transfer of land being advised to the owner in writing.
3. Authorise the General Manager to execute all necessary documents in order to fulfil acceptance of the offer and facilitate the transfer of land.
4. Authorise the Administrator and the General Manager to affix the Council Seal to any documents required to be executed under seal that are required to formalise the offer and facilitate the transfer of land.
5. Resolve that the land, described as Lot 3 DP 1509, Lot 6 DP 1509, Lot 7 DP 1509, Lot 8 DP 1509, Lot 1 DP 916556, Lot 2 DP 916556, and Lot 8 Sec 8 DP 759091 be classified as operational under Section 27 (2) and Section 31 (2) of the Local Government Act 1993.

Minute Number: 13-03-20

12.3 SALE OF LAND FOR UNPAID RATE AND CHARGES

Resolved

1. Note and receive the report
2. Resolve to sell the land listed in Attached 1 at public Auctions, or by private treaty subsequent to such public auctions, pursuant to Section 713 of the Local Government Act 1993.
3. Authorise the General Manager or his delegate to perform the necessary actions to facilitate the conduct of such public auctions.
4. Authorise the General Manager or his delegate authority to negotiate the terms of the sale of any land listed in Attachment 1, even if the reserve price is not reached, and to execute all relevant documentation to affect such sales.
5. Authorise the General Manager or his delegate to apply the process of any such sales and to write of any rates, charges or costs incurred through the sale of land process which are not recovered by the sale.
6. Resolve that this report, relating to the matters specified in Section 10A(2)(d) of the Local Government Act 1993, be treated as confidential and remain confidential until Council determines otherwise
7. Defer advertising and scheduling of such actions until such time that it is considered appropriate, as agreed by the Administrator and General Manager.

Minute Number: 14-03-20

12.4 WHITE CLIFFS WATER TREATMENT PLANT – TENDER RESULTS

Resolved

1. Concur with the Tender Evaluation Committee's Recommendation and;
2. Not award Tender 10020941 to LC Water and;
3. Recall Tenders at a later date following receipt of advice from the relevant funding bodies and the Tender Evaluation Committee.

Minute Number: 15-03-20

13. MEETING CLOSE

There being no further business to discuss, the meeting was closed at 9.26AM.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Central Darling Shire Council held on Wednesday, 22 April 2020

.....

ADMINISTRATOR

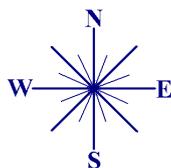
CENTRAL DARLING SHIRE COUNCIL

CONSTITUTED 1 MAY 1959

ABN: 65 061 502 439

E-mail: council@centraldarling.nsw.gov.au
Website: www.centraldarling.nsw.gov.au

PLEASE ADDRESS ALL
CORRESPONDENCE TO:
THE GENERAL MANAGER
P. O. BOX 165
WILCANNIA NSW 2836



PHONE (08) 8083 8900
FAX (08) 8091 5994

COUNCIL CHAMBERS
21 REID STREET
WILCANNIA NSW 2836

MEDIA RELEASE

25 March 2020

Central Darling Shire Council - Economic Hardship Policy

In October 2019 Council adopted the Economic Hardship Policy; this can provide a framework in the relief for COVID-19 impacted ratepayers.

The policy contains the following statement: *“due to exceptional circumstances, Ratepayers may at times encounter difficulty in paying rates and charges. The policy provides the framework to be followed in providing assistance to those Ratepayers who are suffering substantial financial hardship. A Ratepayer in substantial hardship is someone who is identified by themselves, the Council or an independent financial counsellor as having the intention, but not the financial capacity to make the required payments within the timeframe set out in the rates and charges notice. Where a Ratepayer falls within this definition, the Council may apply the provisions of this policy”.*

Council’s General Manager, Mr Greg Hill said “Council would defer payments and waive interest for 3 months if Ratepayers cite and provide evidence of hardship due to the COVID-19 or any other economic situation; I urge anyone in this situation to contact Council and request to speak to our Rates Officer”.

Council’s Administrator, Mr Bob Stewart, “In the ensuing period, I would expect the position regarding financial support from State and Federal Governments to ratepayers or to Council will become much clearer”.

Greg Hill
General Manager

End

Media Contact: Greg Hill, General Manager (08) 8083 8900

TO: All Far West media

DATE: Thursday, 2 April 2020

SUBJECT: Second confirmed case of COVID-19 in Far West LHD

Please attribute to a Far West Local Health District spokesperson:

Far West Local Health District can confirm a second case of COVID-19 is within the LHD at Broken Hill as of Wednesday, 2 April 2020.

The person is currently in self-isolation and the health service is in daily contact so support that person.

Far West Public Health Unit is contacting people who had been in close contact with the person. Close contacts are asked to self-isolate for 14 days from their last contact with the case, or to be tested if they develop symptoms. These individuals will be followed-up daily and supported with ongoing advice.

As a matter of caution, anyone in contact with the case is asked to be alert to signs and symptoms of COVID-19. Symptoms include fever, cough, runny nose and sometimes shortness of breath. If you develop these symptoms, call your doctor.

Far West LHD is currently operating one COVID-19 clinic, located at the Broken Hill Health Service (Thomas Street entry). This clinic is open from 10am to 8pm 7 days a week.

The clinic is for those most at risk with respiratory symptoms or fever, those returning from overseas or in contact with a COVID-19 case, or people like our health workers. People without symptoms do not need and will not be tested at this stage.

Far West LHD urges everyone in all our local communities to practice social distancing to minimise the risk of transmission of COVID-19.

Everyone can play their part in containing the spread of COVID-19 by doing the following:

- clean your hands thoroughly for at least 20 seconds with soap and water, or an alcohol-based hand rub
- cover your nose and mouth when coughing and sneezing with tissue or a flexed elbow
- avoid close contact with anyone with cold or flu-like symptoms
- stay home if you are sick
- keep your distance from others as much as possible through social distancing

Far West LHD has also prepared its District facilities to respond appropriately to COVID-19. In the facilities at Tibooburra, White Cliffs, Wilcannia, Menindee, Ivanhoe and Balranald, a designated space separate from the main emergency department, has been established where people with mild to moderate symptoms of COVID-19 can be safely screened. Anyone with severe symptoms is asked to call the facility ahead before attending the Emergency Department for screening and assessment and they may be transferred to a facility providing a higher level of care.

Community members in Dareton and Wentworth with mild to moderate symptoms of COVID-19 are encouraged to contact their local GP's for screening and testing. People with severe symptoms are advised to present to Mildura Base Hospital for screening, assessment and treatment.

People who meet the criteria for testing for COVID-19 will be tested at these facilities, otherwise consult your family doctor in the first instance.

Visit the NSW Health website for more advice.

<https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx>

FAR WEST LOCAL HEALTH DISTRICT

Media Statement



Attachment 4

TO: All Local Media
DATE: Wednesday, 18 March 2020
SUBJECT: COVID-19 measures taken in FWLHD facilities

Please attribute to a Far West Local Health District spokesperson:

In line with NSW Health plans, the Far West LHD is preparing its facilities across the District to respond appropriately to COVID-19 for the safety of patients, visitors and staff.

All people are asked to please call Healthdirect 1800 022 222 for advice regarding COVID-19 and to call ahead before attending any of the LHD facilities or GP practices.

In the facilities at Tibooburra, White Cliffs, Wilcannia, Menindee, Ivanhoe and Balranald, a designated space separate from the main emergency department, has been established where people with mild to moderate symptoms of COVID-19 can be safely screened. Anyone with severe symptoms is asked to call the facility ahead before attending the Emergency Department for screening and assessment and they may be transferred to a facility providing a higher level of care.

Community members in Dareton and Wentworth with mild to moderate symptoms of COVID-19 are encouraged to contact their local GP's for screening and testing. People with severe symptoms are advised to present to Mildura Base Hospital for screening, assessment and treatment.

People who meet the criteria for testing for COVID-19 will be tested at these facilities (*see below for definition*), otherwise consult your family doctor in the first instance.

Those who are at higher risk of contracting the coronavirus are people who have travelled overseas recently or had contact with a known confirmed case of the coronavirus. If you have travelled to certain higher risk countries check the Australian Government [Department of Health site](#) for self-isolation requirements.

Far West LHD is taking a coordinated approach to COVID-19 which includes liaising with local GPs, to follow guidelines NSW health has implemented to make sure people are appropriately counselled and screened (if they are symptomatic and fit the case definition), and isolated and appropriately treated if required.

Between NSW Health, Far West LHD and GPs, partner health organisations, local Nursing Homes and Primary Health Network we are working together on a co-ordinated approach to ensure that people are well informed, and have available

FAR WEST LOCAL HEALTH DISTRICT Media

Tel. 08 8080 1402 A/Hours. 0411 119 592 Fax. 08 8087 2997 Web. www.fwlhd.health.nsw.gov.au

[healthdirect](#) AUSTRALIA – providing expert health advice 24 hours a day to NSW residents – Tel. 1800 022 222

options for screening and testing. This is also to ensure people have access to reliable, consistent and accurate and up to date information at all times.

For everyone, the best way to protect yourself and each other is the same as you would against any respiratory infection. Practice good hygiene:

- Clean your hands thoroughly for at least 20 seconds with soap and water, or an alcohol-based hand rub.
- Cover your nose and mouth when coughing and sneezing with tissue or a flexed elbow.
- Avoid close contact with anyone with cold or flu-like symptoms.
- Stay home if you are sick.

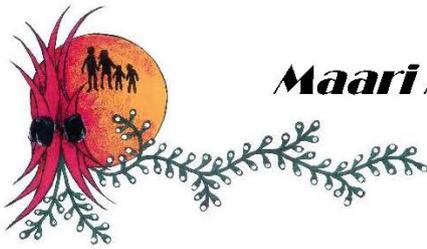
People can also practice social distancing, which aims to generally reduce potential for transmission. While practising social distancing, people can travel to work (including public transport). For non-essential activities outside the workplace or attendance at schools, universities and childcare - social distancing includes:

- avoiding crowds and mass gatherings where it is difficult to keep the appropriate distance away from others
- avoiding small gatherings in enclosed spaces, for example family celebrations
- attempting to keep a distance of 1.5 metres between themselves and other people where possible, for example when they are out and about in public place.
- avoiding shaking hands, hugging, or kissing other people
- avoiding visiting vulnerable people, such as those in aged care facilities or hospitals, infants, or people with compromised immune systems due to illness or medical treatment

The public are encouraged to continue to monitor the [NSW Health website](#) for updated health information. This includes the [Clinical Excellence Commission's updated COVID-19 infection control guidelines](#).

Testing for COVID-19 in NSW is recommended for:

- Travelers from overseas with onset of respiratory symptoms or fever within 14 days of return
- Close contacts of confirmed COVID-19 cases with respiratory symptoms or fever within 14 days of last contact
- Healthcare workers with recent onset of respiratory symptoms AND fever irrespective of travel history. Healthcare workers who have fever OR respiratory symptoms should be assessed for testing on a case by case basis
- Patients admitted to hospital with acute respiratory illness or unexplained fever
- Patients with acute respiratory illness or fever in high risk settings such as hospitals, aged care facilities, residential care facilities, boarding schools, cruise ships
- Patients with acute respiratory illness or fever presenting with reported links to settings where COVID-19 outbreaks have occurred
- Patients with unexplained respiratory symptoms or fever in Aboriginal rural and remote communities



Maari Ma Health Aboriginal Corporation

Help Stop the Spread of COVID 19 in our Communities

At the moment we believe the risk of getting COVID-19 in Broken Hill and the Far West is very low. But we are worried that a COVID-19 outbreak may spread to our communities. This is why it's important to prepare now and for all our mob to take action to prevent the spread of COVID-19 in our communities.

Here's what you can do:

- Wash your hands regularly with soap and water
- Do not shake hands
- Avoid touching your face with your hands
- Do not cough or sneeze into your hand, because germs can go onto your hands and your hands can spread the germs. Cough or sneeze on your arm instead
- Stay away from people who are or may be sick / do not get close to them
- Stay away from crowded places.

Here's what you should do if you are sick:

- Stay home if you are sick and stay away from people
- **If you get really sick** and need to seek medical attention, phone ahead before you attend the health service 80915122.

Coronavirus and COVID 19 Fact Sheet

What is coronavirus and COVID-19? Coronavirus is a type of virus. Viruses are tiny germs that can make people sick, like with the flu or a common cold. Viruses are different to bacteria – bacteria are germs that can be treated with antibiotics. Viruses can't be treated with antibiotics.

COVID-19 is the name of the coronavirus that is making people sick around the world at the moment. Most people with COVID-19 will only become a little bit sick, like a normal cold. However, around 1 in 6 people who get COVID-19 will become very sick and need to go to hospital. Overseas, around 1-2 people out of every 100 people with COVID-19 have died from the infection. Less people in Australia are likely to die from COVID-19 because we have good hospitals and health clinics.

Is there COVID-19 in Australia? Yes, there are people who have tested positive for COVID-19 in Australia and a small number of deaths. The number of people who have COVID-19 is changing every day – for the most recent information, please refer to the NSW Health website:

<https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus-faqs.aspx>

How do people catch COVID-19? The virus is mostly spread between people through the air when an infected person sneezes or coughs. It can also be spread by touching an infected person or touching an object or surface that an infected person has touched – for example a door handle or a table.

What happens if somebody gets infected with COVID-19? Somebody infected with COVID-19 might get a running nose, cough, sore throat, shortness of breath or fever. People with mild sickness can be treated at home by their doctor or clinic staff. If the infection gets bad, people can become very unwell and develop pneumonia (infection of the lungs) – these people need to go to hospital. Elders, smokers and people with other health problems like heart disease and lung illnesses are more likely to get seriously sick from COVID-19.

Is there a medicine to treat COVID-19? We **do not** have a medicine to treat COVID-19. We can give you some medicines to make you feel better, like Panadol, but we cannot cure the virus. It is also important

to drink plenty of water if you are unwell so that you don't get dehydrated. However, some people will need to go to hospital to help them get through this virus. People who have other problems like lung or heart disease and older people might get sicker than young healthy people. Smokers are also more likely to get sicker with this virus. Everyone needs to make sure that they have all their vaccinations.

Is there a vaccine/immunisation for COVID-19? There is **no** vaccine or immunisation to stop people from getting COVID-19. It is very important to get your flu vaccination this year when it becomes available because if you catch the flu you might be more likely to get sick from COVID-19. Also we need to stop too many people from getting the flu this year so that hospitals have space for anyone that is very sick from COVID-19. Some people should also have a vaccine against pneumonia - check with your health service.

How can we stop COVID-19 spreading? Keeping your hands clean is very important for stopping the spread of the virus and other germs. This means washing your hands with soap and clean water for at least 20 seconds after coughing, sneezing or going to the toilet, and before eating. If you feel sick, stay away from other people and don't touch others (no hugging or kissing). Always use the inside of your elbow to cover your nose and mouth when sneezing or coughing then wash your arms and hands. You **do not** need to wear a face mask if you are feeling healthy. Only people that are actually sick with COVID-19 should wear a face mask so that they don't spread it to others.

What else can I do?

Stay healthy, eat well, get enough sleep and make sure you are up to date with all your vaccinations. If you have chronic disease, make sure you have all your regular health check-ups and work with your health care team to make sure your chronic disease is as stable as it can be. If you smoke, try to quit. Your clinic can help you to quit.

What should I do if I feel no good? At the moment, only people who have been travelling overseas to certain countries are thought to be at risk of having COVID-19. If you have a cough, sore throat, running nose or fever and have been overseas in the last two weeks, stay away from other people and call your health clinic before coming in to see a nurse or doctor. Also call the clinic if you feel unwell and have been with tourists from overseas as they may have brought coronavirus with them to Australia. If you feel very unwell or you are having trouble breathing, always call your health clinic straight away for an ambulance.

Take home messages

- Coronavirus is a type of infection that is spread between people by sneezing, coughing and touching.
- The name for the type of infection making people sick at the moment is COVID-19.
- It makes people sick with running nose, sore throat, fever and cough. Some people can become very sick and need to go to hospital. Occasionally people can die from COVID-19.
- The number of people with COVID-19 in Australia is changing every day – check the NSW Health website for the latest information.
- Cleaning your hands often with soap and water will help to stop the virus spreading. Staying away from other people and not touching others will also stop the virus spreading. Always cover your mouth and nose if you sneeze or cough and wash your hands afterwards.
- There is no vaccine or medicine to treat COVID-19.
- Make sure you get your flu vaccination this year to keep down the number of people with flu in the community (which could make coronavirus worse).
- If you feel unwell and have been overseas in the last two weeks, or have been near tourists from overseas, phone your health clinic for help before coming in to see a doctor/nurse. If you're very unwell, always call your health clinic straight away for an ambulance.



Maari Ma acknowledges AMSANT in the preparation of this fact sheet

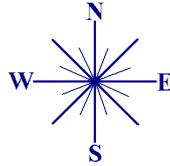
CENTRAL DARLING SHIRE COUNCIL

CONSTITUTED 1 MAY 1959

ABN: 65 061 502 439

E-mail: council@centraldarling.nsw.gov.au
Website: www.centraldarling.nsw.gov.au

PLEASE ADDRESS ALL
CORRESPONDENCE TO:
THE GENERAL MANAGER
P. O. BOX 165
WILCANNIA NSW 2836



PHONE (08) 8083 8900
FAX (08) 8091 5994

COUNCIL CHAMBERS
21 REID STREET
WILCANNIA NSW 2836

MEDIA RELEASE

23 March 2020

Central Darling Shire Council-COVID-19 virus

“The disruption that we are experiencing is the “new normal” for the foreseeable future, and it will continue to constantly change so we need to show leadership, both internally and to the community, during these uncertain times”, said Mr Hill, General Manager for the Central Darling Shire Council.

It is essential that Council balance the health and well-being of staff, with the need to continue to operate the business and deliver services to the community.

We need to prioritise and focus on key and essential business matters and functions; however, we still need to deliver the other elements of our business, within the framework that we are operating and the parameters of the “new normal”, said Mr Hill.

Council has reviewed its Business Continuity Plan and has put in actions to protect Council employees and the community with regular cleaning of Council facilities and equipment, with staff hygiene being a major focus to stop any potential spread of the virus.

“Everyone in the community must do their part in practising good hygiene to protect against infection and prevent the virus spreading”, said Mr Stewart, Council Administrator.

If outbreak of COVID-19 does occur, Council will ensure that all essential services will continue to operate. Water and Sewage treatment plants and weekly rubbish collection will not be disrupted. “If Council staff are affected by COVID-19 virus and been self-quarantine, other resources maybe bought into assist with essential services from neighbouring councils if we are struggling to deliver” said Mr Hill.

Mr Bob Stewart “urges everyone in Central Darling Shire to observe the Commonwealth advice about personal hygiene, social distancing and if affected or come into contact with a person contracted COVID-19, self-isolate (self-quarantine) yourself for 14 days”.

Further information about COVID-19 and its impacts can be found on the Australian Government Department of Health or NSW Health websites.

Greg Hill
General Manager

End

Media Contact: Greg Hill, General Manager 08 8083 8900

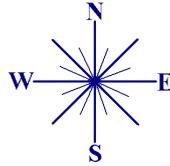
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COUNCIL CHAMBERS
21 REID STREET
WILCANNIA NSW 2836

MEDIA RELEASE

25 March 2020

Central Darling Shire Council - Economic Hardship Policy

In October 2019 Council adopted the Economic Hardship Policy; this can provide a framework in the relief for COVID-19 impacted ratepayers.

The policy contains the following statement: *“due to exceptional circumstances, Ratepayers may at times encounter difficulty in paying rates and charges. The policy provides the framework to be followed in providing assistance to those Ratepayers who are suffering substantial financial hardship. A Ratepayer in substantial hardship is someone who is identified by themselves, the Council or an independent financial counsellor as having the intention, but not the financial capacity to make the required payments within the timeframe set out in the rates and charges notice. Where a Ratepayer falls within this definition, the Council may apply the provisions of this policy”.*

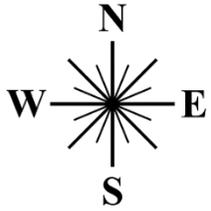
Council’s General Manager, Mr Greg Hill said “Council would defer payments and waive interest for 3 months if Ratepayers cite and provide evidence of hardship due to the COVID-19 or any other economic situation; I urge anyone in this situation to contact Council and request to speak to our Rates Officer”.

Council’s Administrator, Mr Bob Stewart, “In the ensuing period, I would expect the position regarding financial support from State and Federal Governments to ratepayers or to Council will become much clearer”.

Greg Hill
General Manager

End

Media Contact: Greg Hill, General Manager (08) 8083 8900



CENTRAL DARLING SHIRE COUNCIL

CONSTITUTED 1 MAY 1959

PUBLIC NOTICE

CLOSURE OF ALL COUNCIL OFFICES

Due to the current threat of COVID-19 reaching the Far West District and public announcements made by the Far West District Health Service and Local Government, Council have made the following decision, effective immediately to close all offices to the Public and will remain closed for the unforeseeable future.

The offices will remain operational by phone and email; however, no members of the Public are able to enter and make enquiries face to face.

Council apologise for any inconveniences this may cause; however, these measures are being made to ensure the safety and protection of all staff and members of the Public within the Central Darling Shire.

Contact information for your Local Council Office: -

Central Darling Shire Council Chambers Office: - (08) 8083 8900

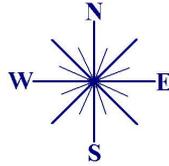
Central Darling Shire Council Engineering Depot: - (08) 8083 8800

Central Darling Shire Council Post Office: - (08) 8083 8951

Menindee Rural Transaction Centre: - (08) 8091 4392

Ivanhoe Multi Service Outlet: - (02) 6995 1150

Greg Hill
General Manager



23 March 2020

PUBLIC NOTICE

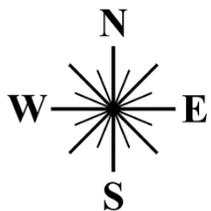
Closure of public gathering places

Due to last night's announcement by the Prime Minister, Scott Morrison, a Nationwide shutdown of non-essential services will take effect from midday today, to curb the spread of the Coronavirus pandemic.

Following this decision, it has been decided that all Council owned, and operated Swimming Pools, Town Halls and public Meeting facilities will be closed immediately and will be closed for the unforeseeable future.

Council apologise for the inconvenience; however, these measures are necessary to protect the Community within Central Darling Shire.

Greg Hill
General Manager



CENTRAL DARLING SHIRE COUNCIL

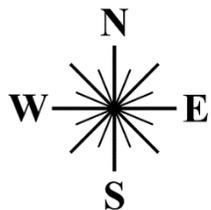
CONSTITUED 1 MAY 1959

PUBLIC NOTICE CLOSURE OF PLAYGROUNDS

Due to the current threat of COVID-19 and the public announcements made by Prime Minister, Scott Morrison on 29 March 2020, Council have made the following decision that all Playgrounds will be closed immediately and will remain closed to the public for the unforeseeable future.

Council apologise for the inconvenience; however, these measures have been made to protect the Community within the Central Darling Shire.

Greg Hill
General Manager



CENTRAL DARLING SHIRE COUNCIL

CONSTITUTED 1 MAY 1959

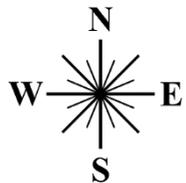
PUBLIC NOTICE

CLOSURE OF PUBLIC TOILET

Due to the current threat of COVID-19 reaching the Far West District and public announcements made by the Far West District Health Service and Local Government, Council have made the following decision, effective immediately to close this toilet for Public use and will remain closed for the unforeseeable future. The Public toilet located on Myers Street near the Oval will still be available for use during this time.

Council apologise for any inconveniences this may cause; however, these measures are being made to ensure the safety and protection of all staff and members of the Public within the Central Darling Shire.

Greg Hill
General Manager



CENTRAL DARLING SHIRE COUNCIL

CONSTITUTED 1 MAY 1959

26 March 2020

PUBLIC NOTICE

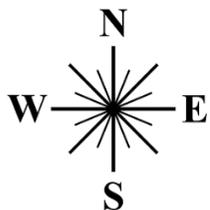
CARAVAN PARKS CLOSED TO PUBLIC ACCESS

Considering the recent updates from the NSW Government, the latest Public Health Order has outlined facilities that are to be closed to public access effective from 26 March 2020.

Unfortunately, this includes the Victory Park Caravan Park. It will be closed as of now to all visitors and will remain closed until further notice.

Council apologises for the inconvenience; however, this measure has been made to protect the Community and visitors within Central Darling Shire.

Greg Hill
General Manager



CENTRAL DARLING SHIRE COUNCIL

CONSTITUED 1 MAY 1959

PUBLIC NOTICE CLOSURE OF WILCANNIA HALL

Due to the current threat of COVID-19 and the public announcements made by Prime Minister, Scott Morrison, Council have made the following decision that the Wilcannia Hall will be closed immediately and will remain closed to the public for the unforeseeable future.

Council apologise for the inconvenience; however, these measures have been made to protect the Community within the Central Darling Shire.

Contact information for your local offices: -

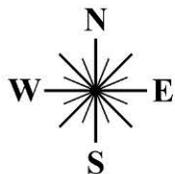
Central Darling Shire Council Chambers: - (08) 8083 8900

Central Darling Shire Council Engineering Depot: - (08) 8083 8800

Menindee Rural Transaction Centre: - (08) 8091 4392

Ivanhoe Multi Services Outlet: - (02) 6995 1150

Greg Hill
General Manager



CENTRAL DARLING SHIRE COUNCIL

CONSTITUED 1 MAY 1959

PUBLIC NOTICE

Wilcannia Post Office Restrictions

Due to the current COVID-19 threats reaching the Far West District, the Wilcannia Post Office has implemented the following restrictions effective immediately on services to the Public for the unforeseeable future.

What we can provide:

- Send and Receive Parcels
- Banking Balance Enquires
- Top up phone Credit
- Pay utility bills
- Send and Receive mail

What we are unable to provide:

- Any cash Transactions
- Sale of stock (because the customers cannot view what is available)

Service NSW

What we can provide:

- Normal Agency Transaction by appointment 1 person only

What we are unable to provide:

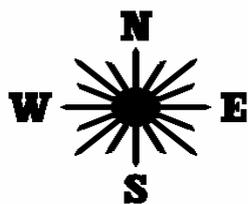
- Any cash transactions

We apologise for any inconvenience that has been caused, however, these measures have been put into place to ensure the safety of our staff and the members of the Public within the Central Darling Shire.

For further information, you can contact the Wilcannia Post Office on (08) 8083 8951.

Greg Hill
General Manager

[Return to Report](#)



Central Darling Shire Council

Title of Policy	DRAFT Section 355 Committee		
This applies to	All Councillors, Administrators, staff, contractors and volunteers		
Author		Date approved:	
Position of Author		Authorised by:	
Legislation, Australian Standards, Code of Practice	Local Government Act 1993 Code of Conduct Workplace Health and Safety Act Work Health and Safety Regulation 2011		
Related Policies/Procedures	Central Darling Shire Council Section 355 Policy Central Darling Shire Council Section 355 Committee Operational Manual Central Darling Shire Council Section 355 Terms of Reference Central Darling Shire Council Volunteer Policy Central Darling Shire Council Volunteer Procedure Central Darling Shire Council Volunteer information and Safety Handbook		

1 STRATEGIC PURPOSE

The establishment of a Section 355(s355) committee reflects Councils commitment to involve the local community in the provision of council functions and facilities provided for its use, with the aim of enhancing the opportunities for the towns and villages within the Central Darling Shire Council (council) area.

2 POLICY STATEMENT

A s355 Committee is a Council-approved committee of volunteers who accept the responsibility for the management of Council functions and/or Council-owned facilities. They are in partnership with council to ensure that council functions and/or facilities are used to their maximum potential. They ensure these functions and/or facilities are meeting the expectations and requirements of the local community in a safe and practical environment.

3 DEFINITIONS

Function of Council - is defined as a power, authority and duty of council.

Section 355 Operational Manual – is a compressive suite of documents which includes – Committee Manual - Standard Constitution and a 355 Template Guide,

Terms of Reference (TOR) is a document created to define the purpose and structure of a project, committee, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal.

4 CONTENT

4.1 Rules governing the appointment of a Section 355 Committee

The Local Government Act (ACT) makes provision for the creation of committees under s355. Council also, under s377 is permitted to delegate these functions of council.

These terms refer to the section of the ACT in which the authority for such a committee to be formed is identified. Council uses this delegation and appoints community members to manage its facilities or functions through a committee of management. It is important to note that the committee of management provides recommendations to council for consideration.

The TOR will be the agreed purpose and structure of the committee formed in partnership with the council.

These TOR will incorporate Council policies, procedures and the *Section 355 Operational Manual*, to achieve a fair and equitable outcome.

4.2 Delegation of Function

Any committee delegated to manage a council facility must manage the facility under the auspice of council using their policies, procedures, Terms of Reference and *s355 Operational Manual* and in accordance with the Workplace Health and Safety Act 2011 and Workplace Health and Safety Regulation 2017.

Council will not appoint s.355 Committees to overcome the inability of community committees to obtain public liability insurance cover or any factor inhibiting the functioning of the community committee.

Council will appoint a council representative to guide, support and ensure the s.355 committee has the resources needed to fulfil their role. The council representative must abstain from voting and cannot be a member of the committee.

If appointed, the s.355 committee will follow the financial framework of the council and in doing so will use the council ABN for financial undertakings abiding by all council policies, procedures, the *s.355 Operational Manual* and any other information provided by council to s.355 committees.

If appointed, the s.355 Committee name will include Central Darling Shire Council within the description and will be present on all authorised documentation including bank accounts, leases and letterheads.

4.3 Membership

Membership of the committee will be detailed in the TOR and may comprise rate

payers, representatives of the community, sporting organisations and/or general members of the public.

Successful membership to a s355 committee will be by completion of the council *Volunteer Induction* Process, be a financial rate payer and have residential status in the council area.

Section 355 committee's formation process will be through:

- Nominations of interest advertised publically
- Nomination form completed by interested parties
- Submissions collected
- Report submitted to General Manager
- Recommendations to Council
- Resolution of Council endorsing members of Committee

Council must appoint committee members to the committee. Council will advise persons that nominate for a committee - and the committee itself - of all appointments that have been accepted by resolution of Council. Until such time as council has confirmed membership, people cannot vote or take part in committee meetings. The committee is required to advise council of any vacancy that may occur during the year and whether or not the committee wishes for the vacancy to be filled.

The committee will consist of a minimum of three (3) office bearer members and not more than seven (7) committee members. These seven (7) members who have been nominated by a quorum of 50% plus one becomes the voting members of the committee. Members more than seven (7) represent a volunteer of council who will not receive a vote at a meeting but are entitled to attend meetings.

If a council owned facility becomes a s355 it is recommended that individual sporting groups and organisations using the facility should nominate a member of the group or organisation to become a member of the s355 committee.

4.4 Management including meetings, reporting and relevant information

The management of the s.355 committee will adhere to council's policies, procedures and the information contained in the *s.355 Operational Manual* and any other related legislation.

4.5 Term of the Committee

Unless otherwise stated, the term of office for a s.355 committees will be the same as that of the council (four years), with the addition of an extra three months after the General Election of Councillors, which occurs every 4 years in September.

4.6 Committee Review

Each s355 appointment and delegation is to be reviewed in the first twelve months of each term of office, with an implied option to be re- established.

4.7 Limitation of Powers

The committee will not make any decisions concerning the following:

- Fixing of charges or fees (the committee may submit recommendations for approval by council in relation to the fixing of charges and fees for use of the facility under its control).
- Borrowing of any monies without the express written consent of council

- The sale, lease or surrender of any land and/or other property vested in its care under the provisions of the Local Government Act 1993
- The acceptance of tenders, which are required to be called by council. The committee may invite and accept quotations for minor works, goods and services covered within the scope of its authority or as agreed with council
- The payment or making of any gift, to its members. This includes the payment of allowances or travelling expenses incurred whilst attending committee meetings.
- The payment of any monies outside the scope of the committee's function.
- The carrying out of any works on or to the facility including alterations, reconstructions or construction without the prior consent of council, this does not include minor maintenance works.
- Unreasonably withholding consent for the letting of the facility to any organisation, which agrees to comply with and adhere to the rules adopted for use of the facility, providing an acceptable letting period is available.

The execution of the function and delegation of the s355 committee can be subject to conditions and limitations imposed by legislation, resolutions by council and the General Manager at any point during the term of the committee.

Dissolution

If at any time the committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the committee signed by the General Manager or his/her representative.

The council by resolution can dissolve a committee at any time:-

- a) To carry out the control of the facility itself.
- b) If the committee is not complying with the roles and responsibilities of the committee
TOR

In the event of membership dropping to less than 3 persons council may:

- a) Give the Committee 6 months to be re-established to a viable membership;
- b) Dissolve the Committee and take over the responsibilities, consideration will need to be given to the long term viability of the function or facility.

Upon the Committee being dissolved, by resolution of Council, assets and funds of the committee shall, after payment of expenses and liability, be handed over to council.

5 RESONSIBILITIES AND ACCOUNTABILITIES

Council

- Undertake the functions identified in Council's *Community Strategic Plan* and *Operational Plans* through the most efficient and cost effective means including through the appointment of Section 355 Committees
- Ensure that all facilities and grounds are maintained and in safe repair in accordance with Council's adopted Operational and Delivery Plans
- Ensure that the management of the Section 355 Committees operate in accordance with the requirements of the Local Government Act 1993, other applicable legislation and council policies and plans.
- Provide administrative support in setting agendas, taking of minutes and advice and guidance on matters relevant to council.
- Provide support and training to committee members and volunteers where required
- Ensure that all relevant insurances are in place for buildings, fixtures, fittings and contents that belong to council.

- Ensure that adequate public liability insurance is in place to cover members, volunteers and hirers of facilities
- Fund and erect all major improvement works that have been agreed in accordance with Council's *Delivery and Operational Plans*
- Set annual fees and charges with consideration of advice provided by committees
- Financial undertakings (purchase orders, invoice collection, approval)

Council Delegate

- Attend all decision making committee meetings
- Be the main point of contact between council and committees
- Liaise with committee to ensure minutes are received and are accurate
- Compile reports to council from each committee meeting held
- Ensure that financial reports are attached to the council report
- Actioning recommendations from s355 meetings
- Ensure all volunteers of the committee have been inducted through Councils *Volunteer Induction* process
- Ensure Terms of Reference is reviewed and maintained

Committee Members

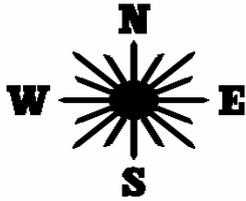
- Undertake the functions that have been delegated to the committee by council;
- Comply with the provisions of the Committee's Terms of Reference – which includes purpose, provisions for membership, conducting meetings, reporting to council;
- Comply with Council's *Code of Conduct*, s.355 *Committee Operational Manual*, and other relevant policies and procedures;
- Consulting with and supporting the needs of the Volunteers that fall under each respective committee's responsibility;
- Actively participating by regularly attending meetings, providing advice and taking part in decision making;
- Observe any rules and regulations made by the council, in relation to the function/facility under its management and control; and
- Ensure all participants in committee activities are endorsed volunteers of council.

Volunteers

- Comply with councils *Volunteer Policy and Procedure*; and
- Comply with Council's *Code of Conduct*, s.355 *Committee Operational Manual*, and other relevant policies and procedures

6 HISTORY

Date	Version Number	Activity log	Resolution Number	Resolution date



Central Darling Shire Council

Title of Procedure	DRAFT Section 355 Committee		
This applies to	All Councillors, Administrators, staff, contractors and volunteers		
Author		Date approved:	
Position of Author		Authorised by:	
Legislation, Australian Standards, Code of Practice	Local Government Act 1993 Code of Conduct Workplace Health and Safety Act Work Health and Safety Regulation 2011		
Related Policies/Procedures	Central Darling Shire Council Section 355 Policy Central Darling Shire Council Section 355 Committee Operational Manual Central Darling Shire Council Section 355 Terms of Reference Central Darling Shire Council Volunteer Policy Central Darling Shire Council Volunteer Procedure Central Darling Shire Council Volunteer information and Safety Handbook		

1 PROCEDURE STATEMENT

Council will define the procedure for establishing and maintaining Section 355 (s355) Committees formed under section 355 of the Local Government Act NSW 1993 (ACT). S355 Committee operate with delegation from Council under the provision of Section 377 of the ACT.

2 ESTABLISHING A s355 COMMITTEE

2.1 Community Request:

Community groups/organisations and or individuals who are ratepayers and or reside within the Central Darling Shire Local Government Area (LGA) may request the establishment of a s355 Committee.

The procedure is as follows;

- I. Community group/organisations and or individuals are to provide a written application to Council detailing reasons/purposes for establishment.
- II. A Council Delegate will be appointed to the s355 Committee to develop the TOR
- III. A report will be presented to an Ordinary Council meeting including:
 - Information to support the committee establishment including role, function and life
 - Recommendation from the General Manager
 - Specific authority being delegated to Council
- IV. The Committee will be notified of the decision of Council and if adopted, a copy of Section 355 Operations Manual and the Terms of Reference for that specific Committee will be prepared and given to the Committee.

2.2 Council Request:

Council may request the establishment of a Section 355 Committee and the procedure is as follows;

- I. A report outlining the purpose of the Committee will be presented to Council.
- II. Information to support the Committee establishment including role, function and life, purpose and financial obligations to be provided to reflect the Committees valid adoption to operate on Council's behalf.
- III. Specific authority being delegated to Council.
- IV. Committee membership
- V. Council Delegate assigned.

Council will appoint a council representative to guide, support and ensure the s355 committee has the resources needed to fulfil their role. The council representative must abstain from voting and cannot be a member of the committee.

A motion to be passed by Council worded as follows:

That "XYZ Committee" be established as a Council Committee in accordance with Section 355 of the Local Government Act 1993, along with Terms of Reference detailing the specific authority delegated, role, function and life of the Committee and the appointed council representative responsible for the Committee.

Council will then call for Expressions of Interest within the guidelines of the *Section 355 Operations Manual* and Terms of Reference for Committee membership, adopted by Council.

3 DELEGATION OF MEMBERSHIP

Upon resolution of Council to appoint a Committee to manage a function or facility, Council will call for nominations in line with the Terms of Reference developed for the committee membership.

Representatives of community, sporting organisations and/or general members of the public must be an endorsed volunteer of Council, who is a ratepayer or resides within the Central Darling Shire Council area, to be eligible for membership of a s355 Committee.

Council will advertise seeking nominations to the committee. Each nominee will be required to complete a Committee Nomination Form and a report will be prepared for Council to appoint

the members. Once the committee membership is appointed the committee will;

- Comply with the provisions of the Committee's Terms of Reference
- Comply with Council's Code of Conduct, s355 Committee Operational Manual, and other relevant policies and procedures;

The method of determining members via recruitment and selection will be as follows;

- Nominations of interest advertised publically
- Nomination form completed by interested parties
- Submissions collected
- Report submitted to the General Manager
- Recommendations to Council
- Resolution of Council endorsing members of Committee

Council must appoint committee members to the Committee. Council will advise persons that nominate for a Committee – and the Committee itself – of all appointments that have been accepted by resolution of Council. Until such time as Council has confirmed membership, people cannot vote at Committee meetings. The Committee is required to advise Council of any vacancy that may occur during the year and whether or not the Committee wishes for the vacancy to be filled.

4 MEMBERSHIP

All voting members of a s355 Committee must:

- Be a ratepayer of the Council or reside within the LGA
- Be an inducted volunteer of Council

S355 Committee membership will consist of:

- Minimum of three (3) office bearers
 - President/Chairperson
 - Secretary
 - Treasurer
- Maximum of 7 voting members
- Any additional members may attend meeting but do not have a voting right.

5 TERMS OF REFERENCE (TOR)

Section 355 Committees will operate in accordance with the Section 355 Committee TOR.

The framework of the s355 will be adopted in the TOR of the nominated s355 Committee.

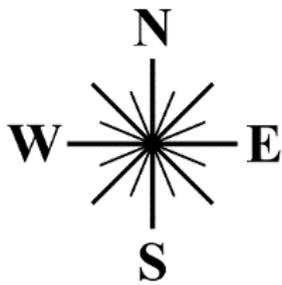
The TOR will stipulate the function of the committee, the term of the committee, any special conditions and the committee's constitution including the need for that committee to perform the function of council.

6 RESPONSIBILITIES / ACCOUNTABILITIES

Group / Officer	Responsibilities
Council	<ul style="list-style-type: none"> • Undertake the functions identified in Council's <i>Community Strategic Plan</i> and <i>Operational Plans</i> through the most efficient and cost effective means including through the appointment of Section 355 Committees • Ensure that all facilities and grounds are maintained and in safe repair • Ensure that the management of the Section 355 Committee operate in accordance with the requirements of the ACT, other applicable legislation and council policies and procedures • Provide administrative support, advice and guidance on matters relevant to Council • Provide support and training to committee members where required • Ensure that all relevant insurances are in place for buildings, fixtures, fittings and contents that belong to Council • Ensure that adequate public liability insurance is in place for Committee members • Fund and erect all major improvement works that have been agreed in accordance with Council's <i>Delivery and Operational Plans</i> • Appoint a Council Delegate to each s355 Committee
Council Delegate	<ul style="list-style-type: none"> • Attend a minimum of three (3) decision making s355 Committee meetings per year • Be the main point of contact between Council and the s355 Committee • Liaise with committee to ensure minutes are received and are accurate • Compile reports to council from each committee meeting held • Ensure that financial reports are attached to the council report • Actioning recommendations from s355 meetings • Ensure all members of the committee are inducted volunteers of Council • Ensure Terms of Reference is reviewed and maintained
Committee Member	<ul style="list-style-type: none"> • Undertake the functions that have been delegated to the committee by Council • Comply with the provisions of the Committee's Terms of Reference – which includes purpose, provisions for membership, conducting meetings, reporting to council • Comply with Council's <i>Code of Conduct</i>, <i>s355 Committee Operational Manual</i>, and other relevant policies and procedures • Consulting and supporting the needs of the Volunteer that fall under each respective committee's responsibility • Actively participating by regularly attending meetings, providing advise and taking part in decision making • Observe any rules and regulations made by the council, in relation to the function/facility under its management and control • Ensure all participants in committee activities are endorsed volunteers of council

7 HISTORY

Date	Version Number	Activity log	Resolution Number	Resolution date



CENTRAL DARLING SHIRE COUNCIL

s355(C) Committee
Terms of Reference
DRAFT



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1. INTRODUCTION

- 1.1 General principles of delegation**
- 1.2 Establishment of Section 355 Committees (355c)**
- 1.3 Quorum**
- 1.4 Dissolution**

2. Template – Section 355 Committees Terms of Reference

1 INTRODUCTION

1.1 General principles of delegation

This document sets out the Terms of Reference for the Section 355 Committee 355(c) appointed under s355 and s377 of the Local Government Act 1993 within Central Darling Shire Council (Council).

The Terms of reference will be written during a meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal.

Council in partnership with the Committee, through this document, delegates to the committees those powers necessary for them to carry out their responsibilities. It should clearly define the specific delegated authority, the purpose and structures of the committee and will incorporate Council policies, procedures, Section 355 Operational Manual, Local Government Act 1993 and current relevant legislation to achieve a fair and equitable outcome.

The General Manager is responsible for establishing the committee and approving the nomination of the inaugural chairperson. After the initial appointment of the 355(c) committee the members of the committee will elect the office bearers including the chairperson at the Committees AGM held annually.

The Terms of Reference and delegations in this document are intended to reflect the principles of subsidiarity to allow the council to delegate its powers and functions to the most efficient and effective levels with the aim of enhancing the opportunities for the towns and villages within the Central Darling Shire Council area.

A decision made by a committee under delegation from council has the same effect as if it were made by the council itself.

1.2 Establishment of 355(c)

Procedures, responsibilities and accountabilities

Subject to the following limitations, the committees of the whole shall have power to act in all matters concerning the functions listed in their respective delegations, provided they do not conflict with stated policy of council.

In respect of matters requiring financial input the committee's power is limited to the extent that provision has been made in the annual budgets and in Council Plans.



Section 355 Committees:

- a) Shall be responsible for planning, reviewing and the implementation of functions, duties, and powers in respect of their delegations.
- b) Shall be responsible for monitoring performance (including budget and performance targets) for their areas of responsibility.
- c) Have delegated power to appoint subcommittees and to delegate their powers to that subcommittee.
- d) All committees of the whole shall undertake such other functions as may be delegated by council from time to time and are able to provide recommendations to council where appropriate.
- e) When an Act or Regulation empowers 'the Council' to carry out a decision making function, that decision must be made by way of resolution of the full council unless the Act or Regulation permits delegation to a committee, subcommittee or officer.

Council cannot delegate any of the following matters to 355(c) committees and/or subcommittees:

- a) Fixing of charges or fees (the committee may submit recommendations for approval by Council in relation to the fixing of charges and fees for use of the facility under its control).
- b) Borrowing of any monies without the express written consent of Council
- c) The sale, lease or surrender of any land and/or other property vested in its care under the provisions of the Local Government Act 1993 (as amended).
- d) The acceptance of tenders, which are required to be called by Council. The committee may invite and accept quotations for minor works, goods and services covered within the scope of its authority or as agreed with Council
- e) The payment or making of any gift, to its members. This includes the payment of allowances or travelling expenses incurred whilst attending committee meetings.
- f) The payment of any monies outside the scope of the Committees function.
- g) The carrying out of any works on or to the facility including alterations, reconstructions or construction without the prior consent of Council, this does not include minor maintenance works.
- h) Unreasonably withholding consent for the letting of the facility to any organisation, which agrees to comply with and adhere to the rules adopted for use of the facility, providing an acceptable letting period is available.
- i) The execution of the function and delegation of the 355(c) committee can be subject to conditions and limitations imposed by legislation, resolutions by council and the General Manager at any point during the term of the committee.
- j) The power to make or alter any council policy.

1.3 Quorum

This refers to the minimum number of members who must be in attendance to approve business.

Council's Section 355 Committee Operational Manual states:

- Unless otherwise specified a quorum is reached when more than one half of the members are present. For a Committee with an even number of voting members, half that number plus one must be present. For a Committee with an odd number of voting members, a majority must be present,



- If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned to a time fixed by the Chairperson; or those present can hold an informal meeting to discuss matters.

However, any decisions taken by the Committee are not recognised until a meeting has ratified them, where a quorum is present.

The quorum for committees and subcommittees are stated in the relevant terms of reference.

The Mayor or Administrator is included in calculating the quorum and is counted towards the quorum when present.

Appointed members are included in calculating the quorum and are counted towards the quorum when present.

1.4 Alteration to the Terms of Reference

The Terms of Reference when endorsed by a resolution of Council becomes the agreement between Council and the Committee to work together to accomplish a shared goal and alterations of the document can only be made by Central Darling Shire Council.

1.5 Dissolution

Council may dissolve a committee at any time for any reason, including but not limited to:

- Council has decided to carry out the previously delegated function itself
- The committee is not acting within its Terms of Reference
- The committee has become inoperable due to membership dropping to less than three members or the committee has voted for council to consider dissolution
- The objectives of the committee are no longer relevant or required.

Upon the committee being dissolved, by resolution of council, assets and funds of the committee shall, after payment of expenses and liability, be handed over to council. The executive must forward all records such as minutes, correspondence financial records etc to council immediately.

2 TEMPLATE

2.1 Template Section 355 Committee Terms of Reference

The Section 355 Committee Terms of Reference template is provided as a guide only.

The Section 355 Committees Terms of Reference when written in partnership with Council and the Committee to define the purpose and structures of the specific committee will incorporate current Council policies, procedures, Section355 Operational Manual, the Local Government Act with relevant legislation to achieve a fair and equitable outcome.



Committee Name																									
Physical Address of the Facility or Reserve Managed by the Committee																									
Map Included	Yes <input type="checkbox"/> No <input type="checkbox"/>																								
Is the Committee managed facility on	Council Land <input type="checkbox"/> Crown Land <input type="checkbox"/> NPWS <input type="checkbox"/> Council Lease <input type="checkbox"/> N/A <input type="checkbox"/>																								
Lot and DP number:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">controlling authority</th> <th style="width: 25%;">lot number</th> <th style="width: 25%;">section number</th> <th style="width: 25%;">plan label</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	controlling authority	lot number	section number	plan label																				
controlling authority	lot number	section number	plan label																						
1. Function	<p>The (insert Name) Committee is formed to:</p> <p>a) –</p> <p>b) –</p> <p>c) –</p> <p>d) -</p>																								
2. Establishment	<p>The (insert Name) Committee is established under Section 355 of the Local Government Act 1993 which states:</p> <p>a) A function of Council may, subject to this Chapter, be exercised:</p> <p>b) By a committee of the council</p>																								
3. Operations	<p>The (insert Name) Committee as a Committee of Council is bound by practices established in Council's policies - in particular</p> <ul style="list-style-type: none"> • Council's Code of Conduct • insert <p>The operations of the (insert Name) Committee will be undertaken according to the requirements of the Section 355 Committee Operations Manual and its associated policies, legislation and annexures.</p>																								
4. Delegated Authority	<p>The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager.</p> <hr style="border: 1px solid #004a87;"/> <p>Please insert the delegated authority</p> <p>The Committee will observe any rules and regulations made by Council, in relation to the facility/ function delegated to it.</p> <p>If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.</p>																								



	<p>The (insert Name) does not have authority to implement actions in areas over which management has responsibility.</p> <p>The (insert Name) Committee forwards the Minutes of every meeting, including any specific recommendations, to the next practicable Ordinary Meeting of the Council for determination.</p> <p>The (insert Name) Committee does not have any authority to commit or expend any Council funds that are not contained within an adopted budget or subsequent variation to that budget via resolution of Council.</p> <p>Any recommendation for expenditure other than within an adopted budget must be endorsed by Council through adoption of Committee minutes at the next practicable Ordinary Meeting of Council and cannot be acted upon until the adoption of Committee Minutes at the next Ordinary Meeting of Council.</p>
<p>5. Specific Objectives and Principle Responsibilities</p>	<p>(Insert the specified Committee and the Specific Objectives and Principle Responsibilities for the committee)</p> <ol style="list-style-type: none"> a) Liaison with Sub Committees/ Volunteer Groups to ensure that the interests of their particular area is adequately represented b) Meet the operational and reporting requirements of Council – including those of the Volunteer groups (refer Section 355 Committee Operations Manual) c) The principle responsibilities of the (insert committee name) Committee will be: <ul style="list-style-type: none"> • To provide the management of the (insert) to ensure they are efficiently managed, operated and maintained to meet the present and future needs of the community. • To provide oversight on the general finances of the (insert) • To provide input on the asset replacement and renewal requirements for the (insert) • To assist in developing sustainable plans, policies and guides for the (insert) • To provide an avenue for the incorporation of cultural and recreational facilities planning into applicable community plans, services and initiatives. To provide an avenue for community members and organisations to raise and address issues related to the (insert) d) The (insert) Promotional functions including; <ul style="list-style-type: none"> • conduct community events as approved by Council • to promote Central Darling Shire Council (Media and Public Relations) <p>For more information refer to the Policies available via Council website: (Insert URL link here)</p>
<p>6. Objectives from the Community Strategic Plan</p>	<p>(Insert the specified Committee and the Specific objectives from the Community Strategic Plan that relate to the committee)</p> <p>The objectives of the (insert) Committee align with the following objectives from Councils Community Strategic Plan 2018-2027: (insert)</p> <p>For more information refer to the Community Strategic Plan 2018-2027 available via Council website:</p>



	<p><i>(insert)</i></p>
<p>7. Financial Arrangements</p>	<ul style="list-style-type: none"> • The Committee will not accept cash from any person or organisation, except in the processing of ticket sales and raffles or other fundraising activities • All funds raised are the property of Council. • Fees and charges will be set annually by Council. • All expenditure requires a purchase order to be raised, production of an invoice and authorisation for payment through Council Finance policies and procedures. • The accounts of the Committee will be audited annually and a copy of the income and expenditure and bank statements provided to Council by the 30th August each year. • <i>(insert)</i> • <i>(insert)</i>
<p>8. Volunteer groups/ sub Committees under the Committee</p>	<p>The <i>(insert)</i> Committee will be responsible for the oversight of operations of the following Volunteer groups;</p> <ul style="list-style-type: none"> • <i>(insert)</i> – Sub Committees or Volunteer Group <p>The committee may form volunteer groups/ Sub Committees to work on particular projects. These group will report back to the <i>(Insert Committee name)</i> Committee meeting and the minutes will include the information discussed. Additional persons may be recruited to assist with projects (subject to Council approval)</p> <p>For more information including responsibilities refer Section 9 and 10- Committees and Volunteer Groups of the Manual.</p>
<p>9. Membership</p>	<p><i>(If specific membership requirement are necessary please insert)</i></p> <p>The Committee will consists of a minimum of Three (3) members and not more than Seven (7)</p> <p>Method of Determining Members:</p> <p>Recruitment and Selection</p> <ul style="list-style-type: none"> • Nominations of interest advertised via social media, radio, print media • Nomination form completed by interested parties • Submissions collected • Report submitted to General Manager • Recommendations to Council • Resolution of Council endorsing members of Committee
<p>10. Term of Office</p>	<p>2020-2024</p> <p>The term of office for Section 355 committees will be the same term as the current Council with addition of an extra three months after the General Election of Councillors, unless as a sunset committee i.e. with a finite time specified.</p>



<p>11. Office Bearers</p>	<p>The committee will consist of a minimum of three (3) office bearer members</p> <ul style="list-style-type: none">• Chairperson• Secretary• Treasurer• (insert) – Any other Office bearers <p>and no more than seven (7) committee members. These seven members are entitled to one vote.</p> <p>For more information including roles and responsibilities of each refer Section – Committee Procedures of the <i>355(c) Operational Manual</i>.</p>
<p>12. Meetings</p>	<p>General Meeting – no less than Three (3) times per year with seven (7) days prior notice</p> <p>Annual General Meeting – Once (1) a Year with twenty eight (28) days prior notice and advertised publically.</p> <p>Extraordinary General Meeting – When required with seven (7) days prior notice</p> <ul style="list-style-type: none">• Only the one subject discussed no general business of the committee will be discussed at an Extraordinary General meeting only that matter that initiated the Extraordinary General meeting <p>For more information including Meeting Guidelines refer to Section Meetings Types and Guidelines of the <i>355(c) Operational Manual</i>.</p>
<p>13. Quorum and Voting</p>	<ul style="list-style-type: none">• A quorum is reached when more than one half of the members are present. For a Committee with an even number of voting members, half that number plus one must be present. For a Committee with an odd number of voting members, a majority must be present,• If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned to a time fixed by the Chairperson; or those present can hold an informal meeting to discuss matters.• However, any decisions taken by the Committee are not recognised until a meeting has ratified them, where a quorum is present.• For a vote to be carried a majority of voting members present is required• Staff representatives do not have the authority to vote on issues.
<p>14. Termination of Membership</p>	<p>Membership to the Committee will be terminated automatically and without notice after a member’s absence from 3 consecutive meetings without leave of the Committee; or</p> <p>Members can also notify termination of membership in writing to the Committee.</p> <p>Replacement of Vacant Positions:</p> <ul style="list-style-type: none">• investigate previous nominations• Nominations of interest advertised via social media, radio, print media• Submissions collected• Report submitted to General Manager• Recommendations to Council• Resolution of Council endorsing members of Committee



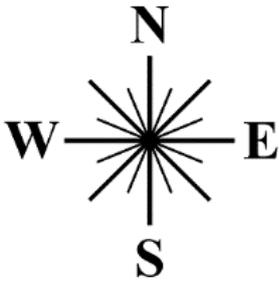
<p>15. Reporting Requirements</p>	<p>The committee Chairperson can communicate directly with the Staff Representative appointed to (insert Committee Name) regarding matters, for such reasons, cannot be taken to the next scheduled committee meeting.</p> <p>The Committee will report to Council through the minutes taken from every Committee meeting containing clear and concise recommendations to Council of business freely discussed at the Committees meeting.</p> <p>The recommendation to Council from the Committee will be voted upon at the Committees meeting with a majority of votes</p> <p>The Recommendation made to Council in the Committee minutes will require the endorsement of Council before it is enacted. The Staff Representative for the Committee will notify the Committee on the outcome of the recommendation made to Council.</p> <p>Documents and time specifics;</p> <ul style="list-style-type: none">• Annual Minutes including Annual Financial Reports by 30 August,• Minutes of Meetings within 2 weeks from meeting,• List of Executive elected at the AGM by 30 September• List of suggested Capital improvement works for consideration in the budget by 28 February• List of suggested Fees & Charges by 28 February• Updated Asset Register by 31 May• Updated list of Committee members/Volunteers as required• Key Registry if necessary• Review Risk Assessment if necessary• (insert any other reporting requirements)
<p>16. Staff Representatives</p>	<p>Staff Representative is an employee of Council who will be an ex officio member of the committee and is not entitled to a vote, appointed to this Committee due to the position held in Council to assist Committees to ensure the effective day to day management of the Committee is supervised.</p> <ul style="list-style-type: none">• Compile the Annual Report of the Committee in conjunction with the committees AGM Documents• Assist with referrals and information for resolution of matters within their authority• Oversee the recruitment and selection process for committee membership• Provide terms of reference and appointment letters to all new Committee members• Facilitate a review process for the Committee and the Term of Reference every 4 years• Provide information and education on good governance• Be the principal point of contact for the Committee.• Be the main conduit between the Committee and Council.• Assist Governance and Administration in the co-ordination of Committee Meetings. (Compile and circulate agendas, attend meetings, compile and distribute minutes)• Oversee of information for the nominated facility included in the Committee• Monitor and follow-up Action Report• Undertake Volunteer education and inductions



17. Review Date	Annual review of (Committee Name) Committee needs and objectives
18. Alteration of Terms of Reference	<p>Alterations of the Terms of Reference can be recommended by a majority vote of the current (insert Committee Name) Committee members at an extraordinary general meeting.</p> <p>Council will require the Committee to make a recommendation to Council in the minutes taken at the extraordinary general meeting before it is enacted.</p> <p>The Terms of Reference may only be amended by Central Darling Shire Council</p> <p>For more information including Meeting Guidelines refer to Section Meetings Types and Guidelines of the <i>355(c) Operational Manual</i>.</p>
19. Related Documents	<ul style="list-style-type: none"> • Code of Conduct • Community Strategic Plan • Section 355 Committee Policy • Section 355 Committee Procedure • Section 355 Committee operational Manual • Volunteer Policy • Volunteer Procedure • Volunteer Handbook

Amendments

Date	Amendment	Committee



CENTRAL DARLING SHIRE COUNCIL

SECTION 355 OPERATIONAL MANUAL

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INTRODUCTION

Councillors and employees of the Central Darling Shire Council (council) appreciate the efforts of our volunteers who become members of Section 355 Committees. These are important roles in providing valuable contributions to the local community

Council recognises the important part volunteers play in providing and managing Council functions and facilities. The Local Government Act (ACT) provides for the authority of these committee to be convened and this manual enables the partnership between council and the committee to establish clear and concise management of these committees. The Manual provides support and guidance to the committee members who volunteer to carry out the delegated operations of council functions and facilities.

Upon the formal adoption of a s355 Committee by council, its members are required to approve and adhere to the conditions set out in the committees Terms of Reference (TOR) and follow the guidelines contained within this manual.

Adherence will ensure committee members are aware of their responsibilities and are adequately indemnified and covered for all legislative requirements. Council provides advice and direction on matters associated with these committees and members can seek council's assistance at any time.

Committees can have different responsibilities and for this reason some clauses may not necessarily apply or be relevant to each committee. Information that is specific to a committee is documented in the Committees Terms of Reference.

Council is committed to ensure the committee members are strongly supported and have access to the tools necessary to successfully manage the operations of council functions and facilities.

The manual outlines the operational requirements for the committee to refer to. It is to be used as a reference guide and in conjunction with the Central Darling Shire Council *Volunteer Policy*. The Volunteer Policy is the over-arching document for all Central Darling Shire Council volunteers, including those both on Section 355 Committees and those who may do volunteer work on behalf of the committees.

The Manual contains specific sections that provide information for each committee that is fundamental to each committee's successful operations.

This information will continue to be updated, and additional forms and templates added from time to time.

Committees are invited to ask questions and to provide feedback that can be used to update this manual. Council staff will arrange for each update to be redistributed to all current committees, and this will also assist with the sharing of information and ideas.

As committees review and update their processes over time, Council staff will be available to provide advice and support, and to assist with the sharing of tools and templates.

If you have any questions concerning this manual or s355 committees in general, do not hesitate to contact Councils representatives.

Please refer to **Appendix 1** for a list of the current s355 Committees and the Councils contact Representative position title for each Committee.

Council Contacts

Business hours: 9.00am to 5.00pm	Phone number: 08 8083 9000
Email: council@centraldarling.nsw.gov.au	ABN: 53 558 891 887
Postal address:	The General Manager PO Box 165 Wilcannia NSW 2836
Website:	www.centraldarling.nsw.gov.au

1. MANAGEMENT OF COMMITTEES

1.1 What is a Section 355 Committee?

A s355 committee is a council approved committee of volunteers who accept the responsibility for the management of Council functions and/or Council-owned facilities to ensure the best possible outcomes for the Community.

It is formed under the provisions of Section 355 and Section 377 of the *Local Government Act 1993*. s355 allows Council to exercise a function of Council and s377, allows Council to delegate the authority to manage a function of Council.

1.1.1 Objectives of Section 355 Committees

Each Section 355 Committee will have a Terms of Reference which will outline the general objectives for each facility, reserve or specialized centre. These objectives are either derived from the Local Government Act 1993 or from general practice in local government and may include the following:

- To encourage, promote and facilitate recreational and sporting pursuits in the community in line with current and future needs of the Central Darling Shire Council
- To ensure that such activities are managed having regard to any adverse impact on nearby residences.
- To optimise the use of the facility or reserve in line with the Committees Terms of Reference
- To ensure facilities and reserves aim to be accessible to all members of the community
- To adhere to environmental best practice and sustainability

1.2 Delegations

Council in partnership with the Committee, through the Terms of Reference, will delegate to committees the powers necessary for them to carry out their responsibilities. Each Terms of Reference will clearly define the specific delegated authority, the purpose and structure of each committee.

When a council delegates authority to a Section 355 Committee, it allows the committee to exercise the power to make certain decisions 'as the Council'.

The Local Government Act subjects s355 committees to the same statutory procedures and conduct as Council.

1.2.1 Committee Terms of Reference

Each committee will develop a Terms of Reference in partnership with Council, which will include information such as:-

- The name of the committee
- The physical address of the facility or reserve managed by the committee
- The Lot and DP number/s
- If the committee managed facility is on Crown or Council land
- The physical area of responsibility including a map defining property boundaries
- Purpose of the committee
- Establishment of the committee
- Operations of the committee
- Specific Delegated Authority
- Specific Objectives and Principle Responsibilities of the committee
- Objectives from the Community Strategic Plan
- Financial Arrangements
- Volunteer groups and or sub Committees under the Committee
- Committee Membership
- Term of Office
- Office Bearers
- Committee Meetings (General, Annual and Extraordinary)
- Quorum and Voting
- Termination of Membership
- Reporting to Council.
- Staff Representative
- Review Date
- Alteration of Terms of Reference
- Related Documents

1.3 Services to be provided by Council

Council is responsible for ensuring that council facilities operate in accordance with the Local Government Act 1993 and council's policies, procedures and plans.

It has an obligation to provide council facilities at accessible locations throughout the Council area to cater for the social, educational, recreational and welfare needs of its residents and visitors and to support the committees that manage them.

It must also ensure that its facilities and assets are maintained structurally and comply with industry standards.

1.4 Integrity, Safety and Respect

Council is committed to ensuring that work participants have a safe and healthy work environment that is free from bullying, discrimination or harassment and where they are treated with respect and dignity. Any form of bullying, harassment or discrimination is unacceptable and will not be tolerated and under any circumstances.

Council advocates and is committed to Disability Inclusion where it supports the fundamental right of choice for people with a disability to choose how they live and work and access opportunities within the council.

2. COMMITTEE FRAMEWORK

2.1 Code of conduct

Council has a *Code of Conduct*, which is applicable to elected Councillors, employees and Committee members. This *Code of Conduct* sets out principles to ensure the business of council is carried out in an efficient, honest and impartial way.

As the committees operating as part of Council, it is important for the committees to be aware of, and abide by, this *Code of Conduct*.

2.2 Appointment and Term of Membership

Council aims to appoint committees that are representative of the local community or interest groups for the function and tasks that the Committee manages.

Membership of the Committee will be detailed in the TOR and may comprise Councillors, representatives of community, sporting organisations and/or general members of the public.

Council will appoint a Council Representative to each committee established under s355, the appointed council representative will not hold membership to the committee nor be entitled a vote on the respective committee. The council representative will help support the operations of the Committee.

To hold office and be responsible for the management of a council facility, all committee members must be appointed by council. Council must also appoint new committee members, before being able to vote and take part in meetings of the committee.

Council may dissolve a s355 Committee at any time.

The term of office for s355 committees will be the same term as the current council, with the addition of an extra three months after the General Election of Councillors, unless as a sunset committee, i.e. with a specified end date.

All nominations for s355 committees are formally submitted in writing to council for appointment on the *Committee Member Nomination* form.

2.3 Committee Membership

The membership of s355 committees shall consist of not less than three voting members and not more than seven voting committee members in total.

Committee membership is open to all residents of the Central Darling Shire Council who subscribe to the objectives of the committee as described in the Constitution/Terms of Reference and are committed to the activities of the committee.

Committees can invite interested people to nominate for committee membership and encourage them to attend a meeting as an observer or to find out more about the Committees objectives.

If a person is interested in joining the committee, they need to have their nomination approved at a committee meeting and complete the Volunteer PIN registration form (Ref.D) which will be provided by the committee.

If more volunteers are interested in joining the committee than there are vacancies, then current members will vote to decide who will become the nominee to council to be a member/s.

Once the nomination/s have been approved, the committee will notify Council of the nomination in writing for appointment on the *Committee Member Nomination* form.

When Council has ratified the membership nomination, the new committee members and the committee secretary will be advised in writing of the appointment.

All committee members must be approved by Central Darling Shire Council before their official committee duties (including voting rights) can commence.

The method of applying to become a committee member is as follows;

1. Complete *Committee Member Nomination* form
2. Submit the nomination to a Committee meeting
3. Nomination is carried or denied at a committee meeting
4. The committee will make a recommendation to Council in their minutes
5. Committee will present the nomination form along with other documents from the meeting to their staff representative, who will submit a report to the General Manager
6. Recommendations made to Council
7. Resolution of Council regarding membership of Committee finalised
8. Council will advise the committee of the approved nomination

Committees work best when the workload is shared amongst committee members and there is evident goodwill and cooperation amongst members. Some characteristics of and suggestions for what works well are below:

Characteristics	Suggestions
A good strong committee	Schedule meetings to suit all
Working well together	Share the duties and activities. Don't leave it to one or two people
Positive Energy	Explore new ways or activities to engage the Community
	Strive to make the Committee known and visible
Communication	Identify common goals, structure meetings, encourage regular attendance and produce good minutes

2.4 Responsibilities and accountabilities

2.4.1 Council

- Undertake the functions identified in Council's *Community Strategic Plan* and *Operational Plans* through the most efficient and cost effective means including through the appointment of Section 355 Committees
- Ensure that all facilities and grounds are maintained and in safe repair in accordance with Council's adopted Operational and Delivery Plans
- Ensure that the management of the Section 355 Committees operate in accordance with the requirements of the Local Government Act 1993, other applicable legislation and council policies and plans.

- Provide administrative support in setting agendas, taking of minutes and advice and guidance on matters relevant to council.
- Provide support and training to committee members and volunteers where required
- Ensure that all relevant insurances are in place for buildings, fixtures, fittings and contents that belong to council.
- Ensure that adequate public liability insurance is in place to cover members, volunteers and hirers of facilities
- Fund and erect all major improvement works that have been agreed in accordance with Council's *Delivery and Operational Plans*
- Set annual fees and charges with consideration of advice provided by committees
- Carry out financial undertakings (purchase orders, invoice collection, approval) where applicable

2.4.2 Council Delegate

- Attend all decision making committee meetings
- Be the main point of contact between council and committees
- Liaise with committees to ensure minutes are received and are accurate
- Compile reports to council from each committee meeting held
- Ensure that financial reports are attached to the council report
- Actioning recommendations from s355 meetings
- Ensure all volunteers of the committee have been inducted through Councils *Volunteer Induction* process
- Ensure Terms of Reference is reviewed and maintained

2.4.3 Committee Members

- Undertake the functions that have been delegated to the committee by council;
- Comply with the provisions of the Committee's Terms of Reference – which includes purpose, provisions for membership, conducting meetings, reporting to council;
- Comply with Council's *Code of Conduct*, *s.355 Committee Operational Manual*, and other relevant policies and procedures;
- Actively participate by regularly attending meetings, providing advice and taking part in decision making;
- Observe any rules and regulations made by the council, in relation to the function/facility under its management and control; and

2.4.4. Committees

- Manage council facilities and are responsible for its day-to-day running,
- Undertaking the functions that have been delegated to the Committee by Council
- Complying with the provisions of the Committee's Terms of Reference – which includes purpose, provisions for membership, conducting meetings, reporting to council
- Complying with Council's *Code of Conduct*, and other relevant policies and procedures
- Managing and supporting the needs of the volunteers that fall under each respective committee's responsibility
- Ensure all participants in committee activities are approved volunteers of council.
- Holding regular meetings, accurately recording minutes of each meeting and promptly forwarding a copy of all minutes, to Council for approval
- Submitting regular summaries, maintaining and monitoring accurate financial records whilst ensuring end of financial year obligations are met
- Recommending hire fee structures for consideration by council where applicable
- Administering and overseeing use of the facility by hirers/user groups

- Holding an Annual General Meeting in July/August each year and advising Council of the date at least six weeks prior to the meeting
- Submitting a current list of all committee members to council following the Annual General Meeting noting any changes to Committee membership
- Maintaining and supplying Council with an up-to-date Key Register if applicable
- Ensuring that the User Agreement for Council Facilities is used for each hire of a facility.
- Ensuring that all moneys received are used for the benefit of the facility in an equitable, honest and consistent manner
- Being aware of, and involved in, appropriate community activities which are compatible with the goals of the facility
- Developing and updating long term strategic plans for the facility
- Recommending policies and procedures which contribute to the effective management of the facility or the activities of the Committee
- Being accountable to Council and the community for the Committee's actions and initiatives in respect of the facility
- Ensuring that the facility is not used for the financial gain of Committee members
- Ensuring that all written material provided to potential hirers or used to promote the facility or program acknowledges Council and displays Council's logo

2.5 Legislative Requirements

It is important for committees of council to be aware that they are in fact acting on council's behalf. Legally, the committee is 'Council' and any actions which the committee undertakes is the council's responsibility.

Committees sometimes believe they are responsible in their own right and that their actions are independent of council. As councils delegated authority the committee is to act in the best interests of the council. Should this not be the case the council can revoke the delegation at any time.

The committee is also a legal entity and the delegated authority of council is made to a committees name and /or title. The committee cannot change this name without advising the council of the intention to adopt a new name, nor can a committee merge with another party without prior notice and input from council. Unauthorized actions by committees could lead to insurance coverage being withdrawn or cancelled.

Any committee member or volunteer who as part of their committee or group activities, is primarily involved with children, where that contact is not directly supervised, is required to undergo a *Working with Children Check*.

2.6 Bookings

The committee will take control of bookings for the facility (if applicable), subject to the schedule of fees being approved by Council on an annual basis.

2.7 Fees and Charges

Committees do not have the power to set their fees and charges for the hire of a council facility in accordance with Section 377 of the Act. Council fixes all fees and charges annually when developing Council's budget.

Committees must forward recommended Fees and Charges for the ensuing financial year on or before the 1st April of each year to the General Manager. Any fees and charges recommended should be calculated carefully so as to cover the costs of managing and maintaining the facility including periodic maintenance. Care should be taken to ensure that one group or section of users does not unduly subsidise others and that all users contribute

on an equitable basis bearing in mind all circumstances. Council retains the right to set fees and charges in order to secure a reasonable fee and charge for the facility.

3. COMMITTEE PROCEDURES

3.1 Election of Office Bearers

The committee will, from its own members, elect the office bearers provided for in the committee constitution or Terms of Reference (Ref. C).

Office bearers do not have greater decision making powers than other committee members, other than the chairperson who has a casting vote in the event of a tied vote. Whilst office bearers usually have defined roles, each committee member and volunteers under them play an important part in the functioning of the committee.

The committee will consist of a minimum of three (3) office bearer members and no more than seven (7) committee members. These twelve members are entitled to one vote.

A maximum of two relatives in a family can be office bearers on the same committee at the same time.

For the purpose of this manual, the definition of 'relatives' shall be the same as under the *Local Government Act 1993* which is:

- (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse or de facto partner,
- (b) the spouse or de facto partner of the person or of a person referred to in paragraph (a)

For multiuse facilities such as sporting fields committees should generally only have one (1) representative from each sport but with an allowance for an additional representative if the sport has separate junior and senior clubs, associations or groups.

The **office bearers** will hold the positions of:

3.1.1 Chairperson

The Chairperson is usually the spokesperson for the committee and ensure that the committee is running smoothly and achieving its aims and objectives.

- To call and preside over meetings, ensuring that all committee members have an equal opportunity to speak.
- Ensure the smooth running of Committee Meetings in accordance with standard or adopted meeting procedure
- To be impartial and remain objective
- To regulate meetings, ensuring that sufficient time is allocated for discussion and decision making.
- Provide background on matters so that all members are equally informed
- Summarise decisions made by the committee, thus clarifying the who, what, when and how of the decisions being made
- Receive and put to the meeting for debate any motion that is brought before the committee
- To ensure the committee operates within its Deed of Delegation, Constitution/Terms of Reference and committee responsibilities

3.1.2 Secretary

The Secretary is often the key contact point for the committee for all correspondence and is required to record the 'minutes' for each meeting.

- Deal with all incoming and outgoing correspondence and table all at committee meetings for appropriate action
- Provide notice and agenda of meetings to committee members
- Accurately record minutes of each meeting and forward to Council and to all members of the committee
- To store all committee information & records appropriately to ensure the protection and privacy of personal information

3.1.3 Treasurer

The Treasurer is responsible for looking after the committee's financial business records and is required to present a report of all receipts, payments and other transactions at each committee meeting.

- Undertake a *Police Check*
- Receipt all moneys payable to the committee and issue receipts
- Keep correct accounts and books showing the financial affairs of the Committee
- Bank the Committees monies received
- Submit financial statements as required to council
- Compile a Treasurer's Report for each meeting of the committee
- Submit accounts to each committee meeting for confirmation of payment
- Close off the Committee's financial records by the 30 June.
- To prepare and submit monthly GST returns to Council (if applicable)
- To prepare and submit monthly Casual hirers Insurance Returns to Council (if applicable)
- To store all committee information & records appropriately to ensure the protection and privacy of personal information

The remaining **Committee Members** will hold the positions of:

3.1.4 Committee Members

The remaining committee members may be allocated other positions/roles within the committee that would run parallel to the committee's office bearers being attributed their own set of responsibilities, including (if applicable):

- Maintain a volunteer sign on/off register for activities
- Maintain booking register for facility hirers
- Liaise regularly with volunteers for feedback and input for committee meetings
- Meet reporting requirements of council
- Notify the council of any WH&S and risk management issues – current and potential
- Keep records in a safe and secure manner
- Provide advice to council on maintenance – routine and otherwise
- Submit a list of proposed capital works – applicable to their committee- to council for consideration in budget planning
- Ensure all new volunteers complete a volunteer registration form and submit to council
- Submit a list of proposed *Fees and Charges* for their relevant facilities/grounds
- Notify the committee of the names of any new volunteers or resigning volunteers
- Ensure committee membership is maintained and that any vacancies, resignations are notified to council and subsequently filled if required.
- Maintain an Asset List – including new assets and disposal of assets.

3.2 Limitation of Powers

The committee will not make any decisions concerning the following:

- Fixing of charges or fees (the committee may submit recommendations for approval by council in relation to the fixing of charges and fees for use of the facility under its control).
- Borrowing of any monies without the express written consent of council
- The sale, lease or surrender of any land and/or other property vested in its care under the provisions of the Local Government Act 1993
- The acceptance of tenders, which are required to be called by council. The committee may invite and accept quotations for minor works, goods and services covered within the scope of its authority or as agreed with council
- The payment or making of any gift, to its members. This includes the payment of allowances or travelling expenses incurred whilst attending committee meetings.
- The payment of any monies outside the scope of the committees function.
- The carrying out of any works on or to the facility including alterations, reconstructions or construction without the prior consent of council, this does not include minor maintenance works.
- Unreasonably withholding consent for the letting of the facility to any organisation, which agrees to comply with and adhere to the rules adopted for use of the facility, providing an acceptable letting period is available.

The execution of the function and delegation of the s355 committee can be subject to conditions and limitations imposed by legislation, resolutions by council and the General Manager at any point during the term of the committee. If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the committee signed by the General Manager or his/her representative.

3.3 Meetings Types and Guidelines

Committees should meet on a regular basis – no less than 3 times per year – to discuss relevant business and make decisions for endorsement by Council. Regular meetings ensure that necessary tasks are attended to promptly and provide an ongoing accountability to both Council and the Community. In holding a meeting the following documentation needs to be prepared:

Notice of Meeting
Agenda – can be incorporated with the Notice of Meeting
Minutes of the previous meeting

In addition to this at an AGM the following is required (if applicable)

Audited Financial Statements per Financial Year
Committee Member register
Committee executive Nomination Forms
Key Registry
Review Terms of Reference
Assets Register
Review Risk Assessment

A notice of meeting and agenda is to be sent out to all Committee members and the council representative at least one week prior to the meeting.

Minutes of the matters discussed are to be kept and a copy forwarded to all Committee members and Council. As the Committee has responsibilities to both Council and the community, a reasonable degree of formality is required. This, however, does not mean that the meetings should be burdensome. It is important that meetings are pleasant and conducted in an open and friendly manner that encourages participation of all members.

3.3.1 Ordinary Meeting

Ordinary Meetings of the committee are required to address the day to day issues involved with management of the facility. The aim is to meet as often as is necessary for the good management of the committee and its delegated responsibilities. Regular meetings should be programmed at the commencement of the year or at the AGM.

3.3.2 Extraordinary Meeting

An Extraordinary Meeting of the committee may be called to discuss urgent business and / or matters outside the scope of an ordinary meeting, and must be requested by at least two members of the Committee. An agenda will be prepared and circulated to all members of the committee at least two days prior to the meeting. No other business will be discussed at this meeting other than that of the urgent business.

3.3.3 Annual General Meeting

An Annual General Meeting is held every year and is distinct from an ordinary meeting. The main objectives are to report on what the committee has done over the past year and to elect new office bearers for the coming year. The new members of the committee – even if members are re-elected to positions - will need to be endorsed by council. All committees are requested to hold their Annual General Meeting (AGM) in July / August each year.

3.3.4 Meeting Guidelines

Meetings are to be conducted to standard guidelines and include:

- A quorum be present
- Appropriate notice is given
- Business on the agenda is properly conducted
- Correspondence and minutes are recorded.

3.3.5 Quorum

This refers to the minimum number of members who must be in attendance to ratify or approve business. Council regulations state:

- A quorum is reached when more than one half of the members are present. For a Committee with an even number of voting members, half that number plus one must be present. For a Committee with an odd number of voting members, a majority must be present,
- If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned to a time fixed by the Chairperson/President; or those present can hold an informal meeting to discuss matters.

However, any decisions taken by the Committee are not recognised until a meeting has ratified them, where a quorum is present.

3.3.6 Agenda

The Agenda is an organised list of headings of all the major items, in order, that will be discussed at the meeting. A copy of the Agenda is distributed to all the committee members at the commencement of the meeting, or before if it is possible. Late matters can be added to

the Agenda at the opening of the meeting as the Chairperson calls for discussion on the Agenda.

Each item of business to be discussed at the meeting needs to be put on the Agenda. Unfinished business and reports on actions taken since previous meetings are included in the agenda under 'Business arising from previous minutes'. If any items on the Agenda are not discussed due to limitations of time, they are carried over to the next meeting's Agenda.

3.3.7 Conduct of Business

Each item of business is discussed in the order in which it appears on the Agenda. Allow adequate time for discussion on important issues. Ensure all relevant information on the matter under discussion is available at the meeting.

3.3.8 Tabling of Correspondence

A list of correspondence received (Inwards) is presented at the Committee meeting by the Secretary. This action is to inform members of any new issues that may have arisen and to report on letters received in response to matters raised at previous meetings. A list of correspondence sent out (Outwards) is provided to inform the members of any action taken on their behalf. All correspondence will be suitably filed together for future reference.

3.3.9 Minutes of Meetings

Minutes must be recorded and a motion/ recommendation put forward by the committee members. The motion/ recommendation after being voted on by the committee should be recorded as "carried" or "lost". This document is to be an accurate recording on what happened at the meeting.

The minutes of each meeting must be sent to council within 14 days after the meeting and confirmed at the committee's next meeting. On receipt of the minutes by council they will be reviewed and the committee may be contacted if required. Council will not act on minutes recommendation/motions alone, a request for information/action by Council must also be put in writing from the Committee.

The Committee is required to be aware of the importance of minutes because of their legal status and their liabilities to subpoena in court cases. A copy of the minutes should be included in a *Minutes Book* as a permanent record of meetings. It is the Chairperson's responsibility to see the minutes are unaltered after adoption and are signed as an accurate record. Records of council committees should be kept for at least 5 years.

3.4 Voting

Voting allows members to express their agreement or disagreement. Voting can be conducted in one of three ways.

Vote verbally

The chairperson asks people to say 'for' or 'against' and then decides which group is the largest.

Vote by show of hands

The chairperson asks people in favour of a decision to raise their hands, firstly those in favour, counts hands and announces the total, and does the same for those against.

Vote by secret ballot

Members vote on paper and put into general pool, the secretary and a member not standing for any position, count the votes. (Requests by members for secret ballot cannot be denied.)

For all motions, the Committee needs to have an agreement concerning the way a vote will be decided, e.g. for the vote to be carried, you will need a simple majority (more than half);

3.5 Conflict Of Interest

A conflict of interest can arise when a member of the committee has other involvements or interests, which make it difficult for them to always remain impartial when involved in discussions and decision-making.

Council has adopted a *Code of Conduct* that is applicable to elected Councillors, employees and delegates of council. All s355 committee are delegates of council and as such must abide by the council *Code of Conduct* when undertaking s355 committee business

Examples of Conflict of Interest include:

- business or professional activities,
- employment or accountability to other people or organisations
- membership of other community organisations or service providers
- ownership of property or other assets

The conflict may lead to:

- financial benefit e.g., sale of goods or privileged knowledge,
- political benefit e.g. gaining or losing electoral support, and/or
- personal benefit e.g. career advancement or increased standing in the community

If a member of a committee has a direct or indirect pecuniary or non-pecuniary interest in any matters before the meeting, the member must disclose the nature of the interest and not take part in the discussion or voting. This interest must be recorded in the minutes to the meeting.

3.5.1 Pecuniary Interest

A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in Council's Code of Conduct. A person will also be taken to have a pecuniary interest in a matter if that person's spouse or de facto partner or a relative of the person or your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child has an interest.

Committee members must disclose an interest and the nature of that interest at a meeting, leave the meeting and be out of sight of the meeting and not participate in discussions or voting on the matter.

3.5.2 Non-Pecuniary Interests

Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in Council's Code of Conduct. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.

3.6 New Membership

When a position on a committee becomes vacant or the committee determines it requires further members, the committee may request council to advertise for a further member(s), to assist the committee in a particular position. Unless a committee member is urgently required it would be usual practice to advertise the vacancy. Advertisements for committee members can be placed at the direction of the committee or the council. Determination of the appointment of new members will be in accordance with the appointment and term of membership clause.

Committee membership should reflect the community organisations, which use the facility, and must be open to representation from all user groups and interested community members. Council will determine disputes over representation.

All committee members are eligible for reappointment. Committees can either resubmit a nomination in writing to the newly elected council; or may hold a meeting to select the proposed committee and then forward the nominations to council for approval.

3.7 Vacation of Office

The office of any member, or office bearer of the Committee will become vacant in the following circumstances.

- if the member becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or make an assignment of his or her remuneration for their benefit; or
- if the member becomes a mentally incapacitated person; or
- if the member resigns membership by notice in writing to the Committee; or
- if the member is absent for more than three consecutive meetings without leave of the Committee; or
- if the member ceases to be a member of the organisation which he/she represents, (representatives of organisations will be given preference) unless the Committee otherwise resolves; or
- while serving a sentence (whether or not by way of periodic detention) for a felony
- or any other offence, except a sentence imposed for a failure to pay a fine.
- Council passes a resolution to remove the member from the Committee; or
- If the member fails to comply with Council's Code of Conduct.
- upon the death of the member

3.8 Dissolution of Committee

Council may dissolve a committee at any time for any reason, including but not limited to:

- Council has decided to carry out the previously delegated function itself
- The committee is not acting within its TOR
- The committee has become inoperable due to membership dropping to less than three members or the committee has voted for council to consider dissolution
- The objectives of the committee are no longer relevant or required.

Upon the committee being dissolved, by resolution of council, assets and funds of the committee shall, after payment of expenses and liability, be handed over to council. The executive must forward all records such as minutes, correspondence financial records etc., to council immediately.

4. FINANCIAL MANAGEMENT

Committees appointed under s355 of the *Local Government Act 1993* are subject to the same standards of financial accountability as council and it is therefore important that they manage their finances well. Committees that handle public funds on behalf of council are encouraged to familiarise themselves with the information in this section which will assist them in keeping proper records and guide them through their day-to-day transactions.

The Treasurer has overall responsibility for keeping the books and keeping records up to date.

4.1 Things You Need

The Committee should record its financial transactions by maintaining the following records:

- Tax invoice/receipt book

- Cash book
- Cheque book
- Petty cash book
- Bank deposit book
- Bank statement folder
- Monthly GST Summary Returns (if applicable)

4.2 Financial Authorities

The committee alone can, by resolution, agree to open an account /s at a nominated local financial institution. A dual signature cheque account must form part of the day to day account that earns interest but does not attract high fees.

The committee may accept receipts by electronic transfer and make electronic payments as long as the account is set up so that any two of the authorised signatures sign electronically.

The signatories of the account are to be a minimum of three committee members (most likely office bearers) and an employee of council. Any two of these people must sign each cheque or the electronic payment. No two members from the one family may sign the same cheque or electronic payment. All approved signatories are to be notified to council on the appropriate form. As all payments are endorsed by the committee, they are recorded in the minutes. This is most simply done by receiving and accepting the *Treasurer's Report*.

4.3 Financial Year

Council's financial year is from 1 July to 30 June. The committee's accounts are to cover this same period. Your financial reports need to be submitted to council within 30 days after the 30th June each year to enable council to review them and to incorporate the committee's accounts into council's accounts as required under the *Local Government Act 1993*.

4.4 Receiving Money

To receive and account for money, such as payments for hire of the facility, you will need a tax invoice / receipt book and a deposit book for your financial institution account.

The procedure is set out below;

- a) The money is received as cash (not preferable), cheque or electronic transfer, accounted for and checked
- b) A receipt is written out in the tax invoice/receipt book and must include GST details and forwarded to the payee
- c) The cash or cheque is stored safely until banked as soon as possible

4.5 Issuing Tax Compliant Receipts

Receipts in triplicate must be clearly written for all income as it is received, irrespective of its source. Receipts must show:

- name and address of the person or organisation from whom payment is received and their ABN if they have one
- total amount received in words
- whether it is received as cash, cheque or electronically
- reason or particulars for which the receipt was issued (description)
- price (excluding GST), the GST and the total amount
- date of receipt
- signature of the authorised person receiving the payment

Only the original copy of the receipt is to be given out to the payee. The second copy is to be attached to the appropriate page in the bank deposit book (i.e. the page for the date on which the amount in the receipt is banked). The third copy is to remain fixed in the book for audit purposes.

Personal cheques must be receipted to the name on the cheque. If, for example, a person pays by personal cheque for facility hire on behalf of a group or organisation, the receipt should be made out to the name on the cheque with a notation of the group or organisation he/she represents e.g. Mr. G Jones (of Menindee Soccer Club).

In the case of facility bookings, the receipt number, amount paid and date of payment are immediately recorded in the booking diary. This provides a ready cross-reference between bookings and payments, so it is clear whether fees and deposits or bonds have been paid.

Where it is necessary for a receipt to be cancelled, all copies should be returned and clearly marked "CANCELLED" with the receipt being initialed by the authorised person on the committee responsible for the cancellation. If an original receipt is lost or mutilated, a statutory declaration must be completed by the person claiming the expense.

Change cannot be given for cheques received. Immediately upon receipt, cheques should be crossed and marked "Not Negotiable" if not already so marked.

Receipts are issued and entered into the cash book in chronological order.

4.6 Banking

As soon as possible after the money is received and receipted, bank the money. Ensure you then write up the cash book, add up the amount in the cash book and make sure this is equal to the amount receipted and banked. All income (cash and cheques) must be banked in the form in which it is received. Payments are not permitted to be made from cash receipts held awaiting banking.

On the butt in the bank deposit book write the amount, the date of banking and the receipt numbers for the money (e.g. receipt numbers 133 - 134). Attach the second copy of the receipts to the butt of the bank deposit book.

4.7 Making Payments

The Committee will inevitably have bills to pay. The procedure for this is as follows:

- a) A tax invoice is received by the Treasurer. Check that it is either a tax invoice or has a tax exemption, otherwise the payment will be subject to withholding tax
- b) The Treasurer checks that the amount is correct and payable
- c) The payment is authorised at a Committee meeting
- d) The cheque is written or invoice paid electronically, signed by two signatories and sent (with an appropriate note, if necessary). The date, amount, purpose and payee of the cheque payment is recorded on the cheque butt or accounted for with the electronic transfer
- e) The tax invoice is marked as "PAID" once the cheque has been drawn, and the cheque number and date written on it. If paid electronically details need to be recorded on the invoice.
- f) Payment is recorded in the cash book
- g) The tax invoice and any supporting documents are filed alphabetically and in date order and must be kept for seven years. These records may be called upon in a GST audit.

All payments of fifty dollars (\$50) and over must be made by cheque / electronic transfer and receipts for payments obtained and kept. Smaller payments may be made from petty cash.

All cheques are to be signed by at least two authorised cheque signatories, be crossed and marked "Not Negotiable" and made payable to the individual or organisations. Cheques must not be made payable to "Cash" unless for the purpose of a properly established petty cash advance. Under no circumstances should a blank cheque be signed.

The Treasurer is responsible for keeping the expenditure records and presenting these to the Committee at each meeting for any Committee member to examine and for the Chairperson of the meeting to sign when the Committee has endorsed the payments.

4.8 Petty Cash

A petty cash float is useful if you need to have small amounts of money available for minor purchases or expenses or for initial change at a function.

To operate a petty cash float, the Committee will need a petty cash book, a petty cash receipt book, and a petty cash tin

To set up petty cash, the Committee should resolve to have petty cash and set the size of the float (the amount initially cashed into petty cash from the cheque account). The Committee should also decide who is responsible for petty cash – unless otherwise decided, the Treasurer will be responsible.

For security reasons, it is recommended that the float be no more than one hundred dollars (\$100). The petty cash float can be maintained so that the float is reimbursed at regular intervals to "top it up" to the maximum approved amount. The reimbursement of petty cash can be done regularly (e.g. monthly) or when the amount remaining falls too low (say \$10).

4.9 Description of the Cash Book

The cash book is used to record the Committee's receipts and payments of money. A cash book consists of pages divided into columns. On one page you write down details of the Committee's income (receipts of money) and on the next you write down the expenditure (payment) details. Every month you rule across after the last entry, add up how much you have paid and received and check that this tallies with the bank statement.

On the income page, columns are required for:

- Date
- Receipt number
- Source of funds (details)
- Total (amount received)
- GST

Plus columns for frequent sources of funds such as casual hire, permanent hire, sundries, insurance, interest.

On the expenditure page, columns are required for:

- Date
- Cheque number
- Payee (name of person and organisation)
- Total (amount paid)
- GST

Plus columns for the main uses for funds such as cleaning, utility costs, telephone, petty cash, sundries, etc.

The "Sundries" column on both the income and expenditure pages will contain all income and expenditure not listed in specific columns.

4.10 Using the Cash Book

Every time the Committee receives or pays money, the Treasurer records the date, source, amount and receipt number/cheque number in the cash book. To avoid confusion, it is best not to let too many transactions accumulate before writing them up in the cash book. The following steps are to be taken.

1. Income and expenditure are entered consecutively in date and receipt number/cheque number order in the appropriate page of the cash book.
2. One entry is written on each line, filling the relevant columns.
3. The amount of the income or expenditure is actually entered twice – in the "Total" column and in the column(s) for the type of income or expenditure. Enter the amounts in the latter columns exclusive of GST, as GST is written in the GST column. (For example, a receipt of \$215, being \$150 hiring fee + \$50 bond for facility hire + \$15 for GST would show \$215 in the "Total" column, \$150 in the "Casual Hire" or "Permanent Hire" column, \$50 in the "Bonds Received" column and \$15 in the "GST" column).
4. If an incorrect entry is written in the cash book, it is neatly ruled through and initialled before writing the correct entry. Liquid paper correction fluids should not be used to alter an incorrect entry.
5. A new page should be started in the cash book for each month or alternatively, rule off after each month and continue down the page. In both cases, carry the previous month's balance forward as the first entry for the next month.

4.11 Bank Reconciliations

At the end of each month, the Committee should obtain a bank statement for each of the accounts under its control and reconcile these with the cash book. All bank statements are to be retained and kept in the bank statement folder.

Bank reconciliation involves calculating from the cash book how much money you ought to have and seeing if this equals the amount you do have.

The steps are as follows.

4.11.1 Prepare

1. Mark in the cash book all cheque payments and banking which are shown in the bank statement as having been made. Check that the individual amounts are the same as shown on the bank statement.
2. Enter into the cash book any entries on the bank statement which are not already recorded – expenditure is likely to be bank fees for the month and income is likely to be interest.
3. Rule off the cash book under the last entry (for both income and expenditure) and add up the amount received and paid since you last ruled off. Make sure that the total of the "Total" column equals the total of the other columns.

4.11.2 Calculate

1. Write down the balance brought forward from the last reconciliation. Add the total amount of income received (according to the cash book) since the last reconciliation. Subtract the total amount of expenditure (according to the cash book) since the last reconciliation. This balancing of the cash book tells you how much money you ought to have.
2. To balance the bank statement to the cash book, list the final balance of the bank statement. Subtract the total amount for un-presented cheques and add the total of any outstanding deposits (unbanked income) in the cash book.
3. Check that the amount you have calculated is the same as the amount in the cash book reconciliation at the end of step 1. If not, repeat this process.

4.12 Treasurer's Report

The Treasurer will prepare a Treasurer's Report for presentation at each Committee meeting. The report should inform other Committee members of the income and expenditure since the last report. A copy must be forwarded to Council, with the minutes, following each meeting.

4.13 Annual Income and Expenditure Statement

The Income & Expenditure Statement shows how much the Committee received during the year, how much it paid out and whether there was a surplus or deficit. This statement should be prepared based upon the concept of accrual accounting, so it will include items of expenditure incurred but not yet paid and items of income earned but not yet received, as well as the actual income and expenditure.

4.14 Review of Financial Records

The Review of Financial Records clearly expresses an opinion that the financial statements represent a true and fair view of the Committee's results for the period and financial position as at the end of that period.

4.15 Closing off the Books

Immediately before the close of the Committee's financial year (30 June), the Treasurer will pay all outstanding bills and try to collect any outstanding moneys.

In early July, the Treasurer should prepare an Income & Expenditure Statement.

The Income & Expenditure Statement should summarise the income and expenditure for the year using the headings on the columns in the cash book. The easiest way of doing this is to use pages at the back of the cash book to record the monthly totals of income and expenditure under the same headings used on the monthly pages. At the end of the year, simply add up the total for the twelve months for each column and write these totals in a list.

Having written up the year's totals for income and expenditure, prepare a bank reconciliation for the year. This follows the same procedure described previously, except that the starting balance is the amount in the bank on 1 June and the final balance is the amount at 30 June.

The financial records and other supporting documents, along with the booking diary, should then be forwarded to the person who is reviewing the financial records. Be sure to include references to any creditors and debtors that exist at year end. Prior to their submission for review, the Treasurer or authorised Committee member should ensure that the bank statements for all accounts have been received and balanced.

4.16 Audit of Accounts

The annual review of accounts is to be carried out at the close of the Committee's financial year ending 30 June and should be completed and submitted to Council's Committee Co-ordinator no later than 30 days after the 30th June each year. The Report on the Review of the Financial Records will also be presented to the Committee at its Annual General Meeting.

The reviewer will make a full and complete review of the accounts of the Committee (including the booking diary) using due care, skill and diligence and will certify whether, in his/her opinion, the statements of accounts are true and fair statements properly drawn up so as to exhibit a true and fair view of the Committee's affairs and whether they are in accordance with the financial records of the Committee.

The annual financial statements prepared by the reviewer should include a Statement of Income and Expenditure, any relevant Notes to the Accounts and the Review of Financial Records.

Should the Treasurer or Committee members require clarification or assistance with further information regarding any of these procedures, please do not hesitate to contact Council and training will be arranged.

The financial records must be available for review after the end of each financial year and for any interim check which may be called by Council's auditors at any time during the year.

4.17 Goods and Services Tax (GST) Compliance

GST is a tax of 10 per cent on the supply of most goods, services and anything else consumed in Australia. These are defined as taxable supplies. There are other types of supplies that are not subject to GST. These are GST free supplies (e.g. fresh food, education, rates, childcare, etc.) and input taxed supplies (e.g. financial transactions and exports).

GST is a Federal Government initiative and Council has to ensure all of the guidelines are followed. If the guidelines aren't followed, Council runs the risk of being fined or not being able to claim all the GST it has paid. Council will be audited for compliance.

Legally, a Section 355 Committee is part of Council and Council must account for all Section 355 Committees' transactions on a monthly basis.

4.18 Business Activity Statement (BAS) on an Accrual Basis

Council has to prepare its Business Activity Statement (BAS) on an accrual basis because it exceeds the cash accounting threshold.

Taxable supplies by Council on which they pay GST will be attributable to the tax period (usually calendar month) when the earlier of these events occurred:

- 1) Any consideration for the supply or acquisition is received or paid
- 2) An invoice is issued

It is imperative that all Management Committees comply with Council reporting procedures for GST to enable our Financial Services Branch to complete the monthly Business Activity Statements on time.

4.19 Income

Most sources of income will attract GST. Although funds received by the Committee from Council will not include any GST as these are considered internal transactions, e.g. when the Committee makes a claim on moneys allocated through the 355 Committees Budget, the amount paid to the Committee will not include GST.

The Committee must pay the total amount on a tax invoice to its supplier/contractor and then claim the GST back on its monthly GST Summary Return to Council.

The tax invoice/receipt books Council has issued to the Committee comply with the tax invoice requirements. Please note that when prices are displayed to end use customers they should be GST inclusive. In other words, consumers should know the selling price of a good or service before purchasing it.

To work out how much GST to include in the price of a taxable supply you are selling, divide the value of the supply by 10.

4.20 Expenditure

In general, all expenditure will incur GST provided the supplier is registered for GST. If GST is charged and the total amount is over \$82.50, a tax invoice is required from the supplier. Without a tax invoice Council is unable to claim the GST component in its BAS.

It should be noted that if you are dealing with suppliers that do not have an Australian Business Number (ABN) and are not registered for GST, or provide a tax exemption certificate you will need to withhold 48.5% withholding tax for Council to remit to the Australian Tax Office.

To determine how much GST is included in the price of something you purchase, divide the total price by 11.

4.21 GST Summary Return

The Committee's monthly GST Summary Return must be submitted to Council's Committee Coordinator (along with the Casual Hirers Insurance Return) within five days following the end of the month **even if the return is a nil return**. The monthly GST Summary Return should include a copy of the Cash Receipts and Cash Payments Return Forms and the GST Summary Return form.

Please ensure that every financial transaction for the month is included on the GST Summary Return, e.g. bank fees, bank interest, petty cash payments, payments from Council.

If the Committee is required to remit GST to the Australian Tax Office, Council will issue the Committee with an invoice for the amount of GST owing. **Do not send in the amount owing with your GST return.**

If the Committee is entitled to a GST refund, Council will forward the refund following the receipt and processing of your monthly GST Summary Return.

The Committee member expending/receiving the money is responsible for ensuring that the correct invoice is received / issued and whether GST applies to the transaction.

4.23 Donations

GST does not apply to donations. However, this is only the case if the donation is totally unconditional. If the donation is related to a specific purpose, service or condition, GST is applicable and a tax invoice including an ABN is required.

If you have any questions, please contact the Central Darling Shire Council Staff representative for the Committee.

4.24 Quotes from Suppliers and/or Contractors

When obtaining quotes from contractors, always insist that the quote states whether the price includes GST or not.

4.25 Reimbursement of Out of Pocket Expenses

A Volunteer cannot be paid for any work that they undertake for or on behalf of Council. A volunteer is entitled to be reimbursed for any out of pockets expenses (eg. telephone calls, stationery, postage) they incur in carrying out their duties on behalf of the committee. They will need to provide the treasurer with a copy of all tax invoices and or receipts for expenses incurred before being reimbursed.

5. MAINTENANCE AND IMPROVEMENTS

5.1 General Maintenance

Council's buildings must not in any event be used for any purpose that may conflict with Council's Policy, Legislation and Health and Safety Regulations.

Each committee has the responsibility for ensuring that the facility under its control is maintained in a state of reasonable repair and does not present hazards to users. This may entail regular maintenance and periodic maintenance of a major nature. Council's employees will inspect the various facilities from time to time but committees are expected to keep council informed of any substantial repair or upgrading work required on the facility under their control.

Any repair work in excess of \$1,000.00 or any alterations must first be referred to the council representative for approval and advice before any work is undertaken. Generally council will be responsible for major maintenance and improvements, such as external painting or re-roofing and building extensions, but consistent with availability of council funds and income generated by the facility.

The Committee would be expected to accept responsibility for the cost of such items as:

- Cleaning
- Internal Painting
- Plumbing maintenance
- Electrical maintenance
- Minor repairs, such as broken windows and fittings
- Installation of new internal fittings, such as cupboards
- Electricity
- Gas
- Excess Water
- Provision and maintenance of furniture and equipment

5.1 Budget Requests

Any works considered necessary or desirable but beyond the means of the committee should be referred to council in writing so that early consideration might be given to their inclusion in a works program or the allocation of council funds. Recommendations for maintenance or renewal to a council facility should be submitted on the annual *Budget Request and Management Plan* by 31 October. Council will consider all improvements or renewals suggested by the committee, ensuring that submissions are fit for the purpose intended, in its annual budget process.

A Committee cannot undertake any work on a council facility without the written approval of council. The committee must demonstrate that they have the funds for the project and whether a *Land Use Application* will be required for the project. The committees may obtain quotes for work to be carried out and make recommendations to council on the preferred supplier / contractor. Council will liaise with the committee and come to an agreement with the committee as to which contractor will undertake the work.

5.2 Key Register

A *Key Register* provides council with a record of all people who hold keys to council facilities. Key holders are not necessarily members of a council committee – they may be regular hirers of a facility who require regular access to that facility.

- All key holders must sign the *Key Register* when keys are issued to them, and the committee must also note the date of return on the *Key Register* when the keys are returned.

The *Key Register* is to be kept up-to-date by the committee and a copy forwarded to the council representative when changes occur. The *Key Register* should also be updated following each AGM when membership of the committee may change. Template attached.

6. INSURANCE

In relation to s355 committee functions, council maintains the following insurance cover:

- Public Liability Insurance
- Casual Hirers Liability Insurance
- Personal Accident Insurance
- Property Insurance

6.1 Public Liability Insurance

Council maintains Public Liability Insurance providing cover for incidents relating to a third party personal injury or death or loss or damage to property caused by an occurrence with the business for which council or entities of council such as s355 committees are deemed to have had a duty of care.

It is important that any sporting body, clubs, association, corporation or incorporated body hiring the facility carry their own Public Liability cover and that the committee obtains a copy of a current *Certificate of Currency* to verify that cover is in place and that it covers the entity for the function being held. Basically, if neither council or the committee were involved in the event nor did the council facility contribute to the incident it is not likely that council or the committee could be held liable and the claim would be made on the organization hosting the event. The committee shall require all incorporated users and hirers of facilities to have Public Liability Insurance cover to a minimum value of \$20 million. Where proof of such cover is not presented, the committee shall withdraw the use of the facility until such time as proof of cover is presented.

6.2 Casual Hirers Liability Insurance

This insurance coverage relates to *Private Hirers* of facilities owned by council being any person or group of persons (not being a sporting body, club, association, corporation or incorporated body) who hires a council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or twelve times per calendar year.

The intention of this insurance is to provide liability cover for organisers of events such as birthday parties, or weddings. Without this cover the organiser could be left personally liable for all costs associated with the claim. **Please see appendix**

6.3 Personal Accident Insurance

Personal accident insurance provides limited benefits to committee members and volunteers where accidental death or injuries are suffered whilst carrying out the activities of council as a Committee member or volunteer.

6.4 Property Insurance

Council maintains both property and contents insurance. This does not include equipment belonging to groups such as pre-schools, playgroups, sporting organisations or any other non-Council entity, which may be stored at the property. It is the responsibility of the committee to ensure that each user maintains adequate insurance of all contents owned by the user and which is stored in buildings under the care, control and management of the committee - equipment damaged or stolen that does not belong to council or committee cannot be claimed under an insurance policy managed by council.

Where committees purchase or acquire contents, details are to be recorded on the *Assets Register* and forwarded to council, with the *Review of Financial Records* at the 30 June each year, for inclusion in council's insurance.

7. RISK MANAGEMENT

7.1 Hazard Identification

Council has developed a risk management framework to provide a systematic approach to ensure hazards are identified in the workplace and that controls are implemented to mitigate risks. Where a:

- **Hazard** – means a situation or thing that has the potential to harm a person.
- **Hierarchy of Controls** - a process of prioritising hazard controls in order of effectiveness
- **Risk** - is the possibility that harm (death, injury or illness) might occur when exposed to a hazard
- **Risk Assessment** – the process of estimating the level of risk of a particular task, activity or process
- **Risk Control** - means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable

This process involves:

- Identification of hazards and hazardous activities;
- Assessing the risks of hazards and hazardous activities;
- Identifying and implementing risk control measures; and
- Monitoring, reviewing and evaluating the effectiveness of the risk control measures

7.2 Incident and Accident Reporting

Incidents or accidents whether to volunteers or members of the public, should be reported to council as soon as possible after they occur.

In assessing an incident it's important to:

- Initially gather as much information as possible.
- Take any reasonable measures to remove, reduce or cordon off the cause so that others are not hurt.
- Complete an Incident report and submit to Council as soon as possible. Obviously the greater the danger and the seriousness of the incident will determine the urgency of the response required by the Committee/Volunteer group.
- Always speak with your council representative or council's WH&S Officer in the first instance if there is any level of doubt or concern.

The committee should immediately report to council any matter or incident notified to them, which may give rise to claim against Council. Committee members must *never admit liability*.

Serious incidents and injuries dial 000 for emergency services immediately.

7.3 Risk Assessments

A risk assessment involves identifying the risks associated with people, property or environment and the likelihood that it may cause harm, then putting appropriate controls in place to eliminate or reduce the risks associated with that activity.

A council representative will organize for formal risk assessments to be carried out from time to time. They will use the council *Risk Assessment* template and *Risk Matrix*. **The template and matrix are attached as an appendix.** The forms will provide the user with a tool to identify tasks and the associated hazards, assess the risk and document a risk score

A risk assessment is to be done:

- For all high risk activities such as entry into confined spaces, working at heights etc.
- When planning for construction projects
- When purchasing new plant or equipment
- When introducing or making significant changes to a work activity or area which may impact on health and safety
- As deemed necessary

Council will maintain a *Risk Register*, which will provide an overview of council's key hazards, hazardous activities and risk controls including risk levels after the selected controls have been implemented (Residual Risk). Staff will identify significant risks in their areas of control and provide the information to the Risk team for inclusion in the *Risk Register*. The WHS team will be consulted and provide assistance on identified WHS risks.

7.4 Safe Operating Procedures (SOPs)

As part of Council's administrative controls, Safe Operating Procedures (SOPs) are implemented. They sets out each step of a process or procedure and details how to safely perform an activity or task SOPs attempt to recognise what could go wrong and then set out what should be done to help avoid injuries.

8. WORK HEALTH & SAFETY (WHS)

8.1 Legislation

Committees who perform work on Council's premises or workplaces are required to comply with the Work Health and Safety Act 2011, the Work Health & Safety Regulation 2011, policies and procedures of Council to ensure the health and safety of people on its workplaces

The WHS Act 2011 imposes duties on all persons who may affect the Health and Safety of others by their actions or lack of action. The council, as the employer, must ensure the health, safety and welfare of each council worker and others who may be affected by the way the council conducts its' business and work activities. This includes contractors, volunteers, committee members, visitors, ratepayers, sales representatives and passing pedestrians and motorists.

8.2 Council Commitment

Council is committed to ensuring the health and safety of its employees, volunteers, contractors and visitors to its workplaces and worksites. Council is proactive in providing rehabilitation, injury management and taking all practical and reasonable steps to ensure a safe and healthy environment.

8.3 First Aid

First aid kits are supplied by council to each committee. The committee is responsible for ensuring that they are replenished and that they are checked for use by dates and replaced accordingly.

User groups and organisations of a council facility are responsible to provide their own kits. These kits must comply with WHS regulations associated with activity and number of participants.

8.4 Emergency Preparedness

All volunteers will ensure they are familiar with the emergency and evacuation procedures for their areas as outlined during the site induction session. In an emergency please call **000**. Do not put yourself at any risk and notify council when safe to do so, of an emergency.

Access to all firefighting equipment such as extinguishers and hose reels must be kept clear. Emergency exits must be kept clear at all times. Volunteers are to familiarise themselves with emergency meeting points for their work area.

8.5 Drugs and Alcohol

Employees and work participants are not permitted to be under the influence of drugs or alcohol whilst conducting work for the council. Those who are using prescribed medication that may affect their ability to perform work must notify the *Volunteer Coordinator*. Council conducts random drug and alcohol testing throughout its workplaces.

8.6 Guidelines for Working Alone or in Confined Areas

The activities carried out by members of committees can be diverse and may entail that a member works alone or in a confined space. Members who find themselves in these conditions must ensure that they notify someone to inform them of their start and finish times and that they have a reliable form of communication in place.

Volunteers must sign in and out of on the Volunteers Register each time they undertake volunteer activities. For safety reasons a volunteers should not undertake where possible any activity that requires two or more persons.

8.7 Manual Handling

Manual Handling is the exertion of force to push, pull, lift, carry or move, hold or restrain a load or object. Any volunteer who has concerns about such a load or object are required to seek assistance from other persons in the area. A person who is asked for assistance is to co-operate in so far as is practicable. Assistance should be sort from the WHS team to ensure that the hazard arising from the manual handling is assessed and controls put in place.

8.8 Hazardous Substances

All hazards substances used in the council are to be recorded on a hazard substances register as set out by the WHS regulations. Prior to using any hazardous substance, the Safety Data Sheet (SDS) is to be provided and reviewed; a SDS must not be older than 5 years from the date of issue. Approval must be sort from the WHS team prior to use. Hazardous chemicals are to be used and stored in accordance with the applicable SDS.

8.9 Needle Stick Injuries

If a needle stick injury occurs please call 1300 Ask SVC (1300 275 782) for an immediate response and plan of action. Secure the area and complete an *Incident Report* form

8.10 Personnel Protective Equipment (PPE)

All volunteers are expected to comply with council's procedures including personal protective equipment. Council will supply PPE where it is identified as a risk control in the site risk assessment. Once PPE is issued to volunteers they are responsible for ensuring it is stored, used properly and report any damage to the equipment.

8.11 Smoke Free Workplace

Council promotes a smoke free workplace as set out in the *Smoke Free Workplace Policy*. Therefore the council will not permit smoking during working and in council owned facilities. Smoking will be permitted in breaks and designated areas authorised by council.

8.12 Sun Exposure Safety

Volunteers will be provided information on the risks from exposure to ultra violet radiation (UVR) and measures they can take to protect themselves. Work procedures will include regular breaks, providing drinking water, job rotation and working in the shade wherever possible.

Working in the heat can also result in illness such as heat stress, heat cramps and skin rashes. Signs and symptoms of heat illness include nausea, dizziness, weakness, collapse and convulsions. Volunteers with these signs or symptoms should report to their supervisor and seek immediate first aid and / or medical treatment.

Sun protection consists of:

- Sunscreen
- Broad brimmed hats – not caps
- Long sleeve shirts and trousers
- Sunglasses

APPENDIX

Central Darling Shire

DRAFT LOCAL STRATEGIC PLANNING STATEMENT





The Darling (Baaka) River at Wilcannia

ACKNOWLEDGMENT OF COUNTRY

Council wishes to acknowledge the traditional owners of the land, the Barkandji and the Ngiyaampaa people.

FOR DISCUSSION

1 FORWARD

The Central Darling Shire is an exciting area of Australia to live, encompassing vast lands, rich cultural and social heritage and a strong rural character.

However, the practical reality is such that there have been considerable difficulties experienced over recent years by our communities and local institutions, including the Shire Council and government services. Central Darling Shire Council was placed in administration by the NSW Office of Local Government, in 2013 following a Public Inquiry. Council is due to come out of administration and return to an elected council in September 2024.

Despite the challenges posed by a remote location and a harsh environment, the Shire's history and future has strengths in primary production, renewables energy, cultural and social diversity. The aim is to grow the Central Darling Shire as a tourist destination for the Western NSW Region.

Our community has developed under sometimes difficult and challenging circumstances. In order to keep meeting these challenges, and continue the progress made by our forebears, a pragmatic vision for the future is required.

The community has developed and voiced a strong desire for improvement in a broad range of areas including housing, health, infrastructure, education, commercial activity, tourism, employment and access to services. To achieve this will require cooperation, collaboration and commitment from all sectors including our partner organisations, community and all levels of government.

FOR DISCUSSION

2 WHAT DOES THIS STRATEGY DO?

This Local Strategic Planning Statement (LSPS) sets the framework for the economic, social and environmental land use needs over the next 20 years. The LSPS has also taken account of land use planning in adjacent Councils. It also works with council's Community Strategic Plan (CSP) and Local Environmental Plan (LEP). The LSPS gives effect to the Far West Regional Plan and Regional Economic Development Strategy, implementing the directions and actions at a local level.

The LSPS planning priorities, directions and actions provide the rationale for decisions about how we will use our land to achieve the community's broader goals. The Far West Regional Plan Directions and Actions relevant to Central Darling are found on page 9.

This LSPS has been prepared in accordance with clause 3.9 of the Environmental Planning and Assessment Act 1979 (EP&A Act). The LSPS brings together and builds on the planning work found in Council's other plans, studies and strategies, such as the Local Environmental Plan (LEP) and Community Strategic Plan (CSP). The LSPS also gives effect to the Far West Regional Plan 2036, implementing the directions and actions at a local level. The LSPS planning priorities and actions provide the rationale for decisions about how we will use our land to achieve the community's broader land use vision.



Figure 1: Alignment of the LSPS to other strategic planning documents

3 MONITORING

Council will monitor, review and report on its LSPS annually to ensure that its planning priorities are being achieved. Council will use the existing Integrated Planning and Reporting (IP&R) framework under the *Local Government Act 1993* for the purpose of monitoring implementation of the LSPS.

4 THE FAR WEST REGION

The focus for the future of the Far West is to capitalise its competitive advantages and unlock the potential for new economic opportunities. With vast distances, small populations and challenges across government and regional boundaries, all tiers of government and the region's service providers face significant challenges.

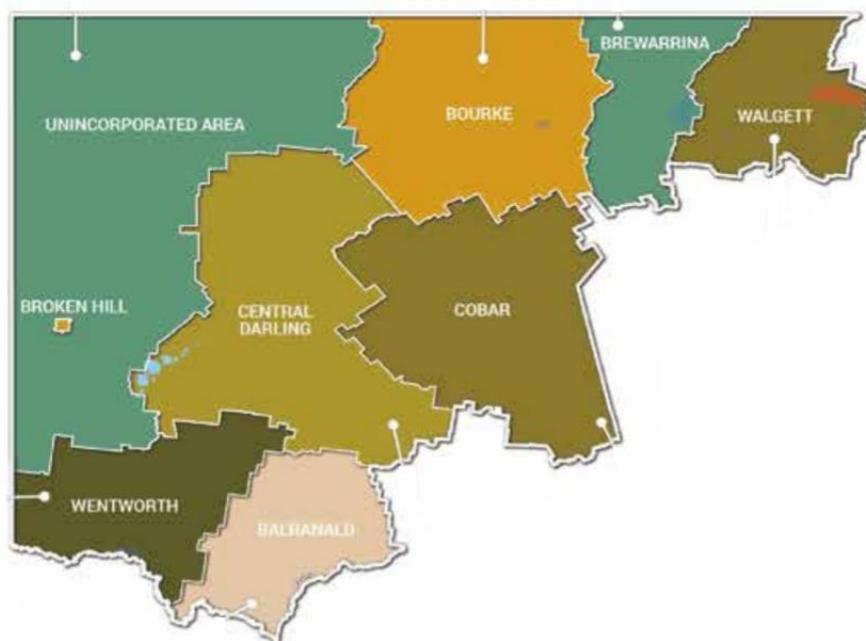
The western area comprises the Broken Hill and Central Darling local government areas and the Unincorporated Area. It is known for its isolation, mining heritage and as the birthplace of the world's largest mining company, BHP Billiton. The area is home to approximately 46 per cent of the Far West population. Of this, 85 per cent of people live in Broken Hill, the largest centre in the Far West. Broken Hill and Wilcannia provide business, office and retail services, and complementary activities such as arts, culture, recreation and entertainment to support the social needs of the community. Strong cross-border relationships with Adelaide and Mildura give residents access higher-order health, education, retail, commercial and transport services. Broken Hill is the headquarters of the Royal Flying Doctor Service.

Major transport and freight links include the Barrier, Silver City and Cobb highways and the Sydney to Adelaide rail route. These link to Sydney, Melbourne, Adelaide and Perth. Passenger flights from Broken Hill to Dubbo and Mildura connect to Sydney and regular flights are available to Adelaide.

Broken Hill and Wilcannia, and to a lesser extent Menindee, Ivanhoe and White Cliffs, provide ancillary service industries to support agriculture and mining. Diverse and unique tourist attractions include the historic mining and European heritage sites, Aboriginal heritage sites, Mutawintji and Kinchega national parks, Menindee Lakes, art and film production sites at Silverton, and outback tourist routes to Cameron Corner and the Darling River Run. Arts and culture-related tourism is an emerging opportunity.

The area contains diverse landscapes and environmental features, arid and semi-arid desert areas, inland freshwater lake systems at Menindee, and the Darling River and its associated floodplains and tributaries.

The traditional owners of this land are the Barundji, Karenggapa, Wadilgali, Malyangaba, Bandjigalia, Wandjiwalgu, Wiljali, Danggali, Barkindji, Barindji and Wongaibon people, 44 who celebrate their connection to country through cultural heritage sites and experiences.



The Far West Region

5 OUR SHIRE

Central Darling Shire covers an area of almost 53,000 square kilometres, making it the largest Local Government Area (LGA) in New South Wales. It covers an area about the size of the main island of Tasmania and has diversity in geography, cultures and economic bases.

Population figures for the Shire are one of the lowest in NSW with less than 2,000 residents dispersed throughout the communities of Ivanhoe, Menindee, White Cliffs and Wilcannia, pastoral properties and the localities of Darnick, Mossgiel, Sunset Strip and Tilpa. The Shire is geographically isolated with Wilcannia, the main population centre, located approximately 200 kilometres east of Broken Hill.

The impacts of variable climate and natural hazards are experienced across the Shire, with temperature and rainfall extremes projected to increase into the future, along with the rest of NSW. Rainfall is low and highly variable; summers are hot and winters are mild. The semi-arid environment and high summer temperatures result in high evaporation rates.

The Paroo-Darling National Park is located north of Wilcannia with a proportion of the park situated on the Darling River. Kinchega National Park, home to the Menindee Lake system. Between these parks there is more than 3,330 km² of significant natural environments in the Shire.

The Darling River traverses the Shire as well as the Paroo River, with the prominent catchment area being from Queensland. Because the catchment is exposed to a harsh and arid climate prolonged drought occur throughout, resulting in extended periods of no flow in the Darling River.

The Shire has a small and declining population. Major issues confronting the shire are:

- Water security
- Lack of employment opportunities
- Access to health
- Education
- Public order and safety
- Transport
- Communications
- Housing
- Lack of community services such as recreation facilities.

The principal economic activities are agriculture: pastoral grazing; opal mining and remote area tourism. Large pastoral properties are the dominant land use in the Shire.

A key priority for Council is to maintain and improve levels of service and amenity for residents and visitors while looking to expand the economic and employment base.

5.1 OUR HISTORY

Australia has been inhabited by the Aboriginal people for some 40,000 years. Lake Mungo to the south of Wilcannia and Mutawintji to the north-west give evidence of long occupation. Because of this, the Aboriginal people have a unique place in our Australian society. The Central Darling area around Wilcannia was held by the Barkindji tribe (from Barka meaning a river). Many of the Aboriginal people living in Wilcannia today belong to the Barkindji tribe.

Captain Charles Sturt was the first European to map the Murrumbidgee River and the Murray River to its mouth in 1830. In 1835 Major Thomas Mitchell followed the Bogan and Darling Rivers down to Menindee. He named Mt Murchison on the Darling. Settlement commenced prior to 1850 along the Darling, but it was 1855 before the Central Darling runs were consolidated. Captain Francis Cadell's Steamer Albury entered the Darling on 27 January

1859 and reached Mt Murchison in 8 days. Later the name was changed to Wilcannia meaning 'a gap in the bank where flood waters escape'.

The township of Wilcannia was notified on 26 June 1866. In 1880 it had a population of 3000 with 13 hotels and was known as 'The Queen City of the West'. Wilcannia became one of the major ports of the Murray Darling system and the paddle steamer trade flourished for 70 years. In 1887 218 steamers and their barges unloaded stores weighing 36,170 tons, and 222 loaded wool and other produce weighing 26,552 tons at the port of Wilcannia. At one time there were 30 steamers loading or unloading. There were 90 steamers plying the Darling in 1890. The total distance from Wilcannia to Goolwa at the mouth of the Murray is 1110 river miles. Eventually rail and road transport killed the river boats and Wilcannia lost its former glory. Many fine buildings from the era remain in good condition making Wilcannia one of the best preserved historic towns in Australia.

The name 'White Cliffs' seems to have come from the smudgy white cliffs easily seen by passengers travelling the road from the river port of Wilcannia and the Mt Brown gold fields. From the first there were problems with lack of water and extreme heat in summer. These conditions made for considerable hardship in the opal fields and led to the town's iconic underground dwellings, not the first in Australia but the first on any opal field.

Over 100 businesses catered to their needs. There were five places of worship, a public school whose first schoolmaster was the father of famous cricketer Bill (Tiger) O'Reilly, a convent, a hospital, two doctors, a pharmacy, seven stores, five pubs, five eating houses (one underground), five guest houses, four billiard rooms, four well stocked libraries, a local newspaper, four bands and four halls where dozens of clubs and societies met and where local and overseas companies entertained regularly. At the turn of the century, a population of some 4,000 people lived in an incredible assortment of over 500 dwellings in the town as well as other homes up behind the mullock heaps.

Ivanhoe was originally situated on a well-used route across flat, western New South Wales between Wilcannia and both Balranald and Booligal. The town was a change station (where coach horses were changed) for Cobb & Co. by 1884. The arrival of the railway in 1925, and the completion of the line from Sydney to Broken Hill in 1927, was a definite boost to the town.

Menindee's history is full of colour and characters. It was 'discovered' by the aborigines of the Barkindji Tribe. Their fossilised skeletons remain in the dry sand dunes around the Menindee lakes and have provided some of the most prolific and consistently early remnants of human existence anywhere in the world. Thus far archaeologists have positive evidence of occupation dating back 26,000 years - not much younger than the now famous neighbouring site, Lake Mungo.

5.2 WILCANNIA

Wilcannia, the administration centre of the Shire, has a history of the Darling River heritage having once been the main port for the shipping of wool for the entire western district of NSW. Founded in 1866 as a port on the upper Darling River, Wilcannia is a community in Far West New South Wales with unique and deep history and culture. Wilcannia became an important river port in the 1800's when the paddle steamers from South Australia transverse the Darling River.

The, locally quarried sandstone buildings that were built during the 1880's remain a dominant reminder of the link to the historic thriving port economy. The local police station and court house remain, iconic Colonial buildings designed by James Barnet. The post office and London Standard Chartered Bank (1883) are also prominent buildings within the town. The 1896 Wilcannia Bridge is a centre-lift bridge that has been recognised by the National Trust as an example of the bridges built over the western rivers to allow barges loaded high with wool to pass through.

The Barkandji people still inhabit the land with which they have a long-standing history, connection and association. The town is also significant its role in the brewery industry. Edmund Resch, a pioneer in brewing beer in Australia, opened the Red Lion Brewery in 1883 in Wilcannia, producing Resch's Draught and Pilsner. With gold and opals being discovered in the area as well as the establishment of the Red Lion Brewery and strong port

economy, Wilcannia was a thriving community in the 1800's. Today, the community is also recognised for its strong ties to traditional Aboriginal culture.

5.3 WHITE CLIFFS

White Cliffs' establishment in 1890 is attributed to exploration that has led to an extensive mining history which still continues today. The community's commercial opal field is considered to be the first of its kind in Australia. It is not uncommon to find locals or visitors fossicking for opal, in fact White Cliffs welcomes visitors to fossick for the gems, so as long as the claims that they are searching are not active.

The community is also recognised for its underground dwellings, 'dugouts' where visitors can stay the night or enjoy a variety of activities that the community has on offer. White Cliffs is the gateway to the Paroo Darling National Park which has a rich cultural and environmental history. The community hosts many annual events, including the White Cliffs Underground Arts Festival, Australia outback Rally and the Rodeo. These events allow visitors to experience a unique part of Far West NSW.

5.4 IVANHOE

Located approximately 200 kilometres east of Menindee along the Cobb Highway, Ivanhoe is a small township named after the Sir Walter Scott's historical fiction novel. The township was once situated as a coach and stock route. Today, the community offers both locals and tourists the opportunity to experience the Great Australian Outback acting as a railhead and service centre for the surrounding pastoral industry. The Ivanhoe Heritage Trail offers tourists an introduction to the town's history and the inviting hospitality provided by the local businesses provides comfort to travellers. It is the centre of a traditional pastoral area and remains a prominent agricultural sector in the Shire, particularly sheep grazing.

5.5 MENINDEE

Menindee is recognised as one of the oldest European settlements in western New South Wales. The community is of great significance to the Barkandji people and was a base for Burke and Will's expedition across Australia. Menindee's thriving environment fosters an enormous variety of wildlife, supporting up to 222,000 water birds, and provides the ideal climate for ripening stone and citrus fruits. The nearby Menindee Lakes, a catchment of lakes along the Darling River, has the capacity to hold three and half times as much water than that of Sydney Harbour when full. This destination provides the perfect setting for recreational activities such as fishing and camping. Menindee is a growing tourism destination.

5.6 TILPA

The origin of the name "Tilpa" may be found in the Barkandji word "thulpa", which means "floodwaters", for it is in the vicinity of Tilpa that the Darling River floods up to seventy kilometres wide in major floods. Tilpa was once an important river port, carrying supplies up-stream by paddle steamers and returning laden with bales of wool and, like Louth, they also relied on a punt to allow sheep, horses and people to cross the river safely (for a fee) until the mid-1960's.

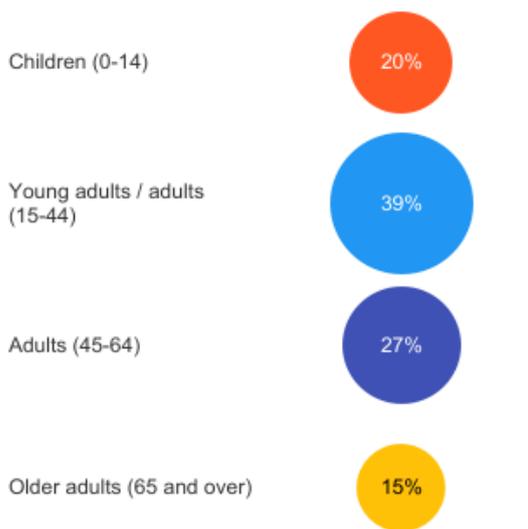
Tilpa may well have a population of about 3, however it lays claim to have the shortest Heritage Walk in Australia, two signs on opposite sides of the main street. The Tilpa Cemetery is the only one in Australia, if not the world, to have no one buried in it. State Governors and Premiers have visited Tilpa but the most important people in the Tilpa district are the "locals" who make Tilpa the village and district that it is. There is accommodation in the village and several local properties also have "farm stay" facilities.

6 CENTRAL DARLING LOCAL GOVERNMENT AREA

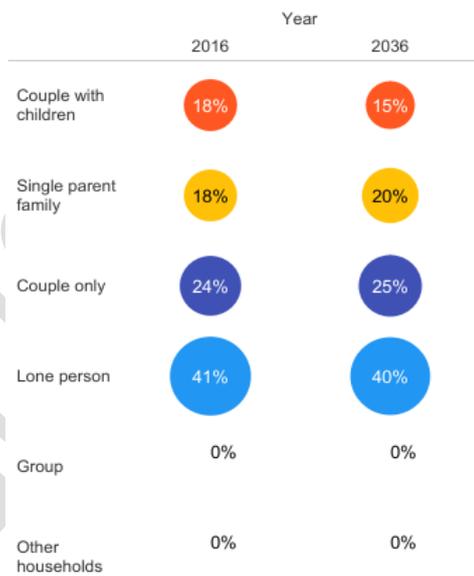
Central Darling Shire is a rural and remote area which has been impacted by population decline and its rate of unemployment is also higher than is common for rural areas of NSW, being 11.2% compared to the NSW average of 4.4%.

Aboriginal and Torres Islander population is as high as 31.1% much higher than the state average and the average for rural NSW of 37%. 34.7% of the Aboriginal and Torres Islander population is under 14 years. The population has significantly high unemployment rates and lower full time employment. Central Darling Shire's unemployment rate is 25.5%.

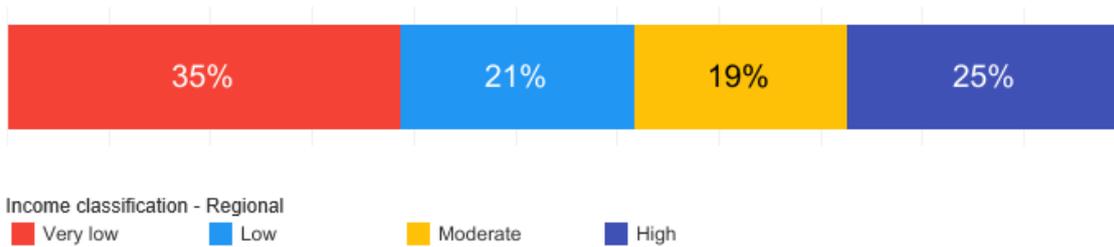
Percentage of all people in age group (2016)



Household type (percentage)



Household income range (2016)



7 VISION

Central Darling Shire will be a great place to live and work as well as being a unique remote destination for tourists in Far West NSW. We aim to preserve and celebrate our history, communities and culture of our shire. Our towns have suffered as a result of many long-term residents moving off grazing properties and out of the towns.

The community seeks through its Community Strategic Plan, better social, economic and environmental outcomes for the Shire. To achieve this will require cooperation and commitment from all of us and our partner organisations in government and the community.

Cultural heritage is of great significance to those living in the region as well as providing opportunities for tourism development. The Shire has a rich Aboriginal heritage as well as a heritage from European settlement associated with the pastoral industry and riverboat trade in the 19th Century.

The built heritage is an important historical reminder of these developments and provides a tourism opportunity as part of a cultural and heritage experience of the region. A number of strategies are identified in this plan to protect and upgrade heritage buildings as part of overall improvements to streetscapes.

The natural environmental assets of the Central Darling Shire include the Darling River, Menindee Lakes, Paroo Darling and Kinchega national parks and the unique landscape of White Cliffs. This underlines the importance of appropriate management and protection measures that involve the Council, the NSW National Parks and Wildlife Service, Community and all Levels of Government.

To further expand the regional economy, a targeted approach to infrastructure investment that provides optimal support to businesses and the community needs to be achieved. Priority areas include roads, telecommunications, accommodation, water quality and supply.

The provision of appropriate and high-quality education, health and other community services is paramount to the overall well-being of the community. Investment in these areas will address the issues of declining population, isolation, transportation and communication, as well as issues relation to education, health, public order and safety, and general lack of employment opportunities.

Tourism will continue to play an important role in the Shire's productivity and employment with key attractors being national parks, remote tourist experiences, connection to outback NSW as well as cultural heritage.

Employment will be based around primary production, tourism, and provision of community administration and community services. Potential opportunities include renewable energy generation, mining and agricultural value adding being realistic potential opportunities.

To Achieve this vision will requires the ongoing funding assistance from the State and Federal Government to local government as the low rate base and capacity to pay by residents makes local investment in infrastructure difficult if not impossible.



8 INDUSTRY SUSTAINABILITY

8.1 AGRIBUSINESS

Central Darling Shire has a rich agricultural history, founded on wool production and pastoral livestock grazing and in more recently goats. These industries remain the main sectors in agriculture in the Shire.

New opportunities in kangaroo harvesting have been identified by locals with kangaroos being harvested locally, stored in chillers and then transported to processing plants for domestic consumption and export. Supporting a processing plant in the Shire could be a future opportunity for investigation. Another new opportunity that has been identified is a fish hatchery in Menindee along with product diversification in new fruit markets. The fish hatchery will aim to replenish native fish populations that were decimated during the 2019 summer fish kills in the Darling River at Menindee. The facility will create local employment and incorporate local expertise, especially from the local Indigenous population.

Opportunities for diversification of activities within rural areas (including rural industries and tourism related uses) are encouraged, provided that the productive capacity of the land is not significantly altered.

8.2 TOURISM

Tourism is a prominent industry in the Shire and there are opportunities for future development across the sector including the future development of a cultural centre in Wilcannia, local art gallery, improved connectivity between our regions National Parks as well as cultural experiences sharing our strong Aboriginal and European history.

The remote location of the area offers an opportunity to be a service centre for travelers, travelling further afield. Attracting people on the way through to other parts of Australia by offering an opportunity to restock supplies as well as refuel before travelling further to more remote areas is an opportunity for the area to further capitalise on.

Our local tourist attractions include being on the Menindee Lakes, Darling River Run, unique underground experience in White Cliffs, farm stays, and the Nationally significant White Cliffs solar farm.

Council will support additional employment opportunities and new businesses to our region, particularly those which build on outback tourism opportunities or provide local services. New development will contribute to the character and identity of our communities and be appropriate for the capacity of local infrastructure. There are opportunities to leverage promotions for the Far West Region with adjoining Local Government Areas and Tourism bodies.

8.3 EDUCATION AND HEALTH

Ensuring current education and health services remain in each town is essential to the region. Supporting the ongoing funding of Wilcannia and Menindee TAFE will also provide local students with opportunities for tertiary study. The region relies heavily on the services provided by the Royal Flying Doctors Service, with no full-time doctors in the Shire. Council maintains aerodromes across the shire that provide important landing opportunities for the RFDS. Aged care is not provided, nor are disability services. Our severe isolation offers an opportunity for our communities to be leaders in the remote delivery of services as new technologies become available.

8.4 OTHER INDUSTRIES

It is important to highlight other industries in the region which include the Gypsum and ilmenite sand which is mined in the Balranald Local Government Area and then road transported to rail head at Ivanhoe for onward transportation. There are active opal mining licenses in White Cliffs.

The correctional centre is the prominent industry in Ivanhoe however its closure will present a new opportunity to repurpose the facility. Council will work with the State government to explore opportunities.

Future areas of investigation include the development of renewables, particularly solar and wind power. The industry is currently limited by the capacity of the grid to transfer power to larger centres. As technology and connectivity continues to improve there could be an opportunity for renewable energy development in our Shire that take advantage of our close proximity to South Australia.

Shopping, office, community and civic uses will continue to be consolidated within the main streets of each town, making best use of existing buildings and shopfronts.

8.5 SUPPORTING INFRASTRUCTURE

Council is focused on investing in community infrastructure renewal and management for the long-term sustainability of essential town services. Key projects include new waste and sewer treatment plants, investigating water treatment options to better utilise wastewater, improving telecommunications connectivity and upgrading key passenger and freight routes. Critical to this investment will be funding from central government as the local capacity to pay does not exist.

Major transport corridors and infrastructure, including highways and major roads, are protected from encroachment by development which would detract from their safety or operational efficiency.

9 HEALTHY AND COHESIVE COMMUNITY

9.1 OUR CHANGING DEMOGRAPHIC

We recognise that our population has fluctuations due to the demographic, but generally the population is in overall decline (last 20 years). This can be attributed to the change in agricultural practices and ancillary industries significantly reducing staff numbers due to efficiencies in technology.

A large proportion of our aging population, who have the means to move away, do so to access higher order services. This however is not the case in White Cliffs, which is often a seasonal retreat for members of the older population.

A Strong local government is essential for our community. Whilst Council is in administration it continues to provide all the essential services and advocacy an elected Council provides. A focus is to build a sustainable and robust organisation to support the return to an elected body

9.2 HOUSING

The large proportion of zoned land in Wilcannia consists of deceased estates. Council is working closely with Government agencies to determine how to manage the growing number of uninhabitable, deceased estates or vacant dwellings in Wilcannia and Menindee. Improving the state of housing stock across the Shire is a key priority for Council to improve community wellbeing and increase visitor experiences.

Housing is predominantly in the form of detached dwelling houses. New growth and development will be located in the existing urban footprint to assist in consolidating communities. This will help strengthen the identity of the community, enhance heritage, maintaining the viability of infrastructure and services, avoiding natural hazards

and reducing pressure on water and land resources. A sufficient supply of suitable land exists within the zoned area to accommodate growth over the next 20 years. No additional rural residential development is intended over the next 20 years.

9.3 PROTECT OUR NATURAL ENVIRONMENT

9.3.1 Increase resilience to climate change and natural hazard risks

Our communities are exposed to the severity and variability of our climate. Improving water security and better equipping our communities to manage extended drought periods will continue to be a focus area for Council. Each of our communities are vulnerable to unprecedented water shortages due to the flow levels of the surrounding river system. The town's raw water relies on storages in the Darling River weir pools. Other sources also include bore fields which produce enough water to supply the town with filtered water only. Council will continue to work with the NSW State and Federal Government and relevant agencies to put in place long-term solutions, such a new weir for Wilcannia, installing additional bores and treatment systems, delivering packaged.

New development or the intensification of uses in areas potentially affected by flooding or bushfire will be avoided, other than where development that can be designed or sited to minimise risk to people, property and the environment. We recognise our community is susceptible to extreme temperatures and will ensure our current and future developments are adapted to maintain our resilience to temperature variability.

Any future development will consider the potential for extreme weather events and wherever possible is located and designed to suit the local climate, particularly by reducing reliance on non-renewable energy and water consumption, especially during times of drought

9.3.2 Protect and manage environmental assets

The Darling River meanders through New South Wales from its origins in Queensland's Darling Downs till it meets the Murray River at Wentworth. It is a significant landmark in Outback Australia. Much of the pioneering history of the region has centred on the river, and it remains vital for agriculture, horticulture and town life. Following the Darling River will take you through the traditional lands of the Ngemba and Barkindji peoples, who regard the river as an integral part of their lives and lifestyle.

Protecting our natural environment is paramount to everything we do. Within the next 20 year it is expected that Menindee will be declared a Ramsar Wetland which will provide international recognition of the significance of the area across the world. The Menindee Lakes are located on the Darling River, about 200 km upstream of the Darling River's junction with the River Murray. The town of Menindee is close to the lakes. The lakes were originally a series of natural depressions that filled during floods. As the flow receded, the water in the natural depressions drained back into the Darling River. Periods of drought and extended low flow can cause the lakes to run dry. Modifications to make use of the lakes for water conservation and regulation along the lower Darling River were undertaken during the mid-20th century. The lakes are owned by the New South Wales Government and operated by Water NSW.

The Darling River catchment upstream of Menindee is immense and comprises southern Queensland and most of New South Wales west of the Great Dividing Range — an area of 574,200 km². It is only during significant floods that the greater part of this area contributes to the flow in the Darling River. The Darling River is fundamental to Wilcannia and Menindee and will continue to be protected and enhanced as a key asset and focal point.

Council will work with the NSW Government and Basin Authorities to develop the water resource sharing plans to ensure a healthy connected darling river along its course.

Protecting our unique vegetation is a concern for council. The Indigenous and European cultural heritage is also of significance to the Region and state of NSW. Any future development will avoid and be buffered from areas of environmental significance and protect the integrity and viability of habitat and biodiversity values, and biophysical and ecological processes.

9.4 CELEBRATE HERITAGE ASSETS

Significant local heritage underpins the character of our communities. The main historic themes relating to the settlement and growth of Wilcannia evolve out of the spread of remote rural pastoral and mining activities in NSW during the 1860s-1890s, leading to the rise of the river steamer transportation as an essential part of the economic growth of the region and the creation of a government administration centre as the population of the region increased. Wilcannia became one of the major ports of the Murray Darling system and the paddle steamer trade flourished for 70 years. The town of White Cliffs, situated in northwest NSW, was Australia's first viably commercial opal field and was first discovered in 1884. Menindee is the oldest European settlement in western New South Wales, and the first town to be established on the Darling River. Ivanhoe was proclaimed a village in 1890. The arrival of the railway in 1925, and the completion of the line from Sydney to Broken Hill in 1927, was a definite boost to the town. Future development will not impact on areas and items of cultural heritage significance within the natural environment and rural landscape.



10 OUR FOR ACHIEVING OUR VISION

PRIORITIES -

10.1 LIVEABILITY

- 10.1.1 Advocate and provide a range of facilities and services to meet community needs
- 10.1.2 Supporting a diverse housing choice where possible using existing infrastructure and building stock
- 10.1.3 Protect and enhance the towns and villages with tree planting /landscaping in streets and community spaces such as the riverbanks and open spaces to increase amenity and protection from the impacts of climate change
- 10.1.4 Work with and support local Aboriginal groups to achieve
 - Structural, social, emotional and physical wellbeing
 - Culture of success
 - Economic independence and sustainability
 - Devolved decision making and community autonomy
 - Citizenship and political engagement
 - Integrated service delivery

10.2 INFRASTRUCTURE

- 10.2.1 Advocate for existing and new development to be supported by infrastructure
- 10.2.2 Actively seek out and advocate for new infrastructure to facilitate investment in new industries such as renewables and agricultural value adding
- 10.2.3 Advocate and work with government agencies to bring enhanced telecommunications to the LGA to facilitate better connections and health, education outcomes.

10.3 PRODUCTIVITY

- 10.3.1 Improve access to and from the LGA
- 10.3.2 Provide for opportunities for local employment

10.4 SUSTAINABILITY

- 10.4.1 Protect, manage and respect cultural heritage assets
- 10.4.2 Proactively, protect and manage environmental assets
- 10.4.3 Engage with Government and natural resource managers to ensure a connected and healthy Darling River
- 10.4.4 Continue to rebuild the Central Darling Shire so that it provides sustainable leadership for the region

10.5 TOURISM

10.5.1 Support tourism providers in enhancing the towns and villages with green spaces and opportunities to experience the various forms of heritage etc

10.5.2 Work with the Barkindji people to protect and conserve natural and cultural heritage of LGA

11 ACTIONS

Central Darling Shire council will deliver through actions taken by Council over the commencing years and will include advocacy, preparation of plans, strategies or policies

Implementation of specific projects will depend on budgets and Council will monitor and report on actions, though the Central Darling Shire Community Strategic Plan and its 4-year Delivery Program. This approach is consistent with the Integrated Planning and Reporting Framework under the *Local Government Act 1993*, which recognises that council plans and policies are interconnected.

FOR DISCUSSION

12 FAR WEST REGIONAL PLAN DIRECTIONS

Focus	Alignment with Policy	Strategic Outcome	Description
Tourism	Far West Regional Plan – Direction 5	Promote and diversify local tourism market	<ol style="list-style-type: none"> Promote local indigenous cultural opportunities in tourism, including river walks, art workshops and a cultural centre. Ensure experiences are available throughout the year to accommodate seasonal fluctuations Work with National Parks to expand operations into the tourism sector Work with neighbouring regional councils/JO to develop a tourism strategy
Infrastructure	Far West Regional Plan – Direction 4	Diversify energy supply through renewable energy generation	5. Facilitate small-scale renewable energy projects using bioenergy, solar, wind, small-scale hydro, geothermal or other innovative storage technologies through local environment plans.
	Far West Regional Plan – Direction 8	Enhance access to telecommunication s	6. Identify options to improve access to shared telecommunication and internet services, including public access to services at community centres and schools.
Changing Demographic	Far West Regional Plan – Direction 20	Plan for a changing demographic	7. Prepare management strategies for declining populations
Housing	Far West Regional Plan – Direction 27	Sustainably manage residential development	<ol style="list-style-type: none"> Ensure any future residential development is located on land that is currently zoned and serviced. Work with agencies to clear uninhabitable housing stock to improve visual amenity and experience in Wilcannia and Menindee.
Protect our Natural Environment	Far West Regional Plan – Direction 26	Deliver long-term water security	<ol style="list-style-type: none"> Ensure that potable and raw water supplies are provided within designated water districts of Ivanhoe and Wilcannia Maintain the consistency of water supply to the White Cliffs community and investigate and improve the provision of a potable supply as a matter of urgency Construct the new water treatment plant and associated infrastructure to ensure improved water supply for White Cliffs, Wilcannia and Ivanhoe
	Far West Regional Plan – Direction 15	Manage land uses along river corridor	13. Develop a management strategy that considers and assesses the potential impacts of new development on biodiversity along the River corridor.
	Far West Regional Plan – Direction 16	Increase resilience to climate change	14. Incorporate the findings of the Far West Enabling Regional Adaptation project to inform land use and planning decisions.
	Far West Regional Plan – Direction 17	Manage natural hazard risks	15. Incorporate the best available hazard information in local plans consistent with current flood studies, flood planning levels, modelling and floodplain risk management plans.
Celebrate Heritage Assets	Far West Regional Plan – Direction 18	Respect and protect Aboriginal cultural heritage assets	16. Protect, manage and respect Aboriginal objects and places in accordance with legislative requirements.
	Far West Regional Plan – Direction 19	Conserve and adaptively re-use European heritage assets	<ol style="list-style-type: none"> Prepare, review and update heritage studies in consultation with the community to recognise and conserve heritage assets and items and include appropriate local planning controls. Investigate opportunities to redevelop and enhance streetscapes and entrances to all towns

Works Program April 2020

ID	Task Mode	Task Name	Duration	Start	Finish	0 Jan '20	27 Jan '20	3 Feb '20	10 Feb '20	17 Feb '20	24 Feb '20	2 Mar '20	9 Mar '20	16 Mar '20	23 Mar '20	30 Mar '20	6 Apr '20	13 Apr '20	20 Apr '20	27 Apr '20	4 May '20	11 May '20	18 May '20	25 May '20	1 Jun '20	8 Jun '20	15 Jun '20	22 Jun '20	29 Jun '20						
1	Summary	State Roads	180 days	Tue 21/01/20	Thu 24/09/20	[Summary bar]																													
2	Task	SH21 Yelta IS Project	100 days	Tue 21/01/20	Thu 4/06/20	[Task bar]																													
3	Task	SH21 Maintenance Grading	20 days	Tue 9/06/20	Thu 2/07/20	[Task bar]																													
4	Task	SH21 Heavy Patching	4 days	Tue 31/03/20	Thu 9/04/20	[Task bar]																													
5	Task	SH21 Kerpa IS Project	100 days	Tue 12/05/20	Thu 24/09/20	[Task bar]																													
6	Task	SH8 Moira Plains Culverts	4 days	Mon 13/04/20	Fri 17/04/20	[Task bar]																													
7	Task					[Task bar]																													
8	Summary	Regional Roads	118 days	Thu 23/01/20	Thu 2/07/20	[Summary bar]																													
9	Task	MR68C Pooncarie Rd MG	17 days	Fri 24/01/20	Thu 13/02/20	[Task bar]																													
10	Task	MR433 Ivanhoe-Menindee Rd MG	35 days	Thu 23/01/20	Thu 12/03/20	[Task bar]																													
11	Task	MR416 Ivanhoe-Cobar RD MG	10 days	Tue 17/03/20	Thu 26/03/20	[Task bar]																													
12	Task	MR68A Tilpa West Rd Grids	40 days	Mon 6/04/20	Sun 31/05/20	[Task bar]																													
13	Task	MR68B Wilcannia-Menindee West Rd MG	40 days	Tue 14/04/20	Thu 4/06/20	[Task bar]																													
14	Task	MR68A Tilpa West Rd MG	20 days	Tue 9/06/20	Thu 2/07/20	[Task bar]																													
15	Task	MR428 Kayrunnera Rd MG	7 days	Fri 17/04/20	Thu 23/04/20	[Task bar]																													
16	Task					[Task bar]																													
17	Summary	Local Roads	101 days	Fri 24/01/20	Fri 12/06/20	[Summary bar]																													
18	Task	SR41 Sayers Lake Rd MG	2 days	Fri 24/01/20	Sat 25/01/20	[Task bar]																													
19	Task	SR3 Tongo Rd, Paroo Xings Construction	39 days	Tue 4/02/20	Wed 25/03/20	[Task bar]																													
20	Task	SR9 Norma Downs Rd MG	5 days	Tue 17/03/20	Sat 21/03/20	[Task bar]																													
21	Task	SR3 Tongo Rd MG	15 days	Sun 22/03/20	Thu 9/04/20	[Task bar]																													
22	Task	SR20 Baden Park Rd Construction	44 days	Tue 14/04/20	Fri 12/06/20	[Task bar]																													
23	Task	SR15 Darnick-Pooncarie Rd MG	1 day	Fri 21/02/20	Fri 21/02/20	[Task bar]																													
24	Task	SR10 Wilcannia West Rd MG	4 days	Tue 18/02/20	Fri 21/02/20	[Task bar]																													
25	Task	SR32 Glendara Rd MG	7 days	Fri 17/04/20	Thu 23/04/20	[Task bar]																													
26	Task	SR6 Mandalay Rd MG	10 days	Tue 28/04/20	Thu 7/05/20	[Task bar]																													
27	Task	SRS Wanaaring Rd MG	20 days	Tue 12/05/20	Thu 4/06/20	[Task bar]																													
28	Task					[Task bar]																													
29	Summary	Other	30 days	Tue 14/04/20	Thu 21/05/20	[Summary bar]																													
30	Task	Private Works - Cobar SC MG	20 days	Tue 28/04/20	Thu 21/05/20	[Task bar]																													
31	Task	Storm Damage Emergency Works	30 days	Tue 14/04/20	Thu 21/05/20	[Task bar]																													

Project: Works Program March Date: Thu 16/04/20	Task Split	Milestone Summary	Project Summary Inactive Task	Inactive Milestone Inactive Summary	Manual Task Duration-only	Manual Summary Rollup Manual Summary	Start-only Finish-only	External Tasks External Milestone	Deadline Progress	Manual Progress
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