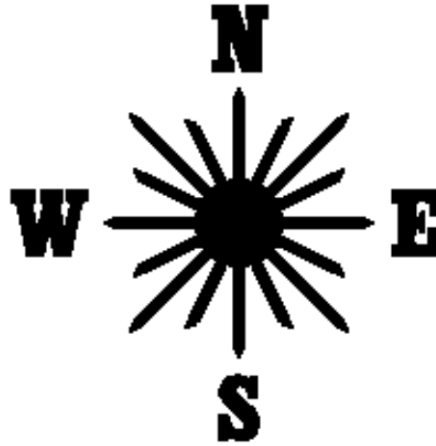


CENTRAL DARLING



SHIRE COUNCIL

ORDINARY COUNCIL MEETING

BUSINESS PAPER

24 JUNE 2020

The Meeting will be held at 9.00am in the
Council Chambers, 21 Reid Street, Wilcannia.

MISSION STATEMENT

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

RECORDING AND WEBCAST OF COUNCIL MEETINGS

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

PUBLIC RECORDING PROHIBITED WITHOUT COUNCIL AUTHORITY

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

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

PHOTOGRAPHY PROHIBITED WITHOUT PERMISSION

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

PUBLIC FORUM - EXTRACT FROM THE CODE OF MEETING PRACTICE POLICY

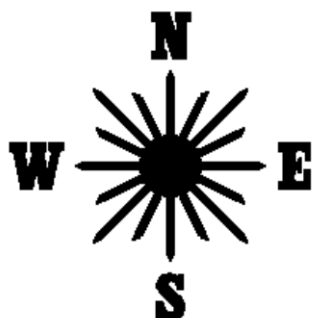
1. The Council may hold a public forum prior to each ordinary meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary Council meetings and meetings of Committees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

nominate from among themselves the persons who are to address the Council on the item of business. If the speakers are not able to agree on whom to nominate to address the Council, the General Manager or their delegate is to determine who will address the Council at the public forum.

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

20. If the Chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in Clause 4.19, the Chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the Chairperson's request, the Chairperson may immediately require the person to stop speaking.
21. Clause 4.20 does not limit the ability of the Chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 14 of this code.
22. Where a speaker engages in conduct of the type referred to in Clause 4.19, the General Manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the General Manager or their delegate considers appropriate.
23. Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a Council or Committee meeting. The Council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the Councillor who made the declaration.

CENTRAL DARLING



SHIRE COUNCIL

ORDINARY COUNCIL MEETING

Wednesday, 24 June 2020
9.00am
Council Chambers
21 Reid Street, Wilcannia

BUSINESS PAPER AGENDA

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1. OPENING OF MEETING

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

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. APOLOGIES AND LEAVE OF ABSENCE

NIL

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 – 27 MAY 2020

Recommendation:

That the Minutes of the Ordinary Council Meeting held on 27 May 2020 be received and confirmed as an accurate record.

Attachments:

1. [Ordinary Council Meeting Minutes – 27 May 2020](#)

5.2 BUSINESS ARISING

6. MAYORAL (ADMINISTRATOR) MINUTE(S)

6.1 ADMINISTRATORS REPORT

As we are slowly seeing the easing of COVID-19 restrictions and a gradual return to our previous everyday activities, it seems like a long time ago we were focused on the drought and bushfires.

2020 has certainly been a very trying year to date, however, all Australians, as always, have risen to the challenge and this is something we can rightly be proud of when we see what is happening in some other countries across the world.

It is important in the coming months we continue to work together in our country's spirit of mateship and solidarity as we face the many challenges ahead. Communication and collaboration will be critical as we build and create new economic and social opportunities. Communities must come together to build on established relationships and forge new ones if we are to maximise our futures.

A continued focus of the administration will be to build capacity and sustainability of our community and the Local Government organisation. The establishment of the Internal Audit Committee will ensure that the organisation is subject to independent oversight and review across its governance systems and processes.

The 2020/21 budget has been reshaped to bring it in line with contemporary reporting standards and much work has been done to bring our accounting system to meet these demands. A new chart of accounts will be introduced and in last month's meeting saw the Draft Grants Register tabled. The budget sets out a record expenditure.

We also continue to reduce the organisations risk profile through the review of work practices and rollout of training.

Council has had a focus on attracting Grants to enhance community facilities and resources and is also pleased to be able to support local organisations to bring projects forward. The area has been lucky to attract record funding and we must ensure delivery of projects and their ongoing sustainability.

Over the coming months the organisation will begin a conversation to review and set a new community strategic vision to develop an agreed Community Strategic Plan that will underpin the 4-year Delivery Plan and Annual Operational Plan. I would encourage all to engage and participate in the process as it presents a real opportunity to plan for our community and the delivery of services in the coming years.

With the easing of travel restrictions, I will be in the Shire for the June Council meeting and am looking forward to having face to face meetings once again.

7. FINANCIAL REPORTS

7.1 CASH AND INVESTMENTS – MAY 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 31st May 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 | \$8,000,000.00 | \$4,050,000.00 | \$3,950,000.00 | 0.10% | \$165.43 | \$2,841.59 |
| Operating Account | \$196,102.02 | \$161,486.17 | \$34,615.85 | 0.01% | \$8.25 | \$184.73 |
| Post Office Clearing Account | \$30,393.20 | \$1,230.00 | \$29,163.20 | | | |
| Total Cash at Bank as at 31 May 2020 | | | | | \$8,226,495.22 | |

Restrictions

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

Loan Accounts

| Loan Account | Current Month | Last Month | Movement | Interest Rate | Current Month Interest | YTD Interest |
|---|----------------------|-------------------|-----------------|----------------------|-------------------------------|---------------------|
| Garbage Trucks | \$319,172.43 | \$332,192.33 | (\$13,019.90) | 3.66% | \$730.10 | \$13,030.28 |
| Total Loan Liability as at 31 May 2020 | | | | | \$319,172.43 | |

Attachments

Nil

7.2 COUNCIL 2019-20 CURRENT GRANTS REGISTER

REPORT AUTHOR: SENIOR FINANCE OFFICER
RESPONSIBLE DIRECTOR: DIRECTOR BUSINESS SERVICES

EXECUTIVE SUMMARY:

This report is to provide a summary of Council's current grants and contributions reconciliation 2019-20 as at 17 June 2020.

RECOMMENDATION:

That Council will:

1. **Receive and adopt the report**

BACKGROUND:

Council's commitment to transparency and greater financial management have at the request of the Administrator, developed a Grants and Contributions Register for public access to be presented during ordinary Council Meetings.

REPORT:

Council's current Grants Register is not in line with current best practice due to the limitations of Council's General Ledger and Job Cost systems. Council is currently in the process of improving those systems in line with best practice reporting. This process is expected to be completed by September 2020.

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

Community Strategic Plan Outcome

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

Delivery Outcome

OBJECTIVE: 4.2 Efficient and effective services

Financial and Resource Implications:

Monitoring of the Current Grants and Contributions Reconciliation 2019/2020 enables timely financial management and improved cash flow processes.

Policy, Legal and Statutory Implications:

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

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

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

- (b) render all practicable assistance to the mayor, responsible accounting officer, general manager, auditor, the Director-General, or such a delegate or subdelegate with respect to those records.

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

Monthly reporting allows Council to keep informed of the process of the grants register to actual income and costs.

OPTIONS:

There are no alternative options.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- [2. Council Current Grants and Contribution Reconciliation.](#)

8. GOVERNANCE REPORTS

8.1 COVID-19 LOCAL GOVERNMENT ECONOMIC STIMULUS PACKAGE – DEED AGREEMENT

| | |
|------------------------------|-----------------|
| REPORT AUTHOR: | GENERAL MANAGER |
| RESPONSIBLE DIRECTOR: | GENERAL MANAGER |

EXECUTIVE SUMMARY:

Advising Council has received and that the General Manager has signed the COVID-19 Local Government Economic Stimulus Package-Deed Agreement

RECOMMENDATION:

That Council will:

- 1. Receive and note the report**

REPORT:

The COVID-19 Local Government Economic Stimulus Package (Stimulus Package) provides Council with the funding agreement that will enable it to benefit from those parts of the package that are relevant to its needs. The current elements of the package for all NSW Councils are:

- \$32.76 Million to provide a grant to each Council to cover the cost of the FY2020-21 increase in the Emergency Services Levy.
- \$112.5 Million to fund a Council Job Retention Allowance Subsidy.

- Greater access to the TCorp Local Government Lending Facility.
- TCorp granting deferrals of principal and interest on existing loans upon request for six (6) months.
- The NSW Treasurer providing to any Council, conditional on Treasury’s analysis and approval upon application, a “deed of indemnity for and on behalf of the Crown in right of the State of NSW”, to assist Councils to secure commercial bank loan.

It was requested that Council return the signed funding agreement to the Office of Local Government (OLG) by COB 24 June 2020. It is important to note that Council was not able to access any element of the package until a signed agreement had been received and accepted by OLG, which has since been signed by the General Manager following the approval from the Administrator.

It is not anticipated that Council will access TCorp’s Local Government Lending Facility due to Council financial capacity to service any further additional loans. Council is ineligible and has not the need to receive the Job Retention Allowance for employees.

Signing the Deed Agreement was necessary to allow council to access the payment for the increase in the Emergency Services Levy of \$75,663 in the coming finance year (2020/21).

Attachments

3. [Letter - OLG COVID -19 Local Government Economic Stimulus Package Deed Agreement](#)
4. [Council Stimulus Deed Agreement](#)

8.2 IVANHOE (WARAKIRRI) CORRECTIONAL CENTRE

| | |
|------------------------------|-----------------|
| REPORT AUTHOR: | GENERAL MANAGER |
| RESPONSIBLE DIRECTOR: | GENERAL MANAGER |

EXECUTIVE SUMMARY:

Correspondence received on the 11 June 2020 from Correction Services NSW informing Council that the Ivanhoe (Warakirri) Correctional Centre was decommissioned on the 10 June 2020.

RECOMMENDATION:

That Council will:

1. **Receive and note the report**

REPORT:

Correction Services NSW informing Council that the Ivanhoe (Warakirri) Correctional Centre was decommissioned on the 10 June 2020 and that the site remains the property of the Department of Communities and Justice. A caretaker service is currently being provided by Ms Robyn McMaster and is also supported by Gary Dixon, who is the Building Maintenance Overseer at Broken Hill Correctional Centre.

At this stage it is not known if, and when the centre will reopen, as a repurposes for the facility has not yet been found. The State Government continues to seek “Expression of Interest” from Government Agencies or private businesses in repurposing the facility, unfortunately with little interest to date.

Ivanhoe is a town that has a declining population in the past 15 years; the town population has dwindled from 278 to 196 (35% decrease). The Ivanhoe Correctional Centre employs 22 staff, of which 6 identify themselves as being local, with 5 children attending the local school. The Ivanhoe school has 27 children enrolled, 4 permanent teachers/4 casual teachers, employment of 8 staff of which 2 are permanent. There are 2 police officers stationed at Ivanhoe to service the district. The hospital/health clinic employs 3 nurses and 5 support staff. Central Darling Shire Council employs 5 field staff and 1 administration staff.

Council has not supportive the closure of Ivanhoe Correction Centre, for the following reasons:

- Employment - The closure of Ivanhoe Correctional Centre will have detrimental effect on the Ivanhoe community as there are number of staff at the facility that are residents of Ivanhoe. These employees are generally administration or support type roles and have little prospect of gaining meaningful employment in Ivanhoe. These employees are the main providers for their families and are likely to move, taking other family members employed in the town, along with their children attending the local school. The flow on effects would be loss of employment opportunities in the town that will reduce economic wealth of Ivanhoe.
- Cost of services - Ivanhoe Correctional Centre is the largest user of water in Ivanhoe, approximately 40%. Not having the facility continuing, the cost for Council to produce water will increase, fewer users will need to pay for the water services.
- Infrastructure maintenance and renewal. There most certainly will be a price increase in service charges for water on the closure of the facility. A similar circumstance will be experienced in rubbish collection, reduction in service, but increase in operating cost.
- Impact to other service providers - as population in Ivanhoe decrease, so will demand for services, especially in the areas of education, health and police, this having a severe effect on Ivanhoe economy and wealth.
- Aboriginals in custody - the original purpose of Ivanhoe Correctional Centre was to house Indigenous prisoners that live in the region. This allows family accessibility to see Aboriginal prisoners more regular, reducing the potential of Aboriginal deaths in custody.

It is the view of Council that the Ivanhoe Correction Centre is to remain in ownership of the State Government to reinsure the community that the Government is committed and not sold off to private enterprise. If repurposing involves private business, industry or non-for-profit organisations, the State Government should lease the facility to retain ownership. Any sale of the facility to private enterprise runs the risk of failure, whoever it may be could walk away from the facility leaving it vacant with the potential of the facility coming into ownership of Council and the community having to deal with it.

Repurposing options for the facility must be practical and sustainable for the long-term investment, not short-term lease arrangements. This will ensure long-term economic and social investment into the Ivanhoe Community and build community capacity.

Council urged Correction Services NSW if a solution for repurposing the facility has not been found, keep the facility open until a feasible solution has been found and a contract arrangement has been put in place.

On the Tuesday 19th November 2019 at the information drop session for "Repurposing of the Ivanhoe Correctional Centre" there were many good suggestions which Council is supportive:

Immigration Centre - to house new immigrants transitioning their lives into a new country and culture; furthermore, this may encourage more immigrants to take up residency in rural and remote locations.

Immigration Retention/Asylum Seeker Centre - to house illegal immigrants and asylum seekers that poses a low risk for processing and deportation.

Defence Forces training facility - housing and prisoners quarters used to accommodate soldiers while on exercise. The area around Ivanhoe is vast which is suitable for various types of weapon training and has a bitumen sealed airstrip that could be utilised for training and logistics purposes.

Agriculture Training Centre - accommodation and a facility for teaching dry land farming practices and animal husbandry, supported by country universities or colleges.

To date, there has not been the interest or the willingness from either State or Federal Government to repurpose the facility and retain it within ownership of government. Correspondence received by Peter Dutton MP, Minister for Home Affairs, (9/4/2020), "The proposal offered for Ivanhoe (Waakirri) Correctional Centre to be used as an IDF (immigration detention facility) is appreciated. The Australian Border Force (ABF) has seven IDF's and this currently meets the ABF's operational needs in managing placements in immigration detention".

Attachments

5. [Letter - Correction Services NSW](#)
6. [Letter - Peter Dutton MP](#)

8.3 WILCANNIA WEIR REPLACEMENT

REPORT AUTHOR: GENERAL MANAGER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

Advising Council, the Wilcannia Weir project has been extended until to July-September 2022, 12 months beyond the previous WaterNSW forecast.

RECOMMENDATION:

That Council will:

- 1. Receive and note the report**

REPORT:

WaterNSW in consultation with State and Federal Government agencies are pursuing a more in-depth planning approval pathway based on information found in early environmental impact studies. Early environmental field work in February 2020 indicated more studies are needed on some fish species in the river. These species range from being vulnerable to being critically endangered and include the Murray Cod and Silver Perch which are Federally listed, and other fish such as the Olive Perch as well as the Darling River Snail. Other biodiversity, including both flora and fauna, need to be assessed in depth.

More seasonal biodiversity studies were planned for April 2020 but were delayed due to COVID-19 restrictions, which extends the overall project timeline.

WaterNSW wants to ensure the project has an in-depth environmental assessment process and the best way to do this is through an Environment Impact Statement (EIS). To complete the environmental assessments needed, and to obtain the planning approval may extend the project by up to 12 months.

WaterNSW is working closely with State and Federal agencies to progress the approval and reduce any future delays to the project. WaterNSW understands the new weir is critical to the Wilcannia community and have worked to find the best solution to ensure shovels are in the ground as early as August 2021.

This news is disappointing for some members of the community and others are becoming sceptical that construction of the weir will not occur, as promised by past and current State Water Ministers.

The General Manager has requested from the Department of Planning, Industry, and Environment (DPIE) to provide Council the expenditure on the weir progress, with a breakdown on the cost incurred. This information would be shared to ensure and provide some comfort for Wilcannia and surround communities that the construction of the weir will proceed.

Attachments

7. [Wilcannia Weir Replacement Newsletter.](#)

8.4 ADOPTION OF THE REVISED SECTION 355 COMMITTEE FRAMEWORK

REPORT AUTHOR: GENERAL MANAGER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

A report was presented to the Council Meeting held on 22/4/2020 outlining the process of reviewing and revising the existing Section 355 Committee Framework.

The DRAFT Section 355 Policy, Procedures, Terms of Reference, and Operational Manual where adopted for the purpose of placing them on public exhibition for 28 days seeking public submissions regarding the content of the documents.

No submissions were received.

In addition to the public exhibition process Council undertook to contact and consult with the 11 chairpersons of the existing Central Darling Shire Council Section 355 Committees. The contact began by sending copies of the draft documents to each chairperson. A copy of the feedback from that consultation is included in this report

The revised Section 355 Committee Framework is now submitted to council for formal adoption and implementation.

RECOMMENDATION:

That Council will:

1. **Receive the report.**
2. **Formally adopt and implement the following documents:**
 - 2.1 **Central Darling Shire Council Section 355 Policy**
 - 2.2 **Central Darling Shire Council Section 355 Procedure**
 - 2.3 **Central Darling Shire Council Section 355 Terms of Reference**
 - 2.4 **Central Darling Shire Council Section 355 Operational Manual**
3. **Council will appoint a staff member to each committee to work with them to ensure compliance with the newly adopted framework.**
4. **Council will meet with communities of Ivanhoe, Menindee, White Cliffs and Wilcannia to further discuss the feedback received during the consultation process and seek direction from those communities as to the long-term community engagement requirements to ensure council meets its Integrated Strategic Planning and Reporting obligations.**

BACKGROUND:

As explained in the Executive Summary of the report presented to Council on the 22/4/2020, 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 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 (not-functioning)

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 has 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:

Following the meeting held on the 22/4/2020, copies of the DRAFT Section 355 Framework documents were placed on Public Exhibition seeking submissions and copies of the documents were sent to the Chairpersons of each committee outlining the available options as follows:

- a) Continue current operations, functions and responsibilities of each committee including compliance with all aspects of the revised framework, and/or
- b) Consider merging the existing Section 355 committees in each town into a single community wide committee that could include the existing operations and be expanded to consider the strategic planning requirements to improve the facilities and living conditions in each town

The Chairpersons of each committee were contacted and a comprehensive conversation regarding the two (2) options ensued.

There was unanimous acceptance of to adopt option a) being the Section 355 compliance requirements and a general acceptance of the offer of assistance from council staff to too help them meet their annual compliance checklist.

The feedback regarding option b) has been summarised for each committee and is attached. **(Attachment 1)**

The main points from the feedback are as follows:

1. The Ivanhoe community would like to meet with the CDSC General Manager and Administrator to discuss the issues confronting the existing four (4) and the merits of merging them into a broader Ivanhoe Community Committee with a collaborated expanded strategic planning role.
2. The Menindee Community Committee would like to meet CDSC General Manager and Administrator to discuss issues confronting the Menindee community and the Menindee Commons Committee could be invited to contribute their specific common management issues. The possible expansion of the committee’s role to include a broader strategic planning focus could be discussed at the meeting.
3. The existing White Cliffs committees expressed a general desire to continue their roles, “ as is”, but would also like to meet with the CDSC General Manager and Administrator to discuss issues confronting their community and the possible expansion of the role of the White Cliffs community Committee to include a strategic

planning role to address the issues raised.

4. Given there is not an active Wilcannia Community Committee, steps should be taken for the CDSC General Manager and Administrator to meet with the Wilcannia community and explore the establishment of a committee to focus on the strategic planning aspects of the Wilcannia community.

Based on the general consensus of the four (4) communities above a schedule to conduct community meetings across the shire should be prepared as soon as possible and should include discussion of how community engagement can be used to improve the strategic planning process to improve the quality of facilities and services and general living conditions in communities across the shire.

The outcomes of the meetings with the four (4) communities could be incorporated into a Central Darling Shire Wide Community Engagement Strategy including individual Community Engagement Action Plans for each town. This outcome would be vital for the integrity of the Central Darling Shire Councils Integrated Planning and Reporting role and could also provide a vehicle to explore future local government administration models.

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 | Nil |
| Environmental | Community support for Environmental issues | Nil |
| Economic | Support community economic initiatives | Nil |
| Governance | Committee compliance within legislative requirements | Nil |

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 councils Volunteer Management Framework.

OPTIONS:

Adopt, implement, and manage the Section 355 Framework.

Conduct community meetings to explore the strategic planning requirements of each community.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition

N/A

External Exhibition

N/A

Attachments

8. [Summary of the feedback from Chairpersons of existing Section 355 committees.](#)

8.5 INVESTIGATE OPTION TO MANAGE COUNCIL OWNED CARAVAN PARKS

| | |
|------------------------------|-----------------|
| REPORT AUTHOR: | ALLAN TONKIN |
| RESPONSIBLE DIRECTOR: | GENERAL MANAGER |

EXECUTIVE SUMMARY:

This report summarises the current Caravan Park Management arrangements in place in the CDSC. It also acknowledges the work done by the respective park operators.

In response to an “Expression of Interest” to lease both Caravan Parks the report recommends a transparent and objective process to ensure the best option for the future management of both parks is chosen. It is important to stress that Council has an open mind regarding the park operating options.

Council will prepare business cases that cover the current operating situation or commercial leases.

RECOMMENDATION:

That Council will:

1. **Receive the report**
2. **Seek “Expressions of Interest” from three (3) specialist Caravan Park management consultants to provide the following advice and documentation:**
 - a. **Advice on how to maximise the earning capacity of both parks, whether it be**

the existing situation or other models.

- b. Assist Council to prepare asset management plans for both parks to ensure they are safe and achieve their highest standard of facility condition and service.**
 - c. If the results of 2 a) and 2 b) above indicate the best business case is to lease the parks, assist with the setup of the leases including the legal documentation, assessment and selection of the lessees, implementation of the successful lessee and an annual checklist to monitor the compliance with the conditions of the lease.**
- 3. Prepare a report to Council summarising the results of the process of assessment and provide a recommendation to proceed with the best option for the future management of both parks.**

BACKGROUND:

Central Darling Shire own two (2) Caravan Parks as follows:

- 1. Wilcannia: Victory Park Caravan Park** is situated on the banks of the Darling River. The park has a mixture of powered and unpowered sites with amenities including showers, toilets and clothes washing etc. The park is supervised by an afterhours caretaker who lives onsite. All income and expenditure are managed by Council. The park is well managed under difficult circumstances. A five (5) strategic asset management plan will enhance the park operations.
- 2. White Cliffs: Opal Pioneer Tourist Park**, Johnston Street White Cliffs. The park has a mixture of powered and unpowered sites with amenities including showers, toilets and clothes washing etc. The park is managed by volunteers from the White Cliffs Community Association who collect fees and manage expenditure as part of their Section 355 committee responsibilities. Council appreciate the assistance provided by the volunteers. A five (5) strategic asset management plan will enhance the park operations.

REPORT:

The White Cliffs Caravan park is managed by the White Cliffs Community Association and comes under the CDSC asset management plan.

Work has commenced upgrading the Wilcannia Caravan park including investigations to install a remote cashless fee management system.

Council have received a request to consider leasing both caravan parks as a commercial arrangement.

In order to ensure a transparent and ethical approach to assess the future management options of both parks, it is recommended that CDSC seek "Expressions of Interest" from three (3) specialist Caravan Park management consultants to provide the following advice and documentation;

1. Advice on how to maximise the earning capacity of both parks.
2. Assist council to prepare asset management plans for both parks to ensure they are safe and achieve their highest standard of facility and service.

3. If the results of 2 a) and 2 b) above indicate the best business case is to lease the parks, assist with the setup of the leases including the legal documentation, assessment and selection of the lessees, implementation of the successful lessee and an annual checklist to monitor the compliance with the conditions of the lease.

This process will enable Council to objectively assess the potential benefits if any of leasing both parks and to communicate the outcomes of the assessment with the current park managers, the caretaker, and the wider community.

At the conclusion of the assessment process, a report will be presented to council indicating the best way to continue to manage both parks

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

Community Strategic Plan Outcome

Goal 1.2 Improved community services and facilities.

Goal 1.4 Improved opportunities for our communities.

Goal 3.4 Improved infrastructure across the shire.

Delivery Outcome

Goal 1.2 Improved community services and facilities.

Goal 1.4 Improved opportunities for our communities.

Goal 3.4 Improved infrastructure across the shire.

SUSTAINABILITY ASSESSMENT:

| | Positive | Negative |
|----------------------|---|-----------------|
| Social | Improved amenities | Nil |
| Environmental | Compliance with relevant legislation | Nil |
| Economic | Maximise income and minimise expenditure from council assets. | Nil |
| Governance | Transparent, ethical, and objective management of council assets. | Nil |

Financial and Resource Implications:

There is a \$15k budget allocation for this project included in the 2020/2021 budget.

Policy, Legal and Statutory Implications:

The project will meet all relevant compliance requirements.

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

The project will comply with all WH&S requirements.

OPTIONS:

The caravan parks can continue to be operated as they are or be leased if the process arrives at that outcome.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition

Yes

External Exhibition

Communicate with the existing operators to ensure they are aware of the project and the outcomes of the assessment.

Attachments

Nil.

8.6 CORRESPONDENCE RECEIVED – TABLED FOR PUBLIC INFORMATION

| | |
|------------------------------|-----------------|
| REPORT AUTHOR: | GENERAL MANAGER |
| RESPONSIBLE DIRECTOR: | GENERAL MANAGER |

EXECUTIVE SUMMARY:

Recent correspondence received by the General Manager has been tabled as Public Information.

RECOMMENDATION:

That Council will:

- 1. Receive and note the report**

REPORT:

Roy Butler MP - Request for information on mobile coverage and connectivity- seeking local information about regions or places in Local Government area's that require a more reliable connectivity. This includes unreliable mobile coverage, little to no coverage or known mobile black spots. This may also include issues with upgraded towers failing, or maintenance requests not being attended to in a timely manner. Council has responded to Roy Butler MP request for information about mobile coverage and connectivity in the Shire, refer to attachment for the correspondence.

StateCover Mutual Limited (Local Government Workers Compensation Insurer) - Council has been advised and since received a rebate of 10% of Councils 2018/19 actual basic tariff premium, \$11,624.36. Council will reinvest the funds in health, safety, and wellbeing of our staff. This makes business sense to support employees at their work and for their families and the community they serve. Appended in the attachments is StateCovers recipient Credit Tax Invoice and newsletter.

Letter received - bad behaviour of youth in Wilcannia. The attached letter raises issues of bad behaviour of youth in Wilcannia, breaking into cars and houses, lighting fires and general illegal activities. This letter follows the recent article in the Wilcannia newspaper on 2nd June about a petition circulating: the community feeling's about anti-social behaviour of some young people in Wilcannia. The General Manager has since spoken to Mr. Owen Whyman about his concerns and is in the process of arranging a meeting with appropriate authorities to discuss this matter. A further verbal update will be provided at June's Council meeting on the outcomes from these discussions. Attached is letter from Mr. Owen Whyman.

Local Roads and Community Infrastructure Program - Correspondence received from the Federal Member for Parkes and Minister for Local Government Mark Coulton, announced the funding for Local Roads and Community Infrastructure Program. The package will include the establishment of a new \$500 million Local Road and Community Infrastructure Program, and the bringing forward of \$1.3 Billion of the 2020-21 Financial Assistance Grant payment. The program and will enable Council to deliver priority projects with a focus on upgrades and maintenance to local roads and community infrastructure. Council will be receiving \$1,001,818 from the funding allocation. At this stage, no project/s have been selected, as Council staff are awaiting on the guidelines criteria. A report to Council will be presented on the selection of project/s at the time of signing the funding Deeds. Appended in the attachments is Mark Coulton MP media release.

2020-21 Financial Assistance Grants (FAGs) – advance payment - Office of Local Government Circular to Council. The Deputy Prime Minister, Minister for Infrastructure, Transport and Regional Development, the Hon. Michael McCormack MP and Commonwealth Minister for Regional Health, Regional Communications and Commonwealth Government, the Hon. Mark Coulton MP, have announced that the Federal Government will again bring forward the first two instalments of the estimated 2020-21 FAGs. The advance payment will represent approximately 50% of the amount Council is entitled to. Further adjustments will need to be made to the remaining payments to take into account:

1. the determination by the Commonwealth Treasurer of the final adjustments for 2019-20
2. the Grants Commission's recommendations for 2020-21.

The Commission is currently finalising the 2020-21 FAGs and will advise Councils of the outcome when the grant recommendations have been adopted. The Commonwealth Government has advised that the FAGs processes are continuing "business as usual" and payments will proceed as normal. The advance payment amount of \$3,086,967 was paid to Council on 26 May 2020. This payment will be reflected in Council End of Year Financial Statement (19/20) and a budget adjustment made at the first quarterly review of the new financial year (20/21) to reflect the income. The balance of the grants will be paid with a corresponding reduction to the quarterly instalments during 2020-21. Appended in the attachments is OLG circular.

Attachments

9. [Roy Butler MP- letter](#)
10. [Response to Roy Butler MP- Letter](#)
11. [StateCover - Recipient Created Tax invoice](#)
12. [Newsletter - Wellbeing with StateCover](#)
13. [Owen Whyman - Letter](#)
14. [Mark Coulton MP Letter - Local Roads and Community Infrastructure Program](#)
15. [OLG circular- 2020-21 Financial Assistance Grants \(FAGs\) – advance payment](#)

8.7 PUBLIC CONSULTATION FOR WORK, HEALTH AND SAFETY MANAGEMENT PLAN, MANAGEMENT SAFETY ACTION PLAN AND WORK HEALTH AND SAFETY MANAGEMENT SYSTEM STRUCTURE FLOWCHART

REPORT AUTHOR: WORK, HEALTH AND SAFETY OFFICER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The purpose of this report is to seek the endorsement for the public consultation of the Work, Health and Safety Management Plan and Work Health, Safety Management Action Plan and Work Health and Safety Management System Structure Flowchart.

RECOMMENDATION:

That Council will:

- 1. Receive the report; and**
- 2. Resolve to publicly exhibit the Work, Health and Safety Management Plan and Work Health, Safety Management Action Plan and Work Health and Safety Management System Structure Flowchart for 28 days.**

BACKGROUND:

As Council is aware, staff are undertaking a review to remove, introduce, replace, and update plans which are outdated, not applicable or covered by legislation.

As part of this ongoing improvement and demonstrated Management Commitment, Council is introducing a Work, Health and Safety Management Plan and Action Plan supported by the Work Health and Safety Management System Structure.

REPORT:

The objectives of the a Work, Health and Safety Management Plan and Action Plan supported by the Work Health and Safety Management System Structure Flowchart is to provide a framework to minimising the harm to members of the Council workforce and the wider community associated with the commitment, awareness, responsiveness, active support and feedback from Council's Senior Management, who will have specific roles and responsibilities for which they need to be personally involved and which they need to manage. CDSC recognises that the structured approach to Workplace Safety achieves a consistently high standard of safety performance, in addition to meeting its obligations in accordance with *Work, Health and Safety Legislation (WHS Act 2011)*.

The Work, Health and Safety Management Plan and Action Plan supported by the Work Health and Safety Management System Structure Flowchart aligns with the Central Darling Shire Council Work Health and Safety Policy which has been reviewed accordingly.

While carrying out this responsibility, Council will:

- Lead and promote a culture that supports the Safety Management System.
- Ensure, so far as it is reasonably practicable, the safety of Council workers, volunteers, contractors, and visitors.
- Ensure all workers, volunteers, contractors, and visitors will not be put at risk from Council Operations.

- Meet applicable legal requirements
- Control safety risks using the Hierarchy of Controls
- Continually review and improve the Safety management System to enhance Council's safety performance

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

Community Strategic Plan Outcome

GOAL 1: Enhanced Public Order and Safety by promoting and in conjunction with other agencies, promote development of safer worksites and communities.

Delivery Outcome

OBJECTIVE 4.3: Skilled and Informed Councillors and Staff

SUSTAINABILITY ASSESSMENT:

| | Positive | Negative |
|----------------------|---|-----------------|
| Social | Promote good safety culture throughout the Shire in supporting staff through training | |
| Environmental | Improved environmental impacts. | |
| Economic | Reduce absenteeism and improve production. Reduced WorkCover Claims | |
| Governance | Promote best practice which is seen to be transparent and fair when dealing with staff. | |

Financial and Resource Implications:

The implementation of the Work Health and Safety Management Plan, The Work Health and Safety Management Action Plan and the Work Health and Safety Management System Structure will be funded through the Work Health and Safety Annual Budget process.

Policy, Legal and Statutory Implications:

The Work Health and Safety Management Plan, The Work Health and Safety Management Action Plan and the Work Health and Safety Management System Structure will be placed on public exhibition for a period of 28 days in accordance to the *Local Government Act 1993*, Section 160. Council then consider any community comment before considering the adoption of the proposed Plans within 42 days of ceasing public consultation.

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

The purpose for each Plan is for Managers to acquire and keep up-to-date knowledge or Work, Health and Safety management matters. Managers will gain an understanding of the nature of operations of Central Darling Shire Council and generally of the hazards and risks associated with those operations. Managers will ensure that Central Darling Shire Council executes processes for complying with any duty or obligation under the *Work, Health and Safety Legislation (WHS Act 2011)*

OPTIONS:

There are no alternative options.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition

Discussion will be held at MANEX level as to how this will impact them and their staff.

External Exhibition

Work Health and Safety Management Plan, The Work Health and Safety Management Action Plan and the Work Health and Safety Management System Structure is to be placed on public exhibition following the June Council meeting for a period of 28 days.

Attachments

- 16. [Work, Health and Safety Management Plan](#)
- 17. [Work Health and Safety Management Action Plan](#)
- 18. [Work, Health and Safety Management System Structure](#)
- 19. [Work Health and Safety Policy Reviewed](#)

8.8 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 this 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:

| | |
|------------------|---|
| Wednesday 27 May | Menindee Emergency Services meeting |
| Thursday 28 May | Menindee SDL Project team Q&A video session (VC) LEMC COVID-19 Desktop Exercise (VC) |
| Monday 1 June | Local Emergency Management Committee meeting (VC) Sturt Steps information session (VC) |
| Wednesday 3 June | Western Regional Water Strategy Discussion (VC) |

| | |
|-------------------|--|
| Tuesday 9 June | Water User Reference Group-First Flush assessment (VC) Murray Darling Association Region 4 (VC) |
| Wednesday 10 June | WHS Meeting with senior staff Wilcannia Weir Project online Project Reference Group (VC) |
| Thursday 11 June | OLG Webinar with Premier and Minister Hancock |
| Friday 12 June | Menindee Native Fish Hatchery Scoping Studying with Consultants (VC) |
| Monday 15 June | Local Emergency Management Committee meeting (VC) DPEI Western Region (VC) |
| Tuesday 16 June | Menindee Lower Lakes Stakeholders Advisory Group (SAG)- Broken Hill |
| Thursday 18 June | Water User Reference Group-First Flush assessment (VC) |
| Friday 19 June | RDA Far West Committee Meeting Broken Hill |
| Wednesday 24 June | White Cliffs Hall AGM |

Attachments

Nil

9. CORPORATE SERVICES REPORTS

NIL

10. SHIRE SERVICES REPORTS

10.1 ROADS TO RECOVERY ALLOCATIONS 2020-2021

REPORT AUTHOR: DIRECTOR SHIRE SERVICES
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The purpose of this report is to provide Council with information relating to the federally funded Roads to Recovery program to enable Council to make an informed decision on the allocation of the funding for next financial year.

Council is required to submit at least 12 months of rolling program works to the Roads to Recovery Infrastructure Management System. Projects may be entered from 1 July 2020 and the first payment for the new program will be made in August 2020.

RECOMMENDATION:

That Council will:

1. **Receive the report**
2. **Allocate the 2020/2021 Roads to Recovery to four projects in Menindee, being:**
 - **Menindee Street – Reconstruction and drainage improvements**
 - **Little Menindee Creek Road – Reconstruction and seal**
 - **Pumpkin Point Road – Reconstruction and Seal**
 - **Irrigation Road – Reconstruction and Seal**

BACKGROUND:

The objective of Roads to Recovery is to contribute to the Infrastructure Investment Program through supporting maintenance of the Nation's Local Road Infrastructure Asset, which facilitates greater access for Australians and improved safety, economic and social outcomes. The Roads to Recovery Program does not contain a sunset clause under the new *National Land Transport Act 2014* meaning no new legislation will be required for the continuation of the Program.

From 2019-20 to 2023-24 the Government will provide \$2 Billion under the Roads to Recovery Program, to be distributed to Australia's local Councils, State and Territory Governments responsible for local roads in the Unincorporated Areas (where there are no Councils) and the Indian Ocean Territories.

Roads to Recovery allocations for the Councils in each jurisdiction (except the ACT as it is a unitary jurisdiction) have been determined on the basis of the recommendations of the Local Government Grants Commissions in each state and the Northern Territory for the roads component of the Financial Assistance Grants. This is the same methodology as was used for this purpose in previous Roads to Recovery Programs.

Council's allocation for the 2019-20 to 2023-24 period is \$6,010,909.

Additional Drought Funding was allocated to the 2019/20 and 2020/21 years with 50% allocation split over the 2 financial years. \$615,000 of the allocation needs to be acquitted by December 31, 2020.

The total allocation for 2020/21 is \$1,502,727.

REPORT:

In preparation of the 2020/21 budget \$1,286,250 was allocated to local roads capital works improvements. This figure has now increased to \$1,502,727 due to additional drought funding allocations. The budget will be amended accordingly as part of the first quarter QBR process.

The following projects have been identified in the draft Transport Asset Management Plan. The projects identified seek to reduce costs with establishment/disestablishment by completing those sections within a close geographical area. Works will be programmed to run concurrently to complete in a timely manner.

| Location | Issue | Solution | Cost |
|--------------------------------------|--|--|---------------------------------|
| Menindee Township Menindee Street | Unsealed sections from kerb to kerb. Poor drainage and subject to inundation following rain events | 150m Reconstruction including widen and seal pavement, new drainage pipes and pits | \$240,000 (fully funded) |
| Menindee, Little Menindee Creek Road | Unsealed and subject to flooding, drainage issues and equity of access for town residents. Road safety. | 1.5km Reconstruction including raising vertical alignment and seal | \$450,000 (fully funded) |
| Menindee, Pumpkin Point Road | Unsealed and subject to flooding, drainage issues and equity of access for town residents. Road safety. | 750m Reconstruction including raising vertical alignment, seal and culverts | \$300,000 (fully funded) |
| Menindee, Irrigation Road | Unsealed and subject to flooding, drainage issues and equity of access for town residents. | 2.0km Reconstruction including raising vertical alignment and seal | \$515,727 (fully funded) |

| | | | |
|--|--------------|--|--|
| | Road safety. | | |
|--|--------------|--|--|

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

Community Strategic Plan Outcome

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

Delivery Outcome

3.4 Improved infrastructure across the Shire

Safe and reliable network of roads throughout the Shire.

SUSTAINABILITY ASSESSMENT:

| | Positive | Negative |
|----------------------|--|--|
| Social | Equity of access for residents, provide all weather access | Nil |
| Environmental | Works will be constructed in accordance with Environmental Policy, procedures, and standards | Nil. Minor Environmental impact involved with construction. Less maintenance in long term. |
| Economic | 100% funded | Risk of project budget exceedance would result in Council sourcing project shortfall costs from local roads maintenance budget |
| Governance | Council is the Roads Authority for these local roads, pursuant to the Roads Act 1993 | Nil |

Financial and Resource Implications:

Roads to Recovery budget allocation for Local Roads included. Additional drought funding component will be reflected in first quarter QBR

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

Policy, Legal and Statutory Implications:

Council is a Control Authority pursuant to the Roads Act 1993

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

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

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

OPTIONS:

Do nothing and leave the roads unsealed and subject to flood events.

Allocate the funding to alternate projects.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition

Nil currently

External Exhibition

Nil currently

10.2 POONCARIE ROAD – PROJECT REPORT – JUNE 2020

| | |
|------------------------------|----------------------------|
| REPORT AUTHOR: | PROJECTS MANAGER |
| RESPONSIBLE DIRECTOR: | DIRECTOR OF SHIRE SERVICES |

EXECUTIVE SUMMARY:

The Pooncarie Road project seals the 61-kilometre section of Council Road MR68C, running south from Menindee, to the southern Shire border. Works are forecast to be completed by 2023.

RECOMMENDATION:

That Council will:

- 1. Receive and note the report**

REPORT:

Funding Approval

The initial 50% project funding has been approved by Central Darling Shire Council's two (2) project partners, the New South Wales Government (NSW), and the Commonwealth Government of Australia. Funding is administered by NSW Roads and Maritime Services (RMS). The final 50% project funding has preliminary approval. Council are forecasting the relevant Deeds to be issued by the project partners shortly.

Monthly reporting of expenditure is completed by the Director of Shire Services, in accordance with the corresponding 2019 Road Project Proposal Report.

Preconstruction Works

Preconstruction works are tracking on programme and are approximately two thirds complete.

Design

The evaluation of the road design tender was conducted in accordance with Council guidelines. Market engagement was adequate, with a range of large to boutique design firms submitting a tender.

The tender, submitted by Kellogg Brown & Root (KBR), was recommended by the review panel, and approved by the General Manager. Engagement with KBR commenced Friday 27th of March 2020, with formal contract signing taking place Friday 10th of April 2020.

Preliminary flood modelling is complete, with accompanying finalisation forecast to be completed by the end of the month. Horizontal road design is complete, with vertical road design also forecast to be completed by the end of the month. Design documentation and working drawings forecast to be completed by August.

Management Plans

The Review of Environmental Factors (REF) Draft Report is complete and will be finalised pending the Aboriginal Heritage Impact Permit (AHIP). All Aboriginal Heritage stakeholders have been invited to participate in the project's second on-site walk-through which is scheduled to take place over five (5) consecutive days commencing Monday 22nd of June 2020. Upon completion, the AHIP will be issued allowing completion of the REF.

The project specific Work, Health and Safety, Environmental Management, and Quality plans are drafted, with completion pending the REF report finalisation.

Procurement

Procurement of consultants, goods, and other services has commenced. Council are currently conducting all of the project's tenders through the VendorPanel Online Portal. This process ensures tenders are procured in accordance with the *Local Government Act 1993*, *Local Government (General) Regulation 2005*, *Local Government Tendering Guidelines*, and *Council's Procurement Policy*.

To date, this process is working well and has been utilised for the design, site equipment, and site amenities tenders.

Earthworks and civil works will be completed by companies registered with Council under the existing Contract Plant Hire Rates agreement. Contractors will be appointed based on plant hire rates, plant and operator capability, and experience.

Programme

To date, all project tasks are on programme with the exception of the REF forecast completion date. This is currently outside Council's influence however Council have engaged experienced environmental and cultural consultants who are assisting in the completion of associated tasks.

A programme, with status as at June 2020, is attached as Appendix A.

Cost

The project has achieved all forecast milestones for the Financial Year 2019-2020. All preconstruction works have been completed on-budget.

| Works | Original Budget | % Expended | Remaining Budget |
|------------------------|------------------------|-------------------|-------------------------|
| Preconstruction Works | \$1,000,000 | 71% | \$288,492 |
| Construction 2020-2021 | \$8,000,000 | 0% | \$8,000,000 |

Construction Works

Construction works taking place in June include the following:

- Surveyors on-site to complete vertical and horizontal road alignment study;
- Surveyors completing flood study;

- Environmental Engineers completing impact survey;
- Aboriginal Heritage Groups completing walk-through; and
- Council Engineers completing preliminary investigation of potential gravel sources.

Safety

There have been zero work health and safety incidences on-site.

Attachments

[20. Pooncarie Road – Initial Seal – Programme June 2020](#)

10.3 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 portable water supply is currently sourced from the Union Bend Bore Field following a secondary rise in river level with high turbidity and colour making the treatment process very difficult. Staff transitioned back to bore supply to ensure potable water provision to Wilcannia compliant with the Drinking Water Management Plan. Source supply will revert back to river source supply as soon as possible.
- White Cliffs town water supply is sourced from Wakefield Tank. Storages are near full capacity and current supply without further rain is expected to last through to June/July 2021.
- Ivanhoe town water supply is currently being sourced from Morrisons Tank. to continue pumping operations and “top up” Morrisons Tank. Morrison’s Tank has existing approximately 300 megalitres and town storage dam 50 megalitres. Remaining supply at capacity is estimated up to 18 months. No water restrictions in place.

| Works Description | Original Budget | % Expended | Remaining Budget |
|--------------------|-----------------|------------|------------------|
| Wilcannia Water | \$329,000 | 123% | (\$76,657) |
| Wilcannia Sewer | \$185,000 | 59% | \$75,238 |
| White Cliffs Water | \$155,500 | 68% | \$50,482 |

| | | | |
|----------------------------|-----------|-----|----------|
| Ivanhoe Water | \$312,000 | 90% | \$31,370 |
| Aboriginal Communities R&M | \$105,865 | 18% | \$86,874 |

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 to 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. This deferment will also allow a review of WTP scope of works by CWT in line with DPIE recommendations.

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 May 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. Once these issues are settled Council and Section 60 approval is secured an RFT for design and construction of new WTP's at Wilcannia, Ivanhoe and White Cliffs will be issued.

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 | 3.0% | \$5,337,558 |
| Wilcannia Sewer Scoping Study | \$60,000 | 100% | \$0 |
| Wilcannia and Ivanhoe WTP Scoping Study | \$200,000 | 64% | \$72,462 |

Attachment

Nil

10.4 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 May 2020.

RECOMMENDATION:

That Council will:

1. Receive and note the report.

REPORT:

| Statistics for May 2020 | | |
|--------------------------------|--|----------------------------|
| Development | Number of DAs Approved – New Dwellings | 0 |
| | Number of DAs Approved – Renovation | 0 |
| | Number of DAs Approved – Other | 3 |
| | Total Value of DAs Approved | \$82,500 |
| | Number of Construction Certificates Issued | 2 |
| | Number of LGA S68 Approvals | 1 |
| Food Safety | Food Premises Inspected | 0 due to COVID-19 Closures |
| Animal Control Activities | Impounded | 11 Dogs 2 Cats |
| | Rehomed | 8 Dog |
| | Returned to Owner | 0 Dog |
| | Euthanized | 1 Dogs 2 Cats |
| | Registrations | 1 |
| | Microchipped | 0 |
| | Penalty Notices Issued | 0 |
| Water Sampling | Microbiology Samples Collected | 8 |
| | Chemistry Samples Collected | 0 |
| | Non-Compliant Samples | 0 |
| | Darling River Algae Samples | 0 |

Attachment

Nil

10.5 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: \$527,080

2019/20 RMCC Works Orders allocation to date is \$8,683,624 Twenty-seven Work Orders have now been received this financial year.

| | |
|--|-------------|
| 1. HW21 Bushley gravel pit 1 and rehabilitation works: | \$188,320 |
| 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 |
| 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: | \$148,750 |
| 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: | \$79,514 |
| 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 |
| 26. HW21 Bushley Gravel Pit 3: | \$264,000 |
| 27. HW21 Kerpa Ground Water Tank: | \$44,530 |

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 | \$527,080 | 80% | \$107,359 |
| WO 2018-19 | \$97,281 | 100% | \$0 |
| Water Supply Works (including Variation) | \$2,732,814 | 100% | \$0 |
| Gypsum Mine North IS Project (including Variation) | | | |
| WO 2019-20 | \$8,683,624 | 82% | \$1,542,500 |

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 | 86% | \$333,619 |
| Regional Roads Repair Program | \$800,000 | 58% | \$332,117 |

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 | 89% | \$163,484 |
| Mandalay Road Reconstruction (R2R) | \$540,000 | 100% | \$0 |
| Hood Street Reconstruction (R2R) | \$320,000 | 100% | \$0 |
| Tilpa Tongo Road, Paroo Crossings (R2R) | \$306,250 | 100% | \$0 |
| Baden Park Road Build Ups | \$336,477 | 100% | \$0 |

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 | 66% | \$42,841 |

Attachments

Nil (an updated program of works will be provided to the July Meeting of Council)

10.6 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% | \$46,991 |
| Ancillary Works | \$190,500 | 86% | \$27,317 |
| Street Cleaning/Bins | \$116,000 | 81% | \$24,573 |
| Buildings | \$500,000 | 78% | \$108,353 |
| Swimming Pools | \$502,800 | 84% | \$78,102 |
| Waste Depots | \$92,500 | 69% | \$29,076 |

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 regarding 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 | 41% | \$818,630 |
| Waste Less, Recycle More – Landfill Improvements | \$584,672 | 100% | \$0 |

Attachment

Nil

11. MINUTES OF COMMITTEE MEETINGS

NIL

12. CONFIDENTIAL MATTERS

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

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

Recommendation:

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

12.1 PROPOSED AUCTION DATES FOR SALE OF LAND FOR UNPAID RATES

Item 12.1 is confidential under the *Local Government Act 1993* Section 10A 2 (b) as it relates to discussion in relation to the personal hardship of any resident or ratepayer.

12.2 PURCHASE OF LAND IN IVANHOE

Item 12.2 is confidential under the *Local Government Act 1993* Section 10A 2 (c) as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

13. MEETING CLOSE

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

The next meeting of Council will be held on Wednesday, 22 July 2020 in Wilcannia at 9.00am.

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE
COUNCIL CHAMBERS, 21 REID STREET, WILCANNIA
ON WEDNESDAY, 27 MAY 2020.**

PRESENT: Administrator, Bob Stewart

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

Resolved

1. There was NIL Disclosures of Interest.

5. CONFIRMATION OF MINUTES

5.1 ORDINARY MEETING – 22 APRIL 2020

Resolved

That the Minutes of the Ordinary Council Meeting held on 22 April 2020 be received and confirmed as an accurate record.

Minute Number: 01-05-20

5.2 BUSINESS ARISING

Resolved

- a) Pooncarie Road Update – Project Engineer to provide report for June's Ordinary Council Meeting on update of Project.
- b) Sale of Land for Unpaid Rates – Report to be completed for June's Ordinary Council Meeting for discussions around proposed dates to conduct Auctions.

Minute Number: 02-05-20

6. MAYORAL (ADMINISTRATOR) MINUTE(S)

6.1 ADMINISTRATORS REPORT

Resolved

1. Note and receive the report.
2. Note Council Staff and the Central Darling community extend their deepest sympathy to Donna and Family on the passing of previous Administrator Mr Greg Wright.

Minute Number: 03-05-20

7. FINANCIAL REPORTS

7.1 QUARTLERY BUDGET REVIEW AS AT 31 MARCH 2020

Resolved

1. Receive and adopt the 3rd Quarter Budget Review as at 31 March 2020.
2. Note that the projected Surplus/Deficit for the Financial Year 2019/20 is \$345,000 Surplus.
3. Note and approve that there are variations for this quarter review.

Minute Number: 04-05-20

7.2 CASH AND INVESTMENTS – APRIL 2020

Resolved

1. Note and receive the report.

Minute Number: 05-05-20

7.3 DRAFT 2020-21 OPERATIONAL PLAN AND DELIVERY PROGRAM 2018-21 FOR PUBLIC EXHIBITION

Resolved

1. Receive the report on DRAFT 2020-21 Operation Plan and Deliver Program 2018-21 for Public Exhibition
2. Endorses the Draft 2020-21 Operational Plan and Delivery Program 2018-21 incorporating:
 - a. Draft 2020-21 Operation Plan
 - b. Draft 2020-21 Revenue Policy
 - c. Draft 2020-21 Fees and Charges Schedule
 - d. Draft 2020-21 Operational Budget

Minute Number: 06-05-20

7.4 COUNCIL 2019-20 CURRENT GRANTS REGISTER

Resolved

1. Receive and adopt the report

Minute Number: 07-05-20

8. GOVERNANCE REPORTS

8.1 CORRESPONDENCE RECEIVED – TABLED FOR PUBLIC INFORMATION

Resolved

1. Receive and note the report.

Minute Number: 08-05-20

8.2 MAARI MA HEALTH ABORIGINAL CORPORATION – PROPOSED NEW PRIMARY HEALTH CARE FACILITY IN WILCANNIA

Resolved

1. Receive the report regarding Maari Ma Health Aboriginal Corporation – proposed new Primary Health Care Facility in Wilcannia.
2. Support “in principle” the change of the Lots from Community to Operational land, to enable sale to Maari Ma Health Aboriginal Corporation. The Lots involved are:
 - Lot 2, DP 1201089
 - Lot 3, DP 1201089
 - Lot 4, DP 120189
 - Lot 111, DP 1201028
3. Support “in principle” the sale of Lots 2, 3, 4 & 11 to Maari Ma Health Aboriginal Corporation, subject to the following conditions:
 - a. That there is community support at the time of the Public Consultation process, for reclassification of land from Community to Operational land.
 - b. If reclassification of the land is agreed, consolidation of the four (4) aforementioned Lots into one (1) title is required to ensure the practicality and viability of the project.
 - c. Require all costs associated with the land reclassification and consolidation of Lots 2, 3, 4 & 111 be at the expense of Maari Ma Health Aboriginal Corporation.
 - d. The land value and transfer costs to be determined at a later stage by a qualified land valuer, with a detailed report to Council.
4. Endorse staff action in the proceeding to prepare the land reclassification and consolidation of Lots as detailed in the report.
5. A letter of congratulations to be prepared and sent to Maari Ma Health Aboriginal Corporation in relation to the proposal.

Minute Number: 09-05-20

8.3 PUBLIC CONSULTATION FOR CORONAVIRUS (COVID-19) POLICY

Resolved

1. Receive and note the report
2. Endorse the Coronavirus (COVID-19) Policy

Minute Number: 10-05-20

8.4 MEETINGS AND WORKSHOPS ATTENDED BY THE GENERAL MANAGER

Resolved

1. Receive and note the report

Minute Number: 11-05-20

9. CORPORATE SERVICES REPORTS

NIL

10. SHIRE SERVICES REPORTS

10.1 2019 CDSC LOCAL STRATEGIC PLANNING STATEMENT – PROGRESS REPORT

Resolved

1. Receive and note the report.
2. Council to adopt the LSPS.
3. Letters are to be prepared addressed to the Government Agencies in relation to the 3 feedback submissions acknowledging their correspondence.

Minute Number: 12-05-20

10.2 WEED MANAGEMENT

Resolved

1. Receive and note the report.
2. Draft a Memorandum of Understanding and seek agreement in principle from Broken Hill Council and report back to Council for endorsement.
3. Consider the inclusion of a Weeds Officer in the Draft Budget and present and amended staff structure to Council following the Budget adoption.

Minute Number: 13-05-20

10.3 REQUEST FOR APPROVAL TO RE-FENCE ABORIGINAL CEMETERY

Resolved

1. Receive and note the report
2. Consent to the erection of a replacement fence at the Aboriginal Cemetery on the Menindee Common at no cost to Council.
3. Menindee Common Committee to be advised of approval.

Minute Number: 14-05-20

10.4 ENVIRONMENTAL SERVICES UPDATE

Resolved

1. Receive and note the report.

Minute Number: 15-05-20

10.5 ROADS AND AERODROMES REPORT

Resolved

1. Receive and note the report.

Minute Number: 16-05-20

10.6 SERVICES UPDATE

Resolved

1. Receive and note the report.

Minute Number: 17-05-20

10.7 WATER AND SEWER UPDATE

Resolved

1. Receive and note the report.

Minute Number: 18-05-20

11. MINUTES OF COMMITTEE MEETINGS

11.1 MINUTES – INTERNAL AUDIT AND RISK COMMITTEE MEETING – 22 APRIL 2020

Resolved

1. Receive and adopt the Minutes as an accurate record.

Minute Number: 19-05-20

12. CONFIDENTIAL MATTERS

NIL

13. MEETING CLOSE

There being no further business to discuss, the meeting was closed at 9.38am.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Central Darling Shire Council held on Wednesday, 27 May 2020.

.....
ADMINISTRATOR

Central Darling Shire Council

Grants and Contributions Register 2019-20

| Funding Body |
|---|
| Treasurer of NSW/Restart NSW |
| Department of Premier And Cabinet |
| Department of Premier And Cabinet |
| Roads and Maritime Services |
| Local Government Grants Commission |
| Local Government Grants Commission |
| NSW Environmental Trust |
| NSW Environmental Trust |
| NSW Environmental Trust |
| Department of Planning, Industry & Environment |
| Department of Agriculture |
| Local Land Services |
| Department of Planning, Industry & Environment |
| Restart NSW |
| Department of Planning, Industry & Environment |
| NSW Communities & Justice |
| Infrastructure NSW |
| Department of Industry |
| Department of Industry |
| Far West Joint Organisation |
| Department of Infrastructure, Regional Development and Cities |
| Roads and Maritime Services |
| Department of Industry, Science, Energy and Resources |
| Department of Premier And Cabinet |
| Roads and Maritime Services |
| Roads and Maritime Services |
| Department of Infrastructure, Transport, Regional Development and Commu |
| Department of Planning, Industry & Environment |
| Regional NSW |
| Department of Planning, Industry & Environment |
| Department of Planning, Industry & Environment |
| Department of Planning, Industry & Environment |

| Grant Title2 | Funding Division |
|---|-------------------------|
| White Cliffs New Water Treatment Plant & Reticulation Network | State |
| Stronger Country Communities Fund Rounding 1 | State |
| Stronger Country Communities Fund Rounding 2 | State |
| Drought Relief Heavy Vehicle Access Program | State |
| Financial Assistant Grant Entitlement 2019/2020 - Local Roads | Commonwealth |
| Financial Assistant Grant Entitlement 2019/20 Non Roads | Commonwealth |
| Wilcannia Waste Facility | State |
| Menindee Waste Facility | State |
| Invanhoe Waste Facility | State |
| Aboriginal Communities Water And Sewerage Program | State |
| Menindee Fish Hatchery Scoping Study | Commonwealth |
| Western WAP 1520 Central Darling Shire Council - 2018/19 | State |
| Drought Communities Programme - Extension | Commonwealth |
| Wilcannia Township Gravity Sewer Scheme Scoping Study | State |
| Drought Stimulus - Regional School Holiday Activities | State |
| Management Plan for Crown Land | State |
| Baaka Cultural Centre | State |
| Replacement of Wilcannia Water Treatment Plant | State |
| Replacement of Ivanhoe Water Treatment Plant | State |
| FWJO Tourism Infrastrucure Project | State |
| Roads to Recovery - Round 1 | Commonwealth |
| Upgrade of Pooncarrie Road | State |
| Remote Airstrip Upgrade Program Round 7 | Commonwealth |
| Stronger Country Communities Fund Round 3 | State |
| Regional Road Block Grant Assistance | State |
| Regional Road Repair 2019/2020 | State |
| Local Roads and Community Infrastructure Program | Commonwealth |
| Maari Ma Night Patrol and Wings Drop in Centre | State |
| Baaka Curatorial Co-ordination Project | State |
| DSP Council Stategic Planning | State |
| DSP Council Capacity and Capability Building | State |
| DSP Infrastructure / Employment Generation / Community Projects | State |

As at:

| Status | Date Grant Approved | Total Grant Funds | Amount Unexpended YTD |
|--------------|---------------------|-------------------------|-------------------------|
| Active | 23/07/2017 | \$ 5,500,000.00 | \$ 5,248,481.23 |
| Active | 20/09/2018 | \$ 893,640.00 | \$ 176,706.92 |
| Active | 5/12/2018 | \$ 1,395,084.00 | \$ 818,930.21 |
| Complete | 8/02/2019 | \$ 300,000.00 | -\$ 21,630.74 |
| Active | 22/08/2019 | \$ 842,523.60 | -\$ 513,560.22 |
| Active | 22/08/2019 | \$ 2,070,210.00 | \$ 2,070,210.00 |
| Hold/Pending | 14/09/2018 | \$ 200,000.00 | \$ 184,336.19 |
| Hold/Pending | 14/09/2018 | \$ 134,457.00 | \$ 128,712.00 |
| Hold/Pending | 14/09/2018 | \$ 95,083.00 | \$ 95,078.35 |
| Active | 10/09/2019 | \$ 709,130.00 | \$ 690,138.33 |
| Active | 30/01/2020 | \$ 80,000.00 | \$ 80,000.00 |
| Active | 1/07/2018 | \$ 9,335.70 | \$ 4,708.66 |
| Active | 1/07/2019 | \$ 143,480.00 | -\$ 106,368.98 |
| Active | 19/11/2018 | \$ 60,000.00 | \$ 7,962.44 |
| Complete | 16/12/2019 | \$ 10,000.00 | \$ - |
| Active | 15/11/2018 | \$ 100,000.00 | \$ 21,559.23 |
| Hold/Pending | 7/05/2019 | \$ 3,500,000.00 | \$ 3,500,000.00 |
| Hold/Pending | 15/01/2020 | \$ 3,500,000.00 | \$ 3,500,000.00 |
| Hold/Pending | 15/01/2020 | \$ 2,500,000.00 | \$ 2,500,000.00 |
| Active | 1/05/2019 | \$ 1,000,000.00 | \$ 1,000,000.00 |
| Active | 15/03/2019 | \$ 1,502,727.00 | \$ 113,261.00 |
| Active | 6/03/2019 | \$ 12,500,000.00 | \$ 11,882,865.66 |
| Active | 13/05/2020 | \$ 80,000.00 | \$ 80,000.00 |
| Active | 6/05/2020 | \$ 760,340.00 | \$ 760,340.00 |
| Active | 1/07/2019 | \$ 2,808,000.00 | \$ 2,660,629.97 |
| Active | 11/11/2019 | \$ 400,000.00 | \$ 69,931.45 |
| Active | 22/05/2020 | \$ 1,001,818.00 | \$ 1,001,818.00 |
| Active | 15/05/2020 | \$ 200,000.00 | \$ 140,000.00 |
| Active | 6/05/2020 | \$ 15,000.00 | \$ 15,000.00 |
| Active | 17/06/2020 | \$ 220,000.00 | \$ 220,000.00 |
| Active | 17/06/2020 | \$ 150,000.00 | \$ 150,000.00 |
| Active | 17/06/2020 | \$ 1,430,000.00 | \$ 1,430,000.00 |
| | | \$ 44,110,828.30 | \$ 37,909,109.70 |

20-Jun-20

| Amount to be Claimed | |
|----------------------|----------------------|
| \$ | 5,500,000.00 |
| \$ | 893,640.00 |
| \$ | 1,395,084.00 |
| \$ | 300,000.00 |
| \$ | 842,523.60 |
| \$ | 2,070,210.00 |
| \$ | 24,817.00 |
| \$ | 13,446.00 |
| \$ | 37,856.00 |
| \$ | 709,130.00 |
| \$ | 80,000.00 |
| \$ | 9,335.70 |
| \$ | 143,480.00 |
| \$ | 60,000.00 |
| \$ | - |
| \$ | 100,000.00 |
| \$ | 3,500,000.00 |
| \$ | 3,500,000.00 |
| \$ | 2,500,000.00 |
| \$ | 1,000,000.00 |
| \$ | 1,502,727.00 |
| \$ | 12,500,000.00 |
| \$ | 80,000.00 |
| \$ | 760,340.00 |
| \$ | 2,808,000.00 |
| \$ | 400,000.00 |
| \$ | 1,001,818.00 |
| \$ | 140,000.00 |
| \$ | - |
| \$ | 165,000.00 |
| \$ | 112,500.00 |
| \$ | 953,500.00 |
| \$ | 43,103,407.30 |



Office of Local Government

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

Our Reference: A702526
Your Reference:
Contact: Program Delivery
Phone: 02 4428 4100

Mr Greg Hill
General Manager
Central Darling Shire Council
PO Box 165
WILCANNIA NSW 2836

29 May 2020

By email: council@centraldarling.nsw.gov.au

Dear Mr Hill

I am writing to you about the 'COVID-19 Local Government Economic Stimulus Package' (Stimulus Package).

I am pleased to provide Central Darling Shire Council (Council) with the funding agreement that will enable it to benefit from those parts of the package that are relevant to its needs. The current elements of the package are:

- \$32.76 million to provide a grant to each council to cover the cost of the FY2020-21 increase in the Emergency Services Levy.
- \$112.5 million to fund a Council Job Retention Allowance Subsidy.
- Greater access to the TCorp Local Government Lending Facility
- TCorp granting deferrals of principal and interest on existing loans upon request for six months.
- The NSW Treasurer providing to any council, conditional on Treasury's analysis and approval upon application, a "deed of indemnity for and on behalf of the Crown in right of the State of NSW", to assist councils to secure commercial bank loan.

It is requested that Council return the signed funding agreement to the Office of Local Government (OLG) by **COB 24 June 2020**. It is important to note that Council will not be able to access any element of the package until a signed agreement has been received and accepted by OLG.

Should you have any questions, or wish to discuss this matter please call OLG's Program Delivery Team on 02 4428 4100 or email to olg@olg.nsw.gov.au.

Yours sincerely

Tim Hurst
Deputy Secretary, Local Government, Planning and Policy
Office of Local Government

Enc





Funding Agreement

COVID-19 Economic Stimulus Package

Between

Central Darling Shire Council

and

Department of Planning, Industry and Environment

Office of Local Government



Between:

1. The Central Darling Shire Council (Council) and;
2. Tim Hurst, Deputy Secretary, Local Government, Planning and Policy, Office of Local Government, Department of Planning, Industry and Environment (OLG) (ABN 20 770 707 468) for and on behalf of the Crown in right of the State of New South Wales, 5 O'Keefe Avenue, NOWRA NSW 2541.

Background

The NSW Government has approved a COVID-19 economic stimulus package (*Stimulus Package*) that is directed to safeguarding jobs, services and infrastructure delivery at the State's 128 local councils.

The package currently has four elements:

- The *Council Job Retention Allowance Subsidy*
- Funding to meet councils' increase in the emergency services levy for 2020-21
- Access to low-interest, infrastructure loans from TCorp in line with TCorp's credit criteria
- Access to a *Crown indemnity* for commercial borrowings, subject to meeting certain requirements.

Council's access to all or any part of the package is contingent on it entering into this funding agreement.

The Parties Agree:

1 Definitions and interpretation

1.1 Definitions

Agreement means this funding agreement including the Attachments and any documents incorporated into this agreement by reference.

Application means Council's Financial Stimulus Eligibility Return and any supporting documents submitted to OLG for the purpose of allowing OLG to assess Council's eligibility to participate in the Council Job Retention Allowance Subsidy.

Authorisation includes:

- (a) any consent, registration, filing, agreement, notarisation, certificate, licence, approval, permit, authority or exemption from by or with a governmental agency; or
- (b) any consent or authorisation regarded as given by a government agency due to the expiration of the period specified by a statute within which the government agency should have acted if it wished to proscribe or limit anything already lodged, registered or notified under that statute.

Business Day means for all other purposes, a day on which banks are open for business in Sydney excluding a Saturday, Sunday or public holiday.

Council Job Retention Allowance Subsidy means the subsidy described in the *Guidelines*.

Crown Indemnity means the “deed of indemnity for and on behalf of the Crown in right of the State of NSW” provided by the NSW Government to assist councils to secure a commercial bank loan (conditional on Treasury’s analysis and approval upon application).

Date of this Agreement means the date shown on the Execution Page or if it is not dated the date the OLG signs this Agreement.

Dollars, A\$ and \$ means the lawful currency of the Commonwealth of Australia.

DPIE means Department of Planning, Industry and Environment.

Eligible council is a council who has entered into this agreement and which is deemed by OLG to meet the eligibility criteria, as set out in *Guidelines*, as defined in this Agreement.

ESL means the Emergency Services Levy payable annually to Revenue NSW.

Event of Default means any event specified as such in this Agreement.

Acquittal means any acquittal of the described in the *Guidelines*.

GST means the goods and services tax levied under *A New Tax System (Goods and Services Tax) Act 1999 (GST Act)* or any successor Act.

GST Law means *A New Tax System (Goods and Services Tax) Act 1999*, or if that Act does not exist for any reason, means any Act imposing or relating to a GST and any regulation made under such Acts.

Guidelines means the Job Retention Allowance Subsidy Guidelines dated May 2020 as may be varied and any subsequent guidelines issued by OLG that it determines are applicable to the operation of the Stimulus Package or its individual elements (or if replaced by a later version, that later version).

Joint organisation means a joint organisation established under Part 7 of Chapter 12 of the *Local Government Act 1993*.

OLG means Office of Local Government, **Department of Planning, Industry and Environment**

T-Corp loan facility means a facility provided to the council by T-Corp including:

- a) an expansion of the lending limit to councils with a corresponding Crown Indemnity by the NSW Government;
- b) expanding eligibility to allow a council to access the facility for the next six months (subject to meeting TCorp’s Credit Policy); and
- c) TCorp granting deferrals of principal and interest on existing loans upon request for the next six months.

1.2 Business Day

Unless otherwise specified in this Agreement, where the day on or by which any thing is to be done is not a Business Day, that thing must be done on or by the preceding Business Day.

2 Term

This agreement continues to have effect until Council has fulfilled its obligations under the Guidelines and this Agreement.

3 General obligations of Council

To access any part of the Council Stimulus Package, Council must:

- 3.1 Comply with any Guidelines, as defined in this Agreement.
- 3.2 If a member of a member of a joint organisation (JO), continue to support that JO's continued operations, including with necessary funding contributions, for a period of two years from the date of this agreement.
- 3.3 Not use the proceeds of any new TCorp loan for capital works on buildings used solely for administrative purposes or council chambers, for a period of two years from the date of this Agreement, except where such works:
- (a) have a capital value of less than \$1,000,000; or
 - (b) is required to be carried out in an emergency; or
 - (c) is for maintenance.
- 3.4 Pay any ESL invoices issued to the Council in full to Revenue NSW by the due date.

3.5 Compliance with law

Council must comply with all legislative and regulatory requirements that may apply in relation to the application of the funding received, and if applied to a project, including obtaining all necessary approvals, licences and permissions.

3.6 Monitoring of Agreement

- (a) Council agrees to supply OLG with any required certificates, documents or other information specified in the Guidelines, within any time period stipulated in the Guidelines.
- (b) Council acknowledges that OLG may maintain regular contact with Council to monitor the performance of this Agreement and any related activity and agrees to co-operate with OLG in the performance of this role.
- (b) The OLG may at any time request information from Council in connection with this Agreement, and Council must supply any such information promptly upon request.
- (c) Nothing in this Agreement displaces obligations on the Council under the *Local Government Act 1993* or precludes the OLG from exercising functions and powers available to it under that Act.

3.7 Independent verification

Council must promptly, at its own cost, provide all documents, and information reasonably required by the OLG or its auditor for the purpose of enabling the OLG to compile and have audited an aggregate statement of expenditure which pertains to aggregate financial outcomes for all Councils funded by the Stimulus Package.

3.8 Records

- (a) Council must ensure that all legally required financial and operational records and any other records stipulated in the Guidelines are kept and maintained as required.
- (b) Council must retain the records, registers and reports referred to throughout the Term and for seven (7) years after the expiry or termination, of this Agreement.

3.9 Inspection

Council agrees that the OLG or its appointed nominee may access any required records at any reasonable time, upon giving Council reasonable notice.

3.10 Audit

- (a) An audit of any aspect of Council's compliance with this Agreement may be conducted at any time by the OLG or its nominee.
- (b) Council must co-operate fully with an audit, including:
 - (i) Granting the person conducting the audit reasonable access to Council's records and the performance of this Agreement;
 - (ii) Permitting the person conducting the audit to inspect and make copies of Council's records relevant to the performance of this Agreement;
 - (iii) Making available on request, at no additional cost to the person conducting the audit, reasonable facilities to enable a legible reproduction to be created of Council's records and materials stored on a medium other than in writing;
 - (iv) The OLG must give Council reasonable notice of its requirements in relation to an audit and use its reasonable endeavours to minimise disruption and interference to Council's performance of its obligation under this Agreement arising from an audit;
 - (v) Except where otherwise determined by the OLG, Council is responsible for its own costs of participating in an audit;
 - (vi) Council must promptly take any reasonable action required by it to rectify any error, non-compliance or inaccuracy identified in an audit in relation to Council's performance of this Agreement;
 - (vii) Council is not entitled to any delay costs or other costs or expenses of whatever nature relating in any way to an audit.

3.11 Promotion of Stimulus Package and communication of outcomes

- (a) Council agrees to publicly communicate the outcomes of the funding provided to Council in accordance with the Funding Acknowledgement Guidelines for recipients of NSW Government Grants (the Funding Acknowledgment Guidelines)
(available at <https://www.advertising.nsw.gov.au/resources/branding>).
- (b) Council authorises the OLG and the State of New South Wales to use information Council supplies to the OLG in its Application or pursuant to this Agreement for promotional purposes, including:
 - (i) Council's name;
 - (ii) Details and/or aggregate sums of the funding provided;
 - (iii) the title and description of the infrastructure projects undertaken with the use of a related loan;
 - (iv) the number of employees whose employment has been subsidised by the Council Job Retention Allowance Subsidy;subject to any confidentiality restriction which has been requested by Council and agreed to by the OLG.
- (c) Council consents to allowing representatives of the State of New South Wales to use any promotional material it either obtains through its own processes or those provided by council in any media platform for the promotion of Stimulus Package overall.

4 Availability of funds and other elements of the Package

4.1 Amount

- (a) Any funds payable to councils under the Council Job Retention Allowance Subsidy and ESL components of the Stimulus Package will be paid in accordance with the Guidelines and at OLG's absolute discretion.
- (b) The failure to submit a claim supported by all required documentation within the time specified releases the OLG from having to pay the claim.

5 Representations and warranties

Council represents and warrants that it has taken all necessary action to authorise the execution, delivery and performance of this Agreement in accordance with its terms.

6 Events of Default and Termination

6.1 Notices to the OLG

Council must give notice to the OLG as soon as it becomes aware of any Event of Default occurring.

6.2 Events of Default

It is an Event of Default if, whether or not it is within the control of Council:

- (a) **Non-remediable breach of Agreement:** Council fails to perform or observe any other undertaking or obligation in this Agreement and that failure is not, in the opinion of the OLG, capable of remedy.
- (b) **Failure to fix remediable breach of Agreement:** Council fails to perform or observe any other obligation in this Agreement and that failure is, in the opinion of the OLG, capable of remedy but Council does not remedy the failure within the period specified, after receipt by Council of a notice from the OLG specifying the failure and requiring its remedy within the period specified in the notice.
- (c) **Authorisations:** Council fails to obtain any Authorisation necessary to enable Council to comply with its obligations under this Agreement or any such Authorisation ceases to be in full force and effect.
- (d) **Misrepresentation:** any warranty, representation or statement by Council is or becomes false, misleading or incorrect when made or regarded as made by Council under this Agreement.
- (e) **Insolvency:** Council becomes insolvent.

6.3 Consequences of Event of Default

- (a) Upon the occurrence of an Event of Default the OLG may, at its sole discretion, by written notice to Council:
 - (i) suspend this Agreement, including payments of any money payable under the Stimulus Package, until the default giving rise to the suspension is resolved to the satisfaction of the OLG or the OLG elects to terminate this Agreement, whichever occurs sooner; or
 - (ii) terminate this Agreement.

- (b) To avoid doubt, the exercise by the OLG of any right to suspend this Agreement is without prejudice to the OLG's right to terminate this Agreement in accordance with its terms.

6.4 Consequences of Termination for Default

- (a) If this Agreement is terminated, Council must repay the amount of any funds received by it under the Stimulus Package that has been paid to it prior to termination.
- (b) The OLG, on behalf of the State, may recover any outstanding reimbursement.
- (c) The OLG may make a determination of the amount of the reimbursement referred to in subsection 6.4(a) and may serve a notice on the council requiring the amount so determined be paid in recovery of the reimbursement.
- (d) An amount equal to the reimbursement as so determined, unless the OLG otherwise decides, is payable to the OLG as a debt by the Council.
- (e) The OLG may certify the amount due under the notice and that certificate is sufficient evidence of the amount due, unless the contrary is proved.

6.5 Termination by Agreement

The parties may agree to terminate this Agreement at any time on such terms as may be agreed.

7 Indemnity

- (a) Council indemnifies the Crown in right of the State of New South Wales, including the OLG and its officers, employees and agents (those indemnified), against any claim, action, damage, loss, liability, cost, charge, expense, outgoing or payment which those indemnified pay, suffer, incur or are liable for, in respect of any of the following:
 - (i) the occurrence of any Event of Default;
 - (ii) the OLG exercising its powers consequent upon or arising out of the occurrence of any Event of Default.
- (b) Any amount payable to those indemnified under this indemnity is payable on demand.
- (c) The indemnities contained in this Agreement are continuing obligations of Council, separate and independent from the other obligations of Council and survive the termination of this Agreement.
- (d) It is not necessary for those indemnified to incur or make payment before enforcing a right of indemnity conferred by this Agreement.

8 Insurance

- (a) Council must (at its expense) during the continuance of this Agreement and for a period of three (3) years after its expiration or termination, take out and maintain with a reputable insurance company the following insurance policies:
 - (i) broad form public liability insurance (that includes public liability and product liability insurance) in the amount not less than \$20 million dollars in respect of each and every occurrence and unlimited in the aggregate;
 - (ii) workers' compensation insurance in accordance with applicable legislation in respect of the employees of Council.
- (b) Council must, on request, produce satisfactory evidence to the OLG that the insurance requirements of this clause have been effected and are current.

9 GST

- (a) Unless otherwise stated, any consideration in this Agreement (including any consideration given by the Council for the Stimulus Package Reimbursement) is exclusive of GST.
- (b) If a supply made under or in connection with this Agreement is a Taxable Supply the party making that supply (in this cl. 9, Supplier) may, subject to issuing a Tax Invoice, recover from the recipient of that supply (in this cl. 9, Recipient) an amount equal to the GST payable by the Supplier in respect of that supply (in this cl. 9, GST Amount).
- (c) The GST Amount is payable at the same time and in the same manner as any monetary consideration for the Supply to which the GST Amount relates but no later than the end of the tax period to which the relevant taxable supply is attributable under the GST Law.
- (d) Subject to this clause, Council warrants that at the time any supply is made under this Agreement on which GST is imposed, that Council is or will be registered under the GST Law.
- (e) Subject to this clause, any invoice rendered by Council in connection with a supply under this Agreement which seeks to recover an amount of GST payable must conform to the requirements for a Tax Invoice.
- (f) If an Adjustment Event occurs in relation to a Taxable Supply under or in connection with this Agreement that gives rise to an Adjustment, then:
 - (i) the Supplier must give an Adjustment Note to the Recipient immediately upon becoming aware of the Adjustment; and
 - (ii) the GST amount payable in respect of that supply will be adjusted accordingly and the Supplier (in the case of a decreased GST Amount) will provide a corresponding refund of the GST Amount to, or (in the case of an increased GST Amount) will be entitled to receive the amount of that variation from, the Recipient, as appropriate.
- (g) If an Adjustment Event occurs in relation to a Taxable Supply under or in connection with this Agreement that does not give rise to an Adjustment, for example because it occurs in the same tax period in respect of which the GST on the Taxable Supply or the input tax credit on the acquisition is attributable, the Supplier must:
 - (i) cancel any incorrect invoice issued to the Recipient and issue a correct one; and
 - (ii) if the Recipient has already paid the incorrect invoice, the Supplier (in the case of a decreased GST Amount) will provide a corresponding refund of the GST Amount to, or (in the case of an increased GST Amount) will be entitled to receive the amount of that variation in the GST Amount from, the Recipient, as appropriate.
- (h) Notwithstanding any other provision of this Agreement:
 - (i) any GST Amount payable by the Recipient to the Supplier under this clause 9 will be limited to the amount of an input tax credit to which the Recipient is entitled in respect of the relevant supply which the Recipient acquires; and
 - (ii) if the Commissioner of Taxation or a court determines that a supply made under or in connection with this Agreement in respect of which the Recipient has paid the Supplier a GST Amount is not a Taxable Supply then the Supplier will refund the Recipient that amount.

10 General

10.1 OLG Nominee

OLG may authorise a nominee, in writing, to perform any of the OLG's functions under this Agreement.

10.2 Assignment by Council

Council must not transfer or assign any of its rights or obligations under this Agreement without the prior written consent of OLG.

10.3 Assignment by OLG

OLG may at any time assign any of its rights or transfer by novation any of its rights and obligations under this Agreement to any other NSW government agency without consent of Council.

10.4 Notices

- (a) Any notice or other communication between the parties under this Agreement must be addressed to the recipient party. For Council at the address stated in its Application for assessment for eligibility and unless otherwise specified by notice in writing from the recipient party.
- (b) Any notice or other communication under this Agreement:
 - (i) where Council is the sender, must be signed by a duly authorised officer of Council;
 - (ii) is regarded as being given by the sender and received by the addressee:
 - (A) if by delivery in person, when delivered to the addressee;
 - (B) if by post, on delivery to the address; or
 - (C) if by facsimile transmission, whether or not legibly received, when received by the addressee,but if the delivery or receipt is on a day which is not a Business Day or is after 4.00pm (addressee's time) it is regarded as received at 9.00 am on the following Business Day; and
 - (iii) can be relied upon by the addressee and the addressee is not liable to any other person for any consequences of that reliance if the addressee believes it to be genuine, correct and authorised by the sender.
- (c) In this clause, a reference to an addressee includes a reference to an addressee's officers, agents or employees or any person reasonably believed by the sender to be an officer, agent, or employee of the addressee.

10.5 Governing law and jurisdiction

This Agreement is governed by the laws in force in the State of New South Wales and each party submits to the exclusive jurisdiction of the courts exercising jurisdiction in the State of New South Wales, and the courts of appeal from those courts.

10.6 Prohibition and enforceability

- (a) Any provision of, or the application of any provision of, this Agreement or any power which is prohibited by any law is ineffective only to the extent of that prohibition.

- (b) Any provision of, or the application of any provision of, this Agreement which is void, illegal or unenforceable does not affect the validity, legality or enforceability of the remaining provisions of this Agreement.

10.7 Waivers

- (a) Waiver of any right arising from a breach of this Agreement or of any power arising upon default under this Agreement or upon the occurrence of an Event of Default must be in writing and signed by the party granting the waiver.
- (b) A failure or delay in exercise, or partial exercise, of:
 - (1) a right arising from a breach of this Agreement or the occurrence of an Event of Default; or
 - (2) a power created or arising upon default under this Agreement or upon the occurrence of an Event of Default;does not result in a waiver of that right or power.
- (c) A party is not entitled to rely on a delay in the exercise or non-exercise of a right or power arising from a breach of this Agreement or on a default under this Agreement or on the occurrence of an Event of Default as constituting a waiver of that right or power.
- (d) A party may not rely on any conduct of another party as a defence to exercise of a right or power by that other party.
- (e) This clause may not itself be waived except by writing.

10.8 Dispute Resolution

The parties agree that any dispute arising under this Agreement will be dealt with as follows:

- (a) A party claiming that a dispute has arisen must give written notice of the dispute to the other party;
- (b) The parties will seek to resolve the dispute;
- (c) If the dispute is unresolved within a fourteen (14) day period (or within such further period as the parties agree in writing) then the dispute will be referred to the Australian Commercial Dispute Centre (ACDC) for mediation;
- (d) The mediation is to be conducted in accordance with the ACDC Mediation Guidelines which set out the procedures to be adopted, the process of selection of the mediator and the costs involved;
- (e) If the dispute isn't settled within 28 days (or such longer period as agreed to in writing between the parties) after appointment of the mediator, or if no mediator is appointed within 28 days of the referral of the dispute to mediation, the parties may pursue any other procedure available at law for resolution of the dispute;
- (f) The parties must continue performing their obligations under this Agreement while the dispute is being resolved, to the extent practicable to do so;
- (g) A party must attempt to settle any dispute in relation to this Agreement in accordance with this clause (Dispute Resolution) before resorting to court proceedings or other dispute resolution process;
- (h) Nothing in this clause (Dispute Resolution) prevents either party from seeking interlocutory relief or the OLG exercising its rights to suspend or terminate this Agreement.

10.9 Relationship

Nothing in this Agreement is intended to create a partnership, joint venture or agency relationship between the parties.

10.10 Variation

A variation of any term of this Agreement must be in writing and signed by the parties.

10.11 Taxes, duties and charges

Other than as specified in this Agreement, taxes, duties and charges imposed or levied in connection with this Agreement will be borne by Council.

10.12 Counterparts

- (a) This Agreement may be executed in any number of counterparts.
- (b) All counterparts, taken together, constitute one instrument.
- (c) A party may execute this Agreement by signing any counterpart.

10.13 Survival

Any clause of this Agreement that by its nature should survive termination or expiry of this Agreement shall survive such termination or expiry including, without limitation, the following:

- (a) clause 3 (General obligations of Council);
- (b) clause 5 (Representations and warranties);
- (c) clause 6.4 (Consequences of Termination);
- (d) clause 7 (Indemnity); and
- (e) clause 8 (Insurance).

EXECUTION PAGE

Date of this Agreement: _____ 2020

Executed as an agreement by OLG:

Signed by _____)
Tim Hurst, Deputy Secretary, Local)
Government, Planning and Policy, for and on)
behalf of the Crown in right of the State of New)
South Wales on)
_____ 2020.)

in the presence of: _____)

Signature of witness

Signature of Tim Hurst

Name of witness (please print)

Executed as an agreement by the Council

Signed by Council's General Manager _____)
Mr Greg Hill)
On _____ 2020.)

in the presence of: _____)

Signature of witness

Signature of General Manager

Name of witness (please print)

OR

The seal of Central Darling Shire Council _____)
was affixed in our presence)
on _____ 2020)
in pursuance of a resolution of the Council)
authorising the seal to be affixed passed on ,)
2020.)

Mayor/Councillor

Name of signatory (please print)

General Manager/Councillor

Name of signatory (please print)



D20/0535449

11 June 2020

Greg Hill
General Manager
Central Darling Shire Council
21 Reid Street
Wilcannia NSW 2836

By email: council@centraldarling.nsw.gov.au

Dear Mr Hill

I am writing to inform you that Ivanhoe (Warakirri) Correctional Centre was decommissioned on 10 June 2020.

The site remains the property of the Department of Communities and Justice and a caretaker service is being provided by Ms Robyn McMaster until further notice (robyn.mcmaster@justice.nsw.gov.au). Robyn will also be supported by Gary Dixon who is the Senior Overseer Building Maintenance at Broken Hill Correctional Centre (gary.dixon@justice.nsw.gov.au).

If you need further information about the retirement of Ivanhoe (Warakirri) Correctional Centre, please contact Andrew Godfrey, Project Director, Prison Bed Capacity Adjustment Program by email at PBCAP@justice.nsw.gov.au

Yours faithfully

A handwritten signature in black ink, appearing to read 'L. Taylor'.

Leon Taylor
Executive Director
Infrastructure
Corrective Services NSW



**THE HON PETER DUTTON MP
MINISTER FOR HOME AFFAIRS**

Ref No: MC20-005615

The Hon Mark Coulton MP
Minister for Regional Health, Regional Communications and Local Government
Federal Member for Parkes
Shop 3, 153 Brisbane Street
DUBBO NSW 2830

Mark,
Dear Minister

Thank you for your representation of 5 March 2020 on behalf of Mr Greg Hill, General Manager of the Central Darling Shire Council in Wilcannia, concerning repurposing the Ivanhoe (Warakirri) Correctional Centre. Your correspondence has been referred to me as the Minister for Home Affairs as the matter falls within my portfolio responsibilities.

Immigration detention is part of strong border control and supports the integrity of Australia's migration program.

A person who does not hold a valid visa is an unlawful non-citizen, and must be detained under the *Migration Act 1958*. Whether the person is placed in an immigration detention facility (IDF), or other arrangements are made, is determined using a risk-based approach. The safety of the Australian community is an important factor in this decision.

The proposal offered for Ivanhoe (Warakirri) Correctional Centre to be used as an IDF is appreciated. The Australian Border Force (ABF) has seven IDFs and this currently meets the ABF's operational needs in managing placements in immigration detention.

Thank you for bringing Mr Hill's concerns to my attention.

Yours sincerely

A handwritten signature in blue ink that reads 'Peter Dutton'.

09/04/20

PETER DUTTON

Project Update - June 2020

Wilcannia Weir Replacement



Wilcannia Weir update on timeline

In our last project update in April we provided information on how COVID-19 was likely to extend our timeline, and that we would come back to the community once we had a clearer idea of the path ahead. Despite the challenges of COVID-19, WaterNSW remains very committed to delivering the Wilcannia Weir project as soon as possible.

The Wilcannia Weir project has a new timeline to have shovels in the ground as early as August 2021 with main construction work starting in October 2021. This timeline had some changes because of COVID-19 restrictions and the need for further seasonal biodiversity studies under a more in depth planning approval pathway.



February community consultation and the new weir site.

Updated planning pathway for the Weir Project

WaterNSW in consultation with State and Federal Government agencies are pursuing a more in depth planning approval pathway based on information found in early environmental impact studies.

Early environmental field work in February 2020 indicated more studies are needed on some fish species in the river. These species range from being vulnerable to being critically endangered and include the Murray Cod and Silver Perch which are Federally listed, and other fish such as the Olive Perch as well as the Darling River Snail. Other biodiversity, including both flora and fauna, need to be assessed in depth.

More seasonal biodiversity studies were planned for April 2020 but were delayed due to COVID-19 restrictions, which extends the overall project timeline.

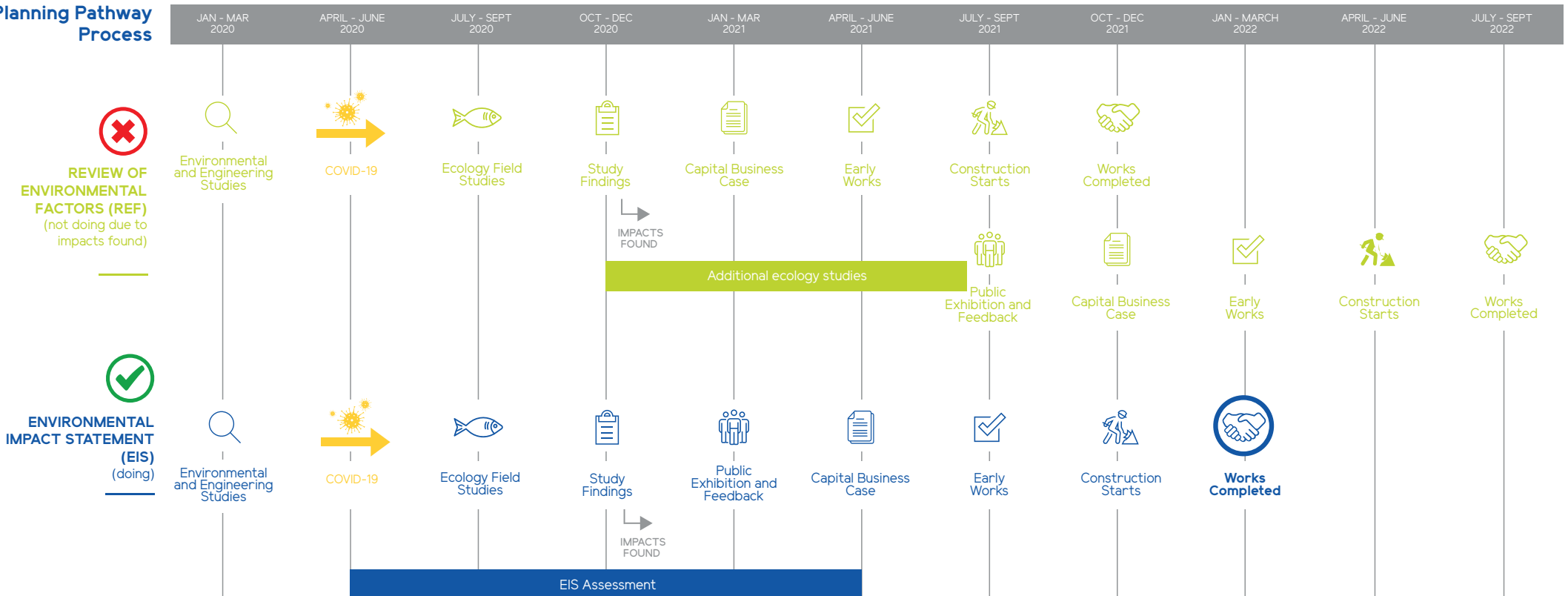
WaterNSW wants to ensure the project has an in-depth environmental assessment process and the best way to do this is through an Environment Impact Statement (EIS). To complete the environmental assessments needed, and to obtain the planning approval may extend the project by up to 12 months but WaterNSW will work hard to deliver the project as soon as possible.

WaterNSW is working closely with State and Federal agencies to progress the approval and reduce any future delays to the project. WaterNSW understands the new weir is critical to the Wilcannia community and have worked to find the best solution to ensure shovels are in the ground as early as August 2021.

REF vs EIS

WaterNSW was going to complete a Review of Environmental Factors (REF) which is one option for securing the necessary planning approvals. Due to early findings around endangered and threatened fish, WaterNSW is preparing an EIS statement instead, which involves more flora and fauna studies. The graphic below shows each process and the activities needed to gain approval. If we had continued with the REF process, it is likely that we would have been requested to complete additional detailed environmental studies anyway, which would have pushed the construction start date out even further. WaterNSW has decided, in consultation with the relevant agencies to deliver an EIS so we have more certainty and can start construction as soon as possible. This will ensure the project meets both NSW and Commonwealth legislation needs.

Planning Pathway Process



Legend

- Environmental and Engineering Studies
- Ecology Field Studies
- Study Findings
- Construction Starts
- Early Works
- Public Exhibition and Feedback
- Capital Business Case
- Works Completed

1. When is WaterNSW going to start to build the weir?

This timeline was extended following COVID-19 restrictions and the need for seasonal biodiversity studies under a new planning approval process. The new timeline is:

- Completed Concept Design – September 2020
- Environmental Planning Approval – May 2021
- Detailed design – May 2021
- Site mobilisation – August 2021
- Construction starts – September/October 2021

2. What activities can start again after COVID restrictions are lifted?

There are many opportunities ahead for the community to be involved and provide feedback on the project. Until then, a Project Reference Group has been formed as a way for the WaterNSW team and the community to exchange information and feedback while under COVID-19 restrictions.

WaterNSW will continue to communicate with the community on when it is safe to resume site visits and consultation for the following activities:

- Field studies for engineering assessments
- Field studies for environmental assessments
- Field studies for cultural heritage assessments
- Community information sessions and school education activities
- Employment and training registration and implementation
- Art workshop session
- Video production work and training
- Aboriginal Cultural Heritage Assessment
- Social Impact Assessment

3. Why has the weir project been extended?

WaterNSW is committed to delivering and constructing a new weir for the community but some delays have arisen.

Alongside delays caused from COVID-19 restriction to studies onsite, an updated planning approval pathway has been confirmed with the relevant agency stakeholders. This more in depth pathway is to review the potential of impacts to cultural heritage and biodiversity, including Federally listed species.

Early environmental field work in February 2020 indicated more studies are needed on some fish species in the river. These species range from being vulnerable to being critically endangered and include the Murray Cod and Silver Perch which are Federally listed, and other fish such as the Olive Perch as well as the Darling River Snail. Other biodiversity also needs to be assessed in depth.

Further seasonal biodiversity studies were planned for April 2020 but were delayed due to COVID-19 restrictions. The next opportunity for these important studies is in early spring which extends the overall project timeline.

Because of these findings WaterNSW wants to ensure the

project has an in-depth environmental assessment process and the best way to do this is through an Environment Impact Statement (EIS). To complete the environmental assessments needed, and to obtain the planning approval may extend the project by up to 12 months but WaterNSW will work hard to deliver the project as soon as possible.

4. What is a planning approval pathway and what is an Environmental Impact Statement (EIS)?

The planning legislation requires us to assess the potential and likely impacts the project may have on the environment, including cultural heritage and biodiversity among many other factors. Biodiversity impacts must also consider both NSW and Federal legislation.

When the project is likely to have significant impacts to certain features of the environment, an Environmental Impact Statement needs to be prepared. This is particularly relevant for biodiversity as it has to consider other potential significant impacts.

An EIS is an extensive document with more in-depth studies and assessments on various features of the environment. An EIS is assessed by the NSW Government's Department of Planning, Industry and Environment and involves many other agency stakeholders, including Federal agencies if Federally listed biodiversity is potentially significantly impacted.

The approval under this pathway is granted by the NSW Government likely in a bilateral agreement with the Commonwealth (not WaterNSW).

5. What are the fish species in the river that are being studied?

The Murray Cod and Silver Perch which are Federally listed will be studied, along with other fish such as the Olive Perch as well as Darling River Snail. These species range from being vulnerable to being critically endangered.

6. How will WaterNSW assess the cultural heritage sites on the river?

Under the planning approval pathway and as part of preparing the Environmental Impact Statement, an Aboriginal Cultural Heritage Assessment Report will be prepared in accordance with government policies and procedures. This will involve direct consultation with the community at the beginning of the study and will continue during its progression.

The non-Aboriginal heritage will also be assessed as part of a separate study.

7. Will the Wilcannia community be able to provide feedback on the EIS and the findings of the studies?

Yes, there will be multiple and different opportunities to provide feedback. The project team will engage with the community when preparing certain studies, such as those

Questions and Answers

on cultural heritage and social impacts. These all will inform how the EIS is prepared and submitted to the Department of Planning, Industry and Environment.

The EIS will also go on public exhibition and the community will have further opportunity to provide feedback. WaterNSW will review this feedback along with other feedback received from other government agencies.

8. Explain what might be defined as an 'impact' in the project?

For this project an impact can be generally described as a construction or operational activity that may have an influence on the environment. It includes how the weir project activities may impact on water quality, ecology (including fish species), Aboriginal and non-Aboriginal heritage, land, soil, air quality, noise, traffic, visual and social. Impacts can be both positive and negative.

The Environmental Impact Statement (EIS) needs to look at these impacts and what can be done to minimise them if they are negative. It will also look at how positive impacts can be enhanced. The EIS is supported by specific studies, such as on ecology, water quality and heritage. Some of these studies, especially those relating to Aboriginal heritage, will be discussed with the community, to help us identify and better understand these impacts and how they may be

Community consultation during 2020-2021

The project team are looking forward to visiting Wilcannia as soon as it is safe for the community after COVID-19 restrictions are lifted. Until then, a Project Reference Group has been formed as a way for the WaterNSW team and the community to exchange information and feedback while under COVID-19 restrictions.

The art project for community artists to work with the schools to create lasting images on the surface of the weir will restart, along with the video project to provide mentoring and training opportunities in video production and editing. More information on the planned training and employment program will be provided in our next project update.

The EIS document will also involve extensive community consultation and is to go on public exhibition during 2021 for community and key stakeholders to make comments and provide feedback.



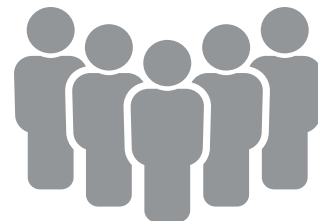
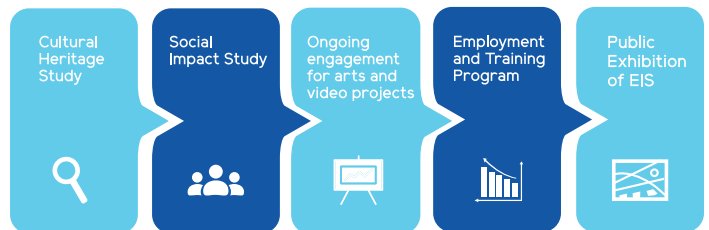
Wilcannia Weir Project Reference Group

The project team are not able to see you face to face yet but will keep communicating via phone, email, video meetings, advertisements, local radio and news.

We have now formed a project reference group to help us communicate and provide feedback, especially while we can't visit the Wilcannia community. We have invited members from the following organisations to represent the community on a project reference group for the weir project. They will meet online on a monthly basis and provide feedback on project related matters.

- Barkandji Native Title Group Aboriginal Corporation
- Wilcannia Local Aboriginal Land Council
- Wilcannia Community Working Party
- Regional Enterprise Development Institute
- Wilcannia River Radio
- Central Darling Shire Council
- Wilcannia Safehouse
- Wilcannia News
- Wilcannia community members
- Wilcannia Tourism Association

Key Community Consultation Points



Keep in touch

📞 Call us on **1300 662 077**

@ Email Us at WilcanniaWeir@waternsw.com.au

🌐 Visit us at waternsw.com.au

🐦 Follow us on Twitter [@WaterNSW](https://twitter.com/WaterNSW)



Australian Government
**Department of Agriculture,
Water and the Environment**



This project is delivered under the Murray-Darling Basin Plan by the NSW Government, and jointly funded through the Australian Government and the NSW Government.

[Return to Report](#)

**Summary of the Feedback from the Chairpersons of the existing Section 355
Committees**

1. IVANHOE REVIVAL COMMITTEE**2. IVANHOE HALL COMMITTEE**

- Problem of limited members
- Village will be severely affected by the closure of the Correctional Centre in July 2020
- Need to overcome resistance to change
- Merit for a “village” committee similar to other unincorporated areas such as Silverton and Tibooburra

3. IVANHOE SALEYARDS COMMITTEE

- Meet infrequently with limited members
- Keep yards for emergency purposes
- Support to merge with a new Ivanhoe Village Committee if it occurs

4. DARNICK HALL COMMITTEE

- Meet irregularly
- Need to consult with all members regarding change
- Possibility of joining an Ivanhoe Village Committee if it is formed

5. MENINDEE COMMON COMMITTEE

- Focus on managing the Common
- Not interested in merging with another committee
- Would like to meet with the CDSC Manager in person

6. MENINDEE DEVELOPMENT COMMITTEE

- Meet as required- impacted by drought?
- Accept revised Sec 355 framework
- Need new younger members
- Possible interest in an expanded role to cover broad Menindee Community issues eg. Proposed fish hatchery
- Need to involve the Indigenous community

7. WHITE CLIFFS HALL COMMITTEE

- Topic of a single town committee has been discussed before – did not eventuate
- Leave committee role “as is”
- Need to address other issues such as Crown Lands, Mining Title issues, Native Title issues and water etc.
- Look at disabled toilet options?

8. WHITE CLIFFS COMMUNITY ASSOCIATION

- Continue operating as it is – (Manage White Cliffs Caravan Park?)

9. WHITE CLIFFS SWIMMING POOL COMMITTEE

- Need to discuss future of the committee with the few current members
- Consider leaving pool management to CDSC
- No meetings recently
- Highlighted “resistance to change”
- Personally, supports a single White Cliffs Community Committee



11 June 2020

Mr Bob Stewart
PO Box 165
21 Reid Street Wilcannia NSW 2836

Via Email: hillg@centraldarwin.nsw.gov.au

Dear Administrator,

Request for information on mobile coverage and connectivity

Unreliable mobile coverage and poor connectivity is a common theme that I hear across Barwon from individuals, organisations, businesses and emergency services. Many of these groups have shared stories relating to crisis situations where they have not been able to rely on the telecommunications network in place to seek help.

If we are to prosper in our rural and regional economies, a fast and reliable telecommunications network is vital.

I am contacting you to seek local information about regions or places in your local government area that require a more reliable connectivity. This could include unreliable mobile coverage, little to no coverage or known mobile black spots. This may also include issues with upgraded towers failing, or maintenance requests not being attended to in a timely manner.

My office has been advocating for upgrades for a number of locations that have been raised with us, however we would like a more exhaustive list of locations that require attention in your local government area.

If you have locations that require attention could you please email them to barwon@parliament.nsw.gov.au by the end of July, attention to Grace.

If you have questions, please contact Grace in my Broken Hill Office on (08) 8087 3315.

I look forward to catching up with you when I am next in Menindee, I'll be in touch to let you know the dates I will be in town.

Yours Sincerely,

Roy Butler MP
Member for Barwon
CC; General Manager



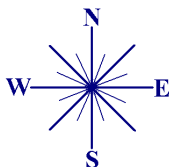
CENTRAL DARLING SHIRE COUNCIL

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

15 June 2020

Roy Butler MP
Member for Barwon
PO Box 447
Broken Hill NSW 2880
Email: barwon@parliament.nsw.gov.au

Our reference:

Dear Roy,

Phone and NBN Coverage in Central Darling Shire Council

In response to your letter received on the 11 June 2020 (Ref No: BH-0408), I would like to bring to your attention the unreliable mobile coverage and poor connectivity that residents in the Central Darling Shire Council are experiencing with fix landlines, mobile phone coverage and poor quality in internet services.

In February of this year, Menindee lost landline phone coverage for a period of 5 days due to a mechanical failure at the telephone exchange. This had a major impact to the town, where businesses and healthcare services were severely impacted during the outage. At the time, the region was experiencing extreme hot weather of 40 and above degrees each day, it was fortunate that no major incident occurred during this time. The severity of landline phone services was compounded even more by the poor quality of mobile phone coverage at Menindee, again it was fortunate no major incident occurred.

Mobile phone coverage throughout the Shire, in and surrounding our towns is appalling. I can provide you with the following examples:

- Wilcannia mobile phone service is limited, especially when in the northern part of the town and when inside buildings. In this area is the community club and hospital. I understand that nurses during meal breaks are given 2-way radios in case of an emergency, so the hospital can call the nurses when they are at home,

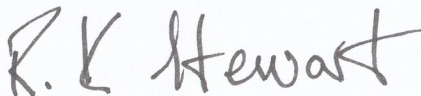
as the mobile phone reception is poor and unreliable. Again, similar experience at the Wilcannia Community Club when sitting in the restaurant where the mobile phone coverage is non-existent.

- White Cliffs mobile phone coverage is believed to be fine, however accessing the network is problematic even though a 4G signal is being received. Residents are becoming frustrated not being able to make or received mobile phone calls, even though a signal is indicated on their mobile phone. Just recently, a dwelling caught fire and it took some time for a fire truck to respond due to the communication issues being experienced by responding volunteers.
- Rural mobile phone coverage between towns is inconsistency, whilst coverage is reasonable along the major arterial road network, other minor roads have little or no coverage. In the past 3 months, there has been three road fatalities in our area and at one of these accidents phone coverage was an issue for responding emergency services volunteers trying to get details about the accident.
- Telstra is the only mobile phone provider in the Far West Region. This is difficult for tourists and travellers to understand being not familiar with our area or experienced in travelling in remotes areas trying to use some another mobile phone network. This causes us some concerns, that one day an inexperienced traveller will either break down or have an accident and will not be able to make contact for assistance.

Internet connection service is available at all major towns by wireless 4G and in more remote locations Skymuster satellite Internet services. To our knowledge there is fibre cables accessing each of our major towns servicing State Government providers with an NBN or similar service. Nevertheless, we are told that there are no plans soon of extending the NBN service throughout the towns so that the community could utilise this service. A concern for existing and potential start-up businesses, is the internet connection restriction with download and upload speeds, this deters expanding or start ups businesses in our Shire.

I hope that you will continue to advocate for Central Darling Shire with the Local Government and look forward to hearing a response.

Yours sincerely



Robert Keith Stewart
Administrator

27 May 2020

Central Darling Shire Council
 PO Box 165
 WILCANNIA NSW 2836

Recipient Created Tax Invoice – Mutual Performance Rebate

| | | | |
|-------------------|---|---|-------------------|
| Invoice No | 100990511 | Rebate is based on Actual Base Tariff Premium of | \$116,243.60 |
| Policy No | WC01194 | Rebate Percentage | 10.0% |
| Class | Workers Compensation | | |
| Insured | Central Darling Shire Council | Rebate | \$11,624.36 |
| ABN | 65 061 502 439 | Includes GST | \$1,056.76 |
| Location | Within the State of New South Wales | | |
| Insurer | StateCover Mutual Limited 2/28 Margaret Street, Sydney | | |
| From | 30/06/2018 | To | 30/06/2019 |



We at Wellbeing want to say 'well done' on your efforts to support your team.

**Congratulations on all
the great work you do
to support your people
and your communities.**

We are inspired by the way you, our members continue to face and work through the challenges of 2020, including the ongoing drought and bushfire devastation.

We see the displays of innovation, adaptability, care and kindness from your team that enable you to continue to deliver through the pandemic. We want you to know that we are here to help, delivering wellbeing support for your people, so that they can continue to give their best to their communities.

In just 6 months we have worked with over 20 member councils to deliver wellbeing programs and services.

Skin Checks

In Australia, skin cancers account for around 80% of all newly diagnosed cancers each year. The good news is that 99% of all cases are curable if diagnosed and treated early.

Skin cancers can be the result of genetics and or childhood exposure to the sun's UV radiation. However, continued exposure as an adult including at work can also be a major cause of skin damage and skin cancer.



Early detection via skin checks can stop skin cancer before it becomes dangerous, disfiguring, or deadly.

StateCover can deliver skin checks at your council. Each check takes 10 minutes and is conducted by

a registered nurse with specific training in skin cancer screening. Up to 45 staff can be seen by a nurse in one day. Medical screening notes (medical record) are developed and stored confidentially. Participants are referred to a clinic in the nearest location as required.

"Our skin checks clinic ran very smoothly, the nurse was amazing. We will definitely be looking to book another as soon as possible – it's a great initiative."

LEETON SHIRE COUNCIL

RU OK? Day and Safe Work Month Speakers



Inspire and educate your staff by engaging a wellbeing speaker for RU OK? Day or Safe Work Month. StateCover have expert speakers available to cover a range of wellbeing topics. Delivery modes are flexible and online presentations are available if needed.

"It was a great presentation, enlightening, informative and the presenter was extremely knowledgeable. Everyone went away with something"

BLAYNEY SHIRE COUNCIL

Mental Health

There is no doubt that 2020 has been a challenging year and our members are looking for ways to support their staff with the knowledge and skills they need to stay well.

StateCover have a range of programs and services that support best practice management of mental health in the workplace. Sessions are designed with a focus on the learning experience for participants

and provide practical tips that people can apply to their lives both in and outside the workplace.

"A very engaging presenter. I have already attended mental health sessions, but it was great to have an insight from another person on mental health factors and strategies to deal with my own stress as well as help others."

REGIONAL ROADSHOW ATTENDEE



Get in touch with the StateCover Wellbeing team to discuss your specific needs.

T (02) 8235 2893
wellbeing@statecover.net.au
or visit wegobeyond.com.au

Wellbeing
WITH
StateCover

[Return to Report](#)

June 2020

To whom it may concern.

We the undersigned request that the Wilcannia Police and DOCS address the issues causing and stemming from petrol sniffing amongst some of the young people in Wilcannia.

There is a 'gang' of boys and girls aged 7-14 yrs who are breaking into cars and houses on a daily basis – often in the early hours of the morning when they should be home and in bed asleep, especially when they are meant to be going to school the next day.

Children as young as 7 and 8 have been increasingly seen getting about “off their faces” on petrol and yandi.

Elders are living in fear as they are being robbed whilst asleep and if they try to reprimand the children their roofs are pelted with rocks and they are being abused.

We are feeling disempowered because if we try to discipline or control these children – we get into trouble with Police and DOCS.

What we want:

1. Police to positively intervene by :
 - a) Returning children to their home/responsible adult when they are out and about during the night.
 - b) Keep a record of kids out and about during the night (to facilitate DOCS appropriate interventions)
 - c) Take drugged/drunk children to the hospital
 - d) Prosecute those responsible for break-ins, damage and terrorising.
 - e) Parents of minors to be held accountable either by being charged or having moneys/pension taken off them to pay for the damage their children have caused – or both

2. DOCS to responsibly, appropriately and quickly act in the interests of the children to:
 - a) Ensure children are housed where they can be properly cared for - that is fed, sheltered, clothed and safe (not out drinking, drugging and robbing because the adults around them are drunk, drugged or too infirm to be able to care for them effectively)
 - b) Facilitate/assist the community in general, police, parents to teach about the consequences of damaging behaviours on the children themselves, their family and the community.

To this end, we would like a programme/process implemented that is developed by a team comprising representatives from local police, DOCS , health and community members.

Owen Whyman


Barkindji Man

The Hon. Mark COULTON MP

NATIONALS FEDERAL MEMBER FOR PARKES

MINISTER FOR REGIONAL HEALTH, REGIONAL COMMUNICATIONS & LOCAL GOVERNMENT

Media Release



New program delivers \$21m for Parkes electorate councils

Attachment 14

22 May 2020

Councils in the Parkes electorate will be supported with more than \$21 million in new funding, as part of the Federal Liberal and Nationals Government's \$1.8 billion boost for road and community projects through local governments across Australia.

The investment will support local jobs and businesses, and boost local economies struggling with the effects of COVID-19.

Federal Member for Parkes and Minister for Local Government Mark Coulton said the package included the establishment of a new \$500 million Local Road and Community Infrastructure Program, and the bringing forward of \$1.3 billion of the 2020-21 Financial Assistance Grant payment.

The new Program is based on the successful Roads to Recovery program and will enable local councils to deliver priority projects with a focus on upgrades and maintenance to local roads and community infrastructure.

Mr Coulton said accelerating local infrastructure projects was important for supporting jobs and the local economy in the Parkes electorate.

"Every single job we support makes a huge difference in our local communities, now and as we navigate out of the coronavirus pandemic," Mr Coulton said.

"Not only will this package support jobs, construction businesses and the economy across the region, it will improve our local roads, and provide for new and upgraded amenities to help communities stay connected.

"I will be working alongside all Parkes electorate councils to make sure projects get underway to support jobs and businesses as soon as possible."

Local road projects to be delivered under the Program include, but are not limited to, constructing or improving bridges and tunnels, street lighting, and heavy vehicle facilities such as rest areas.

A broad range of community infrastructure projects will be eligible including new or upgraded bicycle and walking paths, community facilities, and picnic shelters and barbeque facilities at parks.

Mr Coulton said that under the Financial Assistance Grant program, more than \$55 million in payments had been made to councils in the Parkes electorate this financial year. This

The Hon. Mark COULTON MP

NATIONALS FEDERAL MEMBER FOR PARKES

MINISTER FOR REGIONAL HEALTH, REGIONAL COMMUNICATIONS & LOCAL GOVERNMENT

Media Release



pre-payment is part of the \$1.3 billion being brought forward from next year's Financial Assistance Grants to ensure there is untied funding available for local councils as a block payment now, rather than being spread over the next 12 months.

Guidelines for the Program will be provided directly to local governments by the Department of Infrastructure, Transport, Regional Development and Communications.

Allocations under the Local Road and Community Infrastructure programs can be found at https://investment.infrastructure.gov.au/infrastructure_investment

For more information about Financial Assistance Grant allocations in New South Wales visit www.regional.gov.au/local/assistance/fags-state-summaries-nsw-2019-20.aspx

Media contact: Anna Tickle 0491 135 852

Parkes electorate LGAs - Local Road and Community Infrastructure Program

| LGA | Funding Allocation |
|-------------------------------|--------------------|
| Bogan Shire Council | \$911,524 |
| Bourke Shire Council | \$1,199,903 |
| Brewarrina Shire Council | \$820,558 |
| Broken Hill City Council | \$310,580 |
| Central Darling Shire Council | \$1,001,818 |
| Cobar Shire Council | \$1,085,211 |
| Coonamble Shire Council | \$929,818 |
| Dubbo Regional Council | \$2,146,498 |
| Gilgandra Shire Council | \$878,444 |
| Gunnedah Shire Council | \$1,007,220 |
| Gwydir Shire Council | \$1,182,224 |
| Lachlan Shire Council | \$2,128,508 |
| Moree Plains Shire Council | \$1,814,888 |
| Narrabri Shire Council | \$1,475,176 |
| Narromine Shire Council | \$909,690 |
| Walgett Shire Council | \$1,235,615 |
| Warren Shire Council | \$655,258 |
| Warrumbungle Shire Council | \$1,553,366 |

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| | |
|-----------------------------|--|
| Circular Details | GC 149 / 27 May 2020 / A701633 |
| Who should read this | Councillors / General Managers / Finance Managers |
| Contact | Helen Pearce – 02 4428 4131 / helen.pearce@olg.nsw.gov.au |
| Action required | Information |

2020-21 Financial Assistance Grants (FAGs) – advance payment

- The Deputy Prime Minister, Minister for Infrastructure, Transport and Regional Development, the Hon. Michael McCormack MP and Commonwealth Minister for Regional Health, Regional Communications and Commonwealth Government, the Hon. Mark Coulton MP, have announced that the Federal Government will again bring forward the first two instalments of the estimated 2020-21 FAGs.
- The advance payment will represent approximately 50% of the amount council is entitled to. Further adjustments will need to be made to the remaining payments to take into account:
 1. the determination by the Commonwealth Treasurer of the final adjustments for 2019-20
 2. the Grants Commission's recommendations for 2020-21.
- The Commission is currently finalising the 2020-21 FAGs and will advise councils of the outcome when the grant recommendations have been adopted.
- The Commonwealth Government has advised that the FAGs processes are continuing “business as usual” and payments will proceed as normal.

What this will mean for your council

- The advance payment amount, as set out in the attached schedule, was paid to councils on 26 May 2020.
- The balance of the grants will be paid with a corresponding reduction to the quarterly instalments during 2020-21.
- The first quarterly instalment is expected to be paid to councils in mid-August 2020, with subsequent instalments in November 2020, February 2021 and May 2021.
- All councils will be advised by letter of individual councils’ estimated entitlements for 2020-21 FAGs.

Key points

- The grants are paid under the provisions of the *Local Government (Financial Assistance) Act 1995* (Cwlth).

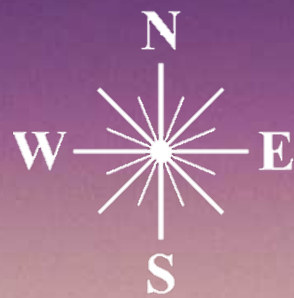
Where to go for further information

- Updates about the transition and general information are available on the Office of Local Government Website:
<https://www.olg.nsw.gov.au/commissions-and-tribunals/grants-commission>
- Please contact Helen Pearce, Executive Officer, if you require any further information.



Helen Pearce
Executive Officer
Grants Commission

CENTRAL DARLING SHIRE COUNCIL



WORK, HEALTH

AND SAFETY

MANAGEMENT PLAN

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PART A: WORK, HEALTH AND SAFETY ARRANGEMENTS

1. PURPOSE

The purpose of this plan is to establish and maintain an effective Safety Management System. Central Darling Shire Council is committed to implementing a structured approach to Workplace Safety in order to achieve a consistently high standard of safety performance.

The plan will assist Central Darling Shire Council in meeting its obligation in accordance with Work, Health and Safety Legislation (WHS Act 2011).

This plan applies to all Central Darling Shire Council's Management, Workers, Contractors, and others at risk from work carried out at Central Darling Shire Council workplaces. Failure to comply with the plan requirements may lead to disciplinary action(s).

2. WORK, HEALTH AND SAFETY POLICY:

The Statement of Commitment and the implementation of the Policy commitment provides the overarching direction Central Darling Shire Council will follow in pursuit of workplace safety outcomes.

LEADERSHIP AND COMMITMENT

Commitment, awareness, responsiveness, active support and feedback from Council's Senior Management are critical for the success of the Safety Management System and therefore they have specific responsibilities for which they need to be personally involved and which they need to direct. To achieve improved acceptance and implementation of the Safety Management System processes, leadership includes communicating the requirements of "what" needs to be done and "why" it should be done.

Senior Management shall develop, lead and promote a culture in Council that supports the Safety Management System and encourages workers to actively participate in Safety Management.

IMPLEMENTATION OF POLICY COMMITMENT

Central Darling Shire Council is committed to ensuring, so far as it is reasonably practicable, the safety of its Workers, Contractors and Volunteers while they are at work and the safety of other persons will not be put at risk from our operations.

Objectives are to:

- ▶ Provide a safe environment for all Workers, Contractors, Volunteers and General Public.
- ▶ Provide safe and healthy working conditions for the prevention of work-related injury and ill health.
- ▶ Meet applicable legal requirements.
- ▶ Control safety risks using the Hierarchy of Controls.
- ▶ Continually improve the Safety Management System to enhance the Council's safety performance.
- ▶ Promote consultation and participation of workers with regards to Health and Safety.
- ▶ Ensure Management are provided with sufficient information to fulfil their legislative 'due diligence' requirements.

The Success of the Objectives is measured by:

- ▶ All work activities are analysed, planned and risk assessed with considerations given to implementing proactive control measures.
- ▶ Continued consultation and feedback between workers and Management resulting in positive safety initiatives.
- ▶ Conducting regular Consultation Meetings, induction programs and training courses for workers and Senior Management.
- ▶ Incorporating safety duties in all Management and worker's position descriptions.
- ▶ Reporting of all incidents in the workplace and assisting with investigations, with Senior Management signing off on implemented actions.
- ▶ Cost effective claims and Management in the reduction of lost time injuries.

3. DEFINITIONS:

To assist in interpretation, the following definitions apply:

| Term | Definition |
|-------------------------|--|
| Worker | Any person doing work for Council including but not limited to Workers, Contractors, Volunteers, Work Experience Students. |
| Workplace | Locations where people are performing Council work. |
| Officer | Senior Managers doing work for Council and with a duty to exercise "Due Diligence" |
| Risk and Safety Officer | To advise and assist Management along with workers on Safety in the Workplace |

4. RESPONSIBILITIES:

As the primary duty holder, Central Darling Shire Council being the Company must so far as reasonably possible:

- ▶ ensure the safety of its workers and others in our workplace.

- ▶ ensure the safety of other persons is not put at risk from work carried out as part of its operations.
- ▶ provide and maintain a work environment that is without risks to safety.
- ▶ provide and maintain safe Plant and Structures.
- ▶ ensure the safe use, handling and storage of Plant, Structures and Substances.
- ▶ provide adequate facilities for the welfare of workers.
- ▶ provide information, training, instruction and supervision.
- ▶ monitor the health of workers and the conditions of our workplaces.

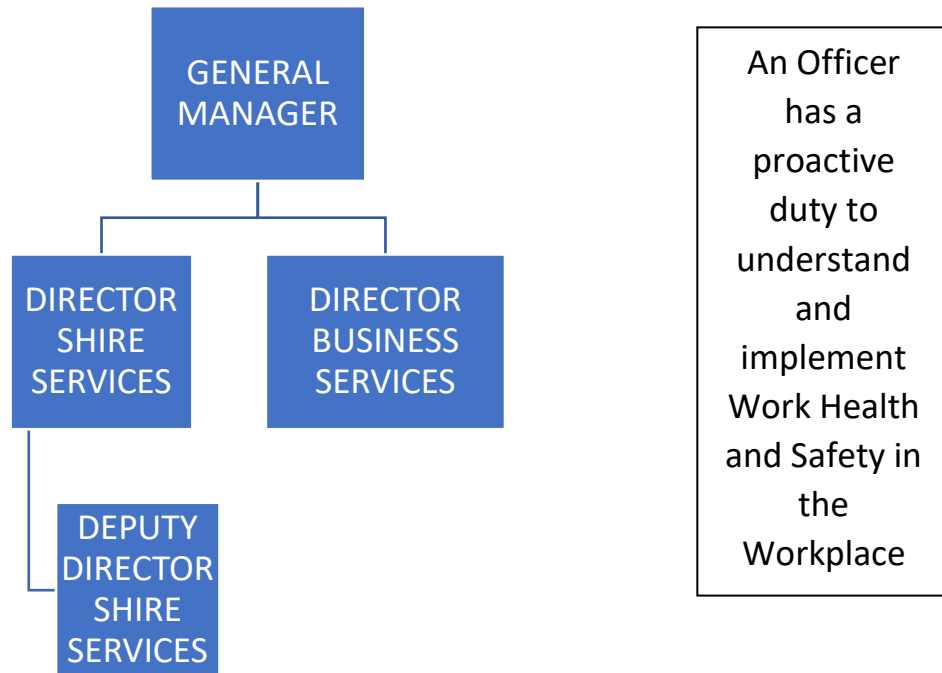
As a duty holder, Senior Managers must (deemed Officers as per Section 27 of the WHS Act 2011):

- ▶ acquire and keep up-to-date knowledge of Work, Health and Safety matters.
- ▶ gain an understanding of the nature of operations of Central Darling Shire Council and generally of the hazards and risks associated with those operations.
- ▶ ensure that Central Darling Shire Council has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to Health and Safety from work carried out.
- ▶ ensure that Central Darling Shire Council has appropriate processes for receiving and considering information regarding incidents and hazards and responding in a timely manner to that information.
- ▶ ensure that Central Darling Shire Council has implements processes for complying with any duty or obligation under this Safety Legislation.

Example: - Reporting notifiable incidents

- ▶ Consulting with workers
 - ▶ Compliance with any notices issued under this Act
 - ▶ Training, information, and induction for workers.
- ▶ verify the provisions and use of the resources and processed referred to in the above points.

OFFICERS:



As a duty holder, while at work, a worker **must**:

- ▶ take reasonable care for their own health and safety.
- ▶ take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- ▶ comply as far as reasonably able with the lawful and reasonable instruction given by the Central Darling Shire Council. and
- ▶ comply with any lawful and reasonable Policy or Procedure of Central Darling Shire Council relating to Work, Health and Safety.

Staff Consultative Committee:

The Staff Consultative Committee provides the forum for constructive discussions of measures to ensure health and safety in the workplace. At Central Darling Shire Council, the Staff Consultative Committee will meet quarterly and must have a Management representative at all meetings. A worker representative will fill the position of Chair to:

- ▶ facilitate cooperation between Management and workers in the instigation, development and assist with implementation of safety Policies and Procedures.
- ▶ assist in developing Standards, Rules and Procedures relating to health and safety.
- ▶ consult with workers regarding safety concerns.
- ▶ consult with Management regarding worker safety concerns including change that may influence safety more broadly.
- ▶ conduct regular Workplace Inspections with a worksite representative at each inspection.
- ▶ Agendas and Minutes of the latest Consultative Committee meeting will be displayed and made available for all workers within fourteen (14) days of a meeting being held.
- ▶ Conduct a review of the Committee Constitution at least every two (2) years.

5. SAFETY CONSULTATION FLOWCHART



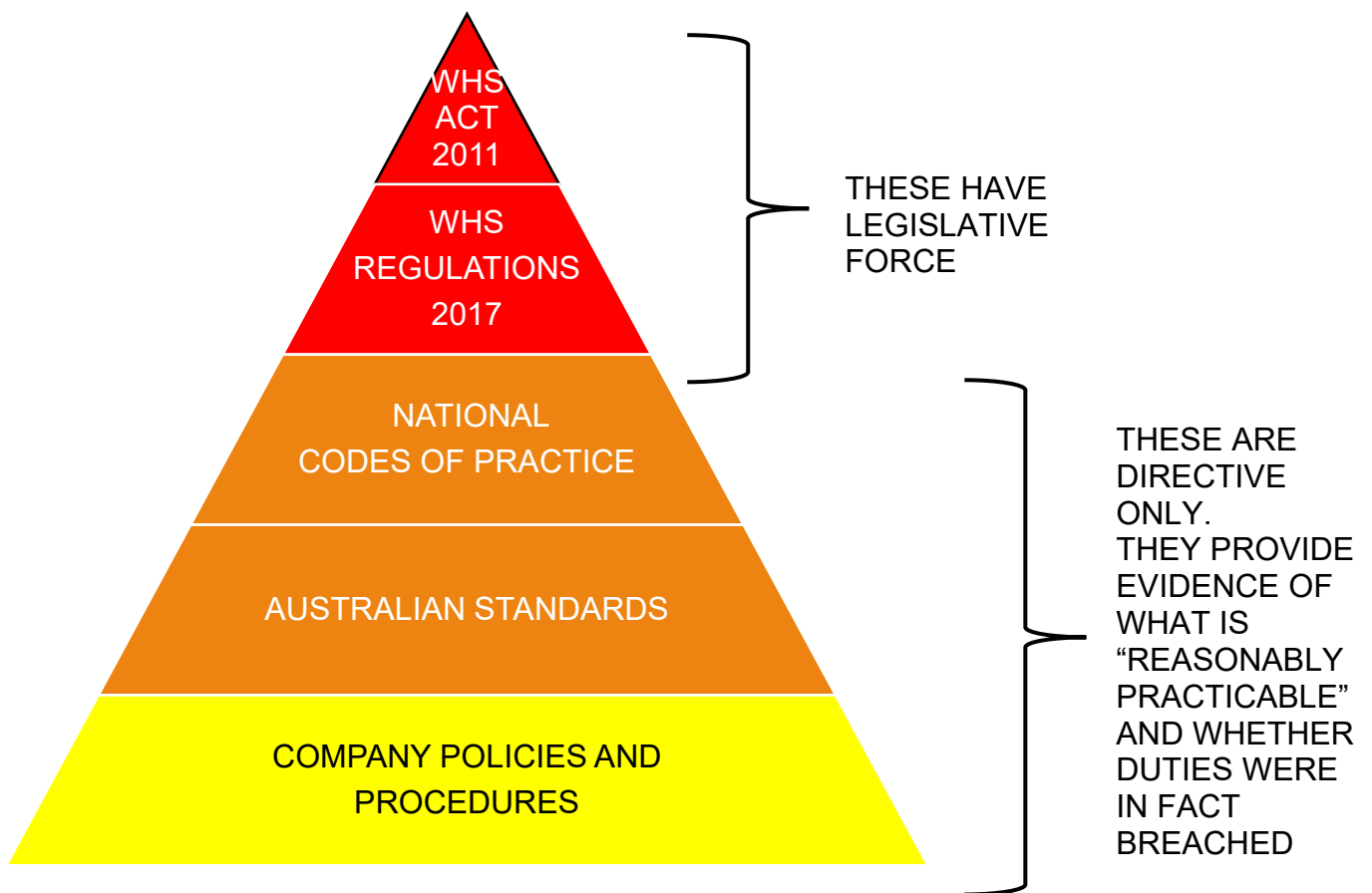
- ▶ Your supervisor is the first point of contact.
- ▶ All levels to follow the Consultation Flow Chart.
- ▶ Feedback provided to the person(s) raising the safety issue within forty-eight (48) hours.
- ▶ All incidents must be documented.
- ▶ Unresolved issues, any party can contact SafeWork NSW on 131 050.

6. RESOURCES:

- ▶ *Work, Health and Safety Act 2011.*
- ▶ *Work, Health and Safety Regulations 2017.*
- ▶ *Approved Codes of Practice.*

Additional guidance materials from SafeWork Australia.

7. SAFETY COMPLIANCE OBLIGATIONS



THE WORK HEALTH AND SAFETY ACT 2011

The WHS Act sets out the intended purpose of the Law (the objects), made by Parliament and specifies broad principles on how the Law is to operate. It states the health and safety duties of Duty Holders with the capacity to influence or direct the manner in which work is done at the workplace. The Act also contains Enforcement and Compliance Provisions including the role and functions of the regulator, SafeWork NSW.

THE WHS REGULATION 2017

The WHS Regulation provides details on the standard of health and safety Management of specific health and safety matters that Duty Holders are required to meet. Some of the health and safety matters are Risk Management, Construction, Hazardous Work, High Risk Work, Hazardous Chemicals, Asbestos Management and Major Hazard Facilities.

APPROVED CODES OF PRACTICE

Codes of Practice are legislative instruments which:

- ▶ assist Duty Holders to comply with the provisions of the *WHS Act and WHS Regulations*. and

- ▶ are admissible in evidence as an example of what reasonable measures could have been adopted to avoid a specific risk.

Codes of Practice are developed nationally by SafeWork Australia to provide practical guidance on how to comply with the requirements of the WHS Act 2011. They can provide evidence as to whether the duties of the WHS Legislation were complied with.

However, Duty Holders do not have to comply with a Code of Practice if they can achieve the same or equal standard of safety in a different way.

NOTE: In recent times several companies have been successfully prosecuted for failing to meet the Code of Practice requirements.

GUIDANCE

Guidance material does not have any Legal status under the WHS regulatory framework. Guidance can be developed by regulators or Safe Work Australia. The information provided is designed to assist Duty Holders to meet the requirements as set out in the WHS Act and WHS Regulation. There are a variety of Booklets, Fact Sheets and Web Pages produced by regulators to assist Duty Holders on health and safety matters.

OTHER GUIDANCE MATERIAL

Other guidance material may also assist Duty Holders to meet their obligations, for example, Guides, Fact Sheets and Australian Standards (AS). If the Australian Standard is referred to in the WHS Regulation, then Duty Holders must comply with the Safety Management Standards specified in the particular Australian Standard. However, National and Industry Standards do not replace the general duties and specific obligations imposed by the WHS Act and WHS Regulation.

PART B: GENERAL SAFETY INFORMATION

8. EMERGENCY PROCEDURES

Emergency Evacuation Plans have been developed and these plans, together with a list of Emergency Contacts are displayed. These plans will be supported by 'Emergency Procedures Flipchart' to AS3745:2010 standards along with Emergency Assembly Point signage.



The above will be developed for the following locations:

- ▶ Offices
- ▶ Depots
- ▶ Swimming Pools
- ▶ Community Halls and
- ▶ Other Council public buildings.

Regular testing of Fire Equipment will be professionally conducted at least every twelve (12) months.

9. INCIDENT AND HAZARD REPORTING

All Managers and workers including Contractors are required to complete an Incident Form when an incident/hazard occurs, and:

- ▶ Advise their Supervisor of the incident or hazard immediately.
- ▶ For recording purposes, complete an Incident and Hazard Report Form.
- ▶ Complete the relevant sections of the Form giving details of the incident. The Form **MUST** be completed even when an injury has not occurred, that is, in the event of a near miss.
- ▶ All hard copies of the Forms should be signed by the relevant parties.

- ▶ The Manager or Delegate must record all injuries on the injury register.
- ▶ Internal reporting of any incident/hazard should occur as separate from reporting of notifiable incidents to SafeWork NSW.

10. REPORTING OF NOTIFIABLE INCIDENTS AND INCIDENT PREVENTION



Notifiable incident as described under the WHS Act means:

- a) The death of a person. or
- b) A serious injury or illness of a person. or
- c) A dangerous incident.
- d) This call made only by Director of Shire Services or the General Manager

**24/7 Reporting
Number**



**SafeWork NSW
1300 814 609**

DUTY TO PRESERVE INCIDENT STATES:

The person with Management or control of a workplace at which a notifiable incident has occurred must ensure, so far as its reasonably practicable, that the site where the incident occurred is not disturbed until an Inspector arrives at the site or any earlier time that an Inspector directs.

A reference to a site includes any Plant, Substance, Structure, or thing associated with the notifiable incident.

This requirement does not prevent any action:

- ▶ to assist an injured person, or
- ▶ to remove a deceased person, or
- ▶ that is essential to make the site safe or to minimise the risk of further notifiable incident, or
- ▶ that is associated with a Police Investigation, or
- ▶ for which an Inspector or the regulator has given permission.

IF THERE'S BEEN AN INCIDENT

What do you do?

- ▶ Inform your Supervisor immediately.
- ▶ Provide Medical Assistance where its required – make sure your worker gets the right care, support the worker's family and Manage the injured person's recovery.
- ▶ Notify SafeWork NSW of a notifiable incident immediately – call 1300 814 609.

INCIDENT PREVENTION PROGRAMME

Key elements of an incident prevention programme or plan should include:

- ▶ Management Commitment.
- ▶ Safety Policy Plans and Procedures.
- ▶ Consultation (discussed in other readings).
- ▶ Hazard Identification, Risk Assessment and Control (discussed earlier). and
- ▶ training.

For any Incident Prevention Programme to be successful, commitment from the highest appropriate person within the organisation is imperative. Planning for Safety and Incident Prevention should be incorporated as part of the overall Business Plan. Management systems are a fundamental component of General Duty Legislation.

A signed and dated Policy, which provides a clear statement of Management's commitment to incident prevention and a safe and healthy workplace, should be developed. The Policy should include Contractors and Visitors to the workplace. The objectives of the Policy and Programme must be realistic and attainable. Adequate resources (time, money, training, etc) need to be allocated to achieve the Policy objectives.

This document should be clearly displayed so any person entering the workplace can be made aware of the company's commitment.



A commitment from Supervisors is a vital component of any Incident Prevention Programme. With commitment from Management at all levels, and workers cooperation, incidents can be prevented.

11. FIRST AID

DEFINITIONS

- ▶ **First Aid** is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
- ▶ **First Aid Officer** is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer First Aid.

Central Darling Shire Council has in place the following First Aid Procedures, as required by *First Aid in the Workplace Code of Practice*:

- ▶ The appointment and training of First Aid Officers.
- ▶ The provision of First Aid Kits within the workplace.
- ▶ Clear signage with the name of the First Aid Officer and the location of the First Aid Kits.
- ▶ The provision of a suitable First Aid Kit in all Central Darling Shire Council vehicles.

It is the First Aid Officer's responsibility to ensure that the contents of all First Aid Kits are maintained within their work area.

First Aid Officer Training:

- ▶ The level of training for a First Aid Officer is Unit HLTAID003 – provide First Aid.
- ▶ Refresher training must be undertaken every three (3) years and
- ▶ Unit HLTAID001 – provide Cardiopulmonary Resuscitation every twelve (12) months. (Lifeguards)

12. SAFETY TRAINING AND INDUCTION

TRAINING

Central Darling Shire Council is committed to providing appropriate training to ensure workers have the skills and knowledge necessary to fulfil their Safety Obligations, Safety Training is a fundamental requirement for Central Darling Shire Council to achieve a safe workplace. The Safety Training needs for Central Darling Shire Council will be determined in consultation with Managers and Workers, however it can be generally categorised into three kinds:

- ▶ **Generic Safety Training** – skills and knowledge which is commonly required (e.g. Induction Training, Safety Management Training, Evacuation Procedures.)
- ▶ **Risk Specific Safety Training** – training required for those persons conducting activities with a specific risk to health and safety or a verification activity (e.g. First Aid Training, Hazardous Substances Training, Manual Handling Training, Confined Spaces Training or Working from Heights.)
- ▶ **Task Specific Safety Training** – skills and licensing which are required depending on the specific hazards and risk, (e.g. any Farm Equipment Operation, high risk work such as driving Forklifts, Cranes.)

DOCUMENTATION FOR TRAINING

Training records shall be maintained within a Vault or in TRIM as evidence of training delivery and assessment of competence.

SAFETY INDUCTION

All new Managers and workers are required to be provided with safety information regarding the workplace as part of their overall Induction and Introduction to Central Darling Shire Council. A thorough Safety Induction Process assists new staff to feel welcome, become integrated into the Organisation and ensure that they are able to work safely.

PROCEDURE

The Manager must ensure a Safety Induction is provided to a new employee or Workers/Contractors on their first day. If the Manager is not available, he or she should organise for a replacement to conduct the Induction.

The Manager must:

- ▶ Use the Safety Induction Checklist to ensure that all safety issues are covered.
- ▶ On completion of the Induction, sign the Checklist and ensure that the new worker also signs.
- ▶ File a copy of the Induction Checklist on the worker's file.
- ▶ Provide the new worker with access to this Safety Management Plan and Safety Policies and Procedures.

SAFETY INDUCTION FOR VISITORS

All Visitors should be provided with a safety briefing prior to entering the Central Darling Shire Council premises.

All Visitors must sign in and be provided with a copy of the Central Darling Shire Council Safety Briefing Handout to read, and then to sign, acknowledging that they have read and understood the information.

13. RISK MANAGEMENT AND THE RISK REGISTER

Safety Risk Management is a systematic process of Hazard Identification, Risk Assessment and Risk Control with the aim of providing healthy and safe conditions for Managers, Workers, Visitors and Contractors at Central Darling Shire Council. As required by the WHS Act 2011, Central Darling Shire Council has adopted a Risk Management approach to underpin its Safety Management System. This approach involves all Managers and Workers in identifying hazards, assessing and prioritising risks, implementing control measures and reviewing how effective the control measures are.

All Workers/Contractors are responsible for assisting in managing the particular risks associated with their specific work environment. Risk Management Strategies used by Central Darling Shire Council include:

- ▶ Regular hazard inspections of the workplace environment.
- ▶ A comprehensive Risk Register detailing all safety risks associated with the operation and activities.
- ▶ Documented Safety Policies and Procedures.
- ▶ Risk Assessments of newly purchased equipment.
- ▶ Risk Assessments for any change to work processes.

- ▶ Hazard and Incident reporting Procedures.
- ▶ Incident investigations.

FOUR STEP APPROACH

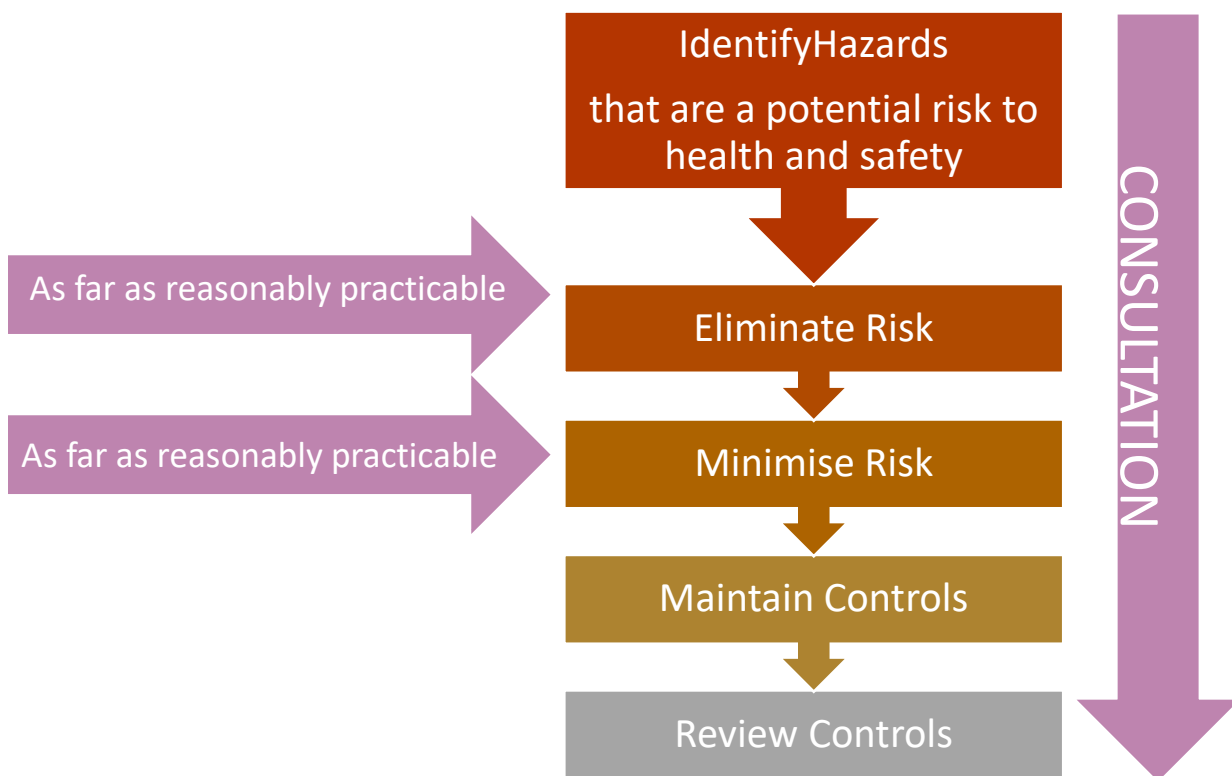
1. Identify the foreseeable hazard(s).
2. Assess the level of risk
3. Implement control measures.
4. Continual review of implemented controls.

NOTE: THE PROCESS/OUTCOMES MUST BE DOCUMENTED.

THE SAFETY RISK REGISTER

The Risk Assessment Data collected from identifying, assessing and controlling tasks should be documented on a centralised Risk Register for Central Darling Shire Council. The Risk Register holds a list of Central Darling Shire Council key risks that need to be monitored and Managed. The Risk Register is to be Managed by the Safety and Risk Officer who should be notified if new hazards are identified and controls implemented so that the Risk Register can be amended accordingly.

The Safety and Risk Officer is responsible for overseeing the Risk Register, and for ensuring that effective control measures are implemented after Management’s approval and that risks are monitored and review on a regular basis.



14. WORKPLACE HAZARD INSPECTIONS

Central Darling Shire Council is required by Safety Legislation to be proactive in identifying hazards in the workplace which may affect the health and safety of its workers and eliminating or minimising the risks arising from those hazards.

In order to ensure a safe and healthy workplace, the Management and/or nominated staff accompanied by Health and Safety Committee Members should undertake safety inspections of the workplace regularly and at any other times as required. The Safety Inspection should be undertaken by following the Principles from the Safety Management.

If any hazards are identified through the Safety Inspection process, controls must be implemented to ensure that the risk to health and safety is eliminated in the first instance or minimised.

In addition to these regular inspections (once yearly for permanent worksites), all Managers should also conduct regular inspections of work sites under their control in consultation with workers of that worksite. Any hazards noted during these inspections should immediately be reported to the Safety and Risk Officer and appropriate remedial action taken.

All Safety Inspection documentation should be filed in Council's data record system.

15. PURCHASING

Prior to purchasing any goods or services for the workplace, they should be assessed to determine if there are any associated health and safety hazards. This includes the purchase of equipment such as machinery, tools, furniture, chemicals as well as contracted services such as maintenance.

16. SAFETY RECORD KEEPING

Management should retain all safety and workers compensation documents. These documents are required to be filed for 30 years in safe storage accessible only to authorised personnel.

17. DOCUMENTS TO BE DISPLAYED IN THE WORKPLACE

- ▶ Emergency Procedures Flipchart
- ▶ Emergency Evacuation Plan
- ▶ Return to Work Policy
- ▶ Work, Health and Safety Policy
- ▶ Incident and Hazard Notification details
- ▶ Compensation and Return to Work information
- ▶ Consultation Flow Chart
- ▶ Appointed First Aiders
- ▶ Copies of Consultative and Safety Committee Meeting Agendas and Minutes
- ▶ Emergency Wardens

18. IMPORTANT CONTACT NUMBERS

- ▶ Office hours main contact – (08) 80838928
- ▶ Postal address – PO Box 165, Wilcannia NSW 2836

- ▶ Council email - council@centraldarwin.nsw.gov.au

Emergency Contact Numbers

| Accident and Emergency | | |
|--|-----------------------------------|---------------|
| Fire Brigade | | 000 |
| Rural Fire Service | | 000 |
| Ambulance | | 000 |
| Central Darling Shire Engineering Department | | (08) 80838928 |
| Council Contacts | | |
| Name | Title | Phone |
| Reece Wilson | Director Shire Services | 0429 915 992 |
| Dave Miranda | Assistant Director Shire Services | 0416 250 781 |
| Jacob Philp | Director Business Services | 0400 940 157 |

PART C: SPECIFIC SAFETY REQUIREMENTS

19. ASBESTOS

It is highly likely that the premises to be occupied by Central Darling Shire Council were built before 31 December 2003 and therefore, there is a requirement for Central Darling Shire Council to comply with these measures outlined including an Asbestos Management Plan and Asbestos Register. Council are to adopt the Local Government Model Asbestos Policy. Do not repair or conduct work on any building without first checking the Asbestos Register.

20. FATIGUE

Fatigue is mental or physical exhaustion that stops a person from being able to function normally. Fatigue is mainly caused by a lack of sleep. However, fatigue is more than just feeling tired or drowsy – it is normal to become tired through physical or mental effort. Fatigue significantly affects a person's ability to function. It is associated with the following factors:

- ▶ workload
- ▶ length of the shift
- ▶ previous hours and days worked
- ▶ secondary employment
- ▶ parental duties
- ▶ social activities, and

- ▶ time of day or night worked
- ▶ including being a member of emergency services units.

RESPONSIBILITIES

Fatigue Management is a shared responsibility between Management, Workers as it involves factors both inside and outside of work. It is the responsibility of the Workers to ensure that they make appropriate use of their rest days and are fit for duty, if not, they must inform their On-Site Supervisor soon as practical.

ON-SITE SUPERVISORS/MANAGERS

On-Site Supervisors/Managers are responsible for ensuring tasks are carried out according to Procedures. In particular, On-Site Supervisors are to ensure the Risk Management Procedures are followed. Workers who are in breach of the Risk Management Procedures are to be counselled and if necessary, subject to disciplinary measures in accordance with the Local Government (State) Award 2017.

WORKERS

Workers are responsible for carrying out all activities in a safe manner in accordance with Procedures and training undertaken. In particular, Workers at the workplace are not in a fatigued state that would impair their judgement or capacity to undertake their work-related activities in a safe manner. Workers have a duty to take care of the health and safety of themselves and others and an obligation to report impaired performance of other Workers and themselves.

The ultimate responsibility is on a Worker under Section 28 of the Work, Health and Safety Act 2011, MUST take all reasonable care to be fit for work by managing their out of work activities and NOT be fatigued when they start work on any given day.

21. PSYCHOLOGICAL WELLBEING

Central Darling Shire promotes and maintains the Mental Health and Wellbeing of all staff through workplace practices, and encourages staff to take responsibility for their own Mental Health and Wellbeing by:

- ▶ building and maintaining a workplace environment and culture that supports Mental Health and Wellbeing and to prevent discrimination including Bullying and Harassment.
- ▶ increasing employee knowledge and awareness of Mental Health and Wellbeing issues and behaviour.
- ▶ reducing stigma around Depression and Anxiety in the workplace.
- ▶ facilitating employee's active participation in a range of initiatives that supports Mental Health and Wellbeing.
- ▶ making available to all staff the Employee Assistance Program 24 hours 7 days a week.
- ▶ It is the responsibility of all employees to understand and see clarification from Management where required and to support fellow workers in their awareness of psychological wellbeing.
- ▶ All employees have the responsibility to take reasonable care of their own Mental Health and Wellbeing and to take reasonable care that their actions do not affect the health and safety of other people in the workplace.

22. INAPPROPRIATE BEHAVIOUR

Bullying, Harassment, Discrimination and Violence from workers or the public in any form will not be tolerated at Central Darling Shire Council. Central Darling Shire Council

undertakes to investigate all complaints formally made. Central Darling Shire Council will take action to resolve the complaint. If the complaint is found to be valid, action may include any combination of the following:

- ▶ Asking for an apology.
- ▶ Creating an agreement with the offender that will stop the behaviour of concern.
- ▶ Conciliation/mediation conducted by an independent/impartial third party to seek a mutually acceptable solution.
- ▶ Disciplinary action in the form of verbal, written or final warning or dismissal.
- ▶ All violence will be reported to the NSW Police.

In determining the action to be taken the following factors will be considered:

- ▶ Severity and frequency of the behaviour.
- ▶ Whether there have been previous incidents or prior warnings.

23. CONTRACTORS

Central Darling Shire Council is committed to ensuring that all workers under its control, including Contractors and Sub-Contractors have a safe and healthy environment in which to perform their duties.

Contractors are workers employed by Central Darling Shire Council to undertake a specific task, the delivery/pickup of goods, tradespeople undertaking repair or maintenance work within the Central Darling Shire Council workplace. In order to achieve this objective, it is recognised that Contractors need to be:

- ▶ Suitably experienced to perform the tasks.
- ▶ In possession of all necessary Licenses, Permits, Registrations and Insurances required to perform the works safely and in compliance with appropriate Regulations.
- ▶ Notified of any potential hazards associated with the location or use of the area where the works are to be carried out.
- ▶ Made aware of Central Darling Shire Council Emergency Procedures.
- ▶ If reasonable, and if the work involves high risk tasks, have completed the Safety Induction for Contractors and any task specific training.
- ▶ Incident Reporting Procedures

All Contractors must abide by Central Darling Shire Council safety requirements which will be advised to them before engagement.

24. DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

Hazardous Substances are Chemicals, Organic Matter and other Substances which post a health risk when people are exposed to them. These may include glues, paints, solvents, adhesives, thinners, cleaning solutions, chemicals, flammable and dangerous goods. Dangerous goods are hazardous substances that are also explosive or flammable in nature with storage required that is fit for purpose.

All chemicals will be included in the hazardous substances register and have their current Safety Data Sheets (SDS) present for each Chemical on the register. All workers shall have access to information about the Chemicals in the event of a spillage or exposure, even where Central Darling Shire Council workers would not normally use the Chemicals directly. Quantities of hazardous substances stored for use shall be kept to a minimum.

A hazardous substances register will be developed to record any substances purchased or used. This will be reviewed on a regular basis.

25. ELECTRICAL SAFETY

Failure to maintain electrical equipment in a safe condition, or to use equipment in accordance with manufacturer's instructions may result in an injury or death to workers or other parties.

All electrical equipment must be protected from damage, used safely and checked regularly. In addition, there are other requirements that must also be implemented for 'specified electrical equipment'. These requirements include combinations of testing and recording and connection to safety switches.

Regular inspection and testing of in-service electrical equipment by a competent person are a way to ensure this safety duty is met. The WHS Regulations 2017 requires that electrical equipment is inspected and tested in accordance with *Australian Standard 3760:2010* in-service safety inspection and testing of electrical equipment. Only authorised electrical personnel are to perform installation, inspection, testing and labelling activities.

NOTE: THE CODE OF PRACTICE FOR MANAGING ELECTRICAL RISKS IN THE WORKPLACE BE REFERENCED BEFORE THE STANDARD

TESTING FREQUENCY

QUESTION: Is the electrical item used on a construction worksite or non-hostile environment of an office?

The frequency of inspections that are outlined in the *Code of Practice* and then Section 2 of the Standard, *AS/NZS 3760:2010* are recommended but can be varied subject to a Risk Assessment. In addition to the regular testing and inspection, the standard specifies that electrical equipment is to be inspected and tested:

- ▶ Before return to service after a repair or servicing, which could have affected the electrical safety of the equipment, and
- ▶ Before return to service from a second-hand sale, to ensure equipment is safe.

RESIDUAL CURRENT DEVICES

The fitting of Residual Current Devices (RCD) on certain equipment can considerably reduce the risk of electrocution. An RCD (also known as a safety switch) works by detecting a current leakage. When RCD detects this current leakage, it turns the

power off almost immediately. Whilst an electric shock may still be received, the duration will be shortened reducing the risk of serious injury.

UNSAFE EQUIPMENT

Equipment that may be unsafe should be withdrawn immediately from service and have a label attached warning against further use. Arrangements should be made, as soon as possible, for such equipment to be disposed, destroyed or repaired by an authorised repair agent or competent person.

The Central Darling Shire Council Electrical Safety Policy provides further information in relation to this workplace hazard and its Management.

This Policy is included with Safety Policies and Procedures.

26. CONFINED SPACES

All confined spaces are placard with access strictly controlled. Entry requires the issue of a Confined Spaces Permit on each occasion. No Employee or Contractor will be issued a permit to work in any confined space on the property unless they are trained and supervised. When working in a confined space, a trained bystander must be present at all times. A register of identified confined spaces and entry permits is maintained at the office.

NOTE: REFERENCING THE CODE OF PRACTICE IS A MUST DO, PRIOR TO ANY CONFINED SPACE ENTRY AND POLICY DEVELOPMENT.

27. FALLS FROM HEIGHT

There is a risk of serious injury from falling when working above ground height. No worker will work at heights without ensuring that ladders, steps and handrails are secure or fall prevention harnesses are in place. These structures include, but are not limited to:

- ▶ Overhead fuel, Water Tanks
- ▶ Buildings and Roofs
- ▶ High Machinery, Cherry Pickers, Trucks and Trailers, Heavy Plant

Central Darling Shire Council will ensure that:

- ▶ Workers working at height are made aware of the hazards and Risk Management Procedures.
- ▶ Fall arrest or fall prevention harnesses are provided and used.
- ▶ Workers are trained and instructed in the correct use of fall prevention or fall arrest harnesses.

Contractors will ensure that they:

- ▶ Observe and apply Risk Management Procedures when working at heights.
- ▶ Use the required Personal Protective Equipment (PPE) where indicated.

28. MANUAL HANDLING

Manual handling is any task that requires you to push, pull, lift, carry, move, hold or lower any object, person or animal. Manual tasks include tasks that have repetitive actions, sustained postures and may involve exposure to vibration. The types of injuries related to

manual handling include repetitive strain injuries, muscle injuries, tendon and ligament injuries, bone injuries and injuries from falling objects.

Manual handling hazards are managed at Central Darling Shire Council by a Risk Management Process in order to prevent or minimise the risk of injuries caused by manual tasks.

The process involves conducting a Risk Assessment on manual tasks carried out in the workplace, working out how to address any problems, choosing and implementing appropriate solutions, and following up to check that the solutions work.

PREVENTING MANUAL HANDLING INJURIES

- ▶ Decide what changes can be made to reduce the risks of injury. If possible, select permanent changes (such as workplace layout, tools and equipment).
- ▶ Avoid double handling of items.
- ▶ Provide mechanical aids (hoists/trolleys, forklifts, Hi-ab).
- ▶ Redesign the task (such as rotating workers).
- ▶ Identify changes that are possible immediately, and those that may take time to implement.
- ▶ Document your risk control decisions for each task assessed and set timelines for changes.
- ▶ Trial the changes in consultation with workers before making them permanent.
- ▶ Provide training if new equipment is introduced.

WHEN LOADING/UNLOADING VEHICLES

- ▶ Use mechanical aids wherever practicable, otherwise.
- ▶ prepare by stretching and warming up, especially after prolonged sitting in the vehicle.
- ▶ slide the item as close as possible to you before lifting.
- ▶ keep your back straight and bend your knees when lifting.
- ▶ put loads down in the same manner in which they were picked up.
- ▶ where possible store frequently used items at a suitable height, between waist and shoulder height, which reduces the need for forward bending when lifting, and
- ▶ whenever possible use trolleys for moving larger and heavy items.

29. PLANT AND EQUIPMENT

The definition of Plant Encompasses Hand Tools either powered or non-powered (Electric Drills, Hammers) and extends to Machinery, Office Furniture and any other equipment used for work purposes.

RISK MANAGEMENT

A Risk Management process is a systematic method for making a Plant as safe as possible and can also be incorporated into other workplace Risk Management Systems. This Risk Management approach should be undertaken before purchasing of, or alterations to the Plant, changing the way it is used, relocating it, or if additional health and safety information becomes available.

MAINTENANCE AND REPAIR

Plant must be maintained and cleaned following the Procedures recommended by the designer or manufacturer or by a competent person. Only a competent person may inspect and repair damaged Plant.

Unsafe and/or malfunctioning Plant and Equipment can be identified by any Manager, Worker or Contractor by a number of methods such as:

- ▶ equipment inspections include pre-start checks daily for heavy plant.
- ▶ verbal reporting of equipment malfunction to the appropriate Manager.
- ▶ hazard and incident reporting.

Once identified, the unsafe or malfunctioning Plant/Equipment should be reported to the appropriate Manager in order for repairs to be organised. Plant/Equipment which has been identified as unsafe should be disconnected from the power supply and clearly labelled as unsafe and not to be used. If possible, the Plant/Equipment should be moved to a location where it is not accessible.

RECORD KEEPING

Records of inspection, testing and monitoring are required to be maintained by Central Darling Shire Council. As a minimum, Records should include details of Inspections, Maintenance, Repair, Services, Calibration and Alteration of Plant.

30. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) may be required to protect Managers and Workers during general, specific and hazardous tasks. **PPE is the least effective way to control risks and is always the last resort to protect Workers.** The types of PPE used at Central Darling Shire Council might include:

- ▶ Respirators and Masks.
- ▶ Foot Protection (safety shoes and boots).
- ▶ Body Protection (high visibility clothing, long sleeves, wide brimmed hats – not baseball caps and gloves).
- ▶ Hard Hats where applicable.
- ▶ any substance used to protect health (for example, sunscreen.)

If required, workers must use PPE when required and when reasonably practicable. Other requirements include:

- ▶ workers must be fully trained in the safe use, storage and maintenance of PPE.
- ▶ PPE must be checked before use for the correct type, fit and damage.
- ▶ do not reuse disposable, contaminated or damaged PPE.

31. SLIPS, TRIPS AND FALLS

Slips, trips and falls are one of the major types of accidents in workplaces and may be due to poor housekeeping practices such as water or oil spilt. Material placed untidily or using walkways for storage can also be a cause of these types of incidents. When assessing the potential for slips, trips and falls, make sure you look at out of sight areas such as storage rooms, stairways and workshops.

PREVENTION

Reduce the risk of injury by following these guidelines:

- ▶ Avoid walking on slippery floors.
- ▶ Keep floors free of water and grease.
- ▶ Clean floors regularly.
- ▶ Post warning signs around spills or wet floors.
- ▶ Install non-slip tiling or other non-slip floor products.
- ▶ Use rubber mats in areas where the floors are constantly wet.
- ▶ Use non-slip footwear.
- ▶ Clean up spills immediately.
- ▶ Install adhesive strips and slip resistant paint to improve slip resistance. The best method will depend on the existing floor surface.
- ▶ Use floor cleaning products to remove oil and grease.
- ▶ Agree on written standards with contract cleaners to ensure that any cleaning agents leave the floor in a non-slip condition.
- ▶ Use storage areas for equipment and be alert to the dangers of leaving boxes, rubbish, bags and furniture in walkways, Entrances and Exits.
- ▶ Conduct regular housekeeping (clean up) activities.

32. DRUGS AND ALCOHOL

Central Darling Shire Council maintains the right to refuse work to any Worker or Contractor who, in the opinion of Management, is in an unfit state to perform their work in a safe manner.

To assist in these requirements Central Darling Shire Council Workers, Contractors and Visitors shall observe that:

- ▶ No alcohol may be consumed or permitted.
- ▶ No illegal drugs shall be consumed or permitted on property at any time or under any circumstance.
- ▶ If, in the opinion of Management, a Worker or Contractor is unfit to work safely, they will be sent/taken home.
- ▶ Workers who are taking Prescription Medication that may affect their safety at work (that cause drowsiness), are to inform Management of the circumstances so that appropriate duties may be assigned (Doctor's letter is required).

33. UV RADIATION

Ultraviolet Radiation (UV) exposure can cause sunburn, skin and eye damage and skin cancer. UV protective clothing, hats, sunglasses and SPF50 Sunblock will be provided as PPE and are required to be worn for outdoor tasks. Broadbrim hats are provided by council. Baseball caps are not compliant and may not be worn.

34. VEHICLES

ALCOHOL AND DRUGS

Central Darling Shire Council Managers and Workers must not drive a personal or Central Darling Shire Council Vehicle on work related business in circumstances where that member would breach applicable Road Transport Law by driving under the influence of Alcohol and/or Drugs.

LICENCES

Central Darling Shire Council Managers and Workers who are required to drive a Vehicle on work related business must have a current driver's licence of the appropriate class and notify the Manager if the licence is suspended or revoked. A copy of the current Driver's Licence must be provided to the Manager or their delegate to be retained on file. Management to conduct regular, however, random Licence checks of Workers and Contractors.

MOBILE PHONES

The use of a hand-held mobile telephone while driving is a safety risk and is against the Law. Central Darling Shire Council Managers and Workers are not to use a hand-held mobile telephone while driving a Motor Vehicle or other motorised equipment.

SEAT BELTS

It is a Legal and Central Darling Shire Council requirement that seat belts are to be worn at all times in a moving Vehicle. The Driver is responsible for ensuring that all passengers wear a seat belt when the Vehicle is in motion on a Public Road or in the Workplace. If the heavy Plant item is fitted with a manufactures seat belt, it **MUST** be worn at all times.

SMOKING

Smoking in any Central Darling Shire Council Building and Vehicle by either Drivers or Passengers is prohibited. Designated Smoking Areas will be made available to Workers and Contractors.

Central Darling Shire Council encourages all employees not to smoke. Smoking in any Council Vehicle or Building is prohibited.

LOAD RESTRAINT IN VEHICLES

- ▶ All equipment in Vehicles must be restrained firmly in order to avoid the risk of the items becoming airborne and causing missile injuries in the case of a vehicle collision.
- ▶ The tension in the Load Restraining Straps should be checked regularly during the journey.
- ▶ Distribute the load evenly within the Vehicle.
- ▶ Ensure no loose items are within the passenger areas as they may become projectiles in the event of an accident.
- ▶ Load carry covers to be used in all Council Utes.
- ▶ Load and weight capacity of the Vehicle must adhere to Vehicle Compliance Plate.

35. WORKING ALONE

The risk of injury or harm for people who work alone may be increased because of difficulty contacting Emergency services when they are required. Emergency situations may arise because of the sudden onset of a Medical Condition, Accidental Work-Related Injury or Disease, attacked by an animal, exposure to the elements, or by becoming stranded without food or water.

The consequences of an incident arising when working alone may be very serious so Central Darling Shire Council Managers and Workers shall implement the following for each alone work task:

- ▶ A telephone/UHF call to home base on Arrival and Departure at a remote work site.
- ▶ Development and approval of trip itineraries for extended trips and adherence to the itinerary.
- ▶ Pre-trip agreement on departure and arrival times and accommodation arrangements.
- ▶ For travel in remote areas an Emergency location beacon should be carried in the Vehicle.
- ▶ Pre-arranged mobile/satellite phone calls at scheduled times.
- ▶ Appropriate First Aid Kit.
- ▶ Sufficient water for Emergency purposes.
- ▶ Use of two-way radio.
- ▶ Regular reporting in – “all is ok.”

36. WORKPLACE INSPECTIONS

- The Consultative Committee Members to conduct an Annual Safety Inspection of permanent worksites of Central Darling Shire Council. A report to be developed following such inspections.
- Management, Site Supervisor and Workers to complete a Site Inspection of permanent worksites every three (3) months and complete required paperwork.
- For isolated and remote long-term worksites, a monthly Site Inspection, be completed by the Site Supervisors, Workers and Contractors.
- All completed forms and reports to be returned to Risk Work Health and Safety Officer for any further required action.

NOTE: PART D – FORMS AND CHECKLISTS ARE SAMPLES ONLY.

VAULT SYSTEM CHECKLISTS AND FORMS ARE USED.

PART D: FORMS AND CHECKLISTS

37. ATTACHMENT 1 – COUNCIL CONTACTS LIST

COUNCIL PHONE NUMBERS

| Accident and Emergency | | |
|-------------------------------|--------------------------------------|--------------|
| Emergency Services | | 000 |
| Council Contacts | | |
| Name | Title | Phone |
| Reece Wilson | Director of Shire Services | 0429 915 992 |
| Dave Miranda | Assistant Director of Shire Services | 0416 250 781 |
| Jacob Philp | Director of Business Services | 0400 940 157 |
| Council | Chambers and Engineering | 08 80838928 |

38. ATTACHMENT 2 – INCIDENT AND HAZARD REPORT FORM

Notifiable Incidents must be reported to SafeWork NSW.

PART A: INCIDENT and HAZARD REPORT (To be completed by the involved worker/contractor/Manager)

Is this a Hazard Report Incident (i.e. near miss) report?

Is this a Notifiable Incident? No Yes Date/Time Reported to SafeWork NSW

Workplace Location:

| Date of Incident: | Date Reported: | Time of incident: | am pm |
|-------------------|----------------|-------------------|----------|
|-------------------|----------------|-------------------|----------|

Name of Person(s) reporting the incident or hazard (print name):

Name of person injured (if applicable).

Part of body injured (if applicable):

Treatment Outcome (if applicable):

Nil required First Aid Medical treatment from GP Hospital

Location of the incident or hazard:

Description of incident or hazard:

How did the hazard or incident occur (contributing factors)?

What is recommended by the worker(s) to prevent this incident or hazard occurring again?

39. ATTACHMENT 3 - SAFETY INDUCTION CHECKLIST FOR WORKER, CONTRACTOR

| | | | |
|---|---|---------------------------|-----------------------|
| Individual Name | | Position/Job Title | |
| Start Date | | Supervisor Name | |
| Introduction | | | Date Completed |
| <input type="checkbox"/> | Introduce other staff and the supervisor | | |
| <input type="checkbox"/> | Introduce the first aid officer and show location of first aid supplies | | |
| <input type="checkbox"/> | Explain and demonstrate emergency procedures | | |
| <input type="checkbox"/> | Show location of exits and equipment | | |
| <input type="checkbox"/> | Show the work area, toilet, drinking water and eating facilities | | |
| <input type="checkbox"/> | Show how to safely use, store and maintain equipment (tools etc) and hazardous substances (if applicable) | | |
| Work, Health and Safety | | | |
| <input type="checkbox"/> | Safety Induction Training Program | | |
| On completion of Safety Induction Training Program confirm the following | | | |
| <input type="checkbox"/> | Roles and responsibilities of people in the workplace regarding safety | | |
| <input type="checkbox"/> | Hazards in the workplace and how they are controlled | | |
| <input type="checkbox"/> | How to report hazards | | |
| <input type="checkbox"/> | How to report an injury and importance of immediate reporting of serious injuries | | |
| <input type="checkbox"/> | Consultation about safety – how they will be kept informed about health and safety issues | | |
| <input type="checkbox"/> | Injury and Return to Work Procedures | | |
| Safety Induction conducted by: | | | |
| Person providing the induction (print name): | | | |
| Signature: | | Date: | |
| Worker, Contractors Signature: | | Date: | |

40. ATTACHMENT 4 - SAFETY INDUCTION FOR VISITORS

WELCOME TO CENTRAL DARLING SHIRE COUNCIL SAFETY BRIEFING FOR VISITORS

Central Darling Shire Council is committed to ensuring the health and safety of our Managers, Workers, Contractors, and all other Visitors.

For your safety and the safety of others, it is a condition of entry to this Worksite that you take a few minutes to read this briefing.

General Safety Information

- ▶ All visitors are required to report to the Main Office on arrival.
- ▶ Observe any posted speed and parking restrictions.
- ▶ Obey all safety signs and barricades.
- ▶ Violent, threatening, or other unacceptable behaviour is not tolerated.
- ▶ Smoking, Alcohol, and Illegal Drugs are not permitted on Central Darling Shire Council premises.
- ▶ Weapons, including Knives, are not permitted on Central Darling Shire Council premises.
- ▶ Visitors and Contractors intending to bring **dangerous goods and/or hazardous substances** onto the worksite must declare these at the Main Office prior to entering the site.
- ▶ All hazards, incidents and injuries **must** be reported to the Main Office. Injuries will be recorded in the *Register of Injuries*. First Aid treatment is available on site.

Emergency Procedures

In a life-threatening Emergency **DIAL 000** for Fire, Police and Ambulance. In all cases advise a Central Darling Shire Council staff member.

Follow directions of Emergency Wardens in the event of an Evacuation.

Evacuation Alarms

Each site has an air horn with trained operators

Evacuation Procedures

When the Evacuation Alarm sounds:

- ▶ Evacuate the building and proceed to the Assembly Area identified on the Site Map.
- ▶ Remain in the Assembly Area until advised otherwise.

CENTRAL DARLING SHIRE COUNCIL – VISITORS SIGN IN SHEET

| IN | | CONTRACTOR/VISITOR DETAILS | | | | | | OUT | |
|------|------|----------------------------|--------------------------|--|---|---|---|------|----|
| DATE | TIME | NAME | ADDRESS/ ORGANISATION | PERSON VISITED (or purpose of visit if Supplier) | Safety Briefing Information provided | Signature of Visitor acknowledging Safety Briefing | Central Darling Shire Council Representative Signature | TIME | |
| | am | | | | | | | | am |
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CENTRAL DARLING SHIRE COUNCIL

VISITORS SIGN IN INSTRUCTIONS

All Visitors must be provided with a Safety Briefing prior to coming onto the Worksite.

Upon arrival to the Front Office, ensure that:

- ▶ A laminated copy of the Central Darling Shire Council Safety Briefing is given to any Visitors who will be coming onto the Site.
- ▶ Verbal advice is given regarding Evacuation Procedures.
- ▶ An extra map of the worksite is provided to the Visitor, showing the facilities (e.g. toilets), Evacuation Routes and Assembly Points.
- ▶ The Visitor is advised to report any Hazards, Incidents to the front office immediately.
- ▶ The visitor is advised where they can seek first aid treatment, if required.

The visitor is required to sign the Sign-In Sheet acknowledging that they have read and understood the Central Darling Shire Council Safety Briefing.

41. ATTACHMENT 5 – SAFETY INDUCTION CHECKLIST for CONTRACTORS

1. Contract Details

| | | |
|----------------------------|--|----|
| Contract Name: | Contract Duration Dates: | to |
| Contractor Name: | Central Darling Shire Council Contact: | |
| Contractor Representative: | Work area to be inducted: | |

2. Information Checklist

| Contractor qualification/license | |
|---|---|
| Contractor qualification/licence and public liability/workers compensation cover provided – Copies received by Council Representative | Yes |
| Safe Work Method Statement (SWMS) | |
| Safe Work Method Statement (SWMS) document/s with risk assessment and detailed controls (may be detailed in an attachment) sighted and discussed with the Station Manager | Yes (work will not commence until sighted) |
| Site Induction | |
| Provided with Central Darling Shire Council contact numbers. Emergency phone 000. General Council Enquiries phone 08 8083 8900 | Yes |
| First aid requirements discussed | Yes |
| Incident and hazard reporting procedures for Central Darling Shire Council discussed | Yes |
| Emergency procedures at Central Darling Shire Council discussed | Yes |
| Discuss building access requirements/hours of work | Yes |
| Identification of restricted access areas | Yes |
| Discuss vehicle access to work site | Yes |
| Advised of Central Darling Shire Council Alcohol/Drugs and Smoking policies | Yes |
| Consultation – discussion and agreement reached with contractor regarding: | |
| Asbestos Management plan viewed | Yes |
| Location of any barricades to be erected | Yes |
| Access to electricity and use of extension leads | Yes |
| Contractors tools tested and tagged | Yes |
| Delivery and Storage and Removal of building waste | Yes |
| Storage of building material | Yes |
| Excavation sites | Yes |
| Look out procedures for plant and equipment | Yes |
| Disconnection of utilities | Yes |
| Impact on fire alarm and smoke detection systems | Yes |

| | |
|--|--------------------------|
| Noise control measures | Yes |
| Chemicals (if applicable) | |
| Will chemicals be used on job? | Yes |
| Safety Data Sheets for the chemicals being used are provided? | Yes |
| Hot Work (if applicable): A Hot Works permit for welding, soldering, acetylene torch or other related heat or spark producing operations must be obtained from the Central Darling Shire Council Manager prior to starting any Hot Works. Hot Work signage must be displayed on the site. | |
| Fire alarm system needs to be isolated or turned off? | Yes |
| Hot Work Permit is required and supplied to worksite? | Yes Date supplied / / |
| Will appropriate additional firefighting equipment be located next to work site/ | Yes |
| Working at Heights (if applicable) | |
| Has Contractor completed working at height safety training? | Yes |
| Are procedures detailed in the Safe Work Method Statement? | Yes |
| Working in a confined space (if applicable): | |
| Has Contractor completed Confined Space safety training? | Yes |
| Are procedures detailed in the Safe Work Method Statement? | Yes |

3. Sign-Off

By signing this form, I, the undersigned, agree that:

- ▶ I have participated in and understood the Safety Induction.
- ▶ I agree to abide by the safety policies and procedures identified above whilst working for Central Darling Shire Council.

| | | | |
|---|--|-------------|--|
| Responsible Central Darling Shire Council Staff member | | Date | |
| Contractor Representative | | Date | |

Copy to Contractor

Copy to Central Darling Shire Council

42. ATTACHMENT 6 – SAFETY TRAINING REGISTER

This training register records the Work, Health and Safety (WHS) training undertaken by Central Darling Shire Council Managers and Workers, as required by the *WHS Act 2011*. Training can take place by a Supervisor on-the-job, or by an instructor outside of the workplace. Safety training will provide Central Darling Shire Council workers with the information and skills they need to perform their duties without risk to their health and safety.

Central Darling Shire Council recognises that Safety Training may be required when:

- ▶ A new person starts work – Induction, on the job training.
- ▶ New machinery/equipment or hazardous chemicals, products or other things are introduced to the workplace.
- ▶ A worker's job change.
- ▶ There are new Work Health and Safety Regulations that affect our industry.
- ▶ There has been an incident or near miss or injury at work.

To ensure the Training was successful, Central Darling Shire Council will annually review Safety Training to ensure that our Managers and workers:

- ▶ Understand what is required of them.
- ▶ Have the knowledge and skills needed to work safely and without risk to their health and safety.
- ▶ Are actually working as they have been trained.

Additionally, Central Darling Shire Council will use this register as part of regular overall reviews of the Safety Management System with the goal of determining if:

- ▶ There has been any improvement in Central Darling Shire Council Health and Safety Performance.
- ▶ The feedback from people who have been trained.
- ▶ Further information and/or training needed.
- ▶ Whether the most suitable training method was used.
- ▶ Improvements that can be made.

Training records will be maintained in a Vault so that refresher training can be given when needed.

SAFETY TRAINING REGISTER (SAMPLE)

| Who was trained/name | Reason for training | Duration of training | Who provided training | Method of training - on the job, theory, practical | Location of training | Scheduled date | Date completed |
|----------------------|---------------------|----------------------|-----------------------|--|----------------------|----------------|----------------|
| | | | | | | | |
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SAFETY RISK ASSESSMENT FORM

| Serial | Hazard identification | | Risk Assessment | | | Risk Control | | Review | |
|--------|-----------------------|--|---|------------|--|------------------|---------|---|----------------|
| | What is the hazard? | What injury, illness or consequence could occur? | List any Control Measures already implemented | Risk level | Describe what can be done to reduce the harm further | Whom Responsible | When By | Are the controls effective? (Revised Risk Score*) | Date Finalised |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

CONDUCTING A RISK ASSESSMENT

Step 1: Identify the Consequence – or how severely could it hurt someone

Step 2: Identify the Likelihood – or how likely is it for an injury to occur

Step 3 & 4: identify the Risk Priority Score – to prioritise your actions

Step 5: Apply the hierarchy of hazard control

Step 6: Identify who, how and when the effectiveness of controls will be checked, reviewed and document

43. ATTACHMENT 8 – SAFETY INSPECTION PROCEDURE

Identify hazards in Central Darling Shire Council workplaces by:

- ▶ Conducting regular systematic inspections of the workplace.
- ▶ Observe what hazards exist in the workplace and ask, “what if?”.
- ▶ Listen to feedback from people working with the task.
- ▶ Maintain records of processes used to identify hazards.

FREQUENCY

| Location | Frequency | By Whom? |
|-------------------------------|---|--|
| Buildings | Ongoing | Supervisor and Workers |
| | Formally – annually | The relevant Manager and/or site Supervisor accompanied by a Consultative and Safety Committee Representatives |
| Workshops and Depots | Ongoing | Supervisor and Workers |
| | Formally – quarterly – location or task based | Supervisor and Workers |
| | Formally – annually - complete | The relevant Manager and/or site Supervisor accompanied by a Consultative, Health and Safety Committee Representatives |
| Remote and isolated worksites | Monthly inspections on long term sites | Supervisor, Workers and Contractors |

CHECK

- ▶ Air quality – extraction systems and verification
- ▶ Amenities – ventilation, slip/trip hazards, cleaning and hygiene
- ▶ Asbestos – register, Management Plan, condition
- ▶ Chemicals/dangerous goods – storage, labelling, spills, safety data sheets, protective equipment
- ▶ Electrical – leads, loading, testing and tagging
- ▶ Fire/Emergency/First Aid – communication, Fire Extinguishers, First Aid Kits
- ▶ Office/buildings – cleanliness, equipment serviceability, space, ergonomics
- ▶ Workshops – walkways, waste, storage, tools
- ▶ Lighting – adequacy, glare, cleanliness, repair
- ▶ Storage – adequacy, compatible materials, design, repair
- ▶ Machinery – guarding, maintenance, calibration
- ▶ Manual or mechanical handling – loads, equipment, training
- ▶ Noise – noise levels, designated zones, use of protective equipment
- ▶ Protective equipment – availability, purpose, repair
- ▶ Premises security – adequacy, lighting
- ▶ Miscellaneous issues
- ▶ Emergency procedures

RISK MATRIX LIKELIHOOD AND CONSEQUENCE TABLES

| | CONSEQUENCE | | | | |
|--------------------|-------------------|-----------|--------------|-----------|-------------|
| LIKELIHOOD | Insignificant (1) | Minor (2) | Moderate (3) | Major (4) | Extreme (5) |
| Rare (1) | Low | Low | Low | Low | Low |
| Unlikely (2) | Low | Low | Low | Medium | Medium |
| Possible (3) | Low | Low | Medium | Medium | Medium |
| Likely (4) | Low | Medium | Medium | High | High |
| Almost certain (5) | Low | Medium | Medium | High | Extreme |

LIKELIHOOD TABLE

The following can be used as a guide for determining likelihood. However, this tool has limitations as likelihood and frequency of events tend to vary between disciplines and functional areas.

CONSEQUENCE TABLE

The following is a guide to determining consequence. The applicability of the operational definitions of each category of consequence will vary in different program areas and thus is recommended as a guide only.

| Level & descriptor | Health Impacts | Critical services interruption | Organizational outcomes/objectives | Reputation and image per issue | Non-compliance |
|--------------------|--|--|---|---|---|
| Insignificant (1) | First aid or equivalent only | No material disruption | Little impact | Non-headline exposure, not at fault, no impact | Innocent procedural breach, evidence of good faith, little impact |
| Minor (2) | Routine medical attention required (up to 2 wks incapacity) | Short term temporary suspension – backlog cleared < 1 day | Inconvenient delays | Non-headline exposure, clear fault settled quickly, negligible impact | Breach, objection/complaint lodged, minor harm with investigation |
| Moderate (3) | Increased level medical attention (2 wks to 3 mths incapacity) | Medium term temporary suspension – backlog cleared by additional resources | Material delays, marginal under-achievement of target performance | Repeated non-headline exposure, slow resolution, Ministerial enquiry/briefing | Negligent breach, lack of good faith evident, performance review initiated |
| Major (4) | Severe health crisis (incapacity beyond 3 mths) | Prolonged suspension of work – additional resources required, performance affected | Significant delays, performance significantly under target | Headline profile, repeated exposure, at fault or unresolved complexities, ministerial involvement | Deliberate breach or gross negligence, formal investigation, disciplinary action, ministerial involvement |
| Catastrophic (5) | Multiple severe health crises/injury or death | Indeterminate prolonged suspension of work, non-performance | Non-achievement of objective/outcome, performance failure | Maximum high-level headline exposure, Ministerial censure, loss of credibility | Serious, wilful breach, criminal negligence or act, prosecution, dismissal, ministerial censure |

44. CONTROLLING THE RISKS – THE HEIRARCHY OF CONTROL

Once the Risk Assessment process has been completed, those hazards identified as being a **VERY HIGH RISK** or **HIGH RISK** should be addressed as a matter of priority. In considering options for controlling the identified risks, the hierarchy of controls helps to ensure that the most effective controls are implemented.

| |
|---|
| Risk Control Hierarchy |
| Elimination: this is the best control measure (e.g. remove a trip hazard). |
| Substitution: e.g. substitute a hazardous chemical with a less hazardous substance. |
| Isolation: e.g. barricade off the area where the hazard is present. |
| Engineering: re-design of tools and equipment, provision of load shifting equipment (trolleys etc). |
| Administrative: e.g. written procedures, training, warning signs. |
| Personal Protective Equipment: Introduce protective equipment only when other control measures cannot be implemented or as a supplement. |

At the end of the inspection a report should be drafted detailing all of the safety hazards identified. The report should provide a description of the Risk Assessment undertaken for each of these items and the risk rating allocated to each. This is done by considering the following:

- ▶ The frequency of persons exposed to the hazard – days per week, times per day.
- ▶ What the consequences might be – personal injury, environmental damage, associated costs, or losses to replace or repair – how severe the outcome.
- ▶ What systems are currently in place, how effective are they or what other information is required.

45. SAFETY INSPECTION CHECKLIST FOR REMOTE AND ISOLATED LONG-TERM WORKSITES

(TO BE COMPLETED MONTHLY)

| LOCATION: | | | | |
|------------------------------|--|----------|-------------------|-----------------|
| DATE: | | | | |
| SITE SUPERVISOR NAME: | | | SIGNATURE: | |
| | | | | |
| No | Item | Evidence | Consider | Action Required |
| 1 | Emergency Contact numbers displayed | | | |
| 2 | First Aid Officer appointed | | | |
| 3 | First Aid Kit onsite and stock in date | | | |
| 4 | Toilet onsite and regularly cleaned | | | |

| | | | | |
|--|---|--|--|--|
| 5 | Designated Smoking Area identified | | | |
| 6 | Emergency Assembly Point signposted | | | |
| 7 | Current Safety Data Sheets onsite | | | |
| 8 | Chemical containers legally labelled | | | |
| 9 | Electrical leads used for construction work tested every three (3) months | | | |
| 10 | Meal room onsite and clean | | | |
| 11 | Entry and Exit points to compound clearly marked | | | |
| 12 | Traffic Control Plan current and setup correctly | | | |
| 13 | Fire Extinguishers serviced | | | |
| 14 | Compound kept clean | | | |
| 15 | Waste disposal bin onsite | | | |
| 16 | Visitor and Contractor Sign in book | | | |
| 17 | Site Risk Assessment completed weekly | | | |
| Any Additional Information or Observations | | | | |
| | | | | |
| | | | | |

SAFETY INSPECTION QUICK CHECKLIST

| Safety Inspection Summary | | | | | | | |
|---------------------------|-------------------------|----------|-------------------------------------|----------|---------------------------|-----------------|-------------|
| Location details: | | | | | Date of Inspection: | | |
| Inspection undertaken by: | | | Accompanying Site Supervisor: | | | | |
| | | | Accompanying Safety Representative: | | | | |
| Reference Number | Identified Hazard/Issue | Location | Recommended Control Measure | Priority | To be endorsed by Manager | | |
| | | | | | To be actioned by | Completion Date | Review Date |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Quick Safety Inspection Checklist for Permanent Worksites

| | | | |
|---|--|-----------------|------------------------|
| Area Assessed: | | | |
| Date: | | | |
| ITEM | COMMENTS → THREE (3) MONTHLY INSPECTION | | |
| Are the following safe and fit for purpose? Answering “No” will require corrective action stated in Comments | | | |
| Item | Evidence | Consider | Action Required |
| Buildings | | | |
| air-conditioning | | | |
| ventilation | | | |
| adequate lighting | | | |
| glare problems | | | |
| ergonomics | | | |
| amenities clean | | | |
| amenities serviceable | | | |
| slip/trip hazards | | | |
| electrical testing/tagging | | | |
| smoke alarms | | | |
| fire extinguishers | | | |
| safety signage/ information | | | |
| Chemicals | | | |
| appropriately stored | | | |
| excess quantities beyond immediate use | | | |
| decanted materials labelled | | | |
| Current Safety Data Sheets available | | | |
| splits procedure | | | |
| first aid | | | |
| protective equipment | | | |
| All Electrical | | | |
| leads, plugs, switches in good condition | | | |
| leads safely positioned and all leads tagged | | | |
| tagging in date | | | |
| RCD testing | | | |
| Fire & Emergencies | | | |
| fire extinguishers/ hoses checked and serviceable | | | |
| exit signage and lights illuminated | | | |
| exits clear | | | |
| signage of First Aiders, Fire Wardens | | | |
| designated assembly areas | | | |
| | | | |
| 5. First Aid | | | |
| first aid kits adequately stocked and in date | | | |
| first aid kits clearly located | | | |

| | | | |
|---|--|-----------|--|
| first aid room adequately stocked and in date | | | |
| First Aider appointed and trained | | | |
| 6. Workshops | | | |
| machine guarding in place | | | |
| safety lockout procedures observed | | | |
| walkways clear | | | |
| waste disposal | | | |
| housekeeping | | | |
| storage | | | |
| maintenance | | | |
| electrical | | | |
| battery recharging area | | | |
| designated noise zones | | | |
| protective equipment | | | |
| 7. Walkways, stairs and landings | | | |
| surface in good condition | | | |
| no clutter, trip hazards | | | |
| rails stable | | | |
| 8. Storage and manual handling | | | |
| adequate for needs, items appropriately stored | | | |
| safe work method statements for hazardous tasks | | | |
| loads configured to reduce risk | | | |
| lift equipment provided and serviceable | | | |
| training in manual tasks | | | |
| 9. Noise | | | |
| Hearing protection available for designated noise zones | | | |
| 10. Security | | | |
| visitor procedures | | | |
| signage | | | |
| Lighting | | | |
| 11. Additional Comments and observations | | | |
| Conducted By: | | | |
| Name | | Signature | |
| Name | | Signature | |

46. SUGGESTED ASBESTOS REGISTER

| ASBESTOS REGISTER | | | | |
|--------------------------|------------------|-----------------------|-------------------------------|-------------------------------|
| Work Site: | | | Name of Competent Person: | |
| Date of Identification | Type of Asbestos | Condition of Asbestos | Specific Location of Asbestos | Is this an inaccessible area? |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

47. HAZARDOUS SUBSTANCES REGISTER

| Name of substance | Supplier | Location of substance | Hazardous Yes / No | Current SDS - less than 5 years old Date of issue | Risk Assessment Yes/No | Used for? |
|-------------------|----------|-----------------------|--------------------|---|------------------------|-----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |


48. ENDORSED BY:

| |
|------------------------|
| GENERAL MANAGER |
| NAME: |
| SIGNATURE: |
| DATE: |

| |
|--------------------------------|
| DIRECTOR SHIRE SERVICES |
| NAME: |
| SIGNATURE: |
| DATE: |

| |
|-----------------------------------|
| DIRECTOR BUSINESS SERVICES |
| NAME: |
| SIGNATURE: |
| DATE: |

| |
|---------------------------------------|
| DEPUTY DIRECTOR SHIRE SERVICES |
| NAME: |
| SIGNATURE: |
| DATE: |

|  | CENTRAL DARLING SHIRE COUNCIL | SAFETY ACTION PLAN for the DEVELOPING of POLICIES and PROCEDURES (Live Document) | | | | DEVELOPED: MARCH 2020 |
|---|---|--|---|---|----------------------------------|--|
| SCOPE: | | <ul style="list-style-type: none"> • TO DEVELOP AN ACTION PLAN TO BE CONTINUALLY REVIEWED BY SENIOR MANAGEMENT UNTIL ALL SAFETY ITEMS ARE COMPLETE and TO ASSIST IN MEETING THE “DUE DILIGENCE” DUTIES OF OFFICERS as per WORK, HEALTH and SAFETY ACT 2011 • THIS DOCUMENT is INTERGRATED in with CENTRAL DARLING SHIRE COUNCIL’S SAFETY MANAGEMENT PLAN • COPY OF THIS PLAN TO BE REGULARLY DISPLAYED IN COMMON WORKPLACES FOR WORKERS VIEWING • TO ALLOW COUNCIL TO DEMONSTRATE ITS COMMITMENT TO SAFETY. | | | | LAST DATE UPDATED: 14 April 2020 |
| ITEM NUMBER | ELEMENT | MATTER(S) | MANAGEMENT ACTIONS | RESPONSIBILITY | COMPLETION DATE | ACTUAL COMPLETION DATE |
| ONE | Safety Management Plan | Have developed a Draft Safety Management Plan | External consultant to “Draft” Safety Management Plan to be reviewed by Senior Management and Risk, Safety Officer and then adoption/sign off by individual Directors and General Manager | <ul style="list-style-type: none"> • Senior Management • Risk and Safety Officer and • External Consultant | 30 October, 2020 | |
| TWO | Work, Health and Safety Policy | Conduct Review of current Work, Health and Safety Policy | The review of the Policy is to align the document with the Safety Management Plan listed responsibilities | <ul style="list-style-type: none"> • Senior Management and • Risk and Safety Officer | 15 Nov, 2020 | |
| THREE | Safety Management Plan and Work, health and Safety Policy | Prepare both documents for adoption by Council | <ul style="list-style-type: none"> • Management to present both documents for adoption with a two (2) year review date • The Work, Health and Safety Policy once signed and dated to be displayed in key Council workplaces (Office-Depots) for Staff Information | <ul style="list-style-type: none"> • Management • Risk and Safety Officer | 1 Dec 2020 12 Dec, 2020 | |
| FOUR | Consultation Mechanisms | Review of Council’s current consultation mechanisms to ensure compliance with Legislation and Code of Practice | <ul style="list-style-type: none"> • Management to review current mechanisms used to consult with staff and • Develop a “Consultation Flow Chart” to be displayed in all key | <ul style="list-style-type: none"> • Management • Risk and Safety Officer • Risk and Safety Officer | 30 Dec, 2020 30 Dec, 2020 | |

| | | | | | | |
|------|---|--|--|--|--|-----------------------------|
| | | | <p>Council workplaces. The Consultation Flow Chart to be developed in consultation with Council Staff, this includes Contractors</p> <ul style="list-style-type: none"> In conjunction with the above is the key mechanism for consulting with workers either; <ul style="list-style-type: none"> HSR Health and Safety Committee OR Toolbox Talks <p>What system best suits CDSC?</p> | <ul style="list-style-type: none"> Consultative, Health and Safety Committee and Council Staff | | |
| FIVE | Consultation | Actions needed to ensure compliance with Work, Health and Safety for Consultation in the Workplace | <ul style="list-style-type: none"> Management to ensure that the following questions can be verified in the consultation process when developing and reviewing Policies and Procedures that affect Staff/Contractors. The questions below need to apply to all previously developed Policies as well as future Policies. <p>Questions</p> <ul style="list-style-type: none"> Did you consult? Was it effective consultation? Do you have evidence of the consultation? Was feedback required and provided? | <ul style="list-style-type: none"> Management Staff Contractors | 30 Dec, 2020 and ongoing to include updates to the Health and Safety Committee | Health and Safety Committee |
| SIX | Consultative, Health and Safety Committee | Review all aspects of the Committee functions to ensure the “Constitution” of the Committee is current | <p>Actions:</p> <ul style="list-style-type: none"> Review current Constitution and functions of the Combined Committee. Ensure: <ul style="list-style-type: none"> Review Date Version Number | <ul style="list-style-type: none"> Management Committee Chair and Risk and Safety Officer | 17 January, 2020 | |

| | | | | | | |
|-------|-----------------------|---|--|---|--------------|--|
| | | | <ul style="list-style-type: none"> • Next Review Date • Functions are all clearly documented • Is their copies of meeting Agenda made available to all Council Staff at least seven (7) days prior to meetings? • Minutes of meetings. distributed to all Council Staff within Fourteen (14) days of meeting being held. • All workplace inspections conducted by the Consultative, Health and Safety Committee include a minimum two (2) Committee Members and a Site Representative. All Inspection Reports are presented to the Health and Safety Committee Meeting, Management and copy provided to the workers of the work area inspected. • Risk and Safety Officer to develop an Action Plan from each inspection for Management and the Site Supervisor. | | | |
| SEVEN | Contractor Management | Conduct review of any current Policies and Checklist that apply to engagement of Contractors at various levels of risk and cost | <p>Management Review to cover the following Policy areas:</p> <ul style="list-style-type: none"> • Council responsibilities of engagement • Contractor responsibilities clearly defined • Contract levels defined by \$\$ value and level of risk: <ul style="list-style-type: none"> • Up to \$10,000 • \$11,000 to \$100,000 • Above \$100,000 and to include Safety Management | Management Risk and Safety Officer | 29 Nov, 2020 | |

| | | | | | | |
|-------|-----------------------|---|---|---|-------------------------------------|--|
| | | | <p>Plan submitted by the Contractor</p> <ul style="list-style-type: none"> • Checklist for the various levels of contract and what Contractors evidence must be provide prior to commencing work for council; <ul style="list-style-type: none"> • Public Liability \$20 million • Workers Compensation • Vehicle insurance • Operator licences • Construction cards • Specific task related training <p>This list is incomplete.</p> <ul style="list-style-type: none"> • Requirements for Site Risk Assessments to be provided prior to payment of accounts and • Other Council specific requirements i.e. attending Council Inductions and task specific training | | | |
| EIGHT | Workplace Inspections | Management to adopt a schedule of Workplace Inspections | <ul style="list-style-type: none"> • Senior Management in consultation develop a schedule for Workplace Inspections across Central Darling Shire Council. • Management to issue a written memo outlining the requirement for such inspections. • Display the schedule of inspections in all workplaces for staff/contractors viewing • Inspections conducted by; <ul style="list-style-type: none"> • Consultative, Health and Safety Committee Members (minimum Two) conduct Annual inspections of permanent worksites | <p>Management</p> <p>Site Supervisors</p> <p>Consultative, Health and Safety Committee</p> <p>Workers and Risk and Safety Officer</p> | Commence 1 August, 2020 and ongoing | |

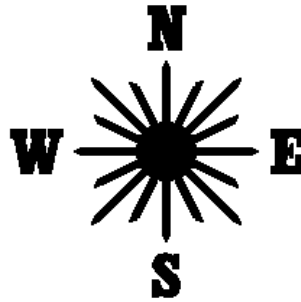
| | | | | | | |
|------|------------------------|--|---|---------------------------------------|--|--|
| | | | <ul style="list-style-type: none"> • Site Supervisors and Workers to conduct three (3) monthly inspections of permanent work locations • Remote and isolated worksites to be inspected by Site Supervisor, Workers and Contractors monthly. • Management to conduct regular checks to ensure these checks are completed • Manex Agenda item – what inspections have been completed in the period between Manex Meetings • Completed inspection reports to be uploaded into Vault and a Register be developed and displayed in Workplaces of completed inspections <p>↳ Documented evidence (completed inspections) needs to be sighted by Management and filed in Council's Record Data System</p> | | | |
| NINE | Emergency Procedures | Conduct a review of current emergency plans and preparedness | <ul style="list-style-type: none"> • Develop the following documents <ul style="list-style-type: none"> • Evacuation Plans • Emergency Procedures Flip Charts • Elect Emergency Wardens and have them trained in that role | Management Risk and Safety Officer | Commence 30 October, 2020 Training 29 October, 2020 | |
| TEN | Incident Investigation | Conduct review of <u>ALL</u> current investigation documents | <ul style="list-style-type: none"> • Complete a full review and management to endorse new suite of documents. • Conduct a continual education program for Incident Reporting. | Management Risk and Safety Officer | 30 October 2020 1 December, 2020 | |

| | | | | | | |
|--------|--------------------|--|--|---------------------------------------|--|--|
| | | | <ul style="list-style-type: none"> • Monitor progress of incident reporting and education program. | | From 30 December 2020 and ongoing | |
| ELEVEN | Safety Action Plan | Central Darling Shire Council to continue development of this Safety Action Plan | <ul style="list-style-type: none"> • Future actions to be documented. • Display the document regularly in the workplace for workers viewing and • To display council's commitment to safety for their workers/contractors | Management Risk and Safety Officer | 30 September 2020 and ongoing. It's always a LIVE DOCUMENT | |

CENTRAL DARLING SHIRE COUNCIL WORK, HEALTH AND SAFETY MANAGEMENT SYSTEM STRUCTURE



Central Darling Shire Council Work Health and Safety Policy



Responsible Officers *General Manager and Directors*

Date *June 2020*

Resolution Date

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POLICY TITLE – WORK HEALTH AND SAFETY POLICY

| | |
|-------------------------|---|
| Reference Number: | TBA |
| Policy Name: | Work Health and Safety |
| Strategic Plan: | N/A |
| Classification: | Management Policy |
| First Adopted: | July 2015 |
| Review: | Every 12 months or as required |
| Last Reviewed: | March 2019 |
| Next Review Date: | March 2020 |
| Responsible Officer(s): | General Manager and Directors, Engineers, Environmental Health and Building Officer |
| Applicable Legislation: | <ul style="list-style-type: none"> • WHS Act 2011 • WHS Regulation 2011 |
| Related Documents: | <ul style="list-style-type: none"> • Safety Policies and Procedures |
| Delegations: | N/A |
| Version Control: | 4.0 |

1. GENERAL POLICY

The work, health and safety of all workers within the Central Darling Shire Council and those visiting the organisation are considered to be of the utmost importance. Resources in line with the importance attached to work health and safety will be made available to comply with all relevant Acts, Regulations and Codes of Practice to ensure that the workplace is safe and without risk to health.

2. LEADERSHIP AND COMMITMENT

Commitment, awareness, responsiveness, active support and feedback from Council's senior management are critical for the success of the safety management system and therefore they have specific responsibilities for which they need to be personally involved and which they need to direct. To achieve improved acceptance and implementation of the safety management system processes, leadership includes communicating the requirements of "what" needs to be done and "why" it should be done.

Senior management shall develop, lead and promote a culture in Council that supports the safety management system and encourages workers, to actively participate in safety management.

3. OBJECTIVES ARE TO:

- Provide a safe environment for all workers, contractors, visitors and general public;
- Provide safe and healthy working conditions for the prevention of work-related injury and ill health;
- Satisfy applicable legal requirements;
- Control safety risks using the hierarchy of controls;
- Continually improve the safety management system to enhance the Council's safety performance;
- Promote consultation and participation of workers with regards to work health and safety;
- Ensure Council's Officers are provided with sufficient information to fulfil their legislative due diligence requirements.

4. THE SUCCESS OF THE OBJECTIVES IS MEASURED BY:

- All work activities are analysed, planned and risk assessed with considerations given to implementing proactive control measures;
- Continued consultation and feedback between workers and management resulting in positive safety initiatives;
- Conducting regular consultation meetings, induction programs and training courses for workers and senior management;
- Incorporating safety duties in all management and worker's position descriptions;
- Workers reporting all incidents in the workplace and assisting with investigations, with senior management signing off on implemented actions;
- Cost effective claims and management in the reduction of lost time injuries.

5. CONSULTATION (SECTION 46-49 WHS ACT)

The Work, Health and Safety Consultation Flow Chart and Consultation Record Sheet has been developed to support this policy and details the requirements for consultation between management and workers. The flow chart is made to facilitate participation from all people in the workplace to ensure that the objectives of the flow chart are met, and the requirement to provide workers with feedback is encouraged.

6. WORK HEALTH AND SAFETY PROGRAM

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effectively carried out. The program will relate to all aspects of health and safety, including:

- Leadership and Commitment
- Emergency Procedures
- Incident and Hazard Reporting
- First Aid
- Consultation and Communication
- Safety Training and Induction
- Risk Management and the Risk Register
- Specific Safety Requirements: Asbestos and Fatigue
- Psychological Wellbeing
- Inappropriate Behaviour
- Contractors
- Dangerous Goods
- Electrical Safety
- Confined Spaces
- Falls from Heights
- Manual Handling
- Plant and Equipment
- Personal Protective Equipment
- Slips Trips and Falls
- Alcohol and Other Drugs
- Vehicles
- UV Radiation
- Working Alone
- Workplace Inspections

7. SPECIFIC DUTIES

General Manager/Directors (Officers)

An officer must exercise due diligence to ensure Council has an understanding of operations, hazards and risks in compliance with their duties. They must:

- Acquire and keep up-to-date knowledge of work health and safety matters.
- Gain an understanding of the operations, hazards, and risks of the organisation.
- Ensure regular Staff Consultative Committee meetings convene and are documented
- Ensure Council uses appropriate resources and processes to eliminate or minimise risks.
- Ensure Council receives, considers and responds to information regarding incidents, hazards and risks.

- Ensure Council implements processes for complying with their duties – e.g. reporting notifiable incidents, consulting with workers, providing training and instruction to workers, ensuring health and safety representatives receive training.
- Review frequently the Work Health and Safety Management Plan and Management Safety Action Plan
- Verify the provision and use of resources and procedures.

7.1 Managers and On-Site Supervisors

Managers and on-site supervisors are responsible for taking so far as reasonably practicable measures to ensure:

- The workplace under their control is safe and without risks to health; and
- The behaviour of all persons in the workplace is safe and without risks to the health and safety of themselves, workers and others.
- Workers comply with the Central Darling Shire Council Work Health and Safety Policy

7.2 Workers (including contractors)

A worker includes an employee, labour hire staff, volunteer, apprentice, work experience students, sub-contractor, contractor or trainee.

While at work a worker must:

- Take reasonable care for their own and others' health and safety;
- Comply with any reasonable instruction from Council management so far as you are reasonably able;
- Co-operate with any reasonable lawful policies and procedures of the Council.

A worker shall remove any hazard if able to do so safely, otherwise, all workers are to report to their immediate Supervisor any hazardous or unsafe conditions that they may be aware of and complete required documentation.

Approved by the General Manager:

Signed: _____

Date: _____

8. CENTRAL DARLING SHIRE COUNCIL WORK, HEALTH AND SAFETY AND CONSULTATION POLICY (EXTRACT)

General Policy

The work health and safety of all workers within the Central Darling Shire Council and those visiting the organisation are considered to be of the utmost importance. Resources in line with the importance attached to work health and safety will be made available to comply with relevant Acts, Regulations and Codes of Practice to ensure that the workplace is safe and without risk to health so far as reasonably practicable.

Objectives are to:

- Provide a safe environment for all workers, contractors, visitors and general public;
- Provide safe and healthy working conditions for the prevention of work-related injury and ill health;
- Satisfy applicable legal requirements;
- Control safety risks using the hierarchy of controls;
- Continually improve the safety management system to enhance the Council's safety performance;
- Promote consultation and participation of workers with regards to work health and safety;
- Ensure Council's Officers are provided with sufficient information to fulfil their legislative due diligence requirements.

The Success of the Objectives are Measured by:

- All work activities are analysed, planned and risk assessed with considerations given to implementing proactive control measures;
- Continued consultation and feedback between workers and management resulting in positive safety initiatives;
- Conducting regular consultation meetings and induction programs and training courses for workers and senior management;
- Incorporating safety duties in all management and workers job descriptions;
- Workers reporting all incidents in the workplace and assisting with investigations, with management signing off on implemented actions;
- Cost effective claims and management in the reduction of lost time injuries.

Consultation

Consult with workers as per Work Health and Safety Act 2011 (NSW) Section 46-49 and Code of Practice for Consultation, Cooperation and Coordination and provide feedback as required to workers.

Specific Duties

1. General Manager/Directors (Officers)
An officer must exercise due diligence to ensure that council complies with their duties. They must take reasonable steps to acquire and keep up to date knowledge of the Work Health and Safety matters including gaining new understanding of the operations, hazards and risks of the business or undertaking with appropriate resources and that accurate records are kept.
2. Managers/ On Site Supervisors
Managers/ on site supervisors are responsible for taking so far as reasonably practicable measures to ensure:
 - The workplace under their control is safe and without risks to health; and
 - The behavior of all persons in the workplace is safe and without risks to the health and safety of themselves and others.
 - Ensure incidents are reported
 - Ensure all contractors are inducted and records secured
3. Workers
While at work a worker must:
 - Take reasonable care for their own and others' health and safety.
 - Comply with any reasonable instruction from council management, so far as you are reasonably able.
 - Co-operate with all reasonable lawful policies and procedures of council.

A worker shall remove any safety hazard if able to do safely; otherwise, all workers are to report to their immediate Supervisor any hazardous or unsafe condition that they may be aware of.

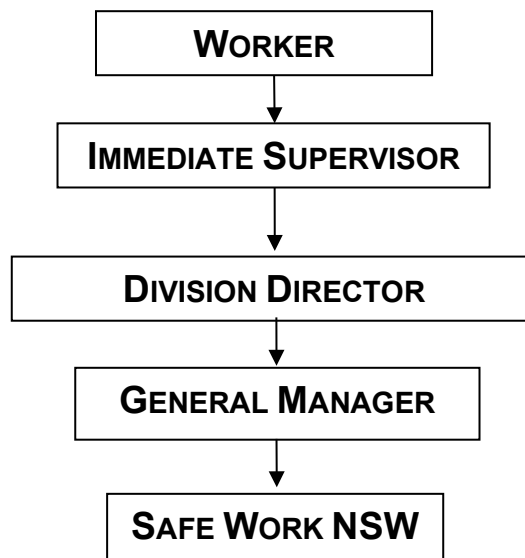
General Manager:

Signature:

Date:

9. CONSULTATION FLOW CHART

CONSULTATION FLOW CHART



Explanatory Notes:

1. If any worker has had an incident or has a safety complaint or concern the worker must document the matter using Council's required documentation and forward to their Immediate Supervisor by the completion of the working shift. Incidents and near misses must be reported to a member of the safety team. If you wish to keep a copy for your own information, please request a copy.
2. If the worker is unhappy with the action or lack of action by their immediate supervisor follow the flow chart accordingly.
3. This Consultation Flow Chart supports Council's Safety Policy.
4. The immediate Supervisor or Branch Manager **must** give the worker feedback, within 48 hours of receiving any Safety issue/complaint from a worker.
5. Point 4 also applies to others listed in the flowchart.
6. Feedback can be verbal but, documented creates a paper trail of evidence. (Documentation is recommended).

10. CONSULTATION RECORD SHEET

CONSULTATION
RECORD SHEET

Version: 4.0
June 2020

DATE **LOCATION**

TIME

Name

CONSULTATION DETAILS

Signature

RECORDED BY:

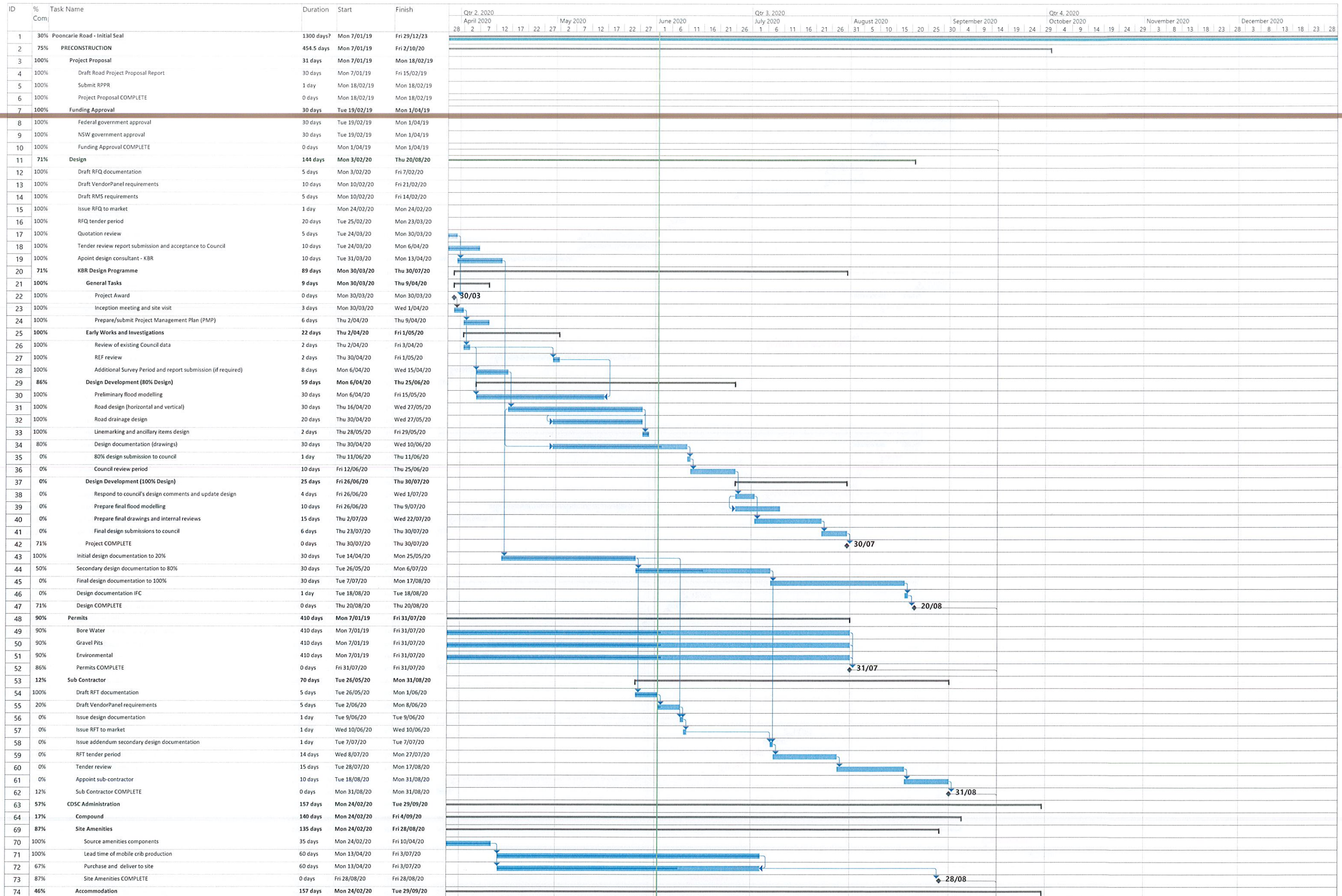
Position

| TOPICS RAISED | CONSULTATION OUTCOMES | ACTIONED BY AND DATE FOR COMPLETION |
|---------------|-----------------------|-------------------------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

Is feedback required? Yes No

| RECORD OF THOSE INVOLVED IN THE CONSULTATION PROCESS | | | |
|---|-----------|------|-----------|
| Name | Signature | Name | Signature |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

All Completed Sheets MUST be Registered in Council's Record Management System



| ID | % Com | Task Name | Duration | Start | Finish | Qtr 2, 2020 | | | | | | | Qtr 3, 2020 | | | | | | | Qtr 4, 2020 | | | | | | | | | | | | | |
|-----|-------|---|------------|--------------|--------------|---|--|--|----------|--|--|-----------|-------------|--|-----------|--|--|-------------|--|-------------|----------------|--|--|--------------|--|--|---------------|--|--|---------------|--|--|--|
| | | | | | | April 2020 | | | May 2020 | | | June 2020 | | | July 2020 | | | August 2020 | | | September 2020 | | | October 2020 | | | November 2020 | | | December 2020 | | | |
| 75 | 90% | Source de-mountable accommodation | 80 days | Mon 24/02/20 | Fri 12/06/20 | [Gantt bar: Mon 24/02/20 to Fri 12/06/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 76 | 0% | Site de-mountable (caravan, de-mountable, house) option approved by rw | 10 days | Mon 15/06/20 | Fri 26/06/20 | [Gantt bar: Mon 15/06/20 to Fri 26/06/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 77 | 0% | Purchase, deliver, and set-up on-site | 67 days | Mon 29/06/20 | Tue 29/09/20 | [Gantt bar: Mon 29/06/20 to Tue 29/09/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 78 | 46% | Accommodation COMPLETE | 0 days | Tue 29/09/20 | Tue 29/09/20 | [Gantt bar: Tue 29/09/20 to Tue 29/09/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 79 | 0% | CDSC Administration COMPLETE | 10 days | Tue 15/09/20 | Tue 29/09/20 | [Gantt bar: Tue 15/09/20 to Tue 29/09/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 80 | 61% | Management Plans | 141 days | Mon 24/02/20 | Mon 7/09/20 | [Gantt bar: Mon 24/02/20 to Mon 7/09/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 81 | 71% | REF | 102 days | Mon 24/02/20 | Tue 14/07/20 | [Gantt bar: Mon 24/02/20 to Tue 14/07/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 82 | 100% | Status REF | 1 day | Mon 24/02/20 | Mon 24/02/20 | [Gantt bar: Mon 24/02/20 to Mon 24/02/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 83 | 100% | Consultant to complete REF investigation | 27 days | Mon 24/02/20 | Tue 31/03/20 | [Gantt bar: Mon 24/02/20 to Tue 31/03/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 84 | 75% | Consultant to prepare documentation including AHIP | 60 days | Wed 1/04/20 | Tue 23/06/20 | [Gantt bar: Wed 1/04/20 to Tue 23/06/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 85 | 0% | Consultant to submit REF | 5 days | Wed 24/06/20 | Tue 30/06/20 | [Gantt bar: Wed 24/06/20 to Tue 30/06/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 86 | 0% | Implement REF findings including AHIP | 5 days | Wed 1/07/20 | Tue 7/07/20 | [Gantt bar: Wed 1/07/20 to Tue 7/07/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 87 | 0% | Update forecast programme completion relative to REF and AHIP | 5 days | Wed 8/07/20 | Tue 14/07/20 | [Gantt bar: Wed 8/07/20 to Tue 14/07/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 88 | 71% | REF COMPLETE | 0 days | Tue 14/07/20 | Tue 14/07/20 | [Gantt bar: Tue 14/07/20 to Tue 14/07/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 89 | 90% | Work, Health, & Safety | 79 days | Tue 25/02/20 | Fri 12/06/20 | [Gantt bar: Tue 25/02/20 to Fri 12/06/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 90 | 100% | Draft RFQ | 10 days | Tue 25/02/20 | Mon 9/03/20 | [Gantt bar: Tue 25/02/20 to Mon 9/03/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 91 | 100% | Issue RFQ to market | 1 day | Tue 10/03/20 | Tue 10/03/20 | [Gantt bar: Tue 10/03/20 to Tue 10/03/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 92 | 100% | RFQ tender period | 10 days | Tue 10/03/20 | Mon 23/03/20 | [Gantt bar: Tue 10/03/20 to Mon 23/03/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 93 | 100% | Quotation review | 5 days | Tue 24/03/20 | Mon 30/03/20 | [Gantt bar: Tue 24/03/20 to Mon 30/03/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 94 | 100% | Appoint consultant | 10 days | Tue 31/03/20 | Mon 13/04/20 | [Gantt bar: Tue 31/03/20 to Mon 13/04/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95 | 100% | Prepare DRAFT documentation | 35 days | Mon 13/04/20 | Fri 29/05/20 | [Gantt bar: Mon 13/04/20 to Fri 29/05/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 96 | 100% | Consultant to submit WHS Management Plan | 1 day | Fri 29/05/20 | Fri 29/05/20 | [Gantt bar: Fri 29/05/20 to Fri 29/05/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 97 | 40% | Approval of WHS MP | 5 days | Mon 1/06/20 | Fri 5/06/20 | [Gantt bar: Mon 1/06/20 to Fri 5/06/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 98 | 0% | Publish and circulate as required | 5 days | Mon 8/06/20 | Fri 12/06/20 | [Gantt bar: Mon 8/06/20 to Fri 12/06/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 99 | 90% | Work, Health, & Safety COMPLETE | 0 days | Fri 12/06/20 | Fri 12/06/20 | [Gantt bar: Fri 12/06/20 to Fri 12/06/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100 | 70% | Quality - ITP | 130.3 days | Tue 25/02/20 | Tue 25/08/20 | [Gantt bar: Tue 25/02/20 to Tue 25/08/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 101 | 100% | Draft RFQ | 10 days | Tue 25/02/20 | Mon 9/03/20 | [Gantt bar: Tue 25/02/20 to Mon 9/03/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 102 | 100% | Issue RFQ to market | 1 day | Tue 10/03/20 | Tue 10/03/20 | [Gantt bar: Tue 10/03/20 to Tue 10/03/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 103 | 100% | RFQ tender period | 10 days | Tue 10/03/20 | Mon 23/03/20 | [Gantt bar: Tue 10/03/20 to Mon 23/03/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 104 | 100% | Quotation review | 5 days | Tue 24/03/20 | Mon 30/03/20 | [Gantt bar: Tue 24/03/20 to Mon 30/03/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 105 | 100% | Appoint consultant | 10 days | Tue 31/03/20 | Mon 13/04/20 | [Gantt bar: Tue 31/03/20 to Mon 13/04/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 106 | 100% | Prepare DRAFT documentation | 35 days | Mon 13/04/20 | Fri 29/05/20 | [Gantt bar: Mon 13/04/20 to Fri 29/05/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 107 | 0% | Implement REF AHIP findings | 20 days | Wed 8/07/20 | Tue 4/08/20 | [Gantt bar: Wed 8/07/20 to Tue 4/08/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 108 | 0% | Consultant to submit Q-ITP Management Plan | 1 day | Wed 5/08/20 | Wed 5/08/20 | [Gantt bar: Wed 5/08/20 to Wed 5/08/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 109 | 0% | Approval of Q-ITP MP | 5 days | Thu 6/08/20 | Wed 12/08/20 | [Gantt bar: Thu 6/08/20 to Wed 12/08/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 110 | 0% | Publish and circulate as required | 5 days | Thu 13/08/20 | Wed 19/08/20 | [Gantt bar: Thu 13/08/20 to Wed 19/08/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 111 | 70% | Quality - ITP COMPLETE | 11 days | Tue 4/08/20 | Tue 25/08/20 | [Gantt bar: Tue 4/08/20 to Tue 25/08/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 112 | 70% | Environmental | 130.3 days | Tue 25/02/20 | Tue 25/08/20 | [Gantt bar: Tue 25/02/20 to Tue 25/08/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 113 | 100% | Draft RFQ | 10 days | Tue 25/02/20 | Mon 9/03/20 | [Gantt bar: Tue 25/02/20 to Mon 9/03/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 114 | 100% | Issue RFQ to market | 1 day | Tue 10/03/20 | Tue 10/03/20 | [Gantt bar: Tue 10/03/20 to Tue 10/03/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 115 | 100% | RFQ tender period | 10 days | Tue 10/03/20 | Mon 23/03/20 | [Gantt bar: Tue 10/03/20 to Mon 23/03/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 116 | 100% | Quotation review | 5 days | Tue 24/03/20 | Mon 30/03/20 | [Gantt bar: Tue 24/03/20 to Mon 30/03/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 117 | 100% | Appoint consultant | 10 days | Tue 31/03/20 | Mon 13/04/20 | [Gantt bar: Tue 31/03/20 to Mon 13/04/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 118 | 100% | Prepare DRAFT documentation | 35 days | Mon 13/04/20 | Fri 29/05/20 | [Gantt bar: Mon 13/04/20 to Fri 29/05/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 119 | 0% | Implement REF AHIP findings | 20 days | Wed 8/07/20 | Tue 4/08/20 | [Gantt bar: Wed 8/07/20 to Tue 4/08/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 120 | 0% | Consultant to submit Environmental Management Plan | 1 day | Wed 5/08/20 | Wed 5/08/20 | [Gantt bar: Wed 5/08/20 to Wed 5/08/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 121 | 0% | Approval of EMP | 5 days | Thu 6/08/20 | Wed 12/08/20 | [Gantt bar: Thu 6/08/20 to Wed 12/08/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 122 | 0% | Publish and circulate as required | 5 days | Thu 13/08/20 | Wed 19/08/20 | [Gantt bar: Thu 13/08/20 to Wed 19/08/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 123 | 70% | Environmental COMPLETE | 11 days | Tue 4/08/20 | Tue 25/08/20 | [Gantt bar: Tue 4/08/20 to Tue 25/08/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 124 | 0% | Management Plans COMPLETE | 0 days | Tue 25/08/20 | Tue 25/08/20 | [Gantt bar: Tue 25/08/20 to Tue 25/08/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 125 | 34% | Gravel Mining | 136 days | Mon 2/03/20 | Mon 7/09/20 | [Gantt bar: Mon 2/03/20 to Mon 7/09/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 126 | 100% | Complete desktop study GBG | 50 days | Mon 2/03/20 | Fri 8/05/20 | [Gantt bar: Mon 2/03/20 to Fri 8/05/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 127 | 85% | Site investigation to locate 10 targets | 20 days | Mon 11/05/20 | Fri 5/06/20 | [Gantt bar: Mon 11/05/20 to Fri 5/06/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 128 | 0% | Obtain consent from land owners | 20 days | Mon 11/05/20 | Fri 5/06/20 | [Gantt bar: Mon 11/05/20 to Fri 5/06/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 129 | 0% | Complete, sign, submit, and certified approval of Land Access Arrangement for Mineral Exploration | 5 days | Mon 8/06/20 | Fri 12/06/20 | [Gantt bar: Mon 8/06/20 to Fri 12/06/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 130 | 0% | Procure labour/plant to undertake target investigation | 10 days | Mon 15/06/20 | Fri 26/06/20 | [Gantt bar: Mon 15/06/20 to Fri 26/06/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 131 | 0% | Open-up each target and take soil samples | 20 days | Mon 29/06/20 | Fri 24/07/20 | [Gantt bar: Mon 29/06/20 to Fri 24/07/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 132 | 0% | Sample approval | 10 days | Mon 27/07/20 | Fri 7/08/20 | [Gantt bar: Mon 27/07/20 to Fri 7/08/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 133 | 0% | Obtain environmental approval | 10 days | Mon 27/07/20 | Fri 7/08/20 | [Gantt bar: Mon 27/07/20 to Fri 7/08/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 134 | 0% | Quantify resource | 5 days | Mon 10/08/20 | Fri 14/08/20 | [Gantt bar: Mon 10/08/20 to Fri 14/08/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 135 | 0% | Cost access roads | 5 days | Mon 10/08/20 | Fri 14/08/20 | [Gantt bar: Mon 10/08/20 to Fri 14/08/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 136 | 0% | Obtain mining licence and land owner royalties | 20 days | Mon 10/08/20 | Fri 4/09/20 | [Gantt bar: Mon 10/08/20 to Fri 4/09/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 137 | 0% | Obtain land owner access consent | 20 days | Mon 10/08/20 | Fri 4/09/20 | [Gantt bar: Mon 10/08/20 to Fri 4/09/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 138 | 0% | Commence mining | 1 day | Mon 7/09/20 | Mon 7/09/20 | [Gantt bar: Mon 7/09/20 to Mon 7/09/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 139 | 34% | Gravel Mining COMPLETE | 0 days | Mon 7/09/20 | Mon 7/09/20 | [Gantt bar: Mon 7/09/20 to Mon 7/09/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 140 | 75% | Preconstruction COMPLETE | 10 days | Tue 15/09/20 | Fri 2/10/20 | [Gantt bar: Tue 15/09/20 to Fri 2/10/20] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 141 | 0% | CONSTRUCTION | 712 days? | Mon 7/09/20 | Tue 30/05/23 | [Gantt bar: Mon 7/09/20 to Tue 30/05/23] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 510 | 0% | POST CONSTRUCTION | 288 days | Mon 26/06/23 | Thu 1/08/24 | [Gantt bar: Mon 26/06/23 to Thu 1/08/24] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 523 | 0% | Pooncarie Road - Initial Seal COMPLETE | 0 days | Thu 1/08/24 | Thu 1/08/24 | [Gantt bar: Thu 1/08/24 to Thu 1/08/24] | | | | | | | | | | | | | | | | | | | | | | | | | | | |