



11 April 2024

Dear Councillor,

Your attendance is requested at an Ordinary Council Meeting of the Blayney Shire Council to be held in the Chambers, Blayney Shire Community Centre on Tuesday, 16 April 2024 at 6.00pm for consideration of the following business -

- (1) Livestreaming Video and Audio Check
- (2) Acknowledgement of Country
- (3) Recording of Meeting Statement
- (4) Apologies for non-attendance
- (5) Disclosures of Interest
- (6) Public Forum
- (7) Mayoral Minute
- (8) Notices of Motion
- (9) Confirmation of Minutes - Ordinary Council Meeting held on 19.03.24
- (10) Matters arising from Minutes
- (11) Reports of Staff
 - (a) Executive Services
 - (b) Corporate Services
 - (c) Infrastructure Services
 - (d) Planning and Environmental Services
- (12) Delegates Reports
- (13) Closed Meeting

Jacob Hogan
Acting General Manager

Meeting Calendar 2024

April

<u>Time</u>	<u>Date</u>	<u>Meeting</u>	<u>Location</u>
6.00pm	16 April 2024	Council Meeting	Community Centre
8.30am	24 April 2024	Orange 360 Board Meeting	Orange

May

<u>Time</u>	<u>Date</u>	<u>Meeting</u>	<u>Location</u>
9.00am	TBC	Audit, Risk and Improvement Committee Meeting	Darrell Sligar Centre
5.00pm	9 May 2024	Disability Inclusion Working Group Meeting	Community Centre
8.30am	10 May 2024	Country Mayors	Sydney
6.00pm	21 May 2024	Council Meeting	Community Centre
8.30am	22 May 2024	Orange 360 Board Meeting	Orange
10.00am	23 May 2024	Central NSW Joint Organisation Board Meeting	Lithgow

June

<u>Time</u>	<u>Date</u>	<u>Meeting</u>	<u>Location</u>
10.00am	7 June 2024	Traffic Committee Meeting	Community Centre
6.00pm	25 June 2024	Council Meeting	Community Centre
8.30am	26 June 2024	Orange 360 Board Meeting	Orange

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HELD ON TUESDAY 16 APRIL 2024

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01) MINUTES OF THE PREVIOUS COUNCIL MEETING HELD 19 MARCH 2024**Department:** Executive Services**Author:** General Manager**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance**File No:** GO.ME.3**Recommendation:**

That the Minutes of the Ordinary Council Meeting held on 19 March 2024, being minute numbers 2403/001 to 2403/016 be confirmed.

MINUTES OF THE BLAYNEY SHIRE COUNCIL ORDINARY MEETING HELD IN THE CHAMBERS, BLAYNEY SHIRE COUNCIL COMMUNITY CENTRE, ON 19 MARCH 2024, COMMENCING AT 6.00PM

Present: Crs S Ferguson (Mayor), D Somerville (Deputy Mayor), A Ewin, C Gosewisch, J Newstead, M Pryse Jones and B Reynolds

General Manager (Mr M Dicker), Acting Director Corporate Services (Mrs T Irlam), Director Infrastructure Services (Mr J Hogan), Director Planning & Environmental Services (Mr A Muir) and Executive Assistant to the General Manager (Mrs L Ferson)

ACKNOWLEDGEMENT OF COUNTRY**RECORDING OF MEETING STATEMENT****DISCLOSURES OF INTEREST**

The General Manager reported the following Disclosure of Interest form had been submitted:

Councillor /Staff	Interest	Item	Pg	Report	Reason
Tiffaney Irlam	Pecuniary	7	31	Youth Week 2024	Daughter is employed as a casual dance teacher for Em Dance. Both daughters are students of Em Dance.

MAYORAL MINUTE

The Blayney Family History Group have asked that Blayney Shire Council and Councillors be thanked for their assistance and support with the recent rededication of the Boer War Memorial.

CONFIRMATION OF MINUTES**MINUTES OF THE PREVIOUS COUNCIL MEETING HELD 20 FEBRUARY 2024**

2403/001

RESOLVED:

That the Minutes of the Ordinary Council Meeting held on 20 February 2024, being minute numbers 2402/001 to 2401/016 be confirmed.

(Newstead/Ewin)

CARRIED**MATTERS ARISING FROM THE MINUTES**

Cr Somerville asked if there had been any progress in the appointment of independent member to the Audit, Risk and Improvement Committee.

The General Manager took the question on notice.

Cr Reynolds asked if this Council meeting is illegal as the Code of Meeting Practice states, we are to meet on the third Monday of every month.

The General Manager took the question on notice.

EXECUTIVE SERVICES REPORTS**QUESTIONS TAKEN ON NOTICE AT THE PREVIOUS COUNCIL MEETING HELD 20 FEBRUARY 2024**

2403/002

RESOLVED:

That the questions taken on notice at the Ordinary Council Meeting held on 20 February 2024 and the subsequent response be received and noted.

(Reynolds/Somerville)

CARRIED**CORPORATE SERVICES REPORTS****REPORT OF COUNCIL INVESTMENTS AS AT 29 FEBRUARY 2024**

2403/003

RESOLVED:

That Council;

1. Note the report indicating Council's investment position as at 29 February 2024.
2. Note the certification of the Responsible Accounting Officer.

(Gosewisch/Pryse Jones)

CARRIED

**MINUTES OF THE DISABILITY INCLUSION WORKING
GROUP MEETING HELD 8 FEBRUARY 2024****2403/004****RESOLVED:**

That Council;

1. Receive the minutes of the Disability Inclusion Working Group meeting held 8 February 2024.
2. Explore and confirm access compliance of the entrance to the Council office off Adelaide Street.
3. Consider other forms of engagement, e.g. social media and GM conversation, to raise awareness of accessibility to businesses.
4. Refer the Blayney Showground Masterplan to the Disability Inclusion Working Group during the period of public exhibition.
5. Examine whether there are opportunities to annually fund within the 2024/25 – 2027/28 Delivery Program the remaining non-compliant parking spaces and accessible laybacks across the Blayney LGA.

(Pryse Jones/Gosewisch)

CARRIED**2022-2026 DISABILITY INCLUSION ACTION PLAN STATUS
REPORT****2403/005****RESOLVED:**

That the Blayney Shire 2022 – 2026 Disability Inclusion Action Plan Status Report for period ending 31 December 2023 be noted.

(Pryse Jones/Reynolds)

CARRIED**SIX MONTHLY DELIVERY PROGRAM REVIEW - DECEMBER
2023****2403/006****RESOLVED:**

That the six-monthly review, for period ending 31 December 2023, of Council's 2023/24 – 2026/27 Delivery Program be received.

(Newstead/Somerville)

CARRIED

The Acting Director Corporate Services, Tiffaney Irlam, having declared an interest left the meeting.

- 2403/007** **YOUTH WEEK 2024**
RESOLVED:
 That Council;
 1. Receive the report on Youth Week 2024.
 2. Endorse the allocation from the 2024 Youth Week Small Grants Program be endorsed as follows:
- | | |
|----------------------|----------|
| Le Danse School | \$ 1,350 |
| Em Dance | \$ 1,350 |
| Blayney High School* | \$ 1,830 |
| YMCA NSW* | \$ 1,530 |
- *Includes GST*
- (Pryse Jones/Reynolds)
CARRIED

The Acting Director Corporate Services, Tiffaney Irlam, returned to the meeting.

INFRASTRUCTURE SERVICES REPORTS

- 2403/008** **INFRASTRUCTURE SERVICES MONTHLY REPORT**
RESOLVED:
 That Council note the Infrastructure Services Monthly Report for March 2024.
- (Pryse Jones/Somervaille)
CARRIED

- 2403/009** **CNSWJO - DATA SHARING AGREEMENT BETWEEN COUNCIL AND SPATIAL SERVICES**
RESOLVED:
 That Council enter into a new data sharing agreement with Spatial Services.
- (Gosewisch/Newstead)
CARRIED

PLANNING AND ENVIRONMENTAL SERVICES REPORTS

- 2403/010** **DA2023/138 - ERECTION OF A DWELLING - 109 PRESCOTT STREET LYNDHURST**
RESOLVED:
 That Council:
 1. Consent to Development Application 138/2023 for an Erection of a Dwelling House at Lot 184 DP 1298034, 109 Prescott Street, Lyndhurst, subject to the recommended conditions of consent;
 2. Update condition of consent no. 30 to be REF: R16110e dated 13 October 2023.
- (Reynolds/Gosewisch)

The **DIVISION** was taken and the names of the Councillors voting FOR and AGAINST were as follows:

FOR	AGAINST	
Councillor Ewin		
Councillor Ferguson		
Councillor Somerville		
Councillor Reynolds		
Councillor Newstead		
Councillor Pryse Jones		
Councillor Gosewisch		
Total (7)	Total (0)	CARRIED

**DA2024/3 - ERECTION OF A SHED - 2 QUEEN STREET
LYNDHURST**

2403/011

RESOLVED:

That Council consents to Development Application DA2024/3 for the Erection of an Outbuilding (Shed) at Lot 567 DP740789 – 2 Queen Street, Lyndhurst subject to the recommended conditions of consent.

(Somerville/Ewin)

The **DIVISION** was taken and the names of the Councillors voting FOR and AGAINST were as follows:

FOR	AGAINST	
Councillor Ewin		
Councillor Ferguson		
Councillor Somerville		
Councillor Reynolds		
Councillor Newstead		
Councillor Pryse Jones		
Councillor Gosewisch		
Total (7)	Total (0)	CARRIED

DELEGATES REPORTS

**CENTRAL TABLELANDS WEEDS AUTHORITY DELEGATE
REPORT**

2403/012

RESOLVED:

That Council receive and note the Central Tablelands Weeds Authority delegate report.

(Ewin/Pryse Jones)
CARRIED

**CANOBOLAS ZONE NSW RURAL FIRE SERVICE BUSH FIRE
LIAISON COMMITTEE DELEGATE REPORT**

2403/013

RESOLVED:

That Council receive and note the Canobolas Zone NSW Rural Fire Service Bush Fire Liaison Committee delegate report.

(Reynolds/Pryse Jones)

CARRIED**CLOSED MEETING**

2403/014

RESOLVED:

That the meeting now be closed to the public in accordance with Section 10A of the Local Government Act, 1993 for consideration of the following matter:

**CONTRACT W2 2023 - ASSET MANAGEMENT OF SEWER
PIPES**

This matter is considered to be confidential under Section 10A(2) (di) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.

(Gosewisch/Pryse Jones)

CARRIED**CONFIDENTIAL MEETING REPORTS**

**CONTRACT W2 2023 - ASSET MANAGEMENT OF SEWER
PIPES**

2403/015

RESOLVED:

That Council;

1. Accept the contract with Interflow Pty Ltd for the Asset Management of Sewer Pipes of the following separable portions:
A – Condition Assessment of Gravity Sewer and Stormwater Mains using CCTV
B – Smoke Testing of Sewer Service Lines; and
C – Pipe Relining
2. Authorise the General Manager to approve an extension contract period to 30 June 2025.

(Gosewisch/Somerville)

CARRIED

2403/016

RESOLVED:

That as consideration of the matters referred to in the closed meeting has been concluded, the meeting now be opened to the public.

(Reynolds/Pryse Jones)

CARRIED

**AT THE RE-OPENING OF THE MEETING TO THE PUBLIC, THE MAYOR
ANNOUNCED THE OUTCOME OF RESOLUTION NUMBER 2403/015.**

There being no further business, the meeting concluded at 7.49pm.

The Minute Numbers 2403/001 to 2403/016 were confirmed on 16 April 2024 and are a full and accurate record of proceedings of the Ordinary Meeting held on 19 March 2024.

Cr S Ferguson
MAYOR

Mr M Dicker
GENERAL MANAGER

02) QUESTIONS TAKEN ON NOTICE AT THE PREVIOUS COUNCIL MEETING HELD 19 MARCH 2024

Department: Executive Services

Author: General Manager

CSP Link: 2. Build the Capacity and Capability of Local Governance and Finance

File No: GO.ME.3

Recommendation:

That the questions taken on notice at the Ordinary Council Meeting held on 19 March 2024 and subsequent response be received and noted.

Reason for Report:

To formally record questions taken on notice at the previous Council meeting and subsequent responses.

Report:**Item 01**Question 1

Cr Somerville asked in relation to the ARIC minutes whether any progress has been made regarding the appointment of another independent member?

Response:

A report is included in the April Council Business Paper that proposes the endorsement of a draft Audit, Risk and Improvement Committee Terms of Reference. It is proposed that, subject to endorsement of this report, an Expressions of Interest for an Independent Member be issued thereafter.

Question 2

Cr Reynolds asked in relation to the review of policies if this Council meeting is illegal as the Code of Meeting Practice states, we are to meet on the 3rd Monday of every month? I ask that the Code of Meeting Practice is tabled to the next Council meeting for correction as we now meet on the 3rd Tuesday of the month.

Response:

At the 19 September 2023 Ordinary meeting, Council in accordance with the Meeting Code of Practice adopted (Resolution 2309/005) an annual schedule of dates for meeting. The policy 1C was updated following the Sept 2024 meeting, inadvertently the version on website was not replaced with the updated version of the policy.

Policy 1C has now been updated to the Council website to reflect the meeting dates as per the Council resolution.

Item 04

Question 3

Cr Pryse Jones asked that the spelling of Cr Pryse Jones name is corrected.

Response:

DIWG minutes and March 2024 business paper on the Council website have been corrected and updated.

Item 06

Question 4

In relation to strategic objective 1.2 Cr Reynolds asked in relation to strategic objective 1.1 can we discuss how we have come up with different service levels and a plan to remove our backlog for footpaths?

Response:

Footpath renewal works are determined by scheduling of works based on asset inspections and delivering of renewal works within Council budget allocations. If Council would like to increase footpath renewals, the budget would need to be adjusted accordingly. It is noted that the upcoming Transportation Asset revaluation will determine the updated backlog of footpath works.

Question 5

In relation to strategic objective 1.2 Cr Reynolds asked if the Local Emergency Management Committee minutes can be distributed to Council?

Response:

Yes, these will be added to the Councillor portal.

Question 6

In relation to strategic objective 3.4 Cr Reynolds asked is there an update on when the Town of Blayney Flood Study will be completed?

Response:

An update has been included in the Infrastructure Services Monthly Report.

Question 7

In relation to strategic objective 4.4 Cr Reynolds asked if there is any update from ArtsOutWest?

Response:

Council's contribution is \$5,312 paid annually with Mr. Bradley Bradley appointed as Council's representative on the Advisory Committee for this Council term. ArtsOutWest reports on the calendar year and are currently preparing the 2023 reports. They will be available for the AGM on 2 June. The Councillor Portal has been updated with reports from 2022.

Question 8

In relation to strategic objective 5.2 Cr Reynolds asked if there is any update on the Sewerage Strategic Business Plan?

Response:

An update has been included in the Infrastructure Services Monthly Report.

Question 9

In relation to strategic objective 5.1 Cr Pryse Jones asked if the Cemeteries Operational Guideline is something we create or a more global document?

Response:

The document was developed by Council staff with assistance from a consultant in 2019. It is specific to Blayney Shire Council cemeteries.

Question 9

In relation to strategic objective 5.3 Cr Reynolds asked in regard to EV charging. Cr Reynolds would like (or the new Council) to develop EV charging facilities and Council will be falling behind.

Response:

There is a significant amount of investigation in relation to EV being undertaken by the Central NSW Joint Organisation.

It is highlighted to Council progression here needs to be undertaken cautiously. There are likely increased operational and depreciation impacts. Councils' Insurer has also advised risks for Councils that install public EV charging stations.

Question 10

In relation to strategic objective 1.3 Cr Pryse Jones asked in relation to the Skillset appointment that the action to “appoint Council Delegate to the Skillset Board” is required to be updated as it is no longer a Council delegate position.

Response:

The action was endorsed as part of the Delivery Program (DP) and cannot be altered and/or changed without a further resolution endorsing the draft DP, a 28 day public exhibition and further Council report to endorse the updated DP.

This request will be incorporated into the 2024/25 – 2027/28 DP/OP community exhibition and adoption process.

Item 07

Question 11

Cr Pryse Jones asked for a clarification on the budgeting for Youth Week. Does Council budget \$6k and any grant funding is a bonus? Or do we budget \$6k assuming we will get grant funding?

Response:

Council makes application for funding, which is matched by a contribution from Council, this combination of funding makes up the total budget of \$6,000. Should Council not be successful in obtaining funding for Youth Week, the amount of funds allocated by Council would be scaled back to only Council's contribution.

Item 08

Question 12

Cr Reynolds asked about Heavy Patching for 2023/24. What areas or roads will remaining funds be used for?

Response:

An update has been included in the Infrastructure Services Monthly Report.

Question 13

Cr Reynolds asked about Gravel re sheeting for 2023/24. What roads have we re-sheeted and if there are any remaining funds where will be re-sheeted?

Response:

An update has been included in the Infrastructure Services Monthly Report.

Risk/Policy/Legislation Considerations:

Nil

Budget Implications:

Nil

Enclosures (following report)

Nil

Attachments (separate document)

Nil

03) BLAYNEY ROTARY LOOKOUT PROJECT

Department: Executive Services

Author: General Manager

CSP Link: 1. Maintain and Improve Public Infrastructure and Services

File No: PR.PL.4

Recommendation:

That Council:

1. Subject to receiving all of the funding identified within this report endorse the Blayney Lookout project to be undertaken with an estimated expenditure \$157,560
2. Fund delivery of the project through;
 - a) \$120,000 contribution from Blayney Rotary
 - b) \$18,000 under the Local Small Commitments Allocation Program
 - c) \$19,560 from the Blayney Village Enhancement Program
3. Schedule delivery of the project in the 2024/25 Operational Plan

Reason for Report:

To seek Council resolution endorsing the undertaking of the Blayney Lookout project.

Report:

In 2023, Council had engaged regionally based (Orange) landscape architects Sala4d to prepare concept plans for Blayney Lookout. The Blayney lookout concept plans are attached at enclosure 1.

Blayney Rotary has a longstanding association with lookout having previously undertaking many fundraising actives to deliver improvements to the area.

Blayney Rotary met with Council staff to advise of interest in undertaken a restoration project within the Blayney township. Blayney Rotary have subsequently written to Council advising they have fund raised \$120k and would like to undertake the improvements identified by Sala4d.

Council staff have proceeded to estimate the cost of works to be \$157,560 listed in the following table.

Item #	Description	
1.1	Preliminary Works	\$ 7,000.00
1.1.1	Design Works	\$ 3,000.00
1.1.2	Establishment	\$ 2,000.00
1.1.3	Site Preparation - Stripping, traffic control, signage	\$ 2,000.00
1.2	Construction	\$ 114,300.00
1.2.1	Earthworks	\$ 10,000.00
1.2.2	Concrete Works (footpath & pads)	\$ 49,500.00
1.2.3	Supply & Install Furniture	\$ 21,600.00
1.2.4	Vegetation Management and New Trees	\$ 6,500.00
1.2.5	Fencing works	\$ 12,000.00
1.2.6	Carpark Works	\$ 8,700.00
1.2.7	Rotary Refurbishment - Entrance Arch and Memorial	\$ 6,000.00
1.3	Management	\$ 10,000.00
1.3.1	Project Management	\$ 10,000.00
	Estimated Price (EX GST)	\$ 131,300.00
	Contingency (20%*)	\$ 26,260.00
	Total Item Estimate (EX GST)	\$ 157,560.00

It is recommended that Council proceed to endorse the project and accept \$120k from Blayney Rotary towards the project.

Risk/Policy/Legislation Considerations:

Council has developed the cost estimate which includes a 20% contingency for the project.

Council would oversee delivery of the project (likely in 2024/25) which will ensure Council can oversee quality control for the project.

Budget Implications:

Funding of the project is proposed as follows;

- \$120,000 contribution from Blayney Rotary (awaiting letter of confirmation of funding),
- \$18,000 under the Local Small Commitments Allocation Program (enclosure 2),
- \$19,560 from the Blayney Village Enhancement Program.

There is no estimated write down cost associated with this project and an annual depreciation expense of \$2,043.

The construction of this project is likely to reduce our maintenance costs for servicing this area.

Enclosures (following report)

- | | | |
|---|---|---------|
| 1 | Draft Blayney Lookout Concept Plan | 1 Page |
| 2 | Local Small Commitments Allocation Letter | 2 Pages |

Attachments (separate document)

Nil

ala4D
www.ala4d.com

Blayney Rotary Lookout

23.11.23 Draft Concept Plan



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Premier's Department



Ref: A5867108
6 October 2023

Mr Mark Dicker
council@blayney.nsw.gov.au

Re: Local Small Commitments Allocation – Playground and Park Upgrades

Dear Mr Dicker,

I am pleased to offer Blayney Shire Council the opportunity to make a grant funding submission as part of the NSW Government's Local Small Commitment Allocation (LSCA) Program.

The LSCA Program is a \$37.2 million grants program, managed by the NSW Government, that will deliver \$400,000 to each of the 93 NSW electorates, providing benefits to local communities through a range of capital works, services and programs, events, supplies and equipment, charitable donations, and playground and park upgrades.

As part of the LSCA Program allocation, Blayney Shire Council has been allocated the following funding amount that **must** be used to deliver upgrades to playgrounds and parks within the identified electorate.

Funding Amount	Electorate where funds must be spent	Member of Parliament
\$18,000	Bathurst	The Hon. Paul Toole, MP

The Hon. Paul Toole MP, Member for Bathurst, has been informed of this funding allocation, and it is expected that they will work collaboratively with you to identify the priority playground and park upgrade project(s) that your council could deliver. The final decision about which project(s) you wish to submit for assessment for final funding is up to council and these project(s) should be aligned with your strategic plans.

When working with the Member for Bathurst to identify projects for the LSCA Program, you **must** comply with Section 6.3.3 of the *NSW Grants Administration Guide* and Section 7.1 of the LSCA Guideline, which require that input from the Member for Bathurst be documented. You will be required to declare any input from the Member for Bathurst when submitting project(s) for assessment (in the relevant section of the Project Details Form in SmartyGrants).

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Blayney Shire Council and the Member for Bathurst will be required to **keep confidential** the details of nominated playground and park projects until they have been publicly announced (following assessment and approval).

Next Steps

Please reach out to the Member for Bathurst to arrange a meeting.

Once council has determined the project(s) you wish to submit for funding please email the LCSA Program Office (lsca@premiersdepartment.nsw.gov.au) and provide them with the name and email contact of the project lead officer, and the number and titles of the project(s) you wish to submit for assessment.

Your nominated officer will receive an email from SmartyGrants with login access details and prompts to complete a Project Details Form for each project(s).

We encourage you to read the attached LSCA Guideline before you start to complete your Project Details Form(s). This form will ask you to provide details about the nature of each of your project(s), including the main deliverables, the key beneficiaries, locations, budgets and the timeframe for completing the project(s).

The LSCA Program Office in the Premier's Department will review the information you have provided to determine whether your project(s) meet the eligibility and assessment criteria.

If you have any questions, please contact the LSCA Program Office at (02) 9228 5260 or via email at lsca@premiersdepartment.nsw.gov.au.

Thank you for your participation in the LSCA Program and your commitment to enhancing communities across NSW. We look forward to working with you and witnessing the positive impacts in your community.

Sincerely,



Alison Morgan
Executive Director
Local Small Commitments Allocation Program Office
Premier's Department

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04) QUARTERLY OUTSTANDING RESOLUTION REPORT**Department:** Executive Services**Author:** General Manager**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance**File No:** GO.ME.1**Recommendation:**

That Council note the Outstanding Resolution Report to March 2024.

Reason for Report:

The General Manager is responsible for ensuring that Council's policies, decisions and priorities are implemented in a timely and efficient manner, consistent with the goals and objectives of Council.

After a Council meeting, each resolution is allocated to the responsible officer to action in accordance with the intent of the Council decision.

Council have requested an Outstanding Resolution Report on a quarterly basis.

Report:

This Council Outstanding Resolution Report includes Council Resolutions up to and including the previous Council Meeting.

There are 15 resolutions in the report, 10 of which are in progress and yet to be completed, 5 are proposed to be removed. An update is provided in the comments section from the relevant responsible officer.

It should be noted that;

- Road related land matters, are captured and transferred to a land register, and
- Traffic Committee matters are captured and transferred to a traffic register.

There are currently;

- 19 resolutions outstanding on the land register (which is available on the Councillor portal); and
- 6 resolutions outstanding on the traffic register.

Date of Meeting	Res. No	Resolution	Owner	Comments
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Date of Meeting	Res. No	Resolution	Owner	Comments
15-Nov-21	2111/007	<p>Blayney Medium Scale Solar Array Project RESOLVED That Council;</p> <ol style="list-style-type: none"> 1. Endorse the Blayney Medium Scale Solar Array project Business Case and refer to the new Council for consideration following receipt of a Peer Review of the Business Case, finalisation of the Capital Expenditure Review and assessment of financial implications. 2. Approve the General Manager progressing discussion with another Council(s) for a potential joint arrangement for the project. 3. Approve a supplementary vote of \$40k from the Property Account, to engage a consultant to prepare documentation required for the Development Application and fees associated with lodgement of the Development Application. 	GM	Project options being reviewed.

Date of Meeting	Res. No	Resolution	Owner	Comments
19-Apr-22	2204/004	<p>Committees of Council RESOLVED</p> <p>4. That Council staff conduct an annual onsite inspection of the Shire's Cemeteries with Councillors inviting stakeholders, Blayney Family History Group, Village/Progress Association representatives and community members.</p> <p>5. That the Tourism, Towns and Villages Committee not continue in its current format, and Council utilise alternative localised attendance of the Mayor, Councillors and staff, engagement with Orange360 and ongoing communication and involvement supporting Village/Progress Associations and Hall Committees to progress the individual Town and Village Community Plans. A report comes back to Council on the best options to connect with each of the villages and Blayney Township.</p>	GM	<p>Cemetery tour tentatively scheduled for Friday 24 May 2024.</p> <p>Council undertook significant engagement to each village for the proposed SRV. Council has reached out to village representatives regarding visiting each Village over the next 12 months.</p>

Date of Meeting	Res. No	Resolution	Owner	Comments
19-Dec-22	2212/017	<p>Planning Proposal to Amend Blayney Local Environmental Plan 2012 – RU2 Rural Landscape to R2 Low Density Residential – 34 Charles Street, Blayney</p> <p>RESOLVED</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Submit the Planning Proposal to the Minister for Planning in accordance with Section 3.34(1) of the Environmental Planning and Assessment Act 1979, requesting a Gateway Determination, pursuant to Section 3.34(2) of the Environmental Planning and Assessment Act 1979. 2. Request delegation to finalise and make the draft Local Environmental Plan, pursuant to Section 3.36 of the Environmental Planning and Assessment Act 1979. 3. Prepare and exhibit an amendment to the Blayney Shire Development Control Plan 2018 to include development controls relating to the subject property in accordance with the Environmental Planning and Assessment Act 1979. 4. Require, prior to submitting the Planning Proposal for Gateway Determination, that the landowner be advised and agree to paying all reasonable costs involved for Council to amend the Blayney Shire Development Control Plan 2018. 	DPES	Applicant is waiting for the Town of Blayney Flood Study to be progressed prior to being able to submit their own updated Flood Study.

Date of Meeting	Res. No	Resolution	Owner	Comments
16-May-23	2305/012	<p>Planning Proposal to Amend the Blayney Local Environmental Plan 2012 – Clarke Street Reclassification RESOLVED</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Endorses the draft Planning Proposal for submission to the Minister for Planning in accordance with Section 3.34(1) of the Environmental Planning and Assessment Act 1979, requesting a Gateway Determination, pursuant to Section 3.34(2) of the Environmental Planning and Assessment Act 1979. 2. Request delegation to finalise and make the draft Local Environmental Plan, pursuant to Section 3.36 of the Environmental Planning and Assessment Act 1979. 	MDA	Public Hearing held 4 April 2024.
18-Jul-23	2307/012	<p>Road Name - 61 Forest Reefs Road (Glenorie Road) Millthorpe Subdivision RESOLVED</p> <ol style="list-style-type: none"> 3. That Council through engagement with the community seek to expand, diversify and update the preapproved names list in Appendix A of the Road, Pathway and Bridge Naming Policy (25F). 	MI	EOI currently underway closing 30 April 2024.
21-Nov-23	2311/011	<p>Cabonne After School Care RESOLVED</p> <p>That Council defer this item.</p>	DCS	For consideration with preparation of the 2024/25 Operational Plan.

Date of Meeting	Res. No	Resolution	Owner	Comments
23-Jan-24	2401/007	Lease to Blayney Meals on Wheels RESOLVED 1. That Council endorse execution of lease for 39 Church Street, Blayney (Lot 23 Section 14 DP 758121) to Blayney Volunteer Meals On Wheels Association Inc. by the Mayor and General Manager.	CFO	Letter and executed lease sent. Document executed by all parties and returned to Council. Proposed for deletion.

Date of Meeting	Res. No	Resolution	Owner	Comments
23-Jan-24	2401/009	<p>Proposed Voluntary Planning Agreement - DA146/2021 Subdivision of the Land into 56 lots (52 urban residential lots) – 1279 Millthorpe Road Millthorpe RESOLVED That Council</p> <ol style="list-style-type: none"> 1. Give public notice of the proposed Voluntary Planning Agreement relating to the dedication of drainage and open space lands associated with DA146/2021 – Subdivision of Land into 56 lots (52 Urban Residential Lots) – 1279 Millthorpe Road, Millthorpe. 2. Give public notice of its intention to classify proposed lot 231 as Operational land and proposed lot 323 as Community land. 3. If a submission is received on either the proposed Voluntary Planning Agreement or classification of land a further reported be presented to Council. 4. Should no submissions be received in relation to the Voluntary Planning Agreement, the General Manager be delegated authority to enter into and execute the agreement. 5. Should no submissions be received in relation to the classification of lands then proposed lot 231 be classified as Operational land and proposed lot 323 as Community land. 	DPES	<p>Completed.</p> <p>No submissions were received. The Voluntary Planning Agreement will now be executed and the lands will be classified accordingly upon transfer.</p> <p>Proposed for deletion.</p>

Date of Meeting	Res. No	Resolution	Owner	Comments
20-Feb-24	2402/010	<p>Quarterly Budget Review Statement – December 2023 RESOLVED</p> <p>2. That the supplementary votes of (\$257k) nett proposed in the Quarterly Budget Review Statement be adopted, resulting in an increase to capital expenditure of \$659k, an increase to operating expenditure of \$116k and an increase in income of \$518k (which includes an increase of \$265k in capital income).</p>	CFO	<p>QBRS updated to Long Term Financial Plan and General Ledger.</p> <p>Proposed for deletion.</p>
20-Feb-24	2402/011	<p>Review of Council Policies RESOLVED</p> <p>That Council;</p> <p>1. Adopt the Public Interest Disclosures – Internal Reporting Policy and be updated to Council’s Policy Register.</p> <p>2. Endorse the following policies and they be placed on public exhibition for a period of not less than 28 days.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disposal of Assets Policy <input type="checkbox"/> Borrowing Policy <p>If no submissions are received that they be adopted and Council’s Policy Register updated.</p> <p>3. Rescind the Vandalism Policy and that it be removed from Council’s Policy Register.</p>	DCS	<p>No submission to Disposal of Asset Policy. 1 submission to Borrowings Policy.</p> <p>Policy register updated for rescinded and approved policies.</p> <p>Borrowings Policy tabled for consideration in April Council Business Paper.</p> <p>Proposed for deletion.</p>

Date of Meeting	Res. No	Resolution	Owner	Comments
20-Feb-24	2402/013	<p>Minutes of the Audit, Risk and Improvement Committee Meeting Held 8 February 2024 RESOLVED That Council; 2. Commence preparation of Terms of Reference, Internal Audit Charter and Risk Management Policy and Expression of Interest for Recruitment of an Independent Member. 3. Engage with the Central Tablelands Water and Central Table Weeds Authority on resource sharing opportunities with implementation of the new Framework. 4. Take action to secure and appoint another independent member as soon as possible and adopt standardised documentation.</p>	DCS	<p>Terms of Reference (TOR) drafted for consideration in the April Council Business Paper. Expressions of Interest drafted and for issue subject to outcome of Council report.</p> <p>Central Tablelands Water and Central Tablelands Weeds Authority contacted with outline of action proposed. Further meeting(s) to harmonise TOR across Councils.</p>

Date of Meeting	Res. No	Resolution	Owner	Comments
19-Mar-24	2403/004	<p>Minutes of the Disability Inclusion Working Group Meeting held 8 February 2024 RESOLVED That Council;</p> <p>2. Explore and confirm access compliance of the entrance to the Council office off Adelaide Street.</p> <p>3. Consider other forms of engagement, e.g. social media and GM conversation, to raise awareness of accessibility to businesses.</p> <p>4. Refer the Blayney Showground Masterplan to the Disability Inclusion Working Group during the period of public exhibition.</p> <p>5. Examine whether there are opportunities to annually fund within the 2024/25 – 2027/28 Delivery Program the remaining non-compliant parking spaces and accessible laybacks across the Blayney LGA.</p>	DCS	<p>Council office entrance referred to Building Certifier for review.</p> <p>MT&C to engage with DIWG regarding content plan for engagement.</p> <p>Showground Masterplan for consideration at April Council meeting. Subject to Council approval, distribution will follow during exhibition period.</p> <p>No additional funding opportunity currently identified.</p>
19-Mar-24	2403/007	<p>Youth Week 2024 RESOLVED That Council;</p> <p>2. Endorse the allocation from the 2024 Youth Week Small Grants Program be endorsed as follows:</p> <p>Le Danse School \$1,350 Em Dance \$1,350 Blayney High School* \$1,830 YMCA NSW* \$1,530 <i>*Includes GST</i></p>	DCS	<p>Successful applicants notified.</p> <p>Proposed for deletion.</p>
19-Mar-24	2403/009	<p>CNSWJO - Data Sharing Agreement between Council and Spatial Services RESOLVED That Council enter into a new data sharing agreement with Spatial Services.</p>	DIS	<p>Waiting on final MOU from Spatial Services to execute.</p>

Date of Meeting	Res. No	Resolution	Owner	Comments
19-Mar-24	2403/015	Contract W2_2023 - Asset Management of Sewer Pipes RESOLVED That Council; 1. Accept the contract with Interflow Pty Ltd for the Asset Management of Sewer Pipes of the following separable portions: A – Condition Assessment of Gravity Sewer and Stormwater Mains using CCTV B – Smoke Testing of Sewer Service Lines; and C – Pipe Relining 2. Authorise the General Manager to approve an extension contract period to 30 June 2025.	DIS	Waiting on contract documents from CNSWJO to execute.

Risk/Policy/Legislation Considerations:

Nil

Budget Implications:

Nil

Enclosures (following report)

Nil

Attachments (separate document)

Nil

05) REPORT OF COUNCIL INVESTMENTS AS AT 31 MARCH 2024

Department: Corporate Services

Author: Chief Financial Officer

CSP Link: 2. Build the Capacity and Capability of Local Governance and Finance

File No: FM.AU.1

Recommendation:

That Council;

1. Note the report indicating Council's investment position as at 31 March 2024.
2. Note the certification of the Responsible Accounting Officer.

Reason for Report:

For Council to endorse the Report of Council Investments as at 31 March 2024.

Report:

This report provides details of Council's Investment Portfolio as at 31 March 2024.

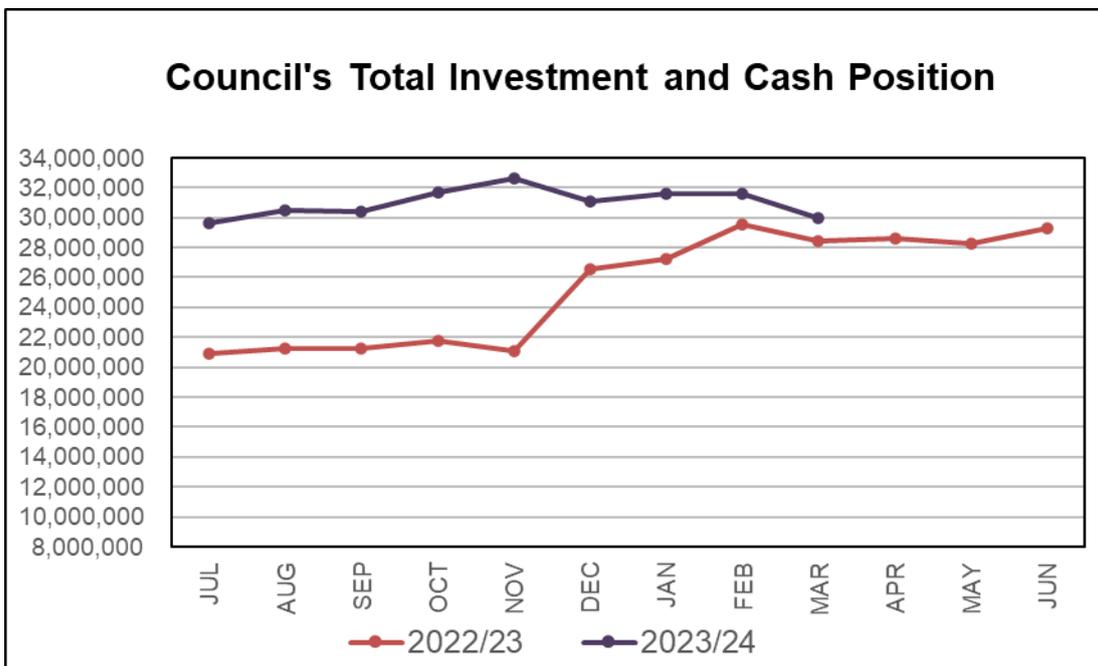
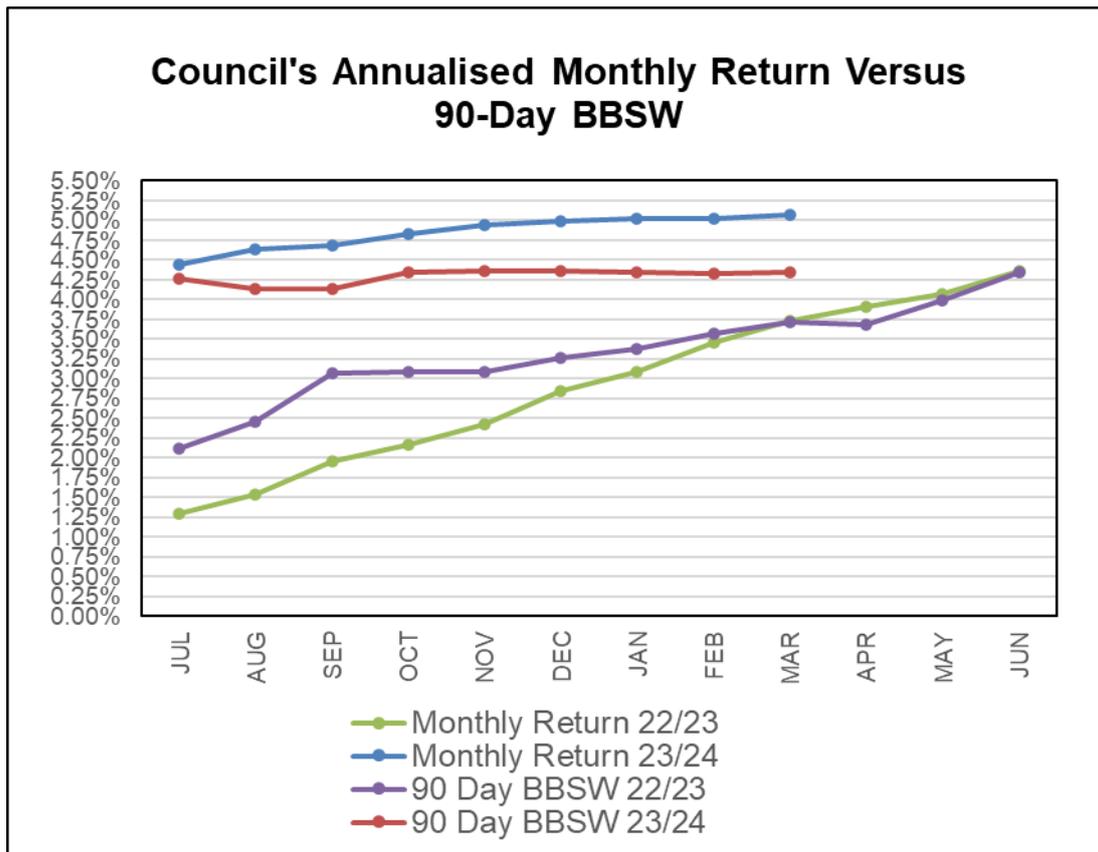
Council's total investment and cash position as at 31 March 2024 is \$29,985,244. Investments earned interest of \$131,566.39 for the month of March 2024.

Council's monthly net return on Term Deposits annualised for March was 5.08% which outperformed the 90-day Bank Bill Swap Rate of 4.34%.

As predicted in the report of Council Investments as at 29 February there were several significant creditors runs within the month of March. Creditor payments (excluding new term deposits) totalled \$2,838,695.98. No maturing investments were withdrawn to manage cash flow emphasising the strong cash position Council is in.

As the end of the cash rate tightening cycle appears to be over, Council is seeing more value from shorter term deposits between 6 – 9 months rather than term deposits held for 12 months or more.

Council should note that while the current level of Unrestricted Cash is high, there are a number of charges (statutory and service agreement) not yet invoiced. This is estimated to be in the vicinity of \$1m.



Register Of Investments and Cash as at 31 March 2024					
Institution	Method	Rating	Maturity	Amount \$	Interest Rate
Macquarie Bank	IAM	A1/A+	02/04/2024	500,000	4.450%
MyState Bank Ltd	Curve	A2/BBB+	02/04/2024	500,000	4.650%
CBA	Direct	A1+/AA-	09/04/2024	500,000	4.280%
NAB	Direct	A1+/AA-	16/04/2024	500,000	4.510%
Westpac	Direct	A1+/AA-	23/04/2024	500,000	4.490%
Macquarie Bank	IAM	A1/A+	30/04/2024	500,000	4.800%
NAB	Direct	A1+/AA-	07/05/2024	500,000	4.700%
CBA	Direct	A1+/AA-	14/05/2024	500,000	4.920%
NAB	Direct	A1+/AA-	21/05/2024	500,000	4.900%
Westpac	Direct	A1+/AA-	28/05/2024	500,000	4.840%
Westpac	Direct	A1+/AA-	04/06/2024	500,000	5.040%
Auswide Bank Ltd	IAM	A2/BBB+	11/06/2024	500,000	5.370%
NAB	Direct	A1+/AA-	11/06/2024	500,000	5.500%
Westpac	Direct	A1+/AA-	18/06/2024	500,000	5.450%
Macquarie Bank	IAM	A1/A+	25/06/2024	500,000	5.250%
Westpac	Direct	A1+/AA-	02/07/2024	500,000	5.420%
CBA	Direct	A1+/AA-	09/07/2024	500,000	5.300%
IMB Bank Ltd	Direct	A2/BBB+	16/07/2024	500,000	5.000%
Macquarie Bank	IAM	A1/A+	16/07/2024	500,000	5.100%
ING Bank	Curve	A1/A	23/07/2024	500,000	5.200%
Westpac	Direct	A1+/AA-	30/07/2024	500,000	5.050%
ING Bank	Curve	A1/A	30/07/2024	500,000	5.200%
NAB	Direct	A1+/AA-	06/08/2024	500,000	5.150%
Westpac	Direct	A1+/AA-	06/08/2024	500,000	5.150%
CBA	Direct	A1+/AA-	13/08/2024	500,000	5.170%
CBA	Direct	A1+/AA-	20/08/2024	500,000	4.900%
NAB	Direct	A1+/AA-	20/08/2024	500,000	5.200%
CBA	Direct	A1+/AA-	27/08/2024	500,000	5.090%
Westpac	Direct	A1+/AA-	03/09/2024	500,000	5.050%
Bank of Queensland	Curve	A2/BBB+	10/09/2024	500,000	5.350%
ING Bank	Curve	A1/A	10/09/2024	500,000	5.050%
NAB	Direct	A1+/AA-	17/09/2024	500,000	5.310%
IMB Bank Ltd	Direct	A2/BBB+	24/09/2024	500,000	5.150%
Bank of Queensland	Curve	A2/BBB+	01/10/2024	500,000	5.150%
Westpac	Direct	A1+/AA-	08/10/2024	500,000	5.280%
CBA	Direct	A1+/AA-	15/10/2024	500,000	4.850%
CBA	Direct	A1+/AA-	15/10/2024	500,000	5.150%
ING Bank	Curve	A1/A	22/10/2024	500,000	5.350%
CBA	Direct	A1+/AA-	29/10/2024	500,000	5.250%
MyState Bank Ltd	Curve	A2/BBB+	05/11/2024	500,000	5.400%
B & A Bank	IAM	A2/BBB+	12/11/2024	500,000	4.990%
Westpac	Direct	A1+/AA-	12/11/2024	500,000	5.320%
Reliance Bank	Direct	Unrated	19/11/2024	500,000	5.200%
Macquarie Bank	IAM	A1/A+	26/11/2024	500,000	5.220%
Defence Bank Ltd	Curve	A2/BBB	03/12/2024	500,000	5.300%
NAB	Direct	A1+/AA-	10/12/2024	500,000	5.060%

Register Of Investments and Cash as at 31 March 2024					
Institution	Method	Rating	Maturity	Amount \$	Interest Rate
NAB	Direct	A1+/AA-	10/12/2024	500,000	5.100%
ING Bank	IAM	A1/A	17/12/2024	500,000	5.230%
CBA	Direct	A1+/AA-	14/01/2025	500,000	4.830%
NAB	Direct	A1+/AA-	28/01/2025	500,000	5.150%
NAB	Direct	A1+/AA-	25/02/2025	500,000	5.050%
Reliance Bank	Direct	Unrated	04/03/2025	500,000	5.050%
ING Bank	IAM	A1/A	11/03/2025	500,000	5.140%
Total Investments				26,500,000	5.077%
Commonwealth Bank - At Call Account ⁽¹⁾				2,872,928	4.350%
Commonwealth Bank Balance - General ⁽¹⁾				537,359	4.200%
Reliance Bank ⁽¹⁾				74,957	0.000%
Total Cash and Investments				29,985,244	
Benchmarks:		BBSW 90 Day Index ⁽¹⁾			4.344%
		RBA Cash Rate ⁽¹⁾			4.350%

1. % Interest rates as at end of reporting period.

Summary of Investment Movements - March 2023		
Financial Institution	Amount \$	Commentary
Reliance Bank	(521,058)	Term deposit matured 09/03/2024
Reliance Bank	500,000	Term deposit reinvested 09/03/2024
Macquarie Bank	(511,387)	Term deposit withdrawn 12/03/2024
ING Bank	(523,750)	Term deposit matured 13/03/2024
ING Bank	500,000	Term deposit reinvested 13/03/2024
NAB	500,000	New term deposit 13/03/2024
CBA	(520,946)	Term deposit matured 19/03/2024
CBA	500,000	Term deposit reinvested 20/03/2024
CBA	(521,441)	Term deposit matured 26/03/2024
CBA	500,000	Term deposit reinvested 26/03/2024

Long Term Credit Rating (or Moody's, Fitch, S&P or Equivalent)	Policy Maximum %	Current Holding %	Current Holding \$
TCorp IM Funds	100%	0%	-
AAA – AA Category	100%	58%	15,500,000
A- Category	40%	21%	5,500,000
BBB+ Category	25%	15%	4,000,000
BBB Category	5%	2%	500,000
BBB- Category and below: Local ⁽²⁾ ADI's	10%	4%	1,000,000
BBB+ / BBB / BBB- & below categories combined	25%	21%	
			26,500,000

2. ADI's located within the Local Government Area

Individual Institution Limit	Rating	Policy Maximum \$	Current Holding \$
Auswide Bank	A2/BBB+	1,000,000	500,000
Bank of Queensland	A2/BBB+	1,000,000	1,000,000
Bendigo & Adelaide Bank	A2/BBB+	1,000,000	500,000
CBA	A1+/AA-	8,000,000	5,000,000
Defence Bank Ltd	A2/BBB	500,000	500,000
IMB Bank Ltd	A2/BBB+	1,000,000	1,000,000
ING Bank	A1/A	3,000,000	3,000,000
Macquarie Bank	A1/A+	3,000,000	2,500,000
MyState Bank Ltd	A2/BBB+	1,000,000	1,000,000
NAB	A1+/AA-	8,000,000	5,500,000
Reliance Bank	Unrated	1,000,000	1,000,000
Westpac	A1+/AA-	8,000,000	5,000,000
Total Investments			26,500,000

Summary of Restricted, Allocated and Unrestricted Cash & Investments			
	Actual 30/06/2023 \$ 000's	Actual 31/03/2024 \$ 000's	Forecast ⁽¹⁾ 30/06/2024 \$ 000's
External Cash Restrictions	20,329	20,368	9,958
Internal Cash Allocations	8,751	6,197	5,330
Total Restricted, Allocated Cash & Investments	29,080	26,565	15,288
Unrestricted Cash	191	3,420 ⁽²⁾	4,959 ⁽²⁾
Total Restricted, Allocated and Unrestricted Cash & Investments	29,271	29,985	20,247

(1) Balances are informed by the Long Term Financial Plan and based on the best available information at time of preparation.

(2) Unrestricted cash is forecast to be high as of 30 June 2024 as a result of Council substituting funding dedicated from general revenue for the current year capital works program with approved grant funded programs. It is not anticipated that Council will be afforded this opportunity with future grant funding under these programs.

CERTIFICATION – RESPONSIBLE ACCOUNTING OFFICER

I, Tiffany Irlam, certify that the investments listed in this report have been made in accordance with s625 of the Local Government Act (1993), the Local Government (General) Regulation (2021) and Council Policy.

Risk/Policy/Legislation Considerations:

The Responsible Accounting Officer must table a written report to Council on money invested pursuant to s.625 of the Local Government Act (1993). Investments made are in accord with the framework established within Council's Investment Policy.

Budget Implications:

A good investment strategy optimises Council's return on investments.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

06) REVIEW OF COUNCIL POLICIES

Department: Corporate Services

Author: Director Corporate Services

CSP Link: 2. Build the Capacity and Capability of Local Governance and Finance

File No: GO.PO.1

Recommendation:

That Council;

1. Adopt the Borrowings Policy and it be updated to Council’s Policy Register.
2. Endorse the following policies and they be placed on public exhibition for a period of not less than 28 days. Noting that should no submissions be received that they be adopted and updated to Council’s Policy Register:

Policy Name
Restricted and Unrestricted Cash Policy
Social Media Policy

Reason for Report:

For the Council to review Council’s strategic policies.

Report:

Council has undertaken a review of policies as shown below.

The following policy was endorsed by Council at the February Council meeting for public exhibition with closing date of 28 March 2024. A Councillor submission was received and an amendment to the Guiding Principles made. It is recommended that this policy be adopted.

POLICY	OBJECTIVE	COMMENT
Borrowings Policy	To provide a framework for Council to borrow funds while ensuring the ongoing viability of the Council by not permitting overall borrowings to extend Council beyond its ability to meet future repayments and budgetary obligations.	Policy amended following public exhibition to include an additional guiding principle.

The following policies have been reviewed and it is proposed that they be endorsed for public exhibition for a period of not less than 28 days.

POLICY	OBJECTIVE	COMMENT
Restricted and Unrestricted Cash Policy	To provide a framework for the establishment and management of restricted and unrestricted cash.	Policy amended to embrace recommendations of the Financial Sustainability Review and to update policy. Following Councillor Workshop discussion, Council's Chief Financial Officer has recommended that the level be the greater of \$2m or 50% of current liabilities (nett of current liabilities funded by cash restrictions or allocations i.e. contract liabilities and ELE's).
Social Media Policy	To provide a framework around use of social media by Council.	Policy has been revised to align with the Office of Local Government Model Policy.

Risk/Policy/Legislation Considerations:

Nil.

Budget Implications:

Nil.

Enclosures (following report)

1	Borrowing Policy	6 Pages
2	Restricted and Unrestricted Cash Policy	10 Pages
3	Social Media Policy	12 Pages

Attachments (separate document)

Nil



Borrowings Policy

Policy	xxx
Officer Responsible	Chief Financial Officer
Last Review Date	xxx

Strategic Policy

1. OBJECTIVE

The objective of this policy is to ensure that the use and management of Council borrowings (including overdraft facilities):

- Complies with the Ministerial Revised Borrowing Order dated 13 May 2009;
- Is undertaken with due regard for Council's role as a custodian of public funds;
- Is undertaken with the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons; and
- Complies with Council's overall risk management strategy .

Council's power to borrow funds arises from section 621 of the Local Government Act 1993. As a custodian of public funds, Council must exercise the reasonable care and diligence that a prudent person would exercise when borrowing funds.

This policy provides a framework for Council to borrow funds while ensuring the ongoing viability of the Council by not permitting overall borrowings to extend Council beyond its ability to meet future repayments and budgetary obligations.

Section 377(1) (f) of the Local Government Act 1993 stipulates that Council cannot delegate the borrowing of money. It is expected that Councillors will have a full understanding of the terms and conditions of borrowing arrangements before entering into any contract.

2. DEFINITIONS

Variable rate loan - a loan that attracts an interest rate linked to a variable benchmark. In Australia variable rate loans are normally priced at a fixed margin over the Ausbond Bank Bill Rate which is the market benchmark three month interbank rate.

Fixed rate loan - a loan that attracts a fixed pre-determined interest rate throughout the term of the loan.

Amortising loan - a loan that is repaid over the term of the loan, normally by equal instalments due quarterly or semi-annually. Interest payments and capital repayments are normally combined and paid on the instalment date.

3. LEGISLATIVE REQUIREMENTS

All borrowings must comply with the following:

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Ministerial Revised Borrowing Order;
- Local Government Code of Accounting Practice and Financial Reporting;
- Australian Accounting Standards; and
- Office of Local Government Circulars.

4. POLICY

Delegation of Authority

Authority for the implementation of this policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993. The General Manager may, in turn, delegate the day-to-day management of Council's borrowings to the Responsible Officer or other appropriately qualified senior staff (subject to regular reviews).

Guiding Principles

Guiding principles for Council borrowings:

- Borrowings may only be used to fund capital expenditure and not operating expenditure (which should be funded from revenue).
- Minimum working capital requirements are to be identified and maintained in a readily available form such that there is no need to call on borrowings to fund any shortfall in reasonably anticipated operating requirements.
- It is appropriate to fund significant capital works via borrowings such that the full cost of infrastructure is not only borne by present day ratepayers, but also by future ratepayers who will benefit from use of the funded infrastructure.
- It may be appropriate to fund certain capital projects with user charges, in which case user charges should reflect the project's costs, including loan payments.
- The impact on Council's budget of any movement in interest rates must be actively managed.
- **Borrowings to fund income producing capital projects shall be repaid principally from the income generated by the project.**

Structure of Borrowings

Overdraft

The Council may maintain a modest overdraft facility for unexpected changes to operating cash flow requirements. As there are costs involved in accessing the facility, it is not to be used for expected operating cash flow and it is not to be used for long-term financing.

Long-Term Borrowings

Considerations

To assist with making the decision on whether to undertake long-term borrowings, Council should consider:

- The financial impact of the proposed borrowing on Council's Long Term Financial Plan, Delivery Program and Operational Plan including:
 - a) Scenario analysis in the case of changes to market interest rates; and
 - b) Any positive impact of the capital works funded by the proposed borrowing;

Requirements

Council can borrow funds under section 621 of the Local Government Act 1993. All borrowings must be approved by Council resolution and included in Council's annual draft Operational Plan.

Councils must also apply to the Office of Local Government, completing a proposed loan borrowing return each year.

The General Manager under section 230 of the Local Government (General) Regulation 2005 must notify the Secretary within seven days after borrowing money under a loan contract.

If, during the year, Council is required to increase its proposed borrowings or change the purpose of the initial request, a council resolution must be passed prior to drawing down of any funds.

If there is an increase, Council must also notify the Office of Local Government by re-submitting the electronic loan borrowing request form including the updated amounts.

Process

To minimise the cost of borrowing, the policy will require Council to seek competitive borrowing terms by inviting expressions of interest with both fixed and variable terms.

Whilst not specified, Council's preference is to enter into a loan agreement with a fixed rate which provides certainty of cash flow obligations over the life of the loan and limits the risk of price shock in an environment of fluctuating interest rates.

Restrictions

Council is restricted, by the Ministerial Revised Borrowing Order dated 13 May 2009, to source the borrowings from Australia and in Australian currency.

Borrowing Parameters

The Council's borrowing program must remain within the following parameters:

- Maximum term of borrowings is the shorter of 20 years or the expected economic life of the capital works funded.
- Within benchmark for relevant performance indicators including the debt service cover ratio

Security for borrowings

The Council acknowledges that under Reg 229 of the Local Government (General) Regulation 2005 the repayment of money borrowed by a council (whether by way of overdraft or otherwise), and the payment of any interest on that money, is a charge on the income of the Council.

Internal Loans

An internal loan consists of surplus investment funds that are restricted to a particular purpose being borrowed for another purpose of Council. This

process would involve a formal internal loan whereby borrowed funds would be repaid with interest to the reserve that has lent the funds.

Where the surplus funds have been derived from general revenue streams this decision can be made by resolution of Council.

Where the surplus funds have been derived from externally restricted revenue or from a special rate or charge, such loans require Ministerial approval prior to being entered into, in accordance with Section 410 of the Local Government Act 1993.

Internal loans and internally restricted funds are not required to be included in the proposed loan borrowing return submitted to the Office of Local Government.

Lease Liabilities

The introduction of AASB 16 has removed the distinction between operating and finance leases and requires recognition of a right-of-use (ROU) asset and lease liability on the balance sheet for most leasing arrangements with the exception of:

- Short term leases < 12 months
- Low value leases < \$10,000

Leases carry very similar characteristics to borrowings and whilst Council endorsement is not required to enter into a lease arrangement, consideration around Council's procurement policy and appropriate delegation levels should be exercised taking into account the full value of the lease arrangement not just the regular instalments.

5. MONITORING AND REPORTING

A summary of current loans details is tabled with the Quarterly Budget Review Statement.

Any proposed borrowings modelled in the Long Term Financial Plan are tabled annually in the Operational Plan and reported to the Office of Local Government through the Proposed Borrowings Return.

Any breach of this policy is to be reported to the General Manager and Responsible Accounting Officer immediately upon becoming aware of such breach. A written statement of the facts relating to the breach is to be prepared within two business days, including the remedial action taken or proposed to be taken. The breach should be reported to Council at the next meeting.

6. RELATED LEGISLATION AND POLICIES

Local Government Act 1993;
Local Government Act 1993 s.624 – Borrowing Order dated 13 May 2009
Local Government (General) Regulation 2005;
Local Government Code of Accounting Practice and Financial Reporting;
Australian Accounting Standards; and
Office of Local Government Circulars.
Procedure 5H Capital Expenditure Guidelines

End of Policy

	Date	Minute No.
Adopted:		
Last Reviewed:		
Next Review:	21/07/2026	



Restricted and Unrestricted Cash Policy

Policy	3K
Officer Responsible	Chief Financial Officer
Last Review Date	xx/xx/2024

Strategic Policy

Objectives

To provide a framework for the establishment and management of restricted and unrestricted cash.

1. BACKGROUND

Council has significant restricted cash set aside for future purposes. They appear in Council's balance sheet under "Cash, cash equivalents and investments". The funds are invested in accordance with Council's Investment Policy.

Over the term of the Long Term Financial Plan these restrictions are used to smooth out funding requirements for Council's programs outside the scope of normal operational activities. This allows for the equitable spread of the costs burden in establishing and maintaining Council's assets and services.

2. CLASSIFICATION OF RESTRICTED CASH

Restricted cash are funds set aside by Council for a specific purpose to meet future expenses. They are ~~over and above the expenses provided for included~~ in the annual budget which are voted annually as part of the adoption of the Operational Plan.

Restricted Cash falls into three categories based on their use:

(a) External cash restrictions

These are funds received by Council where there is a legal obligation to use the funds for the purpose for which they were paid to Council. Under section 409(3) of the Local Government Act 1993 they are of three categories:

- (i) money received as a result of levying a special rate or charge for a particular purpose (e.g. proceeds of a special rate variation);
- (ii) money that is required by legislation to be set aside for a specific purpose (e.g. developer contributions); and
- (iii) money received from the government for a specific purpose (e.g. tied grants).

(b) Internal cash ~~restrictions~~ allocations

These are funds set aside by resolution of Council for a particular purpose, where there is no legal or legislative requirement governing their use. If the purpose for which the cash restriction was established does not eventuate or Council changes its priorities, these funds may be reapplied for a different purpose by resolution of Council.

(c) Unrestricted cash

These are funds which are available to be used to cover unexpected or emergency expenses not provided for in the annual budget and not covered by an available internal restriction. –They are also available for:

- (i) ~~boosting Council's financial liquidity in paying suppliers, providing services and retaining staff;~~
- (ii) ~~meeting short term cash flow requirements to fund capital works projects;~~
- (iii) ~~meeting Council's operational efficiency by covering unbudgeted discretionary expenditure; and~~
- (iv) ~~support Council's long-term financial sustainability~~
- (v) bringing forward projects identified in the Long Term Financial Plan.
- ~~(vi) renewing or replacing current Council assets; and~~
- ~~(vii) reducing Council's asset backlog.~~

Any application of funds to be drawn from unrestricted cash for capital projects, where required, would need to comply with the Capital Expenditure Guidelines of the NSW Office of Local Government.

3. ESTABLISHMENT OF CASH ~~RESTRICTIONS~~ ALLOCATIONS**(a) Current External Restrictions / Internal Allocations**

The purpose of each internal cash ~~restriction~~ allocation is articulated in Schedule 1.

Audited externally restricted and internally restricted allocated cash balances can be found in the Annual Financial Statements, Note ~~6(e)~~C1-3, included in the Annual Report available on Council's website <http://www.blayney.nsw.gov.au/your-council/council-publications/annual-reports/annual-reports> .

(b) **Future External Restrictions / Internal Allocations**

Additional internally ~~restricted-allocations of~~ cash may be created by resolution of Council. The resolution must set out:

- (i) the name and purpose of the ~~cash internal allocation~~, which must be specific and relate to the then current Community Strategic Plan and Delivery Plan of Council; and
- (ii) the basis of calculating any transfer of funds to internally ~~restricted-cash allocations~~.

4. INTEREST ON RESTRICTED CASH

Interest must be applied to external cash restrictions where required by legislation or otherwise, such as s947.11 developer charges. Interest is added to the balance in the relevant cash restriction. The rate of interest is equal to the average return on investments for the financial year.

If interest is paid on internally ~~restricted~~ cash ~~allocations~~, the interest is paid into the general fund.

5. BORROWINGS FROM RESTRICTED CASH

Council may borrow from internally ~~restricted-allocated~~ cash, [but not from externally restricted cash without consent from the Minister of Local Government]. Any such borrowing must be authorised by resolution of Council and the full impact of the borrowing disclosed. Interest must be paid on any such borrowings.

6. TRANSFERS TO AND FROM RESTRICTED CASH

Funds may only be transferred into or transferred out of a cash restriction, by resolution of Council. The authority for such transfers may be given:

- (a) by specific resolution in the case of a particular project the subject of a Council resolution;
- (b) in the Quarterly Budget Review Statement, by virtue of the adoption of that statement by Council; or
- (c) by the adoption of the annual financial statements containing a schedule of restricted cash showing transfers in and out.

A transfer contained in a Quarterly Budget Review Statement must show the restricted cash item audited opening balance, the amount transferred in or out and the estimated closing balance.

7. REPORTING ON RESTRICTED CASH

The level of restricted cash shall be reported on in the Quarterly Budget Review Statement and annually in the Financial Statements.

Council must assess at least annually the adequacy of each internal cash restriction during the preparation of the Long-Term Financial Plan and ~~annual budget~~ and Operational Plan.

7.8. DETERMINATION OF UNRESTRICTED CASH LEVELS

The level of unrestricted cash shall be reported on in the monthly Investments Report, Quarterly Budget Review Statement and annually in the Financial Statements.

The targeted level of unrestricted cash shall be the greater of \$2m or 50% of current liabilities (net of those current liabilities funded by cash restrictions or allocations).

Council must assess at least annually the adequacy of each internal cash restriction during the preparation of the Long Term Financial Plan and Operational Plan.

Another measure of Council's liquidity is the Unrestricted Current Ratio. This ratio measures the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council. Immediate action will only be required to address Council's unrestricted funds should the Unrestricted Current Ratio (General Fund) fall below the industry benchmark of 1.5:1.

Schedule 1: Name and Purpose of Internal Cash Restrictions Allocations held

<u>NAME OF CASH RESTRICTION_ INTERNAL ALLOCATION</u>	<u>PURPOSE OF RESTRICTION_ CASH ALLOCATION</u>	Comment												
Plant & Vehicle Replacement	To be able to internally fund replacement of plant and vehicles at the optimal time. Based on internal hire <u>rates_ income</u> and actual operating expenditure, taking into consideration depreciation plus proceeds of sales less asset purchases.													
Employee leave entitlement	To fund leave payments in excess of salary provided for in operational plan – e.g. Employment Termination / Retirement with Council. Based on a formula calculated by reference to average age brackets of employees and total Employee Leave Entitlements.	<p>Funding level is guided by industry accepted practice and determined by calculation of ELE reserves subject to an age profile.</p> <p>Council manages and funds its ELE Reserve based upon a structured funding policy that assesses the age & anticipated payout date for each employee.</p> <p>At the end of each year an analysis is undertaken for each Leave Liability and the value of Leave Entitlements that fall within various age bands.</p> <p>Council's "ELE Funding Policy" is to fund the various age bands to a certain level as at Year End (with higher levels of funding for those employees getting closer to retirement). Funding of Gross ELE thresholds are as follows:</p> <table border="1" data-bbox="930 1541 1289 1751"> <thead> <tr> <th>Age</th> <th>Funding % of Gross ELE</th> </tr> </thead> <tbody> <tr> <td>60+ yrs</td> <td>100%</td> </tr> <tr> <td>55 – 60 yrs</td> <td>60%</td> </tr> <tr> <td>50 – 55 yrs</td> <td>40%</td> </tr> <tr> <td>45 – 50 yrs</td> <td>20%</td> </tr> <tr> <td><45 yrs</td> <td>10%</td> </tr> </tbody> </table>	Age	Funding % of Gross ELE	60+ yrs	100%	55 – 60 yrs	60%	50 – 55 yrs	40%	45 – 50 yrs	20%	<45 yrs	10%
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		<p><u>Allowance is also made for employees with a vested liability who are anticipated to leave with in the next 12 months.</u></p> <p>If Council has a number of staff members, with high ELE liabilities, who are anticipated to be leaving in the next 12 months an allowance is also made.</p>
Cemeteries	Purpose is to spend on restoration of cemeteries.	
Asset Replacement	To fund expenditure on asset renewals.	<p>Unspent annual capital budget</p> <p>Can consist of budget savings on completed works and budgeted projects not carried out.</p> <p>Annual allocation for netball courts since 2012</p>
Blayney Sports Facility Masterplan	To fund projects identified in the Blayney Sports Facility Masterplan	
Blayney Town Works	To fund improvements to Blayney town. Previous applications include KGO lighting, Carrington Park lighting, Showground construction and Heritage Park.	
Cemeteries	Purpose is to spend on restoration of cemeteries.	
Election reserve	To set aside funds for council elections every 4 years. Based on an annual transfer of 25% of anticipated election cost.	
Environmental Projects	Funds then set aside in 2001/02 for development of an alternative recreation location on the river.	
I.T. Reserve	To help fund future large I.T. expenditure e.g. new software system or hardware replacement as part of long term I.T. Strategy.	

Centrepoint	To help fund future large expenditure e.g. building renewals and upgrades.	CentrePoint had a 10 year loan. Once paid off, Council by Resolution sought to continue that loan repayment but as a transfer into reserve to fund renewals. Loan payments equated to \$90,000 less capital expenditure
Property Account	To fund works for real estate development Council's income producing properties plus buying and selling, maintenance and development. Based on net proceeds of sale of industrial and residential land.	
<u>Property Account – Borrowings</u>	<u>Council borrowed funds under the Low Costs Loan Initiative (LCLI) for completion of a residential sub division in Streatfeild Close. Funds from the proceeds of sale of the lots were restricted to repay the principal and interest repayments.</u>	<u>Under the LCLI program Council qualified for a 50% interest subsidy.</u> <u>The balance of sale proceeds were allocated to the Property Account.</u> <u>The loan is scheduled to be finalised by June 2029.</u>
<u>Financial Assistance Grant</u>	<u>To restrict advance payments of future financial assistance grants to the financial year in which they are allocated.</u>	

King George Oval	To fund asset renewals and upgrades at King George Oval.													
Quarry	To have funds available to remediate land following closure of Council quarries after exhaustion of gravel reserves.	<p>The balance should reflect the estimated cost of remediation for each quarry by a percentage based on the number of years until remediation works are required</p> <table border="1"> <thead> <tr> <th>Years to remediation</th> <th>Funding % of total provision</th> </tr> </thead> <tbody> <tr> <td>1 - 5 years</td> <td>100%</td> </tr> <tr> <td>5-10 years</td> <td>80%</td> </tr> <tr> <td>10 - 15 years</td> <td>60%</td> </tr> <tr> <td>15 - 20 years</td> <td>40%</td> </tr> <tr> <td>> 20 years</td> <td>20%</td> </tr> </tbody> </table>	Years to remediation	Funding % of total provision	1 - 5 years	100%	5-10 years	80%	10 - 15 years	60%	15 - 20 years	40%	> 20 years	20%
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Village Enhancement Program	To fund works in Villages as outlined in Village Enhancement Plan.	Remaining allocation from each financial year to be carried over to undertake works in future years.												
Carryover works	To fund unexpended non recurrent capital works in progress at the end of the financial year for completion in a future year.													
Bonds and Deposits	To have funds available to return amounts held as Bonds/Deposits	<p>Includes the following allocations:</p> <ul style="list-style-type: none"> • Bonds – development applications • Security & key deposits – facility hire • Bore key deposits • Contract retentions & tender deposits • Miscellaneous deposits 												

End of Policy

Adopted:	18/03/2016	Minute: 1603/006
Last Reviewed:	18/03/2016	1603/006
	19/03/2018	1803/014
	xx/xx/2024	
Next Review:	16/03/2022	



Social Media Policy

Policy	8B
Officer Responsible	Manager Tourism and Communications
Last Review Date	XX/XX/2024

1 OVERVIEW

Social media and Local Government in NSW

As in the federal and state jurisdictions, social media has become an important tool in government and political discourse at the local level. In the context of NSW local government, social media has two primary functions:

- a) it is used by councils to interact and share information with their communities in an accessible and often more informal format.
- b) it enables councillors to promote their achievements and address their constituents directly about community issues and events in ways that either complement or bypass traditional news and print media.

However, councils and councillors are not immune from the challenges associated with social media, which can pose a significant risk both in a legal sense, and in terms of a council’s ability to operate in a unified and coordinated way. It is therefore vital that councils have the right policy settings in place so that both councils and councillors can realise the full benefits of social media whilst mitigating risk.

Clause 3.1(b) of the *Model Code of Conduct for Local Councils in NSW* provides that council officials must not conduct themselves in a manner that is contrary to a council’s policies. If adopted by a council, a breach of the policy will be a breach of the council’s code of conduct.

2 PRINCIPLES

- 2.1 We, the Councillors, staff and other officials of Blayney Shire Council, are committed to upholding and promoting the following principles of social media engagement:

Openness	Our social media platforms are places where anyone can respectfully share and discuss issues that are relevant to our Council and the community we represent and serve.
Relevance	We will ensure our social media platforms are kept up to date with informative content about our Council and community.
Accuracy	The content we upload onto our social media platforms and any other social media platform will be a source of truth for our Council and community and we will prioritise the need to correct inaccuracies when they occur.
Respect	Our social media platforms are safe spaces. We will uphold and promote the behavioural standards contained in this policy and our Council’s code of conduct when using our social media platforms and any other social media platform. We will apply these same standards to those who choose to engage with our posts.

3 ADMINISTRATIVE FRAMEWORK FOR COUNCIL'S SOCIAL MEDIA PLATFORMS

Platforms

- 3.1 Council will maintain a presence (but not limited to) on the following social media platforms:
- Facebook
 - Instagram
 - LinkedIn
 - YouTube
- 3.2 Council's social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.

Establishment and deletion of Council social media platforms

- 3.3 A new Council social media platform, or a social media platform proposed by a Council related entity (for example, a council committee), can only be established or deleted with the written approval of the General Manager or their delegate.
- 3.4 Where a Council social media platform is established or deleted in accordance with clause 3.3, the General Manager or their delegate may amend clause 3.1 of this policy without the need for endorsement by the Council's governing body.

Appointment and role of the delegate

- 3.5 The General Manager will appoint a member of Council staff to be the Council's Social Media Coordinator. The position is to be a senior and suitably qualified member of staff.
- 3.6 The General Manager may appoint more than one Social Media Coordinator.
- 3.7 The Social Media Coordinators role is to:
- a) approve and revoke a staff member's status as an authorised user
 - b) develop and/or approve the training and/or induction to be provided to authorised users
 - c) maintain a register of authorised users
 - d) maintain effective oversight of authorised users
 - e) moderate the Council's social media platforms in accordance with Part 5 of this policy
 - f) ensure the Council complies with its record keeping obligations under the *State Records Act 1998* in relation to social media (see clauses 8.1 to 8.4 of this policy)
 - g) ensure the Council adheres to the rules of the social media platform(s)
 - h) ensure the Council's social media platforms are set up and maintained in a way that maximises user friendliness and any technical problems are resolved promptly.
- 3.8 The Social Media Coordinator may delegate their functions under paragraphs (e) and (f) of clause 3.7 to authorised users.
- 3.9 The Social Media Coordinator is an authorised user for the purposes of this policy.
-

Authorised users

- 3.10 Authorised users are members of Council staff who are authorised by the General Manager to upload content and engage on social media on the Council's behalf.
- 3.11 Authorised users may be members of Council staff that are responsible for managing, or have expertise in, the events, initiatives, programs or policies that are the subject of the social media content.
- 3.12 The General Manager will appoint authorised users when required.
- 3.13 An authorised user must receive a copy of this policy and induction training on social media use and Council's obligations before uploading content on Council's behalf.
- 3.14 The role of an authorised user is to:
- a) ensure, to the best of their ability, that the content they upload onto social media platforms is accurate
 - b) correct inaccuracies in Council generated content
 - c) keep the Council's social media platforms up to date
 - d) where authorised to do so;
 - i) engage in discussions and answer questions on Council's behalf on social media platforms
 - ii) moderate the Council's social media platforms in accordance with Part 5 of this policy
 - iii) ensure the Council complies with its record keeping obligations under the *State Records Act 1998* in relation to social media (see clauses 8.1 to 8.4 of this policy)
- 3.15 When engaging on social media on Council's behalf (such as, but not limited to, on a community social media page), an authorised user must identify themselves as a member of Council staff but they are not obliged to disclose their name or position within the Council.
- 3.16 Authorised users must not use Council's social media platforms for personal reasons.

Administrative Tone

- 3.17 Authorised users upload content and engage on social media on the Council's behalf. Authorised users must use language consistent with that function and avoid expressing or appearing to express their personal views when undertaking their role.
- 3.18 Authorised users may use more personal, informal language when engaging on Council's social media platforms, for example when replying to comments.

Register of Authorised Users

- 3.19 The Social Media Coordinator will maintain a register of authorised users. This register is to be reviewed annually to ensure it is fit-for-purpose.

Ceasing to be an Authorised User

- 3.20 The General Manager or Social Media Coordinator may revoke a staff member's status as an authorised user, if:
- a) the staff member makes such a request
 - b) the staff member has not uploaded content onto any of the Council's social media platforms in the last six months.
 - c) the staff member has failed to comply with this policy

- d) the General Manager or Social Media Coordinator is of the reasonable opinion that the staff member is no longer suitable to be an authorised user.

4 ADMINISTRATIVE FRAMEWORK FOR COUNCILLORS' SOCIAL MEDIA PLATFORMS

- 4.1 For the purposes of this policy, Councillor social platforms are not Council social media platforms. Section 3 of this policy does not apply to Councillors' social media platforms.
- 4.2 Councillors are responsible for the administration and moderation of their own social media platforms (in accordance with Parts 3 and 5 of this policy), and ensuring they comply with the record keeping obligations under the *State Records Act 1998* (see clauses 8.1 to 8.4 of this policy) and council's records management policy in relation to social media.
- 4.3 Clause 4.2 also applies to Councillors in circumstances where another person administers, moderates, or uploads content onto their social media platform.

Induction and Training

- 4.4 Councillors who engage, or intend to engage, on Council's social media may request to receive induction training on social media use. Induction training can be undertaken either as part of the Councillor's induction program or as part of their ongoing professional development program.

Identifying as a Councillor

- 4.5 Councillors must identify themselves on their social media platforms.
- 4.6 If a Councillor becomes or ceases to be the Mayor, Deputy Mayor, or the holder of another position (for example, chairperson of a committee), this must be clearly stated on the Councillor's social media platforms and updated within 14 days of a change in circumstances.

Other general requirements for Councillors' social media platforms

- 4.7 Councillor social media platforms should specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.
- 4.8 A Councillor's social media platform must include a disclaimer to the following effect:
"The views expressed and comments made on this social media platform are my own and not that of the Council".
- 4.9 Despite clause 4.8, Mayoral or Councillor media releases and other content that has been authorised according to the Council's media and communications protocols may be uploaded onto a Councillor's social media platform.
- 4.10 Councillors may upload publicly available Council information onto their social media platforms.

Other social media platforms administered by Councillors

- 4.11 A Councillor must advise the General Manager of any social media platforms they administer on which content relating to the Council or Council officials is, or is expected to be, uploaded. The Councillor must do so within:
- a) 14 days of becoming a Councillor, or
 - b) 14 days of becoming the administrator.

5 STANDARDS OF CONDUCT ON SOCIAL MEDIA

- 5.1 This policy only applies to Council officials' use of social media in an official capacity or in connection with their role as a Council official. The policy does not apply to personal use of social media that is not connected with a person's role as a Council official.
- 5.2 Council officials must comply with the Council's Code of Conduct when using social media in an official capacity or in connection with their role as a Council official.
- 5.3 Council officials must not use social media to post or share comments, photos, videos, electronic recordings or other information that:
 - a) is defamatory, offensive, humiliating, threatening or intimidating to other Council officials or members of the public
 - b) contains profane language or is sexual in nature
 - c) constitutes harassment and/or bullying within the meaning of the *Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory
 - d) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
 - e) contains content about the Council, council officials or members of the public that is misleading or deceptive
 - f) divulges confidential Council information
 - g) breaches the privacy of other council officials or members of the public
 - h) contains allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*
 - i) could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment
 - j) commits the Council to any action
 - k) violates an order made by a court
 - l) breaches copyright
 - m) advertises, endorses or solicits commercial products or business
 - n) constitutes spam
 - o) is in breach of the rules of the social media platform.
- 5.4 Council officials must:
 - a) attribute work to the original author, creator or source when uploading or linking to content produced by a third party
 - b) obtain written permission from a minor's parent or legal guardian before uploading content in which the minor can be identified.
- 5.5 Council officials must exercise caution when sharing, liking, retweeting content as this can be regarded as an endorsement and/or publication of the content.
- 5.6 Council officials must not incite or encourage other persons to act in a way that is contrary to the requirements of this Part.
- 5.7 Councillors must uphold and accurately represent the policies and decisions of the Council's governing body but may explain why they voted on a matter in the way that they did. (see section 232(1)(f) of the *Local Government Act 1993*).

6 MODERATION OF SOCIAL MEDIA PLATFORMS

Note: Councils and Council officials should be aware that they may be considered a 'publisher' of any content uploaded onto a social media platform they administer, including content that:

- is uploaded by a third party; and/or
 - appears on their social media platform because they have 'liked', 'shared', or 'retweeted' the content, or similar.
- 6.1 Council officials who are responsible for the moderation of the Council's or Councillors' social media platforms may remove content and 'block' or ban a person from those platforms. Such actions must be undertaken in accordance with this Part.
- 6.2 For the purposes of this Part, 'social media platform' and 'platform' means both the Council's and Councillors' social media platforms.

House Rules

- 6.3 Social media platforms must state or provide an accessible link to the 'House Rules' for engaging on the platform.
- 6.4 At a minimum, the House Rules should specify:
- a) the principles of social media engagement referred to in clause 2.1 of policy
 - b) the type of behaviour or content that will result in that content being removed or 'hidden', or a person being blocked or banned from the platform
 - c) the process by which a person can be blocked or banned from the platform and rights of review
 - d) a statement relating to privacy and personal information (see clause 8.4 of this policy)
 - e) when the platform will be monitored (weekdays 9am – 5pm, during the Council's business hours)
 - f) that the social media platform is not to be used for making complaints about the Council or council officials.

Note: If the Council adopts clause 6.4(f), the House Rules should include information about, or a link to, Council's complaints handling policy.

- 6.5 For the purposes of clause 6.4(b), third parties engaging on social media platforms must not post or share comments, photos, videos, electronic recordings or other information that:
- a) is defamatory, offensive, humiliating, threatening or intimidating to council officials or members of the public,
 - b) contains profane language or is sexual in nature
 - c) constitutes harassment and/or bullying within the meaning of the *Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory
 - d) contains content about the Council, council officials or members of the public that is misleading or deceptive
 - e) breaches the privacy of council officials or members of the public
 - f) contains allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*,
 - g) violates an order made by a court
 - h) breaches copyright
 - i) advertises, endorses or solicits commercial products or business,
 - j) constitutes spam
 - k) would be in breach of the rules of the social media platform.

Removal or 'hiding' of Content

- 6.6 Where a person uploads content onto a social media platform that, in the reasonable opinion of the moderator, is of a kind specified under clause 6.5, the moderator may remove or 'hide' that content.
- 6.7 Prior to removing or 'hiding' the content, the moderator must make a record of it (for example, a screenshot).
- 6.8 If the moderator removes or 'hides' the content under clause 6.6, they must, where practicable, notify the person who uploaded the content that it has been removed and the reason(s) for its removal and their rights of review.
- 6.9 A person may request a review of a decision by a moderator to remove or 'hide' content under clause 6.6. The request must be made in writing to the General Manager and state the grounds on which the request is being made.
- 6.10 Where a review request is made under clause 6.9, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to remove or 'hide' the content.

Blocking or Banning

- 6.11 If a person uploads content that is removed or 'hidden' under clause 6.6 of this policy on 3 occasions, that person may be blocked or banned from the social media platform.
- 6.12 A person may only be blocked or banned from a Council social media platform with the approval of the General Manager or Social Media Coordinator. This clause does not apply to blocking or banning a person from a Councillor's social media platform.
- 6.13 Prior to blocking or banning a person from a social media platform, the person must, where practicable, be advised of the intention to block or ban them from the platform and be given a chance to respond. Any submission made by the person must be considered prior to a determination being made to block or ban them.
- 6.14 The duration of the block or ban is to be determined by the General Manager or Social Media Coordinator, or in the case of a Councillor's social media platform, the Councillor.
- 6.15 Where a determination is made to block or ban a person from a social media platform or all social media platforms, the person must, where practicable, be notified in writing of the decision and the reasons for it. The written notice must also advise the person which social media platforms they are blocked or banned from and the duration of the block or ban and inform them of their rights of review.
- 6.16 Despite clauses 6.11 to 6.15, where a person uploads content of a kind referred to under clause 6.5, and the moderator is reasonably satisfied that the person's further engagement on the social media platform poses a risk to health and safety or another substantive risk (such as the uploading of defamatory content), an interim block or ban from the platform/all platforms may be imposed on the person immediately for a period no longer than 28 days.
- 6.17 A person who is blocked or banned from the platform/all platforms under clause 6.16 must, where practicable, be given a chance to respond to the interim block or ban being imposed. Any submission made by the person must be considered when determining whether the interim block or ban is to be removed or retained under clauses 6.11 to 6.15.

- 6.18 A person may request a review of a decision to block or ban then from a social media platform. The request must be made in writing to the General Manager and state the grounds on which the request is being made.
- 6.19 Where a review request is made under clause 6.18, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to block or ban the person. Where the decision to block or ban the person was made by the General Manager, the review must be undertaken by another senior and suitably qualified member of staff who was not involved in the decision.
- 6.20 Where a person that is the subject of a block or ban continues to engage on a social media platform(s) using an alternative social media account, profile, avatar, etc., a moderator may block or ban the person from the platform(s) immediately. In these circumstances, clauses 6.11 to 6.19 do not apply.

7 USE OF SOCIAL MEDIA DURING EMERGENCIES

- 7.1 During emergencies, such as natural disasters or public health incidents, the Social Media Coordinator will be responsible for the management of content on the Council's social media platforms.
- 7.2 To ensure consistent messaging both during and after an emergency, authorised users and Council officials must not upload content onto the Council's or their own social media platforms which contradicts advice issued by the agency coordinating the emergency response, or agencies supporting recovery efforts.
- 7.3 Training on social media use during emergencies should be included in training and/or induction provided to authorised users and Councillors.

8 RECORDS MANAGEMENT AND PRIVACY REQUIREMENTS

Records management for Council managed Social Media accounts

- 8.1 Social media content created, sent and received by Council officials acting in their official capacity is a Council record and may constitute open access information or be subject to an information access application made under the *Government Information (Public Access) Act 2009*. These records must be managed in accordance with the requirements of the *State Records Act 1998* and the Council's approved records management policies and practices.
- 8.2 You must not destroy, alter, or remove social media content unless authorised to do so. If you need to alter or remove social media content, you must do so in accordance with this policy, and consult with the Council's Manager Corporate Governance and comply with the requirements of the *State Records Act 1998*.
- 8.3 In fulfilling their obligations under clauses 8.1 and 8.2, Council officials should refer to any guidance issued by the State Archives and Records Authority of NSW relating to retention requirements for Councils' social media content.

Privacy considerations and requirements

- 8.4 Social media communications are in the public domain. Council officials should exercise caution about what personal information, if any, they upload onto social media.

- 8.5 The *Privacy and Personal Information Protection Act 1998* applies to the use of social media platforms by the Council. To mitigate potential privacy risks, Council officials will:
- a) advise people not to provide personal information on social media platforms
 - b) inform people if any personal information they may provide on social media platforms is to be used for official purposes
 - c) moderate comments to ensure they do not contain any personal information
 - d) advise people to contact the Council through alternative channels if they have personal information they do not want to disclose in a public forum.
- 8.6 Council officials must ensure they comply with the *Health Records and Information Privacy Act 2002* when engaging on and/or moderating social media platforms. In fulfilling their obligations, Council officials should refer to any guidance issued by the Information and Privacy Commission of NSW, such as, but not limited to, the Health Privacy Principles.

9 PRIVATE USE OF SOCIAL MEDIA

Note: Activities on social media websites are public activities. Even though privacy settings are available, content can still be shared and accessed beyond the intended recipients.

The terms and conditions of most social media sites state that all content becomes the property of the site on which it is posted.

What constitutes 'private' use?

- 9.1 For the purposes of this policy, a Council official's social media engagement will be considered 'private use' when the content they upload:
- a) is not associated with, or does not refer to, the Council, any other Council officials, contractors, related entities or any other person or organisation providing services to or on behalf of the Council in their official or professional capacities, and
 - b) is not related to or does not contain information acquired by virtue of their employment or role as a Council official.
- 9.2 If a Council official chooses to identify themselves as a Council official, either directly or indirectly (such as in their user profile), then they will not be deemed to be acting in their private capacity for the purposes of this policy.

Use of social media during work hours

- 9.3 Council staff may only access and engage on social media in their private capacity while at work during breaks.
- 9.4 Council staff who access and engage on social media in their private capacity during work hours must ensure it does not interfere with the performance of their official duties.

10 CONCERNS OR COMPLAINTS

- 10.1 Concerns or complaints about the administration of a council’s social media platforms should be made to the Council’s General Manager or Social Media Coordinator in the first instance.
- 10.2 Complaints about the conduct of Council officials (including Councillors) on social media platforms may be directed to the General Manager.
- 10.3 Complaints about a General Manager’s conduct on social media platforms may be directed to the Mayor.

11 DEFINITIONS

In this Social Media Policy, the following terms have the following meanings:

authorised user	members of council staff who are authorised by the General Manager to upload content and engage on the Council’s social media platforms on the Council’s behalf
council official	<p>in the case of a council - councillors, members of staff and delegates of the council (including members of committees that are delegates of the council);</p> <p>in the case of a county council – members, members of staff and delegates of the council (including members of committees that are delegates of the council);</p> <p>in the case of a joint organisation – voting representatives, members of staff and delegates of the joint organisation (including members of committees that are delegates of the joint organisation)</p>
minor personal information	for the purposes of clause 4.4(b) of this policy, is a person under the age of 18 years information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
social media	online platforms and applications - such as but not limited to social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards - that allow people to easily publish, share and discuss content. Examples of social media platforms include, but are not limited to Facebook, Twitter, Snapchat, LinkedIn, Yammer, YouTube, Instagram, Flickr and Wikipedia

POLICY BREACHES

Breaches of this policy by employees, Councillors and other representatives will be dealt with under the Council’s Code of Conduct.

Related Polices

- Policy 1B: Council Code of Conduct
- Policy 1C: Code of Meeting Practice
- Policy 2B: Media Spokesperson Policy
- Policy 11B: Records Management

Legislative Context

- Local Government Act 1993
- Local Government (General) Regulations 2005
- State Records Act 1998
- State Records Regulations 2010
- Privacy and Personal Information Protection Act 1998
- Privacy and Personal Information Protection Regulation 2005

Adopted:	Date: 08/12/2014	Minute: 1412/004
Last Reviewed:	16/04/2018	Minute: 1804/010
Next Review:	21/07/2026	

07) MINUTES OF THE FINANCIAL ASSISTANCE COMMITTEE MEETING HELD 2 APRIL 2024**Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance**File No:** CR.SD.2**Recommendation:**

That Council;

1. Receive the minutes of the meeting held 2 April 2024.
2. Engage with event organisers to investigate the possibility of changing the route for ANZAC Day marches to minimise traffic management costs borne under the Community Financial Assistance Program.
3. Review the Community Financial Assistance Policy (3I) in relation to its application to financial assistance for:
 - a. the purchase of sporting equipment by Sporting Clubs;
 - b. costs associated with the holding of community events, over and above assistance provided through the waiver of Council fees (as distinct from funding available under the Tourism Development Program);
 - c. renovations and repairs to heritage buildings within the Shire (as distinct from funding available under the Local Heritage Assistance Fund).
4. Approve the recommendations for 2023/24 – Round 2 of the Community Financial Assistance Program, excluding applications No.5 Millthorpe Senior Soccer Club and No. F2 Blayney Eco Hub, by the Financial Assistance Committee in the amount of \$13,516.
5. That Council make a determination on the following applications noting the anomalies and risks outlined in the report:

No.	Applicant	Project	Grant Recommended
5	Millthorpe Senior Soccer	Training equipment supply	\$3,088
F2	Blayney Eco Hub Inc.	Establish a community garden and education, installation of 3 water tanks and 10 garden beds for community use	\$10,000

Reason for Report:

For Council to endorse the minutes of the Financial Assistance Committee meeting held 2 April 2024 and associated allocations of funding under the Community Financial Assistance Program.

Report:

The Financial Assistance Committee at its meeting held 2 April 2024 considered applications for the Round 2 of the Community Financial Assistance Program for 2023/24.

Of the total funding approved in the 2023/24 Operational Plan, an amount of \$26,346 was available for distribution as General funding in Round 2. An amount of \$41,619 in unexpended funds from prior periods was also available. Flagship project funding of \$25,000, allocated in the 2023/24 Operational Plan, was fully exhausted so these applications received were considered under the General funding component of the policy with a \$10,000 maximum allocation applicable.

Council received 12 applications for the Round 2 of 2023/24 Program seeking \$63,904 in financial assistance, inclusive of the Flagship funding applications. The Financial Assistance Committee has recommended \$26,604 (including \$10,000 from Flagship funding applications) be allocated to projects. Recommendations are pursuant to the criteria stipulated in the Community Financial Assistance Program guidelines.

Council's attention is drawn to the following applications recommended for approval and associated anomalies and risks:

No.	Applicant	Grant recommended \$	Comments
5	Millthorpe Senior Soccer Club	3,088	Applicant is unincorporated and therefore ineligible under policy. Further, application seeks funding for sporting consumables rather than significant sporting equipment.

F2	Blayney Eco Hub Inc.	10,000	Funding is sought for community garden and education encompassing installation of water tanks. Project proposed is on private land. The project also duplicates, be it at a different scale, at least 3 other similar projects within the Blayney LGA. (It is understood that 2 of these projects, whilst widely popular at inception, have since folded due to departure or lack of volunteers.) A development application, be it minor, is also required for the project.
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The minutes of the meeting are provided below:

MINUTES OF THE MEETING OF BLAYNEY SHIRE COUNCIL FINANCIAL ASSISTANCE PROGRAM COMMITTEE HELD 2 APRIL 2024 AT BLAYNEY SHIRE COMMUNITY CENTRE

The meeting commenced at 5pm.

1. PRESENT

Councillor David Somervaille (Chair); Councillor Bruce Reynolds; David Kennedy; Elizabeth Russ; Graeme Summerson; Miles Hedge; Tamara Miller; David Kingham; David Coe (Cadia); Josh Fitzgerald (Iberdrola); Anton Franze (Director Corporate Services).

2. APOLOGIES

Nil.

3. DECLARATIONS OF INTEREST

Name	Item	Nature	Interest		
			Pecuniary		Non-Pecuniary
			S	S	LTS
David Somervaille	8:2	Member of Blayney Golf Club			X
David Somervaille	8:6	Member of Blayney A&P Association			X
David Kennedy	8:2	Member of Blayney Golf Club			X
Tamara Miller	8:6	Member of Blayney A&P Association			X
Tamara Miller	8:F2	Treasurer of Blayney Eco Hub		X	
Elizabeth Russ	8:F1	Parish Council at Anglican Parish of Blayney			X

Elizabeth Russ	8:5	Family member involved in Millthorpe Soccer			X
Elizabeth Russ	8:6	Member of Blayney A&P Association			X
Miles Hedge	8:2	Member of Blayney Golf Club			X
Miles Hedge	8:6	Member of Blayney A&P Association			X

S: significant

LTS: Less than significant

4. MINUTES FROM PREVIOUS MEETING – 6 NOVEMBER 2023

RECOMMENDATION:

That the minutes of the previous meeting held on 6 November 2023 be noted.

Miles Hedge / Elizabeth Russ

5. BUSINESS ARISING

Graeme Summerson was incorrectly noted with a declaration of interest as a member of Blayney Golf Club.

Tamara Miller entered meeting at 5:10pm

6. PROPOSED s.356 FINANCIAL ASSISTANCE

RECOMMENDATION:

1. That the Committee noted and discussed the draft Schedule of proposed Recurrent Annual Donations under s.356 of the Local Government Act for 2024/25
2. That Council engage with event organisers to investigate the possibility of changing the route for ANZAC Day marches to minimise traffic management costs.

Miles Hedge / Graeme Summerson

7. REQUESTS APPROVED BY GENERAL MANAGER UNDER DELEGATION

Recommendation:

That the approvals of fee waivers and sporting related financial assistance, under delegation by the General Manager, in the amount of \$1,154 be noted.

Bruce Reynolds / Tamara Miller

8. CONSIDERATION OF ROUND 2: 2023/24 COMMUNITY FINANCIAL ASSISTANCE PROGRAM APPLICATIONS

Tamara Miller left room for consideration of F2 Blayney Eco Hub Application.

SUMMARY OF AVAILABLE FUNDS:	
Annual budget 2023/24	\$ 145,000
Add: Funds voted – Additional Round 1A (November 2023)	\$ 13,266
Less: Flagship funding	-\$ 25,000
Less: 2023/24 Operational Plan Approved Donations (Rates, insurance and events)	-\$ 65,000
Total Available for Distribution 2023/24	\$ 68,266
Less: Funds distributed for Round 1	-\$ 9,150
Less: Funds distributed for Round 1A	-\$ 30,339
Less: Funds approved under GM Delegation – Round 1A	-\$ 1,277
Less: Funds approved under GM Delegation – Round 2	-\$ 1,154
Funds Available for Distribution in Round 2:	\$ 26,346
NOTE: Unspent from prior years is estimated at \$41,619.	

SUMMARY OF FLAGSHIP FUNDING AVAILABLE:	
Annual budget 2023/24	\$ 25,000
Additional Funds voted - Additional Round (November 2023)	\$ 39,384
Less: Flagship funding approved - Round 1	-\$ 64,384
Total Available for Distribution in Round 2:	\$ -

Recommendation:

1. That Council review the Community Financial Assistance Policy (3I) in relation to its application to financial assistance for:
 - a) the purchase of sporting equipment by Sporting Clubs;
 - b) costs associated with the holding of community events, over and above assistance provided through the waiver of Council fees (as distinct from funding available under the Tourism Development Program);
 - c) renovations and repairs to heritage buildings within the Shire (as distinct from funding available under the Local Heritage Assistance Fund).
2. That an amount of \$26,604 from the Community Financial Assistance Program be recommended for approval by Council as per the attached schedule.

David Coe / David Kennedy

Josh Fitzgerald (Iberdrola) left meeting at 6.38pm

9. NEXT MEETING

Next meeting proposed for early August. Date to be confirmed.

There being no further business the meeting closed at 7.13pm.

FINANCIAL ASSISTANCE APPLICATIONS: ADDITIONAL ROUND 2 - 2023/24

No	Applicant	Project	Grant sought	Grant recommended	Comments and feedback
1	Blayney Netball Association	Replacement of broken Fridge	2,000	2,000	
2	Blayney Golf Club	3 phase power outlets polar C-Series upright fridge freezer for Event: Live on the Lawn	4,000	-	Recommend resubmit application for capital expenditure with further information around purpose of funding, budget and quotes.
3	Withdrawn				
4	Newbridge Progress Association	Enhancement of the amenity and utility of the Brian Bennett Pavilion	3,656	3,656	Worthwhile improvements to supplement works already undertaken.
5	Millthorpe Senior Soccer Club	Training Equipment Supply	3,088	3,088	Renewal of soccer equipment for juniors playing seniors and women's team.
6	Blayney A&P Association	Permanent dog training yards at Blayney Showground	2,860	2,860	Approved on the basis that panels are not made permanent until Showground Master-plan is approved.
7	Carcoar Community Association	Purchase Marquee for event River Yarn Fibre Festival	2,570	-	Funding of an overhead for an event is outside scope of policy. Do not fit within policy however worthy of support for consideration by Council.
8	Millthorpe School of Arts	Update kitchen equipment in the hall	2,000	2,000	Project fits guidelines and worthwhile.

9	Neville Equine Performance	Laying and spread of coarse wash sand – Multi-purpose arena at Neville Showground	3,000	3,000	Continued enhancement of facility.
10	Millthorpe Village Committee	Event hire equipment, council fees and charges, legals and setup costs - Event Millfest	3,500	-	Do not fit within policy however worthy of support for consideration by Council.
11	Millthorpe Village Committee	Traffic management, event fees and charges, waste management and Council services - Event Winter Fire Fair	4,000	-	Do not fit within policy however worthy of support for consideration by Council.
			\$30,674	\$16,604	

FINANCIAL ASSISTANCE APPLICATIONS: FLAGSHIP - 2023/24

No	Applicant	Project	Grant		Comments and feedback
			sought	recommended	
F1	St Marks Church Millthorpe, Anglican Parish of Blayney	Replace gutters and downpipes, reshape ground level drainage	21,000	-	
F2	Blayney Eco Hub Inc.	Establish a community garden and education, installation of 3 water tanks and 10 garden beds for community use	12,230	10,000	Application is considered under general funding round (special project) not Flagship funding. Applicant is encouraged to seek other groups for second hand equipment.
			\$33,230	\$10,000	

Risk/Policy/Legislation Considerations:

The recommendations for funding are as recommended by the Financial Assistance Committee and are assessed against the Community Financial Assistance Program guidelines.

The report highlights items for consideration in the future review of the Financial Assistance Policy. Some funding recommendation anomalies from the committee are also drawn to the attention of Council including:

- Funding of sporting consumables otherwise funded through sponsorships and player registrations; and
- Funding of projects on private land.

Budget Implications:

Council has an amount of \$145,000, encompassing \$25,000 Flagship project funding, allocated in the 2023/24 Operational Plan for this purpose. This also includes an amount of \$65,000 approved in advance for assistance to groups, schools and organisations for events, rates and charges and public liability insurance.

Enclosures (following report)

Nil

Attachments (separate document)

- 1 Application No. 5 Millthorpe Senior Soccer Club 11 Pages

This matter is considered to be confidential under Section 10A(2) (di) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it. (This matter is considered confidential under Section 10A(2)(di) as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.)

- 2 Application F2 Blayney Eco Hub Inc 39 Pages

This matter is considered to be confidential under Section 10A(2) (di) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it. (This matter is considered confidential under Section 10A(2)(di) as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.)

08) TERMS OF REFERENCE - AUDIT, RISK & IMPROVEMENT COMMITTEE

Department: Corporate Services

Author: Director Corporate Services

CSP Link: 2. Build the Capacity and Capability of Local Governance and Finance

File No: CM.ME.17

Recommendation:

That Council ;

1. Receive the Audit, Risk and Improvement Committee Terms of Reference report.
2. Endorse the draft Audit, Risk and Improvement Committee Terms of Reference document, to take effect from 1 July 2024, for public exhibition over a period not exceeding 28 days.
3. Approve extending the tenure of the Independent Member and current Chair, Donna Rygate, to 22 November 2026 subject to an application for reappointment.

Reason for Report:

To inform Council about the legislative changes regarding Council's Audit, Risk and Improvement Committee that come into effect from 1 July 2024 and to seek Council's endorsement of a draft "Terms of Reference" (TOR) document which will enable Council staff and the Committee to act in meeting the legislative requirements.

Report:

Over the past 5 years the OLG has reviewed and drafted new guidelines for Council's requirements for local government Audit, Risk and Improvement Committees (ARIC). In November 2023 the [Guidelines for Risk Management and Internal Audit for Local Government in NSW](#) were legislated and come into effect on 1 July 2024.

Key Changes

The key changes are summarised under 5 functional areas and are outlined in the Summary of Key Requirements document attached.

Terms of Reference

A Terms of Reference (TOR) document has been prepared for Blayney Shire Council based on the Office of Local Government model document that encompasses the mandated changes. The TOR document replaces the current Committee Charter and outlines the purpose, scope, roles and responsibilities and process for the committee. It will be used to provide guidance and clarity to those involved as well as to set the expectations and standards for the work to be undertaken and reported. The only amendments to the Model TOR document were insertion of clauses 4.1 Remuneration and 4.2 Public Liability and Professional Indemnity Insurance.

It is proposed that the TOR be exhibited for a period not exceeding 28 days to allow engagement of the other Councils that share the Independent Members, Central Tableland Water and Central Tablelands Weeds Authority, to align TOR documents and Council's Audit Risk and Improvement Committee.

The endorsement of the draft TOR will assist with Council promoting the recruitment of an additional Independent Member by having a document for reference. To this end Council will seek to progress this recruitment in coming weeks.

A further report will be brought to Council on any proposed changes and for Council to endorse appointment of its non-voting Councillor.

Tenure of Current Chairperson

Council's current ARIC Charter indicates that an Independent Member is not eligible for reappointment after 2 Council terms (a maximum of 8 years). The current ARIC Chairperson, Donna Rygate, has highlighted that her tenure will have encompassed Council terms, at the end of this Council term.

This appointment came into effect 23 November 2018, around 12 months after the 2017 Local Government election, and has not exceeded the 8 year period referenced in the existing Charter. For continuity and to assist with knowledge retention in the committee, it is recommended that her tenure be continued to the 8 year term (November 2026). This will assist with the staggering of committee appointments and minimise the risk of departure of committee members (and knowledge) at the same time.

Risk/Policy/Legislation Considerations:

The Audit, Risk and Improvement Committee (the Committee) has been established to promote good corporate governance in Council. Good corporate governance of the Council ensures that the people of Blayney Shire receive the services that they need in an effective and efficient manner, delivered with honesty and integrity.

The objective of the Committee is to provide independent assurance and assistance to Council with respect to the following key areas as per Section 428A of the Local Government Act 1993. Such areas include compliance; risk management; fraud control; internal control; financial management; governance; service reviews; other matters prescribed by the regulations, and execution of Council functions.

The Committee is an independent advisory Committee that assists the Council to fulfil its oversight responsibilities.

Budget Implications:

Costs associated with holding of Committee meetings, sitting fees for independent members and associated service reviews / audits are provided for in Council's Operational Plan for this purpose.

The new Framework is envisaged to burden Council with additional costs however the exact nature of these are not known at this stage. An additional \$3,000 has been provided for the additional Independent Member in the proposed 2024/25 Operational Plan. No additional funding has been provided for independent member training, with it proposed to be absorbed into existing budget allocations.

Enclosures (following report)

- | | | |
|---|---|----------|
| 1 | Summary of Key Requirements of Audit, Risk and Improvement Committees | 2 Pages |
| 2 | Audit, Risk and Improvement Committee Draft Terms of Reference | 18 Pages |

Attachments (separate document)

Nil

SUMMARY OF CHANGES TO KEY REQUIREMENTS OF AUDIT, RISK AND IMPROVEMENT COMMITTEES

The key changes are summarised under 5 functional areas:

Requirement 1 – Membership of ARIC's

- Increase to number of independent members from 2 to 3 including the chair.
- Reduction of the number of Councillors from 2 to 1 and removal of voting rights. Councils may appoint one councillor (who must not be the Mayor) as a non-voting member of the ARIC. Note - the Mayor and other Councillors can attend the meeting as “invitees”. Additionally, the Councillor must meet the skills and experience requirements as per the guidelines.
- Review the existing members to ensure compliance under the new guidelines / issuing of new letters of engagement.
- ARIC chairpersons and members are to be appointed for a term of no more than 4 years. They may be re-appointed if eligible but must not be a member of the ARIC for more than 8 years in any 10-year period.
- Councils may pay remuneration to the chairperson and independent members of the ARIC. Superannuation for independent members is also included. (A number of councils, including Blayney, are seeking a ruling to confirm applicability.)

Requirement 2 – Operations of ARIC's

- Increase in the number of meetings per year from 3 to 4.
- The chairperson may decide the procedure for calling meetings and their conduct.
- Councils must adopt terms of reference (TOR) for the ARIC by resolution. In doing so, they must consider the model terms of reference approved by OLG.
- ARICs must exercise their functions in accordance with the adopted terms of reference.
- General managers of councils must ensure that the ARIC has the resources necessary to properly exercise its functions and is readily able to access the staff, information and records the ARIC considers necessary to exercise those functions.
- ARICs are to keep under the review the council's internal audit functions.

Requirement 3 – Internal Audit

- Councils must adopt an internal audit charter by resolution. In doing so, they must consider the model internal audit charter approved by OLG.
- Councils must exercise their internal audit functions in accordance with the adopted internal audit charter.
- General managers of councils must appoint a member of staff (who may be an existing staff member) to be the internal audit coordinator for the council or joint organisation (NB, this role was previously referred to as the “head of the internal audit function” in the draft Guidelines).
- Councils may enter into an arrangement with another council to share that council's internal audit coordinator. Where a council enters into such an arrangement with another council, they are not required to appoint their own internal audit coordinator.

- The internal audit coordinator must report to and comply with directions of the ARIC in relation to the exercise of internal audit functions. The internal audit coordinator is not to be subject to direction by the council or a member of staff of the council in relation to the exercise of internal audit functions.
- The general manager of a council must consult with the chairperson of the ARIC about a proposed decision affecting the employment of the internal audit coordinator.
- General managers of councils must ensure the internal audit coordinator has the resources necessary to properly exercise their functions and is readily able to access the staff, information, and records necessary to exercise those functions and is able to access the ARIC.
- The ARIC must oversee internal audit activities.
- The ARIC must review the performance and efficacy of internal audit activities over each period of 4 years and prepare a report for the governing body which may include recommendations.

Requirement 4 – Risk Management

- Councils must adopt and implement a system for managing risk (NB, councils are required under section 23A of the Local Government Act 1993, to consider OLG's Guidelines when doing so).
- The ARIC must monitor and review the implementation of the system for managing risk and report to the governing body on its operation and efficacy.

Requirement 5 – Attestation

- From 2024/25, councils must publish in their annual reports, an attestation signed by the general manager that specifies whether the council has complied with the Regulation.
- In preparing an attestation, the general manager must give the chairperson of the ARIC an opportunity to comment on it. If the chairperson of the ARIC is not satisfied with the attestation, they may prepare an alternative attestation and provide it to OLG.

Terms of Reference



Audit, Risk and Improvement Committee

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Council has established an audit, risk and improvement committee in compliance with section 428A of the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* and the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*. These terms of reference set out the committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

1. Objective

The objective of Council's audit, risk and improvement committee is to provide independent assurance to Council by monitoring, reviewing and providing advice about its governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

2. Independence

The committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and to provide Council with robust, objective and unbiased advice and assurance.

The committee is to have an advisory and assurance role only and is to exercise no administrative functions, delegated financial responsibilities or any management functions of the Council. The committee will provide independent advice to the Council that is informed by the Council's internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.

The committee must always ensure it maintains a direct reporting line to and from the Council's internal audit function and act as a mechanism for internal audit to report to the governing body and the General Manager on matters affecting the performance of the internal audit function.

3. Authority

Council authorises the committee, for the purposes of exercising its responsibilities, to:

- access any information it needs from Council
- use any Council resources it needs
- have direct and unrestricted access to the General Manager and senior management of Council
- seek the General Manager's permission to meet with any other Council staff member or contractor
- discuss any matters with the external auditor or other external parties
- request the attendance of any employee at committee meetings, and
- obtain external legal or other professional advice in line with Councils' procurement policies.

Information and documents pertaining to the committee are confidential and are not to be made publicly available. The committee may only release Council information to external parties that are assisting the committee to fulfil its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

4. Composition and tenure

The committee consists of an independent chairperson and two (2) independent members who have voting rights and one (1) non-voting Councillor, as required under the *Local Government (General) Regulation 2021*.

The governing body is to appoint the chairperson and members of the committee. Current committee members are:

[name]	Independent chairperson (voting)
[name]	Independent member (voting)
[name]	Independent member (voting)
[name]	Councillor member (non-voting) (if applicable) [cannot be the mayor]

All committee members must meet the independence and eligibility criteria prescribed under the *Local Government (General) Regulation 2021*.

Members will be appointed for up to a four-year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as chairperson of the committee. Members who have served an eight-year term (either as a member or as chairperson) must have a two-year break from serving on the committee before being appointed again. To preserve the committee's knowledge of the Council ideally, no more than one member should retire from the committee because of rotation in any one year.

The terms and conditions of each member's appointment to the committee are to be set out in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

Prior to approving the reappointment or extension of the chairperson's or an independent member's term, the governing body is to undertake an assessment of the chairperson's or committee member's performance. Reappointment of the chairperson or a committee member is also to be subject to that person still meeting the independence and eligibility requirements prescribed under the *Local Government (General) Regulation 2021*.

Members of the committee must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of the Council, the environment in which the Council operates, and the contribution that the committee makes to the Council. At least one member of the committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of Council financial reporting responsibilities to be able to contribute to the committee's consideration of Council's annual financial statements.

4.1 Remuneration

Remuneration will be reviewed by the Council at least once every Council term and more frequently where required.

The fees paid to independent ARIC members will increase annually by the percentage allocated to Councillors by the Local Government Remuneration Tribunal determination. This will take effect for each independent ARIC member, including the Chair, on the anniversary date each year commencing at the completion of the first year.

With prior approval from the General Manager, the Council will reimburse reasonable travel and accommodation expenses associated with attending ARIC meetings in person. Wherever possible, the Council will book services directly with providers of its choosing, and members travelling by car will be reimbursed for their return trip using the current Australian Tax Office cents per kilometre rate.

The Council encourages independent ARIC members to keep their skills current and supports professional development. The Council will consider reimbursement of, or pro-rated contribution to, related professional development expenses upon approval by General Manager.

4.2 Public Liability and Professional Indemnity Insurance

The Council will provide Public Liability and Professional Indemnity Insurance to the Independent Chair and Independent Members under the same arrangements as provided to Councillors. This coverage provides indemnification in respect of claims for all loss or damage potentially made against them in their capacity as members of the ARIC.

5. Role

As required under section 428A of the *Local Government Act 1993* (the Act), the role of the committee is to review and provide independent advice to the Council regarding the following aspects of its operations:

- compliance
- risk management
- fraud control
- financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data by the Council, and
- internal audit.

The committee must also provide information to Council for the purpose of improving the Council's performance of its functions.

The committee's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 to these terms of reference.

The committee will act as a forum for consideration of the Council's internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

The committee has no power to direct external audit or the way it is planned and undertaken but will act as a forum for the consideration of external audit findings.

The committee is directly responsible and accountable to the governing body for the exercise of its responsibilities. In carrying out its responsibilities, the committee must at all times recognise that primary responsibility for management of the Council rests with the governing body and the General Manager.

The responsibilities of the committee may be revised or expanded in consultation with, or as requested by, the governing body from time to time.

6. Responsibilities of members

6.1 Independent members

The chairperson and members of the committee are expected to understand and observe the requirements of the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*. Members are also expected to:

- make themselves available as required to attend and participate in meetings
- contribute the time needed to review and understand information provided to it
- apply good analytical skills, objectivity and judgement
- act in the best interests of the Council
- have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry
- maintain effective working relationships with the Council
- have strong leadership qualities (chairperson)
- lead effective committee meetings (chairperson), and
- oversee the Council's internal audit function (chairperson).

6.2 Councillor members (if applicable)

To preserve the independence of the committee, the Councillor member of the committee is a non-voting member. Their role is to:

- relay to the committee any concerns the governing body may have regarding the Council and issues being considered by the committee
- provide insights into local issues and the strategic priorities of the Council that would add value to the committee's consideration of agenda items
- advise the governing body (as necessary) of the work of the committee and any issues arising from it, and
- assist the governing body to review the performance of the committee.

Issues or information the councillor member raises with or provides to the committee must relate to the matters listed in Schedule 1 and issues being considered by the committee.

The Councillor member of the committee must conduct themselves in a non-partisan and professional manner. The Councillor member of the committee must not engage in any conduct that seeks to politicise the activities of the committee or the internal audit function or that could be seen to do so.

If the Councillor member of the committee engages in such conduct or in any other conduct that may bring the committee and its work into disrepute, the chairperson of the committee may recommend to the Council, that the Councillor member be removed from membership of the committee. Where the Council does not agree to the committee chairperson's recommendation, Council must give reasons for its decision in writing to the chairperson.

6.3 Conduct

Independent committee members are required to comply with the Council's Code of Conduct.

Complaints alleging breaches of the Code of Conduct by an independent committee member are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The General Manager must consult with the governing body before taking any disciplinary action against an independent committee member in response to a breach of the Code of Conduct.

6.4 Conflicts of interest

Once a year, committee members must provide written declarations to Council stating that they do not have any conflicts of interest that would preclude them from being members of the committee. Independent committee members are 'designated persons' for the purposes of the Code of Conduct and must also complete and submit returns of their interests.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or as soon as they become aware of the conflict of interest. Where a committee member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from committee deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately minuted.

6.5 Standards

Committee members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and relevant Australian risk management standards, where applicable.

7. Work plans

The work of the committee is to be thoroughly planned and executed. The committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee may, in consultation with the governing body, vary the strategic work plan at any time to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the strategic work plan. Any decision to vary the strategic work plan must be made by the committee.

The committee must also develop an annual work plan to guide its work, and the work of the internal audit function over the forward year.

The committee may, in consultation with the governing body, vary the annual work plan to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the annual work plan. Any decision to vary the annual work plan must be made by the committee.

When considering whether to vary the strategic or annual work plans, the committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the work plan.

8. Assurance reporting

The committee must regularly report to Council to ensure that it is kept informed of matters considered by the committee and any emerging issues that may influence the strategic direction of the Council or the achievement of the Council's goals and objectives.

The committee will provide an update to the governing body and the General Manager of its activities and opinions after every committee meeting.

The committee will provide an annual assessment to the governing body and the General Manager on the committee's work and its opinion on how the Council is performing.

The committee will provide a comprehensive assessment every council term of the matters listed in Schedule 1 to the governing body and the General Manager.

The committee may at any time report to the governing body or the General Manager on any other matter it deems of sufficient importance to warrant their attention. The Mayor and the Chairperson of the committee may also meet at any time to discuss issues relating to the work of the committee.

Should the governing body require additional information, a request for the information may be made to the chairperson by resolution. The chairperson is only required to provide the information requested by the governing body where the chairperson is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the committee.

9. Administrative arrangements

9.1 Meetings

The committee will meet at least for a minimum of four (4) times per year, including a meeting to review Council's financial statements.

The committee can hold additional meetings when significant unexpected issues arise, or if the chairperson is asked to hold an additional meeting by a committee member, the General Manager or the governing body.

Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted to attend meetings if a committee member cannot attend.

A quorum will consist of a majority of independent voting members. Where the vote is tied, the chairperson has the casting vote.

The chairperson of the committee will decide the agenda for each committee meeting. Each committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the committee.

The Mayor, General Manager and the Internal Audit Coordinator should attend committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each committee meeting as an independent observer. The chairperson can request Council's Chief Financial Officer, WHS & Risk Coordinator, Directors, any Councillors, any employee/contractor of the Council and any subject matter expert to attend committee meetings. Where requested to attend a meeting, persons must attend the meeting where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the chairperson at any time.

The committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the committee present.

The committee must meet separately with the Internal Audit Coordinator and the Council's external auditor at least once each year.

9.2 Dispute resolution

Members of the committee and the Council's management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the committee and the General Manager or other senior managers, the dispute is to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive of the Office of Local Government in writing.

9.3 Secretariat

The General Manager will nominate a staff member to provide secretariat support to the committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the chairperson at least 3 business days, and no later than Friday prior to the scheduled meeting, if on a Wednesday.

Minutes must be approved by the chairperson and circulated within 2 weeks of the meeting to each member.

9.4 Resignation and dismissal of members

Where the chairperson or a committee member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give 2 months' notice to the chairperson and the governing body prior to their resignation to allow the Council to ensure a smooth transition to a new chairperson or committee member.

The governing body can, by resolution, terminate the appointment of the chairperson or an independent committee member before the expiry of their term where that person has:

- breached the council's code of conduct
- performed unsatisfactorily or not to expectations
- declared, or is found to be in, a position of a conflict of interest which is unresolvable
- been declared bankrupt or found to be insolvent
- experienced an adverse change in business status
- been charged with a serious criminal offence
- been proven to be in serious breach of their obligations under any legislation, or
- experienced an adverse change in capacity or capability.

The position of a Council member on the committee can be terminated at any time by the governing body by resolution.

9.5 Review arrangements

At least once every council term, the governing body must review or arrange for an external review of the effectiveness of the committee.

These terms of reference must be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

10. Further information

For further information on Council's Audit, Risk and Improvement Committee, contact [name] on [email address] or by phone [phone number].

Reviewed by Chairperson of the Audit, Risk and Improvement committee

[signed]

[date]

Reviewed by [council] in accordance with a resolution of the governing body.

[signed]

[date]

[resolution reference]

Next review date: [date]

11. Schedule 1 – Audit, Risk and Improvement Committee responsibilities

11.1 Audit

11.1.1 Internal Audit

- Provide overall strategic oversight of internal audit activities
- Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit
- Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions
- Review and advise the Council:
 - on whether the Council is providing the resources necessary to successfully deliver the internal audit function
 - if the Council is complying with internal audit requirements, including conformance with the International Professional Practices Framework
 - if the Council's Internal Audit Charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used by the Council are suitable
 - of the strategic four-year work plan and annual work plan of internal audits to be undertaken by the Council's internal audit function
 - if the Council's internal audit activities are effective, including the performance of the internal audit coordinator and the internal audit function
 - of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised
 - of the implementation by the Council of these corrective actions
 - on the appointment of the internal audit coordinator and external providers, and
 - if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities

11.1.2 External Audit

- Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit
- Coordinate as far as is practicable, the work programs of internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided
- Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations
- Provide advice to the governing body and/or General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides

11.2 Risk

11.2.1 Risk Management

Review and advise the Council:

- if the Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether the Council is providing the resources necessary to successfully implement its risk management framework
- whether the Council's risk management framework is adequate and effective for identifying and managing the risks the Council faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of the Council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, the Council's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if the Council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within the Council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how the Council's risk management approach impacts on the Council's insurance arrangements
- of the effectiveness of the Council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

11.2.2 Internal controls

Review and advise the Council:

- whether the Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether the Council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with

- if the Council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

11.2.3 Compliance

Review and advise the Council of the adequacy and effectiveness of the Council's compliance framework, including:

- if the Council has appropriately considered legal and compliance risks as part of the Council's risk management framework
- how the Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

11.2.4 Fraud and corruption

Review and advise the Council of the adequacy and effectiveness of the Council's fraud and corruption prevention framework and activities, including whether the Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

11.2.5 Financial management

Review and advise the Council:

- if the Council is complying with accounting standards and external accountability requirements
- of the appropriateness of the Council's accounting policies and disclosures
- of the implications for the Council of the findings of external audits and performance audits and the Council's responses and implementation of recommendations
- whether the Council's financial statement preparation procedures and timelines are sound
- the accuracy of the Council's annual financial statements prior to external audit, including:
 - management compliance/representations
 - significant accounting and reporting issues
 - the methods used by the Council to account for significant or unusual transactions and areas of significant estimates or judgements
 - appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the Council's annual report is consistent with signed financial statements
- if the Council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:

- appropriate authorisation and approval of payments and transactions
- adequate segregation of duties
- timely reconciliation of accounts and balances
- review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the Council are adequate
- if the Council grants and tied funding policies and procedures are sound.

11.2.6 Governance

Review and advise the Council regarding its governance framework, including the Council's:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge

11.3 Improvement

11.3.1 Strategic Planning

Review and advise the Council:

- of the adequacy and effectiveness of the Council's integrated, planning and reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether the Council is successfully implementing and achieving its IP&R objectives and strategies.

11.3.2 Service reviews and business improvement

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)
- Review and advise the Council:
 - If the Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
 - if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
 - how the Council can improve its service delivery and the Council's performance of its business and functions generally

11.3.3 Performance data and measurement

Review and advise the Council:

- if the Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators the Council uses are effective, and
- of the adequacy of performance data collection and reporting.

09) ROAD CLOSURE - BLAKE STREET MILLTHORPE

Department: Infrastructure Services

Author: Director Infrastructure Services

CSP Link: 1. Maintain and Improve Public Infrastructure and Services

File No: RD.RC.2

Recommendation:

That Council extend temporary regulation of traffic on Blake Street, Millthorpe between Park and William Streets, and William and George Streets, for a period of 12 months in accordance with section 122 of the Roads Act 1993.

Reason for Report:

To provide Councillors with an update on the future of Blake Street Millthorpe, (between Park Street and George Street) and obtain a new resolution for the temporary regulation of traffic for the next 12 months.

Report:

At the April 2023 Council Meeting, Council resolved (**Resolution 2304/010**)

“That Council extend temporary regulation of traffic on Blake Street, Millthorpe between Park and William Streets, and William and George Streets, for a period of 12 months in accordance with section 122 of the Roads Act 1993”

Blake Street is a Class 5 Urban Access Road, sealed between William and Park Streets, and unsealed between George and William Streets, and of variable width. The road reserve is 20m wide, and in the past 10 years the significant trees that lined the road were removed due to deteriorating health and the risk of failure.

Councillors and members of the community have previously raised concerns with the vertical grade and the condition of Blake Street. Barriers have previously been installed to restrict traffic from using the road, due to the risks associated with the grade and scouring of the road.

Since April 2022, Council regulated the traffic in the form of road closure with fences installed to prohibit access to this section of land.

Since the previous resolution Council engaged regionally based (Orange) landscape architects Sala4d to prepare concept plans that would create a pedestrian link in Blake Street, enabling vehicular access to properties whilst also creating open space and facilitating pedestrian access through Blake Street (as identified in the updated 2023 Blayney Shire Active Movement Strategy endorsed by Council at the July 2023 meeting).

In December 2023, Council utilised the concept plan to submit a \$457k grant funding application under the NSW Active Program for the project Council is yet to be notified of the outcome of the grant application.

It is the intention that if Council is successful in receiving this grant funding, community consultation will be undertaken as the detailed design is prepared.

Risk/Policy/Legislation Considerations:

The Roads Act 1993 (s122) provides the roads authority (Council) the authority to regulate traffic on a public road, for which it is the roads authority.

This must be effected by publishing an order in a local newspaper (Blayney Chronicle).

Council must be satisfied that this is necessary to prevent damage in excess of the ordinary wear and tear arising from the reasonable use of the road.

The order ceases to have effect after 12 months, unless a further order is made.

Budget Implications:

Preliminary design work was funded through the Village Enhancement Program at a total cost of \$3,360.

Total project estimate of the concept design was \$457K. The grant sought through NSW Active Program was \$407K, with the remaining funds (\$50K) as Council contribution (from the Local Infrastructure Contributions Plan).

Enclosures (following report)

- | | | |
|---|-------------------------------------|--------|
| 1 | Blake Street Concept Design | 1 Page |
| 2 | Blake Street Draft Detailed Section | 1 Page |

Attachments (separate document)

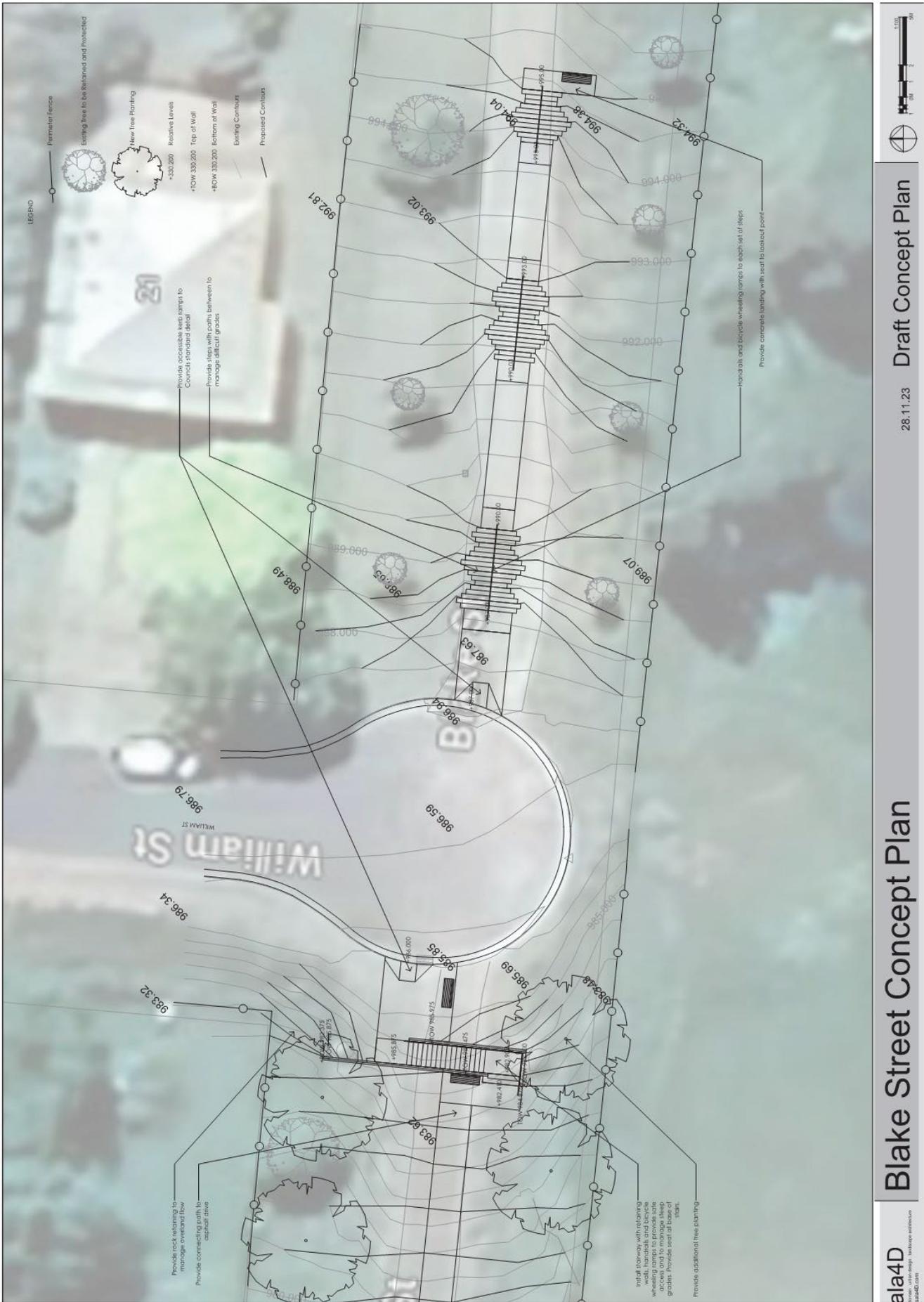
Nil



NOTES

1. DO NOT SCALE OFF DRAWINGS
2. PRIOR TO BULK EARTHWORKS, EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED ON SITE
3. ANY SERVICES SHOWN ON PLAN SHALL BE ASSUMED AS INDICATIVE. SERVICE LOCATIONS MUST BE IDENTIFIED ON SITE PRIOR TO CONSTRUCTION.
4. FOOTPATH TO TIE INTO EXISTING FOOTPATH NETWORK.
5. STAIRS TO BE INSTALLED WHERE REQUIRED.
6. FOOTPATH TO BE 1.5M WIDE WITH CENTRALLY LOCATED S.3.2 MESH.

REV	DESCRIPTION	INITIALS	DATE	SURVEY JOB & NOTES	SCALES	ALL SCALE UNITS ARE METRES	CONDITIONAL A1	APPROVED	DATE	PROJECT	BLAKE STREET FOOTPATH
-	-	-	-	-	1:100 A1 0 10 20 30 40 50 60	0 10 20 30 40 50 60	CONCEPT DESIGN	DESIGNED	30/11/2023	DATE	30/11/2023
-	-	-	-	-	1:200 A1 0 5 10 15 20 25 30 35 40	0 5 10 15 20 25 30 35 40	CONCEPT DESIGN	DESIGNED	30/11/2023	DATE	30/11/2023
-	-	-	-	-	1:500 A1 0 2.5 5 7.5 10 12.5 15 17.5 20 22.5 25 27.5 30	0 2.5 5 7.5 10 12.5 15 17.5 20 22.5 25 27.5 30	CONCEPT DESIGN	DESIGNED	30/11/2023	DATE	30/11/2023
-	-	-	-	-	1:1000 A1 0 1 2 3 4 5 6 7 8 9 10	0 1 2 3 4 5 6 7 8 9 10	CONCEPT DESIGN	DESIGNED	30/11/2023	DATE	30/11/2023
-	-	-	-	-	1:2000 A1 0 0.5 1 1.5 2 2.5 3 3.5 4 4.5 5	0 0.5 1 1.5 2 2.5 3 3.5 4 4.5 5	CONCEPT DESIGN	DESIGNED	30/11/2023	DATE	30/11/2023
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10) ROAD CLOSURE - GRAHAM LANE**Department:** Infrastructure Services**Author:** Director Infrastructure Services**CSP Link:** 1. Maintain and Improve Public Infrastructure and Services**File No:** RD.RC.26

Recommendation:

That Council:

1. Endorse the closure of the portion of Graham Lane, Millthorpe that adjoin Lots 46-48 in DP11125, in accordance with s.38 Roads Act 1993, subject to the applicant funding Council's road closure application fee, all costs associated with the closure and compensation for the market value of the land.
2. Delegate to the General Manager authority to negotiate and execute the terms of the road closure.
3. Delegate to the General Manager authority to negotiate the sale price of the land, subject to Council approval; and
4. Have a further report presented to a future Council meeting to consider any submissions lodged during the notification period and to make a decision on approval for the proposal.

Reason for Report:

Council approval is required for the closure of road reserve and subsequent sale of land.

Report:

Council has been contacted by the owner of Lots 46-48 DP 11125, who wishes to purchase unconstructed road reserve of Graham Lane which borders their property.

The land described above (and shown in the enclosed map) was established in 1921 by subdivision and was automatically dedicated as public road. If the road was successfully closed it would vest in Council upon its closure.

An internal review indicates that this section of roads meets the requirements of s.38A of the Roads Act 1993.

If Council endorses the Road Closure, the proposed way forward is as follows:

1. A letter will be provided to the applicant notifying that Council is willing to proceed with a schedule of estimate costs associated with the closure. The applicant would be responsible for actual costs incurred.
2. Council will instruct its solicitor to prepare a deed of agreement relating to the road closure. The road closure process does not progress until this deed is executed by both parties.

3. Council will obtain a professional land valuation to determine the fair market price for sale of the land.
4. Council commence the road closure process with engagement of surveyor and public notification in accordance with the Roads Act 1993.
5. A further report be presented to Council to consider any submissions lodged during the notification period and make a decision on approval for the proposal.
6. Sale terms and outcome would be reported back to Council for final approval.
7. Subject to successful approval of the above steps, plan is lodged with Land Registry Services for registration.
8. Upon registration, Council will publish a gazette notice announcing the closure and facilitate the sale and conveyancing of land.

Risk/Policy/Legislation Considerations:

Section 38 A of the Roads Act stipulates when a council may close council public road.

A council may propose the closure of a council public road for which it is the roads authority if—

(a) the road is not reasonably required as a road for public use (whether for present or future needs), and

(b) the road is not required to provide continuity for an existing road network, and

(c) if the road provides a means of vehicular access to particular land, another public road provides lawful and reasonably practicable vehicular access to that land.

If endorsed, the road will be closed in accordance with Division 3 of the Roads Act 1993.

Budget Implications:

The applicant is to fund Council's road closure fee and all costs associated with the road closure.

Subject to future sale of the land, sale proceeds would be allocated to the Property Account internal allocation (reserve), and additional rates will be generated.

Enclosures (following report)

1 Proposed Road Closure - Graham Lane

1 Page

Attachments (separate document)

Nil

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 <p>Blayney Shire Council PO Box 62 BLAYNEY NSW 2799 Ph: (02) 6368 2104 Web: www.blayney.nsw.gov.au</p>	<p>The Imagery and Basemap are sourced from Spatial Services, Department of Customer Service 2021</p>  <p>© Blayney Shire Council.</p> <p><small>While every care is taken to ensure the accuracy of this product, Blayney Shire Council and the Local / State / Federal Government departments and Non-Government organisations whom supply datasets, make no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the product being inaccurate or incomplete in any way and for any reason.</small></p>		<p>Projection: # GDA2020 / MGA zone 55</p> <p>Date: 12/03/2024</p> <p>Created By: Jacob Hogan</p>	<h2 style="text-align: center;">GRAHAM LANE ROAD CLOSURE REQUEST</h2>
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11) DRAFT BLAYNEY SHOWGROUND MASTERPLAN 2024

Department: Infrastructure Services

Author: Director Infrastructure Services

CSP Link: 1. Maintain and Improve Public Infrastructure and Services

File No: RD.AD.1

Recommendation:

That Council;

1. Endorse the Draft Blayney 2024 Showground Masterplan.
2. Place on public exhibition for a period of 28 days the Draft Blayney 2024 Showground Masterplan.

Reason for Report:

For Council to endorse the Draft Blayney 2024 Showground Masterplan.

Report:

The Blayney Showground is a public facility, located on Crown Land managed by Blayney Shire Council as the Trustee.

In 2022 it was recognised that a Masterplan of the Showground facility was needed to manage the differing priorities of multiple groups who utilise this facility.

Funding was allocated in early 2023 through Resources for Regions Round 9 to develop the Masterplan.

The methodology for preparing the Blayney Showground Strategic Masterplan has been as follows;

- Inception meeting with user groups to gather information.
- Present user groups with results of the inception meeting and gather additional feedback.
- Finalise the draft Masterplan and distribute to all attendees and representatives of the user groups.
- Present draft Blayney Showground Strategic Masterplan to Council and user groups.
- Present to Council for endorsement of Draft Plan for Public Exhibition.

Risk/Policy/Legislation Considerations:

It should be noted that implementing or delivering the projects within this strategy will have unknown impacts to the maintenance and operation of the showground facility.

The Blayney Showground is currently heavily subsidised by Council and it is likely that the delivery of these projects will have long term impacts of increasing Council's maintenance activities and costs at the Showground and add to Council's depreciation costs.

Budget Implications:

Work preparing the Masterplan has been completed within current budget allocations.

Depending on the contents of the final document that is endorsed by Council a full cost benefit analysis would be required to be undertaken on the proposed projects, ratified and endorsed by Council and then determined which projects should be included in Council's Operation Plan and Long Term Financial Plan.

Having an overarching strategic document identifying potential projects will be extremely beneficial in obtaining grant funding for projects identified within the Masterplan.

Enclosures (following report)

Nil

Attachments (separate document)

1 Draft Blayney 2024 Showground Masterplan

25 Pages

12) MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD 5 APRIL 2024

Department: Infrastructure Services

Author: Director Infrastructure Services

CSP Link: 1. Maintain and Improve Public Infrastructure and Services

File No: TT.ME.1

Recommendation:

That Council;

1. Receive and note the minutes of the Blayney Traffic Committee Meeting, held on Friday 5 April 2024.
2. Endorse the closure of Trunkey St Newbridge for the Newbridge Winter Solstice Festival, to be staged on 22 June 2024 on Trunkey Street Newbridge as a Class 2 event, subject to the conditions detailed in the Director Infrastructure Services' Report.

Reason for Report:

For Council to endorse the minutes of the Blayney Shire Council Traffic Committee meeting held 5 April 2024.

Report:

The Blayney Shire Council Traffic Committee held its meeting on 5 April 2024.

MINUTES OF THE BLAYNEY SHIRE COUNCIL TRAFFIC COMMITTEE MEETING HELD IN THE CHAMBERS, BLAYNEY SHIRE COUNCIL COMMUNITY CENTRE, ON 5 APRIL 2024, COMMENCING AT 10:01AM

PRESENT

Members: Cr John Newstead (Blayney Shire Council-Chair), Reg Rendall (State Member for Bathurst Representative), Jackie Barry (TfNSW), Jason Marks (NSW Police).

Present: Jacob Hogan (Director Infrastructure Services), Nikki Smith (Administration Officer).

APOLOGIES

Nil.

DECLARATION OF INTEREST

Nil.

CONFIRMATION OF MINUTES**MINUTES OF THE PREVIOUS MEETING BLAYNEY SHIRE
COUNCIL TRAFFIC COMMITTEE MEETING HELD 9
FEBRUARY 2024****Recommendation:**

That the Minutes of the Blayney Shire Council Traffic Committee Meeting held on 9 February 2024, be confirmed to be a true and accurate record of that meeting.

(Marks/Rendall)

MATTERS ARISING FROM THE MINUTES

Nil.

REPORTS20240405:01 **STREET EVENT - NEWBRIDGE WINTER SOLSTICE****Recommendation:**

That Council endorse the closure of Trunkey St Newbridge for the Newbridge Winter Solstice Festival, to be staged on 22 June 2024 on Trunkey Street Newbridge as a Class 2 event, subject to the conditions detailed in the Director Infrastructure Services' Report.

(Barry/Rendall)

SPEED - FRAPE STREET, BLAYNEY**Recommendation:**

That Council install traffic counters in Frape Street, Blayney and provide data to NSW Police for any required enforcement.

(Barry/Marks)

TRAFFIC REGISTER**TRAFFIC REGISTER**

Noted.

GENERAL BUSINESS**BLAYNEY WASTE FACILITY****Actions**

TfNSW advised that funding is available for early investigation to determine a scope to be put up for future project nominations for development. Design estimated to include Lucks Lane. Once 3 designs completed TfNSW then to consider the 3 projects being CHR into the Golf Course, Blayney Waste Facility and Lucks Lane, Blayney as one project.

ELECTRICITY POLE - REALIGNMENT**Actions**

TfNSW are liaising with Essential Energy direct in relation to design options and possible relocation of the pole.

Actions: Council to await feedback from TfNSW in relation to design options, before providing Council response to Essential Energy.

CARCOAR STREET, BLAYNEY – BLISTERS

A resident approached Reg Rendall to advise that they are unable to manoeuvre their caravan in and out of Amos Avenue, Blayney with ease particularly if cars are parked on Carcoar Street, adjacent Amos Avenue.

Action: Council to investigate and confirm compliant vehicle turn paths.

HELICOPTER LANDING – NETBALL COURTS

It has been observed that cars are parking on the netball courts to access King George Oval. This poses a risk when an emergency helicopter is required to land.

Action: Council to investigate and liaise directly with NSW Health.

FUTURE MEETING DATES - 2024

7 June 2024

9 August 2024

4 October 2024

6 December 2024

There being no further business, the meeting concluded at 10:48am.

Enclosures (following report)

- | | | |
|---|---|--------|
| 1 | Street Event - Newbridge Winter Solstice (Conditions) | 1 Page |
| 2 | Street Event - Newbridge Winter Solstice - TGS | 1 Page |

Attachments (separate document)

Nil

Conditions considered appropriate for the Event Organiser to comply with include the following:-

- a. The Event Organiser shall obtain approval from NSW Police, with submission of a Notice of Intention to Hold a Public Assembly (via chifleyrms@police.nsw.gov.au), in accordance with the Summary Offences Act 1988, and a copy provided to Blayney Shire Council, prior to the event.
- b. Council shall be provided with an up to date copy of a \$20M Public Liability Insurance Policy indicating Blayney Shire Council's interests, and the date and location of the events.
- c. A Traffic Management Plan (TMP) and a Traffic Guidance Scheme (TGS) must be prepared for the event by an appropriately qualified person, and shall be provided to the Blayney Traffic Committee for approval prior to the event.
- d. Implementation of the approved Traffic Guidance Scheme (TGS) is to be completed by persons appropriately qualified to do so.
- e. All Event Marshalls, Traffic Controllers and participants must be consulted and advised of the risk management and contingency arrangements in case of an emergency.
- f. A Risk Assessment must be completed and a Risk Management Plan submitted to Council prior to the event.
- g. The Event Organiser shall ensure high-visibility vests are provided and worn by all volunteers.
- h. The Event Organiser must inform all relevant persons involved in the organisation of the event of the Conditions of Approval.
- i. The Event Organiser is to notify all Emergency Services of the event and associated road closures, including Orange Base, Bathurst and Blayney Hospitals.
- j. The Event Organiser is to notify all business proprietors and residents affected by the event at least 7 days prior to the event.
- k. The Event Organiser shall comply with the requirements of the "NSW Guide to Traffic and Transport Management for Special Events" (version 3.5) dated 1 July 2018, for a Class 2 event.
- l. The Event Organiser will advertise the temporary road closures, including a contact number for an event organiser, at least seven days prior to the event, in the local media.

This is Page No. 11 of the Agenda of the Traffic Committee Meeting of Blayney Shire Council held on 5 April 2024

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Time on _____ Time off _____
 Signs checked _____ am _____ am
 _____ pm _____ pm
 Team leaders signature _____
 Date _____

ITEM	YES	NO	N/A
Ganger has TGS on hand			
Spacing of signs as per TGS			
Traffic Controller has escape route			
On site variations noted on plan			
All signs and Traffic Controller clearly visible			
Pedestrian safety addressed			
Public vehicle movement addressed			

APPROVER _____
 PREPARE A WORK ZONE TRAFFIC MANAGEMENT PLAN
 NAME : AMANDA BAKER
 NUMBER: TCT0003579

DESIGNER: _____
 PREPARE A WORK ZONE TRAFFIC MANAGEMENT PLAN
 NAME: AMY BENTLEY-MARSHALL
 NUMBER: TCT0003842

	<p>Date: 2/2/2024 Author: AMY BENTLEY-MARSHALL Project: NEWBRIDGE WINTER SOLSTIVE - NEWBRIDGE ROAD - NEWBRIDGE</p> <p>Comments: TGS # 222024 - NWS</p> <p>Site to be set up as per the TGS. Modifications must only be made by a current Select/Modify (PREPARE A WORK ZONE TRAFFIC MANAGEMENT PLAN) holder. Any additional side roads are to be set up in the same manner. Delineation to be placed as required for the works as set out in traffic control on worksites manual. Pedestrians and driveways are to be monitored as required. Traffic Controllers are required to close the road down as required by the works. Stop/Slow control is to be used to accommodate works. Signs can be placed at +25% or -10% tolerance in distance from original position if required.</p> <p style="text-align: center;">MIDWEST TRAFFIC MANAGEMENT</p>
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13) INFRASTRUCTURE SERVICES MONTHLY REPORT**Department:** Infrastructure Services**Author:** Director Infrastructure Services**CSP Link:** 1. Maintain and Improve Public Infrastructure and Services**File No:** GO.ME.1**Recommendation:**

That Council note the Infrastructure Services Monthly Report for April 2024.

Reason for Report:

To update Councillors on matters associated with shire infrastructure, its maintenance, operation, upgrade and construction.

Report:**Topical Matters****Blayney Local Flood Study**

The Local Flood study of Blayney township is approximately 50% complete with Council being required to capture additional information for culvert sizes, Belubula River stream cross sections and surveying of recently completed subdivision to ensure an accurate model. Once the Hydrologic and Hydraulic models are setup, the project status will be presented to a Flood Plain Risk Management Committee Meeting.

Completion of draft report is currently anticipated for October 2024, however it should be noted that staff have requested a variation proposal to correct multiple errors in the previous models and perform validation of the flooding events which occurred in November 2022. As this variation proposal has not been received, the impacts to project deliverables and program are unknown.

Strategic Business Plan for Sewerage Services

Work has commenced with data gathering of information related to the preparation of the business plan.

The project plan has been reviewed and adjusted to optimise the critical path. At this stage the project is on track for the options study in late May 2024 and Draft Business Plan in December 2024. Milestones are regularly monitored with regular project meetings with Council, DPIE and Public Works

One of the critical items is the 72hour Composite inflow sampling. This work is critical to the overall business plan as it characterises the influent, reviews the (biological and nutrient) loading in comparison to the plant design criteria and determines process improvements required to meet the treatment capacity requirements. NSW Public Works engineers are attending site mid-April to complete this work.

Heavy Patching Program 2023/24

Urban heavy patching works are outstanding which include Somers Place (Preliminaries), Gowan Street, Napier Street and Osman Street. Total estimate of works is approximately \$300K and negotiations are currently taking place with contractors through Local Government Procurement contract LGP213-2 to deliver this financial year.

It is anticipated that there will be approximately \$100K in unspent funds this financial year. This is due to a heightened grant funded capital works program and removal of Garland Road Project from Heavy Patching due to grant funding RLRRP. This has limited Council's ability to scope and deliver additional heavy patching projects.

Any unspent funds will remain in Council's General Fund. There is currently no capacity to commence additional projects this financial year.

Gravel Resheeting Program 2023/24

The following roads had gravel resheeting undertaken this financial year (either in full or partially): Gallymont Road, Bradene Road, Old Lachlan Road, Matthews Road, Fell timber Road, Mount Macquarie Road, Carcoar Road, Carcoar Dam Road, Caloola Road, Beneree Road, Bentley's Lane, Lyndhurst Streets, Burtons Lane, Fardells Lane, Glengate Road, Hilltop Lane, Lucan road, McKellars Lane, Peppermint Lane, Rockdell Road, Sunnyside Road, Tea Tree Road, Warburtons Lane, Yangoora Road, Neville Streets.

It is noted that there is currently approximately \$3.8k unspent funds. No additional major capital resheeting is proposed for the remainder of the financial year.

A significant amount of additional resheeting was able to be undertaken than originally scoped as there was an opportunity to use reclaimed stabilised materials from state road mill and fill works which saved a significant amount of gravel cost.

Major Contracts

Belubula Way Bridge (REPAIR, R4R9)

Only linemarking is remaining on this project.

Four Mile Creek Road Bridge (FCB2A)

Detail design is underway. Steel and materials for precast components have been ordered. Physical commencement on site is due for July 2024.

Major Works**Forest Reefs/Tallwood Road Intersection (R4R8)**

Kerb works are 90% complete. Drainage is complete. Subbase works are complete. Project completion is projected for end of April.

Tallwood Road Heavy Patching (R4R9)

This project is complete.

Unwin & Stabback Street (LRCl)

Unwin Street: Road works are complete. Some private works (for driveways) remaining.

Stabback Street: Drainage works are 80% complete. Boxing out of road (between Crowson & Church Streets) for kerb preparation is 50% complete.

Reseal of both projects will be scheduled next financial year.

Minor Road Works**Maintenance works**

Since the previous report, pothole patching has been performed on the following roads: Barry Road, Moorilda Road, Newbridge Road, Wimbledon Road, Three Brothers Road, Gallymont Road, Mandurama Road, Errowanbang Road, Four Mile Creek Road, Garland Road, Carcoar Road.

Pothole patching has also generally been performed in the following towns/areas: Carcoar, Newbridge, Barry, Neville.

Maintenance grading has been undertaken on the following roads: Cobbs Lane, Carcoar Dam Road, Burtons Lane, Kennys Lane, Rockdale Lane, Lyndhurst Streets, Lyons Road, Spring Hill Road, Myers Lane, Gartholme Road, Springvale Lane, Richards Lane, Fullers Lane, Souths Lane, Peppermint Lane, Kinds Lane, Lucan Road, Beneree Road, Carcoar Road.

Footpaths**Trunkey Street, Newbridge (R4R8)**

Works are completed up to Stringybark Craft Shop.

Following consultation with the Gladstone Hotel, the quotation has been finalised. Contractor anticipated to be engaged in the coming weeks.

Completion is projected for this financial year.

Belubula River Walk – Stage 4 (SCCF4)

Pavement works and sealing for Stillingfleet Street are outstanding, with programmed works expected to be completed by the end of April.

Plumb/Palmer/Orange Road, Blayney (SCCF5)

Some preliminary drainage works have been undertaken in Plumb Street. Materials have been ordered. Commencement of the path has been delayed with the prioritisation of Unwin & Stabback Streets; works will commence following substantial completion of this project.

Open Spaces & FacilitiesMaintenance works

Parks and gardens team have been mowing ovals and parks as part of the normal routine. Transition to winter sports including topdressing and reseeding continues.

Staff are focusing on parks in preparation for ANZAC Day services, which includes the re-installation of the Memorial Gates at Redmond Oval.

King George Oval Upgrades (R4R8, SCCF4, SCCF5)

Carpark works are complete with the exception of linemarking and wheel stops. Top dressing and access tie in near the amenities block scheduled for this month. Bollard installation near old netball court and some minor concrete works outstanding.

Accessible seating works have commenced, with one slab poured. Concrete works for the other anticipated to be completed this month.

Carrington Park Toilet Refurbishments (R4R8)

Linemarking is outstanding for the accessible carpark.

Heritage Park New Toilets (R4R8)

Fabrication of the building is underway with the project on track for site commencement mid-May.

Recycled Water Treatment Plant

Council has lodged the application under Section 60 of the Local Government Act to NSW Department of Planning and Environment (DPIE).

Risk/Policy/Legislation Considerations:

Information report only.

Budget Implications:

Nil.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

14) DEVELOPMENT ASSESSMENT QUARTERLY REPORT

Department: Planning and Environmental Services

Author: Director Planning and Environmental Services

CSP Link: 2. Build the Capacity and Capability of Local Governance and Finance

File No: GO.ME.1

Recommendation:

That the Development Assessment Quarterly Report be received and noted.

Reason for Report:

To update Council on development applications and complying development certificates determined during the period (1 January 2024 to 31 March 2024).

To advise Council with a list of applications currently under assessment (note until 09/04/2024).

Report:

The following enclosures are provided for Council's information;

1. Applications approved under delegated authority during the period,
2. Applications currently under assessment

There were no applications refused under delegated authority during the period.

Risk/Policy/Legislation Considerations:

Nil

Budget Implications:

Nil

Enclosures (following report)

1	Development Assessment Quarterly Report	5 Pages
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Attachments (separate document)

Nil

1. Applications approved under delegated authority during the period

DA NUMBER	APPLICATION DATE	APPLICANTS NAME	APPLICATION DESCRIPTION OF WORK	PROPERTY ADDRESS	DATE APPROVED	VALUE
2023/0079/1	11/03/2024	Richard Southwell	Modification - Reduce Shed setback - Erection of a dwelling and separate garage	57 Glenorie Rd Millthorpe	22/03/2024	-
2023/0091	31/07/2023	Ngoc-Hien Duong	Alterations & Additions to Existing Dwelling	26 Osman St Blayney	01/03/2024	\$378,030.50
2023/0115	25/09/2023	Marco Pasquali	Alterations & Additions to Existing Dwelling	283 Carbine Rd Forest Reefs	01/03/2024	\$325,000.00
2023/0122	10/10/2023	Matthew Forsyth	Two (2) Lot Subdivision	8 Bluett Cl Forest Reefs	07/03/2024	-
2023/0123	17/10/2023	Joshua Cook	Change of Use and Demolition on Existing Awning and Erection of an Awning	54 Adelaide St Blayney	01/03/2024	\$66,000.00
2023/0133	09/11/2023	Darrell Overlunde	Installation Above Ground Fuel Tank Storage	6518 Mid Western Hwy Lyndhurst	19/03/2024	\$60,000.00
2023/0137	20/11/2023	Asthenia PTY LTD	Change of Use - Shed to Dual Occupancy	1 Palmer St Blayney	01/03/2024	\$120,000.00
2023/0139	28/11/2023	Millthorpe Bowling Club Ltd	Covered Outdoor Area	24 Elliott St Millthorpe	22/03/2024	\$87,840.00
2023/0140	08/12/2023	Gavin Morten	Erosion Stabilisation works - Gallymount Dam	769 Snake Creek Rd Mandurama	26/03/2024	\$61,200.00
2023/0143	18/12/2023	Natalie Degabriel	Erection of a retaining wall	9 Castle Vista Blayney	01/03/2024	\$12,500.00
2023/0144	19/12/2023	Brendan Newstead	Change of Use	2 Sturt St Blayney	16/02/2024	\$15,000.00
2024/0005	19/01/2024	Sally Wood	Proposed Alteration/ Addition of Mudroom to Existing Entrance of House	455 Tallwood Rd Forest Reefs	22/03/2024	\$63,290.00
2024/0010	30/01/2024	Sam Laws	Erection of a shed	119 Charles Booth Way Millthorpe	21/03/2024	\$35,000.00
2024/0011	05/02/2024	Greg White	Erection of a shed	1 Peters Pl Blayney	15/03/2024	\$26,603.50
2024/0145	08/01/2024	Mark Sharp	Erection of a shed	33 Charles Booth Way Millthorpe	16/02/2024	\$58,036.00
					Total	\$1,716,820.00

2. Applications currently under assessment

DA NUMBER	APPLICATION DATE	APPLICANTS NAME	APPLICATION DESCRIPTION OF WORK	PROPERTY ADDRESS	VALUE
2019/0047	27/05/2019	Rockleigh Properties PTY LTD	Two (2) lot subdivision	50 Victoria St Millthorpe	\$5,000.00
2021/0094	28/07/2021	Jameel Qureshi	Office premise	99 Adelaide St Blayney	\$300,000.00
2022/0048/1	22/01/2024	Benedict Johnson	Modification - Demolition Of Existing Buildings, Construction Of A Commercial Premises, Dual Occupancy & Associated Site Works And Car Parking - Site And Building Level Changes, Additional Water Tank, Minor Internal Floorplan Alteration To 3br Dwelling, Amendment To Window Schedule, Modification To Consent Condition 14 - Service Vehicles Manoeuvring	10 Pym St Millthorpe	-
2022/0121	09/09/2022	Haderslev PTY LTD	Establishment of a primitive camping ground	245 Carcoar Dam Rd Carcoar	-
2022/0122	28/09/2022	David James Woods	Erection of a dwelling and shed	6436 Mid Western Hwy Lyndhurst	\$350,000.00
2023/0006/1	25/03/2024	Darren & Joanne Copelin	Modification - two (2) lot subdivision	28 Hillside Lane Forest Reefs	-
2023/0013	31/01/2023	Ambrose Hallman	Demolition of four (4) existing buildings within the Blayney railway yard	20 Railway Lane Blayney	\$11,000.00
2023/0028	06/03/2023	Bathurst Sheds	Erection of a shed	2 Bourke St Newbridge	\$26,647.00
2023/0029	07/03/2023	Little Learning Centre	Boundary adjustment & construction of a free-standing childcare facility	2 George St Millthorpe	\$295,000.00
2023/0033	10/03/2023	David Somervaille	Boundary adjustment	17 Henry St Blayney	-
2023/0055	01/05/2023	Rovest Holdings PTY LTD	Change Of Use From a Bowling Club To Motel Accommodation Including Provision Of a Reception, Laundry, Kitchen, Amenities And Office Within The Existing Bowling Club Building, Demolition Of Other Structures Within The Site, Construction And Installation Of Modular Motel Accommodation Buildings Providing 102 Motel Rooms and Associated Works Including Signage, Parking And Essential Services Connections.	62 Osman St Blayney	\$1,000,000.00

DA NUMBER	APPLICATION DATE	APPLICANTS NAME	APPLICATION DESCRIPTION OF WORK	PROPERTY ADDRESS	VALUE
2023/0056/1	02/04/2024	Michael Gerke	Modification - Erection Of a Shed And Retaining Walls	23 St Vincent Welsh Way Blayney	-
2023/0059	10/05/2023	Hannah Hart	Two (2) lot subdivision	37 Martha St Blayney	-
2023/0061	18/05/2023	Rockleigh Properties PTY LTD	Change of use - dwelling to medical centre	3 Victoria St Millthorpe	\$150,000.00
2023/0067	30/05/2023	Metziya Pty Limited	Proposed forklift storage building and vehicle servicing building		\$1,000,000.00
2023/0096	14/08/2023	Nicholas Reeks	Alterations and additions to existing dwelling	361 Millpost Creek Rd Mandurama	\$400,000.00
2023/0101	24/08/2023	Margaret & Peter Fowler	Installation of a manufactured home (dual occupancy)	271 Forest Reefs Rd Millthorpe	\$630,100.00
2023/0106	06/09/2023	Lyndall Hadlow	Erection of a dwelling and garage	4072 Mid Western Hwy Blayney	\$650,000.00
2023/0110	18/09/2023	Paul Watters	Demolition of existing dwelling and erection of a dwelling	109 Pitlochry Rd Neville	\$1,051,500.00
2023/0116	27/09/2023	Haderslev PTY LTD	Change of use - animal boarding and training facility for a maximum of twenty (20) greyhounds only	239 Carbine Rd Forest Reefs	-
2023/0121	10/10/2023	Ian Gillings	Alterations & additions to an existing shed	27 Victoria St Millthorpe	\$65,000.00
2023/0125	23/10/2023	Mark Whitney	Farm stay accomodation	3399 Mid Western Hwy Kings Plains	\$309,000.00
2023/0130	06/11/2023	Tim Worboys	Erection of a dwelling	8 St Vincent Welsh Way Blayney	\$700,000.00
2023/0132	08/11/2023	Arete Survey Solutions	Two (2) lot subdivision	40 Plumb St Blayney	-
2023/0141	12/12/2023	Daniel Wilcox	Erection of a dwelling	114 Forest Reefs Rd Millthorpe	\$1,300,000.00
2023/0142	12/12/2023	Divlist Pty. Limited & Mikell Investments PTY LTD	Erection of a dwelling	1b Morley St Millthorpe	\$619,820.00

DA NUMBER	APPLICATION DATE	APPLICANTS NAME	APPLICATION DESCRIPTION OF WORK	PROPERTY ADDRESS	VALUE
2024/0001	12/01/2024	Southwell Design and Drafting	Alterations and additions to an existing dwelling	16 Park St Millthorpe	\$694,070.00
2024/0002	12/01/2024	Edward Leabeater	Consolidation of lots, demolition of existing dwelling and erection of transportable dwelling	27 Ramsay St Lyndhurst	\$263,286.00
2024/0004	16/01/2024	Suzanne McGregor	Five (5) lot subdivision	78 Clover Ridge Rd Millthorpe	\$350,000.00
2024/0006	22/01/2024	Felicity Slattery	Alterations and additions to existing guesthouse accommodation, erection of three (3) cabin accommodation units, pool and new dwelling	12 Naylor St Carcoar	\$2,222,000.00
2024/0007	22/01/2024	Green Gold Energy Pty Ltd T/A Green Gold Solar	Installation 5mw Solar Farm Including Solar Array, Inverter Station, Security Fencing, Temporary Construction Facilities And New Powerline Connection To Adjacent Essential Energy Infrastructure.	269 Marshalls Lane Blayney	\$5,660,600.00
2024/0009	25/01/2024	Peter Edwards	Addition of a new lounge room and deck area to existing single story dwelling	1049 Neville-Trunkey Rd Neville	\$48,912.00
2024/0013	19/02/2024	Nicholas Reeks	Erection of farm stay accomodation	2043 Hobbys Yards Rd Barry	\$150,000.00
2024/0014	19/02/2024	Cadia Holding PTY LTD	Geotechnical investigation	242 Meribah Rd Errowanbang	\$3,500,000.00
2024/0015	20/02/2024	B & J Flowers PTY LTD	Erection of a dwelling	8 Knox Place Millthorpe Nsw	-
2024/0016	29/02/2024	Newbridge Progress Association Incorporated	Erection of covered walkway to existing pavilion	40 Three Brothers Rd Newbridge	\$22,747.45
2024/0017	01/03/2024	Willowdene Constructions PTY LTD	Section 68 & s138 (private cdc -erection dwelling)	14 Hoynes Cct Blayney	-
2024/0018	01/03/2024	Matthew Richard James Hardman	Erection of a dwelling	9 Nyes Gates Rd Millthorpe	\$5,000.00
2024/0019	08/03/2024	Housing Plus	Erection of a dwelling	11c Frape St Blayney	\$555,733.00
2024/0020	15/03/2024	Southwell Design and Drafting	Change of use - former stables building to studio. New horse shed and shelter	571 Forest Reefs Rd Forest Reefs	\$200,000.00

DA NUMBER	APPLICATION DATE	APPLICANTS NAME	APPLICATION DESCRIPTION OF WORK	PROPERTY ADDRESS	VALUE
2024/0021	27/02/2024	Gerad Nixon	Boundary adjustment	3580 Mid Western Hwy Blayney	-
2024/0022	02/04/2024	Southwell Design and Drafting	Demolish existing shed, erection of a shed	44 Church St Millthorpe	\$43,000.00
2024/0023	02/04/2024	Southwell Design and Drafting	Alterations and additions to an existing dwelling	37 Park St Millthorpe	\$149,509.00
2024/0024	02/04/2024	Tristan Hugh Martin	Demolition of existing shed and erection of a shed	42 Osman St Blayney	\$18,220.90
2024/0025	02/04/2024	Phillip Anthony Bird	Two (2) lot boundary adjustment	1476 Mandurama Rd Neville	-
2024/0026	02/04/2024	Interbrands PTY LTD	Construction of self storage units, hire yard, business office and the related site works and signages	7 Radburn St Blayney	\$3,165,911.00
				Total	\$25,912,056.35

15) REPORT OF THE CENTRAL NSW JOINT ORGANISATION BOARD MEETING HELD 29 FEBRUARY 2024**Department:** Executive Services**Author:** General Manager**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance**File No:** GR.LR.3**Recommendation:**

That Council

1. Note the report of the Central NSW Joint Organisation (CNSWJO) Board Meeting held 29 February 2024;
2. Note the return on investment from Council fees to the CNSWJO is 9.4:1;
3. Support the Simtables Workshop at Council in disaster readiness; and
4. Note the CNSWJO Draft Statement of Budget and Revenue.

Reason for Report:

To provide Council with the Deputy Mayor's delegate report on the Central NSW Joint Organisation (CNSWJO) meeting.

Report:

Please find enclosed report from the Central NSW Joint Organisation Board meeting held 29 February 2024 in Condobolin. Deputy Mayor, David Somerville, attended on behalf of Blayney Shire Council.

Risk/Policy/Legislation Considerations:

Nil

Budget Implications:

Nil

Enclosures (following report)

1	Central NSW Joint Organisation Board Report	8 Pages
2	Central NSW Joint Organisation Board Meeting Minutes - 29/02/2024	6 Pages
3	Central NSW Joint Organisation Budget and Statement of Revenue Policy 2024-2025	5 Pages

Attachments (separate document)

Nil

**Report from the Mayor attending the
Central NSW Joint Organisation Board meeting
29 February in Condobolin**

Recommendations

That Council note the report from the Mayor on the Central NSW Joint Organisation (CNSWJO) Board meeting 29 February 2024 and

- 1. note the return on investment from Council fees to the CNSWJO is 9.4:1;**
- 2. support the Simtables workshop at Council in disaster readiness;
and**
- 3. note the CNSWJO Draft Statement of Budget and Revenue.**



Picture 1: The Central NSW JO Board Meeting in progress, 29 February 2024, Condobolin

Board members were welcomed to Condobolin by Cr John Medcalf, Deputy Mayor of Lachlan Shire Councillor and immediate past Chair of the CNSWJO Board.

The first order of business was to elect a Chair. Cr Kevin Beatty, Mayor of Cabonne was elected unopposed. Cr Mark Kellam, Mayor of Oberon was elected unopposed as Deputy Chair.

The Board received a presentation from Ms Gerry Collins from Department of Regional NSW regarding Regional Coordination and Delivery Program.

Councillors John Medcalf and David Somerville were recognised for the years of service to the region. The Board also acknowledged the passing of Cr Don Fitzpatrick, former Mayor of Oberon.

On the day, the Board provided feedback that this report should include advice on the substantial value to members of the work the CNSWJO. This report leads with this advice. Please find the draft Minutes of the Meeting attached.

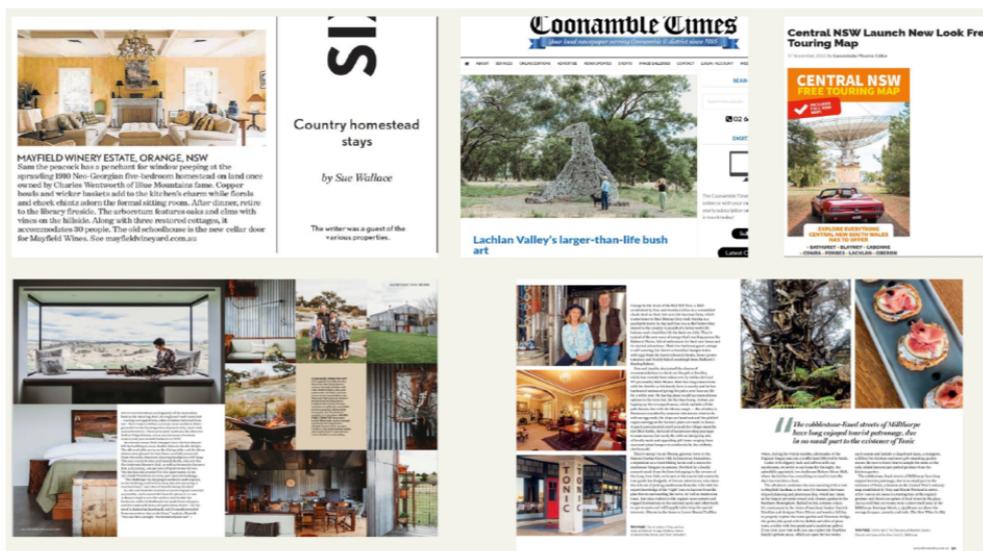
Value to Council

80% of CNSWJO resources are dedicated to providing its operational support program. This program delivers a return on investments of 9.4:1 for every dollar Council spends on its membership fees. This value is made up of grant income, monies saved through the CNSWJO procurement program and public relations value from its tourism marketing.

The work the region does in writing submissions, media, supporting projects and project teams, developing collateral and providing opportunities for members in various forums to represent their views is not included in the above figure of 9.4:1 ROI. However, this value is reported quarterly to the Board. Please go to the CNSWJO website to review past Board agendas at <https://www.centraljo.nsw.gov.au/business-papers-agendas/> or to review last year’s Annual Statement please go to [2023 STATEMENT \(nsw.gov.au\)](https://www.nsw.gov.au/2023-statement)

This work continues year on year and for the 2022/2023 year the value is summarised as:

- 13 Submissions - [Central Joint Organisation \(nsw.gov.au\)](https://www.nsw.gov.au) were lodged in line with CNSWJO policy on matters important to the region;
- 13 Plans, strategies and other collateral that members can leverage for funding, advocacy, forward planning and other purposes;
- \$4.2m in net cost savings across 18 regional contracts from a spend of \$25.3m.
- \$2.05m in grants for members to support training for Fluoride Operators, disaster risk reduction, Business case and Strategy Development JONZAG - Net Zero Acceleration Grant and other energy management, best practice in aggregated procurement, tourism and regional development;
- \$1.4m in public relations value and over \$472k in advertising value which encompassed 11 media releases and various social media metrics. The PR program delivered a major tourism marketing campaign for “Come Out, We’re Open” which formed a large body of work within the PR program in 2023.



Picture 2: Some of the many publications as a result of the CNSWJO PR campaigns



Picture 3 One of the fully funded dull page spreads in the SMH where all member councils were promoted

Grant funded projects for the 2022/2023 year were:

- The Joint Organisation Net Zero Acceleration Program;
- Disaster Risk Reduction Fund program;
- Bridge Assessments;

- Come Out We're Open flood recovery program
- A Business Case for Priority Investment in the Nexus between Net Zero and Energy Security;
- A Regional Centre of Excellence in Water Loss Management;
- Transitioning Integrated Water Cycle Management Plans to Integrated Planning and Reporting;
and
- A Spare Capacity in Housing Project.

Most of these are being finalised this year or are ongoing.

This value is delivered primarily by the various operational teams across the region including the CNSWJO;

- General Managers' Advisory Committee
- Water Utilities' Alliance
- Transport Technical Committee
- Tourism Managers Group
- Planners' Group
- Human Resources Managers Group
- WHS/Risk Management Group
- Training, Learning and Development Group
- Energy Group
- Regional IT Group
- Building Surveyors Skills Shortages Working Group
- Disaster Risk Reduction Steering Committee

Adoption of the Draft Statement of Budget and Revenue

CNSWJO must adopt its Statement of Budget and Revenue (the Statement) at its May meeting having put it on exhibition for 30 days. It resolved to provide it to members as part of this report. Please find the Draft Statement attached. The budget includes a 3% increase in fees, below that of the IPART rate pegged rise for Councils of 4.5% - 5.5%.

Submissions

Submissions lodged

The following submissions have been lodged since the last Board meeting. All have been at the request of members and/or as part of supporting the advocacy policy of the Board. All Submissions can be viewed on the website [Submissions - Central Joint Organisation \(nsw.gov.au\)](https://www.nsw.gov.au/submissions)

- [Australian Productivity Commission third inquiry into the National Water Initiative – January 2024](#)
- [Submission to the review of the Regional Development Act](#)
- [Draft NSW Energy Policy Framework](#)
- [Essential Energy Determination 2024-29 – Revised Public Lighting Pricing Proposal](#)
- [Consultation on the Future Drought Fund Investment Strategy & Funding Plan 2024-2028 – December 2023](#)
- [Submission to the NSW vocational education and training \(VET\) review – November 2023](#)

- [Response to the Department of Planning and Environment Lachlan Regional Water Strategy shortlisted actions – November 2023](#)
- [Inquiry into the planning system and the impacts of climate change on the environment and communities – November 2023](#)

Submissions under development

At the time of writing responses are intended for the following calls for submissions:

- DCCEEW Draft Restoring the Rivers Framework Consultation;
- the inquiry into the assets, premises and funding of the NSW Rural Fire Service; and
- the draft Terms of Reference for the IPART review of NSW council financial model.

Disaster Risk Reduction Program

Council has received its Disaster Risk Reduction Needs Analysis report. At the time of writing a regional opportunities report is being finalised to identify programming the CNSWJO can deliver to support Council in this work.

Notably, CNSWJO are currently planning community workshops and training sessions aimed at enhancing community preparedness regarding natural disaster risks and vulnerabilities. The Project Steering Committee (PSC) evaluated three technology options: Simtables, SIMS online, and a cross-JO technology scoping study. It was decided to pursue all three options, focusing primarily on Simtables for the workshops. The workshops will introduce Simtables as a pilot program due to its distinctive nature and potential applications in disaster preparedness. The primary objective is to understand the technology's practical applications in disaster preparedness for the region and explore the potential to secure funding through existing Disaster Risk reduction initiative, contingent on a successful pilot. In the event of the success of the pilot and the purchase of the technology, a program will be developed to engage the broader community.

The workshops are tentatively scheduled for various locations in May 2024:

Bathurst – 2 May 2024
Oberon – 13 May 2024
Cowra – 14 May 2024
Lithgow – 15 May 2024
Blayney – 21 May 2024
Weddin – 21 May 2024
Orange – 22 May 2024
Parkes – 22 May 2024
Lachlan – 23 May 2024
Forbes – 23 May 2024
Cabonne – 24 May 2024

The workshops will primarily focus on bushfire preparedness across all Local Government Areas, with added emphasis on flooding scenarios in identified regions; Cabonne, Forbes, Lachlan, Lithgow, and others identified. The success of the workshops relies heavily on coordination and support from member councils, as well as assistance from the PSC and Local Emergency Management Officers

(LEMOs). CNSWJO will circulate an email once the above workshop dates, times, and venues are confirmed.

A recommendation has been made for elected representatives, general managers, and other relevant staff to participate in the upcoming community workshops and training sessions. This recommendation is crucial as it emphasises the importance of community preparedness and the potential benefits that Simtable technology can bring in enhancing disaster preparedness capabilities. Moreover, this initiative aligns well with the recent needs analysis for the region, which identified key opportunities within councils. The Simtable technology may be utilised as a tool to address some of these needs by providing a hands-on approach to understanding and mitigating disaster risks, fostering collaboration among stakeholders, and enhancing decision-making processes.

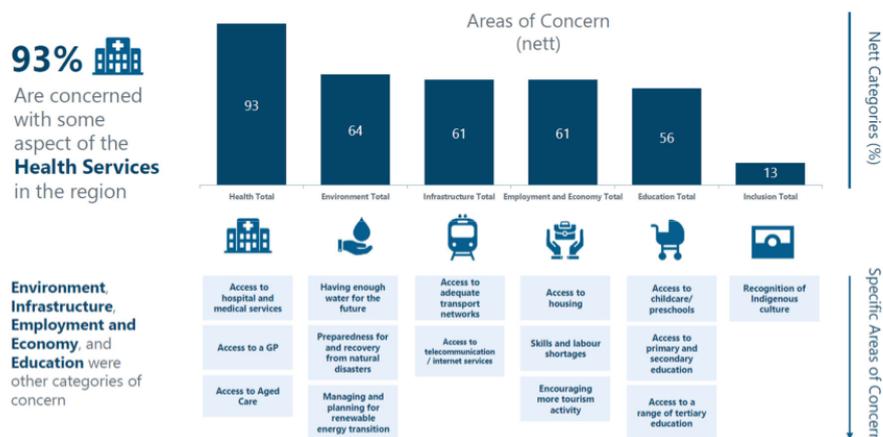
Collaborating on community engagement

There is opportunity to optimise data collection and dissemination in region to support the Community Engagement Strategies for member Councils.

Two projects the region has been collaborating on are Community Sentiment Surveying and Our PlaceMats.

The work on Community Sentiment Surveying was with four member Councils and produced advice on regional priority. Please see the graphic below.

Areas of Key Concern for the Region



I will now read out a list of areas that your Council may or may not be responsible for, but could influence, and I would like you to tell me which 5 out of the 15 areas would be the biggest areas of concern in your community right now? You may think they are all important however which 5 areas would you say are particularly important and need immediate attention?

Figure 1 Priorities of the community members surveyed across four local government areas

CNSWJO has been working with RDA Central West and Regional NSW on two key projects in the last twelve months, these being a repeat of the PlaceMats project providing 48 data sets for Councils they can use in their Community Strategic Planning community consultations and the workshops with NSW Government agencies providing useful data for Councils. Council will receive a report separately to adopt its PlaceMat. To view the regional PlaceMat please go to <https://www.centraljo.nsw.gov.au/co-operative-projects/>

Under the Local Government Act Councils must have Community Engagement Strategy (CES) that determines how they will engage the community in creating and reviewing their Community Strategic Plan. The CNSWJO Board resolved to collaborate with key peak regional agencies to optimise CES going forward.

The following value is provided to members through this project:

- Cost savings through aggregated procurement;
- Regular surveying supported regionally will show for trends;
- Other stakeholders may be interested in collaborating in this process including making a financial contribution. This may result in a greater body of shared data and better relationships between peak agencies;
- Participating in a regional program sets up a discipline for consultation processes.

Water

The Water Report provided:

- an update on the project to transition local water utility strategic planning into the Integrated Planning and Reporting (IP&R) framework;
- advice on the near completion Regional Water Loss Management project grant funded with members able to access funding for water loss management equipment; and
- advice on the completion regional asset management assessments using the National Asset Management Assessment Framework (NAMAF) where participating councils should have their report.

It provided advice on current consultative processes including:

- Joint Select Committee on Protecting Local Water Utilities from Privatisation;
- NSW Productivity Commission review of funding arrangements for Local Water Utilities;
- Australian Productivity Commission third inquiry into the National Water Initiative; and
- Draft Restoring the Rivers Framework, including engagement with the Murray Darling Basin Authority.

Planning is underway with Charles Sturt University for a Productive Water Policy Lab this year. All Councilors will be invited. The Board resolved to ask Phil Donato, Member for Orange, to organise a round table with state and federal representation to progress advocacy on water for the region.

Energy

There is a substantial amount of activity being undertaken to address the energy priority of the CNSWJO. Current work includes;

- Submissions;

Case Study: Compensation for communities impacted by the rewiring of NSW

At the time of writing the NSW Government is giving consideration to a revised energy policy framework. Included in this framework is guidance for voluntary compensation for affected communities. This includes a \$1050 per megawatt hour voluntary benefit sharing arrangement.

Assuming

- A 40% capacity factor for wind renewable energy generation
- The current price for Large Generation Certificate (LGC) is \$46; and
- All LGCs will be realised and they are realised annually as is the case at present.

\$1050 pa equates to just 0.7% of the annual income from only LGCs. The generator then sells its electricity at profit on top of that.

As it stands, renewable energy generation is being significantly incentivised and impacted communities are not being compensated. This is simply not fair.

- implementation of the Joint Organisation Net Zero Program;
- adoption of the Business Case for priority investment in the Nexus between Net Zero and Energy Security;
- advocating on Council's behalf to the Australian Energy Regulator on the costs of streetlighting.

Material advice to Council from this work is that;

- key messaging regarding the Dept of Planning Energy Framework consultation includes the Case Study above on compensating communities for the impacts of rewiring NSW in the context of support for the overall net zero aspiration;
- Council will receive a fully funded net zero fleet strategy;
- The advocacy undertaken by CNSWJO as the lead of the Southern Lights collaboration of councils has shown a substantial reduction in street lighting pricing. The final determination by the Australian Energy Regulator should be known by May of this year.

Conclusion

The CNSWJO continues to deliver very good value to Council. Please contact the Executive Officer Ms Jenny Bennett for more information.

CNSW Joint Organisation Board Meeting
 Minutes of Meeting 29 February 2024
 Held in Condobolin at the SRA Pavilion

In Attendance*

Cr J Jennings	Bathurst Regional Council	Cr M Statham	Lithgow City Council
Cr D Sommerville	Blayney Shire Council	Cr A McKibbin	Oberon Council
Cr K Beatty	Cabonne Council	Cr J Hamling	Orange City Council
Cr R Fagan	Cowra Shire Council	Cr N Westcott	Parkes Shire Council
Cr J Medcalf	Lachlan Shire Council	Cr C Bembrick	Weddin Shire Council

Mr D Sherley	Bathurst Regional Council	Cr A Rawson	CTW
Mr M Dicker	Blayney Shire Council	Mr G Rhodes	CTW
Ms H Nicholls	Cabonne Council	Ms K Annis-Brown	OLG
Mr S Loane, OAM	Forbes Shire Council	Ms G Collins	Regional NSW
Mr G Tory	Lachlan Shire Council	Ms J Bennett	CNSWJO
Mr C Butler	Lithgow City Council	Ms M Macpherson	CNSWJO
Mr G Wallace	Oberon Council	Ms K Barker	CNSWJO
Mr D Waddell	Orange City Council	Ms J Webber	CNSWJO
Mr K Boyd, PSM	Parkes Shire Council		
Ms N Vu	Weddin Shire Council		
Ms M Schraeder	Regional NSW		

*Voting members in **bold**

Meeting opened at 9.00am by Chair Cr Kevin Beatty

1. Welcome

2. Acknowledgement of Country

3. Apologies, applications for a leave of absence by Joint Voting representatives

Cr P Miller, Cr M Kellam, Cr P Phillips, Mr P Devery, Mr D Sherley, Mr M Dicker, Mr B Byrnes, Cr S Ferguson, Cr C Bembrick, Mr J Gordon

Resolved	Cr M Statham / Cr J Hamling
That the apologies for the Central NSW Joint Organisation Board meeting 29 February 2024 listed above be accepted.	

4. Election of Chairperson and Deputy Chairperson

Cr Kevin Beatty was elected as Chair unopposed.

Cr Mark Kellam was elected as Deputy Chair unopposed.

The service to the Board of Cr J Medcalf and Dr D Sommerville was acknowledged.

The passing of Cr Don Fitzpatrick was acknowledged.

5. Conflicts of Interest

Resolved
NIL declared

6. Speakers

- a. Gerry Collins, Director, Western NSW/Regional Coordination & Delivery / Regional Development / Department of Regional NSW.
- b. Katrina Annis-Brown, Office of Local Government

7. Minutes

7a Noting of the GMAC Minutes held 1 February 2024 in Orange

Resolved	Cr R Fagan / Cr N Westcott
That the Minutes of the CNSWJO GMAC Meeting held 1 February 2024 in Orange were noted	

7b Confirmation of the Minutes of the CNSWJO Board Meeting 23 November 2023 in Sydney

Resolved	Cr D Somerville / Cr M Statham
That the Minutes of the CNSWJO Board Meeting held 23 November 2023 in Sydney were noted	

8. Business Arising from the Minutes - Matters in Progress

Resolved	Cr J Hamling / Cr J Jennings
That the Central NSW Joint Organisation Board note the Matters in Progress, making deletions as suggested.	

9. Reports on Statement of Regional Strategic Priority 2022-2025

Priority One: Leveraging our successful collaboration

9a Financial Report

Resolved	Cr J Medcalf / Cr N Westcott
That the Board note the Financial Report.	

9b Budget considerations 2024/2025: The Draft 2024 CNSWJO Statement of Budget and Revenue

Resolved	Cr R Fagan / Cr A McKibbin
That the Board note the Statement of Budget and Revenue Report and;	
<ol style="list-style-type: none"> 1. adopt the draft Statement of Budget and Revenue and place it on exhibition for 30 days; 2. note that the budget for the next financial year includes a fee rise of 3% and a profit for the year of \$55,227; and 3. provide advice in the Mayoral Board report regarding the Statement of Budget and Revenue seeking member feedback. 	

9c Advocacy Report

Resolved	Cr J Jennings / Cr J Medcalf
That the Board note the Advocacy Report and;	
<ol style="list-style-type: none"> 1. note that a report from the workshop with the Rural Doctors' Network has been circulated; 	

2. adopt the Advocacy Plans for
 - a. Transport;
 - b. Water;
 - c. Energy; - receive a report on end of life and ratings on renewable energy generation.
 - d. Regional Prosperity;
 - e. Health; and
 - f. Skills Shortages;
3. endorse the activities of the Opt-in Advocacy Subcommittee of Mayors, those being;
 - a. developing a media campaign on Council sustainability;
 - b. progressing advocacy for a Safe Swift and Secure Link between Sydney and Central NSW; and
 - c. providing oversight of advocacy for the renewable energy transition and council financial sustainability; and
4. endorse the following submissions that have been lodged:
 - a. Australian Productivity Commission third inquiry into the National Water Initiative – January 2024
 - b. [Submission to the review of the Regional Development Act](#)
 - c. [Draft NSW Energy Policy Framework](#)
 - d. [Essential Energy Determination 2024-29 – Revised Public Lighting Pricing Proposal](#)
 - e. [Consultation on the Future Drought Fund Investment Strategy & Funding Plan 2024-2028 – December 2023](#)
 - f. [Submission to the NSW vocational education and training \(VET\) review – November 2023](#)
 - g. [Response to the Department of Planning and Environment Lachlan Regional Water Strategy shortlisted actions – November 2023](#)
 - h. [Inquiry into the planning system and the impacts of climate change on the environment and communities – November 2023](#)
5. Lodge the following submissions under the hand of the Executive
 - a. DCCEE Draft Restoring the Rivers Framework Consultation;
 - b. the Inquiry into the Assets, Premises and Funding of the NSW Rural Fire Service; and
 - c. the draft Terms of Reference for the IPART review of NSW council financial model.
6. correspondence be sent to Mr Phil Donato/Mr Roy Butler requesting that the Minister for Water, The Hon. Rose Jackson be approached to convene a Regional Water Security Roundtable in the region to include state and federal government representatives.
7. receive a report on leading practice in Regional Governance.

9d Community Engagement Collaboration Report

Resolved	Cr C Bembrick / Cr D Somerville
That the CNSWJO Board note the Community Engagement Collaboration Report and	
1. adopt the Regional Report on community sentiment by Woolcott Research;	
2. note the significance of the findings on community priority for health and request the Portfolio Mayors for Health and Ageing provide feedback on ways in which the JO respond to this; and	
3. adopt the Regional PlaceMat with a proforma report to go to councils on this project.	

9e Regional Procurement and Contracts Report

Resolved	Cr J Medcalf / Cr A McKibbin
That the Board note the Procurement and Contract Management report and;	
<ol style="list-style-type: none"> 1. approve the updates to the procurement plan; and 2. endorse the updated Procurement Policy to include the sustainable procurement clause noting that implementation of such will occur over a 12-month period under the Best Practice in Aggregated Procurement Program. 	

9f Disaster Risk Reduction Fund Program Report

Resolved	Cr N Westcott / Cr M Statham
That the Board note the Disaster Risk Reduction Fund Program report and;	
<ol style="list-style-type: none"> 1. request that members nominate key staff members for the opportunity to extend licenses for the Emergency Services Spatial Information Library (ESSIL) platform beyond emergency staff; 2. commend to members that they support a top-down approach within Councils for essential staff to engage in the design and development of a regional Disaster Risk Reduction Integrated Planning and Reporting Framework; and 3. commend to members that Mayors, General Managers, and other relevant staff participate in the upcoming community workshops and training sessions. 	

Priority Five: Regional Transport and Infrastructure and Planning and Prioritisation

9g Transport Report

Resolved	Cr J Medcalf / Cr R Fagan
That the Board note the Transport report and note the progress on the following projects;	
<ul style="list-style-type: none"> • 'Fix Me'; • Fixing Country Bridges; and • Grattan Institute. 	

Priority Six: Regional Water Security and Productive Water

9h Regional Water Report

Resolved	Cr D Somerville / Cr J Hamling
That the Board note the Regional Water Report.	

Priority Seven: Transition to a sustainable, secure and affordable energy future

9i Energy Program Report

Resolved	Cr D Somerville / Cr J Medcalf
That the Board note the Energy Program report and;	
<ol style="list-style-type: none"> 1. endorse the JONZA mid-term report; 2. note the addition of \$59,534 in funding for the JONZA program extension to 30 June 2024; 3. note the regional application for participating councils under the Community Energy Upgrades Fund focusing on pools; 	

- | |
|--|
| <ol style="list-style-type: none"> 4. endorse the draft Zero Emissions Fleet Transition Strategy, particularly the proposed 16 recommended strategic actions for CNSWJO; 5. request that member councils provide feedback on the draft regional zero emissions fleet transition strategy; 6. endorse the Business Case on the Nexus Between Energy Security and Emissions Reduction, the appendices and the Roadmap; and 7. endorse the following submissions: <ol style="list-style-type: none"> a. Energy Policy Framework; and b. AER Determination for 2024-2029 for Public Lighting. |
|--|

9j Quarterly Review of the Central NSW JO Strategic Plan and Statement of Regional Strategic Priority 2022-2025

Resolved	Cr A McKibbin / Cr J Medcalf
That the Board note the Quarterly Review of the Central NSW JO Strategic Plan and Statement of Regional Strategic Priority 2022-2025.	

10. Resolve into Confidential Committee of the Whole

Resolved	Cr J Medcalf / Cr M Statham
That the Board	
<ol style="list-style-type: none"> 1. resolve into closed session to consider business identified, together with any late reports tabled at the meeting; 2. pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2) as outlined above; and 3. correspondence and reports relevant to the subject business be withheld from access. 	

11. Executive Officer

11a Executive Officer Performance Review 2022-2023

Resolved	Cr R Fagan / Cr J Medcalf
That the Board note the Executive Officer Performance Review 2022-2023 and	
<ol style="list-style-type: none"> 1. note the report regarding the performance management of the Executive Officer and that the performance was better than satisfactory; and 2. note a discretionary increase of 5% to the Executive Officer’s remuneration package, which reflects the performance of the Executive Officer and is in line with the Local Government Award increase from 1 July 2023 of 4.5% and the increase of the Superannuation Guarantee Charge of 0.5%. 	

11b Executive Officer Transition Report

Resolved	Cr N Westcott / Cr M Statham
That the Board note the Executive Officer Transition Report and	
1. transition all staff to be employed through the Joint Organisation;	
2. seek to have payroll and HR functions administered through a member council;	
3. adopt a 2IC model for staff management for the next twelve months;	
4. note that the Executive Officer will reduce hours to four days a week until December of this calendar year; and	
5. review the structure with the incoming Board in December of this year.	

12. Resolve into Open Session – Cr M Statham/Cr R Fagan

13. Late Reports - Nil

14. Matters raised by Members - Nil

15. Speakers to next meeting

- Essential Energy: Mr David Wilson / Mr Geoff Burgess
- Planning Staff – as advised by Ms G Collins
- Ministers for Transport, Energy
- Minister Housoss (Minister for Finance)
- Transgrid
- Mr Martin Rush (Mining Related Councils)

16. Next meeting

GMAC:

- 2 May 2024 – Oberon

Board:

- 23 May – Lithgow
- 22 August – Federal Parliament
- 28 November – State Parliament

Meeting closed: 12:13

Page 6 is the last page of the Central NSW Joint Organisation meeting 29 February 2024 held at Condobolin



Central NSW Joint Organisation

Budget and Statement of Revenue Policy 2024-2025

Draft for Public Comment

Contents

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2. Fees & Charges.....	3
3. 2024-2025 Budget	4

DRAFT

Budget and Statement of Revenue Policy 2024-2025

The Central NSW Joint Organisation's revenue and accounting policies are kept in accordance with the Australian Accounting Standards Board. CNSWJO abides by the:

- *Local Government Act (1993)*
- *Local Government (General Regulation 2005)*
- *Local Government Code of Accounting Practice & Financial Reporting*

1. Financial Contributions by Member Councils

Financial contributions by member councils fall into two categories. Firstly, membership fees are levied from all member councils in order to perform the principal functions of delivering on strategic regional priorities, regional leadership and intergovernmental cooperation. The second category is for contributions from participating councils for a program of other functions enhancing strategic capacity and direct service delivery. Strategic work by the Joint Organisation will determine the nature of this program. [Strategic Planning - Central Joint Organisation \(nsw.gov.au\)](https://www.nsw.gov.au/strategic-planning)

As outlined in its Charter, the Central NSW Joint Organisation (CNSWJO) member councils must contribute financially based on the following methodology:

- a. The annual financial contribution required to be made by each member council is to consist of:
 - i. base fee of the same amount for each Member Council; and
 - ii. a capitation fee [based on the population number drawn from ABS census figures].
- b. The annual financial contribution required to be made by each associate member is to be based on a methodology adopted by the Board.
- c. The amount of the base fee, capitation fee and financial contribution by associate members for a financial year is to be determined prior to the start of that year by Resolution of the Board.

For 2024-2025, contributions from member councils of the Joint Organisation of \$964,909 has been determined with the following breakdown:

- Membership & Administration: \$369,984
- Membership of various programs: \$594,925
(Operational, CNSWJO Water Utilities Alliance, Tourism & Western Region Academy of Sport)

2. Fees & Charges

Under the Local Government Act 1993, the CNSWJO may charge and recover an approved fee for its services.

CNSWJO must consider the following when establishing approved fees:

- The cost of provision of the service
- Recommended prices suggested by outside bodies
- The importance of the service
- Legislation that regulates certain fees
- Goods & Services Tax legislation.

3. 2024-2025 Budget

**Central NSW Joint Organisation Budget
2024/2025**

	Budget 2024/2025
Income	
CNSWJO Membership Fees	369,984
CWUA Best Practice Program	334,440
CNSWJO Regional Tourism Group	122,591
CNSWJO Operational Membership	126,035
WRAS	11,859
	\$964,909
Grant funding - JONZA	\$155,000
Grant funding - Bridges Project Mgmt	\$12,746
Grant funding - Disaster Ready Fund	\$202,195
	\$369,941
CWUA -Smart Approved Watermark	19,767
	\$19,767
HR - Regional Training Service Income	100,000
	\$100,000
Management Fees from Contracts	320,000
Management Fee from LGP	50,000
	\$370,000
Copyright Licence	20,000
Cyber Security (from members)	200,000
Vehicle Lease Back - Net Zero and Operational Programs Mgr	5,000
Interest	20,000
	\$245,000
Total Income	\$2,069,617

Expenditure	
Executive Officer Costs	150,000
Executive Officer Vehicle Costs & Depn	10,000
2IC / Net Zero and Operational Programs Manager incl Vehicle	45,065
Finance Manager	80,300
Project Officer - Procurement (mat leave until April 2025)	36,506
Project Officer - BPAP (and mat leave backfill)	79,928
Project Officer - Operations	60,438
Project Support Officer - Energy and Resilience	2,400
Cybersecurity Project	203,000
Executive Support and Admin Officer	80,000
Productive Water and Advocacy Manager - JO costs	56,000
CWUA - Best Practice Program (inc staff)	334,440
CWUA - Smart Approved Watermark	19,767
Grant - Bridges (inc staff)	12,746
Grant - JONZA (inc staff)	155,000
Grant - Disaster Ready Fund (inc staff)	202,195
Disaster Ready Program (JO costs)	86,655
CNSWJO Regional Tourism Group Marketing	122,591
SSRP review	35,000
Remuneration of the Chair	10,000
WRAS	11,859
HR - Training Service Costs	95,000
Regional Medical Student Scholarship	15,000
Advocacy	15,000
Accounting/Audit/Financial Services Support	29,000
Bank Fees and Sundry Costs	2,500
Computer Software/Licences	2,000
Procurement Software	4,000
Copyright Licence	20,000
Depreciation (excl vehicles)	4,000
Internet Cloud	10,000
Legal	10,000
Operational Teams Costs	10,000
Printing/Stationery/Postage	1,000
Zoom Conferences	1,500
Website Hosting and Costs	1,500
Total Expenditure	\$2,014,390
Net Profit/Loss	\$55,227

Matters to be dealt with in closed committee

In accordance with the Local Government Act (1993) and the Local Government (General) Regulation 2021, in the opinion of the General Manager, the following business is of a kind as referred to in Section 10(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

16) CONTRACT S2 2024 SUPPLY, DELIVERY AND/OR INSTALLATION OF GUARDRAIL AND WIRE ROPE SAFETY FENCING

This matter is considered to be confidential under Section 10A(2) (c) of the Local Government Act, as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.