



ORDINARY MEETING AGENDA

25 June 2024

Hillston District Office
139-145 High Street, Hillston



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Definitions

Author:	The officer who prepared the report
Purpose:	Brief reason for report
Attachment:	Document appended to the report
Information Item:	Document provided as background information (not part of the report)
Separately Circulated:	Document provided as background information (separate document/booklet)

Council's Vision & Goals

Motto

Council's Motto is:

"Promoting our future through diversity"

Vision

Council's vision reflects what we are trying to achieve:

"Carrathool Shire Council's VISION is to have a connected and thriving community enjoying active and fulfilling lives while protecting and appreciating our environment and unique way of life."

The vision is the long term planning focus of Council.

Mission

Council's mission reflects what we will do to achieve the vision:

"Council's MISSION is to provide the community of Carrathool Shire with cost effective works, services and planning."

Council's mission is Council's medium term planning focus.

Values

We value:

- Honest, open, objective and accountable decision making;
- Our diverse communities;
- Responsiveness to community needs
- Open, fair and practical business relationships;
- Cost effective and commercially competitive service delivery, and
- Continuous improvement and best value in everything we do

ORDINARY COUNCIL MEETING AGENDA
OF THE CARRATHOOL SHIRE COUNCIL TO BE HELD
AT THE HILLSTON DISTRICT OFFICE
TUESDAY, 25 JUNE 2024 COMMENCING AT 10.00 AM

Recording of Meeting

This Council Meeting is being recorded. By speaking at the Council meeting you agree to being recorded. Please ensure that, if and when you speak at this meeting, you are respectful to others and use appropriate language at all times. Carrathool Shire Council accepts no liability for any defamatory or offensive remarks or gestures made during the course of this Council Meeting. A recording will be made for administrative purposes and will be available on Council's website.

Please ensure that mobile phones and other electronic devices are turned off or are in silent mode for the duration of the meeting.

1. Present

2. Apologies

3. Declaration of Pecuniary and Conflicts of Interest

Section 451 of the *Local Government Act 1993* requires that if a Councillor or member of a Council or committee has a pecuniary interest in any matter before the Council or committee, he/she must disclose the nature of the interest to the meeting as soon as practicable and must not be present at, or in sight of, the meeting, when the matter is being discussed, considered or voted on.

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of financial gain or loss (see sections 442 and 443 of the *Local Government Act 1993*).

A non-pecuniary interest can arise as a result of a private or personal interest which does not involve a financial gain or loss to the Councillor or staff member (eg friendship, membership of an association, or involvement or interest in an activity). A Councillor or staff member may elect to leave the Council Chambers during consideration of the matter.

4. Confirmation of the Previous Minutes

Ordinary Council Meeting 21 May 2024

5. Business Arising

6. Motions & Questions (notice given)

7. Presentations/Public Addresses (where scheduled)

Parts of the Meeting that can be Closed to the Public

Section 10A of the *Local Government Act 1993* states that a Council, or a Committee of the Council of which all the members are Councillors, may close to the public so much of its meeting as comprises:

- a) The discussion of any of the matters listed below, or
- b) The receipt or discussion of any information so listed

Matters & Information

- (a) *Personnel Matters concerning particular individuals (other than Councillors).*
- (b) *Personal hardship of any resident or ratepayer.*
- (c) *Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*
- (d) *Commercial information of a confidential nature that would, if disclosed:*
 - (i) *Prejudice the commercial position of the person who supplied it, or*
 - (ii) *Confer a commercial advantage on a competitor of the Council, or*
 - (iii) *Reveal a trade secret.*
- (e) *Information that would, if disclosed, prejudice the maintenance of law.*
- (f) *Matters affecting the security of the Council, Councillors, Council Staff or Council property.*
- (g) *Advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.*
- (h) *Information concerning the nature and location of a place or an item of aboriginal significance on community land.*
- (i) *Alleged contraventions of any code of conduct requirements applicable under section 440.*

A Council or Committee of the Council may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

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

The grounds on which part of the meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the relevant provision of Section 10A(2), the matter that is to be discussed during the closed part of the meeting, and the reasons why part of the meeting is being closed.

8. Mayoral Report

8.1 Mayors Report

GOV:MCCC:MRPC

Author: Mayor Darryl Jardine

Purpose: To inform the Council of the Mayor's activity since the meeting held 21 May 2024.

Background

Last month has been reasonably quiet for Council activity.

At the time of writing this report I propose to attend the Western Division of Councils 2024 mid term conference together with the General Manager, to be held at Cobar from 13 – 14 June 2024.

Generally, the conference is a good opportunity to be able to discuss various issues relevant to Western Councils and make contact with decision makers from various government departments. There is also an opportunity to raise issues with relevant ministers of the government who attend.

I will provide the Council with a verbal update at the meeting.

Following on from the last RAMJO Board meeting and my May update to Council regarding the financial sustainability of RAMJO a workshop has been proposed to be held at Griffith on 15 August to consider the future of this entity.

Recommendation:

That Council note the Mayors report to the June 2024 meeting.

9. Delegates Report

Nil

10. General Managers Report

10.1 Ongoing Action from Previous Business Papers

GOV:MCCC:CR

Author: General Manager

Purpose: To update Council on ongoing action from previous Business Papers

Background

1045/20.08.19 – Hillston Common

Responsible Officer: GM

DECISION	ACTION TAKEN
Council renegotiate with the Department of Industry regarding the water licence of 972ML currently held by the Hillston Common Trust, being transferred to Council should it resolve to become the land manager of the land under the <i>Crown Lands Act 2016</i> .	Advised by Minister for Lands, water licence will not be transferred. (August 2023). Another letter written through the Local Member June 2024

0483/ 18.04.23 – Electric Vehicle Destination Feasibility Assessment

Responsible Officer: GM

DECISION	ACTION TAKEN
2. request Council staff provide a further report and submission on the installation of EV charging stations at Goolgowi and Hillston when funding opportunities are available.	Report June 2024.

0508/ 16.05.23 – Umbrella Creek Bridge (Motions & Questions)

Responsible Officer: DIS

DECISION	ACTION TAKEN
1. Council increase the width of the culvert bridge over the Umbrella Creek on the Mossgiel Road by two culvert widths being approximately 2.5 metres.	Update this meeting.

0619/ 15.08.23 – Creation of Shovel Ready Project List

Responsible Officer: CDO

DECISION	ACTION TAKEN
Council determined that all projects listed in the report be developed, costed and scoped for an inclusion in a “Shovel Ready” List.	Work in progress. Project costing being developed.

0773/ 20.02.24 – Application for Road Closure – Event

Responsible Officer: GM

DECISION	ACTION TAKEN
3. request the proponent to discuss with the General Manager alternate proposals that may be acceptable to Council that do not involve such a degree of restriction on traffic movement.	DIS provide verbal report.

0780/ 20.02.24 – Hillston Eastern Levee Feasibility Study – Update

Responsible Officer: DIS

DECISION	ACTION TAKEN
3. staff bring a further report to Council in relation to the scope of the new grant application.	Pending – report to be provided.

0781/ 20.02.24 – Hillston Boat Ramp Options

Responsible Officer: DIS

DECISION	ACTION TAKEN
2. approve staff to further develop costs and design to bring back to Council for consideration.	Update this meeting.

0712/ 21.11.23 – Local Unsealed Road Pavement Stabilisation Trial

Responsible Officer: DIS

DECISION	ACTION TAKEN
Note the report on the stabilisation trial and a further report be presented to Council after further monitoring has occurred.	Report July meeting.

0829/ 19.03.24 – Real Café – Cordatos Building Status

Responsible Officer: CD&PM

DECISION	ACTION TAKEN
1. Staff provide a cost of the demolition of the building beyond the rear of the two smaller shops.	Quotes and estimates being sought. Awning issue being addressed.
2. Obtain prices for additions to provide for shop space on the original footprint of the larger shop, steel and lined construction.	In progress report to come.

0844/ 16.04.24 – Infrastructure Report

Responsible Officer: DIS

DECISION	ACTION TAKEN
2. Meet with the ratepayers at Watkins Road to determine works that need to be done.	DIS to provide information at meeting.

0860/ 16.04.24 – Goolgowi Residential Land

Responsible Officer: GM

DECISION	ACTION TAKEN
2. General Manager obtain firm costings and time frames for the potential development and report this back to Council	In Progress.

0862/ 16.04.24 – Water Issues – Purchase Additional Supply

Responsible Officer: GM / MW&S

DECISION	ACTION TAKEN
1. Purchase 200ML of water from the Lachlan River that can be used by Council for its operations along the length of the Lachlan River within the Carrathool Shire Council area. Such purchase to be funded from Councils Development Reserve Funds.	Manager W&S has sought expressions of Interest for bulk amount through water broker. Water may have to be purchased in smaller parcels to aggregate of 200ML.

2. review the internal restrictions and unallocated cash at the end of this financial year with a view to identify sufficient funds to purchase 200ML of Murrumbidgee Water.	Anticipated August 2024 meeting.
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0887/ 21.05.24 – Flood Damage and Restoration Works

Responsible Officer: DIS

DECISION	ACTION TAKEN
2. instruct staff to prepare a scope and costing for the additional works on Lachlan River Road to incorporate these works with other restoration works.	Report July Meeting

0888/ 21.05.24 – Local Government Recovery Grants

Responsible Officer: GM

DECISION	ACTION TAKEN
3. nominate additional projects relating to flood relief infrastructure at Hillston and Goolgowi.	Awaiting advice from Office of Local Government.

That Council note the update on action report for June 2024.

10.2 Precis of Correspondence

GOV:MCCC:MRPC

Author: General Manager

Purpose: Matters for consideration by Council.

Information Items: 10.2.1 – NSW Police Force

10.2.2 – Angela Masters

10.2.3 – Rankins Springs Progress Association

10.2.1 NSW Police Force – New District Commander

Informing Council that Superintendent Ray Stynes has taken up the position of District Commander for the Murrumbidgee Police District.

Further informing Council that the focus of the Murrumbidgee Police District will continue to focus on Crime, Community, and People and to work with the community to reduce crime, violence and fear.

Recommendation:

That Council note the appointment of Superintendent Ray Stynes to the position of District Commander for the Murrumbidgee Police District.

10.2.2 Angela Masters – Carrathool Village Time Capsule

Informing Council that the centenary time capsule is to be opened on 24 July 2024 (Wednesday) and requesting financial assistance from Council in order to provide catering for the event. Further stating the event will coincide with the 100 year anniversary of the official opening of the bridge, and that she is still determining how to incorporate this event as well. Ms Masters has provided a copy of an invoice for catering in the sum of \$800.

Recommendation:

For Council determination.

10.2.3 Rankins Springs Progress Committee – Naming of Park

Requesting Council consider naming the park in Ninti Street Rankins Springs “Centenary Park” or “Centennial Park”.

A search of information by staff can find no record of the park being called anything apart from the Ninti Street Park.

Recommendation:

For Council determination.

10.2.4 Rankins Springs Parents and Citizens Association

Thanking Council for its donation to the recent golf day fundraiser held at the Rankins Springs Golf Club, stating that \$33,000 was raised.

Further stating the day was deemed a success and next year's event is scheduled to be held on 5 April 2025.

Recommendation:

That Council note the letter of appreciation from the Rankins Springs Parents and Citizens Association for Council's donation to their fundraising event.

10.2.5 Griffith Off Road Club Incorporated – Request Financial Support

Informing Council the event will be held from 5-7 July 2024 and requesting Council provide a financial contribution.

Stating that due to limited facilities at the showground over the three days, a shower trailer and portaloos are necessary at a cost of \$7,744.

The club has asked if Council will provide funds of \$7,744 or a 50% contribution towards the facilities.

GM Note: Last year Council provided \$3,000 in assistance. The timing of the payment occurred in July 2023 – impacting the 2023/24 donations vote which currently has a remaining balance of \$500.

Council's donations vote for 2023/24 was \$7,000, the current proposal for the next financial year is also \$7,000.

This year Council has made the following major donations:

Griffith Off Road Club	\$3,000
Hillston Aquatic Club	\$1,000
Hillston Hook Line and Sinker	\$500
Rankins Springs Golf Club	\$500
Hillston Golf Club	\$300
Hillston Show Society	\$1,500

Should Council make a contribution towards the event it will be paid in the 2024/25 Financial year.

Recommendation:

For Council determination.

10.3 Roads to Recovery – Advice of Funding

GS:PRO:R2R

Author: General Manager

Purpose: To inform Council of the notification of R2R funding.

Background

Council has been recently informed that it has received an allocation of \$12,819,101 for the five year period 1 July 2024 to 30 June 2029.

Issues

For the previous five year program Council received \$7,283,555 and as it was eligible for the commonwealth “Drought Communities Funding” received an additional amount of \$2,913,422 for a total funding amount of \$10,196,988 for the period.

The government also advises that in accordance with current arrangements projects funded under Roads to Recovery (R2R) can be delivered anytime within the five year period. The department will write formally to advise Council of any updated program conditions prior to the start of the funding period.

At this stage Council has set a roads program for 2024/25, naturally this can be amended to incorporate other works should Council wish. It may be prudent to wait until the middle of the financial year to ascertain progress made with flood damage restoration which has a critical timeline.

Projects for R2R can be added at anytime throughout the year. Council may wish to consider larger projects ie: extending seal and further resheeting of roads to compliment the Regional and Local Roads Repair program which at present is scheduled over the next three years.

Financial implications

R2R is fully funded by the Commonwealth Government.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

R2R is generally fairly risk free – Council needs to program the works over a five year period, however works can be undertaken at any time during the funding period.

Community Strategic Plan

Goal 2 – Accessible and Connected.

Recommendation:

That Council:

- 1. note the advice of Roads to Recovery funding of \$12,819,101 for the period 1 July 2024 to 30 June 2029.**
- 2. consider projects at the December 2024 meeting for the current financial year and future years roads programs.**

10.4 Kidman Way and Tabbita Lane Intersection – Bus Stop

RDS:SRDS:MR80SKWTH

Author: General Manager

Purpose: To provide Council with the response from The Hon Jenny Aitchison MP regarding Councils request for bus stop and speed zone reductions.

Background

At its March 2024 meeting, Council resolved to write to TfNSW expressing concerns about the bus stop, speed zone and a bus passing lane at this location. Council has recently received a response.

Issues

The minister has confirmed previous advice that the bus stop is categorised as informal which means the bus operator and the parents could determine where an appropriate location for the bus stop to operate. In this case it could also be located across the road on Tysons Road, or around the corner on Tabbita Lane, or any other suitable location along Kidman Way, similar to the situation at Langtree Road stop. The minister also advised she will have this information passed onto the bus operator.

Council is also informed that TfNSW will carry out a speed zone review of Kidman Way at the intersection, however cannot guarantee any reduction in speed limit.

It was noted that two serious injuries crashes were recorded at this location over the past 5 years. What is considered somewhat odd is the concern raised by TfNSW about non-compliance with the reduced speed zone should this occur. It would be expected that should a speed zone be reduced for safety reasons non-compliance would be enforced by the authorities as a matter of course – not as a reason for not taking action.

The matter will be followed up after having given TfNSW adequate time to carry out its review.

Financial implications

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

To be determined by TfNSW as the roads authority for state highways.

Community Strategic Plan

N/A

Recommendation:

That Council:

1. note the response from the Minister for Regional Transport and Roads regarding the bus stop and speed zones on Kidman Way at Tabbita.
2. follow up at a later date the review of the speed zone by TfNSW.
3. table the issue at the Local Traffic Committee meeting when next conducted.

10.5 Councillor and Mayoral Fees 2024/25

GOV:COU:BPEF

Author: General Manager

Purpose: To inform Council of the determination made by the Local Government Remuneration Tribunal (Tribunal) for 2024/25 Councillor Fees.

Background

Each year the Tribunal makes a determination on fees payable to Councillors for the ensuing financial year. Councillors must accept the minimum amount determined.

Issues

Carrathool Shire Council is classified as a *Rural* Council, the annual determination for 2024/25 is an increase of 3.75% to the following:

Councillor:	minimum \$10,220	maximum \$13,520
Mayor (Additional):	minimum \$10,880	maximum \$29,500

Last year the Council did not increase the fees for the councillors or mayor with the following fees being paid:

Councillor \$12,650, Mayor additional \$27,600.

A 3.75% increase would equate to the following amounts, Councillor \$13,125, Mayor additional \$28,635. Alternatively Council can set any amount as long as it falls between the minimum and maximum amounts of the determination. Council has in previous years adopted the maximum fee determination.

Financial Implications

The 2024/25 budget includes an estimated fee increase of 3.7%.

Statutory Implications

Local Government Act 1993

Policy Implications

Nil

Risk Implications

Nil

Community Strategic Plan

Goal 5 – Civic Leadership and Governance

Recommendation:

That Council make a determination as to the fees to be adopted for Councillor and Mayoral sitting fees.

10.6 2024 Council General Elections

GOV:ELE:ARR

Author: General Manager

Purpose: To provide Council with the timeline provided to date by the NSW Election Commission.

Background

The local government general elections are to be held Saturday 14 September 2024. The election will be conducted by the NSW Electoral Commission.

Issues

At present the following dates have been provided by the commission.

Monday 22 July 2024

- Advertising of entitlement to enrol and vote commences

Monday 5 August 2024

- Close of roll for purpose of being a candidate or nominator.
- Lodgement of nominations commences.

Wednesday 14 August 2024

- Close of Nominations and close of registration of candidates and groups.

Thursday 15 August 2024

- Ballot paper draw conducted.
- Uncontested election declared.

Saturday 14 September 2024

- Election Day

Tuesday 1 October 2024

- Start of progressive declaration of results.

Financial implications

Council has been provided with an estimate for the conduct of the election in the sum of \$31,880. As this was provided in January 2023 it may increase in cost should a full election be held. Alternatively should there not be a contested election the cost will be less. The previous election expense was \$23,489. Council has allowed \$32,000 in the budget for the 2024 election.

Statutory implications (Governance including Legal)

The election is to be carried out in accordance with the NSW *Local Government Act 1993* and *General Regulation 2021*.

Council must within three weeks of the declaration of the poll to elect a mayor s290(1)(a) *Local Government Act 1993*.

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Goal 5 – Civic Leadership and Governance

Recommendation:

That Council note the timeline of the general council election to be held 14 September 2024.

10.7 Section 7.12 Fixed Levy Plan – Review

CM:PLG:SCBP

Author: General Manager

Purpose: To allow Council to review the s 7.12 contribution plan.

Separately Circulated: Section 7.12 Fixed Levy Plan Document – Id 334678

Background

Council last reviewed the plan in December 2022 following changes made to the levy amount in May 2021.

Issues

The current plan has the following project amounts and priorities. It is not proposed to make any changes to the document itself, but rather review the works program items, amounts, and priorities.

Place / Project	\$	Priority
Hillston		
• Residential Subdivision	300,000	High
• Caravan Park	250,000	Medium
• Water Supply Augmentation	200,000	High
Goolgowi		
• Upgrade Pioneer Park	100,000	Low
Rankins Springs		
• Upgrade sporting precinct	50,000	Low
Shire Wide		
• Purchase additional water	500,000	Medium

Over the past 18 months, Council has been successful in obtaining grant funds and has allocated these funds to projects that would potentially be funded from the above.

The Hillston Subdivision used \$150,000 from the contribution balance. It would be prudent to leave the amount of \$400,000 for the Goolgowi Subdivision.

Hillston Water Supply has recently benefited from \$250,000 funding from LRCI4, taking considerable pressure off the Capital Works program allowing for costs of the 2023/2024 and 2024/2025 capital works programs to be funded outside the water supply bank account. The Bunda rural water scheme also benefited from an injection of \$245,000 from the same source allowing for clearing and pipe replacement for a large section of Bunda Road.

Likewise, the Rankins Springs Sports Ground has recently had \$200,000 spent on upgrading the amenities and change rooms at the oval.

Currently the Section 7.12 account has a balance of \$850,000 after allowing for expenditure currently approved by Council.

Purchase of additional water is an item identified by Council of importance, already funded is the purchase of 200ML of Lachlan River Water at approximately \$900,000 from the Development Reserve, current balance \$1,536,000 – leaving a balance of \$636,000.

Council has also resolved to purchase 200ML of Murrumbidgee water at an anticipated cost of around \$1,800,000, with funding to be determined after the end of the year financial reconciliation when its expected additional funds can be transferred to the development reserve. This coupled with an identified priority of \$500,000 towards the additional water should just cover the purchase.

It is proposed that Council consider the following works program as amended for identified projects potentially to be funded by Section 7.12 contributions.

Place / Project	\$	Priority
Hillston		
• Caravan Park	200,000	Medium
• Sewer Augmentation	100,000	Medium
• Water Augmentation	100,000	Medium
• Hillston Boat Ramp	150,000	Low
Carrathool		
• Carrathool Boat Ramp	150,000	Low
Goolgowi		
• Upgrade Parks	100,000	Low
• Residential Subdivision	400,000	High
Shire Wide		
• Purchase additional water	500,000	High

Financial implications

Council can use the funds from these contributions for works across the shire identified in the Section 7.12 Contributions Plan.

Statutory implications (Governance including Legal)

Environmental Planning and Assessment Act 1979 provides the legislative framework for infrastructure contributions.

The Environmental Planning and Assessment Regulation 2021, provides for making of contribution plans.

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Goal 1 – Thriving and Liveable Communities.

Recommendation:

That Council adopt the following works program as part of the review of the Section 7.12 Fixed Levy Contribution Plan, and display as necessary:

Place / Project	\$	Priority
Hillston		
• Caravan Park	200,000	Medium
• Sewer Augmentation	100,000	Medium
• Water Augmentation	100,000	Medium
• Hillston Boat Ramp	150,000	Low
Carrathool		
• Carrathool Boat Ramp	150,000	Low
Goolgowi		
• Upgrade Parks	100,000	Low
• Residential Subdivision	400,000	High
Shire Wide		
• Purchase additional water	500,000	High

10.8 Local Government NSW Annual Conference 2024

CM:CON:LGNSW

Author: General Manager

Purpose: To inform Council of the Conference and seek delegates.

Separately Circulated: Draft Program Annual Conference

Background

As advised at the February 2024 meeting the Local Government (LG) Conference is to be held from Sunday 17 November 2024 to Tuesday 19 November 2024, at the Tamworth Regional Entertainment and Conference Centre.

Issues

In previous years Council has attended on Sunday and Monday, and generally come home on the Tuesday as the bulk of business is conducted on the Monday, with the conference dinner also held on Monday night.

The following draft agenda has been provided:

- Sunday 12.30 pm registration commences, trade exhibitions are open, plenary sessions available.
 5.30 pm to 7.30 pm Presidents welcome at the Tamworth Town Hall.
- Monday 7.30 am ALGWA Breakfast.
 9.10 am Opening address.
 9.25 am to 5.30 pm Consideration of conference business.
 6.30 pm to 10.30 pm LG NSW Conference Dinner.
- Tuesday 9.00 am to 1.00 pm plenary and panel sessions.
 1.45 pm Conference concludes.

Registrations commence on 17 July 2024 for early bird registrations which is generally \$200 cheaper than last minute registrations.

Council will also be aware that there is to be a general election held on 14 September 2024. It is expected that any contested elections should be declared by the NSW Electoral Commission on 15 August 2024.

Council will also have to inform LG NSW of its voting delegate to the conference, to enable voting on motions.

Financial implications

It is anticipated the registration expense will be in the vicinity of \$1,000 with meals and accommodation \$400 and travel expenses \$400.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Goal 5 – Civic Leadership and Governance

Recommendation:

That Council:

- 1. confirm delegates to the 2024 NSW Local Government Conference to be held at Tamworth from 17 to 19 November 2024.**
- 2. nominate its voting delegate to the conference.**

10.9 Electric Vehicle Charging Stations

GS:PGM:GEN

Author: General Manager

Purpose: To provide the Council with information requested at the previous Council meeting.

Background

At the May 2024 meeting a report was provided to the Council on logistics and costs of installing Electric Vehicle (EV) charging stations at Hillston and Goolgowi. Council requested costs be provided for additional locations, these are included in this report. A copy of the previous report is included in the envelope for Councillor reference.

Issues

Council requested the following costings be provided:

Goolgowi Rest Area

	Cost	Grant Funding	Cost to Council
Charging Hardware	\$9,655	\$7,241	\$2,414
Installation	\$16,595	\$6,000	\$10,595
Software & maintenance (annual)	\$1,790	\$320	\$1,470
TOTAL	\$28,040	\$13,561	\$14,479

The mains power to the site will need to be upgraded to meet the requirements of EV charging. The charger will also be a single phase unit as against the three phase supply at the caravan park. As the government will only fund from their list of charges this unit will be 7.2kw single phase giving a charging speed of 55kms per charge hour. The three phase units of 22kw will give a charging speed of 130kms per charge hour.

I have also asked for the cost of updating the charging station proposal at the library to three phase. The following costs are for a three phase charger and installation.

Hillston Library Three Phase Unit

	Cost	Grant Funding	Cost to Council
Charging Hardware	\$10,655	\$7,991	\$2,664
Installation	\$14,227	\$6,000	\$8,227
Software & maintenance (annual)	\$1,790	\$320	\$1,410
TOTAL	\$26,672	\$14,311	\$12,301

Hillston McFarlane Park

This site has been evaluated by EVSE contractors and they have advised the cost to upgrade the boards to enable EV charging is in the vicinity of \$80,000 before any costs towards the charger are incurred.

Financial implications

Financial impact will vary depending upon the options chosen by Council. The amount to be funded by the Council can easily be ascertained from the report information.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

There is a possibility of price increases between now and the approval date expected to be October 2024.

Community Strategic Plan

Nil

Recommendation:

That Council determine the location of Electric Vehicle charging stations for Goolgowi and Hillston to enable an application for funding to be made under the NSW Electric Vehicle destination charging grants.

10.10 Infrastructure Report

RD:IR

Author: Director Infrastructure Services

Purpose: To Summarise Infrastructure Services Activities for May 2024

Attachment: Register of Roads Maintenance

Background

Reporting Period 27 April 2024 to 24 May 2024

The Infrastructure Report is provided for Council’s information.

Maintenance Reporting

Local Roads

A summary of the capital works and maintenance activities on Council Local Roads is listed below:

Mowing/Slashing/Spraying	Maintain Unsealed Shoulders (shldr kms)	Maintenance Grading (cl kms)
Audrey Lea Road 1.4	Audrey Lea Road 6.9	Andersons Road 1.5
Back Hillston Road 2	Euratha Road 4.9	Andersons Lane 9
Black Stump Road 5.8	Whealbah Road 3.1	Arcadia Lane 9
Cahills Road 9.6	TOTAL 14.9	Audrey Lea Road 6
Erigolia Road 9	Replace Signs (ea)	Blackgate Road 8.5
Melbergen Road 10	McKinley Road 1	Booligal Road 29.7
Merriwagga Road 2.4	Merrondale Road 1	Burchers Road 1.5
TOTAL 40.2	TOTAL 2	Euratha Road 0.7
	Gravel Resheeting (m²)	Heaths Road 2
	Booligal Road 33600	Lowlands Road 16.9
	TOTAL 33600	Melbergen Road 9.5
		Mitchells Road 2.5
		Pinteebakana Road 9
		Pulletop Road 1.5
		Whealbah Road 3.1
		TOTAL 110.4

Regional Roads

A summary of the capital works and maintenance activities on Council Regional Roads is listed below.

Description	244R Tabbita Lane	321R Rankins Springs Rd	368R The Springs Rd	501R Lachlan Valley Way	80R Mossgiel Rd	371R Lake Cargelligo Rd
Litter and Amenity Maintenance (job)				3		
Mowing/Slashing/Spraying (hectares)	4.8		13	16		
Replace Signs (each)					1	

Urban Maintenance

Parks and Garden Maintenance ongoing as required and as permitted due to wet weather. Aerodrome Inspections have been completed.

The following table represents the total man hours spent on each of the listed activities in each town.

Description	Activity	Carrathool	Goolgowi	Hillston	Merriwagga	Rankins Springs	Total Hours per Activity
Patching	1110/ 1150			8			8
Footbridge Maintenance	1200						0
Drainage & S/Water	1510						0
Sign Maintenance	1610						0
Sign Replacement	1620						0
Resealing	4000						0
Mowing	5100		69.50	4		75.50	149
Slashing	5200	28	4	42.50	14	20.50	109
Spraying	5300			84.50		6.50	91
Tree Maintenance	5400	32.50	58	88	17	8	203.50
Tree Removal	5410	6		5			11
Watering	5500	4	6	24.50		7.25	41.75
Weeding	5600	7	18	73		5.50	103.50
Mowing – Stan Peters Oval	5710						0
Slashing – Stan Peters Oval	5720						0
Spraying – Stan Peters Oval	5730			1			1
Watering – Stan Peters Oval	5740						0
Weeding – Stan Peters Oval	5750			7			7
Playground Equipment	5800			3			3
Litter Collection	6100	1.50	7.50	17.50		20	46.50
Street Sweeper	6200			36.50			36.50
Hand Broom Gutters	6300		18.50	3.50			22
Toilets	6400	1.50	25.50	38	4.50	2	71.50
Footpath Maintenance	7100			2			2
Clear Culverts	7100			37			37
Street Maintenance	7200			130		6.25	136.25
Miscellaneous Items	7500					2	2
Playground Inspection	7510						0
Office	7520						0
Town Improvements	7530			2			2
Graffiti Removal	7540						0
Park Furniture/Fences	7540			18			18
Total Hours per Town		80.50	207	625	35.50	153.50	1101.50
Town % of Total Hours		7.31%	18.79%	56.74%	3.22%	13.94	

Sewer Maintenance

Description	Mainline Choke	Service line Choke	Pump Station Fault	Pressure Sewer Fault	STW – Screen Unit Fault
Hillston		2	5		
Goolgowi	1		10		
Rankins Springs Sullage					
Totals	1	2	15	0	0

Water Maintenance

Description	Mainline Breaks	Service line Breaks	Water Meter/Tap Leaking	Pump Station Faults	Telemetry Faults	Replaced Meter	New Connection
Hillston		3	3	2		7	1
Langtree (Langtree Bore/Merriwagga/Goolgowi)	1			1	1		
Yoolaroi/Goolgowi Rural (Palmyra to Y4 & Y5/Y6)	1						
Bunda/Goorawin	1						
Carrathool							
Merriwagga Village		2					
Goolgowi Village Raw	2						
Goolgowi Village Potable		2	1		1		
Rankins Springs Potable				1			
Rankins Springs Raw Town							
Rankins Springs Rural							
Melbergen							
Total	5	7	4	4	2	7	1

Project Updates:

Regional Emergency Road Repair Fund (RERFF):

Council will recall that in the roads program adopted following the committee meeting there were two line items as follows for 2024/2025:

Local Roads as required	Formation Grading/Maintenance	\$200,000
Local Roads as required	Road Resheeting	\$200,000

The following roads have been identified as needing work which will be funded from these allocations:

Carrego Lane	Reshaping and Smoothing	8.2 kms	\$20,000
Mitchells Road	Reshaping and Smoothing	31.0 kms	\$60,000
Merungie Road	Reshaping and Smoothing	19.0 kms	\$40,000
Square Wells Lane	Reshaping and Drainage	1.0 kms	<u>\$25,000</u>
			<u>\$145,000</u>

This will leave \$255,000 still available for discretionary works when needed and meeting the objectives of the program.

Polytahr Trial:

Since the Council meeting in May, no additional roads have been treated with PolyTahr. The current wet conditions will give an indication as to the effectiveness of the treatment. A report on the trial will be presented to Council in July. The trial is scheduled to continue as staff undertake new work in the financial year.

Hillston and Carrathool Boat Ramps:

Specialised Environmental consultants have been engaged to complete a Review of Environmental Factors (REF). The REF is expected to be completed within 10 weeks.

Umbrella Creek Widening:

- The widened road pavement has been completed and this will be sealed when the programmed seal extension is completed in the new financial year.
- The guardrail contractor has confirmed the installation will occur mid-June 2024.

Cannards Road Causeway:

- Commencement of the removal of the damaged box culvert crossing has commenced. The concrete causeway has been cut, and a large excavator will remove the old precast concrete elements for reuse.
- The site is to be regraded to suit a low-level concrete causeway consolidated with rock revetment.
- Works to commence the regrading will commence in June 2024, to enable the concreting of the causeway at the lower level. This work has been delayed due to recent wet weather.
- The detour track has been constructed and has been functioning suitably in the short term with the installation of a piped culvert.

IWCM strategy:

No major work was undertaken this month except for the monthly progress meeting with the Public Works Advisory and other stakeholders to review the project's status. This project is still on track to meet funding deadlines.

Telemetry Replacement:

Stage 1 of Telemetry system upgrades is completed, including proposed cosmetic changes for Hillston Water, Sewer, and Carrathool Water. Planning is underway to commence stage 2, which involves upgrading Rankins Springs and Melbergen schemes. This project is internally funded and expected to be completed by the end of December 2024. It is still on track to meet expected deadlines.

Additional water storage tanks at Hillston Aerodrome (Bore-4):

Fencing work around the new tank site is to commence soon and is expected to be completed by the end of June 2024, while the remaining work is now expected to be completed by the end of October 2024.

Hillston Water Mains Construction:

The final brief from UGL was sent to TfNSW for review on 11 March and Council is still awaiting approval. The Council cannot proceed further with this project until approval is received from TfNSW. This project was to be completed by the end of June 2024.

Yoolaroi Water Mains Replacement:

Work to replace 1500 meters of water mains has commenced and is expected to be completed by the end of June 2024.

Bunda Water Mains Replacement and Vegetation Clearing:

Vegetation clearing work on Stage 1 is completed. The replacement of 1,900 meters of water mains is underway and is expected to be completed by the end of June 2024. The remaining pipeline will be constructed as part of Stage 2 in the coming months. This project is externally funded and is to be completed by June 2025.

Rankins Springs Urban Water Mains Replacement:

The new water mains have been commissioned successfully, and this project is now completed according to the current capital works program.

Issues

Nil

Financial implications

Nil

Statutory implications (Governance including Legal)
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Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Goal 2 – Accessible and Connected

Recommendation:





That Council note the Infrastructure Report for the period 27 April 2024 to 24 May 2024.

ATTACHMENT

Register of Local Road Maintenance					
Road Hierarchy Number	Road Name	Road No	Date Last Maintenance Grading Carried Out	Quantity (cl km)	Total Length of Road
2	Alexanders Road	102	21/08/2023	3.00	3.08
6	Altys Road	103	27/06/2023	4.50	4.46
6	Andersons Road	104	9/05/2024	1.50	6.32
6	Andersons Lane	105	16/05/2024	9.00	12.46
7	Arcadia Lane	106	9/05/2024	9.00	15.43
6	Audrey Lea Road	107	1/05/2024	6.00	30.79
6	Avondale Road	108	4/08/2023	31.00	31.56
2	Back Hillston Road	109	17/04/2024	23.50	71.14
4	Bakers Road	110	3/01/2023	4.40	4.46
	Bales Avenue	101	23/10/2019	4.00	1.54
2	Bandys Road	204	17/07/2023	2.00	2.22
6	Barrys Road	112	31/08/2023	3.00	4.83
4	Barrys Scenic Drive	113	23/11/2023	4.80	8.05
7	Belaley Road	114	22/07/2023	4.00	7.55
7	Berangerine Road	115	25/01/2023	2.80	8.39
4	Billings Road	116	3/04/2023	16.00	9.85
3	Black Stump Road	118	19/10/2021	35.00	15.60
6	Blackgate Road	117	22/05/2024	8.50	7.92
3	Booligal Road	119	24/05/2024	29.70	36.43
4	Boorga Road	120	26/07/2023	6.00	15.39
7	Bretags Road	122	4/04/2023	4.00	15.04
7	Brewer Road	123	4/09/2023	1.20	5.81
6	Bunda North Road	125	17/06/2023	4.50	6.60
2	Bunda Road	126	24/08/2023	14.40	13.04
6	Burchers Road	127	23/05/2024	1.50	7.69
7	Burgess Lane	128	22/07/2020	3.00	2.71
3	Cameron Road	130	18/04/2023	12.00	15.51
7	Campbell Lane	240	2/09/2021	0.80	7.08
6	Cannards Road	133	6/03/2024	4.30	20.39
6	Carnells Road	132	29/08/2023	17.00	7.32
7	Carrego Lane	135	22/07/2019	9.00	8.20
	Chedburgh Road	136	19/12/2022	1.00	1.08
6	Clare Road	111	1/08/2023	25.00	7.49
7	Coates Lane	137	29/09/2020	1.40	1.85
6	Coombie Road	138	28/09/2023	56.00	40.26
2	Crows Nest Road	139	6/12/2023	5.00	17.60
5	Darts Road	140	12/08/2023	8.90	5.56
6	Dirrung Road	141	18/05/2023	7.20	7.79
6	Dumossa Road	142	23/10/2023	2.00	18.62
6	Eight Mile Tank Road	143	12/01/2023	14.50	5.74
6	Euratha Road	146	10/08/2023	10.00	9.66
7	Five Oaks Road	147	22/08/2022	12.50	12.29
6	Flanagans Lane	148	14/02/2024	1.10	5.18
2	Foys Road	149	15/07/2023	3.00	3.24
7	Gandys Road	150	24/10/2023	1.46	1.46
2	Garrong Road	151	31/10/2022	3.00	7.87
7	Girdlers Road	153	13/12/2022	3.00	7.08
6	Goorawin East Road	154	9/09/2023	10.40	12.75
6	Goorawin Road	155	8/08/2023	11.10	10.22
5	Greenhills Road	156	13/10/2023	11.60	18.66
6	Grieves Road	157	6/12/2023	6.00	5.67
2	Gullifers Road	158	19/10/2023	4.00	23.99
7	Gunbar Road	159	11/08/2023	18.00	34.62

7	Halcyon Park Road	160	9/03/2022	3.00	3.28
6	Heaths Road	161	23/05/2024	2.00	6.14
5	Higgins Lane	162	22/08/2023	10.50	8.02
6	Hillmans Lane	163	9/05/2023	15.40	5.23
6	Holdens Road	164	19/06/2023	9.00	9.51
6	Huxleys Road	165	28/04/2023	17.00	8.55
2	Ilkadoon Road	166	21/03/2024	11.50	11.66
6	Jardines Road	167	2/08/2023	12.00	24.08
6	Jennings Road	168	25/05/2023	10.60	8.33
6	Johnstons Road	169	4/01/2023	4.00	11.30
5	Jones Road	170	28/07/2023	10.00	12.99
6	Killara Road	171	5/09/2023	2.30	2.30
6	Kites Road	172	13/11/2023	5.60	5.48
2	Langtree Road	174	3/05/2023	29.70	12.14
2	Lowlands Road	175	24/05/2024	16.90	44.68
6	Luelfs Road	176	7/02/2023	9.90	78.00
2	Mallee Downs Road	177	15/02/2023	8.40	11.32
7	Mallee Point Road	178	23/11/2017	1.50	8.32
6	Matakana Road	179	3/12/2020	10.90	18.11
2	McDonalds Road	180	15/06/2023	7.50	12.16
7	McGills Road	181	8/11/2022	1.00	4.25
7	McKays Road	182	27/04/2023	16.00	6.25
	McKenzies Lane	183	8/06/2021	1.00	7.42
2	McKinley Road	184	30/08/2023	48.50	61.39
2	McMasters Road	185	17/07/2023	9.10	16.19
7	McRaes Road	186	24/01/2018	4.00	2.42
2	Melbergen Road	187	2/05/2024	9.50	43.95
	Mena Road	266	20/03/2012	1.00	0.87
6	Merri Road	152	26/08/2023	52.00	39.77
5	Merrivagga Road	190	3/04/2023	10.50	12.53
4	Merrondale Lane	188	20/09/2022	6.00	8.02
6	Merungi Road	191	16/11/2023	2.00	19.07
2	Merungle Road	192	23/04/2024	3.20	65.47
7	Mitchell Track	189	10/11/2023	3.50	8.30
2	Mitchells Road	193	24/05/2024	2.50	34.22
6	Monia Gap Road	202	5/09/2023	3.90	6.11
7	Moores Road	195	25/09/2023	4.55	4.55
2	Motts Road	196	11/07/2023	4.20	4.20
4	Mount Bingar Road	197	7/11/2023	8.50	4.20
3	Mount Daylight Road	198	8/09/2023	6.00	8.77
5	Mount Grace Road	145	25/05/2023	2.00	32.92
7	Muirheads Road	199	11/09/2023	2.13	2.13
4	Munros Road	200	21/03/2022	7.00	13.42
	Murrumbidgee River Roac	201	4/02/2023	2.50	73.97
6	Nancarrows Lane	203	15/02/2023	7.70	3.75
	Norwood Lane	205	13/02/2024	2.80	8.82
6	OBriens Road	206	17/11/2022	3.50	4.20
7	ODonnells Road	207	20/03/2018	4.00	3.97
6	OKeeffes Road	208	27/03/2023	7.10	14.74
7	Old Gunbar Road	209	22/08/2023	9.50	9.72
2	Parkers Road	210	13/07/2023	12.50	13.81
3	Parrs Road	211	27/07/2023	11.80	18.29
6	Parslows Road	212	28/11/2023	2.50	1.21
7	Parsons Road	213	12/01/2018	1.20	0.84
7	Paton Road	214	9/09/2021	1.80	1.12
2	Peters Road	215	17/05/2023	9.90	10.66
3	Pinteebakana Road	216	9/05/2024	9.00	25.31
6	Pleasant Valley Road	217	8/11/2023	13.40	14.83
5	Prestage Road	218	1/06/2023	6.00	6.05
7	Pulletop Road	219	24/05/2024	1.50	9.23

7	Ravenshaw Road	220	4/09/2023	3.50	9.44
5	Redbank Road	221	23/06/2023	15.70	23.64
6	Reids Road	222	22/02/2024	4.20	
6	Richards Road	223	9/08/2023	4.70	4.05
7	Roberts Road	224	14/02/2022	3.00	5.86
PRV	Rothdene Lane	242	8/09/2022	1.60	9.42
2	Roto Road	225	9/08/2023	1.00	50.78
6	Ryans Road	226	25/09/2023	4.10	10.33
	Saleyard Lane	194	12/08/2015	3.00	0.96
6	Sawmill Road	227	12/10/2022	1.00	1.72
6	Schmetzers Lane	228	6/10/2021	6.50	6.36
2	Schneiders Road	229	14/07/2023	8.00	4.16
	Simpkins Lane	231	2/05/2023	4.50	2.00
6	Sloanes Road	232	2/09/2022	7.70	8.00
7	Square Well Lane	233	12/01/2023	1.40	4.17
7	Stackpoole Road	234	22/08/2018	7.00	1.42
7	Stewarts Lane	235	17/06/2023	15.90	13.29
6	Streets Road	236	20/09/2021	8.90	6.23
6	Swansons Road	237	29/08/2023	3.50	3.44
5	Taylor's Road	238	22/06/2023	18.00	6.10
6	The Bluff Road	239	4/12/2023	4.40	11.95
6	Trida Road	241	12/10/2023	13.00	34.42
6	Tyson's Road	243	22/02/2022	2.00	2.60
7	Vaggs Road	244	30/07/2019	7.70	7.71
6	Vearings Road	245	20/07/2023	8.50	13.21
6	Wakefield Road	246	8/09/2023	6.40	6.48
2	Wallanthery Road	247	20/07/2023	25.50	27.80
7	Wandella Road	248	NIL	0.00	4.53
7	Wantwood Road	249	23/11/2023	4.00	3.76
6	Warburtons Lane	230	15/06/2023	3.90	3.83
6	Watkins Road	250	5/09/2023	5.00	15.36
7	Watsons Road	251	19/09/2023	12.20	11.83
6	Weavers Road	252	27/05/2023	22.60	10.00
6	Wee Elwah Road	253	7/02/2022	15.50	23.26
6	Wells Road	254	3/08/2023	11.20	17.97
7	West's Road	255	10/10/2023	6.50	6.50
4	Whealbah Road	256	24/05/2024	3.10	85.32
6	Whitton Stock Route Road	257	14/11/2023	6.20	50.24
7	Wild Horse Tank Road	258	20/09/2023	11.40	9.06
6	Wiltshires Road	259	16/02/2024	2.00	12.68
5	Wollarna Road	260	12/05/2023	63.70	33.79
7	Wongalea Road	261	24/11/2023	4.00	4.92
6	Woods Lane	262	28/09/2021	5.00	4.98
7	Wrights Lane	263	NIL	0.00	0.92
7	Youngs Road	264	24/09/2020	2.30	11.27

	> 5 Years Since Last Mtce Grading	
	1-5 Years Since Last Mtce Grading	
	1 Year Since Last Mtce Grading	
	Nil Record for Mtce Grading	
Road Hierarchy		
1	Regional Roads	
2	School Bus Routes	
3	Link Roads	
4	Strategic Link Roads	
5	Collector Roads	
6	Local Roads	
7	Local Roads - Maintenance as Required	

10.11 Plant Report

PES:MTN:PR

Author: Manager Fleet & Town Services

Purpose: Plant Report as of 5 June 2024

Background

PLANT NO	HOURS KMS	TYPE	DETAILS
3050	4,797 hrs	John Deere Tractor	Replace forward/reverse solenoid.
2578	13 years old	Tri star side tipper	Repair cracks in tipping body.
3528	5,791 hrs	Cat 150M Grader	Replace blade and circle wear strips. Adjust blade left arm ram end caps.
2079	176,204 kms	Hino Tipper Truck	Replace front drive axle shock absorbers.
2065	298,765 kms	Kenworth Truck	Replace front engine mounts.
3067	7,977 hrs	New Holland Tractor	Replace drive shaft seals in front wheel assist. Replace transmission speed sensor.

Issues

Nil

Financial implications

Repairs made from existing budget.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

If repairs are not made safety issues would remain.

Community Strategic Plan

Nil

Recommendation:

That Council note the Plant Report as of 5 June 2024.

10.12 Development Applications – June 2024

GOV:MTG:CR

Author: Manager Building & Regulatory Services

Purpose: Development Applications & Determinations – May 2024

Background

Lodgements

Type/No.	Name	Address	Development
DA2024/036	Kalm Capital Investments Pty Ltd	Lachlan River Road Hillston NSW 2675	Machinery shed
DA2024/037	MRA Merowie Pty Ltd	514 Mossgiel Road Hillston NSW 2675	Farm shed
DA2024/038	Chris and Christine Yerbury	Kidman Way Hillston NSW 2675	Solar farm
DA2024/039	Delta Poultry Pty Ltd	'Allwood' Tabbita Lane Tabbita NSW 2652	Alterations and additions to existing poultry production facility (Generator and switchboard shed)
DA2024/040	Donald and Noelene Robertson	10738 Kidman Way Hillston NSW 2675	Solar farm
DA2024/041	NSW Crown Lands	Murrumbidgee River Road Carrathool NSW 2711	10 x Woody habitats (snags)
Total Estimated Value Of Works			\$22,710,577.00

Determination: Approved

Type/No.	Name	Address	Development	Processing Time
DA2024/029	L&F Hutchison Pty Ltd	10 Aidan Street Hillston NSW 2675	Subdivision	57
DA2024/034	Angelo Sperlinga	21 Rose Street Hillston NSW 2675	Demolish existing shed and install new shed	24
DA2024/035	Darryl Croudson	119 Burchers Road Myall Park NSW 2681	Subdivision	35
DA2024/036	Kalm Capital Investments Pty Ltd	Lachlan River Road Hillston NSW 2675	Machinery shed	22
DA2024/037	MRA Merrowie Pty Ltd	514 Mossgiel Road Hillston NSW 2675	Farm shed	21

Issues

Nil

Financial implications

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

That the Determinations for Development Applications received for May 2024 be noted.

10.13 Finance Report – Statement of Bank Balances – May 2024

FM:FR

Author: Director Corporate & Community Services

Purpose: Statement of Bank Balances – May 2024

Background

The reconciliation of Council's main bank account with the cash book controls within Practical (council finance software) for the month of May 2024 is complete as shown in the table below:

Statement of Bank Balances as at 31 May 2024				
CASHBOOK SUMMARY				Data for May 2024
Balance As at 01/05/2024 (Consolidated Funds)				\$183,606.94
		Add For May 2024	Total for 01/07/2023 to 30/06/2024	
Rates/Water/Debtor Receipts	\$7,604,308.23	\$951,122.19	\$8,555,430.42	
Investments Recalled	\$28,923,425.36	\$1,541,129.78	\$30,464,555.14	
RMS - RMCC, Block, Repair	\$3,139,373.60	\$0.00	\$3,139,373.60	
RMS - Bridge	\$216,627.50	\$0.00	\$216,627.50	
RMS - Flood Damage	\$17,600.00	\$0.00	\$17,600.00	
RMS - Regional Roads	\$0.00	\$0.00	\$0.00	
Grant - Roads to Recovery Program	\$61,940.00	\$0.00	\$61,940.00	
FAG - General & Local Roads	\$367,716.00	\$122,572.00	\$490,288.00	
All Other Misc Grant Payments	\$12,616,554.87	\$22,543.00	\$12,639,097.87	
Planning Receipts	\$211,946.00	\$350,039.00	\$561,985.00	
Plant / Property Trade-Ins & Sales	\$1,138,906.00	\$121,000.00	\$1,259,906.00	
Other Receipts	\$6,284,127.58	\$308,014.03	\$6,592,141.61	
Sub Total Receipts	\$60,582,525.14	\$3,416,420.00	\$63,998,945.14	\$3,416,420.00
LESS PAYMENTS				
		Add For May 2024	Total for 01/07/2023 to 30/06/2024	
Wages (Net of PAYG & Other Deductions)	(\$6,758,583.68)	(\$864,072.23)	(\$7,622,655.91)	
Plant Acquisitions	(\$2,476,066.75)	(\$444,690.70)	(\$2,920,757.45)	
Invested	(\$27,621,000.00)	(\$600,000.00)	(\$28,221,000.00)	
Other Creditors Payments	(\$24,085,570.38)	(\$1,374,849.87)	(\$25,460,420.25)	
Sub Total Payments	(\$60,941,220.81)	(\$3,283,612.80)	(\$64,224,833.61)	(\$3,283,612.80)
Cashbook Balance 31/05/2024				\$316,414.14
BANK STATEMENTS				
Opening Balance 01/05/2024 (CSC's CBA Main Transaction Account)				\$214,065.68
Less Bank Payments				(\$3,086,438.43)
Plus Bank Receipts				\$3,217,766.05
Total As Per Bank Statements				\$345,393.30
Plus Unpresented Deposits				\$5,802.75
Less Unpresented Cheques				(\$34,781.91)
Reconciliation Cash Book Balance to Bank Statements 31/05/2024				\$316,414.14

Issues

Nil

Financial implications

Nil

Statutory implications (Governance including Legal)

Local Government Act (1993)

Local Government General Regulation (2021)

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Goal 5 – Civic Leadership and Governance

Objective 5.2 – Manage our resources to ensure that Council is financially sustainable over the long term.

Recommendation:

That Council note the Statement of Bank Balances as at 31 May 2024 and confirm payment of accounts as summarised in the reconciliation statement totalling \$3,283,612.80.

10.14 Finance Report – Investments Schedule – May 2024

FM:FR

Author: Director Corporate & Community Services

Purpose: Schedule of Investments – May 2024

Background

Details of Council’s investments as at 31 May 2024 are provided below:

CARRATHOOL SHIRE COUNCIL INVESTMENTS - 31 MAY 2024								
Last Month @ 30/04/24	Financial Institution	Date Raised	Interest Rate	Duration (Days)	Maturity Date	Current Month @ 31/05/24	Change	
\$546,172.64	CBA	27-May-24	4.73%	123 Days	27-Sep-24	\$552,623.46	\$6,450.82	
\$537,536.39	CBA	20-May-24	4.80%	92 Days	20-Aug-24	\$543,969.15	\$6,432.76	
\$534,743.77	CBA	Recall IBD \$534,743.77 + \$6,386.01						(\$534,743.77)
\$542,246.56	CBA	27-May-24	4.73%	123 Days	27-Sep-24	\$548,722.17	\$6,475.61	
\$538,907.26	CBA	30-May-24	4.69%	\$90.00	28-Aug-24	\$547,606.55	\$8,699.29	
\$536,035.50	CBA	11-Mar-24	4.74%	92 Days	11-Jun-24	\$536,035.50	\$0.00	
\$536,099.14	CBA	31-Jan-24	5.04%	180 Days	29-Jul-24	\$536,099.14	\$0.00	
\$538,736.98	CBA	27-Mar-24	4.73%	92 Days	27-Jun-24	\$538,736.98	\$0.00	
\$535,150.87	CBA	31-Jan-24	5.04%	180 Days	29-Jul-24	\$535,150.87	\$0.00	
\$533,309.69	CBA	27-May-24	4.73%	123 Days	27-Sep-24	\$539,608.59	\$6,298.90	
\$533,678.33	Bendigo Bank	07-Dec-23	4.80%	368 Days	09-Dec-24	\$533,678.33	\$0.00	
\$100,007.45	Bendigo Bank	03-Jan-24	4.05%	182 Days	03-Jul-24	\$100,007.45	\$0.00	
\$26,526.62	Bendigo Bank	12-Apr-24	4.00%	185 Days	14-Oct-24	\$26,526.62	\$0.00	
\$539,603.29	Westpac	04-Mar-24	4.94%	92 Days	04-Jun-24	\$539,603.29	\$0.00	
\$500,000.00	Westpac	29-Feb-24	5.06%	151 Days	29-Jul-24	\$500,000.00	\$0.00	
\$2,250,000.00	Westpac	30-May-24	4.90%	92 Days	30-Aug-24	\$2,308,003.15	\$58,003.15	
\$2,033,758.90	Westpac	19-Apr-24	4.91%	91 Days	19-Jul-24	\$2,033,758.90	\$0.00	
\$500,000.00	Westpac	29-Apr-24	5.03%	122 Days	29-Aug-24	\$500,000.00	\$0.00	
\$2,298,254.79	Westpac	30-Apr-24	5.03%	122 Days	30-Aug-24	\$2,298,254.79	\$0.00	
\$519,585.39	Westpac	29-Apr-24	5.04%	122 Days	29-Aug-24	\$519,585.39	\$0.00	
\$1,044,367.34	Westpac	29-May-24	4.89%	92 Days	29-Aug-24	\$1,061,678.09	\$17,310.75	
\$560,203.79	NAB	30-Apr-24	4.95%	91 Days	30-Jul-24	\$560,203.79	\$0.00	
\$532,052.41	NAB	01-May-24	5.00%	124 Days	02-Sep-24	\$538,611.97	\$6,559.56	
\$512,092.78	NAB	27-May-24	5.00%	123 Days	27-Sep-24	\$518,406.26	\$6,313.48	
\$512,155.16	NAB	11-Mar-24	5.00%	91 Days	10-Jun-24	\$512,155.16	\$0.00	
\$1,012,328.77	NAB	18-Mar-24	5.03%	122 Days	18-Jul-24	\$1,012,328.77	\$0.00	
\$2,024,657.54	NAB	18-Mar-24	5.07%	154 Days	19-Aug-24	\$2,024,657.54	\$0.00	
\$525,083.13	NAB	18-Mar-24	5.00%	92 Days	18-Jun-24	\$525,083.13	\$0.00	
\$500,000.00	NAB	27-May-24	5.00%	123 Days	27-Sep-24	\$506,232.88	\$6,232.88	
\$3,000,000.00	NAB	26-Feb-24	5.03%	121 Days	26-Jun-24	\$3,000,000.00	\$0.00	
\$500,000.00	NAB	29-Feb-24	5.03%	123 Days	01-Jul-24	\$500,000.00	\$0.00	
\$500,000.00	NAB	06-Mar-24	5.00%	90 Days	04-Jun-24	\$500,000.00	\$0.00	
\$538,149.57	NAB	19-Mar-24	5.00%	90 Days	17-Jun-24	\$538,149.57	\$0.00	
\$2,057,962.89	NAB	29-May-24	4.95%	90 Days	27-Aug-24	\$2,092,279.00	\$34,316.11	
\$538,950.44	NAB	11-Mar-24	5.03%	122 Days	11-Jul-24	\$538,950.44	\$0.00	
\$549,170.40	NAB	13-Mar-24	5.00%	90 Days	11-Jun-24	\$549,170.40	\$0.00	
\$535,838.58	NAB	04-Mar-24	5.00%	92 Days	04-Jun-24	\$535,838.58	\$0.00	
\$1,618,942.52	IMB	31-May-24	4.80%	90 Days	29-Aug-24	\$1,638,518.42	\$19,575.90	
\$550,594.42	IMB	15-Apr-24	4.75%	92 Days	16-Jul-24	\$550,594.42	\$0.00	
\$508,356.16	IMB	19-Apr-24	4.75%	91 Days	19-Jul-24	\$508,356.16	\$0.00	
\$2,083,985.91	IMB	30-Apr-24	4.90%	122 Days	30-Aug-24	\$2,083,985.91	\$0.00	
\$2,321,000.00	IMB	30-May-24	4.80%	90 Days	28-Aug-24	\$2,381,759.33	\$60,759.33	
\$563,263.80	IMB	13-Mar-24	4.85%	120 Days	11-Jul-24	\$563,263.80	\$0.00	
\$535,855.23	IMB	05-Mar-24	4.80%	93 Days	06-Jun-24	\$535,855.23	\$0.00	
\$536,923.47	IMB	20-Mar-24	4.90%	119 Days	17-Jul-24	\$536,923.47	\$0.00	
\$38,842,287.88						\$38,550,972.65	(\$291,315.23)	

ON CALL INVESTMENTS							
\$2,285,505.09	CBA	Variable	4.20%	N/A	On Call A/c	\$2,091,308.44	(\$194,196.65)
	Movements On Call Funds		CBA				
	01-May-24	Interest	\$5,803.35				
	During Month	From On Call	(\$1,000,000.00)				
	During Month	To On Call	\$800,000.00				
	On Call - Net Change for Month		(\$194,196.65)				
\$2,285,505.09						\$2,091,308.44	(\$194,196.65)
\$41,127,792.97						\$40,642,281.09	(\$485,511.88)
I certify that the above Investments have been made in accordance with the Local Government Act, the Regulations thereunder and Council's Investment Policy.							
Signed copy held in Council records			Robert Rayner				
			Director Corporate Services				

Analysis – Opening and Closing Balances:

INVESTMENT TYPE	OPENING 1/5/24	CLOSING 31/5/24	VARIATION MAY
IBDs	38,842,287.88	38,550,972.65	(291,315.23)
On Call Funds	2,285,505.09	2,091,308.44	(194,196.65)
TOTAL	41,127,792.97	40,642,281.09	(485,511.88)

Analysis – Change During Month:

	VARIATION – MAY 2024
ADD – Interest Incorporated in IBDs Rolled Over	243,428.54
ADD – New IBDs	0
LESS – IBDs recalled	534,743.77
ADD – Interest from On Call Funds	5,803.35
LESS – On Call Funds recalled	(1,000,000.00)
ADD – Funds applied to On Call Funds	800,000.00
TOTAL VARIATION	(485,511.88)

Funds Held on Behalf of Other Organisations:

The Schedule of Investments includes one separate deposit that Council is holding in trust.

- IBD with Bendigo Bank – Ref No. 173016924 (matures 10/2024) \$26,526.62

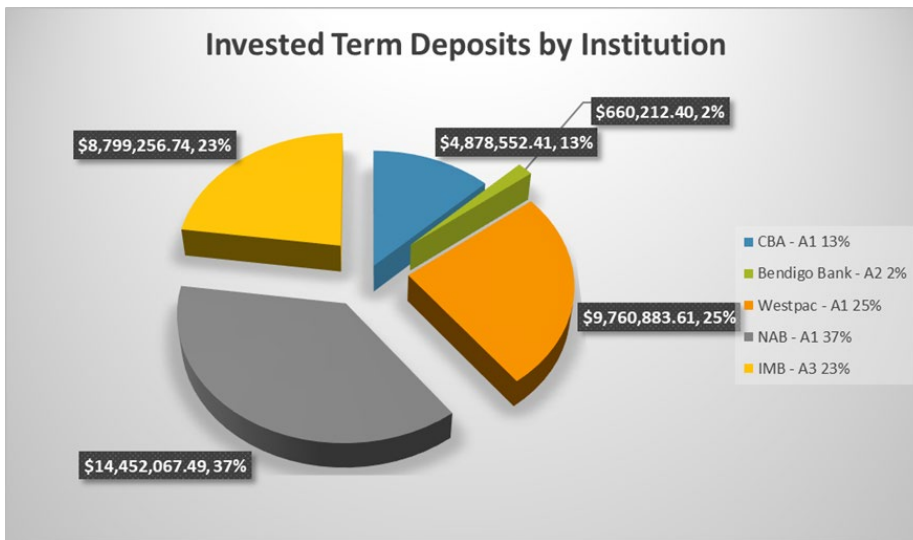
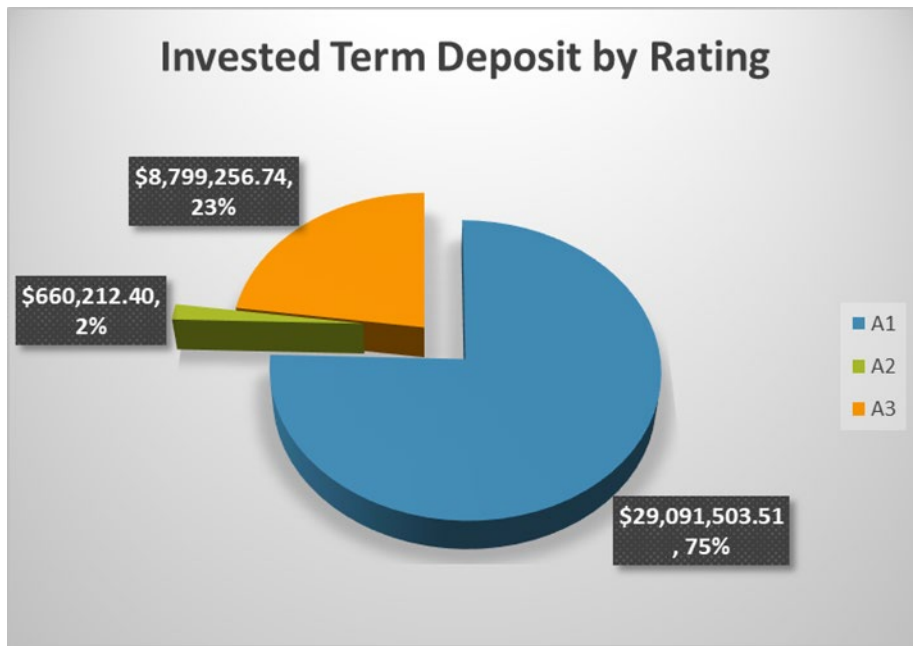
Compliance with Policy Limits:

Council Policy 019 – Investment of Surplus Funds limits the exposure of invested funds to an individual organisation by the credit rating of the organisation so that single entity exposure is limited as detailed in the table below:

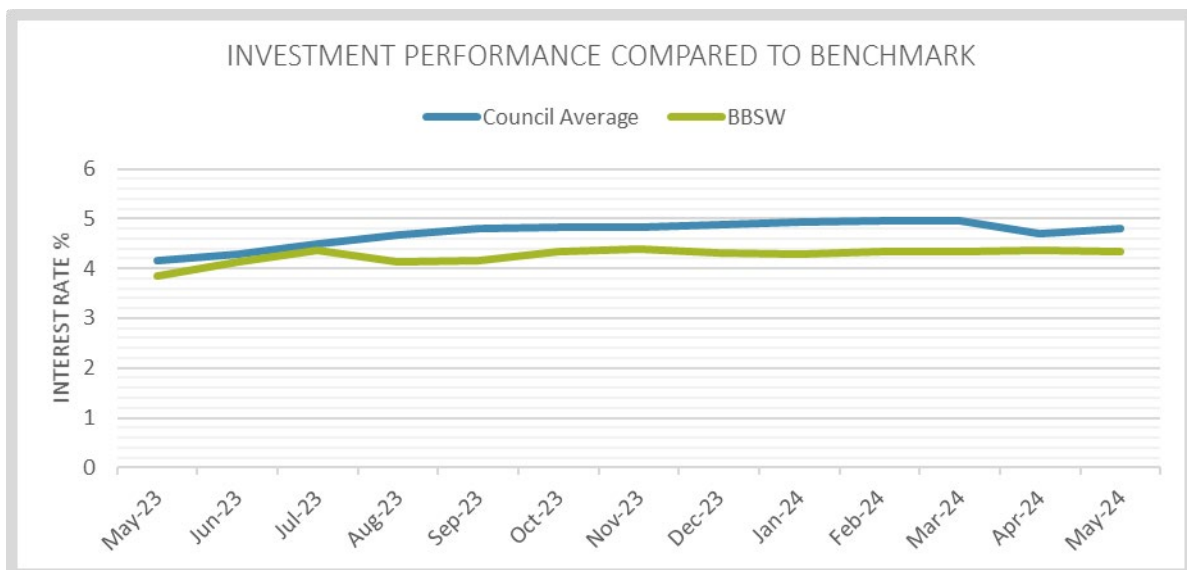
S&P Long Term Credit Rating*	S&P Short Term Credit Rating*	Portfolio Maximum
AAA Category	A1 +	50%
AA Category or Major Bank** (see note below)	A1	50%
A Category	A2	30%
BBB Category	A3	30%
NSW Treasury Corp Hour Glass Facility	Unrated	30%
Unrated Authorised Deposit Taking Institution	Unrated	10%

*Moody's/Fitch equivalent

**ANZ, Commonwealth Bank, National Australia Bank & Westpac including their subsidiaries and brands (eg St George). Where the institution is a major bank, the portfolio maximum may be increased to 70% should a significant benefit to Council be identified



The graph below details the performance of Council's investment portfolio against the standard comparative – the Bank Bill Swap Rate



Issues

Lack of diversification within the investment portfolio has the potential for higher risk to Council.

Financial implications

Council's investment portfolio provides funding for some projects identified in the Operational Plan.

Statutory implications (Governance including Legal)

Local Government Act (1993) s625

Local Government General Regulation (2021) Reg 205

Ministerial Investment Order (2011)

Policy implications

Council Policy 019 - Investment of Surplus Funds

Risk implications

Nil

Community Strategic Plan

Goal 5 – Civic Leadership & Governance

Objective 5.2 – Manage our resources to ensure that Council is financially sustainable over the long term

Recommendation:

That Council note receive the investment report as at 31 May 2024 and it be noted that in accordance with clause 212 paragraph (1)(b) of the *Local Government (General) Regulation 2021*, it can be certified that the investments listed have been made in accordance with the Act, the Regulation and Council's Investment Policy.

10.15 Review of Information Guide

CM:PL:SCBP

Author: Director Corporate & Community Services

Purpose: To review Council's Information Guide in accordance with the requirements of the *Government Information (Public Access) Act 2009 (GIPAA)*.

Separately Circulated: Draft Carrathool Shire Council Information Guide v14

Background

Section 21 of the GIPAA requires agencies to review their information guide at intervals of not more than 12 months

Council's Information Guide is a summary of what Council does, how it does it, and the type of information it holds and generates through the exercise of its functions. There is an emphasis on how those functions affect members of the public. Its purpose is to make it easier for people to identify and obtain information held by Council. The Information Guide is available on Council's website.

The Carrathool Shire Council Information Guide was last reviewed by Council at its June 2023 meeting. The current information guide has been reviewed and the Information Commissioner has been advised regarding the proposed changes, in this review Council's organisation structure has been updated and minor administrative changes have been made.

Issues

Nil

Financial implications

Nil

Statutory implications (Governance including Legal)

Government Information (Public Access) Act 2009 section 21

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Goal 5 – Civic Leadership and Governance

Recommendation:

That Council adopt the draft Information Guide for a period of 12 months.

10.16 Operational Plan 2024/25 (including the General Rate Levy and Fees & Charges)

FM:AUD:REP

Author: Director Corporate & Community Services

Purpose: Adoption of the Operational Plan for 2024/25

Separately Circulated: Operational Plan 2024/25

Background

Integrated Planning & Reporting (IP&R) legislation requires councils to develop annual Operational Plans which support the objectives outlined in both the Community Strategic Plan and Delivery Program.

Extensive consideration was given to the draft Operational Plan for 2024/25 at the meeting of Council held on 21 May 2024.

The Draft Operational Plan for 2024/25 (including the statement of revenue policy, general rate structure and the proposed fees and charges) was placed on public exhibition on Wednesday 22 May 2024. Submissions on the content of the draft Operational Plan were invited during the exhibition period which closed on Wednesday 19 June 2024.

Issues

No public submissions were received during the public exhibition period. Internal amendments have been made as detailed below for Council consideration:

- the updating of statutory fees and charges for 2024/25 received during the exhibition period (s603 certificates will rise from \$95 in 2023/24 to \$100 in 2024/25). As advised in the proposed fees and charges report presented to the April meeting of Council, any such statutory fees will be updated as advice is received from the relevant government body.
- the Office of Local Government each year specifies the maximum rate of interest applicable for overdue rates and charges. In 2024/25, the maximum applicable interest rate is 10.5%. Historically the maximum rate has been adopted annually by Council.
- Council resolved during its May meeting to allocate a co-contribution of \$37,500 in the 2024/25 capital works budget to undertake works proposed under the Regional Leakage Reduction Program. The program has a total budget of \$150,000 with \$112,500 being grant funded. This amendment resulted in a reduction of the surplus for all water schemes from \$89,951 to \$52,451. This amendment was made prior to the draft Operational Plan being placed on public exhibition.

Financial implications

The Operational Plan provides for the following cash results across Council's financial funds:

- General Fund – surplus \$142,284
- Water Fund - surplus \$52,451 (all schemes consolidated)
- Sewer Fund - surplus \$257,510 (all schemes consolidated)

Statutory implications (Governance including Legal)

Local Government Act 1993 – sections 405, 494, 532, 535 & 566

Local Government (General) Regulation 2021 – reg 211

Local Government Amendment (Governance & Planning) Act 2016

Integrated Planning & Reporting Framework

Policy implications

Nil

Risk implications

The Operational Plan is the document that establishes Council’s operational and budget priorities for the following twelve months. If the Operational Plan is not adopted, Council will be unable to undertake day to day operations and planned projects.

Community Strategic Plan

The Operational Plan relates to the Community Strategic Plan in its entirety.

Recommendation:

That Council:

1. adopt the 2024/25 Operational Plan as amended.
2. adopt the Ordinary Rates for 2024/25 as detailed below and within the 2024/25 Operational Plan (General Rate Structure).

Rate Type	Category	Sub-category	Ad Valorem Amount (c in \$)	Minimum Rate \$	Approximate Rate Yield 2023/24 \$
Ordinary	Farmland	General	0.1279906	560.00	1,992,213
Ordinary	Farmland	Irrigable S6A(3) Land Valuation Act	0.1711109	560.00	1,260,318
Ordinary	Farmland	Farmland West	0.1240406	560.00	24,007
Ordinary	Residential	General	1.3613895	420.00	405,281
Ordinary	Residential	Rural	0.5984476	420.00	31,908
Ordinary	Business	Hillston	2.9120569	560.00	98,190
Ordinary	Business	Hillston/Main	4.6392027	560.00	99,821
Ordinary	Business	Goolgowi	2.6400142	560.00	12,559
Ordinary	Business	Villages	2.6392623	560.00	5,727
Ordinary	Business	Rural	1.7055377	560.00	55,018

3. make each annual access and consumption charge for water, sewer, liquid trade waste and waste for 2024/25 as detailed in the Fees & Charges document contained within the 2024/25 Operational Plan.
4. set the interest rate payable on overdue rates & charges at the maximum rate specified by the Minister for Local Government being 10.5% for the period 1 July 2024 to 30 June 2025.

10.17 General Fund Projects 2023/24 – Status Update

FM:AUD:REP

Author: Director Corporate & Community Services

Purpose: To provide an update on the status of general fund projects 2023/24

Separately Circulated: General fund project listing

Background

At its May meeting, Council requested an update on the status of 2023/24 projects. Details are attached for Council consideration including budget amounts, actual expenditure at 3 June 2024 and details on estimated project completion.

Issues

Nil – update provided for information purposes.

Financial implications

Indicative amounts proposed for carried forward/revoted to 2024/25 total \$12,711,612 at the time of reporting including:

- RERRF works - \$6,640,963
- Flood damage works - \$4,318,085
- Other general fund - \$1,752,564

Statutory implications (Governance including Legal)

Local Government Act 1993

Local Government (General) Regulation 2021

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

General fund projects relate to the Community Strategic Plan in its entirety.

Recommendation:

That Council note the status update for 2023/24 general fund projects.

10.18 Council Policy 72 – Buildings – Erection over Sewer Main

CM:POL:CWP

Author: Director Corporate and Community Services

Purpose: Review of the existing Council Policy 72 – Buildings – Erection over Sewer Main

Attachment: Council Policy 72 – Buildings – Erection over Sewer Main

Background

This policy was last adopted by Council in October 2019 and is currently due for review. It is recommended that this policy be deleted as the content is addressed by legislation and/or planning conditions associated with specific development applications.

Issues

Nil

Financial implications

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

It is standard practice to review Council policies regularly to ensure continuing functionality. The policy was last reviewed in October 2019.

Risk implications

Nil

Community Strategic Plan

Goal 1 – Thriving and Liveable Communities

Recommendation:

That Council cancel Council Policy 72 Buildings – Erection over Sewer Main

ATTACHMENT

Doc Id: 334286

Council Policy 72



Buildings – Erection over Sewer Main

Application	All Staff
Responsible Officer	Building & Regulatory Services Manager
File No	CM:POL:CWP
Authorised by	Council
Effective Date	1131/22.10.2019
Distribution	Internet / Intranet

Purpose

The purpose of this policy is to standardise erection of buildings over water and sewer mains in order to protect Council infrastructure.

Definitions

Council: Carrathool Shire Council

Water or sewer main: a principal pipe carrying water to buildings or taking sewage from them.

Reference

Nil

Policy statements

1. That where possible buildings are not to be erected over water or sewer mains.
2. That where building over the sewer main is unavoidable, the service is to be protected in accordance with Council requirements, with all costs to be paid by the developer.

Revision Table

Minute /Date	Amendment Summary	Reason or Reference
0557/19.05.1987		
4293/18.03.2004		
0588/18.03.2014	As outlined in report	Amended and reformatted
1131/22.10.2019	Minor changes	Reviewed

Associated Documents

Nil

Review

This policy may be amended from time to time and will be reviewed within four years of its adoption (or latest amendment) with reference to any relevant legislation and best practice guides.

Uncontrolled document when printed. Please refer to website or intranet for controlled document	Effective Date:	22.10.2019
	Version No.:	4

10.19 Council Policy 165 – Social Media Policy

CM:POL:CWP

Author: Corporate Services Coordinator

Purpose: Statutory review of Social Media Policy 165 for public exhibition and adoption.

Attachment: Draft Social Media Policy.

Background

The use of social media continues to grow across the community. Council currently has a Facebook page designed to alert the community of key public notices, emergency information, recruitment opportunities and council / community events and activities. The council also now has an active Instagram account designed to highlight events and community development highlights. These pages are to disseminate information and commenters are encouraged to contact the Council through the email system, ensuring better record keeping practices.

Council adopted the Social Media Policy in 2019 and the policy is now due for review.

Issues

The policy has been reviewed and only minor updates to listed legislation have been made.

Financial implications

Nil

Statutory implications (Governance including Legal)

Information posted on social media is subject to the same record keeping legislation and to the GIPA Act as all other Council records.

Policy implications

165 Social Media Policy

Risk implications

To minimise risk, the Council does not encourage staff to comment on Council related posts and encourages the public to contact Council via email.

Community Strategic Plan

Goal 5 – Civic Leadership and Governance

Recommendation:**That Council:**

1. adopt the Social Media Policy 165 and that the draft policy be placed on public exhibition for a period of 28 days.
2. adopt policy 165 following the public exhibition period if no submissions are received.

ATTACHMENT



Doc Id: 333353

Council Policy 165

Social Media Policy

Application	All employees, volunteers, contractors and Councillors who contribute on social networking sites, website and external blogs that identify themselves as being associated with Council.
Responsible Officer	Corporate Services Coordinator
File No	CM:POL:CWP
Authorised by	Council
Effective Date	
Distribution	Internet / Intranet / Public Exhibition

Purpose

Council recognises the benefits of using social media as a means for marketing, promotion and disseminating time-sensitive information to the widest possible audience. It is acknowledged certain risks are associated with social media and this policy has been developed to assist staff to administrate and access social media in a responsible manner.

This policy sets out the standards of behaviour expected when making reference to Carrathool Shire Council ('Council') on social media platforms, including social networking sites when the user is using a computer, tablet, smart phone or other hand-held device not owned or controlled by Council.

Definitions

Council	Carrathool Shire Council
Council Officials	Councillors, employees, contractors, sub-contractors, volunteers (including work experience students), members of council committees
Social Media	In this policy the term "social media" includes (not limited to): <ul style="list-style-type: none"> • Social networking sites e.g. Facebook, LinkedIn, Google + • Video and photo sharing websites e.g. Flickr, YouTube • Micro-blogging sites e.g. Twitter • Weblogs, including corporate blogs, personal blogs or blogs hosted by traditional media publications • Forums and discussion boards such as Yahoo! Groups or Google Groups • Online encyclopaedias such as Wikipedia • Any other web sites that allow individual users or companies to use simple publishing tools.
Blogging	The act of using weblog or 'blog'. 'Blog' is an abbreviated version of 'weblog' which is a term used to describe websites that maintain an ongoing chronicle of information. A blog is a frequently updated website featuring diary-style commentary, audio-visual material and links to articles on other websites
Confidential Information	Includes but is not limited to trade secrets of Council; non-public information about the organisation and affairs of Council: pricing information such as internal cost and pricing rates, production scheduling software, special supply information; marketing or strategy plans; exclusive supply agreements or arrangements; commercial and business plans; contractual arrangements with third parties; tender policies and arrangements; financial information and data; training materials; technical data; schematics; proposals and intentions; designs; policies and procedures documents; concepts not reduced to material form; information which is personal information for the purposes of privacy law;

	Effective Date:	
Uncontrolled document when printed. Please refer to website or intranet for controlled document	Version No.:	1.1



Council Policy 165

and all other information obtained from Council or obtained in the course of working or providing services to Council that is by its nature confidential.

Reference

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

- Local Government Act 1993
- Local Government (General) Regulation 2021~~96~~⁹⁵

Policy statements

Objective:

- To extend existing corporate messages online by developing and maintaining relationships with community members who access social media.
- To provide a 'personal touch' in order to promote corporate messages.
- To provide an additional, user friendly method of communicating and encourage two-way conversations as a way to connect with Council to provide feedback, seek help, suggest ideas and obtain information.

Social Media Usage Considerations

Electronic communication activity produces a "digital footprint" that is difficult to erase, is not controllable and may re-surface as evidence at any time.

Be mindful information you share privately may not remain that way. Messages / posts / tweets etc can be forwarded, copied or printed and distributed. Information posted online does not always remain private and can affect your personal and professional life.

When does the Social Media Policy apply?

This policy has been developed to assist Council staff and business units who:

- Are authorised to administer, or contribute to, Council's official social media sites;
- Propose to use a social media platform or online community to promote the Council's policies, programs, events and services to engage internally with staff or with the Carrathool Shire community or to distribute content;
- Use social media in a personal capacity.

Personal Online / Social Media Activities (Speaking "about" Carrathool Shire Council)

- Be conscious about mixing personal and business life. There is no separation for others between personal and business profiles within social media. Council respects the right to free speech rights for all employees, however community members, customers, Councillors and key stakeholders as well as your colleagues may have access to the online content posted. Publishing information online that has been intended for specific person or a small group can and may be forwarded on.
- Be mindful of the global audience. While your message may be accurate in some parts of the world, it could be inaccurate or violate regulations in others.
- Be responsible for actions. Users will be held responsible for online activity which brings Council's reputation into disrepute. Use common sense and take the same caution with social media as with all other forms of communication.
- Follow the Council's Code of Conduct as well as all other Council Policies, Procedures and Guidelines including the Community Engagement Strategy, Email and Internet Acceptable Use Agreement and Workplace Bullying, Harassment and Discrimination



Council Policy 165

Policy when using social media. Be respectful of all individuals, races, religions and cultures.

- If talking about Council, only share publicly available information. Engage only in discussions where you are knowledgeable about the topic. If you are unsure if information is publicly available or is otherwise inappropriate to post, contact the Corporate Services Coordinator before posting any such information.
- Be mindful of the Delegation of Authority.

Professional Online Activities (Speaking "on behalf of" Carrathool Shire Council)

- Only users who are authorised by the General Manager are permitted to publish a blog or social network entry on any sites operated by Council, and the content of any such blog or entry must first be approved by the General Manager before publishing.
- Follow Council's Code of Conduct as well as all other Council Policies, Procedures and Guidelines including the Community Engagement Strategy, Email and Internet Acceptable Use Agreement and Workplace Bullying, Harassment and Discrimination Policy. Be respectful of all individuals, races, religions and cultures when using social media. All interaction should be in the spirit of our corporate values and principles, tailored to each respective audience.
- Approval processes exist for all publications and communication on behalf of Council.
- Share only publicly available information. Engage only in discussions where you are knowledgeable about the topic. If you are unsure if information is publicly available or is otherwise inappropriate to post, contact the Corporate Services Coordinator before posting any such information, if in doubt don't post any information.
- Seek further advice or comment on issues outside your area of expertise.
- Mind copyrights and give credit to the owners. Always make sure to give credit to the original authors of any content being published (text, images, trademarks, video etc.) from a third party, and that Council has the copyright or written approval for using such material.
- Monitor relevant social media channels daily. Ensure you know what is being discussed, so you can respond appropriately if issues arise.
- Know and follow record management practices. Council has regulatory and legal obligations to retain certain information as records. Ensure all relevant information which will be interpreted as a Council position is captured and registered on Council's records management system (MAGIQ). Online Council statements can be held to the same legal standards as traditional media communications.
- Inappropriate content on all social media tools implemented by Council includes:
 - o Profane language or content;
 - o Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
 - o Sexual content or links to sexual content;
 - o Solicitations of commerce;
 - o Conduct or encouragement of illegal activity;
 - o Information that may tend to compromise the safety or security of the public or public systems; or
 - o Content that violates a legal ownership interest of any other party.
- It is not permitted to use corporate email addresses to create personal accounts for sites unrelated to Carrathool Shire Council.



Council Policy 165

Use of Social Networking, including Blogging Sites and Social Media Platforms

Users must not represent or indicate they represent Council or any of its related entities unless specifically authorised to do so in writing by the General Manager.

If a user is authorised to represent the Council or any of its related entities, the User must disclose they are an employee, contractor or other Council Official of Council or a related entity and what the user's role and accountabilities are.

A User authorised to represent Council or a related entity must ensure:

- Any content they publish is factually accurate and complies with relevant policies of Council;
- They only comment on topics that fall within their area of responsibility at Council;
- A User must not disparage or make any adverse comment about Council, any policy or decision of Council or any of Council's related entities, employees, contractors and other Council Officials or any other person or organisation providing services to or on behalf of Council.
- They do not post material that is obscene, defamatory, threatening, harassing, discriminatory or hateful to another person or entity or which causes (or could cause) insult, offence, intimidation or humiliation.
- They do not disclose another person's personal information.
- They respect copyright, privacy, financial disclosure, work health and safety, employment and other applicable laws.
- They do not create any legal or contractual obligations on behalf of Council unless expressly authorised by Council.
- A User may only disclose publicly available information and must not disclose or caused to be disclosed Confidential Information.
- A User must use a disclaimer when referring to Council or a related entity of Council or a Council Official. Such a disclaimer is *'the views expressed in this post are mine only and do not necessarily reflect the views of Council'*.
- A User must not transmit or send Council's documents or emails or text messages (in any format) to any external parties or organisations unless expressly authorised to do so.
- They do not send or cause to be sent chain or SPAM emails or text messages in any format.
- If the User subsequently discovers a mistake in their blog or social networking entry, they are required to immediately inform the Director and then take steps authorised by the Director to correct the mistake. All alterations should indicate the date on which the alteration was made.

Compliance with this Policy

Users must comply with the requirements of this policy. Any breach of this policy may result in disciplinary action which may include termination of employment (or, for Persons other than employees, the termination or non-renewal of contractual arrangements).

Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension or disconnection of access to all or part of Council's Computer Network whether permanently or on a temporary basis.



Council Policy 165

Revision Table

Minute /Date	Amendment Reason or Reference
1056/20.08.2019	Adoption
May 2024	Statutory Review

Associated Documents

- Code of Conduct
- Employee Confidentiality Agreement
- Email and Internet Acceptable Use Agreement
- Workplace Bullying, Harassment and Discrimination Policy

Review

This policy may be amended from time to time and will be reviewed within four years of its adoption (or latest amendment) with reference to any relevant legislation and best practice guides.

10.20 Community Development Report – June 2024

ED:Tou:TEP

Author: Community Development & Projects Manager

Purpose: To advise Council of recent activities of interest undertaken by the Community Development Unit

Background

Community Grant Scheme 2024-2025

Applications for the 2024-2025 Carrathool Shire Council Community Grants will open on Monday 1 July 2024 and will close on Friday 2 August 2024. A report on all applications received will be prepared for the August 2024 Council Meeting. The Community Grants will be publicised via the usual channels including email databases, Council Corner, Facebook, website and street posters.

Places to Play Program – Goolgowi Pump Track Project

Works are scheduled to start on 23 August 2024 this has been pushed out from the original planned date of June 2024 due to the contractor’s availability. Works are expected to take approximately 1 month from start to completion.

Caravan Park Cabins

Installation of the newest Deluxe Cabin is completed and now operating as Council's 3rd deluxe overnight cabin. The cabin has been well received with the cabin currently holding regular bookings for the next 3 months.

Installation of a further studio cabin is scheduled for the middle of September.

SCCF 5 – Lake Woorabinda Precinct Upgrade

The Lake Woorabinda Beautification project is underway, all shelters, seating and bin surrounds are currently being constructed and are expected to be ready by the end of August. Contractors have been engaged and scheduled to begin works in September.

Winter School Holiday Break Program

Council failed to acquire the winter school holiday program funds however, it is proposed that two events aimed at youth be held during the holidays with these events to be funded from unexpended community development funds from the 2023-24 budget.

Council are currently exploring options for fitness and/or outdoor youth events to be held during the upcoming holiday period.

Tourism

The Carrathool Shire Local Art Brochure is being updated to include the new water tower mural and youth murals.

The Kidman Way Committee has completed the final draft of wording for the updated Kidman Way tourism brochure and is now seeking quotes for graphic designers and printing with plans for the new brochure to be finalised in the 2024/25 financial year.

Financial implications

Existing CDO budget and grant funding.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implication

Nil

Community Strategic Plan

Goal 1 – Thriving and liveable communities

Goal 3 – Resilient and welcoming

Recommendation:

That Council note the Community Development Managers report for June 2024.

11. Committee Reports

Nil

12. Closed Council Reports

12.1 Hillston Subdivision – Covenants

CP:DC:McGO'DHS

Author: General Manager

Purpose: To allow Council to consider the covenants prepared by Council's Solicitor for the Hillston Subdivision.

Background

Council is asked to consider this report Hillston Subdivision – Covenants in Closed Council under the provisions of section 10A(c) of the *Local Government Act 1993*.

Financial implications

Nil

Statutory implications (Governance including Legal)

This item is classified CONFIDENTIAL under section 10A(c) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business in relation to the following:

- (c) *Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

That Council resolve into closed Council pursuant to Section 10A(c) of the *Local Government Act 1993*.

13. Next Meeting

The next **Ordinary Meeting** of Council will be held at the **Goolgowi Council Chambers** on **16 July 2024** commencing at **10.00 am**.