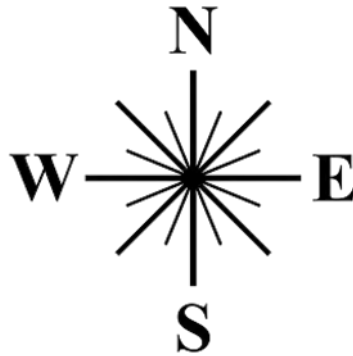


CENTRAL DARLING



SHIRE COUNCIL

ORDINARY COUNCIL MEETING

BUSINESS PAPER

25 SEPTEMBER 2024

The Meeting will be held at 10:30 AM in the Council Chambers, 21 Reid Street, Wilcannia

MISSION STATEMENT

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

RECORDING AND WEBCAST OF COUNCIL MEETINGS

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

PUBLIC RECORDING PROHIBITED WITHOUT COUNCIL AUTHORITY

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

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

PHOTOGRAPHY PROHIBITED WITHOUT PERMISSION

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

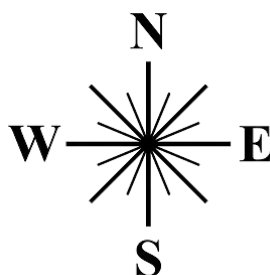
PUBLIC FORUM - EXTRACT FROM THE CODE OF MEETING PRACTICE POLICY

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

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

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

CENTRAL DARLING



SHIRE COUNCIL

ORDINARY COUNCIL MEETING

Wednesday, 25 September 2024

10:30 AM

Council Chambers, 21 Reid Street, Wilcannia

BUSINESS PAPER AGENDA

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1 OPENING OF MEETING

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 APOLOGIES

3.2 LEAVE OF ABSENCE

4 DISCLOSURES OF INTEREST

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

RECOMMENDATION:

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

5 CONFIRMATION OF MINUTES

5.1 PREVIOUS MEETING MINUTES

RECOMMENDATION:

That the Minutes of the Ordinary Council Meeting held on 28 August 2024 be received and confirmed as an accurate record.

Attachments:

1. [Ordinary Council Meeting - 28 August 2024](#)

6 NOTICE OF MOTION

Nil

7 MAYORAL (ADMINISTRATOR) MINUTE(S)

7.1 MAYORAL MINUTE - SEPTEMBER 2024

FILE NUMBER: GD24/12820
REPORT AUTHOR: ADMINISTRATOR
RESPONSIBLE DIRECTOR: GENERAL MANAGER

In the last week of August, Council hosted two staff from the Office of Local Government. We visited White Cliffs, Wilcannia, Menindee and Ivanhoe to provide the opportunity for residents to ask further questions on the legislation and process to bring Central Darling out of administration.

The Bill to create a Rural and Remote Council has passed through the Lower House and is due to be debated in the upper House this month.

During these discussions with residents, there has been interest in the election and the process of nominating for Council.

All other Councils in NSW has conducted elections on the 14th of September. The Office of Local Government on their webpage site has a wealth of information for intending Councillors, and it is encouraged that potential candidates take the time to read.

The above details will shortly be listed on our webpage where links will be made available for access.

Council will be putting in place seminars for intending candidates and this information will be rolled out once we have an election date. It is also important that all eligible voters ensure they are registered with the NSW Electoral Commission.

One important issue that came up, is how Council communicates, and this is an issue we continue the struggle with given our vast geographic spread and media coverage.

Council like the rest of the community has developed a presence across social media through Facebook, monthly newsletters and our web page, which we use extensively to get information out into the community.

Communication is a two-way responsibility and residents to keep themselves informed are encouraged to access our social media on a regular basis.

We recognise not all residents have access to computers or mobile phones and word of mouth is still an important mechanism to spread the word.

Attachments:

NIL

8 FINANCIAL REPORTS

8.1 GRANTS REGISTER - AUGUST 2024

FILE NUMBER: GD24/12880
REPORT AUTHOR: MANAGEMENT ACCOUNTANT
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The purpose of this report is to provide a summary Council’s current year grant funding applications status as of 31st August 2024.

RECOMMENDATION:

That Council will:

1. Receive the report and note the report.

BACKGROUND:

To deliver Council’s commitment to transparency and improved financial management, Council has developed a Grants and Contributions Register, to provide information on grants applied for and received.

REPORT:

For the month of August 2024, scheduled acquittals were completed in line with the reporting requirements of the funding deeds and any approved variations to those deeds.

Morris & Piper continue to assist with grant submissions, approvals and acquittals. Their monthly report for August 2024, including a work plan up to December 2024, is attached to this report.

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

Focus/Goals/Objectives	Strategic Area	Actions
2 Local & Regional Governance	2.1 Shire governance	2.1.4 Ensure that governance of the shire is focused on the effective planning and delivery of adequate and appropriate services and facilities to local communities

SUSTAINABILITY ASSESSMENT:

	Assessment
Social	Positive
Environmental	Positive
Economic	Positive
Governance	Positive

Financial and Resource Implications:

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

Policy, Legal and Statutory Implications:

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

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

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

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

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

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

OPTIONS:

Nil.

COUNCIL SEAL REQUIRED:

No

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

Not Required

External Exhibition:

Not Required

Attachments:

1. [Morris and Piper Monthly Report August 2024](#)  

8.2 IN PRINCIPLE ADOPTION OF DRAFT FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR ENDED 30 JUNE 2024

FILE NUMBER: GD24/13175
REPORT AUTHOR: FINANCE MANAGER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The purpose of this report is to comply with statutory requirements in relation to the General-Purpose Financial Statements and Special Purpose Financial Statements for the year ending 30 June 2024.

The draft Financial Statements are to be referred to Council's Auditor, with authorisation from the Administrator, the General Manager and the Responsible Accounting Officer.

As soon as practicable after Council receives a copy of the Auditor's report, the Statements must be placed on public exhibition and notice given of a meeting at which Council proposes to present its Audited Financial Statements, together with the Auditor's report. This act of giving notice of the meeting is required to be delegated to the General Manager as technically the notice of meeting cannot be set until the final audited Statements and Audit Report are received.

It should be noted that the unaudited Statement reflects an opinion only and are not legally binding until such time as the Financial Statements have been audited.

RECOMMENDATION:

That Council will:

1. **Receive the report**
2. **In relation to the Financial Statements and in accordance with *Section 413 (2)(c) of the Local Government Act 1993 (as amended)*:**
 - a) **Council resolves that, in its opinion, the Draft General-Purpose Financial Statements and the Draft Special Purpose Financial Statements for the year ended 30 June 2024 are properly drawn up in accordance with the provisions of the *Local Government Act 1993, (as amended)* and the Regulations thereunder.**
 - b) **the Financial Statements be approved and signed by the Mayor (Administrator), the General Manager and the Responsible Accounting Officer.**
3. **The Financial Statements be referred to Council's Auditor for audit.**
4. **The audited Financial Statements be forwarded to the Office of Local Government by 31 October 2024.**
5. **The General Manager be delegated authority to, after Council receives a copy of the Audited Financial Statements and Auditor's report, place the Audited Financial Statements on public exhibition and give notice of the date that Council will present its Audited Financial Statements to Council**

BACKGROUND:

Under *Section 413 (2)(c) of the Local Government Act 1993 (as amended)*, before audit certificates can be issued, it is necessary for Council to adopt a resolution to be attached to the Financial Statements stating that:

Council’s Annual Financial Statements and Special Purpose Finance Statements are being prepared in accordance with:

- *The Local Government Act 1993, (as amended) and the Regulations* made thereunder;
- The Australian Accounting Standards and professional pronouncements;
- *The Local Government Code of Accounting Practice and Financial Reporting*;

These Statements must be signed by the Mayor (Administrator), one (1) other Councillor, the General Manager and the Responsible Accounting Officer.

REPORT:

In accordance with *Section 416 (1) of the Local Government Act 1993 (as amended)*, a councils Financial Statements for a year must be prepared and audited within four (4) months of the end of the reporting period concerned.

The statutory process that must be followed is that:

1. A statement as required under *Section 413 (2)(c)* must be made by resolution and signed by the Mayor(Administrator), one (1) Councillor, the General Manager and the Responsible Accounting Officer.
2. The Financial Statements must then be referred to the Council’s Auditor, and once audited the statements must be included in Council’s Annual Report.
3. Copies of the Audited Financial Statements must then be lodged with the Office of Local Government by 31st October.
4. As soon as practicable after Council receives a copy of the Auditor’s report, the Statements must be placed on public exhibition and notice given of a meeting at which Council proposes to present its Audited Financial Statements, together with the Auditor’s report. This act of giving notice of the meeting is required to be delegated to the General Manager as technically the notice of meeting cannot be set until the final audited Statements and Audit Report are received.

The Audited Financial Statements form part of Council’s Annual Report and therefore represents an integral part of the Integrated Planning and Reporting Framework.

The Audited Financial Statements provide an important avenue for the review of Council’s progress by any interested stakeholders, including the Community.

This form of reporting also provides a benchmark by which Council can assess its financial performance and the suitability of the assumptions made in the Long-Term Financial Plan.

Note: a the time of preparing this report, the Draft Financial Statements have not been finalised and will be made available to Council, the Friday prior to the Ordinary Council meeting held on Monday 23 September.

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

Focus/Goals/Objectives	Strategic Area	Actions
2 Local & Regional Governance	2.1 Shire governance	2.1.1 Design and implement governance systems within the shire that are culturally responsive and ensure communities have effective local democratic structures and representation

		2.1.2 Undertake ongoing engagement with shire Communities to ensure their input in the design of local governance structures and services
		2.1.3 Manage governance of the Central Darling region in co-operation with other existing governance systems including those provided by Local Area Land Councils and the Murdi Paaki Regional Assembly and Community Working Parties
		2.1.4 Ensure that governance of the shire is focused on the effective planning and delivery of adequate and appropriate services and facilities to local communities

SUSTAINABILITY ASSESSMENT:

	Assessment
Social	Positive
Environmental	Positive
Economic	Positive
Governance	Positive

Financial and Resource Implications:

The Audited Financial Statements form part of Council’s Annual Report and therefore represents an integral part of the Integrated Planning and Reporting Framework.

The Audited Financial Statements provide an important avenue for the review of Council’s progress by any interested stakeholders, including the Community.

Policy, Legal and Statutory Implications:

Council must comply with relevant legislation.

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

This form of reporting mitigates risk by providing a benchmark by which Council can assess its financial performance and the suitability of the assumptions made in the Long-Term Financial Plan.

OPTIONS:

No other options

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition:

Not applicable

External Exhibition:

Not applicable

Attachments:

NIL

8.3 CASH AND INVESTMENTS - AUGUST 2024

FILE NUMBER: GD24/13320
REPORT AUTHOR: MANAGEMENT ACCOUNTANT
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

This report is to provide a summary of Council’s cash and investments as at 31st August 2024.

RECOMMENDATION:

That Council

1. Receive and note the report.

REPORT:

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

Cash and Investment Accounts:

Cash and Investment Accounts	Current Month	Last Month	Movement	Interest Rate	Current Month Interest	YTD Interest
Westpac 11am Investment Account	\$12,200,000.00	\$10,800,000.00	\$1,400,000.00	1.35%	\$12,397.80	\$25,979.16
Operating Account	\$4,199,823.14	\$809,474.50	(\$11,582,091.01)	N/A	NIL	NIL
Post Office Clearing Account	\$46,987.30	\$46,987.30	NIL	N/A	NIL	NIL
Total Cash at bank as of 31st August 2024					\$16,446,810.44	

Commentary:

The net movement of cash for the month of August 2024 was an increase of \$4,780,348.64.

Payments for wages and creditors for the month of August 2024 totalled \$ 4,055,006.87 and receipts for the month of August 2024 totalled \$8,835,355.51.

Council’s unrestricted funds for this period are higher than expected, for the following reasons:

- The first instalment of rates for the financial year became due with government departments, in particular, paying the rates for the full year.
- The first instalment of unrestricted Block Grant and FAG grants were received.

- Grant income for water infrastructure, Pooncarrie Road and other grants reimbursing Council expenditure was received.
- GST credits held by the ATO were released on the resolution of an issue relating to Council transitioning to the ATO’s Single Touch Payroll (STP) system.

Restrictions:

Restricted Cash and Investments	
	Aug-24
Externally Restricted ⁽¹⁾	(\$000's)
Specific purpose unexpended grants	6,969
Water supplies	-
Sewerage services	1,531
Domestic waste management	46
Total Externally Restricted	8,546
<small>(1) Funds that must be spent for a specific purpose</small>	
Internally Restricted ⁽²⁾	
Employees Leave Entitlements	935
Plant and vehicle replacement	8
Other Waste Management Reserve	11
Total Internally Restricted	954
<small>(2) Funds that Council has earmarked for a specific purpose</small>	
Total Restricted Funds	9,500
Total Cash & Investments	16,447
Unrestricted Funds (ie. available after the above Restrictions)	6,947
Outstanding Grants Debtors	357

Commentary:

The level of unrestricted funds required by Council is generally \$1,000,000. Currently Council’s unrestricted funds are above this level mainly due to the release of unrestricted cash from grant expenditure, FAG and the initial payment for the annual Block Grant.

Attachments:

NIL

9 GOVERNANCE REPORTS

9.1 GENERAL MANAGER UPDATE ON PAST AND EMERGING MATTERS

FILE NUMBER: GD24/13404
REPORT AUTHOR: GENERAL MANAGER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The purpose of the report is to provide Council a brief update on past and emerging matters which the General Manager is dealing with.

RECOMMENDATION:

That Council will:

1. Receive and note the report

REPORT:

Wilcannia Weir Project- Department of Planning and Environment (Water) communicated some months ago that an independent review of the original design of the Wilcannia weir will commence. Several names were recommended to the department by the community to form membership of the Independent Review Panel. Recent communications with the Water Minister's Office, negotiations are in progress with potential candidates and no decision has been made on the appointments to the Independent Review Panel.

Ivanhoe Post Office-following last month Ordinary Council meeting, letters to local State and Federal Members of Parliament: Roy Butler and Mark Coulton have been sent. Mark Coulton MP has written to Hon. Minister Rowland MP (Minister for Communications) seeking insurance the postal services will be retained at Ivanhoe. If Council was to enter into a contractual agreement with Australia Post to retain these services, financial assistance would need to be provided to Council to implement minor infrastructure and security requirements needed to fulfil the contract.

The General Manager has been in communications with Australia Post management, and has conveyed, Council will not sign the Australia Post contract unless financial assistance is made available as mentioned above.

White Cliffs Caravan Park, appointment of new caretaker- expression of interest for the White Cliffs Caretaker position was advertised in July; three applications were received. Two applicants were interviewed by the General Manager and members of the White Cliffs Community Association (WCCA); with Deborah Robins being the preferred candidate and accepted the contract. The contract commences on 1 October for a period of 12 months with an option to renew further for another 12 months, on satisfactory performance. The caretaker contract entails cleaning of amenities and minor landscaping maintenance works to the caravan park.

Also commencing on the 1 October will be an online booking system, the same system, RMS currently being used for Victory Caravan Park. The reason for an online booking system is to limit cash handling and reduce the need for a caretaker to be onsite for extended periods.

White Cliffs Caravan Park is owned by Council, however, is managed by s355 Committee of Council-White Cliffs Community Association (WCCA).

Public Hearings- The General Manager attended a public hearing (23/8/2024) for the review of the NSW Reconstruction Authority Act 2022, via video link. The General Manager provided information of the challenges the shire faces with the geographical area it covers, low density of population and low social economic community the Council supports. Furthermore, provided the public hearing about the difficulties with the February 2024 Natural Disaster Declaration in getting financial assistance.

The General Manager will be attending a Public Hearing on Community Law and Safety on Wednesday 2 October, in Broken Hill. The General Manager will raise in the Public Hearing, the types of crime and how this is impacting our communities, and welcomes comments from residents prior to the hearing.

Submission Invitation- correspondence has been received from NSW Resources of *Notification of a proposed request for determination under s26C(5) of the Native Title Act 1993 (Cth) that the White Cliffs Mineral Claims District as an approved opal or gem mining area*. Written submission is due by the 11 October 2024. The General Manager will source the needed information from those involved in the White Cliffs Mining community in preparing and submitting the application.

Attachments:

NIL

9.2 DRAFT SIGNS AS REMOTE SUPERVISION PROCEDURE

FILE NUMBER: GD24/13480
REPORT AUTHOR: RISK & WHS OFFICER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The purpose of this report is to seek approval of the Signs as Remote Supervision Procedure (Version One)

RECOMMENDATION:

That Council will:

1. Receive and note the report
2. Approve the Draft Signs as Remote Supervision Procedure
3. Place the Signs as Remote Supervision Procedure on public exhibition for a period of 28 days to allow for public review and submissions

REPORT:

The draft procedure has been developed to provide Council with a systematic process to determine signage requirements for Parks, Sporting facilities, Swimming Pools and Reserves under Councils management or control. Whilst Signs as Remote Supervision are already in use through the Central Darling Shire; a Procedure has not been included in Council's Policy/Procedure Register. This report, and the attached Procedure, seeks to remedy this.

Attachments:

1. [DRAFT - CDSC Signs as Remote Supervision Procedure](#) ↓ 

10 CUSTOMER SERVICE REPORTS

10.1 NEW ACCESS TO INFORMATION POLICY

FILE NUMBER: GD24/12506
REPORT AUTHOR: CUSTOMER SERVICE MANAGER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The purpose of this report is to seek adoption of the revised Access to Information Policy

RECOMMENDATION:

That Council will:

1. Receive the report
2. Resolve to adopt the Access to Information Policy

BACKGROUND:

The Access to Information Policy was recommended for review by the internal audit undertaken in 2023.

At the Ordinary Council Meeting on 26 June 2024, Central Darling Shire Council approved the draft Access to Information Policy and resolved to place the policy on Public Exhibition for a period of 28 days

REPORT:

Central Darling Shires records management policies and procedures are integral to the broader information management practices and performance of Central Darling Shire Council and support Central Darling Shire Councils Information Strategy. The Records Officer has developed information management policies and is responsible for the advocacy, design, monitoring, and review of records management practices.

Under the State Records Act 1998, Government Information (Public Access) Act 2009 NSW (GIPA Act), and the Privacy Act 1988, Central Darling Shire Council is required to create and manage their information as a public resource. This policy is one of Councils control to support those acts, along with documents such as Records Management Framework.

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

Focus/Goals/Objectives	Strategic Area	Actions
2 Local & Regional Governance	2.1 Shire governance	2.1.2 Undertake ongoing engagement with shire Communities to ensure their input in the design of local governance structures and services

SUSTAINABILITY ASSESSMENT:

	Assessment
Social	NA
Environmental	NA

Economic	Positive
Governance	Positive

Financial and Resource Implications:

Nil

Policy, Legal and Statutory Implications:

Failure to implement, Central Darling Shire Council will be at greater risk of non-compliance with the GIPA Act and Privacy Act.

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

Without a formal policy in place, Central Darling Shire Council may fail to meet its Customer Service obligations

OPTIONS:

That Council:

Approves the draft policy as presented: or makes recommendations for any changes needed for approval

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition:

The revised policy was reviewed and approved by Management/Executive (ManEx) Group

External Exhibition:

Was displayed on Council’s website for 28 days. No submissions received

Attachments:

1. [Access to Information Policy \(Version 4\) ↓](#) 

10.2 GENERAL SERVICE REQUEST AND COMPLAINTS

FILE NUMBER: GD24/13409
REPORT AUTHOR: CUSTOMER SERVICE MANAGER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The purpose of this report is to provide Council with an update on Customer Service requests and Complaints.

RECOMMENDATION:

That Council will:

1. Receive the report.

BACKGROUND:

Council acts on services request pertaining to its responsibilities, such as road maintenance, tree clearance and town upkeep. Service requests related to public safety are given immediate attention. All service requests are investigated within a period of fifteen (15) working days. The course of action is determined based on the priority of the request, Council’s work schedule and available resources.

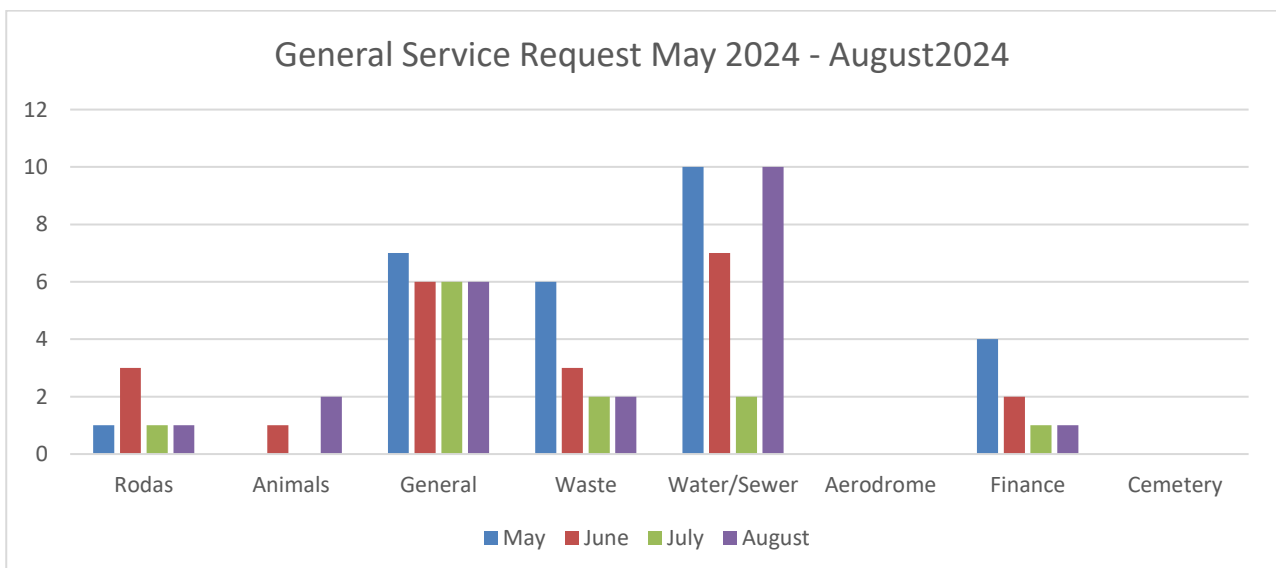
When council receives a complaint, it indicates dissatisfaction with a decision, level or quality of our service, or the behaviour of an employee or representative. These complaints can be investigated and addressed. Central Darling Shire Council recognises the individual’s right to file a complaint if they believe that our service provision or actions have been inadequate.

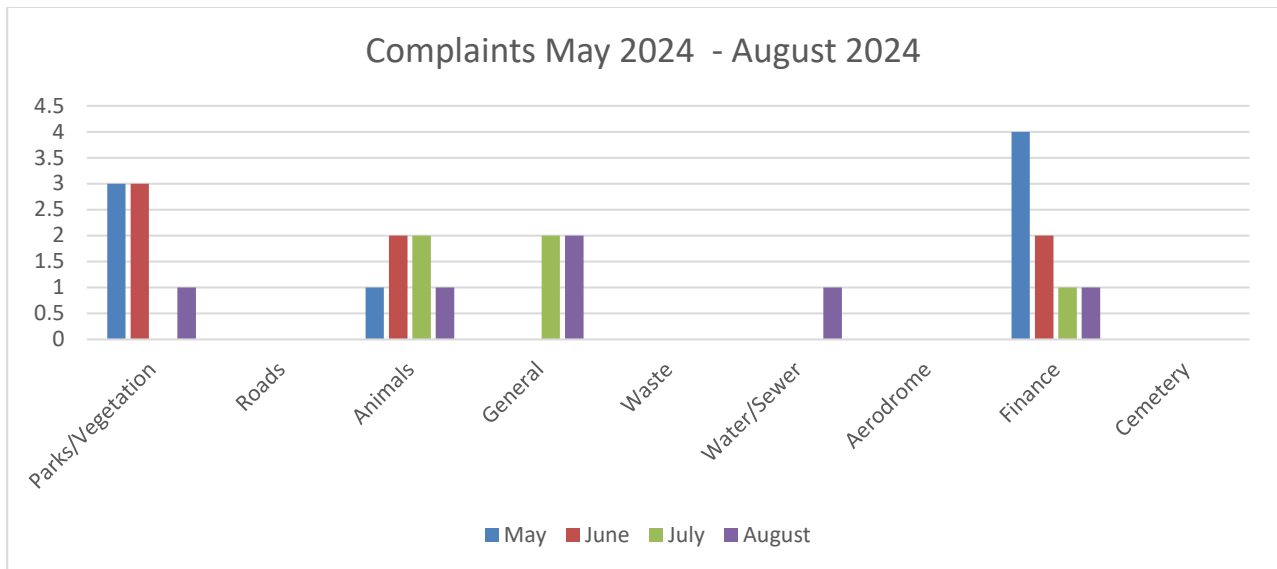
Complaints made in person, by phone, letter or email can expect to receive a response within ten (10) working days.

REPORT:

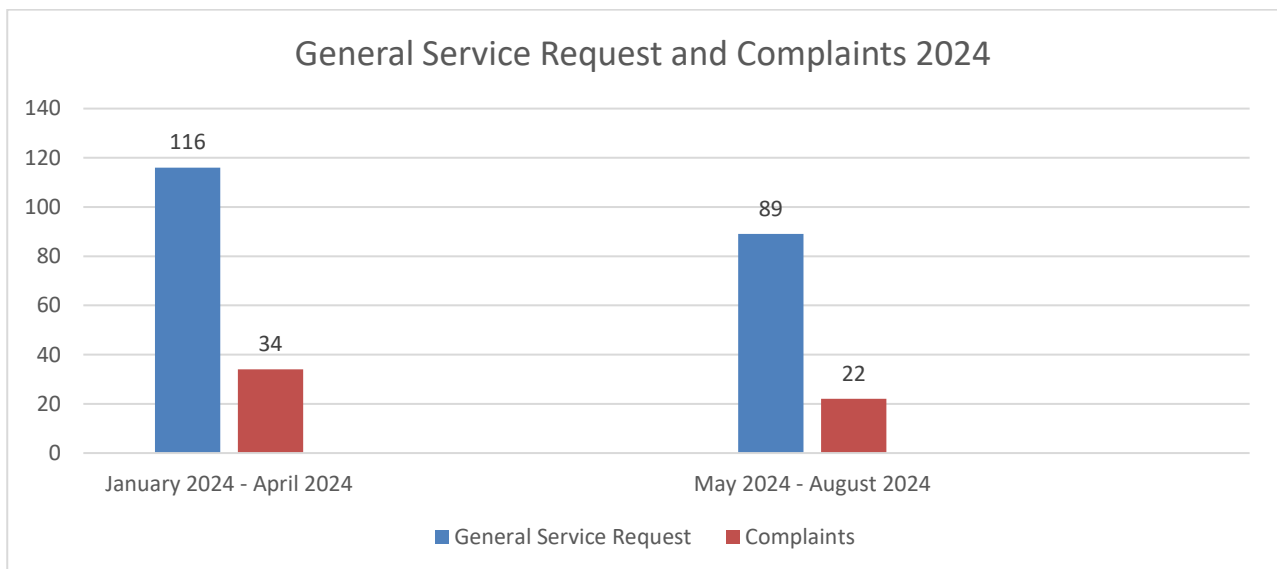
As of 31 August 2024, the following report presents an overview of the quantity of General Service Requests and Complaints received from May 1, 2024, through to the 31 August 2024

The Customer Service team have processed 89 General Service Requests and 22 Complaints throughout these months. This equates to an average of 4.94 General Service Requests and 1.22 Complaints per week.





In contrast to the data from January 2024 to April 2024 Central Darling Shire Council has experienced a decrease in General Service Request and Complaints.



In accordance with the Central Darling Shire Council’s Customer Service Charter, on average, General Service Requests in 2024 have been resolved within 1.21 working days, while complaints are addressed within 3.01 working days.

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

Focus/Goals/Objectives	Strategic Area	Actions
2 Local & Regional Governance	2.1 Shire governance	2.1.4 Ensure that governance of the shire is focused on the effective planning and delivery of adequate and appropriate services and facilities to local communities

SUSTAINABILITY ASSESSMENT:

	Assessment
--	-------------------

Social	Positive
Environmental	Positive
Economic	Positive
Governance	Positive

Financial and Resource Implications:

Nil

Policy, Legal and Statutory Implications:

Nil

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

Nil

OPTIONS:

N/A

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition:

N/A

External Exhibition:

N/A

Attachments:

NIL

11 SHIRE SERVICES REPORTS

11.1 ENVIRONMENTAL SERVICES REPORT AUGUST 2024

FILE NUMBER: GD24/12452
REPORT AUTHOR: ENVIRONMENTAL HEALTH OFFICER
RESPONSIBLE DIRECTOR: DIRECTOR SHIRE SERVICES

EXECUTIVE SUMMARY:

The purpose of this report is to provide an update on the Environmental Services for August 2024 for the Central Darling Local Government Area.

RECOMMENDATION:

That Council will:

1. Receive and note the report.

REPORT:

Statistics for August 2024		
Development approvals / final certificates issued under Part 4, Part 5 of the <i>Environmental Planning and Assessment Act 1979</i> . Number of Certificates issued under the <i>Local Government Act 1993</i> .	Number of DAs Approved – New Dwellings	1
	Number of DAs Approved – Renovation	0
	Number of DAs Approved – Other	1
	Total Value of DAs Approved	\$1,318,00 \$ 467.00 Total: \$1,785.00
	Number of Construction Certificates / Crown Construction Certificates Issued	0
	Number of Complying Development Certificates issued	0
	Number of LGA S68 Approvals	1
	Number of Occupation Certificates Issued	0
	Number of completion Certificates issued (S68)	1
	Section 10.7 Planning Certificates	5
Food Safety	Food Premises Inspected	3
Animal Control Activities -	Impounded	5 Dogs
	Surrendered	8 Dogs (Puppies) 0 Cats
	In pound at end of month	1 dog
	Escaped	0 dogs
	Rehomed	8 Dogs (Puppies) 0 Cats
	Returned to Owner	4 Dogs 0 Cats
	Euthanized	0 Dogs 0 Cats

	Registrations	1 Dog
	Microchipped	1
	Penalty Notices Issued	0
Water Sampling	Microbiology Samples Collected	10
	Chemistry Samples Collected	0
	Non-Compliant Samples	0
	Darling River Algae Samples	0

Attachment: Nil

Attachments:

NIL

11.2 ROADS AND AERODROME

FILE NUMBER: GD24/13396
REPORT AUTHOR: DIRECTOR SHIRE SERVICES
RESPONSIBLE DIRECTOR: DIRECTOR SHIRE SERVICES

EXECUTIVE SUMMARY:

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

RECOMMENDATION:

That Council will:

1. Receive and note the report

REPORT:

State Roads

Council is engaged by Transport for NSW (TfNSW) to maintain the State Highway network within the Shire boundaries. The two State Highways are the Barrier Highway and the Cobb Highway.

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

2024/25 RMCC Routine Maintenance allocation is: \$1,387,606.

2024/25 RMCC Works Orders value is \$0

All WO from previous year (2023/24) have now been completed, value \$3,806,616

Works Description	Original Budget	% Expended	Remaining budget
Routine	\$1,387,606	9%	\$1,268,187
WO	\$0	0%	\$0

Regional Roads

Council maintains 790km of Regional Roads throughout the Shire.

2023/24 Regional Road Block Grant amount (including roads, traffic and supplementary components) is \$2,919,000

The Regional Emergency Road Repair Fund (RERRF) allocation for Regional Roads is \$4,224,500. The works include improvements to unsealed formation, gravel resheeting works and culvert works. Works will be delivered over 3 years.

The Pooncarie Rd Initial Seal Project reached Practical Completion 20 August 2024. Staff will prepare the final completion report for State and Federal Government agencies to enable the final milestone payment to be claimed in September 2024.

The pavement and verge damage sustained as part of the earlier flood events have also been completed August 2024.

Works Description	Original Budget	% Expended	Remaining Budget
Regional Road Block Grant	\$2,919,000	26%	\$2,150,375
RERRF – Regional Roads	\$4,224,500	45%	\$2,329,553
Pooncarie Rd IS project	\$39,600,000	100%	\$0

Local Roads

Council maintains 1600km of Local Roads throughout the Shire.

2024/25 Operating budget is \$1,994,730 funded from the Financial Assistance Grant (FAG) – Local Roads Component.

2023/24 Roads to Recovery (R2R) allocation is \$1,001,818. Three capital improvement projects are programmed for completion by December 2024.

The Regional Emergency Road Repair Fund (RERRF) allocation for Regional Roads is \$6,250,475. The works include improvements to unsealed formation, gravel resheeting works and culvert works. Works will be delivered over 3 years.

Fixing Local Roads (FLR Rd 4) Program was successful for funding of \$2,343,471 with contribution amount of 10% to complete the realignment, construction, and seal of the Racecourse Road Menindee. Initial survey and Environmental works have been completed. Native Title Claim and legal road issues are in discussions with Crown Lands and the Barkindji Native Title Corporation. Extension of Time has been granted by TfNSW – start construction 1/6/2025, project completion 20/12/2025.

Works Description	Original Budget	% Expended	Remaining Budget
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Local Roads Component (FAG)	\$1,994,730	19%	\$1,605,824
Ivanhoe-Menindee Rd RCBC (R2R)	\$400,000	35%	\$261,223
Wilc-Menindee East Rd RCBC (R2R)	\$400,000	52%	\$190,286
Teryawynia-Ashmont Rd RCBC (R2R)	\$400,000	17%	\$331,651
Racecourse Rd (FLR Rd 4)	\$2,343,471	6%	\$2,206,103
RERRF – Local Roads	\$6,250,475	51%	\$3,036,704

Maintenance

Five grading crews are currently working on local and regional roads within the Shire. A brief summary of activities is detailed below for Council’s information.

Crew 1

- July/ August complete full maintenance grade and storm damage repairs MR416 Ivanhoe-Cobar Rd
- August/ September maintenance grade and storm damage repairs MR433 Ivanhoe-Menindee Rd, SR14 Teryawynia-Coolaminyah Rd
- October/ November/ December heavy patching works State Highways, Regional and Local Roads

Crew 2

- July/ August complete Pooncarie Rd construction, storm damage pavement repairs
- August/ September maintenance grade and storm damage repairs MR433 Ivanhoe-Menindee Rd, SR13 Teryawynia-Ashmont Rd
- October/ November/ December RERRF formation and gravel resheeting works MR433 Ivanhoe-Menindee Rd

Crew 3

- July/ August complete Pooncarie Rd construction, storm damage pavement repairs
- August/ September maintenance grade and storm damage repairs MR433 Ivanhoe-Menindee Rd, SR10 Menindee-Wilcannia East Rd
- October/ November RERRF formation and gravel resheeting works SR10 Menindee-Wilcannia East Rd
- November/ December maintenance grade, RERRF formation and gravel resheeting works MR68B Menindee-Wilcannia West Rd

Crew 4

- July/ August maintenance grade, RERRF formation and gravel resheeting works SR4 Monolon Rd
- September RERRF formation and gravel resheeting works MR428 Kayrunnera Rd
- October/ November/ December SR6 Mandalay Rd and SR32 Glendara Rd maintenance grade, RERRF formation works

Crew 5

- July/ August/ September MR68A Wilcannia-Tilpa West Rd maintenance grade RERRF formation and gravel resheeting works
- October/ November/ December SR2 Tilpa-Louth Rd and SR1 Wilcannia-Tilpa East Rd maintenance grade and RERRF formation works

Aerodromes

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

Council’s application under the Remote Aerodrome Upgrade Program (RAUP) Rd 10 for the Wilcannia amenities and water supply was unsuccessful.

Works Description	Original Budget	% Expended	Remaining Budget
Aerodromes R&M	\$313,000	5%	\$296,128

Attachments:

NIL

11.3 SERVICES

FILE NUMBER: GD24/13402
REPORT AUTHOR: DIRECTOR SHIRE SERVICES
RESPONSIBLE DIRECTOR: DIRECTOR SHIRE SERVICES

EXECUTIVE SUMMARY:

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

RECOMMENDATION:

That Council will:

1. Receive and note the report

REPORT:

Services Operational:

The table below reflects budgets and expenditure to date for each operational area.

Works Description	QBR Budget	% Expended	Remaining Budget
Parks & Gardens/ Sporting Facilities	\$176,500	28%	\$127,809
Ancillary Works	\$243,500	3%	\$237,039
Street Cleaning/Bins	\$315,000	15%	\$268,693
Buildings	\$301,700	17%	\$249,487
Swimming Pools	\$380,000	2%	\$371,296
Domestic Waste	\$323,500	12%	\$286,015

Swimming Pool Operations:

Pursuant to Council resolution September 2023, operations this summer are proposed to be:

- All pools operate under remote supervision from 10:00am till 7:00pm with family pass and card access entry system.
- Engage lifeguards for supervision from 3:30pm to 6:30pm weekdays and from 3:00pm to 7:00pm weekends and public holidays for those people who prefer supervision.

The swimming pool season is programmed to commence 1 November 2024.

Services Capital:

There are a variety of capital services infrastructure improvements programmed this year which are detailed in the Grants Register section of this Agenda.

The swimming pool gas chlorination system upgrade and compliance work is programmed for

commencement October 2024.

Attachments:

NIL

11.4 WATER AND SEWER UPDATE

FILE NUMBER: GD24/13407
REPORT AUTHOR: UTILITIES ENGINEER
RESPONSIBLE DIRECTOR: DIRECTOR SHIRE SERVICES

EXECUTIVE SUMMARY:

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

RECOMMENDATION:

That Council will:

1. Receive and note the report

REPORT:

Water & Sewerage Operations:

- Wilcannia’s potable water supply is sourced from the Darling River Weir Pool. Estimated supply once weir stops flowing is 6 months. There are three emergency bores equipped for town supply usage. They were all maintained in good working condition.
- White Cliffs town water supply is sources from the Wakefield Tank. Wakefield Tank storage supply is estimated 9 months’ supply remaining. There is no emergency supply for White Cliffs, water carting is necessary in the event of nil rainfall and depleted catchments.
- Ivanhoe town water supply is currently being sourced from Morrison’s Dam. Morrison’s Dam capacity is 150 megalitres. 5 months’ supply remaining. Work has been carried out to prepare for pumping raw water into the Dam. Ivanhoe has 5 emergency bores equipped for town supply usage.

Works Description	Original Budget	% Expended	Remaining Budget
Wilcannia Water	\$464,500	16%	\$390,254
Wilcannia Sewer	\$305,000	3%	\$295,763
White Cliffs Water	\$124,000	23%	\$95,489
Ivanhoe Water	\$347,500	8%	\$319,073
Tilpa Water	\$62,000	0%	\$62,000
Aboriginal Communities Water and Sewer program	\$144,700	1%	\$143,802

Water and Sewer Capital Works:

- The White Cliffs WTP project is in progress. SNG Engineering commenced works March 2024 and completion is forecast for November 2024. Works are 80% complete with

building structure completed, chemical dosing systems installed, treatment lagoons excavated, and storage and dosing tanks installed.

The White Cliffs Reticulation works commenced 22 May 2023 and have been in progress to December 2023. Approximately 80% of the town reticulation upgrade length have been completed. Works recommenced in May 2024 and are progressing well.

The Commonwealth Government has allocated an additional \$2,765,000 to complete the original scope of works outlined in the Restart NSW funding deed. The deed of variation had now been finalised.

White Cliffs WTP, Reticulation, Rising Main and Reservoir Augmentation works are currently funded by Restart NSW. Ivanhoe and Wilcannia WTP's are funded by the Safe and Secure Water Program.

- The Ivanhoe Water Treatment Plant Tender was awarded to Liquitek Pty Ltd following Council resolution at the Ordinary Meeting of Council, May 2024. Initial design reviews are in progress.

Council received an amended executed funding deed for the Ivanhoe WTP to the value of \$5,850,000. The additional amount of \$3,350,000 was provided by the Commonwealth Government "Far West Water Treatment Plants" project funds.

- The Wilcannia Water Treatment Plant has not been awarded. Further process designs are being reviewed by Department of Health to ensure the new WTP is capable of treating possible contaminated raw water supply from the proposed new weir pool.

Council received an amended executed funding deed for the Wilcannia WTP to the value of \$7,385,000. The additional amount of \$3,885,000 was provided by the Commonwealth Government "Far West Water Treatment Plants" project funds.

- Tilpa Village emergency water supply works including a 17km pipeline and bore were completed by June 2023. Further water quality testing is required, and possible water treatment and storage options are being investigated.
- Taggle team arrived in Wilcannia on 15 August 2024 to install of the remaining smart meters in Ivanhoe and Wilcannia. They were also engaged to replace a number of smart meters that have failed to record consumption. Works have now been completed.

The table below reflects expenditure to date for Capital Projects.

Works Description	Original Budget	% Expended	Remaining Budget
White Cliffs WTP and Retic	\$8,265,000	82%	\$1,481,577
Wilcannia WTP	\$7,385,000	25%	\$5,504,462
Ivanhoe WTP	\$5,850,000	24%	\$4,444,929
Smart Meters	\$50,000	56%	\$21,800
Valve Replacement	\$150,000	8%	\$138,193
AC Main Replacements	\$150,000	0%	\$150,000
Tilpa Reservoir	\$65,000	0%	\$65,000
Water Bubblers	\$30,000	0%	\$30,000

Attachments:

NIL

12 MINUTES OF COMMITTEE MEETINGS

12.1 WHITE CLIFFS HALL COMMITTEE

FILE NUMBER: GD24/13429

REPORT AUTHOR: EXECUTIVE ASSISTANT

RESPONSIBLE DIRECTOR: GENERAL MANAGER

RECOMMENDATION:

1. That the Minutes of the White Cliffs Hall Committee held on 07/09/2024 be received and noted.

Attachments:

1. [White Cliffs Hall Committee Minutes](#) ↓ 

12.2 AUDIT RISK AND IMPROVEMENT COMMITTEE MINUTES

FILE NUMBER: GD24/13434
REPORT AUTHOR: EXECUTIVE ASSISTANT
RESPONSIBLE DIRECTOR: GENERAL MANAGER

RECOMMENDATION:

1. That the Minutes of the Audit Risk and Improvement Committee held on 28/08/2024 be received and noted.

Attachments:

1. [Draft ARIC Minutes 28.08.2024](#)  

13 RESOLUTION TRACKER

13.1 RESOLUTION TRACKER - AUGUST 2024

FILE NUMBER: GD24/12863
REPORT AUTHOR: EXECUTIVE ASSISTANT
RESPONSIBLE DIRECTOR: GENERAL MANAGER

RECOMMENDATION:

1. That the Resolution Tracker from the Ordinary Council Meeting held on 28/08/2024 be received and noted and any amendments be noted.

Attachments:

1. [Resolution Tracker August 2024](#)  

14 CONFIDENTIAL MATTERS

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

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

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

RECOMMENDATION:

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

14.1 Overdue Rates and Charges - Proposed Payment Arrangement and Future Write off of Interest and Legal Costs

FILE NUMBER: GD24/13295

REPORT AUTHOR: ACTING RATES OFFICER

RESPONSIBLE DIRECTOR: GENERAL MANAGER

Item 14.1 is confidential under the Local Government Act 1993 Section 10A(2) - (b) as it relates to discussion in relation to the personal hardship of a resident or ratepayer.

14.2 Ivanhoe Transportable Building VPR740814

FILE NUMBER: GD24/13485

REPORT AUTHOR: DIRECTOR SHIRE SERVICES

RESPONSIBLE DIRECTOR: DIRECTOR SHIRE SERVICES

Item 14.2 is confidential under the Local Government Act 1993 Section 10A(2) - (c) as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

RECOMMENDATION:

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

15 MEETING CLOSE

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

The next Ordinary Council Meeting will be held on Wednesday, 23 October 2024 in Council Chambers, 21 Reid Street, Wilcannia at 10:30 AM.

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE
COUNCIL CHAMBERS, 21 REID STREET, WILCANNIA
ON WEDNESDAY, 28 AUGUST 2024**

PRESENT: Administrator, Bob Stewart

IN ATTENDANCE: Greg Hill (General Manager)
 Reece Wilson (Director Shire Services)
 Glenda Dunn (Senior Planning Officer)
 Kevin Smith (Finance Manager)
 Darryl Telfer (Acting Rates Officer)
 Evelyn Pollard (Human Resource Officer)
 Natalie Batson (Executive Assistant)
 Nerida Carr (Governance Officer)
 Jacqui Portch (Rates Officer)
 Gabrielle Johnston (Community Engagement)
 Uday Mamidala (Finance Officer)
 Shirley Burraston (Management Accountant)

1 OPENING OF MEETING

The meeting was declared open at 10:30am

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 APOLOGIES

Nil

3.2 LEAVE OF ABSENCE

Nil

4 DISCLOSURES OF INTEREST

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

RESOLVED: OCM 01-08-2024

Mover: Administrator Bob Stewart

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

CARRIED

No declarations were received.

5 CONFIRMATION OF MINUTES

5.1 PREVIOUS MEETING MINUTES

RESOLVED: OCM 02-08-2024

Mover: Administrator Bob Stewart

That the minutes of the Ordinary Council Meeting held on 24 July 2024 be received and confirmed as an accurate record.

CARRIED

6 NOTICE OF MOTION

Nil

7 MAYORAL (ADMINISTRATOR) MINUTE(S)

Verbal update given

8 FINANCIAL REPORTS

8.1 SALE OF COUNCIL LAND

RESOLVED: OCM 03-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Receive the report.
2. To sell the parcels of land listed in Attachment 1 to this report.
3. To authorise the General Manager to negotiate sales of the land listed in Attachment 1 to this report in accordance with Council's Acquisition and Disposal of Land Policy.
4. To authorise the General Manager to execute all necessary documents to facilitate the above land transfers.

CARRIED

8.2 WRITE OFF RATES - TERMINATED CROWN LAND LICENCE - TOMS HUT WHITE CLIFFS - ESTATE OF THE LATE BARRY THOMAS DAY

RESOLVED: OCM 04-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Receive the report.

Write-off rates and charges of \$5,933.23 outstanding against former Permissive Occupancy Licence 68829 over Crown Land Part Lot 1 DP 1182315 at White Cliffs, previously held by Barry Thomas Day.

CARRIED

8.3 CASH AND INVESTMENTS - JULY 2024

RESOLVED: OCM 05-08-2024

Mover: Administrator Bob Stewart

That Council

1. Receive and note the report.

CARRIED

8.4 GRANTS REGISTER - JULY 2024

RESOLVED: OCM 06-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Receive the report and note the report.

CARRIED

9 GOVERNANCE REPORTS

9.1 NATURAL DISASTER DECLARATION FOR AGRN 1141 CENTRAL DARLING NSW STORM - 5 FEBRUARY - 6 FEBRUARY 2024

RESOLVED: OCM 07-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Receive and note the report.
2. Record Councils appreciation for the General Manager for his efforts in lobbying to obtain the Natural Disaster funding.

CARRIED

9.2 RESCHEDULE OF SEPTEMBER ORDINARY COUNCIL MEETING

RESOLVED: OCM 08-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Receive the report.

2. Reschedule Septembers Ordinary Council meeting to Monday 23 (September 2024).

CARRIED

9.3 COUNCIL COMMUNITY ENGAGEMENT AND TOURISM UPDATE

RESOLVED: OCM 09-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Receive and note the report.

CARRIED

9.4 HUMAN RESOURCE MANAGEMENT ACTIVITIES

RESOLVED: OCM 10-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Receive and note the report

CARRIED

9.5 MANAGING EXCESS LEAVE PROGRESS REPORT

RESOLVED: OCM 11-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Receive and note the report.

CARRIED

9.6 NEW DATA BREACH POLICY

RESOLVED: OCM 12-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Receive the report.
2. Resolve to adopt the Data Breach Policy.

CARRIED

10 CUSTOMER SERVICE REPORTS

10.1 COMMUNITY GRANT APPLICATION - IVANHOE CWA BRANCH

RESOLVED: OCM 13-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Receive the report
2. Approve financial assistance of \$1,000 to the Country Women’s Association, Ivanhoe Branch under Council’s Community Grants Policy to partially cover the annual service charges levied on 64 Columbus Street, Ivanhoe NSW for the 2024-25 period.

CARRIED

10.2 COMMUNITY GRANT APPLICATION - CENTRAL DARLING PISTOL CLUB

RESOLVED: OCM 14-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Receive the report
2. Approve financial assistance of \$526.26 to the Central Darling Pistol Club Incorporated under Council’s Community Grants Policy to cover the Ordinary Rates levied for 2024-25 on 123 Menindee Road Menindee. **CARRIED**

10.3 COMMUNITY GRANT APPLICATION - WILCANNIA COMMUNITY TOURISM ASSOCIATION

RESOLVED: OCM 15-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Receive the report
2. Provide \$1,000.00 Community Grant to the Wilcannia Community Tourism Association to help cover the printing cost of Wilcannia Tourism Brochures

CARRIED

11 SHIRE SERVICES REPORTS

11.1 ENVIRONMENTAL SERVICES REPORT JULY 2024

RESOLVED: OCM 16-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Receive and Note the report.

CARRIED**11.2 KARoola REALIGNMENT, POONCARIE RD - COMPULSORY ACQUISITION****RESOLVED: OCM 17-08-2024**

Mover: Administrator Bob Stewart

That Council will:

1. That Council delegate authority to its General Manager to negotiate with the landowners and other interest-holders of Lots 2 - 6 in registered Plan of Acquisition DP1305678 to acquire their interests in that land for the purpose of public road pursuant to Council's legislative authority under sections 177 and 178 of the *Roads Act 1993* (NSW).
2. That, if agreement cannot be reached with the landowners and/or other interest-holders of Lots 2 - 6 in DP1305678, Council approve the compulsory acquisition of those relevant interests in DP1305678 pursuant to its legislative authority under sections 177 and 178 of the *Roads Act 1993* (NSW) and in accordance with the *Land Acquisition (Just Terms Compensation) Act 1991* (NSW) and delegate authority to its General Manager to make an application to:
 - a. the Minister for Local Government to issue Proposed Acquisition Notice(s) under the *Land Acquisition (Just Terms Compensation) Act 1991* (NSW) for Council to compulsorily acquire Lots 2 - 6 in registered Plan of Acquisition DP1305678; and
 - b. the Governor of NSW for the publication of an Acquisition Notice in the NSW Government Gazette under the *Land Acquisition (Just Terms Compensation) Act 1991* (NSW) for Council to compulsorily acquire Lots 2 - 6 in registered Plan of Acquisition DP1305678.
3. That Council affix the Common Seal of Council to any documents required to be sealed as part of the process for Council to acquire Lots 2 - 6 in registered Plan of Acquisition DP1305678plan.
4. That Council delegate authority to its General Manager to execute any documents required to be executed as part of the process for Council to compulsorily acquire Lots 2 - 6 in registered Plan of Acquisition DP1305678 that do not require the Common Seal of Council.

CARRIED**11.3 KARoola REALIGNMENT, POONCARIE RD - ROAD CLOSURE****RESOLVED: OCM 18-08-2024**

Mover: Administrator Bob Stewart

That Council will:

1. That Council approve the closure of the Council public road known as part Pooncarie Road, Menindee, being folio identifiers Lots 8-12 (inclusive) in DP1305678.
2. That, subject to any submissions received in accordance with section 38C of the *Roads Act 1993* and subject to the acquisition of dedication of Lots 2-6 in DP1305678, the General Manager publish a notice in the government gazette formally closing the section of Pooncarie

Road, Menindee previously described in accordance with section 38D(1) of the Roads Act 1993.

3. That the road so closed be classified as operational land in accordance with the Local Government Act 1993 and the gazette notice contain a statement to this effect.
4. That Council affix the Common Seal of Council to any documents required to be sealed as part of the process for Council to close the council public road.
5. That Council delegate authority to its General Manager to execute any documents required to be executed as part of the process to close the council public road that do not require the Common Seal of Council.

CARRIED

11.4 ROADS AND AERODROMES

RESOLVED: OCM 19-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Receive and note the report

CARRIED

11.5 TERRAPAVE STABILISATION TRIAL

RESOLVED: OCM 20-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Receive the report
2. Trial Terrapave stabilisation product and allocate funds from the Local Roads Budget 2024-25.

CARRIED

11.6 WATER AND SEWER UPDATE

RESOLVED: OCM 21-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Receive and note the report

CARRIED

12 MINUTES OF COMMITTEE MEETINGS

12.1 MINUTES OF WHITE CLIFFS HALL COMMITTEE 27.07.2024**RESOLVED: OCM 22-08-2024**

Mover: Administrator Bob Stewart

1. That the Minutes of the White Cliffs Hall Committee held on 27/07/2024 be received and noted.

CARRIED

12.2 WHITE CLIFFS COMMUNITY ASSOCIATION - 355 COMMITTEE**RESOLVED: OCM 23-08-2024**

Mover: Administrator Bob Stewart

1. That the Minutes of the White Cliffs Community Association – 355 Committee held on 19/08/2024 be received and noted.

CARRIED

13 RESOLUTION TRACKER**13.1 RESOLUTION TRACKER - JULY 2024****RESOLVED: OCM 24-08-2024**

Mover: Administrator Bob Stewart

1. That the Resolution Tracker from the Ordinary Council Meeting held on 24/07/2024 be received and noted and any amendments be noted.

CARRIED

14 CONFIDENTIAL MATTERS

It was resolved that Council moved into Confidential to consider the matters listed in the confidential section of the agenda in accordance with Section 10A 2 of the *Local Government Act 1993* for the reasons specified. Confidential section was closed to the public and began at 10:58am.

RESOLVED: OCM 25-08-2024

Mover: Administrator Bob Stewart

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

14.1 Sale of Land For Unpaid Rates

Item 14.1 is confidential under the *Local Government Act 1993* Section 10A(2) - (b), (c) and (d) as it relates to discussion in relation to the personal hardship of a resident or ratepayer, information that would, if disclosed, confer a commercial advantage on a person with whom the Council is

conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed:

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

14.2 Footpath Paving Tender CDSC 4/2024

Item 14.2 is confidential under the Local Government Act 1993 Section 10A(2) - (c) as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

14.3 Ivanhoe Post Office Services

Item 14.3 is confidential under the Local Government Act 1993 Section 10A(2) - (a), (c) and (d) as it relates to personnel matters concerning particular individuals (other than councillors), information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed:

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

CARRIED

RESOLVED: OCM 26-08-2024

Mover: Administrator Bob Stewart

That Council moves out of Confidential and back into Open Chambers at 11:22am.

CARRIED

The General Manager reviewed the resolutions of the confidential matters and reported the following for the listed reports:

14.1 SALE OF LAND FOR UNPAID RATES

RESOLVED: OCM 27-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Receive the report.
2. Resolve to sell each property listed in Attachment 1 at public auction, or by private treaty subsequent to such public auction, pursuant to Section 713 of the *Local Government Act 1993*.

CARRIED

14.2 FOOTPATH PAVING TENDER CDSC 4/2024

RESOLVED: OCM 28-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Do not accept tender
2. Delegate authority to the General Manager to negotiate construction works to complete paving works at Wilcannia, adjacent to the new Baaka Centre.
3. Seek fresh quotations under schedule of rates from paving contractors in the western NSW region.

CARRIED

14.3 IVANHOE POST OFFICE SERVICES

RESOLVED: OCM 29-08-2024

Mover: Administrator Bob Stewart

That Council will:

1. Receive the report.
2. The General Manager write to the Hon. Roy Butler Member of Barwon, Hon. Tara Moriarty Minister for Western NSW, and Hon. Mark Coulton Federal Member for Parkes, seeking financial assistance for upgrades.
3. Authorise the General Manager, in consultation with the Administrator, if Ivanhoe and surrounding area is in threat of not having a Postal Service, take the necessary actions to secure the services, by not imposing a large financial burden to Council.

CARRIED

15 MEETING CLOSE

There being no further business to discuss, the meeting was closed at **1:06pm**.

The minutes of this meeting were confirmed at the Ordinary Council Meeting of the Central Darling Shire Council held on Monday, 23 September 2024.

.....
ADMINISTRATOR

Central Darling Shire Council
MONTHLY REPORT AUGUST 2024

Morris & Piper

Monthly Report

216/15 Irving Street
Phillip, ACT, 2606
Email: office@morrispiper.com
ABN: 58646584616

INTRODUCTION

This monthly report is prepared for the Central Darling Shire Council (CDSC) under the new 2024-25 Service Agreement. The report captures work completed in August 2024 and sets out a proposed detailed work schedule for the month of September 2024. The report will also look forward to potential activities to be undertaken in the second quarter of 2024-25.

AUGUST 2024 UPDATE

Finalised and submitted the following applications:

- Housing Support Program (Community Enabling Infrastructure) - South Wilcannia Sub-Division Development (\$2,426,872).
- Supporting Spontaneous Volunteers Program - FY2023-24 - Central Darling Local Volunteer Activation Project (\$100,000).

Notified that the following grant applications were successful:

- Local Government Recovery Grants – NSW Severe Weather and – AGRN 1030/1034 (\$1 million). Finally received notification of approval for all projects.

Notified that the following grant applications were unsuccessful:

- N/A

Drafting the following applications:

- N/A

CDSC grant program contract management support, reporting and acquittal of all CDSC grant funding, including the following updates:

- Community Events Program – 0137 acquittal submitted. The department has asked for further information from the council to finalise the report assessment.
- Milestone 5 report for LSP-041 submitted.
- SCCF3-0448 milestone report drafted. It will be submitted to the council for clearance when the general ledger report has been provided by the council.
- The additional evidence required by the department to finalise the submitted SCCF4-0915 milestone report was accepted. The department advised that the report was approved, and the progress payment released to the council. Completion report drafting for SCCF4-0915 underway.
- Drafting of completion report for LSP-041 underway. Council to advise when final project works completed.
- Acquittal report for the Wilcannia Accommodation Business Case grant underway.
- Acquittal reports for the CRIF (Tilpa Hall and Victory Park Caravan Park) grants submitted.
- MP working with the council to acquit the Heavy Rigid Vehicle Licence Training (Regional Aboriginal Partnerships) grant.
- Winter Holiday Break acquittal report submitted to the department.
- Activity 2 milestone report for BCW-003 submitted to the department.
- MP working with the council, the Department of Regional NSW and the Baaka Corporation to acquit BCW-002.
- Regional Drought Resilience Plan (RDRP2-008) milestone report submitted.



Provided general grant and project management advice, including:

- Central Darling Shire Floodplain Risk Management Study and Plan project management:
 - o Held Project Control Meeting on 22 August 2024.
- Supported assessment of White Cliff Caravan Park Tender evaluation.
- Discussed Growing Regions Program projects and delivery of the Ivanhoe Public Art Project under SCCP Rd 5 with CDCS.
- with General Manager.
- Supporting CDSC with grants advice and planning.
- Supporting the Baaka Cultural Centre with grant strategy and advice.

PROPOSED SEPTEMBER 2024 WORK SCHEDULE

- Preparing and finalising applications for the following project (s):
 - o Growing Regions Program (due 10 October 2024):
 - Revise White Cliffs Caravan Park application and Business Case from Rd 1.
 - Central Darling Streetscape Application and Business Case.
 - o Summer/Autumn Holiday Break Program 2025.
 - o Safer Locals Roads and Infrastructure Program – Council to advise project to be applied for.
- Continue with project management of:
 - o Central Darling Shire Floodplain Risk Management Study; and
 - o Plan and Regional Drought Resilience Plan.
- Follow up on the delivery of the Ivanhoe Public Art Project under SCCP Rd 5.
- CDSC grant programs support including tracking, reporting and acquittal grant funding.
- Continue to explore and research grant funding opportunities to meet Council priorities.
- Continual to support CDSC with grant funding project reporting and acquittals.
- Support for Baaka Cultural Centre as agreed with CDSC.

PROPOSED SCHEDULE TO DECEMBER 2024

- Continue to work on and submit new grant applications due to December 2024, including matching CDSC project priorities with grant opportunities as they become available with a focus on funding for:

<ul style="list-style-type: none"> - Capital funding for Ivanhoe childcare start-up - Streetscapes - Review of the EMPlan. - Roads and Airstrips - Council cemeteries (fencing/plaques) - Menindee Street Art - Replacement of Shire Swimming Pools x 4. - Solar Panels for Council buildings Ivanhoe - Swimming Pool heating 	<ul style="list-style-type: none"> - Fishing Cleaning Tables at Menindee Lake system - Landfill improvements (Litter fencing, CCTV, operational) - Water Security for White Cliffs - Ivanhoe RSL Tennis Court Resurface / Multipurpose Courts - Menindee Playground soft surface.
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- Prepare for next round (November 2024) of the Club Grants Infrastructure Fund (NSW) to support applications for:
 - o White Cliffs Sporting Association – White Cliff Golf Course artificial greens.
 - o Wilcannia Golf Club – Wilcannia Bowling Greens.
- Continued grants administration advice and support (including reporting and acquittals).

SUMMARY OF DAYS WORKED

Total Days under Service Agreement (to end June 2025)	Rolling Total Days Used	August 2024 Days Used	Days Remaining at 31 August 2024
84	8.5 ¹	7	68.5

Please contact me if there is anything you would like to discuss regarding the above report.

Prepared by:



Andrew Morris
 Director, Morris & Piper Advisory
 3 September 2024
 Email: andrew@morrispiper.com
 Mobile: 0427 015 580

¹ One day carried over from 2023-24.
 3 September 2024



Title of Procedure	Signs as Remote Supervision Management Procedure		
This applies to	All Council Employees		
Author	Kara Mohr	Date approved:	
Position of Author	WHS/Risk Officer	Authorised by:	General Manager
Legislation, Australian Standards, Code of Practice	<ul style="list-style-type: none"> • Work Health and Safety Act 2011 (NSW) • Work Health and Safety Regulation 2017 (NSW) • AS/NZS ISO 31000:29 Risk Management – Principles and Guidelines 		
Related Policies/Procedures	<ul style="list-style-type: none"> • 		
TRIM Reference:	GD24/13477		
Document Reference:	PR028		

1. PURPOSE

This procedure has been developed to provide Council with a systematic process to determine signage requirements for Parks, Sporting facilities, Swimming Pools and Reserves under Councils management or control.

It has been developed in accordance with the Statewide Mutual Best Practice Manual – “Signs as Remote Supervision” and International Standard AS/NZS ISO 31000:2009 Risk management – Principles and guidelines.

2. COMMENCEMENT OF THE PROCEDURE

This procedure will commence from XXXXX. It replaces all other procedures relating to Signs as Remote Supervision Management.

This procedure is to be reviewed at least every five years or where changes are made to Statewide Mutual Best Practice Manual. Facilities are to be reviewed at least every five years or where the situation has changed at the facility, for example new playground equipment or other infrastructure being installed.

Signs as Remote Supervision Management Procedure – Version 1.0 Created: August 2024 Updated: N/A Next Review:	Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.	Page 1 of 11
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3. OBJECTIVES

- To provide clear guidelines as to the placement of guidance, warning, directional or prohibition signs.
- To ensure the safe and effective management of parks, sporting grounds, swimming pools and reserves through the provision of appropriate signs consistent with the hazards and facilities provided at these locations.
- To ensure effective risk management strategies are identified, implemented and monitored for continued effectiveness.
- To ensure a regular inspection routine.
- To ensure that Council complies with the Best Practice Manual “Signs as Remote Supervision” provided by Council’s liability insurer, Statewide Mutual.
- To minimise Council’s exposure to public liability claims emanating from the provision of services to the community.
- To provide safe and enjoyable facilities for the community.

4. SCOPE

Determining, Installing and maintaining consistent and appropriate signage is a cost-effective means for Council to provide information and supervision to the public at varying locations under the management or control of Council.

Signs perform the function of imparting specific information to the public that would otherwise require the presence of a Council staff member. Appropriate signage seeks to allow persons to make an informed decision prior to entering/using a particular facility.

This procedure additionally assists Council in making informed decisions on how to manage identified hazards and risks located at the facility.

Council shall:

- Use and refer to the procedures set out in the Statewide Mutual Best Practice Manual “Signs as Remote Supervision” in relation to its signs used as remote supervision. Such signage shall be used to direct, advise or warn members of the public of inherent risks in the environment in which they are utilising.
- Establish and maintain regular inspection program of Council’s remote supervision signage as part of Parks and Gardens inspections of facilities in line with the assessed Facility Risk Rating (FVR) and Councils resource base as determined by Director of Shire Services.
- Signs in existence not meeting Statewide Best Practice and/or Australian standards shall be replaced as funds permit in order of priority based on Statewide Mutuals Facility Visitation Rating (FVR) and risk level of identified hazards
- Establish and maintain a regular inspection program of playgrounds and playground equipment as part of Parks and Gardens inspections of facilities in line with the assessed FVR and Councils resource base as determined by Director of Shire Services.
- Set intervention standards for any repairs or risk mitigation strategies in line with the level of risk and Council resource base as determined by Director of Shire Services.
- Monitor and review residual risks.
- Ensure all inspections are recorded in Council’s record system TRIM.
- Provide training to staff in the inspection of facilities; and

Director of Shire Services to seek an annual budget allocation to be used for the establishment of any new required signage and for the replacement of old, vandalised or missing signs, damaged or unsafe infrastructure and other identified hazards requiring treatment.

<p><i>Signs as Remote Supervision Management Procedure – Version 1.0</i> Created: August 2024 Updated: N/A Next Review:</p>	<p><i>Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.</i></p>	<p>Page 2 of 11</p>
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5. TRAINING

Training and instruction shall be provided by Statewide Mutual Risk Manager to Councils WHS & Risk Coordinator in the assessment of risks and required signage for Parks, Sporting facilities, Swimming Pools and Reserves under Councils management or control. Any further training shall be provided by Councils WHS & Risk Coordinator.

6. PROCESS

General Manager and Directors:

- Has ultimate responsibility in the support and application of this procedure. Ensure that adequate resources are available to effectively manage the risks associated
- Ensure that processes are in place for the review of this procedure every two years.

Managers and Supervisors:

- In consultation with workers, ensure inspections and general asset management inspections are undertaken regularly.

Risk/WHS Officer:

- undertake Signs as Remote Supervision assessment periodically and advise stakeholders of any identified hazards and suggested risk controls.

7. MEDIA

Any liaison with the media regarding incidents or injuries at any Council owned or managed facility shall be coordinated by Council's General Manager or in his absence, Council's acting General Manager.

8. RECORDS

Central Darling Shire Council will maintain the following records relating to Signs as Remote Supervision Management in accordance with Council's Record Management Policy (GF21/734 – GD19/17263):

Record Name	Storage Location	Who has responsibility for Storage
<i>Outdoor work Risk Assessment</i>	<i>TRIM system</i>	<i>Risk/WHS Officer</i>
<i>SWMS/ SOPs/ SWIs</i>	<i>TRIM system</i>	<i>Operations Manager</i>
<i>Health Monitoring Records</i>	<i>TRIM & BeSafe systems</i>	<i>Risk/WHS Officer</i>
<i>Related Training Records</i>	<i>TRIM & BeSafe systems</i>	<i>Risk/WHS Officer</i>

The privacy and confidentiality of all parties must be considered and respected at all times, especially regarding the availability of records and the inclusion of personal details.

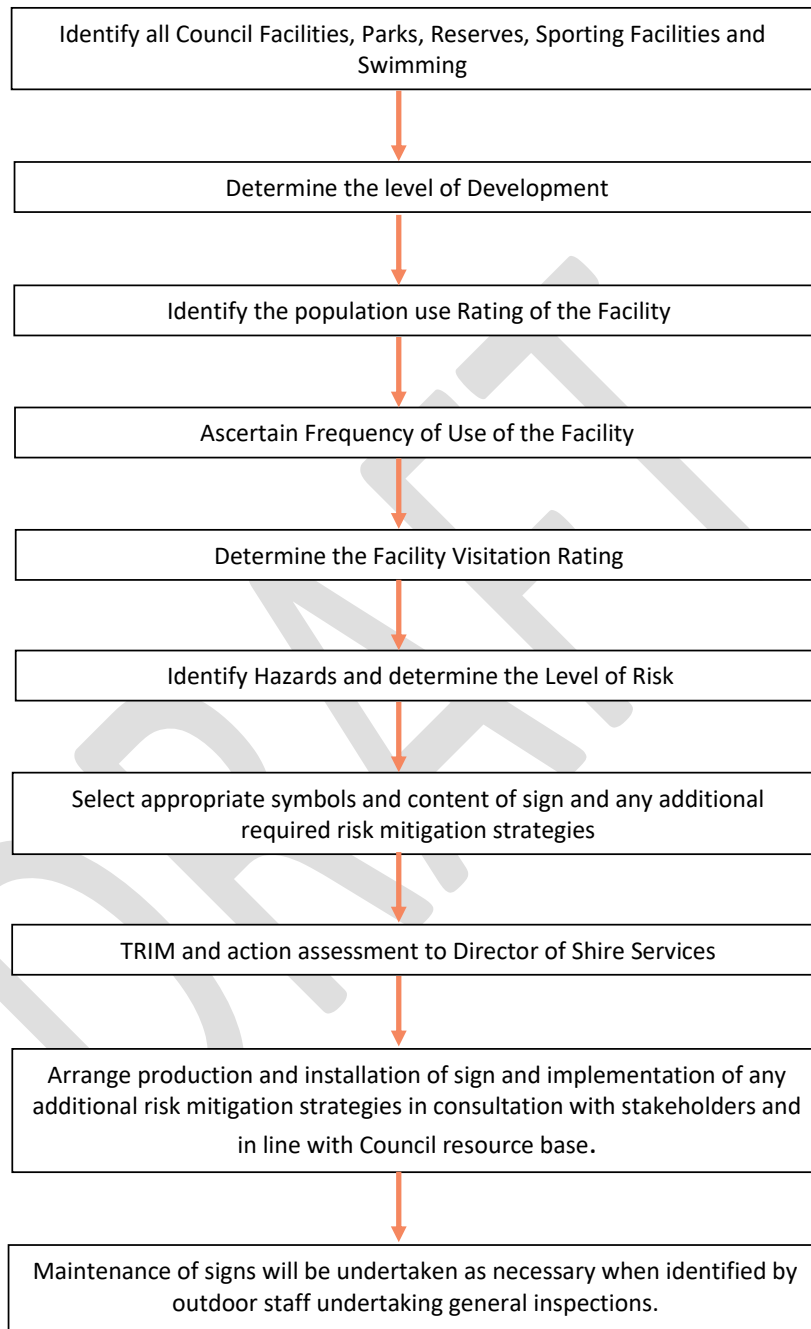
9. APPENDICES

1. Signs as Remote Supervision Process
2. Facility Inspection and Reporting Frequency
3. Signs and Facility Assessment Form
4. Sample Sign

Signs as Remote Supervision Management Procedure – Version 1.0 Created: August 2024 Updated: N/A Next Review:	Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.	Page 3 of 11
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Appendix 1

Signs as Remote Supervision Process



<p><i>Signs as Remote Supervision Management Procedure – Version 1.0 Created: August 2024 Updated: N/A Next Review:</i></p>	<p><i>Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.</i></p>	<p>Page 4 of 11</p>
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Appendix 2 Facility Inspection and Reporting Frequency

FVR	Facility Inspection and Reporting Frequency
2 – 3	Inspect every 2 years or when changes are made at facility
4-6	Inspect every 2 years or when changes are made at facility
7 – 10	Inspect annually or when changes are made at facility
11 – 15	Inspect annually or when changes are made at facility
16 – 20	Inspect every 6 months or when changes are made at facility
21 – 26	Inspect every 3 months or when changes are made at facility

DRAFT

Appendix 3 - Signs and Facility Assessment Form

SIGNS AS REMOTE SUPERVISION ASSESSMENT FORM

Facility Name:

Address:

Date of Assessment:

INSERT PICTURE/SAT IMAGE OF FACILITY HERE

Structures and Features at Facility			
Signs at Facility			
Facility Visitation Rating (FVR)		Rating for Site	Score
(A) Development			
(B) Population using site			
(C) Frequency of use			
		FVR = (A x B) + C	
List of Hazards identified and assessed (prioritised)			
Hazard	Likelihood	Consequence	Risk Rating

Hazard Warnings to be displayed on the sign			
Information to be included on the sign (Per Council/site-specific rules)			

Statewide Mutual Best Practice Manual Sign Content and Location per FVR:

	<p>INSERT RECOMENED ACTIONS PER BEST PRACTICE MANUAL HERE</p>	
--	--	--

Additional Risk Mitigation Strategies:

Assessors Name:	
Position:	

FVR Definitions	
Development	<ol style="list-style-type: none"> 1. Virginal bush, cleared land, no infrastructure. 2. Cleared land, static infrastructure (e.g. grassed area, tables and chairs, toilet block, lookout). 3. Cleared land with mobile infrastructure (e.g. grassed area with play equip, cycleway, market, leash free dog areas). 4. Council owned infrastructure with no artificial lighting (e.g. golf course, football field, rec ground, caravan park). 5. Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit courts) <p>AND / OR</p>

	<ol style="list-style-type: none"> 1. No hazardous natural features. 2. Sloping ground, no natural water; walking track around reserve. 3. Natural waterway running during wet weather, fall < 1m. 4. Creeks, ponds, drops between 1 to 3m. 5. Rivers, dam, cliffs > 3m.
Population	<ol style="list-style-type: none"> 1. < 5 people; 2. 5 to 50; 3. 50 to 100; 4. 100 to 500; 5. > 500.
Frequency of Use	<ol style="list-style-type: none"> 1. Annual activity; 2. Monthly activity; 3. Weekly activity; 4. Daily activity, 5. Continuous use.

FVR	General Sign Description	Location
2 – 3	No sign is required	NA
4 – 6	The sign should contain: <ul style="list-style-type: none"> • The name of the facility. • A general warning message. • All Council’s Regulations that apply to the facility should appear on the sign as prohibition pictograms. • Any information symbols relevant to the facility. NB: Given the low rating of or absence of risk the sign does not require the depiction of warning symbols.	A sign should appear in a prominent position within the facility.
7 – 10	The sign should contain: <ul style="list-style-type: none"> • The name of the facility. • A general warning message. • All Council’s Regulations applying to the facility should appear on the sign as prohibition pictograms. • All potential hazards identified within the facility that have a risk rating of HIGH should appear on the sign as warning symbols. If no HIGHs then the 	A sign should appear at all entrances to the facility provided by Council.

FVR	General Sign Description	Location
	<p>top hazard should appear.</p> <ul style="list-style-type: none"> • Any information symbols relevant to the facility. 	
11 - 15	<p>The sign should contain:</p> <ul style="list-style-type: none"> • The name of the facility. • A general warning message. • All Council’s Regulations that apply to the facility should appear on the sign as prohibition pictograms. • All potential hazards identified within the facility that have a risk rating of HIGH should appear on the sign as warning symbols. If no HIGH’s then the top two hazards should appear. • Any information symbols relevant to the facility 	<p>A sign should appear at all entrances to the facility provided by Council.</p>
16 - 20	<p>The sign should contain:</p> <ul style="list-style-type: none"> • The name of the facility. • A general warning message. • All Council’s Regulations that apply to the facility should appear on the sign as prohibition pictograms. • All potential hazards identified within the facility that have a risk rating of HIGH should appear on the sign as warning symbols. If no HIGHs then the top three hazards should appear. • Any information symbols relevant to the facility. 	<p>A sign should appear at all entrances provided by Council to the facility. Consideration should be given to placing signs in other areas of high use.</p>
21 - 26	<p>The sign should contain:</p> <ul style="list-style-type: none"> • The name of the facility. • A general warning message. • All Council’s Regulations that apply to the facility should appear on the sign as prohibition pictograms. • All potential hazards identified within the facility that have a risk rating of HIGH should appear on the sign as warning symbols. If no HIGHs then the top four hazards should appear. • Any information symbols relevant to the facility. 	<p>A sign should appear at all entrances provided by Council to the facility. Consideration should be given to placing signs in other areas of high use</p>
27 - 30	<p>Council should consider full time supervision whilst the facility is occupied, as well as the display of warning symbols.</p> <p>The level of risk is such that the installation of a sign alone warning people of the hazards would not be the most appropriate risk reduction technique.</p> <p>A combination of both supervision and signage is the most appropriate approach.</p> <p>Whatever level of supervision Council elects, the supervisory body must be experienced and trained for the activity.</p>	<p>In addition to supervision, consideration should be given to placing signs at the entrance and in other highly visible</p>

FVR	General Sign Description	Location
		areas within the facility.

Consequence Definitions

Category	Insignificant	Minor	Moderate	Major	Catastrophic
Public Liability	First aid only required; minimal loss to organisation.	Some medical treatment required; medium loss to organisation.	Significant injury involving medical treatment or hospitalisation; high loss to organisation.	Severe injuries or fatalities to individual; very high loss to organisation.	Multiple fatalities or extensive long term injuries; worst case loss to organisation.

Likelihood Definitions

Category	Rare	Unlikely	Possible	Likely	Almost Certain
Public liability	Only ever occurs under exceptional circumstances.	Conceivable but not likely to occur under normal operations; no evidence of previous incidents.	Not generally expected to occur but may under specific circumstances	Will probably occur at some stage based on evidence of previous incidents	Event expected to occur most times during normal operations

Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	High	Extreme
	Possible	Low	Medium	High	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	High

Appendix 4 – Sample Sign





Access to Information POLICY

Document Reference No:	GD24/7691 GF22/729	Version:	4
Service Unit:	Customer Services		
Author:	Records and Administration Officer Records Management Consultant		
Responsible Officer:	General Manager		
Authorisation Date:	26 June 2024	Review Date:	June 2026
Minute No:	xxx		

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Access to Information Policy

Purpose

The purpose of the Access to Information Policy at Central Darling Shire Council (CDSC) is subject to NSW legislation that requires the Council to be open and accountable in the exercise of its functions, and to handle personal and health information in a fair and reasonable manner. CDSC will seek to ensure that legitimate requests for access to information are handled promptly and that members of the public are able to access information, subject to the public interest.

In doing so CDSC recognises that it must take into account the privacy of others, legal and commercially sensitive information.

This policy sets out the documents and types of information that are available to members of the public as a matter of routine, and those that will not generally be available for inspection and copying. Where practicable, CDSC will deal with requests to inspect documents in accordance with the Government Information (Public Access) Act (GIPAA) free of charge, but a reasonable photocopying fee may be payable under the Act and for access to versions of documents that are neither current nor immediately preceding versions of the document and are not reasonably accessible. All charges are detailed in CDSC's Schedule of Fees and Charges.

There is a right of access under the GIPAA to certain documents held by CDSC unless there is an overriding public interest not to do so. Any applications under GIPAA will be processed in accordance with the Act's requirements and a determination made to release the documents or refuse access on the basis of the relevant considerations under that Act. Charges for formal applications are in accordance with the GIPAA Fees and Charges and include a \$30 application fee. In some circumstances processing charges may also be applied.

CDSC also may provide access to information under other legislation. Under the NSW Privacy and Personal Information Protection Act (PPIPA) 1998 and the NSW Health Records and Information Privacy Act (HRIPA) 2002, an individual also has a right to access and amend records held by Council which contain their personal details, matters related to their business affairs and any records containing information about their health. Where information about an individual is held in documents, files or systems that include information about other persons, any request should be made under the GIPAA. The Act provides for consultation with other affected parties prior to disclosure of information concerning their personal or business affairs.

Under the State Records Act 1998 CDSC is required to give an access direction (whether the records are open or closed) for all their records that are at least thirty (30) years old in what is described as the "open access period". Under the NSW Environmental Planning and Assessment (EPA) Act 1979 and Regulations 2000 there is a right to access Development Application registers and documents held by CDSC subject to restrictions set out in s.268(3).

Access to Information Policy

Application

CDSC publishes open access, or mandatory release, information on its website unless there is an overriding public interest against disclosure or do so would impose an unreasonable additional cost on CDSC. In respect of the latter the CDSC will make the information freely available in another format e.g., hard copy at the CDSC Administration Office. The open access information is:

- CDSC's policy documents.
- a publication guide with information about the CDSC's structure and functions and listing the type of information that is publicly available.
- a disclosure log of formal access applications where in CDSC's opinion the information released may be of interest to other members of the public.
- a register of contracts worth more than \$150,000 that CDSCs have with private sector bodies.
- a record of open access information that CDSC does not make publicly available on the basis of an overriding public interest against disclosure.

In addition, schedule 5 of the GIPA Act requires that certain documents held by CDSC, are to be made publicly available for inspection, free of charge. The public is entitled to inspect these documents either on CDSC's website (unless there is an unreasonable additional cost to CDSC to publish these documents on the website) or at the offices of the CDSC during ordinary office hours or at any other place as determined by the CDSC. Any current and previous documents of this type may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges.

These documents are:

1. Information about CDSC

- The model code of conduct prescribed under section 440(1) of the Local Government Act
- CDSC's adopted Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Workforce Management Plan
- Equal Employment Opportunity Policy concerning the Payment of Expenses and Provision of Facilities to the Mayor and Councillors
- Annual Reports of Bodies Exercising Functions Delegated by CDSC (e.g., Section 355/377 Committees)
- Any Codes referred to in the Local Government Act
- Returns of the Interests of Councillors,
- Designated Persons and Delegates
- Agendas, Business Papers, and Minutes of CDSC/Committee meetings (except meetings that are closed to the public)
- Division of Local Government, NSW Department of Premier and Cabinet Representative Reports presented at a meeting of CDSC.
- Land Register
- Register of Investments
- Register of Delegations

Access to Information Policy

- Register of Graffiti removal works.
- Register of current Declarations of Disclosures of Political donations
- Register of Voting on Planning Matters

2. Plans and Policies

- Local Policies adopted by CDSC concerning approvals and orders.
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Contribution Plans

3. Information about Development Applications

Development Applications and any associated documents received in relation to a proposed development, e.g.

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification Documents
- Town Planner Reports
- Submissions received on Development Applications
- Heritage Consultant Reports
- Tree Inspections Consultant Reports
- Acoustic Consultant Reports
- Land Contamination Consultant Reports
- Records of decisions on Development Applications including decisions on appeals
- Records describing the general nature of documents that CDSC decides to exclude from public view after application of public interest test considerations.

4. Approvals, Orders and Other Documents

- Applications for approvals under part 7 of the LGA
- Applications for approvals under any other Act and any associated documents received.
- Records of approvals granted or refused, any variation from CDSC Policies with reasons for the variation, and decisions made on appeals concerning approvals.
- Orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA.
- Orders given under the Authority of any other Act.
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979
- Plans of land proposed to be compulsorily acquired by CDSC.
- Compulsory Acquisition Notices
- Leases and Licenses for use of Public Land classified as Community Land

Copies of documents provided are given for information purposes only and are provided by CDSC to meet its requirements under relevant legislation. Copyright laws still apply to each document. The copyright-owner's consent is required for documents where copyright applies such as documents on development applications. This information would generally be available for inspection however may not be able to be copied.

In addition, from time-to-time CDSC will make as much other information as possible publicly available in an appropriate manner, including on their website. The information will be available free of charge or at the lowest reasonable cost. Such other information includes frequently requested information or information of public interest that has been released as a result of other requests.

Access to Information Policy

CDSC will endeavour to release other information in response to an informal request, subject to any reasonable conditions as CDSC thinks fit to impose. However, notwithstanding the lodgement of an informal application, CDSC may require a formal access application to be submitted where the information sought:

- is of a sensitive nature that requires careful weighing of the considerations in favour of and against disclosure, or
- contains personal or confidential information about a third party that requires consultation, or
- would involve an unreasonable amount of time and resources to produce.

Exemptions to Access

CDSC may refuse a request for information if there is an overriding public interest against disclosure or if searching for the requested information would require unreasonable and substantial diversion of the CDSC's resources.

CDSC will always explain to the applicant its reasons for applying an exemption. CDSC will not classify information as exempt unless there are clear reasons for doing so. Where documents contain exempt information, any remaining information contained within the requested document will be available under the Act.

In determining whether there is an overriding public interest against the disclosure of the information, CDSC will fully consider the Public Interest Test.

The GIPA Act provides an exhaustive list of public interest considerations against disclosure. These are the **only** considerations against disclosure that CDSC will consider in applying the public interest test.

Considerations are grouped under the following headings:

- responsible and effective government
- law enforcement and security
- individual rights, judicial processes, and natural justice
- business interests of agencies and other persons
- environment, culture, economy, and general matters
- secrecy provisions (in legislation other than those listed in Schedule 1)
- exempt documents under interstate Freedom of Information legislation.

In applying the public interest test, CDSC will **not** take into account:

- that disclosure might cause embarrassment to, or loss of confidence in, the CDSC.
- that any information disclosed might be misinterpreted or misunderstood by any person.

Access to Information Policy

CDSC will consider any submissions made by an applicant in relation to public interest considerations, as well as any factors personal to the applicant.

Under GIPAA there are 12 categories of information (eight of which appear to affect local government) for which there is a conclusive presumption of an overriding public interest against disclosure. These eight are:

1. Information subject to an overriding secrecy law (26 specifically named Acts)
2. Information subject to the direction or order of a court or other body with the power to receive evidence on oath.
3. Information subject to legal professional privilege
4. 'Excluded information' (judicial and prosecutorial information, information about complaints handling and investigative functions, competitive and market sensitive information and information in relation to specific functions of the Public Trustee)
5. Documents affecting law enforcement and public safety.
6. Specific information relating to transport safety.
7. Specific reports concerning the care and protection of children.
8. Specific information relating to Aboriginal and environmental heritage.

Generally, under GIPAA, CDSC must not publish and must refuse requests to disclose information in the above categories. Formal applications for 'excluded information' are invalid under the Act.

In dealing with informal applications CDSC will apply a similar decision-making framework.

Accessing Information and Making an application

The public may obtain access to information as follows:

- by searching the CDSC's website to see if it is already available
- by contacting CDSC and requesting the information. CDSC will advise whether the information requested:
 - is *open access*, or *mandatory release* information that is readily available and where and how to get the information.
 - should be made available as part of a *proactive release* of information.
 - can be disclosed through an *informal release*, for example where no third-party personal information is involved.
 - requires a *formal access application*, for example because consultation with a third party is required.

Access to Information Policy

To make an **informal request** for access to information under GIPA Act, CDSC may require the completion of an 'Informal Access to Information Request' form. No fee is required on application.

To make a **formal request** for access to information under GIPA Act, the 'Formal Access to Information' Request Form should be completed. The Formal Application fee is \$30.00 and processing charges may be applicable (there is no GST in relation to these charges). An acknowledgement of such application will be provided by CDSC within five working days.

If a fee for photocopies of documents provided under the GIPA Act is payable, it will be listed in CDSC's adopted Fees and Charges and is GST inclusive.

Time Limits

In respect of formal applications, CDSC will notify applicants of the decision on an application within 20 working days, unless the applicant agrees to extend the time. CDSC may also extend the time by up to 15 working days where consultation with a third party is required or if CDSC needs to retrieve records from archives.

If access is deferred by CDSC, then CDSC will notify the applicant and include the reason for deferral and the date on which the applicant will be given access. A decision to defer access is reviewable (see Rights of Review and Appeal). If CDSC does not decide the applicant's access application within the above timeframes, it is deemed 'refused'. CDSC will refund the application fee and the applicant may seek internal or external review (see Rights of Review and Appeal) of this refusal. This will not apply if an extension of time has been arranged or payment of an advance deposit is pending.

Rights of Review and Appeal

Where a member of the public is refused access under a formal application under GIPA Act, CDSC will provide details of the reasons for refusal to the member of the public in writing. An applicant who has been refused access by CDSC to information requested under a formal request for access to information under the GIPA Act has three options of review available.

1. Applicants can apply to CDSC for an **internal review**. This is review by someone more senior than the original decision maker and there is a \$40 fee. Applicants have 20 working days from receiving notice of a decision to ask for an internal review.
2. If an applicant is not satisfied with the internal review, or does not want one, they can ask for a **review by the Information Commissioner**. Applicants have eight weeks from being notified of a decision to ask for this review.
3. If an applicant is not satisfied with the decision of the Information Commissioner or the internal reviewer or if they do not want to take these options, they can **apply to the Administrative Decisions Tribunal (ADT)**. If the applicant has already had a review by the Information Commissioner, they have four weeks from notification of the decision to make this application. If they haven't had a review by the Information Commissioner, they have eight weeks from notification of the decision to make this application.

Access to Information Policy

It is noted that there are no rights of review in respect of informal applications, but the applicant may make a formal application at any time.

Responsibilities

This policy and associated business rules will be formally reviewed, on a two-yearly basis.

The success of the Policy relies on everyone recognising information as an asset of strategic, operational, and administrative value; and handling it in a manner that is transparent and accountable. Policies can specify tasks, but unless responsibility is assigned and individuals are held accountable for carrying them out, implementation will be ineffective.

The **General Manager** is responsible for:

- authorising and promulgating Council Instructions regarding records Management.
- promoting compliance with this policy.
- managing the Council's information governance and management frameworks, policies and practices, and provision of advice to staff.
- provides sufficient support and resources for ensuring the successful implementation of the policy and guidance.
- ensures that adequate guidance is produced to support Council staff, contractors and outsourced providers in understanding and implementing the policy.
- promoting compliance with the policy and procedures; and
- fostering a culture of information as an asset and best practice recordkeeping and information management within the Council.

The Director, Managers, and Supervisors shall be responsible for:

- ensuring that officers under their management are aware of their information management obligations; and
- supporting and fostering a culture of information as an asset.
- ensuring full and accurate records of decisions and agreed actions of the project are created and captured into the corporate recordkeeping system.
- ensuring that high risk and high value records and information are identified for protection from loss and disaster; and
- ensuring records and information management is considered and included in systems and processes used.
-

The Customer Service Manager shall be responsible for:

- advocating and fostering a culture of information as an asset and best practice recordkeeping and information management practices.
- approving Council's information management procedures and guidelines.
- approving strategies to support records management in Council; and
- preserving information of continuing value.

Access to Information Policy

- advocating and fostering a culture of information as an asset and best practice recordkeeping and information management practices.
- reviewing, developing, and updating records management policies, procedures.
- reviewing, developing, and implementing strategies to support records and information.
- providing advice on records and information management.
- encouraging the incorporation of policy directives into business unit work procedures.

The Records Management and Administration Officer shall be responsible for:

- advocating and fostering a culture of information as an asset best practice recordkeeping and information management practices.
- managing the archiving and disposal of records over time.
- maintaining, monitoring, and reviewing Council's recordkeeping program.
- providing support to CM10 users through effective service desk support arrangements.
- creating and maintaining recordkeeping procedures; and
- delivering recordkeeping and CM10 training, support, and advice to all staff.
- the information management monitoring and review program.

Customer Service Team shall be responsible for:

- for maintaining the technology for Council's business information systems, including maintaining appropriate system accessibility, security and back up.
- ensuring that any actions, such as removing data from systems, storage, or folders, are undertaken in accordance with this and other relevant policies; and
- Maintenance of the corporate recordkeeping and business systems, the servers where the metadata and data reside, and the network environment to enable access to the recordkeeping and business applications, ensuring that all records and information are reliable, available, and accessible to staff when required.

All Staff must ensure that they:

- understand their records management obligations and policies that relate to their role.
- support and build a culture that promotes information as an asset.
- make sure that the record they destroy is not an agreement, contract, or a legal document.
-

Provisions

To meet the obligations of the Access to Information policy, CDSC will abide by the fundamental principles of the GIPA Act and the State Records Act

Access to Information Policy

Legislation

Council's records management practices comply with relevant Acts and Regulations and standards relating to records management.

Legislation Includes:

- *State Records Act 1998* - (Reviewed 2004)– (including standards and retention and disposal)
- *Government Information (Public Access) Act 2009: 2022 – 2023 (GIPA)*
- *Privacy and Protection of Personal information Act 1998*
- *Evidence Act 1995*
- *Health Records and Information Privacy Act 2002*
- *Local Government Act 1993*
- Standard on Full and Accurate Records (Standard 7)
- Standard on Managing a Records Management Program (Standard 8)
- Standard on the Physical Storage of State Records
- *Standard on Recordkeeping in the Electronic Business Environment (Standard 4)*
- *Environment Protection Act*
- *Environmental Planning & Assessment Act*
- *Evidence Act 1995 (NSW)*
- *Fringe Benefits & Income Tax Assessment Act*
- *Insurance Act*
- *Local Government Act 1993*
- *Public Health Act & Regulations*
- *Public Sector Management Act 1988*
- *Roads Act & General Regulation*
- *Roads & Traffic Act*
- *State Emergency & Rescue Management Act*
- *Swimming Pools Act*

Access to Information Policy

Related Documents

- Records Management Framework
- Records Management Strategic Plan
- Access to Information Policy
- Internet and Email Policy
- Privacy Management Plan
- Bring Your Own Devices (BYOD) Policy
- Normal Administrative Practices (NAP)
- Workplace Surveillance Procedure – (which covers off on how information obtained through surveillance devices will be treated.)
- Workplace Privacy - Employee Information Procedure (*which outlines how employee records will be managed.*)

Monitoring and Review

This policy will be monitored and reviewed by the responsible person to ensure compliance. Once adopted, it remains in force until it is reviewed by Council. It is to be reviewed approximately every two (2) years to ensure that it meets requirements, or sooner if the General Manager determines appropriate.

MINUTES HALL COMMITTEE SATURDAY 7th SEPTEMBER 2024 10.30 AM

PRESENT: Sue Downton, Wendy Downton, Ron Downton, Enid Black and Jane Stevenson

APOLOGIES: Annette Turner, Cree Marshall and Irmhild Bakker

Meeting opened by President Ron at 10:45 am

Financial statement - Ron read the financial statement advising the closing balance is \$26,439.03

Moved by Jane Stevenson, second Wendy Downton. CARRIED

Minutes of previous meeting held on the 27th July 2024 were read by Ron Downton

Moved by Enid Black, second by Sue Downton. Ron signed the minutes confirming them to be true and correct. CARRIED

Business arising from the previous meeting:

1. DJ sent text to advise she has decided not to take up the position of Secretary/Treasurer. Jane to type a letter of resignation and have DJ sign it.
2. Zoom classes – Jane showed the exercise program to everybody. Annette will advise when Jenny Warburton is able to visit White Cliffs and do the yoga class.

Motion by Jane Stevenson to have a trial exercise class on Sunday 22nd September in the hall at 10.30am.
Second Wendy Downton. CARRIED.

3. Computer and printer are ready and will be picked up by Jane from Annette before the next meeting.
4. Ron to talk to Council re public liability. This was for children's events i.e., paint and sip, picnic day etc.
5. Outstanding jobs to be completed at the Hall. Ron advised the gutter is up but the downpipe is not connected. Panic doors still need to be addressed. Ron will speak to Council.
6. Governance Training – Can the council please organise and provide governance training for the 355 and all committees in White Cliffs? Jane to contact Council.
7. Certificates of Appreciation. Annette will complete this process.
8. Storage of remembrance items. Ron said we may be able to clean up the back store room for that.
9. Motion by Ron Downton that we settle with two signatories for the time being i.e., Ron Downton and Wendy Downton. Second Enid Black. CARRIED.
10. Next meeting is Sunday 1st December at 10.30 am. An AGM will also be held before the general meeting. Jane to advertise on or before the 31st October. In 2025 the committee will meet March, June and September with extra meetings scheduled when a hall booking requires set up, cleaning etc.

New Business

1. Jane to talk to the Council with respect to the auditing of the Hall Committee books
2. Jane to organise the removal of DJ's name from What's on in White Cliffs and advise the shop that Hall mail to be put in PO Box 404.

Meeting closed at 12 noon

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING HELD IN THE
COUNCIL CHAMBERS, 21 REID STREET, WILCANNIA
ON WEDNESDAY, 28 AUGUST 2024**

PRESENT: Allan Carter
Jay Nankivell
Dave Tanner
Sean Hounslow

IN ATTENDANCE: Greg Hill (General Manager)
Kevin Smith (Finance Manager)
Uday Mamidala (Finance Officer)
Manuel Moncada (Member)
Phil Swaffield (Member)
Brett Hanger (Member)
Natalie Batson (Executive Assistant)
Nerida Carr (Governance Officer)
Shirley Burraston (Management Accountant)
Guests – Office of Local Government
Brett Whitworth – Deputy Secretary Local Government

1 OPENING OF MEETING

The meeting was declared open at 11:33am

2 ACKNOWLEDGEMENT OF COUNTRY

An acknowledgement of the traditional custodians of the land was delivered by the chairperson.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 APOLOGIES

Bob Stewart

3.2 LEAVE OF ABSENCE

Nil

4 DISCLOSURES OF INTEREST

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

RESOLVED: ARIC 01-08-2024

Mover: Member Jay Nankivell
Secunder: Member Allan Carter

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

CARRIED

No declarations were received.

5 CONFIRMATION OF MINUTES

5.1 PREVIOUS MEETING MINUTES

RESOLVED: ARIC 02-08-2024

Mover: Member Jay Nankivell

Seconder: Member Allan Carter

That the minutes of the Audit Risk and Improvement Committee Meeting held on 22 May 2024 be received and confirmed as an accurate record.

CARRIED

6 REPORTS

6.1 ARIC - ENDORSEMENT OF NEW COMMITTEE MEMBER

RESOLVED: ARIC 03-08-2024

Mover: Member Jay Nankivell

Seconder: Member Allan Carter

That the Audit Risk and Improvement Committee Meeting will:

1. Receive the report.
2. Note the appointment of Sean Hounslow to Councils Audit, Risk and Improvement Committee (ARIC).

CARRIED

6.2 ARIC- TERMS OF CONDITIONS AND INTERNAL AUDIT CHARTER

RESOLVED: ARIC 04-08-2024

Mover: Member Allan Carter

Seconder: Member Jay Nankivell

That the Audit Risk and Improvement Committee Meeting will:

1. Receive the report.
2. Note the adoption of the ARIC Terms of Conditions.
3. Note the adoption of the ARIC Internal Audit Charter.

CARRIED

6.3 LETTER FROM THE MINISTER FOR LOCAL GOVERNMENT

RESOLVED: ARIC 05-08-2024

Mover: Member Jay Nankivell

Seconder: Member Allan Carter

That the Audit Risk and Improvement Committee Meeting will:

1. Receive and note the report
2. Note verbal presentation by Mr Brett Whitworth, Deputy Secretary Local Government.

CARRIED**6.4 OUTGOING CORRESPONDANCE TO OLG AND RFS****RESOLVED: ARIC 06-08-2024**

Mover: Member Jay Nankivell

Seconder: Member Allan Carter

That the Audit Risk and Improvement Committee Meeting will:

1. Receive and note the report.

CARRIED**6.5 IVANHOE POST OFFICE SERVICES****RESOLVED: ARIC 07-08-2024**

Mover: Member Allan Carter

Seconder: Member Jay Nankivell

That the Audit Risk and Improvement Committee Meeting will:

1. Receive the report and note the following recommendations:
2. The General Manager write to the Hon. Roy Butler Member of Barwon, Hon. Tara Moriarty Minister for Western NSW, and Hon. Mark Coulton Federal Member for Parkes, seeking financial assistance for upgrades.
3. The General Manager reports back to Council soon as possible:
 - a. if financial assistance available for the upgrades from either State or Federal Governments
 - b. if funds can be sourced from Council current financial budget for the upgrades and whether a project is to be excluded, and if so, what is the impact.
 - c. Provide a recommendation to Council to either proceed or not to proceed with a contractual arrangement with Australia Post for the Ivanhoe services.

CARRIED**6.6 REVIEW OF COUNCIL ONCOSTS****RESOLVED: ARIC 08-08-2024**

Mover: Member Allan Carter

Audit Risk and Improvement Committee Meeting Minutes

28 August 2024

Secunder: Member Jay Nankivell

That the Audit Risk and Improvement Committee Meeting will:

1. Receive and note the report.
2. The Finance Department and Shire Services combined to undertake a review of plant/equipment hire rates during the Financial Year 24/25

CARRIED**6.7 VICTORY CARAVAN PARK OPERATIONS****RESOLVED: ARIC 09-08-2024**

Mover: Member Allan Carter

Secunder: Member Jay Nankivell

That the Audit Risk and Improvement Committee Meeting will:

1. Receive and note the report.

CARRIED**6.8 NATURAL DISASTER DECLARATION FOR AGRN 1141 CENTRAL DARLING NSW STORM - 5 FEBRUARY - 6 FEBRUARY 2024****RESOLVED: ARIC 10-08-2024**

Mover: Member Jay Nankivell

Secunder: Member Allan Carter

That the Audit Risk and Improvement Committee Meeting will:

1. Receive and note the report

CARRIED**6.9 CASH AND INVESTMENTS - JULY 2024****RESOLVED: ARIC 11-08-2024**

Mover: Member Allan Carter

Secunder: Member Jay Nankivell

That the Audit Risk and Improvement Committee Meeting

1. Receive and note the report.

CARRIED**6.10 GRANTS REGISTER - JULY 2024****RESOLVED: ARIC 12-08-2024**

Mover: Member Jay Nankivell

Secunder: Member Allan Carter

That the Audit Risk and Improvement Committee Meeting will:

Page 4 of 11

1. Receive the report and note the report.

CARRIED

6.11 ADOPTION OF DRAFT OPERATIONAL PLAN, DELIVERY PROGRAM AND BUDGET 2024-25

RESOLVED: ARIC 13-08-2024

Mover: Member Allan Carter
 Seconder: Member Jay Nankivell

That the Audit Risk and Improvement Committee Meeting will:

1. Receive the report with the below recommendations endorsed by council.
2. Note that no submissions were received during the public exhibition period.
3. Adopt the Draft 2024-25 Operational Plan and Budget noting a net surplus of \$15,000.00.
4. Note the following amendments:
 - i. RMS works an increase of \$250,000
 - ii. Private Works an increase of \$750,000 (These amendments have been made due to an increase in expected activity and an increase in charged on-costs)
 - iii. Contractor costs a decrease of \$350,000 (Re-assessment based on likely expenditure to be incurred in relation to the level of grants received, private and RMS works)
 - iv. Adjustment to Roads Depreciation (A minor adjustment to the useful lives of some of the roads within the municipality)
 - v. The Draft budget for capital works indicated total expenditure of \$18.099 million, which included expenditure of \$350,000 for a new three bedroom house. On review this item has been removed.

Total capital works is now \$17.649 million.

5. Make and levy the following rates and charges under the *Local Government Act 1993* for the 2024-25 year.
 - (a) In accordance with Sections 492-494, 497-499, 533-535 and 543 of the *Local Government Act 1993*, Council make and levy the following ordinary rates for the 2023/24 year as follows:
 - (i) Farmland Rate ad valorem amount 0.0004470 cents in the dollar
 - (ii) Farmland Base Amount: \$130.00
 - (iii) Residential Rate ad valorem amount 0.070630 cents in the dollar
 - (iv) Residential Base Amount \$130.00
 - (v) Business Rate ad valorem amount 0.0582740 cents in the dollar
 - (vi) Business Base Amount \$130.00
 - (b) In accordance with Sections 496 and 501 of the *Local Government Act 1993*, Council make and impose charges for waste management services in 2024/25 as follows:

DOMESTIC WASTE SERVICE CHARGES LEVIED UNDER SECTION 496 OF THE LOCAL GOVERNMENT ACT 1993	CHARGE UNIT	2024-25 CHARGE
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<p>DOMESTIC WASTE MANAGEMENT AVAILABILITY CHARGE</p> <p>(PREVIOUSLY KNOWN AS AN "UNOCCUPIED" PROPERTY CHARGE)</p> <p><u>PURPOSE:</u> FUND WASTE MANAGEMENT FACILITIES TO MEET POTENTIAL FUTURE DEMANDS FROM VACANT LAND.</p> <p><u>APPLIES TO:</u> ALL VACANT PARCELS OF RATEABLE LAND WITHIN THE WILCANNIA, IVANHOE OR MENINDEE WASTE COLLECTION AREAS.</p> <p><u>PURPOSE:</u> FUND WASTE MANAGEMENT FACILITIES TO MEET POTENTIAL FUTURE DEMANDS FROM VACANT LAND.</p>	<p>PER PROPERTY</p>	<p>\$327.00</p>
<p>DOMESTIC WASTE MANAGEMENT SERVICE</p> <p><u>PURPOSE:</u> ENTITLEMENT TO A WEEKLY COLLECTION OF A 240 LITRE WASTE BIN & FREE ACCESS TO DISPOSE OF DOMESTIC WASTE AT COUNCIL'S WASTE MANAGEMENT FACILITY IN THE TOWN THE PROPERTY IS LOCATED IN.</p> <p><u>APPLIES TO:</u> ALL PROPERTIES WITHIN THE IVANHOE, MENINDEE OR WILCANNIA COUNCIL'S WASTE COLLECTION AREAS, WITH AN APPROVAL FOR A RESIDENTIAL BUILDING.</p>	<p>PER PROPERTY</p>	<p>\$685.00</p>
<p>DOMESTIC WASTE MANAGEMENT SERVICE – SUNSET STRIP</p> <p><u>PURPOSE:</u> PROVIDE SUNSET STRIP RESIDENTS WITH FREE ACCESS TO THE DISPOSE OF DOMESTIC WASTE AT THE SUNSET STRIP WASTE MANAGEMENT FACILITY.</p> <p><u>APPLIES TO:</u> ALL RATEABLE PROPERTIES IN SUNSET STRIP.</p>	<p>PER PROPERTY</p>	<p>\$87.00</p>
<p>DOMESTIC WASTE MANAGEMENT SERVICE – WHITE CLIFFS</p> <p><u>PURPOSE:</u> PROVIDE RESIDENTS OF THE WHITE CLIFFS TOWNSHIP WITH FREE ACCESS TO THE DISPOSE OF DOMESTIC WASTE AT THE WHITE CLIFFS WASTE MANAGEMENT FACILITY.</p> <p><u>APPLIES TO:</u> ALL RATEABLE PROPERTIES IN THE WHITE CLIFFS TOWNSHIP.</p>	<p>PER PROPERTY</p>	<p>\$73.00</p>
<p>DOMESTIC WASTE MANAGEMENT – ADDITIONAL BIN COLLECTION SERVICES</p> <p><u>PURPOSE:</u> WEEKLY COLLECTION OF ADDITIONAL 240 LITRE WASTE BIN (ADDITIONAL CHARGE PER BIN).</p> <p><u>APPLIES TO:</u> ALL PROPERTIES WITHIN THE WILCANNIA, IVANHOE OR MENINDEE WASTE COLLECTION AREAS WHERE AN ADDITIONAL DOMESTIC WASTE COLLECTION SERVICE(S) HAS/HAVE BEEN REQUESTED AND PROVIDED.</p>	<p>PER BIN</p>	<p>\$685.00</p>

WASTE MANAGEMENT SERVICE CHARGES - NON DOMESTIC LEVIED UNDER SECTION 501 OF THE LOCAL GOVERNMENT ACT 1993	CHARGE UNIT	2023-24 CHARGE
WASTE MANAGEMENT SERVICE <u>PURPOSE:</u> ENTITLEMENT TO A WEEKLY COLLECTION OF A 240 LITRE WASTE BIN. <u>APPLIES TO:</u> ALL PROPERTIES WITHIN ANY OF COUNCIL'S WASTE COLLECTION AREAS WHERE A WASTE COLLECTION SERVICE HAS BEEN REQUESTED AND PROVIDED.	PER PROPERTY	\$685.00
WASTE MANAGEMENT ADDITIONAL BIN <u>PURPOSE:</u> ENTITLEMENT TO A WEEKLY COLLECTION OF ADDITIONAL 240 LITRE WASTE BINS. <u>APPLIES TO:</u> ALL PROPERTIES WITHIN ANY OF COUNCIL'S WASTE COLLECTION AREAS WHERE AN ADDITIONAL NON DOMESTIC WASTE COLLECTION SERVICE(S) HAS/HAVE BEEN REQUESTED AND PROVIDED.	PER BIN	\$685.00

c. In accordance with Sections 501 and 502 of the *Local Government Act 1993*, make and levy charges for water supply services in 2023-24 as follows:

Water Service Charges - Wilcannia		
Service Charge Description	Charge Unit	2023-24 Charge
Filtered Water Connected	Per Connection	\$275.00
Non- Potable/Raw Water Connected	Per Connection	\$1,083.00
Filtered Water Availability	Per Property	\$181.00
Non- Potable/Raw Water Availability	Per Property	\$181.00
Filtered Water Usage	Per Kilolitre (kL)	\$3.75
Filtered Water Usage – Metered Non- Rateable Properties	Per Kilolitre (kL)	\$3.75
Non- Potable/Raw Water Usage – Metered Non Rateable Properties	Per Kilolitre (kL)	\$3.75
Water Service Charges - Ivanhoe		
Service Charge Description	Charge Unit	2024-25 Charge
Filtered Water Connected	Per Connection	\$322.00
Non- Potable/Raw Water Connected	Per Connection	\$539.00
Filtered Water Availability	Per Property	\$240.00

Non- Potable/Raw Water Availability	Per Property	\$240.00
Filtered Water Usage	Per Kilolitre (kL)	\$4.18
Non -Potable/Raw Water Usage – Rateable Properties	Per Kilolitre (kL)	\$1.81
Filtered Water Usage – Metered Non- Rateable Properties	Per Kilolitre (kL)	\$5.03
Non -Potable/Raw Water Usage – Metered Non -Rateable Properties	Per Kilolitre (kL)	\$4.18
Water Service Charges – White Cliffs		
Service Charge Description	Charge Unit	2024-25 Charge
Filtered Water Connected	Per Connection	\$1,043.00
Non- Potable/Raw Water Connected	Per Connection	\$1,043.00
Filtered Water Availability	Per Property	\$912.00
Non -Potable/Raw Water Availability	Per Property	\$912.00
Filtered Water Usage	Per Kilolitre (kL)	\$4.08
Non -Potable/Raw Water Usage – Rateable Properties	Per Kilolitre (kL)	\$4.08
Filtered Water Usage – Metered Non- Rateable Properties	Per Kilolitre (kL)	\$4.08
Non- Potable/Raw Water Usage – Metered Non- Rateable Properties	Per Kilolitre (kL)	\$4.08

d. In accordance with Sections 501 of the *Local Government Act 1993*, Council make and levy charges for sewerage services in 2023-24 as follows:

Service Charge Description	Unit Type	2024-25 Charge
Sewerage Service Charge	Per property – up to 2 connections	\$980.00
Sewerage Service Additional Charge	Per connection – more than 2 connections	\$338.00

e. Council make and impose the maximum charge for interest on overdue rates and charges as determined by the Minister for Local Government, in accordance with Section 566(3) of the *Local Government Act 1993*, being 10.5 per cent per annum for the period 1 July 2024 to 30 June 2025.

f. Fees and Charges for the use of services provided by the Council as detailed in the Operational Plan and Budget 2024-25 be adopted in accordance with Section 608 of the *Local Government Act 1993*. **CARRIED**

6.12 ADOPTION OF DRAFT LONG TERM FINANCIAL PLAN 2025-34**RESOLVED: ARIC 14-08-2024**

Mover: Member Allan Carter
Seconded: Member Jay Nankivell

That the Audit Risk and Improvement Committee Meeting will:

1. Receive and note the report with the below recommendations endorsed by council.
2. Note that no submissions were received during the public exhibition period.
3. Adopt the Long Term Financial Plan 2025 – 2034. **CARRIED**

6.13 WORKERS COMPENSATION CLAIMS REPORT**RESOLVED: ARIC 15-08-2024**

Mover: Member Allan Carter
Seconded: Member Jay Nankivell

That the Audit Risk and Improvement Committee Meeting will:

1. Receive and note the report

CARRIED**6.14 WORK HEALTH AND SAFETY PERFORMANCE REPORT****RESOLVED: ARIC 16-08-2024**

Mover: Member Jay Nankivell
Seconded: Member Allan Carter

That the Audit Risk and Improvement Committee Meeting will:

1. Receive and note the report

CARRIED**6.15 RISK AND INSURANCE UPDATE****RESOLVED: ARIC 17-08-2024**

Mover: Member Allan Carter
Seconded: Member Jay Nankivell

That the Audit Risk and Improvement Committee Meeting will:

1. Receive and note the attached reports.

CARRIED**6.16 NSW COUNCILS RENEWALS MARKET UPDATE****RESOLVED: ARIC 18-08-2024**

Audit Risk and Improvement Committee Meeting Minutes

28 August 2024

Mover: Member Allan Carter

Secunder: Member Jay Nankivell

That the Audit Risk and Improvement Committee Meeting will:

1. Receive and note the report.

CARRIED**6.17 NEW POLICY - DATA BREACH POLICY****RESOLVED: ARIC 19-08-2024**

Mover: Member Allan Carter

Secunder: Member Jay Nankivell

That the Audit Risk and Improvement Committee Meeting will:

1. Receive and note the report.

CARRIED**6.18 MANAGING EXCESS LEAVE PROGRESS REPORT****RESOLVED: ARIC 20-08-2024**

Mover: Member Allan Carter

Secunder: Member Jay Nankivell

That the Audit Risk and Improvement Committee Meeting will:

1. Receive and note the report.

CARRIED**6.19 HUMAN RESOURCE MANAGEMENT ACTIVITIES****RESOLVED: ARIC 21-08-2024**

Mover: Member Jay Nankivell

Secunder: Member Allan Carter

That the Audit Risk and Improvement Committee Meeting will:

1. Receive and note the report

CARRIED**6.20 GENERAL BUSINESS****RESOLVED: ARIC 22-08-2024**

Mover: Member Jay Nankivell

Secunder: Member Allan Carter

That the Audit Risk and Improvement Committee Meeting will:

1. Receive and note the report

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CARRIED

7 MEETING CLOSE

There being no further business to discuss, the meeting was closed at **1:06pm**.

The minutes of this meeting were confirmed at the Audit Risk and Improvement Committee Meeting of the Central Darling Shire Council held on Wednesday, 23 October 2024.

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CHAIRPERSON

DRAFT

Meeting Date	Section	Item Number	Item Header	Resolution Number	Resolution	Responsible Officer	Resolution Status
22/02/2023	SHIRE SERVICES REPORT	11.2	PROPOSED ACCESS ROAD FOR THE NEW WILCANNIA WEIR AND COMMUNITY RIVER PLACE AT UNION BEND PARK	10-02-2023	<ol style="list-style-type: none"> 1. Receive the report 2. Note the status of the Wilcannia Weir project and proposed access road 3. Council staff continue negotiations with Department Planning and Environment – Regional Projects -Water, for Council preferred design and source of remuneration for ownership and ongoing maintenance for proposed access roads. 4. Council staff continue negotiations with Department Planning and Environment – Regional Projects -Water, with proposed Community River Place area at the Union Bend Park upgrade and the ongoing future maintenance of the Crown Reserve. 5. A report be provided to Council on the outcomes of discussion with Department Planning and Environment – Regional Projects- Water, on the proposed access road and Community River Place area at the Union Bend Park. 	Reece Wilson;#29	ONGOING
28/06/2023	SHIRE SERVICES REPORTS	11.2	URBAN AND RURAL ADDRESSING PROJECT	20-06-2023	<ol style="list-style-type: none"> 1. Receive the report 2. Endorse the adoption of the Urban and Rural Project street addresses and numbering for use on the councils rates and addressing systems as listed in the attachment report item 11.2 pages 159 - 220 3. Inform Commonwealth and State agencies of the new street addressing and numbering to assist the local community. (a) Endorse the submission of the new street addresses and numbering to the Geographic names board. 	Glenda Dunn;#100;#Reece Wilson;#29	IN PROGRESS
25/10/2023	SHIRE SERVICES REPORTS	11.5	PLAN OF MANAGMENT FOR COMMUNITY LAND CROWN RESERVE 85567 UNION BEND PARK, LOT 7315 DP 1181235 WILCANNIA	OCM 15-10-2023	<ol style="list-style-type: none"> 1. Receive the report 2. Adopt the Draft Plan of Management for the Crown Reserve lot 85567 - Union Bend Park, with land use category as a “park” Lot 7315 DP 1181235, Wilcannia. (a) Send the Draft Plan of Management for the Crown Reserve lot 85567 	Glenda Dunn;#100;#Reece Wilson;#29	IN PROGRESS