



**I hereby give notice that an Ordinary Meeting of Council will be held
on:**

Date: Thursday 17 July 2025

Time: 5:00pm

**Location: Council Chambers
73 Camp Street
GRENFELL NSW 2810**

AGENDA

Ordinary Council Meeting 17 July 2025

**Luke Sheehan
Acting General Manager**

“Weddin Shire Council – working for and with the community”

Council's Mission Statement



Councillors (from left to right) Jeanne Montgomery, Wezley Makin, John Niven, Simon Rolls, Chad White, Michael Neill, Colleen Gorman (Deputy Mayor), Paul Best (Mayor), Jan Parlett

COUNCIL CHAMBERS LAYOUT

Minute Secretary					
Director Environmental Services					
Acting Director Infrastructure Services					Cr Michael Neill
Mayor Cr Paul Best					Cr Chad White
General Manager					Deputy Mayor Cr Colleen Gorman
Director Corporate Services	Cr Wezley Makin	Cr Jan Parlett	Cr Jeanne Montgomery	Cr John Niven	Cr Simon Rolls

Public Gallery

WSC STRATEGIC DIRECTION

To attain the overarching objective of the Community Strategic Plan (CSP), population growth, Council will work together with the Weddin Community to achieve the following strategic objectives:

WEDDIN : 2035					CSP: A PLAN ON A PAGE				
WEDDIN'S PEOPLE		WEDDIN'S ECONOMY		WEDDIN'S INFRASTRUCTURE		WEDDIN'S ENVIRONMENT		WEDDIN'S LEADERSHIP	
COMMUNITY SERVICES, HEALTH AND WELLBEING <i>By 2035 Weddin will be:</i>		ARTS, CULTURE & TOURISM <i>By 2035 Weddin will be:</i>		ROADS, INFRASTRUCTURE & ASSETS <i>By 2035 Weddin will be:</i>		PLANNING AND DEVELOPMENT <i>By 2035 Weddin will be:</i>		LEADERSHIP, COMMUNITY COLLABORATION AND GOVERNANCE <i>By 2035 Weddin will be:</i>	
Goal 1: Connected, Cohesive and Vibrant Community 1.1 Initiate effective community based programs aimed at enhancing engagement, cohesion, collaboration and liveability		Goal 5: Stronger Connection to Culture 2.1 Develop and drive the visitor economy 2.2 Support our local families with connection to place		Goal 7: Our Infrastructure Achieves Betterment 3.1 Engage a strategic approach to maintain and manage critical road network 3.2 Advocate for disaster resilience and build back better 3.3 Our buildings and facilities support our area to grow		Goal 10: Community Confidence in Strategic Land Use & Planning 4.1 Balance of competing land use interest, including the availability of suitable and affordable housing		Goal 13: Empowering Community Leadership 5.1 Invest in community engagement/collaboration for contribution on major initiatives and programs	
Goal 2: Healthier Community 1.2 Improve access to better health and wellbeing facilities		LOCAL ECONOMY <i>By 2035 Weddin will be:</i>		Goal 8: Water, Sewerage and Urban Drainage is Properly Managed Now and for the Future 3.4 Strengthen our strategic approach to the management of our water, sewerage and urban drainage infrastructure services		SUSTAINABLE ENVIRONMENT <i>By 2035 Weddin will be:</i>		Goal 14: Leverage of Quality Communication to Ensure Exceptional Governance Outcomes 5.2 Engagement with local community to increase community participation in decision making 5.3 Strategy development to drive culture of continuous improvement	
Goal 3: Safer, Secure and Supported Community 1.3 Create and enable safe places and community support services/spaces		Goal 6: Economy will be Sustainable and Diversified 2.3 Grow our reputation as a place to live, work and invest		Goal 9: Essential Assets and Infrastructure will support Community and Economy to Prosper 3.5 Maximise our community's access to innovative infrastructure and quality services		SUSTAINABLE WASTE MANAGEMENT <i>By 2035 Weddin will be:</i>			
RECREATION AND OPEN SPACE <i>By 2035 Weddin will be:</i>						Goal 12: Efficient Waste Manager 4.3 Facilitate sustainable waste management expectations and our immediate waste management issues.			
Goal 4: A Sport Loving Community 1.4 Support sporting and recreation organisations to drive better sports and recreation opportunities 1.5 Improve quality of parks, open spaces and recreational facilities.									

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1 OPENING

In accordance with the WSC Code of Meeting Practice, this meeting will be recorded for the purposes of audio-visual livestreaming via Council's website and YouTube Channel. Those in attendance are asked to refrain from making any defamatory statements and comply with all relevant WSC codes, policies and procedures at all times.

2 ACKNOWLEDGEMENT OF COUNTRY

Weddin Shire Council would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land.

Weddin Shire Council would also like to pay respect to the Elders both past and present of the Wiradjuri Nation and extend that respect to other Aboriginal Australians who are present.

3 ACKNOWLEDGEMENT OF SERVICE

We honour our service personnel who have sacrificed their lives in the defence of our freedom, peace and prosperity.

We acknowledge all of our frontline workers and volunteers who each day provide our essential and non-essential services, especially those within our Weddin Shire Local Government Area.

4 ATTENDANCE AND APPLICATIONS FOR LEAVE

ATTENDANCE

APOLOGIES

LEAVE OF ABSENCE

LEAVE OF ABSENCE APPLICATION

5 CONFIRMATION OF MINUTES

RECOMMENDATION

That Minutes of the Ordinary Council Meeting held 19 June 2025 be taken as read and CONFIRMED.

6 DISCLOSURES OF INTEREST

7 PUBLIC FORUM

8 MAYORAL REPORTS/MINUTES

8.1 MAYORAL MINUTE - 31ST NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT

File Number: A3.8.3
Attachment: Nil
CSP Objective: Weddin: Civic Leadership
Budget: NIL

RECOMMENDATION

That Council:

1. Notes this report on the 2025 National General Assembly of Local Government;
2. Acknowledges the attendance and contributions of Councillor Gorman, Councillor Rolls, and Director Kathryn Brock;
3. Endorses ongoing engagement with ALGA on key advocacy areas, including climate adaptation, financial sustainability, and infrastructure investment.

The 31st National General Assembly (NGA) of Local Government was held in Canberra from 24–27 June 2025, bringing together over 1,300 local government leaders from across Australia. Weddin Shire Council was represented by myself, Mayor Paul Best, along with Councillors Gorman and Rolls, and our Director of Financial Services, Ms Katheryn Brock.

The Assembly began with a Welcome to Country by Ngunnawal woman and Co-Chair of the ACT Reconciliation Council, Selina Walker. The NGA recognised the Ngunnawal and Ngambri peoples as the traditional custodians of the ACT and paid respects to their Elders past, present and emerging.

The Governor-General of Australia, Her Excellency the Honourable Sam Mostyn AC, formally opened the Assembly and emphasised the importance of community leadership, local engagement, and nurturing civic participation among younger Australians.

The Assembly heard from a range of Federal Ministers and Shadow Ministers, including the Honourable Kristy McBain MP, Senator the Hon Katy Gallagher, the Honourable Julian Hill MP, the Honourable Josh Wilson MP, the Honourable Darren Chester MP, Dr Anne Webster MP, and the Honourable Kevin Hogan MP.

There was a strong consensus that local councils play an increasingly critical role in their communities, and urgent action is needed to address the growing financial pressures we face.

Keynote speakers included Mark Bouris AM and Dr Merriden Varrall, who unpacked the global economic forces shaping Australia's local economies. Jason Clarke closed Day 1 with a motivating session on how bold, innovative thinking can be translated into practical, community-driven action.

Day 2 saw the launch of ALGA's landmark research, 'Adapting Together: Local Government Leadership in a Changing Climate'. The report projects that councils will need to invest over \$2 billion in the next five years to adapt to climate change, with potential savings of up to \$4.7 billion in avoided community costs. ALGA President Mayor Matt Burnett reiterated the call for a \$400 million annual climate adaptation fund for councils.

Delegates also explored the future impacts of artificial intelligence on local government. Presentations were delivered by Stephen Scheeler (The Digital CEO) and Tim Golsby-Smith (myLot), offering insights into how councils can harness AI to better serve their communities.

The return of concurrent listening sessions in 2025 provided interactive engagement opportunities with federal agencies and sector experts. Key topics included:

- Housing and Community Infrastructure – discussions focused on housing affordability, homelessness, and the cost of infrastructure.
- Emergency Management Capacity and Capability – shared best practices and the need for long-term, integrated disaster response funding.
- Local Government Jobs and Skills – examined workforce attraction, youth engagement, migrant support, and training accessibility.
- Safer Roads – covered infrastructure funding, road safety, and regional vs urban transport concerns.

Almost 190 motions were debated across a wide range of policy areas, including financial sustainability, roads, disaster resilience, health, housing, and climate. All motions passed by the Assembly will be referred to the relevant Ministers and will inform ALGA's ongoing national policy advocacy.

The 2025 NGA provided a valuable platform for collaboration, learning, and advocacy. The Weddin Shire Council delegation was proud to represent our region and contribute to shaping the national local government agenda.

8.2 MAYORAL MINUTE – COST SHIFTING ONTO LOCAL GOVERNMENT**File Number:** C2.2.7**Attachments:** 1. ATT 1 | 2023-2024 LGNSW Cost Shifting Report**CSP Objective:** Weddin: Civic Leadership**Budget:** NIL**RECOMMENDATION****That Council:**

1. Note the findings of the LGNSW Cost Shifting report for the 2023/2024 financial year; and
2. Place a copy of the cost shifting report on Council's website so that our communities can access it; and
3. Writes to the Premier, the NSW Treasurer and the NSW Minister for Local Government seeking that they urgently address these costs through a combination of regulatory reform and appropriate funding.

The pressure on councils to maintain services of appropriate standard that meet the needs of our communities has reached unprecedented levels.

The unrelenting growth of cost shifting to councils, coupled with rate pegging and insufficient state and federal funding, is increasingly eroding the possibility of financially sustainable local government and risking the capacity of councils to deliver the essential infrastructure and services required by their communities.

The latest research commissioned by Local Government NSW (LGNSW) shows that the increase in cost shifting has continued unabated by various State and Federal Government policies.

The cost shifting report, produced by independent consultants Morrison Low for the 2023/2024 financial year, reveals that \$1.5 billion of expense has been imposed on councils. This is an increase of approximately \$140 million (10 per cent) since the last report for the 2021/22 financial year, when the total cost shift was estimated at \$1.36 billion.

On average, this also now represents an inflated cost of \$497.40 for each ratepayer, an increase of \$36.72 from 2021/22. It is unfair to our communities that such a large portion of their rates are being diverted away from local priorities.

The full report is at Attachment 1 and is available online at www.lgnsw.org.au/costshifting

With councils having to fund this ongoing subsidy primarily for the State Government each and every year, it means our communities get less or go without. They go without safer roads. They go without parks. And they go without important community services that only councils provide, while their communities are effectively paying hidden taxes to other levels of government.

Our communities deserve better. The decades-long practice of cost shifting is continuing to undermine the financial sustainability of the local government sector. This must stop. The November 2024 report of the parliamentary inquiry into the ability of councils to fund

infrastructure and services called for the NSW Government to identify opportunities to reduce cost shifting to local government. This call must be heard and acted upon.

It is essential to councils and communities that the NSW Government urgently seek to address cost shifting through a combination of regulatory reform and appropriate funding.

As a result, I move the following:

1. That Council note the findings of the LGNSW Cost Shifting report for the 2023/2024 financial year; and
2. That a copy be placed on Council's website so that our communities can access it; and
3. That Council write to the Premier, the NSW Treasurer and the NSW Minister for Local Government seeking that they urgently seek to address cost shifting through a combination of regulatory reform and appropriate funding.



LGNSW Cost Shifting Report – How State Costs Eat Council Rates



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1 Executive Summary

Cost shifting remains one of the most significant challenges facing the NSW local government sector. As the peak organisation representing the interests of all 128 general purpose councils in NSW, as well as special purpose councils and related entities, Local Government NSW (LGNSW) regularly monitors the extent of cost shifting onto local government via its Cost Shifting Survey.

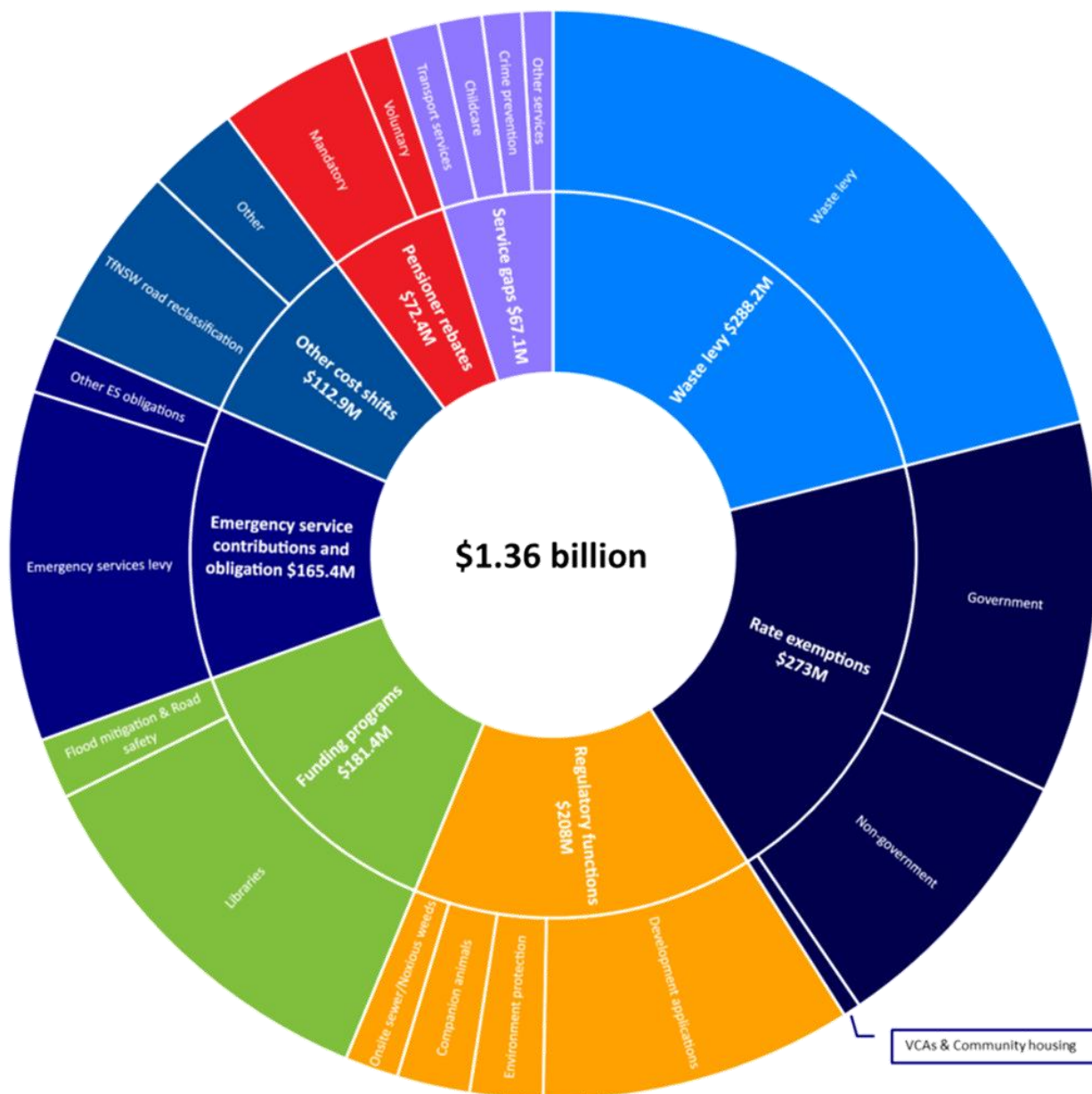
The 2021–22 Cost Shifting Survey has revealed that cost shifting totalled **\$1.36 billion** in 2021–22 (see figure on the next page), far exceeding historical records and representing an increase of \$540 million since the Cost Shifting Survey was last carried out in 2017–18. Alarming, the increase in cost shifting has been accelerated by various State Government policies, with the most significant examples of cost shifting in 2021–22 being:

- The **waste levy**, which remains the largest single contributor to cost shifting in NSW, totalling \$288.2 million, because the NSW Government did not fully reinvest the waste levy, paid by local councils, back into waste and circular economy infrastructure and programs.
- The **Emergency Services Levy** and associated **emergency service contributions**, which totalled \$165.4 million and represented the largest direct cost shift to local councils. In 2021–22, councils contributed \$142 million through the Emergency Services Levy, \$12.7 million through Rural Fire Service (RFS) obligations, and \$10.7 million in depreciation expenses on RFS assets.
- The NSW Government's failure to fully reimburse local councils for mandatory **pensioner rate rebates**, resulting in councils losing \$55.2 million.
- The NSW Government's failure to cover the originally committed 50 per cent of the cost of libraries operations, resulting in an additional \$156.7 million in costs to councils.

Local councils and their communities are facing unprecedented challenges. As they lead the recovery efforts from both the COVID pandemic and repeated natural disasters across much of NSW, local councils are also grappling with the same challenges affecting the State and Federal Governments, such as rising costs, increased economic uncertainty, and severe skills and labour shortages – all of which are impacting council budgets and affecting service and infrastructure delivery in local communities. The continual shifting of the obligations and costs for State and Federal functions and services onto local government coupled with a defective rate peg system, is only making the situation worse. In 2021-22, each ratepayer of NSW has approximately \$460.67 from councils' rates eaten by state government costs.



Figure 1 2021–22 cost shifting components





2 Background

2.1 What is cost shifting?

Cost shifting describes a situation where the responsibility for, or merely the costs of, providing a certain service, concession, asset, or regulatory function is imposed onto local government from a higher level of government (Commonwealth or State Government) without the provision of corresponding funding or the conferral of corresponding and adequate revenue raising capacity other than out of general rates.

As the council cannot raise or receive sufficient revenue to fund the imposed service concession asset or function, cost shifting forces councils to divert funding collected from ratepayers away from planned projects or services that the council has committed to the community to deliver in its Delivery Program.

In NSW, cost shifting has taken a number of forms including:

- **The Emergency Service contributions:** Councils are required to fund 11.7 per cent of the cost of Fire & Rescue NSW, Rural Fire Service (RFS) NSW and the NSW State Emergency Service (SES) through an Emergency Service Levy (ESL). 73.7 per cent of emergency services costs is funded through insurance premiums and the remaining 14.6 per cent from the NSW Government's treasuries. Councils provide additional financial contributions to emergency services agencies in addition to the ESL.
- **The waste levy:** The waste levy is not as much a cost shift to councils as an invisible tax levied on ratepayers through councils. The waste levy is a levy paid by all waste facilities to the NSW Government, the cost of this levy is recovered through the waste collection fees levied by councils, in effect shifting the burden of this tax on to ratepayers.
- **Forced rates exemptions:** Councils are required to exempt government and other organisations from paying rates in the local government area. These organisations utilise local government services and infrastructure. As they are exempt from paying rates, the burden of the costs they incur is shifted to the ratepayers to fund. Examples of exempt organisations include government departments, private schools, and non-government social housing providers.
- **Imposing additional regulatory functions:** State and Federal levels of government implement or increase regulatory requirements through legislation that is then administered by local government. The costs of this new or increased regulatory function is often not funded by the determining level of government and councils must fund this through their own revenue sources including rates.
- **Cutting or failing to adequately continue to fund programs for services that need to continue:** Many funding programs announced by State or Federal government are required to be delivered by local government but are either not fully funded from their initiation or, if an ongoing initiative, funding is reduced over time leaving councils with the decision to either continue the program and make up the burden of the cost or cease the program entirely. An example of this in Libraries, where the original commitment from State Government was to fund 50 per cent of libraries cost, it now covers approximately 8 per cent of the total costs, leaving councils to fund an additional \$156.7 million to make up the difference.



- **Pensioner rebates:** Councils are required to provide pensioner rebates on rates and other charges, for which the State government only subsidises 55 per cent of the cost, the remaining 45 per cent is funded by other ratepayers.
- **Councils absorbing the costs of service and market gaps that should have been provided by State or Federal governments:** This is particularly an issue in rural and regional NSW, where councils often must step in to provide or support a service that is traditionally delivered either directly or through subsidised private providers. This can be for a diverse range of services from aged, disability or childcare through to medical services, education, or public transport services.

2.2 Cost shifting and the rate peg

Cost shifting has been a term used for many years to describe the cost impact on local government of decisions made at the State and Federal level. It is particularly relevant in NSW where a rate pegging system is applied to restrict how local government can raise rates revenue.

The issue of State and Federal decisions having a direct financial impact on local government exists in all States and territories of Australia to some extent. In many cases, local government can be the best and most efficient partner for State and Federal government to deliver its programs or services.

Challenges arise with respect to how the State and Federal initiatives are, or continue to be, funded. In States where there is not a rate pegging system in place, local councils are able to better manage the financial impacts by adjusting rates or levying specific fees and charges to reflect the change in costs of providing the imposed service, concession, asset, or regulatory function.

The rate peg in NSW sets out the maximum amount that local councils can increase their rates by and is set by the Independent Pricing and Regulatory Tribunal (IPART) each year. In determining the rate peg, IPART does not adequately consider the cost shifting impacts on councils. As a result, increases in the costs shifted to councils identified here are not covered by a commensurate increase in rates revenue. This means that councils have to divert funding from other commitments agreed with their communities in their Community Strategic Plan and Delivery Program to fund the cost shift incurred. This has a direct impact on councils' ability to deliver services to the community and their overall financial sustainability.

2.3 This report

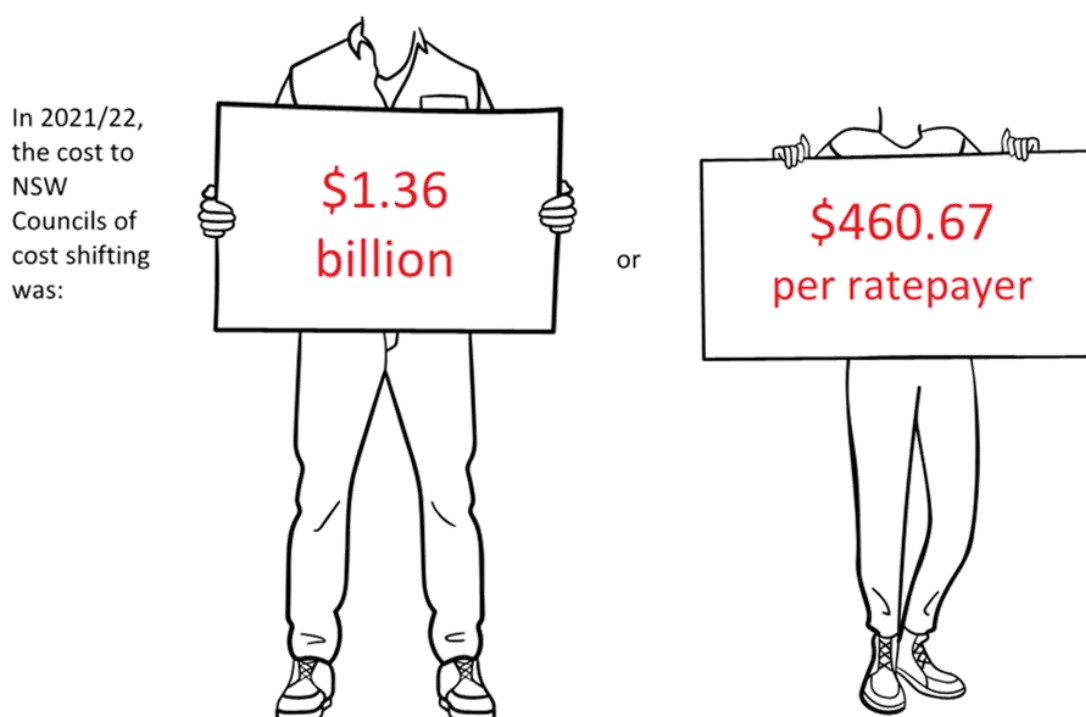
This report provides analysis and insights from the 2021–22 Cost Shifting Survey conducted in May 2023.

Section 3 of this report provides more detail on the findings from the survey, breaking down the findings into their key cost shifting areas, as identified in section 2.1 above, and Section 4 outlines the approach and methodology used in the survey and analysis..



3 Findings

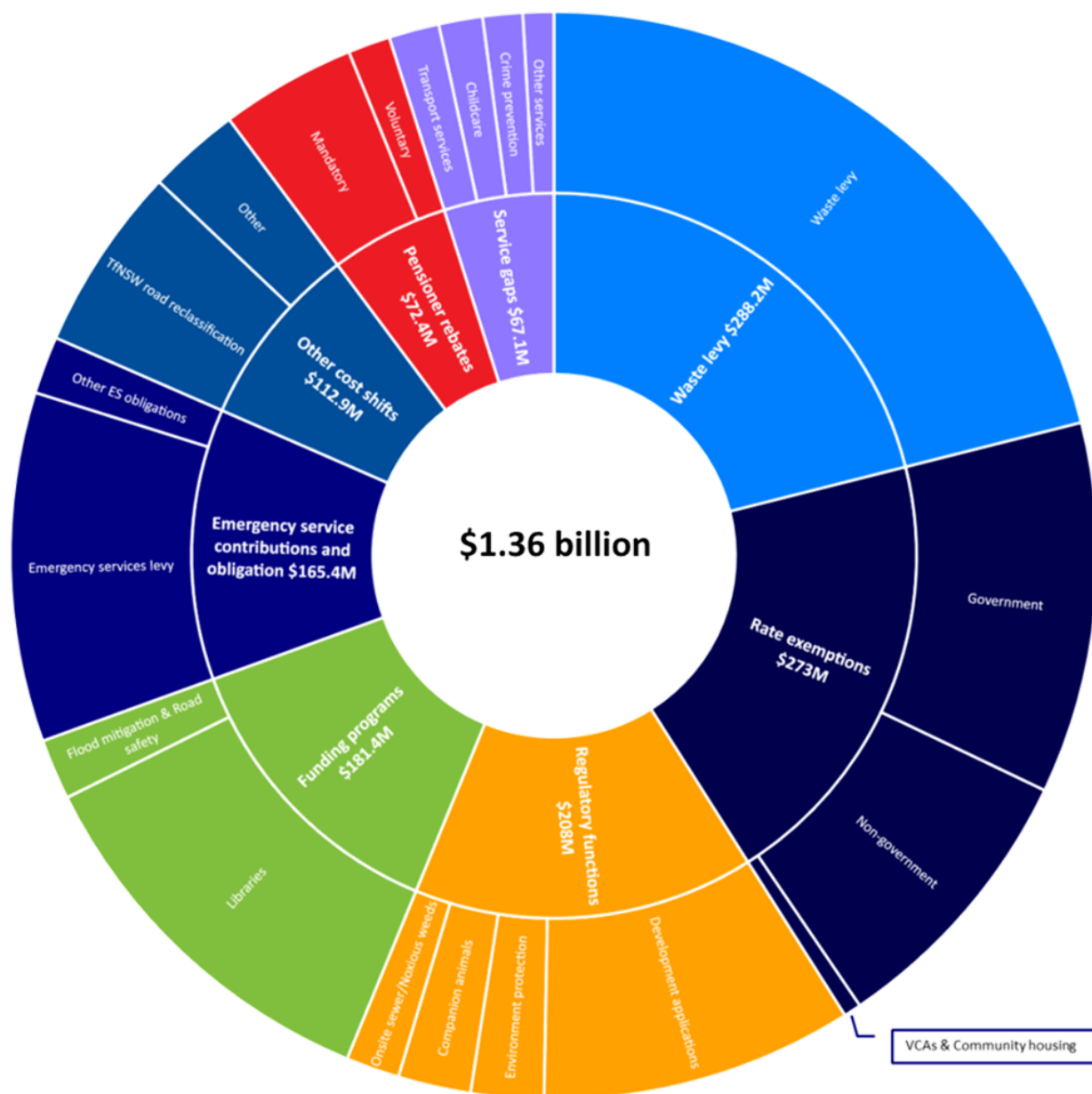
Our survey found that cost shifting cost NSW councils \$1.36 billion in 2021–22, which represents \$460.67 for each ratepayer. In effect, this is the average amount of rates that councils must divert from the services and infrastructure that council has committed to provide the community in order to fund the unrecoverable cost services, programs and functions that are imposed from the State or Federal governments.



Many services, programs, and functions that the State and Federal governments require local councils to deliver, in turn provide benefits to the local communities they serve. This report does not provide an assessment on the merit of these costs, only to bring them to light. Due to the nature of how the services, programs and functions are provided and funded, cost-shifting can be hidden from view. This analysis helps to quantify and highlight these costs for all tiers of government and the community.



Figure 2 2021–22 cost shifting components



The largest direct cost shift to councils is from emergency service contributions and other emergency service obligations, totalling \$165.4 million.

However, the cost of rate exemptions are higher still, representing a total of \$273.1 million of potential rates that are exempted and redistributed to other ratepayers to pay. An additional \$288.2 million in waste levies are passed onto the ratepayers through the waste collection fees in their rates bill. A further \$156.7 million



in costs for libraries has been covered by councils to make up the difference between the committed funding for councils' libraries and the subsidies received.

While in nominal terms the largest total cost shifts have been seen metropolitan councils, was on a per ratepayer basis rural and large rural councils have seen a greater impact, as the graphs below indicate.

Figure 3 Total cost shift by council classification

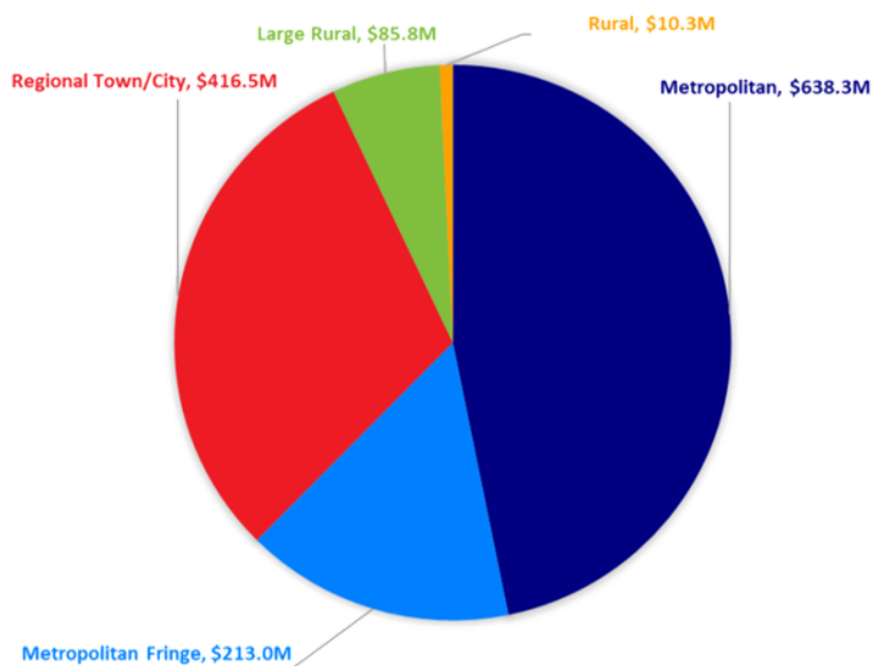
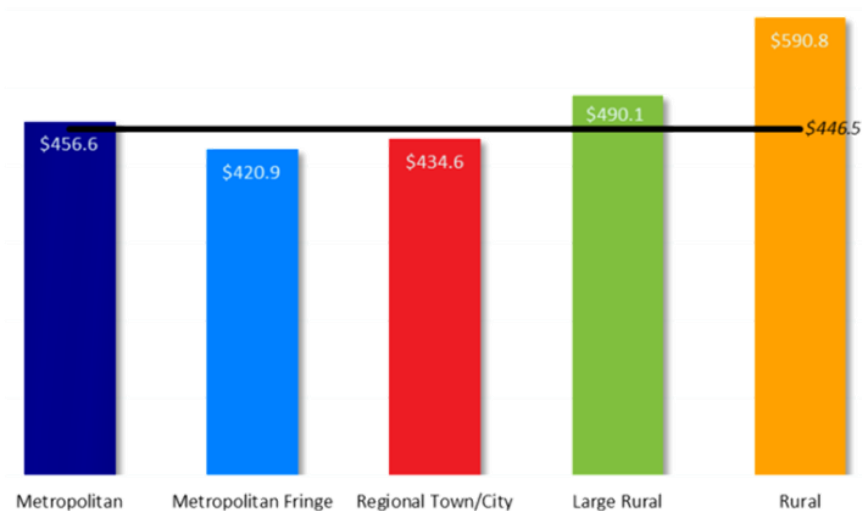


Figure 4 Cost shift per ratepayer by council classification





We will explore each component of rate shifting in the following sections.

3.1 Emergency service contributions and obligations





Figure 5 Emergency services contributions and obligations by council classification

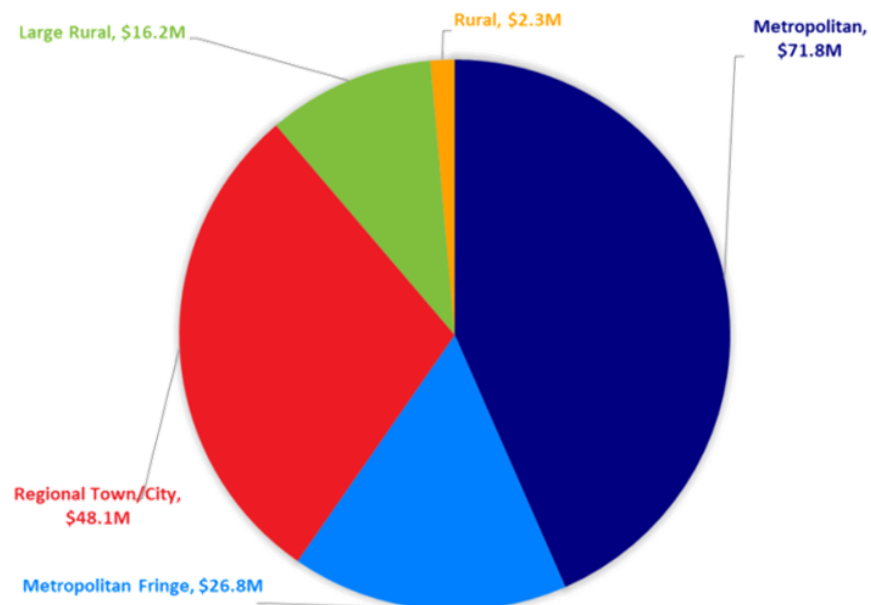


Figure 6 Respondent councils with the highest emergency services contributions and obligations burden

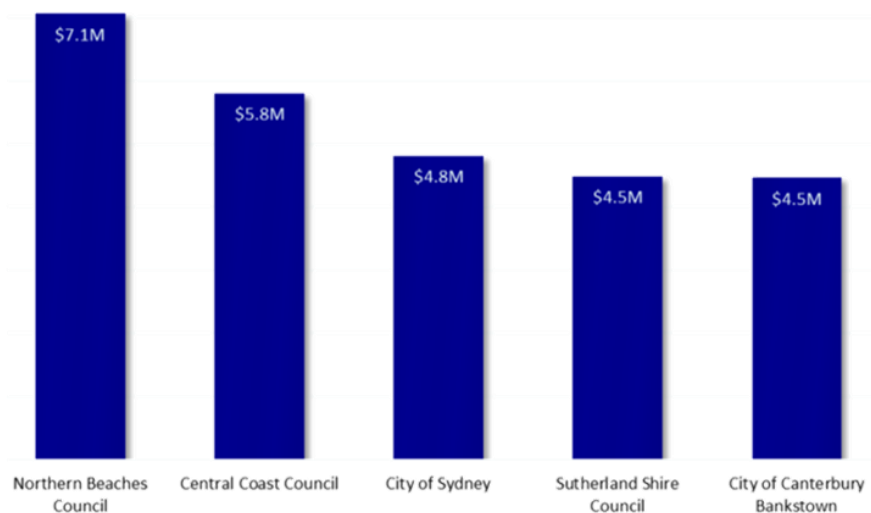
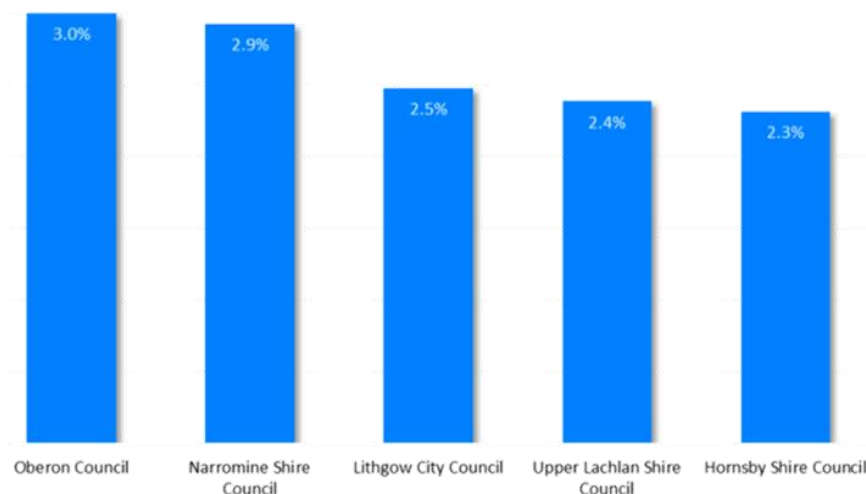




Figure 7 Respondent councils with the highest emergency services contributions and obligations burden as a proportion of total operating expenditure



NSW councils are required to fund 11.7 per cent of the NSW SES, NSW Fire and Rescue and NSW RFS budgets through a direct contribution levied each year by the State Revenue Office. This is funded directly from general revenue, primarily rates, as councils have no ability to raise revenue to fund this in any other way.

Councils also have no influence on the costs or budget setting of these organisations. This contribution of ratepayers' funds is in addition to the Emergency Services Insurance Contribution that is extracted through insurance companies, who cover 73.7 per cent of the agencies' budgets and results in higher insurance premiums for policy holders

The emergency service levy is estimated to have cost NSW councils overall \$142.0 million in 2021–22. That is a total of \$46.23 per ratepayer, which goes directly to the NSW Government as part of the emergency services contribution.



Figure 8 Respondent metropolitan and fringe councils with the largest ESL bill for 2021–22

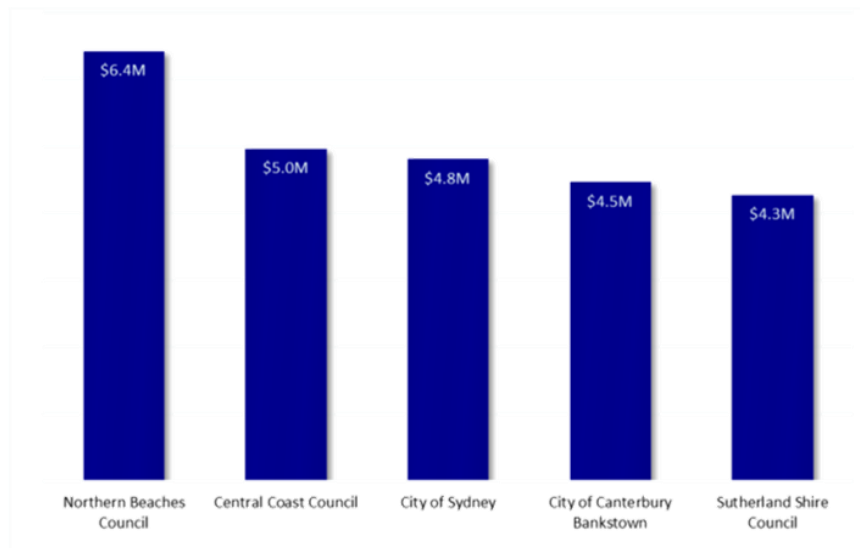


Figure 9 Respondent regional and rural councils with the largest ESL bill for 2021–22

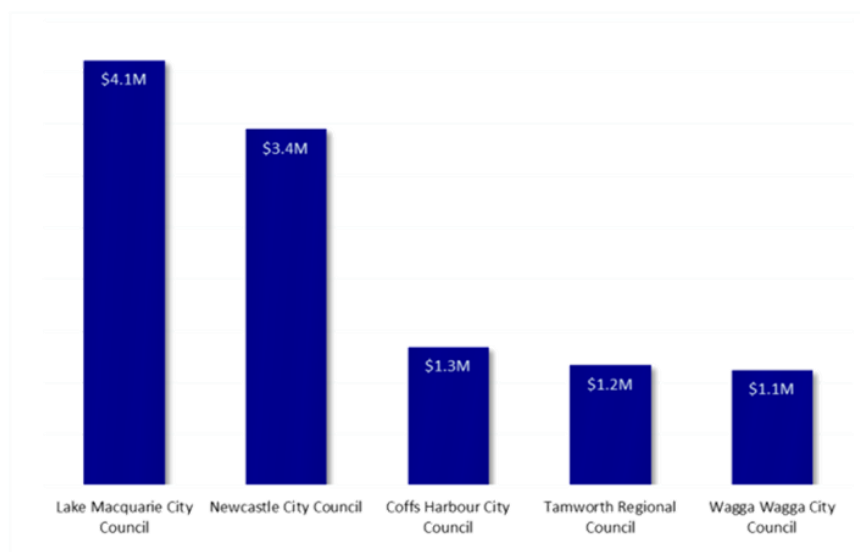
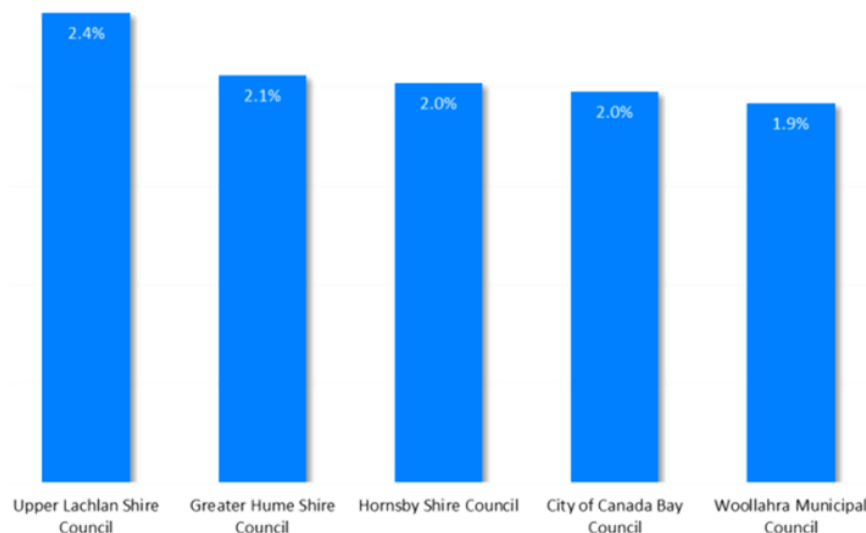




Figure 10 Respondent councils with the largest ESL bill as a proportion of total operating expenditure



In 2019, the NSW Government subsidised councils for the increase in Emergency Service Contribution costs, because of a large increase in the ESL resulting from large increase in workers compensation costs followed by the Black Summer Bushfires and the unfolding COVID pandemic. From the 2023–24 financial year, the NSW Government increased the budgets and therefore costs for the three relevant agencies and removed the subsidy at the same time. Councils were not advised of this change until after they had developed and put their 2023–24 budget on public exhibition as they are required to do. The increase represented a \$41.2 million cost increase from the prior 2022–23 financial year.

With the rate peg set at 3.7 per cent for the 2023–24 rating year, the increase in emergency services contributions has put substantial pressure on the financial sustainability of local government.

Figure 11 Top 10 councils with the highest ESL bill in 2023–24

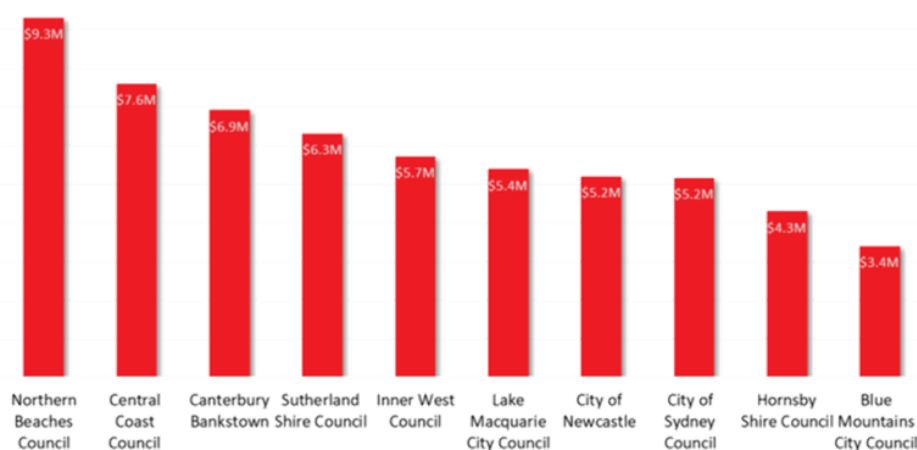
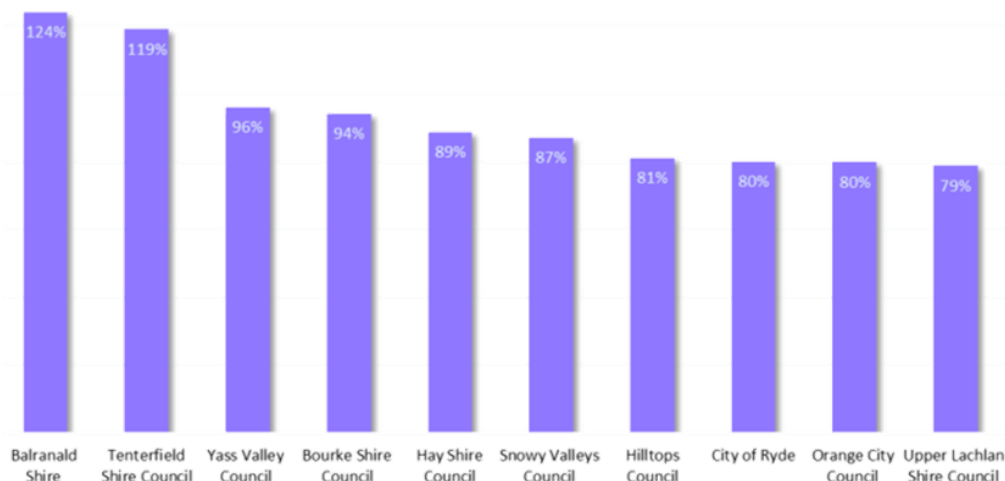




Figure 12 Top 10 councils with the highest 2023–24 ESL increase as a percentage of the rate revenue increase



The increases in emergency services contributions from councils have hit both the largest and smallest of councils.

“Two of the four biggest expense payments that Central Coast Council must make each year are for State government levies: the emergency services levy and the waste levy. They are in the millions each and are funded straight out of our rates and waste revenue.”

David Farmer, CEO, Central Coast Council



“Central Darling Shire is the largest shire in NSW covering an area of 53,000 square kilometres in Far Western NSW, but it has the smallest (and declining) population of less than 2000. CDS is not a typical shire as it consists of a series of isolated communities (Menindee, Ivanhoe, Wilcannia and White Cliffs) and large pastoral holdings. It borders the large unincorporated area of the Far West.

For Council, the Emergency Services Levy has increased by \$70,000 for 2023/24, bringing the total Council contribution to \$318,989. The increase is some \$70,000 which is more than double the increase in rates due to rate pegging.

For the 2023/2024 financial year the Council income from rates is budgeted to be \$913,000. This includes the rate peg increase of 3.7 per cent, which looks like being eaten up by the hike in the ESL.

For a Council like Central Darling this level of increase is simply unsustainable and will result in the further reduction of services to our residents.

There is a clear case for the NSW Government to fully fund this increase as part of its community service obligation as small rural councils with a limited rate base cannot afford to continue to pay.”

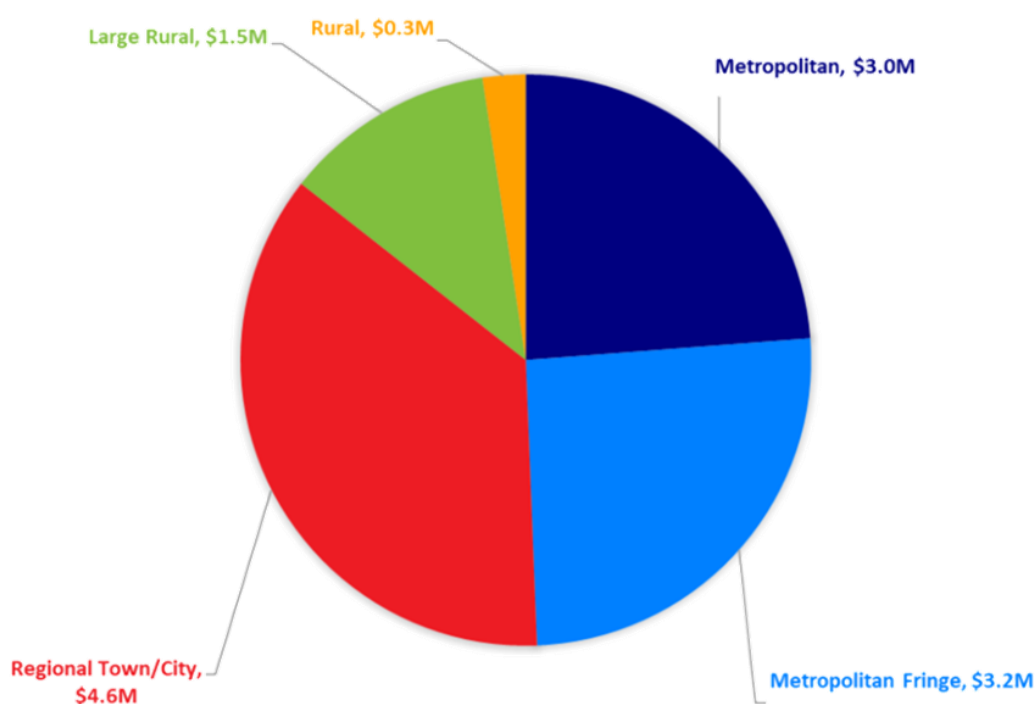
Bob Stewart, Administrator, Central Darling Council¹

¹ Figure 11 does not include Central Darling’s actual result as it was not provided to LGNSW.



In addition to the emergency service levy, local councils are required to support the RFS and SES in other ways. This commitment seems to be different for different Councils. For example, for some councils, when the RFS annual budget is allocated back to the districts, some of these funds are vested in councils through the Rural Fire Fighting Fund (RFFF). These funds are then administered by councils to deliver repairs and maintenance of buildings and a small amount of plant and equipment. In some cases, Councils also fund other functions such as training and provision of office supplies. If the RFFF is insufficient to provide these in any one year, some councils will then provide further financial support directly to the districts to meet the difference. In 2021–22, the cost of this additional support has been estimated at \$12.7 million.

Figure 13 Additional RFS contributions by council classification



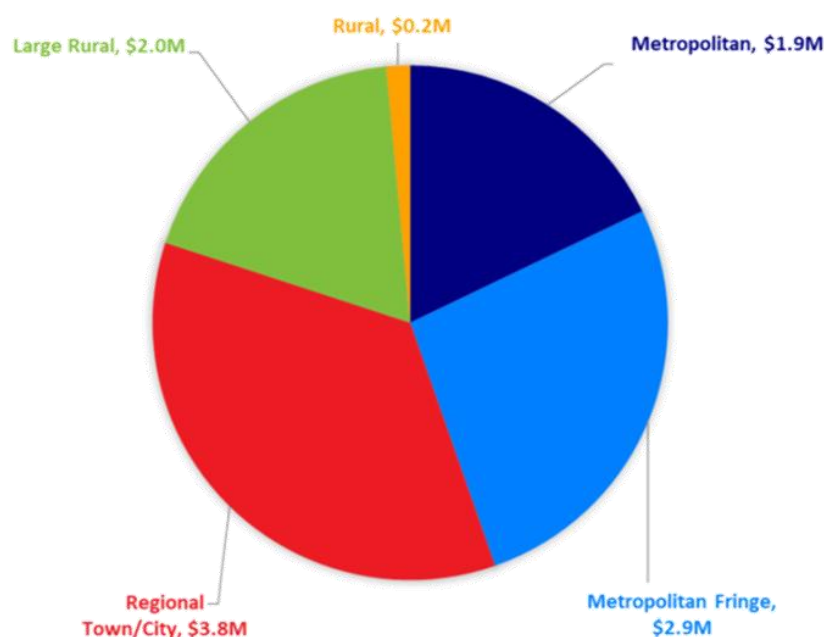
The RFS funding arrangements are the most complex of all the emergency services and creates challenges for both councils and the RFS. While councils are aware that their obligations to provide financial support to the RFS are generally over and above the RFFF, the costs at a district level are extremely volatile from one year to the next and dependent on whether there is a bushfire in the district (in which instance the district will fund some aspects of other districts' costs if they come to support the local bushfire response) or if the district comes to the aid of another district (in which instance they will receive additional funding which reduces the pressure on its own budget and therefore the financial support required from the local council).

What results is that councils have to bear the budget risk of the volatility of RFS costs and funding, while RFS districts don't have accountability for their own budgets and costs, and are not able to help to provide certainty because they don't know where the next emergency will be. Much of these volatility issues are resolved at a State level, when looking at the RFS services overall.



In addition to the direct repair and maintenance costs, councils are also required to recognise RFS red fleet assets and account for their depreciation expense in council financial reports. In 2021–22, this depreciation cost is estimated at \$10.7 million.

Figure 14 RFS Depreciation Expense by council classification



This has been a somewhat contentious issue in recent years and ultimately comes down to identifying where control of these assets lie. In summary, the NSW Government has concluded under the *Rural Fire Services Act 1997*, which states that these assets are vested to councils and therefore “on balance, councils control this equipment” under the Australian Accounting Standards². The NSW Audit Office has accepted this position in undertaking their audit function of local government.

Many councils, with the support of LGNSW, have refused to accept this position, which has resulted in 43 NSW councils receiving a qualified audit opinion of their 2021–22 financial reports. Their position is that control of these assets sits with the RFS, and therefore the NSW Government, based on the Australian Accounting Standards Board Conceptual Framework, which does not necessarily define control as a legal ownership right, but rather:

“... the present ability to direct the use of the economic resource and obtain the economic benefits that may flow from it. Control includes the present ability to prevent other parties from directing the use of the economic resource and from obtaining the economic benefits that may flow from it. It follows that, if one party controls an economic resource, no other party controls that resource.”³

² Audit Office of New South Wales (2023) *Regulation and monitoring of local government*, NSW Government, 23 May 2023.

³ Australian Accounting Standards Board (2022) *Conceptual Framework for Financial Reporting*, AASB, 7 April 2022.



This issue is ongoing, and while depreciation itself is not a cash expense, the accounting for depreciation in local government has two key financial implications. Firstly, the increase in depreciation expense will reduce a council's overall surplus or increase its deficit, which has implication for a council's measures of financial sustainability. Secondly, for most local government assets, depreciation is used as the estimate of required renewal expenditure for councils to maintain assets at their current condition. In other words, councils must fund depreciation with a similar level of capital cashflow to ensure assets are kept at required standards, this is not the case for firefighting equipment, which is funded through the State Government's budget allocation to the RFS. This remains an ongoing issue at the time of writing this report.

3.2 Waste levy

The waste levy is a tax on landfill facilities and only applies to 42 metropolitan and 19 regional levy areas shown in Figure 18. Although, not technically a "cost shift" – as the cost of the levy is recovered through waste charges – it represents a somewhat "invisible tax".

The purpose of the waste levy is to provide economic incentive to alternative waste management processes, such as recycling and resource recovery. The funds raised by the waste levy go directly to NSW Government general revenue. Some funds do come back to communities and councils through grants for a variety of projects, but this only represents 10 to 15 per cent of the funds raised through the tax.

The metropolitan levy at \$147.10 per tonne in 2021–22 is nearly twice the amount per tonne of the regional levy at \$84.70 per tonne in 2021–22. Some councils, such as Central Coast and Newcastle, operate their own landfill facilities and pay the levy directly to the NSW Government. Not all councils operate landfills directly, many councils have their waste managed through contracts with private providers. While these providers will incur the levy directly, councils in the levy areas will collect waste charges that include the waste levy as a component of the waste fees. Depending on how their waste management contracts are structured, some councils have been able to provide an estimate of this levy collected in the waste fees while others have not.

Of the 51 councils surveyed who are in the levy area, 36 provided an estimate of the amount paid, which totalled \$287.8 million in 2021–22. Based on this data, we have estimated the total amount of the waste levy paid through waste collection fees in 2021–22 at \$292.9 million.



Figure 15 Waste levy by council classification

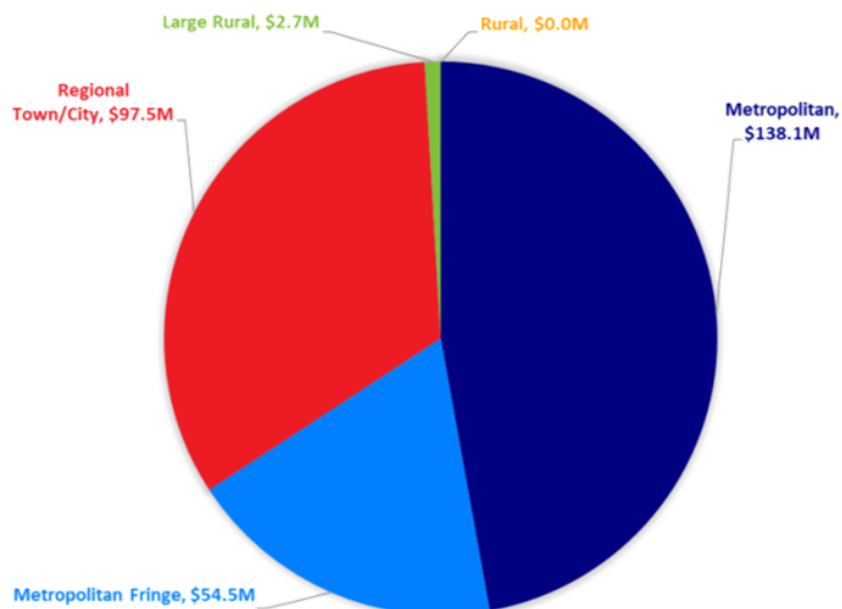


Figure 16 Respondent councils with the highest waste levy

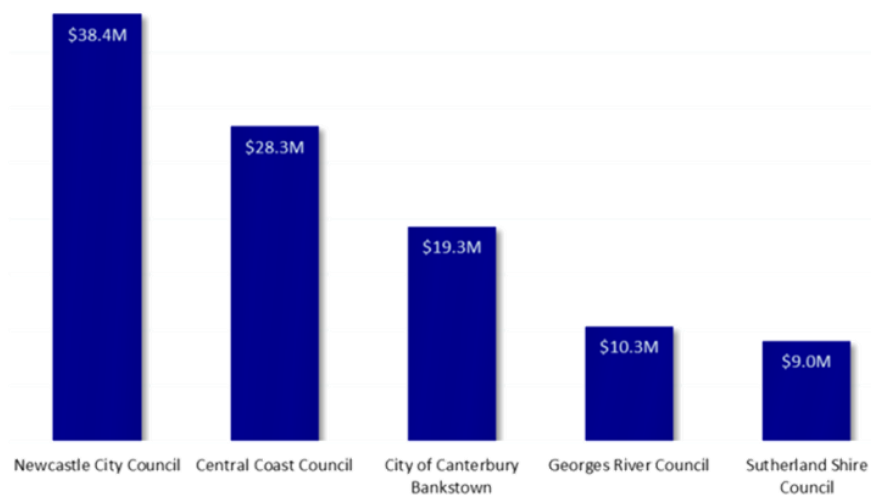




Figure 17 Waste levy area map⁴



⁴ <https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/wasteregulation/levy-area-map.pdf?la=en&hash=C00135E31055627BB8A41EAEB222864C2655B186>.



3.3 Rate exemptions

Many government and private property owners in a local government area are exempt from paying rates to councils. Due to the way rates are calculated, this doesn't usually affect the total amount of revenue that councils are able to raise through rates. It does mean that the distribution of the rates burden falls more heavily on the existing ratepayer base.

For government-owned properties, rate exemptions are a part of a complex set of arrangements for exemptions of some taxes between the different tiers of government. State Owned Corporations (SOCs and GTEs) pay tax on lands owned and used for commercial purposes. This is provided for under competitive neutrality policy/National Competition Policy (a notable exception to this arrangement is the Forestry Corporation). Councils are exempt from most State and Federal taxes (for example land tax, payroll tax, stamp duty, and income tax). Councils are also involved in delivering a wide range of services or regulatory functions under various State and Commonwealth Acts and they receive a large number of different grants from State and Federal governments, including the untied Financial Assistance Grants that the States administer and distribute to councils.

Additionally, there are many non-government organisations that are also exempt from paying rates, including private schools, hospitals and retirement villages, as well as not-for-profit organisations such as religious organisations. While these organisations are exempt from paying rates; all expect and receive services and infrastructure from councils, the cost of which is funded by ratepayers.

Community housing was an area that we asked councils about specifically as the NSW government has been in the process of transitioning the ownership and management of public and social housing to non-government Community Housing Providers. Under past practice, social and public housing provided by State Government agencies paid rate equivalents on all their properties. CHPs are exempt from rates and more and more social and public housing is moving into this category. As a result, the rates exempt status seems to be moving with the community housing property.

The total amount of rate exemptions represented \$273.1 million, shifting approximately \$89.04 to each NSW ratepayer.



Figure 18 Rate exemptions by category

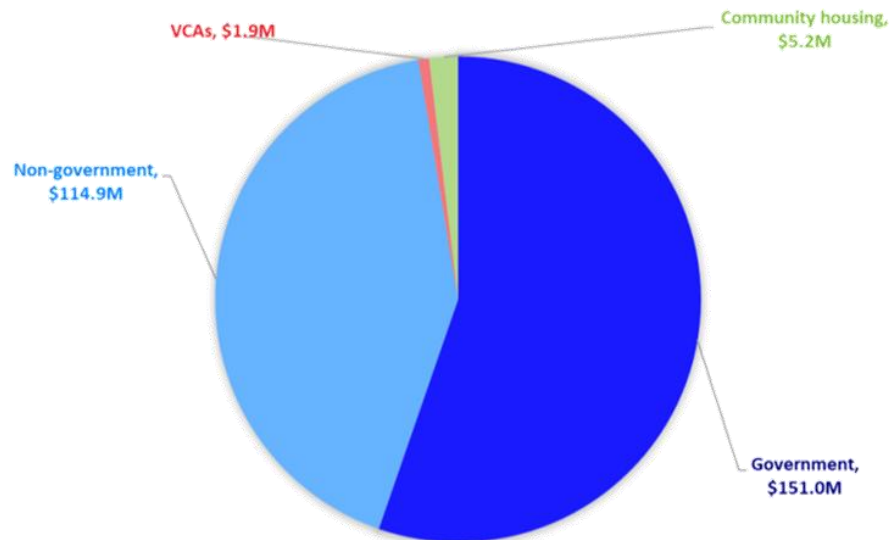


Figure 19 Rate exemptions by council classification

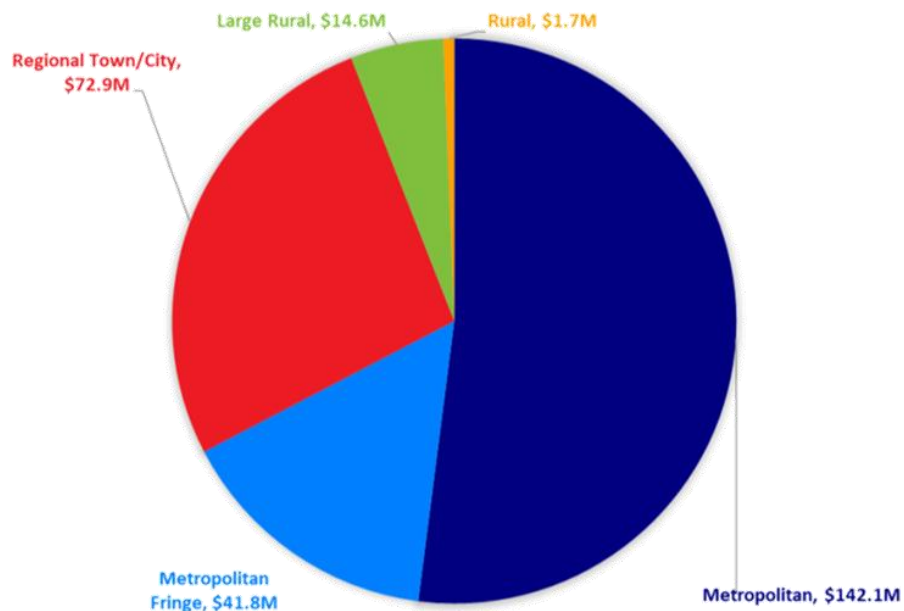




Figure 20 Average rate exemption for respondent councils as a proportion of rates revenue by council classification

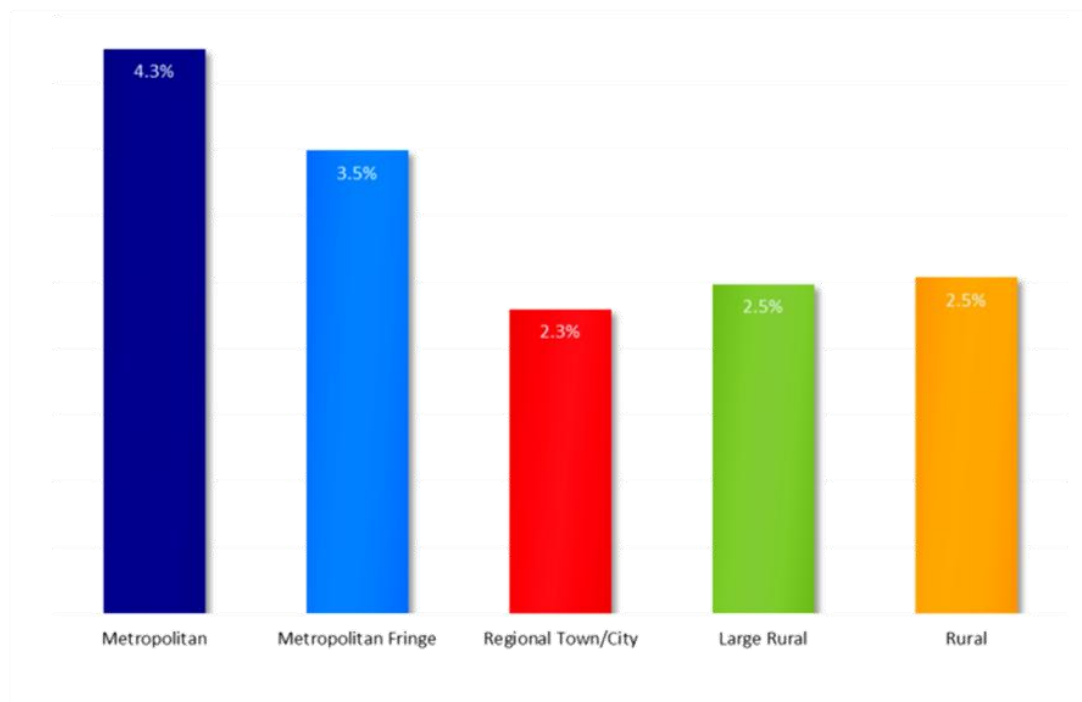


Figure 21 Respondent councils with the highest rate exemptions as a proportion of rates revenue

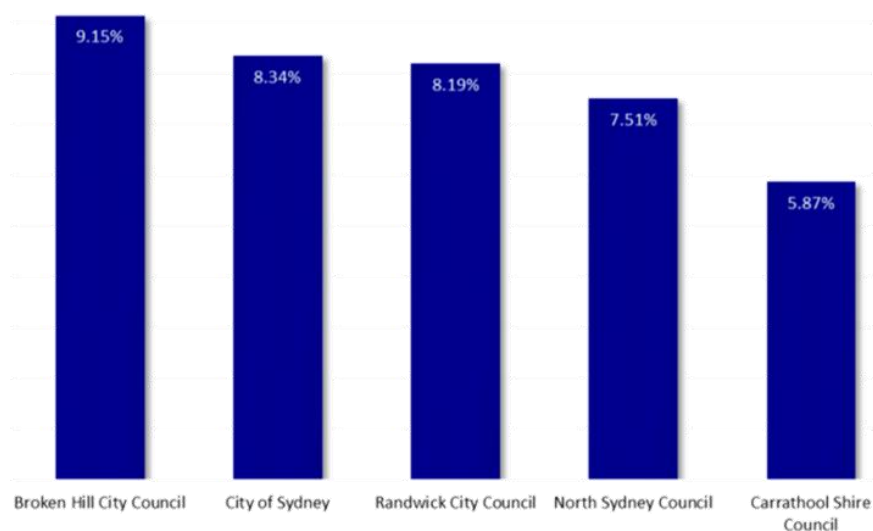




Table 1 Cost for rate exemptions

Rate exemption	Number of councils who responded to this question in the survey with a figure	Total amount of cost shift provided	Estimated total cost shift for all NSW Councils (based on population)
Government-owned property	62 (from which two councils put a figure of 0)	\$95.5M	\$151M
Non-government-owned property	61 (from which one council put a figure of 0)	\$72M	\$115M
Voluntary conservation agreements	47 (from which ten councils put a figure of 0)	\$1.2M	\$1.9M
Community housing	53 (from which 11 councils put a figure of 0)	\$3.3M	\$5.2M

3.4 Regulatory functions

In addition to the obligations under the *Rural Fire Services Act 1997*, *Fire and Rescue NSW Act 1989* and the *State Emergency Service Act 1989*, councils incur additional costs of increased regulatory responsibilities. These are additional functions or requirements that are not fully funded by increases in fees and charges.

In 2021–22, the unfunded costs for regulatory functions represented \$208.0 million.

Figure 22 Unfunded regulatory costs by category

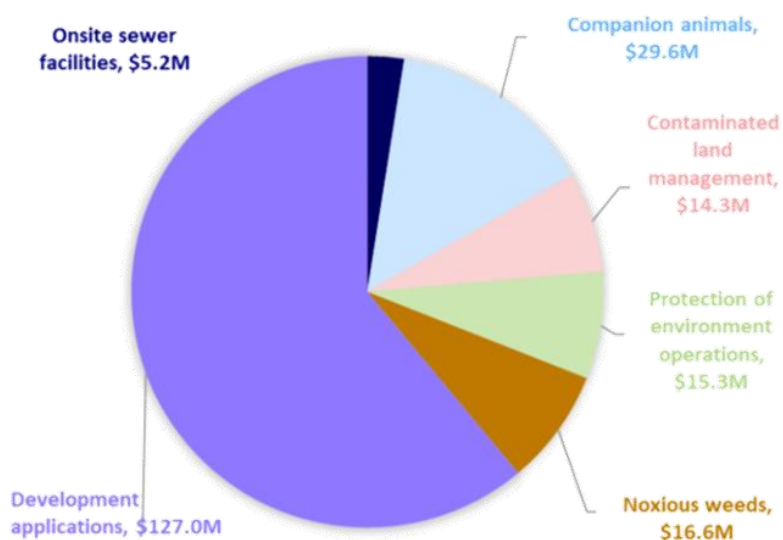




Figure 23 Unfunded regulatory costs by council classification

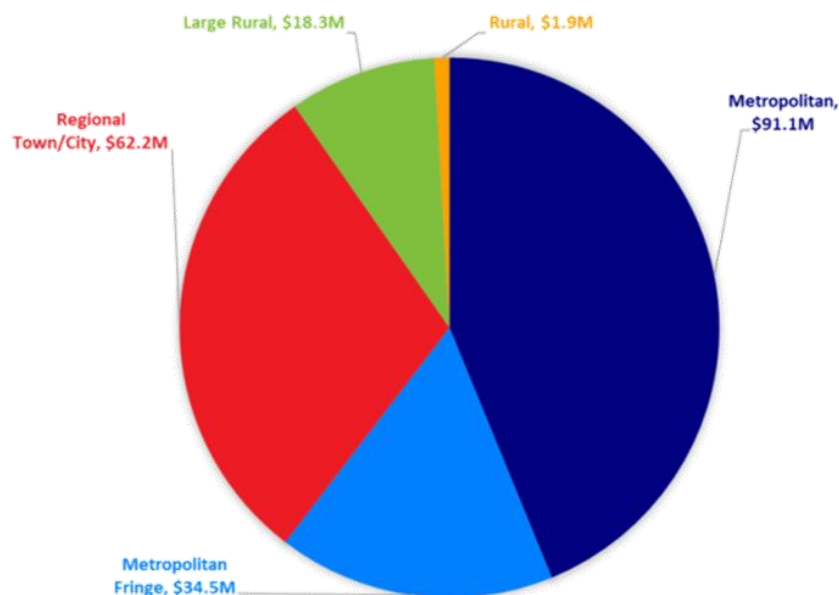
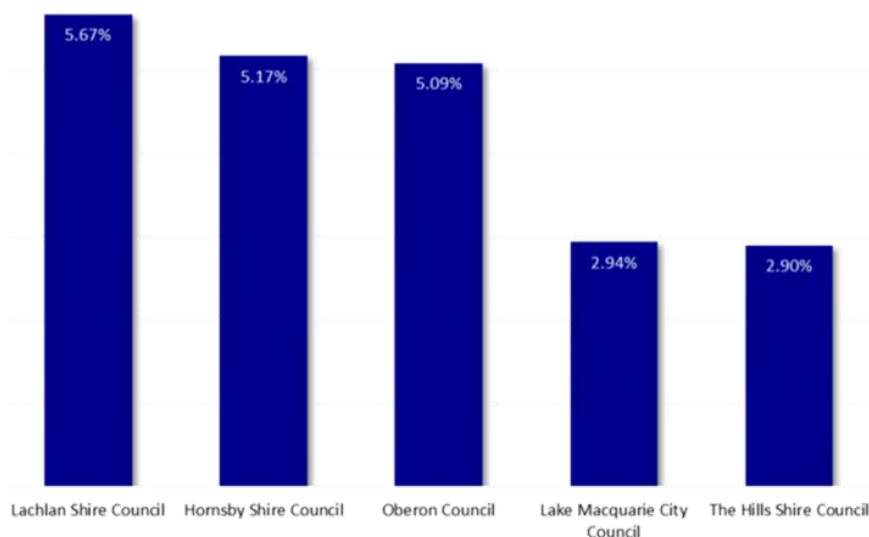


Figure 24 Respondent councils with the largest regulatory cost as a proportion of total operating expenditure



The function and total estimated costs from councils are outlined in the table below.



Table 2 Cost for increased regulatory functions that cannot be recovered through fees and charges

Regulatory function	Number of councils who responded to this question in the survey with a figure	Total amount of cost shift provided	Estimated total cost shift for all NSW Councils (based on population)
Onsite sewer facilities	35 (from which 15 councils put a figure of 0)	\$3.4M	\$5.2M
Companion animals	69 (from which four councils put a figure of 0)	\$19.6M	\$29.6M
Contaminated land management	45 (from which nine councils put a figure of 0)	\$7.2M	\$14.3M
Protection of environment operations	48 (from which four councils put a figure of 0 and one a negative amount)	\$9.9M	\$15.3M
Noxious weeds	64 (from which eight councils put a figure of 0)	\$11.1M	\$16.6M
Development applications	64 (from which five councils put a figure of 0 and one a negative amount)	\$86.7M	\$127.0M

3.5 Funding programs

Councils are occasionally required to fund the continuation of several funding programs that were instigated by the NSW Government, but for which funding commitments have, over time, either been reduced or removed entirely. The three main funding programs councils currently continue to fund are:

- Library subsidies: the original library funding subsidy was 50 per cent of the library services costs, however this has reduced over time. In 2021–22, councils paid an estimated \$156.7 million on library services that would have been covered by the originally committed 50 per cent State government subsidy.
- Flood mitigation: the program was originally established with the State and Federal governments providing 80 per cent of the costs and councils funding 20 per cent, the shortfall of this funding is estimated to be costing councils \$18.2 million in 2021–22.
- Road safety program: funding for programs and ongoing staff for education, however councils were not able to reduce the costs with the removal of the funding program. In 2021–22, councils have an estimated cost burden of \$6.4 million as result.

The total cost to council to continue to meet the funding shortfall of these programs was \$181.3 million, the vast majority which was the shortfall in the library subsidy of \$156.7 million.



Figure 25 Funding program costs shifted by category

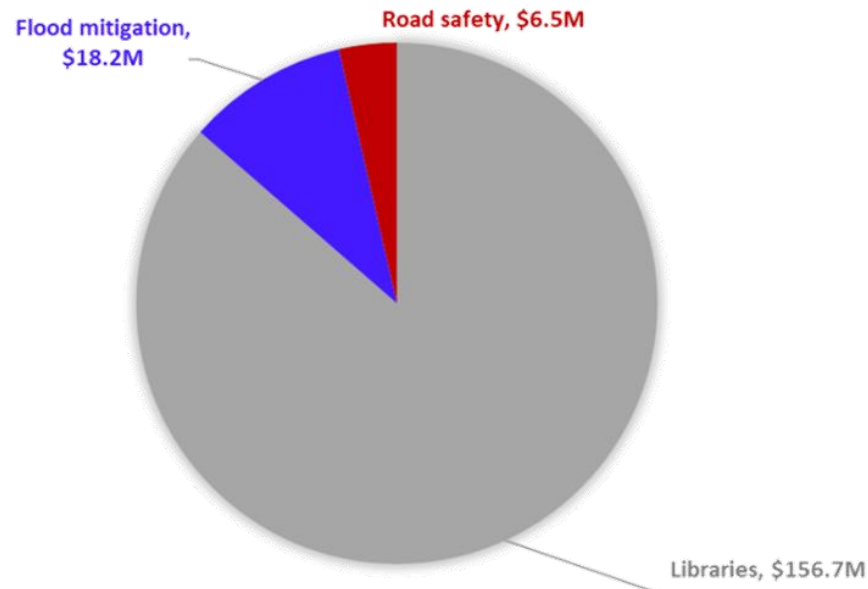


Figure 26 Funding program costs shifted by council classification

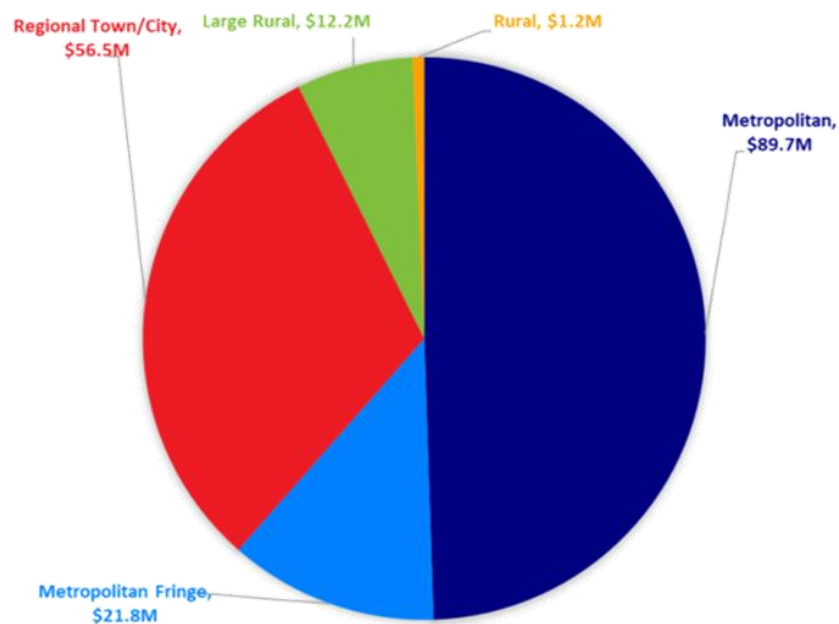
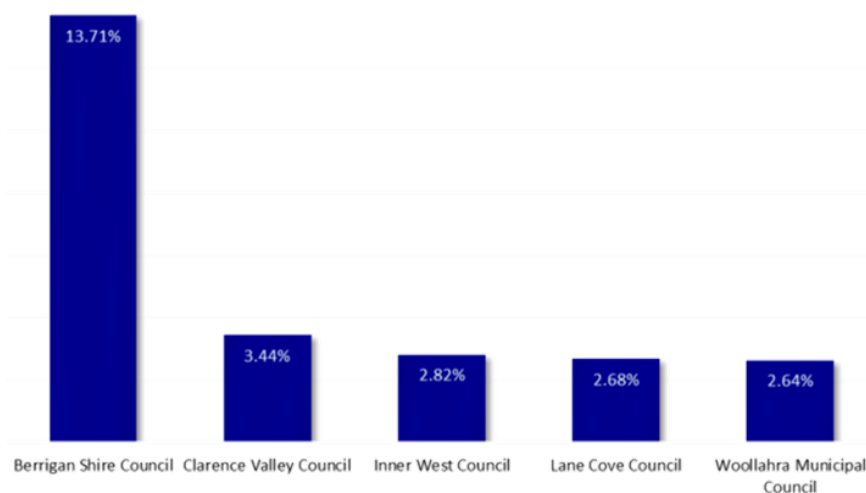




Figure 27 Respondent councils with the largest funding program costs shifted as a proportion of total operating expenditure



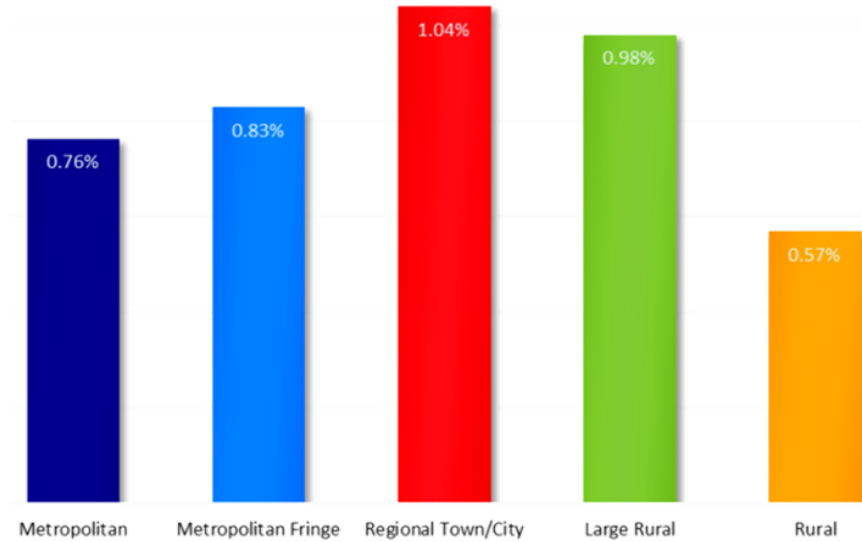
3.6 Pensioner rebates

Councils are required to provide rates rebates to pensioners, which are partially subsidised by the NSW Government. This mandatory pensioner rebate is an estimated net cost to councils of \$55.2 million. This does not include the cost of administering the mandatory pensioner rebates, as each pensioner claim needs to be registered and their details checked by the council.

The level of mandatory rebate has not risen substantially over many years, and therefore has not kept pace with inflation. As a result, many councils have elected to apply further voluntary rebates to ease the financial burden on pensioners. NSW councils incur an additional \$17.2 million in voluntary pensioner rebates. The total cost of pensioner rebates is estimated to be \$72.4 million.



Figure 28 Average total pensioner rebates as a proportion of total rates revenue by council classification





3.7 Service gaps

This section captures costs incurred by councils in providing services as a result of insufficient service provision by another level of government or a market failure of a subsidised or privatised public service. In 2021–22, it is estimated that councils spent \$66.6 million on filling these gaps.

Figure 29 Service gap costs by council classification

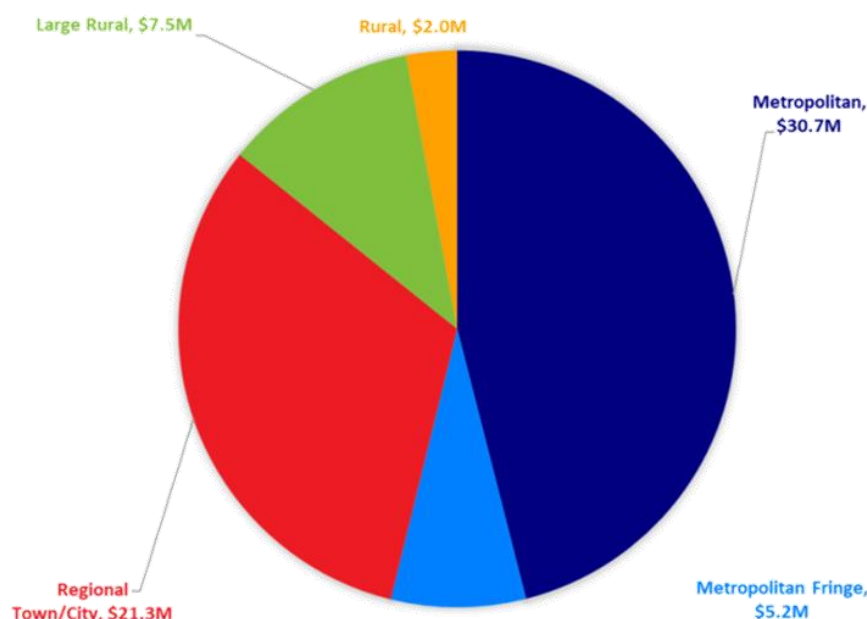
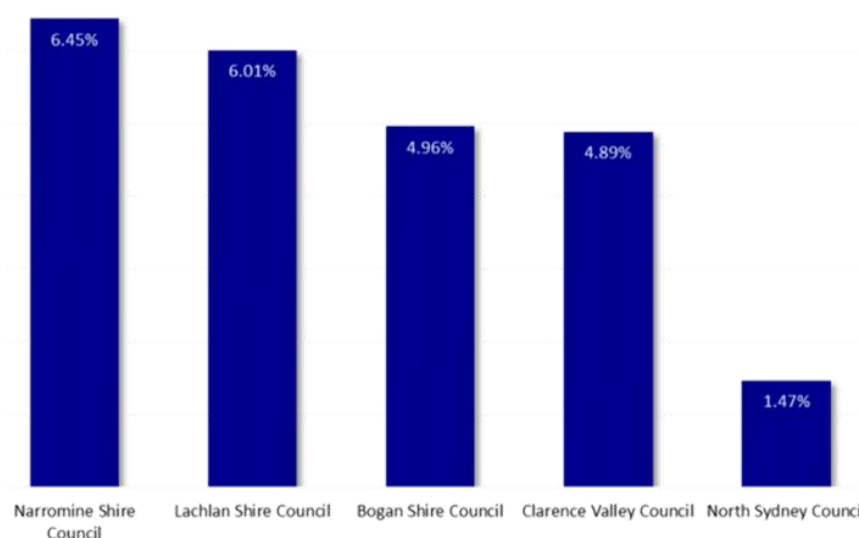


Figure 30 Respondent councils with the highest service gap cost as a proportion of total operating expenditure





The estimated costs are set out in Table 3, below.

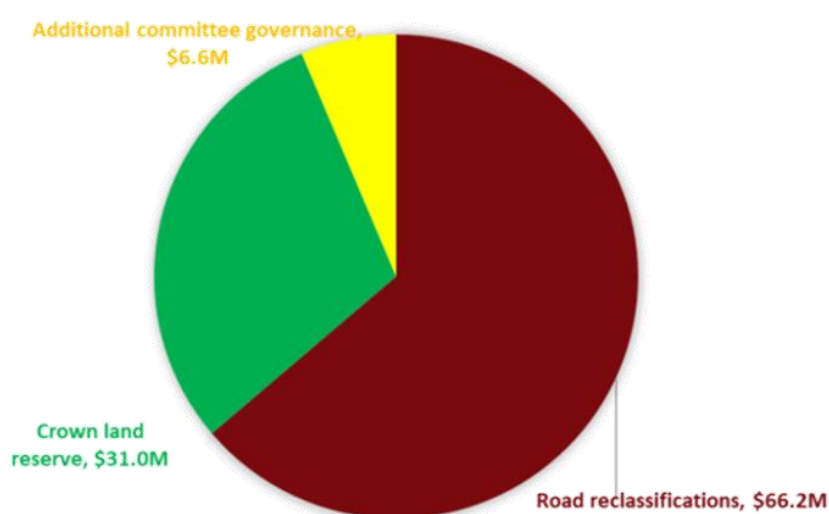
Table 3 Cost for services provided by Council as a result of a State or Federal service gap or market failure

Regulatory function	Number of councils who responded to this question in the survey with a figure	Total amount of cost shift provided	Estimated total cost shift for all NSW Councils (based on population)
Immigration and citizenship ceremonies	60 (from which ten councils put a figure of 0)	\$1.1M	\$1.6M
Crime prevention and policing	51 (from which 11 councils put a figure of 0)	\$10.2M	\$16.2M
Medical services	33 (from which 15 councils put a figure of 0)	\$2.2M	\$3.2M
Aged care services	36 (from which 19 councils put a figure of 0)	\$3.9M	\$5.6M
Disability care services	28 (from which 17 councils put a figure of 0)	\$1.4M	\$2.2M
Childcare services	49 (from which 19 councils put a figure of 0 and two councils a negative figure)	\$12.0M	\$17.8M
Transport services	37 (from which 20 councils put a figure of 0)	\$14.1M	\$20.5M

3.8 Other cost shifts

A number of other areas for cost shifting were identified and gathered in the survey and are outlined here.

Figure 31 Other cost shifts by category





Under the Transport for NSW (formerly RMS) road reclassification program in the 1990s, many roads were reclassified as local or regional road for councils to own and maintain. Of the 68 councils that responded to the survey, 32 were able to estimate the cost of this reclassification, 12 were not able to reliably estimate, and 24 stated that it was not applicable. The total estimate of costs provided by councils was \$26.7 million in 2021–22.

Under the Crown Lands Act 1989, councils have full responsibility to maintain crown reserves under council management and are expected to subsidise shortfalls in maintenance cost from general revenue. This is considered appropriate as the benefits from crown reserves under council management generally accrue to the local community. However, as a result, councils should also be entitled to any current or potential revenue from crown reserves that is required to cover maintenance and improvement cost (e.g., revenue from refreshment facilities, telecommunication facilities). The NSW Government will on occasion take over allowable revenue raising activities on council managed crown reserve land (not including national parks) or will require councils to transfer revenue from council managed crown reserve land to the State Government.

Of the 68 councils surveyed, 22 estimated the lost revenue at \$14.8 million in 2021–22. A further 27 councils were not able to reliably estimate the costs and 19 councils advised that this item didn't apply to them. This estimate does not represent the total net cost of managing (maintaining) crown lands. Nor does it include in transfers associated with the caravan park levy. Only any action by the State Government to limit revenue raising capacity or require the transfer revenue to the State Government has been considered cost shifting.

3.9 Future survey considerations

We asked councils what other areas that should be considered for future surveys. The key areas that respondents identified as costs to be captured in future surveys included:

- Monopoly services costs:
 - NSW Audit Office being the monopoly on local government external audits.
 - NSW Electoral Commission holding a near monopoly on council election administration.
- Cost of Joint Regional Planning Panels (JRPPs) requirement to access councils DAs as per mandated policy.
- Costs of mandatory On-Line Planning Portal – Implementation and ongoing operational costs.
- The Sydney Regional Development Fund Levy.
- Costs associated with Forestry NSW and impact of logging on council owned infrastructure. Rates foregone on State Forest land.
- Capturing the additional cost of Emergency Services administration staff.
- Heritage advisor costs, whilst there is some grant funding towards this it still needs to be administered by council who hand out the grant funds and do general administration.
- Cost involved in Special Variations applications given that councils have to undertake this process to recover costs shifted. This is a lengthy and resource intensive process, which is particularly challenging for smaller councils.
- Net cost of Street Lighting (Less subsidy from Transport for NSW).



- Cost of ongoing maintenance associated with the Community Water Bore program from early 2000s (the program was in conjunction with NSW Office of Water).
- Cost of management of overabundant native species doing damage to infrastructure. This is a NSW government function which is not being undertaken by the State and therefore some councils are doing it.
- Crown Land right to native title compensation (falling to Councils instead of the State).
- Any costs imposed by Service NSW (e.g., disability parking).
- Costs of sharing of facilities especially with Department of Education (schools, parks, playgrounds etc).
- Costs of maintaining State facilities that are located on Crown land.
- Provision of stormwater trunk drainage.

These additional items will need to be validated in terms of the details of what is entailed and whether they are indeed cost shifts before inclusion in any future survey.

We also recommend that some items in the current survey be considered for exclusion in future survey on the basis that they are onerous for councils to quantify and do not materially contribute to the total estimated cost shift for councils, nor are they expected to increase over time. The following items should be reviewed for exclusion:

- Road safety program (Q7) – (0.5% of total cost shift estimate).
- Onsite sewer facilities (Q10) – (0.4% of total cost shift estimate).
- Immigration and citizenship services (Q16) – (0.1% of total cost shift estimate).
- Waste management license fee (Q29) – (0.03% of total cost shift estimate).



4 About the survey

This section outlines the methodology employed to develop and administer the 2021–22 cost shifting survey.

4.1 Development of the survey

The last cost shifting survey of NSW councils was undertaken with 2015–16 financial data. We have used this last survey as the starting point for the 2021–22 Cost Shifting Survey questions. We undertook a review of the previous questionnaire guided by the following guiding principles:

- Ensure that questions are still relevant.
- Where possible maintain questions so that there can be direct year on year comparisons if required.
- Ensure that interpretation of questions is understood and consistent across all councils.
- Identify new areas of cost shifting where required.

An initial review of questions was undertaken by the project team, consisting of Morrison Low and LG NSW staff. We also established a working group that included representatives of senior leaders and financial staff of a cross section of rural, regional, and metropolitan councils. The working group undertook a review of the questions and provided their feedback through a facilitated workshop and feedback gathering tool. We also asked two leading local government academics to provide their feedback through email and one on one meetings on the questionnaire and our approach to understanding cost shifting in local government.

4.2 Conducting the survey

The final survey was provided in a Microsoft Excel format to councils on 17 April 2023 along with a request of councils' 2021–22 Financial Data Return (FDR), which contained council's audited financial Statement information. The FDR was used to gather a small amount of cost shifting information, but predominantly for data validation purposes.

4.3 Responses to the survey

Councils were asked to return their survey responses and FDRs by 8 May 2023. Some councils requested extensions to this date, which were granted up to 19 May 2023. A total of 75 out of 128 councils provided completed surveys (a 58.6% response rate), although not all answers were completed by all responding councils. Only 72 councils provided their FDRs, as three councils were still finalising their 2021–22 financial Statements at the time of survey completion date.

4.4 Data validation and analysis

Data validation included review of outliers both in total terms as well as a proportion of the council's proportion of total operating expenditure. Where possible, we also compared survey responses with councils FDR data returns to understand if there may have been discrepancies or misinterpretations of questions. This



required us to seek further information and validation with some councils on their responses to some questions.

We also utilised State Government financial reports for the Emergency Services agencies to validate to estimate of the ESL against the contributions that these agencies reported in their financial Statements.

For most questions, we have used population as the basis for estimating the total cost shift to all NSW councils for the survey data received. For some we were able to directly estimate through published reports. For example, we used the State Library's 2021–22 report on local council libraries with included operating costs and subsidies received. For other questions, such as the waste levy, where it is not relevant to all councils and there are different levels of the levy between metropolitan and regional councils, we used populations within the relevant and group councils as a basis for estimating the total cost of the waste levy.

9 MOTIONS/QUESTIONS WITH NOTICE

9.1 NOTICE OF MOTION - TO INVESTIGATE THE PURCHASE OF TWO BENCH TABLES WITH BENCH SEATING FOR THE MAIN STREET, AND AN ADDITIONAL BENCH SEAT TO BE PLACED OUTSIDE IGA

File Number:

Mover: Cr Colleen Gorman

Attachments: 1. ATT 1 | NOTICE OF MOTION - INVESTIGATE THE PURCHASE OF TWO BENCH SEATING FOR THE MAIN STREET AND ADDITIONAL BENCH SEAT TO BE PLACED OUTSIDE IGA

CSP Objective: Weddin: Infrastructure

Budget: Nil – investigation to be undertaken within normal operational budget

MOTION

To investigate the purchase of two bench tables with bench seating for the Main Street, and an additional bench seat to be placed outside IGA.

To investigate the purchase of two bench tables with bench seating for the Main Street, and an additional bench seat to be placed outside IGA. Presented by Deputy Mayor, Colleen Gorman.

I hereby give notice of the following motions, for discussion as separate items, at Council's next meeting:

“ that, the General Manager delegates staff to investigate the scope of work required to **provide two bench tables, each with bench seating**, on the pavers near the pedestrian crossing, and **also to provide an additional bench seat outside IGA.**

That **the GM reports back to the August Council meeting,**

1. advising of the costs involved and any implications related to making the tables a permanent fixture.
2. recommending whether this can be achieved within the current budget or whether Council needs to seek a Funding Grant. “

FUNDING SOURCE (where expenditure is sought):

To be advised ... at August Council Meeting.

SUPPORTING COMMENTS:

In recent months, various members of the public have requested that Council provide two bench tables with seating to be permanently positioned on the pavers on **the sunny side of the pedestrian crossing** in the main street. Such tables are needed for the public throughout the week and weekends, as a place to rest and where friends could sit together.

A streetscape with tables and seating is viewed as welcoming to visitors and also encourages the community to sit and spend some time with each other.

The community appreciates the wooden seating that is dispersed along the main street and notes that these seats are frequently used. However, the public has also requested that there is an urgent need for an additional seat to be placed outside IGA, in proximity to the taxi rank.

Grenfell has an aging population and many in the community sit outside IGA after they shop, having a chat while they wait for a lift home or for the taxi. The most frequently used seat in the main street is outside IGA, occupied for short periods throughout each day. A second seat is requested to be placed near the first seat outside IGA, and would ensure that during busy times, there should always be a seat available for those who need it.

STAFF COMMENTS

Street furniture is an important part of a Central Business District and provides a number of benefits including an improved pedestrian experience and increased opportunities for social interaction.

While there are a number of existing public seats in the Main Street, there is an opportunity to investigate the installation of further seating and tables for pedestrians and visitors to the area. It is important that consideration be given to the whole area to determine the most appropriate position(s) for the possible installation of additional seating and chairs.

Further factors to be considered include the location of services, slope of the ground, costs and available budget.

It is considered that Council staff can undertake an investigation of the costs associated with purchasing suitable tables and chairs for installation within Main Street and report back to Council on available options and budget implications.

It is expected that this investigation work can be undertaken within normal operations and therefore will not impact on Councils current budget for the investigation work.



WEDDIN SHIRE COUNCIL

NOTICE OF MOTION

MOTION:

To investigate the purchase of two bench tables with bench seating for the Main Street, and an additional bench seat to be placed outside IGA. Presented by Deputy Mayor, Colleen Gorman.

I hereby give notice of the following motions, for discussion as separate items, at Council's next meeting:

" that, the General Manager delegates staff to investigate the scope of work required to **provide two bench tables, each with bench seating**, on the pavers near the pedestrian crossing, and **also to provide an additional bench seat outside IGA.**

That **the GM reports back to the August Council meeting,**

1. advising of the costs involved and any implications related to making the tables a permanent fixture.
2. recommending whether this can be achieved within the current budget or whether Council needs to seek a Funding Grant. "

FUNDING SOURCE (where expenditure is sought):

To be advised ... at August Council Meeting.

SUPPORTING COMMENTS:

In recent months, various members of the public have requested that Council provide two bench tables with seating to be permanently positioned on the pavers on **the sunny side of the pedestrian crossing** in the main street. Such tables are needed for the public throughout the week and weekends, as a place to rest and where friends could sit together. A streetscape with tables and seating is viewed as welcoming to visitors and also encourages the community to sit and spend some time with each other.

The community appreciates the wooden seating that is dispersed along the main street and notes that these seats are frequently used. However, the public has also requested that there is an urgent need for an additional seat to be placed outside IGA, in proximity to the taxi rank.

Grenfell has an aging population and many in the community sit outside IGA after they shop, having a chat while they wait for a lift home or for the taxi. The most frequently used seat in the main street is outside IGA, occupied for short periods throughout each day. A second seat is requested to be placed near the first seat outside IGA, and would



WEDDIN SHIRE COUNCIL

NOTICE OF MOTION

ensure that during busy times, there should always be a seat available for those who need it.

Name: Colleen Gorman, Deputy Mayor

Signature :



Date : 3rd July 2025

10 GENERAL MANAGER REPORTS

10.1 DRAFT SOCIAL MEDIA POLICY - STAFF

File Number:

Author: Acting General Manager

Authoriser: Acting General Manager

Attachments: 1. ATT 1 | Draft Social Media Policy - Staff

CSP Objective: Weddin: Civic Leadership

Precis: To present the draft Social Media Policy – Staff to the newly elected council for their review.

Budget: NIL

RECOMMENDATION

That

1. Council place the draft Social Media Policy - Staff, as attached to the report, on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.
2. The Acting General Manager presents a further report to Council with all submissions received at the conclusion of the public exhibition period for Council's further consideration and adoption of the policy, or in the event that no submissions are received during the exhibition period, Council formally adopt the Policy, without any changes, as a Policy of Council.

PURPOSE

The purpose of the Social Media Policy – Staff, is to provide a clear standard of conduct for all staff of Weddin Shire Council in relation to social media use. The policy is adopted from the Model Social Media Policy template, developed by the Office of Local Government.

BACKGROUND

The Model Social Media Policy template has been developed by the Office of Local Government (OLG) in consultation with councils. The Model Social Media Policy sets out an exemplar approach by incorporating examples of best practice from the social media policies of a diverse range of NSW councils, as well as from Commonwealth and State Government agencies.

The draft Weddin Shire Council (WSC) Social Media Policy – Staff, is adopted from the OLG Model Social Media Policy providing a robust framework for the administration and management of Council's social media platforms. The policy sets the standards of conduct for all Council staff and other officials (except Councillors) who use social media in their official capacity.

A policy for Councillors is also being considered separately to this report.

ISSUES AND COMMENTS

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

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

In addition, many councils use social media as the platform through which they webcast their meetings. This increases transparency by providing visibility of council decision making in real time.

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

While not mandatory, the Model Social Media Policy reflects best practice and all councils, county councils and joint organisations are encouraged to adopt it.

The reason for the separation of the policies for staff and Councillors is because the OLG Template policy was a long policy document and the delineation will assist Council Officers in the implementation of the policy into a succinct policy.

The approach has been utilised by other councils and is similar to the Model Code of Conduct for Councillors and the Model Code of Conduct for Staff.

The existing Social Media Policy – Staff was adopted by Council in November 2022 and is to be reviewed every three (3) years. No changes to the current policy are being proposed.

POLICY/LEGAL IMPLICATIONS

There are no direct legal implications arising from this report, other than those which have already been addressed above and within the draft policy.

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

FINANCIAL/RESOURCE IMPLICATIONS

Nil

INTERNAL/EXTERNAL CONSULTATION

The Social Media Policy – Staff, be placed on public exhibition for a period of 28 days for the purpose of inviting submissions from the community. In addition, the policy will be provided to all WSC staff for consultation.

CONCLUSION

The Social Media Policy – Staff, has been adopted from the Model Social Media Policy, developed by the Office of Local Government.

The Social Media Policy – Staff, was developed to provide a clear standard of conduct for all staff of the Weddin Shire Council, in relation to social media use. No changes to the current policy are being proposed. The Social Media Policy – Staff, is to be placed on Public Exhibition for a period of 28 days for the purpose of inviting submissions from the community and will be provided to all staff for consultation.



DRAFT | SOCIAL MEDIA POLICY FOR STAFF

02.05.01

i. BACKGROUND

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

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

Social media presents Council with a number of benefits such as promoting events, engaging with specific target groups, undertaking project based community consultations and Council service offerings.

Despite its obvious benefits, social media also presents a variety of challenges and risks. These include:

- the emergence of new, harmful forms of behaviour, such as cyber-bullying and trolling
- maintaining the accuracy, reliability and integrity of information disseminated from multiple sources
- organisations can be held liable for content uploaded onto their social media platforms by third parties
- content uploaded in a person's private capacity can adversely affect their employment and cause significant reputational damage to colleagues and employers, and
- rapid innovation can make it difficult to keep pace with emerging technologies and trends.

In addition, potential corruption risks may arise due to social media use. These include:

- customers, development proponents / objectors, tenderers, or other stakeholders grooming public officials by behaviours such as 'liking' specific posts, reposting content, or sending personal or private messages
- public officials disclosing confidential or sensitive information
- using social media for sponsorship opportunities, which may unfairly advantage one sponsor over another and lack transparency, and
- public agencies or officials promoting certain businesses by behaviours such as 'following' them, 'liking' content, or making comments, which may result in those businesses being favoured over others.

This is a separate policy to the Social Media Policy for Councillors.

**ii. PURPOSE**

The purpose of the Weddin Shire Council Social Media Policy – Staff, and annexure 'House Rules' is to provide a clear standard of conduct for the Weddin Shire Council in relation to social media use.

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

The Policy is a local supplement to the provisions of the Act and Regulation.

The Policy is adopted from the Model Social Media Policy, developed by the Office of Local Government and has been developed for Staff.

iii. POLICY OBJECTIVES

The objectives of this Policy are to:

- provide clear standard principles in relation to conduct and behaviours when engaging on social media platforms to assist councillors, staff and other council officials of Weddin Shire Council to fulfil their duties.
- underpin every aspect of a council's social media activity and all councils and council officials should commit to upholding them.

iv. LEGISLATION

- *Local Government Act 1993*
 - section 232(1)(f)
- *Privacy and Personal Information Protection Act 1998*
- *Health Records and Information Privacy Act 2002*
- *Model Code of Conduct for Local Councils in NSW*
- State Archives and Records Authority of NSW 'Government Recordkeeping / Advice and Resources / Local Government' and 'Social media recordkeeping for councillors'

v. APPLICATION/SCOPE

This Policy applies at all times to all staff, contractors, labour-hire and Council Officials in the Weddin Local Government Area.



1. POLICY

1.1 PRINCIPLES

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

- Openness** Our social media platforms are places where anyone can share and discuss issues that are relevant to our Council and the community we represent and serve.
- Relevance** We will ensure our social media platforms are kept up to date with informative content about our Council and community.
- Accuracy** The content we upload onto our social media platforms and any other social media platform will be a source of truth for our Council and community and we will prioritise the need to correct inaccuracies when they occur.
- Respect** Our social media platforms are safe spaces. We will uphold and promote the behavioural standards contained in this policy and our Council's code of conduct when using our social media platforms and any other social media platform.
- Cohesion** Council officials genuinely work to serve their community, often with limited resourcing and within frameworks dictated by legislation, and plans and policies adopted by Council, that prioritise work and services. While specific lines of actions being pursued by Council may not align with every community member's priorities, "Every kingdom divided against itself is brought to desolation, and every city or house divided against itself will not stand." Council officials' use of social media platforms/profiles seeks to build cohesion between Council and the public it serves—for our shared future prosperity—and invite the public to foster this cohesion through the adoption of these principles.

Council's social media platforms/profiles and content are guided by Council's Social Media Policy - Staff and 'House Rules' (section 3; **Annexure A**) for posts.

2. ROLES AND RESPONSIBILITIES

The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.

Roles	Responsibility
The Elected Council	Are committed to upholding and promoting the principles of social media engagement as outlined in this policy and will adhere to the standards of conduct and behaviours,
General Manager	The General Manager is responsible for the overall control and implementation of the Policy.



Roles	Responsibility
Director of Corporate Services	The Director of Corporate Services is responsible for the review of this policy at least every three (3) years.
Council Officers	Council officers, council staff and its contractors must uphold this policy.
General Public	The general public must act in accordance with this policy and abide by any determination made as a result of this policy should they wish to have access to social media platforms.

3. HOUSE RULES

The House Rules outline the principles and procedures by which Council officials, staff, contractors and labour-hire engage with the community and other users on the social media platforms on which Council has a presence and, by which such social media platforms/profiles are moderated.

Posting to any of Council's social media profiles implies your conscious and explicit agreement to comply with the House Rules and the actions to be taken should a post be contrary to them.

The House Rules (**Annexure A**) should be read in conjunction with Weddin Shire Council's Social Media Policy - Staff.

4. USE OF SOCIAL MEDIA DURING WORK HOURS

Council staff may only access and engage on social media in their private capacity while at work during breaks.

Council staff who access and engage on social media in their private capacity during work hours must ensure it does not interfere with the performance of their official duties.

5. STANDARDS OF CONDUCT ON SOCIAL MEDIA

This policy only applies to council officials' use of social media in an official capacity or in connection with their role as a council official. The policy does not apply to personal use of social media that is not connected with a person's role as a council official.



- 5.1.1. Council officials/staff must comply with the Council's code of conduct when using social media in an official capacity or in connection with their role as a council official.
- 5.1.2. Council officials/staff must not use social media to post or share comments, photos, videos, electronic recordings or other information that:
- a) is defamatory, offensive, humiliating, threatening or intimidating to other council officials or members of the public
 - b) contains profane language or is sexual in nature
 - c) constitutes harassment and/or bullying within the meaning of *the Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory
 - d) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
 - e) contains content about the Council, council officials or members of the public that is misleading or deceptive
 - f) divulges confidential Council information
 - g) breaches the privacy of other council officials or members of the public
 - h) contains allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW
 - i) could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment
 - j) commits the Council to any action
 - k) violates an order made by a court
 - l) breaches copyright
 - m) advertises, endorses or solicits commercial products or business
 - n) constitutes spam
 - o) is in breach of the rules of the social media platform.



5.1.3. Council officials/staff must:

- a) attribute work to the original author, creator or source when uploading or linking to content produced by a third party
- b) obtain written permission from a minor's parent or legal guardian before uploading content in which the minor can be identified.

5.1.4. Council officials/staff must exercise caution when sharing, liking, retweeting content as this can be regarded as an endorsement and/or publication of the content

5.1.5. Council officials/staff must not incite or encourage other persons to act in a way that is contrary to the requirements of this policy.

6. POSTING CONTENT

Council's social media presences will, where appropriate:

- Council may decide to post to third party presences for information, promotion or service delivery activity or to provide factual clarification in response to third party information as it pertains to Council as per Council policy and at discretion of the Council.

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

- is uploaded by a third party; and/or
- appears on their social media platform because they have 'liked', 'shared', or 'retweeted' the content, or similar.

7. PERSONAL USE OF SOCIAL MEDIA

What constitutes 'private' use?

For the purposes of this policy, a council official's/staff social media engagement will be considered 'private use' when the content they upload:

- is not associated with, or does not refer to, the Council, any other council officials, contractors, related entities or any other person or organisation providing services to or on behalf of the Council in their official or professional capacities, and
- is not related to or does not contain information acquired by virtue of their employment or role as a council official.

If a council official/staff chooses to identify themselves as a council official, either directly or indirectly (such as in their user profile), then they will not be deemed to be acting in their private capacity for the purposes of this policy.



Council recognises that staff may wish to use social media in a personal capacity.

The General Manager and Council employees/staff are personally responsible for content they publish on any form of social media. They should take measures to ensure their personal comments cannot be mistaken for the official view of Council, impact Council's reputation, offer views on councillors or other staff members or affect the staff member performing their role within Council and comply with Council's code of conduct. Council employees are encouraged to refrain from entering into debates or conversations online regarding Council matters.

Note: Activities on social media websites are public activities. Even though privacy settings are available, content can still be shared and accessed beyond the intended recipients. The terms and conditions of most social media sites state that all content becomes the property of the site on which it is posted¹.

8. ESTABLISHMENT AND DELETION OF COUNCIL SOCIAL MEDIA PLATFORMS

A new council social media platform, or a social media platform proposed by a council related entity (for example, a council committee), can only be established or deleted with the written approval of the General Manager or their delegate.

9. POSTS OR CONDUCT RESULTING IN REMOVAL OR HIDING OF CONTENT AND/OR THE BLOCKING OR BANNING OF A PERSON

Engagement contrary to the above principles or to the following guidelines may be removed outright or 'hidden' from public view, and the person responsible for posting it may be blocked or banned, according to the provisions of Council's Social Media Policy, whether that person be a Council official or member of the public.

9.1 THE PROCESS OF BEING BLOCKED OR BANNED FROM COUNCIL'S SOCIAL MEDIA PLATFORMS/PROFILES

Where a person uploads content onto a social media platform that, in the reasonable opinion of the moderator, is of a kind, contrary to the principles and/or guidelines specified in the House Rules, the moderator may remove or 'hide' that content. Further information can be found at **Annexure A**.

¹ Social Media: Guidance for Agencies and Staff (Government of South Australia) – page 9



9.1 SOCIAL MEDIA MONITORING AND MODERATION

Council's social media platforms and profiles will be monitored and moderated during normal Council business hours, being 8:30am to 5:00pm, Monday to Friday, except public holidays, and outside these hours in the instance of a significant instance of non-compliance.

9.2 USE OF SOCIAL MEDIA DURING EMERGENCIES

During emergencies, such as natural disasters or public health incidents, the General Manager, Directors; executive Assistants or otherwise appointed by the General Manager will be responsible for the management of content on the Council's social media platforms.

To ensure consistent messaging both during and after an emergency, authorised users and council officials must not upload content onto the Council's or their own social media platforms which contradicts advice issued by the agency coordinating the emergency response, or agencies supporting recovery efforts.

Training on social media use during emergencies should be included in training and/or induction provided to authorised users and councillors.

9.3 PLATFORMS

Council will maintain a presence on the following social media platforms:

- FaceBook
- Instagram
- LinkedIn

Council's social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform see **Annexure A**.

9.4 COMPLAINTS

Concerns or complaints about the administration of a Council's social media platform/profile should be made to Council's General Manager in the first instance. Further information is available at **Annexure A**.



DEFINITIONS

Key Terms	Meaning
authorised user	members of council staff who are authorised by the General Manager to upload content and engage on the Council's social media platforms on the Council's behalf
council official	in the case of a council - councillors, members of staff and delegates of the council (including members of committees that are delegates of the council); in the case of a county council — members, members of staff and delegates of the council (including members of committees that are delegates of the council); in the case of a joint organisation — voting representatives, members of staff and delegates of the joint organisation (including members of committees that are delegates of the joint organisation)
minor	for the purposes of clause 5.1.3(b) of this policy, is a person under the age of 18 years
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
social media	online platforms and applications - such as but not limited to social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards - that allow people to easily publish, share and discuss content. Examples of social media platforms include, but are not limited to Facebook, Twitter, Snapchat, LinkedIn, Yammer, YouTube, Instagram, Flickr and Wikipedia



Title: Social Media Policy - Staff		
Department: Corporate Services		
Version	Date	Author
0.1	31/08/2022	EA to GM
0.2	15/09/2022	Director Corporate Services to Council
1.0	17/11/2022 ADOPTED RESOLUTION 299/22	GM
02.05.01 - Draft	10/07/2025	Draft
This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Director, Corporate Services will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guideline.		
Review Date: August 2028		
Amendments in the release		
Amendment History	Date	Detail
DRAFT	15/09/2022	Draft for consultation
1.0	17/11/2022	Adopted version following consultation
Annexure Attached: A – House Rules		
Noreen Vu General Manager		



ANNEXURE A

HOUSE RULES

To be read in conjunction with Weddin Shire Council's Social Media Policy - Staff.

The Weddin Shire Council's Social Media 'House Rules' outline the principles and procedures by which Council officials engage with the community and other users on the social media platforms on which Council has a presence and by which such social media platforms/profiles are moderated.

Posting to any of Council's social media profiles implies your conscious and explicit agreement to comply with these rules and the actions to be taken should a post be contrary to them.

I. GUIDING PRINCIPLES

The principles guiding Council officials' use and moderation of Council's social media are:

Openness: Our social media platforms are places where anyone can share and discuss issues that are relevant to our Council and the community we represent and serve.

Relevance: We will ensure our social media platforms are kept up to date with informative content about our Council and community.

Accuracy: The content we upload onto our social media platforms and any other social media platform will be a source of truth for our Council and community and we will prioritise the need to correct inaccuracies when they occur.

Respect: Our social media platforms are safe spaces. We will uphold and promote the behavioural standards contained in this policy and our Council's code of conduct when using our social media platforms and any other social media platform.

Cohesion: Council officials genuinely work to serve their community, often with limited resourcing and within frameworks dictated by legislation, and plans and policies adopted by Council, that prioritise work and services. While specific lines of actions being pursued by Council may not align with every community member's priorities, "Every kingdom divided against itself is brought to desolation, and every city or house divided against itself will not stand." Council officials' use of social media platforms/profiles seeks to build cohesion between Council and the public it serves—for our shared future prosperity—and invite the public to foster this cohesion through the adoption of these principles.

II. GUIDELINES

A person or social media entity or profile must not use social media to post or share any comment, photos, video, electronic recording or other information or media that:



- a) is defamatory, offensive, humiliating, threatening or intimidating to other Council officials or members of the public
- b) contains profane language or is sexual in nature
- c) constitutes harassment and/or bullying within the meaning of Council's Code of Conduct, or is unlawfully discriminatory
- e) contains content about the Council, Council officials or members of the public that is misleading or deceptive
- f) divulges confidential Council information
- g) breaches the privacy of other Council officials or members of the public
- h) contains allegations of suspected breaches of the Council's Code of Conduct or information about the consideration of a matter under the Procedures for the Administration of the Code of Conduct
- i) could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment
- j) commits the Council to any action
- k) violates an order made by a Court
- l) breaches copyright
- m) advertises, endorses or solicits commercial products or business
- n) constitutes spam
- o) is in breach of the rules of the social media platform.

III. POSTS OR CONDUCT RESULTING IN REMOVAL OR HIDING OF CONTENT AND/OR THE BLOCKING OR BANNING OF A PERSON

Engagement contrary to the above principles or to the following guidelines may be removed outright or 'hidden' from public view, and the person responsible for posting it may be blocked or banned, according to the provisions of Council's Social Media Policy, whether that person be a Council official or member of the public.

IV. THE PROCESS OF BEING BLOCKED OR BANNED FROM COUNCIL'S SOCIAL MEDIA PLATFORMS/PROFILES

Where a person uploads content onto a social media platform that, in the reasonable opinion of the moderator, is of a kind, contrary to the principles and/or guidelines specified in the House Rules, the moderator may remove or 'hide' that content.



Prior to removing or 'hiding' the content, the moderator is to make a record of it (for example, a screenshot).

If the moderator removes or 'hides' the content under this clause, they must, where practicable, notify the person who uploaded the content that it has been removed and the reason(s) for its removal and their rights of review, specified in the following paragraphs.

A person may request a review of a decision by a moderator to remove or 'hide' content under this clause. The request must be made in writing to the General Manager and state the grounds on which the request is being made.

Where a review request is made under this clause, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to remove or 'hide' the content.

If a person uploads content that is removed or 'hidden' under clauses 5.1.1 and 5.1.2 of Weddin Shire Council's Social Media Policy on two (2) occasions, that person may be blocked or banned from the social media platform and/or all social media platforms moderated by Council.

A person may only be blocked or banned from a Council social media platform with the approval of the General Manager. This clause does not apply to blocking or banning a person from a Councillor's social media platform.

Prior to blocking or banning a person from a social media platform, the person must, where practicable, be advised of the intention to block or ban them from the platform/all platforms and be given a chance to respond. Any submission made by the person must be considered prior to a determination being made to block or ban them.

The duration of the block or ban is to be determined by the General Manager, or in the case of a Councillor's social media platform, the Councillor.

Where a determination is made to block or ban a person from a social media platform/all social media platforms, the person must, where practicable, be notified in writing of the decision and the reasons for it. The written notice must also advise the person which social media platforms they are blocked or banned from and the duration of the block or ban and inform them of their rights of review.

Where a person uploads content of a kind referred to under clauses 5.1.2 of Council's Social Media Policy, and the moderator is reasonably satisfied that the person's further engagement on the social media platform poses a risk to health and safety or another substantive risk (such as the uploading of defamatory content), an interim block or ban from the platform/all platforms may be imposed on the person immediately for a period no longer than thirty (30) days.



A person who is the subject of an interim block or ban from the platform/all platforms under this clause must, where practicable, be given a chance to respond to the interim block or ban being imposed. Any submission made by the person must be considered when determining whether the interim block or ban is to be removed or retained.

A person may request a review of a decision to block or ban them from a social media platform. The request must be made in writing to the General Manager and state the grounds on which the request is being made.

Where a review request is made, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to block or ban the person. Where the decision to block or ban the person was made by the General Manager, the review must be undertaken by another senior and suitably qualified member of staff who was not involved in the decision.

Where a person that is the subject of a block or ban continues to engage on a social media platform(s) using an alternative social media account, profile, avatar, etc., a moderator may block or ban the person from the platform(s) immediately.

V. PRIVACY AND YOUR PERSONAL INFORMATION

Social media communications are in the public domain. Council officials and members of the public who post to a social media platform/profile should exercise caution about what personal information, if any, they upload onto social media.

The *Privacy and Personal Information Protection Act 1998* applies to the use of social media platforms by Council officials. To mitigate potential privacy risks, Council officials will:

- a) advise people not to provide personal information on social media platforms
- b) inform people if any personal information they may provide on social media platforms is to be used for official purposes
- c) moderate comments to ensure they do not contain any personal information
- d) advise people to contact the Council or Councillors through alternative channels if they have personal information they do not want to disclose in a public forum.

Council officials are to comply with the *Health Records and Information Privacy Act 2002* when engaging on and/or moderating social media platforms. In fulfilling their



obligations, Council officials should refer to any guidance issued by the Information and Privacy Commission of NSW, such as, but not limited to, the Health Privacy Principles.

VI. SOCIAL MEDIA MONITORING AND MODERATION

Council's social media platforms and profiles will be monitored and moderated during normal Council business hours, being 8.30am to 5pm, Monday to Friday, except public holidays, and outside these hours in the instance of a significant instance of non-compliance.

Council officials who are responsible for the moderation of the Council's or councillors' social media platforms may remove content and 'block' or ban a person from those platforms. Such actions must be undertaken in accordance with clauses 5.1.1 – 5.1.5.

For the purposes of this Part, 'social media platform' and 'platform' means both the Council's and councillors' social media platforms.

VII. USE OF SOCIAL MEDIA DURING EMERGENCIES

During emergencies, such as natural disasters or public health incidents, the General Manager's team will be responsible for the management of content on the Council's social media platforms.

To ensure consistent messaging both during and after an emergency, authorised users and council officials must not upload content onto the Council's or their own social media platforms which contradicts advice issued by the agency coordinating the emergency response, or agencies supporting recovery efforts.

Training on social media use during emergencies should be included in training and/or induction provided to authorised users and councillors.

VIII. RECORDS MANAGEMENT

Social media content created, sent and received by council officials (including councillors) acting in their official capacity is a council record and may constitute open access information or be subject to an information access application made under the *Government Information (Public Access) Act 2009*. These records must be managed in accordance with the requirements of the *State Records Act 1998* and the Council's approved records management policies and practices.

You must not destroy, alter, or remove social media content unless authorised to do so. If you need to alter or remove social media content, you must do so in accordance with this policy, and consult with the Council's records manager and comply with the requirements of the *State Records Act 1998*.



In fulfilling their obligations, council officials should refer to any guidance issued by the State Archives and Records Authority of NSW relating to retention requirements for councils' and councillors' social media content².

IX. COMPLAINTS

Concerns or complaints about the administration of a Council's social media platform/profile should be made to Council's General Manager in the first instance, either in writing and posted to the General Manager, PO BOX 125, GRENFELL NSW 2810; by email to mail@weddin.nsw.gov.au; or by using the online complaint form on Council's website.

Complaints about the conduct of Council officials (including Councillors) on social media platforms/profiles are to be directed to the General Manager, using any of the above contact points.

Complaints about a General Manager's conduct on social media platforms may be directed to the Mayor, either in writing and posted to The Mayor, Weddin Shire Council, PO BOX 125, GRENFELL NSW 2810 or by email addressed to The Mayor to mail@weddin.nsw.gov.au

² See State Archives and Records Authority of NSW 'Government Recordkeeping / Advice and Resources / Local Government' and 'Social media recordkeeping for councillors'

10.2 DRAFT SOCIAL MEDIA POLICY - COUNCILLORS**File Number:****Author:** Acting General Manager**Authoriser:** Acting General Manager**Attachments:** 1. ATT 1 | Draft Social Media Policy - Councillors**CSP Objective:** Weddin: Civic Leadership**Precis:** To present the draft Social Media Policy – Councillors to the newly elected Council for their review.**Budget:** NIL**RECOMMENDATION**

That

1. Council place the draft Social Media Policy - Councillors, as attached to the report, on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.
2. Request the Acting General Manager presents a further report to Council with all submissions received at the conclusion of the public exhibition period for Council's further consideration and adoption of the policy, or in the event that no submissions are received during the exhibition period, Council formally adopt the Policy, without any changes, as a Policy of Council.

PURPOSE

The purpose of the Social Media Policy – Councillors, is to provide a clear standard of conduct for the Weddin Shire Councillors in relation to social media use. The policy is adopted from the Model Social Media Policy template, developed by the Office of Local Government in 2025.

BACKGROUND

The Model Social Media Policy template has been developed by the Office of Local Government (OLG) in consultation with councils. The Model Social Media Policy sets out an exemplar approach by incorporating examples of best practice from the social media policies of a diverse range of NSW councils, as well as from Commonwealth and State Government agencies.

The draft Weddin Shire Council (WSC) Social Media Policy – Councillors, is adopted from the OLG Model Social Media Policy providing a robust framework for the administration and management of Council's social media platforms. The policy sets the standards of conduct for all council officials who use social media in their official capacity.

The Social Media Policy - Councillors was adopted by Council on 17 November 2022 with a review date of August 2025. This policy has been reviewed, with no changes proposed.

ISSUES AND COMMENTS

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

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

In addition, many councils use social media as the platform through which they webcast their meetings. This increases transparency by providing visibility of council decision making in real time.

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

While not mandatory, the Model Social Media Policy reflects best practice and all councils, county councils and joint organisations are encouraged to adopt it.

POLICY/LEGAL IMPLICATIONS

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

FINANCIAL/RESOURCE IMPLICATIONS

There are no direct financial or resource implications arising from this report.

INTERNAL/EXTERNAL CONSULTATION

The Social Media Policy – Councillors be placed on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.

CONCLUSION

The current Social Media Policy – Councillors, was drafted from the Model Social Media Policy template, developed by the Office of Local Government. This policy has been reviewed with no changes proposed.

The Social Media Policy – Councillors, was developed to provide a clear standard of conduct for the Weddin Shire Councillors in relation to social media use. The Social Media Policy – Councillors is to be placed on Public Exhibition for a period of 28 days for the purpose of inviting submissions from the community.



DRAFT | SOCIAL MEDIA POLICY FOR COUNCILLORS

02.06.01

i. BACKGROUND

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

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

Social media presents Council with a number of benefits such as promoting events, engaging with specific target groups, undertaking project based community consultations and Council service offerings.

Despite its obvious benefits, social media also presents a variety of challenges and risks. These include:

- the emergence of new, harmful forms of behaviour, such as cyber-bullying and trolling
- maintaining the accuracy, reliability and integrity of information disseminated from multiple sources
- organisations can be held liable for content uploaded onto their social media platforms by third parties
- content uploaded in a person's private capacity can adversely affect their employment and cause significant reputational damage to colleagues and employers, and
- rapid innovation can make it difficult to keep pace with emerging technologies and trends.

In addition, potential corruption risks may arise due to social media use. These include:

- customers, development proponents / objectors, tenderers, or other stakeholders grooming public officials by behaviours such as 'liking' specific posts, reposting content, or sending personal or private messages
- public officials disclosing confidential or sensitive information
- using social media for sponsorship opportunities, which may unfairly advantage one sponsor over another and lack transparency, and
- public agencies or officials promoting certain businesses by behaviours such as 'following' them, 'liking' content, or making comments, which may result in those businesses being favoured over others.



DRAFT | SOCIAL MEDIA POLICY FOR COUNCILLORS

ii. PURPOSE

The purpose of the Weddin Shire Council Social Media Policy - Councillors and annexure 'House Rules' is to provide a clear standard of conduct for the Weddin Shire Councillors in relation to social media use.

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

The Policy is a local supplement to the provisions of the Act and Regulation.

The Policy is adopted from the Model Social Media Policy template, developed by the Office of Local Government.

iii. POLICY OBJECTIVES

The objectives of this Policy are to:

- provide clear standard principles in relation to conduct and behaviours when engaging on social media platforms to assist councillors, staff and other officials of Weddin Shire Council to fulfil their duties.
- underpin every aspect of a council's social media activity and all councils and council officials should commit to upholding them.

iv. LEGISLATION

- *Local Government Act 1993*
 - section 232(1)(f)
- *Privacy and Personal Information Protection Act 1998*
- *Health Records and Information Privacy Act 2002*
- *Model Code of Conduct for Local Councils in NSW*
- State Archives and Records Authority of NSW 'Government Recordkeeping / Advice and Resources / Local Government' and 'Social media recordkeeping for councillors'.

v. APPLICATION/SCOPE

This Policy applies at all times to all Councillors and Council Officials in the Weddin Local Government Area.

MODEL SOCIAL MEDIA POLICY

PART 1 – PRINCIPLES

1.1 We, the Councillor's, staff and other officials of Weddin Shire Council are committed to upholding and promoting the following principles of social media engagement:

Openness Our social media platforms are places where anyone can share and discuss issues that are relevant to our Council and the community we represent and serve.

Relevance We will ensure our social media platforms are kept up to date with informative content about our Council and community.

Accuracy The content we upload onto our social media platforms and any other social media platform will be a source of truth for our Council and community and we will prioritise the need to correct inaccuracies when they occur.

Respect Our social media platforms are safe spaces. We will uphold and promote the behavioural standards contained in this policy and our Council's code of conduct when using our social media platforms and any other social media platform.

PART 2 – ADMINISTRATIVE FRAMEWORK FOR COUNCIL'S SOCIAL MEDIA PLATFORMS

PLATFORMS

2.1 Council will maintain a presence on the following social media platforms:

- Facebook
- Instagram
- LinkedIn

2.2 Council's social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.

ESTABLISHMENT AND DELETION OF COUNCIL SOCIAL MEDIA PLATFORMS

2.3 A new council social media platform, or a social media platform proposed by a council related entity (for example, a council committee), can only be established or deleted with the written approval of the General Manager or their delegate.

2.4 Where a council social media platform is established or deleted in accordance with clause 2.3, the General Manager or their delegate may amend clause 2.1 of this policy without the need for endorsement by the Council's governing body.

THE ROLE OF THE GENERAL MANAGER

2.5 The role of the General Manager is to:

- a) approve and revoke a staff member's status as an authorised user
- b) develop and/or approve the training and/or induction to be provided to authorised users
- c) maintain a register of authorised users
- d) maintain effective oversight of authorised users
- e) ensure the Council adheres to the rules of the social media platform(s)
- f) coordinate with the Council's (Insert name of Council department or team) to ensure the Council's social media platforms are set up and maintained in a way that maximises user friendliness and any technical problems are resolved promptly.

2.6 The General Manager is an authorised user for the purposes of this policy.

AUTHORISED USERS

2.7 Authorised users are members of council staff who are authorised by the General Manager to upload content and engage on social media on the Council's behalf.

2.8 Authorised users should be members of council staff that are responsible for managing, or have expertise in, the events, initiatives, programs or policies that are the subject of the social media content.

2.9 The General Manager/SMC will appoint authorised users when required.

2.10 An authorised user must receive a copy of this policy and induction training on social media use and Council's obligations before uploading content on Council's behalf.

2.11 The role of an authorised user is to:

- a) ensure, to the best of their ability, that the content they upload onto social media platforms is accurate
- b) correct inaccuracies in Council generated content
- c) engage in discussions and answer questions on Council's behalf on social media platforms
- d) keep the Council's social media platforms up to date
- e) moderate the Council's social media platforms in accordance with Part 5 of this policy
- f) ensure the Council complies with its record keeping obligations under the *State Records Act 1998* in relation to social media (see clauses 7.1 to 7.4 of this policy)

2.12 When engaging on social media on Council's behalf (such as, but not limited to, on a community social media page), an authorised user must identify themselves as a member of Council staff but they are not obliged to disclose their name or position within the Council.

- 2.13 Authorised users must not use Council's social media platforms for personal reasons.

ADMINISTRATIVE TONE

- 2.14 Authorised users upload content and engage on social media on the Council's behalf. Authorised users must use language consistent with that function and avoid expressing or appearing to express their personal views when undertaking their role.

- 2.15 Authorised users may use more personal, informal language when engaging on Council's social media platforms, for example when replying to comments.

REGISTER OF AUTHORISED USERS

- 2.16 The General Manager will maintain a register of authorised users. This register is to be reviewed quarterly to ensure it is fit-for-purpose.

SOCIAL MEDIA MONITORING AND MODERATION

(Local provision)

- 2.17 Council's social media platforms and profiles will be monitored and moderated during normal Council business hours, being 8:30am to 5:00pm, Monday to Friday, except public holidays, and outside these hours in the instance of a significant instance of non-compliance.

CEASING TO BE AN AUTHORISED USER

- 2.18 The General Manager may revoke a staff member's status as an authorised user, if:

- b) the staff member has not uploaded content onto any of the Council's social media platforms in the last three months
 - c) the staff member has failed to comply with this policy
 - d) the General Manager is of the reasonable opinion that the staff member is no longer suitable to be an authorised user.
- a) the staff member makes such a request

PART 3 – ADMINISTRATIVE FRAMEWORK FOR COUNCILLORS’ SOCIAL MEDIA PLATFORMS

- 3.1 For the purposes of this policy, councillor social platforms are not council social media platforms. Part 2 of this policy does not apply to councillors’ social media platforms.
- 3.2 Councillors are responsible for the administration and moderation of their own social media platforms (in accordance with Parts 3 and 5 of this policy), and ensuring they comply with the record keeping obligations under the *State Records Act 1998* (see clauses 7.1 to 7.4 of this policy) and council’s records management policy in relation to social media.
- 3.3 Clause 3.2 also applies to councillors in circumstances where another person administers, moderates, or uploads content onto their social media platform.
- 3.4 Councillors must comply with the rules of the platform when engaging on social media.

INDUCTION AND TRAINING

- 3.5 Councillors who engage, or intend to engage, on social media must receive induction training on social media use. Induction training can be undertaken either as part of the councillor’s induction program or as part of their ongoing professional development program.

IDENTIFYING AS A COUNCILLOR

- 3.6 Councillor’s must identify themselves on their social media platforms in the following format:
- Councillor “First Name and Last Name”.*
- 3.7 A councillor’s social media platform must include a profile photo which is a clearly identifiable image of the councillor.
- 3.8 If a councillor becomes or ceases to be the mayor, deputy mayor, or the holder of another position (for example, chairperson of a committee), this must be clearly stated on the councillor’s social media platforms and updated within two (2) weeks of a change in circumstances.

OTHER GENERAL REQUIREMENTS FOR COUNCILLORS’ SOCIAL MEDIA PLATFORMS

(Local provision)

- 3.9 Councillor’s engage with the citizens of Weddin Local Government Area through various forums including social media. Councillors have the responsibility to ensure that their use of social media is appropriate. This includes:
- I. Making it clear they are expressing their personal opinion and not purporting to represent the position of Council.
 - II. Not using Council presences as a forum for political debate or making comments that impact Council’s reputation.
 - III. Actively sharing Council posts for the purposes of promoting initiatives and projects rather

than releasing the information independently before Council has distributed through official channels.

POSTING CONTENT

3.10 Council's social media presences will, where appropriate:

- I. Council may decide to post to third party presences for information, promotion or service delivery activity or to provide factual clarification in response to third party information as it pertains to Council as per Council policy and at discretion of the Council.

3.11 Councillor social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.

3.12 A councillor's social media platform must include a disclaimer to the following effect:

"The views expressed and comments made on this social media platform are my own and not that of the Council".

3.13 Despite clause 3.10, mayoral or councillor media releases and other content that has been authorised according to the Council's media and communications protocols may be uploaded onto a councillor's social media platform.

3.14 Councillors may upload publicly available Council information onto their social media platforms.

3.15 Councillors may use more personal, informal language when

engaging on their social media platforms.

COUNCILLOR QUERIES RELATING TO SOCIAL MEDIA PLATFORMS

3.16 Questions from councillor's relating to their obligations under this policy, technical queries relating to the operation of their social media platforms, or managing records on social media may be directed to the General Manager in the first instance, in accordance with Council's councillor requests protocols

OTHER SOCIAL MEDIA PLATFORMS ADMINISTERED BY COUNCILLORS

3.17 A councillor must advise the General Manager of any social media platforms they administer on which content relating to the Council or council officials is, or is expected to be, uploaded. The councillor must do so within:

- a) One (1) week of becoming a councillor, or
- b) One (1) week of becoming the administrator.

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PART 4 – STANDARDS OF CONDUCT ON SOCIAL MEDIA

4.1 This policy only applies to council officials' use of social media in an official capacity or in connection with their role as a council official. The policy does not apply to personal use of social media that is not connected with a person's role as a council official.

4.2 Council officials must comply with the Council's code of conduct when using social media in an official capacity or in connection with their role as a council official.

4.3 Council officials must not use social media to post or share comments, photos, videos, electronic recordings or other information that:

- a) is defamatory, offensive, humiliating, threatening or intimidating to other council officials or members of the public
- b) contains profane language or is sexual in nature
- c) constitutes harassment and/or bullying within the meaning of the *Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory
- d) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
- e) contains content about the Council, council officials or

members of the public that is misleading or deceptive

- f) divulges confidential Council information
- g) breaches the privacy of other council officials or members of the public
- h) contains allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*
- i) could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment
- j) commits the Council to any action
- k) violates an order made by a court
- l) breaches copyright
- m) advertises, endorses or solicits commercial products or business
- n) constitutes spam
- o) is in breach of the rules of the social media platform.

4.4 Council officials must:

- a) attribute work to the original author, creator or source when uploading or linking to content produced by a third party

- b) obtain written permission from a minor's parent or legal guardian before uploading content in which the minor can be identified.

4.5 Council officials must exercise caution when sharing, liking, retweeting content as this can be regarded as an endorsement and/or publication of the content.

4.6 Council officials must not incite or encourage other persons to act in a way that is contrary to the requirements of this Part.

4.7 Councillor's must uphold and accurately represent the policies and decisions of the Council's governing body but may explain why they voted on a matter in the way that they did. (see section 232(1)(f) of the *Local Government Act 1993*).

PART 5 – MODERATION OF SOCIAL MEDIA PLATFORMS

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

- is uploaded by a third party; and/or
- appears on their social media platform because they have 'liked', 'shared', or 'retweeted' the content, or similar.

5.1 Council officials who are responsible for the moderation of the Council's or councillors' social media platforms may remove content and 'block' or ban a person from those platforms. Such actions must be undertaken in accordance with this Part.

5.2 For the purposes of this Part, 'social media platform' and 'platform' means both the Council's and councillors' social media platforms.

HOUSE RULES

5.3 Social media platforms must state or provide an accessible link to the 'House Rules' for engaging on the platform. See **Annexure A**

5.4 For the purposes of the type of behaviour or content that will result in that content being removed or 'hidden', or a person being blocked or banned from the platform, third parties engaging on social media platforms must not post or share comments, photos, videos, electronic recordings or other information that:

- a) is defamatory, offensive, humiliating, threatening or intimidating to council officials or members of the public,
- b) contains profane language or is sexual in nature
- c) constitutes harassment and/or bullying within the meaning of the *Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory
- d) contains content about the Council, council officials or members of the public that is misleading or deceptive
- e) breaches the privacy of council officials or members of the public
- f) contains allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*,
- g) violates an order made by a court
- h) breaches copyright
- i) advertises, endorses or solicits commercial products or business,
- j) constitutes spam
- k) would be in breach of the rules of the social media platform.

REMOVAL OR 'HIDING' OF CONTENT

- 5.5 Where a person uploads content onto a social media platform that, in the reasonable opinion of the moderator, is of a kind specified under clause 5.5, the moderator may remove or 'hide' that content.
- 5.6 Prior to removing or 'hiding' the content, the moderator must make a record of it (for example, a screenshot).
- 5.7 If the moderator removes or 'hides' the content under clause 5.6, they must, where practicable, notify the person who uploaded the content that it has been removed and the reason(s) for its removal and their rights of review.
- 5.8 A person may request a review of a decision by a moderator to remove or 'hide' content under clause 5.6. The request must be made in writing to the General Manager and state the grounds on which the request is being made.
- 5.9 Where a review request is made under clause 5.9, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to remove or 'hide' the content.

BLOCKING OR BANNING

- 5.10 If a person uploads content that is removed or 'hidden' under clause 5.6 of this policy on more than two (2) occasions, that person may be blocked or banned from the social media platform.

- 5.11 A person may only be blocked or banned from a Council social media platform with the approval of the General Manager. This clause does not apply to blocking or banning a person from a councillor's social media platform.
- 5.12 Prior to blocking or banning a person from a social media platform, the person must, where practicable, be advised of the intention to block or ban them from the platform and be given a chance to respond. Any submission made by the person must be considered prior to a determination being made to block or ban them.
- 5.13 The duration of the block or ban is to be determined by the General Manager, or in the case of a councillor's social media platform, the councillor.
- 5.14 Where a determination is made to block or ban a person from a social media platform, the person must, where practicable, be notified in writing of the decision and the reasons for it. The written notice must also advise the person which social media platforms they are blocked or banned from and the duration of the block or ban and inform them of their rights of review.
- 5.15 Despite clauses 5.11 to 5.15, where a person uploads content of a kind referred to under clause 5.5, and the moderator is reasonably satisfied that the person's further engagement on the social media platform poses a risk to health and safety or another substantive risk (such as the uploading of defamatory content), an interim block or ban from all platforms may be imposed on the person immediately for a period no longer than thirty (30) days.
- 5.16 A person who is blocked or banned from all platforms under clause 5.16 must, where practicable, be given a chance to respond to the interim block or ban being imposed. Any submission made by the person must be considered when determining whether the interim block or ban is to be removed or retained under clauses 5.11 to 5.15.
- 5.17 A person may request a review of a decision to block or ban then from a social media platform. The request must be made in writing to the General Manager and state the grounds on which the request is being made.
- 5.18 Where a review request is made under clause 5.18, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to block or ban the person. Where the decision to block or ban the person was made by the General Manager, the review must be undertaken by another senior and suitably qualified member of staff who was not involved in the decision.
- 5.19 Where a person that is the subject of a block or ban continues to engage on a social media platform(s) using an alternative social media account, profile,

avatar, etc., a moderator may block or ban the person from the platform(s) immediately. In these circumstances, clauses 5.11 to 5.19 do not apply.

PART 6 – USE OF SOCIAL MEDIA DURING EMERGENCIES

- 6.1 During emergencies, such as natural disasters or public health incidents, the General Manager; Directors; Executive Assistants or otherwise appointed by the General Manager will be responsible for the management of content on the Council's social media platforms.
- 6.2 To ensure consistent messaging both during and after an emergency, authorised users and council officials must not upload content onto the Council's or their own social media platforms which contradicts advice issued by the agency coordinating the emergency response, or agencies supporting recovery efforts.
- 6.3 Training on social media use during emergencies should be included in training and/or induction provided to authorised users and councillors.

PART 7 – RECORDS MANAGEMENT AND PRIVACY REQUIREMENTS

RECORDS MANAGEMENT

- 7.1 Social media content created, sent and received by council officials (including councillor's) acting in their official capacity is a council record and may constitute open access information or be subject to an information access application made under the *Government Information (Public Access) Act 2009*. These records must be managed in accordance with the requirements of the *State Records Act 1998* and the Council's approved records management policies and practices.
- 7.2 You must not destroy, alter, or remove social media content unless authorised to do so. If you need to alter or remove social media content, you must do so in accordance with this policy, and consult with the Council's records manager and comply with the requirements of the *State Records Act 1998*.
- 7.3 When/if a councillor's term of office concludes, the councillor must contact the Council's records manager and General Manager to manage/transfer records of social media content created during their term of office and comply with the requirements of the *State Records Act 1998*.
- 7.4 In fulfilling their obligations under clauses 7.1 to 7.3, council officials should refer to any guidance issued

by the State Archives and Records Authority of NSW relating to retention requirements for councils' and councillors' social media content¹.

PRIVACY CONSIDERATIONS AND REQUIREMENTS

- 7.5 Social media communications are in the public domain. Council officials should exercise caution about what personal information, if any, they upload onto social media.
- 7.6 The *Privacy and Personal Information Protection Act 1998* applies to the use of social media platforms by the Council and councillors. To mitigate potential privacy risks, council officials will:
- a) advise people not to provide personal information on social media platforms
 - b) inform people if any personal information they may provide on social media platforms is to be used for official purposes
 - c) moderate comments to ensure they do not contain any personal information
 - d) advise people to contact the Council or councillors through alternative channels if they have personal information they do not want to disclose in a public forum.
- 7.7 Council officials must ensure they comply with the *Health Records and Information Privacy Act 2002* when engaging on and/or moderating social media platforms.

¹ See State Archives and Records Authority of NSW
'Government Recordkeeping / Advice and Resources / Local

Government' and 'Social media recordkeeping for councillors'

In fulfilling their obligations, council officials should refer to any guidance issued by the Information and Privacy Commission of NSW, such as, but not limited to, the Health Privacy Principles.

PART 8 – PRIVATE USE OF SOCIAL MEDIA

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

The terms and conditions of most social media sites state that all content becomes the property of the site on which it is posted².

WHAT CONSTITUTES ‘PRIVATE’ USE?

8.1 For the purposes of this policy, a council official's social media engagement will be considered ‘private use’ when the content they upload:

- a) is not associated with, or does not refer to, the Council, any other council officials, contractors, related entities or any other person or organisation providing services to or on behalf of the Council in their official or professional capacities, and
- b) is not related to or does not contain information acquired by virtue of their employment or role as a council official.

8.2 If a council official chooses to identify themselves as a council official, either directly or indirectly (such as in their user profile), then they will not be deemed to be acting in their private capacity for the purposes of this policy.



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PART 9 – CONCERNS OR COMPLAINTS

- 9.1 Concerns or complaints about the administration of a Council's social media platform/profile should be made to Council's General Manager in the first instance. Further information is available at Annexure A. (Local provision)
- 9.2 Concerns or complaints about the administration of a council's social media platforms should be made to the council's General Manager in the first instance.
- 9.3 Complaints about the conduct of council officials (including councillors) on social media platforms may be directed to the General Manager.
- 9.4 Complaints about a General Manager's conduct on social media platforms may be directed to the Mayor.



SOCIAL MEDIA POLICY FOR COUNCILLORS

PART 10 - DEFINITIONS

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

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



Title: Social Media Policy - Councillors			
Department: Corporate Services			
Version	Resolution #	Date	Author
0.1		31/08/2022	EA to GM
0.2		15/09/2022	Director Corporate Services to Council
1.0	ADOPTED Resolution 298/22	17/11/2022	GM
02.06.01		10/07/2025	DRAFT
This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Director, Corporate Services will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guideline.			
Review Date: August 2028			
Amendments in the release			
Amendment History		Date	Detail
DRAFT		15/09/2022	Utilisation of the OLG Template (2022). Yellow highlight are additions from other council policies and strike through are deletions from OLG Policy.
1.0		17/11/2022	Version to be adopted and includes new numbering.
Annexure Attached: A – House Rules			
Noreen Vu General Manager			



ANNEXURE A

HOUSE RULES

To be read in conjunction with Weddin Shire Council's Social Media Policy.

The Weddin Shire Council's Social Media 'House Rules' outline the principles and procedures by which Council officials engage with the community and other users on the social media platforms on which Council has a presence and by which such social media platforms/profiles are moderated.

Posting to any of Council's social media profiles implies your conscious and explicit agreement to comply with these rules and the actions to be taken should a post be contrary to them.

I. GUIDING PRINCIPLES

The principles guiding Council officials' use and moderation of Council's social media are:

Openness: Our social media platforms are places where anyone can share and discuss issues that are relevant to our Council and the community we represent and serve.

Relevance: We will ensure our social media platforms are kept up to date with informative content about our Council and community.

Accuracy: The content we upload onto our social media platforms and any other social media platform will be a source of truth for our Council and community and we will prioritise the need to correct inaccuracies when they occur.

Respect: Our social media platforms are safe spaces. We will uphold and promote the behavioural standards contained in this policy and our Council's code of conduct when using our social media platforms and any other social media platform.

Cohesion: Council officials genuinely work to serve their community, often with limited resourcing and within frameworks dictated by legislation, and plans and policies adopted by Council, that prioritise work and services. While specific lines of actions being pursued by Council may not align with every community member's priorities, "Every kingdom divided against itself is brought to desolation, and every city or house divided against itself will not stand." Council officials' use of social media platforms/profiles seeks to build cohesion between Council and the public it serves—for our shared future prosperity—and invite the public to foster this cohesion through the adoption of these principles.

II. GUIDELINES

A person or social media entity or profile must not use social media to post or share any comment, photos, video, electronic recording or other information or media that:



- a) is defamatory, offensive, humiliating, threatening or intimidating to other Council officials or members of the public
- b) contains profane language or is sexual in nature
- c) constitutes harassment and/or bullying within the meaning of Council's Code of Conduct, or is unlawfully discriminatory
- e) contains content about the Council, Council officials or members of the public that is misleading or deceptive
- f) divulges confidential Council information
- g) breaches the privacy of other Council officials or members of the public
- h) contains allegations of suspected breaches of the Council's Code of Conduct or information about the consideration of a matter under the Procedures for the Administration of the Code of Conduct
- i) could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment
- j) commits the Council to any action
- k) violates an order made by a Court
- l) breaches copyright
- m) advertises, endorses or solicits commercial products or business
- n) constitutes spam
- o) is in breach of the rules of the social media platform.

III. POSTS OR CONDUCT RESULTING IN REMOVAL OR HIDING OF CONTENT AND/OR THE BLOCKING OR BANNING OF A PERSON

Engagement contrary to the above principles or to the following guidelines may be removed outright or 'hidden' from public view, and the person responsible for posting it may be blocked or banned, according to the provisions of Council's Social Media Policy, whether that person be a Council official or member of the public.

IV. THE PROCESS OF BEING BLOCKED OR BANNED FROM COUNCIL'S SOCIAL MEDIA PLATFORMS/PROFILES

Where a person uploads content onto a social media platform that, in the reasonable opinion of the moderator, is of a kind, contrary to the principles and/or guidelines specified in the House Rules, the moderator may remove or 'hide' that content.



Prior to removing or 'hiding' the content, the moderator is to make a record of it (for example, a screenshot).

If the moderator removes or 'hides' the content under this clause, they must, where practicable, notify the person who uploaded the content that it has been removed and the reason(s) for its removal and their rights of review, specified in the following paragraphs.

A person may request a review of a decision by a moderator to remove or 'hide' content under this clause. The request must be made in writing to the General Manager and state the grounds on which the request is being made.

Where a review request is made under this clause, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to remove or 'hide' the content.

If a person uploads content that is removed or 'hidden' under clauses 5.5 and 5.6 of Weddin Shire Council's Social Media Policy on two (2) occasions, that person may be blocked or banned from the social media platform and/or all social media platforms moderated by Council.

A person may only be blocked or banned from a Council social media platform with the approval of the General Manager. This clause does not apply to blocking or banning a person from a Councillor's social media platform.

Prior to blocking or banning a person from a social media platform, the person must, where practicable, be advised of the intention to block or ban them from the platform/all platforms and be given a chance to respond. Any submission made by the person must be considered prior to a determination being made to block or ban them.

The duration of the block or ban is to be determined by the General Manager, or in the case of a Councillor's social media platform, the Councillor.

Where a determination is made to block or ban a person from a social media platform/all social media platforms, the person must, where practicable, be notified in writing of the decision and the reasons for it. The written notice must also advise the person which social media platforms they are blocked or banned from and the duration of the block or ban and inform them of their rights of review.

Where a person uploads content of a kind referred to under clauses 4.3 and 5.5 of Council's Social Media Policy, and the moderator is reasonably satisfied that the person's further engagement on the social media platform poses a risk to health and safety or another substantive risk (such as the uploading of defamatory content), an interim block or ban from the platform/all platforms may be imposed on the person immediately for a period no longer than thirty (30) days.



A person who is the subject of an interim block or ban from the platform/all platforms under this clause must, where practicable, be given a chance to respond to the interim block or ban being imposed. Any submission made by the person must be considered when determining whether the interim block or ban is to be removed or retained.

A person may request a review of a decision to block or ban them from a social media platform. The request must be made in writing to the General Manager and state the grounds on which the request is being made.

Where a review request is made, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to block or ban the person. Where the decision to block or ban the person was made by the General Manager, the review must be undertaken by another senior and suitably qualified member of staff who was not involved in the decision.

Where a person that is the subject of a block or ban continues to engage on a social media platform(s) using an alternative social media account, profile, avatar, etc., a moderator may block or ban the person from the platform(s) immediately.

V. PRIVACY AND YOUR PERSONAL INFORMATION

Social media communications are in the public domain. Council officials and members of the public who post to a social media platform/profile should exercise caution about what personal information, if any, they upload onto social media.

The *Privacy and Personal Information Protection Act 1998* applies to the use of social media platforms by Council officials. To mitigate potential privacy risks, Council officials will:

- a) advise people not to provide personal information on social media platforms
- b) inform people if any personal information they may provide on social media platforms is to be used for official purposes
- c) moderate comments to ensure they do not contain any personal information
- d) advise people to contact the Council or Councillors through alternative channels if they have personal information they do not want to disclose in a public forum.

Council officials are to comply with the *Health Records and Information Privacy Act 2002* when engaging on and/or moderating social media platforms. In fulfilling their



obligations, Council officials should refer to any guidance issued by the Information and Privacy Commission of NSW, such as, but not limited to, the Health Privacy Principles.

VI. SOCIAL MEDIA MONITORING AND MODERATION

Council's social media platforms and profiles will be monitored and moderated during normal Council business hours, being 8.30am to 5pm, Monday to Friday, except public holidays, and outside these hours in the instance of a significant instance of non-compliance.

Council officials who are responsible for the moderation of the Council's or councillors' social media platforms may remove content and 'block' or ban a person from those platforms. Such actions must be undertaken in accordance with clauses 5.11 – 5.20.

For the purposes of this Part, 'social media platform' and 'platform' means both the Council's and councillors' social media platforms.

VII. USE OF SOCIAL MEDIA DURING EMERGENCIES

During emergencies, such as natural disasters or public health incidents, the General Manager, Directors; Executive Assistants or otherwise appointed by the General Manager will be responsible for the management of content on the Council's social media platforms.

To ensure consistent messaging both during and after an emergency, authorised users and council officials must not upload content onto the Council's or their own social media platforms which contradicts advice issued by the agency coordinating the emergency response, or agencies supporting recovery efforts.

Training on social media use during emergencies should be included in training and/or induction provided to authorised users and councillors.

VIII. RECORDS MANAGEMENT

Social media content created, sent and received by council officials (including councillors) acting in their official capacity is a council record and may constitute open access information or be subject to an information access application made under the *Government Information (Public Access) Act 2009*. These records must be managed in accordance with the requirements of the *State Records Act 1998* and the Council's approved records management policies and practices.

You must not destroy, alter, or remove social media content unless authorised to do so. If you need to alter or remove social media content, you must do so in accordance with this policy, and consult with the Council's records manager and comply with the requirements of the *State Records Act 1998*.

When/if a councillor's term of office concludes, the councillor must contact the Council's records manager and General Manager to manage/transfer records of



social media content created during their term of office and comply with the requirements of the *State Records Act 1998*.

In fulfilling their obligations, council officials should refer to any guidance issued by the State Archives and Records Authority of NSW relating to retention requirements for councils' and councillors' social media content².

IX. COMPLAINTS

Concerns or complaints about the administration of a Council's social media platform/profile should be made to Council's General Manager in the first instance, either in writing and posted to the General Manager, PO BOX 125, GRENFELL NSW 2810; by email to mail@weddin.nsw.gov.au; or by using the online complaint form on Council's website.

Complaints about the conduct of Council officials (including Councillors) on social media platforms/profiles are to be directed to the General Manager, using any of the above contact points.

Complaints about a General Manager's conduct on social media platforms may be directed to the Mayor, either in writing and posted to The Mayor, Weddin Shire Council, PO BOX 125, GRENFELL NSW 2810 or by email addressed to The Mayor to mail@weddin.nsw.gov.au

² See State Archives and Records Authority of NSW 'Government Recordkeeping / Advice and Resources / Local Government' and 'Social media recordkeeping for councillors'

10.3 ORGANISATION STRUCTURE**File Number:****Author:** General Manager**Authoriser:** Acting General Manager**Attachments:** Nil**CSP Objective:** Weddin: Civic Leadership**Precis:** Council re-determines the organisation structure in accordance with s. 332 and s. 333 of the Local Government Act 1993.**Budget:** \$6.88m as per the employee cost adopted in the 2025-26 Operational Plan**RECOMMENDATION****That Council:**

1. Note the information contained in this report.
2. Determines the General Manager is the only senior staff position within Council.
3. Approves the organisational structure as presented in alignment with s. 332 and s. 333 of the *Local Government Act 1993* with the Directorates of:
 - a. Office of the General Manager
 - b. Corporate Services;
 - c. Environmental Services; and
 - d. Infrastructure services.

PURPOSE

To provide Council a report to determine the senior staff positions of Weddin Shire Council and approve the organisation structure presented by the Acting General Manager in accordance with s. 332 and s. 333 of the *Local Government Act 1993*.

BACKGROUND

Under s. 332 and s. 333 of the *Local Government Act 1993* – Determination of Structure, Council must undertake the following:

Excerpt from the Local Government Act 1993**332 Determination of structure**

(1) A council must, after consulting the general manager, determine the resources to be allocated towards the employment of staff.

(1A) The general manager must, after consulting the council, determine the positions within the organisation structure of the council.

(1B) The positions within the organisation structure of the council are to be determined so as to give effect to the priorities set out in the strategic plans (including the community strategic plan) and delivery program of the council.

333 Re-determination and review of structure

The organisation structure may be re-determined under this Part from time to time. The council must review, and may re-determine, the organisation structure within 12 months after any ordinary election of the council.

ISSUES AND COMMENTS

Council is required to determine the following:

- The senior staff positions within the organisation structure of council,
- The roles and reporting lines of senior staff positions, and
- The resources to be allocated towards the employment of staff.

Council at its Ordinary meeting held on 19 June 2025, endorsed the 2024-2028 Workforce Management Strategy and the Long-Term Financial Plan 2025/26 to 2034/35. It is proposed that the current structure be re-determined, which aligns with the aforementioned documents.

Senior Staff

Council continues to have only one senior staff position within Council, being the General Manager, which is currently filled by the Acting General Manager.

Directors and the HR Specialist are part of the executive team or Managerial Executive (MANEX) and they are generally viewed as senior members of the team, however the position of the General Manager is the only senior staff position as determined by the *Local Government Act 1993* at Weddin Shire Council.

Four Directorate Organisation

Council has a four (4) Directorate organisation structure that includes the following departments:

- Office of the General Manager
- Corporate Services
- Environmental Services
- Infrastructure Services.

Council's last endorsement of the organisation structure was following the 2021 Council election. No major changes are proposed to the organisation structure in terms of directorates, however one notable change to the Corporate Services Directorate is the recent contract entered into with Central West Libraries for the operation of the Grenfell Library.

The schematic included in **Figure 1** below shows the proposed directorates and areas of responsibility. Council employs three (3) Directors being, Director Corporate Services, Director Environmental Services and Director Infrastructure Services.

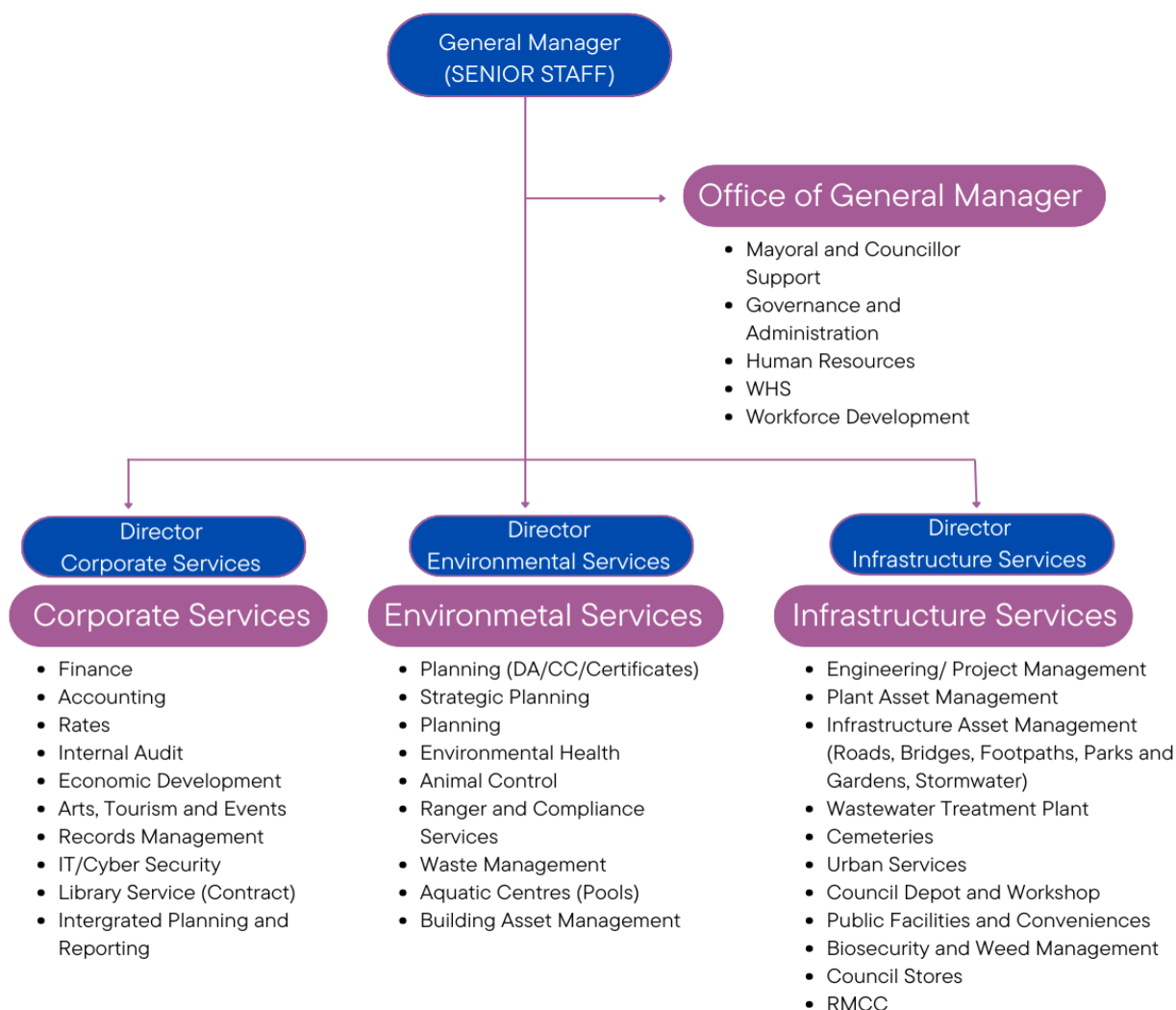


Figure 1. Proposed Organisation Structure

Council's operational plan for the 2025-2026 year sets a total income from continuing operations at \$24.855m with employee costs budgeted at \$6.880m. Information from LGNSW benchmarking shows that Council has remained below the median salary costs for similar sized rural councils as well as neighbouring councils. Work is currently underway with LGNSW to review Council's Salary System, however this does not form part of this report. Further reports will be provided to Council at a later date relating to this review.

From time to time, specialist expert positions are filled on an as need basis by consultants, such as the Luka Group aiding with the preparation of required financial reporting.

It is recommended that Council maintain the existing organisational structure of four directorates at this time while recruitment is underway for a new General Manager. This will satisfy the requirements of s. 333 of the *Local Government Act 1993*. The organisation structure may then be further reviewed and re-determined by the new General Manager should they choose to do so.

The General Manager is responsible for determining the positions within the organisational structure other than senior staff positions. This will be undertaken by the new General Manager in consultation with Councils Consultative Committee and staff.

POLICY/LEGAL IMPLICATIONS

After an election, Council is required to determine or re-determine its organisation structure in accordance with s. 333 of the *Local Government Act 1993*. It is proposed that Council maintains a four (4) directorate structure and for the functions to remain within the relevant Directorates.

FINANCIAL/RESOURCE IMPLICATIONS

The employee costs are budgeted at \$6.880m for the 2025-2026 financial year which was endorsed by Council at the 19 June 2025 Council meeting. The employee costs consist of salary and wages, insurance and overheads. Council has seen an increase in road grant funding through the Disaster Recovery Funding Arrangements, Regional Emergency Road Repair Fund, Roads to Recovery, Regional Roads Block grant and increased Roads Maintenance Council Contract funding which has led to the higher employee costs in recent years. The Long-Term Financial Plan adopted by Council also aligns those employees cost to the grant funding that is known and available in future years.

Endorsing the organisation structure as outlined in **Figure 1** does not prevent the structure being re-determined by a new General Manager during the Council term. Any potential changes will be undertaken in accordance with the *Local Government Act 1993* and the *Local Government (State) Award 2023*.

INTERNAL/EXTERNAL CONSULTATION

Council's MANEX team was consulted to reconfirm that the organisation structure should remain the same, albeit with the Grenfell Library now outsourced to Central West Libraries.

Any future potential changes will be undertaken in accordance with the *Local Government Act 1993* and the *Local Government (State) Award 2023* and appropriately consulted with staff.

CONCLUSION

Council is required to determine the senior staff positions of Weddin Shire Council and approve the organisation structure in accordance with s. 332 and s. 333 of the *Local Government Act 1993*. Following the confirmation of the budget on 19 June 2025, the presentation of the organisation structure remains unchanged with four directorates. The notable change consists of the Grenfell Library now contracted under Central West Libraries which was consulted with staff and endorsed by Council. The new General Manager may choose to re-determine the structure in the future. In this case it will be undertaken in accordance with the *Local Government Act 1993* and the *Local Government (State) Award 2023* and appropriately consulted with staff.

10.4 WRITTEN RETURN OF INTERESTS AND RELATED PARTY DISCLOSURES

File Number:	C2.2.2
Author:	Executive Assistant to the General Manager
Authoriser:	Acting General Manager
Attachments:	1. ATT 1 OLG Circular - A82506_20 March 2024 2. ATT 2 Written Return of Interest_Form 1.1.10 3. ATT 3 Model Code of Conduct - Completing Returns of Interest Forms 4. ATT 4 Related Party Disclosure_Form 1.1.9
CSP Objective:	Weddin: Civic Leadership
Precis:	To remind Councillors of their obligations to lodge Written Return of Interests and Related Party Disclosure
Budget:	\$ Nil.

RECOMMENDATION

That:

1. Councillors and Designated persons review their personal circumstances and determine if they are required to lodge a Written Return of Interests within three (3) months of 30 June 2025.
2. Key Management Personnel review their personal circumstances and determine if they are required to lodge a Related Party Transaction Notification within 30 days after 30 June 2025.

PURPOSE

The purpose of this report is to provide Councillors and Designated persons a formal reminder on their requirement to lodge a Written Return of Interest within three months of 30 June 2025 and a Related Party Disclosures within 30 days of 30 June 2025.

BACKGROUND**Written Returns of Interest**

Under the 'Model Code of Conduct for Local Councils in NSW' (the Model Code of Conduct), all Councillors and Designated persons are required to disclose their personal interests in publicly available returns of interests. These operate as a key transparency mechanism for promoting community confidence in Council decision-making.

Councillors must make and lodge with the General Manager a return in the attached form, disclosing their interests within three (3) months after:

- (a) becoming a Councillor; and
- (b) 30 June each year; and
- (c) becoming aware of an interest they are required to disclose under schedule 1 of the Model Code of Conduct that has not been previously disclosed in a return lodged under (a) or (b).

On 20 March 2024, the Office of Local Government (OLG) issued a circular to Councils General Managers (ref A825046 – Attachment 1) regarding the results of the Returns of Interest (ROI) Audit. As per the OLG Audit, Weddin Shire Councillors need to ensure that all questions are answered, if the question is not applicable to the individual Councillor then please write 'not applicable' or 'does not apply'. In addition, Councillors must provide their place of residence in question 1; this applies to all Councillors.

Related Party Disclosures

The Related Party Disclosure Policy requires Weddin Shire Council's financial statements to contain disclosures necessary to comply with the Australian Accounting Standards AASB 124 – Related Party Disclosure.

Related party relationships are a normal feature of commerce and business. A related party relationship could have an effect on the profit or loss and financial position of Council. Related parties may enter into transactions that unrelated parties would not. For example, an entity that sells goods to its parent at cost might not sell on those terms to another customer.

In addition, the profit or loss and financial position of an entity may be affected by a related party relationship even if related party transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the entity with other parties.

Council is committed to responsible corporate governance, including compliance with the laws and regulations governing related party transactions.

ISSUES AND COMMENTS

Written Returns of Interest

Council must make all returns of interests publically available in accordance with the requirements of the *Government Information (Public Access) Act, 2009*, the *Government Information (Public Access) Regulation, 2018* and relevant guidelines issued by the NSW Information Commissioner.

Information Access Guideline 1 states that Councillors' returns of interests must be made publicly available free of charge on Council's website, unless there is an overriding public interest against disclosure of the information contained in them or to do so would impose unreasonable additional costs on Council. It is open to Council to redact information from returns of interests (e.g. a person's signature and residential address) when publishing returns on its website where there is an overriding public interest against the disclosure that information.

The returns specifically referenced in this Council report is for the return period of **1 July 2024 to 30 June 2025**.

A return lodged within three (3) months of 30 June must be tabled at the first Council meeting after the last day the return was required to be lodged. That is **30 September 2025**.

A copy of the form can be found in Attachment 2 and a guide on how to complete it at Attachment 3.

Related Party Disclosure

The Related Party Disclosure Notifications must be submitted by key management personnel within 30 days after 30 June. Key Management Personnel must proactively notify of any new or potential related party transactions that the person knows of, or any changes

to previously notified related party relationships or transactions, relevant to the subject financial year by providing this to the General Manager.

The Related Party Disclosure Notification in this Council report is for the return period of **1 July 2024 to 30 June 2025**.

A copy of the form can be found in Attachment 4.

POLICY/LEGAL IMPLICATIONS

There is no direct policy or legal implication with this report. However, failure to submit the Written Return of Interests within the three (3) months – 30 September 2025, will be in breach of the Model Code of Conduct and breaches of these requirements are to be referred to the Office of Local Government.

Failure to lodge the Related Party Disclosure Notification will result in a breach of the Related Party Disclosure Policy and the Australian Accounting Standards AASB 124 – Related Party Disclosures.

FINANCIAL/RESOURCE IMPLICATIONS

There are no direct financial or resourcing implications arising from this report.

INTERNAL/EXTERNAL CONSULTATION

This report is being brought to Council for information and does not require consultation.

CONCLUSION

Under the 'Model Code of Conduct for Local Councils in NSW' (the Model Code of Conduct), all Councillors and Designated persons are required to disclose their personal interests in publicly available returns of interests. These operate as a key transparency mechanism for promoting community confidence in Council decision making.

Under Council's Related Party Disclosure Policy and in accordance with Australian Accounting Standards AASB 124 – Related Party Disclosures, key management personnel are required to submit their Related Party Disclosure Notification by **30 July 2025** for the period of **1 July 2024 to 30 June 2025**.

The report provides Councillors and Designated staff a kind reminder to submit these to the General Manager by **30 September 2025** for the period of **1 July 2024 to 30 June 2025**.



Office of Local Government

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

Our Reference: A825046
Contact: Allie Smith
Phone: 02 4428 4100

Dear General Manager,

Results of Returns of Interests (ROI) Audit

On 25 August 2022 Circular No 22-23, ref: A826280 was issued to all Councils in New South Wales in relation to this audit. The OLG selected ten councils at random (five metropolitan, five regional) to be a part of this process and we thank those councils for their participation.

The Office of Local Government (OLG) is writing to advise you that we have completed an audit of the 2021/2022 written returns of interests forms submitted by councillors.

The audit assessed how well each council is complying with the reporting framework and allowed OLG to collate information to respond to locations where further education is needed. The information provided has allowed OLG to better understand councils' policies and procedures relating to the ROI forms as well as the individual councillors' capacity to identify, assess and report ROI's.

In 2023, OLG assessed the compliance of the newest ROI forms completed by Councillors and designated persons. As a result of this assessment it is clear that there are still issues to be addressed. The OLG is now issuing the following advice to all New South Wales Councils to assist Councils in improving compliance and making the forms easier to complete.

Are Councils required to publish ROI forms online?

Yes. Each year Council is required to upload ROI forms received from councillors. While some details may be redacted for privacy reasons, the publication of these forms is an important step in ensuring transparency for the public. OLG will continue to monitor this requirement and reach out to any Council who fails to upload their ROI forms in the period required for that year. This is a requirement of Council, not an optional exercise. The NSW Information and Privacy Commissioner (IPC) can provide further guidance and advice regarding Council's statutory obligations in this area.

Are we using the right form?

The audit showed that councils were using many different forms and formats to produce their ROI submissions. This resulted in incomplete or incorrect questions and answers and as a result, invalid forms. The OLG has provided a sample form set out in the Model Code of Conduct for Local Councils in NSW which provides the correct information. OLG is requesting Councils to use this form OR ensure all questions on the OLG form is represented in Council's ROI form. If the disclosure form provided by your Council does not contain the required information as set out in the Model Code, please take steps to rectify this situation as soon as possible or notify OLG.

Do Councillors need to answer every question?

It was identified in the audit that Councillors were leaving questions blank or for example, drawing an X through them. This is an incorrect response and will be treated as 'no

T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 20 770 707 468



response,' which is invalid. Councillors must answer every question on the form, **whether it applies to them or not**. If the question does not apply to them, an acceptable response would be 'not applicable' or 'does not apply.'

Do Councillors need to supply their residential address?

It was detected that some Councillors failed to provide a place of residence. Please note, all Councillors **MUST** provide a place of residence in question one: 'A. Real Property.' **This applies to everyone**, and includes property owned, property rented or leased, or property that they are residing in that Councillors neither own nor lease under some other arrangement. Councillors have the right to have their address redacted before the ROI is published on Council's website.

Request Information to Better Your Understanding

Councillors should be encouraged to seek assistance in completing their ROI forms, by reaching out to their General Manager as soon as possible. They should be advised not to leave questions blank or answer them with incomplete or false information.

Moving forward, the Office of Local Government will complete spot check audits and will endeavour to conduct a similar audit each year to follow compliance. If you have any issues with the ROI form process at your Council, feel free to reach out to OLG at olg@olg.nsw.gov.au.

We thank you in advance for your assistance in this matter and are available on the contact details listed if you would like to discuss any matters in this letter.

Yours sincerely



Karin Bishop
Director, Sector Performance and Intervention

20 March 2024

COUNCILLOR FORM 1.1.10: Written Return of Interests 2024 - 2025**C2.2.2**

1. **FORM CATEGORY:** Councillor
2. **FORM NUMBER:** 1.1.10
3. **FORM NAME:** Written Return of Interests 2024 - 2025
4. **VERSION DATE:** June 2025

WRITTEN RETURN OF INTERESTS DISCLOSED BY COUNCILLORS AND DESIGNATED PERSONS

The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

This form is set out according to Schedule 2 of the Model Code of Conduct and in accordance with the Office of Local Government's "Model Code of Conduct for Local Councils in NSW – A Guide to Completing Returns of Interest".

DIRECTIVES

If this is the first return you have been required to lodge with the General Manager after becoming a Councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a Councillor or designated person.

If you have previously lodged a return with the General Manager and you are completing this return for the purposes of **disclosing a new interest** that was not disclosed in the last return you lodged with the General Manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a Councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.

If you have previously lodged a return with the General Manager and are submitting a **new return for the new financial year**, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year [30 June 2024 -30 June 2025].

This form must be completed using block letters or typed.

If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Further information and guidelines in regards to the matters to be disclosed in this form is available from The Office of Local Government's website

<https://www.olg.nsw.gov.au/councils/governance/model-code-of-conduct/model-code-of-conduct-and-procedures-2018/>. A copy of the "Model Code of Conduct for Local Councils in NSW – A Guide to Completing Returns of Interest" will also be provided with this form.

COUNCILLOR FORM 1.1.10: Written Return of Interests 2024 - 2025**C2.2.2****IMPORTANT INFORMATION**

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the General Manager at the Council Chambers in a register of returns. The General Manager is required to table all returns at a Council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

COUNCILLOR FORM 1.1.10: Written Return of Interests 2024 - 2025**C2.2.2****DISCLOSURE FORM**

Disclosure of pecuniary interests and other matters by _____
[full name of Councillor or designated person]

as at _____ in respect of the period from 30 June 2024 to 30 June 2025.
[return date]

[signature of Councillor or designated person]

[date]

A. REAL PROPERTY	
Street address of each parcel of real property in which I had an interest at the return date and at any time since 1 July 2024 [30 June 2024 - 30 June 2025]	Nature of interest <i>Provide Details</i>

COUNCILLOR FORM 1.1.10: Written Return of Interests 2024 - 2025**C2.2.2****B. SOURCES OF INCOME****1. Sources of income I :**

- Reasonable expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
- Received from an occupation at any time since 30 June 2024
- [30 June 2024 -30 June 2025]

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

2. Sources of income I:

- Reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
- Received from a trust since 30 June 2024
- [30 June 2024 -30 June 2025]

Name and address of settlor	Name and address of trustee

- 3. Sources of other income I reasonably expect to receive at any time during the period commencing on the first day after the return date and ending on the following 30 June [30 June 2024 -30 June 2025]**
(Include description sufficient to identify the person from whom or the circumstances in which that income was received)

COUNCILLOR FORM 1.1.10: Written Return of Interests 2024 - 2025**C2.2.2**

C. GIFTS	
Description of each gift I received at any time since 30 June 2024	Name and address of donor

D. CONTRIBUTIONS TO TRAVEL		
Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June 2024	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

COUNCILLOR FORM 1.1.10: Written Return of Interests 2024 - 2025**C2.2.2****E. INTERESTS AND POSITIONS IN CORPORATIONS**

Name and address of each corporation in which I had an interest or held a position at the return date and at any time since 30 June 2024	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)

F. PROPERTY DEVELOPMENT

Were you a property developer or a close associate of a property developer on the return date [30 June 2024 -30 June 2025] [Yes/No {if yes provide details}]

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date and at any time since 30 June 2024	Description of position

H. DEBTS

COUNCILLOR FORM 1.1.10: Written Return of Interests 2024 - 2025**C2.2.2**

Name and address of each person to whom I was liable to pay any debt at the return date and at any time since 30 June 2024

I. DISPOSITIONS OF PROPERTY

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June 2024 as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time.

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June 2024, as a result of which I obtained, either wholly or in part, the use and benefit of the property.

J. DISCRETIONARY DISCLOSURES

COUNCILLOR FORM 1.1.10: Written Return of Interests 2024 - 2025

C2.2.2

MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW

A GUIDE TO COMPLETING RETURNS OF INTEREST

Introduction

Under the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct), certain council officials are required to disclose their personal interests in publicly available returns of interests.

These operate as a key transparency mechanism for promoting community confidence in council decision making, whether by councillors or by staff or others under delegation.

You must complete and lodge your return of interests in accordance with the requirements in the Model Code of Conduct.

You must not lodge a return that you know or ought to know is false or misleading in a material particular.

Complaints about breaches of these requirements are to be referred to the Office of Local Government (OLG) and may result in disciplinary action by the council, the Departmental Chief Executive, or the NSW Civil and Administrative Tribunal.

exercising functions that could give rise to a conflict of interest.

When must I submit a written return of interests?

You must submit a return of interests within three months of being elected or becoming a designated person and submit a new return annually (within three months of the start of each financial year).

You do not need to submit a return of interests if you have already submitted a return in the three months preceding 30 June, or if you ceased to be a councillor or designated person in the three months preceding 30 June.

If, at any time, you become aware of any new interests that need to be disclosed, you must submit a new return within three months of becoming aware of the interests.

Who must I lodge my return of interests with?

All returns of interests are to be lodged with the council's general manager.

A return lodged within 3 months of 30 June must be tabled at the first council meeting after the last day the return was required to be lodged.

A return lodged at any other time must be tabled at the first council meeting after the return was lodged.

Important information

Who must submit a return of interests?

You must complete and lodge a return of interests if you are a councillor or designated person.

Designated persons include:

- the general manager
- senior staff, and
- staff, delegates of councils or members of committees who the council identify as

Must my return of interests be made publicly available?

Yes. Councils must make all returns of interests publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the NSW Information Commissioner.

The Information Commissioner has issued Information Access Guideline 1 in relation to the publication of information contained in returns of interests. Guideline 1 states that councillors' and designated persons' returns of interests must be made publicly available free of charge on councils' websites, unless there is an overriding public interest against disclosure of the information contained in them or to do so would impose unreasonable additional costs on the council.

It is open to councils to redact information from returns of interests (eg a person's signature and residential address) when publishing returns on their websites where there is an overriding public interest against the disclosure that information.

For more information, see Guideline 1 which is available [here](#) and OLG's guidance on the implementation of Guideline 1 which is available [here](#).

Is there a standard form for submitting a return of interests?

Yes. Written returns of interests are to be in the form set out in Schedule 2 of the Model Code of Conduct.

A copy is attached to this Guide.

How do I complete a return of interests?

For those who are lodging their first return

If you are lodging a return for the first time, you do not need to complete Parts C, D and I of the return.

All other parts should be completed with information based on your circumstances at the date when you became a councillor or designated person.

Note:

- If you are lodging your first return:
- the 'return date' is the date you became a councillor or designated person, and
 - leave the return 'period' at the top of the form blank

If you have acquired any new interests that need to be disclosed in the return in the period between the return date and the date on which you are completing a return for the first time, you should also disclose these in the return to avoid the need to complete a further return disclosing the new interests.

For those who are lodging their annual return

Complete all parts of the return if you are lodging a new return for the new financial year.

The return should be completed with information based on your circumstances for the 12-month period beginning on 30 June of the previous year to 30 June of this year.

Note:

- If you are lodging your annual return:
- the 'return date' is 30 June of the calendar year in which the return is made, and
 - the return 'period' is from 30 June of the previous year to 30 June of the current year.

For those who are disclosing new interests

Complete all parts of the return if you are disclosing a new interest that was not disclosed in the last return you lodged with the general manager.

The form should be completed with information based on your circumstances from either 30 June of the previous financial year **or** the date you became a councillor or designated person (**whichever is later**), to the date you became aware of the new interest you are disclosing.

Note:

- **If you are disclosing new interests:**
- the 'return date' is the date you became aware of the interest(s), and
 - the return 'period' is from 30 June of the previous financial year, or the date on which you became a councillor or designated person (**whichever is later**) to the date you became aware of the interest(s).

What interests do I need to disclose?

You must not lodge a return that you know or ought to know is false or misleading in a material particular.

In completing your return, you must disclose all relevant interests whether or not they are acquired or held in NSW or Australia.

In the case of interests in real property, you must disclose all interests in real property you hold in Australia.

Part A – Real property

In this section, you must disclose the:

- street address of each parcel of real property you had an interest in:
 - on the return date, and
 - since 30 June of the previous financial year, and
- nature of the interest (eg freehold, lease, option to purchase etc).

You do not need to disclose an interest in a parcel of real property if you ceased to have the interest prior to becoming a councillor or designated person.

You also do not need to disclose an interest in a parcel of real property if your interest was:

- as executor of a will, or administrator of an estate, of a deceased person, **and** you were not a beneficiary under the will or intestacy, or
- as a trustee, if the interest was acquired in the course of an occupation that was not related to your duties as a councillor or designated person.

Note:

- **'Address' is defined in clause 1 of schedule 1 of the Model Code of Conduct**
- **'Real property' refers to any real property in Australia.**

Part B – Sources of income

In this section you must disclose each source of income you:

- reasonably expect to receive from the first day after the return date to 30 June, and
- received in the period since 30 June of the previous financial year.

In disclosing sources of income from your occupation, you must disclose:

- a description of your occupation, and
- if you are employed or the holder of an office, the name and address of your employer, or a description of the office, and
- if you have entered into a partnership with other persons, the name (if any) of the partnership.

In disclosing sources of income from a trust, you must disclose the name and address of the settlor and trustee.

In disclosing the sources of any other income, you must provide a description that identifies the person you received or reasonably expect to receive the income from, or the circumstances in which you received or reasonably expect to receive the income.

You do not need to disclose a source of income if:

- it did not exceed, or you do not reasonably expect it to exceed, \$500
- you ceased to receive income from that source prior to becoming a councillor or designated person, or
- it is your fee as a councillor.

Part C – Gifts

In this section, you must disclose all gifts you have received since 30 June of the previous financial year.

Gifts include any item, property or money you have been given without consideration or with inadequate consideration, unless it was received under a will.

You must provide a description of the gift and the name and address of the person/organisation that gave you the gift.

You do not need to disclose gifts if:

- they did not exceed \$500 in value, unless it was among gifts totalling more than \$500 from the same person/organisation within the last 12 months
- it was given to you by a relative (see below for a definition of “relative”)
- it was a political donation that has been disclosed or is required to be disclosed under the *Electoral Funding Act 2018*, or
- it was received prior to you becoming a councillor or designated person (unless you have received a subsequent gift from the same person/organisation since becoming a councillor/designated person and within a 12-month period and the gifts total more than \$500).

Note:

- **The amount of a gift (other than money) is equal to the monetary value of the gift**
- **‘Relative’ is defined in clause 1 of schedule 1 of the Model Code of Conduct. Relatives include your:**
 - spouse or de facto partner
 - parents, grandparents, brothers, sisters, uncles, aunts, nephews, nieces, lineal descendants or adopted children and any of those persons’ spouses or de facto partners, and
 - spouse’s or de facto partner’s parents, grandparents, brothers, sisters, uncles,

aunts, nephews, nieces, lineal descendants or adopted children and any of those persons’ spouses or de facto partners.

Part D – Contributions to travel

In this section you must disclose the:

- name and address of any person who has made a financial or other contribution to the expenses of any travel you have undertaken since 30 June of the previous financial year
- dates on which you undertook the travel, and
- names of the states and territories and of the overseas countries where the travel was undertaken.

You do not need to disclose a contribution to travel if:

- it was made from public funds
- it was made by a relative (see above for a definition of “relative”)
- it was made in the ordinary course of your occupation that was not related to your functions as a councillor or designated person
- it was under \$250, unless it was among gifts totalling more than \$250 from the same person/organisation within the last 12 months
- it was a political donation that has been disclosed or is required to be disclosed under the *Electoral Funding Act 2018*
- it was made by a political party you are a member of and you undertook the travel for the purpose of political activity of the party in NSW, or to represent the party within Australia, or
- you received the contribution prior to becoming a councillor or designated person (unless you have received a subsequent gift or contribution from the same person/organisation since becoming a councillor/designated person and within a 12 month period and the gifts/contributions total more than \$250).

Note:

- **The amount of a contribution (other than money) is equal to the monetary value of the contribution.**

Part E – Interests and positions in corporations

In this section, you must disclose:

- the name and address of each corporation in which you held an interest or position (whether remunerated or not) on the return date and since 30 June of the previous financial year
- the nature of the interests or positions held in each corporation, and
- a description of the principal objects (if any) of each corporation, except if it is a listed company.

You do not need to disclose an interest or position in a corporation if the corporation:

- is formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, **and**
- it is required to apply its profits or other income for the purpose of promoting its objects, **and**
- it is prohibited from paying any dividend to its members.

You also do not need to disclose an interest in a corporation if it is a beneficial interest in shares in the corporation that does not exceed 10 per cent of the voting rights in the corporation.

You also do not need to disclose an interest or position in a corporation if you ceased to hold the interest or position prior to becoming a councillor or designated person.

Part F – Are you a property developer or close associate of a property developer?

In this section, you must disclose if you are a 'property developer' or a close associate of an individual or corporation that is a 'property developer' for the purposes of the *Electoral Funding Act 2018*.

A person or a corporation is a 'property developer' if they carry out a business mainly concerned with the residential or commercial development of land, with the ultimate purpose of the sale or lease of the land for profit, **and** in the course of that business:

- one 'relevant planning application' has been made by or on behalf of the individual or corporation and is pending, or
- three or more 'relevant planning applications' made by or on behalf of the individual or corporation have been determined within the preceding seven years.

You will be a close associate of a person who is a property developer if:

- you are the spouse of the person, or
- where the person has made a 'relevant planning application' that is pending, you are in a joint venture or partnership with the person in connection with the 'relevant planning application' and you are likely to obtain a financial gain if it is approved or carried out.

You will be a close associate of a corporation that is a property developer if:

- you or your spouse are a director or officer of the corporation
- you or your spouse have voting power in the corporation or a related body corporate of the corporation that is greater than 20%
- where the corporation is a trustee, manager or responsible entity in relation to a trust, you hold more than 20% of the units in the trust (in the case of a unit trust) or you are a beneficiary of the trust (in the case of a discretionary trust), or
- where the corporation has made a 'relevant planning application' that is pending, you are in a joint venture or partnership with the corporation in connection with the 'relevant planning application' and you are likely to obtain a financial gain if it is approved or carried out.

Note:

→ **'Relevant planning application' is defined in section 10.4 (Disclosure of political donations and gifts) of the *Environmental Planning and Assessment Act 1979*.**

Part G – Positions in trade unions and professional or business associations

In this section, you must disclose:

- the name of each trade union and of each professional or business association in which you held any position (whether remunerated

- or not) on the return date and since 30 June of the previous financial year, and a description of the position.

You do not need to disclose a position in a trade union or a professional or business association if you ceased to hold that position prior to becoming a councillor or designated person.

Part H – Debts

In this section, you must disclose the name and address of each person you are/were liable to pay a debt to on the return date, and at any time since 30 June of the previous financial year.

You must disclose a liability to pay a debt whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year.

You do not need to disclose a liability to pay a debt if:

- the debt arose from a loan you have with a deposit taking institution (eg a bank) or other authorised deposit taking institution which lends money, and the loan was part of the institution's ordinary course of business
- the amount to be paid did not exceed \$500, **unless** the debt was one of two or more debts owed to the same person, and the combined value of the debts exceed \$500.
- the debt was owed to a relative (see above for a definition of "relative")
- in the case of a debt for the supply of goods or services:
 - the goods or services were supplied to you within the 12 months before the return date, or at any time since 30 June of the previous financial year, or
 - the goods or services were supplied to you in the ordinary course your occupation that is not related to your duties as a councillor or designated person, or
- the debt was discharged prior to you becoming a councillor or designated person, unless the debt was one of two or more debts you owe to the same person, and the value of the combine debts exceeds \$500.

Part I – Dispositions of real property

In this section you must disclose details of each disposition of real property by you (including the street address of the property) since 30 June of the previous financial year if you wholly or partly retained the use and benefit of the property, or the right to re-acquire it.

You must also disclose details of each disposition of real property to another person under an arrangement with you (including the street address of the property), since 30 June of the previous financial year under which you obtained wholly or partly the use of the property.

You do not need to disclose a disposition of real property if it was made prior to you becoming a councillor or designated person.

Part J – Discretionary disclosures

In this section, you may voluntarily disclose any other interests, benefits, advantages or liabilities you may have, whether or not they are pecuniary, which you have not been required to disclose elsewhere in the return.

DISCLOSURE OF INTERESTS FORM

REQUIRED TO BE LODGED UNDER CLAUSE 4.21
OF THE MODEL CODE OF CONDUCT FOR
LOCAL COUNCILS IN NSW



Disclosure of pecuniary interests and other matters by *[full name of councillor or designated person]*
as at *[return date]* in respect to the period from *[date]* to *[date]*.

Signed: *[councillor's or designated person's signature]*

Date: *[date]*

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
<i>[address]</i>	<i>[details]</i>

B. Sources of income

1. Sources of income I:

- reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
- received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
<i>[description]</i>	<i>[name and address]</i>	<i>[name]</i>

2. Sources of income I:

- reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
- received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
<i>[name and address]</i>	<i>[name and address]</i>

3. Sources of other income I:

- reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
- received at any time since 30 June:

Sources of other income
<i>[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]</i>

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
<i>[details]</i>	<i>[name and address]</i>

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
<i>[name and address]</i>	<i>[dates]</i>	<i>[names]</i>

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
<i>[name and address]</i>	<i>[details]</i>	<i>[details]</i>	<i>[details]</i>

F. Property development

Were you a property developer or a close associate of a property developer on the return date?

[Yes/No]

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
<i>[name]</i>	<i>[details]</i>

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
<i>[name]</i>

I. Disposition of property

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

[details]

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

[details]

J. Discretionary disclosures

[details]

FORM 1.1.9: RELATED PARTY DISCLOSURE**C2.2.2**

1. **FORM CATEGORY:** Councillors and Designated Staff
 2. **FORM NUMBER:** 1.1.9
 3. **FORM NAME:** Related Party Disclosure Form 2024 - 2025
 4. **VERSION DATE:** June 2025

RELATED PARTY DISCLOSURE – COUNCILLORS & DESIGNATED STAFF**PRIVATE AND CONFIDENTIAL**

Related Party Declaration by Key Management Personnel (KMP)	
Name of Councillor/Designated Staff:	
Position:	
List details of close family member, entities that are controlled/jointly controlled by you and entities that are controlled/jointly controlled by close family members	
Name of person or entity	Relationship
I (insert full name), (insert position) declare that that the above list includes all my close family members and the entities controlled, or jointly controlled, by myself or my close family members. I make this declaration after reading the Council's Related Party Disclosures Policy which details the meaning of the words 'close family members' and 'entities controlled, or jointly controlled, by myself or my close family members'.	
Declared at:	(insert place)
on the	(insert date)
Signature of KMP :	

FORM 1.1.9: RELATED PARTY DISCLOSURE

C2.2.2

ATTACHMENT A

RELATED PARTY TRANSACTIONS

NOTIFICATION BY

KEY MANAGEMENT PERSONNEL

Name of Key Management Person: _____

Position of Key Management Person: _____

Please read the Related Party Disclosure Policy which explains what a related party transaction is and the purposes for which Council is collecting, and will use and disclose, the related party information provided by you in this notification.

Please Complete either Section 1 or Section 2

Section 1 (Please tick if applicable)

☐

No related party transactions have been carried out in the past 6-month period and I am not aware of any related party transactions anticipated in the future.

Section 2

Please complete the table attached for each related party transaction with Council that you, or a close member of your family, or an entity related to you or a close member of your family:

- a) has previously entered into and which will continue in the future, or
- b) has entered into, or is reasonably likely to enter into, in the future.

Notification

I, (Name) _____, (Position) _____ notify that, to the best of my knowledge, information, and belief, as at the date of this notification, the above list and attachments, if any, includes all existing and potential related party transactions with Council involving myself, close members of my family, or entities controlled or jointly controlled by me or close members of my family, relevant to the reporting period.

I make this notification after reading the Related Party Disclosure Policy provided by Weddin Shire Council, which details the meaning of the words "related party", "Related party transaction", "close members of the family of a person" and, in relation to an entity, "control" or "joint control" and the purposes for which this information will be used and disclosed.

I permit access to this information for the purpose of compliance with Council's legal obligations and disclosure.

Signature: _____

Date: _____

FORM 1.1.9: RELATED PARTY DISCLOSURE

C2.2.2

Description of Related Party Transaction	Is transaction existing or potential?	Tick box if transaction is financial in nature	Related Party's Name (Individual or Entity) Include ABN if known	Relationship with Related Party	Description of Transaction Documents or Changes to the Related Party Relationship
		<input type="checkbox"/>			
		<input type="checkbox"/>			
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		<input type="checkbox"/>			
		<input type="checkbox"/>			

Note: Please attach additional pages if not enough room supplied above as well as any supporting information that would be useful in the assessment of these related party transactions.

10.5 RESOLUTION REGISTER

File Number: C2.3.3
Author: Executive Assistant to the General Manager
Authoriser: Acting General Manager
Attachments: 1. ATT 1 | Resolution Register as at 10 July 2025
CSP Objective: Weddin: Civic Leadership
Precis: To provide Council with the current outstanding action items
Budget: NIL

RECOMMENDATION

That Council note the attached Resolution Register as at 10 July 2025.

PURPOSE

To provide Council with an update on the current outstanding actions on the Resolution Register as at 10 June 2025.

CONCLUSION

That Council note the outstanding actions on the Resolution Register as at 10 July 2025.

Action Sheets Report	Division: Committee: Council Officer:	Date From: Date To: Printed: 10 July 2025 1:03 PM
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Meeting	Officer/Director	Section	Subject
Council 21/03/2024	Meldrum, Renae Sheehan, Luke	General Manager Reports	SOCIAL MEDIA REPORT FROM THE CNSWJO TO COUNCIL
RESOLUTION 042/24			
Moved: Cr Best			
Seconded: Cr Kenah			
That Council:			
<ol style="list-style-type: none"> Note and receive the report. Delegate the General Manager to review its Social Media Policy for Councillors and Social Media Policy for Staff in the context of the advice from the CNSWJO in this report and to table this to Council at a later date. Delegate the General Manager to seek scoping advice from the CNSWJO for a shared resource in social media support. 			
THE MOTION WAS CARRIED UNANIMOUSLY			
10 Apr 2024 12:56pm Walters, Liz			
GM is in discussion with CNSWJO for shared resourcing; GM will review current Social Media Policy in conjunction with CNSWJO and will table draft to Council in due course.			
13 Nov 2024 3:22pm Walters, Liz			
GM undertook social media training and the CNSWJO has arranged a Policy Lab on Social Media in 2025.			

Action Sheets Report		Division: Committee: Council Officer:	Date From: Date To: Printed: 10 July 2025 1:03 PM
Meeting	Officer/Director	Section	Subject
Council 21/03/2024	Meldrum, Renae Sheehan, Luke	Corporate Services Reports	HENRY LAWSON FESTIVAL FUNDING REQUEST FROM GROW GRENFELL GROUP FOR LIGHTING GRENFELL MAIN STREET BUILDINGS
RESOLUTION 046/24 Moved: Cr Diprose Seconded: Cr Frame That Council: <ol style="list-style-type: none"> Note the request made by The Grow Grenfell Group to The Henry Lawson Festival of Arts Committee for additional funding for Lighting of Grenfell Main Street Buildings. Approve the funding allocation from The Henry Lawson Festival of Arts of \$15,000 to The Grow Grenfell Group. Approve the funding allocation from The Henry Lawson Festival of Arts of \$16,846.83 for the 2024 festival. Approve the funding allocation from The Henry Lawson Festival of Arts of \$15,000 for the 2025 festival. <p style="text-align: right;">THE MOTION WAS CARRIED UNANIMOUSLY</p>			
10 Apr 2024 12:15pm Walters, Liz Letter sent to Grow Grenfell Group and President HLF on 08/04/2024 with the outcomes of the Council meeting. Transfer of \$15,000 from the HLF to GGG will be actioned by the HLF Committee. Council separately notified HLF the council resolution and instructed HLF to transfer the funds to GGG.			
10 Apr 2024 12:19pm Walters, Liz This action will remain on the register until Council receives remittance advice that the transfer of funds to GGG has occurred.			
11 Mar 2025 5:51pm Walters, Liz At the 20 February 2025 Ordinary Council Meeting, Council resolved, Resolution 024/25 to 1) Note the Report, and 2) Rescind Resolution 046/24 and reduce the amount donated to the Grow Grenfell Group to \$9,000.00 with the remaining \$5,825.00 be used by the Henry Lawson Festival Committee for the Event Management for the 2025 festival.			

Action Sheets Report		Division: Committee: Council Officer:	Date From: Date To: Printed: 10 July 2025 1:03 PM
Meeting	Officer/Director	Section	Subject
Council 18/07/2024	Muhammad, Mohsin Prpic, Anthony	Infrastructure Services Reports	REQUEST FOR NEW STREETLIGHT INSTALLATION NEAR GRENFELL PRESCHOOL AND LONG DAY CARE
RESOLUTION 153/24 Moved: Cr Parlett Seconded: Cr McKellar That			
1. That Council note the information contained in this report. 2. That Council delegate the General Manager to notify adjoining and adjacent landowners on the intentions to install an additional streetlight and provide a 28 day period to respond. 3. That Council delegate the General Manager to proceed with engaging Essential Energy to install the streetlight, in the event that no objections are received.			
THE MOTION WAS CARRIED UNANIMOUSLY			
02 Aug 2024 5:06pm Walters, Liz Resolution 153/24 - resolution provided to Mohsin for action			
08 Aug 2024 2:08pm Walters, Liz Letter sent to Grenfell Preschool and Long Day Care Centre advising of Council resolution and that adjoining and adjacent landholders will have 28 days to provide a submission.			
12 Nov 2024 1:06pm Prpic, Anthony Council awaiting Essential Energy to install new pole.			
10 Dec 2024 1:47pm Muhammad, Mohsin Council is awaiting Essential Energy to install new streetlight after an assessment has been completed by Essential Energy.			
13 Feb 2025 3:26pm Walters, Liz Council is awaiting confirmation from Essential Energy regarding installation.			
22 May 2025 4:24pm Walters, Liz Essential Energy has completed the assessment and provide Council with the finalised quote.			

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10 Jul 2025 9:24am Walters, Liz Investigating receipt for 25/26 Grant Light Subsidy with TfNSW, to fund the payment for the installation of the streetlight.
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Meeting	Officer/Director	Section	Subject
Council 15/08/2024	Vu, Noreen Sheehan, Luke	General Manager Reports	HENRY LAWSON FESTIVAL BANK ACCOUNT
<p>RESOLUTION 169/24</p> <p>Moved: Cr McKellar Seconded: Cr Kenah</p> <p>That Council:</p> <ol style="list-style-type: none"> Note the information contained in this report. Delegate the General Manager to work with the Henry Lawson Festival of Arts to close the Weddin Shire Council The Henry Lawson Festival of Art account (ending x7852). Delegate the General Manager to include closing balance amount into its general fund and be reflected in the 2023-2024 financial statements. Delegate the General Manager to include all financial transactions into the 2023-2024 financial statements. Delegate the General Manager to carry-forward the closing balance amount in the new workorder to the 2024-2025 financial year. <p style="text-align: right;">THE MOTION WAS CARRIED UNANIMOUSLY</p>			
<p>21 Aug 2024 3:13pm Thompson, John Resolution 169/24 - letter sent to HLF President 19/8/24. Awaiting reply.,</p> <p>12 Nov 2024 1:19pm Thompson, John Awaiting reply from HLF for co-signatory to close the bank account</p> <p>11 Dec 2024 12:15pm Walters, Liz 9/12/2024 Email sent from the General Manager to the HLF Committee seeking an update on the closure of the account following correspondence sent by the former Director of Corporate Services requesting the closure of the account. No acknowledged email has been received or reply received at the time of updating the resolution register.</p>			

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Meeting	Officer/Director	Section	Subject
Council 20/02/2025	Walters, Liz Sheehan, Luke	General Manager Reports	Submission to OLG - Code of Meeting Practice
RESOLUTION 012/25			
Moved: Cr Neill			
Seconded: Cr Makin			
That Council			
1. Note the report.			
2. Endorse the Mayoral submission as outlined in the report to the Office of Local Government for consideration in the Consultation process.			
THE MOTION WAS CARRIED			
11 Mar 2025 4:59pm Walters, Liz			
Submission and covering letter sent to OLG 27/02/2025			

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Meeting	Officer/Director	Section	Subject
Council 20/02/2025	McCann, Claire Brock, Kathryn	Corporate Services Reports	ARTS, TOURISM AND EVENTS ACTIVITIES FOR DECEMBER 2024 AND JANUARY 2025
RESOLUTION 018/25			
Moved: Deputy Mayor Gorman			
Seconded: Cr Makin			
That Council:			
1. Note the report			
2. Nominates the Light Up the Night event and events surrounding the Light Up the Night for the Local Government NSW Awards.			
THE MOTION WAS CARRIED UNANIMOUSLY			
11 Mar 2025 4:49pm Walters, Liz			
Resolution 018/25 - Amendment: 1) Note the Report, 2) Nominates the Light up the Night event and events surrounding the Light Up the Night for the Local Government NSW Awards.			

Action Sheets Report	Division:		Date From:
	Committee:	Council	Date To:
	Officer:		Printed: 10 July 2025 1:03 PM

Meeting	Officer/Director	Section	Subject
Council 19/12/2024	Carr, Auburn Brock, Kathryn	Corporate Services Reports	GRENFELL CULTURAL CENTRE
RESOLUTION 276/24			
Moved: Deputy Mayor Gorman			
Seconded: Cr Neill			
That Council			
1. Note the information contained in this report.			
THE MOTION WAS CARRIED UNANIMOUSLY			

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Meeting	Officer/Director	Section	Subject
Council 20/03/2025	McCann, Claire Brock, Kathryn	Corporate Services Reports	ALTER RESOLUTION 215/24 FOR AUSTRALIA DAY GRANT AND DONATIONS
RESOLUTION 050/25			<p>Moved: Cr Rolls Seconded: Cr Neill That Council</p> <ol style="list-style-type: none"> Note the information tabled in this report. Alter part of Council resolution 215/24 of 3(b) from the October 2024 Ordinary Meeting of Council and delete "<i>noting that if staff are successful with their Australia Day Community Events Grant program application this will not be required</i>". Approve to process the council donation of \$250 to each village of Greenethorpe, Quandialla and Caragabal for their Australia Day events meaning each village will have received a total of \$500 (\$250 from the National Australia Day Council and \$250 from Weddin Shire Council). Approve for the Bimbi Progress Association council donation of \$250 to be utilised for other purposes in Bimbi, as they were they were unable to hold an Australia Day event in 2025. <p style="text-align: right;">THE MOTION WAS CARRIED UNANIMOUSLY</p>

Action Sheets Report	Division: Committee: Council Officer:	Date From: Date To: Printed: 10 July 2025 1:03 PM
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Meeting	Officer/Director	Section	Subject
Council 20/03/2025	Sheehan, Luke Sheehan, Luke	Environmental Services Reports	UPDATE ON RURAL WASTE FACILITIES
RESOLUTION 052/25 Moved: Cr Makin Seconded: Cr Neill That Council: <ol style="list-style-type: none"> Note the report on the two (2) rural waste facilities and the proposed options for future waste services. Delegates the Director of Environment Services to begin consultation with the community regarding a proposed rural domestic waste and recycling collection service, to replace the bank of general waste bins at Caragabal and Quandialla. Delegates the Director of Environment Services to begin consultation with community regarding the option of transitioning the Caragabal and Quandialla Waste facilities to waste transfer stations. Request that the Director Environmental Services prepare a further report to Council upon the completion of the community consultation process, including any feedback provided. <p style="text-align: right;">THE MOTION WAS CARRIED UNANIMOUSLY</p> <p>10 Apr 2025 12:26pm Sheehan, Luke Meeting with EPA rescheduled to May. Currently developing public consultation strategy.</p> <p>08 May 2025 4:42pm Walters, Liz As per Resolution 065/25: Amend Resolution 052/25 (2) and (3) - Update on Rural Waste Facilities to: a. (2) Delegates the General Manager (or their delegate) to begin consultation with the community regarding a proposed rural domestic waste and recycling collection service, to replace the bank of general waste bins at Caragabal and Quandialla. b. (3) Delegates the General manager (or their Delegate) to begin consultation with community regarding the option of transitioning the Caragabal and Quandialla Waste facilities to waste transfer stations. c. (4) request the General Manager (or their Delegate) prepare a further report to Council upon the completion of the community consultation process, including any feedback provided.</p> <p>11 Jun 2025 12:17pm Sheehan, Luke Draft route for proposed rural waste pickup being finalised. Discussions ongoing with EPA, Occupational Hygienist and Asbestos Removal Contractor regarding gaining access to areas of site to allow soil testing to be undertaken for potential encapsulation plan.</p>			

Division:		Date From:	
Committee:		Date To:	
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Action Sheets Report			

10 Jul 2025 10:07am Sheehan, Luke
New cameras and fencing have been installed at Cargabal and Quandialla facilities. Majority of chemical drums and waste oil drums have removed from both site by contractor as required by EPA., Waiting on reply from EPA regarding remediation of Quandialla and removal of friable asbestos.

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Meeting	Officer/Director	Section	Subject
Council 17/04/2025	Best, Paul Sheehan, Luke	Motions/Questions with Notice	Notice of Motion - SUPPORT FOR GRENFELL HISTORICAL SOCIETY - POSSIBLE TIME CAPSULE
RESOLUTION 062/25			
Moved: Mayor Best Seconded: Cr Rolls			
That Council support the Grenfell Historical Society in exploring the possibility of a time capsule being buried in the Shire, to:			
<ul style="list-style-type: none">Assist them with access to the site and any relevant Council records or information,Request a brief report back to Council once more is known about the time capsule.			
THE MOTION WAS CARRIED UNANIMOUSLY			
08 May 2025 4:48pm Walters, Liz			
Letter from the Mayor's office sent to the Grenfell Museum on 06/05/2025.			

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Meeting	Officer/Director	Section	Subject
Council 15/05/2025	Best, Paul Sheehan, Luke	Mayoral Reports/Minutes	Mayoral Minute - Acknowledgement of Jenny Bennett, Executive Officer at the Central NSW Joint Organisation
RESOLUTION 084/25			
Moved: Mayor Best			
Seconded: Deputy Mayor Gorman			
That Council:			
1) Note the Mayoral Minute.			
2) Thank Ms Jenny Bennett for her significant contribution to the Central West including CENTROC and CNSWJO			
3) Endorse a letter to Ms Jenny Bennett signed by all Councillors to thank her and wishing her well in her retirement.			
THE MOTION WAS CARRIED UNANIMOUSLY			

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Meeting	Officer/Director	Section	Subject
Council 15/05/2025	Sheehan, Luke	Environmental Services Reports	PROPOSED AMENDMENT TO PLANNING PROPOSAL - RECLASSIFICATION OF COMMUNITY LAND TO OPERATIONAL LAND
	Sheehan, Luke		
RESOLUTION 102/25 Moved: Cr White Seconded: Cr Rolls That Council: <ol style="list-style-type: none"> Note the information contained in this report. Endorse the removal of Site 7 being Lot 133 DP 1081488 Stan McCabe Drive Grenfell, from the current Planning Proposal lodged with the Department of Planning, Housing and Infrastructure; Endorse a separate Planning Proposal being lodged with the Department of Planning, Housing and Infrastructure for the reclassification of Lot 133 DP 1081488 Stan McCabe Drive Grenfell, from community land to operational land including the removal of its public reserve status. <p style="text-align: right;">THE MOTION WAS CARRIED UNANIMOUSLY</p> <p>11 Jun 2025 12:15pm Sheehan, Luke Letter sent to Department of Planning advising that Council is agreeable to removing site 7 from Planning Proposal. Additional Planning Proposal containing just site 7 being drafted for lodgement with the Department.</p> <p>10 Jul 2025 10:12am Sheehan, Luke Council is currently dealing with Department of Planning regarding processing of Planning Proposal. Department has offered to aid with additional Planning Proposal for site 7.</p>			

Action Sheets Report	Division:		Date From:
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Meeting	Officer/Director	Section	Subject
Council 19/06/2025	Makin, Wezley Sheehan, Luke	Motions/Questions with Notice	Notice of Motion - Quarterly 'Meet Your Councillors' Community Forums
RESOLUTION 111/25			
Moved: Cr Makin			
Seconded: Cr Rolls			
That Council defers this matter.			
THE MOTION WAS CARRIED			
AGAINST: Cr Niven			
09 Jul 2025 2:53pm Walters, Liz			
As per resolution 111/25 - Council defers this motion.			

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Meeting	Officer/Director	Section	Subject
Council 19/06/2025	Gorman, Colleen Sheehan, Luke	Motions/Questions with Notice	Notice of Motion - Investigate POP-UP Business as an Option for Unoccupied Business Sites in Grenfell
RESOLUTION 112/25			
Moved: Cr Gorman			
Seconded: Cr White			
That the Motion be deferred until the new General Manager has been appointed and some additional research has been completed into the idea.			
THE MOTION WAS CARRIED UNANIMOUSLY			
09 Jul 2025 2:52pm Walters, Liz			
As per Resolution 112/25; this motion be deferred until the New General Manager has been appointed and additional research has been completed into the idea.			

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Meeting	Officer/Director	Section	Subject
Council 19/06/2025	Walters, Liz Sheehan, Luke	General Manager Reports	ADDITION TO THE ANNUAL IN-KIND DONATION PRE-APPROVED TABLE
RESOLUTION 116/25			
Moved: Cr Parlett Seconded: Cr White			
That Council			
<div>1. Approve for the Caragabal Progress Association to be included on the pre-approved annual donation table for the in-kind donation for the Caragabal Camp Oven Cook Off event in the Council's Donations and In-Kind Contribution Policy.</div> <div>2. Note under clause 6.2 of Council's Donations and In-Kind Contribution Policy, the General Manager approved the in-kind support request for the event held over the June 2025 long weekend.</div>			
<div>THE MOTION WAS CARRIED UNANIMOUSLY</div>			

11 CORPORATE SERVICES REPORTS

11.1 STATEMENT OF BANK BALANCES AND BANKING FACILITY REPORT

File Number:

Author: Rates Clerk

Authoriser: Director of Corporate Services

Attachments: Nil

CSP Objective: Weddin: Civic Leadership

Precis: Statement of Bank Balances as at 30 June 2025, restricted cash and banking facilities.

Budget: NIL

RECOMMENDATION

That Council note the information contained in the Statement of Bank Balances and Banking Facilities Report.

BANK BALANCES AS AT 30 JUNE 2025.

Below is a list of all of the current bank balances for each account, as at 30 June 2025.

Table 1 below provides a summary of the current bank balances for each account, as at 30 June 2025.

Bank Account	\$
Westpac – Operating account	\$648,774.29
Westpac – Business Cash Reserve	\$79,677.23
Westpac - Short Term Deposits	\$0.00
CBA Term Deposits (Table 2)	\$12,500,000.00
Total	\$13,228,451.52

Table 1: Bank Balances as at 30 June 2025

Commonwealth Bank Investments

Table 2 below provides a summary of Commonwealth Bank Term Deposits as at 30 June 2025 showing interest earned and interest rates of current investments.

	Invested Date	Maturity Date	Rate %	Invested Amount \$	Interest Earned \$
Commonwealth Bank	04/06/2025	02/09/2025	4.15	\$1,000,000	
Commonwealth Bank	02/06/2025	02/09/2025	4.15	\$ 500,000	
Commonwealth Bank	04/06/2025	03/09/2025	4.14	\$1,000,000	
Commonwealth Bank	05/06/2025	04/09/2025	4.14	\$1,000,000	
Commonwealth Bank	06/06/2025	16/09/2025	4.13	\$1,000,000	
Commonwealth Bank	16/06/2025	16/09/2025	4.13	\$ 500,000	
Commonwealth Bank	16/06/2025	16/09/2025	4.13	\$ 500,000	
Commonwealth Bank	16/06/2025	18/08/2025	4.10	\$ 500,000	
Commonwealth Bank	19/06/2025	19/08/2025	4.11	\$1,000,000	
Commonwealth Bank	19/06/2025	23/09/2025	4.08	\$ 500,000	
Commonwealth Bank	19/06/2025	23/09/2025	4.08	\$ 500,000	
Commonwealth Bank	19/06/2025	23/09/2025	4.08	\$ 500,000	
Commonwealth Bank	19/06/2025	23/09/2025	4.08	\$1,000,000	
Commonwealth Bank	23/06/2025	24/10/2025	4.04	\$1,000,000	
Commonwealth Bank	23/06/2025	27/11/2025	3.99	\$1,000,000	

	Invested Date	Maturity Date	Rate %	Invested Amount \$	Interest Earned \$
Commonwealth Bank	23/06/2025	24/12/2025	3.98	\$1,000,000	
Total Interest – Year to Date				\$12,500,000	\$ 397,633.44

Table 2: Commonwealth Bank Investments as at 30 June 2025

Westpac Investments

Table 3 below confirms Westpac Banking Corporation Term Deposits as at 30 June 2025 were NIL (as \$3,000,000 was redeemed during the month of January 2025) and showing interest earned at maturity.

	Invested Date	Maturity Date	Rate%	Invested Amount \$	Interest earned \$
Westpac Bank				\$0.00	\$0.00
Total Interest – Year to Date				\$0.00	\$119,498.64

Table 3: Westpac Bank Investments as at 30 June 2025

TOTAL CASH (BALANCE BROUGHT FORWARD FROM TABLE 1) \$13,228,451.52

LESS: EXTERNALLY RESTRICTED BALANCES AS AT 30 JUNE 2025

Restricted cash balance specific purpose

Unexpended grants	\$ 8,549,099
Domestic Waste management	\$ 250,000
Developer Contributions – Sewer Fund	\$ 128,000
Sewer Fund	<u>\$ 353,000</u>

Total Restricted cash \$ 9,280,099

TOTAL CASH available NOT EXTERNALLY RESTRICTED \$ 3,948,352.52

INTERNAL ALLOCATIONS AS AT 30 JUNE 2025

Plant Income	\$ 331,956.18
Hogbin Trust	\$ 80,201.96
Cemetery Prepaid fees	\$ 120,744.55
Gravel Pits	\$ 535,390.95
Galvins Pit	\$ 85,901.37

Matthews Pit

\$449,489.58**Total Internal Allocations****\$ 1,068,293.64****OVERDRAFT FACILITY**

Council currently has in place an overdraft facility approved to \$1,000,000. To date Council has not needed to draw on this facility

CONCLUSION

Council is in a solid cash position and continually balances cash flow and funds to maximum yields and also to provide cash flow liquidity for its operations.

11.2 RATES AND CHARGES COLLECTION - JUNE 2025**File Number:****Author:** Rates Clerk**Authoriser:** Director of Corporate Services**Attachments:** 1. ATT 1 | Issue 4 - Weddin Shire Newsletter - July 2025**CSP Objective:** Weddin: Civic Leadership**Precis:** To provide Council a summary of the rates and charges collection for June 2025**Budget:** NIL**RECOMMENDATION****That Council:**

1. note the information contained in this report providing an update on rates and charges collection for the month of June 2025
2. note the Weddin Shire Newsletter Issue 4 that will accompany the rates notices.

PURPOSE

The purpose of this report is for Council to be updated with the most recent information pertaining to its rates and charges collections – as applicable to the month of June 2025.

BACKGROUND

Council levies rates and charges in accordance with the *Local Government Act 1993*.

This monthly report provides Council with information on the rates and charges collection for the month of June 2025.

Further specific commentary relating to collections for the current period can be found in the Financial/Resource Implications section of this report.

ISSUES AND COMMENTS

The annual rate charges are set out within Council's 2024/25 Operational Plan.

The following provides a summary as at 30 June 2025.

	Period to 30 June 2025	Period to 30 June 2024
Rates and Charges Collected (C)	\$ 4,641,657.01	\$4,287,685.54
Total	\$ 4,641,657.01	\$4,287,685.54

	2025	2024
Net Rates/Charges in arrears (A)	\$ 474,339.62	\$ 387,037.04

	2025	2024
2025 Gross Rates/Charges	\$ 4,818,150.14	\$ 4,524,387.46
Less Pension Concession*	(\$ 132,046.67)	(\$ 138,418.78)
Net Amount Levied (B)	\$ 4,686,103.47	\$ 4,385,968.68
Total amount rates incl. arrears (A + B)	\$ 5,160,443.09	\$ 4,773,005.72
Less: Total amount collected (current and arrears) (C)	\$ 4,641,657.01	\$ 4,287,685.54
Add: Rate Accounts in Credit (income in advance)	\$ 146,886.50	\$ 116,073.87
Total rates outstanding	\$ 665,672.58	\$ 601,394.05

POLICY/LEGAL IMPLICATIONS

Council staff comply with the directions provided by Council's suite of policies that govern this function of Council. The collection of rates does have an economic and social impact on the community. Recognising this, Council is always willing to negotiate payment terms with outstanding debtors due to hardship. Rate payers are afforded several opportunities and encouraged to contact Council and make suitable arrangements regarding outstanding amounts.

FINANCIAL/RESOURCE IMPLICATIONS

Uncollected rates are recognised as cash flow that is not available to Council to use for normal operational matters and use. Rate collection is a necessary function for council operation.

It needs to be acknowledged that post Covid-19 along with the additional increase in the cost of living has impacted Council's ability to collect rates and charges.

Council now has additional staff resources available to enable it to increase its focus on recovery of these debts. As well Council continues to engage with a Debt Recovery Agency which is currently monitoring 47 active files. These agency costs unfortunately come at a considerable collection cost to Council both in terms of time and in monetary terms so our preference is always to manage collection of debt internally by our Rates Officers.

Council **outstanding rates and annual charges** (includes interest charged as at June 2025) was \$518,786.08 plus the rates paid in advance of \$146,886.50 = **\$665,672.58**. Council **2024/25 rates and annual charges outstanding** (includes interest charged) as at June 2025 was **\$469,643.71**. As a percentage of the 2024/25 rates charged this is approximately **10.02% in arrears** (just **above the OLG benchmark of <10%** of rates charged).

Council Officers sent out 1595 printed Instalment 4 Rates Notices as well as 271 emailed notices for the 2024/25 financial year. The rates newsletter is attached for reference.

Council finance staff continue to review this regularly and are now in a position to actively work with our ratepayers to collect outstanding debts with a potential Sale of Land in Financial Year 2026, as well as proactively engage with external debt collectors.

INTERNAL/EXTERNAL CONSULTATION

This report is a monthly report to Council.

CONCLUSION

Council is focused on the collection of outstanding rates in a timely fashion but that this will always be undertaken in a sensitive manner.

WEDDIN

Shire Council

NEWSLETTER

JULY 2025

ISSUE 4

MESSAGE FROM THE MAYOR



MAYOR
Cr Paul Best

E: p.best@weddin.nsw.gov.au

As we reflect on the past quarter, I would like to begin by acknowledging the Grenfell Henry Lawson Festival of Arts Committee for their outstanding efforts in delivering yet another memorable event over the June long weekend. The Festival continues to be a major highlight on our regional event calendar, showcasing our rich artistic and cultural heritage. I extend my sincere thanks to all volunteers, organisers and participants who made the event a success.

I also wish to acknowledge the resignation of our General Manager, Ms Noreen Vu. Noreen has served Weddin Shire Council since 2022 with dedication and professionalism. On behalf of the Councillors and staff, I thank her for her service and wish her all the very best as she embarks on an exciting new challenge.

Council has now commenced the recruitment process for a new General Manager. In the interim, Mr Luke Sheehan, our Director of Environmental Services, will step into the role of Acting General Manager. Luke is a proud Grenfell local and offers a wealth of experience gained in senior local government roles. The Councillors and I have full confidence in Luke's ability to lead the organisation through this transition period and ensure continuity and stability.

Another major milestone this quarter has been the completion of Council's Integrated Planning and Reporting (IP&R). All statutory documents have been submitted to the Office of Local Government ahead of the 30 June 2025 deadline. I want to sincerely thank the Weddin Shire community for their valuable contributions throughout this extensive consultation process. Your feedback helped shape the vision outlined in our new Community Strategic Plan.

This once in four years process is no small task, and I commend Council staff for their hard work and professionalism in delivering this suit of integrated document. Their dedication ensured we have a clear roadmap for the future that reflects the aspirations and needs of our community.

As always, Council remains committed to transparent and inclusive decision making. We look forward to continuing our work in delivering positive outcomes for the Weddin Shire community.

Cr Paul Best
MAYOR

YOUR COUNCILLORS



DEPUTY MAYOR
Cr Colleen Gorman

E: c.gorman@weddin.nsw.gov.au



Cr Wez Makin

E: w.makin@weddin.nsw.gov.au



Cr Jeanne Montgomery

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Cr Michael Neill

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Cr John Niven

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Cr Jan Parlett

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Cr Simon Rolls

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Monday to Friday 8:30am - 4:00pm | Office closed 12:30pm - 1:30pm daily

PROJECT UPDATES

WEDDIN
Shire Council

ARRAMAGONG CULVERT UPGRADE

Weddin Shire Council is pleased to report that culvert replacement works on Arramagong Road, Grenfell, are progressing well. The project commenced in March 2025 and forms part of **Council's ongoing commitment to improving local road infrastructure**. This significant upgrade is being delivered under the **Commonwealth Government's Local Roads and Community Infrastructure Program (LRCI)** and involves the complete replacement of the existing box culvert to improve road safety.

To safely undertake these works, Arramagong Road has been **closed to all traffic for the duration of the project**. Council acknowledges the inconvenience this may cause local residents and sincerely apologises for the disruption. Every effort is being made to complete the works as efficiently and promptly as possible. Council thanks the community for their patience and understanding during this important infrastructure upgrade.



NOWLAN'S ROAD UPGRADE

Weddin Shire Council is progressing well with the upgrade works on Nowlan's Road due to favourable weather conditions. The project, which commenced in **February 2025**, **extends north from the junction with the Bimbi-Quandialla Road in Bimbi**.

This significant upgrade is being delivered under the **NSW Government's Fixing Local Roads Program (FLRP)** and includes a wide range of improvements. Key works involve upgrades to existing drainage lines and road formations within the road reserve, road resheeting, culvert and drainage maintenance, tree trimming, and the installation and maintenance of signage and guideposts.

Importantly, this project will **improve access to Weddin Mountains National Park**, Weddin Shire's premier tourism destination, which attracts approximately 25,000 visitors each year.

To ensure the safety of workers and road users, Nowlan's Road is **currently closed to through traffic for the duration of the works**. Access is restricted to local residents only. Council sincerely thanks the local community for their patience and understanding while these essential upgrades are being delivered.

TAYLOR PARK INCLUSIVE PLAYSPACE

The Taylor Park Inclusive Playspace is on track and meeting its milestones for the **predicted completion in the 2025/2026 financial year**. Many residents will have noticed significant developments on site, including the striking **Lizard Lookout** now taking shape at the corner of Church Street and Middle Street. Other exciting features already attracting attention include the much-anticipated **flying fox** and nest swing, which are set to become favourites for children of all ages and abilities.

This transformative project is being delivered with the generous support of the **NSW Government's Crown Reserve Improvement Fund and Stronger Country Communities Round 5**, and reflects Council's ongoing commitment to creating accessible, inclusive, and engaging public spaces for the entire community.



COMMUNITY EVENTS

WEDDIN
Shire Council

NAIDOC DAY 2025: CELEBRATING CULTURE, COUNTRY AND COMMUNITY IN GRENFELL

Weddin Shire Council invites the community to celebrate **NAIDOC Day 2025 at Taylor Park, Grenfell** on **26 September** from **10:00am**. The day will begin with a Welcome to Country and Smoking Ceremony, followed by cultural activities and community celebrations including a performance by the **Forbes High School Nginhagu Dance group**.

This year's theme, **'The Next Generation: Strength, Vision and Legacy'**, highlights the importance of empowering young people and honouring the strength and wisdom of those who came before.

Weddin Shire Council is proud to sponsor this event and acknowledges the dedicated efforts of the small volunteer committee who have worked hard to bring this day to life for the community.

NAIDOC Day is a time for all to **come together, share, learn and celebrate Aboriginal and Torres Strait Islander culture and heritage**.

For more details, visit:

<https://visitweddin.com.au/events-weddin/>



What's On In
WEDDIN

[VISITWEDDIN.COM.AU/EVENTS](https://visitweddin.com.au/events)



WEDDIN
MOUNTAINS REGION

JULY

10 June - 23 July | EXHIBIT: 'The Two Julies Celebrate NAIDOC' by Julie Gilmore & Julie Ferguson

2 July | Young Women Networking Dinner

25 July - 3 September | EXHIBIT: 'Wonderful Wattles' by Weddin Landcare

AUGUST

2 August | Grenfell Goannas Old Boys Day

2 August | Caragabal Esky Ball

30 August | CEF Spring Ball

31 August | Lyn Bowtell at The Cordial Factory

SEPTEMBER

5 September - 10 October | EXHIBIT: 'The Beauty of Nature' by Denise Gough

5 - 6 September | Grenfell Show

20 September | Grenfell Lights Poker Run

27 September | Grenfell Jockey Club Races

28 September - 4 October | Weddin Mountain Muster

COMMUNITY EVENTS

WEDDIN
Shire Council



GRENFELL

More than just a ride

**SUN 28 SEPT - SAT 4 OCT
2025**

ABOUT THE MUSTER

The Weddin Mountain Muster is a 5-day horse trail riding event in Grenfell, held during the first week of the NSW Spring school holidays. Established in 2001 to fund upgrades at the local showground, it has grown into a major tourism event with 120 registered riders and their families, benefiting the local economy each year.

Participants enjoy guided trail rides that showcase the town and surrounding landscape. Riders come from far and wide, with many forming lasting friendships around campfires and falling in love with Grenfell. Known for its friendly atmosphere and excellent organisation, the Muster features dinners, a dress-up day parade, poetry competition and fundraising activities that support the community.

The event is organised by the Weddin Mountain Muster Committee, a sub-committee of the Grenfell PAH&I Association, and supported by property owners, Grenfell PAH&I Association, Grenfell Showground land managers, Weddin Shire Council, NSW Police, Transport NSW, NSW Ambulance, local businesses and sponsors.

BENEFITS

- Influx of loyal visitors who provide a significant economic boost to Grenfell
- Upkeep of the Grenfell Showground
- Donations to local charities and community groups
- Promotion of the region and local businesses

HOW CAN YOU HELP?

- Take care around horses on the road
- Welcome visitors to Grenfell
- Cheer us on during the parade down Main St, approx 11:00am, Wed 1 Oct
- Tolerate the poo - it's not harmful and won't be there for long
- Volunteer with us!



For more information: weddinmountainmuster.com.au



11.3 SELF INITIATED IMPROVEMENT MANAGEMENT PLAN UPDATE**File Number:****Author:** Director of Corporate Services**Authoriser:** Acting General Manager**Attachments:** 1. Self Initiated Improvement Management Plan Update**CSP Objective:** Weddin: Civic Leadership**Precis:** Following the presentation to Weddin Shire's Audit, Risk & Improvement Committee, the Self Initiated Improvement plan is presented to Council for review.**Budget:** NIL**RECOMMENDATION**

That Council

1. Note the updates provided in this report.

PURPOSE

To provide Council with an update on progress for Council's Self-Initiated Improvement Management Plan.

BACKGROUND

At the 28 September 2023 Ordinary Meeting, Council identified a range of issues and challenges relating to our financial sustainability and resourcing. A number of these issues were found during the preparation of the Draft Annual Financial Statements for the 2022-2023 period. Other observations of issues and challenges are noted following a change in management.

The Audited Financial Statements (2022-2023) found that the three biggest factors that concerns Council includes:

1. The restricted cash amount and breach as at 30 June 2023.
2. The amount of debtors and accruals at 30 June 2023.
3. The amount of grant liabilities at 30 June 2023.

During the Audit process, further issues around contract management and accruals were identified. The Plan has been consulted with the Audit, Risk and Improvement Committee, the Council and staff and now reflect those discussions.

ISSUES AND COMMENTS

Council endorsed the Self-Initiated Improvement Management Plan at its December 2023 Ordinary Meeting (Resolution 279/23).

The plan provides:

- Background information to explain why we have initiated this plan.

- The objective focusing on improving the financial sustainability and addressing the immediate issues identified.
- Aims to allow staff, the Council, stakeholders and community to focus on.
- The plan includes short term, medium term and strategic performance for business improvement focus and goals have been provided. They are broken up into each section. The actions have been expanded with supporting information.
- The tables provide information on what the performance improvement objective is and why we are doing it. The quick summary allows readers to be across the issue. The table includes a number of required outcomes under each objective, which are followed by actions to help achieve the action and objective. The 'how to' part. The table outlines the support and systems needed to help achieve these actions. It also outlines who is responsible and the support staff. An indicative timeline is provided. Each table is wrapped up with a consequence statement. By achieving the objective/outcome, there will be a good consequence for the organisation.

Updates

An action updated was provided to ARIC as of 4 June 2025 and now to Council. The changes are in yellow highlight for ease of reference.

Similar to the Report Card, the Status provides simple words to the ARIC and Council to monitor issues requiring attention.

Key	Explanation
Completed	The action is completed.
Needs Attention	Requires the ARIC/Council's focus, possible ongoing concern.
Does Need Attention	Generally considered as in progress and on track.

The following provides an overview of actions and their status updates:

	Completed	Does not need attention	Needs attention	Total
Short term	1	10	8 (2.5 (new), 3.2, 3.3, 3.4, 4.1, 5.1, 5.2 & 5.3)	19 (with one to be deleted)
Mid Term	0	1	2 (6.1 & 6.2)	3
Strategic	2	4	1 (7.4 new))	7 (with two to be deleted)

In summary this includes:

Short Term

2.5 Grant oversight and strategic direction from the elected Council.

3.2 Review of RMCC process and improve internal function including rates disputes, claims and ordered works.

3.3 Review of natural disaster claims process and improve internal function of documenting and submitting claims.

3.4 Monitor progress against all road grants to ensure they are achieved within relevant frameworks.

4.1 Council has oversight on RMCC Ordered Works including progress and tracking.

5.1 All procurement purchases are supported with relevant quotes and or tenders.

5.2 All contract management is streamlined and uniformed.

5.3 All contracts are executed and Contracts Register is updated.

Mid-Term

6.1 Council adopts a Strategic Risk Management Framework.

6.2 Council adopts a Business Continuity Plan.

Strategic

7.4 Accurate asset register for financial valuation and asset management.

POLICY/LEGAL IMPLICATIONS

There are no direct policy or legal implications arising from this report.

FINANCIAL/RESOURCE IMPLICATIONS

The matters raised in the update relate to financial and resource implications of concern for Council. Those requiring attention are highlighted as an ongoing concern for staff.

INTERNAL/EXTERNAL CONSULTATION

Council endorsed that the General Manager add or amend the plan as required and actions and amendments are reported to the ARIC and then to Council (Resolution 279/23). At this stage, following consultation with staff, no additional actions have been added onto the plan.

CONCLUSION

The Self-Initiated Improvement Management Plan is an opportunity for Council Officers to address a number of issues found during the preparation of the Annual Financial Statements for the 2022-2023 period. It allows an opportunity to address weaknesses within the business system, improve procedures and process and increase our reporting and accountability through the number of objectives, outcomes and actions proposed.



WEDDIN SHIRE COUNCIL SELF-INITIATED IMPROVEMENT MANAGEMENT PLAN



Self-Initiated Improvement Plan

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Self-Initiated Improvement Plan

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BACKGROUND

Weddin Shire Council ('Council') identified a range of issues and challenges relating to our financial sustainability and resourcing. A number of these issues were found during the preparation of the Draft Annual Financial Statements for the 2022-2023 period. Other observations of issues and challenges are noted following a change in management. On average, Council's rateable income makes up 20 to 30% of Council's annual total income from continuing operations. The 2022-2023 financial year saw this amount to 10% with a large volume of grants and contributions received because of natural disaster declarations for our road network.

Council's own source operating revenue continues to be below the benchmark of greater than 60%. This is generally in line with rural/regional councils.

Council continues to increase its operational expenditure. In the last financial year, Council has seen increases to operating expenditure including:

- in compliance costs such as the audit, risk and improvement committee and internal audits,
- cost shifting of state and federal roles to local government such as medical centres and subsidies,
- removal of state subsidies like the emergency services levy,
- increase in cost of suppliers whether it is materials and contractors,
- increase in insurance premiums.

The Audited Annual Financial Statements for 2022-2023 found that the three biggest factors that concerns Council includes:

1. The restricted cash amount and breach at the 30 June 2023.
2. The amount of debtors and accruals at 30 June 2023.
3. The amount of grant liabilities at 30 June 2023.

This provides a good opportunity for Council to consider a self-initiated improvement management plan for the organisation to deal with the immediate issue and set ourselves up to focus on continuous improvement.

The Self-Initiated Improvement Management Plan ('the Plan') will be mainly implemented by Weddin Shire Council Staff due to our limited resourcing capacity. However external expertise may be required to assist us in overcoming some of our concerns.

OBJECTIVE

OBJECTIVE

To deliver an operational and strategic program of works that improves the financial sustainability for Weddin Shire Council and address the governance, administrative, compliance and organisational matters identified during the 2022-23 Financial Statement preparation.



Self-Initiated Improvement Plan

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Note: Council adopted the Organisational Improvement Plan (OIP) in 2020. A number of the principles provided in this OIP will also be considered in this document. The focus of this document is on improving Council's current cash flow situation, noting that the OIP focuses more broadly on effective and efficient delivery of services and capital projects. Future versions of this document may go into the whole of organisation improvement in all areas. However acknowledging that as part of the Integrated Planning and Reporting Framework, all councils will need to establish a service review plan. The Service Review process will need to establish areas of service that Council will review and how the Council will engage with the community and other stakeholders to determine service level expectations and appropriate measures. Council has established an Audit, Risk and Improvement Committee, which helps provide independent assurance to the Council by monitoring, reviewing and providing advice about the Council governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

In May 2025, further changes to move the organisation into a focused area of improving Council's long term financial sustainability in line with Council's updated Integrated Planning and Reporting Framework.

AIMS

1. To provide transparency and accountability in improvement approaches to Weddin Shire Council that is undertaken with care and respect.
2. To provide a framework in guiding the organisation to improve financial sustainability, organisational improved performance and maturity.
3. To actively work on increasing the ratios for sustainability in our Financial Statements.
4. To improve the capability, administrative and cultural performance of the organisation that is monitored for its performance on an annual basis.
5. To restore the community's confidence and trust in the business systems and the process of the Council.
6. To ensure compliance and risks are appropriately managed.



Self-Initiated Improvement Plan

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HOW TO READ THIS PLAN?

The Plan provides a simple tabulated format and addresses the same framework. The framework is designed to ensure that staff across the organisation and community members can understand the purpose and how to implement this plan. It follows the following structure:

TABLE THEME	EXPLANATION
Why	Why are we doing this?
Required outcomes	The necessary results to align with why are we doing this?
Actions	What steps we need to take?
Support/System	The resources such as positions or systems to carry out the actions.
Timeline	The timeframe to carry out certain actions or if actions implemented will continue to be ongoing.
Consequences	When we have achieved our outcome, what the consequences will be

Note: Council is currently without a Director of Corporate Services, where this position is mentioned, delegation will fall with the General Manager or an alternative resource.



Self-Initiated Improvement Plan

SHORT TERM OPERATIONAL FOCUS

Performance Improvement Objective	1. To increase Council's operational financial performance through governance process improvements.			
Why?	Cash flow management and communication issues across departments.			
Required outcomes	1.1 Financial reporting with fortnightly meetings 1.1 Management of Cash flow inflow and outflow	1.2 Review financial delegations and Creditors	1.3 Training and development for staff in preparing and managing budgets	1.4 Management of cash outflows
Actions	1.1.1 Fortnightly expenditure reports emailed 1.1.2 Fortnightly remittance reports emailed 1.1.3 Fortnightly face-to-face meetings (with Teams offered to staff) 1.1.4 Statement of Bank Balances with cash flow at the end of the month tabled to the Council.	1.2.1 Reduce financial delegation/purchase authoriser to General Manager Directors, Team Leaders and Managers 1.2.2 Signed delegations of authority by both parties completed. 1.2.1 Delegations are reviewed annually and considers financial risks and chances of fraud or non compliance. 1.2.2 Review the number of creditors approval.	1.3.1 Enrolled courses, conferences or seminars as they arise. 1.3.2 Peer support from other Councils	1.4.1 Reduce the number of approvals in Creditors Approvals to General Manager, Directors and Management Accountant
Support/System	<ul style="list-style-type: none"> Authority Crystal Reports Email followed up with face-to-face meeting Info Council 	<ul style="list-style-type: none"> Delegations completed for all staff Word document Personnel file 	<ul style="list-style-type: none"> Courses as they arise. Staff to travel to other Councils for other thoughts and ideas 	<ul style="list-style-type: none"> Authority Bank System (Westpac)
Responsibilities	Management Accountant	General Manager	Management Accountant	Management Accountant
Support	Senior Finance Officer Creditors Clerk	Directors	Directors	Rates Clerk
Timeline	Fortnightly (ongoing) Monthly (council reporting)	Annual review of delegations and creditors undertaken before 30 June of each year. Delegations are issued for new staff who commence. Authorised Creditors are not arranged until staff pass probation.	Ongoing as required	By 30 November 2023 (Completed)



Self-Initiated Improvement Plan

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Performance Improvement Objective	1. To increase Council's operational financial performance through governance process improvements.			
Why?	Cash flow management and communication issues across departments.			
Required outcomes	1.1 Financial reporting with fortnightly meetings 1.1 Management of Cash flow inflow and outflow	1.2 Review financial delegations and Creditors	1.3 Training and development for staff in preparing and managing budgets	1.4 Management of cash outflows
Consequences	Staff buy-in and understanding of systems and processes.	Staff understanding on two-step process in financial approvals. Directors, Team Leaders and Managers are across their budgets. Tighter restraint on creditors fund release that is managed by the Management Accountant.	Staff are supported with the necessary tools and skills. Staff are further supported through learning experiences from other Councils.	Tighter restraint on creditors fund release that can be appropriately managed by the Management Accountant.
Action update as at June 2025	Does not need attention. Ongoing and on track. Reduced from weekly to fortnightly due to improvements.	Does not need attention. Delegations issued to staff, including new staff members recently employed. New delegations adopted by Council on 19 December 2024.	Does not need attention. Ongoing. Staff have completed the Genesis Accounting Local Government webinars.	Completed.



Self-Initiated Improvement Plan

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Performance Improvement Objective	2. To develop Council's operational grants and expenditure performance through collaborative and accountable process improvements.			
Why?	Council's current grant liabilities and historical grants require an overhaul and much needed improvement. Multiple grants have included similar scope, undeliverable scope and issues with costing. The system of expense income has not supported staff with understanding their budgets.			
Required outcomes	2.1 Whole of organisation input into grants process (existing)	2.2 Rapid approach to grant acquittals.	2.3 Whole of organisation input into grants process (new)	2.4 Grant application, management and acquittal follows the same or similar process
Actions	2.1.1 Fortnightly Grants and Procurement meeting for project and grant update. 2.1.2 Further develop Grants Spreadsheet by Luka Group with live data from Authority managed by Management Accountant with input by Finance and Procurement Group.	2.2.1 In addition, Council's Tourism, Arts and Events Coordinator Team are reporting directly to the General Manager on historical grant acquittals and removed from day-to-day role to focus on acquittals.	2.3.1 Pre grant approval application forms identifying grant, management and Council resources. 2.3.2 New grants informed to fortnightly grants and procurement meeting. 2.3.3 New grants income to be put against work order to allow ease of tracking	2.4.1 Grant procedures developed including portal access and handover procedures.
Support/System	Development of spreadsheet with live extraction from Authority Face-to-face	Designated resources on non-road acquittals.	Application form and process Face-to-face meeting	Smarty Grants Portals access to mail@weddin.nsw.gov.au
Responsibilities	Director of Corporate Services	Tourism, Art and Events Team General Manager Director of Corporate Services	All Officers who wish to apply for a grant	All Officers who wish to apply for a grant
Support	Director of Infrastructure Management Accountant	Management Accountant Creditors Clerk	Attendees of Fortnightly Grants and Procurement Meeting	Attendees of fortnightly Grants and Procurement Meeting
Timeline	Fortnightly (ongoing)	Everyday (ongoing)	Form introduced (completed) Fortnightly (ongoing) Income action (completed)	Ongoing.
Consequences	Cross organisational understanding of grant projects and status. Grant liabilities reduced. Grants acquitted.	Grant liabilities reduced. Grants acquitted.	Cross organisational understanding of grant projects and status. Grants cover specific scope that is deliverable.	Cross organisational buy-in for new projects requiring council resources. Avoids multiple logins with no control when staff leave.
Action update as at June 2025	Does not need attention. Ongoing and on track. Cash flow/debtors continually monitored and reported to Council. Audit confirmation of improved grant tracking	Does not need attention. Ongoing and on track. Acknowledging the additional work created and continuing to monitor workload.	Does not need attention. Ongoing and on track. Forms have been implemented with grant income put against work orders to allow tracking. Process continually discussed at fortnightly meeting.	Does not need attention. Ongoing. Portal transition is in the hands of the State and Federal Government who have varying response times to the request.



Self-Initiated Improvement Plan

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Performance Improvement Objective	3. To develop Council's operational grants and expenditure performance through collaborative and accountable process improvements.	
Why?	Council's current grant liabilities and historical grants require an overhaul and much needed improvement. Multiple grants have included similar scope, undeliverable scope and issues with costing. The system of expense income has not supported staff with understanding their budgets.	
Required outcomes	2.5 Grant oversight and strategic direction from the elected Council	
Actions	2.5.1 Capital works program is reported to Council in Operational plan. 2.5.2 Capital works program is reported to Council on a quarterly basis in terms of expenditure and status. 2.5.3 Capital works program is reported monthly in Infrastructure Works report in terms of tasks.	
Support/System	Info Council reports	
Responsibilities	Directors	
Support	Director of Infrastructure Management Accountant	
Timeline	Annually/Quarterly/Monthly	
Consequences	Cross organisational/councillor/community understanding of grant projects and status. Grant liabilities reduced. Grants acquitted.	
Action update as at June 2025	Needs attention. Developing internal reporting for ongoing management. For awareness, Council adopted the capital works program for 2025/26 at the June Council meeting.	



Self-Initiated Improvement Plan

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Performance Improvement Objective	To improve how we do our road business with Transport for NSW and the Reconstruction Authority.			
Why?	The amount of debtors at 30 June 2023 with the amount owing and in some instances, not yet claimed by Council. The internal processes, systems and resources did not support the large amount of claims and we can do it better. Ensure projects are delivered within grant timeframes to ensure appropriate acquittal.			
Required outcome	3.1 RMCC Work order claims are submitted within 30 days of completing works.	3.2 Review of RMCC process and improve internal function including rates disputes, claims and ordered works.	3.3 Review of natural disaster claims process and improve internal function of documenting and submitting in claims.	3.4 Monitor progress against all road grants to ensure they are achieved within relevant timeframes.
Actions	3.1.1 Weekly Infrastructure Team meetings to discuss progress of works and claims. 3.1.2 Special Works/Additional work orders are to be reported to the Finance meeting. Escalation of issues to General Manager 3.1.3	3.2.1 Monthly meetings with TfNSW. 3.2.2 TfNSW Senior Management and General Manager to call weekly. 3.2.3 Ordered Works are approved in writing by TfNSW prior to works being carried out. Commencement of works approved by Director of Infrastructure 3.2.4 RMCC claims in accordance with TfNSW terms with Council committing to submit as soon as reasonably possible.	3.4.1 Weekly Infrastructure Team meetings to discuss progress of works and claims. 3.4.2 Building capacity in-house to avoid use of consultants and contractors. 3.4.3 Develop procedure on data collection process including independent IT audit on data storage on system to ensure documentation is being completed. 3.4.4 Repair programs are supported with program plans, which defines scopes with respect to budget, resources and claim duration. Work orders are divided into smaller milestones, which are claimed. 3.4.5 Works programs are discussed and approved in writing by TfNSW prior to works being carried out. Commencement of works approved by Director of Infrastructure	3.5.1 Weekly Infrastructure team meetings to discuss progress of works against grants. 3.5.2 Monthly reporting to Council on work progress. 3.5.3 Quarterly budget review update on capital works program including any necessary revotes.



Self-Initiated Improvement Plan

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Performance Improvement Objective	To improve how we do our road business with Transport for NSW and the Reconstruction Authority.			
Why?	The amount of debtors at 30 June 2023 with the amount owing and in some instances, not yet claimed by Council. The internal processes, systems and resources did not support the large amount of claims and we can do it better. Ensure projects are delivered within grant timeframes to ensure appropriate acquittal.			
Required outcome	3.1 RMCC Work order claims are submitted within 30 days of completing works.	3.2 Review of RMCC process and improve internal function including rates disputes, claims and ordered works.	3.3 Review of natural disaster claims process and improve internal function of documenting and submitting in claims.	3.4 Monitor progress against all road grants to ensure they are achieved within relevant timeframes.
Support/System	Face-to-face meetings	Communication via Teams Face-to-face meeting/Teams (monthly and ongoing)	Face-to-face meetings Microsoft software to support programs Data storage on server and secured	Face-to-face meetings Microsoft software to support programs Data storage on server and secured
Responsibilities	RMCC Coordinator	RMCC Coordinator	Project Engineer	Project Engineers
Support	Director of Infrastructure	Director of Infrastructure	Director of Infrastructure	Director of Infrastructure Management Accountant
Timeline	Weekly (ongoing)	Weekly (ongoing) Monthly meetings	Weekly (ongoing)	Weekly (ongoing) Monthly (ongoing) Quarterly
Consequences	Debtor liability reduced. Improved cash flow into the future.	Improved claims process. Cross organisational understanding of process.	Improved claims process. Milestone claims are submitted at 50% versus 100%. Data accuracy	Road grants are undertaken within the timeframe and optimum environment (i.e. undertaken in planned program, not last minute to expend grants).
Action update as of June 2025	Does not need attention. Ordered works are on track on track. See comment in 3.2 and 4.1 relating to RMAP. Additional support provided by Acting Director of Infrastructure who has TfNSW experience.	Needs attention Council's RMAP tasks were not be delivered within the financial year. TfNSW have indicated that maintenance funds can not be rolled over to the following financial year. This is due to the competing priorities of TfNSW Ordered Works. FY2026 planned for financial year and scheduled and reported each month.	Needs attention. Council received \$4.59 million from the tripartite agreement on 28 June 2024. The second tripartite funding of \$3.524 mil has been received. All packages are now approved however with a reduced limit. Council will now program the works over the next two years.	Needs attention. FY2026 planning and scheduling being completed and will be managed and reported with finance to monitor progress.



Self-Initiated Improvement Plan

Performance Improvement Objective	4 To provide an understanding to Council through monthly reporting		
Why?	Council Officers can improve what we report to Council on a month-to-month basis.		
Required outcomes	4.1 Council has oversight on RMCC Ordered Works including progress and tracking.	4.2 Council has oversight on status of investments and rates and charges collections	4.3 Audit, Risk and Improvement Committee provide guidance and recommendations to Council.
Actions	4.1.1 Separate and targeted bi-monthly reporting to Council on RMCC situation. 4.1.2 Separate and targeted bi-monthly reporting on process improvements and gains during the month.	4.3.1 Status of investments provided monthly to Council in addition to Statement of Bank Balances. 4.3.2 Rates and charges collection provided to Council.	4.3.1. ARIC meeting minutes provided to Council. 4.3.2. Areas of concerns from ARIC are reported to Council (Report Card – Risk Profile Affecting Events)
Support/System	Face-to-face meetings Info Council to provide reports	Face-to-face meetings Info Council to provide reports	Face-to-face meetings Info Council to provide reports
Responsibilities	RMCC Coordinator	Rates Officer	General Manager
Support	Director of Infrastructure	Management Accountant	Director of Corporate Services
Timeline	Bi-Monthly (ongoing)	Monthly (ongoing)	Minimum four times a year.
Consequences	Debtor liability reduced. Improved cash flow into the future.	Improved cash flow into the future. Lessens chance of restricted cash breach. Benchmark for rates debtors reduced below threshold.	ARIC provides independent assurance to the Council by monitoring, reviewing and providing advice about the Council governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.
Action update as at June 2025	Needs attention. Debtors from 2022-23 financial year collected. The previous risk relating to debtors is not an issue. The change in risk relates to the RMAP works that are unable to be carried out due to competing projects. TfNSW have confirmed that \$600k worth of work will not be rolled over into the next financial year. Ordered Work Claims this financial year are on track. FY2026 planned and scheduled by month.	Does not need attention. Ongoing and on track. Council is provided a more comprehensive monthly report which also now includes restricted and unrestricted cash balances at the end of the month. Prior to 30 June 2024, Council applied for an overdraft facility of \$1 million, which it has not had to utilise.	Does not need attention. Ongoing and on track.



Self-Initiated Improvement Plan

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Performance Improvement Objective	5 To improve Council's contract management arrangements		
Why?	Council requires improved contract management framework that ensures all officers are operating in the same systems and carrying out Council's obligated contract arrangements.		
Required outcomes	5.1 All procurement purchases are supported with relevant quotes and or tenders.	5.2 All contract management is streamlined and uniformed	5.3 All contracts are executed and Contracts Register updated
Actions	5.1.1 Policy for Procurement and Sale of assets updated. 5.1.2 Procurement Policy supported with procedures. 5.1.3 Fortnightly Grants and Procurement meeting occur	5.2.1 Development of contract management policy. 5.2.2 Development of contract management procedure.	5.3.1 Formal notification to tenderers on outcome and Execute Contracts with signatures. 5.3.2 Council's contract register is updated.
Support/System	Face-to-face meetings Info Council to provide reports Officer to review policy	Face-to-face meetings Info Council to provide reports Officer to create policy	Face-to-face meetings Info Council to provide reports Records system – contract management Council's contract register
Responsibilities	Director of Corporate Services	Director of Corporate Services	General Manager
Support	Grants and Procurement meeting attendees	Grants and Procurement meeting attendees	Director of Corporate Services
Timeline	March 2024 (policy) Ongoing for training and development	April 2024 (policy) Ongoing for training and development	Ongoing
Consequences	Reviewed and improvement Policy for Procurement and Sale of Assets supported by procedures and process.	Contract management policy is developed which is supported with procedures and policy. Fortnightly meetings continue to ensure effective implementation and monitoring and review.	Council's record management system is streamlined and uniformed across the organisation to include all records of procurement and contract management
Action update as at June 2025	Needs Attention. Ongoing. The Procurement Policy and Sale and Disposal of Assets Policy was adopted in July. Staff are continuing to improve on their knowledge on procurement and we acknowledge it is something to continually improve on. Training course for approximately 15-20 staff undertaken in October. Staff were provided presentation on LG	Needs Attention. Contract Management Policy was adopted in July. Staff are continuing to improve on their knowledge on contract management and we acknowledge it is something to continually improve on. The standalone policy shows an importance to staff to adhere to the Policy. Following presentation from LG Procurement,	Needs attention. Order of Services Form developed for panel contracts provide a level of accountability on budgets and contract management. Transition for staff involved. Forms have been utilised and reviewed with process improvement amongst all involved. Formal notification of some tenders last year was not executed however an audit undertaken



Self-Initiated Improvement Plan

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	Procurement on 25 February 2025. There are new staff being on boarded who are also learning the system.	training will be organised for contract management for staff.	has meant letters have been sent out. There are new staff being on boarded who are also learning the system.
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MID TERM OPERATIONAL FOCUS

(Continue above and move the business into mid-term strategies. Mid term strategies are focused on financial outcomes as per the intent of the Improvement Management Plan).

Performance Improvement Objective	6 To develop Council's Strategic Frameworks		
Why?	Council lacks strategic frameworks to help guide our governance and improvement processes.		
Required outcomes	6.1 Council adopts a Strategic Risk Management Framework	6.2 Council adopts a Business Continuity Plan	6.3 Council adopts a Service Review Plan
Actions	6.1.1 Council undertakes Enterprise Risk Framework workshop with Statewide Mutual. 6.1.2 Draft Strategic Risk Management Framework developed and tabled to ARIC for endorsement 6.1.3 Council adopts Strategic Risk Management Framework.	6.2.1 Council engages consultant to undertake a Business Continuity Plan utilising data from Strategic Risk Management Framework. 6.2.2 Draft Business Continuity Plan developed and tabled to ARIC for endorsement. 6.2.3 Council adopts Business Continuity Plan.	6.3.1 Utilising data from the BCP process, defining Council's Services. 6.3.2 Develop a Service Review Framework for the ARIC's endorsement. 6.3.3 Council adopts the Service Review Framework. 6.3.4 Begin a service review.
Support/System	Statewide Mutual Consultant (could be funded through governance re-vote) ARIC	Consultant (could be funded through governance re-vote) ARIC	Consultant (unfunded) ARIC
Responsibilities	Director of Corporate Services	Director of Corporate Services	Director of Corporate Services
Support	General Manager Management Accountant	General Manager and Directors	General Manager and Directors
Timeline	Within 12 months.	Within 12 months.	Within 12 months
Consequences	Known risks and mitigation measures are in place. Systems are created for Council to respond to unexpected events and situations.	Known risks and mitigation measures are in place. Systems are created for Council to respond and continue to unexpected events and situations.	Continuous improvement. Opportunity to reset historical practices which may no longer be relevant. Manage risks.



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Action update as at June 2025	Needs attention. In progress. The Strategic Risk Management Policy has been adopted. This will inform other work to be undertaken with ARIC review.	Needs attention. Through Statewide, a BCP scenario was undertaken on 24 April 2024. Council Officers have engaged Marsh to undertake a BCP Plan. Council has received a draft which will be tabled to ARIC. Awaiting staff consultation before being tabled to Council for endorsement.	Does not need attention. To commence as per timeframe and allocation of resources. Council will be looking at undertaking the group Service Review through LG Professionals.
--------------------------------------	--	--	---

STRATEGIC PERFORMANCE FOR BUSINESS IMPROVEMENTS FOR FINANCIAL SUSTAINABILITY

Performance Improvement Objective	To build and grow the business systems including its people, its systems and its culture.			
Why?	Council lacks the technological business systems for it to grow, which impacts on our employees and the structures that are not there.			
Required outcomes	7.1 Resourcing to support financial Management (the People)	7.2 Authority Upgrade (the System)	7.3 (7.2) Authority Modules (the Support System)	7.3 Accurate asset register for financial valuation and asset management
Actions	7.1.1 Resourcing of position(s)/consultants to review Council's compliance with accounting principles, including the Local Government Act 1993, regulations and Code of Accounting Practice	7.2.1 Identify dedicated internal resourcing to work with Civica to prepare for the upgrade. 7.2.2 Authority Upgrade to 7.4 completed.	7.2.1 Authority Asset Management System is installed. 7.2.2 HP Content Manager is installed. 7.2.3 Systems/Servers are in place to oversee the delivery of these upgrades.	7.3.1 Asset condition assessment undertaken to ensure accuracy of network and data 7.3.2 Sampling of assets for valuation.
Support/System	Director of Corporate Services Management Accountant External Accounting Firm	Authority Authority Server	Assets - development of asset management register that inputs into Authority. Hard copy records	Director of Corporate Services Management Accountant



Self-Initiated Improvement Plan

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			Servers	
Responsibilities	General Manager	Management Accountant	Assets Engineer Records Officer	
Support		IT Officer Director of Corporate Services	Management Accountant IT Officer Director of Infrastructure	Contractors Use of AVP system External Accounting firm Spreadsheets
Timeline	As soon as possible.	March 2024.	Within 12-18 months of 7.1 upgrade.	Annually/Every four years
Consequences	Critical appointment of Director to provide stability and leadership to the Corporate Services department. Critical appointment of Director to complete leadership team.	Critical system upgrade to continue and improve our service delivery and business.	Staff are supported with systems that support our work. Community is supported with systems that are integral to Council delivering its services.	Asset condition is known Asset register is accurate Valuations are accurate.
Action update as at June 2025	Does not need attention DCS – Ms Kathryn Brock commenced.	Does not need attention. 7.1 Upgrade has been undertaken.	Does not need attention. Following the upgrade the other modules are now a key focus to migrate to.	Needs attention. The 2025 valuations have flagged potential issues of stormwater assets not previously realised on Council's asset register. Once known, this may impact on Council's financial statements however it is predicted to be immaterial.



Self-Initiated Improvement Plan

Performance Improvement Objective	8 To create opportunities for sound financial management and financial sustainability for Council.		
Why?	Council's high dependence on grants and small rate base creates a financial sustainability concern for Council.		
Required outcomes	8.1 Business improvement with financial accountability (the Framework)	8.2 Adoption of new Long Term Financial Plan (LTFP)	8.3 The strategic frameworks are continually monitored and reviewed.
Actions	8.1.1 Policies, statutory reporting and compliance are carried out in a timely manner.	8.2.1 Undertake review of the Long Term Financial Plan. 8.2.2 Draft LTFP developed and tabled to ARIC for endorsement. 8.2.3 Council adopts LTFP.	8.3.1 Monitor and review the frameworks with actions and implementation plan with Council's strategic framework. 8.3.2 Report the updates to ARIC and to Council.
Support/System	Director of Corporate Services Management Accountant Rolling program of review	Director of Corporate Services Management Accountant	Registers and digital systems to assist in reporting.
Responsibilities	All staff involved with policy updates and compliance reporting	Director of Corporate Services	Directors and General Manager
Support	General Manager	Management Accountant General Manager	Management Accountant IT Officer
Timeline	Ongoing	Within the next 12 months.	In line with action 5 with at least an annual review.
Consequences	Improvement on governance frameworks and buy in from staff, the Council and community through genuine consultation and engagement.	Council has an updated LTFP that accurately reflects the financial position and future forecast of Council.	Plans and strategies are not left on the shelf and we follow through. Continuity and improvement in business.
Update as at June 2025	Does not need attention. Key positions will need to be filled however updates and reviews as per timeframe and allocation of resources allows it is currently being undertaken.	Does not need attention. The Final LTFP was adopted by council on 19 June 2025 Council Meeting.	Does not need attention. Ongoing and on track.



Self-Initiated Improvement Plan

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IMPLEMENTATION

The Self-Initiated Improvement Management Plan describes the short term operational focus; mid-term operational focus; and the strategic performance for business improvement for financial sustainability. The implementation actions are to ensure that Council has operational and strategic actions and programs of works that addresses the governance, administrative, compliance and organisational matters identified during the 2022-2023 Financial Statement preparation.

The Plan provides a plan within itself, highlighting the:

Why – Why are we doing this?

Required outcomes - The necessary results to align with why are we doing this?

Actions – What steps we need to take?

Support/System – The resources such as positions or systems to carry out the actions.

Timeline – The timeframe to carry out certain actions or if actions implemented will continue to be ongoing.

Consequences – When we have achieved our outcome, what the consequences will be.

HOW WILL THE PLAN BE ROLLED OUT?

In accordance with the tabulated framework, the frequency and the format that the work and activities will need to be undertaken has been provided. This will change depending on the type of action, whether it is operational and a week-to-week activity or if it is strategic and requires drafting of new documents.

Actions and activities that are currently unfunded remain as future options for further consideration and will be provided to the Audit, Risk and Improvement Committee (ARIC) and the Weddin Shire Council.

ADAPTIVE MANAGEMENT AND IMPLEMENTATION

The Plan utilises an adaptive management and implementation approach. Adaptive management and implementation is the process to plan, implement, evaluate and adjust (Figure 1).

By utilising the adaptive implementation process, the Plan has prioritised a number of actions to be carried out in the short term, whilst working towards mid term and strategic projects required for Weddin Shire Council. The priorities were informed through the result of the 2022-2023 financial statements and prior year issues and a review of lack of governance frameworks and procedures.



Self-Initiated Improvement Plan

As time progresses the actions will be revised to allow Council us to be transform, adapt and reprioritise.

Implementation of certain actions and its connected activities may require new resources and therefore could be delayed until those resources are secured. Opportunities to align current resources and implement actions across the organisation or through the Central NSW Joint Organisation should continue to be investigated.

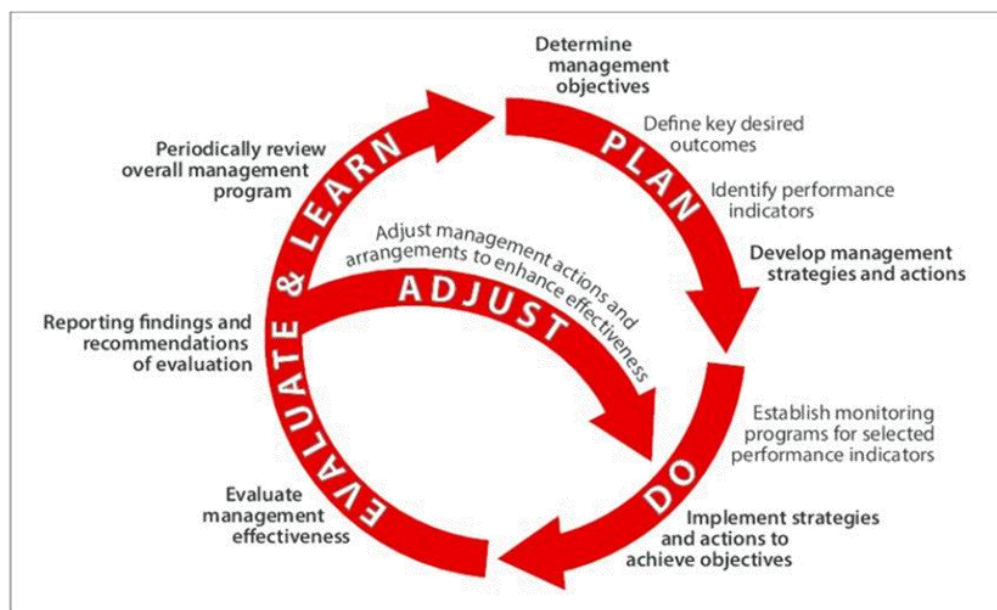


Figure 1: Adaptive management cycle based (Walters, 1986).



Self-Initiated Improvement Plan

MONITORING, EVALUATION AND REVIEW

HOW WILL THE PLAN BE MONITORED?

The Plan has a number of outcomes that include some measurable targets such as the delivery of certain strategies and plans but also actions relating to improved communication, governance and relationship building between the different council departments, state and federal government, the Council and community.

A report card outlining the progress of actions will be tabled to the Audit, Risk and Improvement Committee (ARIC) and subsequently to Council. The Status provides simple words to the ARIC and Council to monitor issues requiring attention.

Key	Explanation
Completed	The action is completed.
Needs Attention	Requires the ARIC/Council's focus, possible ongoing concern.
Does Need Attention	Generally considered as in progress and on track.



Self-Initiated Improvement Plan

Title: Self-Initiated Improvement Management Plan		
Department: General Manager		
Version	Date	Author
0.1	19 October 2023 Working Draft tabled to Council	General Manager
0.2	27 November 2023 Working draft tabled to ARIC	General Manager
1.0	14 December 2023 Tabled to Council for endorsement	
1.1	17 February 2024 Update of action as at February 2024 to ARIC	General Manager
1.2	13 March 2024 Update of action as at March 2024 to Council	General Manager
1.3	15 May 2024 Update of action as at May 2024 to ARIC	General Manager
1.4	15 August 2024 Update of action as at August 2024 to ARIC	General Manager
1.5	18 November 2024 Update of action as at November to ARIC	General Manager
1.6	11 December 2024 Update of action as at November 2024 to Council	General Manager
1.7	26 February 2025 Update as at February 2025 to ARIC	General Manager
1.8	15 May 2025 Update for ARIC	General Manager
1.9	30 June 2025 Update of action as at June 2025 to Council	Director Corporate Services
This plan may be amended or revoked at any time. The General Manager will be responsible for the review of this plan. Review of this plan will incorporate relevant legislation, documentation released from relevant state agencies and best practice guideline and actions arising and ongoing will be reported to the ARIC and Council.		
Review Date: Ongoing		
Amendments in the release		
Amendment History	Date	Detail
Annexure Attached:		
Luke Sheehan Acting General Manager		



Self-Initiated Improvement Plan

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11.4 FEES FOR COUNCILLORS & MAYOR - 2025/2026 FINANCIAL YEAR**File Number:****Author:** Director of Corporate Services**Authoriser:** Acting General Manager**Attachments:** 1. Local Government Remuneration Tribunal Determination 2025**CSP Objective:** Weddin: Civic Leadership**Precis:** Local Government Remuneration Tribunal 17 April 2025**Budget:** \$ Amount equivalent to the maximum increase in the current Mayoral and Councillors remuneration has been included in the 2025/2026 budget.**RECOMMENDATION**

That Type Recommendation here

1. Note the report on Fees for Councillors and Mayor 2025/26 Financial Year.
2. Note the Local Government Remuneration Tribunal's determination for a 3% increase in Mayoral and Councillor fees for the 2025/26 financial year.
3. Set the annual Councillor fee for the period 1 July 2025 to 30 June 2026 at \$13,930 in accordance with the provisions of Section 248 of the Local Government Act 1993.
4. Set the annual Mayoral Fee for the period 1 July 2025 to 30 June 2026 at \$30,390 in accordance with the provisions of Section 249 of the Local Government Act 1993.
5. Approve to pay the Deputy Mayor the proportion of the Mayoral fee for such time as the Deputy Mayor acts in the office of the Mayor, which is to be deducted from the Mayor's annual fee, following a Council resolution at the time.
6. Approve to amend the Councillor Expenses and Facilities Policy under s. 253(3) of the Local Government Act 1993 to update the Councillor fees.

PURPOSE

The purpose of this report is to advise Council on the annual determination of the Local Government Remuneration Tribunal issued on 17 April 2025. A copy of that report is included as an attachment.

BACKGROUND

The Determination of the Tribunal has been released, setting the scale for fees payable to elected representatives for all Councils in NSW under Sections 239 and 241 of the Local Government Act 1993 (the LG Act).

ISSUES AND COMMENTS

Section 239 of the LG Act provides for the Tribunal to determine the categories of Councils and Mayoral offices and allocates each Council and Mayoral office into one of those categories. The categories are to be determined at least once every 3 years.

Section 241 of the LG Act provides for the Tribunal to determine, not later than 1 May in each year, for each of the categories determined under Section 239, the maximum and minimum amount of fees to be paid to Mayors and Councillors.

The Tribunal has determined that there will be a 3% increase in Mayoral or Councillor Fees for the 2025/26 financial year.

In 2017, the Tribunal made revisions of the categorisation of Councils following the Statewide amalgamation process. In 2023, the Tribunal last undertook a comprehensive review of the categories and allocation of councils into each of these categories. The Tribunal will next conduct a full review of the categories and allocation of councils as required by the LG Act in the 2026 Annual Review.

Weddin Shire Council as a General Purpose Council is classified under the “Non Metropolitan - Rural” category. Both Mayor and Councillor fees are paid at the maximum rate for every year of this current Council term.

Pursuant to Section 241 of the Local Government Act 1993, the Tribunal’s 2025 annual determination has set the annual fees to be paid in each of the categories to Mayors and Councillors effective from 1 July 2025.

The LG Act states that if Council does not fix the fees for the Mayor and Councillors by resolution, the minimum rate is automatically applied.

The Tribunal has determined that the range of annual fees payable to Councillors and Mayors, for the 2025/26 financial year in the “Non Metropolitan – Rural” category is as follows:

Councillor Annual Fee			Mayor Additional Fee*		
Minimum	Maximum	3.0%**	Minimum	Maximum	3.0%**
\$10,530	\$13,930	\$13,925.60	\$11,210	\$30,390	\$30,385

*The Mayoral fee must be paid in addition to the fee paid to the Mayor as a Councillor in accordance with Section 249(2) of the Local Government Act.

**The application of the 3% is to the current Councillor and Mayoral fees for the 2024/25 financial year.

This report recommends that Council adopt the maximum annual fees set by the Tribunal on the following basis:

- The substantial geographic size of the Local Government Area
- The responsibilities associated with the Delivery Plan, the Long Term Financial Plan, annual Operation Plan and budget.
- The large variety and level of services delivered by Council.
- The increased commitment of time required for the Mayor and Councillors to fulfil their civic duties effectively.
- The 3% increase versus the maximum increase is immaterial of \$4.40 per month per councillor and \$5 per month for the Mayor. Therefore, it is recommended to adopt the maximum for the Rural Council range.

Adopting the report recommendations will ensure the remuneration of the Weddin Shire Council elected officials appropriately reflects the responsibilities and time commitment required to undertake their civic duties.

Additionally, Section 249(5) of the Act states that:

- (5) A Council may pay the Deputy Mayor (if there is one) a fee determined by the Council for such time as the Deputy Mayor acts in the Office of the Mayor. The amount of the fee so paid must be deducted from the Mayor's annual fee.

This report recommends that Council continues to approve payment from the Mayoral annual fee for any time that the Deputy Mayor acts in the Office of the Mayor.

POLICY/LEGAL IMPLICATIONS

Section 248 of the Local Government Act 1993 require Councils to fix and pay an annual fee based on the Tribunal's determination for a 3% increase for the 2025/26 financial year to Councillors. However, given that the difference between the 3% increase and the maximum is immaterial, it is recommended that Council endorses the maximum fees for both Mayor and Councillors.

The Councillors Expenses and Facilities Policy will be amended to include the updated Councillor fees. In accordance with section 253 (3) of the LG Act, a council does not need to give public notice of a proposed amendment to the policy if it is the opinion that the Council that the proposed amendment is not substantial. The minor amendment is not substantial and in line with section 248 of the LG Act.

FINANCIAL/RESOURCE IMPLICATIONS

Council currently pays the maximum for both the Mayor and Councillors and should continue to pay the maximum threshold for rural councils and increase of those amounts have been included in next year's budget.

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**Local Government
Remuneration Tribunal**

Annual Determination

Report and determination
under sections 239 and 241 of the
Local Government Act 1993

17 April 2025



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Executive Summary

The *Local Government Act 1993* (LG Act) requires the Local Government Remuneration Tribunal (the Tribunal) to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, as well as chairpersons and members of county councils.

Categories

Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. A review of categories was last carried out by the Tribunal in 2023.

The Tribunal will next consider the model, the criteria for each group, and the allocation of councils in the 2026 review.

The criteria for each category is published in Appendix 1 of the Determination and remains unchanged from 2023.

It should be noted that **the Tribunal determined that one Council - Mid Coast Council – would be re-categorised from a Regional Centre to Regional Strategic Area from 1 July 2025** as a result of meeting the criteria at Appendix 1.

Fees

The Tribunal has determined a **3%** per annum increase in the minimum and maximum fees applicable to each category from **1 July 2025**.

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Section 1 – Introduction

Background

1. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. The Tribunal last undertook a comprehensive review of the categories and the allocation of councils into each of those categories in 2023.
2. The Tribunal will next conduct a full review of the categories and the allocation of councils as required by the LG Act in the 2026 Annual Review.
3. Section 241 of the LG Act provides that the Tribunal determine the minimum and maximum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under s.239.
4. The Tribunal can also determine that a council be re-categorised into a different category, existing or new, with a higher range of fees.
5. The Tribunal's Annual Determination takes effect from 1 July each year.

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Section 2 – 2024 Determination

2024 Annual Determination

6. In 2024, the Tribunal received 19 written submissions, which included two requests for re-categorisation.
7. The Tribunal found that the current allocation of the councils remained appropriate, with the exceptions outlined below.
8. The Tribunal closely reviewed population and data relating to council operations in the 2024 Annual Determination process to ensure categorisation of councils was consistent with the criteria.
9. For reasons explained at paragraphs 35-39 of the Local Government Annual Determination 2024, Hilltops Council and Muswellbrook Shire Council were reclassified as Regional Rural Councils.
10. The Tribunal determined that fees would increase by 3.75% for the minimum and maximum fees applicable to each category from 1 July 2024.

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Section 3 – 2025 Review

2025 Annual Review process

11. The Tribunal's 2025 Annual Review commenced in October 2024, when it wrote to all councils inviting submissions regarding fees. The Tribunal noted that it is only required to review the categories every three years and will next consider the model, the criteria applicable to each category and the allocation of councils in the 2026 Annual Review.
12. The invitation noted that it is expected that submissions are endorsed by respective councils.
13. The Tribunal also wrote to the President of Local Government NSW (LGNSW) inviting a submission.
14. The Tribunal received 16 written submissions from individual councils and one submission from LGNSW.
15. The Tribunal acknowledges and thanks all parties for their submissions.

Submissions Received – Requests for Re-categorisation

16. Seven of the 16 council submissions received requested re-categorisation or changes to current category criteria.
17. LGNSW also advocated for changes to factors affecting categorisation of councils.
18. Berrigan, City of Parramatta, Gilgandra Shire, Lake Macquarie City, City of Ryde, City of Sydney and Blacktown put forward cases for re-

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categorisation, or changes to category criteria, and the creation of new categories, for the Tribunal's consideration.

Requests for Re-classification

19. **Berrigan Shire Council** requested re-categorisation from Rural to Rural Large, despite acknowledging that they do not meet all the benchmarks in the criteria for this category.
20. The criteria for Rural Large is outlined at Appendix 1 of the 2024 Annual Determination, page 38 which states:

"Councils categorised as Rural Large will have a residential population greater than 10,000, and a councillor to resident ratio of at least 1 to 1200.

Other features may include:

- *one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre*
- *a limited range of services, facilities and employment opportunities compared to Regional Rural councils*
- *local economies based on agricultural/resource industries."*

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21. Council's submission states they are currently at 86% of the population target threshold and 90% of the representation ratio but are meeting other criteria benchmarks.
22. Given that Council does not currently satisfy the population and ratio thresholds specified for Rural Large, the Tribunal is not persuaded to include Berrigan Shire Council in Rural Large at this time.
23. **City of Parramatta Council** requested that it be re-categorised to the highest category of general purpose councils, Principal CBD, in order to recognise its size, rate of growth, economic and global influence, operational budget, and strategic and geographical importance.
24. Council put forward a similar case for re-categorisation as part of the 2024 annual determination process, which was unsuccessful. In addition to the reasons put forth in paragraph 20 of the 2024 annual determination, the Council has included the following reasons for its re-categorisation request:
 - A local economy that has more than 30% of Australia's top 500 companies with offices in Parramatta, and estimated public and private investments in the next 5 years of \$20 billion
 - It is estimated by 2050 that Parramatta will be a city with a population of more than 500,000 people
 - The expected accessibility of the City, being a 'gateway to Sydney' with more people expected to live west of Parramatta than to its

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east by 2050, and being accessible by 2.3 million people within 45 minutes

- Key infrastructure in Parramatta, including but not limited to the Parramatta PHIVE, CommBank Stadium, the new Parramatta Light Rail, the Westmead Institute for Medical Research, Sydney Olympic Park and construction of Powerhouse Parramatta
- Expansion of education and innovation precincts, with Parramatta's education and training sector being valued at \$1.6 billion, and
- Significant operating and capital works budget of \$607 million, including multiple town centres, and sports and cultural hubs.

25. The Council also argues that a re-classification would reflect the additional skills and abilities that representing a growth council requires.
26. The City of Parramatta notes that the number of electors that each councillor represents is higher than the City of Sydney's. The submission states that the elected councillors represent more than 125,000 enrolled electors, compared to City of Sydney's elected councillors representing 45,891 enrolled electors.
27. Parramatta was classified as a Major CBD, following the 2017 Annual Determination. The Tribunal had found that Parramatta Council was significantly different from other large metropolitan councils on the basis of its secondary CBD status, as recognised by the State Government, at paragraph 21 of the 2017 annual determination. As a result, the

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description of Major CBD has remained specific to the City of Parramatta. Similarly, the Principal CBD criteria remained specific to the City of Sydney, since its inception in 2017.

28. Given the specific nature of both Major CBD and Principal CBD categories, the City of Parramatta's request for re-categorisation will require a change in the categories' criteria. As stated above, the Tribunal is not considering the criteria applicable to each category in the 2025 Annual Review process. The Tribunal will next consider the categories and criteria as part of the 2026 Annual Review process.
29. **Gilgandra Shire Council's** submission requests that it be re-categorised from Rural to Rural Large. Gilgandra Shire Council's case to be included in Rural Large category is based on two main points. The first point being Council offers a diverse range of services, and secondly these services result in higher levels of accountability and responsibilities for councillors.
30. Council submits it offers a diverse range of services over and above traditional local government services, which includes being the primary service provider for the community in the aged care and disability services. These include:
- Age care and disabilities services
 - Meals on wheels and community transport
 - Home care package delivery
 - Operation of a villa retirement village
 - Indigenous specific residential age care facility

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- Residential aged care nursing home
 - Supported employment service for adults with intellectual disabilities
 - Special disability accommodation properties for adults with intellectual disabilities
 - Supported Living Services through the National Disability Insurance Scheme, and
 - Day activities centre to support clients with unique challenges.
31. The submission notes these services not only entail a higher level of accountability and responsibility from Council (due to changes in the regulatory environment) but also generate larger revenue and employment opportunities that is comparable to a Rural Large category.
32. Council further submits that when assessing categories to place councils in, the Tribunal should also give due consideration to other factors than those outlined in the s.240 of the LG Act, such as services provided; financial responsibility; scale of operation; and number of employees.
33. While the Tribunal notes Council's request, it does not satisfy the population and ratio thresholds specified for the category of Rural Large. Further, the changes to criteria suggested would require a change in categories, which is not being considered this year. For these reasons, the Tribunal is not persuaded to include Gilgandra Shire Council in Rural Large at this time.

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34. Similar to last year, **Lake Macquarie City Council** requested that it be re-categorised from Regional Strategic Area to Major Strategic Area. Council also advocated for the population threshold of Regional Strategic Area be adjusted from its current threshold of 300,000 down to 200,000.
35. Council argues that its population, scale and output of council operations is significantly greater than other councils categorised as Regional Strategic Area, and more aligns with the Central Coast, as the council classified as a 'Major Strategic Area'.
36. Lake Macquarie City Council's request for re-categorisation is based on the following:
- Lake Macquarie being the second largest non-metropolitan council by population in NSW, with a larger population than Newcastle and Wollongong, which are classified as Major Regional Cities.
 - A population density that is 'significantly larger' than other Regional Strategic Areas and supported by 5 precincts in the Lake Macquarie LGA that have been identified for inclusion in the NSW Government Transport Oriented Development Program, which aims to encourage housing development near transport hubs, and are argued to lead to population growth near the hubs; and
 - A Gross Regional Product that is comparable to those of Major Strategic Areas and Major Regional City, rather than other Regional Strategic Areas.

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37. Council provided population data to support its case for the population threshold of Regional Strategic Area to be adjusted from its current threshold of 300,000 down to 200,000. The data was also provided as justification for its claim of a 'significant disparity within the Regional Strategic Area category' between Lake Macquarie and other councils:
- Lake Macquarie: 219,249 residents, 24,769 non-residents
 - Shoalhaven: 108,895 residents, 4,632 non-residents
 - Tweed: 98,967 residents, 7,755 non-residents
 - Maitland: 95,958 residents, 15,305 non-residents
38. As stated in paragraph 28 of the 2024 Annual Determination, all categories were determined by extensive evidence examined and considered by the Tribunal. It was determined that the population threshold for the Major Strategic Area was appropriate. As a result, the Tribunal is currently not persuaded to modify the criteria for the Major Strategic Area.
39. **City of Ryde Council** provided a submission requesting it be re-classified from its existing category of Metropolitan Large to Metropolitan Major. Council's case to be re-classified includes:
- The LGA having an area of 40.651 km², 16 suburbs, 3 wards, a population of 135,000 residents and over 54,000 rateable properties within its boundaries
 - A local economy that consists of 92,000 local jobs, 14,300 businesses and a gross regional product of \$19.2 billion

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- An innovation district within its west ward that has a long history of investment from all tiers of government, ultimately contributing \$13.6 billion annually to the NSW economy
 - Future growth opportunities linked to the Governments Transport Oriented Development Accelerated Precincts, which Macquarie Park is identified as, that will bring increased housing, amenities and job retention, and
 - Plans to build 2 new schools, 11,600 new homes, the redevelopment of Ryde Hospital and bringing together a range of organisations to create a fully integrated academic health sciences centre at Macquarie University Hospital.
40. As stated in Council's own submission, currently it does not satisfy the population threshold criteria required for Metropolitan Major. Accordingly, the Tribunal is not persuaded at this time to include City of Ryde in the category of Metropolitan Major.
41. The Tribunal also notes **Wollondilly Council's** submission confirming its adopted position to remain classified as a Regional Centre.
42. The Tribunal acknowledges each of the Council's requests for re-categorisation. Whilst the Tribunal has not been persuaded at this time to grant these requests, any council that provides a submission in the 2026 annual review, which includes a request for re-categorisation, will of course be considered.

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Requests for New Classifications

43. The **City of Sydney** Council requested the Tribunal change the classification name from Principal CBD to the previously used term "Principal City".
44. The category "Principal City" was last used in the 2016 Determination. It was changed to Principal CBD in 2017 as a result of a review of categories. This review was undertaken in the context of Local Government reform, and council amalgamations, reducing the number of councils from 152 to 128.
45. Council's submission outlines the history of boundary changes, including its expansion of the City of Sydney as a consideration in reverting to the 2016 category name.
46. Sydney City Council contends that reverting to the category term "Principal City" recognises that the council's significance and contribution extends beyond the Sydney CBD.
47. The Tribunal notes the City of Sydney's request would constitute modification to the category of "Principal CBD". As stated above, the category "Principal CBD" is specific to City of Sydney and the Tribunal is not considering changes to the criteria applicable to each category in the 2025 Annual Review.
48. **Blacktown Council** requested re-categorisation from its current category of Metropolitan Major to a newly created category of "Metropolitan Major – High Growth".

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49. Council's case to be re-categorised to a newly created category is based on the following:
- Council asserts that it is the largest and one of the fastest growing local government areas in NSW, and
 - It undertakes several transformational projects, including projects funded from NSW Government and Western Sydney Infrastructure Grants.
50. Further, Council submits that the category of Metropolitan Major fails to account for the transformational nature of projects undertaken by Council, including the economic and strategic impacts for NSW, and impact on its local government area (LGA), which results in attracting new residents and people to the LGA.
51. The Tribunal notes that a new category, Metropolitan Major, was introduced in 2023, to address generally the issues raised in the current submission.
52. As explained in the Tribunal's letter inviting submissions, the Tribunal is required to review the categories at least once every three years. The Tribunal will next consider the model, the criteria applicable to each category and the allocation of councils in the 2026 Annual Review process.
53. As such, the Tribunal is not persuaded at this time to create a new category.

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54. **LGNSW** submitted that the Tribunal should, as part of its determination for the categorisation of councils, consider the demographic and economic shifts impacting the complexity of council operations, and the communities that councils serve.
55. The LGNSW submission provides examples of recent demographic shifts the Tribunal should consider, as factors affecting categorisation of councils, including:
- The NSW Government's Transport Oriented Development Program, where the resulting accelerated growth drastically increases demands on the strategic and infrastructure planning functions of councils affected
 - The Renewable Energy Zones, which drive tens of billions of dollars of investment in rural and regional LGAs, and creates additional impacts in said councils, including population growth and growing infrastructure for transport and utilities, or
 - The Renewable Energy Planning Framework, which includes benefit sharing guidelines for councils to ensure their communities share the benefits of the project and require additional responsibility and management from affected councils.
56. Section 240 of the LG Act notes that the Tribunal is to determine categories for councils and mayoral offices according to prescribed matters. One such matter is the 'nature and extent of the development of areas', which could reasonably be accepted to include the items listed by LGNSW.

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57. However, this matter would also require a change to the categories' criteria, in order to identify areas of high development. As stated above, the Tribunal is not considering any modifications to the categories as part of the 2025 Annual Review process. However, the Tribunal will consider proposed modifications to categories as part of the 2026 Annual Review process.

Reclassification due to population thresholds

58. As was the case last year, the Tribunal reviewed applicable data as part of this review, to determine if any councils have met relevant benchmarks, therefore requiring a move in category.
59. The Tribunal identified that **Mid-Coast Council** met the population benchmark to be considered a Regional Strategic Area. As a result, Mid-Coast Council will be classified as a Regional Strategic Area in the 2025 Annual Determination.
60. The Tribunal will continue to monitor and review applicable data to ensure categorisation of councils remain consistent with the current criteria.

Submissions Received – Remuneration Structure

61. The current state of the remuneration structure continues to be a key issue of concern raised in submissions. A significant number of submissions received provide commentary on the structure, including examples of how it could be improved. These are addressed in the points below.

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Fees for Deputy Mayors

62. The issue of fees for deputy mayors was once again raised.
63. Three submissions asserted that the position of deputy mayor should attract its own distinct independent fee, beyond the fee provided for in s.249(5) of the LG Act.
64. The Tribunal dealt with this issue in its 2024 Annual Determination at paragraph 53-55. It was noted that the Tribunal lacked the powers to implement changes to the fee structure that would include a distinct independent fee for the position of deputy mayor.
65. There has been no change to the legislation to permit such a change. Therefore, the Tribunal is currently unable to introduce a remuneration structure that would include a distinct independent fee for the position of deputy mayor.

Changes to the role of Mayors and Councillors

66. It was suggested that the current remuneration structure is not fit for purpose as it no longer recognises the roles and responsibilities required of councillors and mayors.
67. Multiple submissions, including the LGNSW's submission, highlighted how the role of the councillor and mayor have changed over the past 9 years. Submissions identified a variety of factors that have impacted the roles of councillors and mayors, including the impact of NSW Government

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priorities and investments, and amendments to the LG Act (e.g. via the *Local Government Amendment (Governance and Planning) Bill 2016*).

68. It has been suggested that these changes have impacted the volume, nature and workload of the role, whilst remuneration has not been increased accordingly.
69. The recent submissions to the Tribunal, along with its own observations, highlight that the role of mayor in civic leadership, advocacy and representation has become more complex and demanding – an issue that must be addressed.
70. Community expectations are increasing on the mayor from both the council and the community to be seen and immediately present during times of natural disasters, major events or crisis.
71. Additionally, the disparity in the council categorisation between the annual fees for councillors and the mayor needs to be more consistent, so as not to be seen to be devaluing the role of mayor in some circumstances.
72. The Tribunal is not suggesting a fundamental review of the role of mayors and notes that people that enter local government representation do so from a sense of civic service, rather than remuneration.
73. However, the Tribunal has a statutory function, and not unlike the governing body of a council, mayors and councillors, its role, responsibility and functions are clear. The same can be said in relation to the clear functions of the general manager of a council.

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74. As previously stated, many of the matters raised in both council and LGNSW submissions are beyond the remit of the Tribunal, and to a degree, were addressed in the 2023 determination.

Regional and Rural mayors and councillors

75. Several submissions, including LGNSW, also raised concerns regarding the inadequacy of the remuneration structure, for rural and regional councils.
76. Specifically, that the remuneration provided to regional and rural councillors does not reflect the significant stressors that regional and rural councils in NSW face and that consideration should be given to the additional demands placed on mayors and councillors in rural and regional councils.
77. One submission suggested that fees for rural councils should be commensurate with fees for regional and metropolitan councils – arguing that mayors and councillors, regardless of their location, are required to possess a wide range of skills and knowledge.

Fees set by councils

78. Submissions received by the Tribunal regarding the current state of the remuneration framework raised concerns about councils setting their own fees, asserting that it could potentially be seen as a conflict of interest.

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79. It was suggested that a possible solution would be for the Tribunal to determine a fixed annual fee for mayors and councillors.
80. Whilst the Tribunal acknowledges and understands the concern raised, as explained in the 2024 Annual Determination at paragraph 68-69, such a change to the framework, to determine a fixed annual fee for mayors and councillors, would require legislative change.
81. As there has been no changes to the legislative scheme, it is not within the Tribunal's remit to determine a fixed annual fee for mayor and councillors' remuneration.

Request for a Review of the Remuneration Structure

82. For the reasons outlined above, several submissions suggested the Tribunal undertake a comprehensive review of the framework.
83. One submission went so far as to request the Tribunal recommend to the Minister for Local Government that a comprehensive review of the framework and LG Act be undertaken. Others suggested the Tribunal actively seek a referral from the Minister to undertake such a review.
84. The LG Act does not specify that the Tribunal is able to carry out a comprehensive review of the framework. As such, it is not within the Tribunal's remit to undertake such a review, unless such a function is conferred or imposed on it by the Minister, as per s.238(2) of the LG Act.
85. Should such a function be conferred on the Tribunal, it will of course carry out its functions and undertake a review.

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Section 4 – 2025 Fees

Submissions – 2025 Fees

86. LGNSW's submission to the Tribunal advocated for an increase in the minimum and maximum fees payable to mayors and councillors of at least 4%, to:
- Assist in reversing the fee erosion which occurred under the previous NSW Public Sector Wages Policy
 - Mitigate economic pressures and the rising cost of living
 - Ensure councillors and mayors receive fair and reasonable remuneration for the work they perform, and
 - Address historic undervaluation of the work performed by elected representative in local government in NSW.
87. Economic data provided to the Tribunal by LGNSW to support their claim for an increase of at least 4% included:
- An annual Consumer Price Index (CPI) increase of 3.8% for the 12 months to June 2024
 - The Fair Work Commission (FWC) awarding a 3.75% increase to the minimum pay for modern awards, and increasing the national minimum wage to \$915.90, as well as the FWC's comments regarding the growing cost of living and deterioration of disposable income, and
 - The rate peg for the 2025-26 financial year being between 3.6%-5.1%.

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88. LGNSW also noted that the annual wage review, state wage case, award increases and the Independent Pricing and Regulatory Tribunal all had a clear theme on the increasing financial pressures on councils and its officers, which warrant increases in revenue and wages.
89. During its meeting with the Tribunal and assessors, LGNSW asserted that the current fees paid to mayors and councillors do not reflect their responsibilities. Nor do the current level of fees contribute to attracting a diverse range of candidates to stand for local government elections.
90. LGNSW also raised the issue of superannuation. It was contended that the payment of superannuation be mandated. Current arrangements require that a council pass a resolution at an open meeting to make such payments.
91. Four submissions received from individual councils directly addressed the issue of quantum increase to the minimum and maximum fees. These submissions sought an increase ranging from 3% to 10%.
92. The City of Sydney Council notes in its submission that it was not seeking an increase in fees payable for the Lord Mayor of Sydney.
93. The Tribunal is empowered under the s.241 of the LG Act to set minimum and maximum fees payable. It is then up to council to fix payment of annual fees for the mayor as outlined in s.249 of the LG Act.
94. It was suggested that the current fees, particularly in rural and remote communities, do not recognise or value the role of mayor and councillor,

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with fees set at a level that is commensurate to unqualified or inexperienced personnel.

95. The Tribunal was provided with a number of examples to demonstrate the financial impact, by way of lost wages, under the current fee rates.
96. Furthermore, 4 submissions compared the remuneration for NSW mayors and councillors with mayors and councillors in Victoria and Queensland as well as state Members of Parliament. The figures were provided to the Tribunal to demonstrate that the remuneration for NSW mayors and councillors is lower than all comparison examples provided.
97. It was also asserted that the low level of fees set for mayors and councillors devalues the importance and responsibility of the roles, diminishing the work undertaken on behalf of the community and is a significant barrier as to why people do not run for council.
- "If councillors were paid a full-time wage I would have run again. Nothing surer."*
98. Another submission suggested that fees need to reflect the part-time or full-time nature of the work carried out by mayors and councillors. The setting of fees at such a rate would appropriately recognise and value this important work, whilst also mitigating any financial loss incurred by those members of the community elected to carry out these critical functions.
99. Nine submissions supported an increase, whilst not making a direct comment on the quantum. Other submissions advocated for remuneration to be set at a level that:

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- Is in line with responsibilities and challenges councillors' face
- Reflects the public profile and exposure of the role
- Reflects the growing complexity of the role
- Reduces the gap between minimum and maximum fees for each category
- Accounts for the rising cost of living challenges
- Reflects the commitment, accountability, workload, skills and knowledge required to perform the role of councillor and mayor regardless of location
- Establishes and maintains parity with mayors and councillors in other States and Territories
- Is 'determined outside of council so as councillors are not determining their own payments', and
- Overcomes economic barriers that prevent diverse members of the community from participating as a mayor or councillor.

Fee Increase

100. The Tribunal considered a range of factors in determining the amount to increase minimum and maximum fees payable to councillors and mayors. This included a wide range of economic data such as:

- Consumer Price Index for the 12 months to December each year
- Wage Price Index for the 12 months to December each year

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- Full-time average weekly ordinary time earnings for the 12 months to November each year
- NSW Public Sector Salaries increases
- Local Government State Award increases
- IPART Rate Peg Base Cost Change
- Public Service Senior Executive remuneration determinations, by the Statutory and Other Offices Remuneration Tribunal, and
- State Members of Parliament Basic Salary remuneration determinations by the Parliamentary Remuneration Tribunal.

101. On this occasion the Tribunal has determined that a **3%** increase will apply to the minimum and maximum fees applicable to existing categories.

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Conclusion

102. The Tribunal's determination has been made with the assistance of the Assessors, Ms Kylie Yates and Mr Brett Whitworth.
103. Determination 1 sets out the allocation of councils into each of the categories as per s.239 of the LG Act.
104. Determination 2 sets out the minimum and maximum fees paid to councillors and mayors and chairpersons of county concills as per s.241 of the LG Act.
105. The Tribunal acknowledges and thanks the Remuneration Tribunal secretariat for its excellent research and support to facilitate the successful completion the 2025 Annual Determination.



Viv May PSM

Local Government Remuneration Tribunal

Dated 17 April 2025

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Section 5 – Determinations

Determination No. 1 – Allocation of councils into each of the categories as per section 239 of the LG Act effective 1 July 2025

General Purpose Councils – Metropolitan

Principal CBD (1)

- Sydney

Major CBD (1)

- Parramatta

Metropolitan Major (2)

- Blacktown
- Canterbury-Bankstown

Metropolitan Large (10)

- Bayside
- Cumberland
- Fairfield
- Inner West
- Liverpool
- Northern Beaches
- Penrith
- Ryde
- Sutherland

- The Hills

Metropolitan Medium (8)

- Campbelltown
- Camden
- Georges River
- Hornsby
- Ku-ring-gai
- North Sydney
- Randwick
- Willoughby

Metropolitan Small (8)

- Burwood
- Canada Bay
- Hunters Hill
- Lane Cove
- Mosman
- Strathfield
- Waverley
- Woollahra

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General Purpose Councils - Non-Metropolitan

Major Regional City (2)

- Newcastle
- Wollongong

Major Strategic Area (1)

- Central Coast

Regional Centre (22)

- Albury
- Armidale
- Ballina
- Bathurst
- Blue Mountains
- Byron
- Cessnock
- Clarence Valley
- Coffs Harbour
- Dubbo
- Eurobodella

Regional Strategic Area(5)

- Lake Macquarie
- Maitland
- Mid-Coast
- Shoalhaven
- Tweed

- Hawkesbury
- Lismore
- Orange
- Port Macquarie-Hastings
- Port Stephens
- Queanbeyan-Palerang
- Shellharbour
- Tamworth
- Wagga Wagga
- Wingecarribee
- Wollondilly

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Regional Rural (14)

- Bega
- Broken Hill
- Goulburn Mulwaree
- Griffith
- Hilltops
- Kempsey
- Kiama
- Lithgow
- Mid-Western
- Muswellbrook
- Nambucca
- Richmond Valleys
- Singleton
- Snowy Monaro

Rural Large (16)

- Bellingen
- Cabonne
- Cootamundra-Gundagai
- Cowra
- Federation
- Greater Hume
- Gunnedah
- Inverell
- Leeton
- Moree Plains
- Murray River
- Narrabri
- Parkes
- Snowy Valleys
- Upper Hunter
- Yass

Rural (38)

- Balranald
- Berrigan
- Bland
- Blayney
- Bogan
- Bourke
- Brewarrina
- Carrathool
- Central Darling
- Cobar
- Coolamon
- Coonamble
- Dungog
- Edward River

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- Forbes
- Gilgandra
- Glen Innes Severn
- Gwydir
- Hay
- Junee
- Kyogle
- Lachlan
- Liverpool Plains
- Lockhart
- Murrumbidgee
- Narrandera
- Narromine
- Oberon
- Temora
- Tenterfield
- Upper Lachlan
- Uralla
- Walcha
- Walgett
- Warren
- Warrumbungle
- Weddin
- Wentworth

County Councils

Water (4)

- Central Tablelands
- Goldenfields Water
- Riverina Water
- Rous

Other (6)

- Castlereagh-Macquarie
- Central Murray
- Hawkesbury River
- New England Tablelands
- Upper Hunter
- Upper Macquarie

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Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2025

The annual fees to be paid in each of the categories to Councillors, Mayors, Members, and Chairpersons of County Councils effective on and from 1 July 2024 as per section 241 of the *Local Government Act 1993* are determined as follows:

Table 4: Fees for General Purpose and County Councils

General Purpose Councils – Metropolitan

Councillor/Member Annual Fee (\$) effective 1 July 2025

Category	Minimum	Maximum
Principal CBD	31,640	46,420
Major CBD	21,120	39,100
Metropolitan Major	21,120	36,970
Metropolitan Large	21,120	34,820
Metropolitan Medium	15,830	29,550
Metropolitan Small	10,530	23,220

Mayor/Chairperson Additional Fee* (\$) effective 1 July 2025

Category	Minimum	Maximum
Principal CBD	193,650	254,810
Major CBD	44,840	126,320
Metropolitan Major	44,840	114,300
Metropolitan Large	44,840	101,470

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Metropolitan Medium	33,630	78,480
Metropolitan Small	22,420	50,650

General Purpose Councils - Non-Metropolitan

Councillor/Member Annual Fee (\$) effective 1 July 2025

Category	Minimum	Maximum
Major Regional City	21,120	36,690
Major Strategic Area	21,120	36,690
Regional Strategic Area	21,120	34,820
Regional Centre	15,830	27,860
Regional Rural	10,530	23,220
Rural Large	10,530	18,890
Rural	10,530	13,930

Mayor/Chairperson Additional Fee* (\$) effective 1 July 2025

Category	Minimum	Maximum
Major Regional City	44,840	114,300
Major Strategic Area	44,840	114,300
Regional Strategic Area	44,840	101,470
Regional Centre	32,940	68,800
Regional Rural	22,420	50,680
Rural Large	16,820	40,530
Rural	11,210	30,390

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County Councils**Councillor/Member Annual Fee (\$) effective 1 July 2025**

Category	Minimum	Maximum
Water	2,090	11,620
Other	2,090	6,930

Mayor/Chairperson Additional Fee* (\$) effective 1 July 2025

Category	Minimum	Maximum
Water	4,490	19,080
Other	4,490	12,670

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).



Viv May PSM

Local Government Remuneration Tribunal

Dated: 17 April 2025

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Appendices

Appendix 1 Criteria that apply to categories

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

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Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

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Metropolitan Major

Councils categorised Metropolitan Major will typically have a minimum residential population of 400,000.

Councils may also be categorised Metropolitan Major if their residential population combined with their non-resident working population exceeds 400,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$300M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Major will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

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Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

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Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

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Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development

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- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- have significant natural and man-made assets to support diverse economic activity, trade and future investment
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 300,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum

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- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 100,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum

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- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW

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- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Regional Rural

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

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Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

Rural Large

Councils categorised as Rural Large will have a residential population greater than 10,000, and a councillor to resident ratio of at least 1 to 1200.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

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Rural

Councils categorised as Rural will typically have a residential population less than 10,000.

County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the Biosecurity Act 2015.

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11.5 TAYLOR PARK PROJECT

File Number:	G2.55.1
Author:	Director of Corporate Services
Authoriser:	Acting General Manager
Attachments:	Nil
CSP Objective:	Weddin: People
Precis:	Taylor Park Upgrade Report to consider rollover and reallocation of budget for irrigation installation in Taylor Park
Budget:	\$27,000 from FY2024/25 unused Parks and Gardens Budget

RECOMMENDATION

1. That Council note and receive the Taylor Park Upgrade Report.
2. That Council roll over \$27,000 from 4. Parks & Gardens FY2024/25 Budget and reallocate to Taylor Park Upgrades Capital Works Budget to be utilised in FY2025/26 to undertake Taylor Park irrigation project.

PURPOSE

The purpose of this report is to present to Council the proposal of delivering an installed irrigation system as part of the Taylor Park Upgrade Project, and to seek approval to reallocate budget.

BACKGROUND

The Taylor Park Project is a high profile project including the delivery of the Taylor Park Inclusive Playspace to the Community and is aligned to the Weddin People Community Strategic Theme of the Weddin: 2035 Community Strategic Plan.

This project is ongoing and funded by two grants, being Stronger Country Communities Fund round 5 of \$629,797 (excluding GST) with Stage 2 being funded by Crown Reserve Improvement Fund (CRIF) of \$651,550 (including GST).

ISSUES AND COMMENTS

The inclusion of an irrigation system in the park will ensure the ongoing delivery of a high quality park to the community and ensure the new landscaping is maintained, to retain a welcoming community space.

The available budget is insufficient to cover irrigation installation in Taylor Park. There are time constraints on completing this installation which needs to occur in conjunction with the landscaping program, scheduled to commence mid July 2025. The current proposed system would require hand watering by council staff to maintain the landscaped gardens and grass areas within the park. This could become problematic to maintain the original state of the park, particularly during periods of drought.

POLICY/LEGAL IMPLICATIONS

There are no direct policy or legal implications.

FINANCIAL/RESOURCE IMPLICATIONS

Council has received a preliminary quote of \$26,000 for the irrigation installation.

It is proposed that Council roll over \$27,000 from 4. Parks & Gardens FY2024/25 operating budget to the Taylor Park Upgrade Capital Works project to assist with the irrigation installation.

INTERNAL/EXTERNAL CONSULTATION

Council's Executive Team have been consulted on this matter.

CONCLUSION

Irrigation of Taylor Park is a necessary part of the overall Taylor Park Upgrade to ensure longevity of the facilities within the park environment and minimise deterioration of landscaping and grass areas due to future environmental events.

12 INFRASTRUCTURE SERVICES REPORTS

12.1 INFRASTRUCTURE SERVICES REPORT - JULY 2025

File Number:

Author: Executive Assistant - Infrastructure Services

Authoriser: Acting Director of Infrastructure

Attachments: Nil

CSP Objective: Weddin: Infrastructure

Precis: INFRASTRUCTURE SERVICES REPORT - JULY 2025

Budget: Nil

RECOMMENDATION

That Council receive and note the information provided on infrastructure works completed in June 2025 and planned works for July 2025.

EXECUTIVE SUMMARY

The following information is to update the Council and community on matters associated with construction and maintenance from the Infrastructure Division (Roads, Parks and Gardens, Sewerage and Plant for works, Urban Services and Weeds) undertaken in June 2025 planned works for July 2025.

NATURAL DISASTERS

The Weddin Local Government Area has been impacted by a number of wet weather events and Natural Disaster declared events. When a Natural Disaster event is declared for Local Government areas, this means emergency repairs (to make safe only) are required to be completed within three (3) months of the declaration date or in our circumstances extended by the NSW Government. However, noting that the extension granted has expired.

Subsequent reconstruction works are a further claim that Council must apply to the NSW Government for approval and funding. In addition to this, a number of construction and maintenance projects scheduled have been impacted by weather, resourcing of staff, contractors and supplies.

Summary of events and progress of work is provided in the following table.

Information of the packages and their approval status are now publicly available on Council's website with information of where road crews are operating for the natural disaster packages are now uploaded. Scope of works for the financial year has been developed with minor changes pending.

Last correspondence refers to dates that Council last formally heard from TfNSW, noting that Council Officers have submitted multiple follow ups.

AGRN Event	Phase - Package	\$ Value (Subject to Change)	Status
1034 - 14 September 2022 onwards	EPA-RW - P2 General Works	\$1,150,511.64	<p>Heavy Patching on Unsealed Roads Submitted scope of works to TfNSW approved (last correspondence April 2025) Package 2 Scope includes:</p> <ul style="list-style-type: none"> o Unsealed roads (non-priority) o Tree & vegetation clearing <p>Roads included are:</p> <ul style="list-style-type: none"> • Abbots Lane • Adams Lane – Greenethorpe • Adams Lane North – Gooloogong (completed) • Adelargo Road (completed) • Andersons Road • Arramagong Road • Back Piney Range Road (completed) • Bald Hills Road (complete) • Beazleys Lane (completed) • Bembricks Lane (completed) • Berendebba Lane • Bimbi St (Caragabal-Quandialla Road) • Bobelar Lane • Campbells Lane • Clay Pit Road (partial) • Dunkleys Lane • Eualdrie Road • Eves Lane (completed) • Gibraltar Rocks Road (completed) • Goodes Lane (completed) • Grimms Lane (completed) • Hancock-Flinns Road (completed) • Hancock-Williams Road (completed) • Hazells Road • Heathcotes Lane (completed) • Holy Camp Road (completed) • Kangaroooby Road (completed) • Major West Road (partial) • McDonalds Lane (completed) • Melyra Street • O'Loughlins Lane (completed) • Peaks Creek Road (completed) • Sandy Creek Road (completed) • South Street

AGRN Event	Phase - Package	\$ Value (Subject to Change)	Status
			<ul style="list-style-type: none"> • Taylors Road (completed) • West Street • Yambira Road (completed)
1034 - 14 September 2022 onwards	EPA-RW - P3 Priority Patches	\$7,211,868.03	<p>Heavy Patching on Sealed Roads \$7,211,868.03 upper limit is approved by TfNSW for Package 3.</p> <p>Being acquitted.</p> <p>Overall Scope includes:</p> <ul style="list-style-type: none"> • Line marking work on Henry Lawson (completed) • Driftway Road (completed) • Deaths Lane (completed) • Henry Lawson Way – Forbes – (completed) • Morangarell Road (completed) • Quandialla Caragabal Road (completed)
1034 - 14 September onwards	EPA-RW - P4 - North Patching	\$2,776,635.48	<p>Heavy Patching on Sealed Roads Works 98% complete.</p> <p>Roads included in Package 4 are:</p> <ul style="list-style-type: none"> • Adelargo Road (completed) • Bald Hills Road - East West (completed) • Ballendene Road (completed) • Bewleys Road (line marking to be completed – end July 2025) • Gooloogong Road (MR237) (completed) • Hunters Road (completed) • Keiths Lane (completed) • Mortray Road (completed) • Muncks Lane (completed) • Piney Range Hall Road (completed) • Sandy Creek Road (completed)
1034 - 14 September 2022 onwards	EPA-RW - P5 - South Patching	\$4,518,198.66	<p>Heavy Patching on Sealed Roads Submitted and reduced scope of works to TfNSW for Package 5 received.</p> <p>Request for tender planned for August 2025, with work due to commence October/November 2025.</p> <p>Scope of works include:</p> <ul style="list-style-type: none"> • Back Piney Range Road • Berrys Road • Bimbi-Quandialla Road • Bimbi-Thuddungra Road • Bland Road • Bradley Street (new)

AGRN Event	Phase - Package	\$ Value (Subject to Change)	Status
			<ul style="list-style-type: none"> • Edward Square, Greenethorpe • Eualdrie Road • Gambarra Road • Gerrybang Road • Greenethorpe-Bumbaldry Road • Greenethorpe-Koorawatha Road • Grenfell Street • Holy Camp Road • landra Road • Margaret Street (new) • Martins Lane • Melyra Street • Murrays Lane • Newton Street • Nowlans Road • Old Forbes Road • Sale Street • Second Street • South Street • Talbot Street • Tyagong Creek Road • Wirega-Greenethorpe Road
1034 - 14 September 2022 onwards	EPA-RW - P6 - Priority Unsealed	\$1,103,072.01	<p>Scope for Package 6 includes medium and heavy formation grading of unsealed roads.</p> <p>Being acquitted.</p> <p>Roads included are:</p> <ul style="list-style-type: none"> • Arramagong Road (completed) • Bald Hills Road (completed) • Barkers Road East (completed) • Barkers Road North (completed) • Gannons Lane (completed) • Lynchs Road (completed) • Maddens Lane (completed) • McCanns Lane (completed) • Napiers Road (completed) • Nealons Lane (completed) • Reeves Lane (completed)

AGRN Event	Phase - Package	\$ Value (Subject to Change)	Status
1034 - 14 September 2022 onwards	EPA-RW - P7 - Sinking Culverts & Drain Cleaning	\$379,790.99	<p>Final approval with reduced scope received. Request for tender planned for Oct/Nov 2025, with work due to commence April/May 2026.</p> <ul style="list-style-type: none"> • Adelargo Road • Back Piney Range Road • Bald Hills Road II • Ballendene Road • Bembricks Lane • Dunkleys Lane • First Street • Gibraltar Rocks Road • Goodes Lane • Gooloogong Road • Kerrs Lane • Maddens Lane • McAlisters Lane • Morans Road • New Forbes Road • Pinnacle Road • Sandy Creek Road • Yambira Road • Tyagong Creek Road • Wirega-Greenethorpe Road

STATE ROADS

- This is a bi-monthly report and will be detailed in this Council Meeting as a separate report.

MAJOR WORKS

Pullabooka Road Drainage and Resurfacing

- Council is waiting to commence table-drain drainage work on Pullabooka Road in September 2025 which is funded through the Regional Local Roads Repair Program (RLRRP). Waiting for EPA approval to move spoil to local tip.

Nowlans Road Upgrade

- Original scope of works has been completed, new works have commenced for an extension of approximately 1 km and is now expected to be completed at the end of August 2025.

Arramagong Road Culvert Replacement

- Completed, grant being acquitted.

Caragabal Shared Pathway Stage 1

- Council work is complete and ARTC has joined path and waiting for ARTC to upgrade upgrade level crossing (due March 2026).

Caragabal Shared Pathway Stage 2

- Survey and design work is completed, request for quotes for concreting work have been called, with work to start early August 2025. The project is due for completion in September 2025.
- **Bogolong Dam Restoration Project**
- Public Works Department has compiled a report for Council that has provided information necessary for determining the safety and stability of the dam.
- A final consideration by the Bogolong Dam Precinct Committee will be made at the next meeting and the outcome will be presented to the Council.

FOOTPATH /KERB AND GUTTER WORKS**Third Street, Quandialla**

- Construction contractor for kerb and gutter replacement is underway and planned for completion by end of July 2025.

ROAD MAINTENANCE WORKS

- Road maintenance works including pothole patching, vegetation management, gravel road maintenance and signage works have been undertaken in the past few months.
- 20kms of shoulder grading of Mary Gilmore Way was completed in June 2025.

GRAVEL RESHEETING

- Council is intending to undertake a gravel resheeting program as per Council's strategic planning. The gravel resheeting program will be funded under the Regional Emergency Road Repair Fund (RERRF). Council's plan is to complete the program within the next three (3) years depending on the availability of Council resources.
- Watts Lane and Adams Lane Greenethorpe have been scheduled for gravel resheeting early August 2025.

PARKS AND RECREATION

The Parks and Gardens team are carrying out routine maintenance such as mowing, whipper snipping, tree trimming within sporting fields and the open space network.

Park Maintenance

- Mowing, weeding and whipper snipped in parks and garden areas
- Mowed and whipper snipped the Cemetery grounds
- Mowed, weeded and whipper snipped Taylor Park

- Mowed and whipper snipped Vaughn Park
- Mowed and whipper snipped Proctor Park
- Mowed, weeded and whipper snipped Memorial Park
- Mowed and whipper snipped Rotary Park
- Mowed and whipper snipped Goodsell Park
- Mowed and whipper snipped SH6 Rest Stop
- Mowed, weeded and whipper snipped Rygate Square
- Mowed and whipper snipped Council Chambers
- Mowed and whipper snipped O'Briens Hill and Lookout
- Mowed, weeded and whipper snipped Endemic Garden
- Mowed, weeded and whipper snipped Dagmar Street
- Mowed and whipper snipped Lawson Oval Top and Bottom
- Mowed, weeded and whipper snipped Henry Lawson's Birthplace
- Mowed and whipper snipped Railway Crossing on the Young Road
- Mowed and whipper snipped Dalton Street
- Mowed and whipper snipped Railway Free Camp (West Street)
- Mowed and whipper snipped Henry Lawson Way
- Mowed, weeded and whipper snipped Forbes Road Rest Stop
- Mowed and whipper snipped Camp Street
- Mowed and whipper snipped Melyra Street
- Mowed and whipper snipped Brundah Street

Town Maintenance

- Whipper snipped around all islands on the road within the Grenfell town area
- Whipper snipped around guard railings
- Started tree lifting, whipper snipping and mowing in laneways

Village Maintenance

- Standard village maintenance of mowing in Greenethorpe, Caragabal and Quandialla
- Clearance of debris at Caragabal, Greenethorpe and Bimbi

PLANT REPORT

Plant Report for June 2025			
BFO6280	RFS	Rego/Check over	Rego and check over completed

Plant Report for June 2025			
BFO5592	RFS	Rego/Check over	Rego and check over completed
BFO2573	RFS	Rego/Check over	Rego and check over completed
BFO6779	RFS	Rego/Check over	Rego and check over completed
BFO2229	RFS	Rego/Check over	Rego and check over completed
BFO4189	RFS	Rego/Check over	Rego and check over completed
4134	Isuzu	Dash repairs	Dash repaired
5288	Howard Mower	Blades to be replaced	Blades replaced
4110	Toro Mower	Blades to be replaced	Blades replaced
5355	Gravely Mower	Deck mechanism damaged beyond repair and chassis snapped	Ride on mover requires replacement – currently seeking quotes
2082	Nisan	Wiper motor to be replaced	Replaced
3965	Garbage Truck	Wiring repairs needed, tyres to be replaced, fuel and ad blue	Repaired wires, tyres replaced, and fuel and ad blue checked and repaired
3952	Kenworth	Hose in need of repair, coolant needed	Repaired and topped up
3958	Western Star	Uni joint in need of replacement	Replaced
3957	Western Star	Tyres to be replaced	Replaced
1130	Kluger	Tyres need to be replaced	Replaced tyres
1128	Taxi	Damaged, hit kangaroo front end	Send to be repaired in young
2082	Nisan	Hail damage repair	Damage repaired
4109	Multi Roller	Hydraulic filters need replacing	Replaced
4116	Toro Mower	Blades to be replaced and deck in need of repair	Blades replaced and deck repaired
4102	Caterpillar	Due for service	Serviced

Plant Report for June 2025			
4105	Caterpillar	Due for service	Serviced
4106	Caterpillar	Bucket and rams to be repaired	Repaired
3229	Delta	Batteries in need of replacement	Replaced

BIOSECURITY

Three (3) staff members were available in June 2025.

Information on Biosecurity weeds – Central West Priority Weeds List is available on the Weedwise App or webpage <https://weeds.dpi.nsw.gov.au/WeedBiosecurities?ArealD=2>

ACTIVITY	LOCATION
Administration	<p>Monthly report, mapping, BIS uploads, inspections and weeds loaded on Chartis Weeds App, email correspondence, review weed spraying program and plan of action, review relevant budget totals, review/reply Service Requests when received.</p> <p>WAP activities aligned with WO & tasks</p> <p>Researched grants, fulfilled duties under WAP agreement, public awareness campaign through MLVWC Facebook page</p> <p>Regional inspection plan update in process</p> <p>Chemical issues through Authority Accounting System</p> <p>Toolbox, risk assessments, plant sheets, TMP's & timesheets</p> <p>WAP targets and funds review and activities to meet requirements</p>
Public Awareness	<p>Handing out merchandise to raise weed awareness</p> <p>Social media campaign</p> <p>Spot and Report signs waiting installation - researching available grants to have signs installed</p> <p>Red guide post area monitoring</p> <p>Signage installed at Grenfell cemetery to raise weed awareness</p>
Mapping	<p>Weed information mapped, synced and uploaded to DPI</p> <p>Working on inputting data when a drone is used</p>

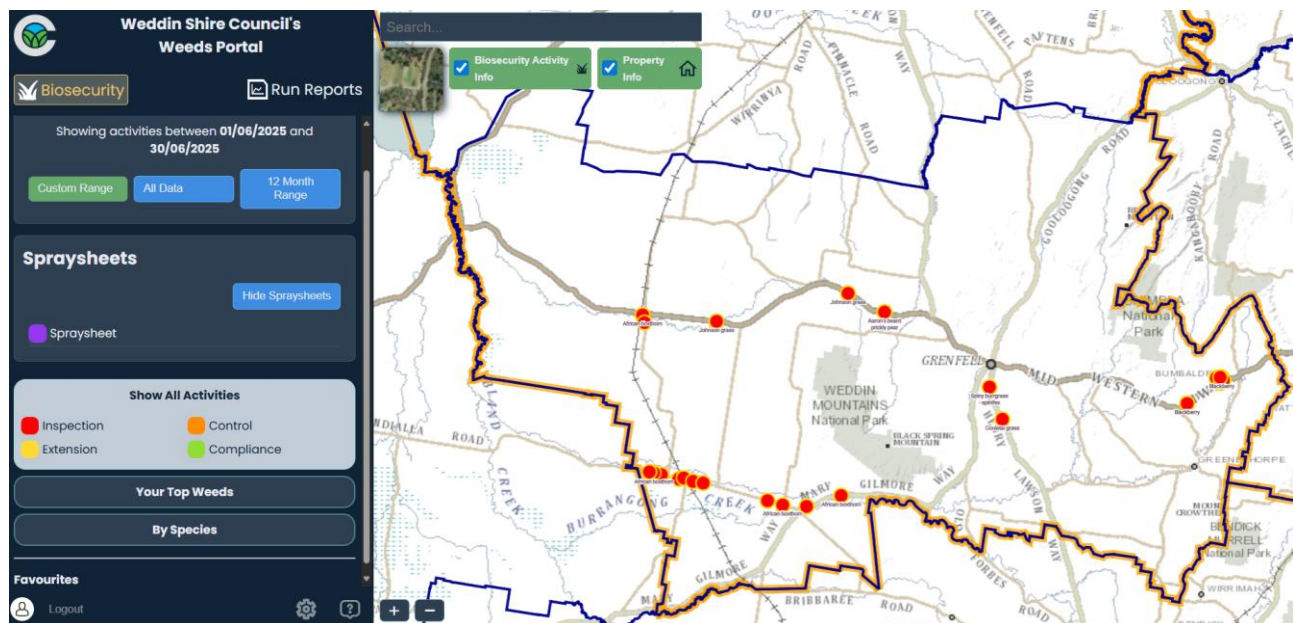
ACTIVITY	LOCATION
Meetings	Awaiting on news of delegates for Local weed committee and dates for meetings CWRWC & WAP operational meetings at Nyngan
Training	Continual drone training/practise EMtrain online modules Local weed identification Working on assessments for compliance and regulatory training
Private Property Inspections	Information packages for landholders to receive during inspections or on request Inspections targets align with funding
Roadside Inspections and On-ground Control, if Required	Continuous roadside inspections Limited control when environmental conditions allow Priority weeds mapped during inspection for future control
Council Owned Land	Council owned /managed vacant land, Grenfell and village areas Staff been assisting in other areas of Council as required
Travelling Stock Route (TSR) Inspections	Continual inspections of high risk pathways
Other High Risk Sites	Cemetery, silos, camping areas, rest areas inspected
Sucker Control	Sucker control carried out when conditions suit and sighted
Biological Control	Ongoing research in Biocontrol for additional tools for use in Priority Weed Control Cactus cochineal relocation to other areas to assist in control African boxthorn rust was released with State Forest in June 2024, will monitor throughout coming months
Other	Mentoring staff members in Biosecurity Review targets or funding commitments achieved by end of financial year (30 June 2025)

Chemicals Used

Glyphosate	10 litres
Grazon	10 litres

Control measures and inspections were conducted over the Weddin Shire Council in June 2025 in alignment with WAP requirements.

The map below shows an overview of the locations treated or inspected.



MAIN STREET UPDATE

RESOLUTION 070/24

Moved: Cr Frame

Seconded: Cr McKellar

Moved: Cr Frame

Seconded: Cr Diprose

For discussion as separate items:

1. That Council Officers provide a report on the finalisation of signage and marking of the Main Street including for disabled parking.
2. That Council Officers provide a report on the CCTV in the Main Street.
3. That Staff provide updates through the Infrastructure Works Report until it is finished.

THE MOTION WAS CARRIED UNANIMOUSLY

Disabled Parking in Main Street

Disabled parking will be marked in front IGA and will comply with all Australian Standards once a pedestrian ramp is constructed and approved by the Weddin Local Traffic Committee and Council.

Taxi Stand

A Taxi Stand will be marked in front IGA and will comply with all Australian Standards once a pedestrian ramp is constructed and approved by the Weddin Local Traffic Committee and Council.

CCTV

Council Officers are in the process of organising finalisation and the acquittal of the grant funding.

13 ENVIRONMENTAL SERVICES REPORTS

13.1 DEVELOPMENT APPLICATIONS, CONSTRUCTION CERTIFICATES AND COMPLYING DEVELOPMENT CERTIFICATES

File Number: T5

Author: Executive Assistant to the Director Environmental Services

Authoriser: Acting General Manager

Attachments: Nil

CSP Objective: Weddin: Environment

Precis: List of development application, construction certificate and complying development application determined during the period 1 June 2025 to 30 June 2025.

Budget: Nil

Background

Under s. 4.16 of the *Environmental Planning and Assessment Act 1979*, Council Officers can exercise the power to determine development applications and post consent certificates such as construction certificates and complying development certificates in accordance with their delegations. The following provides a list of the development applications, complying development applications and construction certificate applications determined within the Weddin Shire during the month of June 2025.

Development Applications Determined by Council

The undermentioned applications were received and determined subject to specified conditions, by the Director Environmental Services under delegated authority:

DA NO.	Applicant	Construction	Value (\$)	Address
13/2025	Andy's Design & Drafting	New Dwelling	\$162,800	LOT: 312 DP: 754578 17 Monger Street GRENFELL NSW 2810
14/2025	Mr K I Lupis	Boundary Realignment	\$0	LOT: 46 DP: 754606 & LOT: 109 DP: 754606 Weddin Parish GRENFELL NSW 2810
15/2025	Mrs E G Hinde	Construction of New Dwelling to create dual occupancy and Installation of Inground Swimming Pool	\$462,000	LOT: 10 DP: 1229401 15 Walshs Lane GRENFELL NSW 2810

Complying Development Applications

The complying development certificate applications approved within the Shire in June 2025 by Council or any other Principal Certifiers.

CDC NO.	Applicant	Construction	Value (\$)	Address
Nil				

Construction Certificates

The undermentioned applications were determined by the Director Environmental Services under delegated authority:

CC NO.	Applicant	Construction	Address
14/2023	Mr N C Heatley	Dwelling Additions	LOT: E DP: 336388 11 Rose Street GRENFELL NSW 2810

14 DELEGATE(S) REPORTS

14.1 DELEGATE REPORT TO ALGA, NATIONAL GENERAL ASSEMBLY - 24TH, 25TH, 26TH AND 27TH JUNE 2025
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File Number: A3.8.3

Author: Deputy Mayor

Attachments: Nil

CSP Objective: Weddin: Civic Leadership

Precis: To provide a report to Council on the ALG National General Assembly

Budget: Nil

Mayor Paul Best, Deputy Mayor Colleen Gorman, Councillor Simon Rolls and Weddin's Corporate Director, Kathryn Brock, all attended ALGA 2025, the Australian Local Government Association in Canberra. Over 1300 Local Government delegates from all across Australia attended this NGA25 Conference, which was held in the National Convention Centre, Canberra, over four days.

DAY 1 - Tuesday 24th June. The first day was devoted to the **2025 Regional Forum, a gathering of 700 regional, rural and remote Councils in attendance from across Australia.** Mayor Matt Burnett of Gladstone, QLD, the current President of ALGA, presented an exciting Program providing opportunities to discuss the challenges facing regional communities, and to share solutions already working elsewhere. Several Guest speakers addressed the Assembly, offering powerful insights into the issues and trends shaping regional Australia.

The 2025 THEME for the Conference was - "National Priorities Need Local Solutions".



Bernard Salt AM, from *The Demographic Group*, identified that Australia is in the business of feeding the world and in the next 50 years, humanity will peak at 10 billion people by 2070. To provide these needs, our agriculture business/crop production has to increase by 40% over 50 years and regional Councils delivering services to farming communities must start lobbying for more funding. BHP and CBA are the two top Companies in Australia. Agriculture is driving our economy, yet there are no Agricultural businesses in the Top 10 Companies in Australia. Agriculture must become a national priority and aspiration for both State and Federal Governments.

The regions throughout Australia are undergoing **“Youthafication”** – people are moving out of the cities post-Covid, seeking more affordable housing and a better quality of life. Regions are gaining the “productive muscle” (15 to 64yr olds) and inter-generations, essential for driving our regional communities forward. Amid this population flow, three new types of ‘towns’ are emerging - ‘*gateway towns*’ where people & goods will enter a larger region; ‘*lifestyle towns*’ providing ‘sea change’ and a change of pace; and ‘*tradie towns*’ offering plenty of work and a beach lifestyle.

Professor Jenny May, *National Rural Health Commissioner*, described mental health options in regional communities, including the role of digital connectivity and AI (Artificial Intelligence) in providing Tele Health in rural and remote communities, supported by paramedics and nurse practitioners.

Kenn Beer, from *Safe System Solutions*, highlighted building safer roads, safety features in modern vehicles / e-vehicles and working towards Vision Zero by 2050.

Dailius Wilson, *G.M at Payable*, presented the final Regional Session, titled *“Financial Sustainability of Rates and Arrears”* culminating in a comparison between *Regional versus Metro Sustainability*, where regional arrears impact significantly on cash flow, versus the steady income flow from metro Parking meters, fines and permits. He discussed the pros and cons of instalments, digital reminders, 2 points of contact data (multiple touches) per rate payer, and avoiding payments by BPay and AusPost, which cost Councils thousands of dollars.

DAY 2 - Wed 25th June. The metropolitan Councils arrived en masse for their first day and the huge auditorium was humming with energy and anticipation. The message from **Amy Crawford, ALGA CEO**, was very clear - to “take ownership of our collective identity, our shared history and our shared responsibility; that the work we do today is for the people of tomorrow”. To build strong, connected, thriving communities, all three tiers of Government need to CONNECT, LEARN, ADVOCATE and LEAD to support our priorities.

The first Ministerial Address of the Conference - Kristy McBain .

- **Minister for Regional Development, Local Government and Territories;**
- **Minister for Emergency Management**

The Minister stated her two roles are intricately linked, especially in the Recovery phase. She described Labour’s \$1 billion investment over 5 years in the Disaster Ready Fund to prepare Local Govts, to mitigate future disaster risks and maintain/repair infrastructure by meeting local needs. The Minister is supportive of following up the 2024 Sustainability Inquiry into Local Govt, (Interim Report was released in Feb 2025) which will be the first big step forward for 2 decades since 2004. Minister McBain recounted recent achievements, investing \$4.2 million over 5 years into Roads to Recovery, \$150m per year into the Black Spot Program of road accidents, and \$1.5b in State Housing developments to deliver critical infrastructures and unlock more services.

Dr Anne Webster, the Shadow Minister for Regional Development, Local Govt & Territories, and Shadow Minister for Communication, was then interviewed as her ‘Right of reply’. She urged all Councils present to build resilience in our communities to emergencies and to step up into planning essential services for future emergency management.

Her Excellency, the Honourable Ms Sam Mostyn, Governor General of Australia
- **The Official Opening of NGA2025.**

Ms Sam Mostyn spoke of her unstinting focus on ‘**Care, Kindness and Respect**’, and the “Power of Community” in navigating great challenges , marvelling at local ingenuity in finding solutions that are invigorating our local communities, as she travels widely across Australia. She emphasised that Local Government has never mattered more and that we must continue to engage in democracy, ‘tell our stories’ and keep challenging those in high public office.

Mark Bouris, AM - Aust’n Business Leader and Finance Expert, made a lengthy presentation, “**Australia and the New Geoeconomic Landscape**”, detailing the state of the economy, and it’s volatility amid the current geopolitical climate and impact of world affairs. He followed this up by discussing the top Risks to Australian Business in 2024-2025 and the implications for Local Government.

Presentation of Notices of Motion -

During the National General Assembly, over 190 Notices of Motion were presented to the Conference for discussion and voting on Wednesday afternoon and again on Friday morning. Councils were given opportunities to propose Amendments to those Motions, to speak for and against various Motions before the nominated Voting Delegate for each Council registered their vote. The Motions that are Carried are then forwarded to the respective Government Ministers for their perusal, however, there is no guarantee that the

Ministers will follow up on these Notices of Motion and implement the NGA's recommendations.

DAY 3 - Thursday 26th June 2025

Kieran Power, of *Climate Solutions*, was Commissioned by ALGA in 2024 to investigate ***“Government Leadership in a Changing Climate”***.

The **Project Analysis** presented to the Conference related to **Five Specific Case Studies** in different Local Government areas and analysed the Local Disaster Management planning, strategies and risk assessment of potential hazards and extreme weather. The LG areas undertaken included Darwin heatwave conditions; Grantham & Lockyer Valley flooding; Hobart bushfires risk; Qld and North Coast flooding (Cyclone Alfred); coastal erosion & long term planning.

The Study included a ***“Climate Zones Case Study Across Australia”*** and ***“A Pathways Approach to Adaptation”*** involving a sequence of actions, whereby peers are supporting peers, and long term planning that educates the public into action into sharing the risk and accepting a level of responsibility for minimising their own safety risk.

On **Wednesday 30th July**, **ALGA is providing a FREE National Webinar, comprising 2 Sessions**, intended to be a deep dive into the issues uncovered by the Project Analysis and the 5 specific Case Studies across Australia. It will raise awareness of extreme climate conditions across our communities and will include resources, tools and opportunity to continue training for future weather events. See the QR Code →



Stephen Scheeler, *Start-up to Power House*,

Presented a session on AI and the potential uses of Artificial Intelligence and AI Tools in local Government.

FOUR LISTENING SESSIONS - Councillors attended one Topic of interest.

- **Emergency Management : Capability and Capacity – sponsored by JLT & Telstra**
- **Housing and Community Infrastructure - sponsored by Novoplan and Citygreen**
- **Building Safer Roads – sponsored by Hyundai & AusRoads**
- **Local government Jobs and Skills – sponsored by KPMG & Aust'n Public Skills**

Four Panels of Guest speakers were interviewed on the Four separate Topics above, and after a lengthy discussion, members of the audience could ask them questions.

Thursday 26th June - 7pm The General Assembly Dinner - The Great Hall, Australian Parliament House.

Weddin and Parkes Councils sitting front row, left of photo, in The Great Hall, Parliament House.

Attending NGA25 was an incredible networking opportunity and a privilege. We met Mayors and Councillors from across Australia and learnt that every Council has a different population demographic and is dealing with their own separate issues, that require local solutions. However, Financial Sustainability was a common theme impacting the majority of Councils and was addressed by several guest speakers and by those Councillors who asked questions and shared information during the Conference. We came away with a fresh insight into and an appreciation of the role of Local Government across Australia's States and Territories.

15 MINUTES OF COMMITTEE MEETINGS

15.1 COUNCIL COMMITTEE REPORT REQUIRING ACTION - MINUTES OF THE HENRY LAWSON FESTIVAL OR ARTS COMMITTEE MEETING HELD 11 JUNE 2025
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File Number: C2.6.32

Author: Executive Assistant to the General Manager

Authoriser: Acting General Manager

Attachments: 1. ATT 1 | HENRY LAWSON FESTIVAL OF ARTS COMMITTEE MEETING MINUTES - 11 JUNE 2025

RECOMMENDATION

That Council:

1. Except where otherwise dealt with, the Minutes of the Henry Lawson Festival of Arts Committee Meeting held 11 June 2025 be noted as presented.
2. Note that due to the Henry Lawson Festival Bank Account not being in Council's consolidated funds, Council continues to breach section 409 of the *Local Government Act 1993*.

INFORMATION

The Minutes for the Henry Lawson Festival of Arts Committee Meeting held 11 June 2025 are presented to Council to note as presented.

It should be noted that Council remains in breach of s. 409 of the *Local Government Act 1993* (the Act), as:

- (1) All money and property received by Council must be held in Council's consolidated fund unless it is required to be held in the Council's trust fund.

By not reflecting the money contained in the Henry Lawson Festival Bank Account within Council's consolidated fund, Council remains in breach of s. 409 of the Act. Furthermore, this also means that the Henry Lawson Festival Account is not financially audited on an annual basis as is the case with Council's consolidated fund.

Council is advised to note the Minutes, but not to adopt them due to the current ongoing breach.



Contact Information:

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MINUTES

Meeting scheduled for: 11th June 2025 at Grenfell Bowling Club at 5:30pm

1. Welcome by President
2. Present: Jan Parlett, Belinda Power, Kellie Frost, Virginia Osbourne, Colleen Gorman, Cassie Griffin, Simon Rolls Deb Stanton, Sharron Eppelstun, Paul McKnight, Jaime Elms
3. Apologies
Wezley Makin
Caddie Marshall
4. New Membership
N/A
5. Minutes from previous meeting
6. Business arising from the minutes
N/A
7. Correspondence In
N/A
8. Correspondence Out
N/A
9. Treasurer's Report
Bank balance \$104,162.95
Moved: Virginia Osbourne Seconded: Kellie Frost
10. President's report



11. General Business

Thursday night went well, a big thank you to Andrew Briggs for his support & great coverage of the festival events.

We'll organise for the cartoonist to have an indoor venue next year.

Suggestion to bring Feathered Friends for the 2026 Festival.

Fundraiser Clearance Sale- Suggested for the Showground sometime in September or October

Facebook 'Thank You' posts to go out.

Motion: Approval for all payments to be made immediately

Moved: Sharon Eppelstun Seconded: Simon Rolls

Motion: The HLF Committee to purchase the 6 photo panel board from Jan Parlett for cost of materials \$678

Moved: Cassie Griffin Seconded: Simon Rolls

Motion: Belinda Power to be reimbursed for printing costs

Moved: Paul McKnight Seconded: Deb Stanton

12. Next meeting: 13 August 2025 6pm

13. Close: 7:07pm

16 CLOSED COUNCIL**RECOMMENDATION**

The meeting now be closed to the public under Section 10A(2) of the *Local Government Act 1993* to consider the items following because of their confidential nature:

16.1 MAYORAL MINUTE - UPDATE ON GENERAL MANAGER RECRUITMENT

This matter is considered to be confidential under Section 10A(2) - a and d(i) of the *Local Government Act 1993*, and Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors) and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

PURPOSE: *To provide Council with an update on the General Manager recruitment.*

17 RETURN TO OPEN COUNCIL**18 REPORT ON CLOSED COUNCIL****19 CLOSURE**