

OBERON COUNCIL

137 Oberon Street
PO Box 84
Oberon NSW 2787

Telephone: (02) 6329 8100
Email: council@oberon.nsw.gov.au

Oberon Council Ordinary Meeting Tuesday 16 April 2024

Commencing at 5:30 pm
To be held at the Oberon Council Chambers



OBERON

MORE THAN YOU IMAGINE

EVACUATION SIGN AND DIAGRAM

Ground Floor 137-139 Oberon Street, Oberon NSW 2787

Chubb

Defibrillator Distribution Board Carbon Dioxide Dry Chemical Powder Water First Aid Point Hose Reel Exit Alternate Evacuation Path Evacuation Path Assembly Area

Evacuation Procedures

IN CASE OF FIRE

- R REMOVE people from immediate danger
- A ALERT people nearby and raise an alarm (Dial 000)
- C CONFINE fire and smoke (Close doors behind you if safe to do)
- E EVACUATE via the nearest emergency exit

Site Plan

Oberon Council Admin Building

Oberon Street

Sign Ref: AG - YAH - 2 Issue Date: 03/2021 Review Date: 03/2026 © Chubb Fire & Security PTY LTD 1300 650 182

Risk Matrix Legend

Through its Enterprise Risk Management Processes, Oberon Council has developed Risk Appetite Statements which are shown in the following table.

Category of Risk	Avoid	Resistant	Accept	Receptive
Business Continuity			PRIMARY	
Financial	PRIMARY	Secondary		
Safety	PRIMARY			
Environment		PRIMARY	Secondary	
People & Culture	Secondary	PRIMARY		
Project Performance			PRIMARY	
Technical Complexity			PRIMARY	Secondary
Public Image and Reputation	Secondary	PRIMARY		
Assets & Infrastructure		Secondary	PRIMARY	
Governance	PRIMARY			
Service Delivery			PRIMARY	

Each risk is evaluated in terms of potential loss, likelihood of occurrence and the effectiveness of controls in place to manage the risks according to the criteria set out below:

Likelihood	Negligible	Minor	Moderate	Major	Extreme
Almost Certain (95%)	Low	Medium	High	Extreme	Extreme
Likely (65%)	Low	Medium	Medium	High	Extreme
Possible (39%)	Low	Low	Medium	High	High
Unlikely (26%)	Low	Low	Low	Medium	High
Rare (20%)	Low	Low	Low	Medium	High

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1 OPENING OF MEETING

The Mayor will welcome members and declare the meeting open.

The meeting will be livestreamed via Zoom webinar facilities.

Recordings of Council Meetings or parts thereof cannot be copied, recorded, reproduced, reused or transmitted without the prior written consent of the General Manager. The meeting is being recorded and will be made publicly available on Council's website. Persons attending the meeting should refrain from making any defamatory statements.

2 ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges that this meeting is being held on the traditional lands of the Wiradjuri, Gundungurra and Dharug People, and respects the history and culture of the elders both past and present.

3 PRAYER

The Meeting will be opened in prayer.

4 RECORD OF ATTENDANCE

Members	Mayor Mark Kellam Deputy Mayor Andrew McKibbin Clr Katie Graham Clr Helen Hayden Clr Clive McCarthy Clr Mick McKechnie Clr Lauren Trembath Clr Ian Tucker Clr Bruce Watt
Staff	Gary Wallace, General Manager Damian O'Shannassy, Planning and Development Director Mathew Webb, Corporate Services Director Dr Cornelia Wiebels, Technical Services Director Hannah Booth, Records and Communications Coordinator
Leave of Absence	Nil

5 DECLARATIONS OF INTEREST

A GUIDE TO ETHICAL DECISION-MAKING

(Provided by the Independent Commission Against Corruption)

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and code of conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- Pecuniary – regulated by the Local Government Act and Department of Local Government
- Non-pecuniary – regulated by codes of conduct and policy. ICAC, Ombudsman, Department of Local Government (advice only)

The test for conflict of interest:

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain
- Important to consider public perceptions of whether you have a conflict of interest

Identifying problems

- 1st Do I have private interests affected by a matter I am officially involved in?
- 2nd Is my official role one of influence or perceived influence over the matter?
- 3rd Do my private interest's conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

When making a Declaration of Interest the reason for making the declaration should be clearly stated. Pecuniary and Non-Pecuniary Significant Interests should be managed by leaving the room while the matter is considered.

Pecuniary -
Non-Pecuniary Significant -
Non-Pecuniary Less than Significant -

6 PRESENTATIONS

Nil

7 QUESTIONS FROM THE PUBLIC

The public gallery is open to members of the community. The community is to be given the opportunity to ask questions at the commencement of the council meeting, and the Mayor is to ask for questions from the gallery prior to the commencement of the ordinary meeting.

Members of the public wishing to address Council are permitted to do so provided the following guidelines are adhered to:

1. The person asking the question at the Council meeting must clearly state their name and in what capacity they are acting.
2. If the person asking the questions is acting as another person/organisation's agent, they must advise Council if they have their prior consent/authority.

Questions from the public is not an opportunity for debate with elected representatives or staff, it is an opportunity for the community to ask a question in relation to an issue or put a point of view relating to an issue that may be causing interest or concern. Due to time constraints a time frame of three minutes per speaker is allocated. All questions and comments must be directed through the Mayor and in the instance of a question, if it cannot be answered it will be taken on notice and a response given within a reasonable period. This is the only opportunity for a community member to address Council during an Ordinary Meeting.

None received.

8 CONFIRMATION OF MINUTES

8.1 Ordinary Meeting 19 March 2024

Attached is the Minutes of the Ordinary Council Meeting held on 19 March 2024.

Recommendation:

That the Minutes of the Ordinary Meeting held on 19 March 2024 be confirmed.

Matters Arising from the Minutes

Nil



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PO Box 84
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Unconfirmed Minutes
Oberon Council Ordinary Meeting
Tuesday 19 March 2024

Commencing at 5:30 pm
Held at the Oberon Council Chambers



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1 OPENING OF MEETING

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2 ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges that this meeting is being held on the traditional lands of the Wiradjuri, Gundungurra and Dharug People, and respects the history and culture of the elders both past and present.

3 PRAYER

The Meeting was opened in prayer by Rev Johnny Lush, Anglican Church Oberon.

4 RECORD OF ATTENDANCE

Members	Deputy Mayor Andrew McKibbin (Chair) Clr Katie Graham (via Zoom) Clr Helen Hayden Clr Clive McCarthy Clr Lauren Trembath Clr Ian Tucker Clr Bruce Watt
Staff	Gary Wallace, General Manager Damian O'Shannassy, Planning and Development Director Mathew Webb, Corporate Services Director David Basil, Technical Services Manager Sharon Swannell, Governance and Executive Manager Hannah Booth, Records and Communications Coordinator
Leave of Absence	Mayor Mark Kellam Clr Mick McKechnie

Moved: Clr Hayden
Second: Clr Tucker

That the leave of absence of Mayor Mark Kellam and Clr Mick McKechnie be noted and their apology be received.

Carried - Resolution No: 1 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker
and Clr Watt

Votes against: Nil

5 DECLARATIONS OF INTEREST

Pecuniary - Nil
Non-Pecuniary Significant - Nil
Non-Pecuniary Less than Significant - Nil

6 PRESENTATIONS

Nil

7 QUESTIONS FROM THE PUBLIC

Sig Sovic, Oberon Resident - Regarding the Town Improvement Levy, I have said before, funds have been siphoned off from the TI for projects outside its purpose and it is justified to implement some reduction. The Act stipulates that rates are to be levied separately for different rating categories; the principle is that as the cost to Council of providing services varies materially from category to category the rates should reflect these differences.

For a just allocation of the rate burden, category costs and common costs must be assessed and issues resolved, including with the roads budget; with NSW Forrest costs and how we determine rates for heavy industry. Oberon ratepayers are entitled to a full explanation of assumptions and numbers before any category of ratepayers are given rate reductions at the expense of others. It is not a matter of sending out questionnaires, it is rather a matter of financial calculation which then is exhibited and judged for fairness and balance by the community. What is proposed today is to replace one problem with another problem.

I believe Oberon Council need to publicly state its opposition to any wind towers in Oberon. It is past time for niceties such as non-applicable and out-of-date DCP being an excuse for inaction. Or that Council must have a seat at the table with the Government, presumably to legitimise the destruction of our environment. It is divide and rule. A united no from Oberon Council and community would be a more effective and powerful message which also reflects community consensus.

For the trees at O'Connell, I do not believe Oberon will accept this memorial to be vandalised. Council does not need further advice, it needs to act on their listing.

The Chair advised the comments were noted.

8 CONFIRMATION OF MINUTES

8.1	Ordinary Meeting 20 February 2024
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Moved: Clr Hayden
Second: Clr Trembath

That the Minutes of the Ordinary Meeting held on 20 February 2024 be confirmed.

Matters Arising from the Minutes

Nil

Carried - Resolution No: 2 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker
and Clr Watt

Votes against: Nil

9 MAYORAL MINUTE AND REPORT

9.1	Mayoral Minute and Report - March 2024
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File No: Governance/Mayor/General

Author: Mayor Mark Kellam and Acting Mayor Andrew McKibbin

Summary

This report summarises the main activity for the Mayor since the last report.

Moved: Clr McKibbin
Second: Clr Hayden

That Report Item 09.01 is received as information.

Carried - Resolution No: 3 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker
and Clr Watt

Votes against: Nil

10 NOTICES OF MOTION

10.1	Drainage
File No:	Governance/Meetings/Ordinary
Author:	Clr Ian Tucker

Moved: Clr Tucker
Second: Clr McCarthy

That \$50,000 of the funds currently allocated in the Town Improvement Fund for drainage projects be utilised for improvements to stormwater pits, especially for the addition of a lintel where none currently exists.

Amendment

Moved: Clr Trembath
Second: Clr Hayden

That the \$50,000 of the funds currently allocated in the Town Improvement Levy Fund for drainage projects be assessed by the new Technical Services Director and a report be brought back to the May Council meeting with recommendations and costs for improvements to drainage including consideration of East Dillon Street.

The Amendment was put and won, the Amendment becomes the Motion.

Moved: Clr Trembath
Second: Clr Hayden

That the \$50,000 of the funds currently allocated in the Town Improvement Levy Fund for drainage projects be assessed by the new Technical Services Director and a report be brought back to the May Council meeting with recommendations and costs for improvements to drainage including consideration of East Dillon Street.

Carried - Resolution No: 4 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr Trembath, Clr Tucker and Clr Watt
Votes against: Clr McCarthy

10.2

Footpaths

File No: Governance/Meetings/Ordinary

Author: Clr Ian Tucker

Moved: Clr Tucker
Second: Clr McCarthy

That the funds currently allocated in the Town Improvement Levy Fund for footpaths be utilised for:

- a. Construction of pram crossings to existing footpaths where none currently exist
- b. Modifications to ramps at disabled parking spaces to ensure they comply with gradient standards
- c. Survey and design for pedestrian safety improvements at the Ross Street/Queen Street intersection

Amendment

Moved: Clr Trembath
Second: Clr Hayden

That the funds currently allocated in the Town Improvement Levy Fund for footpaths be assessed by the new Technical Services Director with a focus on PR crossings and the pedestrian linkages to the new Sports Ground and a report be brought back to the May Council meeting with recommendations and costs.

The Amendment was put and won, the Amendment becomes the Motion.

Moved: Clr Trembath
Second: Clr Hayden

That the funds currently allocated in the Town Improvement Levy Fund for footpaths be assessed by the new Technical Services Director with a focus on PR crossings and the pedestrian linkages to the new Sports Ground and a report be brought back to the May Council meeting with recommendations and costs.

Carried - Resolution No: 5 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr Trembath and Clr Watt
Votes against: Clr McCarthy and Clr Tucker

11 COUNCILLOR AND DELEGATES REPORTS

11.1 Central NSW Joint Organisation Board Meeting

File No: Governance/Meetings/Ordinary

Author: Deputy Mayor Andrew McKibbin and General Manager Gary Wallace

Summary

Acting Mayor Andrew McKibbin and General Manager Gary Wallace attended the Central NSW Joint Organisation Board Meeting held in Condobolin on 29 February 2024.

Moved: Clr McKibbin

Second: Clr Hayden

That Council:

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

Carried - Resolution No: 6 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

11.2 Black Springs Community Association - February Meeting

File No: Governance/Meetings/Ordinary

Author: Clr Hayden

Summary

This reports outlines the Delegates report from the meeting of the Black Springs Community Association held 12 February 2024.

Moved: Clr Hayden

Second: Clr McCarthy

That Council note and accept the delegates report.

Carried - Resolution No: 7 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

11.3	Oberon Quarry Community Consultative Committee
File No:	Governance/Meetings/Ordinary
Author:	Clr Ian Tucker and Clr Lauren Trembath

Summary

The first meeting of the Oberon Quarry Community Consultative Committee was held on 29 February 2024. Clrs Tucker and Trembath attended as Council delegates.

Moved: Clr Tucker

Second: Clr Trembath

That Council receive and note the delegates report to the Oberon Quarry Community Consultative Committee.

Carried - Resolution No: 8 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

12 COMMITTEE REPORTS

12.1	Audit Risk and Improvement Committee Meeting 14 December 2023
File No:	ARIC24
Author:	Gary Wallace (General Manager), Mathew Webb (Corporate Services Director)

Summary

Minutes of the Audit Risk and Improvement Committee Meeting held on 14 December 2023 are submitted for Council's information and endorsement.

Moved: Clr McKibbin
Second: Clr Tucker

That Council:

1. Receive and note minutes of the Audit Risk and Improvement Committee Meeting held on 14 December 2023 and endorse the recommended actions.
2. A Councillor Workshop be held to review Council's Risk Appetite Statements.
3. Note the 2022/23 Audit Risk and Improvement Committee Annual Report as endorsed by the Audit Risk and Improvement Committee

Carried - Resolution No: 9 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker and Clr Watt
Votes against: Nil

12.2	Heritage Committee Meeting 26 February 2024
File No:	Governance/Meetings/Heritage
Author:	Damian O'Shannassy (Planning and Development Director), Janet Bailey (Development Control Administration Officer)

Summary

Minutes of the Heritage Committee Meeting held on 26 February 2024 are submitted for Council's information and endorsement.

Moved: Clr Trembath
Second: Clr Hayden

1. That Council receive and note minutes of the Heritage Committee Meeting held on the 26 February 2024
2. That Council supports the listing of St Peters Anglican Church Mutton Falls as a Heritage Item in the next LEP.
3. That Council supports the listing of the O'Connell Avenue of Trees as a Heritage Item in the next LEP.
4. That the existing Structure of the Heritage Committee be retained as is and that Council widen the exposure and notification of meeting dates and representatives.

Carried - Resolution No: 10 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker and Clr Watt
Votes against: Nil

12.3 Hazelgrove School Committee Report

File No: S355 Committee/Hazelgrove Public School Reserve

Author: Gary Wallace (General Manager)

Summary

Minutes of the Hazelgrove School Reserve Committee Meeting held on 11 March 2024 are submitted for Council's information and endorsement.

Moved: Clr Hayden
Second: Clr McCarthy

That:

1. Council receive and note minutes of the Hazelgrove School Reserve Committee held on 11 March 2024.
2. Council note that the Hazelgrove School Reserve Committee has resolved to prioritise the following projects within the precinct as follows;
 - School House Building
 - Tennis Courts
 - Tennis Court Lighting
 - Surrounding grounds and area
- 3 That Oberon Council fund the full pest and building inspection as per quote received on 21 December 2023 up to \$600 to be funded from Oberon Parks and Gardens Maintenance Fund, and on completion the report be provided to Council and the Hazelgrove School Reserve Committee.

Carried - Resolution No: 11 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

13 REPORTS FOR DECISION

13.1 Town Improvement Levy Review

File No: Governance/Finance/Town Improvement

Author: Mathew Webb (Corporate Services Director), Zoe Marks (Finance Manager), Sharon Swannell (Governance and Executive Manager), Hannah Booth (Records and Communications Coordinator)

Summary

In November Council resolved to undertake a 90-day consultation period to seek community feedback in relation to the future of the Town Improvement Levy. The consultation was part of a wider review to ensure the equity and outcomes of the rating structure are still relevant for our

community. Feedback from the consultation process and a recommendation on the future of the Town Improvement Levy are presented to Council for consideration.

Moved: Clr Hayden
Second: Clr Trembath

That Council defer its decision on the Town Improvement Levy review and instead request a further report regarding Scenario 3 which addresses multiple rateable assessments.

Lost

Division

Votes for: Clr Hayden and Clr Trembath

Votes against: Clr McKibbin, Clr Graham, Clr McCarthy, Clr Tucker and Clr Watt

Foreshadowed Further Motion

Moved: Clr Tucker
Second: Clr Watt

That Council:

1. Note the findings of the 90-day community consultation process.
2. Endorse Scenario 3 to discontinue the Town Improvement Levy and distribute this component of rating revenue into the base rate component within the ordinary rate structure for development of the FY24/25 Operational and Delivery Plan.
3. Retain current governance protocols on any funds raised under the previous Town Improvement Levy until all projects are delivered.

Carried - Resolution No: 12 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr McCarthy, Clr Tucker and Clr Watt

Votes against: Clr Hayden and Clr Trembath

13.2	10 Tiger Place - Modification to Section 68 effluent disposal area
File No:	PR640-10
Author:	Barry Byrom, (Building Surveyor), Damian O'Shannassy (Planning and Development Director)

Summary

Council has received a Modification seeking to vary the approved effluent envelope for an Onsite Wastewater system for Lot 97 in DP 1238111, known as 10 Tiger Place, Oberon.

Moved: Clr Hayden
Second: Clr McCarthy

That:

1. Council vary the restriction on title on Lot 97 in DP 1238111 in relation to section S68 envelope for development application 19.2023.31.2 for construction of a dwelling on the subject land known as 10 Tiger Place, Oberon,
2. That a division be called in accordance with Section 375A of the Local Government Act 1993.
3. Council provide delegation to the General Manager to vary the Effluent or Building Envelopes for all development applications which provides a restriction of title subject to no increased environmental impact and no submissions received upon appropriate community consultation.

Carried - Resolution No: 13 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

13.3	Policy 2220 - Related Parties Disclosures Review
File No:	Policies/Related Parties
Author:	Mathew Webb (Corporate Services Director), Zoe Marks (Finance Manager)

Summary

Council has undertaken a review of the Related Parties Disclosers Policy as it was overdue for renewal.

Moved: Clr Hayden
Second: Clr Trembath

That Council:

1. Place the revised Related Parties Disclosure Policy 2220 on public exhibition for 28 days and submissions be invited to Council during that period.
2. If no submissions are received within the exhibition period, the policy be adopted as presented.
3. Delegate to the General Manager to amend the policy for any minor changes proposed.

Carried - Resolution No: 14 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

13.4 Central Tablelands Weeds Authority Request for Additional Funds

File No: Governance/Meetings/Ordinary

Author: David Basil (Technical Services Manager), Dani Bradshaw (Change Management Analyst)

Summary

Council has received a request for additional funding from the Central Tablelands Weeds Authority to complete the roadside weed spraying for areas not yet treated for section 1 of the program.

Total roadside within section 1 is equal to 335km. The annual service fee to treat section 1 is \$53,160 and this funding has been fully expended on 112km of roadside spraying. The remainder of section 1 is approximately 223km and Central Tablelands Weeds Authority has estimated a further \$105,844.72 funding is required to complete this program.

While this estimate has been provided, Central Tablelands Weeds Authority have also stated that due to other variables including the level of infestations, type of infestation and roadside access, this funding may be insufficient.

Moved: Clr Hayden

Second: Clr McCarthy

That Council

1. Request for detailed project forecasts and risk mitigation information in relation to the delivery of Roadside Weed Control program.
2. Do not commit additional funding until further review and information has been provided.

Carried - Resolution No: 15 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

13.5 Regional Emergency Roads Repair Fund Works Program

File No: Governance/Meetings/Grants

Author: David Basil (Technical Services Manager)

Summary

Council's \$2,492,009 Regional Emergency Road Repair Fund allocation requires a detailed works plan to be submitted by 30 April 2024. Approval is sought for proposed funding programme categories.

A detailed work plan will then be completed based on risk and criticality from Council's current strategic documents, the recent road condition assessments undertaken in late 2023 and yet to be approved funding application of roads for AGRN 1034 2022 natural disaster claim with Transport for NSW.

Moved: Clr Hayden
Second: Clr McCarthy

That Council approve the proposed funding categories for the Regional Emergency Road Repair Funding of \$2.492m.

Amendment

Moved: Clr Tucker
Second: {seconder}

That Council approve the proposed funding categories for the Regional Emergency Road Repair Funding of \$2.492m subject to the following amendments:

The funding categories for 2024/25 and 2025/26 be amended to:

\$400,000	Reseals
\$100,000	Potholing
\$496,004	Renewal/Corrective works
\$150,000	Gravel Resheeting

The Amendment lapsed due to lack of a seconder. The original motion stands

Moved: Clr Hayden
Second: Clr McCarthy

That Council approve the proposed funding categories for the Regional Emergency Road Repair Funding of \$2.492m.

Carried - Resolution No: 16 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker
and Clr Watt

Votes against: Nil

13.6	Sponsorship Request Oberon Charity Golf Day
File No:	Corporate Services\Sponsorship
Author:	Gary Wallace (General Manager), Mathew Webb (Corporate Services Director)

Summary

Council has received a sponsorship request from Can Assist for the hosting of the Oberon Charity Golf Day.

Moved: Clr Hayden
Second: Clr Trembath

That:

- 1 Council provide \$2,000 in sponsorship to support the Can Assist Oberon Charity Golf Day.
- 2 Place the funding allocation on public exhibition for 28 days.

Carried - Resolution No: 17 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath and Clr Watt
Votes against: Clr Tucker

13.7 Close Out Report - The Reef Amenities
File No: Land Use & Planning/Crown Land
Author: Damian O'Shannassy (Planning and Development Director)

Summary

This is a project close out report for the new Reef Amenities building at The Reef Reserve, Oberon NSW 2787.

Moved: Clr Hayden
Second: Clr Trembath

That Council note the report and contribution required to complete the project from the Building Maintenance Fund.

Carried - Resolution No: 18 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker and Clr Watt
Votes against: Nil

13.8 Yarning Circle MOU
File No: CSD/LALC
Author: Gary Wallace (General Manager)

Summary

Pejar Local Aboriginal Lands Council have provided an updated Memorandum of Understanding (MOU) in relation to the Yarning Circle for Council consideration and signing after the initial MOU was presented to Council in February. The amended document has been assisted by Councillor McKibbin in its preparation and has now been returned to Council with minor changes.

Moved: Clr Trembath
Second: Clr Tucker

That Council:

1. Endorse in principle the revised MOU relating to the Yarning Circle project within the Common.
2. Delegate the General Manager to make all necessary amendments by Council and suggested changes by Pejar Local Aboriginal Land Council.
3. Delegate to the General Manager to sign the final Memorandum of Understanding.

Carried - Resolution No: 19 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker
and Clr Watt

Votes against: Nil

13.9	November Council Meeting - Proposed Reschedule
File No:	Council meetings/Governance
Author:	Gary Wallace (General Manager)

Summary

This report seeks Councils support for a one off change to the November Ordinary Council Meeting. It is considered necessary to allow for the Mayor and General Manager (Delegates of LGNSW) to attend the Annual Conference in Tamworth from 17-19 November 2024.

Moved: Clr Tucker
Second: Clr Hayden

That Council endorse proposed changes to the November 2024 Ordinary Council Meeting from the third Tuesday in November (19th) to the second Tuesday being 12 November 2024 to allow for attendance to the Local Government NSW Annual Conference.

Carried - Resolution No: 20 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker
and Clr Watt

Votes against: Nil

13.10 Grants Update and Contribution

File No: CSD/Grants

Author: Mathew Webb (Corporate Services Director), Toni Dwyer (Grants Co-ordinator)

Summary

This report provides a summary of grant activities and opportunities for Council consideration in relation to an application under the Community Energy Upgrades Fund Round 1.

Moved: Clr Trembath

Second: Clr Hayden

That Council:

1. Commit \$21,000 for a Consultant to undertake a thorough review and determine which is the best project in our Renewable Energy Action Plan and work towards a January 2025 submission under the Community Energy Upgrades Fund.
2. That Council consider as part of its ongoing Operational Plan a reserve fund to support energy initiatives as identified from our Renewable Energy Action Plan analysis to help ongoing support for grant funding.
3. Note other grant updates and activities have been included in the report.

Carried - Resolution No: 21 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

14 REPORTS FOR INFORMATION

14.1 Monthly Activity Report General Manager - March 2024

File No: Governance/Meetings/Ordinary

Author: Gary Wallace (General Manager), Sharon Swannell (Governance and Executive Manager), Rebecca Burgess (Work Health Safety and Risk Manager)

Summary

This report item summarises the main activity by the General Manager since the last report. Items include Human Resources, Workplace Health & Safety, Community Activity, Regional Issues, Executive Management Team Meetings and planned activities.

Moved: Clr Hayden
Second: Clr Trembath

That report item 14.1 is received as information.

Carried - Resolution No: 22 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker
and Clr Watt

Votes against: Nil

14.2 Monthly Activity Report - Planning & Development - March 2024

File No: Governance/Meetings/Ordinary

Author: Kirsty Hanrahan (Building Surveyor), Damian O'Shannassy (Planning and
Development Director), Janet Bailey (Development Control Administration Officer)

Summary

This report item summarises the main activity in the Planning and Development Department since the February 2024 Council Meeting.

Moved: Clr Hayden
Second: Clr Trembath

That report item 14.2 is received as information.

Carried - Resolution No: 23 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker
and Clr Watt

Votes against: Nil

14.3 Monthly Activity Report Technical Services - March 2024

File No: Governance/Meetings/Ordinary

Author: David Basil, Technical Services Manager

Summary

This report provides a summary of works in progress and/or completed during February 2024. The report also provides an outline of proposed works in the Technical Services and Works area for the months of March/April 2024.

Moved: Clr Hayden
Second: Clr Trembath

That report item 14.3 is received as information.

Carried - Resolution No: 24 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker
and Clr Watt

Votes against: Nil

14.4 Monthly Activity Report Corporate Services - March 2024

File No: Governance/Meetings/Ordinary

Author: Mathew Webb (Corporate Services Director), Debra Keane (Tourism and Economic Development Manager), Julie Baker (Library Manager), Brooke Perry (Community Services and Youth Coordinator), Zoe Marks (Finance Manager), AJ Jack (IT and GIS Co-ordinator)

Summary

This report provides an update on the activities of the Corporate Services Directorate for February and forward plans.

Moved: Clr Trembath
Second: Clr Tucker

That report item 14.4 is received as information.

Carried - Resolution No: 25 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker
and Clr Watt

Votes against: Nil

14.5 Investments

File No: Financial Management/Investments/Register

Author: Lisa Koleda (Management Accountant), Zoe Marks (Finance Manager)

Summary

This report provides Council with the Statement of Investments as of 29 February 2024.

Moved: Clr McCarthy
Second: Clr Tucker

That report item 14.5 is received as information.

Carried - Resolution No: 26 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker
and Clr Watt

Votes against: Nil

14.6 Status of Council Resolutions - March 2024

File No: Governance/Meetings/Ordinary

Author: Gary Wallace (General Manager), Damian O'Shannassy (Planning and
Development Director), Mathew Webb (Corporate Services Director)

Summary

This report item summarises the current status of Council resolutions and provides updates for actions taken.

Moved: Clr Hayden
Second: Clr Trembath

That report Item 14.6 is received as information.

Carried - Resolution No: 27 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker
and Clr Watt

Votes against: Nil

15 URGENT BUSINESS

Nil

16 CLOSED SESSION - CONFIDENTIAL REPORTS

Moved: Clr Hayden

Second: Clr Tucker

That:

1. Council resolve into Closed Council to consider the business identified, together with any late confidential reports tabled at the meeting.
2. Pursuant to Section 10A(1)-(3) of the *Local Government Act 1993*, the media and public be excluded from the meeting on the basis that the business to be considered is classified as confidential under the provisions of Section 10A(2) as outlined above.
3. The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by Section 11(2) of the *Local Government Act 1993*.

Carried - Resolution No: 28 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker and Clr Watt

Votes against: Nil

Council moved into Closed Council at this point 8:42 pm. Members of the public present left the meeting.

16.1	Water Write-off Request - Assessment 12368376
File No:	Finance/Rates
Author:	Mathew Webb (Corporate Services Director)

This report is CONFIDENTIAL under the provisions of Section 10A(2)(b) of the Local Government Act 1993, as it relates to the personal hardship of any resident or ratepayer.

Moved: Clr Hayden

Second: Clr Trembath

That Council do not write-off the water consumption charges for Assessment 12368376 and do not offer a payment plan arrangement for full cost recovery.

Lost

Division

Votes for: Nil

Votes against: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker and Clr Watt

Foreshadow Further Motion

Moved: Clr Watt

Second: Clr McCarthy

That Council do not write-off the water consumption charges for Assessment 12368376 but instead offer a payment plan arrangement for full cost recovery.

Carried - Resolution No: 29 - 19/03/2024

Division

Votes for: Clr McKibbin, Clr Graham, Clr Hayden, Clr McCarthy, Clr Trembath, Clr Tucker
and Clr Watt

Votes against: Nil

*Open Council resumed at 8:51 pm. Recording of the meeting re-commenced at this point in time.
There were no members of the public present.*

The Mayor advised of the resolutions that were made while the meeting was closed to the public.

17 CLOSURE OF MEETING

The Mayor declared the meeting closed at 8:53 pm.

9 MAYORAL MINUTE AND REPORT

9.1 Mayoral Minute and Report - April 2024

File No: Governance/Mayor/General

Author: Acting Mayor Andrew McKibbin and Mayor Mark Kellam

Summary

This report summarises the main activity for the Acting Mayor and Mayor since the last report. It is noted that the Deputy Mayor acted in the Mayoral capacity until 5 April 2024.

Recommendation:

That Report Item 09.01 is received as information.

A. Meetings

13 Mar 2024	2BS Live and Local Radio Interview (Acting Mayor)
14 Mar 2024	Audit Risk and Improvement Committee Meeting
15 Mar 2024	2BS Radio Interview
18 Mar 2024	Meeting with Vicki Walsh, Oberon Laundry Pad
19 Mar 2024	Ordinary Council Meeting
22 Mar 2024	2BS Radio Interview
27 Mar 2024	2BS Live and Local Radio Interview
4 Apr 2024	Meeting with Western Area Health Service (Mayor)
4 Apr 2024	Oberon Health Council Meeting
5 Apr 2024	2BS Radio Interview
9 Apr 2024	Councillor Workshop Integrated Planning and Reporting 2024/25
9 Apr 2024	Councillor Informal Briefing Session
10 Apr 2024	2BS Radio Interview

B. Correspondence

13 Mar 2024	Commonwealth Bank confirming its commitment to keeping regional branches open, including Oberon until at least the end of 2026.
17 Mar 2024	Invitation to be the Master of Ceremonies for the 2024 O'Connell ANZAC Dawn Service, response sent.
18 Mar 2024	Keith Sullivan regarding Oberon Town Improvement Levy.
18 Mar 2024	Invitation to attend the Oberon St Ignatius Catholic Debutant Ball being held on 3 May 2024, response sent
22 Mar 2024	Borg Panels scheduling a Consultative Committee Meeting for 27 March 2024 to review recent issues on site and setting meeting dates for the remainder of the year.

- 25 Mar 2024 Kylie Shead, ArtsOut West forwarding an invitation to attend the 50th Anniversary dinner to be held at Forbes Town Hall on 1 June 2024, RSVP sent.
- 26 Mar 2024 Kaleb Pipes invitation to do a welcome and open the Youth event that LifeChurch is planning on 20 April 2024.
- 26 Mar 2024 Andrew Rothery expressing disappointment with house approvals still not proceeding, response sent.
- 27 Mar 2024 Vicki Walsh seeking an update regarding clarification of report findings, response provided by Acting Mayor Andrew McKibbin.
- 27 Mar 2024 David Kevin Saunderson, Telstra announcing the launch of our Telstra Satellite Home Internet, powered by Starlink
- 27 Mar 2024 Kylie Wooton, concern regarding closure of popular fossicking locations by Forestry Corporation in the Oberon LGA.
- 28 Mar 2024 Supragya Sharma, Global Power Generation Group Australia – request to meet with Council, further correspondence received 5 Apr and response provided advising the group should meet with Oberon community rather than Council.
- 2 Apr 2024 Country Mayors Association forwarding an annual members survey.
- 2 Apr 2024 Oberon Against Wind Towers Group providing a copy of a mailout sent to all Oberon community members outlining why Oberon is not the right location for renewable energy infrastructure.
- 2 Apr 2024 Central NSW Joint Organisation forwarding a response received to representations made to the Hon Jenny Aitchison MP regarding the upcoming transport plan and the particular concern around freight impact of the REZ and renewable energy build.
- 5 Apr 2024 NHVR notification of Chain of Responsibility presentation
- 9 Apr 2024 NGA 2024 registration brochure
- 10 Apr 2024 Correspondence from the Hon. John Graham MLC, Minister for Roads and the Hon. Jenny Aitchison MP, Minister for Regional Transport and Roads advising of Road Safety Week 2024

10 NOTICES OF MOTION

10.1	Return and Earn Facility
File No:	Governance/Meetings/Ordinary
Author:	Clr Hayden

Motion

That Council:

1. Investigate the installation of a Return and Earn facility for the Oberon community to utilise, and
2. A report be provided to Oberon Council's May Ordinary Meeting that will provide information around the following:
 - Cost requirements
 - Accessible locations
 - Responsibility factors (Council/Contractor)
 - Any other required information as suggested by Technical Services

Reason

- For Oberon to align the wants and needs of the boarder community in their request for recycling, as well as supporting responsible environmental activities by recycling cans and bottles – this also encourages further recycling due to the cash received in return
- Community members have been asking and requesting that Council investigate this aspect for several years now, it would be beneficial as well as freeing up some space at the local Waste Depot as most people would be happy to use a Return and Earn system.

General Manager's Note:

Currently an over the counter Return and Earn is operational at Sargents Rural Supplies at 183 Oberon Street, Oberon. This operation is open during normal business hours and not available after hours.
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A local council may enter into a commercial agreement with the network operator, TOMRA Cleanaway, to host a return point. Costs for the land and supply of power would need to be considered should a Council look to secure a facility.
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10.2

Cat Curfew

File No: Governance/Meetings/Ordinary

Author: Clr Hayden

Motion

That Council write to the Companion Animals Taskforce, the Minister for Local Government and the Minister for Primary Industries to request advice on the possibility of implementing a cat curfew in the Oberon Local Government Area, and request information or ministerial approval for the following sections point 1. and 2.

1. That all cats are to be confined to the owner's yard/home between the hours of 7pm and 7am daily
2. Failing to adhere to the curfew will result in a penalty being issued if the animal/s are impounded.

Reason

- I believe there has been a huge spike in the number of cats roaming, invading other people's yards, attacking other people's pets, killing native wildlife as well as defecating in resident's gardens which has the potential to cause health issues to young children, the elderly and pregnant women putting them at risk of Toxoplasmosis, as well as roaming cats may potentially pass on disease or illness to other cats and pets.
- Each pet owner has the responsibility to secure, look after and protect their pet from harm. They also have the responsibility to prevent their pet from causing nuisance to other community members.

General Manager's Note:

In recognition of the importance of pet cats and dogs to the NSW community, the Minister for Local Government established the Responsible Pet Ownership Reference Group (Reference Group).

The primary purpose of the Reference Group is to provide advice to the Minister for Local Government on strategic companion animals management issues to promote responsible pet ownership. This advice is on:

- responsible pet ownership policy and legislative development and review
- implementation of recommendations from the Companion Animals Taskforce accepted by the NSW Government and other policies developed by the Office of Local Government
- merging policy issues involving responsible pet ownership in NSW, and
- best practice relating to the management of cats and dogs in NSW.

The Reference Group does not provide advice on matters more appropriately considered by the NSW Animal Welfare Advisory Council.

Reference Group members have a broad range of skills and experience relevant to the review and implementation of policies related to the management of cats and dogs. The membership is chosen from a broad range of organisations with particular expertise in responsible pet ownership and companion animal matters.

The Reference Group meets at least twice and no more than four times per year.

The Reference Group may invite further NSW Government representatives or external experts to attend the meetings as required and may call on other relevant experts to form smaller, informal subcommittees and/or to provide advice on specific recommendations or other matters as needed.

Administrative support, including inviting members, organising meetings and business papers is provided by the Office of Local Government, who allocate an Officer to act as the Secretariat for the Reference Group and can be contacted at RPORG@olg.nsw.gov.au.

11 COUNCILLOR AND DELEGATES REPORTS

11.1	Oberon Business and Tourism Association - February Meeting
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File No:	Governance/Meetings/Ordinary
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Author:	Clr Helen Hayden
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Summary

The Oberon Business and Tourism Association Annual General Meeting was held on 14 February 2024.

Recommendation:

That Council receive and note the delegates report to the 14 February 2024 Oberon Business and Tourism Association Annual General Meeting.

List of Attachments

Nil

Comment

The meeting was opened at 6.08pm by President Justin Enright

Numerous attendees, apologies given for those not in attendance.

Minutes The minutes of the 2022 AGM held on 23 March 2022 were read by secretary Shanaya Stapleton.

Justin Enright gave a lengthy report highlighting important local issues.

Treasurers report was given and accepted

Justin Enright vacated the chair and General Manager of Oberon Council Gary Wallace took the chair for the election of office bearers and committee.

AGM was conducted in accordance with the adopted constitution. All positions were undertaken by Closed Ballot.

The following nominations were called for the position of President;

2 nominations received prior- none from the floor.

The Chair declared **Chris Milne** elected as the 2024/25 **President** of OBTA

The following nominations were called for the position of Vice-President.

1 nomination received prior to meeting- none from the floor

The Chair declared **Tatiana Coulter** elected as the 2024/25 **Vice- President** of OBTA

The following nominations were called for the position of Treasurer.

2 Nominations were received prior – none from the floor.

The chair declared **Sarah Faulds** elected as the 2024/25 Treasurer of OBTA

The following nominations were called for the position of Secretary.

2 Nominations were received prior – none from the floor.

The Chair declared **Jennifer Capel** elected as the 2024/25 Secretary of OBTA

The following nominations were called for general committee members.

3 Nominations were received prior – none from the floor

The Chair Declared that **Warwick Mawhood, Pat Bird, Diana Crabb** were elected.

The chairman congratulated the new office holders. The chair noted that the ballots contained private information and Confirmed Council would hold onto the ballots.

Helen Lowe moved a motion that the ballots be destroyed motion was seconded. The motion was carried.

The chair stepped down and **Chris Milne** took over as chair. Chris Milne thanked Justin and the previous committee members for their hard work in the previous year.

Public Officer: a motion was moved that **Chris Milne** be appointed as public officer, motion carried.

A motion was moved re bank Signatories and carried.

Meeting closed at 7:36pm

11.2 Burraga and District Community Association (BDCA) - March Meeting

File No: Governance/Meetings/Ordinary

Author: Cllr Andrew McKibbin

Summary

The most recent meeting of the Burraga and District Community Association (BDCA) was held on 14 March 2024, commencing at 7.30pm. Cllr McKibbin attended as Council's delegate.

Recommendation:

That Council receive and note the delegates report to the 14 March 2024 Burraga and District Community Association Meeting.

List of Attachments

Nil

Comment

1. Attendance

The meeting was attended by Leon Booth (President), Cheryl Booth (Treasurer), Ross McDonald (Secretary), Chris Francis, Neil Francis and Cllr Andrew McKibbin.

2. Work at the Hall

The chemical for termite trench had been purchased by Councillor McKibbin and had been sprayed into the treatment barrier trench and then covered with dirt at the Working Bee on 25 February 2024.

Quotes had been obtained by the Secretary as follows:

- a) \$400 from Metaland Bathurst for the I Beam posts to hold the treated pine sleepers along the Lloyd Street side of the hall; and
- b) \$13,192.16 from JKC Concreting to concrete the excavated area on the Lloyd Street side of the Hall.

These two amounts were to be requested to be paid when invoiced by Metaland and JKC by Oberon Council from the accumulated Village funds retained by Council for the hall works.

The Power connection to the fascia of hall had been identified by Essential Energy as dangerous. Leon had spoken to Troy Stapleton, an electrician, to see if he could fix it. This may be possible dependent on time, otherwise another Level 2 Electrician would be engaged.

Cllr McKibbin to request Ramians Timber to update previous quote for cyprus 150mm wide flooring for hall where chipboard is currently installed.

Pump at Dam

The President advised a new pump had been purchased and together with installation the cost would be \$5,600. The pump shed electrical board and wiring at the Dam had been identified for upgrading due to safety and efficiency issues. A quote is being obtained from Dale Stapleton and if not forthcoming from one or more other electricians.

Grant Opportunities

Andrew McKibbin advised, as per email to the Secretary, that Telstra had a Connected Communities Grant Program with grants for community associations and not for profits of up to \$10,000. Discussion ensued about extending the community Wifi from the Burruga Sport and Recreation Club or boosting the strength of the new Telstra tower. The Telstra tower was in process of being installed and the determination of the grant was too late being 24 June. Noting there were only 13 days until the application must be submitted extending the Internet service may be best outcome if quotes could be obtained.

There was a new grants program for Stronger Communities, and it was decided to submit an application relating to upgrading the Burruga Water Supply. Two specific elements being upgrading the Dam Pump Shed and purchasing and having installed a further backup pump (Not the one already purchased and referred to above). The President is to obtain quotes for the upgrade of the pump shed electricals and for a further pump.

Buckburruga Cemetery

Clr McKibbin was asked if Council had contacted Leonie Lawson about access to the Cemetery for maintenance purposes including clearing and poisoning the elm suckers. Clr McKibbin to follow up with the General Manager.

Section 356 Council Grants

Clr McKibbin advised that submissions for 2024-25 Section 356 Grants were being requested. These grants were separate and distinct from the Village Fund Grants of \$5000.

It was noted the Burruga Agricultural Bureau would have to submit the applications for:

- a) Sheep show and Fair
- b) Seniors Lunch

BDCA to consider other possible grant requests.

3. Other Business

Chris Francis advised that although the wombat hole on Schumacher's Road had been filled and road graded no water tank or rolling had occurred meaning it was dangerous loose dust.

4. Next meeting

The next meeting is 11 April 2024 at 7.30pm.

The meeting closed at 9.00pm.

11.3 Black Springs Community Association - March Meeting

File No: Governance/Meetings/Ordinary

Author: Clr Helen Hayden

Summary

The most recent meeting of the Black Springs Community Association (BSCA) was held on 11 March 2024, commencing at 7.00pm. Clr Hayden attended as Council's delegate.

Recommendation:

That Council receive and note the delegates report to the 14 March 2024 Burruga and District Community Association Meeting

List of Attachments

Nil

Comment

Chair- Don Capel - Leon Dwyer, President - unable to attend.
The Chair welcomed all those in attendance, and expressed his displeasure of previous instances of interruption and disrespect in past meetings and explained he does things his way. Mr Capel supplied the secretary with copies of the BSCA current constitution and reminded members of their code of conduct requirements.

Apologies

Numerous apologies given and accepted.

Minutes

Minutes from the previous meeting were moved and accepted.

Business Arising from Minutes

- Upcoming events and discussion around a new role of event planning
- That a Function Working Group be established. A resolution was made to form a Function Working Group
- There was the subject of the April 27th welcome dinner event that was moved to general business

Finance Treasurers Report

Finance report was read out and supplied, moved, and accepted.

Correspondence in/out

Various correspondence received in and out.

Business arising from Correspondence

- A special resolution meeting was held between the executive on March 7th for election of Public Officer since the past Public Officer resigned. The position had been advertised since past officers' resignation, only 2 nominees were forthcoming. An election was held, and Mr Don Capel was elected to the role, all relevant documentation has been filled out and filed with Office of Fair Trading.
 - An offer to purchase a 6 X 3 Gazebo was made to the BSCA by FOOLs (Friends of Oberon Library) who no longer require it. The committee discussed how the gazebo could be a great
-

addition for the BSCA and future events and appreciated the Friends of Oberon Library thinking of the BSCA and voted to accept the kind offer. A resolution was made that the association purchase the gazebo.

- Discussion around Oberon Councils 356 donations applications and what to cover in this round. A resolution was made that the BSCA apply for the funding to cover costs of the requested site survey required for the Black Springs Recreation Ground Master Plan.
- Grant opportunities around community connection NBN/Telstra grants. Conversation ensued for some time around providers such as Starlink, NBN etc. Members and committee will speak to relevant parties to investigate further potential opportunities for the village.

Business arising moved and accepted.

Agenda Items

Black Springs Recreation Ground proposed masterplan concept. Discussion around the meeting and walk around of the Black Springs Recreation Ground by Secretary, Michell Swaan, President Leon Dwyer, Council Planning Director, Damian O'Shannassy and Delegate Councillor Helen Hayden and Landscape Architect Catriona Glanville of Grenfell.

Michelle Swaan read out some of the concepts and ideas listed to the members. Some members did not seem to grasp the startup concept of a masterplan. Members were advised how the procedure is to work for future meetings, as well as a meeting with the landscape architect when a time is to be organised for a community consultation briefing and information day.

Reports

- Festival Group (this will be Changed to Function Planning Group) - Nil
- Heritage –Nil
- Catering – Nil
- Hall 355 – Nil
- Council Delegate report:

No Delegate report was provided however the delegate had a discussion and asked members if they wished for one to be provided as in previous meetings the members have become unsettled and started leaving as they feel meetings have been lengthy. Members stated they would like a report, and some asked for an emailed copy - Future reports to be emailed prior to meeting.

General Business

Deborah Hoolihan discussion around the welcome dinner on April 27th and delegated roles to members. Discussion around the outline of the dinner, flyers to be done, and social media campaign.

War memorial garden, Don Capel mentioned that Jen Capel and some others wished to freshen up the ANZAC memorial rosemary garden. There was discussion if the BSCA would be happy to contribute to the work for around \$400, the committee and members were happy with the offer to improve and beautify the area but asked if those interested in doing the work to supply further details cost and design to the next meeting to discuss.

Chair declared the meeting closed about 9.00 pm. Next meeting April 8th 2024at 7pm.

11.4 Oberon Arts Councils - March Meeting

File No: Governance/Meetings/Ordinary

Author: Clr Katie Graham

Summary

This report provides an overview of the February and March Meetings of the Oberon Arts Council.

Recommendation:

That Council receive the report as information

List of Attachments

Nil

Comment

This report covers both the February and March meetings of Oberon Arts Council

Major points to note

- The Arts OutWest Art Exhibition 'While the World Waits' opens at Parliament House in Sydney in August
- The Arts OutWest 50th Year Anniversary Ball to be held in Forbes 1 June 2024. Invitations have been sent to all Mayors and General Managers of all the member LGAs
- Funding for the Arts and Health program has ended. This was a very successful program which originated in Oberon and spread widely around the State
- The Drumming Group that started as a result of the Reconnecting Communities grant last year is continuing with a 5 week drumming course.

Next Meeting will occur during April.

12 COMMITTEE REPORTS

Nil

12.1	Community Services Committee
File No:	CSD/CSC
Author:	Brooke Perry (Community Services and Youth Coordinator), Mathew Webb (Corporate Services Director)

Summary

A Community Services Committee meeting was scheduled for 14 March 2024, unfortunately the meeting failed to reach a quorum.

Recommendation:

1. That Council note that a quorum was not reached for the 14 March 2024 Community Services meeting.
-

List of Attachments

Nil

Comment

A quorum (4 members) was not reached for the scheduled meeting on 14 March 2024. Attending members discussed plans for a community services expo which is being scheduled for 15 August 2024.

A working group will continue to develop the event plans and these will be presented to the next committee meeting.

Next Meeting Date – 9 May 2024

12.2 Audit Risk and Improvement Committee Meeting 14 March 2024

File No: ARIC24

Author: Gary Wallace (General Manager), Mathew Webb (Corporate Services Director)

Summary

Minutes of the Audit Risk and Improvement Committee Meeting held on 14 March 2024 are submitted for Council's information and endorsement.

Recommendation:

That Council:

1. Endorse the updated Oberon Audit Risk and Improvement Committee Terms of Reference and note the new membership requirements.
 2. Endorse the proposed Internal Audit Charter and note the internal audit arrangements.
 3. Receive and note minutes of the Audit Risk and Improvement Committee Meeting held on 14 March 2024.
-

List of Attachments

1. 240314 ARIC Minutes [12.2.1 - 8 pages]
2. ARIC TOR Refresh Final [12.2.2 - 14 pages]
3. ARIC TOR Refresh Final with Track Changes [12.2.3 - 19 pages]
4. INTERNAL AUDIT CHARTER NSWLG Oberon ARIC [12.2.4 - 9 pages]

Comment

The last meeting of the Audit Risk and Improvement Committee considered a number of matters.

The committee discussed the recent amendments made to the Local Government (General) Regulation 2021 which requires all Councils and Joint Organisations to have a risk management framework, internal audit function and updated membership requirements for Audit Risk and Improvement Committees. Councils and Joint Organisations are required to comply with these requirements from 1 July 2024.

Staff presented an updated Terms of Reference document and draft Internal Audit Charter, which were adapted from the model charter provided by the Office of Local Government. The committee endorsed the draft documents, with some proposed amendments and updates. Some of these were shared post meeting in readiness for Council consideration.

Oberon Council recently participated in a regional procured Asset Management Maturity Audit using IPWEAs National Asset Management Assessment Framework (NAMAF) to assess the status of asset management across all asset classes. The report was shared with the committee for discussion and learnings. Next steps involve the development of an Asset Management Strategy.

A report was shared on a cyber security incident with findings and remediation actions discussed by the committee.

The annual audit engagement letter was provided to the committee, with the Audit Office providing further details on the audit scoping and increased costs. The committee discussed impacts on the compliance timeline caused by the Local Government elections and preparations for the audit.

Next Meeting Date

The next meeting of the Audit Risk and Improvement Committee will be held on 13 June 2024.



MINUTES

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

The Meeting was held on Thursday 14 March 2024, in the Council Chambers, 137 – 139 Oberon Street, Oberon and via Microsoft Teams.

The Meeting commenced at 11:03 am.

Attendance

Neil Maltby	Independent Member (Chair)
Ron Gillard	Independent Member
Kylie McRae	Independent Member (via Teams)
Mayor Andrew McKibbin (Acting)	Councillor Delegate
Clr Ian Tucker	Councillor Alternate Delegate
Farisha Ali	Audit Representative - Audit Office (via Teams)
Gary Wallace	General Manager, Oberon Council
Mathew Webb	Corporate Services Director, Oberon Council
Zoe Marks	Finance Manager, Oberon Council
Lisa Koleda	Management Accountant, Oberon Council
Sharon Swannell	Executive Coordinator, Oberon Council
AJ Jack	IT and GIS Coordinator, Oberon Council (via Teams)

1 APOLOGIES

Mark Kellam
Leanne Smith Intentus

2 DECLARATIONS OF INTEREST

Pecuniary	- Nil
Non-Pecuniary Significant	- Nil

Non-Pecuniary Less than Significant - Nil

3 CONFIRMATION OF PREVIOUS MINUTES

3.1 Minutes from meeting held on 14 December 2023
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Moved: Neil Maltby
Seconded: Ron Gillard

Recommendation to Council:

That the Minutes of the Audit Risk and Improvement Committee Meeting held on 14 December 2023 be noted.

Matters Arising from the Minutes

Councillor Workshop to review Risk Appetite Statement will be undertaken as part of the review of strategic documents.

4.7 - Report in relation to supplier base audit for Modern Slavery compliance yet to be received. Staff awaiting for the Joint Organisation report and will share with ARIC once received.

Asset Management - Ron Gillard suggested this be moved to the space of EMT and work under the EMT Steering Group. Will be discussed.

Report regarding Rates and Annual Charges - report has been provided to Council.

General Business 2nd para - should be independent member not independence. Minutes will be corrected.

4 REPORTS

4.1 Terms of Reference Review and refresh
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Author: Mathew Webb (Corporate Services Director)

Summary

Oberon Council is aiming to establish the Internal Audit Function as a key component of the Council's governance and assurance framework and adhere to the OLG guidelines for Risk Management and Internal Audit for Local Government in NSW. A refreshed terms of reference document is provided to ARIC for discussion based on prescribed membership requirements commencing from 1 July 2024.

Mathew Webb provided an overview of the process undertaken to review the existing Terms of Reference. Adjustments have been made in line with the OLG Guidelines in relation to the membership and voting requirements.

Clr McKibbin sought to clarify what the quorum is under the new TOR, the role of a Councillor non-member and Mayor and ability for alternates and observer roles. The group clarified a quorum would be 2 independents.

Ron Gillard advised that other invitees could be invited to observe. The guidelines state the Mayor, General Manager and Director should be attendees/invitees. The general understanding of an observer is to have no input into the meeting. Ron would like the TOR to be amended to state that staff delegates are permanent attendees as they hold an interactive role. Whilst the Mayor is excluded as a nominated Councillor there is a standing invitation to the Mayor to be a standing attendee.

Mathew Webb highlighted the observer/attendee role was difficult to determine from the model code.

Clr McKibbin highlighted that the new TOR will limit the ability for Councillors to raise items to ARIC for further investigation. Ron Gillard highlighted that Council can resolve to refer a matter to ARIC, although ARIC should not be investigate something that is outside of Schedule 1.

Gary Wallace indicated Council is required to adopt a Terms of Reference in line with the guidelines issued by OLG.

Clr Tucker commented that he had understood that there were guidelines put out by OLG that retained the Councillor voting membership. He noted the potential challenges with only 3 voting members and future absences creating procedural challenges.

The committee discussed the option to appoint a fourth independent member, however this would increase the budget allocation.

Kylie McRae clarified some of the procedural differences between members, attendees and observers. Members non-voting would receive business papers, attendees would only receive business papers if requested by ARIC. Kylie noted some options for increased inclusion for Councillors as observers, noting she has been on ARIC's that all Councillors have the option to attend as observers only.

Other minor amendments to the TOR were discussed, with the group agreeing to provide additional amendments through circulation prior to presentation to Council.

Moved: Ron Gillard
Seconded: Neil Maltby

Recommendation to Council:

1. That the refreshed Terms of Reference be endorsed subject to the following amendments:
 - That assurance be replaced with the word advice in section 2.1 of the document
 - The section attendees / observers to be renamed attendees and a section be added called observers, and that councillors can attend meetings with the permission of the chair.
2. That Council consider a mechanism for the review of remuneration of independent member fees.

3. That the Terms of Reference include that ARIC independent members be reimbursed their reasonable expenses.
4. The updated Terms of Reference be circulated to Independent Members prior to being presented to Council for endorsement.

4.2	Internal Audit Charter
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Author:	Mathew Webb (Corporate Services Director)
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Summary

Oberon Council is aiming to establish the Internal Audit Function as a key component of the Council's governance and assurance framework and adhere to the OLG guidelines for Risk Management and Internal Audit for Local Government in NSW. A draft internal audit charter is attached for discussion and feedback from the ARIC.

Mathew Webb provided an update regarding the development of an Internal Audit Charter. Mathew thanked Kylie McRae for her assistance in the preparation of the document. The Charter was presented for committee consideration, inclusive of Kylie's comments.

Kylie McRae indicated the model OLG charter is not consistent with the internal audit standards and areas that were not appropriate. Kylie shared an example particularly in relation to the performance of internal audit activities, where interdependences and specified roles of ARIC and Internal Audit were not appropriate in the model charter.

The draft Internal Audit Charter nominates the Corporate Services Director (CSD) as Head of Internal Audit. Kylie McRae clarified the CSD role would be predominantly contract management of an external provider. If an audit is required on one of the functions under the CSD remit, the external provider would report to the General Manager for this section of the particular audit.

Clr McKibbin sought clarification on the separation of reporting, as ultimately the CSD reports to the GM. In the situation that an external report addresses CSD remit, is it appropriate for the external report to be provided to the General Manager or should it be directed to ARIC. Kylie McRae indicated that that is appropriate to go to the CEO, although other organisations direct it to another executive.

The committee discussed the independence section of the charter, particularly the employment clause protecting the independence of the Head of Internal Audit. Kylie McRae noted that the GM is required to consult the ARIC before making decisions affecting the Head of Internal Audit. Ron Gillard suggested that this specifically would only apply if internal audit was a standalone position. However as Internal Audit is part of a broader role it should only come to the attention of ARIC if it is due to the Internal Audit responsibilities. The GM noted the comments.

Some further amendments were discussed and agreed to be updated upon circulation of the document. All agreed.

Moved: Ron Gillard
Seconded: Neil Maltby

Recommendation to Council:

1. Endorse the draft Internal Audit Charter.

2. Consider the appropriate models available for the development of the Internal Audit Plan and provide input to the Management for future implementation.
3. The report on the Internal Audit charter be noted and accepted.
4. The updated Internal Audit Charter be circulated to Independent Members prior to being presented to Council for endorsement.

4.3	Asset Management Maturity Audit Findings
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Author:	Mathew Webb (Corporate Services Director)
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Summary

Oberon Council recently participated in a regional procured Asset Management Maturity Audit using IPWEAs National Asset Management Assessment Framework (NAMAF) to assess the status of asset management across all asset classes. A report has been shared outlining the findings of the audit.

Mathew Webb provided an update on the Asset Management Maturity Audit, highlighting progress made since its initiation in 2019 and the recommendations received. Discussion ensued regarding the council's current reliance on external expertise for asset management and the suggestion to develop internal capacity.

Council has expertise in asset management joining the organisation, and recommendations will be reviewed and progressed. Clr McKibbin expressed some surprise at some comments in the report, he emphasized the strength of the council's asset management which has been supported by independent assessments.

Ron agreed that Oberon Council is managing our assets well and noted the report is being written in relation to the audit. Ron drew attention to first table which shows the progress and highlighted Council is ahead of other Council's in a lot of areas. Ron requested that the development of Asset Management Strategy be a priority.

Mathew Webb responded that while the report is draft, there is no expectation of any further changes. Staff are awaiting for the final regional report to complete the project.

Clr Tucker highlighted that Council had recently adopted the Asset Management policy and possessed Asset Management Plans, indicating a long-term perspective. However, concerns were raised regarding the adequacy of funding for infrastructure maintenance, particularly for roads, to align with the recommendations of the asset management plan

Moved:

Clr Tucker

Seconded:

Clr McKibbin

Recommendation to Council:

That the report on the asset management maturity audit be noted and accepted.

AJ Jack, IT Coordinator joined the meeting at 12.33pm.

4.4 Cyber Incident Update

Author: Mathew Webb (Corporate Services Director), AJ Jack (IT and GIS Co-ordinator)

Summary

Staff are providing ARIC with an update relating to a successful brute force attack on Council systems that has been detected and reported to Cyber Security NSW. The report provides a summary on the incident and responses undertaken from staff.

Oberon Council experienced a malware incident, with attempts to breach our system from Moscow and Columbia. AJ Jack, responsible for IT, highlighted actions taken in response, including implementing some security recommendations that were received in a September Office 365 review.

Recommendations from a September Office 365 review were not fully addressed, prompting discussion on prioritizing security measures and involving Hi-Tech for assistance. Ron emphasized the need for a risk assessment to prioritize actions, stressing the importance of cyber security.

Moved: Ron Gillard

Seconded: Clr Tucker

Recommendation to Council:

That ARIC note the Cyber Security Incident and the actions taken.

4.5 2023-24 Audit Engagement Letter

Author: Zoe Marks (Finance Manager)

Summary

The 2023-24 Audit Engagement Letter has been provided by the NSW Audit Office and Intentus.

2023 Auditor General report on Local Government is expected to be published in March 2024. There is a report on Cyber Security which will look at three selected councils and how they are managing Cyber Security risk. The findings will be relevant to all Councils and it is recommended that once the report is released that Council assess themselves against the report.

Audit Office provided some commentary on the increased fees associated with the audit process, noting some of the existing contractors were not covering their costs. Ron sought clarification on the engagement plan noting that the plan splits out 30% increase in hours verses the 8% increase in fees. The increased requirements from the audit office are driving this and auditors are now billing for the additional time. All discussed the rationale for this and if there were any accounting standards requiring this extra work to be undertaken. Farisha confirmed oversight fees were written off in the first set of contractions, although the AO is no required to recover all the costs of audit.

Ron Gillard sought staff input on the proposed timetable in the engagement letter, with Council approval for signing and public exhibition of financial statements on 7 October 2024. Ron asked is this able to be achieved in an election year and appointment of the new Council.

Gary Wallace indicated a report has been put to Council seeking changes to the meeting schedule to fit with the requirements of audit. Council has been notified that the election will be declared in the last week in September to first week in October. A new set of Councillors will need to determine and place on exhibition a set of financial statements and Council are looking at avenues to fast-track the inductions to adhere to the compliance dates.

Zoe Marks emphasized the importance of open communication and timely issue addressing during the audit process. Papers will be put up in the September Meeting, and any issues will be communicated to Intentus and the Audit Office. The new Audit Partner encourages early submission of completed items.

Plant and equipment desktop fair value assessment is underway. Discussions are ongoing regarding the valuation of quarries and tip. If required, StateWide, our insurance valuers, will be engaged. All other information will be provided to Intentus upon completion, with indexing conducted through Brightly, our Asset Management Contractors.

Moved: Ron Gillard
Seconded: Clr McKibbin

Recommendation to Council:

That the report on the Audit Engagement Letter be noted and accepted.

5 ACTION ITEMS

5.1 Action Items and Other Updates

Author: Mathew Webb (Corporate Services Director), Zoe Marks (Finance Manager)

Summary

This report item summarises the current status of action items from the Audit Risk and Improvement Committee Meetings and provides updates for actions taken.

Recommendation:

That the Audit Risk and Improvement Committee note and accept the report on action items and other updates.

List of Attachments

1. Action Items List ARIC (1) [5.1.1 - 2 pages]

6 GENERAL BUSINESS

The Audit Office has approached Oberon Council for feedback on the Audit Contractor utilising overseas audit assistance. Oberon Council has put the following stipulation on the matter:

- The auditor provides Cyber and data protection policy and strategy for Council to review
- The local auditor reviews all information before asking questions etc and giving final answer

The Audit Office should also ensure

- That Intentus is fully liable for the acts and omissions of its subcontractors
- The professional indemnity policy of Intentus covers the subcontractor either off shore or on shore

7 NEXT MEETING DATE AND MEETING CLOSE

7.1 Next Meeting Date And Meeting Close

The next Audit Risk and Improvement Committee Meeting will be held on Thursday 13 June 2024, commencing at 11.00am in the Oberon Council Chambers.

The meeting closed at 1.13pm.

OBERON COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) TERMS OF REFERENCE

1 Introduction

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

2 Objective

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

3 Independence

- 3.1 The Committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and provide Council with robust, objective and unbiased advice and assurance.
- 3.2 The Committee is to provide an advisory and advice role only and is to have no administrative function, delegated financial responsibility or any management functions of the Council. The Committee will provide independent advice to the Council that is informed by the Council's internal audit and risk management activities and information and advice provided by Council staff, relevant external bodies and subject matter experts.
- 3.3 The Committee must at all times ensure it maintains a direct reporting line to and from the Council's internal audit function and act as a mechanism for internal audit to report to the governing body and General Manager on matters affecting the performance of the internal audit function.

4 Authority

- 4.1 Council authorises the Committee, for the purposes of exercising its role and responsibilities, to:
- access any information it needs from the Council,
 - use any Council resources it needs, subject to prior approval of the General Manager
 - have direct and unrestricted access to the General Manager and senior management of the Council,
 - seek the General Manager's permission to meet with any other Council staff member or contractor,
 - discuss any matters with the external auditor or other external parties,
 - request the attendance of any employee at committee meetings, and

OBERON COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) TERMS OF REFERENCE

- obtain external legal or other professional advice with prior approval of the General Manager.
- 4.2 Information and documents pertaining to the Committee are sensitive and are not to be made publicly available. The Committee may only release Council information to external parties that are assisting the Committee to fulfil its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.
- 5 Composition and Tenure**
- 5.1 Members (Voting)
- Three independent members, namely the Chair and the two other independent members
- Members (Non-voting)
- One Councillor (Cannot be the mayor)
- Attendees (non-voting)
- The Mayor
 - General Manager
 - Director Corporate Services
 - Work Health and Risk Officer
 - Chief Financial Officer
 - Internal Auditor (and/or their representative)
- Invitees (non-voting) for specific agenda items
- Representatives of the External Auditor
 - Other officers may attend by invitation as requested by the Committee.
- 5.2 The governing body is to appoint the Chair and members of the Committee. The Chair is counted as one member of the Committee.
- 5.3 All committee members must meet the independence and eligibility criteria prescribed under the Local Government (General) Regulation 2021.
- 5.4 All committee members are to meet the independence and eligibility criteria prescribed in the Guidelines for risk management and internal audit in local councils in NSW.
- 5.5 Members will be initially appointed for up to a two-year period. Members can be reappointed for further terms, but the total period of continuous membership cannot exceed eight years. This includes any term as Chair of the Committee. Members who have served an eight-year term (either as member or Chair) must have a two-year break from serving on the Committee before being appointed again. To preserve the Committee's knowledge of Council, ideally, no more than one member should leave the Committee because of rotation in any one year.

OBERON COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC)

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- 5.6 Specific member terms and conditions are to be disclosed in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their committee responsibilities.
- 5.7 Prior to approving the reappointment or extension of the Chair's or an independent member's term, the governing body is to undertake an assessment of the Chair's or committee member's performance. Reappointment of the Chair and members is also to be subject to the individual still meeting independence and eligibility requirements.
- 5.8 Members of the Committee are to possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of Council, the environment in which Council operates, and the contribution that the Committee makes to the Council.

At least one member of the Committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment.

At least one member of the Committee must have risk management experience with an understanding of the local government environment.

All members should have sufficient understanding of the Council's financial reporting responsibilities to be able to contribute to the Committee's consideration of the Council's annual financial statements.

6. Role

- 6.1 In accordance with section 428A of the Local Government Act 1993, the role of the Committee is to review and provide independent advice to the Council regarding the following aspects of the Council's operations:
 - compliance,
 - risk management,
 - fraud control,
 - financial management,
 - governance,
 - implementation of the strategic plan, delivery program and strategies.
 - service reviews,
 - collection of performance measurement data by the Council, and
 - internal audit.
- 6.2 The Committee must also provide information to the Council for the purpose of improving Council's performance of its functions.
- 6.3 The Committee's specific audit, risk and improvement responsibilities under section 428A are outlined in Schedule 1 to these Terms of Reference.
- 6.4 The Committee will act as a forum for the Council's internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

OBERON COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) TERMS OF REFERENCE

- 6.5 The Committee will have no power of direction over external audit or the manner in which the external audit is planned or undertaken but will consider external audit findings.
- 6.6 The Committee is directly responsible and accountable to the governing body of the Council for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of the Council rests with the governing body and General Manager.
- 6.7 The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by, the governing body of the Council from time to time.

7. Responsibilities of Members

Independent members.

- 7.1 The Chair and members of the Committee are expected to understand and observe the requirements of the Guidelines for risk management and internal audit for local government in NSW. Members are also expected to:
- make themselves available as required to attend and participate in meetings.
 - contribute the time needed to review and understand information provided to it,
 - apply good analytical skills, objectivity and judgement,
 - act in the best interests of the Council,
 - have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry,
 - maintain effective working relationships with the Council,
 - have strong leadership qualities (Chair),
 - lead effective committee meetings (Chair), and
 - oversee the Council's internal audit function (Chair).

Councillor Members

- 7.2 To preserve the independence of the committee, the Councillor member of the committee is a non-voting member. Their role is to:
- Relay to the committee any concerns the governing body may have regarding Council and issues being considered by the committee.
 - Provide insights into local issues and the strategic priorities of the Council that would add value to the committee's consideration of agenda items.
 - Advise the governing body (as necessary) of the work of the committee and any issues arising from it, and
 - Assist the governing body to review the performance of the committee.
- 7.3 Issues or information the Councillor member raises with or provides to the committee must relate to the matters listed in Schedule 1 and issues being considered by the committee.
- 7.4 The Councillor member of the committee must conduct themselves in a non-partisan and professional manner. The Councillor member of the committee must not engage in any

OBERON COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC)

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conduct that seeks to politicise the activities of the committee or the internal audit function or that could be seen to do so.

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

8. Conduct

- 8.1 Independent committee members are required to comply with the Council's Code of Conduct and be held to the same ethical, behavioural and conduct standards as officials of the Council.
- 8.2 Complaints or breaches of Council's Code of Conduct by an independent committee member are to be dealt with in accordance with the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW. The General Manager must consult with the governing body before taking any disciplinary action against an independent committee member in response to a breach of the Council's Code of Conduct.

9. Conflicts of interest

- 9.1 Once a year, Committee members will provide written declarations to the Council stating that they do not have any conflicts of interest that would preclude them from being members of the Committee. Independent committee members are 'designated persons' and must also complete and submit returns of interest.
- 9.2 Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest that they may have at the start of each meeting, before discussion of the relevant agenda item or issue, and when the issue arises. Where committee members and observers are deemed to have a pecuniary or a significant non-pecuniary conflict of interest, they are to remove themselves from Committee deliberations on the issue. Details of any conflicts of interest should also be appropriately minuted.

10. Standards

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

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11. Workplans

- 11.1 The work of the Committee is to be thoroughly planned and executed to ensure that all Council activities and functions are reviewed. The Committee must develop a strategic plan every four years to ensure that all matters listed in Schedule 1 are reviewed by the Committee and the internal audit function over each Council term. The strategic plan must be reviewed at least annually to ensure it remains appropriate.
- 11.2 The Committee may, in consultation with the Council's governing body, vary the strategic work plan at any time to address new or emerging risks. The governing body of the Council may also, by resolution, request the Committee to approve a variation to the strategic work plan. However, any decision to vary the strategic work plan must be made by the Committee.
- 11.3 The Committee must also develop an annual workplan to guide its work, and the work of the internal audit function, over the forward year.
- 11.4 The Committee may, in consultation with the Council's governing body, vary the annual work plan to address new or emerging risks. The governing body of the Council may also, by resolution, request the Committee to approve a variation to the annual work plan. However, any decision to vary the annual work plan must be made by the Committee.
- 11.5 When considering whether to vary the strategic or annual work plans, the Committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the workplan.

12. Assurance Reporting

- 12.1 The Committee must regularly report to the Council to ensure that the Council is kept informed of matters considered by the Committee and any emerging issues that may influence the strategic direction of the Council or the achievement of the Council's goals and objectives.
- 12.2 The Committee will provide an update through the minutes to the governing body and General Manager of its activities and opinions after every Committee meeting.
- 12.3 The Committee will provide an annual assessment to the governing body and General Manager each year on the Committee's work.
- 12.4 The Committee will provide a comprehensive assessment every council term to the governing body and General Manager of all the matters listed in Schedule 1 that have been approved within Council's annual budgets.
- 12.5 The Committee may at any time report to the governing body or General Manager on any other matter it deems of sufficient importance to warrant their attention. The Mayor and

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Chair of the Committee may also meet at any time to discuss issues relating to the work of the Committee.

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

13. Administrative arrangements

Meetings

- 13.1 The Committee will meet at least four times per year, including a special meeting to review the Council's financial statements.
- 13.2 The Committee can hold additional meetings when significant unexpected issues arise, or if the Chair is asked to hold an additional meeting by a committee member, the General Manager or the governing body.
- 13.3 Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted if a member is unable to attend a meeting.
- 13.4 A quorum will consist of a majority of independent voting members. Where the vote is tied, the Chair has the casting vote.
- 13.5 The Chair of the Committee will decide the agenda for each committee meeting. Each committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the Committee.
- 13.6 The Mayor, General Manager, Director of Corporate Services, Finance Manager and Work Health Safety and Risk Coordinator may attend committee meetings as non-voting attendees. The external auditor (or their representative) is to be invited to each committee meeting as an independent observer. These individuals may attend and provide any information requested, where possible. Observers have no voting rights and can be excluded from a meeting by the Chair at any time.
- 13.7 The Committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the committee present.
- 13.8 The Committee must meet separately with both the head of the internal audit function and the Council's external auditor at least once per year.

Remuneration and Expense Reimbursement

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

OBERON COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) TERMS OF REFERENCE

- 13.10 The fees paid to independent ARIC members will increase annually by the percentage allocated to Councillors by the Independent Pricing and Regulatory Tribunal determination. This will take effect for each independent ARIC member, including the Chair, on the anniversary date each year commencing at the completion of the first year.
- 13.11 As outlined in the *Guidelines for risk management and internal audit for local government in NSW*, Council will pay the superannuation guarantee liability on independent ARIC members meeting fees directly into the individual member's designated fund under the Superannuation Guarantee (Administration) Act 1992 (Cth).
- 13.12 With prior approval from the General Manager, the Council will reimburse reasonable travel and accommodation expenses associated with attending ARIC meetings in person. Wherever possible, the Council will book services directly with providers of its choosing, and members travelling by car will be reimbursed for their return trip using the current Australian Tax Office cents per kilometre rate.
- 13.13 The Council encourages independent ARIC members to keep their skills current and supports professional development. The Council will consider reimbursement of, or pro-rated contribution to, related professional development expenses upon approval by the General Manager.

Insurance

- 13.14 As an authorised committee of Council, all members are covered under Council's Professional Indemnity Insurance in undertaking the roles and responsibilities outlined.

14. Dispute resolution

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

- 14.1 In the event of a disagreement between the Committee and the General Manager or other senior managers, the dispute is to be resolved by the governing body of the council.
- 14.2 Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Secretary of the Department of Planning, Industry and Environment in writing.

15. Secretariat

- 15.1 The General Manager will appoint a Council employee/s to provide secretariat support to the Committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the Chair at least three full business days before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the Chair and circulated within two weeks of the meeting to each member.

16. Resignation and dismissal of members

OBERON COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC)

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- 16.1 Where the Chair or a Committee member is unable to complete their term, or does not intend to seek reappointment after the expiry of their term, they should give four weeks' notice to the Chair and governing body prior to their resignation to enable the Council to ensure a smooth transition to a new committee member.
- 16.2 The governing body can terminate via resolution the engagement of any Chair or independent committee member before the expiry of their term where the individual has:
- breached the conditions of, or become ineligible under the NSW Government's Audit and Risk Committee Independent Chairs and Members Prequalification Scheme,
 - breached the council's Code of Conduct,
 - performed unsatisfactorily or not to expectations,
 - been declared bankrupt or found to be insolvent,
 - experienced an adverse change in business status,
 - been proven to be in a serious breach of their obligations under any legislation, or
 - declared, or is found to be in, a position of a conflict of interest which is unresolvable.
- 16.3 The position of a Councillor member on the Committee can be terminated at any time by the governing body via resolution.

17. Review arrangements

- 17.1 At least once every council term the governing body must conduct an external review of the effectiveness of the Committee.
- 17.2 These Terms of Reference are to be reviewed annually by the Committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

18. Further Information

- 18.1 For further information on Council's audit, risk and improvement committee contact the Director of Corporate Services on council@oberon.nsw.gov.au or by phone 02 63298100

Reviewed by Chair of the Audit, Risk and Improvement Committee

[signed]

[date]

Reviewed by Council or in accordance with a resolution of the governing body

[signed]

[date]

[resolution reference]

Next review date: [date]

OBERON COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC)
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Schedule 1 – Audit, Risk and Improvement Committee responsibilities

Audit

Internal audit

Principle: The council has an effective internal audit function and receives maximum value from its internal audit activities.

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

External audit

Principle: The council receives maximum value from its external audit activities.

- Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit,
- Coordinate as far as is practicable, the work programs of internal audit and external audit,
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services

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provided,

- Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations, and
- Provide advice to the governing body and/or General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides.

Risk

Risk management

Principle: The council has an effective risk management framework and internal controls that successfully identify and manage the risks it faces.

Review and advise the Council:

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

Internal controls

Principle: The council has an effective risk management framework and internal controls that successfully identify and manage the risks it faces.

Review and advise the Council:

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

Compliance

Principle: The council has an effective compliance framework that ensures it is complying with its legal obligations and other governance and contractual requirements when undertaking its functions.

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

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

Fraud and corruption

Principle: The council has an effective fraud and corruption control framework in place that minimises the incidence of fraud and corruption.

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

Financial management

Principle: The council has an effective financial management framework, sustainable financial position and positive financial performance.

Review and advise the Council:

- if Council is complying with accounting standards and external accountability requirements,
- of the appropriateness of Council accounting policies and disclosures,
- of the implications for Council of the findings of external audits and performance audits and Council's responses and implementation of recommendations,
- whether the Council's financial statement preparation procedures and timelines are

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- sound,
- the accuracy of the Council's annual financial statements prior to external audit, including:
 - management compliance/representations
 - significant accounting and reporting issues
 - the methods used by the Council to account for significant or unusual transactions and areas of significant estimates or judgements
 - appropriate management signoff on the statements,
 - if effective processes are in place to ensure financial information included in the Council's report is consistent with signed financial statements,
 - if the Council's financial management processes are adequate,
 - the adequacy of cash management policies and procedures,
 - if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions
 - adequate segregation of duties
 - timely reconciliation of accounts and balances o review of unusual and high value purchases,
 - if policies and procedures for management review and consideration of the financial position and performance of the Council are adequate, and
 - if Council's grants and tied funding policies and procedures are sound.

Governance

Principle: The council has an effective governance framework to ensure it is appropriately directing and controlling the management of the council.

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

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

Improvement

Strategic planning

Principle: The council has an effective framework that ensures it achieves its strategic plans and objectives under the integrated planning and reporting (IP&R) framework.

Review and advise the Council:

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

Service reviews and business improvement

Principle: The council has an effective framework to ensure it is delivering services and conducting its business and functions to an expected standard.

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

Performance data and measurement

Principle: The council's performance management framework ensures the council can measure its performance and if it is achieving its strategic goals.

Review and advise the Council:

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

OBERON COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) TERMS OF REFERENCE

1 Introduction

- 1.1 Oberon Council (Council) has established an audit, risk and improvement committee in compliance with section 428A of the Local Government Act 1993, [the Local Government \(General\) Regulation 2021](#) and ~~relevant clauses of the Local Government (General) Regulation 2005~~[the Office of Local Government's Guidelines for risk management and internal audit for local government in NSW](#). These terms of reference set out the Committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

2 Objective

- 2.1 The objective of Council's audit, risk and improvement committee is to provide independent ~~advice~~[advice](#) ~~assurance~~ to Council by monitoring, reviewing and providing guidance about Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

3 Independence

- 3.1 The Committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and provide Council with robust, objective and unbiased advice and assurance.
- 3.2 The Committee is to provide an advisory and advice role only and is to have no administrative function, delegated financial responsibility or any management functions of the Council. The Committee will provide independent advice to the Council that is informed by the Council's internal audit and risk management activities and information and advice provided by Council staff, relevant external bodies and subject matter experts.
- 3.3 The Committee must at all times ensure it maintains a direct reporting line to and from the Council's internal audit function and act as a mechanism for internal audit to report to the governing body and General Manager on matters affecting the performance of the internal audit function.

4 Authority

- 4.1 Council authorises the Committee, for the purposes of exercising its role and responsibilities, to:
- access any information it needs from the Council,
 - use any Council resources it needs, subject to prior approval of the General Manager
 - have direct and unrestricted access to the General Manager and senior management of the Council,
 - seek the General Manager's permission to meet with any other Council staff member or contractor,
 - discuss any matters with the external auditor or other external parties,

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- request the attendance of any employee at committee meetings, and

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- obtain external legal or other professional advice with prior approval of the General Manager.

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

5 Composition and Tenure

5.1 Members (Voting)

- Three independent members, namely the Chair and the two other independent members

Members (Non-voting)

- ~~Three independent members, namely the Chair and the two other independent members~~
One Councillor (Cannot be the mayor):
 - ~~The Mayor and one other Councillor member.~~

Attendees/Observers (non-voting)

- The Mayor
- General Manager
- Director Corporate Services
- Work Health and Risk Officer
- Chief Financial Officer
- Internal Auditor (and/or their representative)

Invitees (non-voting) for specific agenda items

- Representatives of the External Auditor
- Other officers may attend by invitation as requested by the Committee.

5.2 The governing body is to appoint the Chair and members of the Committee. The Chair is counted as one member of the Committee.

5-25.3 All committee members must meet the independence and eligibility criteria prescribed under the Local Government (General) Regulation 2021.

5-35.4 All committee members are to meet the independence and eligibility criteria prescribed in the Guidelines for risk management and internal audit in local councils in NSW.

5-45.5 Members will be initially appointed for up to a two-year period. Members can be reappointed for further terms, but the total period of continuous membership cannot exceed eight years. This includes any term as Chair of the Committee. Members who have served an eight-year term (either as member or Chair) must have a two-year break from serving on the Committee before being appointed again. To preserve the Committee's

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knowledge of Council, ideally, no more than one member should leave the Committee because of rotation in any one year.

5-55.6 Specific member terms and conditions are to be disclosed in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their committee responsibilities.

5-65.7 Prior to approving the reappointment or extension of the Chair's or an independent

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member's term, the governing body is to undertake an assessment of the Chair's or committee member's performance. Reappointment of the Chair and members is also to be subject to the individual still meeting independence and eligibility requirements.

5-75.8 Members of the Committee are to possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of Council, the environment in which Council operates, and the contribution that the Committee makes to the Council.

At least one member of the Committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment.

At least one member of the Committee must have risk management experience with an understanding of the local government environment.

All members should have sufficient understanding of the Council's financial reporting responsibilities to be able to contribute to the Committee's consideration of the Council's annual financial statements.

6. Role

- 6.1 In accordance with section 428A of the Local Government Act 1993, the role of the Committee is to review and provide independent advice to the Council regarding the following aspects of the Council's operations:
- compliance,
 - risk management,
 - fraud control,
 - financial management,
 - governance,
 - implementation of the strategic plan, delivery program and strategies.
 - service reviews,
 - collection of performance measurement data by the Council, and
 - internal audit.
- 6.2 The Committee must also provide information to the Council for the purpose of improving Council's performance of its functions.
- 6.3 The Committee's specific audit, risk and improvement responsibilities under section 428A are outlined in Schedule 1 to these Terms of Reference.
- 6.4 The Committee will act as a forum for the Council's internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

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- 6.5 The Committee will have no power of direction over external audit or the manner in which the external audit is planned or undertaken but will consider external audit findings.
- 6.6 The Committee is directly responsible and accountable to the governing body of the Council for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of the Council rests with the governing body and General Manager.
- 6.7 The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by, the governing body of the Council from time to time.

7. Responsibilities of Members

Independent and Councillor members.

- 7.1 The Chair and members of the Committee are expected to understand and observe the requirements of the Guidelines for risk management and internal audit for local government in NSW. Members are also expected to:
- make themselves available as required to attend and participate in meetings.
 - contribute the time needed to review and understand information provided to it,
 - apply good analytical skills, objectivity and judgement,
 - act in the best interests of the Council,
 - have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry,
 - maintain effective working relationships with the Council,
 - have strong leadership qualities (Chair),
 - lead effective committee meetings (Chair), and
 - oversee the Council's internal audit function (Chair).

Councillor Members

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

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

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

- 7.4 The Councillor member of the committee must conduct themselves in a non-partisan and professional manner. The Councillor member of the committee must not engage in any

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conduct that seeks to politicise the activities of the committee or the internal audit function or that could be seen to do so.

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

~~7.2 As an authorised committee of Council, members are covered under Council's Professional Indemnity Insurance in undertaking the roles and responsibilities outlined~~

8. Conduct

- 8.1 Independent committee members are required to comply with the Council's Code of Conduct and be held to the same ethical, behavioural and conduct standards as officials of the Council.
- 8.2 Complaints or breaches of Council's Code of Conduct by an independent committee member are to be dealt with in accordance with the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW. The General Manager must consult with the governing body before taking any disciplinary action against an independent committee member in response to a breach of the Council's Code of Conduct.

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9. Conflicts of interest

- 9.1 Once a year, Committee members will provide written declarations to the Council stating that they do not have any conflicts of interest that would preclude them from being members of the Committee. Independent committee members are 'designated persons' and must also complete and submit returns of interest.
- 9.2 Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest that they may have at the start of each meeting, before discussion of the relevant agenda item or issue, and when the issue arises. Where committee members and observers are deemed to have a pecuniary or a significant non-pecuniary conflict of interest, they are to remove themselves from Committee deliberations on the issue. Details of any conflicts of interest should also be appropriately minuted.

10. Standards

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

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11. Workplans

- 11.1 The work of the Committee is to be thoroughly planned and executed to ensure that all Council activities and functions are reviewed. The Committee must develop a strategic plan every four years to ensure that all matters listed in Schedule 1 are reviewed by the Committee and the internal audit function over each Council term. The strategic plan must be reviewed at least annually to ensure it remains appropriate.
- 11.2 The Committee may, in consultation with the Council's governing body, vary the strategic work plan at any time to address new or emerging risks. The governing body of the Council may also, by resolution, request the Committee to approve a variation to the strategic work plan. However, any decision to vary the strategic work plan must be made by the Committee.
- 11.3 The Committee must also develop an annual workplan to guide its work, and the work of the internal audit function, over the forward year.
- 11.4 The Committee may, in consultation with the Council's governing body, vary the annual work plan to address new or emerging risks. The governing body of the Council may also, by resolution, request the Committee to approve a variation to the annual work plan. However, any decision to vary the annual work plan must be made by the Committee.
- 11.5 When considering whether to vary the strategic or annual work plans, the Committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the workplan.

12. Assurance Reporting

- 12.1 The Committee must regularly report to the Council to ensure that the Council is kept informed of matters considered by the Committee and any emerging issues that may influence the strategic direction of the Council or the achievement of the Council's goals and objectives.
- 12.2 The Committee will provide an update through the minutes to the governing body and General Manager of its activities and opinions after every Committee meeting.
- 12.3 The Committee will provide an annual assessment to the governing body and General Manager each year on the Committee's work.
- 12.4 The Committee will provide a comprehensive assessment every council term to the governing body and General Manager of all the matters listed in Schedule 1 that have been approved within Council's annual budgets.
- 12.5 The Committee may at any time report to the governing body or General Manager on any other matter it deems of sufficient importance to warrant their attention. The Mayor and

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Chair of the Committee may also meet at any time to discuss issues relating to the work of the Committee.

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

13. Administrative arrangements

Meetings

- 13.1 The Committee will meet at least four times per year, including a special meeting to review the Council's financial statements.
- 13.2 The Committee can hold additional meetings when significant unexpected issues arise, or if the Chair is asked to hold an additional meeting by a committee member, the General Manager or the governing body.
- 13.3 Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted if a member is unable to attend a meeting.
- 13.4 A quorum will consist of a majority of ~~Committee members~~independent voting members, including at least one independent member. Where the vote is tied, the Chair has the casting vote.
- 13.5 The Chair of the Committee will decide the agenda for each committee meeting. Each committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the Committee.
- 13.6 The Mayor, General Manager, Director of Corporate Services, Finance Manager and Work Health Safety and Risk Coordinator may attend committee meetings as non-voting ~~observers~~attendees. The external auditor (or their representative) is to be invited to each committee meeting as an independent observer. These individuals ~~must~~may attend and provide any information requested, where possible. Observers have no voting rights and can be excluded from a meeting by the Chair at any time.
- 13.7 The Committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the committee present.
- 13.8 The Committee must meet separately with both the head of the internal audit function and the Council's external auditor at least once per year.

Remuneration and Expense Reimbursement

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

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

13.11 As outlined in the *Guidelines for risk management and internal audit for local government in NSW*, Council will pay the superannuation guarantee liability on independent ARIC members meeting fees directly into the individual member's designated fund under the Superannuation Guarantee (Administration) Act 1992 (Cth).

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

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

Insurance

13.14 As an authorised committee of Council, all members are covered under Council's Professional Indemnity Insurance in undertaking the roles and responsibilities outlined.

14. Dispute resolution

14.1 Members of the Committee and the Council's management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and

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professional way via discussion and negotiation.

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

14.3 Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Secretary of the Department of Planning, Industry and Environment in writing.

15. Secretariat

15.1 The General Manager will appoint a Council employee/s to provide secretariat support to the Committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the Chair at least three full business days before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the Chair and circulated within two weeks of the meeting to each member.

16. Resignation and dismissal of members

16.1 Where the Chair or a Committee member is unable to complete their term, or does not intend to seek reappointment after the expiry of their term, they should give four weeks' notice to the Chair and governing body prior to their resignation to enable the Council to ensure a smooth transition to a new committee member.

16.2 The governing body can terminate via resolution the engagement of any Chair or independent committee member before the expiry of their term where the individual has:

- breached the conditions of, or become ineligible under the NSW Government's Audit and Risk Committee Independent Chairs and Members Prequalification Scheme,
- breached the council's Code of Conduct,
- performed unsatisfactorily or not to expectations,
- been declared bankrupt or found to be insolvent,
- experienced an adverse change in business status,
- been proven to be in a serious breach of their obligations under any legislation, or
- declared, or is found to be in, a position of a conflict of interest which is unresolvable.

16.3 The position of a Councillor member on the Committee can be terminated at any time by the governing body via resolution.

17. Review arrangements

17.1 At least once every council term the governing body must conduct an external review of the effectiveness of the Committee.

17.2 These Terms of Reference are to be reviewed annually by the Committee and once each council term by the governing body. Any substantive changes are to be approved by the

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governing body.

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18. Further Information

- 18.1 For further information on Council's audit, risk and improvement committee contact the Director of Corporate Services on council@oberon.nsw.gov.au or by phone 02 63298100

Reviewed by Chair of the Audit, Risk and Improvement Committee

[signed]

[date]

Reviewed by Council or in accordance with a resolution of the governing body

[signed]

[date]

[resolution reference]

Next review date: [date]

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Schedule 1 – Audit, Risk and Improvement Committee responsibilities

Audit

Internal audit

Principle: The council has an effective internal audit function and receives maximum value from its internal audit activities.

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

External audit

Principle: The council receives maximum value from its external audit activities.

- Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit,
- Coordinate as far as is practicable, the work programs of internal audit and external audit,
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services

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provided,

- Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations, and
- Provide advice to the governing body and/or General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides.

Risk

Risk management

Principle: The council has an effective risk management framework and internal controls that successfully identify and manage the risks it faces.

Review and advise the Council:

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

Internal controls

Principle: The council has an effective risk management framework and internal controls that successfully identify and manage the risks it faces.

Review and advise the Council:

OBERON COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) TERMS OF REFERENCE

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

Compliance

Principle: The council has an effective compliance framework that ensures it is complying with its legal obligations and other governance and contractual requirements when undertaking its functions.

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

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

Fraud and corruption

Principle: The council has an effective fraud and corruption control framework in place that minimises the incidence of fraud and corruption.

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

Financial management

Principle: The council has an effective financial management framework, sustainable financial position and positive financial performance.

Review and advise the Council:

- if Council is complying with accounting standards and external accountability requirements,
- of the appropriateness of Council accounting policies and disclosures,
- of the implications for Council of the findings of external audits and performance audits and Council's responses and implementation of recommendations,
- whether the Council's financial statement preparation procedures and timelines are

OBERON COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) TERMS OF REFERENCE

- sound,
- the accuracy of the Council's annual financial statements prior to external audit, including:
 - management compliance/representations
 - significant accounting and reporting issues
 - the methods used by the Council to account for significant or unusual transactions and areas of significant estimates or judgements
 - appropriate management signoff on the statements,
 - if effective processes are in place to ensure financial information included in the Council's report is consistent with signed financial statements,
 - if the Council's financial management processes are adequate,
 - the adequacy of cash management policies and procedures,
 - if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions
 - adequate segregation of duties
 - timely reconciliation of accounts and balances o review of unusual and high value purchases,
 - if policies and procedures for management review and consideration of the financial position and performance of the Council are adequate, and
 - if Council's grants and tied funding policies and procedures are sound.

Governance

Principle: The council has an effective governance framework to ensure it is appropriately directing and controlling the management of the council.

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

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

Improvement

Strategic planning

Principle: The council has an effective framework that ensures it achieves its strategic plans and objectives under the integrated planning and reporting (IP&R) framework.

Review and advise the Council:

OBERON COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) TERMS OF REFERENCE

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

Service reviews and business improvement

Principle: The council has an effective framework to ensure it is delivering services and conducting its business and functions to an expected standard.

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

Performance data and measurement

Principle: The council's performance management framework ensures the council can measure its performance and if it is achieving its strategic goals.

Review and advise the Council:

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

Internal Audit Charter

Introduction

Oberon Council (Council) has established the internal audit function as a key component of Council's governance and assurance framework, in compliance with the *Local Government (General) Regulation 2021* and the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*.

This charter provides the framework for the conduct of the internal audit function (internal audit) at Council and has been approved by the governing body (the Council) considering the advice of the Audit, Risk and Improvement Committee (ARIC).

Purpose of internal audit

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve Council's operations. It helps Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The mission of Internal audit is to enhance and protect organisational value by providing advice to the Council, General Manager and ARIC about Council's governance processes, risk management and control frameworks and its external accountability obligations. It also assists Council to improve its business performance.

Internal Audit services may include:

- Assurance Services – objective examination of evidence for the purpose of providing an independent assessment of risk management, control and governance processes.
- Advisory Services – advisory and related client activities, the nature and scope of which are agreed upon with the client and which are intended to add value and improve business operations.

Role

The role of internal audit is to support Council's ARIC to review and provide independent advice to the Council in accordance with section 428A of the Local Government Act 1993. This includes conducting internal audits of Council and monitoring the implementation of corrective actions.

Internal audit also play an active role in:

- developing and maintaining a culture of accountability and integrity
- facilitating the integration of risk management into day-to-day business activities and processes, and
- promoting a culture of high ethical standards.

Internal Audit has no direct authority or responsibility for the activities it reviews. Internal audit has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in Council functions or activities (except in carrying out its own functions).

Internal audit arrangements

a. Head of Internal Audit

Day to day management of internal audit is the responsibility of the Corporate Services Director (Head of Internal Audit). The Head of Internal Audit must have sufficient skills, knowledge and experience to fulfil internal audit's role and responsibilities to the Council and the ARIC and be independent, impartial, unbiased and objective when performing their work and free from any conflicts of interest. Responsibilities of the Head of Internal Audit include:

- contract management of external provider (refer below)
- managing the internal audit budget
- ensuring the external provider completes internal audits in line with the audit, risk and improvement committee's annual work plan and four-year strategic work plan
- forwarding audit reports by the external provider to the ARIC.
- acting as a liaison between the external provider and the ARIC.
- monitoring Council's implementation of corrective actions that arise from the findings of audits and reporting progress to the ARIC, and
- assisting the audit, risk and improvement committee to ensure Council's internal audit activities comply with the Guidelines for risk management and internal audit for local government in NSW.

Within Council's structure, the Head of Internal Audit is responsible for a range of non-audit functions and in this regard the following safeguards apply:

- When performing those duties, they are not acting in their internal audit role and the reporting lines specified in this Charter do not apply.
- If an internal audit is required of one of the non-audit functions for which the Head of Internal Audit is responsible, the external service provider will report directly to the General Manager and the ARIC on the results of the audit.

b. Service Provider

Council has contracted an external third-party provider to undertake its internal audit activities. To ensure the independence of the external provider, the Head of Internal Audit will ensure that the external provider:

- does not conduct any audits on specific Council operations or areas that the Service Provider has provided consulting services on in the last two years. This does not include the conduct of internal audits in these areas.
- is not the same provider conducting Council's external audit.
- is not the auditor of any contractors of Council that may be subject to internal audit, and
- can satisfy the requirements of the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*.

The Head of Internal Audit must consult with the ARIC and General Manager regarding the appropriateness of the skills, knowledge and experience of any external provider before they are engaged by Council.

Independence

Internal Audit is to be independent of Council so it can provide an unbiased assessment of Council's operations and risk and control activities. The Head of Internal Audit reports functionally to the Council's ARIC on the results of completed audits, and for strategic direction and accountability purposes, and reports administratively to the General Manager to facilitate day-to-day operations. Internal audit activities are not subject to direction by the Council and Council's management has no role in the exercise of Council's internal audit activities.

The ARIC is responsible for communicating any internal audit issues or information to the Council. Should the Council require additional information, a request for the information may be made to the ARIC Chair by resolution. The ARIC Chair is only required to provide the information requested by the Council where the Chair is satisfied that it is reasonably necessary for the Council to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the Head of Internal Audit or the ARIC.

The General Manager must consult with the Chair of the ARIC before appointing or making decisions affecting the employment of the Head of Internal Audit. If the Head of Internal Audit is dismissed, the General Manager must report the reasons for their dismissal to the Council. The ARIC, through the Chair, will contribute to the annual performance assessment of the Head of Internal Audit (in relation to their internal audit role only).

Where the Chair of the ARIC has any genuine concerns about the independence of the Head of Internal Audit, or any action taken that may compromise their ability to undertake their functions independently, they should report their concerns to the General Manager and/or Council.

The Head of Internal Audit is to confirm at least annually to the ARIC the independence of internal audit activities from Council.

Conduct and Standards

Internal Audit (including service providers) must comply with Council's Code of Conduct. Complaints about breaches of Council's code of conduct by internal audit personnel are to be dealt with in accordance with the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW. The General Manager must consult with the ARIC before any disciplinary action is taken against the Head of Internal Audit in response to a breach of Council's Code of Conduct. Declaration and management of conflicts of interest will occur in line with the requirements of the Code of Conduct.

Internal Audit will govern itself by adherence to mandatory guidance contained in the 'International Professional Practices Framework' (IPPF) issued by the Institute of Internal Auditors (IIA):

- 'Core Principles for the Professional Practice of Internal Auditing'.
- 'Definition of Internal Auditing'.
- 'Code of Ethics'.
- 'International Standards for the Professional Practice of Internal Auditing'.

This mandatory guidance constitutes the fundamental requirements for the professional practice of internal auditing and the principles against which to evaluate the effectiveness of Internal Audit performance.

Internal Audit, including service providers, will perform their work in accordance with the IPPF. While the IPPF applies to all internal audit work, technology audits may also apply the ISACA standards contained in the 'Information Technology Assurance Framework' (ITAF). Where relevant, the current Australian risk management standard may also be applied.

Authority and Confidentiality

Council authorises the internal audit function to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the Head of Internal Audit considers necessary for internal audit to undertake its responsibilities.

All records, documentation and information accessed while undertaking internal audit activities are to be used solely for the conduct of those activities. The Head of Internal Audit and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive when undertaking their work.

All internal audit documentation, including service provider working papers, will remain the property of Council

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

Performing Internal audit activities

The work of Internal Audit is to be thoroughly planned and executed.

Internal audit must develop an annual work plan to guide the work of internal audit over the forward year. The internal audit plan should be reviewed and approved by Council's ARIC.

The Head of Internal Audit will:

- Provide the findings and recommendations of internal audits to the ARIC at the end of each audit. Each report is to include responses from the relevant senior manager(s).
- Establish an ongoing monitoring system to follow up Council's progress in implementing corrective actions.
- Develop and maintain policies and procedures to guide the operation of internal audit. These should be reviewed and approved by the ARIC as appropriate.
- Ensure that the ARIC is advised at each meeting of the internal audit activities completed during that quarter, progress in implementing the annual work plan and progress made implementing corrective actions.

Administrative Arrangements

ARIC meetings

The Head of Internal Audit:

- Will attend ARIC meetings as an independent non-voting observer. The Head of Internal Audit can be excluded from meetings by the ARIC at any time.
- Must meet separately with the ARIC at least once per year.
- As necessary, should meet with the Chair of the ARIC at any time between committee meetings.

Relationship with external audit

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between internal and external audit may be held to discuss matters of mutual interest and facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

Dispute resolution

Internal audit should maintain an effective working relationship with Council and the ARIC and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between internal audit and Council, the dispute is to be resolved by the ARIC. Disputes between internal audit and the ARIC are to be resolved by the Council.

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

Review arrangements

Council's ARIC will review the performance of the internal audit function each year and report its findings to the Council. A strategic review of the performance of internal audit must be conducted each council term that considers the views of an external party with a strong knowledge of internal audit and reported to the Council.

This charter is to be reviewed annually by the ARIC and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

Schedule 1: Internal Audit Responsibilities

Internal audit

- Conduct internal audits as directed by Council's ARIC.
- Implement the annual internal audit work plan.
- Monitor the implementation by Council of corrective actions.
- Assist Council to develop and maintain a culture of accountability and integrity.
- Facilitate the integration of risk management into day-to-day business activities and processes.
- Promote a culture of high ethical standards.

External audit

- Review all external plans and reports in respect of planned or completed audits and monitor Council's implementation of audit recommendations.
- Provide advice on action taken on significant issues raised in relevant external audit reports and better practice guides.

Risk management

Review and advise:

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

Internal controls

Review and advise:

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

Compliance

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

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

Fraud and corruption

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

Financial management

Review and advise:

- if Council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions
 - adequate segregation of duties
 - timely reconciliation of accounts and balances
 - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of Council are adequate
- if Council's grants and tied funding policies and procedures are sound.

Governance

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

- Decision-making processes
- Implementation of governance policies and procedures
- Reporting lines and accountability
- Assignment of key roles and responsibilities
- Committee structure
- Management oversight responsibilities
- Human resources and performance management activities
- Reporting and communication activities
- Information and communications technology (ICT) governance, and
- Management and governance of the use of data, information and knowledge.

Strategic planning

Review and advise:

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

Service reviews and business improvement

Review and advise:

- If Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
- If appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
- How Council can improve its service delivery and Council's performance of its business and functions generally

Performance data and measurement

Review and advise:

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

12.3 Traffic Advisory Local Committee Meeting 8 February 2024

File No: Traffic Advisory Local Committee Meeting 08 February 2024

Author: Donah Foley (Technical Services Administration Assistant)

Summary

Minutes of the Traffic Advisory Local Committee Meeting held on 08 February 2024 are submitted for Council's information and endorsement.

Recommendation:

That Council receive and note minutes of the Traffic Advisory Local Committee held on 08 February 2024.

List of Attachments

1. 240208 TALC Minutes 8 Feb 2024 [**12.3.1** - 6 pages]

Comment

The following is a summary of the discussion at the meeting:

Ongoing matters were discussed and updated and/or closed as required.

The ANZAC Day March to proceed as per the Traffic Management Plan.

Council and TfNSW to work in consultation regarding pedestrians not being visible until taking two steps onto the road at the pedestrian crossing on Oberon Street.

Next Meeting Date

The next Traffic Advisory Local Committee Meeting will be held on Thursday, 09 May 2024 commencing at 9.30am in the Oberon Council Chambers.



MINUTES

TRAFFIC ADVISORY LOCAL COMMITTEE MEETING

Attendance

David Basil	Oberon Council Member, Technical Services Manager (Chair)
Tim Charge	Representative for the Hon Paul Toole MP
Jackie Barry	Transport for NSW, Parkes
Clr Ian Tucker	Oberon Council Delegate
Donah Foley	Oberon Council, Technical Services Administration Assistant

1 APOLOGIES

Mayor Mark Kellam
Gary Wallace, General Manager
Sgt Colin Sheil, Lithgow Police
Warren Demol, Lithgow Police

2 DECLARATIONS OF INTEREST

Pecuniary	- Nil
Non-Pecuniary Significant	- Nil
Non-Pecuniary Less than Significant	- Nil

3 CONFIRMATION OF PREVIOUS MINUTES

3.1	Minutes from meeting held on 9 November 2023
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Moved: Clr Tucker
Seconded: Tim Charge

Recommendation to Council:

That the Minutes of the Traffic Advisory Local Committee Meeting held on 9 November 2023 be noted.

Matters Arising from the Minutes

Nil

4 REPORTS

4.1	Oberon RSL Sub-Branch ANZAC Day March Risk Assessment Plan
Author:	David Basil (Technical Services Manager)

Summary

Oberon RSL Sub-Branch ANZAC Day March 25 April 2024.

Moved: Clr Tucker
Seconded: Tim Charge

Recommendation to Council:

That the ANZAC Day March proceeds as per the Traffic Management Plan.

5 ACTION ITEMS

5.1	Action Items
Author:	David Basil, Technical Service Manager

Summary

This report item summarises the current status of action items from the TALC Meetings and provides updates for actions taken.

Moved:

Clr Tucker

Seconded:

Tim Charge

Recommendation to Council:

That the Traffic Advisory Local Committee note the current action updates.

<p>Request to move a 50km road speed sign a further 100 metres on the eastern side from Black Springs village</p>	<p>TfNSW/Oberon Council</p>	<p>TfNSW have conducted a preliminary speed review and the results will be forwarded to Council. The speed zone would not be compliant as there is no development in the area.</p> <p>Council to review signage to comply with current standards.</p> <p style="text-align: right;">Matter ongoing</p>
<p>Pedestrian crossing – Dudley Street adjacent to Oberon Public School</p>	<p>Oberon Council</p>	<p>Council to undertake a one hour traffic and pedestrian count in the morning and a one hour traffic and pedestrian count in the afternoon during school drop off and pick up times as per the traffic count document submitted to the meeting.</p> <p>Council to follow up on the Active Transport to School program Grant funding and submit a Grant funding application.</p> <p style="text-align: right;">Matter ongoing</p>
<p>Kerb extensions and median island installation Ross/Queen St intersection.</p>	<p>Oberon Council</p>	<p>Council to investigate if survey/draft design has been completed and if this project would be suitable for Get NSW Active Funding.</p> <p>Council to follow up on the survey and design and provide an update to the next meeting.</p> <p>Council to follow up on Get NSW Active Funding and confirm if it</p>

		<p>includes the survey and design draft within the grant funding, if so Council may go ahead with the survey and draft design. If there is no allocation within the Grant funding, Council endorsement would be required.</p> <p>David Basil and Clr Tucker to conduct a site visit at a mutually agreeable time.</p> <p style="text-align: right;">Matter ongoing</p>
<p>Implementation of a mobile tower for connectivity for images to the website/live traffic at Abercrombie Bridge on Abercrombie Road</p>	<p>Oberon Council</p>	<p>Council had discussions with ULCC, Terry George Traffic and Roads Safety Officer, who expressed interest in the project, however, Council need to investigate Grant funding for this project.</p> <p>Council to contact Goulburn Council to seek assistance regarding the implementation of cameras.</p> <p>Council to forward the link of NSW flood watch to Clr Tucker and Tim Charge and Jackie Barry.</p> <p style="text-align: right;">Matter ongoing</p>
<p>TfNSW Edith Village speed zone reduction to 50km/h</p>	<p>TfNSW</p>	<p>TfNSW are currently waiting on formal approval and will advise Council when finalised. TfNSW will advise on the installation of signage.</p> <p style="text-align: right;">Matter ongoing</p>
<p>Oberon Street sign audit</p>	<p>Oberon Council</p>	<p>Oberon Street sign audit completed and signs changed to 60° angle parking.</p> <p>Council to confirm if arrows for parking areas comply.</p> <p style="text-align: right;">Matter ongoing</p>

Audit of ramps	Oberon Council	<p>Report will be presented at the meeting.</p> <p>90 % do not comply. May have been adequate when they were installed.</p> <p>Council to confirm with finance if funds are available within the Town Improvement Fund for footpaths.</p> <p>TALC recommends the non-compliant disabled ramps be upgraded to the gradient to meet the current Australian standards.</p> <p>Moved: Clr Tucker Seconded: Tim Charge</p> <p style="text-align: right;">Matter ongoing</p>
Animal signs Edith Road	Oberon Council	<p>The use of signs would have little effect as the animals are LGA wide and the use of signs will not combat the issue that is LGA wide.</p> <p>No action proposed.</p> <p style="text-align: right;">Matter closed</p>
Crete Street Intersections line marking.	Oberon Council	<p>Contractors have been engaged and line marking will be completed early February 2024.</p> <p style="text-align: right;">Matter ongoing</p>

6 GENERAL BUSINESS

David Basil raised the issue of the pedestrian crossing in Oberon Street, with pedestrians not being visible until taking two steps onto the road. Jackie Barry advised that at Oberon Street is a state road it is a matter for Transport for NSW. David Basil to email concerns/suggestions to TfNSW. TfNSW will work in consultation with Council regarding this matter.

7 NEXT MEETING DATE AND MEETING CLOSE

7.1 Next Meeting Date And Meeting Close

The next Traffic Advisory Local Committee Meeting will be held on Thursday, 09 May 2024 commencing at 9.30am in the Oberon Council Chambers.

The meeting closed at 10:55 am.

12.4 Local Emergency Management Committee Meeting 12 February 2024

File No: Local Emergency Management Committee Meeting 12 February 2024

Author: Donah Foley (Technical Services Administration Assistant)

Summary

Minutes of the Local Emergency Management Committee Meeting held on 12 February 2024 are submitted for Council's information and endorsement.

Recommendation:

That Council receive and note minutes of the Local Emergency Management Committee held on 12 February 2024.

List of Attachments

1. 240212 LEMC Minutes 12 Feb 2024 [12.4.1 - 7 pages]

Comment

The LEMC endorsed the Pre-Event Recovery Plan.

The LEMC noted all Agency reports for the February 2024 Meeting.

Next Meeting Date

The next Local Emergency Management Committee Meeting will be held on Monday, 13 May 2024 commencing at 9.30am in the Oberon Council Chambers.



OBERON COUNCIL

MINUTES

OBERON LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Attendance

Andrew Elms	NSW Police Force
Chris Sammut	NSW Police Force
Sgt Al John	NSW Police Force
ohn Bennett	Rural Fire Serv
Scott Hoy	Rural Fire Service NSW
Keven Verhoeven	NSW Fire and Rescue
Jason Sargent	Essential Energy
Craig Gibbons	SES NSW
Peter Hartland	Woodchem
Cecilia Hunt	Reconstruction NSW
Melissa Manning	Department of Education Red Cross
Irina Acosta	National Emergency Management Agency
Gary Wallace	Oberon Council, General Manager (Chair
David Basil	Oberon Council , Technical Services Manager
Donah Foley	Oberon Council, Technical Services Administration Assistant
Phoebe Reynolds	Local Land Services
Kevin Jenkins	Transport for NSW
Doug Fisk	NSW Fire and Rescue
David Mineham	
David Martin	NSW Fire and Rescue
David Cox	NSW SES
Nikita Mollard	NSW Ambulance
Ron Gavin	NSW Ambulance

Andrew Elms, New South Wales Police Force
Sgt Al Johns, New South Wales Police Force
Chris Sammut, New South Wales Police Force
Melissa Manning, Department of Education
Phoebe Reynolds, Local Land Service
Kevin Jenkins, Transport for NSW
Scott Hoy, Rural Fire Service NSW
David Cox, NSW SES
Craig Gibbons, NSW SES
Nikita Mollard, NSW Ambulance
Ron Gavin, NSW Ambulance
Peter Hartland, Woodchem
Douglas Fisk, NSW Fire and Rescue
Keven Verhoeven, NSW Fire and Rescue
David Martin, NSW Fire and Rescue
Irina Acosta, National Emergency Management Agency
David Minehan, Department of Communities and Justice
Cecelia Hunt, NSW Reconstruction Authority

Staff Delegates

Gary Wallace, General Manager
David Basil, Technical Services Manager (Chair)
Donah Foley, Technical Services Administration Assistant

1 APOLOGIES

Mark Simpson, Local Land Services
Jason Neville, National Parks and Wildlife Service
Joshua Clark, NSW SES
Angela Lonigan, National Parks and Wildlife
Chris Freeman, Ambulance NSW

2 DECLARATIONS OF INTEREST

Pecuniary	- Nil
Non-Pecuniary Significant	- Nil
Non-Pecuniary Less than Significant	- Nil

3 CONFIRMATION OF PREVIOUS MINUTES

3.1	Minutes from meeting held on 13 November 2023
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Moved: Sgt Al Johns
Seconded: Keven Verhoeven

Recommendation to Council:

That the Minutes of the Oberon Local Emergency Management Committee Meeting held on 13 November 2023 be noted.

Matters Arising from the Minutes

NSW Reconstruction Agency Report was not included in the Minutes.

4 REPORTS

4.1	Pre-Event Recovery Plan - NSW Disaster Recovery Handbook
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Author:	Cecilia Hunt, Coordinator, Regional Delivery Preparedness & Recovery Group
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Summary

The Pre-Event Recovery Plan will form a sub plan of the EMPLAN and the next step is endorsement by the LEMC. The Plan will be reviewed annually, key items identified were identifying roles and responsibilities in recovery, profiling at risk communities in the Oberon LGA, the location for recovery centres within Oberon and the surrounding communities. Updates to the document can be received through the LEMC.

The LEMC endorsed the Pre-Event Recovery Plan.

4.2	REMO Report to LEMC - February 2024
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Author:	Andrew Elms, Region Emergency Management Officer
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Summary

Attached is the February 2024 REMO Report to LEMC.

Recommendation:

That the LEMC note the February 2024 Report.

4.3	Oberon Disaster Welfare Report February 2024
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Author:	David Mineham, Department of Communities and Justice
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Summary

David Mineham, Department of Communities and Justice provided an update on the Oberon

Disaster Welfare Report and advised of the new permanent WELFAC Lisa Glasson from the Orange office who will be responsible for the district. We are conducting a district operation in Cowra where we are running a full evacuation centre with evacuees, if attendees would like to attend, please send an email. One evacuation centre has been opened for the quarter.

Recommendation:

That the Department of Communities and Justice February 2024 Report be noted.

4.4	TfNSW Agency Report
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Author:	Kevin Jenkins, Customer Network Ops Co-ordinator
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Summary

Kevin Jenkins, Transport for NSW (TfNSW) advised that he is the new representative for TfNSW and Ben Anderson will be the backup representative. 01 Oct - 08 Dec 23 preventative maintenance activities occurred in the Central West area 13.4 million m² of vegetation slashing occurred statewide, 4.5 million m² in the Central West Area. Over 19,000 m of surface drains were cleaned, 800,000 m² of weed spraying was conducted and 253 trees were removed and over 1,500 tree branches trimmed. In the Oberon LGA, 1,200m of surface drains were cleaned and 51 tree branches trimmed in the reporting period. TfNSW has been training additional transport liaison officers with recruitment and training being rolled out in 2024. OneRoad has been rolled out to Councils and if any assistance is required, please get in contact. Fire exemptions in the past trying to move oversize over mass vehicles for RFS to and also SES as well into Disaster areas, they've actually now enabled a permit in consultation with transport NSW and national heavy vehicle regulator. Previously we were restricted to daytime operations to move your oversize vehicles, there is now an exemption to move in low light.

Recommendation:

That the TfNSW Report for February 2024 be noted.

4.5	NSW Department of Education - Q1 Report to LEMC
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Author:	Melissa Manning, Department of Education
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Summary

Melissa Manning, Department of Education provided an introduction and advised that they are here to support the LEMC if emergencies or other significant events are to going to impact schools to fast track the process and keep everybody safe. We currently work pretty close with the RFS in regard to Bush fire risk. We're looking at increasing the working relationship with SES NSW to have a similar sort of thing for floods as well.

Recommendation:

That the NSW Department of Education Q1 Report for February 2024 be noted.

4.6	NSW SES January Report 2024 to LEMC
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Author:	Cody Johnston, Zone Operational Readiness Officer NSW SES
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Summary

Craig Gibbons, NSW SES advised maintaining capability and are continuing with planning activities, reviewing rescue hot spots and continuing to train regularly to maintain skillsets and the Oberon Unit

participated in a Multi-Agency Road Crash rescue exercise involving Electric Vehicles. Fleet is at capacity. Within the previous three months we have responded to 35 requests for assistance broken down to 16 storms, 10 support for police and ambulance road crash, and four GLR and it has been a very busy period. The local flood plan is required to be reviewed and endorsed at the next LEMC.

Recommendation:

That the NSW SES report for January 2024 be noted.

4.7	NSW Reconstruction Authority October and January Report to LEMC
Author:	Cecilia Hunt, Coordinator, NSW Reconstruction Authority

Summary

Attached is the October 2023 and February 2024 Reports to the LEMC.

Recommendation:

That the NSW Reconstruction Authority Reports be noted.

4.8	Australian Red Cross February 2024 Report to LEMC
Author:	Kerrie Ann Edwards, Regional Emergency Services Officer

Summary

Australian Red Cross Agency February Report to the LEMC.

Recommendation:

That the Australian Red Cross Agency February Report be noted.

5 GENERAL BUSINESS

Gary Wallace advised the LEMC that a number of reports were being submitted after the business paper had been prepared, agencies were requested to submit agency reports prior to the business paper being prepared.

Andrew Elms, NSW Police Force provided an update on the REMO report and advised training is still an issue. The Emergency Management training is nearing finalisation. The new REMO has commenced in Dubbo and will undergo training and then he will start delivering courses in the region. Dates for Emergency Management training on the website. Strongly request that CMG are up to date.

Keven Verhoeven, Fire and Rescue NSW advised 23 calls with an increase in MVA's over the holidays, where one week there were three log truck rollovers. School visits have been organised for 12 March 24 and a senior's fire on 06 May 24. Fire and Rescue NSW Open day is also in May with the date to be advised. Fire and Rescue NSW and the RFS were called to put out small spot fires at the Oberon Show due to the fireworks. Emergency services were not notified until the day. Chris Sammut NSW Police advised that the mitigation of risk is to have Fire and Rescue NSW or the RFS on standby.

Phoebe Reynolds, Local Land Services provided an update on the red imported fire ants which were found up near Ballina, which have been destroyed and Local Land Services are currently surveying the area to ensure there are no other nests.

Scott Hoy, RFS NSW advised RFS NSW has attended 240 incidents of the three LGA's. There is an increase trend in MVA, structure fires and assistance to Ambulance NSW. RFS NSW has rolled out 187 flood rescue kits including basic training on the kits. Flood rescue capability is being increased and towards the end of the year we will have two rescue boats located at Chifley Lithgow.

Scott Hoy, RFS NSW raised the issue of a previous job at Yerranderie with other agencies.

Ron Gavin, NSW Ambulance advised Nikita Mollard is covering a period of annual leave. Brad Porter has returned to Bathurst as the Zone Manager. There has been a 50% increase in workload over the January with a lot of the jobs being big and complicated.

Chris Sammut, NSW Police advised that Sgt Al Johns is now the LEOCON and I am the deputy. Chris advised of his Police portfolio of overseeing all Emergency Management for Chifley Police District including five LGA's of Lithgow, Bathurst, Oberon, Cowra and Blayney. A deficiency in desktop exercises has been noted by the Regional Audit Team and a desktop exercise will be carried out on evacuation management and will be coordinated by Andrew Elms for the next LEMC meeting on 13 May 2024.

Sgt Al Johns, NSW Police advised all emergency services have attended very difficult jobs recently and commended all agencies involved, agency reporting is good however SITREP's need to be stepped up to ensure the same difficulties are not encountered again after the Yerranderie job. Currently investigating further interagency training.

Peter Hartland, Woodchem advised that the PLV audit with SafeWork has been undertaken and a site inspection has been carried out with Andrew Elms and SafeWork. Zero incidents have been recorded in the last three months. Nuisance call had been reported to Fire and Rescue over the Christmas period with ROM tech activation false alarms.

Jason Sargent, Essential Energy have been busy with storm calls during storm season and have had Bathurst assisting, work has been completed on Gurnang Road opposite the Prison Farm and Murrays Lane.

Irina Acosta, National Emergency Management Agency advised of being very busy over the last months with deployments to QLD and NT for the tropical cyclones and other members deploying to Canberra to work from the National Situation Room. Anticipating have a full team by the end of April 2024.

Kevin Jenkins, TfNSW advised that the slope remediation work at Hampton is ongoing with soil nails being put in place. Jenolan Caves Road major closure is going out to Tender shortly.

Gary Wallace, Oberon Council provided an update on the new Sewerage Treatment Plant and the new Oberon Sporting complex and the potential to use the Sporting Complex as an emergency evacuation centre. Discussions were also had regarding the relinquishment of the Black Ridge Road known as the six-foot track and the issues emergency services could face with that relinquishment, if any issues need to be addressed by emergency services, please let Council know.

Gary Wallace also commended emergency services for their actions on behalf of Oberon Council regarding a member of Council.

6 NEXT MEETING DATE AND MEETING CLOSE

6.1 Next Meeting Date And Meeting Close

The next Local Emergency Management Committee Meeting will be held on Monday, 13 May 2024 commencing at 9.30am in the Oberon Council Chambers.

The meeting closed at 2:55pm.

12.5 Oberon Sports Facilities Committee Meeting 21 February 2024

File No: Oberon Sports Facilities Committee Meeting 21 February 2024

Author: Donah Foley (Technical Services Administration Assistant)

Summary

Minutes of the Oberon Sports Facilities Committee Meeting held on 21 February 2024 are submitted for Council's information and endorsement.

Recommendation:

That Council receive and note minutes of the Oberon Sports Facilities Committee held on 21 February 2024.

List of Attachments

1. 240221 Oberon Sports Facilities Committee Meeting 21 February 2024 [**12.5.1** - 5 pages]

Comment

All current action updates were noted.

Updates were provided on the Oberon Sports Complex and Oberon Tennis Centre.

All sporting clubs in attendance provided an update on their clubs.

Next Meeting Date

The next meeting of the Oberon Sports Facilities Committee will be held on Wednesday 15 May 2024 commencing at 4.30pm in the Oberon Council Chambers.



OBERON COUNCIL

MINUTES

OBERON SPORTS FACILITIES COMMITTEE MEETING

Attendees Clr Lauren Trembath (Chair) Clr Clive McCarthy Oberon Senior Leagues Club, Ian Christie-Johnston Oberon Junior Leagues Club, Sprio Kavalieros Oberon Hockey Club, Jaclyn Yeo Oberon Golf Club, Andrew Yeo	Staff Delegates Gary Wallace, General Manager David Basil, Technical Services Manager Donah Foley, Technical Services Administration Assistant
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1 APOLOGIES

Clr Mick McKechnie, Oberon Council
Raeliene Eiler, Oberon Little Athletics Club

2 DECLARATIONS OF INTEREST

A GUIDE TO ETHICAL DECISION-MAKING

(Provided by the Independent Commission Against Corruption)

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and code of conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- Pecuniary – regulated by the Local Government Act and Department of Local Government
- Non-pecuniary – regulated by codes of conduct and policy. ICAC, Ombudsman, Department of Local Government (advice only)

The test for conflict of interest:

- Is it likely I could be influenced by personal interest in carrying out my public duty?

- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain
- Important to consider public perceptions of whether you have a conflict of interest

Identifying problems

- 1st Do I have private interests affected by a matter I am officially involved in?
- 2nd Is my official role one of influence or perceived influence over the matter?
- 3rd Do my private interest's conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

When making a Declaration of Interest the reason for making the declaration should be clearly stated. Pecuniary and Non-Pecuniary Significant Interests should be managed by leaving the room while the matter is considered.

Pecuniary	- Nil
Non-Pecuniary Significant	- Nil
Non-Pecuniary Less than Significant	- Nil

3 CONFIRMATION OF PREVIOUS MINUTES

3.1 Minutes from meeting held on 15 November 2023
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Attached is the Minutes of the Oberon Sports Facilities Committee Meeting held on 15 November 2023. These Minutes were adopted and the recommendations endorsed at the Ordinary Meeting of Council held on 19 December 2023.

Recommendation:

That the Minutes of the Oberon Sports Facilities Committee Meeting held on 15 November 2023 be noted.

Matters Arising from the Minutes

Clr McKechnie's apologies were not noted on the previous Minutes.

Moved: Spiro Kavalieros
Seconded: Jackie Yeo

4 REPORTS

Nil

5 ACTION ITEMS

Line Marking of the Basketball Courts:

David Basil advised that the line marking of the Basketball Court will be undertaken in March 2024.

Oberon Sports Facility:

Gary Wallace provided an update on the Oberon Sports Facility – The sod turning event was undertaken on 13 Feb 24. Earthworks are being carried out and dirt is being pushed around quickly. The final DA for the Sports Club house and infrastructure will be lodged as soon as possible.

The expected completion date of the entire Oberon Sports Facility between March and May 2025.

Council are looking at opportunities to fund the hockey field. The management of this project should put Council in good light for any funding authority to invest in with Council. More information will be provided when funding sources open up.

5.1 Action Items

Author: David Basil

Summary

This report item summarises the current status of action items from the Oberon Sports Facilities Committee Meetings and provides updates for actions taken.

Recommendation:

That the Oberon Sports Facilities Committee note the current action updates.

List of Attachments

Nil

6 GENERAL BUSINESS

Spiro Kavalieros, Oberon Junior Leagues Club advised that he has flagged with Group 10 to have the Rugby League Juniors finals at Oberon Sports Complex in 2025.

Gary Wallace responded that the only risk of the Sports Complex not being completed in time for the Rugby Leagues Juniors Finals would be the weather.

Gary Wallace provided an update on the Oberon Tennis Centre and advised the Council are looking at bringing the management back to Council however we have not progressed this any further at this stage. David Sellers will be invited to all Sports Facility Committee Meetings.

David Basil provided history around the back League fields and that they have been filled with old timbers, concrete and other materials and will become anaerobic over time and it will burn whatever materials are placed on top of it. Levelling the field will take a lot more work and I do not think that will solve the problem.

Spiro Kavalieros responded that each year work is put into the ground just so we can play on it for the year and the materials underneath continue to move.

Ian Christie-Johnston commented that we will continue to band aid the grounds and if the work had been carried out prior to Christmas and over the Christmas break we would not be having the grass and weed growth that we have now on the fields.

Spiro Kavalieros and Ian Christie-Johnston requested that the potholes in the fields be filled, and grass seeds laid Spiro invited David Basil to attend the grounds to inspect them.

David Basil advised that next year September to November is the time Council can complete the maintenance on the fields as Christmas to January are difficult as we have manpower issues.

Ian Christie-Johnston raised the question of Councils machinery and is it going to cope with the maintenance of the new grounds.

Gary Wallace replied and advised over the last three years with weather events and unfortunately, we do not have the budget to run all of these things. Our levels of service need to be maintained and that is what we need to consider as an organisation and manage.

Updates from Sports Club Representatives:

Jaclyn Yeo, Oberon Hockey club provided an update that this week and next week all Hockey groups are conducting their AGM's. Hockey age groups have been changed and now are up to Under 12, Under 14, 16 and 18. The junior girls will align. Representative squads have commenced training, Oberon Hockey estimate that we will be registering the same number of teams as last year, women's hockey are going to be able to register a minimum of one team.

Jaclyn Yeo is requesting that two sets of keys to the tennis club be issued to Oberon Hockey to be able to commence training at the tennis centre which would alleviate the need to attend the caravan park to source the keys.

Gary Wallace discussed the issue of the keys being at the caravan park. Gary will talk to the tennis club and discuss with the tennis club want to surrender their lease. An invite is to be forwarded to David Sellers to attend future Oberon Sports Committee Meetings.

Andrew Yeo, Oberon Golf Club advised the committee that Darrel Kelly is the manager of Oberon Golf Club, and he has been promoting the club to on social media. Visitor numbers to the club has increased. The club has instigated a newsletter which is distributed to members to inform them of upcoming events. A Can Assist charity Golf Day is being played on Sunday 28 April 2024.

Andrew advised that new toilet facility on the course has been completed with lighting being installed shortly. Currently the club is finalising plans for the bathroom renovation within the club house.

Clr Trembath advised and strongly encouraged the meeting that submissions for the 356 donations are required to be submitted by 15 March 2024.

Clr McCarthy suggested a few representatives to attend a state of the art facility and ensure we have the correct equipment to maintain the new sporting facility.

David Basil has spoken to companies and is seeking advice on completing the O'Connell Sports oval topsoil. An expression of interest has gone out and will be decided later this week.

7 NEXT MEETING DATE AND MEETING CLOSE

7.1 Next Meeting Date And Meeting Close

The next meeting of the Oberon Sports Facilities Committee will be held on Wednesday 15 May 2024 commencing at 4.30pm in the Oberon Council Chambers.

The meeting closed at 5:15pm

13 REPORTS FOR DECISION

13.1	Policy 2203 - Pensioner Concessions
File No:	Policies/Policy 2203 - Pensioner Concessions
Author:	Zoe Marks (Finance Manager)

Summary

Council has undertaken a review of the Pensioner Concessions Policy.

Recommendation:

That Council:

1. Place the revised Pensioner Concessions Policy 2203 on public exhibition for 28 days and submissions be invited to Council during that period.
 2. If no submissions are received within the exhibition period, the policy be adopted as presented.
 3. Delegate to the General Manager to amend any minor changes proposed.
-

List of Attachments

1. Pensioner Concessions - Tracked Changes [13.1.1 - 2 pages]
2. Pensioner Concessions [13.1.2 - 1 page]

Comment

Council has undertaken a review of the Pensioner Concessions Policy.

1. Background

To prescribe how Council will deal with applications for pensioner concessions.

2. Purpose of the Policy

This policy applies to all applications under Division 1 of Part 8 of the Local Government Act for pensioner concessions.

3. Summary of Amendments to Policy

Overall refresh with no content changes.

Financial Implications

Reporting and procedural.

Relevance to Oberon Community Strategic Plan

Theme 5: Leadership and Engagement

Action 5.4 Council has a focus on providing excellence in service delivery

5.4.1 Provide excellent customer service

5.4.2 Customer service policies and systems to ensure a consistent, acceptable level of service

Theme 5: Leadership and Engagement

Action 5.5 Ensure financial stability and support efficient council operations

5.5.3 Ensure sound financial management

5.5.4 Financial reporting

Risk Category

Business Continuity

Financial

Governance

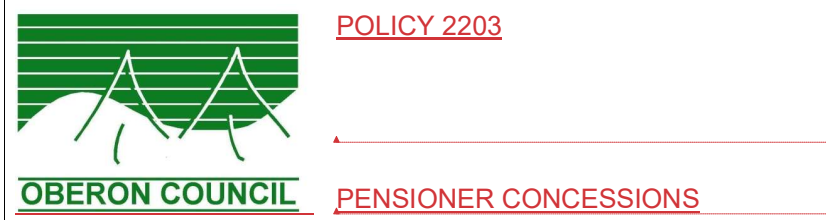
Risk Severity Ranking

Insignificant - 20%

Policy 2203 – Pensioner Concessions

Corporate Services – Finance
Concessions

Policy 2203 – Pensioner



POLICY 2203

PENSIONER CONCESSIONS

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Pensioner Concessions in respect of previous years

1. Intent of Policy

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To prescribe how Council will deal with applications for pensioner concessions in respect of previous years.

2. Scope of Policy

This policy applies to all applications under Division 1 of Part 8 of the Local Government Act for pensioner concessions.

Relevant Statutory Requirements specific to this policy:

Local Government Act 1993 (NSW)

Other NSW Government policy provisions relevant to this policy:

Council Rating and Revenue Raising Manual, Department Local Government, 2007

3. Guidelines

1. Pensioners will become eligible from the date the approved application form is received at the Council office (subject to 23 below).
2. Section 575(4) of the Local Government Act provides that rebates will be granted from the next quarter immediately following the pensioner becoming an eligible pensioner.

Approving Authority	Oberon Council
Contact	Finance and Community Services Director Director Corporate Services
Approval	8 July 2008: Item B13, Minute 39 21 September 2010, Item B11, Minute 26 6 November 2015, Item 05.02, Minute 06 061114
Revision Date	7 November 2014
Issue Date to Staff	6 November 2014

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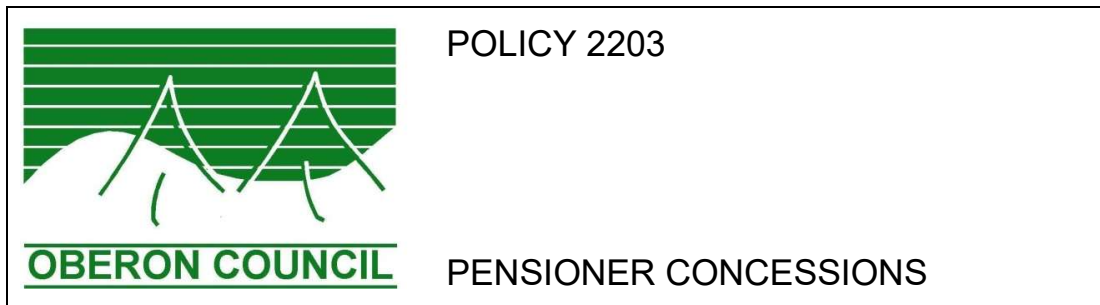
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Policy 2203 – Pensioner Concessions

Reviewed	8 July 2008 - Reformatted 21 September 2010 – No changes 6 November 2015 – Amended April 2024 – Format Refresh
Revision Date	7 November 2014 April 2026

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1. Intent of Policy

To prescribe how Council will deal with applications for pensioner concessions in respect of previous years.

2. Scope of Policy

This policy applies to all applications under Division 1 of Part 8 of the Local Government Act for pensioner concessions.

Relevant Statutory Requirements specific to this policy:

Local Government Act 1993 (NSW)

Other NSW Government policy provisions relevant to this policy:

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Approving Authority	Oberon Council
Contact	Director Corporate Services
Approval	8 July 2008: Item B13, Minute 39 21 September 2010, Item B11, Minute 26 6 November 2015, Item 05.02, Minute 06 061114
Issue Date to Staff	6 November 2014
Reviewed	8 July 2008 - Reformatted 21 September 2010 – No changes 6 November 2015 – Amended April 2024 – Format Refresh
Revision Date	April 2026

13.2 Policy 2201 - Debt Recovery Policy

File No: Policies/Policy 2201 - Debt Recovery Policy

Author: Zoe Marks (Finance Manager)

Summary

Council has undertaken a review of the Debt Recovery Policy.

Recommendation:

That Council:

1. Place the revised Debt Recovery Policy 2201 on public exhibition for 28 days and submissions be invited to Council during that period.
 2. If no submissions are received within the exhibition period, the policy be adopted as presented.
 3. Delegate to the General Manager to amend any minor changes proposed.
-

List of Attachments

1. Debt Recovery [13.2.1 - 8 pages]

Comment

Council has undertaken a review of the Debt Recovery Policy.

1. Background

The objective of the Debt Recovery Policy is to ensure efficient and effective collection of Council rates, charges and outstanding debt; contemporary and flexible options to collect money from ratepayers; fair and equitable treatment of ratepayers, including those facing hardship; how to identify and work with ratepayers in hardship when collecting money; reducing use of expensive court processes to recover debts; improved financial sustainability for Oberon Council; and compliance with legislative requirements.

2. Objectives and Scope of the Policy

This Policy relates to all parties that owe monies to Council (debtors) including:

- Ratepayers (including other charges linked to the property),
- Water and Sewer Ratepayers, and
- Sundry Debtors.

3. Summary of Amendments to Policy

Nil - Altered review box and revision date only.

Financial Implications

Reporting and procedural.

Relevance to Oberon Community Strategic Plan

Theme 5: Leadership and Engagement

Action 5.4 Council has a focus on providing excellence in service delivery

5.4.2 Customer service policies and systems to ensure a consistent, acceptable level of service

Theme 5: Leadership and Engagement

Action 5.5 Ensure financial stability and support efficient council operations

5.5.3 Ensure sound financial management

5.5.4 Financial reporting

Risk Category

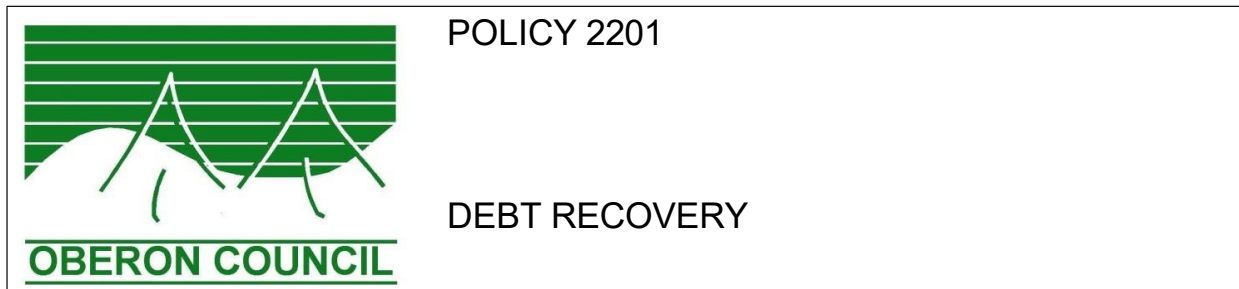
Business Continuity

Financial

Governance

Risk Severity Ranking

Minor - 32%



1. Intent of Policy

The objective of this Debt Recovery Policy is to ensure efficient and effective collection of Council rates, charges and outstanding debt; contemporary and flexible options to collect money from ratepayers; fair and equitable treatment of ratepayers, including those facing hardship; how to identify and work with ratepayers in hardship when collecting money; reducing use of expensive court processes to recover debts; improved financial sustainability for Oberon Council; and compliance with legislative requirements.

2. Scope of Policy

This Policy relates to all parties that owe monies to Council (debtors) including:

- Ratepayers (including other charges linked to the property),
- Water and Sewer Ratepayers, and
- Sundry Debtors.

Relevant Legislation

Local Government Act 1993

Office of LG Debt Management and Hardship Guidelines, November 2018

3. Guidelines

Payment of Rates and Charges

Council will levy rates charged by service of a rates or water/sewer notice in accordance with Section 546 the Local Government Act. Council will levy rates notices in the month of July of every year.

If the rates notice is served in July, under section 562(3) of the Act, ratepayers have the option of making payment of the amounts owing in those rates notices by one lump sum (which is to be paid by 31 August) or by four quarterly instalments due on the last day of the following months:

- 31 August
- 30 November
- 28 February
- 31 May

If Rates Notices are issued after 1 August then the provisions of Section 562(4) of the Act applies.

Instalment Reminder Notices

Under Section 562(5) of the Local Government Act, Council must send instalment reminder notices to each ratepayer by instalment on or before 31 October, 31 January and 30 April.

Final Notice

A Final Notice is to be sent to any ratepayer who has not, within fourteen (14) days of the due date:

- a) Paid the amount of any instalment; or
- b) Come to an arrangement for payment of the instalment by instalments; or
- c) Made written application for waiver, credit or reduction of the instalment; or
- d) Taken some action to dispute the amount is payable.

The Final Notice will:

- a) Set out the amount of the instalment;
- b) Demand payment of the instalment within fourteen (14) days of the date of the notice
- c) Urge the ratepayer to contact Council if they believe that the instalment has been paid or is not payable; and
- d) Urge the ratepayer to contact Council to come to a suitable arrangement if they are unable to make payment of the instalment amount within the time allowed.

Personal or Phone Contact by Debt Recovery Agent

The external Debt Recovery Agency will make contact with the outstanding ratepayer either in person or by phone in an attempt to assist the ratepayer with making a payment arrangement to Council to settle any outstanding debt before proceeding with legal action.

Council's Revenue Officer and its external debt recovery agency are to ensure that:

- Reasonable and appropriate contact of a ratepayer
- Ensuring contact details are current
- Reasonable and appropriate follow up to contact a ratepayer
- Ensure the ratepayer that confidentiality and privacy of all information is maintained, and
- Matters are escalated to the Corporate Services Director prior to legal action proceeding.

If a payment arrangement is entered into, interest will be frozen for the term of the payment.

Demand Letter

A Demand Letter (in an approved form) is to be sent to any ratepayer who has not paid within fourteen (14) days of the Final Notice:

- a) Paid the amount of any instalment; or
- b) Come to an arrangement for payment of the instalment by instalments; or
- c) Made written application for waiver, credit or reduction of the instalment; or
- d) Taken some action to dispute that the amount is payable.

The Demand Letter will:

- a) Set out the amount of the instalment;
- b) Demand payment of the instalment within fourteen (14) days of the date of the notice

- c) Urge the ratepayer to contact Council if they believe that the instalment has been paid or is not payable; and
- d) Urge the ratepayer to contact Council to come to a suitable arrangement if they are unable to make payment of the instalment amount within the time allowed.

As Council has retained the services of an external Debt Recovery Agency to assist with the debt recovery function, debt recovery will be actioned by the external agency from this point.

Commencement of Legal Action

Council is to instruct the external debt recovery agency to commence legal action with the issue and service of a Statement of Claim against any ratepayer with an instalment (or instalments) unpaid and owing greater than \$700 (including any accrued interest); and who has not:

- a) Come to an arrangement for payment of the instalment by instalments; or
- b) Made written application for waiver, credit or reduction of the instalment; or
- c) Taken some action to dispute that the amount is payable.

Costs of Legal Action

Council is to ensure that the costs of any legal action taken are legally recoverable as a charge on the property pursuant to Section 550 of the Act and to upload those costs to the property as required.

Obtaining Judgment

Council is to instruct their external law firm to make application for judgment if, within the time allowed by the relevant legislation (currently twenty-eight days after service of the statement of claim), the ratepayer has not:

- (a) Paid the debt and costs claimed; or
- (b) Filed a defence; or
- (c) Filed an acknowledgement of claim; or
- (d) Come to an arrangement to pay by instalments; or
- (e) Taken any other action that means Council is unable to apply for judgment.

Enforcing Judgment

Council is to instruct their external law firm to enforce any judgment obtained by one or more of the following methods as advised by their external law firm:

- (a) Writ against property;
- (b) Examination;
- (c) Garnishee of bank accounts;
- (d) Garnishee of wages or other debts;
- (e) Bankruptcy;
- (f) Winding up of companies;
- (g) "Rent for Rates" under Section 569 of the Act; or
- (h) Such other method as Council is advised.

Duplicate Matters

With ratepayers who have not paid instalments, referral for recovery will be done quarterly, in order to keep costs to a minimum should legal action be required. Council will adhere to the following practice:

1. If debt recovery has already commenced to recover the previous instalments then no further debt recovery is to be taken on later instalments until such time as the amount claimed in those legal proceedings (including costs) have been paid.
2. If debt recovery has not commenced to recover the previous instalment then the amount of any later instalment is to be added to the earlier instalment for the taking of that debt recovery.

Payment of Debt and Costs

If, after the commencement of legal proceedings, a ratepayer makes payment of the instalment claimed but not the costs of those proceedings, Council's external debt recovery is to send the relevant ratepayer a letter setting out the amount payable for costs and demanding payment of same within fourteen (14) days.

If the ratepayer does not make payment of those costs within fourteen (14) days of the sending of the letter legal action is to be continued for the recovery of those costs.

Arrangements

Under Section 564 of the Act, Council is able to come to an arrangement for the payment of amounts owing by way of periodical payment.

Council is to negotiate such arrangements with the aim to be that, where possible, all arrears (including any costs incurred in legal proceedings) are to be paid within the current rating year – together with the current year's rates and charges.

Arrangements will be confirmed in writing to the address of the ratepayer. The confirmation is to:

1. Set out the amount payable under the arrangement;
2. Confirm that the arrangement only applies to that amount payable;
3. Set out the arrangement itself;
4. If applicable, confirm that it is a condition of the arrangement that all future rates and charges will be paid when due;
5. Urge the ratepayer to contact Council prior to the due date for payment should they be unable to comply with the arrangement; and
6. Advise that Council reserves the right to continue action without notice should the ratepayer default on the arrangement.

Council is to send the confirmation letter on its letterhead - unless the matter has already referred the matter to its external law firm for action, in which case the external law firm is to send the confirmation letter.

Council is to record the arrangement in the System and Property file for each relevant property.

Defaulted Arrangements

Should a ratepayer default on a payment arrangement then:

- (a) If the ratepayer has not been referred to the external law firm for action, recovery action will continue from the last stage it reached; and
- (b) If the ratepayer has been referred to the external law firm for action, that external law firm will send a letter demanding payment of the missed instalment within seven days and if it is not complied with, unless the ratepayer has taken some step that delays the process, recovery action will be continued from the last stage it reached.

Hardship

The Act provides a number of circumstances where a discretion is available to Council to release ratepayers from some (or all) of their obligations due to what has been come to be termed hardship. The Sections include:

- Section 567 – writing off accrued interest
- Section 577 – concessions for pensioners
- Section 582 – waiver or reduction of amounts owing by pensioners

Payment by Pensioners

Under Local Government Act eligible pensioners are currently entitled to a \$250 discount on their annual rates and domestic waste management service charges, as well as an \$87.50 discount on each of their annual water and sewerage charges in NSW, with the subsidy cost shared between the NSW Government (55%) and the Council (45%).

Pensioners can appeal to the Council for consideration of further pensioner discount on rates and charges for hardship or in certain circumstances (Section 575 of the LG Act).

Any application by a ratepayer on the grounds of hardship, must be submitted in writing to the Corporate Services Director.

Sale of Land for Rates

Council is to avail itself of the procedure for Sale of Land for Rates and Charges provided by Part 2 Division 5 of the Act where appropriate.

Interest

In accordance with Section 566 of the Act, interest will accrue daily on any overdue rates and charges at the maximum allowable rate.

SUNDRY DEBTORS

Invoicing & Statements

Council will issue invoices to sundry debtors each week and provide monthly statements.

Due Date for Payment

Invoices for sundry debtors are due for payment thirty (30) days from the date of issue of the invoice.

Reminder Letter

As with rates, a reminder letter is to be sent to sundry debtors where no payment has been made, within fourteen (14) days of the due date for payment. The Reminder Letter, which is to be on Council letterhead, will set out the amount owing and demand payment of same within fourteen (14) days.

Demand Letter

A Demand Letter is to be sent by Council's debt recovery agency to any sundry debtor that has not made payment of the amount owing within fourteen days of the date of the Reminder Letter. The Demand Letter will demand payment within fourteen (14) days and advise that Council may take legal action to recover the amount without further notice if it is not paid within that time.

Debt Recovery

Council is to instruct its external debt recovery to commence legal action with the issue and service of a Statement of Claim against any sundry debtor with an amount owing greater than \$700 and who has not:

- a) Come to an arrangement for payment of the debt; or
- b) Made written application for waiver, credit or reduction of the debt; or
- c) Taken some action to dispute that the amount is payable.

Obtaining Judgment

Council is to instruct their external debt recovery agency to make application for judgment if, within the time allowed by the relevant legislation (currently twenty-eight (28) days after service of the statement of claim), the ratepayer has not:

- a) Paid the debt and costs claimed; or
- b) Filed a defence; or
- c) Filed an acknowledgement of claim; or
- d) Come to an arrangement to pay by instalments; or
- e) Taken any other action that means Council is unable to apply for judgment.

Enforcing Judgment

Council is to instruct their external law firm to enforce any judgment obtained by one or more of the following methods as advised by their external law firm:

- a) Writ against property;
- b) Examination;
- c) Garnishee of bank accounts;
- d) Garnishee of wages or other debts;
- e) Bankruptcy;

- f) Winding up of companies;
- g) Such other method as Council is advised.

Arrangements

Council is able to come to an arrangement with any sundry debtor for payment of the amount owing (including any costs and interest).

Any request for an instalment arrangement from a sundry debtor must be in writing and Council will not consider any request until it has been submitted in writing.

Whether or not Council agrees to any arrangement proposal is entirely in the discretion of Council and the following should be taken into account:

- a) The debt size;
- b) The debt age;
- c) The time it will take to pay;
- d) The conduct of the debtor, including any previous arrangements and their outcome;
- e) The amount of costs incurred;
- f) The financial circumstances of the debtor, to the extent that Council is aware of them; and
- g) Any other matter Council considers relevant.

If Council accepts a proposal from a sundry debtor for payment of a debt by instalments, that acceptance is to be confirmed in writing. The confirmation is to:

1. Refer to the written offer to pay by instalments received;
2. Set out the amount payable under the arrangement;
3. Confirm that the arrangement only applies to that amount payable;
4. Set out the arrangement itself;
5. Urge the debtor to contact Council prior to the due date for payment should they be unable to comply with the arrangement; and
6. Advise that Council reserves the right to continue action without notice should the debtor default on the arrangement.

Council is to send the confirmation letter on its letterhead - unless the matter has already referred the matter to its external law firm for action, in which case the external law firm is to send the confirmation letter.

Defaulted Arrangements

Should a sundry default on a payment arrangement then recovery action is to continue from the last stage it reached prior to the arrangement being entered into.

Interest

If the agreement by which Council provided the services that led to the sundry debt being incurred does not provide for interest to be charged, Council is to claim interest in any legal proceedings taken as allowed under relevant legislation at the applicable rate.

If the agreement by which Council provided the services that led to the sundry debt being incurred provides for interest to be charged, Council is to charge the interest under the agreement to the sundry debtor. However, Council at its discretion may choose to alternatively claim interest in any legal proceedings taken as allowed under relevant legislation at the applicable rate.

INBOUND CONTACT

To avoid confusion, double-handling and adverse legal issues, once a matter has been referred to Council's external debt recovery agency for collection, all inbound contact from debtors is to be handled by them. Council staff will advise debtors to deal directly with the external debt recovery and, if necessary, provide appropriate contact details.

Under no circumstances should Council staff provide ratepayers with financial advice. Any repayment arrangements reached should be fully and accurately documented and a copy provided to the ratepayer.

DELEGATION OF AUTHORITY

Council delegates authority to the General Manager and Corporate Services Director, or such person as any of them delegates such authority, to take action as they deem fit to achieve the purposes of this Policy.

Approving Authority	Oberon Council
Contact	Corporate Services Director
Approval	11 December 2007: item B1, Minute 23 17 August 2010: Item B10, Minute 26 28 August 2014: Item 05.08, Minute 08 280814 20 August 2019: Item 13.08, Minute 19 200819
Issue Date to Staff	August 2014; August 2019
Reviewed	April 2024 – No Changes
Revision Date	April 2026

13.3	Policy 2117 - Corporate Credit Cards & Other Cards
File No:	Policies/Policy 2117 - Corporate Credit Cards & Other Cards
Author:	

Summary

Council has undertaken a review of the Corporate Credit Cards & Other Cards Policy.

Recommendation:

That Council:

1. Place the revised Corporate Credit Cards & Other Cards Policy 2117 on public exhibition for 28 days and submissions be invited to Council during that period.
 2. If no submissions are received within the exhibition period, the policy be adopted as presented.
 3. Delegate to the General Manager to amend any minor changes proposed.
-

List of Attachments

1. Corporate Card Policy 2117 [**13.3.1** - 5 pages]

Comment

Council has undertaken a review of the Corporate Credit Cards & Other Cards Policy.

1. Background

The intent of this policy is to minimise administration expenses, time inefficiencies, the risk of fraud and misuse by providing Oberon Council staff clear guidelines on corporate credit cards and other cards use.

2. Objectives and Scope of the Policy

This policy applies to all Oberon Council staff who are responsible for issuing and/or issued a corporate credit card and other cards.

3. Summary of Amendments to Policy

Nil - Altered review box and revision date.

Financial Implications

Reporting and procedural.

Relevance to Oberon Community Strategic Plan

Theme 5: Leadership and Engagement

Action 5.5 Ensure financial stability and support efficient council operations

5.5.2 Update purchasing, procurement and contract management policies

5.5.3 Ensure sound financial management

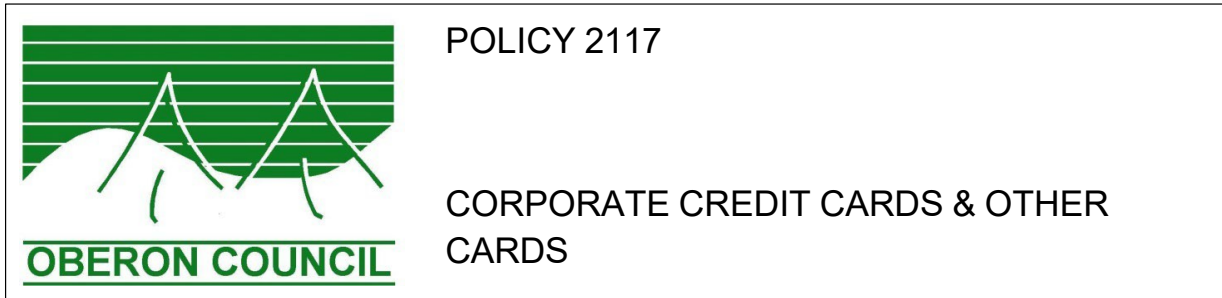
5.5.4 Financial reporting

Risk Category

Financial
Governance

Risk Severity Ranking

Minor - 32%



1. Intent Policy

The intent of this policy is to minimise administration expenses, time inefficiencies, the risk of fraud and misuse by providing Oberon Council staff clear guidelines on corporate credit cards and other cards use.

2. Scope of Policy

This policy applies to all Oberon Council staff who are responsible for issuing and/or issued a corporate credit card and other cards.

3. Guidelines

CORPORATE CREDIT CARDS

Card Application and Use

Entitlement to a Corporate Credit Card shall be determined by the General Manager.

The provision of a Council Corporate Credit Card is subject to the approval of the General Manager.

Restrictions on use

The Corporate Credit Card cannot be used to obtain cash.

Purchases must only be for the use of Council or Council related businesses and not for private or personal use.

The Corporate Credit Card is not to be used for obtaining items which are available from Council's stores inventory. A lack of planning or organisation by the cardholder is not considered a reasonable explanation for not obtaining goods from stores inventory.

FUEL CARDS

Card Application and Use

Entitlement to a Fuel Card shall be determined by the General Manager.

The provision of a Fuel Card is subject to the approval of the General Manager.

Restrictions on use

The Fuel Card cannot be used to obtain cash, or non-vehicle related instore purchases. The Fuel Card must be used for the plant specified on the card, no other plant.

If there is a leaseback arrangement in place the use of the Fuel Card in a state other than NSW will be charged back to the lessee unless it can be proven to be for work related purposes.

OTHER PURCHASING CARDS

Other Purchasing Cards include but are not limited to Purchasing Cards, Virtual Cards, Store Cards and CabCharge.

Oberon Council does not provide for the use of any other form of purchasing card.

4. Responsibilities and Procedures

CORPORATE CREDIT CARD

Corporate Credit Cardholders are responsible for:

- Signing the Corporate Credit Card Acknowledgement and Conditions of Use form on receiving the Corporate Credit Card.
- Ensuring the safe keeping of the Corporate Credit Card and immediately reporting to the Bank and the Corporate Services Director if the Corporate Credit Card is lost, stolen, damaged or has suspected fraudulent transactions.
- Taking the appropriate measures to ensure the Corporate Credit Card is not used by another person other than the approved cardholder.
- Exercising professional judgement with regards to Internet purchases in regards to the security of the site.
- Not using the Corporate Credit Card without having read and understood this Corporate Credit Card Policy.
- Ensuring that the Corporate Credit Card is used in accordance with Council’s Procurement and Disposal, Code of Conduct, and other policies, as appropriate.
- Ensuring that expenditure is contained within available budget limits.

Cardholder	Credit Card Limit	Delegation
Mayor	\$5,000	
General Manager	\$5,000	\$150,000
Corporate Services Director	\$3,000	\$50,000
Planning & Development Director	\$3,000	\$50,000
Technical Services Director	\$3,000	\$100,000

- Ensuring that a tax invoice, receipt, docket or similar source of document is obtained for each transaction and given to the Finance Department prior to the 15th of each month as part of the monthly reconciliation. Otherwise, complete and submit a Statutory Declaration Form when the original source document for a transaction is lost, stolen, mislaid, damaged or not received.
- Cardholders must submit their monthly statements for review and signature, to the relevant party listed in the table below:

Cardholder	Reviewer
Mayor	General Manager
General Manager	Mayor
Directors	General Manager

In the event the General Manager is not available; the cardholder must seek the counter signature of the Acting General Manager or another Director.

- Should the Cardholder no longer require their Corporate Credit Card, due to position changed, resignation, or prolonged period of leave, they must inform the appropriate finance staff to arrange cancellation or temporary locking of the Corporate Credit Card.
- Independent reviews will occur at 6 - 12 month intervals by the Chief Finance Officer and Corporate Service Director, with a report presented to management and ARIC on the activities and findings.

FUEL CARD

Plant/Fleet Fuel Cards

Plant Manager is responsible for:

- Signing the Fuel Card
- Ensuring all Fuel Cards are in date.

Engineering Administration Assistant is responsible for:

- Ordering new and replacement Fuel Cards

Finance Team is responsible for:

- Processing Statements for payment
- Ensuring a transaction which has occurred out of scope is charged back to user

Leaseback vehicles Fuel Cards

Leaseholder

- Signing the Fuel Card
- Ensuring the Fuel Card is in date
- Advising appropriate finance staff if a transaction has occurred interstate

Engineering Administration Assistant is responsible for:

- Ordering new and replacement Fuel Cards

Finance Team is responsible for:

- Processing Statements for payment
- Ensuring a transaction which has occurred out of scope is charged back to user

5. Records Management

All documentation associated with the application for a Corporate Credit Card or Other Cards will be maintained within the Council's records management system.

Receipts for all Corporate Credit Card transactions will be retained by the Finance Department. Council must be able to produce receipts or approved document on demand for audit purposes. Where electronic document management systems are available to record receipts and/or other evidence of business transactions, this is the preferred medium for storage.

The Finance Department must ensure an up to date Credit Card Register and the Engineering Department must ensure an up to date Fuel Card Register are maintained at all times.

6. Reporting Fraud

The Mayor, General Manager and Executive Team are all authorised to receive reports on suspected fraud. If one of the noted people is suspected of fraud the highest-ranking, non-suspected, person in the Council will be a suitable person to receive the report and advise following procedures as required. External parties who are also eligible to have the reports of suspected fraud include:

- NSW Police Force
- Office of Local Government
- The NSW Independent Commission Against Corruption (ICAC)
- The NSW Ombudsman

Refer to Fraud and Corruption Prevention Policy 1119.

7. Audit

An audit of cardholder purchases will be subject to Council's Internal Audit framework and undertaken annually by Council's external auditors.

8. Risk Management

Cardholders, reviewers, and Finance Department are all required to review transactions to mitigate risks and fraudulent activities such as:

- Inappropriate use of cards
- Transactional and/or accounting errors
- Application of inappropriate purchasing methods
- Personal use, collusion, falsification
- Corruption
- Fraud
- Misappropriation

9. Termination of Corporate Credit Card and Other Cards

A Corporate Credit Card or Other Cards may be terminated for reasons such as:

- i. Termination of employment;
- ii. Re-assignment to another position;
- iii. Failure to comply with the conditions of this Policy; or
- iv. Any other reasons as determined by the General Manager.

Approving Authority	Oberon Council
Contact	Chief Financial Officer / Corporate Service Director
Approval	21 August 2018: Item 13.09, Resolution 22 210818 16 February 2021: Item 13.03, Resolution 13 160221 18 April 2023, Item 13.2, Resolution 12 18042023
Revised	April 2024
Revision Date	April 2025
Issue Date to Staff	March 2023

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ATTACHMENT 1

Corporate Card Acknowledgment & Conditions of Use

I acknowledge receipt of an Oberon Council Corporate Card and acknowledge that I:

- i. Am aware of my responsibilities and duties as a Corporate Card Holder under the Corporate Card Policy,
- ii. Will only use the Corporate Card within the approved financial limits and for approved purposes,
- iii. Am aware that transactions made with the corporate credit card are subject to authorisation and audit procedures,
- iv. Will keep the corporate credit card safe from unauthorised use at all times,
- v. Will return the corporate credit card to the Corporate Services Director:
 - a) on request of the General Manager
 - b) prior to my assuming duties in another position within Council; or
 - c) within a reasonable period of time once it has been deemed by the General Manager that I no longer require a Corporate Credit Card.
- vi. Will advise the Corporate Services Director and the Commonwealth Bank Customer Service Department immediately I am aware that the Corporate Credit Card has not been lost, mislaid, stolen or misused,
- vii. Will not use the Corporate Credit Card for any personal or private use,
- viii. Will not use the Corporate Credit Card to obtain cash,
- ix. Will use other means available for purchases when efficient and appropriate to do so rather than use the Corporate Credit Card, and
- x. Am aware that if the goods are held as an inventory item that I must order through the Council Store rather than use the Corporate Credit Card.

Corporate Cardholder’s signature: Date

General Manager’s signature: Date

13.4	Policy 2211 - Investment Policy
File No:	Policies/Policy 2211 - Investment Policy
Author:	Zoe Marks (Finance Manager)

Summary

Council has undertaken a review of the Investment Policy.

Recommendation:

That Council:

1. Place the revised Investment Policy 2211 on public exhibition for 28 days and submissions be invited to Council during that period.
 2. If no submissions are received within the exhibition period, the policy be adopted as presented.
 3. Delegate to the General Manager to amend any minor changes proposed.
-

List of Attachments

1. Investment Policy [13.4.1 - 7 pages]

Comment

Council has undertaken a review of the Investment Policy.

1. Background

The Investment policy is designed to ensure that Council's investments reflect the preference to reduce risk and comply with current NSW Local Government investing policy guidelines, 'best practice' and the current Ministerial Order.

2. Purpose of the Policy

This policy is a requirement of the Local Government Code of Accounting Practice and Financial Reporting issued by the Office of Local Government (OLG) pursuant to section 412 of the Local Government Act 1993 (NSW) (LG Act).

3. Objectives and Scope of the Policy

This policy aims to ensure that:

- Council has appropriate working capital funds available to carry out its strategic plans as outlined in its delivery program and operation plan (or management plan);
- Long term core investments are limited in favour of a focus on working capital investments so that funds are readily available if required;
- A reasonable level of funds are immediately accessible in the event of a disaster or unexpected failure of infrastructure;
- Council is able to meet its liability commitments as they fall due;
- Legally-restricted funds are appropriately accounted for and invested so as to earn reasonable income towards their purposes. Legally restricted funds include trusts, developer contributions, unexpended grants, Crown reserves, etc., and
- All statutory requirements are met.

4. Summary of Amendments to Policy

Nil - Altered review box and revision date.

Financial Implications

Reporting and procedural.

Relevance to Oberon Community Strategic Plan

Theme 5: Leadership and Engagement

Action 5.5 Ensure financial stability and support efficient council operations

5.5.3 Ensure sound financial management

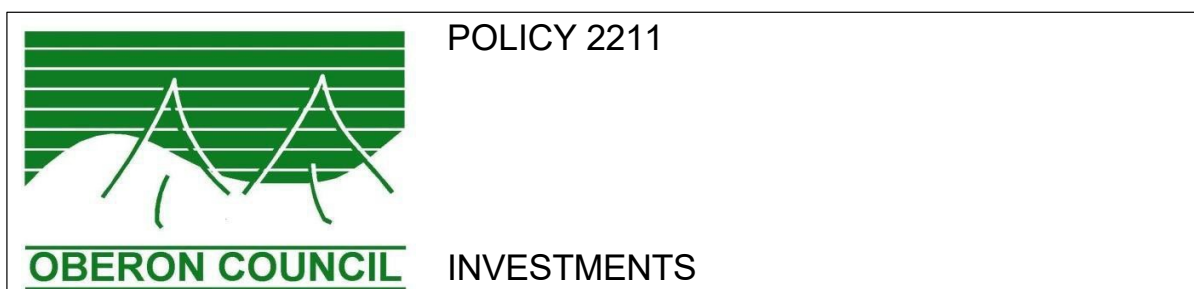
5.5.4 Financial reporting

Risk Category

Financial

Risk Severity Ranking

Moderate - 48%



1. Intent of Policy

Oberon LGA Investment policy is designed to ensure that Council's investments reflect the preference to reduce risk and comply with current NSW Local Government investing policy guidelines, 'best practice' and the current Ministerial Order.

This policy is a requirement of the *Local Government Code of Accounting Practice and Financial Reporting* issued by the Office of Local Government (OLG) pursuant to section 412 of the *Local Government Act 1993 (NSW)* (LG Act) as set out below:

"Council must maintain an investment policy that complies with the Act and ensures it or its representatives exercise care, diligence and skill that a prudent person would exercise in investing council funds."

The *Trustee Amendment (Discretionary Investments) Act 1997 (NSW)* section 14A(2) provides further guidance on a "prudent person": *"A prudent person is expected to act with considerable duty of care, not as an average person would act, but as a wise, cautious and judicious person would."*

The Accounting Code defines "investments" as: *"money that is not, for the time being, required by the council for any other purpose"*.

Both the policy and investing practices of the Council must comply with Section 625 of the *Local Government Act 1993* as set out below:

Section 625 of the Act refers to how a council may invest

- 1) *A council may invest money that is not, for the time being, required by the council for any other purpose.*
- 2) *Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.*
- 3) *An order of the Minister notifying a form of investment for the purposes of this section must not be made without the approval of the Treasurer.*
- 4) *The acquisition, in accordance with section 358, of a controlling interest in a corporation is not an investment for the purposes of this section."*

In formulating this policy the Council has also considered the 'Investment Policy Guidelines' issued by the OLG in May 2010. While it is the belief of the Council that these guidelines are not binding, it is also the Council's belief that they represent best practice and should be incorporated within the adopted investment policy (*Appendix 1*).

2. Scope of Policy

This policy aims to ensure that:

- Council has appropriate working capital funds available to carry out its strategic plans as outlined in its delivery program and operation plan (or management plan);
- Long term core investments are limited in favour of a focus on working capital investments so that funds are readily available if required;
- A reasonable level of funds are immediately accessible in the event of a disaster or unexpected failure of infrastructure;
- Council is able to meet its liability commitments as they fall due;
- Legally-restricted funds are appropriately accounted for and invested so as to earn reasonable income towards their purposes. Legally restricted funds include trusts, developer contributions, unexpended grants, Crown reserves, etc., and
- All statutory requirements are met.

3. Guidelines

3.1 Application

This policy applies to the investment of Oberon LGA's surplus funds.

3.2 Legislation

Oberon LGA will comply with Section 625 of the *Local Government Act (NSW) 1993*; *The Trustee Amendment (Discretionary Investments) Act 1997 (NSW)* section 14A(2); *Local Government Code of Accounting Practice and Financial Reporting* and *Investment Policy Guidelines* dated May 2010 (issued by the OLG).

3.3 Australian Currency

All investments must be denominated in Australian Dollars and comply with the Minister's determination.

3.4 Order of Priorities

The order of priorities is firstly the preservation of capital, and second, the maintenance of liquidity. In this context 'liquidity' refers to the speed and ease with which an asset can be converted to cash.

3.5 Acceptable Risk Criteria for Financial Instruments

Credit risk refers to the risk of ultimately not being able to redeem the funds. The average credit risk of the portfolio should reflect the conservative approach that a 'prudent person' would take to investing. This approach should be reinforced by investing in term deposits and remote risk investments. As part of councils investment process staff need to ensure the best possible interest yield is secured while also ensuring the interest exceeds the Average Bank Bill Swap Rate by 25 Basis Points.

3.5 (a) Remote/Risk Free [AAA]

Up to 100% of all invested funds may be invested in deposits issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory. Investments held in the State and Territories must be diversified.

- Low liquidity risk 0% - 100%
- Medium liquidity risk 0% - 70%
- High liquidity risk 0% - 50%

3.5 (b) Near risk free [AA and A]

Up to 100% of all invested funds in S&P AA rated institutions and up to 85% in S&P A rated institutions. Investments in this category must be issued by Australian authorised banks.

- Low liquidity risk 0% - 100%
- Medium liquidity risk 0% - 60%
- High liquidity risk 0% - 40%

3.5 (c) Limited risk [BBB+ and BBB]

Up to 65% of all invested funds in S&P BBB+ rated institutions and up to 55% in S&P BBB rated institutions. Investments in this category must be issued by Australian authorised banks.

- Low liquidity risk 0% - 100%
- Medium liquidity risk 0% - 50%
- High liquidity risk 0% - 30%

3.5 (d) Some risk [ADI/Unrated]

Up to 20% of all invested funds

- Low liquidity risk 0% - 100%
- Medium liquidity risk 0% - 40%
- High liquidity risk 0% - 20%

3.5 (e) Investment Parameters

The maximum holding in each rating category for Council's portfolio shall be:

S&P Long Term Category	S&P Short Term Category	Portfolio Limit	Risk Rating
AAA	A-1+	100%	Remote/Risk Free
AA+	A-1+	100%	Near Risk Free
AA	A-1+	100%	Near Risk Free
AA-	A-1+	100%	Near Risk Free
A+	A-1	85%	Near Risk Free
A	A-1	85%	Near Risk Free
A-	A-2	40%	Near Risk Free
BBB+	A-2	30%	Limited Risk
BBB	A-2	20%	Limited Risk
BBB-	A-3	10%	Limited Risk
ADI/Unrated	A-3	10%	Some Risk

The value \$M per institution will restrict the amount invested in any one individual institution as show below:

S&P Long Term Category	S&P Short Term Category	Maximum \$M	Risk Rating
AAA	A-1+	\$5M	Remote/Risk Free
AA	A-1+	\$5M	Near Risk Free
A	A-1 to A-2	\$3M	Near Risk Free
BBB+	A-2	\$2.5M	Limited Risk
BBB	A-2	\$1.5M	Limited Risk
ADI / Unrated	-	\$500,000	Some Risk

Investments of the Council should be for amounts not greater than A\$500,000 and only with institutions that have the Australian Government guarantee of \$250,000.

If a merger of institutions results in Council being over the maximum limits above, Council will have twelve (12) months from the merger to rectify the investments to return back within the limits.

3.6 Unacceptable Investments

Any investment that falls outside the Minister's order or not included in this policy.

3.7 Safe Custody Arrangements

It will not be acceptable for title to Council's investments to be held by other organisations unless the following criteria are met:

- There is adequate documentation confirming the existence of the investments.
- The institution recording and holding the assets is ASX Listed, or a properly registered investment nominee institution.

(Where Council's assets are held in safe custody by an institution, Council may be exposed to the creditworthiness of that institution.)

3.8 Other Forms of Investment

Internal loans are acceptable subject to any legal requirements, noting that Ministerial approval is, at the time of adopting this policy, required for internal investing/borrowing arrangements to or from externally restricted funds in relation to loans between General, Water and Sewer Funds within Councils operational Structure. However, such arrangements must not compromise liquidity and comply with industry standards for financial ratios. Interest-free loans to community organisations and the like are covered by separate Council policies.

3.9 Monthly Reporting

The monthly report to Council will include:

- A complete schedule of all Councils Investments
- Investment Income received in the current reporting year
- Indicative Market Valuations
- If appropriate, the rate of interest to be paid
- The total value of Council's portfolio
- Certification that the investments are in accord with the Act and regulations, and
- Council's Investment Policy.

4. Implementation

General Manager Delegation

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993.

Requirements		Responsibility
4.1	<p>Staff</p> <p>Under supervision of the Responsible Accounting Officer council staff will be responsible for ensuring that policies are implemented appropriately within their work area.</p>	Corporate Services Director, CFO, Management Accountant
4.2	<p>Complaints and requests</p> <p>Complaints and requests received regarding the Investment Policy or investments will be recorded on Council's Records Database and handled in accordance with Councils Handling Complaints Policy 2101.</p>	Council Officers, Public Officer
4.3	<p>Consultation</p> <p>At least every four years, arrange comprehensive review of Council's policy and investing activities by an appropriately qualified (e.g. ARIC) adviser with the costs to be met by interest earnings and seek appropriate advice on other occasions as required. The Audit, Risk and Improvement Committee should review the investing environment and strategy quarterly</p>	Corporate Services Director, Audit, Risk and Improvement Committee (ARIC)

5. Review

This policy will be comprehensively reviewed every 4 years, by an appropriately qualified adviser. However, council is to perform a yearly overview to address any impending impacts as a result of any changes in the financial market.

It may also be reviewed and updated as necessary if legislation requires it; or when Council's related policies, functions, structure or activities change; or when technological advances or new systems change the way that Council manages investment.

The policy may be revoked at the expiration of twelve months after the declaration of the poll for the next general NSW local government election, unless Council updates or revokes it sooner.

Note: The local government election is being held in September 2021. Reviews of the effectiveness of this policy have included:

Performance indicator	Data Source
Internal or external audit	Audit
Interest exceeds the Average Bank Bill Swap Rate by 25 Basis Points	Report

6. Governance

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and guidelines.

Related legislation and policies

Name	Link
Local Government Act 1993	www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182
Trustee Amendment (Discretionary Investments) Act 1997	www.legislation.nsw.gov.au/sessionalview/sessional/act/1997-102.pdf
Ministerial Investment Order 12 January 2011 Appendix A	www.olg.nsw.gov.au/sites/default/files/OLG%20-%20Code%20Update%2025%20-%20Appendices.pdf
OLG Code of Accounting Practice and Financial Reporting 2009	www.olg.nsw.gov.au/strengthening-local-government/supporting-and-advising-councils/accounting-practice
OLG Investment Policy Guidelines	www.olg.nsw.gov.au/sites/default/files/Investment-PolicyGuidelines-May-2010.pdf

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au/

Supporting documents

Name	Link
OLG Circular re: Revised Ministerial Order (17 Feb 2011)	www.olg.nsw.gov.au/sites/default/files/11-01_0.pdf

Definitions

Word/Term	Definition
Prudent Person	A prudent person is expected to act with considerable duty of care, not as an average person would act, but as a wise, cautious and judicious person would
Credit Risk	The risk of ultimately not being able to redeem the funds
Investments	Money that is not, for the time being, required by the council for any other purpose

Approving Authority	Oberon Council
Contact	Finance Manager
Approval	<p>21 February 2012 Resolution # 6210212 Policy Commenced</p> <p>16 July 2013 Resolution #22160713 Restriction Non ADI issued security reduced from \$1m to \$500k</p> <p>18 February 2019 Resolution # Reviewed to bring policy in line with current related legislation, codes of practice and relevant guidelines</p> <p>21 April 2020 Resolution #04 210420 and #11 210420 Revised page 3 investment institution ratings and where Council is to place investments</p> <p>16 June 2020 Resolution #06 160620 Revised page 4 to state that “investments n ADI unrated institutions should be limited to \$250,000 per institution” and “the unrated institutions the maximum amount is per investment not per institution”</p> <p>17 August 2021 Resolution 17 170821 Revised investment limits on page 4 to allow larger investments with AAA, AA, A, BBB+ and ADI/unrated due to amounts of funds available for investment and the limited organisations within the rating levels</p> <p>18 October 2022 Resolution 12 181022 Added clause to assist in the event of a merger, changed the limits for individual institutions and changed the portfolio holdings percentages</p>
Issue Date to Staff	January 2023
Revision Date	June 2025

13.5 Roads Budget Funding Reallocation

File No: Governance/Meetings/Ordinary

Author: David Basil (Technical Services Manager)

Summary

This report seeks Council approval to allocate additional funding to the roads budget from s7.11 Roads for:

1. Baileys Lane Causeway ineligible expenditure under the grant guidelines for council employee costs \$9,644.22.
2. Roadside tree trimming for Mutton Falls Road \$30,000.

Recommendation:

That Council endorse the reallocation of \$39,644.22 funding from the s7.11 Roads to the roads budget for the following projects:

1. Baileys Lane Causeway ineligible expenditure \$9,644.22.
2. Mutton Falls Road tree trimming \$30,000.

List of Attachments

Nil

Comment

The Baileys Lane Causeway upgrade project was completed with the final installation of guard rail on the causeway.

The original budget for the project was \$206,905. In the May 2023 Council meeting an additional \$60,000 was added to the funding from the existing \$1M NSW Severe Weather & Flood Affected Grant Fund to assist with the delivery of the bridge infrastructure and the fitting of safety rails.

Council was advised at the October 2023 Council meeting that the project was currently running over budget by approximately \$30,000 and that an adjustment within the grant funding would offset this expense with a decrease to the unsealed road gravel re-sheeting projects of Beaconsfield, Gibbons, Isabella, and Bastard Point Roads. Final cost of the completed project was \$299,175, resulting in an overbudget expenditure of \$32,270.

As part of the funding authority's reporting requirements, it was identified that \$9,644.22 expenses for employee costs were ineligible costs under the grant guidelines. Therefore, an alternate funding source is required to cover the costs of the ineligible expenditure. It is proposed that the staffing costs incurred during this project are funded from s7.11 roads. This will complete the project.

An incident was reported on Mutton Falls Road, where a vehicle sustained damage when they encountered trees encroaching on the side of the road as a result of being forced to the edge of the pavement to avoid coming traffic. An investigation was carried out by Council staff, and it was deemed necessary for the trees to be trimmed to allow for more room for vehicles to pass. The sealed roads budget for FY2023/2024 has already been allocated to projects for the remaining financial year.

It is proposed that an allocation be considered by Council for addition expenditure to vegetation removal on Mutton Falls Road to mitigate the identified safety hazard allocated from 7.11 Roads.

Financial Implications

\$39,644.22 to be reallocated to the roads budget from s7.11 Roads.

Relevance to Oberon Community Strategic Plan

Theme 4: Infrastructure and Services

Action 4.1 Provide a program to improve local roads and work with partners on state road infrastructure

4.1.1 Maintenance program for roads, bridges, drains and walkways in the Oberon LGA

4.1.4 Road capital works program.

Risk Category

Financial

Assets and Infrastructure

Risk Severity Ranking

Moderate - 48%

14 REPORTS FOR INFORMATION

14.1	Monthly Activity Report General Manager - April 2024
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File No:	Governance/Meetings/Ordinary
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Author:	Gary Wallace (General Manager), Sharon Swannell (Governance and Executive Manager), Rebecca Burgess (Work Health Safety and Risk Manager)
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Summary

This report item summarises the main activity by the General Manager since the last report. Items include Human Resources, Workplace Health & Safety, Community Activity, Regional Issues, Executive Management Team Meetings and planned activities.

Recommendation:

That report item 14.1 is received as information.

List of Attachments

Nil

1. PLANNED ACTIVITY

OPERATIONAL PLAN 2024/2025 - Work is progressing on the development of the draft operational plan for the 2024/2025 Financial year. Staff have engaged with departments to consider all the facets in the day to day running of the organisation. Workshops with Councillors has been undertaken in late early April with the draft document to be considered at an extraordinary meeting on 23 April 2024.

COMMUNITY SURVEY – Council worked with three other LGA's through our relationship with the CNSWJO to undertake a community survey. This sought commentary from the community through telephone calls and an online presence requesting community feedback on Councils programs and processes whilst also asking about potential future opportunities. The results were presented to Council in early December 2023. Key findings included concerns with Heath, Water, Roads and Social Connection, all of which are very important to the Oberon community. These responses will inform the way Council communicates with the public as well as inform our future strategic direction. The outcome of the initial commentary has informed Councils Communications Plan for the preparation of the draft Operational Plan for 2024/2025 which will be considered on 23 April 2024.

OBERON SPORTS GROUND – Significant work has been undertaken to progress the Oberon Sports Ground project. Early earthworks have commenced on site and a sod turning was undertaken on February 13 with our state and federal members present. This is a once in a generation project that has been supported through \$6.9M of State Government funding and a Direct Dealings process as outlined by ICAC. Council has developed and integrated its Probity Plan to ensure good governance and transparency through the entire project. Work on the preparation of a Statement of Environmental Effects for the Sports Club has concluded with the development application lodged early April with Council. To continue transparency with the project the Act requires any Council application the extends over \$2 million in construction must be undertaken by another authority than Council. As a result of this requirement Council has appointed Bathurst Regional Council to undertake the construction certificate oversight for the project.

COUNCIL CULTURAL OVERVIEW - Staff have been reviewing and updating the WHS Policy Statement, and in doing so also examining the Dignity & Respect @ Oberon Council Charter which appears in the bottom right of the current Policy Statement. Currently there are six pillars of the charter, they are: Work Ethics; Leadership; Communication; Trust; Empathy; Positivity. Consultation

2. WHS/RISK COORDINATOR

	March 2024
Incidents/Accidents/Hazards Reported	3
Hazards Reported	0
Near Miss	0
No Injury, Damage to Assets	2
First Aid Injuries	1
Medical Treatment Injuries	0
Lost Time Injuries	0
Restricted Duty Injuries	0
Incident Reported to Regulator	0
Incidents Involving Pool or Gym Patrons	0
Toolbox/Safety Meetings	173
Plant Pre-Start Inspections	89

Work Health Safety and Risk Activities

- There were two incidents in March which saw damage to Council plant but no injury. In addition to this there was a minor tripping incident.
- Spark Electrical undertook an audit of the mains switchboard arrangements at the Oberon Pool. This resulted from the ePIP that was undertaken by FRNSW which identified a mains switch which required clarification. Given the chemicals that are stored at the Pool, emergency preparedness is essential and it is vital to be able to identify how and where electrical power runs in the facility. This information has been passed on to FRNSW who have now incorporated into the ePIP for this Council facility.
- March has seen Council's insurance questionnaires largely complete, with only two remaining now for the month of April. These questionnaires, whilst time-consuming, assist Statewide Mutual JLT to source the best value insurance for Council.
- Council referred two public liability claims for determination by our insurer Statewide. Both were claims for driveway repairs allegedly as a result of roots from Council trees. Claims of this nature are governed by the Civil Liability Act and at law Councils are not automatically liable for damage caused by tree roots. For liability to be established it must be demonstrated that Council had knowledge of tree root encroachment causing damage and then failed to take reasonable steps to abate it. Following investigation by Statewide one of the claims has been denied. The other claim remains to be determined following further investigation by Statewide.

- FRNSW completed an ePIP exercise at both the Water Treatment Plant and Sewer Treatment Plant in the month of March. The information sharing is valuable preparation in the case of an emergency at either of these Council facilities.
- The WHS Committee met in March and the below items were discussed :
 - Council's Workshop Manager advises the installation of a storage/toolbox under utes to allow for more safe storage space has now been completed. It is hoped that this will reduce the need for staff to store/clutter items inside utes.
 - The Committee was informed that a quote has been accepted for the upgrading of the Depot Wash Bay. Works are scheduled to commence, pending the availability of the contractor.
 - The Committee resolved to undertake a one day WHS Committee member training course as offered by Coastal OHS Services Pty Ltd. The training is set for 26 June 2024.
 - The Committee was advised that the Aquatic Centre was subject to a random check by the Department of Health recently. A few minors actions were identified such as protruding bolts and refreshing of the marker lines, these will be addressed by the Planning and Development Department.
 - WHSR to obtain a quote for the supply and installation of an AED for the Waste Tip.
 - The next WHS Committee meeting is scheduled for 15 May.
- In line with the 2024 Wellbeing Calendar of offerings and as part of Council's commitment to staff health and wellbeing, Influenza (Flu) Vaccinations through Oberon Pharmacy will be made available to staff who wish to avail themselves of it.
- WHSR participated in several Change Management workshops held by consultants FiveP. With the upcoming data migration project, FiveP have been engaged by Council to assist with this transition. The workshops were very informative.
- WHSR attended training for the OpenForms program, with a view to developing online forms for some WHSR requirements. Whilst the program is very useful the time required to develop the forms and workflows may necessitate external contracting to fully develop them.
- WHSR met with the CFO to plan for the 2024/2025 WHS and Wellbeing budgetary requirements.
- The WHS Group of the CNSWJO met in March. Unfortunately, due to scheduling clashes Council's WHSR was unable to attend in person, however the following was discussed:
 - Statewide's Regional Risk Manager Paul Hennock gave an update regarding road construction and accidents as well as the risks associated with having jumping castles at community events.
 - Statecovers Safety Expert Roland Mann provided the group with an update regarding the Self-Audit for this year as well as the process for psychological claim rebates.
 - The group discussed current trends in managing non-work related injuries.
 - Ideas for potential speakers for the group were discussed.
 - A Safework NSW representative has been requested for the next group meeting to provide information and insight into activities currently top of mind for the regulators.
- Council's HR Manager and WHSR attended the Statecover Regional Roadshow which was held in Orange. This year's program provided up to date information and advice and covered many relevant topics such as : the interconnection between psychosocial risk, performance, and mental health ; how to recognise and respond to warnings signs and risk factors ; best practice approaches to managing performance, mental health concerns and psychological claims ; strategies for cross team collaboration with human resources, return to work and the leadership team ; building skills in incident investigations.

- WHS Induction training was undertaken for 2 new starters in March. A thorough WHS Induction ensures new starters understand the WHS policies and procedures in place at Council, how to undertake their new roles safely and where to seek assistance if required.

3. GOVERNANCE AND ADMINISTRATION

Council Page in the Oberon Review was prepared on 7, 14, 21 and 28 March 2024 with advertising and information. Notices included:

- Weekly Acting Mayor's Column
- Positions Vacant – Receptionist/Administration Assistant
- Public Exhibition – Draft Social Media Policy 2130
- Tender T2024/2 – Preparation of a Comprehensive Strategic Land Use Strategy for the Oberon Local Government Area
- Section 356 Donations open for 2025/26
- Council Meetings – March 2024
- Public Exhibition – Section 356 Late Applications 2023/24
- Water Meter Reading Reminder
- Determinations – February 2024
- Oberon Waste Depot Easter Closures
- Public Exhibition – Related Parties Disclosures Policy 2220
- Public Exhibition – Sponsorship Request Can Assist Charity Golf Day

Oberon Council continues to use a wide variety of platforms to advertise and provide information to the community including the weekly page within the Oberon Review, updates on Council's website www.oberon.nsw.gov.au and Council's Facebook page <https://www.facebook.com/oberoncouncil>. Council Website, Council Facebook Page and Council LinkedIn page updated with media releases, positions vacant and relevant articles.

Additional content has been created throughout the month to promote the Town Improvement Levy Review. This has included development of a dedicated section of Council's Website with a "quick links" tab from the home page of the website as well as social media and other content. Full details are included in a separate report for information.

"Good News Week" newsletter issued to Councillors and staff on 1, 8, 15, 22 and 29 March 2024.

4. COMMUNITY ACTIVITY, REGIONAL ISSUES and OTHER MEETINGS

14 Mar 2024	Audit, Risk and Improvement Committee Meeting
19 Mar 2024	Meeting with Councillors solicitor – update on several matters
19 Mar 2024	Ordinary Council Meeting
21 Mar 2024	Meeting with Environmental Manager, Borg
26 Mar 2024	Meeting with Public Works re Oberon Sports Complex Project
26 Mar 2024	Meeting with DPI Fisheries regarding works in Oberon LGA
27 Mar 2024	Meeting with Graham Gilmore regarding condition of Tilsbury Lane
2 Apr 2024	Oberon Sports Complex PCG Meeting
4 Apr 2024	Extraordinary Local Emergency Management Committee Meeting

9 Apr 2024 Councillor Workshop – Integrated Planning and Reporting 2025/26
9 Apr 2024 Councillor Informal Briefing Session

14.2 Monthly Activity Report - Planning & Development - April 2024

File No: Governance/Meetings/Ordinary

Author: Kirsty Hanrahan (Building Surveyor), Janet Bailey (Development Control Administration Officer), Damian O'Shannassy (Planning and Development Director)

Summary

This report item summarises the main activity in the Planning and Development Department since the February 2024 Council Meeting.

Recommendation:

That report item 14.2 is received as information.

List of Attachments

Nil

Comment

1. PLANNED ACTIVITY FOR FEBRUARY 2024

Development Applications

The number of applications submitted to Council during March 2024 is more than double the previous month and applications being assessed remains high, with some complex applications currently being assessed. Council continues to utilise on a part time basis, a Town Planning Consultant to assist in reducing the backlog of Development Applications and other Planning related matters.

Timber Complex Community Consultative Committee (CCC)

In the absence of the Director, Council's Senior Town Planner attended the Community Consultation Committee with Councillors, Public nominees, Pine Plantation Products and Borg staff. This meeting's purpose was to discuss amongst other things, recent events at the Borg Plant that raised concerns amongst the community. Explanations for these incidents were provided by Borg staff, including the circumstances within which they arose, along with assurances that ongoing monitoring and product testing measures were put in place to mitigate future events.

Planning Portal

Oberon Council is part of the NSW Planning Portal Council Reference group for medium to low volume application Councils and the first meeting of the group was held in late March 2024.

These are the two items of public interest: -

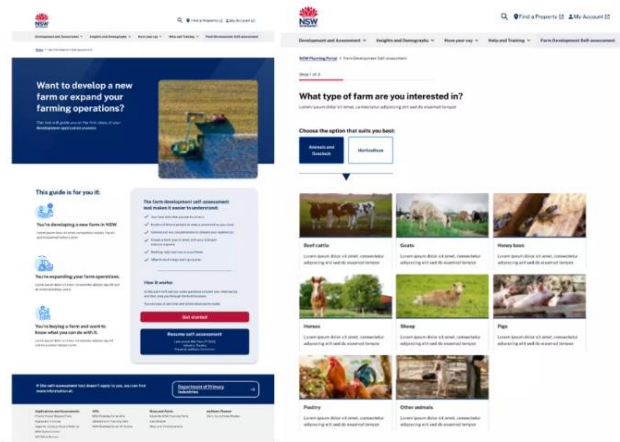
Farming pre-assessment tool



The Department is collaborating with the Department of Primary Industries, to develop a pre-assessment tool when applying for a development application and complying development certificates.

The tool utilises "rules as code" technology to identify the complexity, approval pathway and documents that are needed, when the application reaches the assessment phase.

The aim of the pre-assessment tool is to reduce assessment time frames and ensure better quality applications for councils and state agencies to assess.



Target delivery date(Beta version): June 2024

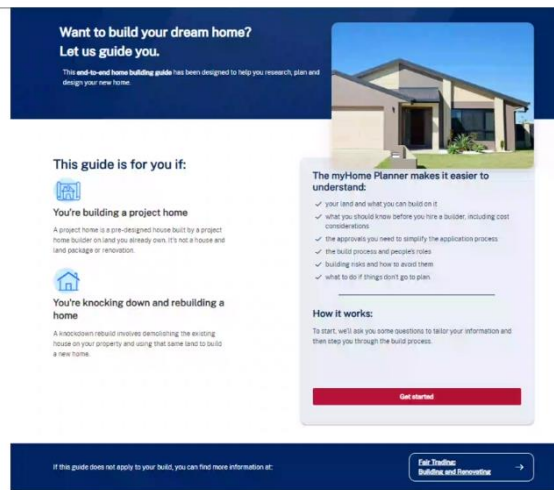
myHome Planner



We are currently working with the Department of Customer Service to expand the myHome Planner on the NSW Planning Portal.

The myHome Planner provides applicants with a step-by-step checklist when building their project home.

The expansion of the myHome planner will provide applicants with more information about knock down rebuild and house and land package projects.



Target delivery date: June 2024

Other items covered were:

2024 Planning Roadmap covering release dates of major minor and hotfix for digital service.

Back log of outstanding planning tickets have been cleared by 48% which means the other 52% are still outstanding and the Department are aware of the time frames councils have waited to have problems rectified and are trying there very best to have tickets closed with a 3 week period moving forward.

Comprehensive Land Use Strategy (CLUS) review

A Request for Tender (RFT) from Planning Consultants went live in late February on eProcure and closed on 5 April. At the close of submissions, five (5) Submissions were received, and Council staff are currently reviewing their responses to accurately addressing the brief and suitability for the task. Selection Criteria include expertise, value for money and suitability. A report is anticipated to be presented to Council in May to determine the most suitable tender.

Draft Plan of Management (PoM) for 24 Crown Reserves

As part of the program to align the management of Crown Reserves under Council's jurisdiction with Council's Community Strategic Plan 2019-2040, Crown Lands have endorsed the exhibition of a Draft Plan of Management for 24 Crown Reserves. Council invited submissions in response to the Draft document. The Community was requested to review this document to consider how the reserves will be managed into the future.

The Draft PoM was on exhibition for a period of six weeks from 17 January until 1 March 2024. Only one submission was received regarding management of a property that was not included in the PoM. Council staff will be liaising with Crown Lands regarding this property and consideration will be given for its inclusion and categorisation before a report is presented to Council. At this stage of the process, it is not desirable to suspend the endorsement of the PoM by the Minister.

PROJECTS

Oberon Gym Complex (enclosure of the rear area)

A Modified Development Application is currently waiting on owners consent from The Crown prior to further progressing. This application is to enclose the existing rear open area to allow increased usage of the facility. These works are the result of Council receiving a Stronger Country Community Fund Round 5 grant for \$585,362.00. The project remains on track to be completed within the grant timeframe.

A selected request for tender closed on 11 March 2024. A review of the tenders has been assessed and a report is provided to Council for determination in the confidential section of this business paper.

Solar to the Oberon Pool, Gym and Library/Community Centre

A request for quotation (RFQ) was issued for a project to install additional solar to the Oberon Pool and new solar to the gym and Library/community centre.

These works are the result of Council receiving a Stronger Country Community Fund Round 5 grant for \$100,000.00. The project remains on track to be completed within the grant timeframe.

RFQ's have been received from three (3) contractors who undertake this type of work within the Oberon LGA and are currently being assessed for completeness prior to engaging the preferred contractor.

O'Connell Recreation Ground amenities and storage building.

Consultation is currently underway with a local Architect to prepare a design of the amenities and storage building to proceed to RFQ from building contractors who can complete within the grant timeframe.



OBERON

FITNESS & LEISURE CENTRE

SUMMARY

The Oberon Fitness and Leisure Centre (OFLC) is pleased to submit the report for March 2024. March saw the end of the Term 2 Swimming Lessons, and preparations began for the end of the 2024 swim season pool closure.

COMMUNITY INITIATIVES

- Swimming Lesson program
- Weekly Personal training sessions
- Small group training sessions run for teacher groups from Oberon High School and St Josephs aimed at improving teacher wellbeing and reducing stress
- Oberon U3a fitness sessions for senior community members
- Oberon high school swimming carnival
- Oberon public school swimming carnival
- St Josephs swimming carnival

Pool Report.

March saw the conclusion of the swimming lessons for the season. Over the course of the pool season we have had 95 students enrolled in term one, and 96 students for term two. OFLC hosted 200 students from Oberon public school across 10 days, totaling 3000 individual swimming lesson experiences for the community. This culminated in a Learn to Swim party held for all students during the season, with up to 50 kids in attendance. Preparations have been made for the pool's closure for the season on April 12 and contractors have been booked for end-of-season works.

Fitness Centre Report.

Membership sales remained positive with 9 sales, but more cancellations were seen. This will influence our programming for April and the remainder of the autumn timetable. As the focus shifts from sales to member retention during the typically slower months.

Our commitment to school programs remained strong with negotiation for school term 2 sports and welfare groups occurring this month. We have locked in Oberon St Josephs and Oberon High School for programs.

Centre visits	March
Memberships	1150
Visit passes	6
Personal training	12
Total Attendance	1168

Membership Type	March
Concession Fitness DD	30
Adult Fitness DD	132
1 Month Upfront	13
1 Week	0
Pt DD	14
Student 16-18	13
Teen Under 16	14
Fitness Passport	30

Membership Movement	March
New Fitness Sales	9
Cancellations	20
Loss	-11

2. PLANNING AND DEVELOPMENT MATTERS

DETERMINATIONS – MARCH 2024

10.2023.47.1	New Telecommunications Tower	53 Lloyd Street BURRAGA NSW 2795
15.2021.72.1	Subdivision Certificate- Staged Release 18 Lots	32 Bracken Glen Lane OBERON NSW 2787
15.2015.21.4	Subdivision Certificate- Staged Release 2 Lots	32 Bracken Glen Lane OBERON NSW 2787

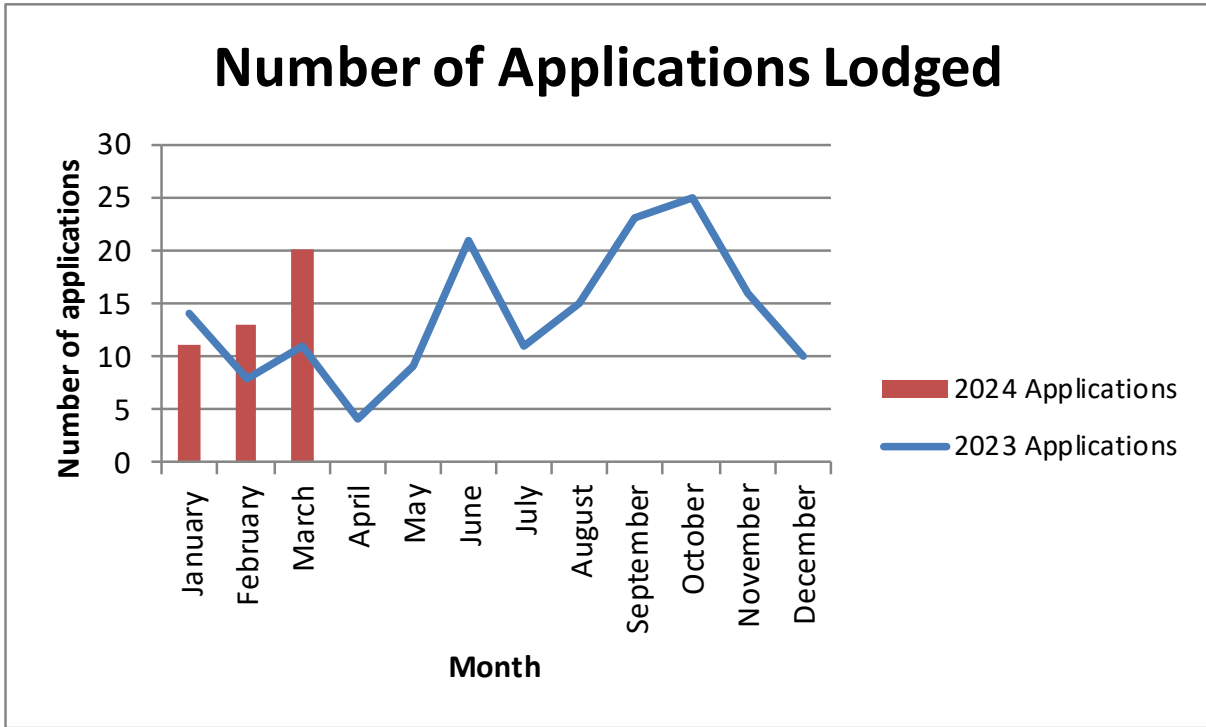
DEVELOPMENT APPLICATIONS IN PROGRESS – MARCH 2024

No.	Date sub Portal	Lodgement Date	Commencement Date	Stop the Clock Date	Information Received Date	Determination date
10.2021.72.1	22.09.2021	06.10.2021	10.11.2021	10.11.2021		
10.2022.8.1	16.12.2022	25.01.2023	21.02.2023	14.03.2023		
10.2023.16.1	13.03.2023	29.03.2023	18.07.2023	18.07.2023		
10.2023.28.1	08.05.2023	05.06.2023	04.07.2023	13.07.2023		
10.2016.38.2	11.05.2023	05.06.2023	14.03.2024	15.03.2024		
10.2023.29.1	11.05.2023	08.06.2023	28.06.2023	04.07.2023		
10.2023.30.1	08.05.2023	09.06.2023	26.06.2023	14.07.2023		
10.2023.32.1	01.06.2023	21.06.2023	06.07.2023	18.07.2023	06.09.2023	
10.2023.35.1	11.06.2023	27.06.2023	03.08.2023	03.08.2023		
10.2023.40.1	11.07.2023	17.07.2023	25.07.2023	25.07.2023	29.08.2023	
10.2023.47.1	17.08.2023	01.09.2023	16.09.2023	18.09.2023	26.10.2023	07.03.2024
10.2022.97.2	22.08.2022	12.09.2022	17.09.2023	18.09.2023		
10.2019.25.2	29.09.2023	31.10.2023	06.11.2023	06.11.2023		
10.2023.60.1	06.10.2023	08.11.2023	20.12.2023	20.12.2023		03.04.2024
10.2023.62.1	08.10.2023	08.11.2023	20.12.2023	20.12.2023		
10.2023.63.1	26.10.2023	14.11.2023	20.12.2023	03.01.2024		
10.2023.65.1	14.11.2023	28.11.2023	20.12.2023	16.02.2024	28.02.2024	
10.2023.67.1	02.11.2023	20.12.2023	02.02.2024	02.02.2024		
10.2024.1.1	02.12.2023	15.01.2024	02.02.2024	02.02.2024		
10.2024.4.1	03.01.2024	15.01.2024	05.03.2024	05.03.2024	21.03.2024	05.04.2024
10.2022.24.2	14.12.2023	15.01.2024	02.02.2024	02.02.2024	06.02.2024	
10.2023.40.2	15.01.2024	02.02.2024	26.03.2024			
10.2024.5.1	13.01.2024	02.02.2024	26.03.2024			
10.2024.8.1	05.02.2024	15.02.2024	26.03.2024			
10.2014.32.2	15.02.2024	21.02.2024	26.03.2024	27.03.2024		
10.2024.9.1	13.02.2024	21.02.2024	26.03.2024			
10.2024.10.1	15.02.2024	01.03.2024	26.03.2024	27.03.2024	28.03.2024	
10.2023.25.3	19.02.2024	11.03.2024	18.03.2024			19.03.2024
10.2023.34.2	26.02.2024	11.03.2024	26.03.2024			
10.2024.11.1	27.02.2024	11.03.2024	26.03.2024			
10.2024.12.1	27.02.2024	11.03.2024	26.03.2024			
10.2023.27.2	15.03.2024	19.03.2024				
10.2022.95.2	26.02.2024	20.03.2024				
10.1998.152.1	27.02.2024	27.03.2024				
10.2023.51.2	26.03.2024	05.04.2024				
10.2024.14.1	22.03.2024	08.04.2024				

Total fees for Applications during March 2024 were \$21,664.38.

The income from applications year to date is \$46,842.29.

Copies of determinations are available for inspection at Council’s Administration Centre. Applications for the calendar year are being provided in a table form to give an outline of applications being lodged against those of the previous year.

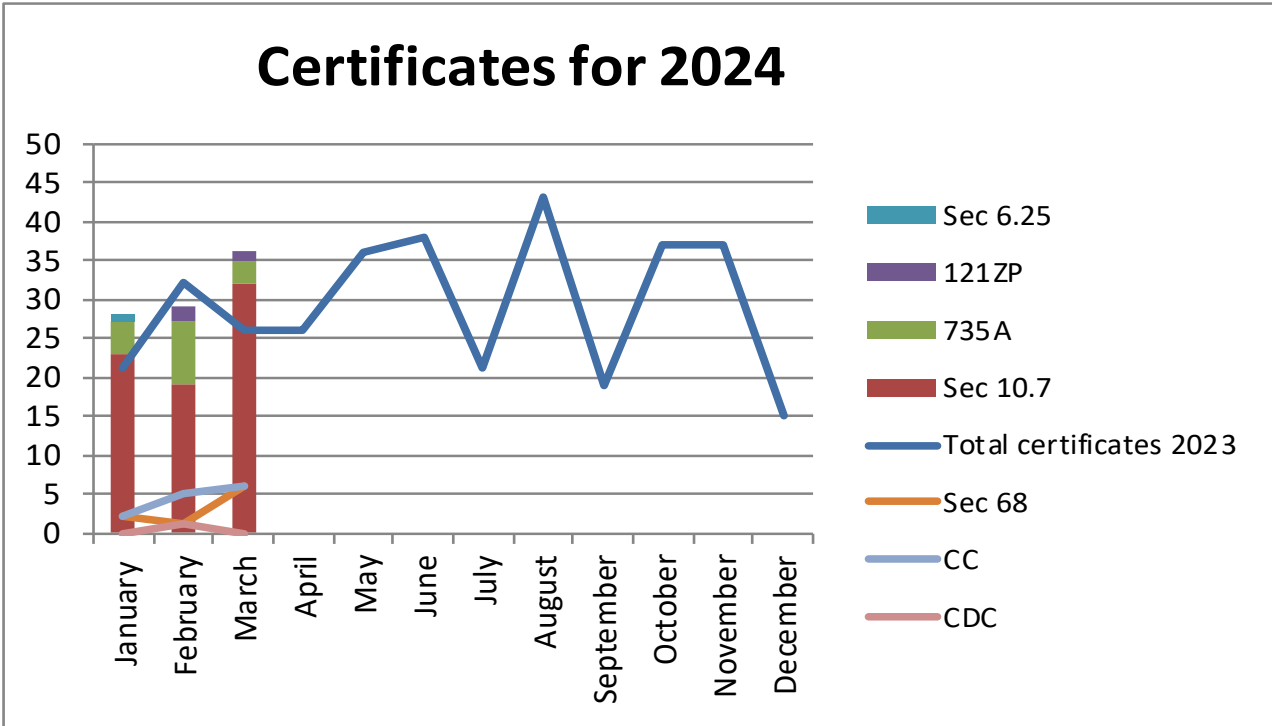


CERTIFICATES ISSUED

During the Conveyancing process and normally as part of the sale of a property, various Certificates are applied for by Solicitors, Real Estate Agents or by the public. In March 2024 the following Certificates were issued:

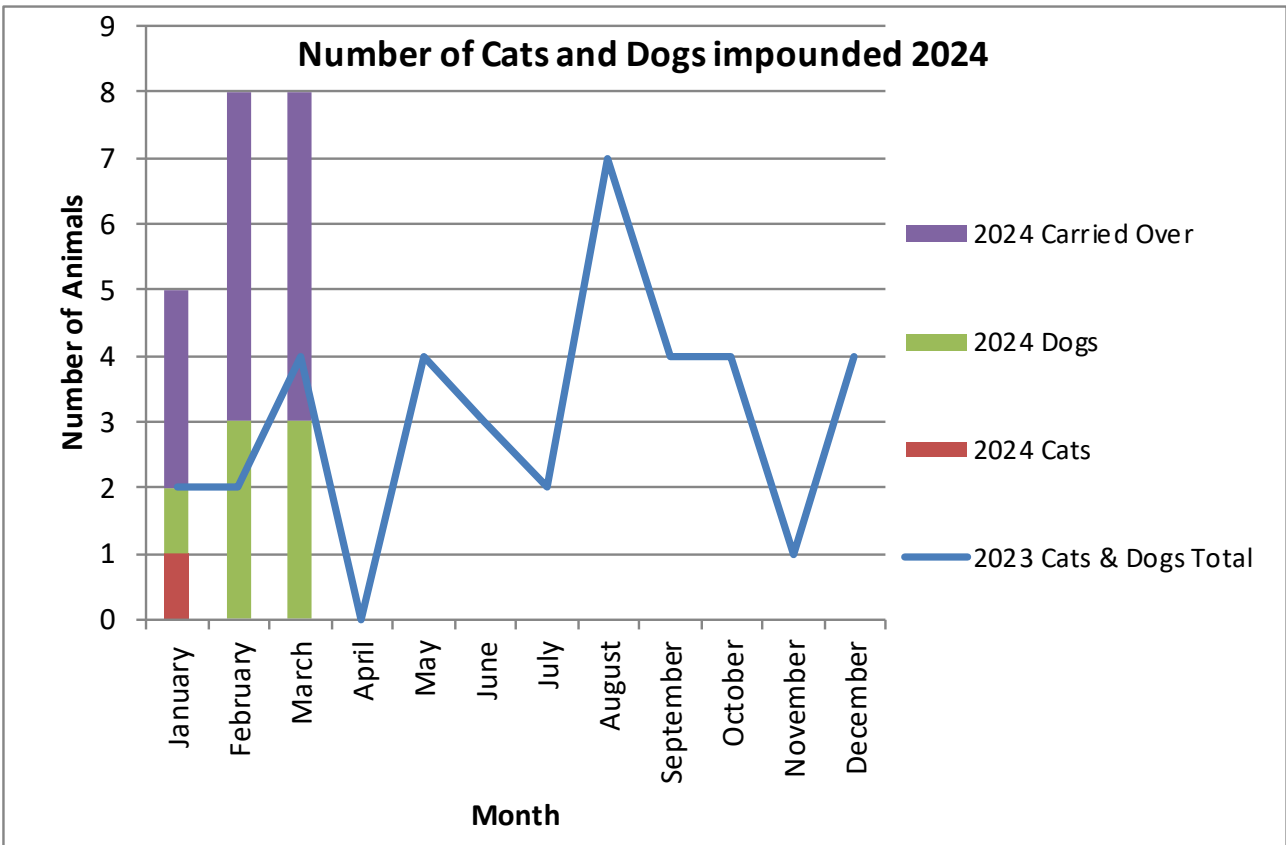
CERTIFICATES	MARCH 2024
SECTION 10.7 PLANNING CERTIFICATES Environmental Planning and Assessment Act, 1979	32
SECTION 735A CERTIFICATES AS TO NOTICES Local Government Act, 1993.	3
CERTIFICATES AS TO ORDERS SCHEDULE 5 Environmental Planning and Assessment Act, 1979	1
SECTION 6.26 BUILDING INFORMATION CERTIFICATES Environmental Planning and Assessment Act, 1979	0
CONSTRUCTION CERTIFICATES	6
COMPLYING DEVELOPMENT	0
SECTION 68 APPLICATIONS Local Government Act 1993	6

Certificates for the calendar year are being provided in a table form to give an outline of certificates being lodged against those of the previous year.



OBERON ANIMAL POUND

The following are details of activity at the Animal Pound in March 2024



DOG DECLARATIONS	March 2024
Notice of Intention to Declare a Dog Dangerous	0
Notice to Declare a Dog Dangerous	0
Notice of Intention to Declare a Dog Menacing	0
Notice to Declare a Dog Menacing	0
Notice of Intention to Declare a Dog Nuisance	0
Notice to Declare a Dog Nuisance	0

MISCELLANEOUS MATTERS

Various inspections, including building inspections, health inspections, environmental inspections and complaints were conducted during March 2024.

TYPE OF INSPECTIONS	March 2024
Building Inspections	37
Food Inspections	18
Environmental Inspections (Air, Noise and Water Pollution)	0
Subdivisions Certificate Inspections	2
Complaints (Including Animal Control & Livestock)	28
Building Maintenance Inspections	6

14.3 Monthly Activity Report Technical Services - April 2024

File No: Governance/Meetings/Ordinary

Author: David Basil (Technical Services Manager), Lauren Dukes (Trainee Civil Engineer), Sam Golam (Project Engineer), Donah Foley (Technical Services Administrative Assistant), Andrew Krol (Water and Sewer Officer in Charge)

Summary

This report provides a summary of works in progress and/or completed during March 2024. The report also provides an outline of proposed works in the Technical Services and Works area for the months of April/May 2024.

General Managers Note: With the resignation of the previous Technical Services Director, the activity report has been developed by the Technical Services Manager with assistance from Councils Infrastructure and Water Engineer and based on the Directors activity during the period. With the appointment of Dr Cornelia Wiebels as Director of the Technical Services portfolio in early April, the TDS Monthly Report will revert to Cornelia from the May Ordinary Meeting.

Recommendation:

That report item 14.3 is received as information.

Comment

1. COMPLETED WORKS DURING MARCH 2024 AND PROPOSED WORKS IN PROGRESS DURING APRIL/MAY 2024

Arkstone Rd, Fixing Local Roads Round 4

Road works have been completed with the sealing of 5.5km of pavement for FLR round 4 funding and 2km of resealing for FLR round 3 funding. Line marking will be undertaken in mid to late April for Arkstone Rd, Edith Rd, Dart St, Duckmaloi Rd, and O'Connell Rd. Guardrail will also be installed in April/May on Arkstone Rd.

Gravel resheeting of the Blue Road was also undertaken to restore it to its original condition as it was used to access the crushed gravel from the forestry pit for the Arkstone project.



Road Reconstruction

Road works on Abercrombie Road at Black Springs commenced in March and are continuing to widen the road with clearing of vegetation on shoulders. Road widening commenced in the first week of April with road sealing to be in late April. The programmed work is to widen the current seal width from 7.5m to 9m seal with 11m width road shoulders.



Road Sealing for Managing Erosion

Road works commenced in March on Nunan's Hill Road for 500m west of the bridge over Fish River. The pavement width for sealing will be 6m for a total seal area of 3600 m². The purpose of sealing the road is to reduce erosion on the steep section of the road.



Road sealing for managing erosion was also undertaken for 2km Bloom Hill Road in March. The total area of seal was 12,000 m². The sealing works on Bloom Hill Road was not to improve the pavement but rather to manage erosion due to heavy rain conditions and was funded by the Local Roads and Community Infrastructure (LRCI) program.

Other roads that will be sealed in the coming weeks to manage road erosion will be:

	Length	Width	Area
Dreves Road	700	6	4200
Dreves Road	200	6	1200
Dreves Road	200	6	1200
Phills Falls Road	2000	6	12000
Arties Road	200	5	1000
Carlwood Rd	300	7	2100

Resealing

Dog Rocks Road and Beaconsfield Road were sealed in March as part of the Australian Government's Local Roads and Community Infrastructure (LRCI) funding program.

The following roads will be resealed in the In April:

- Mutton Falls Road
- O'Connell Plains Road
- Sewells Creek Road
- Junction Road
- Mt David Road

The bridge approaches to Nunan's Hill Road were sealed in March.

O'Connell Sports Field

Works will start in mid-April at the O'Connell Recreational Ground top dressing. There will be 1,100 tons of excess topsoil transported from the new Oberon Sports field site that is currently under construction. Shaping and compacting of the sports field will commence in late April. An irrigation system has already been installed last year. Grass seeding will also be undertaken by council in late April. This will allow some growth to protect the field through the winter months. Further grass seeding may be undertaken in the spring.



Gravel Resheeting and Grading Beaconsfield Road

Gravel resheeting will be undertaken in April on Beaconsfield Road for 1.5km for rough sections. A further 2km will be undertaken for maintenance grading. Isabella Road will also be resheeted. The projects are funded under the LRCI program.



Oberon Basketball Court Line Marking

Line marking for the basketball court at the sports ground was undertaken last week. The area used to be a skate park, however this was relocated to the Commons park. Basketball hoops were added to the disused area which is now a full-length court with the line marking complete.

Oberon Landfill Weigh Bridge

Council have engaged Macquarie Geotech to undertake soil investigations at the Oberon Waste Facility to determine the specifications for placing a weigh bridge at the facility. Results are due by 9 April, which will then

allow for a concreter to lay the foundations for the structure. The weigh bridge should be installed by late April. There will also be a need for installation of hardware and software for the computer and security systems required including training of gatehouse staff.

REGIONAL AND LOCAL ROADS POTHOLE PATCHING MARCH 2024

REGIONAL ROADS:	MARCH
Abercrombie Rd	0
Albion St	0
Edith Rd	0
Total	0

YTD Regional roads = 1805

LOCAL ROADS:	MARCH
Dog Rocks Rd	453
Total	453
TOTAL	453

YTD Local roads = 6348

2. RMCC (Road Maintenance Council Contract) WORKS FOR TRANSPORT FOR NEW SOUTH WALES (TfNSW).

Routine Maintenance

Routine road maintenance work and condition monitoring continues both O’Connell and Duckmaloi Roads following TfNSW Roads Maintenance Council Contract.

Culvert Cleaning

The Oberon Council is set to perform routine maintenance by cleaning 10 culverts along Duckmaloi Rd and 7 culverts cleaning along O’connell Rd at various locations on both roads.

JPA (Joint Planning Assessment)

The Oberon council and TfNW collaborated to conduct a Joint Planning Assessment (JPA) on O’Connell Rd and Duckmaloi Rd on March 13th, 2024, to distribute funds for the 2024-2025 period and identify necessary future works

Asphalts works on Duckmaloi Road

The asphalt works on Duckmaloi begun on 6 February 2024, starting from the intersection of Jenolan Cave Road and Duckmaloi Road intersection.

The total area for Asphalt works is approximately 7,000 m².



Completion of asphalts is anticipated by the end of April 2024, dependent on weather and the availability of resources.

Reseal on Duckmaloi Road

Resealing on Duckmaloi Road is still being carried out. Resealing works will be completed mid-April 2024. Approximate budget for resealing \$400,000.00.

Heavy Patching on O'Connell Road

Heavy Patching works on Oconnell Road are set to resume on 19 March 2024, with completion expected by mid-April. Area of Heavy Patching approximately 3000m².

Heavy patching on O'Connell Rd completed, but installation of line marking and RRPM still outstanding, maybe these' works will be completed end of April depending on weather condition.

Duckmaloi Rd Safety Project

The safety Project on Duckmaloi Road is still underway and is expected to be fully completed by the end of this financial year.

3. WATER & WASTEWATER REPORT SUMMARY

This report provides a summary of the Oberon Council Local Government Area water consumption and sewage treatment processes for March 2024 and a Water NSW Oberon Dam water level update.

Weekly Oberon Dam Levels

The following are weekly dam level recordings for Oberon Dam, for March 2024 as supplied and published by WaterNSW:

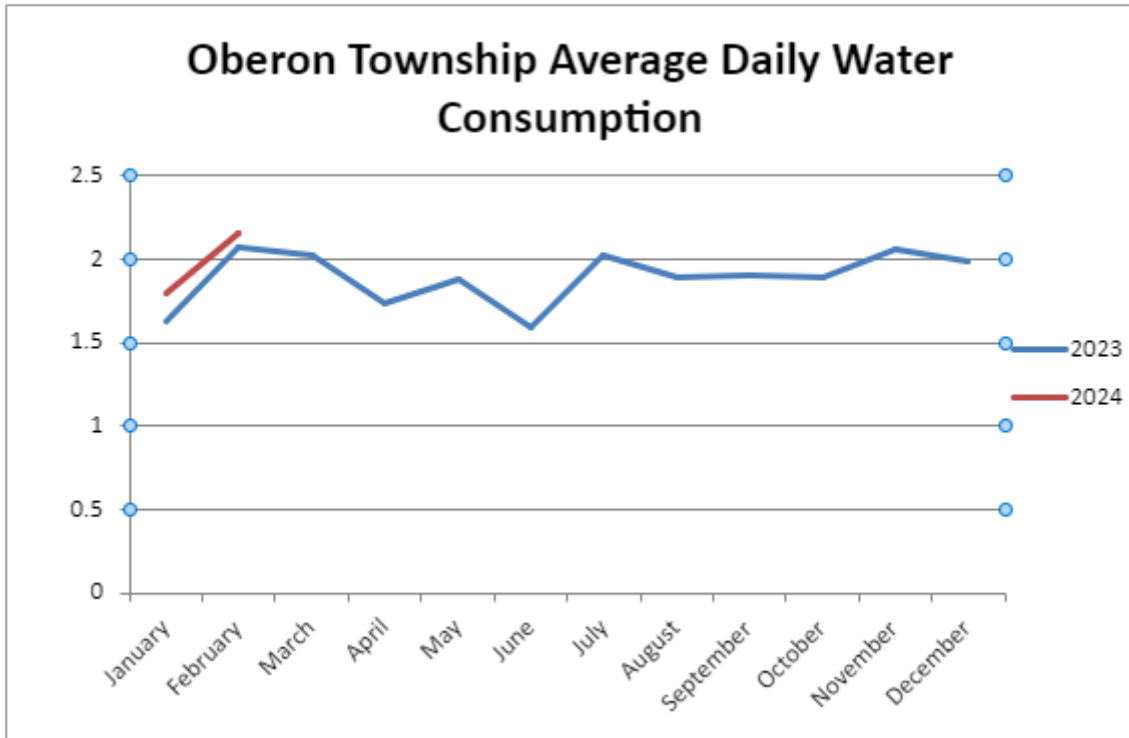
March 2024	
01.03.2024	97.7%
11.03.2024	97.2%
18.03.2024	97.0%
27.03.2024	96.6%

Water Consumption from WaterNSW Oberon Dam

March 2024	
01.03.2024 - 09.03.2024	22.974 mL
10.03.2024 - 16.03.2024	16.89 mL
17.03.2024 - 23.03.2024	16.125 mL
24.03.2024 - 31.03.2024	17.864 mL

The total raw water consumption during March 2024 = 73.853 mL

Daily average consumption = 2.382 mL



Sewer Plant – Weekly kL Intake for Treatment of Wastewater

March 2024	
01.03.2024 - 09.03.2024	12,403 kL
10.03.2024 - 16.03.2024	10,299 kL
17.03.2024 - 23.03.2024	10,152 kL
24.03.2024 - 31.03.2024	10,824 kL

The daily average of wastewater flow into Oberon Sewerage Treatment Plant = 1408.967 kL
 The total wastewater volume into Oberon Sewer Treatment Plant March 2024 was 43678 kL

Abberfield Water Filling Station

Water Filling Stations for O’Connell and Blacksprings have been purchased and we are currently awaiting quotes to install insulated cages at Albion Street, O’Connell and Blacksprings to protect the Water Fill Stations from the winter weather conditions.

3. TECHNICAL SERVICES MEETINGS MARCH 2024

The following is a summary of meetings attended by the Manager Technical Services.

- 04/03/2024 - TfNSW Road Safety Meeting
- 05/03/2024 - TfNSW Monthly Meeting
- 15/03/2024 - Central NSW Joint Organisation Tender evaluation for Bridges Meeting
- 20/03/2024 - Central NSW Joint Organisation Disaster Risk Reduction Fund Meeting
- 26/03/2024 - DPI Fisheries Meeting
- 27/03/2024 - Meeting regarding Tilsbury Lane
- 27/03/2024 - CNSWJO Transport Technical Committee Meeting
- 28/03/2024 - Death Cap Mushroom Monitoring Program - Local Council Training

14.4 Monthly Activity Report Corporate Services - April 2024

File No: Governance/Meetings/Ordinary

Author: Mathew Webb (Corporate Services Director), Debra Keane (Tourism and Economic Development Manager), Zoe Marks (Finance Manager), Brooke Perry (Community Services and Youth Coordinator), Julie Baker (Library Manager), AJ Jack (IT and GIS Co-ordinator)

Summary

This report provides an update on the activities of the Corporate Services Directorate for March and forward plans.

Recommendation:

That report item 14.4 is received as information.

List of Attachments

Nil

1. Information Technology

Document Migration

The change management workshops have concluded. These not only gave us insights on how to proceed with this project but provided us with tools for future projects. User training for SharePoint is scheduled for the week starting 29 April. Go-live for the migration is 6 May.

Enterprise System Migration

Some minor issues with planning data are being sorted and the user acceptance testing will resume shortly. Final testing of Events and Cemetery modules will occur over the coming weeks. Information was provided to ReadyTech (Open Office) for them to start setting up the Customer Relationship Management module.

Cyber Security

IT have been evaluating a tool which provides fine grained reporting on our cyber security risks. Further details available on request but not for publication.

Central NSW JO

Oberon will host the Central NSW JO IT Managers Meeting in May. This is the first time we have hosted, and it is a good opportunity to show off the new facilities at the library.

2. Finance

2024/25FY Budget Preparations

Preparations are underway in the development of the 2024/25FY Operational Plan and Long-Term Financial Plan. Staff have also worked on preparation for the IP&R workshop for Councillors early April.

Employee Self Service Module

The payroll team have been working to implement the employee self service module, which drives timesheet reporting. Two staff training sessions were conducted for staff and managers with the Go-Live date scheduled for indoor staff from 8 April.

3. Community Services

Seniors Festival Luncheon

Council coordinated a luncheon as part of Seniors Festival 2024. The event was very successful and enjoyed by all who attended.



Youth Week April 15 – 19

Youth Week is set to be a fun and exciting week with a variety of activities planned from board games to fun with food. This event is funded under a grant secured from the NSW Government.

YOUTH WEEK APRIL 2024
OBERON LIBRARY & COMMUNITY CENTRE

- APR 15 BOARD GAMES 3PM-5PM**
- APR 16 AT THE MOVIES:**
A MOVIE ABOUT BEES 10AM Snacks provided.
A PIZZA SHOP SUPERNATURAL HORROR 5:30PM
Pizza and snacks provided.
- APR 17 VR + BYOD GAMING FROM 10AM**
- APR 18 FUN WITH FOOD 10AM - 11.30AM**
- APR 19 HENNA TATTOO FROM 10AM**

For more information contact the Community Services team on 6329 8100 or community@oberon.nsw.gov.au



Upcoming Events

April 2024 – Youth week

4. Oberon Library & Community Centre

Month	Visits	Loan	New Members	New items	Program attendance	eLoans
July 2023	-	688	34	80	19	251
August 2023	-	725	29	98	97	212
September 2023	-	884	14	101	46	231
October 2023	-	664	18	112	45	221
November 2023	-	848	14	77	8	248
December 2023	-	618	10	65	26	186
January 2024	-	706	18	46	16	210
February 2024	-	633	13	46	73	263
March 2024		564	8	108	71	219
Total 2023/2024		6,330	158	733	401	2,041
<i>Total 2022/2023</i>	-	<i>6,122</i>	<i>56</i>	<i>769</i>	<i>677</i>	<i>2,132</i>
<i>Total 2021/2023</i>	<i>9,690</i>	<i>6,710</i>	<i>79</i>	<i>712</i>	<i>1,081</i>	<i>1,815</i>

* Door count unavailable

Seniors Week

To celebrate Seniors Week, Oberon library hosted an afternoon tea while live streaming the Premier's Gala Concert featuring Paulini and Damien Lieth.

5. Tourism and Economic Development

Visitor Information Centre

Tourism numbers are still performing well with February up 27.8% compared to the same time last year. While small in total, international visitors have doubled this month with 136 offshore visitors to our region. CommBank ID data shared for February indicate tourism contributed \$1.9 million to the local economy in February.

Easter weekend has helped to bring the total number of visitors to our region for March to 1,196. We are anticipating higher volumes of visitors during the April school holidays with the recent rain likely to bring on the mushrooms.

Field to Forest Festival

Events have been popular with tickets all sold for the Producers Table and Sip and Savour, with a few remaining for the Forestry Talks. This was promoted through our social media platform which has just hit 400K followers and radio audiences across the Blue Mountains.

Small Business Month

The new committee of OBTA have expressed a keen interest in participating and engaging in this event this year. Discussions continue with the committee to develop the 2024 Oberon event.

14.5 Investments

File No: Financial Management/Investments/Register

Author: Lisa Koleda (Management Accountant), Zoe Marks (Finance Manager)

Summary

This report provides Council with the Statement of Investments as of 16 April 2024.

Recommendation:

That report item 14.5 is received as information.

List of Attachments

Nil

Comment

In April, the Reserve Bank of Australia (RBA) did not hold a board meeting due to their newly implemented reduced schedule of meetings throughout the year.

Their next meeting will be held in May.

On 2 April S&P released several credit rating upgrades for ADIs (authorised deposit taking institutions), presenting Council with better opportunities within our investment policy to capitalise on investments we were previously excluded from.

The primary cause of this change is the recent enhancement of the institutional framework by many smaller Australian banks. These enhancements encompass better risk management, governance practices, and overall conduct. Notably, a collaborative accountability system has been put in place by both Australian prudential and corporate regulators. A significant aspect of this framework is to ensure that senior executives and directors within financial institutions are held responsible for their behaviour, decisions, and actions.

Cash at bank

<i>Institution</i>	<i>Value</i>
CBA Business - General Funds	1,637,180.24
CBA Business - Online Saver	1,196,933.58
NAB Business - Cheque	<u>104,242.81</u>
	<u>2,938,356.63</u>

As of 31 March 2024, Council had \$23,750,000 invested with term deposits. Total cash and cash equivalents were \$26,688,356. Below is a breakup of Council's Cash and Cash Equivalents:

Active Term Deposits:

Institution	Date Invested	Rate	Maturity Date	Amount
Defence Bank - (Sewer)	26/04/2023	4.65%	10/04/2024	500,000.00
National Australia Bank - (Sewer)	11/04/2023	4.40%	10/04/2024	500,000.00
AMP Bank - (Sewer)	24/05/2023	5.15%	24/04/2024	500,000.00
Bank Of Queensland.	7/06/2023	5.20%	8/05/2024	500,000.00
Macquarie Bank	5/07/2023	5.10%	22/05/2024	500,000.00
National Australia Bank	23/06/2023	5.35%	22/05/2024	500,000.00
AMP Bank	21/06/2023	5.65%	5/06/2024	500,000.00
National Australia Bank	5/07/2023	5.40%	5/06/2024	500,000.00
National Australia Bank	5/07/2023	5.40%	19/06/2024	500,000.00
Commonwealth Bank	5/07/2023	5.34%	2/07/2024	500,000.00
Commonwealth Bank	5/07/2023	5.34%	2/07/2024	500,000.00
Commonwealth Bank	5/07/2023	5.34%	3/07/2024	500,000.00
National Australia Bank	19/07/2023	5.35%	17/07/2024	500,000.00
National Australia Bank	5/07/2023	5.39%	17/07/2024	500,000.00
Bank Of Queensland.	19/07/2023	5.35%	17/07/2024	500,000.00
The Mutual Bank	5/07/2023	5.70%	31/07/2024	500,000.00
Macquarie Bank - STP	16/08/2023	4.92%	14/08/2024	500,000.00
Bank Of Queensland.	2/08/2023	5.25%	14/08/2024	500,000.00
Macquarie Bank	31/08/2022	4.41%	28/08/2024	500,000.00
Family First Credit Union	8/08/2023	5.25%	10/09/2024	500,000.00
Macquarie Bank	13/09/2023	4.82%	11/09/2024	500,000.00
Bank Of Queensland.	6/09/2023	4.95%	11/09/2024	500,000.00
Macquarie Bank	21/09/2022	4.42%	25/09/2024	500,000.00
G&C Mutual Bank	20/09/2023	5.25%	25/09/2024	500,000.00
Commonwealth Bank	16/08/2023	5.13%	8/10/2024	500,000.00
Commonwealth Bank	18/10/2023	5.02%	22/10/2024	500,000.00
Bank Of Queensland.	18/10/2023	5.10%	23/10/2024	500,000.00
Commonwealth Bank	8/11/2023	5.17%	5/11/2024	500,000.00
Judo Bank - STP	12/10/2022	4.45%	6/11/2024	500,000.00
Judo Bank - STP	12/10/2022	4.45%	6/11/2024	500,000.00
Defence Bank - STP	12/10/2022	4.70%	6/11/2024	500,000.00
Commonwealth Bank	22/11/2023	5.11%	19/11/2024	500,000.00
Macquarie Bank - STP	9/11/2023	5.09%	20/11/2024	500,000.00
AMP Bank	9/11/2023	5.10%	4/12/2024	500,000.00
Defence Bank - STP	8/11/2023	5.15%	18/12/2024	500,000.00
Judo Bank	8/11/2023	5.40%	18/12/2024	250,000.00
National Australia Bank	17/01/2024	5.05%	15/01/2025	500,000.00
Australian Unity Bank	6/12/2023	5.25%	15/01/2025	500,000.00
Illawarra Credit Union	31/01/2024	5.10%	29/01/2025	500,000.00
Australian Unity Bank	20/12/2023	5.20%	29/01/2025	500,000.00
Australian Unity Bank	21/12/2023	5.10%	26/02/2025	500,000.00
National Australia Bank	28/02/2024	5.00%	26/02/2025	500,000.00
National Australia Bank	28/02/2024	5.00%	26/02/2025	500,000.00
Australian Unity Bank	20/12/2023	5.10%	12/03/2025	500,000.00
National Australia Bank	13/03/2024	4.95%	12/03/2025	500,000.00
Australian Unity Bank	20/12/2023	5.10%	26/03/2025	500,000.00
G&C Mutual Bank	21/12/2023	5.10%	7/05/2025	500,000.00
G&C Mutual Bank	21/12/2023	5.10%	21/05/2025	500,000.00

23,750,000.00**Total Cash & Cash Equivalents 26,688,356.63****Externally restricted 18,545,431.06****Internally restricted 8,658,628.90****Unrestricted Cash -515,703.33**

Council is awaiting payment of road works expenses claims of approximately \$1 million from RMCC contracts with Transport for NSW. This expected payment, scheduled for mid-April, will serve to rectify the cash unrestricted balance.

Investments matured during this reporting period:

Institution	Date Invested	Rate	Maturity Date	Amount
National Australia Bank	15/03/2023	4.60%	13/03/2024	500,000.00
Southern Cross Credit Union	30/03/2023	4.70%	27/03/2024	500,000.00

Investments placed during this reporting period:

Institution	Date Invested	Rate	Maturity Date	Amount
National Australia Bank	13/03/2024	4.95%	12/03/2025	500,000.00

Summary of Interest earned for the month of March 2024

Interest received on matured investments for the month	46,308.22
Year to Date interest received on matured investments	633,270.81
Monthly accrued interest on active investments	101,783.56
Average interest rate achieved	5.09%
90-day BBSW	4.34%
CBA Business - General Funds Acc (YTD Interest received)	68,005.55
CBA Business - Online Saver Acc (YTD Interest received)	68,045.36

Definitions:

Interest received for the month and YTD (year to date) represent the actual payments received into Council's general fund bank account.

Monthly accrued interest on active investments is accumulated interest that has yet to be paid – at time of reporting.

Average interest rate achieved is the sum of all interest dividends, divided by the length of time investments are held – at time of reporting.

90 days BBSW is a benchmark interest rate at the time of reporting.

Biz Saver Online Acc, interest received is the accumulated interest earned on fund held in the Biz Saver available for use.

I certify that the investments have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulations 2005, and Council's Investments Policy.

Zoe Marks
Responsible Accounts Officer

- 14.6 Grants Update - April 2024

File No: Governance/Grants 2024

Author: Toni Dwyer (Grants Co-ordinator), Mathew Webb (Corporate Services Director)

Summary

This report provides a summary of grant funding applications submitted and funding notifications received during March 2024.

Recommendation:

That report item 14.6 is received as information.

List of Attachments

Nil

Comment

This report summarises grant activities for March 2024.

GRANT FUNDING NOTIFICATIONS/OPPORTUNITIES

a. Australian Government - Roads to Recovery Program (R2R)

The Roads to Recovery (RTR) Program supports the construction and maintenance of the nation's local road infrastructure assets, which facilitates greater accessibility and improves safety, economic and social outcomes for Australians.

Funding under the RTR Program is available to all local government areas in Australia, for projects delivered through councils, and state and territory governments in unincorporated areas, under the National Land Transport Act 2014.

RTR is an ongoing program that operates on a five-year funding period, providing a stable and predictable source of funding. Flexibility is built into the program, with funding recipients able to decide on the roads projects that deliver on local priorities throughout the funding period.

From 1 July 2024, a new five-year funding period will commence with the increased funding as announced by the Australian Government in November 2023. Staff are awaiting information on the new allocations.

b. Australian and NSW Government Road Safety Program 2023/2024- 2025/26

Staff are currently assessing the eligibility requirements to develop an application for Improving Safety at the Dart Street School precinct. The application would be based on the recently submitted "My kids can walk or ride to school! - Improving Safety Dart Street School Precinct" application submission under the Get NSW Active 2024-25 Program. The NSW Government Program offers 100% of project costs whereby the Australian Government program is only 50%. The project had initially been identified as a possible Town Improvement Fund project for 2024-25. Safety and other technical justifications differ between the programs although some crossover warrants an application under this program.

GRANT APPLICATIONS AND VARIATION REQUESTS UPDATE**a. NSW Government, Transport for NSW – Open Streets Program**

Council has been notified that it was successful in the securing \$7,000 in funding under the Open Streets grant program. This funding can be used to expand the entertainment lineup and road closure components of the End of Year Spectacular. The event is planned for December 2024 with an array of activities on Oberon Street.

b. Heat Foundation Active Australia Innovation Challenge

Council was notified that an application for grant funding to operate a “Konquer Kanangra” event was unsuccessful. The Heart Foundation advised that they received over 1,100 applications from around the country and were overwhelmed by the response and consequently would not be able to provide specific feedback for our application.

GRANT PROGRESS

Grant Progress Table				
Submitted	Details/Description of Project	Grant Program	Grant Amount	Status
15 Jan 2024	Sewage Treatment Plant	Growing Regions Program (Federal Grant)	\$3,000,000	Pending – Advice (Staff following up weekly)
15 November 2023	Black Springs Hall Seating	2023-24 Crown Reserves Improvement Fund	\$16,665	Pending – Advice expected May 2024
4 December 2023	Shared path extension to Rutters Ridge, Oberon Hills Estate	Get NSW Active 2024-25, NSW Department of Transport	\$370,260	Pending – Advice expected April 2024
13 December 2023	My kids can walk or ride to school! - Improving Safety Dart Street School Precinct.	Get NSW Active 2024-25, NSW Department of Transport	\$50,300	Pending – Advice expected April 2024
12 March 2024	Workshop and indigenous Art Exhibition	2024 NAIDOC Grants	\$3,000	Pending
22 February 2024	Cultural burning workshop and NAIDOC Family Day	NAIDOC Week 2024	\$10,000	Pending
1 March 2024	“Konquer Kanangra” event and training program.	Heart Foundation Active Innovation Challenge	\$50,000	Unsuccessful

6 March 2024	Assistance in costs associated with closing a road for the Oberon End of Year Spectacular Festival.	NSW Transport for NSW Open Streets Program	\$7,000	Successful
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14.7 Status of Council Resolutions - April 2024

File No: Governance/Meetings/Ordinary

Author: Gary Wallace (General Manager), Mathew Webb (Corporate Services Director),
Damian O'Shannassy (Planning and Development Director)

Summary

This report item summarises the current status of Council resolutions and provides updates for actions taken.

Recommendation:

That report item 14.7 is received as information.

List of Attachments

1. 240407 - Status Report April 2024 [**14.7.1** - 18 pages]

Comment

Following each Council Meeting the General Manager and Directors review the decisions and agree on a priority for actioning these decisions. Each Director will provide an update to the Council Action Checklist, as well as reporting on actions to the General Manager.

With respect to outstanding actions from previous Council Meetings the General Manager will review these with the Mayor and the Directors on at least a monthly basis.

If any Councillor requires an update on a specific item, they should contact the General Manager or the relevant Director or submit a Councillor Request Form to the Executive Coordinator.

Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

Document	Item	Action Required	Assignee/s	Action Taken	Status
<p>Ordinary Meeting - Carried over actions from status report</p>	<p>15 210921 Business Case - Land at 34 Glyndwr Avenue, Oberon</p>	<p>That Council provide up to \$20,000 from the Land Bank to prepare documentation in preparation of a development application for a dual occupancy on land known as Lot 10 DP 245689 being known as 34 Glyndwr Avenue.</p>	<p>Gary Wallace</p>	<p>Developing project scope for consultant services.</p> <p>Advice received for grant opportunities relating to residential and industrial developments to be considered from Regional Infrastructure Fund expected in October.</p> <p>03/02/2023 Gary Wallace</p> <p>No information has been forthcoming regarding the Regional Infrastructure Fund. Progression of plans and engineering for the site continue given the site constraints.</p> <p>14/06/2023 Gary Wallace</p> <p>Currently awaiting outcome of the Housing Australia Fund Bill and opportunities that may exist for Council to utilise this for subsidized housing.</p> <p>09/08/2023 Gary Wallace</p> <p>No further understanding of bill status. Options for medium density being considered given site constraints.</p> <p>13/09/2023 Gary Wallace</p> <p>The Australian Housing Bill has seen support at a Federal level between the Greens and Labour. Awaiting the detail to see if opportunities for Council exist.</p> <p>13/12/2023 Gary Wallace</p>	<p>In Progress</p>

Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

				<p>No additional advice received as yet, however substantial housing packages are earmarked for 2024 from both Federal and State Governments</p> <p>14/02/2024 Gary Wallace</p> <p>Council is undertaking an assessment of the requirements for the Housing Australia Grant funding opportunity. Awaiting outcome of draft bill.</p>	
<p>Ordinary Meeting - Carried over actions from status report</p>	<p>14 150222 Fauga Ballaugha Road - Proposed Sectional Road Realignment</p>	<ol style="list-style-type: none"> 1. Council proceed with the creation of new road realignment to a section of the Fauga Ballaugha Road eliminating the existing acute bend on this road. 2. Council allocate funding from Section 7.11 Rural Roads to an amount of up to \$35,000 to complete the acquisition works in advance of constructing a new section of unsealed road pavement. 	<p>Gary Wallace</p>	<p>Matter in progress, quotation for survey and design of new road alignment in progress. Survey to be undertaken during March 2022.</p> <p>Survey completed, new alignment pegged and design and legal formalities now in progress.</p> <p>Fencing contractor has ordered materials, work is expected to commence during December 2022 as issues have occurred during the gas outage and Jemena contractors.</p> <p>07/02/2023 Chris Schumacher</p> <p>Survey of new alignment and fencing completed December 2022. Transfer of small parcel of acquired land to public road in progress.</p> <p>13/09/2023 Chris Schumacher</p> <p>Looking to undertake a training program with internal officers through our Legal practitioners. This has been delayed as officer is currently undertaking a seconded role.</p> <p>10/10/2023 Chris Schumacher</p> <p>Progressing with the finalisation of the land transfer.</p>	<p>In Progress</p>

Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

				<p>14/02/2024 Gary Wallace</p> <p>Resourcing for this project is currently slowing the finalisation of the project.</p> <p>14/03/2024 Gary Wallace</p> <p>To finalise this matter an external will be engaged.</p> <p>10/04/2024 Gary Wallace</p> <p>External consultant engaged.</p>	
Ordinary Meeting - Carried over actions from status report	33 150322 Humphries Road Oberon - Partial Road Reconstruction	A report be prepared detailing guidelines for developers in the construction of roads for future consideration by Council.	Damian O'Shannassy	<p>To be included in an update to the DCP as part of our strategic planning review.</p> <p>10/10/2023 Gary Wallace</p> <p>Strategic process to commence in November. Scope complete.</p> <p>14/02/2024 Gary Wallace</p> <p>Tender for comprehensive Land Use Strategy to be advertised in February.</p> <p>14/03/2024 Gary Wallace</p> <p>Request for Tender uploaded on the E-Tendering Portal with closing date 4 April 2024</p> <p>10/4/2024 Gary Wallace</p> <p>RFT tender to May 2024 Ordinary Meeting.</p>	In Progress
Ordinary Meeting - Carried over actions from status report	35 190422 Residential Land Development	<ol style="list-style-type: none"> 1. Nominate the Open Tendering method as prescribed in accordance with Clause 166(b) of the Local Government Regulation 2005 seeking interest in the development of residential land. 2. Upon completion of the mandatory 21-day tender period, assessment by a panel will 	Gary Wallace	<p>Noted – Design Specification and construction plans to supplement the Tender documentation is complete.</p> <p>Advice received for grant opportunities relating to residential and industrial developments to be considered from Regional Infrastructure Fund</p>	In Progress

Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

		<p>provide a further report to Council for consideration and determination.</p>		<p>expected in November/December. Should no additional advice be received Tender will be sent out for costs.</p> <p>03/02/2023 Gary Wallace</p> <p>No further progress on the Regional Infrastructure Fund. Given the proximity of the NSW State election it is considered that this fund will be activated after the NSW State election in March. Council will progress to tender.</p> <p>14/03/2023 Gary Wallace</p> <p>Tender documents currently being prepared to be exhibited in March 2023.</p> <p>10/05/2023 Gary Wallace</p> <p>Current opportunities re being considered for further options for construction. A report is provided to the May 2023 meeting.</p> <p>14/06/2023 Gary Wallace</p> <p>Reported to May 2023 Meeting.</p> <p>08/08/2023 Gary Wallace</p> <p>DA being prepared for Council consideration.</p> <p>13/09/2023 Gary Wallace</p> <p>The Australian Housing Bill has seen support at a Federal level between the Greens and Labour. Awaiting the detail to see if opportunities for Council exist.</p> <p>10/10/2023 Gary Wallace</p>	
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Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

				<p>Scope finalised in October, will be uploaded to portal in December.</p> <p>14/02/2024 Gary Wallace</p> <p>Council undertaking an assessment of the requirements for the Housing Australia Grant funding opportunity. Awaiting outcome of draft bill.</p>	
<p>Ordinary Meeting - Carried over actions from status report</p>	<p>36 190422 Industrial Land Developments</p>	<ol style="list-style-type: none"> 1. Nominate the Open Tendering method as prescribed in accordance with Clause 166(b) of the Local Government Regulation 2005 seeking interest in the development of Stage 2 of the Oberon Industrial Estate. 2. Upon completion of the mandatory 21-day tender period, assessment by a panel will provide a further report to Council for consideration and determination. 3. Revise the selling price per square metre rate as delegated to the General Manager in the Mayoral Memo. 	<p>Gary Wallace</p>	<p>Noted – Design Specification and construction plans to supplement the Tender documentation is complete.</p> <p>Advice received for grant opportunities relating to residential and industrial developments to be considered from Regional Infrastructure Fund expected in November/December.</p> <p>03/02/2023 Gary Wallace</p> <p>No further information as to the Regional Infrastructure Fund. Given the nature of the State election it is considered that this fund will be activated after the NSW State election in March. Council will progress to tender.</p> <p>14/03/2023 Gary Wallace</p> <p>Tender documents currently being prepared, to be exhibited in March 2023.</p> <p>10/05/2023 Gary Wallace</p> <p>Current opportunities re being considered for further options for construction. A report is provided to the May 2023 meeting.</p> <p>11/07/2023 Gary Wallace</p> <p>Revised options for layout being prepared and costed.</p>	<p>In Progress</p>

Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

				<p>08/08/2023 Gary Wallace</p> <p>Report to Council August 2023 Meeting.</p> <p>13/09/2023 Gary Wallace</p> <p>From actions at August Ordinary Meeting Tender will be prepared during September 2023.</p> <p>10/10/2023 Gary Wallace</p> <p>Tender finalised in October, will be uploaded to portal in December.</p> <p>14/02/2024 Gary Wallace</p> <p>Tender closed, outcomes to be reported to March meeting.</p> <p>14/03/2024 Gary Wallace</p> <p>Assessment of Tenders is progressing. It is anticipated to provide reports to April, as finalisation of project was temporarily delayed due to resourcing.</p> <p>10/4/2024 Gary Wallace</p> <p>Report will be provided to the Extraordinary April Finance and Works Meeting.</p>	
Ordinary Meeting - Carried over actions from status report	14 190722 Dreves Road - Right of Carriageway and Release of Easement	That Council take appropriate action to have Lot 4 in DP1026840 classified as public road.	Gary Wallace	<p>06/02/2023 Chris Schumacher</p> <p>Legal matter in progress with Councils solicitor and staff in order to resolve Lot 4 DP1026840 as Public Road.</p> <p>13/09/2023 Chris Schumacher</p>	In Progress

Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

				<p>Looking to undertake a training program with internal officers through our Legal practitioners. This has been delayed as officer is currently undertaking a seconded role.</p> <p>10/10/2023 Chris Schumacher</p> <p>Progressing with the finalisation of the land transfer.</p> <p>14/02/2024 Gary Wallace</p> <p>Resourcing for this project is currently slowing the finalisation of the project.</p> <p>14/03/2024 Gary Wallace</p> <p>To finalise this matter an external will be engaged.</p> <p>10/04/2024 Gary Wallace</p> <p>External consultant engaged.</p>	
230418 Ordinary Meeting 18 April 2023	22 - 18/04/2023 Policy 2123 Anti Bullying Positive Working Relationships Policy	That Workplace Behavioural Standards and Expectations Policy 2123 be further reviewed to ensure it is consistent with Policy 2101, and that Complaints Handling Policy 2101 also be reviewed.	Gary Wallace, Mathew Webb	<p>09/05/2023 Mathew Webb</p> <p>Review underway</p> <p>08/08/2023 Gary Wallace</p> <p>Working group established to critique current policy.</p> <p>13/12/2023 Gary Wallace</p> <p>Values and Commitments phase complete. Will be reported to March 2024.</p> <p>14/03/2024 Gary Wallace</p>	In Progress

Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

				<p>Resourcing (sickness) has delayed this. The finalisation of this action requires melding of two existing policies.</p> <p>10/04/2024 Gary Wallace</p> <p>Work progressing with internal staff and a report back to Council prior to the end of the 2023/2024 financial year.</p>	
<p>230516 Ordinary Meeting 16 May 2023</p>	<p>9 - 16/05/2023 Tender 2023-09 Oberon Kerbside Garbage Collection</p>	<p>That Council:</p> <ol style="list-style-type: none"> Nominate the Open Tendering method as prescribed in accordance with Clause 166(a) of the Local Government Regulation 2005 for the provision of Kerbside Garbage Collection services for the next three (3) year period with an option for a further extension of 2-years (T2023-09). At the conclusion of the Tender period all information will be assessed by a panel and a report will be put to the next available Ordinary Meeting of Council seeking endorsement of a suitable provider for the new Oberon Kerbside Garbage Collection Contract. 	<p>Cornelia Wiebels</p>	<p>14/06/2023 Chris Schumacher</p> <p>Tender documents currently being prepared.</p> <p>13/09/2023 Chris Schumacher</p> <p>Kerbside Waste Tender held over until following Councillor Waste Workshop.</p> <p>10/10/2023 Chris Schumacher</p> <p>Waste Workshop held in September. Progress report presented to October Ordinary Meeting.</p> <p>14/12/2023 Gary Wallace</p> <p>Council utilising options for 2023/24 and the development of a tender in the last quarter of 2023/24.</p>	<p>In Progress</p>
<p>230516 Ordinary Meeting 16 May 2023</p>	<p>21 - 16/05/2023 Bailey's Lane Causeway Replacement</p>	<p>That:</p> <ol style="list-style-type: none"> Council proceed with the supply and construction of a new single lane bridge structure by contractor Murray Valley Piling to replace the existing low-level causeway on Baileys Lane. The existing \$206,905 plus an additional \$60,000 of funding be taken from the existing \$1M NSW Severe Weather & Flood Affected grant funding to assist the 	<p>Chris Schumacher</p>	<p>14/06/2023 Chris Schumacher</p> <p>Engagement with Murray Valley Piling proceeding. Works will be undertaken in July 2023.</p> <p>09/08/2023 Chris Schumacher</p> <p>Work commenced on 7 August 2023 and is expected to be completed by the end of August 2023.</p> <p>13/09/2023 Chris Schumacher</p>	<p>In Progress</p>

Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

		<p>delivery of this new bridge infrastructure at a total cost of \$266,905.</p> <p>3. Council reduce the previously dedicated funding under the NSW Severe Weather & Flood Affected Grant Fund for gravel resheeting to make up the short fall for the development.</p> <p>4. That the bridge be installed including fitting of safety rails to be funded from the existing \$1M NSW Severe Weather & Flood Affected grant funding rural roads.</p> <p>5. The General Manager be authorised to sign the relevant contracts and authorise payments associated with the project.</p>		<p>Works complete, close out report to be provided to October Meeting.</p> <p>10/10/2023 Chris Schumacher</p> <p>Awaiting final section of rail to be supplied. A close out report will be presented to the November Ordinary Meeting.</p> <p>14/02/2024 Gary Wallace</p> <p>Bridge ends have been installed, close out report will be provided at the next available meeting.</p>	
230919 Ordinary Meeting 19 September 2023	15 - 19/09/2023 Delegates to Council Committees	That Council endorse in principle the proposed alternative facility management options for the administration of the independent living units to reduce the associated psychosocial risks to staff with the General Manager to provide a variety of options including indicative costings to fund the options.	Mathew Webb	<p>12/10/2023 Mathew Webb</p> <p>Various scenarios and costings still being gathered.</p> <p>14/02/2024 Mathew Webb</p> <p>Discussions continue with Columbia regarding a community outreach program. Units management model unchanged at this time.</p>	In Progress
231121 Ordinary Meeting 21 November 2023	8 - 21/11/2023 Common Working Party Meeting 10 October 2023	That: <ul style="list-style-type: none"> 1. Council receive and note minutes of the Common Working Party Meeting held on 10 October 2023. 2. Council note the re-dedication of the Oberon Treasures Display at the Common held on Saturday 18 November. 3. Up to \$1,000 from unallocated Town Improvement Funds be allocated to fund the opening ceremony for the Oberon Treasures Project. 	Gary Wallace	<p>13/12/2023 Gary Wallace</p> <p>1 – 7 Actions taken 8 – 9 Ongoing</p>	In Progress

Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

		<p>4. Council provide an allocation of \$1,000 from unallocated Town Improvement Funds to assist with the removal of the well at the Oberon Common.</p> <p>5. An allocation of \$500 be provided from the unallocated Town Improvement Fund to assist in providing a historical board outlining the old well and its significance to the Oberon Common.</p> <p>6. Up to \$1,000 be allocated to address the gardens around the memorial plaques for Mayors.</p> <p>7. Provide funding from the Town Improvement Common Fund to the installation of appropriate signage explaining the Oberon Treasures project.</p> <p>8. Provide funding from the Town Improvement Common Fund to the installation of a plaque to recognise the Women's Service in the defense forces and auxiliary services at the plinth already located in the Common.</p> <p>9. Any remaining unallocated Town Improvement Levy Funds for the Common be allocated towards the extension of footpaths in the Oberon Common.</p>			
231219 Ordinary Meeting 19 December 2023	4 - 19/12/2023 Black Springs Land	<p>That:</p> <p>1. Oberon Council explore compulsory acquisition of the land situation at 67 Dog Rocks Road, Black Springs, (Lot 174, DP757072) being the Black Springs Transfer Station utilising their powers as outlined in the <i>Land Acquisition (Just Terms Compensation) Act 1991</i> or other acquisition methods.</p>	Gary Wallace	<p>14/02/2024 Gary Wallace</p> <p>Noted, Telco informed that they are currently in negotiations with private landholder. No further action at this time.</p> <p>14/03/2024 Gary Wallace</p> <p>No further information provided by Telco at this stage.</p>	In Progress

Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

		<p>2. Provide to Council at its February or March Meeting a further report on the acquisition of the subject land at 67 Dog Rocks Road, Black Springs.</p>		<p>10/04/2024 Gary Wallace</p> <p>Request for meeting with Telco has been requested to update the current situation.</p> <p>Additional information is provided below outlining the process Council will be required to undertake prior to acquisition being considered by The Crown.</p> <p>When Crown land is needed for a specific public purpose, authorities notify the department that they plan to compulsorily acquire any interest in land as defined by the <i>Crown Land Management Act 2016</i>. This can include any Crown reserves, travelling stock reserves, Crown roads and unidentified Crown land, waterways, substratum and stratum lots, easements and commercial leases.</p> <p>The Just Terms Act requires the acquiring authority to be satisfied that it has identified all interests in the land.</p> <p>Before acquiring land, the authority must consider the rights and interests of Aboriginal people and communities. Compulsory acquisition cannot go ahead where there is an undetermined Aboriginal claim over the land. Native title applies to all Crown land unless the Federal Court has made a native title determination.</p> <p>From initial searches no Federal Court determination exists for the subject land.</p>	
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Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

231219 Ordinary Meeting 19 December 2023	7 - 19/12/2023 Wind Power Generation Environmental Projects	That Council refer the possible listing of the Avenue of Trees at O'Connell in Schedule 5, Part 1 of the Oberon LEP 2013 to the Heritage Committee for advice.	Damian O'Shannassy	14/02/2024 Damian O'Shannassy Correspondence will be forwarded to the Heritage Office for further information.	In Progress
231219 Ordinary Meeting 19 December 2023	21 - 19/12/2023 Late Report - Oberon Sewerage Treatment Plant Replacement Project - Tender	That: 1. Council acknowledge the changes to the closing of the new Sewerage Treatment Plant tender from 29 January 2024 to 16 February 2024. 2. The Managing Director/CEO of Public Works Advisory be directed to attend the next Ordinary Council Meeting to explain the significant delay in providing detailed design documents for the Oberon Sewerage Treatment Plant project. 3. Correspondence be forwarded to the Minister responsible for the portfolio outlining the Council's concerns regarding delays to this project.	Gary Wallace	14/02/2024 Gary Wallace 1. Noted 2. Correspondence forwarded to Public Works in line with Council resolution, awaiting response. 3. Correspondence forwarded to Ministers office awaiting response. 14/03/2024 Gary Wallace No response received at this time.	In Progress
240220 Ordinary Meeting - 20 February 2024	5 - 20/02/2024 Community Services Committee	1. That Council commit to hosting another End of Year Spectacular event on 7 December 2024 and provide appropriate budget and resources as itemised in the 2024/25 Operational plan. 2. That Council receive and note minutes of the Community Services Committee held on 8 February 2024.	Mathew Webb	14/03/2024 Mathew Webb Noted – contribution within the 2024/25 draft Operational Plan will be deliberated.	In Progress
240220 Ordinary Meeting - 20 February 2024	11 - 20/02/2024 Social Media Policy 2130	That: 1. Council place the proposed Model Social Media Policy on exhibition for 28 days seeking input from the community. 2. Council delegate to the General Manager any minor administrative amendments to the draft (and final) should they be required.	Gary Wallace	14/03/2024 Gary Wallace Currently on Public Exhibition until 5 April 2024. 10/4/2024 Gary Wallace No submissions received, document amended and endorsed.	Matter Closed

Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

		3. Endorse the Model Social Media Policy should no submissions be received or report back to the next available Council meeting should non administrative submissions be provided.			
240220 Ordinary Meeting - 20 February 2024	20 - 20/02/2024 Quarterly Budget Review Statement 2 - October - December 2023	1. Report Item 14.8 is received as information. 2. That Council consider reallocation of Town Improvement funds currently allocated to the Rugby League Lighting Towers and Rugby League Change Rooms at the next Ordinary Council Meeting.	Mathew Webb	14/03/2024 Mathew Webb Noted - this report has been deferred until the outcome of the Town Improvement Levy deliberations have occurred. 10/4/24 Mathew Webb Consideration will be undertaken during the 23 April Extraordinary Meeting.	In Progress
240220 Ordinary Meeting - 20 February 2024	23 - 20/02/2024 Late Applications - Section 356 Funding	1. That Council support the requests from Oberon District Garden Club and Lifechurch Oberon for Section 356 funding from the 2023/24 unallocated funds. 2. Place the funding allocations on public exhibition for 28 days.	Mathew Webb	14/03/2024 Mathew Webb Currently on public exhibition until 5 April 2024 10/4/24 Mathew Webb No submissions. Funds allocated	Matter closed
240319 Ordinary Meeting - 19 March 2024	4 - 19/03/2024 Drainage	That the \$50,000 of the funds currently allocated in the Town Improvement Levy Fund for drainage projects be assessed by the new Technical Services Director and a report be brought back to the May Council meeting with recommendations and costs for improvements to drainage including consideration of East Dillon Street.	Cornelia Wiebels	10/4/2024 Dr Cornelia Wiebels Noted – Report will be provided to the May Meeting	In progress
240319 Ordinary Meeting - 19 March 2024	5 - 19/03/2024 Footpaths	That the funds currently allocated in the Town Improvement Levy Fund for footpaths be assessed by the new Technical Services Director with a focus on PR crossings and the pedestrian linkages to the new Sports Ground and a report be brought back to the May Council meeting with recommendations and costs.	Cornelia Wiebels	10/04/2024 Dr Cornelia Wiebels Noted – Report will be provided to the May Meeting	In progress

Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

240319 Ordinary Meeting - 19 March 2024	6 - 19/03/2024 Central NSW Joint Organisation Board Meeting	That Council: 1. Note the report from the Mayor on the Central NSW Joint Organisation (CNSWJO) Board Meeting 29 February 2024 2. Note the return on investment from Council fees to the CNSWJO is 9.4:1 3. Support the Simtables workshop at Council in disaster readiness 4. Note the CNSWJO Draft Statement of Budget and Revenue.	Gary Wallace	10/04/2024 Gary Wallace Noted	Matter closed
240319 Ordinary Meeting - 19 March 2024	9 - 19/03/2024 Audit Risk and Improvement Committee Meeting 14 December 2023	That Council: 1. Receive and note minutes of the Audit Risk and Improvement Committee Meeting held on 14 December 2023 and endorse the recommended actions. 2. A Councillor Workshop be held to review Council's Risk Appetite Statements. 3. Note the 2022/23 Audit Risk and Improvement Committee Annual Report as endorsed by the Audit Risk and Improvement Committee.	Mathew Webb/ Gary Wallace	10/04/24 Gary Wallace Noted – Meeting being placed in Councillor calendars for 5 June 2024.	In Progress
240319 Ordinary Meeting - 19 March 2024	10 - 19/03/2024 Heritage Committee Meeting 26 February 2024	1. That Council receive and note minutes of the Heritage Committee Meeting held on the 26 February 2024 2. That Council supports the listing of St Peters Anglican Church Mutton Falls as a Heritage Item in the next LEP. 3. That Council supports the listing of the O'Connell Avenue of Trees as a Heritage Item in the next LEP. 4. That the existing Structure of the Heritage Committee be retained as is and that Council widen the exposure and notification of meeting dates and representatives.	Damian O'Shanna ssy	10/04/24 Damian O'Shannassy Noted	Matter closed
240319 Ordinary	11 - 19/03/2024 Hazelgrove School	That:	Gary Wallace	10/04/24 Gary Wallace Noted. Funds provided accordingly	Matter closed

Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

Meeting - 19 March 2024	Committee Report	<ol style="list-style-type: none"> 1. Council receive and note minutes of the Hazelgrove School Reserve Committee held on 11 March 2024. 2. Council note that the Hazelgrove School Reserve Committee has resolved to prioritise the following projects within the precinct as follows; <ul style="list-style-type: none"> • School House Building • Tennis Courts • Tennis Court Lighting • Surrounding grounds and area 3. That Oberon Council fund the full pest and building inspection as per quote received on 21 December 2023 up to \$600 to be funded from Oberon Parks and Gardens Maintenance Fund, and on completion the report be provided to Council and the Hazelgrove School Reserve Committee. 			
240319 Ordinary Meeting - 19 March 2024	12 - 19/03/2024 Town Improvement Levy Review	<p>That Council:</p> <ol style="list-style-type: none"> 1. Note the findings of the 90-day community consultation process. 2. Endorse Scenario 3 to discontinue the Town Improvement Levy and distribute this component of rating revenue into the base rate component within the ordinary rate structure for development of the FY24/25 Operational and Delivery Plan. 3. Retain current governance protocols on any funds raised under the previous Town Improvement Levy until all projects are delivered. 	Mathew Webb	<p>10/04/24 Mathew Webb</p> <p>Consideration of the draft Operational Plan for 2024/25 will include resolutions. This will be provided to the 23 April extraordinary meeting.</p>	In Progress
240319 Ordinary Meeting - 19 March 2024	13 - 19/03/2024 10 Tiger Place - Modification to Section 68 effluent disposal area	<p>That;</p> <ol style="list-style-type: none"> 1. Council vary the restriction on title on Lot 97 in DP 1238111 in relation to section S68 envelope for development application 19.2023.31.2 for construction of a dwelling on the subject land known as 10 Tiger Place, Oberon, 	Damian O'Shanna ssy	<p>10/04/24 Damian O'Shannassy</p> <p>Noted</p>	Matter closed

Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

		<p>2. That a division be called in accordance with Section 375A of the Local Government Act 1993.</p> <p>3. Council provide delegation to the General Manager to vary the Effluent or Building Envelopes for all development applications which provides a restriction of title subject to no increased environmental impact and no submissions received upon appropriate community consultation.</p>			
240319 Ordinary Meeting - 19 March 2024	14 - 19/03/2024 Policy 2220 - Related Parties Disclosures Review	<p>That Council:</p> <ol style="list-style-type: none"> 1. Place the revised Related Parties Disclosure Policy 2220 on public exhibition for 28 days and submissions be invited to Council during that period. 2. If no submissions are received within the exhibition period, the policy be adopted as presented. 3. Delegate to the General Manager to amend the policy for any minor changes proposed. 	Mathew Webb	07/04/2024 Mathew Webb Policy on public exhibition until 18 April 2024.	In Progress
240319 Ordinary Meeting - 19 March 2024	15 - 19/03/2024 Central Tablelands Weeds Authority Request for Additional Funds	<p>That Council:</p> <ol style="list-style-type: none"> 1. Request for detailed project forecasts and risk mitigation information in relation to the delivery of Roadside Weed Control program. 2. Do not commit additional funding until further review and information has been provided. 	Gary Wallace	10/04/2024 Gary Wallace Request made. Additional information will be provided to the April extraordinary meeting	In Progress
240319 Ordinary Meeting - 19 March 2024	16 - 19/03/2024 Regional Emergency Roads Repair Fund Works Program	That Council approve the proposed funding categories for the Regional Emergency Road Repair Funding of \$2.492m.	Cornelia Wiebels	07/04/2024 Cornelia Wiebels Funding categories noted.	Matter closed

Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

240319 Ordinary Meeting - 19 March 2024	17 - 19/03/2024 Sponsorship Request Oberon Charity Golf Day	That: 1. Council provide \$2,000 in sponsorship to support the Can Assist Oberon Charity Golf Day. 2. Place the funding allocation on public exhibition for 28 days.	Mathew Webb	07/04/2024 Mathew Webb Sponsorship request on public exhibition until 18 April 2024.	In Progress
240319 Ordinary Meeting - 19 March 2024	18 - 19/03/2024 Close Out Report - The Reef Amenities	That Council note the report and contribution required to complete the project from the Building Maintenance Fund.	Damian O'Shannassy	07/04/2024 Damian O'Shannassy Noted	Matter closed
240319 Ordinary Meeting - 19 March 2024	19 - 19/03/2024 Yarning Circle MOU	That Council: 1. Endorse in principle the revised MOU relating to the Yarning Circle project within the Common. 2. Delegate the General Manager to make all necessary amendments by Council and suggested changes by Pejar Local Aboriginal Land Council. 3. Delegate to the General Manager to sign the final Memorandum of Understanding.	Gary Wallace	10/04/2024 Gary Wallace Document endorsed and signed	Matter closed
240319 Ordinary Meeting - 19 March 2024	20 - 19/03/2024 November Council Meeting - Proposed Reschedule	That Council endorse proposed changes to the November 2024 Ordinary Council Meeting from the third Tuesday in November (19 th) to the second Tuesday being 12 November 2024 to allow for attendance to the Local Government NSW Annual Conference.	Gary Wallace	07/04/2024 Gary Wallace Change of date noted.	Matter closed
240319 Ordinary Meeting - 19 March 2024	21 - 19/03/2024 Grants Update and Contribution	That Council: 1. Commit \$21,000 for a Consultant to undertake a thorough review and determine which is the best project in our Renewable Energy Action Plan and work towards a January 2025 submission under the Community Energy Upgrades Fund. 2. That Council consider as part of its ongoing Operational Plan a reserve fund to support energy initiatives as identified from our Renewable Energy Action Plan analysis to help ongoing support for grant funding.	Mathew Webb	10/04/2024 Mathew Webb 1. Noted. 2. Will be considered as part of the report to the 23 April Extraordinary Meeting. 3. Noted.	Matter closed

Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

		3. Note other grant updates and activities have been included in the report.			
240319 Ordinary Meeting - 19 March 2024	29 - 19/03/2024 Water Write-off Request - Assessment 12368376	That Council do not write-off the water consumption charges for Assessment 12368376 but instead offer a payment plan arrangement for full cost recovery.	Mathew Webb	10/04/2024 Mathew Webb Noted	In Progress

14.8 Quarterly Budget Review Statement 3 - January - March 2024

File No: Governance/Meetings/Ordinary

Author: Zoe Marks (Finance Manager), Mathew Webb (Corporate Services Director)

Summary

The Quarterly Budget Review Statements (QBRS) for the period 1 January to 31 March 2024 are provided as an attachment following this report in accordance with the requirements, of the Office of Local Government.

Recommendation:

That report Item 14.8 is received as information.

List of Attachments

1. 2023-24 Quaterly TI [**14.8.1** - 1 page]
2. QB R 3 Capital Expenditure [**14.8.2** - 1 page]

Comment

Council's 2023-24 adopted consolidated budget recognised a loss of \$186,336 after capital expenses (General Fund loss \$186,336; Water and Sewer Funds both being balanced budgets at \$0.00).

Current 2023-24FY revised budget forecast after funding is \$229,334 profit:

- September 2023 quarter adjustments – nil movement
- December 2023 quarter adjustments total \$385,670 profit
- March 2024 quarter adjustments total \$30,000 profit

Council is making the following adjustments in March 2024 budget review:

General Fund

- The Reef Amenities project completion saw an overspend of \$7,727. This money is moved in from S7.11 Rural Open Space.

The net effect of this is nil.

- Capital Expenses Financial year reassessment:
 - Arkstone Road FLR4 this project is ahead of schedule and another \$900,000 is required in the 2023/24FY. As this project is fully funded income and expenditure will both go up the same amount.
 - Abercrombie Road rehabilitation project requires the \$450,000 REPAIR grant amount remove as this funding is no longer available. Both income and expenditure will go down the same amount.
 - Oberon Fitness Centre Stage 2 will begin in 2023/24FY however majority will be completed in the 2024/25FY, this will see \$560,362 moved into that year. As this grant is fully funded both income and expenditure will go down.
 - Solar PV System Pool, Gym and hub project will begin in 2023/24FY however majority will be completed in the 2024/25FY this will see \$90,000 moved into that year. As this grant is fully funded both income and expenditure will go down.

- Street Lighting \$10,000 budget is no longer required. Removing this item will increase profit by \$10,000.
 - Smoke Testing \$20,000 is no longer required. Removing this item will increase profit by \$20,000.
 - O'Connell Rec Ground is anticipated to be completed in 2024/25FY as such \$50,000 will be moved into that year. As this project is fully funded income and expenditure will both go up the same amount.
 - Plant Purchases moving into 2024/25FY
 - Isuzu NPR300 \$40,000
 - Isuzu 9T Tipper \$100,000
- This money has been restricted resulting in no movement in profit.

The net effect of this is \$30,000 profit.

Water Fund

- \$21,000 has been committed for a consultant to undertake a review as per our Renewable Energy Action Plan. This money will be taken from the reserve.

The net effect of this is nil.

- Capital Expenses Financial year reassessment:
 - Water Mains Replacement \$199,000 has been restricted to be moved into 2024/25FY. This money has been restricted resulting in no movement in profit.
 - UV Filtration \$150,000 has been restricted to be moved into 2024/25FY. This money has been restricted resulting in no movement in profit.

The net effect of this is nil.

Sewer Fund

- Capital Expenses Financial year reassessment:
 - STP \$7,868,750 has been moved into 2024/25FY. This money has been restricted, loan funding, and grants funded as a result of removing all elements there is movement in profit.
 - Modification of Pump Station 1 \$130,000 has been restricted. This money has been restricted resulting in no movement in profit.

The net effect of this is nil.

Revised Budget Forecast Position

These quarterly adjustments have impacted the yearly revised budget forecast to a profit after funding of **\$229,334**. It is anticipated that the profit shown will be placed into the Community Hub/Water Fund internal loan to reduce the debt as per Council resolution to support the LRCI grant movements in August.

Additional Assumptions and Analysis

Councils operating expenses are sitting at 94% of the revised budget (excluding depreciation and amortisation). This can be attributed to the recognition of insurances, subscriptions and staff salary paid to date. A number of roads projects are due to be completed by the end of the financial year, so some movements are expected as the projects reach finalisation.

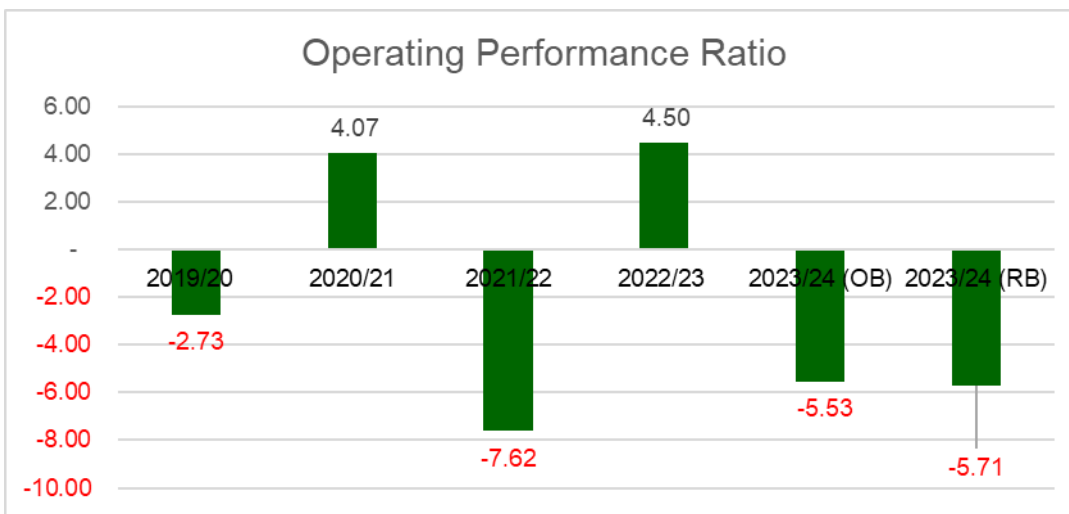
Town Improvement Levy

Council has expended \$355,973.11 of the Town Improvement Levy from 1 July – 31 March 2024 (noting \$200,000.00 of this money was transferred to reduce the loan on the Community Hub as per Council resolution). A supplementary table has been provided in the attachments.

Operating Performance Ratio

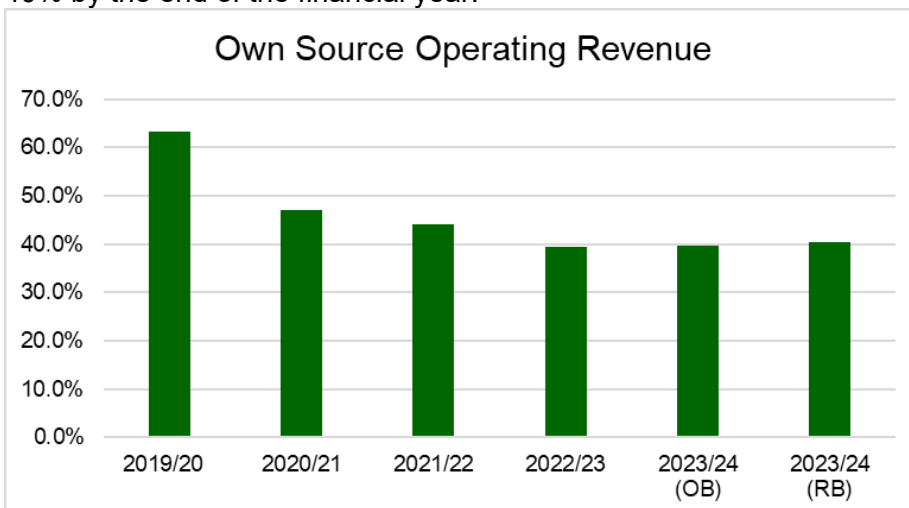
Council’s budgeted Operating Performance Ratio for 2023-24 is currently -5.71% (NB there was a slight calculation error shown in the OP<FP). At 31 March Operating Performance ratio is 7.07% due to all Rates and Annual Charges have been presented upfront. There are numerous grant opportunities which sway this ratio.

The budget is based on known information at a point in time, this can change over the financial year with new grant funding becoming available which will impact on this ratio.



Own Source Operating Revenue Ratio

Council’s budgeted Own Source Operating Revenue Ratio is currently 52.23%, which is below the benchmark of 60%. It is noted that this ratio, like the operating performance ratio, is based on known information at a point in time which can change over the financial year. With various grant opportunities it is anticipated that Council’s Own Source Operating Revenue Ratio will drop below 40% by the end of the financial year.



Council Reserves

There has been a decrease in the restricted funds to \$27.2M as shown in the following table. This will change during the course of the financial year, with movement of unexpended monies received.

RESTRICTED CASH & INVESTMENTS (RESERVES)

31 March 2024

	Closing Balance ('000)
External restrictions	
Specific purpose unexpended grants – general fund	1,828
Developer contributions – general	2,796
Developer contributions – water fund	304
Developer contributions – sewer fund	1,153
Water fund	1,157
Sewer fund	8,110
Town improvements	997
Domestic waste management	2,200
Total external restrictions	18,545
Internal restrictions	
Plant and vehicle replacement	404
Employees leave entitlement	1,086
Cemetery Upgrades	21
Community grants	73
Election	96
Engineering instruments	6
FAG	-
Heritage Advisor	6
Finance	324
Garbage depot	850
Gravel pits	235
Land development	1,381
Library	5
Office equipment	29
Rail crossings update	38
Residential dwellings	100
Works construction	328
Natural Disaster Funding	232
Pothole Funding	-
Pothole Funding R2	888
Regional Emergency Road Repair	2,492
Independent Living Units	15
Swimming pool	30
Tourism	20
Council Contribution Projects	-
Total internal restrictions	8,659
Total restrictions	27,204
Total Cash and TDs	28,924
Unrestricted Funds	1,720

Water and Sewer are funds in their own right and any surplus at the end of each year are automatically restricted for use in these areas only and can't be expended or offset against any other fund.

Domestic Waste Management and Town Improvement, while individual funds, are consolidated within Councils General Fund. These funds are restricted by Council for use under the fund guidelines.

Councils 2023-24 budget for employee costs and benefits are based on a standard week for all staff plus on-costs, contractors have been budgeted for all other labour related work. This could change during the year with work being undertaken by council staff on an overtime basis, in turn increasing employee costs and decreasing contractor costs.

Income & Expense Statement – Revised Budget v YTD Actual

Community Wellbeing	R Budget	-\$145,220	v	Actual	\$819,204
A Growing Economy	R Budget	-\$156,585	v	Actual	\$321,648
Caring for the Environment	R Budget	\$1,519,674	v	Actual	\$334,605
Infrastructure & Services	R Budget	\$6,655,293	v	Actual	\$217,014
Leadership & Engagement	R Budget	-\$3,236,026	v	Actual	-\$1,886,541

**2023-24 Income & Expenses Budget
Council Consolidated
Quarterly Budget Review March 2024**

	2023-24 Budget	2023-24 QBR 1	2023-24 QBR 2	2023-24 QBR 3	2023-24 Revised Budget	2023-24 YTD Actual
Consolidated (General+Water+Sewer+Waste+TID)						
Rates & Annual Charges	- 7,006,685	-	-	-	- 7,006,685	- 6,868,258
User Charges & Fees	- 5,336,446	-	-	-	- 5,336,446	- 4,012,963
Interest & Investment Revenue	- 224,609	-	-	-	- 224,609	- 740,111
Other Revenues	- 866,478	-	-	-	- 866,478	- 688,918
Grants & Contributions provided for Operating Purpos	- 4,085,368	-	-	-	- 4,085,368	- 4,410,803
Grants & Contributions provided for Capital Purposes	- 16,357,528	- 1,002,573	- 956,232	2,519,112	- 15,797,221	- 6,848,513
Employee Benefits & On-Costs	6,257,755	-	107,000	-	6,150,755	6,010,244
Borrowing Costs	281,000	-	-	-	281,000	85,438
Materials & Contracts	8,088,930	10,000	-	21,000	8,099,930	7,257,874
Depreciation & Amortisation	5,286,469	-	-	-	5,286,469	-
Other Expenses	771,032	-	-	-	771,032	71,461
Net gains from the disposal of assets	- 2,050,000	-	-	-	- 2,050,000	- 43,094
Internal Income	- 200,139	-	-	-	- 200,139	-
Internal Expenditure	200,139	-	-	-	200,139	-
Profit / Loss before Capital	- 15,241,927	- 1,012,573	- 1,063,232	2,540,112	- 14,777,621	- 10,187,643
Capital Expenditure - Material & Contracts	23,267,086	1,349,173	156,160	- 8,760,385	16,012,035	9,469,492
Capital Expenditure - Employee Benefits & On-Costs	1,465,357	-	1,100,902	-	2,566,259	524,080
Capital Expenditure - Other Expenses	-	-	-	-	-	-
Loan	- 2,500,000	-	-	2,500,000	-	-
Transferred from Restricted	- 2,374,330	- 336,600	- 579,500	3,690,273	399,843	-
Profit / Loss after Capital	4,616,186	0	- 385,670	30,000	4,200,516	- 194,070
Funding Statement Adjustments						
Depreciation	- 5,286,469	-	-	-	- 5,286,469	-
Loan Repayments	856,619	-	-	-	856,619	-
Land Development Costs	-	-	-	-	-	-
Profit After Funding (exc. Development Costs)	186,336	0	- 385,670	30,000	- 229,334	- 194,070
General Fund (General +Waste+ TID)						
	2023-24 Budget	2023-24 QBR 1	2023-24 QBR 2	2023-24 QBR 3	2023-24 Revised Budget	2022-23 YTD Actual
Rates & Annual Charges	- 5,477,020	-	-	-	- 5,477,020	- 5,374,130
User Charges & Fees	- 3,178,500	-	-	-	- 3,178,500	- 2,652,329
Interest & Investment Revenue	- 149,000	-	-	-	- 149,000	- 625,613
Other Revenues	- 866,478	-	-	-	- 866,478	- 688,918
Grants & Contributions provided for Operating Purpos	- 4,075,368	-	-	-	- 4,075,368	- 4,385,810
Grants & Contributions provided for Capital Purposes	- 12,092,528	- 1,002,573	- 956,232	250,362	- 13,800,971	- 6,848,513
Employee Benefits & On-Costs	6,083,020	-	107,000	-	5,976,020	5,697,504
Borrowing Costs	79,188	-	-	-	79,188	30,361
Materials & Contracts	6,971,430	10,000	-	-	6,961,430	6,139,679
Depreciation & Amortisation	4,777,182	-	-	-	4,777,182	-
Other Expenses	756,032	-	-	-	756,032	59,869
Net gains from the disposal of assets	- 2,050,000	-	-	-	- 2,050,000	- 43,094
Internal Income	- 200,139	-	-	-	- 200,139	-
Internal Expenditure	30,100	-	-	-	30,100	-
Profit / Loss before Capital	- 9,392,081	- 1,012,573	- 1,063,232	250,362	- 11,217,525	- 8,690,993
Capital Expenditure - Material & Contracts	12,968,586	1,349,173	6,660	- 412,635	13,911,785	9,080,952
Capital Expenditure - Employee Benefits & On-Costs	1,365,357	-	1,100,902	-	2,466,259	499,137
Capital Expenditure - Other Expenses	-	-	-	-	-	-
Loan	-	850,000	-	-	- 850,000	- 850,000
Transferred from Restricted	- 640,474	513,400	- 430,000	132,273	- 424,801	850,000
Profit / Loss after Capital	4,301,388	-	- 385,670	30,000	3,885,718	889,096

**2023-24 Income & Expenses Budget
Council Consolidated
Quarterly Budget Review March 2024**

Water Fund	2023-24	2023-24	2023-24	2023-24	2023-24	2022-23
	Budget	QBR 1	QBR 2	QBR 3	Revised Budget	YTD Actual
Rates & Annual Charges	- 583,801	-	-	-	- 583,801	- 588,923
User Charges & Fees	- 1,612,000	-	-	-	- 1,612,000	- 1,025,084
Interest & Investment Revenue	- 58,609	-	-	-	- 58,609	- 16,194
Other Revenues	-	-	-	-	-	-
Grants & Contributions provided for Operating Purposes	-	-	-	-	-	- 13,601
Grants & Contributions provided for Capital Purposes	- 15,000	-	-	-	- 15,000	-
Employee Benefits & On-Costs	76,352	-	-	-	76,352	175,946
Borrowing Costs	-	-	-	-	-	-
Materials & Contracts	1,031,500	-	-	21,000	1,052,500	859,176
Depreciation & Amortisation	309,690	-	-	-	309,690	-
Other Expenses	-	-	-	-	-	-
Net gains from the disposal of assets	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-
Internal Expenditure	62,392	-	-	-	62,392	-
Profit / Loss before Capital	- 789,476	-	-	21,000	- 768,476	- 608,680
Capital Expenditure - Material & Contracts	368,500	-	149,500	- 349,000	169,000	258,068
Capital Expenditure - Employee Benefits & On-Costs	-	-	-	-	-	3,701
Capital Expenditure - Other Expenses	-	-	-	-	-	-
Loan	-	850,000	-	-	850,000	850,000
Transferred from Restricted	730,665	- 850,000	- 149,500	328,000	59,165	- 850,000
Profit / Loss after Capital	309,690	-	-	-	309,690	- 346,911
Sewer Fund	2023-24	2023-24	2023-24	2023-24	2023-24	2022-23
	Budget	QBR 1	QBR 2	QBR 3	Revised Budget	YTD Actual
Rates & Annual Charges	- 945,865	-	-	-	- 945,865	- 905,205
User Charges & Fees	- 545,946	-	-	-	- 545,946	- 335,550
Interest & Investment Revenue	- 17,000	-	-	-	- 17,000	- 98,304
Other Revenues	-	-	-	-	-	-
Grants & Contributions provided for Operating Purposes	- 10,000	-	-	-	- 10,000	- 11,392
Grants & Contributions provided for Capital Purposes	- 4,250,000	-	-	2,268,750	- 1,981,250	-
Employee Benefits & On-Costs	98,383	-	-	-	98,383	136,793
Borrowing Costs	201,812	-	-	-	201,812	259,018
Materials & Contracts	86,000	-	-	-	86,000	55,077
Depreciation & Amortisation	199,598	-	-	-	199,598	-
Other Expenses	15,000	-	-	-	15,000	11,592
Net gains from the disposal of assets	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-
Internal Expenditure	107,647	-	-	-	107,647	-
Profit / Loss before Capital	- 5,060,371	-	-	2,268,750	- 2,791,621	- 887,970
Capital Expenditure - Material & Contracts	9,930,000	-	-	- 7,998,750	1,931,250	130,472
Capital Expenditure - Employee Benefits & On-Costs	100,000	-	-	-	100,000	21,242
Capital Expenditure - Other Expenses	-	-	-	-	-	-
Loan	- 2,500,000	-	-	2,500,000	-	-
Transferred from Restricted	- 2,464,522	-	-	3,230,000	765,478	-
Profit / Loss after Capital	5,108	-	-	-	5,108	- 736,255

**2023-24 Income & Expenses Budget
Council Consolidated
Quarterly Budget Review March 2024**

Community Strategic Plan	2023-24 Budget	2023-24 QBR 1	2023-24 QBR 2	2023-24 QBR 3	2023-24 Revised Budget	2022-23 YTD Actual
Revenue						
Community Well Being	- 571,000	- -	956,232	- -	1,527,232 -	527,456
A Growing Economy	- 2,470,628	-	-	- -	2,470,628 -	130,310
Caring for the Environment	- 584,868	-	-	- -	584,868 -	274,678
Infrastructure & Services	- 25,112,681 -	1,002,573	-	2,519,112 -	23,596,142 -	17,035,786
Leadership & Engagement	- 7,187,937	-	-	- -	7,187,937 -	5,640,875
Total Income From Continuing Operations	- 35,927,114 -	1,002,573 -	956,232	2,519,112 -	35,366,807 -	23,609,104
Expenses						
Community Well Being	1,390,012	-	-	-	1,390,012	1,316,752
A Growing Economy	464,043	-	-	-	464,043	217,125
Caring for the Environment	2,143,869	-	-	-	2,143,869	648,610
Infrastructure & Services	13,694,972 -	10,000 -	150,000	21,000	13,555,972	8,225,290
Leadership & Engagement	3,858,911	-	43,000	-	3,901,911	3,704,334
Total Expenses From Continuing Operations	21,551,807 -	10,000 -	107,000	21,000	21,455,807	14,112,110
Capital Works						
Community Well Being	82,000	30,000	- -	20,000	92,000	29,908
A Growing Economy	-	-	-	-	-	-
Caring for the Environment	-	-	-	-	-	-
Infrastructure & Services	24,220,443	1,319,173	1,257,062 -	8,740,385	18,056,293	9,027,510
Leadership & Engagement	-	-	-	-	-	-
Total Capital Works	24,302,443	1,349,173	1,257,062 -	8,760,385	18,148,293	9,057,418
Transfers from Restricted						
Community Well Being	- 100,000	-	-	- -	100,000	-
A Growing Economy	1,420,000	830,000 -	400,000	-	1,850,000	234,833
Caring for the Environment	- 15,000 -	16,600	- -	7,727 -	39,327 -	39,327
Infrastructure & Services	- 3,729,330 -	1,150,000 -	179,500	3,698,000 -	1,360,830	-
Leadership & Engagement	50,000	-	-	-	50,000	50,000
Total Transfers from restricted	- 2,374,330 -	336,600 -	579,500	3,690,273	399,843	245,506
Net						
Community Well Being	801,012	30,000 -	956,232 -	20,000 -	145,220	819,204
A Growing Economy	- 586,585	830,000 -	400,000	- -	156,585	321,648
Caring for the Environment	1,544,001 -	16,600	- -	7,727	1,519,674	334,605
Infrastructure & Services	9,073,404 -	843,400	927,562 -	2,502,273	6,655,293	217,014
Leadership & Engagement	- 3,279,026	-	43,000	- -	3,236,026 -	1,886,541
Total Net	7,552,806 -	0 -	385,670 -	2,530,000	4,637,136 -	194,070

Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

AS AT 31 MARCH 2024

Town Improvements	COMMITTED				Unders & Overs (based on when projects are completed)	Total	ACTUAL	
	2022-23 Carried Forward	Adopted 2023-24	Adjustments (Council approved)				Actual Spend 31 March 2024	Balance Committed
Overheads	0.00	13,510.00				13,510.00	10,799.91	2,710.09
The Common								
- Unallocated	33,529.05		(33,529.05)			0.00		0.00
- Footpaths at Common			17,747.13			17,747.13		17,747.13
- Footpath new new accessible playground			1,700.00			1,700.00	2,236.36	(536.36)
- Oberon Common Top Soil	W3473	8,305.43				8,305.43		8,305.43
- Common Equipment Shed	W3457	14,075.62				14,075.62		14,075.62
- Living Treasure	W3460	51,091.40		14,081.92		65,173.32	65,173.32	0.00
- Rotunda Restoration			75,000.00			75,000.00	31,780.00	43,220.00
- Rose Garden	C3540		12,000.00			12,000.00	2,272.73	9,727.27
Community Hub	W2487	0.00	200,000.00			200,000.00	200,000.00	0.00
Oberon Street Paving	W3153	75,201.00				0.00		0.00
Footpath Construction								
- Unallocated		1,973.45	45,000.00			46,973.45		46,973.45
Street Line Marking	W3439	4,823.09				97.51	97.51	0.00
Rugby League Club Lighting Tower		15,700.00				15,700.00		15,700.00
Rugby League Club Change Rooms	W2711	11,362.00				11,362.00		11,362.00
Beautification Street Tree Planting	W3439	71,213.03				71,213.03		71,213.03
Yearly Top Soil Sporting Grounds	W3459	7,633.94				7,633.94		7,633.94
Drainage, Kerb & Gutter								
- Unallocated		107,855.26	90,000.00			197,855.26		197,855.26
- Ross St Oberon Common	W3470	64,435.54				64,435.54		64,435.54
Bulky Goods Collection	W2663	17,462.87	20,212.00			20,484.14	20,484.14	0.00
Grandstand Stage 2		27,488.00				0.00		0.00
Edith Rd Rock Retaining Wall	W3541	232,930.00				232,930.00		232,930.00
Dart & Dudley Pedestrian Upgrade		20,000.00				20,000.00	3,000.00	17,000.00
Gym and Pool lights and steps			20,000.00			20,000.00	10,129.14	9,870.86
Richards Park Drainage			80,000.00			80,000.00		80,000.00
Town Improvement Review Consultation				10,000.00		10,000.00	10,000.00	0.00
Unallocated		32,483.05		(10,000.00)		147,088.36		147,088.36
Totals		797,562.73	555,722.00	0.00	0.00	1,353,284.73	355,973.11	997,311.62

Oberon Council - Agenda - Ordinary Meeting - 16 April 2024

Oberon Council
Capital Expenditure Revised Budget

Project Name	Project Cost \$	Funding					Expenditure				
		\$7.11	Grants	Loan	Carryover from last year	Reserve	Internal/Relevant Fund	Salaries	Materials	Plant Hire	Contractor
GENERAL FUND											
The Tablelands Way Upgrade - Lowes Mount Rd	3,988,436	400,000	3,189,436	-	-	399,000	-	358,844	1,614,796	358,844	1,655,953
Arkstone Road FLR3	2,784,469	-	2,784,469	-	-	-	-	318,283	974,564	278,447	1,213,175
Arkstone Road FLR4	2,400,000	-	2,400,000	-	-	-	-	200,000	525,000	150,000	1,525,000
Abercrombie Road rehabilitation	450,000	-	450,000	-	-	-	-	90,000	90,000	45,000	225,000
Bit Reseal - Local	584,514	-	584,514	-	-	-	-	29,226	-	29,226	526,063
Bit Reseal - Regional	150,000	-	150,000	-	-	-	-	7,500	-	7,500	135,000
Oberon Fitness Centre Stg2 **	25,000	-	25,000	-	-	-	-	-	-	-	25,000
Street Lighting Oberon Youth Centre	100,000	-	100,000	-	-	-	-	-	-	-	100,000
Solar PV System Pool, Gym and Hub **	10,000	-	10,000	-	-	-	-	-	-	-	10,000
Accessible Playground	115,000	15,000	100,000	-	-	-	-	-	-	-	115,000
\$1m Natural Disaster Fund Works											
- Bastard Point, Isabella, Beaconsfield and Gibbons Rd (gravel re-sheet)	270,000	-	270,000	-	-	-	-	45,000	180,000	45,000	-
- Bailey's Lane (rehab)	266,905	6,905	260,000	-	-	-	-	10,000	156,905	10,000	90,000
Abercrombie Road (Natural Disaster Grant)	990,045	-	990,045	-	-	-	-	99,004	445,520	99,004	346,516
Unsealed Maintenance (resheets)	170,000	-	170,000	-	-	-	-	42,500	85,000	42,500	-
LRCI Phase 3 Road Projects	851,973	-	851,973	-	-	-	-	425,987	212,993	212,993	-
Stores- internal upgrade to Store & Office	10,000	-	-	-	-	-	10,000	-	-	-	10,000
Depot Gate	70,000	-	-	-	50,000	-	20,000	-	-	-	70,000
Visitor Infoamrion Centre Refirb	420,000	-	420,000	-	-	-	-	-	-	-	420,000
Independent Living Unit Roof	30,000	-	-	-	-	20,000	10,000	-	-	-	30,000
Library Books	17,000	-	-	-	-	-	17,000	-	17,000	-	-
O'Connell Rd Trees	33,200	16,600	16,600	-	-	-	-	16,600	16,600	-	-
Library Capital	45,000	-	45,000	-	-	-	-	-	45,000	-	-
Cemetery	35,000	-	15,000	-	-	-	20,000	-	35,000	-	-
Probity Project	400,000	-	-	-	-	400,000	-	-	-	-	400,000
O'Connell Recreation Ground	134,400	-	-	-	134,400	-	-	-	134,400	-	-
Off Leash Dog Park	58,722	-	-	-	58,722	-	-	-	58,722	-	-
Abercrombie Rd - Pavement Rehab	451,000	-	-	-	451,000	-	-	-	451,000	-	-
Amenities Block Reef Reserve	207,727	7,727	-	-	200,000	-	-	-	200,000	-	-
Accessible Toilet Golf Course	62,110	-	-	-	62,110	-	-	-	62,110	-	-
Plant and Equipment											
Western Star Tipper	10,000	-	-	-	-	-	10,000	-	10,000	-	-
Miscellaneous Plant	30,000	-	-	-	-	-	30,000	-	30,000	-	-
Toyota ForRunner - WED	25,000	-	-	-	-	-	25,000	-	25,000	-	-
Toyota Kluger: FCSD	25,000	-	-	-	-	-	25,000	-	25,000	-	-
Toyota Prado GXL : GM	25,000	-	-	-	-	-	25,000	-	25,000	-	-
Mazda BT 50 Extra Cab	20,000	-	-	-	-	-	20,000	-	20,000	-	-
Mitsubishi Triton	20,000	-	-	-	-	-	20,000	-	20,000	-	-
Mitsubishi Triton	20,000	-	-	-	-	-	20,000	-	20,000	-	-
Hino Crew Cab	40,000	-	-	-	-	-	40,000	-	40,000	-	-
Hino Crew Cab	40,000	-	-	-	-	-	40,000	-	40,000	-	-
Toyota Hilux Extra Cab 4x4 :Tip	25,000	-	-	-	-	-	25,000	-	25,000	-	-
Izuzu NPR300 **	-	-	-	-	-	-	-	-	-	-	-
Isuzu 9 tonne tipper **	-	-	-	-	-	-	-	-	-	-	-
Cat 432E Backhoe	150,000	-	-	-	150,000	-	-	-	150,000	-	-
WATER FUND											
Water Mains replacement **	-	-	-	-	-	-	-	-	-	-	-
UV Filtration **	-	-	-	-	-	-	-	-	-	-	-
Pump replacement (two)	15,000	-	-	-	-	-	15,000	-	15,000	-	-
Raw Water Analyser	4,500	-	-	-	-	-	4,500	-	4,500	-	-
3x Water Filling Stations	149,500	-	-	-	-	149,500	-	-	-	-	149,500
SEWER FUND											
STP *	1,931,250	-	1,931,250	-	-	-	-	-	-	-	1,931,250
Pump Station Upgrade	100,000	-	-	-	-	-	100,000	-	-	-	100,000
WASTE FUND											
Site Upgrade (fencing, clean up)	25,000	-	-	-	-	-	25,000	-	25,000	-	-
Power Connection	150,000	-	-	-	150,000	-	-	-	-	-	150,000
Weighbridge Project	200,000	-	-	-	-	-	200,000	-	-	-	200,000
New Cell Creation	70,000	-	-	-	-	-	70,000	-	-	-	70,000
Mobile Bins	5,000	-	-	-	-	-	5,000	-	-	-	5,000
Front End Loader Bucket	30,000	-	-	-	30,000	-	-	-	30,000	-	-
TOWN IMPROVEMENT LEVY FUND											
Town Improvement Capital Works	482,212	-	-	-	-	-	482,212	-	482,212	-	-
	18,722,963	446,232	14,763,287	-	1,286,232	968,500	1,258,712	1,642,943	6,291,323	1,278,514	9,502,456

15 URGENT BUSINESS

Summary

In accordance with Clause 232 of the Local Government (General) Regulations 2021 "Model Code of Meeting practice" business may be transacted at a meeting of Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:

- a) A motion is passed to have the business transacted at the meeting: and
 - b) The business proposed to be brought forward is ruled by the Chairperson to be of great urgency.
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Recommendation:

That Council consider the following matters as they are considered to be of an urgent nature requiring immediate consideration by Council.

16 CLOSED SESSION - CONFIDENTIAL REPORTS

Summary

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

Set out below is Section 10A(2) of the Local Government Act 1993 in relation to matters which can be dealt with in the closed part of a meeting.

The matters and information are the following:

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

16.1	Oberon Fitness Centre Tender Enclosure Rear of Facility
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File No:	Grants/RLCIP Oberon Fitness Centre
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Author:	Damian O'Shannassy (Planning and Development Director)
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This report is CONFIDENTIAL under the provisions of Section 10A(2)(d) of the Local Government Act 1993, as it relates to commercial information of a confidential nature that would, if disclosed: (i) prejudice the commercial position of the person who supplied it, or (ii) confer a commercial advantage on a competitor of the council, or (iii) reveal a trade secret.

16.2	Water Write-Off Request - Assessment 12361334
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File No:	Finance/Rates
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Author:	Mathew Webb (Corporate Services Director)
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This report is CONFIDENTIAL under the provisions of Section 10A(2)(b) of the Local Government Act 1993, as it relates to the personal hardship of any resident or ratepayer.

16.3	STP Construction Tender Update
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File No:	Infrastructure/STP Upgrade
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Author:	Gary Wallace (General Manager), Garry Styles (Special Projects Engineer)
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This report is CONFIDENTIAL under the provisions of Section 10A(2)(c) of the Local Government Act 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

This report is CONFIDENTIAL under the provisions of Section 10A(2)(d) of the Local Government Act 1993, as it relates to commercial information of a confidential nature that would, if disclosed: (i) prejudice the commercial position of the person who supplied it, or (ii) confer a commercial advantage on a competitor of the council, or (iii) reveal a trade secret.

17 CLOSURE OF MEETING

The Mayor will declare the meeting closed.

The next Ordinary Meeting of Oberon Council will be held on 21 May 2024 commencing at 5.30pm, in the Oberon Council Chambers, 137 Oberon Street, Oberon.