



FINANCE POLICY COMMITTEE

AGENDA

3 DECEMBER 2024

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **FINANCE POLICY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, BYNG STREET, ORANGE on Tuesday, 3 December 2024.**

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Executive Support on 6393 8391.

AGENDA

EVACUATION PROCEDURE

In the event of an emergency, the building may be evacuated. You will be required to vacate the building by the rear entrance and gather at the entrance to the car park. This is Council's designated emergency muster point.

Under no circumstances is anyone permitted to re-enter the building until the all clear has been given and the area deemed safe by authorised personnel.

In the event of an evacuation, a member of Council staff will assist any member of the public with a disability to vacate the building.

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1 INTRODUCTION

1.1 DECLARATION OF PECUNIARY INTERESTS, SIGNIFICANT NON-PECUNIARY INTERESTS AND LESS THAN SIGNIFICANT NON-PECUNIARY INTERESTS

The provisions of Chapter 14 of the Local Government Act, 1993 (the Act) regulate the way in which Councillors and designated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public role.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons given for declaring such interest.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussion or voting on that matter, and requires that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code of Conduct also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

RECOMMENDATION

It is recommended that Committee Members now disclose any conflicts of interest in matters under consideration by the Finance Policy Committee at this meeting.

2 GENERAL REPORTS

2.1 FEES AND CHARGES AMENDMENTS - ORANGE AQUATIC CENTRE AND ORANGE YOUTH HUB

RECORD NUMBER: 2024/1674
 AUTHOR: Kate Shepherd, Executive Officer

EXECUTIVE SUMMARY

Council provides a number of services as part of its operations which the Community seek to hire from time to time.

The Aquatic Centre and the Youth Hub have both been approached by community and private organisations for private use or as a venue.

The Aquatic centre have been requested to provide an option to privately hire out the inflatable obstacle course to be utilised within and under control of the Aquatic centre. The proposal comes following public requests to hire the equipment out for private use within the Orange Aquatic Centre. Requests have been received from members of the public, Schools as well as Sporting groups and organisations.

The Orange Youth Hub has received requests to hire the building for a variety of community and private uses such as provision of a literacy program or meeting space.

This report seeks to establish a fee to enable these facilities to be hired.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “2.3. Ensure the sporting and recreational facilities, programs and activities are accessible and affordable to support healthy lifestyle choices”.

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That Council exhibit the proposed fee to hire out the inflatable obstacle course at of cost of \$200 per hour for private use and for the hire of the Orange Youth Hub at a cost of \$12.50 an hour ex GST (plus cleaning fees where applicable) for a period of at least 28 days.

FURTHER CONSIDERATIONS

The recommendation of this report has been assessed against Council’s other key risk categories and the following comments are provided:

Service/Project Delivery	Minimal risk of structural/mechanical fault with the equipment on a date when it was privately booked. Minimal risk to use of the Orange Youth Hub and consistent with the hire of other Council facilities.
Financial	Minimal risk of equipment replacement should it be damaged. No additional risk on to how the equipment is currently used.

2.1 Fees and Charges Amendments - Orange Aquatic Centre and Orange Youth Hub

Environment	Adverse weather could prevent the use of inflatables, would be managed in line with OP105 Aquatic Centre – Lightning and Severe Weather Policy.
Compliance	All aquatic centre entry policies to be adhered to and the Keep Watch Program.
People & WHS	Staff rotations across pool areas to be observed as per usual Aquatic Centre practice.

SUPPORTING INFORMATION**Orange Aquatic Centre**

Orange Aquatic Centre currently offers the use of the inflatables obstacle course at peak user times for an additional cost of \$5 per person on top of the set pool entry fees.

Orange Aquatic Centre has reviewed other Aquatic Centres that offer the hiring out of the inflatables equipment on a private basis and found it to be popular with the Community.

The proposed \$200/hr fee includes the time for staff to set up and pack down the equipment as well as the required staff to supervise the safe usage of the inflatable obstacle course.

During the reserved hour, the inflatable course will be exclusively available to the hiring group. After this time, the course will reopen for use by all pool patrons.

All users in the hiring group must adhere to the standard swim test rules required for safe participation on the inflatable obstacle course. All users would need to:

- Be 6 years of age and over
- Satisfactorily pass swim test:
 - o Safely enter water without assistance
 - o Swim approximately 25m safely
 - o Summersault in the water, while demonstrating breath and body movement control
 - o Tread water for 1 minute
 - o Return to edge of pool and safely exit pool without assistance.
- Children 6-11 years of age must be supervised by responsible adult (additional to lifeguards)
- Follow all directions given by lifeguards and pool staff.

Orange Youth Hub

The Orange Youth Hub has received a number of requests to hire the facility for various purposes. A proposed fee of \$12.50 per hour plus cleaning fees where applicable is sought.

ATTACHMENTS

- 1 Operations Manual - Aquatic Centre - Dive Pool and Inflatables protocol, D24/126199 [↓](#)

Procedure: Swim Test and Briefing

Purpose: Ensures that swimmers have a sufficient level of swimming proficiency to engage with the activity safely. Swimmers who have successfully completed the swim test and completed the briefing are less likely to engage in unsafe behaviours, as they typically understand the importance of pool rules, depth markers, and safe diving practices.

Requirements:

- Must be completed before any patron (regardless of age) is allowed to use the springboards, inflatable obstacle course or inflatable slide.
- Children aged under 12 MUST have a parent/guardian aged 16 years or older on the adjacent pool deck, in constant visual contact.
- Googles, swim aids and/or floatation devices are unable to be used during the assessment.

Parameters:

- Assessment Protocol is to be run the first 15 minutes of each hour the springboards and/or inflatable/s are operational. (This can be shortened if there are no people waiting to be assessed).
- Patrons who pass the dive pool assessment will receive a waterproof wristband to identify them. Persons without wristbands will be excluded from accessing the activity

Task		Must See (competent)	Stop assessment if... (not yet competent)
1	Entry	Safe entry completed. Control of body during entire entry.	Belly/back flops, no control over
2	Swim (any style)	Minimum 25m, maintaining forward movement and breath control	Stops, panics or uses flotation aids
3	Body rotation and Breath control	Can complete a forward flip OR Submerge (no more than 2m) – swim underwater 2m, resurface (Can rotate body vertically and horizontally – head up and down)	Gasping or spluttering Can't control depth of duck dive Can't protect airway without holding nose.
4	Vertical float/ tread water	Minimum 1 minute	Panics or uses flotation aids Unable to protect airway
5	Exit	Can exit pool unassisted	Requires assistance to exit pool

Briefing – Inflatable Obstacle Course:

- Our lifeguards are here to keep everyone safe. Listen to any instructions and immediately comply with requests from the lifeguard team.
- Use designated entry and exit points only.
- When you enter the water, move to an edge immediately and clear the water
- To prevent collisions, use one obstacle at a time. Wait until the previous person has cleared the obstacle before you start.
- Avoid pushing, pulling, or engaging in rough play on the course.
- Be aware of other participants and avoid blocking others. Alert a lifeguard immediately if you or someone else requires assistance.
- The activity may cease without warning. Please exit immediately if instructed by staff.

Briefing – Inflatable Slide:

- Our lifeguards are here to keep everyone safe. Listen to any instructions and immediately comply with requests from the lifeguard team.
- To prevent collisions, one user at a time.
- Do not approach the entry point until instructed by the lifeguard.
- Use designated entry and exit points only.
- When you enter the water, move to an edge immediately and exit the pool
- Avoid pushing, pulling, or engaging in rough play near the slide.
- Alert a lifeguard immediately if you or someone else requires assistance.
- The activity may cease without warning. Please exit immediately if instructed by staff.

Briefing – Springboards:

- Follow any instructions given by lifeguards or staff. They are there to ensure everyone’s safety, and any disregard for their directions may result in being asked to leave the area.
- Only one person is allowed on the springboard at a time. Wait on the deck until the board is clear.
- Make sure the landing area is clear of other swimmers before jumping or diving. Wait until the previous diver has reached the side or is safely away from the board area.
- Walk to the end of the board; do not run. Jump or dive straight out from the board to avoid hitting the sides of the pool.
- Feet first entries are preferred. Diving is dangerous without adequate training. Avoid flips, somersaults, or other stunts, as these can be dangerous, especially if improperly executed.
- Ensure you understand the depth of the water in the diving area. Only use the springboard if you are comfortable swimming in deep water.
- After jumping, swim directly to the side of the pool to make room for the next person. Do not linger in the diving area.

Reviewed By	Date	Date Updated in Trim

2.2 SMALL DONATIONS - REQUESTS FOR DONATIONS

RECORD NUMBER: 2024/1748

AUTHOR: Jen Sharp, Director Corporate & Commercial Services

EXECUTIVE SUMMARY

This report provides further information to Council to allow for the consideration of a resolution regarding Midstate Budgerigar Club Inc application through the Small Donations Program that has been carried forward from 20 November 2024 Council meeting.

The Small Donations Program has been established to provide assistance to community and not-for-profit groups that offer significant contribution to the social, economic and/or environmental wellbeing of the Orange Local Government Area (LGA)

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “16.2. Support community organisations and groups to deliver services and programs”.

FINANCIAL IMPLICATIONS

The budget for General Donations within the Small Donations Program for 2024/2025 is **\$80,000** with \$29,401 spent to date. The total requested in this paper is \$2,000.

<i>Annual budget 23/24</i>	\$80,000.00
<i>Total spent to date</i>	\$29,401
<i>Requested amount this paper</i>	\$2,000
<i>Remaining balance</i>	\$48,599

POLICY AND GOVERNANCE IMPLICATIONS

Refer to Council’s Donations and Grants Policy - ST32

This policy is in accordance with these sections in the Local Government Act 1993:

1. Section 356 (financial assistance)
2. Section 377 (delegated authority)
3. Section 610E (waive or reduce fees)

And in accordance with this section in the Local Government Regulation 2021:

Section 207 (record of donations for auditing purposes)

RECOMMENDATION

That Council determines the following application:

- 1. To donate \$2,000 to the Midstate Budgerigar Club Inc. to contribute to the costs of the prizes for the national budgerigar show.**

FURTHER CONSIDERATIONS

Consideration has been given to the recommendation’s impact on Council’s service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

2.2 Small Donations - Requests for Donations

SUPPORTING INFORMATION

During the Council meeting of 20 November 2024, further information on the timing of the submission and processing of this request in comparison with the event timing and the policy was requested.

The last Council meeting of the previous term was held on 3 September 2024.

The application for the Small Donation Grant was signed on 15 October 2024 and was received by Council on 17 October 2024.

We understand the event occurred on 2 November 2024.

Council was in caretaker mode at the time of the submission. However, given the short period of time between the 17 October 2024 and 2 November 2024, it is unlikely that the submission would have been able to be presented to Council prior to the event if the Council was operating in normal meeting patterns.

The current policy talks to the four rounds, while we note that we have not strictly followed these rounds we will be reviewing these as part of the earlier motion put by Cr Peterson.

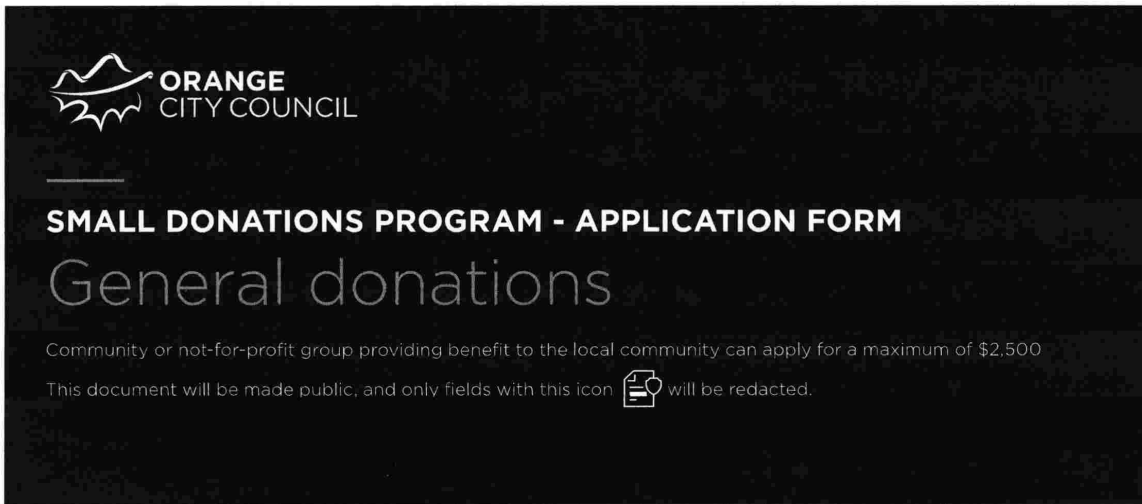
It is also noted that other applications, which were approved by Council during the last meeting, had event dates commencing prior to the Council meeting. For example, the 8 Day Games application was submitted 9 September 2024, event commenced 16 November 2024, and was approved by Council on 20 November 2024.

Both the 8 Day Games application and the Midstate Budgerigar Club application were recommended for support even though the event dates had passed based on the fact that the Council were in caretaker mode.

Applicant 8	Midstate Budgerigar Club Inc.
Assistance Would Support	The assistance would contribute to the costs of the prizes for the national budgerigar show as well as the cost of accommodation and travel for 3 judges.
Amount Requested	\$2,000
Policy Category	Community event not being event sponsorship
Category Maximum	\$2,500
Complies With Policy	Yes – However the event date has now occurred, 2 November 2024 (application signed 15 October 2024)
Previously funded by Council?	Yes 2023/2024 \$2,000

ATTACHMENTS

- 1 Small Donations Program - Application Form - General Donations - Midstate Budgerigar Club Inc - Annual Show - 2 November 2024 (redacted), D24/115858 [↓](#)



APPLICANT'S DETAILS

Name of organisation: Midstate Budgerigar Club Inc.

Contact name: Garry Pymont Orange City Council Scanned

Position: Secretary 17 OCT 2024

Postal address: CONTAINER No.

Phone: Mobile: F2109-25

Email:

ABN (if applicable): ACN (if applicable):

YOUR ORGANISATION

Not-for-Profit Community Group

Please provide a short description of your organisation, and its purpose.

We are a club affiliated with the state and national budgerigar associations . We try to help new comers to the hobby and conduct an annual show as well as participateing in the state teams competition and national budgerigar show . We are applying for a grant for our annual show [which has been held in Orange for over 40 years] on November 2nd at the Orange Show Ground .

YOUR REQUEST

Amount requested: \$ 2000.00 Date event if applicable: November 2nd

What round are you applying for? Round 1 Round 2 Round 3 Round 4

If you have attempted to seek funding for this project from any other source, including other grants, requests for in kind donations or reduction in costs from suppliers, please provide details:

We have a number of sponsors assisting the club

What will this donation be used for?

We are offering over \$2000 in cash prizes as well as the cost of accomodation and travellin for 3 Judges . We have an expanded schedule this year and have more awards than before .As well as the cash we have approx. \$800 of awards provided by sponsors .

BENEFIT TO ORANGE

Please outline how the donation will contribute to the social, economic and/or environmental wellbeing of the Orange Local Government Area.

As well as the 3 motel rooms booked for our judges a large number of exhibiters will be staying in accomodation [some already booked] , on the Friday night we have booked a function at the Services club that will be well attended . Typically the partners of judges and exhibiters will usually go shopping and sight seeing while the show is on .

COSTS AND FUNDING

Please provide a summary of your event costs and funding sources. For equipment purchase, please attach quotes.

COSTS	Venue hire	237.60
		\$
	Judges accomodation and travelling and food	1200.00
		\$
	Cash prizes	2100.00
		\$
Stationery printing etc.	2100.00 150.00	
	\$	
	3687.60	
	\$	
Total costs	3687.60	
	\$	

FUNDING	Your contribution	\$ 1687.60
	Funding from other councils	\$
	Contribution from other sources	\$
	Total funding	\$ 1687.60
		\$

