

**POLICY COMMITTEE MEETING  
BATHURST REGIONAL COUNCIL**

26 March 2025

His Worship the Mayor & Councillors

**Notice of Policy Committee Meeting of Bathurst Regional Council –  
Wednesday 2 April 2025**

I have to advise that a Policy Committee Meeting of Bathurst Regional Council will be held in the Council Chambers on Wednesday 2 April 2025 commencing at 6:00 PM.



D J Sherley  
**GENERAL MANAGER**

**BUSINESS AGENDA**  
**POLICY COMMITTEE MEETING OF BATHURST REGIONAL COUNCIL**  
**TO BE HELD ON Wednesday 2 April 2025**

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## **1. PUBLIC FORUM**

### **1.1. RECORDING OF COUNCIL MEETING - PUBLIC FORUM BANNER**

Commence livestreaming of Council Meeting with Public Forum Banner.

**N.B. Ensure microphones are muted on recording during Public Forum session.**

## **2. MEETING COMMENCES**

## **3. RECORDING OF MEETING**

### **3.1. RECORDING OF MEETING - GENERAL MANAGER TO READ**

Commence normal recording of Policy Meeting.

**N.B. Ensure microphones are not muted on laptop.**

This Council meeting is being recorded in accordance with Council's webcasting of Council Meetings Policy. The recording will be archived and made available for viewing at any time on Council's YouTube channel for a maximum period of 12 months. All care is taken to maintain your privacy however if you are in attendance in the public gallery you should be aware that your presence may be recorded. Your continued attendance means that you agree to being recorded and also that you will abide by the Council's adopted Code of Meeting Practice.

The Chairperson or General Manager have the discretion to interrupt the recording of any meeting at any time should it be deemed necessary. This may occur in circumstances where commentary is considered to be misleading, defamatory or inappropriate to be published or where behaviour breaches Council's adopted Code of Meeting Practice.

Councillors and Senior Staff are reminded that this meeting is being livestreamed and for the benefit of those viewing online, please ensure you use the microphone when speaking and turn it off when you are finished.

## **4. PRAYER AND ACKNOWLEDGEMENT OF COUNTRY**

Could all those who are able, please stand for the prayer and the acknowledgement.

3.01 Almighty God, give wisdom to those in authority and guide all peoples in the way of righteousness and peace, so that we may share with justice the resources of the earth, work together in trust and seek the common good. Amen

3.02 I would like to acknowledge that this meeting is being held on the traditional lands of the Wiradjuri people and recognise the strength, resilience and capacity of Aboriginal people in this land.

## **5. APOLOGIES**

## 6. MINUTES

### 6.1. Confirmation of Minutes

File No: 07.00064

#### RECOMMENDATION:

That the Minutes of the Policy Committee Meeting of Bathurst Regional Council held on 5 March 2025 be adopted.

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#### REPORT:

The Minutes of the Policy Committee Meeting of Bathurst Regional Council held on 5 March 2025 are attached.

#### FINANCIAL IMPLICATIONS:

N/A

#### BATHURST COMMUNITY STRATEGIC PLAN – OBJECTIVES AND STRATEGIES:

**Objective 6: Community leadership and collaboration.**

Strategy 6.4 Meet legislative and compliance requirements.

#### COMMUNITY ENGAGEMENT:

01 **Inform** - to provide the public with balanced and objective information to help them understand the problem, alternatives, opportunities and/or solutions.

#### ATTACHMENTS:

1. 050325 Policy Minutes Only [6.1.1 - 8 pages]

## **7. DECLARATION OF INTEREST**

### **Declaration of Interest**

To assist the Councillors and committee members in their correct consideration of business before the meeting, please give consideration to Part 4 and Part 5 of the Council Code of Conduct, in relation to Declaration of Interest at meetings.

# GENERAL MANAGER'S REPORT

The following reports are presented for Council's consideration.

Yours faithfully

A handwritten signature in black ink, appearing to read 'DJS', is positioned above the printed name of the General Manager.

D J Sherley  
**GENERAL MANAGER**

### 8.1.1. MEDIA POLICY

**FILE NO: 11.00035**

#### **RECOMMENDATION:**

That Council:

- a) Place the draft Media Policy on public exhibition for a period of 28 days.
- b) If no submissions are received, adopt the draft Media Policy.
- c) If submissions are received, provide a further report for Council's consideration.

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#### **REPORT:**

Council's Media Policy was last adopted by Council in October 2021 and is due for readoption.

The policy has remained largely unchanged for a number of years apart from minor updates.

A review of the document highlighted the need to update the policy in a number of areas to better align to both current organisational practices and to industry best practice.

The Media Policy has been re-written utilising the Office of Local Government (OLG) Model Media Policy. The Model Media Policy, released by the OLG in 2022 incorporates examples of best practice from the media policies of a diverse range of NSW Councils, as well as from Commonwealth and State Government agencies. It was developed by the OLG in consultation with Councils.

It is a robust document that provides a framework for Councils when dealing with the media and ensures that media engagement undertaken by Councillors and staff is consistent, accurate and professional and enhances the Council's reputation. It also allows for Councils to adapt the policy to their own circumstances or supplement with their own provisions.

It should be noted the Model Media Policy was released after Council's current Media Policy was last adopted by Council.

A copy of the existing Media Policy can be located at **attachment 1**, the OLG Model Media Policy at **attachment 2** and Council's draft Media Policy at **attachment 3**.

Council's draft Media Policy has been developed using the Media Coordinator model (as that reflects our current practice and the identified staff role has media coordination responsibilities as part of their position description).

All of the sections from the Model Media Policy have been carried across to the revised Media Policy and several additions have also been included.

They are:

- relating to approval of all media content (to confirm current practice)
- relating to media commentary during a disaster to ensure clarity in these circumstances. (to confirm current practice)
- Defining staff as subject matter experts (to confirm current practice)
- Requests to film staff/facilities/council meetings for news purposes (to confirm current practice)
- Insert reference to volunteers/contractors/service providers and the need to refer media enquiries on council projects back to Council (as per the Statement of Business Ethics)
- The maintenance of an up-to-date media delegations register (to align with and replicate our social media delegations register)
- Inclusion of related documents. The model policy references the Code of Conduct in the background information and the policy relates to the Code of Conduct and several other Council documents/policies.
- Review timeline – rather than two years, review the policy within 12 months of a Council election.

The Model policy includes one of the Media Coordinator's roles as providing guidance to Councillors who are approached by the media. This has been removed from the proposed BRC draft Media Policy. This responsibility will sit with the General Manager as detailed in the draft Media Policy as this is in line with our Councillors and Staff interaction policy.

It is proposed to place the draft Policy on exhibition for a period of 28 days and if no submissions are received, adopt the Policy. However, if submissions are received, a further report will be presented to Council for its consideration.

## **FINANCIAL IMPLICATIONS:**

N/A

## **BATHURST COMMUNITY STRATEGIC PLAN – OBJECTIVES AND STRATEGIES:**

### **Objective 6: Community leadership and collaboration.**

Strategy 6.1      Communicate and engage with the community, government and business groups on important matters affecting the Bathurst region.

## **COMMUNITY ENGAGEMENT:**

01 **Inform** - to provide the public with balanced and objective information to help them understand the problem, alternatives, opportunities and/or solutions.

## **ATTACHMENTS:**

1. media-reviewed-september-2021 [8.1.1.1 - 3 pages]
2. Model Media Policy Final [8.1.1.2 - 14 pages]
3. BRC draft Media Policy 2025 [8.1.1.3 - 7 pages]



# **DIRECTOR CORPORATE SERVICES & FINANCE'S REPORT**

The following reports are presented for Council's consideration.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A Jones', enclosed within a large, loopy oval shape.

A Jones  
**DIRECTOR  
CORPORATE SERVICES AND FINANCE**

## 8.2.1. COUNCIL POLICY REVIEW - POLICIES REVIEWED WITH NO OR MINIMAL CHANGES IDENTIFIED

**File No: 11.00006**

### RECOMMENDATION:

That Council adopt the Council Related Developments Conflicts of Interest Policy.

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### REPORT:

As part of Council's governance procedures, a program to review all Council policies every two years has been implemented.

#### **Policies with no or minimal changes**

The following Council Policies have recently been reviewed. As part of the review, it was identified there were no/or minimal changes to be made, and therefore the policies are not required to be placed on public display or formally readopted by Council.

Policy Reviewed	Action	New Renewal Date
Council Related Developments Conflicts of Interest ( <b><u>Attachment 1</u></b> )	Minor formatting issue and addition of the definition of 'conflict of interest'.	April 2027

### FINANCIAL IMPLICATIONS:

Nil

### BATHURST COMMUNITY STRATEGIC PLAN – OBJECTIVES AND STRATEGIES:

**Objective 6: Community leadership and collaboration.**

Strategy 6.4 Meet legislative and compliance requirements.

### COMMUNITY ENGAGEMENT:

01 **Inform** - to provide the public with balanced and objective information to help them understand the problem, alternatives, opportunities and/or solutions.

### ATTACHMENTS:

1. Policy - Council Developments Conflict of Interest Apr 2025 [**8.2.1.1** - 3 pages]

## **9. GENERAL BUSINESS**

## **10. MEETING CLOSE**