

WEDDIN SHIRE COUNCIL



ANNUAL REPORT 2012/2013

"WEDDIN COUNCIL - WORKING FOR AND WITH THE COMMUNITY"

COUNCIL'S MISSION STATEMENT

For the future as in the past Weddin Council and Staff will endeavour to achieve:-

- Proper maintenance and improvement of all services
- Assets and finances managed in a proper manner
- Improve communication with residents
- Promote tourism and development in a balanced manner
- Seek high productivity and morale with a well trained, motivated and safe workforce
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1. Council Offices & Facilities

Council Chambers	Camp Street, Grenfell open 8.30am - 4.00pm Mon-Fri (Ph) 6343 1212 (Fax) 02 - 6343 1203 email: mail@weddin.nsw.gov.au website: www.grenfell.org.au
Library	Main Street, Grenfell (Ph/Fax) 6343 1334
Technology Centre	Main Street, Grenfell (Ph/Fax) 6343 1720 email: grentech@grenfell.org.au
Art Gallery	Main Street, Grenfell (Ph) 6343 1864 email: gallery@grenfell.org.au
Economic Development/ Tourism Office	Main Street, Grenfell (Ph) 6343 2855 (Fax) 6343 2546 email: edo@grenfell.org.au
Caravan Park	Grafton Street, Grenfell (Ph) 6343 1194, email: caravanpark@grenfell.org.au
Swimming Pool	Forbes Street, Grenfell (Ph) 6343 1756
Swimming Pool	Second Street, Quandialla (Ph) 63471304
Works Depot	South Street, Grenfell (Ph) 6343 1748 (Fax) 63431651
Noxious Weeds	South Street, Grenfell (Ph) 6343 2999 (Fax) 6343 1203
Sewage Treatment Works	Memory Street, Grenfell (Ph) 6343 1578
Bushfire Headquarters	Melyra Street, Grenfell (Ph) 6343 1027
SES Headquarters	Dalton Street, Grenfell (Ph) 6343 1027

2. Council and Committee Meetings

Council: meets on the third Thursday of the month at 5.00 pm.

Correspondence for Meetings: Correspondence for consideration by Council must be received by the Wednesday in the week preceding the Meeting.

Public Attendance: members of the public are welcome to attend Council and certain Committee meetings except when otherwise resolved by Council to permit discussion of confidential matters.

Noxious Plants Committee: meets at 3.30 pm on the Tuesday in the week preceding the Council Meeting. (not every month)

Not open to public.

Tourism Committee: meets bi-monthly at 3.30 pm on the first Thursday of the month.

Not open to the public.

Heritage Committee: meets bi-monthly at 5.00 pm on the first Thursday of the month.

Not open to the public.

Manex Committee: meets at 8.00am on the Tuesday immediately preceding the Council Meeting.

Not open to the public.

Town Works Committee: meets at 4.30 pm on the Monday immediately preceding the Council Meeting.

Open to the public.

Lawson Festival Committee: meets at 7.30 pm EST (or 8.00 pm DST) on the third Tuesday of the month.

Open to the public.

Other Committees: meet as and when required. Meetings are advertised when members of the public may attend.

Note: Meeting times and days may vary on occasions. Some committees may not meet every month.

For confirmation please contact Council's office on 6343 1212.

3. MESSAGE FROM THE MAYOR 2012/2013

The 2012 Local Government election held on 8 September 2012 saw considerable changes for Weddin Shire Council with five new Councillors elected.

There were also other significant changes with the ward system being abolished and the number of Councillors reduced from ten to nine which emanated from a referendum held at the 2008 Local Government Election.

The new Council is working together very well and realises that we need to change to adapt to this ever changing environment in which Local Government operates.

One of these changes is the introduction of the Integrated Planning and Reporting (IPR) process from the 1 July 2012 which has seen Council take a more strategic approach to asset management and the provision of services to our rate payers.

This process facilitated the development and adoption of the following plans by Council:

- 2013-2023 – Community Strategic Plan
- 2013-2017 – Delivery Program
- 2013-2014 – Operational Plan
- Resourcing Strategy (including the Asset Management Plan (AMP), Long Term Financial Plan (LTFP) and workforce plan.)

While Council during 2012/2013 endorsed our strategic direction for the next ten years the 2013-2017 Delivery Program outlines various projects to be undertaken in the next four years and these are detailed below as prioritised by Council:

- Grenfell Medical Centre
- Grenfell Swimming Pool upgrade
- Grenfell Main Street upgrade

Councils resourcing strategy indicates that these capital projects will be in the future funded in the following ways:

- Loans
- Special Rate Variations
- Interest Rate Subsidies

Council is very much aware that a major or key component of good governance is community engagement and community engagement works best when it is underpinned by a previously articulated and understood strategic vision.

With the integrated planning documents detailed above having been endorsed or adopted by Council during 2012/2013 it is an opportune time to engage with the community in various community consultation sessions. While this occurred as part of the integrated planning process the community will again be consulted during the planning process for each particular capital project.

The arrival of Dr Patrick Akhiwu in February 2013 was welcomed by Council and the community. While it has been a long process it will no doubt prove to be a worthwhile one as the Shire will soon be able to return to having two doctors providing GP services in the Shire. Dr Patrick will also attend the Grenfell MPS as a visiting medical officer (VMO) which will see the hospital re-open and begin to admit patients again which is great news for the Weddin Shire.

Council's Roads Maintenance Council Contract (RMCC) with the Roads and Maritime Services (RMS) on SH6 and SH17 continued during 2012/2013 with excellent results. Council is accredited to conduct upgrade works to the nominal value of \$2,000,000 for each individual project which is very beneficial to Council and the community. Other major works conducted included the following:-

- MR237 and MR398 upgrades under the Repair Programme
- Maintenance work on the Regional Road Network
- Local Roads Construction/Maintenance
- Grenfell Streets construction and kerb and gutter works

Council also continues to invest in plant and equipment and information technology allowing staff to operate in a much more efficient and effective environment. Council also completed the new doctors residence as well as acquiring a building whereby the site will see a new medical centre constructed. Council also completed upgrade works at the Grenfell Tip and Sewerage Treatment Works allowing these sites to adhere to Environment Protection Authority (EPA) requirements.

Other ancillary works included Caravan Park improvements, O'Brien Hill Interpretative Signage, tourism signs upgrades and the Grenfell Lawn Cemetery upgrade works.

I would like to take this opportunity to thank both Councillors and staff for their support, advice and assistance since my election as Mayor. I look forward to working with Council's team in the future to deliver the projects identified and prioritised in the Integrated Planning and Reporting (IPR) process.

CLR MARK LIEBICH
MAYOR

4. Personnel and Professional Agents 2012/2013

Councillors – July 2012

Mayor: Clr M A Simpson
Deputy: Clr N Hughes

Councillors “A” Ward: J C Niven
G B Halls
“B” Ward: N W Hughes (Deputy Mayor)
D W Hughes
“C” Ward: M A Simpson (Mayor)
R W Atchison
“D” Ward: M R Crutcher
C M Lobb
“E” Ward: G McClelland
B R Hinde

Councillors – September 2012

Mayor: Clr M J Liebich
Deputy: Clr J C Niven

Councillors: G B Halls
N W Hughes
G McClelland
A C Griffiths
P H Best
C Brown
J E Parlett

Meeting Attendances July 2012

Meeting	Council	Town Works	Heritage	Tourism	Noxious Weeds
Total Held	2	1	1		
Clr Niven	2				
Clr Halls	2				
Clr N Hughes	2		1		
Clr D Hughes	0				
Clr Simpson	2	1	1		
Clr Atchison	2	1			
Clr Crutcher	2				
Clr Lobb	1				
Clr McClelland	1	1			
Clr Hinde	2	1			

Meeting Attendances September 2012

Meeting	Council	Town Works	Heritage	Tourism	Noxious Weeds
Total Held	12	5	4	4	3
Clr Liebich	12	5	(4)	(4)	(2)
Clr Niven	11			3	3
Clr Halls	12				2
Clr Hughes	8		4	3	
Clr McClelland	12	5			
Clr Griffiths	12				3
Clr Best	12	5		4	
Clr Brown	11	5	4	4	
Clr Parlett	12	3	4	3	

Note: numbers in brackets “()” indicate attendances as observers.

Executive Staff

General Manager	T V Lobb
Director Engineering	W Twohill
Director Environmental Services	B Hayes
Director Corporate Services	G Carroll

Professional Agents

Auditors:	Intentus PO Box 885 Orange NSW 2800
Solicitors:	Gordon Garling Moffitt 129 Main Street Grenfell NSW 2810
Banker:	Westpac 124 Main Street Grenfell NSW 2810

5. Statutory Disclosures – Local Government Act

The following matters are required to be reported by Council under Section 428(2) of the Local Government Act 1993, and are listed with the corresponding clause number. Figures given are for 2012/2013

- (a) Expenses, Revenue & Assets:
See Appendix A.
- (b) Operational Plan – Performance Report 2012/2013:
See Appendix B.
- (c) Completed Works of Note 2012/2013:
See Appendix C.
- (d) Report on the State of the Environment:
See Appendix D.
- (e) Condition of Public Works:
See Appendix E.
- (f) Summary of Legal Proceedings:
Council costs in regard to legal proceedings for 2012/2013 amounted to \$7,278.00.

The majority of legal expenses were incurred in legal action taken for the recovery of outstanding rates. This legal action is still in progress.

- (g) Payments to Councillors:
Fees: Fees for Councillors of the Weddin Shire were determined by Council within the limits approved by the Local Government Remuneration Tribunal as:-

Councillor	\$9,970pa
Mayor	\$21,770 pa extra

The total expenditure during the year was:-

Councillors fees	\$99,700
Mayoral fees	\$21,770

Expenses: Under its policy for payment of expenses as adopted on 16 June 2011, Council paid the cost of accommodation, meals, conference fees and travel expenses. Travel expenses by car were calculated at 65c/km under 2.5 litres and 74c/km 2.5 litres and over.

Amounts paid during the year were:-

Delegates expenses	\$7,786
Travel, subsidence	\$6,131
Insurance	\$1,999

Council made available an office with telephone for official use by the Mayor and Councillors as and when required.

(h) Senior Staff:

Council's only designated "Senior Staff" position is that of the General Manager.

Payments for the year totalled \$155,000 including fringe benefits. Payments for superannuation, fringe benefits tax and running costs for private vehicle use were made from the total package.

(i) Contracts:

Council awarded the following contracts over \$150,000 during 2012/2013:

Calvani Crushing Pty Ltd	-	Crushing gravel	\$154,000
Downer EDI	-	Supply and spread hotmix	\$383,374
Ausroads Systems Pty Ltd	-	Patch Truck	\$428,819
Millers Metals	-	Supply and deliver of DGB20	\$550,000

(j) Bush Fire Hazard Reduction Activities: There are 12 Rural Fire brigades in the shire under the control of the Rural Fire Service.

The township of Grenfell is covered by the NSW Fire and Rescue. Vacant allotments were inspected for excessive growth and owners encouraged to slash, mow or graze to reduce vegetation.

Rural property owners are required by public notice to establish and maintain 3 metre wide fire breaks appropriate to the Rural Fires Act. Residential properties in villages are required to keep grass and weed growth below 150 mm.

No Section 66 Notices were issued to those not complying with the public notice. However, 28 letters were sent to owners of blocks requiring treatment.

Council carried out its annual hazard reduction programme on firebreaks around the villages of Bimbi and Caragabal as well as burning off in conjunction with Rural Fire Brigades around the rubbish tips at Grenfell, Quandialla and Caragabal, including spraying and clearing with heavy machinery. Firebreaks were inspected around the Company Dam Reserve north of Grenfell and upgraded where necessary.

On going maintenance was carried out on all tankers and equipment during the year.

- (k) Multicultural Services: Weddin Shire has a relatively low population of indigenous and ethnic residents, and there is no known population which does not speak English. Consequently, there was no demand throughout the year for additional services from people with diverse cultural and linguistic backgrounds. Brochures in various languages containing information on such matters as social security, immunisation and building services, are available for members of the public but are rarely if ever used.

One Citizenship Ceremony was carried out in 2012/2013.

- (l) Subsidised Works on Private Land:
Council has a policy of hiring plant to approved local community organisations for fuel costs only. No work was carried out under this policy in 2012/2013.

Council received a request to carry out maintenance work on an access track serving private property and the former radio tower at Council's cost. Portion of the track is within a Crown road and the remainder is on private property.

“(Resolution 445) that the Councillors vote to transfer sufficient money from the various programs of the town areas to repair the road from Mid Western Highway up to the gate entering the former McSpadden house block.”

The actual work carried out was as follows:

Supply of 58 tonne of gravel	\$1,508
Form road, spread and roll gravel	<u>\$442.50</u>
	\$1,950.50

The work was funded from the town streets maintenance vote.

(m) Donations and Contributions under Section 356:

A total of \$8,530.29 was donated or contributed by Council during the year, as follows:

Organisation	Description	Amount
Grenfell Henry Lawson Fest of Arts	Donation - Art Acquisition Prize	\$1,500.00
Grenfell PAH & I Assoc	Donation – Sewer Charges	\$828.50
The Grenfell Gunyah Craft Shop	Donation - Rates	\$248.35
Grenfell Public School	Donation - Presentation Day	\$100.00
Quandialla Central School	Donation - Presentation Day	\$100.00
Greenethorpe Public School	Donation - Presentation Day	\$100.00
Caragabal Public School	Donation - Presentation Day	\$100.00
St Josephs Catholic School	Donation - Presentation Day	\$100.00
The Henry Lawson High School	Donation - Presentation Day	\$100.00
Grenfell Country Women’s Assn	Donation - Rates	\$349.82
Grenfell Jockey Club	Donation - The Grenfell Guineas	\$200.00
Grenfell Rugby Club	Donation – Rates	\$349.94
Christian Bookshop	Donation – Rates	\$225.76
Grenfell Picnic Race Club	Donation – Races	\$200.00
Grenfell PAH & I Assoc	Donation – Gold Sponsorship 2012	\$250.00
Greenethorpe Hall Committee	Donation – Le Tour de Greenethorpe	\$200.00
The Henry Lawson High School	Donation – Science and Engineering Challenge	\$500.00
Grenfell Rifle Club	Donation – Rates	\$207.69
Gulgong Heritage Harness Assoc	Donation – 2013 Henry Lawson Festival	\$1,000.00
Weddin Landcare	Venue Hire	\$70.00
Grenfell Henry Lawson Fest of Arts	Reimburse half costs – Banners	\$1,300.23
Grenfell PAH & I Assoc	Sponsorship – 2013 Show	\$250.00
Grenfell Girl Guides	Donation - 2013 Projects	\$250.00
		\$8,530.29

(n) Human Resource Activities:

Industrial Relations at the council remain good and there is close and constant liaison between management and union representatives.

During the year Council operated under the Local Government (State) Award 2010.

The three Directors are employed on employment agreements as per the Local Government (State) Award 2010.

The **Award Consultative Committee** met on four occasions during the year.

The annual **staff assessments** for the majority of the staff were completed by the end of December 2012, with the remaining assessments being completed promptly after the employees’ return from leave.

The **Organisation Structure** was reviewed and adopted unchanged in May 2013 (see following page). The structure shows the functional roles relating to each department below the level of Director.

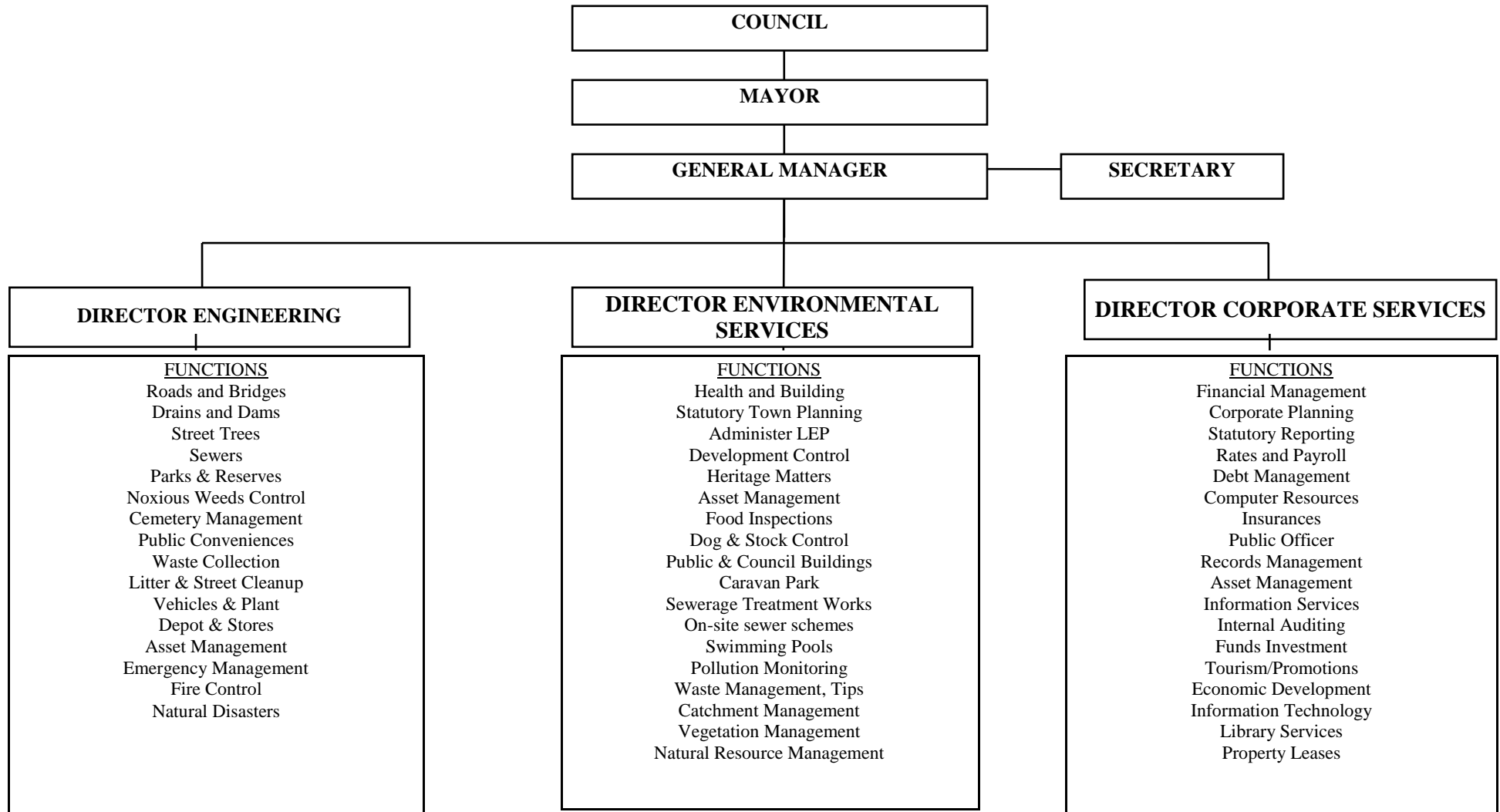
The **workforce** at Weddin Shire is traditionally very stable and turnover is usually minimal. Changes to indoor staff included:-

- appointment of a Director Environmental Services,
- appointment of a General Manager's Secretary - twelve months maternity leave position.

Changes to the outdoor staff included:-

- one resignation
- appointment of one Labourer.

WEDDIN SHIRE COUNCIL - ORGANISATION STRUCTURE



Adopted: 16 May 2013

Staff **training** is a major investment for Council. Council also employs trainees and apprentices to offer local youths an opportunity to gain experience or a trade. At the end of 2012/2013 there were:-

- an apprentice Gardener (Second year January 2012)
- a school based trainee (Parks and Gardens, first year January 2013)
- a school based trainee (Certificate II in Automotive Mechanical, second year January 2013)

Training courses attended by Council staff are listed below.

2012/2013

Name of Training Course	Days	No. Attending	Cost of Training	Knowledge/skills Acquired.
NSW Rating Professionals	3	2	\$1,557.27	Rates Conference
TAFE	1 yr	1	\$492.00	IT Certificate IV
G Eppelstun		1	\$540.00	Course Fees
CENTROC	1	3	\$855.00	Traffic Control (Yellow Ticket)
CENTROC	1	9	\$2,555.00	Stop/Slow Course (Blue Ticket)
Australian Institute Building Surveyors	2	1	\$763.64	AIBS Conference
CENTROC	2	1	\$750.00	Engineers Training
Royal Life Saving	1	1	\$125.00	Licence and Accreditation
TAFE		1	\$598.00	Certificate III in Parks and Gardens
E.D.A.P	1	1	\$250.00	Planning Course
Statewide Mutual	2	1	\$450.00	Risk Management Conference
L Logan		33	\$4,745.45	First Aid Training
Regional Development Aust. Central West	1	1	\$100.00	Commonwealth Grants and Funding Course
Civica			\$1,200.00	E. Tuto
Coalface	1	3	\$2,000.00	Financial Statements Training
Centroc	1	4	\$181.82	Centroc Summit
Teach me How Enforcement	2	1	\$885.00	Dangerous Dog Training Course
CIT Solutions	2	1	\$590.00	Test & Tag Course
NSW Government Trade & Investment	5	2	\$5,982.82	Waste Water Operator Training Course
Total Training Fees			\$24,621.00	

The total cost of training including wages was \$55,011.95

Council's **OH & S Committee** met four times during the year, pursuant to its role of identifying risks and improving employee safety.

(o) Equal Employment Opportunity:

An Equal Employment Opportunity Management Plan was adopted by Council in August 2009 to guide the consideration of Equal Employment Opportunity matters.

Council observes the guidelines of this Plan in conjunction with recruitment, promotion and training activities. Vacancies are advertised internally and externally, and interview panels include an independent community member as well as gender balance where appropriate.

Council has adopted a Policy for Resolution of Grievances which is applied to any complaints by staff to ensure a speedy and fair resolution.

Oversight of the implementation of the Equal Employment Opportunity Plan is the responsibility of the Award Consultative Committee, which comprises representatives of management and staff.

(p) Delegations to External Bodies:

External bodies which exercised functions delegated by the Council were:

- Central Tablelands Water - water supply to Grenfell, Quandialla and some rural areas;
- Cowra Council - water supply to Greenethorpe and nearby rural areas;
- Grenfell Historical Society - operation of the Grenfell Museum;
- Grenfell Rotary Club - approved maintenance and upgrading of Rotary Park.
- Rural Fire Service – activities in accordance with the Service Level Agreement.

(q) Controlling Interests:

NIL

(r) Partnerships, Co-operatives and Joint Ventures:

Council was a member of three local government strategic alliances during the year, as follows:-

- Mid Lachlan Alliance – with the councils of Forbes, Lachlan and Parkes.
- City/Country Alliance – with Hawkesbury City Council
- Joint Rail Alliance – with the councils of Blayney, Cowra, Harden and Young.

Council is also a member of the Central West Regional Organisation for Councils (CENTROC), together with thirteen other councils. This organisation has developed a strong training arm and offered a number of joint tenders such as signage and linemarking. Council's representatives regularly attend meetings of the board of management and other sub-groups, to demonstrate support for the arrangement.

Netwaste

There was one organisation in which Council (in conjunction with other Councils) held a joint interest during the year which was NetWaste. NetWaste is a collaborative waste management project originally sponsored by the Central West (CENTROC) and Orana (OROC) regional organizations of councils. It emerged as a response to the challenges to change solid waste planning and service delivery amongst local councils.

NetWaste covers over 30 members. It has a view to improve the planning and delivery of waste management services across the region. To this end, a Subregional Strategic Plan has been compiled and an Action Plan formulated.

Council was not involved in any other partnership, co-operatives and joint ventures during the year.

(s) Additional Information

a) Expenses and Facilities for Councillors:

There were no overseas visits undertaken by councillors this year.

The total cost of expenses and the provision of facilities to councillors for 2012/2013 was \$8,130. Details of this cost are given below:-

(i)	equipment and telecommunications	Nil
(ii)	telephone calls	Nil
(iii)	conference and seminars	Nil
(iv)	training	Nil
(v)	interstate visits	Nil
(vi)	overseas visits	Nil
(vii)	expenses for spouses	Nil
(viii)	child care	Nil
(ix)	travelling expenses	\$3,460
(x)	council meeting sustenance	\$2,671
(xi)	Insurance	\$1,999

b) Total Remuneration for Senior Staff:

The only member of council staff designated as “senior staff” is the General Manager, with details of this position being given in item (g) above.

c) Activities for Children:

Local activities for children provided or supported by council include:

- Assistance with the Youth Week project at The Henry Lawson High School
- Donations to school presentation days,
- The financing and operation of public swimming pools at Grenfell and Quandialla,
- Provision and maintenance of playground equipment in the parks at Grenfell, Caragabal, Greenethorpe and Quandialla,
- Maintenance of a number of playing fields and ovals for general sporting use,
- Provision of two free computers at the Grenfell Internet Centre in conjunction with Inspire Foundation,
- Story telling, craft activities and playgroups at Library,
- Maintenance of a Skatepark in Vaughn Park,

d) General:

- i) The statement of Access and Equity Activity for 2012/2013 is included in Appendix F.
- ii) Council does not have any Category 1 business activities.
- iii) Council has one Category 2 business activity - Grenfell Sewerage.
- iv) Council does not have any Category 1 business activities.
- v) Council has only one Category 2 business activity - Grenfell Sewerage and as such the principles of Competitive Neutrality do not apply.
- vi) Council does not have any Category 1 business activities.
- vii) Council has only one Category 2 business activity - Grenfell Sewerage and a competitive neutrality complaints mechanism has not been required.

- viii) Council does not have any Category 1 business activities.
- ix) There were no competitive neutrality complaints received during the year.

e) Stormwater Management:

Council has not levied an annual charge for stormwater management services.

f) Companion Animals Act

Activities under the Companion Animals Act and Regulation were as follows:

- Pound data collection returns were submitted to the Department on 5 July 2013.
- There were five dog attacks reported for 2012/2013.
- Expenditure relating to companion animals management and activities totalled \$44,037.00.
- There were three education programs carried out in 2012/2013 via the local print media.
- If animals are impounded or surrendered, the animals must be microchipped and registered prior to their release. Council encourages the desexing of animals with reduced fees and education of potential pet owners.
- Animals surrendered to Council are advertised in the local newspaper for sale. A list of people wanting particular breeds of dogs is kept by the Animal Control Officer. If these dogs come into Council's possession these people are contacted by telephone.
- Council provides two off leash areas. One at Lawson Oval and the other at Grenfell Arboretum (Gooloogong Road).
- Dog tidy bags were supplied at each off leash area for pet owners to use.
- Free demonstration/training afternoon from "Barkbusters" held at Greenethorpe for interested members of the public. Primarily educating people on dogs behaviour/habits /barking problems.
- Enforcement of an impounding fee has encouraged pet owners to be more responsible.
- Details on the use of the Companion Animals Fund are as follows:-

	Income (\$)	Expenses (\$)
Dog Registration	3,488.00	
Companion Animals Registration	1,692.00	
Impounding Fees	838.00	
Staff		34,360.00
Vet Fees		117.00
Vehicle		9,560.00
Total	6,018.00	44,037.00

g) Community Consultation and Communication

Council continues to provide a weekly column in the local newspaper (The Grenfell Record) which provide commentary on matters of importance or relevance, and is accompanied by the advertisements and public notices for that week. Some additional advertising is occasionally required.

The weekly column and notices are also forwarded to the six schools of the shire for inclusion of relevant sections within their school newsletters. This is particularly important in the villages of Greenethorpe, Caragabal and Quandialla where the school newsletter acts as the local information bulletin.

All this information is also available on the Council's website.

Council also utilised its computerised mapping records to circularise all landowners potentially affected by the Heritage schedule in the new standard Local Environmental Plan. The subsequent public meetings were very well attended and generated excellent feedback.

It is recognised locally that topical news spreads quite quickly through the local community via the many social, recreational and business networks which are in place. This process is assisted by the councillors and senior staff being well known and able to be approached by the public.

6. Statutory Disclosures – Government Information (Public Access) Act

Council received no applications under the Government Information (Public Access) Act during 2012/2013.

7. Statutory Disclosures - Privacy and Personal Information Protection Act

Council adopted its Privacy Management Plan on 21 August 2008. This plan was based on the Local Government Model Plan prepared by the Department of Local Government.

Council staff continue to observe the twelve (12) Information Protection Principles in their daily routine.

There were no reviews conducted under Part 5.

8. Statutory Disclosures – Public Interest Disclosures Act, 1994

Council adopted its policy for Public Interest Disclosures on 21 June 2013.

The Policy establishes an internal reporting system for the reporting of disclosures of corrupt conduct, maladministration or serious and substantial waste of public money by the Council, its staff, and Councillors. The system enables such internal disclosures to be made to the Disclosure Co-ordinator, a nominated Disclosure Officer, or the Mayor, as an alternative to the General Manager.

The policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to continue to raise appropriate matters at any time with their supervisors, but as an alternative have the option of making a protected disclosure in accordance with this policy.

There were no disclosures made under the Public Interest Disclosures Act, 1994 during 2012/2013.

9. Statutory Disclosures - Environmental Planning and Assessment Act

Council had no planning agreements in force during 2012/2013.

Appendix A: Financial Reports 2012/2013

INTRODUCTION

Council is required under the Local Government Act to prepare financial reports for each year which must comply with the prescribed standards which include the “Local Government Code of Accounting Practice and Financial Reporting” and the “Local Government Asset Accounting Manual”, both published by the Division of Local Government.

Council must also refer the annual financial reports for external audit, and this is carried out by Intensus.

A full copy of the 2012/2013 Financial Reports may be obtained from the Council Chambers or on Council’s website www.weddin.local-e.nsw.gov.au.

Appendix B: Operational Plan – Strategic Objectives and Detailed Activities Performance Report for 2012/2013

ITEM	ACTION	REPORT
SO#1	Strong, Diverse and Resilient Local Economy	
1.1	Strong and progressive agricultural sector	Lobbying continued to reopen the Blayney-Demondrille rail line. Flood damage repairs completed. MR398 widening completed. 2012/2013 FAG Programme not completed due to the 2012 flood damage.
1.2	Maximise the Weddin Shire's tourism potential	Heritage grants awarded. Heritage and Tourism plans in progress for O'Briens Hill. Henry Lawson Festival supported and promoted. Excellent event. Training for CWA staff has recently been conducted with a tour of various attractions being organised for their information. Weekly visits undertaken by Tourism Officer.
1.3	Infrastructure and services to support business activity	Village recycling stations deferred. Staff regularly encouraged to undertake TAFE courses. One administration staff member completed a course. Master Plan for Main Street and George Street being prepared. Rural Works Committee met with Quandialla Progress Association and finalised recycling stations. Drainage for Quandialla being finalised.
1.4	Support existing business & encourage new industries	Awaiting DOP's approval of rural land use study. Quotations provided for industrial land. Breakfast Seminars held to assist local businesses. Potential investors made aware of Councils incentives policies.
1.5	Promote land zoned for development	Industrial land promoted to potential new Businesses. Access road gravelled. Incentives regularly reviewed.
1.6	Foster partnerships to advance economic activity	Potential new business people are referred to NSW Trade & Investment for assistance.
1.7	Support expanded aged care facilities & services	Council supported Seniors Week by conducting free IT Classes as well as screening a free movie. Local taxi service provided. Excellent service.
1.8	Support responsible mining	No meetings requested.
1.9	Encourage renewable energy development	One CEEP grant obtained through CENTROC completed. Planning for energy efficient lighting installation in progress. Advice given regarding BASIX compliance.
SO#2	Healthy, Safe and Educated Community	
2.1	Encourage provision of quality medical facilities	New doctor arrived in February 2013. New house constructed and furnished. Main Street surgery upgraded. Plans for new Medical Centre in progress. Dental Surgery to be included.
2.2	Promote and develop health education	No local health courses proposed.
2.3	Support community transport	Council is providing a Taxi Service which is well patronised as well as co-operating with Community Transport in providing transport for our aged.

ITEM	ACTION	REPORT
2.4	Support provision of adequate aged care service	Council previously assisted the Grenfell & District Senior Citizens Welfare Committee in obtaining grant funding to build additional Aged care facilities for their residents.
2.5	Maximise public health and safety	Complaints and inspections attended to as appropriate. Home pool inspections carried out and a program for inspections commenced. RFS Service Level Agreement (SLA) completed, RFS meetings attended, assistance given to SES as required. Public toilets maintained.
2.6	Support local education institutions	Australia Day Academic Award presented. Council made an annual donation to all Schools in the Shire for their presentation days. One HLHS student in 2 nd year of school based traineeship and one in 1 st year in 2013. Accepted students for workplace training (one week duration) as required in Administration and Engineering Departments.
2.7	Provide lifelong learning opportunities	Grenfell Library maintained with books regularly updated. Housebound service provided and deposit stations available in villages. Grenfell Internet Centre provided a quality service to customers.
SO#3	Democratic and Engaged Community	
3.1	Develop leadership skills in the community	Public information sessions held regionally prior to Local Government Election. Youth of the Shire encouraged to undertake leadership roles in the community.
3.2	Implement the integrated planning and reporting	Reviews of CSP & DP completed for late 2012/2013. Financial accounting practices confirmed as best practice as evidenced by Council's external audit report. Effective IT systems implemented to undertake financial and accounting functions.
3.3	Support village progress organisation activities	Rural works committee met in village of Quandialla. Other meetings being arranged in Greenethorpe and Caragabal.
3.4	Harness and leverage existing leadership network	Community groups addressed on request. Organisations such as CWA addressed regularly to assist in their capacity as tourism volunteers.
3.5	Community consultation on major decisions	Rural groups identified for rural land use study. Information session held. Various community groups consulted during the Integrated Planning and Reporting (IPR) process.
3.6	Educate Community on role of Council & Councillors	Weekly Council news column placed in Grenfell Record and on website.
SO#4	Culturally rich, vibrant and inclusive community	
4.1	Maintain & develop sporting facilities & events	Pools and Parks well maintained. Grenfell and Quandialla Pools managed in accordance with health standards and best practice. Parks, gardens and ovals maintained to high level.
4.2	Maintain & develop recreational facilities & events	Reduced pricing for children continued. Youth week grant applied for and received in conjunction with THLHS. Skate park clear of graffiti. Ovals available for schools as required.
4.3	Maintain & develop cultural & arts facilities & events	The Henry Lawson Festival supported with financial and human resources to assist in the publicity and conduct of the event. Excellent event held in 2013. Art Gallery operational.

ITEM	ACTION	REPORT
4.4	Develop strategy for attracting diverse cultures	New residents sent an introductory letter upon arrival to make them feel welcome as well as being introduced to various groups and activities.
4.5	Encourage sense of community & connectiveness	Community members encouraged to join Community and Council committees.
SO#5	Cared for Natural, Agricultural & Built Environments	
5.1	Implement environmental regs & control in Council ops	DAs attended to with support from Cowra Shire and external contractor. State of Environment Report completed. Grenfell Sewerage Scheme operating in accordance with licence conditions. Urban stormwater maintained. Mandatory critical stage inspections completed for development projects. Emu Creek Stream Management Plan being prepared by a consultant. O'Brien Tributary Drainage Improvement Plan is being prepared by a consultant.
5.2	Encourage waste reduction & recycling	Grenfell & Greenethorpe recycling services operating well. Caragabal & Quandialla services deferred pending site confirmation.
5.3	Raise awareness of sustainable practices	No grants available.
5.4	Improve environmental outcomes of Council operations	Garbage collection services operating well. Landfills operated as prescribed. Domestic, commercial waste and recycling carried out satisfactorily.
5.5	Inform local ag industry about sustainable practices	Local forums publicised in Council newsletter. Tree planting carried out as season allows.
5.6	Preserve the heritage of built areas	Free Heritage Advisory service provided. Local heritage grants program administered. Very successful program.
5.7	Preserve broader landscape connectivity for native fauna	No programs funded. Council entered into an agreement with Weddin Landcare to receive and plant native trees and shrubs in and around Grenfell.
SO#6	Well Maintained & Improving Shire Assets and Services	
6.1	Council facilities meet reasonable community expectations	Public facilities operating well. Grenfell Community Hub operating well. Nil complaints received. Public parks in Grenfell and villages maintained. Grant for Emu Creek Management Plan and O'Briens Tributary drainage improvement obtained. Tourism and Heritage Plans for O'Briens Hill in progress.
6.2	Maintain & improve transport infrastructure	Consultant to be engaged for above works. Quandialla drainage designed. Urban and rural streets and footpaths maintained in good order. Maintenance and flood damage programmes completed.
6.3	Maintain structural assets	All structural assets maintained as funds permit and within the relevant asset management plans levels of service.

ITEM	ACTION	REPORT
6.4	Position Weddin Shire as “employer of choice”	Staff and doctor housing maintained at a good standard. Council staff provided with State of the Art IT equipment. Nil complaints received. Training provided to employees as required, one grievance received with the matter finalised. Two incident reports received. WHS Committee identifying and minimising risk through Risk Management Strategies.
6.5	Provide a modern plant fleet	New patch truck received. Light vehicles replaced as per policy. Plant maintained to high order.
6.6	Manage classified roads on behalf of RMS	National, State and Regional Roads maintained within RMS standards and to ratepayers satisfaction.
6.7	Participate in, & support, Localising NSW 2021	CENTROC activities on a Regional basis such as training well supported. Joint regional tenders with CENTROC such as CEEP 1 and CEEP 2, smoke testing, best practice, road signs, fuel undertaken.
6.8	Liaison & partnership with Federal & State govts	Ongoing liaison with government departments occurred. Obtained Floodplain grant from Office of Environment and Heritage for Emu Creek management plan and O’Briens Tributary Drainage Improvement.

Appendix C: Completed Works of Note 2012/2013:

Road Name	Start Chainage	End Chainage	Length (km)	Nos	Description	Date
HIGHWAYS						
SH6					Replaced minor signs	Jul-12
SH6					Final seal on heavy patches over primerseals	Jul-12
SH17					Replaced minor signs	Jul-12
SH6					Cleared drainage down Broula Hill	Aug-12
SH17					Repaired and replaced minor signs	Aug-12
SH6					Widening and sealing shoulders 9east) near Brundah Creek	Sep-12
SH17					Widening of shoulders in reseal area	Sep-12
SH17					Started establishing and sealing heavy patching	Sep-12
SH6					Sealed rest area East and 2 driveways	Oct-12
SH6					Completed heavy patching	Oct-12
SH6					Completed widening in reseal area	Oct-12
SH17					Completed widening in reseal area	Oct-12
SH17					Completed heavy patching	Oct-12
SH6					Edge repairs done prior to reseal	Nov-12
SH6					Tree trimming of overhanging branches along the road corridor towards Cowra	Nov-12
SH17				1	A new 4x450mm culvert installed (Kiobah Project – preliminary work)	Nov-12
SH17				2	Completed replacement of 2 multi cell culverts (Kiobah project – preliminary work)	Jan-13
SH17					Started Kiobah project	Jan-13
SH6					Erected permanent warning signs	Feb-13
SH6					Carried out edge grading	Feb-13
SH17					Completed heavy patching	Feb-13
SH17					Carried out edge grading	Feb-13
SH17				1.1	Primersealed rehabilitation at the causeways (Kiobah)	Mar-13
SH17				1.2	Preparing rehabilitation for primersealing (Kiobah)	Mar-13
SH6					Line marking renewed	Apr-13
SH17				1	Hot mix placed in the causeways (Kiobah)	Apr-13
SH17				1.2	Completed and primersealed rehabilitation (Kiobah)	Apr-13
SH17			0.160		Erected guardrail	Apr-13
SH17					Completed line marking, guide posting & signage (Kiobah)	May-13

Road Name	Start Chainage	End Chainage	Length (km)	Nos	Description	Date
SH17					Replaced faded signs	Jun-13
MAIN ROADS						
MR 398	41.500	42.918	1.418		Started widening	Jul-12
MR237	27.524	29.053	1.529		Stabilised and primersealed heavy patching	Jul-12
MR237	19.160	21.616	2.456		Primersealed widening	Jul-12
MR237	21.616	23.116	1.500		Started next 1.5kms of widening	Jul-12
MR239					Line marked to near the boundary	Jul-12
MR237	14.222	14.613	0.391		Resealed Old Forbes Road intersection	Aug-12
MR398	41.500	42.918	1.418		Primersealed widening	Sep-12
MR237	21.616	23.116	1.500		Primersealed widening	Sep-12
MR239					Repaired and sealed shoves	Sep-12
MR398	42.918	45.448	2.530		Preparing widening for primersealing	Oct-12
MR398	42.918	45.448	2.530		Completed and primersealed 2.5km widening	Nov-12
MR236					Replaced signs	Jan-13
MR 239					Repaired road failures	Jan-13
MR237			1.5		Started widening	Feb-13
MR 239					Completed heavy patching	Feb-13
MR398	29.029	32.445	3.416		Final Sealed (Resealed)	
MR398	34.712	38.963	4.251		Final Sealed (Resealed)	
MR398	46.404	47.630	1.226		Started widening	Apr-13
MR237					Cleared table drains to prepare for widening	Apr-13
MR 398	46.404	47.630	1.226		Primersealed widening	May-13
MR398	47.630	49.630	2		Started and completed next 2km of widening	May-13
MR398	49.630	51.130	1.5		Cleared edges for next 1.5kms	May-13
SHIRE ROADS						
Pinnacle Road	4.722	5.733	1.011		Preparing widening for sealing	Jul-12
Old Young Road	7.424	8.459	1.039		Preparing widening for sealing	Jul-12
Driftway Road	11.083	14.156	3.073		Commenced widening Northerly from A.Kelly's gateway	Jul-12
Pullabooka Road				1	Repaired culvert headwall	Jul-12
Pinnacle Road	4.722	5.733	1.011		Primersealed widening	Aug-12
Driftway Road	11.083	14.156	3.073		Preparing widening	Aug-12
Old Young Road	0.000	0.255	0.255		Primersealed intersection (MR398) widening	Sep-12
Driftway Road	4.722	5.773	3.073		Preparing widening	Sep-12
Old Young Road	7.424	8.459	1.039		Preparing for primersealing	Oct-12
Driftway Road	11.083	14.156	3.073		Started widening of Driftway Road	Oct-12

Road Name	Start Chainage	End Chainage	Length (km)	Nos	Description	Date
Driftway Road				1	Repaired pipe culvert	Nov-12
Brickfield Road					Painted holding lines	Nov-12
Old Young Road	7.424	8.459	1.039		Primersealed widening	Dec-12
Old Young Road	8.459	9.467	1.010		preparing widening	Dec-12
Martins Lane	2.999	5.802	2.803		Preparing widening	Dec-12
Driftway Road	11.083	14.156	3.073		Primersealed	Dec-12
Old Young Road	8.459	9.467	1.010		Primersealed widening	Feb-13
Arramagong Road			1		Resheeted	Feb-13
Millars Road			1		Completed culvert	Feb-13
Martins Lane	0.000	2.999	2.999		Final Sealed (Reseal)	Feb-13
Iandra Road	2.285	5.011	2.726		Resealed	Feb-13
Gerrybang Road	4.073	6.128	2.055		Final Sealed (Reseal)	Feb-13
Morangarell Road	2.819	4.815	1.996		Resealed	Feb-13
Bimbi-Thuddangara Road	0.000	1.854	1.854		Final/Resealed	Feb-13
Gerrybang Road	10.132	10.795	0.663		Resealed	Feb-13
Gerrybang Road	12.011	12.369	0.358		Resealed	Feb-13
Holy Camp Road	0.017	2.682	2.665		Resealed	Feb-13
Bimbi-Thuddangara Road	1.854	2.918	1.064		Final/Resealed	Feb-13
Driftway Road	1.449	1.565	0.116		Final Sealed (Reseal)	Feb-13
Martins Lane	2.999	5.802	2.803		Preparing widening	Mar-13
Martins Lane			2		Constructed pipe culverts	Mar-13
Martins Lane			1		Extended 1 culvert	Mar-13
Martins Lane	2.999	5.802	2.803		Continuing widening	Apr-13
Martins Lane	2.999	5.802	2.803		Completed upgrading (widening, strengthening and sealing)	May-13
Murrays Lane	0.000	0.890	0.890		Started widening and strengthening	May-13
Martins Lane					Prepared for sealing	Jun-13
Beazleys Lane					Gravel Resheeted	Jun-13
Gaults Lane					Gravel Resheeted	Jun-13
Hancock-Flynns Road					Gravel Resheeted	Jun-13
Gannons Lane					Gravel Resheeted	Jun-13
Nealons Lane					Gravel Resheeted	Jun-13
Murrays Lane				1	Constructed pipe culvert	Jun-13
Grimms Lane				4	Replaced 4 pipe culverts	Jun-13
GRENFELL TOWN AREA						
Melyra Street	Brundah St	Alexandra St	0.372		Constructed Kerb & Gutter (East & West bounds)	Jul-12
Melyra Street					Completed back fill and drainage for Kerb & Gutter	Aug-12
Melyra Street				1	Raised sewer manhole	Nov-12
Melyra Street	0.000	0.309	0.309		Prepared and primersealed	Jan-13
Melyra Street				1	Extending box culvert	Jan-13
Main Street				1	Placed Henry Lawson (2012) plaque in the footpath	Jan-13
North Street				1	Started to replace footbridge	Feb-13
Melyra Street	Forbes St	Cross St	0.101		Footpath construction (North side)	Feb-13
Warraderry Street	Camp St	Young St	0.261		Footpath construction (West side)	Feb-13

Road Name	Start Chainage	End Chainage	Length (km)	Nos	Description	Date
Bradley Street	0.000	0.533	0.533		Resealed	Feb-13
Parkes Street	Bourks St	5 Parkes St	0.120		Set up, poured and completed Parkes Street Kerb and Gutter	May-13
Main Street					Replaced coloured bulbs	May-13
Main Street					Repairs to Dr's Surgery	May-13
Melyra Street					Placed crown sections for culvert extensions	Jun-13
Main Street					Replaced missing bollards	Jun-13
O'Briens Hill					Replaced broken and rotten rails	
O'Briens Hill					Constructed handrails on toilets	
QUANDIALLA						
Second Street				1	Repaired box culvert	
Second Street				1	Replaced damaged culvert	
Glasson St/Morangarell Road	0.000	1.567	1.567		Resealed	Feb-13

Note 1: Flood Damage (March 2012 flood event) repairs were being carried out throughout the financial year across the majority of the Shire and they are not included in the above table.

Note 2: Following items are also not included in the above table:-

- Maintenance grading
- Tree maintenance, removals
- Routine maintenance works
- Minor Repair Works

Appendix D: State of Environment Report 2012/2013

1. INTRODUCTION:

Weddin Shire Council is required under the Local Government Act to prepare a State of the Environment Report for the year ending 30th June, 2013.

These eight environmental sectors are:

- [i] land,
- [ii] air,
- [iii] water,
- [iv] biodiversity,
- [v] waste,
- [vi] noise
- [vii] Aboriginal heritage, and
- [viii] non – Aboriginal heritage,

In relation to each such environmental sector, the report must consider any

- management plans relating to the environment,
- special council projects relating to the environment, and
- the environmental impact of council activities.

The 2013 State of Environment Report is a fully comprehensive report. Copies of the report will be separately available from the Council Chambers.

Appendix E: Condition of Public Works (30/6/13)

Assets	Quantity	Remaining Life (%) = Remaining Life/Useful Life		Estimates to Bring to as New – Rehab/Reconstruction on cost (Renewal Cost)	Annual Expenditure to Maintain at Standard (Annual Depreciation)	Renewal Programme 2012/2013 (Excluding Flood Damage Restoration)
		Base	Seal			
National Highways - SH 17 - Newell	22 km	45%	45%	\$29.50 M	\$2.18 M	\$1.98 M
State Highways - SH 6 - Mid Western	103 km	47%	47%	\$43.93 M	\$1.32 M	\$0.39 M
Regional Roads - MR 236,237,239,398	122 km	54%	72%	\$14.93 M	\$0.41 M	\$0.37 M
Local Roads						
1. Urban - Sealed	30 km	67%	61%	\$4.31 M	\$0.104 M	\$0.06 M
2. Urban - Unsealed	7 km	41%	-	\$0.07 M	\$0.004 M	-
3. Rural - Sealed	386 km	68%	62%	\$29.30 M	\$0.744 M	\$0.99 M
4. Rural - Unsealed	506 km	44%	-	\$4.90 M	\$0.326 M	\$0.20 M
1. Bridges						
1.1 Regional - Concrete	4 Nos		78%	\$2.76 M	\$0.028 M	-
1.2 Local - Concrete	5 Nos		56%	\$1.85 M	\$0.018 M	-
1.3 Local - Timber	2 Nos		32%	\$0.34 M	\$0.006 M	-
1.4 Local - Composite	1		98%	\$0.03 M	\$0.001 M	-
2. Culverts	No					
2.1 Regional			79%	\$10.19 M	\$0.127 M	\$0.02 M
2.2 Local	228 Nos 1244 Nos		69%	\$13.57 M	\$0.169 M	\$0.02 M
Drainage (Storm water)	4991 m		61%	\$36.65 M	\$0.46 M	-
Sewer Mains	31278 m		29%	\$5.51 M	\$0.07 M	-
Sewer Treatment Works	1		25%	\$2.76 M	\$0.03 M	\$0.05 M
Swimming Pools	2 each		77%	\$1.14 M	\$0.05 M	-
Parks, sporting fields	12 each		60%	\$1.85 M	\$0.27 M	\$0.16 M
Cemeteries	3 each		87%	\$0.24 M	\$0.06 M	\$0.04 M
Public Toilets	7 each		65%	\$0.39 M	\$0.02 M	\$0.02 M
Street Lighting	Total		79%	\$0.46 M	\$0.35 M	\$0.02 M
Caravan Park	1		82%	\$0.88 M	\$0.34 M	\$0.02 M
Dwellings	4 each		67%	\$0.61 M	\$0.05 M	\$0.33 M
Council Chambers	1 each		87%	\$0.71 M	\$0.05 M	\$0.01 M
Library and Offices	3 each		92%	\$0.02 M	\$0.01 M	\$0.02 M
Depots	1 each		95%	\$0.23 M	\$0.07 M	\$0.07 M

Notes:

Council's public works assets, including stormwater drainage pipes and structures have been evaluated as required under AAS-27.

Roads to Recovery funding from the Federal Government has continued to be used to accelerate council's resealing programme as in previous years, thus prolonging the life of Council's bitumen roads.

Generally significant lengths of all sealed road networks require reconstruction and strengthening. Council's gravel road network requires a programme of regraveling which is beyond the capacity of maintenance funds.

Council uses most of its Financial Assistance Grant (Roads Component) to widen and rehabilitate existing sealed local roads and to resheet gravel roads, as well as for minor general maintenance.