



WEDDIN SHIRE COUNCIL

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MINUTES OF THE WEDDIN SHIRE COUNCIL ORDINARY NOVEMBER 2021 MEETING HELD THURSDAY 18 NOVEMBER 2021 COMMENCING AT 8:00AM

11 November 2021

Dear Councillor

NOTICE is hereby given that a **MEETING** of the **COUNCIL OF THE SHIRE OF WEDDIN** will be held in the Council Chambers, Grenfell on **18 NOVEMBER 2021** commencing at **8:00AM** and your attendance is requested.

Yours faithfully

JAYMES RATH
ACTING GENERAL MANAGER

ORDER OF BUSINESS

- 01. Opening**
- 02. Acknowledgement of Country**
- 03. Apologies and Applications for Leave**
- 04. Confirmation of Minutes** of previous meeting(s)
 - 04.01.** Ordinary October 2021 meeting held 21/10/2021
 - 04.02.** Extra-Ordinary meeting held 22/10/2021
- 05. Matters Arising** from Minutes
- 06. Disclosures of Interest**
- 07. Public Forum**
- 08. Mayoral Minute(s)**
- 09. Motions with Notice**
- 10. Correspondence**
- 11. Reports**
 - 11.AGM** Acting General Manager
 - 11.DCS** Director Corporate Services
 - 11.ADE** Acting Director Engineering
 - 11.DES** Director Environmental Services
- 12. Action List**
- 13. Minutes of Committee Meetings**
 - 13.01.** OLT held 17/11/2021
- 14. Tenders and Quotations**
- 15. Questions with Notice**
- 16. Closed Council**
- 17. Return to Open Council**
- 18. Report on Closed Council**
- 19. Closure**

OPENING

00. PRESENT

The Mayor Cr M Liebich in the Chair, Crs P Best, C Bembrick, S O'Byrne, P Diprose, S McKellar, J Parlett, C Brown, and J Niven.

Director Corporate Services (M Chalmers), Acting Director Engineering (L Woods) and Director Environmental Services (L Sheehan).

01. OPENING by Mayor Mark Liebich

Ordinary November 2021 meeting of the Council of the Shire of Weddin

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

02. ACKNOWLEDGEMENT OF COUNTRY

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

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

03. APOLOGIES AND APPLICATIONS FOR LEAVE

03.01. Acting General Manager (J Rath)

04. CONFIRMATION OF MINUTES

04.01. Ordinary October 2021 meeting held 21/10/2021

04.02. Extra-Ordinary meeting held 22/20/2021

RECOMMENDATION:

Resolution 155 as recorded in the minutes of the Ordinary October 2021 Council Meeting be amended to include the following: -

(iii) Council authorise the Mayor and Acting General Manager to sign the loan.

MOVED: Cr Diprose **SECONDED:** Cr O'Byrne

Resolution 155 as recorded in the minutes of the Ordinary October 2021 Council Meeting be amended to include the following: -

(iii) Council authorise the Mayor and Acting General Manager to sign the loan documents.

162 CARRIED

MOVED: Cr Diprose **SECONDED:** Cr McKellar

The Minutes of the Ordinary meeting held on 21 October 2021 be taken as read and **CONFIRMED** as **AMENDED**.

163 CARRIED

MOVED: Cr Diprose **SECONDED:** Cr Brown

The Minutes of the Extra-Ordinary meeting held on 22 October 2021 be taken as read and **CONFIRMED**.
164 CARRIED

OPENING

05. MATTERS ARISING

Nil

06. DISCLOSURES OF INTEREST

AGM.06 CIVIC AND CEREMONIAL FUNCTIONS

Cr Liebich as Mayor

DCS.11 REQUEST FOR RATES CONCESSION

Cr Diprose as husband of Chairperson of Nursery

ADE.08 GRENFELL MAIN STREET RENEWAL

Crs Best, Bembrick, O'Byrne and Parlett as owners of property in Main Street

ADE.15 STREET FURNITURE

Crs Best, Bembrick, O'Byrne and Parlett as owners of property in Main Street

DRAFT

PUBLIC FORUM

In accordance with the WSC Code of Meeting Practice, members of the public are invited to speak on items of business to be considered at the meeting.

To speak at a public forum, a person must first make an application to the General Manager in writing that specifies the item of business concerned and includes a brief overview of the address.

A person may apply to speak on no more than one item of business. Speakers must not digress from the item of business specified in their application.

Speakers at public forums cannot ask questions of the council, Councillors or council staff.

Each speaker will be allowed a maximum of three (3) minutes to address Council.

07. APPROVED PUBLIC FORUM APPLICATIONS

Nil

DRAFT

MOTIONS WITH NOTICE

MWN: MOTIONS WITH NOTICE

MWN.01. AUDIO-VISUAL INFRASTRUCTURE

File No.: C2.8.1

Mover: Cr McKellar

Budget: TBD (sourced from office equipment reserve or webcasting reserve)

MOTION:

Council staff install video cameras and microphones to allow Zoom and Teams meetings to take place in the Council Chambers.

MOVED: Cr McKellar **SECONDED:** Cr Parlett

- (i) Council staff install video cameras and microphones to allow Zoom and Teams meetings to take place in the Council Chambers, given the cost does not exceed the webcasting reserve budget.
- (ii) If the above does exceed the webcasting reserve budget, the matter be resubmitted to Council for consideration.

165 CARRIED

Supporting comments

If the work is carried out with our current upgrade it should be a small cost with a great benefit.

Furthermore, if the equipment can be managed remotely our current video contractor will still be able to provide streaming services for Council at a cheaper cost.

CORRESPONDENCE

RECOMMENDATION:

Correspondence sections A and B be noted.

MOVED: Cr McKellar **SECONDED:** Cr Bembrick

Correspondence sections A and B be noted.

166 CARRIED

A: MATTERS FOR INFORMATION

- A01. Subject:** ALGA News dated 15 October 2021
Author: Australian Local Government Association
File: A3.8.3
- A02. Subject:** WNSWLHD COVID-19 Update as at 18 October 2021
Author: Western NSW Local Health District
File: H1.7.17
- A03. Subject:** WNSWLHD COVID-19 Update as at 25 October 2021
Author: Western NSW Local Health District
File: H1.7.17
- A04. Subject:** WNSWLHD rolls out mobile vaccination vans 'Spike' and 'Jabba'
Author: Western NSW Local Health District
File: H1.7.17
- A05. Subject:** Message from Minister Hancock regarding Alfresco Restart Package
Author: NSW Office of Local Government
File: A3.6.54
- A06. Subject:** New Dine and Discover vouchers coming soon
Author: Member for Cootamundra, The Hon. Steph Cooke MP
File: A3.19.2
- A07. Subject:** Councils welcome support for local outdoor dining revival
Author: Local Government NSW
File: A3.8.2
- A08. Subject:** Calls for urgent investment in Social Housing
Author: Local Government NSW
File: A3.8.2
- A09. Subject:** Domestic Violence Accommodation Funding
Author: Local Government NSW
File: A3.8.2
- A10. Subject:** New payment to help women escape violent relationships
Author: Member for Riverina, The Hon. Michael McCormack MP
File: A3.19.3
- A11. Subject:** \$130 million mental health recovery package
Author: Member for Cootamundra, The Hon. Steph Cooke MP
File: A3.19.2
- A12. Subject:** Record funding for Cootamundra electorate school in 2022
Author: Member for Cootamundra, The Hon. Steph Cooke MP
File: A3.19.2
- A13. Subject:** NSW Youth Conference 2022
Author: Goulburn Mulwaree Council
File: C1.7.5

CORRESPONDENCE

- A14. Subject:** Australia Day 2022 grants program
Author: National Australia Day Council
File: G2.55
- A15. Subject:** Information regarding NSW Public Libraries Association
Author: NSW Public Libraries Association
File: P2.3.5
- A16. Subject:** Celebrating our caring community
Author: Member for Cootamundra, The Hon. Steph Cooke MP
File: A3.19.2
- A17. Subject:** \$4.5 million safety upgrade of Bendick Murrell Road intersection
Author: Member for Cootamundra, The Hon. Steph Cooke MP
File: A3.19.2
- A18. Subject:** Future Transport Strategy
Author: Transport for NSW
File: T3.6.1
- A19. Subject:** Storm season alert
Author: NSW Department of Planning, Industry and Environment – Crown Lands
File: A3.6.52
- A20. Subject:** TSA tracing exercise
Author: Department of Primary Industries
File: E3.1.12
- A21. Subject:** LGNSW's waste and recycling eNewsletter
Author: Local Government NSW
File: A3.8.2
- A22. Subject:** LGNSW Weekly dated 26 October 2021
Author: Local Government NSW (LGNSW)
File: A3.9.1
- A23. Subject:** LGNSW Weekly dated 3 November 2021
Author: Local Government NSW (LGNSW)
File: A3.9.1
- A24. Subject:** WNSWLHD COVID-19 Update as at 27 October 2021
Author: Western NSW Local Health District
File: H1.7.17
- A25. Subject:** Doors to swing open as NSW continues to get the job done
Author: Premier of NSW, The Hon. Dominic Perrottet MP
File: H1.1.1
- A26. Subject:** Updated guidance on COVID-19 restrictions and council meetings
Author: NSW Office of Local Government (OLG)
File: A3.9.3
- A27. Subject:** 2021 Model Code of Meeting Practice for Local Councils in NSW
Author: NSW Office of Local Government (OLG)
File: A3.9.3
- A28. Subject:** Report recommends increased support for councils to protect local heritage
Author: Local Government NSW (LGNSW)
File: A3.8.2

CORRESPONDENCE

- A29. Subject:** More funding to fix roads in the Weddin Shire
Author: Member for Cootamundra, The Hon. Steph Cooke MP
File: A3.19.3
- A30. Subject:** Next round of NSW Government's Infrastructure Grants program is now open
Author: Member for Cootamundra, The Hon. Steph Cooke MP
File: A3.19.2
- A31. Subject:** 'First Lap' swim program extended to kids in Cootamundra electorate
Author: Member for Cootamundra, The Hon. Steph Cooke MP
File: A3.19.2
- A32. Subject:** Still time for rural and regional students to apply for scholarships
Author: Member for Riverina, The Hon. Michael McCormack MP
File: A3.19.3
- A33. Subject:** Remembrance Day 2021
Author: NSW Minister for Sport, Multiculturalism, Seniors and Veterans
File: A3.7.15
-

B: MATTERS FOR REPORT

- B01. Subject:** Invitation to participate in Stronger Communities Programme (SCP) Round 7
Author: Member for Riverina, The Hon. Michael McCormack MP
File: C1.4.5
-

C: MATTERS FOR CONSIDERATION

- C01. Subject:** Regional Recovery Package to boost jobs and kickstart economy
Author: Member for Cootamundra, The Hon. Steph Cooke MP
File: A3.19.3
Attachments: C01_The Hon. Steph Cooke MP

RECOMMENDATION:

Council submit a grant funding application under the Regional Events Package.

MOVED: Cr McKellar **SECONDED:** Cr O'Byrne

Council submit a grant funding application under the Regional Events Package.

167 CARRIED

CORRESPONDENCE

D: LATE CORRESPONDENCE FOR CONSIDERATION

RECOMMENDATION:

The late correspondence be received and dealt with because of the urgency of the matters.

MOVED: Cr Niven **SECONDED:** Cr O'Byrne

The late correspondence be received and dealt with because of the urgency of the matters.

168 CARRIED

D01. Subject: Event Application: Foodies Market

Author: Manager, Foodies Night Markets

File: C1.4.5

Attachments: D01.1_Email Request
D01.2_Event Application Form EA1

RECOMMENDATION:

- (i) approval be granted to conduct the event at the Grenfell Railway Station Precinct.
- (ii) Council advertise the event and the opportunity for participation by local stallholders.

MOVED: Cr Diprose **SECONDED:** Cr Parlett

- (i) approval be granted to conduct the event at the Grenfell Railway Station Precinct.
- (ii) Council advertise the event and the opportunity for participation by local stallholders.

169 CARRIED

D02. Subject: Request of use Lawson Oval

Author: Grenfell Junior Rugby League

File: P2.1.6

Attachments: D02_Email Request

RECOMMENDATION:

Approval be granted as requested subject to a Certificate of Currency being provided.

MOVED: Cr O'Byrne **SECONDED:** Cr Brown

Approval be granted as requested subject to a Certificate of Currency being provided.

170 CARRIED

RECOMMENDATION:

The Correspondence be noted except where otherwise dealt with.

MOVED: Cr Niven **SECONDED:** Cr McKellar

The Correspondence be noted except where otherwise dealt with.

171 CARRIED

REPORTS

AGM: ACTING GENERAL MANAGER'S REPORT

The Director Environmental Services presented the report in the absence of the Acting General Manager.

RECOMMENDATION:

Items 1 - 2 of the Acting General Manager's Report be noted.

AGM.01. COVID-19 CORONAVIRUS

File No.: H1.6.1

Attachments: nil

Precis: An update on the current COVID-19 situation in the Weddin Shire.

Budget: \$ -

For information

Noted

As Councillors are aware, the NSW Government continues to ease restrictions according to its 'Reopening NSW Roadmap' with those who are fully vaccinated able to enjoy further freedoms from Monday 8 November 2021. It is anticipated that NSW will be fully reopened by 15 December 2021.

Weddin Shire Council continues to comply with all COVID-19 rules and maintain necessary safety measures in the provision of services to ensure the health and wellbeing of Councillors, staff and the community. The situation will continue to be monitored and Council will respond as it develops; protecting the health and safety of those in Weddin Shire remains Council's top priority.

REPORTS

AGM.02. **AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC)**

File No.: C2. 6.41

Attachments: 1_Draft Guidelines for Risk Management and Internal Audit Framework
 2_New Internal Audit and Risk Management Framework Complete Overview

Precis: Establishing and implementing an ARIC

Budget: \$ -

For information

Noted

Purpose

To provide a report to Council on establishing and implementing an Audit, Risk and Improvement Committee (ARIC) for Weddin Shire Council in accordance with the guidelines for management and internal audit for Local Councils in New South Wales.

Background

- An audit, risk and improvement committee is independent of the council
- The committee is equipped with the relevant expertise and has the access to council resources and information necessary to fulfil its role and responsibilities effectively
- Each council receives relevant and timely advice and assurance from the committee on the matters listed in section 428A of the Local Government Act
- The work of the committee is thoroughly planned and executed, risk-based and linked to the council's strategic goals
- The committee adds value to the council and is held accountable by the governing body for its performance
- The council is accountable to the community for complying with statutory requirements relating to the committee.

The Local Government Act 1993 ('Local Government Act') Section 428A states that each council must appoint an ARIC and Section 428B states that a Council may enter into an arrangement with another council, or a body prescribed by the regulations for the purposes of this section, to jointly appoint an Audit, Risk and Improvement Committee to exercise functions for more than one council or body.

They require each council in NSW to have:

- an audit, risk and improvement committee that continuously reviews and provides independent advice to the council on how it is functioning and managing risk
- a robust risk management framework that accurately identifies and mitigates the risks facing the council and its operations, and
- an effective internal audit function that provides independent advice as to whether the council is functioning effectively and the council's internal controls to manage risk are working.

REPORTS

These three mandatory governance mechanisms are a vital part of the NSW Government's plan to ensure that councils are doing things the best way they can for their communities and are on track to delivering their community's goals and objectives. Communities themselves will ultimately be the greatest beneficiaries. If implemented effectively, audit, risk and improvement committees, risk management and internal audit will lead to councils:

- achieving their strategic objectives in the most efficient, effective and economical manner
- having better and more efficient levels of service delivery
- having increased accountability and transparency
- achieving better decision-making and having the confidence to make difficult decisions
- having increased financial stability
- achieving and maintaining compliance with all laws, regulations, internal policies and procedures, and
- better safeguarding their public assets

Policy/Legal Implications

Council is required under the *Local Government Act 1993 Section 428A* to:

- (1) *A council must appoint an Audit, Risk and Improvement Committee.*
- (2) *The Committee must keep under review the following aspects of the council's operations—*
 - (a) *compliance,*
 - (b) *risk management,*
 - (c) *fraud control,*
 - (d) *financial management,*
 - (e) *governance,*
 - (f) *implementation of the strategic plan, delivery program and strategies,*
 - (g) *service reviews,*
 - (h) *collection of performance measurement data by the council,*
 - (i) *any other matters prescribed by the regulations.*
- (3) *The Committee is also to provide information to the council for the purpose of improving the council's performance of its functions.*

Under the Local Government Act, all councils and joint organisations are required to appoint an audit, risk and improvement committee by June 2022.

Following June 2022, councils will have two years, until 30 June 2024, to comply with the risk management and internal audit requirements under these Guidelines and five years to comply with the audit, risk and improvement committee requirements.

Financial and Resource Implications

There will be a requirement for Council's to internally fund ARIC meetings held. The chair of the audit, risk and improvement committee is to decide the frequency and timing of the committee's meetings and plan them annually in advance to ensure the availability of all members and observers. Generally, meetings should correspond with major phases of the council's financial reporting, external audit and internal audit cycles.

REPORTS

Weddin Shire Council is classified as a **Tier 1** General purpose Council which falls under the Definition:

- Local government area is in a remote location with a population of <20,000 persons
- Local government area is predominantly rural or agricultural in nature with low population growth.

All councils that are categorised as a tier 1 council are required at a minimum to have an audit, risk and improvement committee that has:

- 3 independent voting members comprising:
 - 1 chair prequalified under the NSW Government’s prequalification scheme
 - 2 independent persons that meet the eligibility criteria for non-prequalified committee members (see below), and
- (optional) 1 non-voting councillor that meets the eligibility criteria for councillor members (see below).

Exemptions

It is recognised that some small councils located in remote local government areas may find it difficult to attract and retain a prequalified chair for their audit, risk and improvement committee. Whilst prequalification is preferred, where a tier 1 council is unable to appoint a prequalified chair, the council can apply to the Secretary DPIE for an exemption from this requirement. The council’s application for an exemption must:

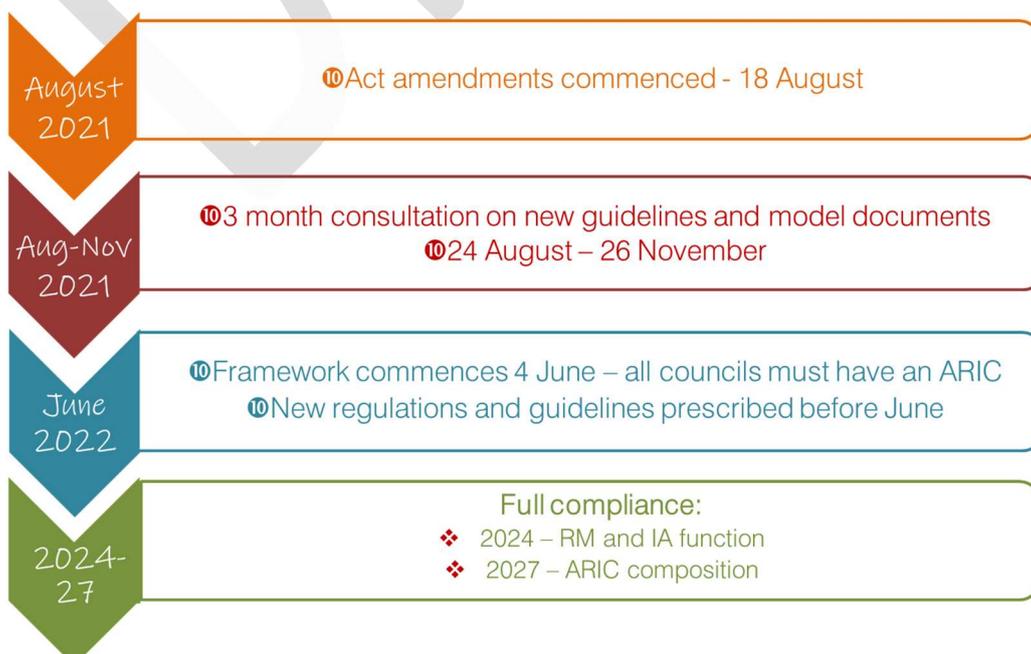
- be in writing
- outline the efforts the council has made to appoint a prequalified chair, and
- outline the reasons why the council has been unsuccessful.

Exemptions will only be granted in exceptional circumstances.

The governing body is to determine the exact size of the audit, risk and improvement committee (3-5 members) in consultation with the chair of the committee and general manager, taking into account the needs and risk profile of the council, and likely workload of the committee.

Conclusion

These specifications are in draft form and the OLG is seeking the views and feedback of councils and other stakeholders on the draft Guidelines for risk management and internal audit for local councils in NSW prior to finalising them. The feedback is due before the 26th November 2021.



REPORTS

AGM.03. ANNUAL REPORT 2020/2021

File No.: C2.3.1

Attachments: To be forwarded

Precis: Council's Annual Report for 2020/2021 is being finalised in draft form.

Budget: \$ -

RECOMMENDATION:

The DRAFT Annual Report for 2020/2021, including the Supplementary State of Environment Report be considered by Council at an Extra-Ordinary meeting upon its completion.

MOVED: Cr Brown **SECONDED:** Cr McKellar

The DRAFT Annual Report for 2020/2021, including the Supplementary State of Environment Report be considered by Council at an Extra-Ordinary meeting upon its completion.

172 CARRIED

The 2020/2021 Annual Report is required to be submitted to the Office of Local Government (OLG) by 30 November 2021.

The Report is currently being developed in draft form and will be forwarded to Councillors. The Supplementary State of Environment Report has been prepared as an Appendix, and the Financial Statements for 2020/2021 will also be included as an Appendix upon finalisation of the 2021 audit.

A copy of the final Annual Report will be provided to Councillors after adoption.

REPORTS

AGM.04. IMPACT OF UPCOMING ELECTIONS ON COUNCIL MEETINGS

File No.: C2.8.1

Attachments: nil

Precis: 2021 local government elections will impact upon the ordinary schedule of Council meetings.

Budget: \$ -

RECOMMENDATION:

- (i) the December 2021 Ordinary Council meeting be cancelled.
- (ii) an Extra-Ordinary Council meeting be held on Friday 7 January 2022.
- (iii) the January 2021 Ordinary Council meeting be cancelled.
- (iv) the above be advertised accordingly.

MOVED: Cr Brown **SECONDED:** Cr McKellar

- (i) the December 2021 Ordinary Council meeting be cancelled.
- (ii) an Extra-Ordinary Council meeting be held on Friday 7 January 2022.
- (iii) the January 2021 Ordinary Council meeting be cancelled.
- (iv) the above be advertised accordingly.

173 CARRIED

As Councillors are aware, their term of office will expire on 4 December 2021 being the date of the next NSW local government elections. The NSW Electoral Commission have advised that, due to postal delivery services changing in light of current COVID-19 conditions, it is anticipated that the election results will not be declared before 21 December 2021.

This means that the first meeting of Council following elections cannot occur before this time. Given the proximity of the Christmas/New Years period, it is proposed that the December 2021 Ordinary Council meeting be cancelled. Under section 365 of the *Local Government Act 1993*, Council is required to meet at least ten times a year; cancelling this meeting will not conflict with the Act.

Furthermore, section 290 of the *Local Government Act 1993* stipulates that councils that elect their mayor must do so within three (3) weeks of the declaration of the election. Council must also elect a deputy mayor at this time. It is proposed that an Extra-Ordinary Council meeting be held on Friday 7 January 2022 at which time the administration of Councillors' oath or affirmation of office will take place as well as the election of Mayor and Deputy Mayor.

Traditionally, a January Ordinary Council meeting has not been held for various reasons. Given the need for an Extra-Ordinary Council meeting in January 2022, it is proposed to also cancel the January 2022 Ordinary meeting.

REPORTS

AGM.05. HENRY LAWSON FESTIVAL STRATEGIC PLAN ALTERNATIVES

File No.: C1.4.1

Attachments: 1_RFP Henry Lawson Festival Review
2_Festival Strategic Business Plan 2022-2024
3_Festival Review Discussion Paper
4_Economic ID data RDA Central West

Precis: A review report recommended by the Tourism Committee.

Budget: \$ 140,000 (This figure does not include the \$123k upfront cost to Council for the recent Events Grant received from the Regional Events Acceleration Fund)

RECOMMENDATION:

Council adopt scenario four;

- (i) \$40,000 for professional event management for the Henry Lawson Festival that includes a clear memorandum of understanding between Council and the Festival.
- (ii) Council Contributes in kind resources of up to \$30,000 to assist with traffic management, waste management, and risk management.
- (iii) \$40,000 for professional event management for two new smaller events aligned with Council's Destination Management Plan.
- (iv) Council Contributes in-kind resources of up to \$30,000 to assist with traffic management, waste management for the two new smaller events.

MOVED: Cr Diprose **SECONDED:** Cr Best

Council move into a Committee of the Whole to consider the matter.

174 CARRIED

MOVED: Cr Diprose **SECONDED:** Cr Bembrick

Council move out of the Committee of the Whole.

175 CARRIED

MOVED: Cr Parlett **SECONDED:** Cr McKellar

- (i) The Festival be run by a Section 355 Committee of Council, supported by a Community Development Officer/Events Manager to be immediately employed.
- (ii) The matter be considered by Council at a November 2021 Extra-Ordinary meeting.

176 CARRIED

Purpose

The Tourism Committee recommended that this report be prepared to outline several alternatives to The Grenfell Henry Lawson Festival of Arts Strategic Business Plan 2022-2024, allowing Council to make an informed decision.

The purpose of this report is to provide Council with a suite of alternatives to the recent *The Grenfell Henry Lawson Festival of Arts Strategic Business Plan 2022-2024*.

Background

At the February 2021 Council meeting, it was resolved to undertake a full strategic review of the Henry Lawson Festival, and that Council would fund the review. Tilma Group was engaged in March 2021 and worked closely with the newly formed Festival Steering Committee over several months.

REPORTS

The August 2021 Council meeting resolved to put the Grenfell Henry Lawson Festival of Arts Strategic Business Plan 2022-2024 on public exhibition.

At the October 2021 Tourism Committee meeting, the Strategic Business Plan was discussed at length. The discussion was focused on several key points:

The brief prepared as part of the Request For Proposal process focused on the Henry Lawson Festival in isolation, without the context of issues affecting the whole of Weddin Shire, such as aging volunteers, the role of tourism events in contributing to the visitor economy, or reference to the Destination Management Plan (DMP) adopted by Council in 2020, the purpose of which is to provide the direction and framework for taking the Shire's tourism sector forward over the next five years.

Grenfell has a low accommodation capacity. As such, several smaller tourism events that fill Grenfell accommodation multiple times a year would deliver better economic impact than one significant event that serves Grenfell's total on one occasion.

A change in focus to a community event rather than remaining Weddin's major tourism event, while simultaneously maintaining Council's significant financial commitment through employing a Community Development Officer, raises doubt over whether the proposed event will deliver an acceptable economic return.

In 2019 Council invested approximately \$120,000 into the Festival. The direct benefits to the Shire are estimated to be \$560,000. When compared to the economic impact of similar regional tourism festivals, this is very low.

Economic impact requires people from outside the Shire to spend new money in the local economy. The spending of people who live in Weddin is excluded from calculations; it is assumed that locally earned money will be spent locally. The proposed shift in focus from a tourism event attracting many people from outside the Shire to a community reunion event not explicitly designed to attract people from outside the Shire will impair economic impact.

While there are positive social outcomes from community events, such as improved social connectedness, these qualitative benefits are excluded from economic analysis. It is essentially the quantitative financial analysis that is necessary for successful event funding applications. By consciously repositioning the Festival as a community event, Council limits the event's ability to be financially sustainable.

Four alternatives to the Grenfell Henry Lawson Festival of Arts Strategic Business Plan 2022-2024 are presented below, along with the anticipated cost to Council in the first year and anticipated direct economic impact. Economic data has been sourced from the RDA Central Wests Economy ID package.

The annual cost to Council of the proposed Strategic Business Plan is approximately \$120,000, including \$60,000 for a Community Development Officer, \$20,000 for a marketing professional, and \$40,000 for Council resources to assist with traffic management, waste management, risk management, and insurance.

The first three scenarios are from the Discussion Paper presented to the Steering Committee by the Tilma Group. The purpose of these three scenarios is to:

- connect the Grenfell community,
- provide a reason for friends and relatives to come home each June long weekend,
- entertain visitors and residents, and
- provide an opportunity for businesses and community groups to generate income or fundraise.

Scenario 4, developed in consultation with the Tilma Group and Council staff, incorporates Scenario 2 from the Discussion Paper, allowing Council to use essential information gathered from the proposed strategic review and integrate it with Council's Destination Management Plan. Scenario 4 accommodates the sentimental attachment to June Long weekend local reunions and delivers direct economic stimulus from strategic investment in the visitor economy.

REPORTS

Event Scenarios	Council's contribution	Direct Impact
<p>Scenario 1 – Festival run by Section 355 Committee of Council supported by a Community Development Officer and volunteers.</p> <p>*As per the Tilma Group Discussion Paper.</p>	<p>Total: \$140,000</p> <p>\$20,000 cash to help seed fund the paid professional role for marketing, sponsorship, grant funding.</p> <p>\$120,000 in kind</p> <p>P/T Community Development Officer</p> <p>Council resources to assist with:</p> <ul style="list-style-type: none"> • Traffic management • Waste management • Risk Management • 	<p>\$0.653M</p>
<p>Scenario 2 – Festival run by event professionals. Council puts out a request for tender to event management companies to deliver the event.</p> <p>The managers would be supported by a skills-based board of community members. Council manages the event management contract</p> <p>*As per the Tilma Group Discussion Paper.</p>	<p>Total: \$70,000</p> <p>\$40,000 cash for professional event management (clear MOU)</p> <p>\$30,000 Council resources to assist with:</p> <ul style="list-style-type: none"> • Traffic management • Waste management • Risk Management 	<p>\$0.662M</p>
<p>Scenario 3 – Festival managed at arm's length from Council. The committee returns to being an incorporated association.</p> <p>*As per the Tilma Group Discussion Paper.</p>	<p>Total: \$90,000</p> <p>\$40,000 cash for professional event management (clear MOU)</p> <p>\$30,000 Council resources to assist with:</p> <ul style="list-style-type: none"> • Traffic management • Waste management • Risk Management <p>\$20,000 cash to help seed fund the paid professional role for marketing, sponsorship, grant funding.</p>	<p>\$0.653M</p>
<p>Scenario 4 – Festival run by event professionals supported by a skills-based board of community members.</p> <p>Two new smaller annual events (Spring and Autumn) aligned with the DMP, both run by event professionals.</p>	<p>Total: \$140,000</p> <p>\$40,000 cash for professional event management (clear MOU)</p> <p>\$30,000 in kind Council resources to assist with:</p> <ul style="list-style-type: none"> • Traffic management • Waste management • Risk Management <p>\$40,000 for professional event management (clear MOU)</p> <p>\$30,000 In kind Council resources to assist with:</p> <ul style="list-style-type: none"> • Traffic management • Waste management 	<p>\$0.662M</p> <p>Spring \$0.864M</p> <p>Autumn \$0.864M</p> <p>Total \$2.390M</p>

REPORTS

Policy/Legal Implications

There are no policy or legal implications

Financial and Resource Implications

There are significant financial and resource implications from all scenarios presented. Implementation of any scenario will be contingent on a Quarterly Budget Review.

Internal/External Implications

Scenarios 1, 2, and 3 do not align with the DMP.

Scenario 4 aligns with the following strategies from the DMP:

9.4.10 Develop and attract cycling events, including:

- Reinststate and grow the Tour de Greenethorpe.
- Organise a gravel grind event – as a signature event for the Shire.
- Assess the potential to introduce a cycling festival.
- Invite cycling groups and clubs from the surrounding area to hold events in Weddin Shire.
- Invite commercial cycle event organisers to hold events in Weddin Shire.

15.2.1 Explore options to leverage the Shire's assets to develop new events (e.g., road cycling, gravel grinding)

Conclusion

The Tilma Group is a highly respected and experienced regional event management company. The Strategic Business Plan states: 'The challenges faced by the Grenfell Henry Lawson Festival of Arts regarding human resourcing and funding suggest that event revitalisation is either not possible or not the best use of local government resources, particularly when considering the opportunity cost.'

Council has invested more than \$50,000 in consultants over the last two years to review the Festival. To date, none of the alternatives presented have met all of Council's desired criteria. It is unlikely that such a solution exists and that some requirements must be compromised to allow a path forward.

Given the community's sentimental attachment to the Festival and the concurrent challenge of the community's increasing demand for robust and transparent decision-making, it is clear there is no simple solution. Leadership is required to generate an organisation-wide commitment to a sustainable path forward that aligns with Council's integrated planning.

REPORTS

RECOMMENDATION:

The Acting General Manager's late report be received and dealt with because of the urgency of the matter.

MOVED: Cr Niven **SECONDED:** Cr Best

The Acting General Manager's late report be received and dealt with because of the urgency of the matter.

177 CARRIED

AGM.06. CIVIC AND CEREMONIAL FUNCTIONS

File No.: C2.5.5

Attachments: nil

Precis: Delegation of civic and ceremonial functions of the Office of Mayor after election day

Budget: \$ -

RECOMMENDATION:

Council delegate Mr Mark Liebich the authority to carry out civic and ceremonial functions of the office of Mayor during the period between 4 December 2021 and 7 January 2022.

Cr Liebich previously submitted a written declaration of interest and left the room.

Cr Best took the Chair

MOVED: Cr Brown **SECONDED:** Cr Niven

Council delegate Mr Mark Liebich the authority to carry out civic and ceremonial functions of the office of Mayor during the period between 4 December 2021 and 7 January 2022.

178 CARRIED

Crs Bembrick and Diprose requested that their votes against the above motion be recorded.

Cr Liebich returned to the room and resumed the Chair.

As Councillors are aware Council will be without a governing body during the period 4 December 2021 to 21-23 December 2021.

The Office of Local Government advised:

"There is nothing to prevent Councils from authorising the outgoing Mayor to continue to exercise the civic and ceremonial functions normally exercised by the Mayor during this period in the absence of a Mayor, should they wish to do so, (even though the outgoing Mayor will have ceased to hold any civic office in the Council as of the day of election).

Given the possibility that the outgoing Mayor may not be re-elected at the election and may therefore cease to be accountable to the Council and the community, Councils should refrain from making any delegations to the outgoing Mayor."

Whilst the Office of Local Government has urged caution, it is considered desirable that the existing Mayor continues to exercise the civic and ceremonial functions of the Mayor in the period between election day and the holding of the Mayoral election after the election. This will provide continuity for Council and the community of representation from the elected body. Furthermore, the Mayor traditionally attends a number of community events as an official delegate of Council in December.

REPORTS

The role of the Mayor is as per Section 226 of the Local Government Act (1993):

“226 Role of mayor

The role of the mayor is as follows—

- a) to be the leader of the Council and a leader in the local community,*
- b) to advance community cohesion and promote civic awareness,*
- c) to be the principal member and spokesperson of the governing body, including representing the views of the Council as to its local priorities,*
- d) to exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council,*
- e) to preside at meetings of the Council,*
- f) to ensure that meetings of the Council are conducted efficiently, effectively and in accordance with this Act,*
- g) to ensure the timely development and adoption of the strategic plans, programs and policies of the Council,*
- h) to promote the effective and consistent implementation of the strategic plans, programs and policies of the Council,*
- i) to promote partnerships between the Council and key stakeholders,*
- j) to advise, consult with and provide strategic direction to the General Manager in relation to the implementation of the strategic plans and policies of the Council,*
- k) in conjunction with the General Manager, to ensure adequate opportunities and mechanisms for engagement between the Council and the local community,*
- l) to carry out the civic and ceremonial functions of the mayoral office,*
- m) to represent the Council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,*
- n) in consultation with the Councillors, to lead performance appraisals of the General Manager,*
- o) to exercise any other functions of the Council that the Council determines.”*

Financial Implications

The costs of civic and ceremonial functions are contained within existing budgets. Mr Liebich will not be paid Mayoral or Councillor fees during this period.



JAYMES RATH
ACTING GENERAL MANAGER

REPORTS

DCS: DIRECTOR CORPORATE SERVICES' REPORT

RECOMMENDATION:

Items 1 - 9 of the Director Corporate Services' Report be noted.

DCS.01. STATEMENT OF BANK BALANCES

File No.: N/A

Attachments: nil

Precis: Statement of Council's bank balances as at 31 October 2021.

Budget: \$ -

For information

Noted

Bank Account Westpac	\$630,629.09
Short Term Deposits CBA	12,500,000.00
Total	<u>\$13,130,629.09</u>

CERTIFICATE OF RECONCILIATION

I certify that the Cashbook for each Bank Account has been reconciled with the appropriate Bank Statement as at 31 October 2021.

The investments shown above are made with the Commonwealth Bank. I certify that these investments have been made in accordance with the *Local Government Act 1993*, the Regulations and Council's investment policies.

REPORTS

DCS.02. STATEMENT OF LOAN BALANCES

File No.: N/A

Attachments: nil

Precis: Statement of Council's current loan balances as at 31 October 2021.

Budget: \$ -

For information

Noted

Loans

ANZ Loan No...43092

1,795,947.37

ANZ Loan No...43084

1,827,140.55

Total

\$3,623,087.92

DRAFT

REPORTS

DCS.03. SUMMARY OF INCOME

File No.: N/A
Attachments: nil
Precis: Summary of income for the period 1 October 2021 to 31 October 2021.
Budget: \$ -

For information

Noted

Rates	121,354.87
Service NSW Agency Commission	5,067.65
Access Point Payment	792.00
Interest on Investments	1,043.29
LRCI2 Grant – Main Street Renewal	207,412.00
Transport for NSW Grants/Payments	39,064.00
Staff Training Subsidy	1,500.00
Government Fuel Rebate	9,355.00
Property Rental	1,144.52
Section 138 Road Permits	83.80
Section 10.7 Certificates	636.00
Section 603 Certificates	1,403.00
Sewer Diagram Fees	294.00
Development & Building Application Fees	6,885.00
Building Services Corp Commission	39.60
Plan First Commission	5.00
Tree Removal	50.00
Sale of OTTO bins and lids	196.00
Companion Animals Regos and Fees	877.00
Trap Hire	25.00
Art Gallery Income	2,785.00
History Books Sales	160.00
VIC Centre Income	554.20
Community Hub Conference Room Hire	45.00
CTC Income	6,236.40
Caravan Park Income	1,890.00
Swimming Pools Income	14,776.00
Other Income e.g. photocopying	30.10
Lions Box Income/Donations	233.25
Total	<u>\$423,937.68</u>

REPORTS

DCS.04. DEBT RECOVERY – RATES

File No.: A1.7

Attachments: nil

Precis: Council's debt recovery activities during the period 1 October 2021 to 31 October 2021.

Budget: \$ -

For information

Noted

Debt recovery activity has been of a routine nature due to the COVID-19 Legislative Amendments made by the Office of Local Government. The following activities continued to be monitored: -

- 2nd Instalment Notices sent
- 33 referred to Debt Recovery firm Recoupa
 - 15 paid in full
 - 9 part payments
 - 3 no response
 - 2 arrangements
- 23 referred to Debt Recovery firm Recoupa in mid-October
- Late intervention visits regarding above no responses - ReCoupa visited rate payers and spoke to ratepayers to arrange payments or scheduled follow-ups
- Continued monitoring existing payment arrangements, following up with further action where required.

REPORTS

DCS.05. GRENFELL LIBRARY

File No.: C2.8.15

Attachments: nil

Precis: Grenfell Library statistics for the period 1 October 2021 to 31 October 2021 and current COVID-19 arrangements.

Budget: \$ -

For information

Noted

STATISTICS

Circulation: 677 (including 0 ILL) over 20* days at a daily average of 48.36 (September 2021 – 42.43, October 2020 – 47.35). *Reopened to the public on Tuesday 12 October for loans/returns only.

Library Visits: 194 (September 2021 – 0, October 2020 - 374). Phone enquiries: 57. Reference enquiries: 37. Internet desktop: 0. Internet Wi-Fi: 3. Kids Games: 0. Word: 0. eResources: 0.

Social Media: Facebook visits: 4,540 (11,015 Sep 2021). Facebook followers: 497 (487 Sep 2021). Instagram followers: 59 (55 Sep 2021).

Bag Delivery: 17 (September 2021 - 91).

Cost-Recovery Activities: Photocopy/Printing: \$54.50. Lamination: \$10. Scan & email: \$5.

Interlibrary Loans: 0 requests.

Registrations: New registrations during October – 3 (1 Adult and 3 Senior). Total registrations as of 31st October 2021 – 744 (345 Adult, 10 Housebound, 7 Institutions, 64 Junior, 265 Seniors, 53 Young Adult).

Additions of Stock: 105 new and 4 donated items valued at \$2,248.06 (7 BC, 5 DVD, 19 F, 4 JDVD, 9 JF, 2 J MAG, 6 LP, 27 MAGS, 18 NF, 3 Puzzles, 7 TBCD, 2 YADVD).

Deletions of Stock: 2 items valued at \$39.44.

Discretionary Spending: as at 31.10.2021

Book Vote: 2021/2022 - \$31,500 (includes \$1,500 FOLA grant).

Book Vote \$15,832.38 committed (includes standing orders set up for the year).

Magazines: \$835.92 committed.

BorrowBox: Circulation: 68 eAudiobooks and 68 eBooks (Sep 2021 71 eAudiobooks and 65 eBooks). Reservations: 32 eAudiobooks and 21 eBooks (Sep 2021 22 eAudiobooks and 20 eBooks). Stock: 5337 eAudiobooks and 4567 eBooks (Sep 2021 5295 eAudiobooks and 4572 eBooks). Users: 118 (Sep 2021 118).

Story Box Library: Site Access: 179 (33 Sep 2021).

indyreads™: Loans: 0 (4 Sep 2021). Reservations: 0 (3 Sep 2021). Users: 27 (14 Sep 2021).

REPORTS

OTHER

The library reopened to the community on Tuesday 12 October 2021 under the following plan and restrictions:

Hours	Services	Restrictions
Tue – Fri: 10:30am – 12:30pm 1:30pm – 4:50pm	Loans and returns only	There will be no computers, newspapers or study areas.
Sat: 9:30am – 12:00pm		Please read below for more restrictions

Restrictions

As per current COVID-19 restrictions in NSW, all visitors to the premises must: -

1. wear a face mask while in the building; and
2. **be fully vaccinated** or have a medical exemption; or
3. be under the age of 16 and accompanied by a fully vaccinated member of their household.

Those who are **not fully vaccinated** wishing to borrow item(s) are requested to contact the Librarian via phone, email or Facebook messenger so appropriate arrangements can be made.

Librarian's Activities

The usual programming of posts on Facebook, Instagram and updates to the website have continued this month.

Ordering and processing of new stock has continued.

There are another 22 boxes with 427 items pending collection by Courier for the James Bennett sustainability program.

Final tweaking to the Beanstack software has been completed and the instructions have been written up ready for the launch on November 1. A partnership with the Grenfell Girl Guides has been formed to help the young ladies earn Guide badges while reading and completing challenges. Multiple reading challenges have been set up and I am in the process of creating the Summer Reading Challenge ready for a December 1 launch.

I have been asked and have prepared to launch on November 2 a Christmas Colouring-in competition for all members of the Shire.

The annual Kids Christmas Movie poll is currently on. This will decide on the G and PG rated movies for the first week of the summer holidays in December.

Preschool Storytime returned with the library reopening though I moved them to Vaughn Park. The only restrictions are that everyone needs to QR check-in and provide vaccination evidence. A great turnout was had for the first session back.

The Friends of Grenfell Library (FOGL) Christmas raffle has been organised again for this year after last year's huge success. Ticket sales will commence from Tuesday 2 November with prizes awarded on Friday 3 December.

The free online Author talks have continued this month with Judy Nunn, Claire Coleman and Costa's world being held. Three more planned for November. David Hunt, Michael Connelly and Fiona McIntosh.

I submitted just before the deadline on Friday 29th a grant application to the SLNSW for a mobile Library van, outfitting of van and the upgrade of the space underneath the library. Announcements of winners are in April 2022.

REPORTS

DCS.06. ECONOMIC DEVELOPMENT

File No.: C2.8.11

Attachments: nil

Precis: Economic Development Officer's activities during the period 1 October 2021 to 31 October 2021.

Budget: \$ -

For information

Noted

Economic Development Officer's Activities

- Recorded and cancelled conference room bookings.
- Circulated relevant funding, financial support, and business skills development opportunities to business and community groups.
- Sourced content for WSC ED Facebook group.
- Participated in ED Managers webinars.
- Initiated contact with regional Telstra representatives over digital connectivity issues.

REPORTS

DCS.07. TOURISM AND PROMOTIONS

File No.: C2.8.11

Attachments: nil

Precis: Tourism and Promotions Officer's activity during the period 1 October 2021 to 31 October 2021.

Budget: \$ -

For information

Noted

Tourism Activities

- On 12 October 2021 the Grenfell VIC reopening to the public after a prolonged COVID closure. Visitor number have been low, with several potential visitors unable to enter the building due to the absence of a double vaccination certificate. Enforcing COVID requirements at the Community Hub has affected the quality of visitor servicing, with many visitors needing significant support to sign in, taking focus off servicing other visitors.
- Researched events and updated TV screen video as events were scheduled.
- Participated in the LGNSW and Regional Events tourism webinars.
- Participated in JO tourism webinars and contributed to reopening campaign, including providing written content, securing a permit to film with a drone in the National Park, securing certificate of currency, securing CASA registration information, coordinating shoot, providing feedback on JO marketing video including scene selection and preparation of content for feature on Weddin Mountains National Park.
- Researched and prepared report on three scenarios for Christmas community event, including sourcing quotes and confirming ongoing compliance with Destination NSW, Destination Country and Outback and Service NSW as the State Governments reopening roadmap evolved.
- Prepared minutes for October Tourism meeting and actioned minutes; including scoping 4 scenarios, liaising with event consultant, development of economic data and preparation of report.
- Refined update to canola brochure.
- Pursued installation of white on brown tourism signs for Grenfell Commodities Silo.
- Continued with the Australia Day Ambassador registration process, including securing accommodation.
- Prepared and distributed agendas to Australia Day Committee.
- Liaised with local stakeholders over possible collaborative approach to community art project. Including consulting with various Council departments and heritage advisor, project scoping and research of possible funding source.
- Developed advert for Discover Magazine to support JO reopening campaign.
- Confirmed two community consultation sessions for early December with the tourism branding consultants including an evening session in Grenfell and morning session in a village.
- Coordinated family visit for early November by gravel grinding cycling consultants, including liaising with local stakeholder, research of local road network, provision of maps, and troubleshooting of draft loops.

REPORTS

DCS.08. ARTS AND TOURISM

File No.: C2.8.11

Attachments: nil

Precis: Arts and Tourism Officer's activity and Visitor Information Centre (VIC) statistics during the period 1 October 2021 to 31 October 2021.

Budget: \$ -

For information

Noted

Art & Art Gallery Activities

- 'Views and Realms' exhibition
 - Liaised with artist
 - Assisted with bump out
 - Request for CV
 - Letter of payment
- 'Contours: Interpretations of Australian Landscapes' exhibition
 - Liaised with artists
 - Assisted with installation
 - Distributed invites
 - Distributed posters
 - Ran official opening function
 - Set up name plates
- Updated website/Gallery page
- Liaised with volunteers about reopening
- Leak in store room
 - Emptied store room and cleaned up
 - Reported to DES
 - Arranged for plinths to be fix and repainted
- Contacted other upcoming exhibitors

Tourism & Visitor Information Centre (VIC) Activities

The Community Hub was closed to the public from Friday 13 August 2021 until 11 October 2021.

- COVID-19:
 - Monitored evolving situation around us in regards to reopening Community Hub.
 - Prepared Hub for reopening, contacted people that hire Hub.
 - Continued assisting/monitoring people entering the building (library, hub, gallery, VIC) to record their details for contact tracing, show proof of being double vaccinated (vaccine certificate) as required by the NSW Government. Encouraged people entering the building for the library to sign in at library.
 - Sought advice from Steph Cook's office regarding volunteers and vaccinations.
- Answered enquiries – email, phone and face-to-face
- Social media:
 - 19 Facebook posts
 - 15 Instagram posts
 - 7 posts to the Weddin Shire Council Economic Development business page
 - 2 WSC Facebook posts
 - Social media engagement

REPORTS

- Website updates, including:
 - Business directory
 - Event listings
 - Grenfell Art Gallery exhibition information
 - Community Guide updates
- September report
- Researched and ordered souvenirs
- Continued rEvents Academy 7 week intensive event management course – completed modules and participated in live weekly webinars
 - Provide information outline tech issues as requested by rEvents
 - Provide testimonials for website, facebook and google listings
- Assist with company dam signage installation
- Attended October Tourism Meeting
- Read industry reports on reopening and the tourism industry
- Discover magazine Nov/Dec content
- Reviewed documents for EDO
- Staff roster for Christmas / new years period as well as 2022 roster
- Provide grant information / opportunities currently available to community organisations and events that are relevant
 - Assist community event by looking for suitable grant options
- Set weekend casual staff their tasks for the weekend
- Forward caravan park feedback from weekends to DES
- Liaise with acting DE about Grenfell and villages Christmas decorations

REPORTS

DCS.09. COMMUNITY TECHNOLOGY CENTRE (CTC)

File No.: C2.8.14

Attachments: nil

Precis: CTC Officer's activity during the period 1 October 2021 to 31 October 2021.

Budget: \$ -

For information

Noted

Helpdesk & System Administration

This month:

- Update printer software (Library)
- Configure OneDrive (VIC weekend staff)
- Organise quote for internal hardware upgrades (Council)

Ongoing:

- Install Operating System & Software Updates for On-Prem Servers
 - Domain Controller x 2
 - Windows Update Updates Services
 - Hyper-V
 - Libero
 - AV Security Management Centre
- Manage Operating System & Software Updates for Workstations via WSUS
 - Evaluate Latest Updates (Staging Environment)
 - Approve Evaluated Updates (Library, EDO, Internet Centre)
 - Decline Superseded Updates
 - WSUS Clean-up
 - Investigate PCs not connecting back to WSUS
- Maintenance of Websites (Internet Centre, Library, Caravan Park)
 - Install latest content management software
 - Install latest plugins
 - Investigate abnormalities detected by web application firewall
- Software Development
 - PowerShell – update Automated Client Install Script (CTC)

Marketing (Internet Centre)

- Publish Blog posts (<https://www.grenfellinternetcentre.com.au>)
- Share posts on Social Media
 - Facebook
 - Twitter
 - Google Business
 - Instagram
- Search Engine Optimisation on Blog posts
- www.grenfellinternetcentre.com.au visited 596 times by 542 Users

REPORTS

Sales and Services

Client Enquires:

- 179 clients made enquires via telephone
- 167 clients made enquires in store
- 30 clients made enquires via email/website

Sales and Services:

- Conducted Computer Repairs for 18 residential clients and 4 business clients
- Conducted Mobile Phone and Tablet repairs for 28 residential clients
- 2 Mobile Phone screen replacements
- Laptop sold to 2 residential client
- ESET Products sold to 9 residential clients and 1 business client
- Software, parts, and accessories sold to 26 residential clients
- Ink and toner cartridges sold to 2 residential clients
- 3 clients used printing and photocopying services
- Recover online account for 4 clients

Computer Tuition:

- Delivered 1 individual lesson.

Human Services Access Point:

- Assist human services clients with access point usage

Client Websites:

- Regular Monthly Maintenance to Gold Trail Website
- Regular Monthly Maintenance to Grenfell Rugby Club Website

REPORTS

DCS.10. REQUEST FOR DONATION

File No.: C1.1.3

Attachments: RMHC Orange – letter of request

Precis: Ronald McDonald House Charities has requested a donation

Budget: \$ 1,000

RECOMMENDATION:

Council donate \$1,000 to Ronald McDonald House Charities – Orange.

MOVED: Cr Diprose **SECONDED:** Cr Parlett

Council donate \$1,000 to Ronald McDonald House Charities – Orange.

179 CARRIED

Purpose

To respond to a request for a \$1,000 donation for the Ronald McDonald House Orange.

Background

Ronald McDonald House Orange aims to provide accommodation and services at no charge to provide financial and emotional support, often when families are stressed and under pressure. By "wrapping around families," we allow them to focus on their baby, child, or adolescent nearby in the hospital.

RMHC Orange operates with two paid employees assisted by an outstanding team of Orange and district volunteers who are part of a 24-hour, 365 day a year roster. So far, these volunteers have contributed an incredible 74,381 hours to help rural families during a health crisis.

Since the Orange house opened, we have provided free accommodation for 41 families from the Weddin Shire for a total of 199 nights. 199 nights equates to savings in accommodation alone of \$29,850 for families from your area. (Please see table below).

Town	Number of families	ATSI	Number of stays	Number of nights	
Bimbi	1		1	4	
Bribbaree	1		1	6	
Caragabal	2		2	7	
Grenfell	35	3	38	176	
Quandialla	1		1	1	
Wirrinya	1		1	5	
Total	41	3	44	199	\$29,850

Policy/Legal Implications

Nil.

Financial and Resource Implications

\$1000 from Council's donation budget.

Internal/External Implications

Nil.

Conclusion

The Ronald McDonald House in Orange provides a significant benefit to the residents of the Weddin Shire Council, and Council should contribute \$1,000 as it has done in previous years.

REPORTS

DCS.11. REQUEST FOR RATES CONCESSION

File No.: C1.1.3

Attachments: 1_Weddin Community Native Nursery Letter
2_WLCSC Email
3_Balance Accountants & Advisors Letter

Precis: Weddin Community Native Nursery has requested a concession on rates

Budget: \$ 289.34

RECOMMENDATION:

- (i) Council approve a 25% rebate.
- (ii) Council develop a public policy that defines specific parameters that a not-for-profit would need to qualify for a rates exemption.

Cr Diprose previously submitted a written declaration of interest and left the room.

MOVED: Cr McKellar **SECONDED:** Cr O'Byrne

- (i) Council approve a 25% rebate.
- (ii) Council develop a public policy that defines specific parameters that a not-for-profit would need to qualify for a rates exemption.

180 CARRIED

Cr Diprose returned to the room.

Purpose

To respond to a request for a rates concession from the Weddin Community Native Nursery.

Background

The Weddin Community Native Nursery (WCNN) was established in 2012, specialising in propagating native plants of the Weddin Shire, with a secondary goal of preserving threatened species within the Shire for future generations.

WCNN is a not-for-profit organisation managed by volunteers and is a sub-committee of the Weddin Landcare Steering Committee.

Volunteers collect seeds from across the Shire. At the nursery, the seed is cleaned and propagated. Propagation is also done from cuttings and divisions.

Policy/Legal Implications

Nil.

Financial and Resource Implications

\$289.34 to be sourced from Council's Donations budget.

Internal/External Implications

Nil.

REPORTS

Conclusion

The WCNN has provided correspondence that the organisation is a not-for-profit. Council has previously granted the organisation a 25% rebate on their rates for the last two (2) financial years. There was no evidence of financial hardship in this year's request.

DRAFT



MICHAEL CHALMERS
DIRECTOR CORPORATE SERVICES

MOVED: Cr Brown **SECONDED:** Cr Niven

Except where otherwise dealt with, the Director Corporate Services' Report be adopted.

181 CARRIED

REPORTS

ADE: ACTING DIRECTOR ENGINEERING'S REPORT

RECOMMENDATION:

Items 1 - 13 of the Acting Director Engineering's Report be noted.

ADE.01. WORKS REPORT

File No.: N/A

Attachments: nil

Precis: Works undertaken on Weddin Shire road network during the period 1 October 2021 to 31 October 2021.

Budget: \$ -

For information

Noted

01.01. Highways: Capital and Maintenance Works

Routine maintenance such as rest area maintenance, bitumen patching, guide posting and tree maintenance has continued on major highways.

- SH6 (Mid Western Highway)
 - Significant cold mix bitumen patching due to wet weather (emergency repairs)
 - Table drains/shoulder restoration program for reseals
 - Guard rail repair program/replacement of timber posts
- SH17 (Newell Highway)
 - Significant cold mix/hot mix bitumen patching due to wet weather (emergency repairs)

01.02. Regional Roads: Capital and Maintenance Works

Routine maintenance such as rest area maintenance, bitumen patching, guide posting and tree maintenance has continued on regional roads.

- MR398 (Mary Gilmore Way)
 - Pavement maintenance
- MR239 (Henry Lawson Way/Young Road)
 - Table drains/shoulder restoration program for reseals
- MR237 (Gooloogong Road)
 - Table drains/shoulder restoration program for reseals

01.03. Rural Local Roads: Capital Works

Nil capital works were undertaken on rural local roads.

REPORTS

01.04. Rural Local Roads: Maintenance

Routine maintenance such as slashing, bitumen patching, guide posting and tree maintenance has continued on rural local roads.

- Maintenance Grading:
 - Hancock Williams Road (still in progress)
 - Hoctors Road
- Shoulder Maintenance:
 - Bimbi Thuddungra Road (reseal section)
 - Mortray Road (reseal section)
 - Pinnacle Road (reseal section)
- Signs/Guidepost Maintenance:
 - Bimbi Thuddungra Road (reseal section)
 - Mortray Road (reseal section)
 - Pinnacle Road (reseal section)

01.05. Urban Area: Maintenance

- Tree Maintenance:
 - Rose Street
 - Dagmar Street

DRAFT

REPORTS

ADE.02. OTHER WORKS

File No.: N/A

Attachments: nil

Precis: Other works undertaken during the period 1 October 2021 to 31 October 2021.

Budget: \$ -

For information

Noted

01.06. Parks & Ovals

- Parks: routine mowing, whipper snipping, edging, weeding, furniture maintenance
- Grenfell town area: tree trimming, sucker removal, leaves removal, centre islands maintenance
- Irrigation systems maintenance
- Parks: soft fall maintenance around swings
- Grenfell, Bimbi and Caragabal Cemeteries: mowing and weeding
- General mowing and whipper snipping carried out
- Bimbi and Caragabal town area: mowing and weeding

01.07. Cemeteries

The following graves have been prepared:

Grenfell Lawn	- 1
Grenfell	- 1
Bimbi	- 0
Caragabal	- 0
Ashes Internment	- 0
Private Property	- 0

The following maintenance has been carried out:

- General maintenance
 - Mowing/slashing
 - Facilities maintenance
 - Weed spraying/removal
- Topped up graves
- Plaques fitted
- Sprinkler repairs

01.08. Sewer Mains

Six (6) sewer chokes have been attended to. The cause of all chokes was root intrusion. The chokes have been noted and will be prioritised in future sewer relining programs.

01.09. Private Works

One (1) private works has been carried out.

- Seal driveway

REPORTS

01.10. Village Area: Capital and Maintenance Works

- Caragabal: mowing and maintenance
- Bimbi: mowing and maintenance

01.11. Vandalism

Rural - Nil
Urban - 2

Taylor Park: pink dye sprayed onto walls
SH6 Rest Area: toilet roll holder and paper
stolen and paper towel holder damaged

Progressive Cost Rural \$ 0.00

Progressive Cost Urban \$ 0.00

DRAFT

REPORTS

ADE.03. FUTURE WORKS

File No.: N/A

Attachments: nil

Precis: Works scheduled to be undertaken from 1 November 2021, subject to weather conditions and availability of resources.

Budget: \$ -

For information

Noted

01.12. Highways: Capital and Maintenance Works

Routine maintenance such as rest area maintenance, bitumen patching, guide posting and tree maintenance will continue on major highways.

- SH6 (Mid Western Highway)
 - Heavy patching program
 - Reseal program
 - Signs replacement program
 - Clearys Bridge guard rail repair program
- SH17 (Newell Highway)
 - Heavy patching program

01.13. Regional Roads: Capital and Maintenance Works

Routine maintenance such as rest area maintenance, bitumen patching, guide posting and tree maintenance will continue on regional roads.

- MR398 (Mary Gilmore Way)
 - Reseal program
- MR236 (Henry Lawson Way/Forbes Road)
 - Sucker spraying and removal to continue
 - Safer Road Grant Project:
 - ♦ Shoulder/culvert/guard railing works to commence
- MR237 (Gooloogong Road)
 - Heavy patching program
 - Reseal program
 - Complete Regional Roads Rehab Project
- MR239 (Henry Lawson Way/Young Road)
 - Heavy patching program
 - Reseal program
 - Hunters Bridge approach works to commence

REPORTS

01.14. Rural Local Roads: Capital and Maintenance Works

Routine maintenance such as slashing, bitumen patching, guide posting and tree maintenance will continue on rural local roads.

- Maintenance Grading:
 - Barrs Lane
 - Lewis Lane
 - Newmans Lane
 - Bobelar Lane
 - Bembrick Lane
 - Mogongong Road
 - Mogongong Springs Road
 - Stock Route Road
- Shoulder Maintenance:
 - Quandialla-Caragabal Road
 - Pinnacle Road
 - Greenethorpe Bumbaldry Road
 - Gambarra Road
 - Bimbi Thuddungra Road
 - Iandra Road
 - Bimbi-Quandialla Road
- Heavy Patching:
 - Quandialla-Caragabal Road
 - Pinnacle Road
 - Mortray Road
 - Greenethorpe Bumbaldry Road
 - Gambarra Road
 - Bimbi Thuddungra Road
 - Iandra Road
 - Bimbi-Quandialla Road
- Culvert/Drainage Maintenance:
 - New Forbes Road
 - Arramagong Road
 - Pullabooka Road
 - Berendebba Lane
- Gravel resheeting as per Operational Plan
- Sucker control and table drain maintenance ongoing
- Back Piney Range Road: culvert replacement
- Hancock Flinns Road: culvert replacement
- Arramagong Road: culvert replacement
- Heathcotes Lane: culvert replacement

01.15. Urban and Village

Routine maintenance such as slashing, patching, guide posting and tree maintenance will continue.

REPORTS

ADE.04. TRANSPORT FOR NSW (TFNSW) RMCC CONTRACT

File No.: R2.54.4

Attachments: nil

Precis: RMCC works undertaken during the period 1 October 2021 to 31 October 2021.

Budget: \$ -

For information

Noted

01.16. Ordered Works

Nil ordered works were carried out.

Council's application to obtain R2 Pre-Qualification as an RMCC Contractor to continue Ordered Works to the value of up to \$5 million was approved for a period of three (3) years.

DRAFT

REPORTS

ADE.05. WORKSHOP OPERATIONS

File No.: P6.1.1

Attachments: nil

Precis: Workshop staff's activities during the period 1 October 2021 to 31 October 2021.

Budget: \$ -

For information

Noted

PLANT NO	PLANT	DETAILS
5315	Traffic Lights	Replace internal charge, tested and ok
Light Vehicle/Small Plant	Various	Servicing and repairs of light vehicles and small plant items
Admin	Workshop/Plant	Plant replacement program, quoting, procurement & new plant commissioning etc.
4113	Padfoot Roller	Reversing alarm repairs
1132	Toyota Utility	Routine service
3964	Pump on Water Cart	Routine service
5196	Box Trailer	Repairs to lighting system
5437	Stihl Brush Cutter	Repair throttle
5297	Cut off Saw	Adjust carby
5327	Echo Chain Saw	Install clutch
5343	Echo Chain Saw	Install new pull start
4110	Toro Mower	Install new belts and blades
5389	Stihl Blower	New plug, adjust carby
5383	Stihl Shredder / Vac	Service & install new plug
4096	Roller	Install speaker

REPORTS

ADE.06. BIOSECURITY OPERATIONS

File No.: C2.8.12

Attachments: nil

Precis: Biosecurity staff's activities during the period 1 October 2021 to 31 October 2021.

Budget: \$ -

For information

Noted

<u>Activity</u>	<u>Location</u>
Administration	Monthly reporting
	Mapping
	BIS uploads
	Email replies to relevant emails
Publicity	Working on Cactus awareness publicity options Blue heliotrope TV campaign MVWC - Weeds TV advertisement campaign Crimestoppers - Cactus selling campaign
Mapping	BIS compliance - all fields working well & uploads completed each month
Meeting	CWRWC - organising for next meeting to be held at landra Castle As Chair organising LVWC meeting to be held at Grenfell Country Club
Training	Looking into training options for trainee
Parish Area Inspections & Reactive Treatment of Weeds if required	Wheoga area Barbingal area Pullabooka area Bogolong area Yuline area Bolungerai area Berrigan area Marsden area Tirranna area
Other High Risk Weed Sites Inspections	Grenfell Showground Grenfell Racecourse Campgrounds Rest areas Tourist parking areas Sporting grounds Cemeteries Grain storage areas
Council Owned Land Inspections	Rest areas Dog Park Bogolong Dam Company Dam Cemeteries (Grenfell, Caragabal and Bland)
TSR Inspection	SH06 SH17 894 - Driftway Road 933 - Gooloogong Road 1036 - Mary Gilmore Way 1143 - Stock Route Road 836 - Bimbi-Quandialla Road 1068 - Mortray Road

REPORTS

<u>Activity</u>	<u>Location</u>
Weeds Treated	Blackberry Various cactus African Boxthorn Sweet Briar St Johns Wort Scotch Thistle
Sucker Control	Continuous sucker control, guard rails, sign posts & culverts on sightings

DRAFT

REPORTS

ADE.07. WASTEWATER TREATMENT WORKS OPERATIONS

File No.: S1.1.1

Attachments: nil

Precis: Summary of Wastewater Treatment Works operations during the period 1 October 2021 to 31 October 2021.

Budget: \$ -

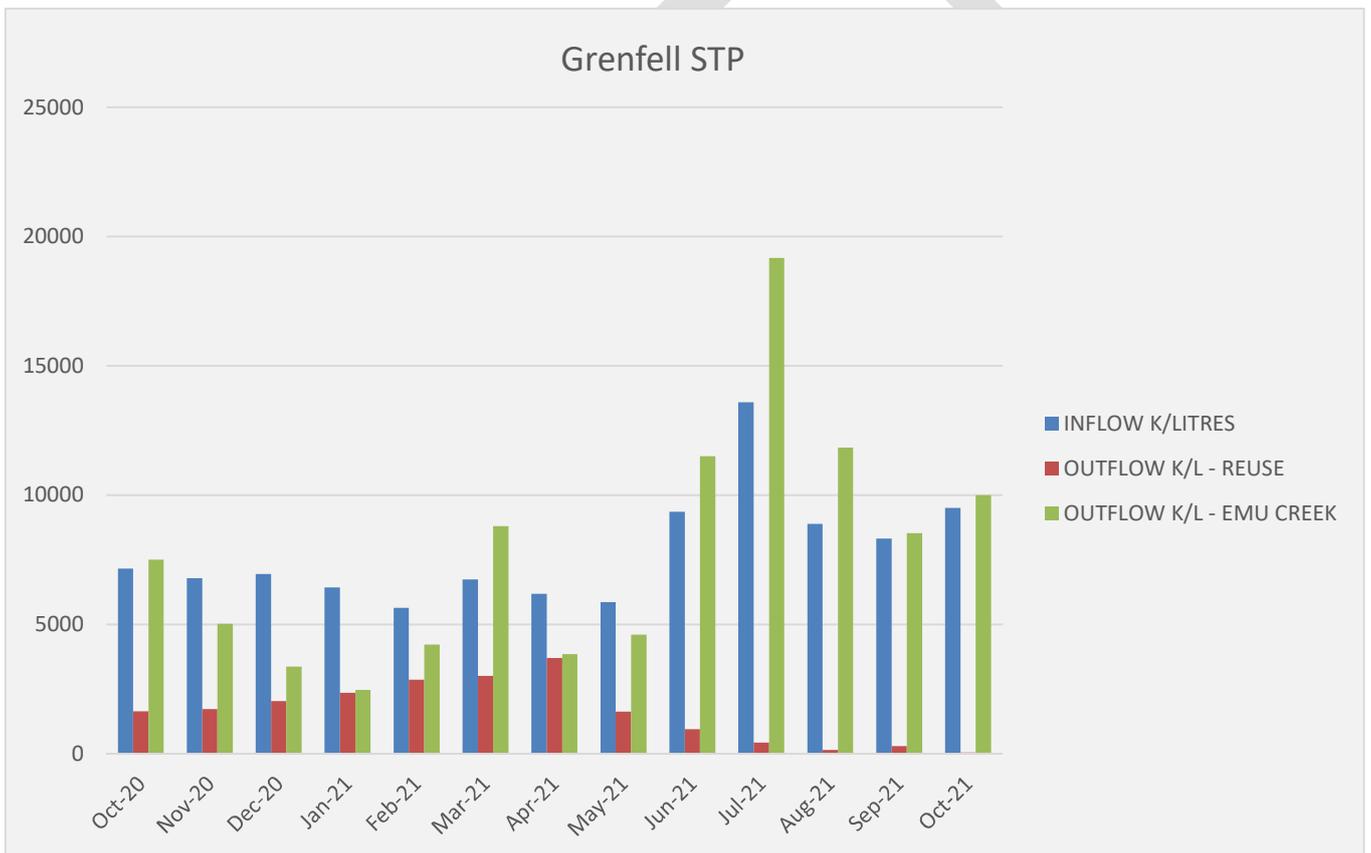
For information

Noted

Total inflow through the Works was 9,501kL with a daily average of 306.48kL. Outflow for irrigation for reuse was 42.35kL and discharge to Emu Creek was 9,999kL.

The highest daily recording of 446kL occurred for the 24 hours ending 6:30am on 1 October 2021 and the lowest of 248kL for the 24 hours ending 6:30am on 19 October 2021.

A total rainfall of 53mm was recorded for the month.



REPORTS

ADE.08. GRENFELL MAIN STREET RENEWAL

File No.: R2.4.19

Attachments: nil

Precis: An update on the Grenfell Main Street Renewal project.

Budget: \$ -

For information

Crs Best, Bembrick, O'Byrne and Parlett previously submitted written declarations of interest and left the room.

Noted

Crs Best, Bembrick, O'Byrne and Parlett returned to the room.

Pavement works are being delayed by rain, preventing the contractor from mobilising to Main Street. This has further delayed the construction of the kerb and gutter and also has proved difficult during COVID-19 lockdown restrictions extending delays. A new concreting contractor has been engaged and sections of kerb and gutter have been laid, and will continue to be laid when weather permits.

The ongoing delays and forecast inclement weather have pushed milestones back such that completion prior to Christmas is no longer achievable.

The delays to the Project mean that construction works will be happening over Christmas and as such the works program is prioritising activities which will improve the amenity in the Main St. To minimise disruptions caused to Christmas trading Council will demobilise late December prior to remobilising to complete works in early January.

This month works completed include: installation of the last of the stormwater pits and pipes, construction of the concrete footpath near Railway Hotel, the first round of tree plantings, and the construction of kerb and gutter at the Forbes St roundabout.

Council is regularly updating the project webpage to give frequent updates to the community and enable any member of the public to ascertain the latest project information. The URL of the webpage is <https://grenfell-main-street-renewal-weddin.hub.arcgis.com/>

The reviewed Project timeline is as follows: -

Main Street Renewal Works Tentative Schedule	
<u>Date</u>	<u>Activity</u>
November 2021	Complete stormwater installation
December 2021	Pavement work
Christmas/New Years	Demobilise for holiday period
January 2022	Further pavement works, furnishing (streetlights, trees etc.) and Asphalt
February 2022	Handover

REPORTS

ADE.09. **FIXING LOCAL ROADS PROGRAM: ROUND 1**

File No.: R2.52.1

Attachments: nil

Precis: An update on projects funded under Round 1 of the Fixing Local Roads Program.

Budget: \$ -

For information

Noted

Council has secured \$4.83 million under the Fixing Local Roads program which will see a positive impact on tourism and heavy vehicle routes. The projects which received funding under this program are:

- \$3,898,702 for Pullabooka Road Rehabilitation
 - works have commenced
- \$504,800 for Nowlans Road Resheeting
 - project is complete
- \$213,410 for Back Piney Range Road Sealing
 - project is complete

REPORTS

ADE.10. LOCAL ROADS AND COMMUNITY INFRASTRUCTURE (LRCI) PROGRAM

File No.: R2.78

Attachments: nil

Precis: An update on projects funded under the LRCI Program.

Budget: \$ -

For information

Noted

Council has received \$635,335 under the Local Roads and Community Infrastructure (LRCI) Program. The program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement.

The projects which received funding under this program are as follows: -

- \$117,655 for the Replacement of Back Piney Range Road Culvert (ID: CU0084)
 - precast box culvert installation has been completed; one lane of the road has been opened for residents and traffic; remaining works (wing walls and aprons) will commence once the flow of water in creek bed reduces.



Photo 1: Back Piney Range Road culvert

REPORTS

- \$117,655 for the Replacement of Hancock-Flinns Road Culvert (ID: CU0532)
 - precast box culvert installation has been completed; one lane of the road has been opened for residents and traffic; remaining works (wing walls and aprons) will commence once the flow of water in creek bed reduces.



Photo 2: Hancock Flinns Road culvert

- \$21,000 for the Geometry Rectification through Stabilisation of Hancock-Flinns Road
 - works completed.
- \$259,025 to go toward the Main Street Renewal
 - works currently in progress.
- \$120,000 to go toward the Grenfell Signage Rollout
 - contractor has been engaged; works to commence.

REPORTS

ADE.11. LOCAL ROADS AND COMMUNITY INFRASTRUCTURE (LRCI) PROGRAM EXTENSION

File No.: R2.78

Attachments: nil

Precis: An update on projects funded under the LRCI Program Extension.

Budget: \$ -

For information

Noted

Council has secured a further \$518,531 in funding under the Local Roads and Community Infrastructure (LRCI) Program Extension. The projects which received funding under this program are as follows: -

- \$518,531 to go toward the Main Street Renewal Project
 - works are currently in progress

DRAFT

REPORTS

ADE.12. 2018-2019 BIMBI FLOODPLAIN MANAGEMENT PROGRAM

File No.: T1.6.75

Attachments: nil

Precis: An update on the 2018-2019 Bimbi Floodplain Management Program project.

Budget: \$ -

For information

Noted

As previously reported Council has awarded the successful tenderer for the project. The project timeline and status report is shown below.

Milestone number	Milestone	Activities	Outputs	Projected completion date	Status
1	Data collection review	Hydrologic and hydraulic data collection, inception meeting, field inspection	Progress Report Stage 1	20-08-20	Completed
2	Hydrologic and hydraulic modelling, community survey	Model for different design storm events on existing conditions, hydrographs, flood mapping, hazard assessment, community survey submissions assessed, submit draft Flood Study, initial FRMC meeting	Initial community consultation, draft Flood Study	21-05-21	Completed
3	Flood damages, hazard category and FRM options assessment	Assessment of floodplain risk management options	Draft Flood Risk Management Study (FRMS) report completed, progress on Flood Risk Management Plan (FRMP)	30-07-21	Completed
4	Public exhibition of draft FRMS	Community consultation, FRMC meeting, public exhibition of draft FRMS	Final Flood Study report and draft Flood Risk Management Study publically exhibited	TBA	
5	Final FRMS and draft FRMP	Assessment of exhibition comments, FRMC meeting, final assessments of future management options, preparation of final FRMP, prepare files for handover	Public submissions assessed and FRMP finalised based on submissions, final FRMS&P completed	TBA	
6	Completion of Flood Study, Flood risk Management study and plan	Submit final plan to Council for adoption. Handover Study Material	Flood Risk Management Study & Plan adopted by Council, handover materials submitted to Council and uploaded to NSW DPIE portal	TBA	
7	Final Report		Grant acquitted	TBA	

REPORTS

ADE.13. MASTERPLAN DEVELOPMENT FOR BOGOLONG DAM PRECINCT

File No.: E3.6.4/T1.6.101

Attachments: nil

Precis: An update on the Bogolong Dam Precinct Masterplan project.

Budget: \$ -

For information

Noted

Council, at its October 2021 Ordinary meeting resolved as follows: -

“ Council endorse the Bogolong Dam Precinct Committee’s recommendation that Council: -

- (i) place the DRAFT Bogolong Dam Precinct Masterplan on public exhibition for a period of 28 days before being resubmitted to Council for consideration*
- (ii) hold a community consultation session at the Community Hub that addresses the DRAFT Masterplan.”*

The DRAFT Masterplan will be on display for comment from 12 November 2021 until 10 December 2021. A community consultation session at the Community Hub has been arranged for Wednesday 1 December 2021 and will be advertised accordingly.

REPORTS

ADE.14. MASTERPLAN DEVELOPMENT FOR WEDDIN SHIRE CEMETERIES

File No.: T3.6.103

Attachments: 1_DRAFT Grenfell Cemetery Masterplan
2_DRAFT Bimbi Cemetery Masterplan
3_DRAFT Caragabal Cemetery Masterplan

Precis: An update on the development of Masterplans for all cemeteries in the Weddin Shire.

Budget: \$ -

RECOMMENDATION:

- (i) The DRAFT Masterplans for Grenfell, Bimbi and Caragabal Cemeteries by placed on public exhibition for a period of 28 days.
- (ii) A consultation session be held at the Community Hub that addresses the DRAFT Masterplans.
- (iii) The DRAFT Masterplans be resubmitted to Council along with an analysis of feedback received for consideration and formal adoption.

MOVED: Cr Parlett **SECONDED:** Cr Brown

- (i) The DRAFT Masterplans for Grenfell, Bimbi and Caragabal Cemeteries by placed on public exhibition for a period of 28 days.
- (ii) A consultation session be held at the Community Hub that addresses the DRAFT Masterplans.
- (iii) The DRAFT Masterplans be resubmitted to Council along with an analysis of feedback received for consideration and formal adoption.

182 CARRIED

As Councillors are aware, *Moir Landscape Architecture Pty Ltd* has been engaged to undertake the Grenfell Cemetery Masterplan Development as well as that of the Bimbi and Caragabal Cemeteries.

Moir submitted DRAFT Masterplans for each cemetery, which were forwarded to local funeral directors for review. It is now proposed to seek feedback from the community on the DRAFT Masterplans.

REPORTS

ADE.15. STREET FURNITURE

File No.: P2.3.18

Attachments: Survey Results

Precis: Evaluation of the Street Furniture community consultation including survey outcomes.

Budget: \$ -

RECOMMENDATION:

Council approve Seat Option B and Bin Enclosure Option B for the Main Street Furniture Family.

Crs Best, Bembrick, O'Byrne and Parlett previously submitted written declarations of interest and left the room.

MOVED: Cr Diprose **SECONDED:** Cr Brown

Council approve Seat Option B and Bin Enclosure Option B for the Main Street Furniture Family.

183 CARRIED

Crs Best, Bembrick, O'Byrne and Parlett returned to the room.

Council is developing a family of street furniture in conjunction with Grenfell's Main St Renewal Project. As part of the community consultation process for the new street furniture a number of different seat and bin enclosure design options were compiled and put to the public in the form of a survey. From the start of September to the 4th of October, 2021 Council were able to engage with and get the preferences of 108 people through the community's submission of survey responses.

After the previous Furniture Family survey, feedback was received requesting an option for respondents to add comments, Council received a total of 31 comments from this survey with this option being added.

Promotion of the survey to the public was done by advertisement on the Weddin Shire Council Facebook page, on the Public Exhibition page of the Council website, a link was sent directly to members of the Community Panel and posters were attached to existing street furniture in Main Street including a QR Code for direct access to the survey.

The newly proposed seat options were based on two variations of two seat styles, the first style (Seat Options A and B) is similar to the existing seating with features of a classic plaza seat including a curved backrest, curved downturn to the seat and narrow timber slats. The second style (Seat Options C and D) is a modular design made up of a bench seat with a curved downturn, a detached straight back and wide timber slats. This modular style has qualities similar to the seat included in the Henry Lawson Statue in Main Street but with armrests and leg supports simplified so to not protrude from the seat's footprint and cause a trip hazard. The final seat design (Seat Options E) was the highest rated design from the previous Furniture Family Survey.

The results of the survey showed that the classic plaza seat is the preferred style with Seat Option B scoring highest at 3.85 and Seat Option A coming in as the second highest rated with a score of 3.60. Seat Options C and D followed with scores of 2.89 and 2.83 respectively and Option E was rated the lowest with a score of 1.82.

REPORTS

Comments on the seat options covered several points, the most frequently raised matters were the preference for a closed back on the seat to prevent bags and parcels from falling behind the seat and stop children from climbing down there; and also the stability of the seat with the single column leg options being perceived as not providing enough support for the seat. The curved seat back option was commended as being more inviting as it appeared to provide better back support and a higher level of comfort. Another remark regularly made was to include an etched or personalised detail to give the seats a unique quality. Two comments request seats with more ornate features that take from the surrounding buildings, whereas two others made mention that a simplistic design is more appropriate for the setting.

The bin enclosure designs are based around two standard styles, Option A exhibits a curved cover plate with slender supports and the others (Options B, C and D) are designed with an enclosed skillion cover plate. Options A and B are clad with a timber slat inlay whereas Option C has metal panel siding and Option D is a composite of both these exteriors.

This time the results were fairly evenly spread with Option B being the highest rated with a score of 2.81 and Option A following closely with a score of 2.69. Option B was the highest rated bin enclosure from the previous survey and is similar to the bin enclosures currently installed in Main Street. Option D also trailed closely behind with a score of 2.41 and Option C scored lowest at 2.10.

The main comments made for the bin enclosures were expressing dissatisfaction with the etching options on the enclosures with metal panelling and a desire to see options with more character. The other main comments were drawing attention to the fact that an open topped bin can allow winds to blow litter out of the bins when they are being used or full. One comment also noted that the full steel panelling would contrast with the historical streetscape.

In summary, respondents appear to have weighed their options with special consideration made on the usability and practicality of the designs. The community have expressed a desire for the Main Street seat selection to be inviting with comfortable curves, sturdy grounding and a closed back to prevent items being knocked behind the seats. The highest rated seat option, Option B demonstrates all of these qualities and therefore appears to be a good depiction of the preferences of the community.

From the survey comments usability is again identified as being a priority for the bin enclosure design with an enclosed top being identified as important so to stop litter from escaping onto the street. From the survey results there also appears to be a fondness for the inclusion of timber slat sides, the highest rated bin enclosure option, Option B exhibits both of these qualities recognised as being significant to the community.

There was feedback received in the comments for both the seat and bin enclosure designs regarding the option to have etching or similar included in the design. Having the opportunity to make the street furniture unique by having some personalised details received a positive response, however, both furniture options with the highest rating did not have etching depicted. To fully account for the comments collected in the survey, additional consideration into the inclusion of etching on the designs selected might also be worthwhile deliberating for the final outcome.

REPORTS

ADE.16. C2G WALK - CARGO 2 GRENFELL

File No.: T3.4.13

Attachments: 1_C2G Walk Summary Page
2_Event Application Form EA1
3_Day 3 Map

Precis: Application to hold the 2022 C2G in Weddin Shire on 12 March 2022

Budget: \$ -

RECOMMENDATION:

Council approve the event subject to its endorsement by the Weddin Local Traffic Committee.

MOVED: Cr Diprose **SECONDED:** Cr O'Byrne

Council approve the event subject to its endorsement by the Weddin Local Traffic Committee.

184 CARRIED

Council has received an Event Application in relation to the Cargo 2 Grenfell, a 96km fundraising walk occurring over three days between the towns of Cargo to Grenfell. The 2022 event will take place in the Weddin Shire on 12 March.

This event has been run for the past five years and raises funds and awareness for mental health.

This event will be considered by the Weddin Local Traffic Committee at its next meeting on 20 January 2022.

REPORTS

ADE.17. POLICY FOR MANAGEMENT AND USE OF RECYCLED WATER

File No.: C2.4.3

Attachments: DRAFT POLICY Management and Use of Recycled Water

Precis: A policy for the Management and Use of Recycled Water has been drafted

Budget: \$ -

RECOMMENDATION:

The proposed Policy for the Management and Use of Recycled Water be approved for public exhibition over a period of 28 days before being resubmitted to Council for formal adoption.

MOVED: Cr Bembrick **SECONDED:** Cr Brown

The proposed Policy for the Management and Use of Recycled Water be approved for public exhibition over a period of 28 days before being resubmitted to Council for formal adoption.

185 CARRIED

A draft Policy for Management and Use of Recycled Water has been developed as part of documentation required for s.60 approval under the *Protection of the Environment Operations Act 1997* for the use of Recycled Water in Grenfell.

REPORTS

RECOMMENDATION:

The Acting Director Engineering's late report be received and dealt with because of the urgency of the matter.

MOVED: Cr Best **SECONDED:** Cr McKellar

The Acting Director Engineering's late report be received and dealt with because of the urgency of the matter.

186 CARRIED

ADE.18. NATURAL DISASTER 11 NOVEMBER 2021

File No.: E1.9.1

Attachments: nil

Precis: Weddin Shire experienced a severe rain event on 11 November 2021

Budget: \$ -

For information

Noted

Weddin Shire has been devastated by last week's rain event. The event has caused numerous road closures due to water over roads, damaged pavements, roads being cut off due to extensive damage to culverts.

Council is carrying out emergency works to the roads that require immediate repairs in the interest of safety. Because of the extensive damage caused to Council's road network, it is intended to make a claim under Natural Disasters.



LINDA WOODS
ACTING DIRECTOR ENGINEERING

MOVED: Cr Parlett **SECONDED:** Cr Bembrick

Except where otherwise dealt with, the Acting Director Engineering's Report be adopted.

187 CARRIED

REPORTS

DES: DIRECTOR ENVIRONMENTAL SERVICES' REPORT

RECOMMENDATION:

Items 1 - 4 of the Director Environmental Services' Report be noted.

DES.01. CARAVAN PARK OPERATIONS

File No.: P2.3.3

Attachments: nil

Precis: Summary of Caravan Park operations during the period 1 October 2021 to 31 October 2021.

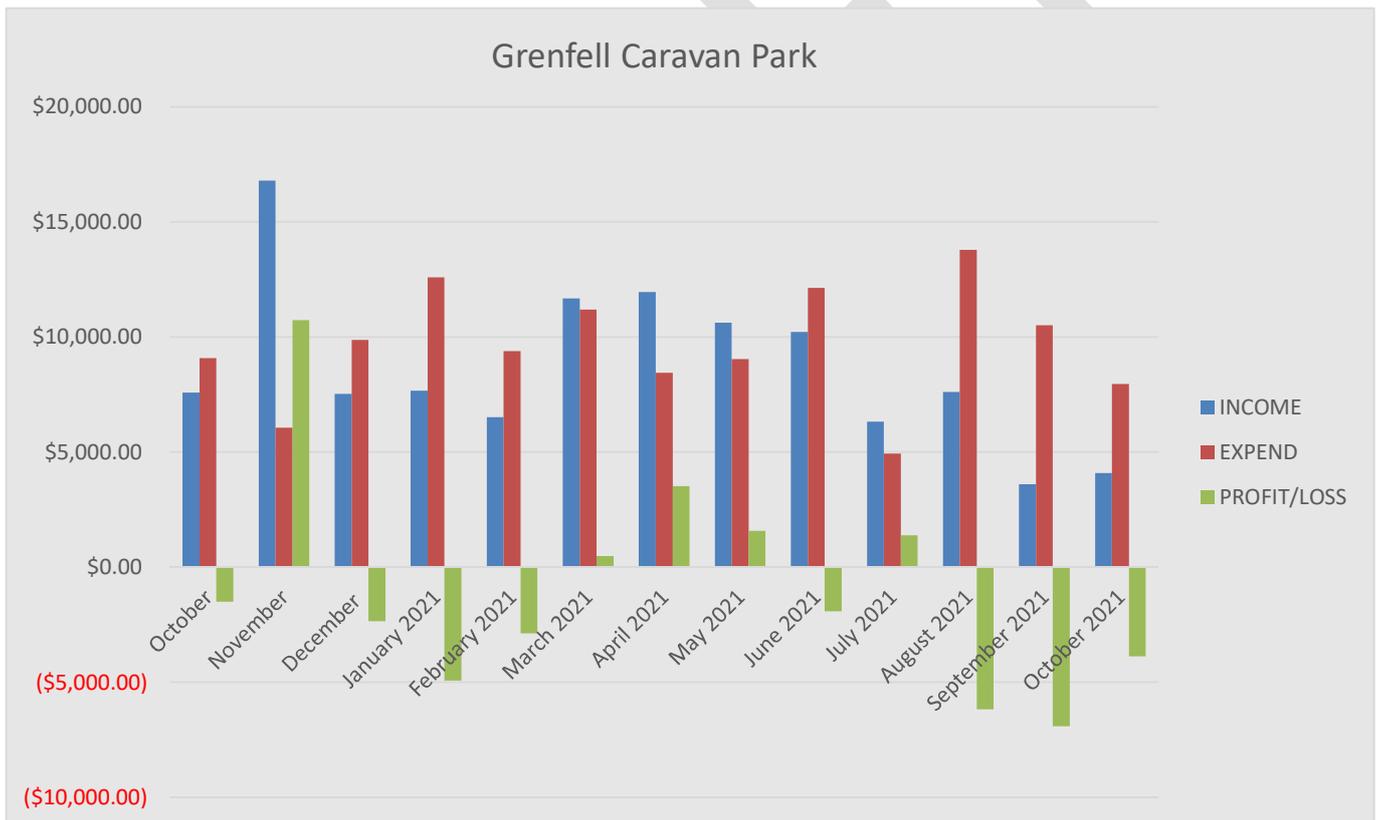
Budget: \$ -

For information

Noted

Income for the month was \$4,090.91 with expenditure of \$7,957.11 (includes electricity) resulting in a loss of \$3,866.20 for the month.

There were 146 sites occupied.



REPORTS

DES.02. DEVELOPMENT AND CONSTRUCTION APPLICATIONS

File No.: N/A

Attachments: nil

Precis: List of development and construction applications determined during the period 1 October 2021 to 31 October 2021.

Budget: \$ -

For information

Noted

02.01. Development Applications

The undermentioned applications were received and determined subject to specified conditions by the Acting General Manager under delegated authority issued on 3 September 2021 (Res. No. 075).

DA NO.	Applicant	Construction	Value (\$)	Address
11/2019	Andy's Design & Drafting	Dwelling (Modification)	\$0	LOT: 10 DP: 1186800 4951 Henry Lawson Way GRENFELL NSW 2810
47/2021	Grenfell Kart Club	Recreation Facility	\$926,572	LOT: 219 DP: 752939 Eualdrie Parish GRENFELL NSW 2810
49/2021	Mr P & Mrs H Smugreski	Dwelling	\$150,000	LOT: 848 DP: 754578 Manganese Road GRENFELL NSW 2810
50/2021	Andy's Design & Drafting	Alts to Dwelling & Garage	\$60,000	LOT: 183 DP: 754578 8 O'Brien Street GRENFELL NSW 2810

02.02. Regionally Significant Development Applications

The undermentioned applications were received and determined subject to specified conditions by the Western Regional Planning Panel.

DA NO.	Applicant	Construction	Value (\$)	Address
37/2021	ITP Developments PL	5MW Solar Farm & associated infrastructure and minor boundary realignment	\$8,667,599.32	LOTS: 1112 & 1113 DP: 754578 Mary Gilmore Way GRENFELL NSW 2810

02.03. Construction Certificates

The undermentioned applications were received and determined under delegation.

CC NO.	Applicant	Construction	Address
42/2021	Mr RE Osmand	Shed	LOT: 6 DP: 1229401 1 Walshs Lane GRENFELL NSW 2810
44/2021	Mr M G & Mrs M L Hughes	Shed Extension	LOT: 2 DP: 532117 53 Melyra Street GRENFELL NSW 2810
46/2021	Mr C M McMahon	Pool	LOT: 11 DP: 1212714 84 Manganese Road GRENFELL NSW 2810

REPORTS

02.04. Complying Development Applications

The undermentioned applications were received and determined as Complying Development subject to standard conditions.

DA NO.	Applicant	Construction	Value (\$)	Address
CD 4/2021	Mr P A Lynch	Dwelling	\$376,765	LOT: 124 DP: 1081488 15 Huckel Close GRENFELL NSW 2810

DRAFT

REPORTS

DES.03. GRENFELL AQUATIC CENTRE

File No.: P2.3.1

Attachments: nil

Precis: Summary of Grenfell Aquatic Centre operations during the period 1 October 2021 to 31 October 2021.

Budget: \$ -

For information

Noted

Statistics:

Total Attendance:	1800	School Usage:	0
Daily Average:	86	Other Usage:	0
Cash Attendance:	120 (Child)	Season Ticket Sales	
	24 (Adult)	Adult:	8
	20 (Spectator)	Pensioner:	12
Season Ticket	839 (Child)	Child:	4
Attendance:	581 (Adult)	Family:	56

The Aquatic Centre opened for the 2021/2022 season on 11 October 2021.

All plant and equipment has been serviced and repaired pre-opening of the Centre.

COVID-19 requirements have been implemented throughout the Centre. User groups and patrons are being informed of the ongoing changes as required.

Grenfell Amateur Swimming Club commenced Club nights on Friday 15 October 2021. All other user groups are booked to commence their various activities in November.

REPORTS

DES.04. PROVISION OF TELECOMMUNICATION FACILITIES TO INDUSTRIAL SUBDIVISION

File No.: P2.5.3

Attachments: nil

Precis: Completion of Telecommunication Facilities at Phil Aston Place Subdivision.

Budget: \$ -

For information

Noted

As previously reported to Council, an application was lodged with the NBN Co for the provision of telecommunication facilities to service those allotments created as part of the Phil Aston Place industrial subdivision.

On 6 November 2021 Council received a Certificate of Practical Completion from the NBN Co. This certificate completes the NBN process and confirms that all necessary works have been completed to allow each applicable allotment to be serviced by telecommunications.

Each lot owner within the subdivision will now be able to apply for individual services to their respective allotments via their preferred service provider.

A letter will be provided to each property owner to confirm that telecommunication facilities are now available.

REPORTS

DES.05. AMENDMENT TO 2021/2022 FEES & CHARGES

File No.: A3.4.3

Attachments: nil

Precis: Minor amendment to Council's Fees and Charges Policy.

Budget: \$ -

RECOMMENDATION:

Council place the following proposed amendments to its 2021/2022 Fees & Charges on public exhibition for a period of 28 days before resubmitting to Council for consideration:

- (i) Extend the stay and pay for three nights and get the fourth night free discount to members of the Campervan and Motorhome Club of Australia;
- (ii) Charge \$1.50 per day for the first nine days of recognised sport and recreation/learn to swim programs, and then a flat rate of \$15.00.

MOVED: Cr Niven **SECONDED:** Cr Bembrick

Council place the following proposed amendments to its 2021/2022 Fees & Charges on public exhibition for a period of 28 days before resubmitting to Council for consideration:

- (i) Extend the stay and pay for three nights and get the fourth night free discount to members of the Campervan and Motorhome Club of Australia;
- (ii) Charge \$1.50 per day for the first nine days of recognised sport and recreation/learn to swim programs, and then a flat rate of \$15.00.

188 CARRIED

Two (2) minor amendments to Council's Fees & Charges for 2021/2022 are proposed relating to the Grenfell Caravan Park and the Grenfell and Quandialla Swimming Pools.

The Grenfell Caravan Park is currently a Campervan and Motorhome Club of Australia (CMCA) friendly facility. As part of this membership Council is obligated to provide members a minimum of 10% discount of applicable site charges. In return for providing this discount, Council receives free advertising in a number of online websites.

Council currently offers a stay and pay for three nights and get the forth night fee discount for customers of the caravan park. This discount does not apply to the cabins or CMCA members. It has been identified that CMCA members who stay for four (4) nights at the park are required to pay more than non-members. It is therefore proposed to extend the stay and pay for three nights and get the forth night fee discount to CMCA members.

An error has also been identified in the fees and charges policy relating to the use of the Grenfell and Quandialla swimming pool facilities for recognised sport and recreation/learning to swim programs. The first nine (9) days are charges at \$1.50 per day. The policy currently refers to a flat fee of \$5.00 thereafter rather than \$15.00. It is proposed to amend the policy to refer to the \$15.00 flat fee.



LUKE SHEEHAN
DIRECTOR ENVIRONMENTAL SERVICES

MOVED: Cr Niven **SECONDED:** Cr O'Byrne

Except where otherwise dealt with, the Director Environmental Services' Report be adopted.

189 CARRIED

ACTION LIST

12. OUTSTANDING ACTIONS as at 11 November 2021

RECOMMENDATION:

The Action List as at 11 November 2021 be noted.

Noted

12.01. Inspections and Meetings

INSPECTION/MEETING	INCEPTION	STATUS	ACTION OFFICER
12.01.01. <u>Aboriginal Land Claims Investigation Unit:</u> Cr Diprose and a staff member to attend meeting in Dubbo.	March 2020	Delete	AGM
12.01.02. <u>New Grenfell Sewer Treatment Plant:</u> Conduct a commissioning workshop for Councillors.	April 2021	In Progress	DES
12.01.03. <u>LGNSW Annual Conference Online Event:</u> Mayor, Cr Parlett and the Acting General Manager to attend on 28 November 2021.	July 2021	In Progress	AGM
12.01.04. <u>LGNSW Special Conference:</u> Mayor, Cr Parlett and the General Manager to attend 28 February – 2 March 2022.	July 2021	In Progress	AGM
12.01.05. <u>Country Mayor' Association:</u> Mayor and the Acting General Manager to attend on 5 November 2021.	September 2021	Completed	AGM

12.02. Deferred Activities

ACTIVITY	INCEPTION	STATUS	ACTION OFFICER
12.02.01. <u>Bimbi War Memorial 'Avenue of Trees':</u> Refer proposal to Heritage Committee for further consideration and report back to Council.	May 2018	In Progress	ADE
12.02.02. <u>Marketing Strategy Report:</u> Initiate report.	December 2018	In Progress	DCS/AGM
12.02.03. <u>Give Way Signs – Melyra Street:</u> Relocate signs.	December 2018	In Progress	ADE
12.02.04. <u>Bogolong Dam (SCCF Round 2):</u> Commence excavation works once structural design plans developed.	November 2019	In Progress	ADE
12.02.05. <u>Council Meeting Agenda:</u> Alter Agenda and Reports to align with CSP.	March 2020	In Progress	AGM
12.02.06. <u>Annual Returns of Interest:</u> Review other positions.	August 2020	In Progress	AGM
12.02.07. <u>Council Meetings – Webcasting:</u> Investigate option to livestream remotely.	August 2020	In Progress	AGM/DCS
12.02.08. <u>Sec 355 Committees Review:</u> Submit draft Operational Manual and Event Management Guidelines to Council for formal adoption.	October 2020	In Progress	AGM
12.02.09. <u>Proposed Bumbaldry Recycling Service:</u> Extend garbage service to Bumbaldry area.	October 2020	Delete	DES
12.02.10. <u>Historic Homes Books:</u> Develop options for memento acknowledging the Grenfell Sesquicentenary.	November 2020	In Progress	AGM
12.02.11. <u>The Grenfell Henry Lawson Festival of Arts:</u> Undertake website upgrade.	February 2021	In Progress	AGM/DCS

ACTION LIST

ACTIVITY	INCEPTION	STATUS	ACTION OFFICER
12.02.12. <u>Policy for Naming/Renaming of Council Assets:</u> Resubmit policy to Council for formal adoption.	April 2021	In Progress	ADE
12.02.13. <u>Extension of DWM Service:</u> Extend service.	May 2021	In Progress	DES
12.02.14. <u>Renewable Energy Action Plan:</u> Investigate implementation of Action Plan.	July 2021	In Progress	DES
12.02.15. <u>The Grenfell Henry Lawson Festival of Arts Strategic Review:</u> Submit further report on suggested Community Development Officer.	July 2021	Completed	DCS
12.02.16. <u>The Grenfell Henry Lawson Festival of Arts Strategic Business Plan:</u> Resubmit to Council for consideration.	August 2021	Completed	AGM
12.02.17. <u>Main Street Furniture Family:</u> Hold half-day consultation session. Resubmit new suite of designs to Council for consideration.	August 2021	In Progress	ADE
12.02.18. <u>Operation of Grenfell Caravan Park:</u> Conduct 6-month trial of changes.	August 2021	In Progress	DES
12.02.19. <u>Meeting Minutes:</u> Investigate the implementation of an agenda management solution.	September 2021	In Progress	AGM
12.02.20. <u>Audit, Risk and Improvement Committee:</u> Provide report on establishing and implementing ARIC.	September 2021	Completed	AGM
12.02.21. <u>2021/2022 Public Library Infrastructure Grant:</u> Develop grant funding application.	September 2021	Completed	DCS
12.02.22. <u>Quandialla Swimming Pool Facility:</u> Investigate cost of detailed structural engineering assessment.	September 2021	In Progress	DES
12.02.23. <u>Payments to Consultant:</u> Provide report to Council.	September 2021	Completed	AGM/DCS
12.02.24. <u>Bogolong Dam Precinct Masterplan:</u> Hold community consultation session. Resubmit to Council for formal adoption.	October 2021	In Progress	ADE
12.02.25. <u>Proposed Extension to Kerbside Waste Collection Services:</u> Resubmit proposal to Council for consideration.	October 2021	In Progress	DES

MINUTES OF COMMITTEE MEETINGS

13. COMMITTEE MEETINGS held since 21 October 2021

13.01. Organisational Leadership Team (OLT) held 17/11/2021

File No.: C2.6.10

Attachments: MINUTES_OLT_17November2021

RECOMMENDATION:

Except where otherwise dealt with, the Minutes of the Organisational Leadership Team meeting be noted.

MOVED: Cr McKellar **SECONDED:** Cr Brown

Except where otherwise dealt with, the Minutes of the Organisational Leadership Team meeting be noted.

190 CARRIED

DRAFT

CLOSED COUNCIL

The authority for Council to close a meeting to the public is given under Section 10 of the *Local Government Act 1993*, for which the following excerpts apply: -

[s 10A] Which parts of a meeting can be closed to the public?

- (1) A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises—
 - (a) the discussion of any matters listed in subclause (2), or
 - (b) the receipt or discussion of any of the information so listed.
- (2) **[Grounds for closure]** 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 ground 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.
- (3) **[Closure of Resolution to close]** A council, or a committee of the council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.
- (4) **[Public's right to make representations]** A council, or a committee of a council may allow members of the public to make representations to or at a meeting, before and part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

[s 10C] Notice of likelihood of closure not required in urgent cases

Part of a meeting of a council, or of a committee of the council of which all the members are councillors, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting as a matter that is likely to be considered when the meeting is closed, but only if—

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in section 10A(2), and
- (b) the council or committee, after considering any representations made under section 10A(4), resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

[s 10D] Grounds for closing part of meeting to be specified

- (1) **[Record of grounds for closure]** The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.
- (2) **[Details to be specified]** The grounds must specify the following—
 - (a) the relevant provision of section 10A(2),
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which the discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

RECOMMENDATION:

The meeting now be closed to the public under Section 10 of the *Local Government Act 1993* to consider the items following because of their confidential nature.

MOVED: Cr O'Byrne **SECONDED:** Cr Diprose

The meeting now be closed to the public under Section 10 of the *Local Government Act 1993* to consider the items following because of their confidential nature.

191 CARRIED

CLOSED COUNCIL

AGM: ACTING GENERAL MANAGER'S REPORT

AGM.01. FACTUAL REPORT ON PAYMENTS

Closed under: s.10A(2)(d)(i)

DRAFT

REPORT ON CLOSED COUNCIL

MOVED: Cr Diprose **SECONDED:** Cr O'Byrne
The meeting return to Open Council.

194 CARRIED

18. REPORT ON CLOSED COUNCIL

The Mayor read out the following report on Closed Council: -

AGM.01. **FACTUAL REPORT ON PAYMENTS**

MOVED: Cr Parlett **SECONDED:** Cr Diprose

- (i) Council note that the review of the 163 payments has not identified any direct breaches of Council's Procurement Policy or Delegations.
- (ii) Council adopt the recommendations outlined in the report: -
 - (a) Council's Procurement Policy and Procedures be updated;
 - (b) the segregation of duties be updated and implemented as much as practical given the limited resources of Council;
 - (c) all delegations be implemented in alignment with the newly proposed procurement policy and procedures; and
 - (d) the updated contract register be placed on Council's website.
- (iii) in view of previous comments by the Mayor on social media and the resolution by Council to conduct an internal audit, a Press Release be issued by the Acting General Manager summarising the conclusion of the audit report in relation to the then General Manager and the consultant, for inclusion in next week's Grenfell Record and Council's website and Facebook page.
- (iv) the Acting General Manager write to the consultant acknowledging that his contribution has been vital to Council's success since 2014 including obtaining in excess of \$10m in funding for the Weddin Shire Council.

The Mayor ruled the above motion out of order on the grounds that (iii) and (iv) do not directly relate to the matter at hand.

MOVED: Cr Best **SECONDED:** Cr Bembrick
To dissent from the above ruling.

192 CARRIED

Consideration of the suspended motion resumed.

193 CARRIED

Cr Best left the room and did not return.

At this point the Mayor Cr Liebich acknowledged that this would be Cr Niven and Cr O'Byrne's last Ordinary meeting, thanked them for their contribution to Council and wished them all the very best for the future.

The Mayor also acknowledged that this is the last Ordinary meeting in the current term of Council, acknowledged the achievements over the last five years and thanked and congratulated Council and Staff.

19. CLOSURE

There being no further business the meeting closed at 9:57am.