



MINUTES

Ordinary Council Meeting Thursday 17 August 2023

Date: Thursday 17 August 2023

Time: 5:00pm

**Location: Council Chambers
Cnr Camp & Weddin Streets
GRENFELL NSW 2810**

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**MINUTES OF WEDDIN SHIRE COUNCIL
ORDINARY MEETING
HELD AT THE COUNCIL CHAMBERS, CNR CAMP & WEDDIN STREETS, GRENFELL
NSW 2810
ON THURSDAY 17 AUGUST 2023 AT 5:00PM**

1 OPENING

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.

2 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.

3 ATTENDANCE AND APPLICATIONS FOR LEAVE

ATTENDANCE

PRESENT:

Cr Craig Bembrick (Mayor), Cr Jason Kenah, Cr Michelle Cook, Cr Phillip Diprose, Cr Glenda Howell, Cr Stuart McKellar, Cr Warwick Frame, Cr Jan Parlett.

IN ATTENDANCE:

Mr Luke Sheehan (Director Environmental Services), Ms Noreen Vu (General Manager), Mrs Linda Woods (Director Infrastructure Services).

APOLOGIES

Cr Paul Best (Deputy Mayor).

RESOLUTION 158/23

Moved: Cr Frame

Seconded: Cr Howell

THE MOTION WAS CARRIED

LEAVE OF ABSENCE

LEAVE OF ABSENCE APPLICATION

RESOLUTION 159/23

Moved: Cr Frame

Seconded: Cr McKellar

That the Leave of Absence from Deputy Mayor Paul Best for the Ordinary Council Meeting of 17 August 2023 is granted.

THE MOTION WAS CARRIED

4 CONFIRMATION OF MINUTES

RESOLUTION 160/23

Moved: Cr Diprose

Seconded: Cr McKellar

That Minutes of the Ordinary Council Meeting held 20 July 2023 be taken as read and CONFIRMED.

THE MOTION WAS CARRIED

5 DISCLOSURES OF INTEREST

ITEM NUMBER & TITLE	10.5 – MAIN STREET UPDATE AUGUST 2023 UPDATE
NAME	MAYOR, CR CRAIG BEMBRICK
TYPE OF INTEREST	PECUNIARY / SIGNIFICANT (LEAVING THE CHAMBER)
INTEREST DESCRIPTION	OWNER OF PROPERTY IN THE MAIN STREET
ITEM NUMBER & TITLE	10.5 – MAIN STREET UPDATE
NAME	CR JAN PARLETT
TYPE OF INTEREST	PECUNIARY / SIGNIFICANT (LEAVING THE CHAMBER)
INTEREST DESCRIPTION	OWNER OF PROPERTY IN THE MAIN STREET
ITEM NUMBER & TITLE	7.3 – MAYORAL MINUTE - GENERAL MANAGER ANNUAL PERFORMANCE REVIEW
NAME	GENERAL MANAGER, NOREEN VU
TYPE OF INTEREST	PECUNIARY / SIGNIFICANT (LEAVING THE CHAMBER)
INTEREST DESCRIPTION	RELATES TO GENERAL MANAGER

6 PUBLIC FORUM

NIL

7 MAYORAL REPORTS/MINUTES

7.1 MAYORAL MINUTE - CIVIC RECEPTION FOR CLARE HUNT

File Number:

Attachment: Nil

CSP Objective: Culturally rich, vibrant and inclusive community

Budget: Up to \$1,000 to be voted from the Community Small Projects

RECOMMENDATION

That Council:

1. Endorse a Civic Reception for Ms Clare Hunt to be organised by Council's Tourism and Events team in conjunction with our local community groups and schools.
2. Approve funding of up to \$1,000 from the Community Small Projects vote to assist in the planning of the event.

RESOLUTION 161/23

Moved: Cr Parlett

Seconded: Cr McKellar

That Council:

1. Endorse a Civic Reception for Ms Clare Hunt to be organised by Council's Tourism and Events team in conjunction with our local community groups and schools.
2. Approve funding of up to \$1,000 from the Community Small Projects vote to assist in the planning of the event.

THE MOTION WAS CARRIED

It is no doubt that most of us have been engaged in watching the Matildas play in the World Cup 2023. We couldn't be more proud of our home grown local talent Clare Hunt. Local screenings at the Grenfell Community Hub has seen great numbers of supporters come to stream the game and to cheer the Matildas on. We have also seen the shopfronts filled with green and gold colours as we support Clare.

I am proposing a Civic Reception for Clare and the Hunt family, for when she returns to Grenfell. It would be my suggestion that the Civic Reception be held at Taylor Park or other venue and for the Tourism and Events Team to manage and coordinate this with our local community groups and schools. This could include a sausage sizzle or a breakfast BBQ depending on time of day.

A small budget to be allocated out of Community Small Projects of up to \$1,000 to assist in the planning of the event.

I have consulted with Clare's family, and they are generally supportive of the idea. I am unable to provide an exact date and will hand this one over to the Tourism and Events Team to manage.

7.2 MAYORAL MINUTE - REPORT ON THE COUNTRY MAYORS ASSOCIATION OF NSW INC GENERAL MEETING 4 AUGUST 2023

File Number: C2.2.7

Attachments: 1. ATT 1 - Minutes | Country Mayors Association - 4 August 2023

CSP Objective: Shire assets and services delivered effectively and efficiently

Budget: \$500.00 Mayoral Travel Vote & Mayoral Professional Development Vote

RECOMMENDATION

That Council:

1. [Note this report](#)
2. [Note the Minutes of the Country Mayors Association of 4 August 2023 | Attachment 1](#)

RESOLUTION 162/23

Moved: Cr Frame

Seconded: Cr McKellar

That Council:

1. [Note this report](#)
2. [Note the Minutes of the Country Mayors Association of 4 August 2023 | Attachment 1](#)

THE MOTION WAS CARRIED

The Country Mayors Association (CMA) of NSW Inc. held the General Meeting in Sydney on 4 August 2023. Both myself and Director Environmental Services, Luke Sheehan attended the meeting.

The Meeting was held at Parliament House in Sydney commencing at 8:00am. A number of Members of Parliament and Shadow Ministers attended the meeting as observers. In addition to the normal general business of the CMA, we heard from a number of guest speakers, including:

- **The Hon Penny Sharpe MLC, Minister for Climate Change, Minister for Energy, Minister for the Environment, and Minister for Heritage**
The Minister wants to work together and harness our energies. NSW has been affected by natural disasters that need to be addressed. The Government is committed to climate change and legislation is to be introduced later this year to reduce emissions to net zero by 2050. The Net Zero Commission, an independent body is to report to parliament and will be the architect on how the government is progressing. There will be a transition from coal to other energy sources over the next 5 to 10 years. This will attract investment. There will be many planning and co-ordination challenges and there is a need to work closely with local government. The Government has concerns on how the Biodiversity Offsets Scheme has operated over the past 5 years and the Minister will table a report by the end of August together with a Land Services Review which will be considered together. The Government is preparing for El Nino and is working on water sharing plans where local government needs to work with the government.
- **The Hon Tara Moriarty MLC, Minister for Agriculture, Minister for Regional NSW, Minister for Western NSW**
The Minister acknowledged the work being undertaken by local government. The Government is committed to supporting local government and is seeking thriving regions and in accordance with the communities expectations. The Minister wants to hear directly from councils on their concerns. Regional Roads is a significant issue and funds have and will continue to be committed. People are the Governments number one priority with stamp duty concessions being introduced, speed cameras being not now hidden, access to employment and services are being improved, housing supply and affordability is being focused on, the lot of young people is being improved, people are being

encouraged to stay in the regions and businesses are being supported to create local jobs. Bio science is protecting the economy from Bio-Diversity threats. There are 36% of homes in the State that do not have mobile coverage and 16500kln of roads have no or marginal coverage and fixing this is a priority.

□ **Mr Simon Draper, CEO, NSW Reconstruction Authority**

The NSW Reconstruction Authority is a new agency having been created over the last 4 years. Issues are changing and local and historical knowledge is being challenged. The job is to be with communities before and after disasters and when they occur they have to react quickly. The Authority works under two Ministers Planning and Emergency Services. The organisations functions are still being established. There are four functions – Prevention – State and local mitigation plans are needed to be rebuilt in a serviceable way – Preparedness – making sure community leaders are well set up – Recovery – people need to know they will be supported and – Funding – the huge task of adaptation and its expenditure. Everyone likes a bossy co-ordinator. The Authority needs to push programs but local co-ordination is essential as the resulting assets reverts to them.

□ **The Hon Dugald Saunders MP, Leader of the Nationals, Shadow Minister for Regional NSW, Shadow Minister for Agriculture and Natural Resources**

The previous Government was responsible for the Regional Growth Fund and the Snowy Hydro Fund which allocated funds to NSW Statewide. The Opposition do not want programs commissioned by them to be cannibalised. Strategic Country Communities funding is under review, there are questions being raised regarding Resources for Regions and the Department of Regional NSW and the Department Regional Health are under review. Housing solutions such as modular housing need to be found and profit share power benefit schemes need to be introduced. Pothole funds of \$50million are available and some councils have not taken up the opportunity to participate. Seniors and apprentice travel cards have been suspended and a petition against their suspension is being organised.

□ **The Hon Wendy Tuckerman MP, Shadow Minister for Local Government, Shadow Minister for Small Business**

The Review into Rate Pegging Methodology out. The security of local government funding in the September budget is in doubt. The Code of Conduct recommendations were supported by the previous government but there has been no word on what the government is doing. The Emergency Services Levy changes are extremely important and could be taken to the next election.

□ **The Hon Mark Speakman MP, Leader of the Opposition**

Regional NSW is very important to the Opposition and that is why 13 Shadow Ministers out 26 are from regional and rural areas. Regional people are doing it tough due to natural disasters. The Opposition is putting rural NSW front and centre and they are holding the Government to account on cost of living. Councils need to

advocate with them. Infrastructure projects are being axed or held back. The Opposition will ensure that the government keeps its election promises.

□ **ALGA Update Report**

Cr Linda Scott, President, reported on the 2023 National General Assembly and Regional Forum which included more than 450 local government leaders from across the country, the return of the Australian Council of Local Government, the early payment of Financial Assistance Grants with the 2023-24 allocation bought forward to councils in 2022-23, the fast tracking of disaster funding, the establishment of the Community Energy Upgrades Fund for local governments, Growing Regions Grants, regional bank closure protocols and advised that registrations are now open for the National Local Roads, Transport and Infrastructure congress to be held in Canberra from 6-7 September 2023.

The Minutes are attached for your information.

On the evening of 3 August 2023, together with staff representatives, Elly Hinde, Casey Lenane and Luke Sheehan, I attended the Local Government NSW 'Local Government Week Awards'.

Weddin Shire Council were a finalist in the RH Dougherty Events and Communications Awards Category (Division A – Population less than 30,000): Innovation in Special Events for 'Light up the Night'. We were up against competition from Gunnedah, Leeton, Murray River, Narrabri and Singleton Councils. Congratulations to Gunnedah Shire Council and Narrabri Shire Council who were joint winners for this category. Congratulations to our team for putting on, at the time, Australia's Longest Drone Show.



7.3 MAYORAL MINUTE - GENERAL MANAGER ANNUAL PERFORMANCE REVIEW

File Number: C2.2.7/P4.1.0093

Attachment: Nil

CSP Objective: Shire assets and services delivered effectively and efficiently

Budget: Nil

General Manager Noreen Vu left the room at 5:05pm.

Luke Sheehan left the room at 5:05pm.

Linda Woods left the room at 5:05pm.

General Manager Noreen Vu entered the room at 5:08 pm.

Luke Sheehan entered the room at 5:08 pm.

Linda Woods entered the room at 5:08 pm.

RECOMMENDATION

That Council accept the Late Report.

RESOLUTION 163/23

Moved: Cr McKellar

Seconded: Cr Howell

That Council accept the Late Report.

THE MOTION WAS CARRIED

RECOMMENDATION

That Council note this report.

RESOLUTION 164/23

Moved: Cr McKellar

Seconded: Cr Howell

That Council note this report.

THE MOTION WAS CARRIED

Cr Cook voted against.

I have advised the General Manager that the annual review will take place on Monday 21 August 2023 commencing at 2:00pm with correspondence sent to all Councillors on 14 August 2023, which included the General Manager Review Committee Business Paper.

The General Manager Review Committee will meet including myself (Mayor), Deputy Mayor Paul Best, Councillor Parlett (Councillor elected by Council) and Councillor Kenah (Councillor elected by employee). Council has contracted Mr Christian Morris (LG NSW) as the facilitator. The Committee will consider a review and a formulation of a new agreement on Monday 21 August 2023.

A further report will be submitted to the next Ordinary Council Meeting for consideration and adoption.

8 MOTIONS/QUESTIONS WITH NOTICE

Nil

9 CORRESPONDENCE

Nil

10 GENERAL MANAGER REPORTS

10.1 PROPOSED AMENDMENT TO THE CODE OF MEETING PRACTICE TO ACKNOWLEDGE OUR SERVICE PERSONNEL

File Number:

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments:

1. ATT 1 | Notice of Motion
2. ATT 2 | Resolution - 18 May 2023 Ordinary Council Meeting
3. ATT 3 | Public Submission
4. ATT 4 | Public Submission
5. ATT 5 | Public Submission
6. ATT 6 | Public Submission
7. ATT 7 | Public Submission

CSP Objective: Democratic and engaged community supported by efficient internal systems

Precis: To provide Council with information following the Public Exhibition of proposed changes to the Code of Meeting Practice

Budget: Estimated \$500.00 - \$700.00 by Council Staff and InfoCouncil – Corporate Services-Admin Fund

RECOMMENDATION

That Council

1. Note the feedback received from the Public Exhibition opportunity.

RECOMMENDATION

That Council move to a Committee of the Whole

Moved: Cr Cook

Seconded: Cr Diprose

That Council move to a Committee of the Whole

THE MOTION WAS CARRIED

RECOMMENDATION

That Council move out of Committee of the Whole.

Moved: Cr Cook

Seconded: Cr Howell

That Council move out of Committee of the Whole.

THE MOTION WAS CARRIED

MOTION TO MOVE AN AMENDMENT

Moved: Cr Diprose

Seconded: Cr McKellar

AMENDMENT TO THE MOTION

Cr McKellar amends to option 3 - We honour our service personnel who have sacrificed their lives in the defence of our freedom, peace and prosperity. We acknowledge all of our frontline workers and volunteers who each day provide our essential and non-essential services especially those within our Weddin Shire Local Government Area.

That Council

1. Agree to amend the Code of Meeting Practice to include an additional paragraph/section, separate to Acknowledgement of Country. To be inserted after the Acknowledgement of Country section, with a separate heading 'Acknowledgement of Service'.
2. That Option 3, as reads: We honour our service personnel who have sacrificed their lives in the defence of our freedom, peace and prosperity. We acknowledge all of our frontline workers and volunteers who each day provide our essential and non-essential services especially those within our Weddin Shire Local Government Area.

The Amendment was **PUT** and **CARRIED**.

The Amendment became the Motion.

RECOMMENDATION

That Council

1. Agree to amend the Code of Meeting Practice to include an additional paragraph/section, separate to Acknowledgement of Country. To be inserted after

- the Acknowledgement of Country section, with a separate heading 'Acknowledgement of Service'.
2. That Option 3, as reads: We honour our service personnel who have sacrificed their lives in the defence of our freedom, peace and prosperity. We acknowledge all of our frontline workers and volunteers who each day provide our essential and non-essential services especially those within our Weddin Shire Local Government Area.

RESOLUTION 165/23

Moved: Cr McKellar

Seconded: Cr Cook

That Council

1. Agree to amend the Code of Meeting Practice to include an additional paragraph/section, separate to Acknowledgement of Country. To be inserted after the Acknowledgement of Country section, with a separate heading 'Acknowledgement of Service'.
2. That Option 3, be inserted under the Acknowledgement of Service heading as reads: We honour our service personnel who have sacrificed their lives in the defence of our freedom, peace and prosperity. We acknowledge all of our frontline workers and volunteers who each day provide our essential and non-essential services especially those within our Weddin Shire Local Government Area.

THE MOTION WAS CARRIED

PURPOSE

To provide Council with the feedback received from the Public Exhibition consultation period and seek Council's decision on whether to proceed with an amendment to Council's Code of Meeting Practice for inclusion of a separate heading to acknowledge our service personnel.

BACKGROUND

At the 18 May 2023 Ordinary Meeting, Council resolved to go out for public exhibition to amend the Council's Code of Meeting Practice to incorporate a separate section (heading) to acknowledge our service personnel.

The purpose of the exercise was to provide our community with options and to seek their input and for our community to select their preferred option.

To avoid any confusion, this does not replace the Acknowledgement to Country. This additional section, provides Weddin Shire Councillors an opportunity to acknowledge our service personnel at every council meeting.

The closing date for submissions was Friday 30 June 2023.

ISSUES AND COMMENTS

As part of the public exhibition, Council provided four (4) options for the community's consideration and also sought alternative suggestions.

The options listed for public consideration were:

OPTIONS

1. **We would like to acknowledge the early pioneers who have guided and forged our communities; thank you to other people and families for the contribution they make to our country. We acknowledge all who are currently serving, and those who have served, in our Australian Defence Force. I would also like to acknowledge the families who support them. Thank you for your service.**
2. **I would like to acknowledge the early pioneers who have guided and forged our communities; thank you to other people and families for the contribution they make to our community. We acknowledge all who are currently serving, and those who have served, in our Australian Defence Force. I would also like to acknowledge the families who support them. Thank you for your service.**
3. **We honour our service personnel who have sacrificed their lives in the defence of our freedom, peace and prosperity. We acknowledge all of our frontline workers and volunteers who each day provide our essential and non-essential services especially those within our Weddin Shire Local Government Area.**
4. **Council would like to acknowledge those who have walked before us and progressed our communities. We acknowledge all service personnel, those who have volunteered, frontline workers and those who have served; especially those within the Weddin Shire Local Government Area. We acknowledge the sacrifices you have made and that of your families. We thank you.**

Five (5) formal submissions were received from the public including one from Cr Cook, four (4) of submissions rejected/did not support the four (4) options provided in the public exhibition, as per above.

The comments received from the public were:

- I would like to know how this proposed acknowledgement sits with Acknowledgement of Country, where we acknowledge 40,000 – 70,000 years of Indigenous (sic) occupation of this land compared to less than 300 years of colonial occupation. Also what is the motivation for adding this. Is it a reaction to Acknowledgement of Country. I think the reason behind this is important.*
- Whilst all options are commendable, none are required and should not be used by Council, in particular, any acknowledgement of pioneers. Service Personnel are*

honoured many times throughout the year. The Acknowledgement to Country is and should remain as a stand alone statement. The addition of any other statement completely diminishes the essential recognising and valuing of our indigenous peoples.

- As an Aboriginal community member of Grenfell, I would suggest that the amendment to acknowledge service personnel does not directly follow the Acknowledgement of Country for the following reasons, so I vote no for all options.*

There are a few reasons why an Acknowledgment to Country should not be followed by other acknowledgments:

1. Cultural Appropriation: The Acknowledgment to Country is a specific recognition of the traditional custodians of the land on which an event or gathering is taking place, usually in Australia. Adding other acknowledgments that are not relevant to the specific context may dilute or appropriate the cultural significance of the original acknowledgment.

2. Respectful Focus: By keeping the Acknowledgment to Country as a standalone acknowledgment, it allows the proper attention and respect to be given to the specific Indigenous cultures and peoples associated with that particular land. Adding other acknowledgments may divert the focus away from the intended purpose of recognizing and honoring the traditional custodians.

3. Time Constraints: Acknowledgments can be time-consuming, especially if multiple acknowledgments are included. In situations where time is limited, it may not be feasible or practical to include numerous acknowledgments after the Acknowledgment to Country. Prioritizing brevity allows for a more efficient event or gathering.

4. Clarity and Impact: By keeping the Acknowledgment to Country distinct, it can have a more powerful and meaningful impact on participants. It helps create a moment of reflection and recognition for the traditional custodians, promoting cultural awareness and respect without diluting the significance with additional acknowledgments.

It's important to note that the appropriateness of including or excluding other acknowledgments may vary depending on the specific cultural context and local customs. Consulting with Indigenous communities and cultural advisors can provide valuable insights when determining the appropriate approach.

Two of the submissions provided suggested text, see below:

- We, councillors and members of the Weddin Shire would like to acknowledge the early pioneers and all who have served to progress our communities since 1866; those how have sacrificed their lives for our freedom, peace and prosperity; Service peronel (sic), frontline workers and volunteers who provide essential and non-essential service to all, within our shire and; families who support them. Thank you*
- After the acknowledgment of the first people, my thoughts for the second paragraph would be: We honour the service men and women who have sacrificed their lives in the defense (sic) of our freedom, peace and prosperity and also the pioneers who have guided and forged our communities.*

POLICY/LEGAL IMPLICATIONS

Should Council wish to proceed, the Code of Meeting Practice will need to be amended to incorporate the additional heading.

FINANCIAL/RESOURCE IMPLICATIONS

Amending the InfoCouncil software will require the programmer to update the template, an estimated cost of \$500.00 - \$700.00 for InfoCouncil to undertake this work.

INTERNAL/EXTERNAL CONSULTATION

At the 18 May 2023 Ordinary Council Meeting, Council resolved to go out for public exhibition. The period of public exhibition was 25 May 2023 – 30 June 2023.

CONCLUSION

Noting that only five (5) submissions were received following the public exhibition period:

- one questioned the reason as to why the change to the Code of Meeting practice and
- two of the submissions were strongly against the inclusion of an additional section,

Council is to provide staff with a recommendation moving forward on whether or not the Code of Meeting Practice will be amended and in what sequence, if any.

10.2 DRAFT CYBER SECURITY POLICY

File Number:

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments: 1. Draft Cyber Security Policy

CSP Objective: Shire assets and services delivered effectively and efficiently

Precis: To present to Council a new Draft Cyber Security Policy

Budget: Nil

RECOMMENDATION

That Council move to a Committee of the Whole

Moved: Cr Parlett

Seconded: Cr Cook

That Council move to a Committee of the Whole

The Motion was **PUT** and **LOST**.

MOTION TO MOVE AN AMENDMENT

Moved: Cr Diprose

Seconded: Cr Cook

AMENDMENT TO THE MOTION

That Council

1. Note the information contained in this report.
2. Note the draft Cyber Security Policy.
3. That the General Manager arrange for an independent cyber security specialist to conduct a review of the policy and provide a report to Council.
4. That the General Manager incorporate findings in the report into the draft policy.
5. Bring the revised draft policy back to Council for further consideration in the context of then placing the draft policy on Public Exhibition.
6. Funding be sourced from unrestricted funds, up to \$5,000.

The Amendment was **PUT** and **LOST**.

RECOMMENDATION

That Council

1. Note the information contained in this report.
2. Note the draft Cyber Security Policy.

3. Place the draft Cyber Security Policy, as attached to this report, on Public Exhibition for a period of 28 days for the purpose of inviting submissions from the community.
4. The General Manager or Director of Corporate Services present a further report to Council with all submissions received at the conclusion of the Public Exhibition period for Council's further consideration and adoption of the policy. Or in the event that no submissions are received during the exhibition period, Council formally adopt the Policy, without changes, as a policy of Council.

RESOLUTION 166/23

Moved: Cr McKellar

Seconded: Cr Kenah

That Council

1. Note the information contained in this report.
2. Note the draft Cyber Security Policy.
3. Place the draft Cyber Security Policy, as attached to this report, on Public Exhibition for a period of 28 days for the purpose of inviting submissions from the community.
4. The General Manager or Director of Corporate Services present a further report to Council with all submissions received at the conclusion of the Public Exhibition period for Council's further consideration and adoption of the policy. Or in the event that no submissions are received during the exhibition period, Council formally adopt the Policy, without changes, as a policy of Council.

THE MOTION WAS CARRIED

PURPOSE

Council has a responsibility to maintain the integrity of its data and the security of internal and internet facing devices. This also ensures that public resources and services are accessible at all times.

Council has prepared this draft policy to develop a standard in which Council operates in order to ensure the security, integrity, and uptime of its devices.

BACKGROUND

The purpose of the Draft Cyber Security Policy is to provide employees, Councillors, consultants, contractors, volunteers, work placement students or any other persons who use Council's ICT resources (users) with a comprehensive outline of the technology assets that require protection, as well as the various threats that may jeopardise their security. This is a new proposed local policy. Additionally, this policy will provide clear rules and controls for safeguarding these assets and protecting Council. This policy aims to ensure that Council complies with the requirements set forth in the NSW Cyber Security Policy.

By adhering to this policy, users can play an active role in safeguarding Council's digital assets and data, and contribute to creating a culture of cyber security awareness and best practices.

ISSUES AND COMMENTS

Council's cyber security situation has been a point of concern by the Audit Office and this has been flagged with Council, notably since the 2018-19 financial year. The Interim Audit

Management Letter continued to flag this issue and initially identified the cyber security situation for Council as high risk. In discussions with the Audit Office, this was downgraded to medium risk because Council Officers had drafted and consulted on this policy at an Executive level as well as implemented a number of actions relating to procedural actions.

This new policy will set the standards to safeguard Weddin Shire Council and reduce our cyber security risks.

POLICY/LEGAL IMPLICATIONS

Council and its employees have a responsibility to comply with relevant laws when using Council ICT assets. Council must also comply with relevant legal provisions when monitoring or enforcing requirements set in the policy.

This policy relates to the following legislation:

- Privacy Act 1988*
- Security of Critical Infrastructure Act 2018 (SOCi Act)*
- The Criminal Code Act 1995*
- Local Government Act 1993*
- State Records Act 1998 (NSW)*
- Weddin Shire Council Policy For Records Management
- Weddin Shire Council Information Services Usages Policy
- Weddin Shire Council Social Media Policy
- Weddin Shire Council CCTV Workplace Surveillance
- Workplace Surveillance Act 2005 (NSW).*

Failure to implement a cyber security policy puts a significant risk onto Council's ICT system, which holds privileged and private information.

FINANCIAL/RESOURCE IMPLICATIONS

There are no direct financial implications relating to this policy.

INTERNAL/EXTERNAL CONSULTATION

The preliminary draft Cyber Security Policy was consulted with Council's Executive Team. It is recommended that the draft policy be placed on Public Exhibition for a period of 28 days inviting submissions from the community. The Draft Policy will be consulted with Council's workforce, through the WHS and Staff Consultative Committee and message placed on employees' payslips and hard copies provided in communal areas.

CONCLUSION

Council is required to adopt and have a policy that specifies how Council maintains the integrity of its data and the security of internal and internet facing devices. This also ensures that public resources and services are accessible at all times. The policy must comply with these requirements.

10.3 DRAFT INFORMATION SERVICES USAGE POLICY

File Number:

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments: 1. Draft 1.15.4 Policy for Information Services Usage (Final Draft)
2. Draft 1.15.4 Policy for Information Services Usage (Track_Changes)

CSP Objective: Shire assets and services delivered effectively and efficiently

Precis: To present to Council a revised Draft Information Services Usage Policy

Budget: Nil

RECOMMENDATION

That Council

1. Note the information contained in this report.
2. Note the Draft Information Services Usage Policy.
3. Place the Draft Information Services Usage Policy, as attached to this report, on Public Exhibition for a period of 28 days for the purpose of inviting submissions from the community.
4. The General Manager or Director of Corporate Services present a further report to Council with all submissions received at the conclusion of the Public Exhibition period for Council's further consideration and adoption of the policy. Or in the event that no submissions are received during the exhibition period, Council formally adopt the Policy, without changes, as a policy of Council.

RESOLUTION 167/23

Moved: Cr Frame

Seconded: Cr McKellar

That Council

1. Note the information contained in this report.
2. Note the Draft Information Services Usage Policy.
3. Place the Draft Information Services Usage Policy, as attached to this report, on Public Exhibition for a period of 28 days for the purpose of inviting submissions from the community.
4. The General Manager or Director of Corporate Services present a further report to Council with all submissions received at the conclusion of the Public Exhibition period for Council's further consideration and adoption of the policy. Or in the event that no submissions are received during the exhibition period, Council formally adopt the Policy, without changes, as a policy of Council.

THE MOTION WAS CARRIED

PURPOSE

The Draft Information Services Usage Policy (1.15.04) is an updated version of the previous policy and focuses on developing a standard to which Council employees, Councillors, consultant, contractors and volunteers, work placement or any other persons who use Council's ICT assets and resources and is now proposed for public exhibition.

BACKGROUND

The purpose of the Draft Information Services Usage Policy is to provide employees, Councillors, consultants, contractors, volunteers, work placement students or any other persons who use Council's ICT resources (users) a standard to utilise Council's assets and resources. Information use includes sending and receiving electronic communications and texts, accessing the internet, accessing Council network, use of desktops, laptops, portable devices and access and use of all applications and data. The Draft Information Services Usage Policy should be read in close conjunction with Council's Draft Cyber Security Policy.

By adhering to this policy, users are responsible for their use of Council's ICT assets and resources.

ISSUES AND COMMENTS

Council's cyber security situation has been a point of concern by the Audit Office and this has been flagged with Council, notably since the 2018-19 financial year. The Interim Audit Management Letter continued to flag this issue and initially identified the cyber security situation for Council as high risk. In discussions with the Audit Office, this was downgraded to medium risk because Council Officers, however it was flagged that Council's Information Services Usage Policy had not been updated for some time. The Draft Policy has been reviewed in alignment with the Draft Cyber Security Policy and includes a broader scope and application than in the past to reduce the number of risks identified with Council's ICT system. This has been updated to satisfy the concerns raised by the Audit Office and to ensure that all users comply with the relevant policies.

A clean draft version which places the information into Council's new policy template to ensure consistency across the board for policy revision and development is provided (Attachment 1). As requested by Council, where possible, for draft revised policies, for a track changed version to be provided (Attachment 2).

POLICY/LEGAL IMPLICATIONS

Council and its users have a responsibility to comply with relevant laws when using Council ICT assets. Council must also comply with relevant legal provisions when monitoring or enforcing requirements set in the policy.

This policy relates to the following legislation:

- Weddin Shire Council Code of Conduct (as amended)
- Local Government (State) Award 2023- Disciplinary Procedures (as amended)
- Weddin Shire Council Cyber Security Policy
- Weddin Shire Council Social Media Policy
- Weddin Shire Council CCTV Workplace Surveillance
- Workplace Surveillance Act 2005 (NSW)

□ Weddin Shire Council Work Health Safety Policy

Failure to implement changes to Council's cyber security situation including updating this policy puts a significant risk onto Council's ICT system, which holds privileged and private information. This policy was previously flagged for review by the Audit Office.

FINANCIAL/RESOURCE IMPLICATIONS

There are no direct financial implications relating to this policy.

INTERNAL/EXTERNAL CONSULTATION

It is recommended that the draft policy be placed on Public Exhibition for a period of 28 days inviting submissions from the community. The Draft Policy will be consulted with Council's workforce, through the WHS and Staff Consultative Committee and message placed on employees' payslips and hard copies provided in communal areas.

CONCLUSION

The draft Information Usage Policy is presented to Council and proposed for public exhibition.

10.4 ELECTIONS OF MAYOR AND DEPUTY MAYOR AND VOTING OF COMMITTEE DELEGATES AT SEPTEMBER 2023 ORDINARY MEETING

File Number:	C2.1.3
Author:	Executive Assistant to the General Manager
Authoriser:	General Manager
Attachments:	1. ATTACHMENT 1 Office of Local Government Circular to Councils ref A784280 2. ATTACHMENT 2 Committee Membership
CSP Objective:	Democratic and engaged community supported by efficient internal systems
Precis:	To provide Council a timely reminder of the elections for Mayor and Deputy Mayor and the voting of committee delegates for Ordinary Meeting of September 2023
Budget:	Nil

RECOMMENDATION

That Council:

- 1) Note the elections for Mayor and Deputy Mayor positions will occur at the 28 September 2023 Ordinary Meeting.
- 2) Note the Committee Delegate positions to be determined/reconfirmed at the 28 September 2023 Ordinary Meeting.

RESOLUTION 168/23

Moved: Cr Frame

Seconded: Cr Diprose

That Council:

- 1) Note the elections for Mayor and Deputy Mayor positions will occur at the 28 September 2023 Ordinary Meeting.
- 2) Note the Committee Delegate positions to be determined/reconfirmed at the 28 September 2023 Ordinary Meeting.

THE MOTION WAS CARRIED

PURPOSE

To provide Council a reminder of the elections for Elections for Mayor and Deputy Mayor in September 2023 and voting of Committee Delegates in September 2023.

BACKGROUND

The Mayoral elections were postponed in September 2021, as such elections will now be held in September 2023.

Councillors must elect a Mayor from among their number every two years unless they are a popularly elected Mayor.

Councillors may also elect a Deputy Mayor. The Deputy Mayor may be elected for the Mayoral term or a shorter term.

A mid-term Mayoral Election must be held in the September two years after the ordinary election of councillors or the first election of a new council following its establishment and this will occur at the September 2023 Ordinary Meeting.

In addition, Council also have a number of delegates to the different Council Committees. The timing allows Councillors to reconsider their roles on the committees and nominate themselves on new committees or reconfirm their membership. It also allows volunteer committee members to consider the next two years.

ISSUES AND COMMENTS

Mayor and Deputy Mayor Elections

As per the Office of Local Government Circular to Councils '21-24 / 13 August 2021 / A784280' – Attachment 1; Mayoral elections must be conducted in accordance with Schedule 7 of the *Local Government (General) Regulation 2005*.

Schedule 7 prescribes three (3) methods of election of Mayors:

- Open Ballot (show of hands)
- Ordinary Ballot, or
- Preferential Ballot.

Open Ballots can be undertaken remotely where a Council is conducting its meeting by audio visual link.

Ordinary and preferential ballots are secret ballots and Councillors will need to attend the meeting in person if the election is to be held by way of an ordinary or preferential ballot.

In deciding which voting method to use for the Mayoral Election, Council's should consider the personal circumstances of their Councillors to ensure that all Councillors can participate in the Mayoral Election and this will be determined at the September 2023 Ordinary Meeting.

Council Committees

Attachment 2 provides a list of Council Committees.

The General Manager wrote to all volunteer committee delegates asking them to reconfirm their tenure for the next period. The Henry Lawson Festival of Arts Committee was contacted via the President to provide a list of committee members.

By contacting all Council Committee members will allow staff to prepare an expression of interest for committees that require additional members where required to do so.

POLICY/LEGAL IMPLICATIONS

There are no direct policy or legal implications arising from this report.

FINANCIAL/RESOURCE IMPLICATIONS

There are no direct financial or resource implications arising from this report. However contacting committee members to reconfirm their membership for the next two years will assist staff in appropriate resource allocation when attempting to call for new members.

INTERNAL/EXTERNAL CONSULTATION

The General Manager wrote to all volunteer committee delegates asking them to reconfirm their tenure over the next period leading to the September 2024 elections.

CONCLUSION

The election of the Mayor and Deputy Mayor will occur at the September 2023 Ordinary Meeting and Committee Delegates will also be nominated or reconfirmed at the same meeting.

10.5 MAIN STREET UPDATE - SEPTEMBER 2023 UPDATE**File Number:****Author:** General Manager**CSP Objective:** Shire assets and services delivered effectively and efficiently**Precis:** Update to the Grenfell Community on the status of the Main Street Renewal Project**Budget:** NIL

Mayor Craig Bembrick left the room at 5:52pm.

Cr Jan Parlett left the room at 5:52pm.

Mayor Craig Bembrick entered the room at 5:55pm.

Cr Jan Parlett entered the room at 5:55 pm.

MOTION

Moved by Mayor to elect a Chair, Cr Kenah nominated.

RESOLUTION

Moved: Cr Bembrick

Seconded: Cr Frame

Cr Kenah elected to Chair.

THE MOTION WAS CARRIED**RECOMMENDATION**

That Council:

- 1) Note the information within this report.

RESOLUTION 169/23

Moved: Cr Frame

Seconded: Cr McKellar

That Council:

- 1) Note the information within the report

THE MOTION WAS CARRIED UNANIMOUSLY

PURPOSE

The purpose of this report is to inform the community on the status of the Grenfell Main Street renewal project.

BACKGROUND

The Grenfell Main Street Renewal Project begun in December 2020 and is funded through a number of grant programs. The project had a number of challenging problems however a project reset commenced in September 2022 and is progressing well.

The Grenfell Main Street Project Update for July/August includes a summary of works carried out and to be carried out.

ISSUES AND COMMENTS

Council's project team and contractors have successfully completed the construction of the lean-mix concrete. The eastern end ('top end') is now being prepared for the asphalt top which is scheduled for Monday 28 August 2023 to Wednesday 30 August 2023 (inclusive). This will result in the top end being closed for three days and an impact on the Forbes Street roundabout.

Where to get information?

The Grenfell Record includes information Council updates and provides information to our community on the Main Street. The Mayoral Column often provides information on the works carried out or to be carried out and some project updates.

Council's website contains a weekly works program update.

Facebook is also utilised to provide updates and alerts.

Eastern End

Lean mix concrete (rigid pavement) is now completed on the project.

Assessment of the pavement on Burrangong Street (between Short Street to the Mid Western Highway roundabout) has determined that the surface will be milled with an asphalt top.

StrataVault systems were being installed in the centre islands with SF kerb to be put in place in coming weeks at the centre islands. Streetlight infrastructure was also being installed.

Western End

Our Parks and Gardens team have planted the deciduous trees and shrubs in the garden beds at the western end.

Completed Works Program

1. Lean mix concrete (rigid pavement) is now completed on the project.
2. Completion of the hotmix/asphalt pour on the western end of Main Street.
3. Temporary pedestrian crossing was established in front of the Beauty Spot and IGA however has now decommissioned.

4. Pedestrian crossing at the front of the IGA has now been reinstated.
5. Streetlights energised at western end.
6. Concrete road pavement between Forbes Street and the Mid Western Highway (western end/bottom end).
7. Sub soil drainage pipelines designed to intercept underground water flows have been installed both sides of Main Street between Forbes Street and the Mid Western Highway.
8. The construction of the Forbes Street roundabout.
9. Strata vault installations have been completed in the section from Forbes Street to the Mid Western Highway. Strata vaults are a 3 metre by 3 metre underground plastic matrix that greatly enhances the health and growth rate of the advanced tree plantings.
10. CCTV footage of the drainage pipe network has detected a failure in a section of pipe that has since been excavated and repaired.
11. Erection of streetlights including outreach arms between Forbes Street and the Mid Western Highway. Streetlights energised on 3 May 2023.
12. Repositioning of a kerb inlet drainage pit and construction of adjoining kerb and gutter and footpath at Forbes St. / Main St. intersection SE corner.
13. Location of electrical conduits and installation of electrical power pits at the southern and northern entrances to the Forbes St. / Main St. roundabout.
14. The drainage grated kerb inlet outside 77 Main St (Union Bank building) and concrete connections to the existing kerb and gutter and adjoining footpath.
15. A small section of gutter on the SE corner of the roundabout repaired.
16. Irrigation pressure testing and controller and telemetry testing.
17. The kerb and gutter outside the Grenfell Motel has been completed in Forbes Street (Note this task was kerb and gutter only, not the adjoining pavement). This will create the future garden bed and tree planting in this area.
18. CCTV Cameras along Main Street from the Roundabout at Main and Forbes Streets up to the Grenfell Medical Centre energised.
19. Concrete driveway at Grenfell Motel completed. Vehicles are able to exit this premise onto Main Street.

POLICY/LEGAL IMPLICATIONS

There are no direct policy implications arising from this report.

FINANCIAL/RESOURCE IMPLICATIONS

The original estimation for the project was \$3,200,000. This was under the impression that all geotechnical conditions matched the conducted testing. The funding sources for the Main Street is made up of state and federal funding which totals to \$5,320,493 (including the festoon lighting).

Since the project has recommenced in October 2022 the accumulative actual and committed expenditure as at 9 August 2023, was \$2,212,343.92

Council previously committed \$195,444 to Public Works Advisory, however due to the in-house technical expertise, this will not be utilised and directed back into the Main Street construction works. The General Manager has contacted Public Works Advisory twice to terminate the contract and is awaiting their response. Asphalt for the top end is also committed against the project spend to date. At this stage, there are no concerns on the budget or expenditure.

INTERNAL/EXTERNAL CONSULTATION

New updates on the Main Street Project are being advertised through the Council News section in the Grenfell Record. Public notices are also being provided on Council's website and on Facebook. At the June Ordinary Meeting it was reported that the engagement on Facebook has a reach average of 1,167 engagements per post and an average of 42 positive reactions per post.

The Grenfell Record has a reach of approximately 1,290 readership per paper.

A letterbox drop and mail out to businesses in the Main Street were provided at both the eastern and western end to provide businesses warning on the road closure scheduled for Monday 28 August 2023 to Wednesday 30 August 2023 (inclusive). Public notices have been provided on Council's website, Facebook and the Grenfell Record, including a classified ad.

CONCLUSION

The information provided includes an update on the Main Street works.

10.6 COUNCILLOR TRAINING AND DEVELOPMENT BUDGET - 2023/2024 FINANCIAL YEAR

File Number: C2.2.3
Author: General Manager

Precis: Proposed expenditure for Councillor Training (Professional Development) for the 2023-24 Financial Year

Budget: \$10,000 from Councillor Training Vote and an additional \$3,000 from Councillor Travel Vote for training; and travel expenses to accommodate travel

RECOMMENDATION

That Council suspend the meeting for a 5 minute recess.

Moved: Cr Frame
Seconded: Cr Howell

THE MOTION WAS CARRIED

Meeting suspended at 6:04pm

RECOMMENDATION

That Council return and resume the Ordinary Council meeting.

Moved: Cr Kenah
Seconded: Cr Parlett

THE MOTION WAS CARRIED

Meeting resumed at 6:10pm

RECOMMENDATION

That Council:

1. Note the information contained within this report.
2. Approve Crs Frame, Howell and Kenah as Weddin Shire Delegates to attend the LG NSW Annual Conference at Rosehill on 12 to 14 November 2023. In the event that they are unable to attend or hold the Mayor or Deputy Mayor positions following the September elections, that a substitute delegate is notified and attends in their place.
3. Approve that the position of Mayor and Deputy Mayor are registered as Weddin Shire Delegates to attend the LG NSW Annual Conference at Rosehill on 12 to 14 November 2023. In the event that any Councillor listed above holds one of these positions, that a substitute delegate is notified and attends in their place.
4. Approves the Mayor to be the voting delegate, or in the event that they are unable to attend, that this is delegated to the Deputy Mayor.

RESOLUTION 170/23

Moved: Cr McKellar

Seconded: Cr Howell

That Council:

1. Note the information contained within this report.
2. Approve Crs Frame, Howell and Kenah as Weddin Shire Delegates to attend the LG NSW Annual Conference at Rosehill on 12 to 14 November 2023. In the event that they are unable to attend or hold the Mayor or Deputy Mayor positions following the September elections, that a substitute delegate is notified and attends in their place.
3. Approve that the position of Mayor and Deputy Mayor are registered as Weddin Shire Delegates to attend the LG NSW Annual Conference at Rosehill on 12 to 14 November 2023. In the event that any Councillor listed above holds one of these positions, that a substitute delegate is notified and attends in their place.
4. Approves the Mayor to be the voting delegate, or in the event that they are unable to attend, that this is delegated to the Deputy Mayor.

THE MOTION WAS CARRIED

PURPOSE

The purpose of this report to provide Council the proposed expenditure of the Councillor Training (Professional Development) for the 2023-24 Financial Year.

BACKGROUND

The Office of Local Government (OLG) released the Councillor Induction and Professional Development Guidelines ('OLG Guidelines') in 2018. In 2016, an amendment to the *Local Government Act 1993* saw an additional responsibility added to the role of Councillors to include "to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor".

Council has a budget of \$10,000 for Councillor Training which does not include delegate travel and expenses (\$10,000).

Council, at the 15 September 2022 Ordinary Meeting (Resolution 253/22) resolved to approve that the Mayor has a separate vote for general travel expenses (\$5,000) and professional development (\$5,000).

ISSUES AND COMMENTS

The OLG Guideline sets out that Councillors are to develop an ongoing professional development plan.

The General Manager circulated the Councillor Capability (Training and Development Plan) for 2022-2024 to Councillors. To date plans have been received from Councillors Frame, Howell, Kenah and Mayor Bembrick.

Acknowledging that Council is a small rural Council with limited resources, the proposal is for Council to adopt the proposed expenditure for Councillor Training (Professional Development) for the 2023-24 Financial Year. This will assist staff in booking in advance and to avoid ad-hoc individual requests that add to the administration burden.

Councillors have been registered into the Understanding Local Government Financials Workshop (Resolution 123/23). There has also been additional request for Council to look at Code of Meeting Practice training.

The LG NSW Annual Conference at Rosehill is scheduled for 12 to 14 November 2023. Confirming our delegates now will allow for an Early Bird registration of \$1,155 versus full rate of \$1,485 (saving \$330 per person). Early bird registrations close on 28 September 2023.

POLICY/LEGAL IMPLICATIONS

The OLG Guidelines specifies that an ongoing professional development must be developed for the Mayor and each Councillor. The program will span the Council’s term, with individual activities implemented overtime according to priority.

Councillors who have not submitted their plans in, are encouraged to do so in order to comply with the OLG Guidelines.

FINANCIAL/RESOURCE IMPLICATIONS

The following is proposed for the 2023-24 financial year:

	Councillors	Date	Location	Registration cost
LG NSW Understanding Local Government Finances	Cr Cook Cr Diprose Cr Frame Cr Howell Cr Parlett	31 August 2023	Grenfell	\$615 p/p \$3,075
LG NSW Annual Conference	Mayor (TBC after Mayoral Election) Deputy Mayor (TBC) Cr Frame	12 – 14 November 2023	Rosehill	\$1,385 p/p (early bird & Conference dinner)

	Councillors	Date	Location	Registration cost
	Cr Howell Cr Kenah			\$6,925 (4 pax – not including Mayor)
Code of Meeting Practice Training	All	TBC	Grenfell	\$3,000
				\$13,000

Council has an allocated budget of \$10,000 for training. It is proposed that Council register the above delegates to the LG NSW Annual Conference to allow for an early bird saving of \$1,320 for the four delegates, noting that three have submitted their plans. A total saving of \$1,650 including the Mayor will be made if staff register delegates before 28 September 2023. Staff have verified with LG NSW that the Mayor and Deputy Mayor positions can be registered early without a named person in the positions and names can be confirmed following the elections.

In addition, it is proposed that an additional vote of \$3,000 from Councillors Travel and Delegate expenses is allocated towards training to engage in Code of Meeting Practice Training.

CONCLUSION

The OLG Guidelines specifies that an ongoing professional development must be developed for the Mayor and each Councillor. The program will span the Council's term, with individual activities implemented overtime according to priority.

Councillors who have not submitted their plans in, are encouraged to do so in order to comply with the OLG Guidelines. The information contained in this report proposes to register a number of councillors to attend the LG NSW Annual Conference at Rosehill and to approve Code of Meeting Practice training for all councillors.

10.7 RESOLUTION REGISTER

File Number: C2.3.3

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments:

1. Att 1 - Current Action/Resolution Register | as at 10 August 2023
2. Att 2 - Resolution Register | January - April 2022

CSP Objective: Shire assets and services delivered effectively and efficiently

Precis: Council Action / Resolution Register - outstanding

Budget:

RECOMMENDATION

That Council note the attached action/resolution registers.

RESOLUTION 171/23

Moved: Cr Frame

Seconded: Cr Howell

That Council note the attached action/resolution registers.

THE MOTION WAS CARRIED

MOTION TO MOVE AN AMENDMENT

Moved: Cr Diprose

Seconded: Cr McKellar

AMENDMENT TO MOTION:

That Council remove the Expression of Interest for the Old Dennis Fire Truck from the action/resolution registers, noting that no submissions have been received and the EOI has been out for public consideration for a period of time.

The Amendment was **PUT** and **CARRIED**.

RESOLUTION 172/23

Moved: Cr Diprose

Seconded: Cr McKellar

That Council remove the EOI for Old Dennis Fire Truck from the action/resolution register.

THE MOTION WAS CARRIED

PURPOSE

For Council's information, attached is the current Action/Resolution Register as at 10 August 2023 at Attachment 1, and the Resolution Register (January – April 2022) at Attachment 2.

10.8 COMMUNITY SUPPORT APPLICATION | THE GRENFELL JOCKEY CLUB (INC)

File Number: C1.1.3
Author: Executive Assistant to the General Manager
Authoriser: General Manager
Attachments: 1. Community Support Application | The Grenfell Jockey Club
CSP Objective: Culturally rich, vibrant and inclusive community
Precis: Community Support Application from the Grenfell Jockey Club
Budget: \$533 (Donation and in-kind from the Community Support Vote)

RECOMMENDATION

That Council accept the late report.

RESOLUTION 173/23

Moved: Cr McKellar
Seconded: Cr Frame

That Council accept the late report.

THE MOTION WAS CARRIED

RECOMMENDATION

That Council support the request by providing:

1. Twenty (20) wheelie bins, bin liners and garbage collection
 2. One (1) large Coolroom Hire (no hire cost)
 3. \$200.00 donation.
-

RESOLUTION 174/23

Moved: Cr Howell
Seconded: Cr Diprose

That Council support the request by providing:

1. Twenty (20) wheelie bins, bin liners and garbage collection
2. One (1) large Coolroom Hire (no hire cost)
3. \$200.00 donation

THE MOTION WAS CARRIED

value of the cool room hire is charged at the per day rate of \$333 which will be at no charge and in-kind to The Grenfell Jockey Club.

11 CORPORATE SERVICES REPORTS

11.1 COMMUNITY SUPPORT APPLICATION | GIVE

File Number:

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments: 1. Community Support Application | GIVE

CSP Objective: Culturally rich, vibrant and inclusive community

Precis: To provide information on an application by GIVE for the RUOK and World Suicide Prevention Day Event

Budget: \$1,000.00 from the Community Support Vote

RECOMMENDATION

That Council support the request by GIVE (Giving Individuals Value Everyday) for \$1,000 to enable them to host the 'R U OK' and World Suicide Prevention Day Event in September 2023, and the Mental Health Event in October 2023.

RESOLUTION 175/23

Moved: Cr Howell

Seconded: Cr Kenah

That Council support the request by GIVE (Giving Individuals Value Everyday) for \$1,000 to enable them to host the 'R U OK' and World Suicide Prevention Day Event in September 2023, and the Mental Health Event in October 2023.

THE MOTION WAS CARRIED

PURPOSE

To report to Council on a Community Support Application from the newly created not for profit group, GIVE (Giving Individuals Value Everyday) in Grenfell to assist with upcoming events for the community.

BACKGROUND

GIVE is seeking funding to support the R U OK Day and World Suicide Prevention Day Event in September 2023 and then an Event in October 2023 for Mental Health Month.

GIVE is seeking \$1,000.00 through the Community Support Funding to assist with catering and resources for these events.

11.2 COMMUNITY SUPPORT APPLICATION | GRENFELL CHRISTIAN BOOKSHOP INC**File Number:****Author:** Executive Assistant to the General Manager**Authoriser:** General Manager**Attachments:** 1. COMMUNITY SUPPORT APPLICATION | GRENFELL CHRISTIAN BOOKSHOP INC**CSP Objective:** Culturally rich, vibrant and inclusive community**Precis:** To provide Council the Community Support Application from the Grenfell Christian Bookshop Inc.**Budget:** \$422.56 from the Community Support Vote**RECOMMENDATION**

That Council support the request by Grenfell Christian Bookshop Inc for a rebate of 25 per cent on the 2023-2024 Shire Rates to the value of \$422.56.

RESOLUTION 176/23

Moved: Cr Parlett

Seconded: Cr Cook

That Council support the request by Grenfell Christian Bookshop Inc for a rebate of 25 per cent on the 2023-2024 Shire Rates to the value of \$422.56

THE MOTION WAS CARRIED UNANIMOUSLY**PURPOSE**

To report to Council on a Community Support Application from the Grenfell Christian Bookshop Incorporated for a rebate of 25 per cent on the 2023-2024 Shire Rates.

BACKGROUND

For a number of years, Council has provided a rebate to the Grenfell Christian Bookshop Incorporated, up to 25 per cent for that year. As in previous years the Secretary of the Grenfell Christian Bookshop Inc has written to Council seeking this provision. The Secretary acknowledged the generous contribution in the past for which the Grenfell Christian Bookshop Inc is very appreciative. An invitation was extended in the application to peruse the shop on Tuesday, Wednesday, Thursday, Friday or Saturday mornings.

ISSUES AND COMMENTS

Council has supported the Grenfell Christian Bookshop Incorporated in the past.

POLICY/Legal IMPLICATIONS

The request complies with Council's Community Support Policy and Guidelines.

11.3 STATEMENT OF BANK BALANCES
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File Number:**Author:** Team Leader - Finance**Attachments:** Nil**CSP Objective:** Collaborative wealth building (strong, diverse and resilient local economy)**Precis:** Statement of Bank Balances as at 31/07/2023**Budget:** \$ NIL**RECOMMENDATION**

That Council note the report.

Council noted the report.

Bank Account Westpac	\$2,738,475.43
Short Term Deposits CBA	<u>\$2,500,000.00</u>
Total	<u>\$5,238,475.43</u>

CERTIFICATE OF RECONCILIATION

I certify that the Cashbook for each Bank Account has been reconciled with the appropriate Bank Statement as at 31st July 2023.

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.

12 INFRASTRUCTURE SERVICES REPORTS**12.1 SITE FEASIBILITY AND SUITABILITY FOR AN AMENITIES BLOCK AT GRENFELL DOG PARK – IN MEMORY OF AMY BROWN****File Number:****Author:** Assets Engineer**Authoriser:** Acting Director Infrastructure Services**Attachments:** Nil**CSP Objective:** Sustainable natural, agricultural and built environments**Precis:** Proposed Amenities Block At Grenfell Dog Park**Budget:** To be confirmed from future grants**MOTION TO MOVE AN AMENDMENT**

Moved: Cr Diprose

Seconded: Cr Cook

AMENDMENT TO MOTION

That Council

1. Council notes the information contained in this report and acknowledges the proposed feasibility study as requested at the July 2023 Council meeting.
2. Council will not proceed with pursuing grant applications.

The Amendment was **PUT** and **CARRIED**.

The Amendment became the Motion.

RECOMMENDATION

That Council

1. Council notes the information contained in this report and acknowledges the proposed feasibility study as requested at the July 2023 Council meeting.
2. Council will not proceed with pursuing grant applications.

RESOLUTION 177/23

Moved: Cr McKellar

Seconded: Cr Cook

That Council:

1. Council notes the information contained in this report and acknowledges the proposed feasibility study as requested at the July 2023 Council meeting.
2. Council will not proceed with pursuing grant applications.

THE MOTION WAS CARRIED

PURPOSE

To present the feasibility of installing a toilet block amenities at the new dog park, Grenfell.

BACKGROUND

Council at its July 2023 Council meeting resolution No: 141/23 has requested that:

That Council requests that the Director of Infrastructure table a report to Council at the August Ordinary Meeting on the proposal that addresses the feasibility and provide information on possible grant funding sources.

The dog park is a much loved and used facility by local residents, their pets and visiting dog owners. The park allows dogs to learn how to play and interact with other dogs / dog owners and also promotes exercise and health of both the dogs and owners.

Possible grant funding sources:

- Stronger Communities Program
- Stronger Country Communities
- Local Roads and Community Infrastructure

ISSUES AND COMMENTS

1 Estimated Visits

Multiple people visit the park on a regular basis. The following average is estimated based on internal discussion with stakeholders.

- Estimated number of people with small dogs visiting the park = 6 / day
- Estimated number of people with large dogs visiting the park = 8 / day
- Estimated total dog owner visits = 14 / day
- Estimated total tourist visits = 2 / day
- Estimated total visits = 16 / day
- Assume total active days = 365 / year
- Total estimated individual visits = 16 x 365 = 5,840 / year
- Assume 30% of the people use the amenities = 1,752 visits / year

Or **33 visits / week or approx. 5 visits / day**

2 Proposed Location and Design

The proposed location of the toilet block has been selected following an internal discussion with Council's Ranger with a view to the following factors:

- 1 Close access to both the small and large dog parks
- 2 Aesthetics
- 3 Close access to Sewer Line (33 m), Power Pole (21 m) and Water Line (28 m).



Figure 1: Proposed location of amenities at the dog park and its distances from utilities



Figure 2: Rendered plan of the proposed location of the amenities

A proposed amenities block similar to that of the one installed at Company Dam consisting of two toilets (1 Male & 1 Female - all inclusive).

The amenities would include the following:

- Porcelain Toilets
- Internal Wall: Aluminium Composite Cladding (opposed to corrugated sheet)
- Keyed Brass Vandal Resistant Tap in each cubicle
- Standard Fixtures and Fittings

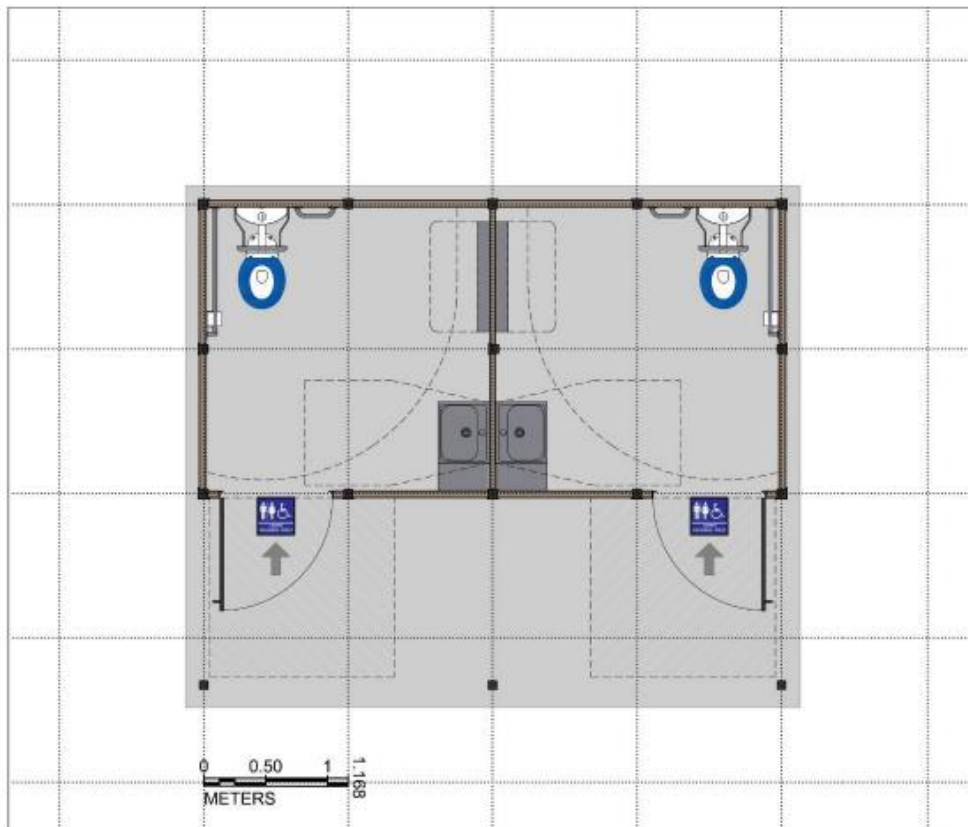


Figure 3: Indicative Floor Plan



Figure 4 Indicative Render

3 Approval by Owner

The consent from the owner of the land - Transport Asset Holding Entity of New South Wales (ARTC) – is required prior to the proposed development, including any development applications etc.

4 Development Application (DA) Approval

The DA approval requires the following:

- a) DA fees
- b) Occupation Certificate
- c) Construction Certificate

5 Closest nearby public amenities is approx. 650m to the north at the Railway Station.

6 Proximity of utility services (extension needed)

- a. Water line
 - i. Across the road at a distance of approx. 28m
- b. Sewer line
 - i. In the Dog Park at a distance of approx. 33m
- c. Electricity pole
 - i. Across the road and distance of approx. 21m

7 Tree nearby

The tree present at the site needs to be either trimmed / removed or the existing dog park fence needs to be removed and displaced 2 to 3 metres to accommodate the toilet block at the proposed location.

8 Estimated Capital Costs

a) Toilet block cost including delivery to Grenfell

Estimated Cost = **\$49,500.00 including GST**

b) Sewer construction

The sewer construction involves:

Ordering, constructing 33m sewer pipes (150mm pipe estimated costs @ \$300/m)

Estimated Sewer Construction Cost = **\$9,900.00 including GST**

c) Water line construction

The water main construction involves:

i) Underbore 20mm pipe water connection = **\$5,300.00 including GST**

ii) Developer Contribution = **\$9,000.00 including GST**

The above estimated approx. cost was obtained from Central Tablelands Water.

Estimated Water Line Construction Cost = **\$14,300.00 including GST**

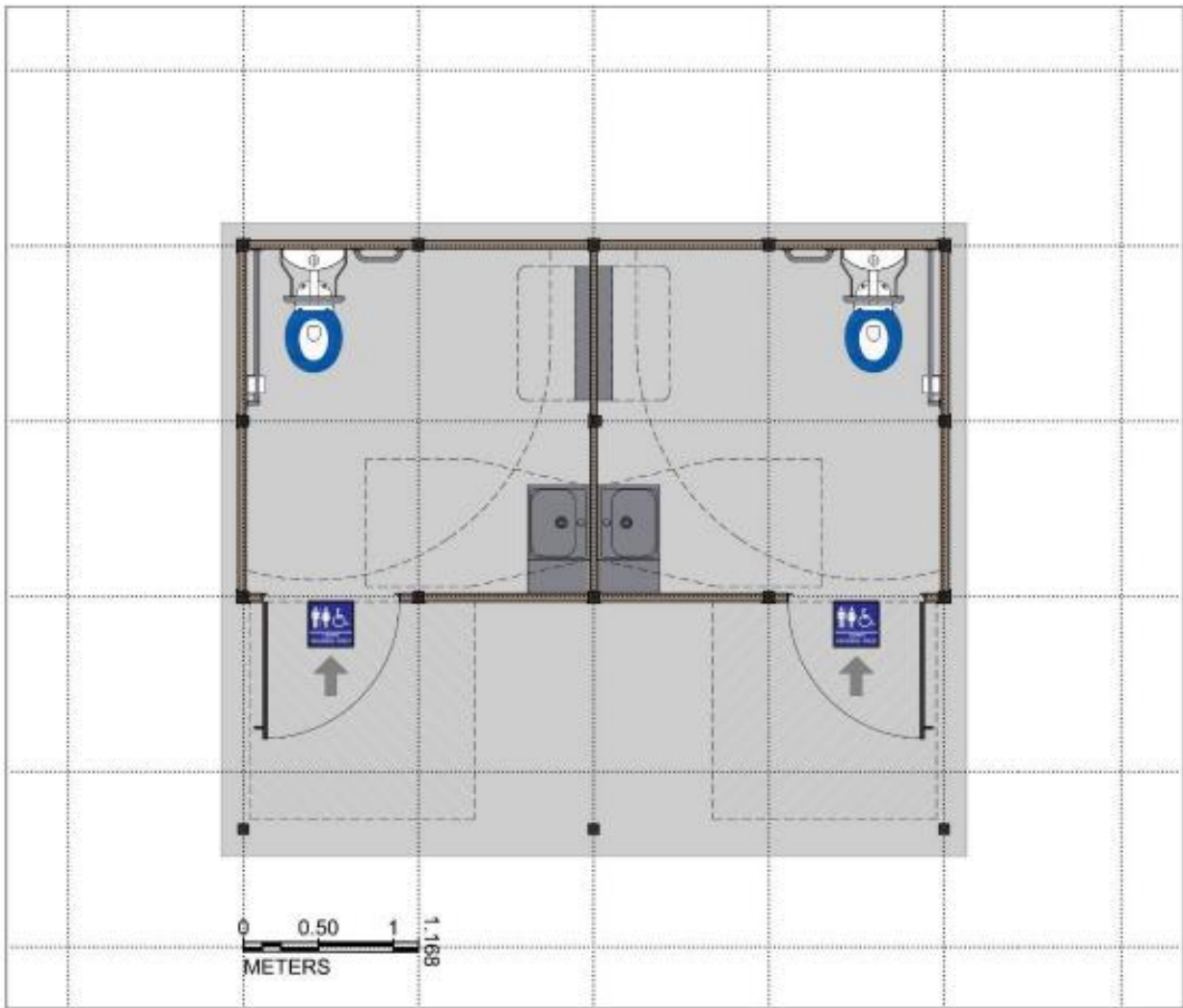


Figure 5: Indicative Floor Plan



Figure 6 Indicative Render

d) Electricity Connection

The electricity connection involves either of the two proposed options:

A) Energy provider service	B) Solar Connection
Installation of an electric pole, power cable and connection	Solar system installation
Estimated Cost= \$10,000.00 including GST (Estimate only)	Estimated Cost= \$10,000.00 including GST (Estimate only)

e) CCTV Security Installation

The CCTV security units shall serve as a deterrent to any possible vandalism and is proposed to be installed at the amenities.

Estimated cost including installation = **\$10,000.00 including GST**

f) Installation Cost

The installation cost involves:

- 1) Concrete pad
- 2) Plumbing
- 3) Labour

Estimated Cost = **\$50,000.00 including GST**

g) Development Approval

Design consultancy to prepare development application documentation and to submit to Council = **\$10,000 including GST.**

DA and construction certificate to be undertaken prior to proposed construction.

DA fees = **\$2,142.00 including GST**

h) Approval from property owner – ARTC

Owner’s consent to be provided prior to development.

Estimated Cost = TBA

i) Tree Removal Cost

Estimated Cost = **\$2,500.00 including GST (Estimate)**

j) Project Management Fee

Estimated cost (10% of the total below): **\$20,284 (including GST)**

<p>Total Estimated Capital Cost = \$158,342.00 + 30% Contingency = \$202,844.00 including GST + 10% project Management = \$233,128.00 (incl. GST)</p>
--

9 Estimated Maintenance and Operational Costs

The maintenance and operational costs primarily involve:

a) Regular cleaning

Based on Council’s current resourcing and existing maintenance schedule, a new staff member would be required to undertake the maintenance of the facility. The following calculations estimate the cleaning cost annually:

- Cleaning required = 1 hour / day = 7 hours / week
- Opening and closing of amenities = 20 minutes per day = 2.33 hours / week
- Rate per hour = \$35.00
- Total Estimated Cleaning Cost = 9.33 x 52 x \$35 = **\$16,980.00 / year**

b) Water Cost

- Toilet water per flush = 4.5 litres per flush ([reference](#))
- Wash hands per = 1.5 litres per use ([reference](#))
- Total usage = 6 litres / usage
- Total visits = 33 / week
- Total water consumed = 198 litres / week
- Current usage rate = \$3.84 / KL

<u>Water Used Per</u>	<u>Qty</u>	<u>Unit</u>
Weekly	198	Litres
Monthly	858	Litres
Quarterly	2,574	Litres
Annually	10.3	Kilolitres

- Cost of water consumed = 3.84 x 10.3 = \$39.5 / year
- Cost of water availability = \$272 / year
- Total Estimated Water Cost = **\$311.50 / year**

c) Electricity Cost (If not using Solar)

- Globe lights x 2 running for 3 hours a day
- Annual Hours= 3 x 7 x 52 = 1,092 hrs
- Globe light consumption = 20 watts (assume)
- Total power consumed = 22 kW / year
- Total Estimated Electricity Cost = **\$700.00 including GST / year** (estimate only)

Total Estimated Maintenance Cost = \$17,991.00 including GST / year

10 Estimated Depreciation Costs

The estimated depreciation cost based on the valuation of the amenities blocks having a useful life of 100 years using straight line assets cost \$171,127.30 (excluding GST) Dep \$1711.27 per year or \$1882.00 including GST / year.

POLICY/LLEGAL IMPLICATIONS

There are no direct policy or legal implications arising from this report. However it is important to note the need to obtain landowners consent before proceeding with any further design works.

FINANCIAL/RESOURCE IMPLICATIONS

ESTIMATED CAPITAL COSTS	
Item	Cost
Toilet Block + Delivery	\$49,500.00 (incl GST)
Construction of Facility	\$98,842.00 (incl GST)
Contingency (30%)	\$44,502.00
Project Management (10%)	\$20,284 (incl GST)
Total Estimated Capital Cost	\$233,128.00 (incl. GST)
ESTIMATED MAINTENANCE COST	
Item	Cost per year
Regular Cleaning	\$16,980.00
Utilities (Water + Electricity)	\$1,011.00
Total Estimated Maintenance Cost	\$17,991.00 (incl GST) / year
ESTIMATED DEPRECIATION COST	
Item	Cost per year
Estimated Depreciation Cost (Over 100 years)	\$1,882.00 (incl GST) / year

Table 1: Summary of estimated costs for proposed toilet block

INTERNAL/EXTERNAL CONSULTATION

Discussion with internal staff regarding location of amenities block, number of users and development application process as well as discussion carried out with other utilities service providers.

Further consultation will be required with ARTC to seek support and approval for the concept.

CONCLUSION

Council requested that a proposed feasibility study as requested at the July 2023 Council meeting and this has now been provide. Based on conceptual costs, this indicatively could be a total estimated capital cost of **\$233,128.00 including GST**. Council staff now require advice from Council on how you wish to proceed and apply for grant funding if it becomes available for the construction of a new amenities block at the dog park.

12.2 INFRASTRUCTURE WORKS REPORT

File Number:	C2.8.16
Author:	Director Infrastructure Services
Authoriser:	General Manager
Attachments:	Nil
CSP Objective:	Shire assets and services delivered effectively and efficiently
Precis:	Infrastructure Works Report
Budget:	NIL

RECOMMENDATION

That Council receive and note the information provided on infrastructure works completed in July 2023 and planned works for August 2023.

RESOLUTION 178/23

Moved: Cr Parlett

Seconded: Cr Frame

That Council receive and note the information provided on infrastructure works completed in July 2023 and planned works for August 2023.

THE MOTION WAS CARRIED UNANIMOUSLY

EXECUTIVE SUMMARY

The following information is to update Councillors and the community on matters associated with construction and maintenance of Roads, Parks and Gardens, Sewerage and Plant for works undertaken in July 2023 and planned works for August 2023.

The Weddin Local Government Area has been impacted by a number of wet weather events and Natural Disaster declared events. When a Natural Disaster event is declared for Local Government areas, this means emergency repairs (to make safe) only are required to be completed within three (3) months of the declaration date. Subsequent reconstruction works is a further claim that Council must apply to the NSW Government for approval and funding. In addition to this, a number of construction and maintenance projects scheduled have been impacted by weather, resourcing of staff and contractors and resourcing of supplies.

NATURAL DISASTERS

Summary of events and progress of Storm Emergency Work:

AGRN - Event	Phase - Package	\$Value	Status
987 - 9 November 2021	EW	\$539,000	Approved, payment received
1001 - 5 January 2022 onwards	EW	\$233,000	Approved, payment received
1030 - 4 August 2022 onwards	EW	\$185,000	- Council to provide photographic evidence - DCPM to finalise claim
1034 - 14 September 2022 onwards	EW	TBC	- Works complete - Council to provide transaction list - DCPM to finalise claim
1034 - 14 September 2022 onwards	EPA-RW - P1 MGW	\$1.12m	- Mary Gilmore Way - \$1.129m approved - Work complete - Variations required due to weather, extent TBC
1034 - 14 September 2022 onwards	EPA-RW - P2 General Works	TBC	- DCPM progressing submission - Scope includes: o Unsealed Roads (non-priority) o Tree & vegetation clearing
1034 - 14 September 2022 onwards	EPA-RW - P3 Priority Patches	~\$8.5m	- \$8.8m submitted, subject to TfNSW review. - Scope includes: o Deaths Lane o Henry Lawson Way - Young o Henry Lawson Way - Forbes o Driftway Road o Morangarell Road o Quandialla-Caragabal Road
1034 - 14 September 2022 onwards	EPA-RW - P4 - North Patching	~\$7m	- Submission drafted - Current revisions to Gooloogong Road scope per Council request
1034 - 14 September 2022 onwards	EPA-RW - P5 - South Patching	TBC	- DCPM progressing assessment and submission - Scope includes sealed roads south of Mid Western Highway
1034 - 14 September 2022 onwards	EPA-RW - P6 - Priority Unsealed	~\$1.5m	- With Council for review and approval
1034 - 14 September 2022 onwards	EPA-RW	TBC	- Further packages to include: o Sinking culverts (Council shortlisting) o Priority table drain clearing (Council assessing)

The Heavy Patching Program has completed for Mary Gilmore Way Heavy Patch Program.

Council has engaged Downer to carry out the works. Stabilisation and sealing has now been completed.

The following roads have been submitted to TfNSW for approval and as of 17 May 2023, DCPM have 85% approval with 15% still under review:

- | | |
|--|---|
| <input type="checkbox"/> Driftway Road | <input type="checkbox"/> Bewleys Road |
| <input type="checkbox"/> Gooloogong Road | <input type="checkbox"/> Bald Hills Road - Sealed |
| <input type="checkbox"/> Henry Lawson Way (Forbes) | <input type="checkbox"/> Ballendene Road |
| <input type="checkbox"/> Henry Lawson Way (Young) | <input type="checkbox"/> Muncks Lane |
| <input type="checkbox"/> Morangarell Road | <input type="checkbox"/> Hunters Road - Sealed |
| <input type="checkbox"/> Pinnacle Road | <input type="checkbox"/> Keiths Lane |
| <input type="checkbox"/> Quandialla-Caragabal Road | <input type="checkbox"/> Back Piney Range Road |
| <input type="checkbox"/> Deaths Lane | <input type="checkbox"/> Sandy Creek Road |

The following unsealed roads have been submitted to TfNSW for approval:

- Adelargo Road - Unsealed
- Arramagong Road
- Bald Hills Road - Sealed
- McCanns Road

Emergency works on the roads listed below have been carried out, however further works are required under the reconstruction works.

These roads are:

- Nealons Lane
- Napiers Road
- Reeves Lane
- Bald Hills Road
- McCanns Lane
- Arramagong Road

STATE ROADS

All 2023/24 RMCC Contract documentation has been completed and ready for submission to TfNSW.

Planning has started for the finalisation of the 2023/24 Routine Maintenance Annual Program (RMAP).

Newell Highway

- Draft Work Orders for various ordered work for 2023/24 have been submitted.
- Routine Maintenance (potholes) continues.

- Crack Sealing Work Program on the concrete pavement at Marsden has been approved by TfNSW and will commence on Tuesday, 22 August 2023.
- Planning has started for the September 2023 Heavy Patching Program.

Newell HWY Flood Mitigation - West Wyalong to Forbes

TfNSW are investigating potential flood mitigation solutions for the Newell HWY between West Wyalong and Forbes. The community and stakeholder feedback period to help inform the project design ended on 27 July 2023. A submission by the General Manager was provided to TfNSW regarding matters raised by Council in the Newell Highway workshop.

Mid Western Highway

- Routine Maintenance (potholes) continues.
- Verge Control Program has been completed.
- Draft Work Orders for various ordered work for 2023/24 have been submitted.
- Planning has started for the September 2023 Heavy Patching Program.

MAJOR WORKS

Pullabooka Road Rehabilitation

Project under Fixing Local Roads Round One (1). The project involves works along a road length of 11km and Council has received funding for \$3.9M.

- 100% of the road rehabilitation works have been completed.
- Line marking has been completed.
- The project has been completed in accordance with the agreed scope of work.
- TfNSW representatives have carried out an inspection of the project and agreed for Council to submit the Post Completion Report (PCR) for payment of the final 30% project cost, however noting that the General Manager has requested a delay in signing the PCR until the drainage issues are resolved.

New Forbes Road Rehabilitation

- Project under Fixing Local Roads Round Two (2). The project involves works along a road length of 16km and Council has received funding for \$4.3M.
- The project has been completed in accordance with the agreed scope of work.
- Guardrails are planned for completion in mid-August 2023.



Photo: New Forbes Road

Greenethorpe-Koorawatha Road Rehabilitation

Project under Fixing Local Roads Round Three (3).

The project involves the road length of 7.1km and Council has received funding for \$2.9M.

- Tree removal work has been completed.
- Pipes and culverts have been ordered and have arrived on site.
- Drainage work is expected to start September 2023.

Nowlans Road Upgrade

Project under Fixing Local Roads Round Three (3).

- The project involves the road length of 21.2km and Council has received funding for \$2.9M.
- Project planning work is expected to start about September 2023.
- Project is expected to start around February 2024.
- Project works are expected to be completed by February 2025.

Back Piney Range Road Culvert Replacement

- All works under the project have been completed.

Hancock Flinns Road Culvert Replacement

- All works under the project have been completed.

Arramagong Road Culvert Replacement

- Council has received the precast concrete box culvert cells at site.
- Creek bed is full of water.
- Council is planning to start construction work in November 2023 (weather permitting).

Heathcotes Lane Culvert Replacement

- The site has been underwater for a long time. Water is still flowing at the creek bed.
- Precast concrete box culverts have been delivered to site and work is expected to re-start in October 2023 (weather permitting).

Adelargo Road Culvert Replacement

- Precast box culvert cells along with the wing walls have been installed. Concreting of the top slab has been completed.
- Culvert backfilling work has been completed along with the road approaches.
- Project is expected to be completed by the end of August 2023.
- Guardrails are planned for completion in mid-August 2023.

Weddin Shire Road Entry Signs

- Approval has been received from TfNSW for installing signs within the road reserve of State Roads.
- Contractor has completed the geotechnical investigation.
- Signage foundation works commence from August 2023.
- Council is waiting to receive the Construction Program from the Contractor, Armsign Pty Ltd.
- Contractor has agreed to complete the project works by the end of September 2023.

Railway Walking Track

- Council had a joint site inspection with the designer to change the track location of Stage 2.
- Council has received the final design from the Designer.
- Council is in the process of engaging a contractor to start the construction works and have ordered the drainage pipes.

Mary Gilmore Way

Project under REPAIR Program 22/23 has been completed.

Caragabal Shared Pathway

- Council had published the Tender for the construction of Caragabal Shared Path but did not receive any submissions.
- Council has received only one (1) quotation from the local concreting contractor. TfNSW has revised the project scope and Council is in the process of amending the design.
- Council has submitted a revised estimate to TfNSW for approval.

Grenfell Cemetery Amenities

The GPR scanning works of the cemetery site for the new amenities building was completed on 17 April 2023, however, there were unmarked graves located within the area where the scanning work was conducted. Further scanning works have been programmed in the coming weeks to locate a suitable location for the amenities.

Once a suitable location has been identified, Tenders should be able to be called soon after for the construction of the new amenities building.

Sewer Condition Assessment (CCTV) and Smoke Testing

A new package of sewer condition assessment and smoke/dye testing was advertised on 20 March 2023 through Local Government Procurement (RFT 12/2023) and was awarded on 9 May 2023 to Interflow Pty Ltd for up to \$230,000.

Letters have been sent to most affected residents and work is planned to commence early July 2023 and to be completed by the end of September 2023. Work is currently in progress.

Phil Aston Pressure Sewer Extension

A Request For Quotation (RFQ 41/2022) for the supply and laying of approximately 600m of pressure sewer main and ancillaries (valves and flushing points) including house connections to nine (9) Industrial Estate properties was awarded on 18 May 2023 to Braddo's Plumbing Pty Ltd for up to \$118,000.

Site work commenced on 13 June 2023 and is planned to be completed by the end of July 2023. The pipe laying work is completed, waiting for road restoration (patching). Patching is planned to commence within early August 2023, weather permitting.

FOOTPATH /KERB AND GUTTER WORKS

Third Street, Quandialla

Procurement process is ongoing to select a suitable construction contractor for kerb and gutter replacement.

ROAD MAINTENANCE WORKS

Road maintenance works including pothole patching, vegetation management, gravel road maintenance and signage works have been undertaken in the past few months.

- Undertook emergency grading on Quandialla/Caragabal Road to open it to the public.
- Morangarell Road is receiving an emergency grade due to the high volume of potholes to make it safe to travel on.

Maintenance Grading

Roads	Commencement	Completion
Mogongong Road	15/03/2023	Ongoing
Quondong Road	28/04/2023	01/05/2023
Morangarell Road	25/05/2023	09/06/2023
McAllisters Road	12/06/2023	18/06/2023
Bewleys Road	22/06/2023	18/07/2023
McCanns Lane	28/07/2023	Ongoing
Arramagong Road	28/07/2023	Ongoing

Maintenance Grading - Works Planned: 1 August 2023 - 31 August 2023

- Kangaroooby Road
- Mogongong Road
- Mogongong Springs Road
- Major West Road
- Clay Pit Road
- Browns Lane
- Adelargo Road
- Claney's Road
- McDonalds Lane

Gravel Resheeting

At this present time there is no re-sheeting happening as Council is attending to emergency road repairs.

PARKS AND RECREATION

The Parks and Gardens team are carrying out routine maintenance such as mowing, whipper snipping, tree trimming within sporting fields and the open space network.

Park Maintenance

- Mowing, weeding and whipper snipping in parks and garden areas
- Mowed and whipped the cemetery grounds
- Mowed, weeded and whipped Taylor Park
- Mowed and whipped Vaughn Park
- Mowed and whipped Proctor Park
- Mowed, weeded and whipped Memorial Park
- Mowed and whipped Rotary Park
- Mowed and whipped Goodsell Park
- Mowed and whipped SH6 Rest Stop
- Mowed, weeded and whipped Rygate Square
- Mowed and whipped Council Chambers
- Mowed and whipped O'Briens Hill and Lookout
- Mowed, weeded and whipped Endemic Garden
- Mowed, weeded and whipped Sculpture Garden
- Mowed and whipped Lawson Oval Top and Bottom
- Mowed, weeded and whipped Henry Lawson's Birthplace
- Mowed and whipped Railway Crossing on the Young Road
- Mowed and whipped Warraderry Street Islands
- Mowed and whipped Railway Free Camp (West Street)
- Mowed and whipped Henry Lawson Way
- Mowed, weeded and whipped Forbes Street Islands
- Mowed and whipped West Street Dog Park
- Mowed and whipped Company Dam Picnic Area

Town Maintenance

- Mowed the long grass next to the silos in West Street
- Planted Buxus hedge in centre garden beds at the bottom end of Main Street
- Planted Gardenias in the side garden beds at the bottom end of Main Street
- Planted Autumn Blaze Maple Trees and Snow Pear Trees in bottom end of Main Street
- Mulched all garden beds in the bottom end of Main Street

- Completed all irrigation in the bottom end of Main Street
- Cleaned up the garden in front of the Medical Centre in Main Street
- Weeded Dagmar Street
- Fixed water leak in Vaughn Park
- Replaced the irrigation pipe in Vaughn Park which leads from the toilets to the main water outlet with high pressure poly pipe

Village Maintenance

- Standard village maintenance of mowing in Greenethorpe, Caragabal and Quandialla.
- Clearance of debris at Caragabal, Greenethorpe and Bimbi.

PLANT REPORT

Plant Report			
Plant Number	Plant Description	Fault	Repairs
1105	Taxi	Battery failure	Replace
4095	John Deer	Master key	Replace
4095	John Deer	Front tyres	Replace
4113	Multi Pack	Door lock	Repair
3958	Western Star	Engine lights	Re program hardware
1135	Toyota wiper blades		
3965	Iveco	Brake warning	Adjust all
5288	Slasher	Blades	Replace
Fire Truck	BFO6279	Service and rego	Replace all filters
Fire Truck	BFO2173	Service and rego	
Fire Truck	BFO7315	Service and rego	
Fire Truck	BFO8297	Service and rego	
Fire Truck	BFO6203	Service and rego	
Fire Truck	BFO3821	Service and rego	
3965	Kenworth	Steer tyres	Replace 4116
4116	Toro	Leaking oil	Replace top crank seal
4102	Wire shorts	Steering	New harness

Plant Report			
Plant Number	Plant Description	Fault	Repairs
4111	Multi Pack	Wheel lose	New bearings ordered

BIOSECURITY

ACTIVITY	LOCATION
Administration	<ul style="list-style-type: none"> <input type="checkbox"/> Monthly report, mapping, BIS uploads, inspections and weeds loaded on Roam, email replies to relevant emails, review weed spraying program and plan of action, review relevant budget totals. <input type="checkbox"/> WAP 22/23 reporting completed.
Public Awareness	<ul style="list-style-type: none"> <input type="checkbox"/> New merchandise orders - bucket hats, beanies, caps. <input type="checkbox"/> Current stock - weed books, flyers, jumpers, caps and stubby holders. <input type="checkbox"/> Greenethorpe and Bimbi Community Hubs – information pamphlets and merchandise provided. <input type="checkbox"/> Central West Biosecurity Officers - Roster for Roles for upcoming NSW Weeds Conference.
Mapping	<ul style="list-style-type: none"> <input type="checkbox"/> Weed information mapped, synced and uploaded to DPI. <input type="checkbox"/> Working on inputting data when drone is used.
Meetings	Weddin Shire Council Weed Committee.
Training	<ul style="list-style-type: none"> <input type="checkbox"/> AQ4 Chemical Risk Management. <input type="checkbox"/> Continual drone training. <input type="checkbox"/> Manual Handling <input type="checkbox"/> Load Restraint
Private Property Inspections	<ul style="list-style-type: none"> <input type="checkbox"/> St Johns Wort trial site marked out ready for trials. <input type="checkbox"/> Information packages for landholders to receive during inspections or on request.
Roadside Inspections and On-ground Control, if Required	Continuous roadside inspections and control when required and environmental conditions allow.

ACTIVITY	LOCATION
Council Owned Land	Council owned/managed vacant land, cemeteries, town and village areas.
TSR Inspections	☐ Stock Route Road, Forbes Road, Reserve on SH6.
Rail Inspections	☐ Unused rail corridor Grenfell to Koorawatha.
Other High Risk Sites	Cemetery, silos camping areas, including National Parks and rest areas.
Slashing Spraying Program	Shoulder spraying - SH6 - completed a section which was left due to conditions.
Sucker Control	Sucker spraying ongoing, treated on sighting, when conditions allow.
Other	<ul style="list-style-type: none"> ☐ Mentoring staff member in biosecurity ☐ Familiarising Central West Regional Strategic Weed Management Plan 2023 - 2027 ☐ Legal requirements in regards to drone use on private property inspections ☐ Stocktake completed ☐ Preparation for NSW Weeds Conference 7 - 10 August 2023

12.3 DRAFT - ASSET MANAGEMENT POLICY**File Number:****Author:** Assets Engineer**Authoriser:** Director Infrastructure Services**Attachments:** 1. Draft 1.18.4 Asset Management Policy**CSP Objective:** Shire assets and services delivered effectively and efficiently**Precis:** The Asset Management Policy has been drafted to ensure responsible management and planning of assets while optimising service delivery and financial resources and will replace the previous Asset Management Policy.**Budget:** Nil**RECOMMENDATION**

That:

1. Place the Draft Asset Management Policy on public exhibition for a period of 28 days with the purpose of inviting submissions from the public and staff.
2. Request the Director Infrastructure Services present a further report to Council with all submissions received at the conclusion of the public exhibition period for Council's further consideration and adoption of the policy or in the event that no submissions are received during the exhibition period, Council formally adopt the Policy, without any changes, as a policy of Council.

RESOLUTION 179/23

Moved: Cr Frame

Seconded: Cr Kenah

That:

1. Place the Draft Asset Management Policy on public exhibition for a period of 28 days with the purpose of inviting submissions from the public and staff.
2. Request the Director Infrastructure Services present a further report to Council with all submissions received at the conclusion of the public exhibition period for Council's further consideration and adoption of the policy or in the event that no submissions are received during the exhibition period, Council formally adopt the Policy, without any changes, as a policy of Council.

THE MOTION WAS CARRIED**PURPOSE**

The purpose of this report is to present the draft Asset Management Policy to Council and request the draft policy be placed on public exhibition for a period of 28 days inviting submissions from the community.

BACKGROUND

Weddin Shire Council has recognised the critical role of effective asset management in ensuring the sustainable development and growth of the local community. However, the Council has been operating without an active Asset Management Policy since the adoption of the last policy on 16 March 2017. This prolonged absence of a current policy has exposed the need for a comprehensive update to meet the evolving demands of asset management practices and comply with the provisions of the Local Government Act 1993.

To address these challenges, Council has undertaken a review process to draft a revised Asset Management Policy. The new policy seeks to establish a standardised and systematic approach to asset management, promoting responsible stewardship, optimising operational efficiency and achieving strategic objectives.

ISSUES AND COMMENTS

Council has been supported with the Policy 1.18.3 – Asset Management Policy since it was adopted on 16 March 2017. The updated Policy fits in with Council's new template and provides a number of updates to ensure compliance with relevant legislation.

The Draft Policy considers the new requirements of the Integrated Planning and Reporting framework including the incorporation of the service reviews, which will become mandatory from September 2024.

The objectives of the policy are to:

- To provide guidelines for implementing asset management processes throughout Weddin Shire Council, utilising Council's Asset Management System as a framework.
- To ensure the reliable delivery of infrastructure at a level of service agreed upon by the community, considering their capacity and willingness to pay.
- To operate and maintain assets at a satisfactory standard and condition by implementing appropriate asset management strategies and financial treatments.
- To align asset management processes with best practices and legislative requirements, ensuring transparency and responsibility.
- To develop an understanding of life-cycle costs and apply risk management to high-risk / critical assets for sustainable asset management.

POLICY/LEGAL IMPLICATIONS

The draft Policy's objective will continue to support Council's Asset Management Plan.

FINANCIAL/RESOURCE IMPLICATIONS

There are no direct financial or resource implications relating to this draft policy.

INTERNAL/EXTERNAL CONSULTATION

No internal or external consultation has been undertaken to date, however, staff and the community will have an opportunity to provide a submission when the policy is on public exhibition for a period of 28 days.

CONCLUSION

That Council support the draft Asset Management Policy – 1.18.4, noting it will replace the previous Policy – 1.18.3.

The Asset Management Policy will serve as a robust framework to guide Weddin Shire Council in responsibly managing its assets, adhering to best practices and meeting the community's infrastructure needs.

By aligning asset management with legislative requirements, Council can enhance transparency and ensure the efficient and sustainable use of its valuable resources.

13 ENVIRONMENTAL SERVICES REPORTS

13.1 DEVELOPMENT APPLICATIONS, CONSTRUCTION CERTIFICATES AND COMPLYING DEVELOPMENT CERTIFICATES

File Number: T5

Author: Executive Assistant to the Director Environmental Services

Authoriser: Director Environmental Services

Attachments: Nil

CSP Objective: Sustainable natural, agricultural and built environments

Precis: List of development application, construction certificate and complying development application determined during the period 1 July to 31 July 2023.

Budget: Nil

RECOMMENDATION

That Council note the report.

Moved: Cr Howell

Seconded: Cr Kenah

Council noted the report.

Background

Under s. 4.16 of the *Environmental Planning and Assessment Act 1979*, under delegated authority Council Officers can exercise the power to determine development applications and post consent certificates such as construction certificates and complying development certificates. The following provides a list of the development applications, complying development applications and construction certificate applications determined within the Weddin Shire during the month of July 2023.

Development Applications Determined by Council

The undermentioned applications were received and determined subject to specified conditions, by the Director Environmental Services under delegated authority:

DA NO.	Applicant	Construction	Value (\$)	Address
16/2023	Mrs S McLelland	Installation and use of 2 above ground fuel storage self bunded tanks	\$100,000	LOT: 8 SEC: 1 DP: 758473 14 West Street GRENFELL NSW 2810
18/2023	Mr J J D'Ombra	Industrial building (Manufacture of Concrete Products)	\$125,000	LOT: 36 DP: 1251711 20 Phil Aston Place GRENFELL NSW 2810
20/2023	Mrs J M Dawes	Shed	\$19,514	LOT: 1 DP: 724965 72 West Street GRENFELL NSW 2810

Complying Development Applications

The complying development certificate applications approved within the Shire in July 2023 by Council or any other Principal Certifiers.

CDC NO.	Applicant	Construction	Value (\$)	Address
NIL				

Construction Certificates

The undermentioned applications were determined by the Director Environmental Services under delegated authority:

CC NO.	Applicant	Construction	Address
NIL			

14 DELEGATE(S) REPORTS

14.1 RECOMMENDATION PROPOSED TO THE LACHLAN REGIONAL TRANSPORT COMMITTEE

File Number:

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments: 1. Lachlan Regional Transport Committee - Questions for Consideration by Council

RECOMMENDATION

That Council discuss and put forward a decision regarding the Lachlan Regional Transport Committee (LRTC), options:

1. Would you like the Lachlan Regional Transport Committee to proceed and continue?, or
2. Would you like the Lachlan Regional Transport Committee to dis-incorporate?

RECOMMENDATION

That Council move to a Committee of the Whole.

Moved: Cr Diprose

Seconded: Cr Parlett

That Council move to a Committee of the Whole.

THE MOTION WAS CARRIED

RECOMMENDATION

That Council move out of Committee of the Whole.

Moved: Cr Diprose

Seconded: Cr Parlett

That Council move out of Committee of the Whole.

THE MOTION WAS CARRIED

MOTION TO MOVE AN AMENDMENT

Moved: Cr Diprose

Seconded: Cr Cook

AMENDMENT TO MOTION:

That Council discuss and put forward a decision by vote regarding the Lachlan Regional Transport Committee (LRTC):

1. The Lachlan Regional Transport Committee to proceed and continue

The Amendment was **PUT** and **CARRIED**.

The Amendment became the Motion.

RECOMMENDATION

That Council discuss and put forward a decision by vote regarding the Lachlan Regional Transport Committee (LRTC):

1. The Lachlan Regional Transport Committee to proceed and continue.

RESOLUTION 180/23

Moved: Cr Diprose

Seconded: Cr Cook

That Council discuss and put forward a decision by vote regarding the Lachlan Regional Transport Committee (LRTC):

1. The Lachlan Regional Transport Committee to proceed and continue

THE MOTION WAS CARRIED UNANIMOUSLY

VOTE:

FOR: Cr Diprose, Cr Frame, Cr Howell, Cr Kenah, Cr Cook, Cr Parlett,
Cr McKellar, Mayor Bembrick

INFORMATION

Cr Cook, as a Council Delegate for the Lachlan Regional Transport Committee (LRTC), provided the attached letter for Council's consideration and discussion at the 17 August 2023 Ordinary Council Meeting.

At the LRTC planning meeting held on 27 May 2023, the facilitator, Jenny Bennett put forward the following proposal:

That Members make the choice:

1. *Would you like the Lachlan Regional Transport Committee to proceed and continue*

OR

2. *Would you like the Lachlan Regional Transport Committee to dis-incorporate*

The above questions will be put to all members to vote at a special meeting on 28 October 2023 at the Grenfell Bowling Club.

Members of the LRTC were asked to take this question to their respective Council's for discussion prior to the 28 October 2023 meeting.

Following discussion, it is recommended that Cr Cook in her capacity as Delegate provide feedback to the LRTC on Weddin Shire Council's discussion and recommendation for consideration.

15 MINUTES OF COMMITTEE MEETINGS**15.1 COUNCIL COMMITTEE REPORT | REQUIRING ACTION - MINUTES OF THE ARIC COMMITTEE MEETING HELD 24 JULY 2023 & DRAFT ARIC TOR & DRAFT INTERNAL AUDIT CHARTER****File Number:** C2.6.48**Author:** Executive Assistant to the General Manager**Authoriser:** General Manager**Attachments:**

1. Attachment 1 | Minutes of the ARIC Meeting held 24 July 2023
2. Attachment 2 | Draft ARIC Terms of Reference
3. Attachment 3 | Draft ARIC Internal Audit Charter

RECOMMENDATION

That Council:

1. Adopt the Minutes of the Audit Risk and Improvement Committee (ARIC) Meeting held 24 July 2023 be noted as presented (Attachment 1).
2. Adopt the draft ARIC Terms of Reference (Attachment 2).
3. Adopt the draft Internal Audit Charter (Attachment 3).

RESOLUTION 181/23

Moved: Cr McKellar

Seconded: Cr Howell

That Council:

1. Adopt the Minutes of the Audit Risk and Improvement Committee (ARIC) Meeting held 24 July 2023 be noted as presented (Attachment 1).
2. Adopt the draft ARIC Terms of Reference (Attachment 2).
3. Adopt the draft Internal Audit Charter (Attachment 3).

THE MOTION WAS CARRIED**INFORMATION**

The inaugural Audit, Risk and Improvement Committee (ARIC) Meeting was held on 24 July 2023, the Minutes from this meeting are attached for adoption by Council.

At this meeting, the ARIC endorsed the draft ARIC Terms of Reference (ToR) and have recommended the ToR are now considered by Council and formally adopted.

The ARIC endorsed the draft Internal Audit Charter and have recommended the Charter is now considered by Council and formally adopted.

15.3 COMMITTEE REPORTS | RECEIVE AND NOTE: MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 9 MAY 2023

File Number:

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments: 1. Minutes - Local Emergency Management Committee Meeting | 9 May 2023

RECOMMENDATION

Except where otherwise dealt with, the Minutes of the Local Emergency Management Committee Meeting held 9 May 2023 be noted as presented.

RESOLUTION 182/23

Moved: Cr McKellar

Seconded: Cr Parlett

Except where otherwise dealt with, the Minutes of the Local Emergency Management Committee Meeting held 9 May 2023 be noted as presented.

THE MOTION WAS CARRIED UNANIMOUSLY

BACKGROUND

The Local Emergency Management Committee Meeting was held on 9 May 2023, the confirmed Minutes are attached for Council's information and noting.

15.4 COMMITTEE REPORTS | RECEIVE AND NOTE: MINUTES OF THE WEDDIN SHIRE LOCAL RESCUE COMMITTEE MEETING HELD 9 MAY 2023

File Number:

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments: 1. Minutes - Weddin Shire Local Rescue Committee Meeting | 9 May 2023

RECOMMENDATION

Except where otherwise dealt with, the Minutes of the Weddin Shire Local Rescue Committee Meeting held 9 May 2023 be noted as presented.

RESOLUTION 183/23

Moved: Cr Diprose

Seconded: Cr Frame

Except where otherwise dealt with, the Minutes of the Weddin Shire Local Rescue Committee Meeting held 9 May 2023 be noted as presented.

THE MOTION WAS CARRIED UNANIMOUSLY

BACKGROUND

The Weddin Shire Local Rescue Committee Meeting was held on 9 May 2023, the confirmed Minutes are attached for Council's information and noting.

15.5 COUNCIL COMMITTEE REPORT | REQUIRING ACTION: MINUTES OF THE WEDDIN LOCAL TRAFFIC COMMITTEE MEETING HELD 6 JUNE 2023

File Number:

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments: 1. Minutes - Weddin Local Traffic Committee Meeting | 6 June 2023

RECOMMENDATION

Except where otherwise dealt with, the Minutes of the Weddin Local Traffic Committee Meeting held 6 June 2023 be noted and adopted as presented.

RESOLUTION 184/23

Moved: Cr Parlett

Seconded: Cr McKellar

Except where otherwise dealt with, the Minutes of the Weddin Local Traffic Committee Meeting held 6 June 2023 be noted and adopted as presented.

THE MOTION WAS CARRIED UNANIMOUSLY

BACKGROUND

The Weddin Local Traffic Committee Meeting was held on 6 June 2023. The confirmed Minutes from this meeting are attached for Council to note and adopt as presented.

**16 CLOSED COUNCIL
NIL**

**17 RETURN TO OPEN COUNCIL
NIL**

**18 REPORT ON CLOSED COUNCIL
NIL**

19 CLOSURE

The Meeting closed at **6:41pm**.

Moved: Cr Frame

Seconded: Cr Kenah

THE MOTION WAS CARRIED

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 28 September 2023.

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CHAIRPERSON