



MINUTES

Ordinary Council Meeting Thursday 16 November 2023

Date: Thursday 16 November 2023

Time: 8:00AM

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

ORDER OF BUSINESS

1 OPENING.....4

2 ACKNOWLEDGEMENT OF COUNTRY.....4

3 ACKNOWLEDGEMENT OF SERVICE.....4

4 ATTENDANCE AND APPLICATIONS FOR LEAVE.....4

5 CONFIRMATION OF MINUTES5

6 DISCLOSURES OF INTEREST.....5

7 PUBLIC FORUM.....5

8 MAYORAL REPORTS/MINUTES.....5

8.1 MAYORAL MINUTE - COUNCILLOR ROADSHOW - OCTOBER 2023.....5

9 MOTIONS/QUESTIONS WITH NOTICE.....6

10 CORRESPONDENCE.....6

11 GENERAL MANAGER REPORTS6

11.1 ANNUAL LEAVE REQUEST AND ACTING GENERAL MANAGER ARRANGEMENTS6

11.2 DRAFT PPE UNIFORM POLICY AND DRAFT SUN PROTECTION POLICY7

11.3 RESOLUTION REGISTER9

11.4 CARGO 2 GRENFELL FUNDRAISER WALK10

11.5 QUARTERLY BUSINESS REVIEW STATEMENT (QBR) AS AT 30 SEPTEMBER 2023.....11

12 CORPORATE SERVICES REPORTS16

12.1 UPDATED COUNCILLOR AND DESIGNATED PERSONS WRITTEN RETURN OF INTEREST FOR 2022-2023 PERIOD.....16

12.2 ADOPTION OF CYBER SECURITY POLICY.....19

12.3 ADOPTION OF INFORMATION SERVICES POLICY.....21

12.4 SMALL BUSINESS MONTH 2023.....24

12.5 2023 - 2024 COUNCIL SHUT DOWN PERIOD.....26

12.6 COMMUNITY SUPPORT | COUNCIL DONATION TO WEDDIN SHIRE SCHOOLS END OF YEAR PRESENTATIONS.....28

12.7 COMMUNITY SUPPORT APPLICATION | THE GRENFELL RACECOURSE LAND MANAGER - REQUEST FOR WAIVER OF DA FEES & CHARGES29

12.8 COMMUNITY SUPPORT APPLICATION | QUANDIALLA SOLDIERS' MEMORIAL HALL ASSOCIATION INC32

12.9 STATEMENT OF BANK BALANCES35

12.10 RATES AND CHARGES COLLECTIONS - OCTOBER 202336

13 INFRASTRUCTURE SERVICES REPORTS38

13.1	INFRASTRUCTURE WORKS REPORT	38
13.2	CONSIDERATION OF GRENFELL ENDEMIC GARDEN MAINTENANCE OWNERSHIP	52
13.3	ROAD MAINTENANCE COUNCIL CONTRACT (RMCC)	59
14	ENVIRONMENTAL SERVICES REPORTS.....	62
14.1	DEVELOPMENT APPLICATIONS, CONSTRUCTION CERTIFICATES AND COMPLYING DEVELOPMENT CERTIFICATES.....	62
14.2	CARAVAN PARK OPERATION.....	63
14.3	QUANDIALLA & CARAGABAL WASTE FACILITIES	64
15	DELEGATE(S) REPORTS.....	67
15.1	DELEGATE REPORT CNSWJO AND NSW RURAL DOCTORS NETWORK REGIONAL COMMUNITY HEALTH SYSTEM AND REGIONAL ENGAGEMENT WORKSHOP	67
16	MINUTES OF COMMITTEE MEETINGS	69
16.1	COUNCIL COMMITTEE REPORT REQUIRING ACTION - MINUTES OF THE QUANDIALLA POOL COMMITTEE MEETING HELD 1 SEPTEMBER 2023.....	69
16.2	COUNCIL COMMITTEE REPORT REQUIRING ACTION - MINUTES OF THE WEDDIN SHIRE COUNCIL TOURISM COMMITTEE MEETING HELD ON 5 OCTOBER 2023.....	69
16.3	COUNCIL COMMITTEE REPORT REQUIRING ACTION - MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD 8 AUGUST 2023.....	70
17	CLOSED COUNCIL	71
17.1	RECLASSIFICATION OF COMMUNITY LAND TO OPERATIONAL LAND	72
17.2	ENTERING INTO CONTRACTS FOR THE SUPPLY AND DELIVERY OF ROAD SIGNS	72
17.3	PROVISION OF SPRAY SEAL SERVICES - REGIONAL AND COUNCIL ROADS.....	72
17.4	PHIL ASTON PLACE - ECONOMIC LOSS	72
17.5	PHIL ASTON PLACE - ENTRANCE (DRIVEWAY)	72
17.6	RESCIND COUNCIL RESOLUTION 22/2021 AND DONATION OF FUNDS	72
18	RETURN TO OPEN COUNCIL	74
19	REPORT ON CLOSED COUNCIL.....	74
20	CLOSURE.....	76

**MINUTES OF WEDDIN SHIRE COUNCIL
ORDINARY MEETING
HELD AT THE COUNCIL CHAMBERS, CNR CAMP & WEDDIN STREETS, GRENFELL
NSW 2810
ON THURSDAY, 16 NOVEMBER 2023 AT 8:00AM**

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 ACKNOWLEDGEMENT OF SERVICE

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 ATTENDANCE AND APPLICATIONS FOR LEAVE**ATTENDANCE****PRESENT:**

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

IN ATTENDANCE:

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

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

LEAVE OF ABSENCE APPLICATION

Nil

5 CONFIRMATION OF MINUTES

RESOLUTION 247/23

Moved: Cr Diprose

Seconded: Cr Howell

That Minutes of the Ordinary Council Meeting held 19 October 2023 be taken as read and CONFIRMED.

THE MOTION WAS CARRIED

6 DISCLOSURES OF INTEREST

7 PUBLIC FORUM

- Cargo To Grenfell Fundraiser | Via Zoom: Toby Barons

8 MAYORAL REPORTS/MINUTES

8.1 MAYORAL MINUTE - COUNCILLOR ROADSHOW - OCTOBER 2023

File Number:

Attachment: Nil

CSP Objective: Shire assets and services delivered effectively and efficiently

Budget: Nil

RECOMMENDATION

That Council note the Mayoral Minute.

RESOLUTION 248/23

Moved: Cr Best

Seconded: Cr Parlett

That Council note the Mayoral Minute.

THE MOTION WAS CARRIED UNANIMOUSLY

MOTION

That Council develop an action register from the Council Roadshow Days.

RESOLUTION 249/23

Moved: Cr Parlett

Seconded: Cr Cook

That Council develop an action register from the Council Roadshow Days.

THE MOTION WAS CARRIED UNANIMOUSLY

I wanted to publically thank the Councillors, Staff and the Community for what I understand to have been a very successful Councillor Roadshow on 24 October 2023.

Unfortunately I wasn't able to participate on the bus trip and would like to thank my colleagues, Deputy Mayor Cr Best, Cr Cook, Cr Frame, Cr Howell, Cr Kenah and Cr Parlett for participating in the Councillor Roadshow.

Thank you to our community members for taking time out of your schedules to meet with the Councillors and have your concerns heard. I understand that each of the locations was well represented, thank you. I trust the community found value in meeting face to face with Councillors and asking questions, receiving answers and explanations from staff.

I note the Councillors found the Roadshow beneficial, as such we will look to program another Roadshow in for February/March 2024.

9 MOTIONS/QUESTIONS WITH NOTICE

Nil

10 CORRESPONDENCE

Nil

11 GENERAL MANAGER REPORTS

11.1 ANNUAL LEAVE REQUEST AND ACTING GENERAL MANAGER ARRANGEMENTS
--

File Number:

Author: General Manager

Authoriser: General Manager

Attachments: Nil

CSP Objective: Collaborative wealth building (strong, diverse and resilient local economy)

Precis: To seek approval for annual leave and to appoint an acting General Manager

Budget: As per acting arrangements

Noreen Vu left the room at 8:20 am.

Noreen Vu entered the room at 8:21 am.

RECOMMENDATION

That Council:

1. Approves the application for leave by the General Manager from Wednesday 13 December 2023 to Monday 1 January 2024 (inclusive).

2. Mr Luke Sheehan be appointed as Acting General Manager with the same delegations from Council as for the General Manager for the period.

RESOLUTION 250/23

Moved: Cr Frame

Seconded: Cr Howell

That Council:

1. Approves the application for leave by the General Manager from Wednesday 13 December 2023 to Monday 1 January 2024 (inclusive).
2. Mr Luke Sheehan be appointed as Acting General Manager with the same delegations from Council as for the General Manager for the period.

THE MOTION WAS CARRIED UNANIMOUSLY

Application is made for annual leave by the General Manager from Wednesday 13 December 2023 to Monday 1 January 2024 (inclusive). It is proposed that Mr Luke Sheehan be appointed as Acting General Manager for this period.

11.2 DRAFT PPE UNIFORM POLICY AND DRAFT SUN PROTECTION POLICY
--

File Number:

Author: Acting WHS Officer

Authoriser: General Manager

Attachments:

1. Draft PPE Uniform Policy
2. Draft Sun Protection Policy

CSP Objective: Shire assets and services delivered effectively and efficiently

Precis: The PPE Uniform Policy and Sun Protection Policy have been developed to provide guidelines on acceptable and appropriate WHS guidelines for those employees working outside.

Budget: Nil

RECOMMENDATION

That Council

1. Place the draft PPE Uniform and draft Sun Protection Policies on public exhibition for a period of 28 days with the purpose of inviting submissions from the public and staff.
 2. Request the General Manager present a further report to Council with all the submissions received at the 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 and changes, as a Policy.
-

RESOLUTION 251/23

Moved: Cr Frame

Seconded: Cr McKellar

That Council

1. Place the draft PPE Uniform and draft Sun Protection Policies on public exhibition for a period of 28 days with the purpose of inviting submissions from the public and staff.
2. Request the General Manager present a further report to Council with all the submissions received at the 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 and changes, as a Policy.

THE MOTION WAS CARRIED UNANIMOUSLY

PURPOSE

The purpose of this report is to provide two policies to Council for public exhibition. The draft Personal Protective Equipment Uniform Policy and the draft Sun Protection Policy is presented together. They provide employees who work outside with guidelines and framework for an appropriate uniform that provides adequate protection from workplace hazards and promotes a positive corporate image.

BACKGROUND

Weddin Shire Council has a 'Duty of Care' to its employees, contractors, volunteers and visitors. To ensure their health and safety and to provide information on the uniform worn outside that outlines a dress code and the protective clothing and Personal Protective Equipment (PPE) required.

Personal Protective Clothing and Equipment were previously referenced as a general site safety rule in the 16.8.2 Work Health and Safety Management Plan.

These Policies formalise the process moving forward and is now proposed for public exhibition.

ISSUES AND COMMENTS

The Weddin Shire Council has no formal document that manages the expectations and provides clear guidelines on acceptable and appropriate standards of dress for those employees working outside.

Whilst Personal Protective Equipment (PPE) and clothing that are required for a specific task or piece of equipment are stated on the relevant safety documents ie. Safe Work Method Statements (SWMS).

Sun Protection was previously addressed a requirement to control the risk of sun exposure in the Safe Work Method Statements (SWMS).

There are no Policies or Procedures that provide the specific framework and guidelines that Council requires to ensure that it employees and workers are protected from workplace hazards and risks for PPE Uniform or Sun Protection.

POLICY/LEGAL IMPLICATIONS

Under the Work Health and Safety Act 2011 Part 2 Clause 19, Council has a primary duty of care so far as reasonably practicable to ensure that the health and safety of workers is not put at risk from work carried out as part of the conduct of the business or undertaking.

Therefore it is a legislative requirement that Council ensure the health and safety of its workers and other persons within the workplace.

FINANCIAL/RESOURCE IMPLICATIONS

There are no direct financial or resource implications relating to these draft Policies as Council already has a PPE budget. These Policies have been developed to provide the guidelines for Council employees, contractors, volunteers and visitors to follow to ensure adequate protection from workplace hazards.

INTERNAL/EXTERNAL CONSULTATION

The working draft policies were presented to the Staff Consultative Committee. Further consultation with the workforce is required on the proposed policies. The current versions will be further presented to the WHS and Staff Consultative Committee and mentioned on employees payslip messages. In addition, the community are welcome to provide a submission.

CONCLUSION

That Council support the new draft PPE Uniform Policy and Sun Protection Policy. The PPE Uniform Policy and Sun Protection Policy provide clear guidelines on acceptable and appropriate WHS standards of dress for those employees and other persons working outside. That Council endorses the public exhibition of these two policies.

11.3 RESOLUTION REGISTER

File Number:	C2.3.3
Author:	Executive Assistant to the General Manager
Authoriser:	General Manager
Attachments:	1. Current Resolution Register As at 9 November 2023
CSP Objective:	Shire assets and services delivered effectively and efficiently
Precis:	Council Resolution/Action Register Update
Budget:	NIL

RECOMMENDATION

That Council note the attached Resolution/Action Register.

RESOLUTION 252/23

Moved: Cr Diprose

Seconded: Cr Kenah

That Council note the attached Resolution/Action Register.

THE MOTION WAS CARRIED UNANIMOUSLY

PURPOSE

To provide Council with an update on the current outstanding Resolution/Action Register as at 9 November 2023.

11.4 CARGO 2 GRENFELL FUNDRAISER WALK
--

File Number:

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments: 1. Att 1 - Letter to C2G Fundraiser Walk re Community Support Application

CSP Objective: Culturally rich, vibrant and inclusive community

Precis: Update regarding Cargo 2 Grenfell Fundraiser Walk

Budget: NIL

RECOMMENDATION

That Council note the report.

RESOLUTION 253/23

Moved: Cr Parlett

Seconded: Cr Howell

That Council note the report.

THE MOTION WAS CARRIED

PURPOSE

To provide Council with an update on the Cargo 2 Grenfell (C2G) Fundraiser Walk.

BACKGROUND

C2G submitted a Community Support Application to the 28 September 2023 Ordinary Council Meeting seeking support of traffic controllers, support vehicles, portaloos hire and cash donation. Council resolved (Resolution 204/23) to endorse the \$500.00 donation, approve in-kind donation of portaloos hire and for the General Manager to write to C2G to explain Council would not be able to support the request of the traffic controllers and vehicles. Copy of letter attached.

Mr Barons, Event Organiser, C2G Fundraiser Walk responded to the letter thanking Council for the donation and noted appreciation and understands Council's position. Mr Barons has asked for an opportunity to talk about the C2G fundraiser walk initiative with Council and Councillors at an upcoming Council Meeting. The team would like to share their vision of the event and the endeavours of the foundation moving forward.

ISSUES AND COMMENTS

C2G is a community driven event which raises money for Mental Health resources in the region, including within the Weddin Shire.

CONCLUSION

It is recommended that Council invite Mr Barons to present at an Ordinary Council Meeting.

11.5 QUARTERLY BUSINESS REVIEW STATEMENT (QBRS) AS AT 30 SEPTEMBER 2023
--

File Number: A1.6

Author: General Manager

Authoriser: General Manager

Attachments: 1. Quarterly Business Review Statement as at 30 September 2023

CSP Objective: Shire assets and services delivered effectively and efficiently

Precis: Statutory Report

Budget: \$ Nil to be sourced from

MOTION TO DEAL WITH QBRS ITEM NOW AND FOR DISCUSSION TO BE HELD

Moved: Cr McKellar

Seconded: Cr Howell

MOTION WAS PUT AND CARRIED

RECOMMENDATION

That Council:

1. Accept The Report Quarterly Budget Review Statement As at 30 September 2023 Noting That The Financial Statements From Fy2023 Remains Unaudited
2. Note The Software Issue In Generating The Report and that the report was included in the original paper.

RESOLUTION 255/23

Moved: Cr Diprose

Seconded: Cr McKellar

1. Accept The Report Quarterly Budget Review Statement As at 30 September 2023 Noting That The Financial Statements From Fy2023 Remains Unaudited
2. Note The Software Issue In Generating The Report and that is was included in the original paper.

THE MOTION WAS CARRIED

RECOMMENDATION

That Council accept the report Quarterly Budget Review Statement as at 30 September 2023 noting that the financial statements from FY2023 remains unaudited as a late paper.

RESOLUTION 254/23

Moved: Cr Diprose

Seconded: Cr Best

That Council accept the report Quarterly Budget Review Statement as at 30 September 2023 noting that the financial statements from FY2023 remains unaudited, as a late paper.

THE MOTION WAS CARRIED

MOTION TO MOVE AN AMENDMENT

Moved: Cr Frame

Seconded: Cr Howell

That Council:

1. Accept The Report Quarterly Budget Review Statement As at 30 September 2023 Noting That The Financial Statements From Fy2023 Remains Unaudited
2. Note The Software Issue In Generating The Report and that is was included.

THE MOTION WAS PUT AND CARRIED

PURPOSE

The QBRS is a financial reporting system that presents a summary of Council's financial position at the end of each quarter of the financial year.

BACKGROUND

The QBRS consist of a Responsible Accounting Officers (ROA) statement, Operational Income and Expenditure Budget Review, Capital Budget Review, Cash and Investments Review, Contracts Awarded, Legal Expenses, and Consultant Expenses.

The QBRS is designed to facilitate progress reporting against the original and revised budgets at the end of each quarter, provide explanations for major variations, and enable the ROA to indicate if Council will be in a satisfactory financial position at the end of the financial year.

Council has been without a Director of Corporate Services since 1 June 2023. The attached QBRS has been prepared with limited capacity however noting that it is a statutory requirement to submit the QBRS to Council.

ISSUES AND COMMENTS

The QBRS Report is attached for Council's consideration and includes information on:

- Consolidated income statement
- Income statement by fund
- Contracts, consultants and legal budget review statement

- Council's performance (by programs)
- Revenue analysis versus budget
- Expenditure analysis versus budget
- Council's capital program
- Supplementary votes
- Reserves.

POLICY/LEGAL IMPLICATIONS

There are no direct policy or legal implications.

FINANCIAL/RESOURCE IMPLICATIONS

The following is a summary of financial and resourcing implications for Council. It must be noted that due to the limited capacity within Council's current workforce, the following information is provided for Council's awareness and for matters for the new Director of Corporate Services to address. It was important to provide the Council this information for pending adjustments that will need to be made into the future.

General Budget

- Following the commencement of the new Director of Corporate Services, adjustments will need to be made to the operating budget. This is because Council is likely to receive a higher income through grants, user fees and charges through the natural disaster declarations and construction works for this financial year. This will also avoid the material changes that occurred with the financial statement for the 2023 period, whereby Council received its highest income from continuing operations of \$39 million, exceeding the original unaudited budget of \$13 million. Indication from Council's Contractor Accountant has stated that Council is likely to see a similar financial year. The current operational budget is \$13.273 million.
- Adjustments have not been made within this QBRS, but flagged for awareness.
- Vacancies in the organisation including the Director of Corporate Services and Accountant and other vacant positions could see a potential savings for the quarter. A revote of funds and manual journal at a later stage when the new Director of Corporate Services commences for the first quarter vacancies to account for the costs for the Accountants who have assisted in the preparation of the financial statements.
- Council's received a \$22,000 benefit from State Cover to provide WHS related activities to staff.
- Council made a profit of \$78,675.87 in interest earned.

Environmental Services

- The temporary closures of the Quandialla and Caragabal tips is a significant area of concern. Council resolved last month to create an external restriction for waste management and immediately internally allocate \$100,000 to domestic waste management. The costs to clean up the site in accordance to the EPA requirements

and longer term ability to set up a waste management fund to deal with the future rehabilitation and post rehabilitation is currently unknown and a significant concern.

Infrastructure Services

- Works with the RMCC continues however, the administration burden proving actual expenditure does not appropriately account for oncosts by council staff to administer our contract such as procurement activities, creditor payments and general business administration. The reduced square metre rate from \$100 per sqm to \$85 per sqm will have future implications for Council's ability to maintain the RMCC. Indicatively the 2023/2024 ordered work program indicates approximately \$1.466 million. A potential cost saving is the reduction in internal project management (contractor cost, accommodation and travel) which was previously outsourced to a contractor and now sits with an existing employee.
- Natural disaster repair works for AGRN-1034 has been submitted to TfNSW for \$8,182,883.65 and currently awaiting approval. There are additional repair works packages to be submitted. The amount of works may see an increase in employee costs with overtime hours worked and/or additional staff to assist in the process.
- The Regional Emergency Road Repair Fund recently announced for \$2,755,267.00, has a significant limitation of a 2% project management/oncost. This could see Council absorbing much of the internal project management cost to deliver the project.
- Council is obligated to have an asset management strategy and plan through the Integrated Planning and Reporting Framework. The current asset management plans have not been reviewed since 2017. Council does not have an asset management strategy. Upon the commencement of the new Director of Corporate Services, budget will need to be considered within this financial year to assist Council in complying with these requirements.
- Council's sewer fund will be a concern into the future as the costs to operate and maintain the new plant has proven to be costly. At this stage, it is only flagged for awareness.

Corporate Services

- Council will be undertaking a major IT upgrade with an upgrade to Authority 7.1 and server upgrade. Upon commencement of a new Director of Corporate Services, the costs to support the program upgrade and ongoing upkeep of the different modules will need to be appropriately costed and reported back to Council.
- Of the different modules to be introduced through the upgrade, will include asset management system and a customer response management system. This will allow for customer responses to be notified when jobs are completed.
- The Corporate Services consultant's budget will need to be reviewed into the future to ensure adequate expenditure to allow for obtaining assistance that is not grant funded. This interest earned in investments could provide the needed funds to ensure Council meets it's of internal audit requirements and to manage any compliance actions directed by the Audit, Risk and Improvement Committee.

- Council's long term financial plan has not been reviewed since its inception in 2017. Best practice includes an annual review. Whilst a number of the works can be undertaken in house, some assistance will need to be outsourced. Therefore it is important that the Corporate Services Consultants budget is supported with adequate resourcing. The Director of Corporate Services will determine this in the near future. This will also influence Council's Workforce Plan and will assist in developing a Business Continuity Plan.
- Early indication of the next local government elections shows that the costs are significantly increasing with pre polling potentially being introduced. At this stage, Council has put a budget into this financial year to accrue into the next financial year to soften the impact, however did not pre-empt pre polling. In addition to the local government elections, neither Councils within the area (Bland, Cowra and Weddin) has a council office space for the returning office. This means that the Electoral Commission is likely to rent out a commercial tenancy next year for 14 weeks, which will be passed onto Council to pay. This was unforeseen when Council adopted its operational budget.
- The Corporate Services legal expenses vote of \$15,000 is likely to be exceeded. A future re-vote will need to be identified to provide additional budget to the legal expenses vote. Year to date expenditure has involved expenses of reimbursement of legal fees to a Councillor, drafting of leases or legal advice on council's assets and insurance excesses regarding legal matters. Although some maybe cost recovered under Council insurance, a future re-vote will need to be tabled back to Council.

INTERNAL/EXTERNAL CONSULTATION

Council's Executive Team have been consulted on the issues raised in the QBRS and are of the understanding of the current limited capacity in house to undertake any material changes to the current budget.

CONCLUSION

To adopt the Quarterly Review Statement as recommended, noting that the financial statements from the previous financial year remain unaudited.



WEDDIN SHIRE COUNCIL



**QBRS for Period Ending
30 September 2023**



STATEMENT

As Responsible Accounting Officer, I have conducted a review of Weddin Shire Council's 2023-2024 Budget (the budget). Council has been without vital positions such as the Director of Corporate Services. This Quarterly Budget Review Statement has been prepared to the best of our limited resources and capability.

Several items have been identified which will require the budget to be adjusted to reflect current realistic financial expectations and to correct anomalies which have been identified during the current review. Those adjustments are detailed below.

The Local Government (General) Regulation 2021 requires in clause 203(1) that:

Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council's revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.

As part of the September Quarterly Budget Review, Council staff have reviewed the capital and operational program. This report represents Council's ability to carry out and fund both the capital and operational programs of Council.

As at 30 September 2023, Council's consolidated result for the quarter reflects a profit of \$3,159,476 being \$2,602,944 in relation to the General Fund and \$566,500 in relation to the Sewer Fund. \$1,330,519 (36.9%) of the \$3,607,917 capital program has been expended at 30 September 2023, \$807,671 of which relates to Council's road's program.

The contracts recognised within the report, represent the one panel contract which was awarded during the quarter for Stabilisation of Regional and Council Roads. The September Quarterly Budget review reflects several proposed changes to address known changes in circumstances and to correct anomalies identified in the review. The proposed adjustments are as follows, however noting that this will be confirmed upon commencement of the Director of Corporate Services:

GENERAL FUND

General Budget Comments

- Following the commencement of the new Director of Corporate Services, adjustments will need to be made to the operating budget. This is because Council is likely to receive a higher income through grants, user fees and charges through the natural disaster declarations and construction works for this financial year. This will also avoid the material changes that occurred with the financial statement for the 2023 period, whereby Council received its highest income from continuing operations of \$39 million, exceeding the original unaudited budget of \$13 million. Indication from Council's Contractor Accountant has stated that Council is likely to see a similar financial year. The current operational budget is \$13.273 million.
- Adjustments have not been made within this QBRS, but flagged for awareness.
- Vacancies in the organisation including the Director of Corporate Services and Accountant and other vacant positions could see a potential savings for the quarter. A revote of funds and manual journal at a later stage when the new Director of Corporate Services commences for the first quarter vacancies to account for the



costs for the Accountants who have assisted in the preparation of the financial statements.

- Council's received a \$22,000 benefit from State Cover to provide WHS related activities to staff.
- Council made a profit of \$78,675.87 in interest earned.

Environmental Services

- The temporary closures of the Quandialla and Caragabal tips is a significant area of concern. Council resolved last month to create an external restriction for waste management and immediately internally allocate \$100,000 to domestic waste management. The costs to clean up the site in accordance to the EPA requirements and longer term ability to set up a waste management fund to deal with the future rehabilitation and post rehabilitation is currently unknown and a significant concern.

Infrastructure Services

- Works with the RMCC continues however, the administration burden proving actual expenditure does not appropriately account for oncosts by council staff to administer our contract such as procurement activities, creditor payments and general business administration. The reduced square metre rate from \$100 per sqm to \$85 per sqm will have future implications for Council's ability to maintain the RMCC. Indicatively the 2023/2024 ordered work program indicates approximately \$1.466 million. A potential cost saving is the reduction in internal project management (contractor cost, accommodation and travel) which was previously outsourced to a contractor and now sits with an existing employee.
- Natural disaster repair works for AGRN-1034 has been submitted to TfNSW for \$8,182,883.65 and currently awaiting approval. There are additional repair works packages to be submitted. The amount of works may see an increase in employee costs with overtime hours worked and/or additional staff to assist in the process.
- The Regional Emergency Road Repair Fund recently announced for \$2,755,267.00, has a significant limitation of a 2% project management/oncost. This could see Council absorbing much of the internal project management cost to deliver the project.
- Council is obligated to have an asset management strategy and plan through the Integrated Planning and Reporting Framework. The current asset management plans have not been reviewed since 2017. Council does not have an asset management strategy. Upon the commencement of the new Director of Corporate Services, budget will need to be considered within this financial year to assist Council in complying with these requirements.
- \$39,720 increase to the expenses related to providing Private Works being the 12% increase in gravel royalties to quarry owners.

Corporate Services

- Council will be undertaking a major IT upgrade with an upgrade to Authority 7.1 and server upgrade. Upon commencement of a new Director of Corporate Services, the costs to support the program upgrade and ongoing upkeep of the different modules will need to be appropriately costed and reported back to Council.
- Of the different modules to be introduced through the upgrade, will include asset management system and a customer response management system. This will allow for customer responses to be notified when jobs are completed.



- The Corporate Services consultant's budget will need to be reviewed into the future to ensure adequate expenditure to allow for obtaining assistance that is not grant funded. This interest earned in investments could provide the needed funds to ensure Council meets its internal audit requirements and to manage any compliance actions directed by the Audit, Risk and Improvement Committee.
- Council's long term financial plan has not been reviewed since its inception in 2017. Best practice includes an annual review. Whilst a number of the works can be undertaken in house, some assistance will need to be outsourced. Therefore it is important that the Corporate Services Consultants budget is supported with adequate resourcing. The Director of Corporate Services will determine this in the near future. This will also influence Council's Workforce Plan and will assist in developing a Business Continuity Plan.
- Early indication of the next local government elections shows that the costs are significantly increasing with pre polling potentially being introduced. At this stage, Council has put a budget into this financial year to accrue into the next financial year to soften the impact, however did not pre-empt pre polling. In addition to the local government elections, neither Councils within the area (Bland, Cowra and Weddin) has a council office space for the returning office. This means that the Electoral Commission is likely to rent out a commercial tenancy next year for 14 weeks, which will be passed onto Council to pay. This was unforeseen when Council adopted its operational budget.
- The Corporate Services legal expenses vote of \$15,000 is likely to be exceeded. A future re-vote will need to be identified to provide additional budget to the legal expenses vote. Year to date expenditure has involved expenses of reimbursement of legal fees to a Councillor of \$3,465, drafting of leases or legal advice on council's assets and insurance excesses regarding legal matters. Year to date data reflects actual expenses. Although some may be cost recovered under Council insurance, a future re-vote will need to be tabled back to Council.

SEWER FUND

- Council's sewer fund will be a concern into the future as the costs to operate and maintain the new plant has proven to be costly. At this stage, it is only flagged for awareness.
- At 30 June 2023, the unaudited financial statements have determined a borrowing from external restrictions to pay for expenses in the general fund from the sewer fund.



Report by Responsible Accounting Officer

The following statement is made in accordance with clause 203(2) of the Local Government (General) Regulation 2021:

It is my opinion that the Quarterly Budget Review Statement for Weddin Shire Council for the quarter ended 30 September 2023 indicates that the Council's projected financial position at 30 June 2023 will be satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:

Date: 9 November 2023

Noreen Vu
Responsible Accounting Officer
General Manager



Contents

STATEMENT	2
1. Consolidated P&L for the Period Ending 30 September 2023	7
2. Statement of Financial Position.....	8
3. Contracts, Consultants & Legal Budget Review Statement	9
4. Revenue Analysis vs Budget.....	10
5. Capital Program	11
6. Statement of Cash Flows (not provided)	12
7. Listing of Supplementary Votes.....	12
8. Reserve Balances.....	12



1. Consolidated P&L for the Period Ending 30 September 2023

The information below is mapped using Council's program that we have been able to determine the local income and expenditure for each fund as follows:

FUND	REVENUE	EXPENDITURE	PROFIT/(LOSS)
General	7,092,420	4,517,165,090	2,602,944
Sewer	721,622	165,090	566,500
Consolidated	7,814,042	4,682,393	\$3,159,444

The information prepared using the *Financial Performance by Programs* based on the trial balances provided by staff. Based on the information provided, no depreciation on assets has been recorded for the quarter and accordingly has not been included in this report. This will need to be adjusted.



2. Statement of Financial Position

BALANCE SHEET AS AT 30 SEPTEMBER 2023

Line Item	General	Sewer	Consolidated
Assets			
Current Assets			
Cash and Cash Equivalents	2,185	719	2,905
Receivables (Current)	16,252	474	16,726
Inventories (Current)	1,631	-	1,631
Total Current Assets	20,069	1,193	21,262
Non-Current Assets			
Investments using Equity Method	37,574	-	37,574
Property, Plant & Equipment	235,241	20,694	255,935
Total Non-Current Assets	272,815	20,694	293,509
Total Assets	292,884	21,888	314,771
Liabilities			
Current Liabilities			
Payables (Current)	537	-	537
Borrowings (Current)	671	-	671
Provisions (Current)	5,508	19	5,527
Total Current Liabilities	6,717	19	6,736
Non-Current Liabilities			
Borrowings (Non-Current)	3,503	-	3,503
Provisions	645	-	645
Total Non-Current Liabilities	4,148	-	4,148
Total Liabilities	10,865	19	10,884
Net Assets	282,019	21,869	303,887
Equity			
Accumulated Surplus	180,480	15,326	195,805
Revaluation Reserves	101,539	6,543	108,082
Total Equity	282,019	21,869	303,887
Ratios	General	Sewer	
Current Ratio	2.99	62.79	
Debt Service Cover Ratio (Consolidated)	0.58		

The Statement of Financial Position (Balance Sheet) using the information contained within the ledger, assumptions have been made regarding the classification of current and non-current assets and liabilities.

The opening balances within the report uses Council's unaudited financial statements for the year ended 30 June 2023. Therefore there may be corrections following the audit.



3. Contracts, Consultants & Legal Budget Review Statement

Contractor	Contract Purpose	Contract Value		Budgeted
Q1				
Stablised Pavements of Australia Pty Ltd	Provision of Stabilising Services - Regional and Council Roads	>150,000	216/23	Y
Downer EDI Works	Provision of Stabilising Services - Regional and Council Roads	>150,000	216/23	Y
Accurate Asphalt and Road Repairs Pty Ltd	Provision of Stabilising Services - Regional and Council Roads	>150,000	216/23	Y
Countrywide Asphalt Pty Ltd	Provision of Stabilising Services - Regional and Council Roads	>150,000	216/23	Y
Fulton Hogan Pty Ltd	Provision of Stabilising Services - Regional and Council Roads	>150,000	216/23	Y
Grab Hire (Chambers Civil Construction) Pty Ltd	Provision of Stabilising Services - Regional and Council Roads	>150,000	216/23	Y
The Stabilising Pty Ltd	Provision of Stabilising Services - Regional and Council Roads	>150,000	216/23	Y
Australian Indigenous Business Services Pty Ltd	Provision of Stabilising Services - Regional and Council Roads	>150,000	216/23	Y
Durack Civil Pty Ltd	Provision of Stabilising Services - Regional and Council Roads	>150,000	216/23	Y
Consultancy & Legal Expenses				
			YTD	
Expense			Expenditure	Budgeted
Consultancies			17,100.00	Y
Legal Fees			5,433.00	Y
Notes:				
1. Minimum reporting level for contracts is 1% of estimated income from continuing operations of Council or \$50,000 - whichever is the lesser.				
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier List.				
3. Contracts for employment are not required to be included.				
4. A consultant is a person or organisation engaged under a contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work differentiates a consultant from other contractors.				



4. Revenue Analysis vs Budget

General Fund	Approved Changes			Suggested Changes			Actuals		
	Original Budget	SV Q1	SV Q2	SV Q3	Revised Budget	For approval	Final Budget	Actuals	Variance
Community and Culture									
Art Gallery	5	-	-	-	5	-	5	1	27%
Emergency Services	113	-	-	-	113	-	113	-	0%
Henry Lawson Festival	-	-	-	-	-	-	-	-	-
Health	85	-	-	-	-	-	-	-	-
Library	74	-	-	-	74	-	74	-	0%
Taxi	-	-	-	-	-	-	-	-	0%
Total Community and Culture	277	-	-	-	192	-	192	1	1%
Local Economy									
Caravan Park	25	-	-	-	25	-	25	24	98%
Economic Development & Tourism	11	-	-	-	11	-	11	24	208%
Total Local Economy	36	-	-	-	36	-	36	48	133%
Environmental									
Animal Control	12	-	-	-	12	-	12	2	20%
Council Property	99	-	-	-	99	-	99	486	489%
Heritage	10	-	-	-	10	-	10	-	0%
Planning & Building	115	-	-	-	115	-	115	25	22%
Swimming Pools	51	-	-	-	51	-	51	-	0%
Waste Management	843	-	-	-	843	-	843	727	86%
Total Environmental	1,131	-	-	-	1,131	-	1,131	1,241	110%
Infrastructure									
Cemeteries	70	-	-	-	70	-	70	23	33%
Depot	-	-	-	-	-	-	-	-	0%
Engineering Support	-	-	-	-	-	-	-	-	0%
Parks & Gardens	-	-	-	-	-	-	-	132	0%
Plant	85	-	-	-	85	(7)	78	78	100%
Private Works & RMS	2,610	-	-	-	2,610	-	2,610	1,709	65%
Public Conveniences	-	-	-	-	-	-	-	-	0%
Roads & Transportation	2,761	-	-	-	2,761	-	2,761	713	26%
Stormwater	-	-	-	-	-	-	-	-	0%
Weeds	44	-	-	-	44	-	44	-	0%
Total Infrastructure	5,569	-	-	-	5,569	(7)	5,562	2,654	48%
Government and Representation									
Corporate Services	440	-	-	-	440	-	440	94	21%
General Revenue	5,110	-	-	-	5,110	-	5,110	2,984	58%
Councillors	-	-	-	-	-	-	-	-	0%
Governance	-	-	-	-	-	-	-	10	0%
ICT	-	-	-	-	-	-	-	59	0%
Total Government and Representation	5,550	-	-	-	5,550	-	5,550	3,088	56%
Total General Fund	12,563	-	-	-	12,478	(7)	12,471	7,033	56%
Sewer Fund									
Sewer	705	-	-	-	705	-	705	722	102%
Total Consolidated	13,268	-	-	-	13,183	(7)	13,176	7,755	59%



5. Capital Program

Project	Work Order Number		Original Budget
Community and Culture			485,000
Art Gallery			-
CTC			450,000
New Technology & Software Improvements			450,000
Emergency Services			-
Health			-
Library			35,000
Book Vote			20,000
Equipment			15,000
Local Economy			15,000
Caravan Park			-
Economic Development			-
Tourism			15,000
Vistor Guide 2021/22	1196	Renewal	15,000
Environmental			90,000
Council Buildings & Property			20,000
Administration Building Design Plan	1377	Renewal	20,000
Planning & Building			20,000
Heritage Cob & Co Sign			20,000
Swimming Pools			-
Waste Management			50,000
Shire Tips - Upgrade Works	1197	Renewal	50,000
Infrastructure			2,812,918
Cemeteries			132,000
Grenfell Cemetery - Bench Seats	1198	Renewal	12,000
Grenfell Cemetery - Granite Headstones	1265	Renewal	25,000
Pavement Works			95,000
Depot			90,000
Depot Gates		Renewal	60,000
Depot Floor Upgrade		Renewal	15,000
Depot Sign Cover		Renewal	15,000
Engineering			
Plant			533,083
Disposal of Plant & Equipment			(65,000)
Purchase Plant & Equipment	1199	Renewal	350,000
Finance Repayments			248,083
Public Conveniences			-
Parks & Gardens			200,000
Company Dam Management Expenses	1240	New	200,000
Roads & Transportation			1,857,835
Shire Roads & Gravel Reesheeting FAG	1382	Renewal	675,000
Regional Roads Renewal Expenditure (Block Grant)		Renewal	410,000
Repair Program Renewal Expenditure	1214	Renewal	137,500
Roads to Recovery Program Renewal Expenditure (R2R)	1215	Renewal	635,335
Government & Representation			40,000
Corporate			40,000
New Technology & Improvements	1255	Renewal	40,000
Governance			-
Total General Fund			3,442,918
Sewer Fund			165,000
Sec 64 Developer Contributions	1387	Renewal	65,000
STW Smoke Testing	1385	New	70,000
CCTV	1386	New	160,000
Total Consolidated			3,607,918

The capital program has had no proposed changes during the quarter. The above provides the original budget, the actual transactions relating to the capital program is not provided.



6. Statement of Cash Flows (not provided)

The statement of cash flow has not been provided.

7. Listing of Supplementary Votes

No supplementary votes have been put forward however the issues raised at the statement of this QBRS will inform the future supplementary votes, following the commencement of the New Director of Corporate Services and the finalisation of the Audited Financial Statements.

8. Reserve Balances

The unaudited financial statements at 30 June 2023 determined this to be \$nil.

12 CORPORATE SERVICES REPORTS

12.1 UPDATED COUNCILLOR AND DESIGNATED PERSONS WRITTEN RETURN OF INTEREST FOR 2022-2023 PERIOD

File Number:	C2.2.2
Author:	Executive Assistant to the General Manager
Authoriser:	General Manager
Attachments:	1. Att 1- updated_ 2022 - 2023 - Councillors Disclosure of Interest Form_HOWELL_Redacted 2. Att 2 - 2022 - 2023 - Disclosure of Interest Form_VU Noreen_Redacted 3. Att 3 - 2022 - 2023 - Disclosure of Interest Form_SHEEHAN Luke_Redacted 4. Att 4 - 2022 - 2023 - Disclosure of Interest Form_WOODS Linda_Redacted
CSP Objective:	Shire assets and services delivered effectively and efficiently
Precis:	To table to Council the Written Returns of Interest and Related Party Disclosures.
Budget:	Nil

RECOMMENDATION

That Council

1. Notes the content of this report.
2. Notes that the designated persons Written Returns of Interest forms are available on Council's website for public information, with personal information being redacted pursuant to the provision of Section 6(4) of the *Government Information (Public Access) Act 2009*.

RESOLUTION 256/23

Moved: Cr Diprose

Seconded: Cr Frame

That Council

1. Notes the content of this report.
2. Notes that the designated persons Written Returns of Interest forms are available on Council's website for public information, with personal information being redacted pursuant to the provision of Section 6(4) of the *Government Information (Public Access) Act 2009*.

THE MOTION WAS CARRIED

PURPOSE

The purpose of this report is to inform Council of the Written Return of Interest and Related Party Disclosure Form submitted as part of the *Government Information (Public Access) Act 2009 (GIPA Act)*. Please note although the report was tabled at the 19 October 2023 Ordinary Council Meeting, this report has been updated to include Councillors and Designated Persons. As such, the additional returns attached are for General Manager, Director Environmental Services, Director Infrastructure Services and updated form for Councillor Howell.

BACKGROUND

In accordance with Council's adopted Model Code of Conduct, following the completion of the financial year, being July to June, Councillors and Designated persons are required to complete and lodge disclosure of interest returns by 30 September. As such, the return for the period the 1 July 2022 to the 30 June 2023 was due to be lodged with the General Manager by the end of September 2023. Once completed these returns, in accordance with the provisions of the *Government Information (Public Access) Act 2009 (GIPA Act)*, constitute an open access document and as such subject to mandatory proactive release.

As previously reported to Council at its 20 July 2023 Ordinary meeting, the completed returns are now due for tabling and consideration.

Written Returns of Interest

Under the 'Model Code of Conduct for Local Councils in NSW' (the Model Code of Conduct), all Councillors and Designated persons are required to disclose their personal interests in publically available returns of interests. These operate as a key transparency mechanism for promoting community confidence in Council decision-making.

Councillors must make and lodge with the General Manager a return in the relevant form, disclosing their interests within three (3) months after: -

- (a) becoming a Councillor; and
- (b) 30 June each year; and
- (c) becoming aware of an interest they are required to disclose under schedule 1 of the Model Code of Conduct that has not been previously disclosed in a return lodged under (a) or (b).

Council must make all returns of interests publically available in accordance with the requirements of the *Government Information (Public Access) Act, 2009*, the *Government Information (Public Access) Regulation, 2018* and relevant guidelines issued by the NSW Information Commissioner.

ISSUES AND COMMENTS

Information Access Guideline 1 states that Councillors' returns of interests must be made publicly available free of charge on Council's website, unless there is an overriding public interest against disclosure of the information contained in them or to do so would impose unreasonable additional costs on Council. It is open to Council to redact information from returns of interests (e.g. a person's signature and residential address) when publishing returns on its website where there is an overriding public interest against the disclosure that information. The returns specifically referenced in this Council report is for the return period of 1 July 2022 to 30 June 2023.

A return lodged within three (3) months of 30 June must be tabled at the first Council meeting after the last day the return was required to be lodged. That is 30 September 2023.

POLICY/LEGAL IMPLICATIONS

The following extract from Council’s adopted Model Coded of Conduct outlines the requirement of a Councillor or designated person to complete and lodge a disclosure of interest return. The adopted Model Code of Conduct, specifically clause 4.15, then further outlines Council’s obligations in the publication of these returns in accordance with the GIPA Act.

A return lodged within 3 months of 30 June must be tabled at the first council meeting after the last day the return was required to be lodged. By submitting this to Council, Council has complied with this statutory requirement.

Written Returns have been lodged on time by all Councillors and current designated persons:

Councillors	Designated persons
Mayor Craig Bembrick Deputy Mayor Paul Best Cr Michelle Cook Cr Phillip Diprose Cr Warwick Frame Cr Glenda Howell Cr Jason Kenah Cr Stuart McKellar Cr Jan Parlett	Noreen Vu - General Manager Luke Sheehan - Director of Environmental Services Linda Woods - Director of Infrastructure

Following the October meeting, contact was made with the Office of Local Government on the definition of “tabling”, they have confirmed that this is to the attachment to the report. Another review of the redacted information is now provided on Council’s website as part of our Open Access information legislative requirements.

FINANCIAL/RESOURCE IMPLICATIONS

There are no direct financial or resource implications arising from this report.

INTERNAL/EXTERNAL CONSULTATION

This report is being brought to Council for information and does not require consultation, however noting that the General Manager had circulated both the Written Return Interest Form to Councillors and Designated Staff and the Related Party Disclosure Notification to Key Management Personnel on 12 July 2023 through email correspondence, and through the Council Business Paper item 10.5 in General Manager Reports at the 20 July 2023 Ordinary Council meeting. Written Returns have now been received and where appropriate have been uploaded to Council’s website under the Open Access tab.

CONCLUSION

The requirement for Councillors and designated persons to complete and lodge a written return of interest acts as an important risk mitigation strategy. It assists with the identification and management of potential conflicts of interest that may arise in the operations of Council.

Under the ‘Model Code of Conduct for Local Councils in NSW’ (the Model Code of Conduct), all Councillors and Designated persons are required to disclose their personal

interests in publically available returns of interests. These operate as a key transparency mechanism for promoting community confidence in Council decision making.

A return lodged within 3 months of 30 June must be tabled at the first council meeting after the last day the return was required to be lodged. By submitting this to Council, Council has complied with this statutory requirement.

12.2 ADOPTION OF CYBER SECURITY POLICY

File Number:

Author: IT Officer

Authoriser: General Manager

Attachments:

1. Att 1 - DRAFT CYBER SECURITY POLICY
2. Att 2 - DRAFT CYBER SECURITY POLICY - TRACK CHANGES
3. Att 3 - RESPONSES TO SUBMISSIONS RECEIVED FOLLOWING PUBLIC EXHIBITION

CSP Objective: Shire assets and services delivered effectively and efficiently

Precis: The Cyber Security Policy has been exhibited and the final policy is provided for Council’s adoption

Budget: Nil.

**MOTION
MOVE TO COMMITTEE OF THE WHOLE**

Moved: Cr Diprose
Seconded: Cr Best

THE MOTION WAS CARRIED

MOVE OUT OF THE COMMITTEE OF THE WHOLE

Moved: Cr Diprose
Seconded: Cr Kenah

THE MOTION WAS CARRIED

RECOMMENDATION

That Council

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

RESOLUTION 257/23

Moved: Cr Diprose
Seconded: Cr Howell

That Council

1. Note the information contained in this report.

2. Adopt the Cyber Security Policy.

THE MOTION WAS CARRIED

PURPOSE

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

The purpose of this Cyber Security Policy is to provide the users (employees, Councillors, consultants, contractors, volunteers, work placement students or any other persons) who use Council's Information and Communications Technology (ICT) resources with a comprehensive policy of the digital assets that require protection, as well as outlining the various threats that may jeopardise our security.

BACKGROUND

Cyber Security is the practice of protecting digital assets and data from malicious attacks. It includes network security, application security, information security, operational security, as well as disaster recovery and business continuity.

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

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. The Audit for the 2022-2023 Financial Statements noted the public exhibition of the draft policy and likely adoption of the policy, which reduced the level of audit risk for Council.

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

Three submissions were received, with two from Cr Cook and Cr Diprose and a third submission from a member of the public.

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)*

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 was recommended that the draft policy be placed on Public Exhibition for a period of 28 days inviting submissions from the community.

The Draft Policy was 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.

The Draft Policy was placed on public display and the final version reflects these comments. Three submissions were received. The member of the public was invited to go through and review the proposed changes and provided Council wonderful oversight based on their expertise and were agreeable with the proposed changes.

The submissions were discussed between IT and management, and changes were made to reflect those of the submissions. These changes include:

- Additional definitions for terms used in the policy
- More meaningful headings
- Incorporate what threats Council is protecting against into "purpose"
- Improvement of wording around queries raised
- Grammatical changes and layout adjustment for better readability, understanding and explanation.

Attachment 3 includes responses to submissions that were provided during public exhibition.

CONCLUSION

That Council support the adoption of the new Cyber Security Policy, noting that the policy is a living document as the cyber landscape is ever changing. By adopting this policy Council has guidelines in place to protect digital assets and data from malicious attacks. This also ensures that public resources and services are accessible at all times.

[Cr Kenah left the room at 8:49 am.](#)

12.3 ADOPTION OF INFORMATION SERVICES POLICY

File Number:

Author: IT Officer

- Attachments:**
1. **Att 1 - DRAFT INFORMATION SERVICE POLICY**
 2. **Att 2 - DRAFT INFORMATION SERVICES POLICY - TRACK CHANGES**
- CSP Objective:** **Shire assets and services delivered effectively and efficiently**
- Precis:** **The Information Services Usage Policy has been exhibited and the final policy is provided for Council's adoption**
- Budget:** **Nil**

RECOMMENDATION

That Council

1. **Note the information contained in this report.**
2. **Adopt the Information Services Usage Policy.**

RESOLUTION 258/23

Moved: Cr Diprose

Seconded: Cr McKellar

That Council

1. **Note the information contained in this report.**
2. **Adopt the Information Services Usage Policy.**

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 Policy for Information Services Usage was originally adopted by Weddin Shire Council (Council) on 20 August 2009 and has been reviewed on a further three occasions.

Information Services refers to the interconnected set of components used to collect, store, process and transmit data and digital information. This policy outlines the rules and restrictions around the usage of Councils Information Services systems.

Council has prepared this policy to develop a standard to which Council employees, Councillors, consultants, contractors, volunteers, work placement students or any other persons who use Council's Information and Communication Technology (ICT) assets and resources and is to be read in close conjunction with Council's Cyber Security Policy.

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.

The submissions provided to the Cyber Security Policy also touches on the Information Usage Policy. It was the view of the Audit Office that Council required two separate policies.

POLICY/LEGAL IMPLICATIONS

Council and its users have a responsibility to comply with relevant laws when using Council ICT assets and resources. 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*
- Weddin Shire Council Policy For Records Management
- Weddin Shire Council Cyber Security Policy
- Weddin Shire Council Social Media Policy
- Weddin Shire Council Code of Conduct (as amended)
- Local Government (State) Award 2023- Disciplinary Procedures (as amended)
- 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

The preliminary draft Information Services Policy was consulted with Council's Executive Team. It was recommended that the draft policy be placed on Public Exhibition for a period of 28 days inviting submissions from the community.

The Draft Policy was 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.

The Draft Policy was placed on public exhibition and the final version incorporates all comments.

CONCLUSION

That Council support the adoption of the updated Information Services Usage Policy, noting that the policy is a living document as the technology landscape is ever changing. By adopting this policy Council has guidelines in place to ensure users understand their responsibilities when using technology related to their roles. This also helps protect digital assets and data from malicious attacks and ensures that public resources and services are accessible at all times.

12.4 SMALL BUSINESS MONTH 2023

File Number:	T4.3.1
Author:	EDO/TPO
Authoriser:	General Manager
Attachments:	Nil
CSP Objective:	Collaborative wealth building (strong, diverse and resilient local economy)
Precis:	Council was successful in the competitive NSW Small Business Month grant program.
Budget:	\$2,500 NSW Small Business Month grant, and nominal contribution from Economic Development Initiatives.

RECOMMENDATION

That Council:

1. Note the information contained in this report.

RESOLUTION 259/23

Moved: Cr Frame

Seconded: Cr Parlett

That Council:

1. Note the information contained in this report.

THE MOTION WAS CARRIED UNANIMOUSLY

PURPOSE

To report to Council on NSW Small Business Month activities held in the Weddin Shire during October 2023.

BACKGROUND

NSW Small Business Month is a month-long annual program administered by the NSW Small Business Commission, on behalf of the NSW Government. NSW Small Business Month enables small business across New South Wales to attend free or low cost events aligned to their individual business interests.

The funding available:

- Up to \$2,500 for a local Council for a face-to-face event
- Up to \$3,500 for a chamber of commerce, industry association or not-for-profit based in New South Wales, for a face-to-face event
- Up to \$1,500 for all eligible applicants for a virtual event.

This year's Small Business Month events had to align with one of seven key areas, under the theme of 'My Small Business':

- Branding and marketing
- Cyber security
- Business health
- Ecommerce
- Current market conditions
- Resilience, or
- Teams

In recognition that Weddin's business community have faced multiple challenges in recent years, the theme of 'resilience' was selected.

The resilience session was presented on 3 October 2023 from 6pm-8pm in the Community Hub Building, and had six registered attendees. Attendees represented the industries of personal and professional services, retail and hospitality.

There were speakers presenting on three structured topics:

- Marketing- Tips for those short on time with a shoestring budget
- Finance – Knowing the numbers to watch
- HR – Resilience training

This session's presenters were fully funded by the Small Business Month grant.

A second session was presented on 30 October 2023 from 6pm-8pm in the Community Hub Building. This session was marketed as a Business Forum and was a collaborative interagency networking session bringing together the agencies that support business in Weddin Shire. This included BizHQ, Regional Development Australia- Central West and Service NSW for Business. A representative from Department of Regional NSW was a late

cancellation. These speakers presented at no cost to Council as an opportunity to raise awareness and promote their service.

This session had 13 registered attendees. This session was deliberately informal and allowed speakers to respond to the individual needs of attendees. Attendees represented the spectrum of Weddin’s business community including manufacturing, agriculture, real estate, retail and hospitality.

ISSUES AND COMMENTS

Feedback on the two sessions was constructive with both attendees and presenters speaking positively about the information presented and the engaged community in Weddin.

The timing of Small Business Month in October is determined by the State Government. Unfortunately October is a peak month for Weddin’s agricultural based business community. This means some sectors of our business community are unable to derive benefit from this small business initiative, due to competing demands with harvest.

POLICY/LEGAL IMPLICATIONS

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

FINANCIAL/RESOURCE IMPLICATIONS

This event was funded by a Small Business Month grant from the NSW Government, with minor catering expenses drawn from the current Economic Development Initiatives budget. Event administration, including project scoping, funding application, project management, promotion and acquittal was completed by Council’s Economic Development resource.

INTERNAL/EXTERNAL CONSULTATION

Council’s Economic Development Officer developed this program of events in response to consultation with the business community.

CONCLUSION

For the information of Council on Small Business Month in the Weddin Shire.

[Cr Kenah entered the room at 8:52 am.](#)

12.5 2023 - 2024 COUNCIL SHUT DOWN PERIOD
--

File Number: P1.5.1
Author: Executive Assistant to the General Manager
Authoriser: General Manager
Attachments: Nil
CSP Objective: Shire assets and services delivered effectively and efficiently
Precis: Christmas Closures
Budget: NIL

RECOMMENDATION

That Council endorse the closure of Council Facilities during the Christmas and New Year 2023 – 2024 period.

RESOLUTION 260/23

Moved: Cr Parlett

Seconded: Cr Cook

That Council endorse the closure of Council Facilities during the Christmas and New Year 2023 – 2024 period.

THE MOTION WAS CARRIED

PURPOSE

To seek Council's endorsement and to advise the community of Council's Facilities that will be closed over the 2023 – 2024 Christmas and New Year period.

BACKGROUND

As in previous year's it is proposed that Council Facilities be closed as follows:

Administration Building & Grenfell Library	<ul style="list-style-type: none">• Closed from 12:00 Noon Friday 22 December 2023• Reopen on Tuesday 2 January 2024
Visitor Information Centre	<ul style="list-style-type: none">• Closed from Monday 25 December 2023• Reopen on Wednesday 27 December 2023• Closed Monday 1 January 2024• Reduced operating hours from 27 December 2023 and 2 January 2024 of 10:00am – 2:00pm• Public Holidays from 10:00am – 1:00pm
Grenfell Aquatic Centre	<ul style="list-style-type: none">• Closed Monday 25 December 2023
Quandialla Pool	<ul style="list-style-type: none">• Closed Monday 25 December 2023
Grenfell Waste Facility	<ul style="list-style-type: none">• Closed Monday 25 December 2023

POLICY/LEGAL IMPLICATIONS

Nil

FINANCIAL/RESOURCE IMPLICATIONS

Nil

INTERNAL/EXTERNAL CONSULTATION

No consultation is required for this report. The closures will be advertised on Council's FaceBook page, on Council's website and an advertisement will be placed in the Grenfell Record.

CONCLUSION

That Council endorse the proposed closure of Council Facilities as outlined above.

**12.6 COMMUNITY SUPPORT | COUNCIL DONATION TO WEDDIN SHIRE SCHOOLS
END OF YEAR PRESENTATIONS**

File Number: C1.8.2
Author: Executive Assistant to the General Manager
Authoriser: General Manager
Attachments: Nil
CSP Objective: Culturally rich, vibrant and inclusive community
Precis:
Budget: \$600.00 Community Support Vote

RECOMMENDATION

That Council provide a donation of \$100.00 to each of the six (6) schools in the Shire to assist with their end of year presentation days.

RESOLUTION 261/23

Moved: Cr McKellar
Seconded: Cr Frame

That Council provide a donation of \$100.00 to each of the six (6) schools in the Shire to assist with their end of year presentation days.

THE MOTION WAS CARRIED UNANIMOUSLY

PURPOSE

To seek Council's approval to provide a donation of \$100.00 to each of the six (6) schools in the Weddin Shire (Henry Lawson High School, Grenfell Public School, St Joseph's Grenfell, Quandialla Public School, Caragabal Public School and Greenethorpe Public School).

BACKGROUND

Council has previously provided a donation to all six (6) schools within the Shire to assist with the end of year presentation days. The presentation days are an opportunity for the students to be recognised for their scholastic, sporting, musical and social achievements during the year. The contribution from Council goes towards the cost of certificates and trophies or medallions, shield (dependent on the schools requirements); which are presented to students on presentation day.

The schools rely almost entirely on the generosity of parents, interested citizens, local businesses and other organisations to provide student awards.

ISSUES AND COMMENTS

Previously Council has been invited to attend the presentation ceremonies. In previous years’ the Mayor has been nominated as Council’s representation to present awards at the presentation ceremonies.

Council has started to receive requests for donations from the various schools.

FINANCIAL/RESOURCE IMPLICATIONS

The donations have previously been attributed to the Community Support Vote. There is currently funds available to support the donation as per below:

20231031 - Henry Lawson High School	Presentation Day	Donation		\$100.00	Donation	\$100.00
20231102 - Grenfell Public School	Presentation Day	Donation		\$100.00	Donation	\$100.00
20231102 - Saint Joseph;s Primary School Grenfell	Presentation Day	Donation		\$100.00	Donation	\$100.00
20231102 - Quandialla Public School	Presentation Day	Donation		\$100.00	Donation	\$100.00
20231102 - Caragabal Public School	Presentation Day	Donation		\$100.00	Donation	\$100.00
20231102 - Greenethorpe Public School	Presentation Day	Donation		\$100.00	Donation	\$100.00
			Total	\$9,135.98		\$ 7,834.98
			Budget	\$25,000		\$ 25,000.00
			Budget Remaining	\$ 15,864.02		\$ 17,165.02

A working draft of the new policy has begun which will be presented to Council in the new year.

CONCLUSION

Staff support Council contributing \$100.00 to each of the six (6) schools in the Shire for their respective annual Presentation Ceremonies.

Should Council be invited to the 2023 presentations, it is recommended that the Mayor be offered first right of reply as the representative to attend on behalf of Council. If the Mayor is not available then Deputy Mayor and if neither are available, staff will seek availability of the Councillors to attend.

12.7 COMMUNITY SUPPORT APPLICATION | THE GRENFELL RACECOURSE LAND MANAGER - REQUEST FOR WAIVER OF DA FEES & CHARGES

- File Number:** T2.3.1
- Author:** General Manager
- Authoriser:** General Manager
- Attachments:**
1. Att 1 - Grenfell Racecourse letter of request
 2. Att 2 - Grenfell Racecourse - community project support application
 3. Att 3 - Grenfell Racecourse Picture of old stables
- CSP Objective:** Culturally rich, vibrant and inclusive community
- Precis:** Council has received a Community Support Application from the Grenfell Racecourse Land Manager

Budget: \$897.00 from the Community Support Vote

RECOMMENDATION

That Council provide support to the Grenfell racecourse land manager to a value of \$897.00, being the cost of lodging a development application for the proposed stable development.

RESOLUTION 262/23

Moved: Cr Best

Seconded: Cr Parlett

That Council provide support to the Grenfell racecourse land manager to a value of \$897.00, being the cost of lodging a development application for the proposed stable development.

THE MOTION WAS CARRIED

PURPOSE

To report to Council on a request from the Grenfell Racecourse Land Manager (GRLM) for the waiving or reduction in fees associated with the lodgement of a development application for the construction of new stables at the racecourse.

BACKGROUND

The GRLM is applying to the Crown Reserves Improvement Fund for grant funding for the construction of new stables at the Grenfell racecourse.

The proposed works is solely reliant on grant funding being received and will not commence until May 2024 if funding is received.

ISSUES AND COMMENTS

GRLM has submitted a letter to Council requesting the fees associated with the required development application for the new stables be waived or reduced. GRLM has also sort clarification as to when the fees and charges are required to be paid along with a request for any charges to only be imposed once the grant application has been announced.

A copy of the letter received from GRLM is included in **Attachment 1**.

As requested in the letter, a letter of support for the project has already been provided to GRLM as this was needed by the deadline to submit the funding application.

POLICY/LEGAL IMPLICATIONS

Development consent is required for the construction of the proposed stables at the Grenfell racecourse. Section 24(3)(a) of the Environmental Planning and Assessment Regulation 2021 states that a development application is lodged on the day on which the fees payable for the development application under the Regulation are paid, or if the applicant is notified under Part 13 of the Regulation that no fee is required—on the day the applicant submitted the application on the NSW planning portal.

Section 253 within Part 13 of the Regulation states that a person or body to whom a fee or charge is payable under the Regulation may waive or refund payment of all or part of the fee or charge if the person or body considers it is appropriate to do so.

Clause 610E of the *Local Government Act 1993* outlines that a Council may waive payment of, or reduce, a fee (whether expressed as an actual or a maximum amount) in a particular case if the council is satisfied that the case falls within a category of hardship or any other category in respect of which the council has determined payment should be so waived or reduced. However, a council must not determine a category of cases under this section until it has given public notice of the proposed category in the same way as it is required to give public notice of the amount of a proposed fee under [section 610F\(2\)](#) or (3).

Therefore if Council elects to reduce or waive the fees applicable to the lodgement of the development application, public notice of the proposal reduction or waiver would be required for a period of 28 days.

Rather than waive or reduce the applicable development application fees, the GRLM was invited to submit a Community Support Application. The application form has been received requesting a total of \$2,291 being the total cost for the lodgement of a development application, construction certificate and occupation certificate with Council for the proposed stables. A copy of the Community Support Application is included in **Attachment 2**.

The application complies with Councils Community Support Policy and Guidelines. It is recommended that Council provide support covering the applicable Development Application Fee only at this stage, which totals \$897.00. The GRLM may then seek to include the additional fees regarding obtaining a construction certificate and occupation certificate as part of their grant funding application.

FINANCIAL/RESOURCE IMPLICATIONS

COMMUNITY PROJECT APPLICATIONS 2024 FINANCIAL YEAR						
Organisation	Event	Request	Resolution	Forecast Amount	Type (Hire, In-kind, donation)	Actual Amount
20231031 - Henry Lawson High School	Presentation Day	Donation		\$100.00	Donation	\$100.00
20231102 - Grenfell Public School	Presentation Day	Donation		\$100.00	Donation	\$100.00
20231102 - Saint Joseph;s Primary School Grenfell	Presentation Day	Donation		\$100.00	Donation	\$100.00
20231102 - Quandialla Public School	Presentation Day	Donation		\$100.00	Donation	\$100.00
20231102 - Caragabal Public School	Presentation Day	Donation		\$100.00	Donation	\$100.00
20231102 - Greenethorpe Public School	Presentation Day	Donation		\$100.00	Donation	\$100.00
20231107 - Grenfell Racecourse Land Manager	Request for waiver of DA Fees and Charges	Donation		\$897.00	Donation	\$897.00
20231027 - Quandialla Soldiers' Memorial Hall Association	Completion of flooring	Donation		\$1,500.00	Donation	\$1,500.00
			Total	\$11,632.98		\$ 10,331.98
			Budget	\$25,000		\$ 25,000.00
			Budget Remaining	\$ 13,367.02		\$ 14,668.02

INTERNAL/EXTERNAL CONSULTATION

There will be no public consultation required if Council resolve to support the community project support application. If Council resolves to proceed with a fee waiver or fee reduction, then public consultation would be undertaken for a period of 28 days.

CONCLUSION

Council has received a Community Support Application from the GRLM for \$2,291.00 being for the full cost of submitting a development application, construction certificate and occupation certificate with Council to construct new stables at the Grenfell Racecourse.

The application complies with Councils Community Support Policy and Guidelines and there is sufficient funds available within the Community Support Grants budget. It is recommended that Council provide support covering the applicable Development Application Fee only at this stage, which totals \$897.00.

12.8 COMMUNITY SUPPORT APPLICATION | QUANDIALLA SOLDIERS' MEMORIAL HALL ASSOCIATION INC

File Number:

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments: 1. COMMUNITY SUPPORT APPLICATION | QUANDIALLA SOLDIERS' MEMORIAL HALL ASSOCIATION INC

CSP Objective: Sustainable natural, agricultural and built environments

Precis: To provide Council the Community Support Application from the Quandialla Soldiers' Memorial Hall Association Inc

Budget: \$1,500 from the Community Support Vote

RECOMMENDATION

That Council support the request from the Quandialla Soldiers' Memorial Hall Association Inc for a donation of \$1,500.00 to enable them to complete the Hall flooring.

RESOLUTION 263/23

Moved: Cr Diprose

Seconded: Cr Frame

That Council support the request from the Quandialla Soldiers' Memorial Hall Association Inc for a donation of \$1,500.00 to enable them to complete the Hall flooring.

THE MOTION WAS CARRIED UNANIMOUSLY

PURPOSE

To report to Council on a Community Support Application from the Quandialla Soldiers' Memorial Hall Association Inc for a donation of \$1,500.00 to enable the Committee to complete the Hall flooring.

BACKGROUND

The funds requested will be used to complete the hall floors. The Hall Association with the assistance of Weddin Shire Council General Manager Noreen Vu, have been negotiating with the hired tradesperson to complete the hall floors for over 12 months.

The refurbishment and refinishing of the floors was funded by a government grant through Council. The grant was a government initiative during Covid to assist with the employment of local tradesmen.

The Hall Association have been waiting three (3) years for the engaged tradesperson to complete the task he has been paid for. The excuses and delays are numerous and ongoing. Ms Vu has managed to negotiate with the tradesperson to complete the work, provided a final sum of \$2,400.00 is paid. The Hall Association will pay \$900.00 of this with the other \$1,500.00 being funded by Council.

The Hall Association would like to have the floors finally completed by 30 November 2023 as Quandialla Public School has booked the hall for presentation day in mid December. Something which they have been unable to do in previous years because of the ongoing issue with the tradesperson and the unfinished floors.

ISSUES AND COMMENTS

There has been ongoing discussions between the Hall Association and the tradesperson regarding completion of works. The General Manager has been assisting in the discussions to find a way forward and develop an action plan that is agreeable to all parties. Council note the request from the Hall Association to complete the works by 30 November 2023 however in discussions with the tradesperson it is unlikely that the works will be completed prior to Christmas 2023. Following the Ordinary Council Meeting of 16 November 2023, should Council agree to the request; the General Manager will write to the tradesperson seeking a signed agreement for the works to be completed with funds being released on completion of the works as discussed with the Committee.

POLICY/LEGAL IMPLICATIONS

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

FINANCIAL/RESOURCE IMPLICATIONS

COMMUNITY PROJECT APPLICATIONS 2024 FINANCIAL YEAR						
Organisation	Event	Request	Resolution	Forecast Amount	Type (Hire, In-kind, donation)	Actual Amount
20231031 - Henry Lawson High School	Presentation Day	Donation		\$100.00	Donation	\$100.00
20231102 - Grenfell Public School	Presentation Day	Donation		\$100.00	Donation	\$100.00
20231102 - Saint Joseph;s Primary School Grenfell	Presentation Day	Donation		\$100.00	Donation	\$100.00
20231102 - Quandialla Public School	Presentation Day	Donation		\$100.00	Donation	\$100.00
20231102 - Caragabal Public School	Presentation Day	Donation		\$100.00	Donation	\$100.00
20231102 - Greenethorpe Public School	Presentation Day	Donation		\$100.00	Donation	\$100.00
20231107 - Grenfell Racecourse Land Manager	Request for waiver of DA Fees and Charges	Donation		\$897.00	Donation	\$897.00
20231027 - Quandialla Soldiers' Memorial Hall Association	Completion of flooring	Donation		\$1,500.00	Donation	\$1,500.00
			Total	\$11,632.98		\$ 10,331.98
			Budget	\$25,000		\$ 25,000.00
			Budget Remaining	\$ 13,367.02		\$ 14,668.02

INTERNAL/EXTERNAL CONSULTATION

Consultation has occurred between the General Manager, the tradesperson and the Hall Association.

CONCLUSION

That Council support the request from Quandialla Soldiers' Memorial Hall Inc Association for the donation of \$1,500.00 to enable the completion of the Hall Flooring.

12.9 STATEMENT OF BANK BALANCES**File Number:****Author:** Executive Assistant to the General Manager**Authoriser:** General Manager**Attachments:** Nil**CSP Objective:** Collaborative wealth building (strong, diverse and resilient local economy)**Precis:** Statement of Bank Balances as at 31/08/2023**Budget:** NIL**RECOMMENDATION**

That Council notes the information provided.

RESOLUTION 264/23

Moved: Cr Diprose

Seconded: Cr McKellar

That Council notes the information provided.

THE MOTION WAS CARRIED**BANK BALANCES AS AT 31 OCTOBER 2023****Bank Account**

Westpac \$ 6,201,810.69

Short Term Deposits

CBA \$ 4,000,000.00

TOTAL **\$ 10,201,810.69**

TERM DEPOSITS

DATE LOGGED	BANK OR INSTITUTION	AMOUNT INVESTED	PERIOD (DAYS)	INTEREST RATE %	DUE DATE	DUE AT MATURITY	INTEREST EARNED	TOTAL INT. EARNT	
							0.00		
5/06/2023	CBA.62	\$1,000,000.00	88	4.61	1/09/2023	\$1,000,000.00	\$11,128.22	\$11,128.22	
6/06/2023	CBA.63	\$500,000.00	90	4.59	4/09/2023	\$500,000.00	\$5,658.90	\$16,787.12	
6/06/2023	CBA.64	\$500,000.00	90	4.59	4/09/2023	\$500,000.00	\$5,658.90	\$22,446.02	
13/06/2023	CBA.65	\$500,000.00	90	4.76	11/09/2023	\$500,000.00	\$5,868.49	\$28,314.51	*****
4/09/2023	CBA.66	\$1,000,000.00	90	4.68	4/12/2023	\$1,000,000.00	\$0.00		
4/09/2023	CBA.67	\$500,000.00	90	4.68	4/12/2023	\$500,000.00	\$0.00		
4/09/2023	CBA.68	\$500,000.00	90	4.68	4/12/2023	\$500,000.00	\$0.00		
31/10/2023	CBA.69	\$1,000,000.00	90	4.84	29/01/2024	\$1,000,000.00	\$0.00		
31/10/2023	CBA.70	\$500,000.00	30	4.22	30/11/2024	\$500,000.00	\$0.00		
31/10/2023	CBA.71	\$500,000.00	60	4.57	2/01/2024	\$500,000.00	\$0.00		
		**** Returned to Everyday Account							

12.10 RATES AND CHARGES COLLECTIONS - OCTOBER 2023

File Number: A3.4.3
Author: Executive Assistant to the General Manager
Authoriser: General Manager
Attachments: Nil
CSP Objective: Shire assets and services delivered effectively and efficiently
Precis: October 2023, monthly report on the rates and charges collection.
Budget: Nil

Cr McKellar left the room at 9:07 am.

RECOMMENDATION

That Council note this report and the information contained within.

RESOLUTION 265/23

Moved: Cr Frame
 Seconded: Cr Diprose

That Council note this report and the information contained within.

THE MOTION WAS CARRIED UNANIMOUSLY

PURPOSE

The purpose of this report is for Council to be updated with the most recent information pertaining to its rates and changes collections – as applicable to the month of October 2023.

BACKGROUND

Council will be provided a monthly report on Council’s rates and charges. It was noted in the preparation of the Draft Annual Financial Statement for the 2022-2023 period that the rates

and annual charges outstanding percentage was higher than the desired benchmark at 10.51% at 30 June 2023. There are a number of reasons for the higher ratio, including a halt to outstanding rates collection during COVID-19.

ISSUES AND COMMENTS

The annual rate charges are set out within Council's 2023/24 Operational Plan and the following provides a summary at 31 October 2023.

	31 October 2023	31 October 2022
Rates and Charges	\$ 2,882,693.41	\$ 2,630,075.45
Total	\$ 2,882,693.41	\$ 2,630,075.45

Rates and Charges

	31 Oct 2023	31 Oct 2022
Rates/Charges in arrears as at 30 June 2023	\$ 387,037.04	\$ 368,537.15
Rates/Charges levied & adjustments for 2023/24	\$ 4,524,387.46	\$ 4,116,939.65
Pension Concession – Granted with Annual Levy	(\$ 138,418.78)	(\$ 137,926.00)
Amount collected as at 30 September 2023	\$ 1,890,312.31	\$ 1,717,475.35
Total Rates and Charges to be Collected	\$ 2,882,693.41	\$ 2,630,075.45

The amount levied for rates and charges for 2023/2024 includes the current year's annual rates and charges and any interest added since the date the rates notices were issued. The amount received as of 31 October 2023 includes receipts for both arrears and current year's amounts outstanding.

It should be noted that the rates and charges 2023/2024 levied amount is reduced by the pensioner concession of \$138,418.78; reducing the amount of income derived from these rates and charges. Of this concession, Council's contribution is 45%, which represents an amount of \$62,288.45.

Council has submitted a claim for the 55%, which was due on 1 October 2023.

Debt Recovery Agency

During the month of October 2023 Council has been liaising with Council's Debt Recovery Agency, updating and monitoring 58 active files.

All fees relating to recovery of outstanding rates and charges are allocated to the individual rate assessments.

POLICY/LEGAL IMPLICATIONS

Council staff comply with the directions provided by Council's suite of policies that govern this function of Council. The collection of rates does impact on the community. For this reason, Council is always willing to negotiate payment terms with outstanding debtors. Rate payers are afforded several opportunities to contact Council and make suitable arrangements regarding outstanding amounts.

FINANCIAL/RESOURCE IMPLICATIONS

Council has engaged the Council's Debt Recovery Agency and monitoring 61 active files. This does come at a collection cost to Council. There are no direct financial implications arising from this report. However, it needs to be acknowledged that post Covid-19 along with the additional increase in the cost of living could have an impact on Council's ability to collect rates and charges.

INTERNAL/EXTERNAL CONSULTATION

This report will be form a new monthly report to provide as part of Council's focus on financial improvement.

CONCLUSION

Council is focused on outstanding rates collection that will be undertaken in a sensitive and timely manner.

13 INFRASTRUCTURE SERVICES REPORTS

13.1 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

Cr McKellar entered the room at 9:08 am.

RECOMMENDATION

That:

Council receive and note the information provided on infrastructure works completed in October 2023 and planned works for November 2023.

RESOLUTION 266/23

Moved: Cr Frame
Seconded: Cr Best

That:

Council receive and note the information provided on infrastructure works completed in October 2023 and planned works for November 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 October 2023 and planned works for November 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 are 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, contractors and 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.

AGRN - Event	Phase - Package	\$ Value	Status
030 - 4 August 2022 onwards	EW	\$184,777.81	<ul style="list-style-type: none"> - Council provided all the remaining photographic evidence. - Finalise claim submitted to TfNSW (16 Oct 2023).
1034 - 14 September 2022 onwards	EW	\$719,993.85	<ul style="list-style-type: none"> - Council provided all the remaining photographic evidence. - Finalise claim submitted to TfNSW (16 Oct 2023).
1034 - 14 September 2022 onwards	EPA-RW - P1 MGW	\$1,129,634 (including variation) for 80% completed works	<ul style="list-style-type: none"> - Mary Gilmore Way - \$1.129m submitted to TfNSW. - Work 80% complete (final seal outstanding). - Variations sent to TfNSW for approval. - 80% progress claim for amount \$0.9M submitted to TfNSW for approval (22 Sep 2023)
1034 - 14 September 2022 onwards	EPA-RW - P2 General Works	TBC	<ul style="list-style-type: none"> - DCPM submitted scope of work to TfNSW for approval. - Scope includes: <ul style="list-style-type: none"> o Unsealed roads (non-priority) o Tree & vegetation clearing - Roads included are: <ul style="list-style-type: none"> • Abbots Lane • Adams Lane • Adams Lane North • Adelargo Road • Andersons Road • Arramagong Road • Back Piney Range Road • Bald Hills Road • Beazleys Lane • Bembricks Lane • Berendebba Lane • Bewleys Road • Bimbi-Caragabal Road • Caragabal-Quandialla Road • Bobelar Lane • Campbells Lane • Clay Pit Road • Dixons Lane • Dunkleys Lane • Eualdrie Road • Eves Lane • Gerrybang Road • Gerrybang Road-II • Gibraltar Rocks Road

AGRN - Event	Phase - Package	\$ Value	Status
			<ul style="list-style-type: none"> • Goodes Lane • Grants Lane • Grimms Lane • Hancock-Flinns Road • Hancock-Williams Road • Hazells Road • Healys Road • Heathcotes Lane • Holy Camp Road • Kangaroooby Road • Major West Road • McCanns Lane • McDonalds Lane • Melyra Street • Napiers Road • O'Loughlins Lane • Peaks Creek Road • Piney Range Hall Road • Pinnacle Road • Reeves Lane • Sandy Creek Road • South Street • Taylors Road • Yambira Road
<p>1034 - 14 September 2022 onwards</p>	<p>EPA-RW - P3 Priority Patches</p>	<p>\$8,828,278</p>	<ul style="list-style-type: none"> - \$8.8m submitted, subject to TfNSW review. Tender submission submitted to TfNSW for upper limit approval. - Tendering completed - waiting for TfNSW approval of approved patches of heavy patching for finalising contractor on each road. - Scope includes: <ul style="list-style-type: none"> ○ Deaths Lane (80% completed by Council's own crew as Deaths Lane was unsafe) ○ Henry Lawson Way - Young ○ Henry Lawson Way - Forbes ○ Driftway Road ○ Morangarell Road ○ Quandialla-Caragabal Road
<p>1034 - 14 September 2022 onwards</p>	<p>EPA-RW - P4 - North Patching</p>	<p>\$7,053,249.65</p>	<ul style="list-style-type: none"> - With TfNSW for approval (31 Oct 2023) - Roads included in the package are: <ul style="list-style-type: none"> ○ Adelargo Road

AGRN - Event	Phase - Package	\$ Value	Status
			<ul style="list-style-type: none"> ○ Bald Hills Road - East West Ballendene ○ Bewleys Road ○ Goodes Lane ○ Gooloogong Road (MR237) ○ Hunters Road ○ Keiths Lane ○ Mortray Road ○ Muncks Lane ○ Piney Range Hall Road ○ Sandy Creek Road
1034 - 14 September 2022 onwards	EPA-RW - P5 - South Patching	TBC	<ul style="list-style-type: none"> - DCPM progressing assessment and submission (gathering pre-condition vs actual damage evidence). - Roads not yet decided.
1034 - 14 September 2022 onwards	EPA-RW - P6 - Priority Unsealed	\$1,941,823	<ul style="list-style-type: none"> - Waiting for final approval from TfNSW. - Scope includes medium and heavy formation grading. - Roads included are: <ul style="list-style-type: none"> ○ Arramagong Road ○ Bald Hills Road ○ Barkers Road East ○ Barkers Road North ○ Gannons Lane ○ Lynchs Road ○ Maddens Lane ○ McCanns Lane ○ Napiers Road ○ Nealons Lane ○ Reeves Lane
1034 - 14 September 2022 onwards	EPA-RW - P7 - Drain Cleaning	TBC	<ul style="list-style-type: none"> - Council providing scope and photos. - Once all other packages are approved, Council will begin with scope of work.
1034 - 14 September 2022 onwards	EPA-RW - P7 - Sinking Culverts	TBC	<ul style="list-style-type: none"> - Council providing scope and photos. - Once all other packages are approved, Council will begin with scope of work.

STATE ROADS

All 2023/24 RMCC Contract documentation has been completed.

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

Newell Highway

- A draft work order for shoulder repair on asphalt sections of the Newell Highway has been received and Council is looking at the best delivery options for this work.
- Routine maintenance (potholes) continues. Dryer weather has seen some improvements in road conditions allowing some longer term defects to be rectified.
- Slab jacking and crack sealing works program, on the concrete pavement at Marsden, has been completed. All payments for flood damage has been received.
- September 2023 Heavy Patching Program has been completed and payment from TfNSW has been received.
- Traffic control work to be undertaken by Council's own works staff under the required G Registration to carry out work on State Roads.

Mid Western Highway

- Routine maintenance (potholes) continues.
- September 2023 Heavy Patching Program has been completed and payment received from TfNSW.
- Draft funding allocations have been received from TfNSW and Council is prioritising and planning these works.
- Traffic control work to be undertaken by Council's own works staff under the required G Registration to carry out work on State Roads.

For the RMCC works, refer to the separate report provided to Council.

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.
- Council has received the final project completion payment for Pullabooka Road for \$1,169,611.00.

Recently, Council commenced drainage work on Pullabooka Road, which is funded through the Regional Local Roads Repair Program (RLRRP). After two (2) weeks' work, Council stopped works due to plan vs actual budget differences and slow work progress. Council seeks a different model and procurement process to meet the project expectation within budget.

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.
- Council has received the final project completion payment for the New Forbes Road for \$1,291,752.09.

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. Works have commenced on culvert extensions.

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 November 2023.
- Project work is expected to start around February 2024.
- Project works are expected to be completed by February 2025.

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 works after Heathcotes Lane Culvert.

Heathcotes Lane Culvert Replacement

- The site has been under water 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 November 2023 (weather permitting).

Adelargo Road Culvert Replacement

Project under Bridge Renewal Program (BRP) Round 5. The project involves replacing the existing culvert and installation of guardrails.

- 100% of the culvert work has been completed.

- Council has submitted the Post Completion Report (PCR) for payment of the final project cost.

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.
- Contractor is currently doing a DBYD (service search) and foundation works commenced in October 2023.
- Council is waiting to receive the Construction Program from the Contractor, Armsign Pty Ltd.

Railway Walking Track

- Council has received the final design from the Designer for the track location of Stage 2.
- Council has received quotations from local contractors for the construction of the walking track but those are significantly higher than the remaining project budget.
- Council has sort further funding in order to proceed with the construction of the walking track.

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 for the number of lighting on the shared pathway.
- TfNSW has approved the revised cost estimate.
- Construction of the share pathway to start from November 2023.

Grenfell Cemetery Amenities

Quotations have been received and are currently being evaluated for the supply and construction of the new amenities building.

Water Meter Installation According to Water NSW Requirement

Supply and install water meter at two (2) locations: Caragabal (Lic. No: 70CA614170) and Bogolong Dam (Lic. No: 70CA614157) according to Water NSW requirement. J & G Bowerman was awarded this contract on 8 August 2023 for up to \$21,554.94.

Site work will be commenced by the end of November subject to availability of water meter with telemetry system.

Council has arranged a community consultation and awareness meeting in Caragabal Hall on Tuesday, 14 November 2023 regarding water meter installation.

There is confusion that this relates to the consultation with Central Tablelands Water for potable water feasibility but this is a separate matter.

FOOTPATH /KERB AND GUTTER WORKS

Third Street, Quandialla

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

Council has also nominated the project under Regional and Local Roads Repair Program (RLRRP) and submitted to TfNSW for approval.

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.

Maintenance Grading

Roads	Commencement	Completion
Morangarell Road	25/05/2023	Ongoing
Bewleys Road	22/06/2023	Ongoing
Quandialla-Caragabal Road	29/06/2023	Ongoing
Arramagong Road	28/07/2023	Ongoing
Gerrybang Road	31/10/2023	Ongoing

Maintenance Grading - Works Planned: 1 November - 30 November 2023

- Greenethorpe-Wirrega Road
- Mogongong Road
- Martins Lane
- Browns Lane
- Brundah Hall Road
- Bald Hills Road

Gravel Re-sheeting

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
- Set sprinklers in Memorial Park
- Replaced the solenoid in Vaughn Park that was making the sprinklers leak
- In the process of fixing Rotary Park watering system so we can then water Taylor Park

Town Maintenance

- Mowed the long grass next to the silos in West Street
- Planted Buxus hedge in centre garden beds at the top end of Main Street
- Planted Gardenias in the side garden beds at the top end of Main Street

- Planted Autumn Blaze Maple Trees and Snow Pear Trees in top end of Main Street
- Mulched all garden beds in Main Street
- Installation of irrigation in Main Street
- Checked and fixed sprinklers in Taylor Park as well as Memorial Park
- Whipped around all islands on the road within the Grenfell town area
- Whipped around Guardrailing

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
2104	Toyota	Service	Full service
3965	Acco	Service	Full engine service
3965	Acco	Brakes	Replace brake slack adjusters
3965	Acco	Batteries collapsed	Replace
3965	Acco	Compactor shaft collapsed	Replace
2097	Nissan	Service	Full service
3958	Western Star	Clutch reset	Reset and test
3952	Kenworth	Service engine	Full service
3956	Low Loader	Brakes	Adjust and grease
3229	Daihatsu	Gear box	Change oil, reset linkages
3959	Tri Axle	Air bag	Replace
4102	Cat Grader	Service	Full engine service, replace all cutting edges
4105	Cat Grader 120m	Cutting edges replace	Replace slides and cutting edges

Plant Report			
Plant Number	Plant Description	Fault	Repairs
4106	Cat Backhoe	Clean, replace fuel filters	Serviced
4116	Toro	Deck pulley worn	Replaced x 2
4121	Cat Grader	Blade movement	Replace slides
4113	Multi Pac	Tyre air fittings broken	Replace x 4 fittings
4109	Multi Pac 118h	Fuel blockage	Replace x 3 filters
4107	Patch Truck	Overheating fault codes	Replace engine intercooler manifold, replace exhaust manifold, replace hoses and fuel filters
1135	Toyota	Service	Full service
1137	Mitsubishi	10,000k service	Serviced
2083	Nissan Patrol	Service	Service and check air bags for leaks
3962	Isuzu	Service	Full service replace seat covers
1114	Toyota Taxi	Undercarriage	Refit sump protectors
2096	Nissan Navara	Gear box sticking	Service transmission
4095	John Deer	Starter switch	Replace
5288	Slasher	Blades	Replace entire cutting arm and blades
Fire Truck Emu Creek	Isuzu FVZ	Service	Full service and repairs and rego check

BIOSECURITY

ACTIVITY	LOCATION
Administration	<ul style="list-style-type: none"> • 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 and review/reply service requests.
Public Awareness	<ul style="list-style-type: none"> • New merchandise arrived - handing out to raise weed awareness. • PowerPoint presentation on Chrysolina Beetle completed.
Mapping	<ul style="list-style-type: none"> • Weed information mapped, synced and uploaded to DPI. • Working on inputting data when drone is used. • Working with additional staff on using ROAM.
Meetings	<ul style="list-style-type: none"> • CWRWC at Dubbo. • WAP Operational at Dubbo. • MLVWC at Orange.
Training	<ul style="list-style-type: none"> • Consultative Committee training. • Dignity and Respect, Code of Conduct training. • Continual in-house drone training.
Private Property Inspections	<ul style="list-style-type: none"> • Informal inspections using drone for training. • Information packages for landholders to receive during inspections or on request. • Authorisation update in progress.
Roadside Inspections and On-ground Control, if Required	<p>Continuous roadside inspections and control when required and environmental conditions allow.</p>
Council Owned Land	<p>Council owned/managed vacant land, cemeteries, town and village areas.</p>
TSR Inspections	<p>SH6, SH17, Mary Gilmore Way, The Horror Stretch, Forbes Road.</p>
Rail Inspections	<p>Caragabal, Pullabooka areas.</p>
Other High Risk Sites	<p>Cemetery, silos, camping areas, including National Parks and rest areas.</p>

ACTIVITY	LOCATION
Sucker Control	Sucker spraying ongoing, treated on sighting, when conditions allow.
Biological Control	<ul style="list-style-type: none"> • Monitoring Chrysolina Beetle numbers and planning gathering and releasing to other sites which have little to no beetles.
Other	<ul style="list-style-type: none"> • Mentoring staff members in biosecurity. • Familiarising Central West Regional Strategic Weed Management Plan 2023 - 2027. • St John's Wort trial site visits and flyers for field day distributed via email and hard copies at produce centres. • Regional Roads - shoulder spraying completed.

13.2 CONSIDERATION OF GRENFELL ENDEMIC GARDEN MAINTENANCE OWNERSHIP**File Number:****Author: Assets Engineer****Authoriser: Director Infrastructure Services****Attachments: Nil****CSP Objective: Shire assets and services delivered effectively and efficiently****Precis: Consideration of Endemic Garden Maintenance****Budget: \$20,120 / Year from Operational Budget****RECOMMENDATION**

That Council assume responsibility for the Grenfell Endemic Garden. Given its cultural, educational and environmental significance, Council's involvement can secure the garden's future, ensuring its continued growth, accessibility and impact on the community.

RESOLUTION 267/23**Moved: Cr Parlett****Seconded: Cr Howell**

That Council assume responsibility for the Grenfell Endemic Garden. Given its cultural, educational and environmental significance, Council's involvement can secure the garden's future, ensuring its continued growth, accessibility and impact on the community.

THE MOTION WAS CARRIED**MOTION TO MOVE AN AMENDMENT****Moved: Cr Diprose****Seconded: Cr Frame**

That Council assume responsibility for the Grenfell Endemic Garden. Given its cultural, educational and environmental significance, Council's involvement can secure the garden's future, ensuring its continued growth, accessibility and impact on the community.

THE MOTION WAS PUT AND CARRIED**PURPOSE**

This report aims to present a proposal to Weddin Shire Council to assume ownership of maintenance responsibilities for the Grenfell Endemic Garden following a request made to Council.

The purpose is to provide a detailed overview of the garden's background, its significance to the community, the resources necessary for its maintenance and the potential impact on Council's team. The objective is to seek Council's consideration and support in preserving this invaluable natural heritage for the benefit of current and future generations within the service levels that is achievable for Council.

BACKGROUND

The Grenfell Endemic Garden stands as a testament to the rich biodiversity of the Grenfell region in Central West NSW. Established near O'Brien's Hill, this garden was inaugurated on 16 August 1997, through the dedicated efforts of local residents, notably Mr Noel Cartwright, Mr Peter Luthje and their families. The garden's creation was driven by a shared vision to showcase and preserve the unique native plant species indigenous to the Grenfell area.

The inspiration behind this initiative emerged from a letter dated 19 February 1996, in which Mr Cartwright, Mr Luthje and their families approached Weddin Shire Council, proposing the establishment of a garden to nurture native plants found within the Weddin Shire. The Council wholeheartedly supported this endeavour, providing essential assistance in planning and site development. The site, strategically chosen for its commanding view of the Weddin Mountains and its historical significance as the place where gold was first discovered in Grenfell, became the canvas upon which this botanical masterpiece unfolded.

To realise the vision of a thriving endemic garden, the community undertook significant groundwork. The site was meticulously prepared, with soil brought in and natural elements like rocks, logs and wood chips thoughtfully positioned to create an authentic, natural landscape. Many of the plant species featured in the garden are rare and unique to the Grenfell area, making this garden a living sanctuary for biodiversity conservation.

The garden's significance extends beyond its aesthetic appeal. It has become a cherished tourist attraction, drawing visitors from far and wide to witness the beauty of Grenfell's native flora. Moreover, it serves as an invaluable educational resource for the community, welcoming local school groups and enthusiasts eager to learn about the region's indigenous plant life.

Over the years, the Grenfell Endemic Garden has flourished, thanks to the meticulous care and dedication of its custodians. With 27 years of unwavering commitment, Mr Cartwright and his family have played a pivotal role in nurturing this botanical haven. However, due to declining health, Mr Cartwright has made the difficult decision to step back and entrust the garden's legacy to the capable hands of Council and the younger generation of garden enthusiasts.

The Grenfell Endemic Garden not only embodies the natural heritage of the Grenfell area but also exemplifies the power of community collaboration. It is a living tribute to the region's unique biodiversity and a testament to the enduring spirit of conservation and community pride. As the garden enters this new chapter, Weddin Shire Council's involvement is vital to ensuring its continued growth, preservation and accessibility for future generations.



Figure 1: A view of the Endemic Garden from the inside.

ISSUES AND COMMENTS

- **Ownership:**

Weddin Shire Council is the custodian of the Endemic Garden. The Endemic Garden currently stands as a community-led initiative, with Mr Noel Cartwright volunteering 27 years ago to oversee its care and maintenance. Whilst no formal agreement exists between Council and Mr Cartwright, Council is expected to take charge of the garden, considering its significance to the community and the voluntary nature of Mr Cartwright's involvement. Ensuring a smooth transition in ownership is essential for the garden's continuity and preservation.

The Endemic Garden (Lot 1401 and Lot 1402) is under the Reserve of O'Brien's Lookout, which is essentially Crown Land, however, the Crown Land Manager is Weddin Shire Council.

Crown Land Reserves:

Reserve Number	98029
Reserve Type	RESERVE
Reserve Name	O'BRIENS LOOKOUT RESERVE
Gazetted Date	20/12/1985
Status	CURRENT
Management Type	COUNCIL CLM
Manager	Weddin Shire Council
Purpose	Public Recreation
Additional Purpose	
Lots	Whole: Lots 1401-1402 DP 720578, Lot 1407 DP

- **Resourcing:**

The allocation of resources, both financial and human, for the garden's maintenance is a critical aspect. This includes budgeting for equipment, skilled labour and operational costs. Adequate resourcing is vital to sustain the garden's vitality and beauty.

Based on consultation with Council's Parks and Gardens team, Council has adequate capacity to undertake the maintenance of the Endemic Garden moving forward in maintaining it to Council's level of service within existing resources.

- **Importance:**

The Grenfell Endemic Garden holds significant importance as an educational park, serving as a valuable resource for local schools and tourists alike. With regular school visits and a steady influx of tourists almost every day, the garden plays a vital role in enhancing environmental awareness, biodiversity education and botanical appreciation within the community. Recognising its role as an educational hub underscores the garden's impact on the local population and the broader community, emphasising the need for its continued maintenance and accessibility.

- **Rare Plants:**

The Grenfell Endemic Garden boasts a unique collection of rare plant species, each contributing to the garden's biodiversity and ecological significance. Among these exceptional specimens are the

- Waxflower
- Grenfell Grevillea
- Mint Bush

These plants not only enhance the garden's beauty but also serve as valuable assets in preserving Grenfell's native flora heritage. Understanding the significance of these rare species is pivotal in guiding conservation efforts and ensuring their continued thriving presence within the garden.

- **New Plantation:**

A total of 200 new plants are recommended for planting every decade, ensuring the continuous rejuvenation and diversification of the Grenfell Endemic Garden's plant species. This cyclical planting approach maintains the garden's vitality, enriches its biodiversity and preserves the unique flora indigenous to the Grenfell region.



Figure 2: A close-up view of the exquisite Grenfell Grevillea, a rare and indigenous plant species thriving in the Grenfell Endemic Garden.

POLICY/LEGAL IMPLICATIONS

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

FINANCIAL/RESOURCE IMPLICATIONS

The cost implications can be divided as follows:

Winter Maintenance Estimated Cost:

Resource	Description	Cost	Frequency	Total Cost (Per Week)	Total Cost (Winter*)
Wood Chipper	Operation cost for wood chipper (8.5 hrs x 6 days)	\$39.21/hr	Every 2 years	-	\$1,000.00 (bi-annually)
Labour (Winter)	Labour cost for 2 persons per day (fortnight)	\$26.00/hr	Fortnightly	\$221.00	\$5,746.00
Mowing	Zero turn mower (half hour)	\$34.68/hr	Fortnightly	\$8.67	\$225.42

Kombitool	2 hours per year	\$3.43/hr	Yearly	-	\$3.43
Winter Cost					\$7,975.00

Summer Maintenance Estimated Cost:

Resource	Description	Cost	Frequency	Total Cost (Per Week)	Total Cost (Summer*)
Wood Chipper	Operation cost for wood chipper (8.5 hrs x 6 days)	\$39.21/hr	Every 2 years	-	\$1,000.00 (bi-annually)
Labour (Summer)	Labour cost for 2 persons per day (weekly)	\$26.00/hr	Weekly	\$884.00	\$11,492.00
Mowing	Zero turn mower (half hour per week)	\$34.68/hr	Weekly	\$17.34	\$450.84
Kombitool	2 hours per year	\$3.43/hr	Yearly	-	\$3.43
Summer Cost					\$13,946.00

*Winter and summer are assumed to be 6 months each.

- **Wood Chipper Operation:** Wood chipper will be used for producing wood chips. The operation cost is calculated at a rate of \$39.21 per hour. The operation is estimated to take 8.5 hours per day for 6 days. This operation is planned to occur every two years, incurring a total cost of \$2,000 per operation.
- **Winter Maintenance:** Involves one day a fortnight work for 2 persons per day, with each person working 8.5 hours, incurring labour costs of \$26 per hour.
- **Summer Maintenance:** Requires one day a week work for 2 persons per day, with each person working 8.5 hours, incurring labour costs of \$26 per hour.
- **Mower:** Owned by Council and will be used half hour for one day a week during summer and half hour for one day a fortnight during winter.
- **Kombitool:** Owned by Council and will be used for 2 hours per year only.

The labour includes raking, weeding (and/or spraying), tree lifting and whipper snipping.

Water Cost:

\$200 / year water bill is assumed to be in effect.

<p>Total Estimated Maintenance Cost =</p> <p>Winter Cost + Summer Cost + Water Cost =</p> <p>\$7,975 + \$13,946 + \$200 =</p> <p>\$20,120 / year</p>
--

The total estimated maintenance cost will increase each year, in alignment with CPI and increase staff wages.

INTERNAL/EXTERNAL CONSULTATION

Council's Parks and Gardens team was consulted for discussion on resourcing required to maintain the Endemic Garden.

Mr Noel Cartwright was consulted before drafting this report.

CONCLUSION

The Grenfell Endemic Garden stands as a valuable asset to the community, representing natural heritage and commitment to environmental conservation. The future of the Grenfell Endemic Garden lies in the hands of our community and its representatives. The proposal to consider Council's involvement marks a crucial step in preserving this natural treasure whilst managing the community's expectation in alignment with Council's resources and levels of service.

13.3 ROAD MAINTENANCE COUNCIL CONTRACT (RMCC)

File Number: 2023/24 RMCC
Author: Contracts Engineer
Authoriser: Director Infrastructure Services
Attachments: Nil
CSP Objective: Shire assets and services delivered effectively and efficiently
Precis: Road Maintenance Council Contract (RMCC)
Budget: Nil

Cr Diprose left the room at 9:32 am

RECOMMENDATION

That:

Council note the information contained in this report.

RESOLUTION 268/23

Moved: Cr Best

Seconded: Cr McKellar

That:

Council note the information contained in this report.

THE MOTION WAS CARRIED UNANIMOUSLY

PURPOSE

To provide Council with an overview of the RMCC Contract and, in particular, ordered work carried out by Council as part of the RMCC Contract during the 2022/2023 and 2023/2024 periods.

BACKGROUND

Council has a RMCC (Road Maintenance Council Contract) with Transport for NSW (TfNSW), which includes carrying out various maintenance and specific work such as reseals and heavy patching on the Mid Western Highway (HW06) and Newell Highway (HW17).

The Mid Western Highway is about 105 km and Newell Highway is about 22km. Council's current RMCC Contract is for a period of three (3) years from 1 July 2023.

The value of the maintenance component of the RMCC Contract has varied from \$614,000 to \$621,000 over the past three (3) years and there is no long term accurate forecast for this value.

However, due to natural disaster events, the value of the ordered work component has gone up as follows:

- 2020/2021 - \$1.5 million.
- 2021/2022 - \$3.0 million.
- 2022/2023 - Approximately \$8.0 million.
- 2023/2024 - Approximately \$1.88 million to date.

It is noted that with the significant increase in the value of the ordered work and workload, comes with major operational / documentation / supervision challenges with the same amount of resources Council has always had / provided for RMCC work.

ISSUES AND COMMENTS

During the financial year of 2022/2023 Council had one Contracts Engineer who ran multiple projects as well as RMCC. The support for RMCC has changed with a RMCC Coordinator who has experience working on the RMCC.

Council is aware of the ongoing issues with the management of the RMCC and the amount of administration burden provided by TfNSW for the RMCC but also for our natural disaster projects.

It has been agreed with TfNSW that a sum of 10% of oncost can be added to the actual costs to cover Council’s oncost administration for works that were carried out up until this point in time. However, future works will not allow for a 10% oncost portion to be added to actual incurred costs.

Council has fully made claim on the verified funds plus 10% oncost and has received this money. Council recognises that the new contract and contract terms will mean further scrutiny will be on future works and will not proceed with any works until Work Orders have been issued.

Council’s RMCC staff will also confer with the finance team to best decide on timing for taking on new works with TfNSW and to identify if part payments will be required during these projects. RMCC staff will use the new ‘Request for New Work Order’ template for initiating this process.

2022-2023 RMCC Works Payment Received

Date	Reference	Amount	Received
14 July 2023	RMCC P11 WO 23.6	\$354,805.50	Received
14 July 2023	RMCC P11 WO 23.8	\$967,915.14	Received
14 July 2023	RMCC P11 WO 23.9	\$401,500.00	Received
3 July 2023	RMCC P11 WO 23.7	\$154,000.00	Received
11 Oct 2023	483.21.10	\$601,680.20	Received
12 Oct 2023	RMCC PC12 W23.11	\$1,272,348.00	Received
11 Oct 2023	RMCC PC12 RQ4S	\$33,423.50	Received
11 Oct 2023	RMCC PC12 RQ4C	\$76,997.25	Received
11 Oct 2023	RMCC PC12 RQ4A	\$88,114.88	Received
25 Oct 2023	RMCC P13 WO 23.12	\$605,410.03	Received
25 Oct 2023	RMCC P13 WO 23.13	\$2,025,321.10	Received
25 Oct 2023	RMCC P13 WO 23.14	\$40,982.70	Received
25 Oct 2023	RMCC P13 WO 23.15	\$858,439.45	Received
25 Oct 2023	RMCC P13 WO 23.16	\$456,390.00	Received
		\$ 7,937,327.75	\$7,215,752.50 (ex GST)

Noting that the RMCC debtor at 30 June 2023 was approximately \$13,000 higher than what was reported at the presentation of the Draft Financial Statements and has subsequently been adjusted.

2023/2024 Ordered Work Program

Council has completed all planned heavy patching work for this calendar year and will look to go out to tender for further works later in the financial year. The September Heavy Patch program was been completed and work orders issued at the agreed rate of \$85/m².

Council has received the following preliminary allocations (future works) for the current financial year. It is to be noted that this allocation may vary due to other competing works that TfNSW may have within their network:

Road	Description	Allocation
Newell Highway	Heavy Patch	\$ 53,000
Newell Highway	Reseal	\$ 345,000
Newell Highway	Resurface Improvement	\$ 200,000
Mid Western Highway	Heavy Patch	\$ 53,000
Mid Western Highway	Reseal	\$ 435,000
Mid Western Highway	Resurface Improvement	\$ 380,000
	Total allocation	\$1,466,000

POLICY/LEGAL IMPLICATIONS

There are no direct policy or legal implications arising from this report or work undertaken under the RMCC. However it should be noted that there was an incident on the Newell Highway on 11 October 2023, involving a Council slasher and a caravan. This is still undergoing investigation, however it should be noted that Worksafe were notified however as nobody was injured this did not constitute as a notifiable incident as per the formal response to Council.

FINANCIAL/RESOURCE IMPLICATIONS

All work undertaken by Council and its Contractors on the State Roads network is fully funded by TfNSW under the RMCC Contract in two (2) parts - Routine Maintenance Annual Program (RMAP) and Ordered Work.

At the time of writing this report, Council had received, the following payments for the RMAP and one work order totalling \$8 million for the completed 2022/2023 works and a further \$1.88 million for the 2023/2024 works, to date.

INTERNAL/EXTERNAL CONSULTATION

Council staff have been in regular contact with TfNSW RMCC Contract Representatives through the regular monthly meetings and other correspondence.

CONCLUSION

TfNSW have now paid Council for all claimed Work Orders under the new assessment and approval process for the RMCC. Future works with TfNSW will come under these same conditions and it is important that Council is aware of the new conditions.

14 ENVIRONMENTAL SERVICES REPORTS

14.1 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 October to 31 October 2023.
Budget: Nil

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 October 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
23/2023	Mr M Spry	Construction of single storey shed	\$90,000	LOT 6 SEC: 1 DP: 758473 10 West Street GRENFELL NSW 2810
26/2023	Mr J J McCann	Shed	\$19,900	LOT: 9 DP: 1016394 36 Murrays Lane GRENFELL NSW 2810
28/2023	Mr M D Hewen	Shed	\$9,990	LOT: 5 DP: 1229401 20 Huckel Close GRENFELL NSW 2810

Complying Development Applications

The complying development certificate applications approved within the Shire in October 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			

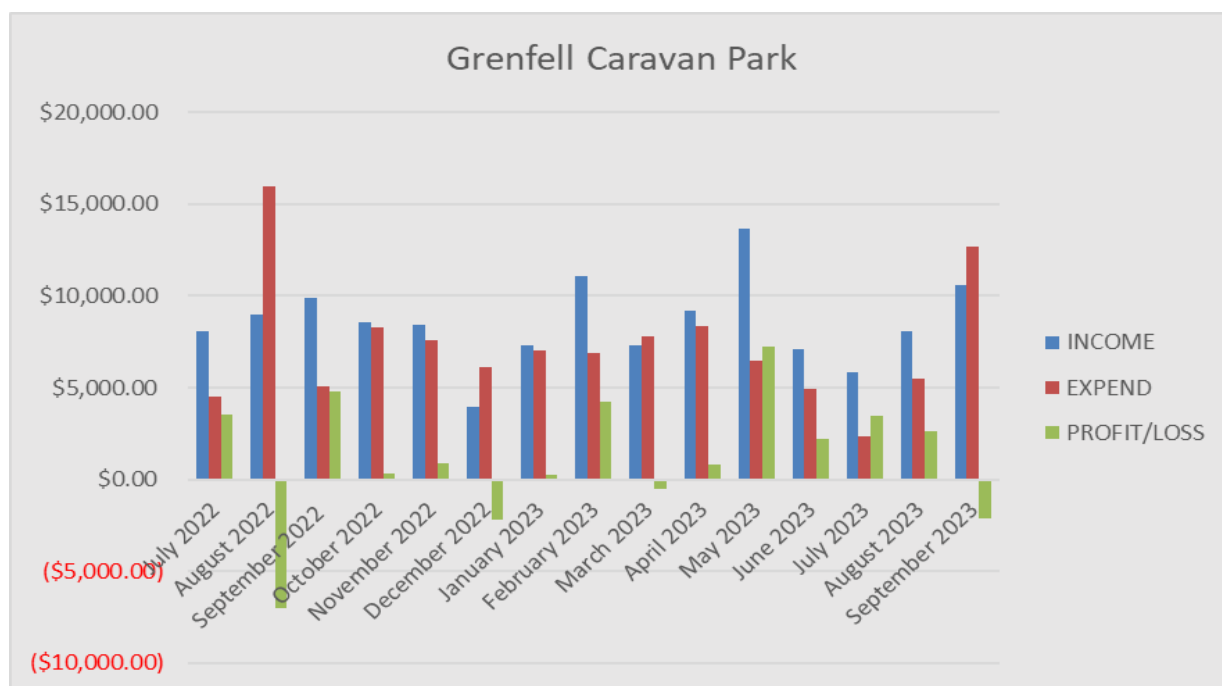
14.2 CARAVAN PARK OPERATION

File Number: P2.3.3
Author: Executive Assistant to the Director Environmental Services
Authoriser: Director Environmental Services
Attachments: Nil
CSP Objective: Shire assets and services delivered effectively and efficiently
Precis: Summary of Caravan Park operations during the period 1 July 2023 to 31 October 2023
Budget: Nil

The following provides a summary of the income and expenditure for the Grenfell Caravan Park for the first quarter of the 2023/2024 financial year.

Expenditure for September 2023 included the payment of the rates which was \$7,211.09.

MONTH	INCOME	EXPENDITURE	PROFIT/(LOSS)
July	\$5,824.59	\$2,325.91	\$3,498.68
August	\$8,071.52	\$3,152.76	\$4,203.56
September	\$10,598.13	\$12,713.06	(\$2,114.93)



14.3 QUANDIALLA & CARAGABAL WASTE FACILITIES

File Number: E3.3.4/E3.3.5
Author: Executive Assistant to the Director Environmental Services
Authoriser: Director Environmental Services
Attachments: 1. Quandialla Waste Facility - Attachment 1
 2. EPA Letter - Attachment 2
 3. Caragabal Waste Facility - Attachment 3
CSP Objective: Shire assets and services delivered effectively and efficiently
Precis: UPDATE ON ACTIONS RELATING TO QUANDIALLA AND CARAGABAL WASTE FACILITIES
Budget: Unknown at this stage

Cr Diprose entered the room at 9:32 am.

RECOMMENDATION

That

- Council note the report providing updates on the actions taken regarding Quandialla and Caragabal waste facilities, and the correspondence received from the Environment Protection Authority dated 1 November 2023.

RESOLUTION 269/23

Moved: Cr Frame
 Seconded: Cr McKellar

That

1. Council note the report providing updates on the actions taken regarding Quandialla and Caragabal waste facilities, and the correspondence received from the Environment Protection Authority dated 1 November 2023.

THE MOTION WAS CARRIED UNANIMOUSLY

PURPOSE

The purpose of this report is to provide an update to Councillors and the community on actions taken to date relating to the Quandialla and Caragabal waste facilities since their closure.

BACKGROUND

Council received a formal letter from the Environment Protection Authority (EPA) on 5 October 2023 raising a number of concerns regarding the operation of Council waste facilities, including potential asbestos containing material (ACM) being identified at the Quandialla waste facility. The letter required Council to undertake a number of actions to ensure the facilities were being operated to an appropriate standards. This included engaging an Occupational Hygienist to prepare a report on required clean up actions by 29 October 2023, and providing closure plans and management plans for each Council waste facility by 30 November 2023

As per the requirements of the EPA, Council engaged an Occupation Hygienist to inspection the Quandialla and Caragabal waste facilities and prepare a report on recommended clean up actions. In accordance with the requirements of the EPA and recommendation of the Occupational Hygienist, the Quandialla and Caragabal waste facilities were closed to the public on 11 October 2023.

ISSUES AND COMMENTS

Council received an initial report from the Occupation Hygienist on the Quandialla waste facility confirming that both bonded and friable ACM was identified on the site. The report recommends a number of initial clean up actions to remove a much suitable material from the site as possible, including scrap metal. A copy of the report is included in **Attachment 1**. During discussion with the Occupation Hygienist it was recommended that Council consult with the EPA on the proposed clean up actions before undertaking any works.

While the reports from the Occupational Hygienist were being prepared, Council contacted three (3) waste consultants to request quotations to prepare closure plans and operational plans in accordance with the requirements of the EPA, along with rehabilitation estimates for each site as required by the Audit Office of NSW. As a result Council engaged Impact Environmental to prepare these documents.

Impact Environmental initial advice to Council was to contact the EPA and request an extension of time within which to provide the closure plans and operational plans. As such Council wrote to the EPA on 27 October 2023 outlining the actions taking to date, proposed future actions, providing a copy of the Occupational Hygienist report on the Quandialla facility and requesting an extension of time to provide the requested further documents.

Council received a response from the EPA on 1 November 2023 (Attachment 1) advising that an extension had been granted until 30 January 2024. A copy of the letter from the EPA is included in **Attachment 2**.

On the 1 November 2023 Council received the report from the Occupational Hygienist regarding the Caragabal waste facility. This report confirmed that ACM was located in several locations within the facility and provided a number of recommended clean-up actions. A copy of the report is included in **Attachment 3**.

Moving forward, Council will be engaging an appropriately qualified asbestos removal contractor to begin the clean-up of the Quandialla and Caragabal waste facilities in accordance with the recommendations of the Occupational Hygienist and in conjunction with the EPA and Impact Environmental. While these works are being undertaken, Impact Environmental will be preparing the required closure plans, operational plans and rehabilitation estimates, with the aim to provide these documents to the EPA by the new due date of 30 January 2024.

POLICY/LEGAL IMPLICATIONS

Council has an obligation to manage its unlicensed waste facilities in accordance with the minimum standards outlined in the Waste Regulation. Where Council does not meet these standards, it can be found guilty of an offence under s142A of the Act, which attracts a maximum penalty of \$2,000,000 (if the offence involved asbestos waste) or \$250,000, and in the case of a continuing offence, a further penalty of \$60,000 for each day the offence continues.

FINANCIAL/RESOURCE IMPLICATIONS

The total cost of compliance with the EPA requirements is not known at this stage, however it is likely to involve a significant cost.

Limited internal waste restrictions are available in Council's current budget to fund the necessary works. As per Council's resolution 221/23 the process of setting up an external restriction has commenced to ensure waste charges are isolated in the future for ongoing management and rehabilitation of waste facility sites under Council's control.

Prior to the current asbestos concerns being identified at the Caragabal and Quandialla waste facilities, Council lodged a grant application with the EPA to improve fencing, cameras and locks at each facility. On 7 November 2023 Council received notification from the EPA that it was successful in securing \$72,500 excl. GST for these improvement works.

While the grant funding will be beneficial to cover some of the cost associated with better securing each facility, there will be additional costs incurred by Council to clean-up asbestos action. Council will continue to explore further funding opportunities to help with these additional costs.

INTERNAL/EXTERNAL CONSULTATION

Council has liaised with the EPA, an Occupational Hygienist and waste consultant regarding the required clean-up works and ongoing operation of the Quandialla and Caragabal waste facilities.

CONCLUSION

Council has received asbestos reports from an Occupational Hygienist for the Quandialla and Caragabal waste facilities which confirms asbestos contamination at each facility.

Council has engaged Impact Environmental to prepare closure plans, operational plans for each Council waste facility in accordance with the requirements of the EPA and prepare rehabilitation estimates to satisfy the requirements of the Audit Office of NSW.

Council wrote to the EPA to advise of the proposed clean up actions at each facility and requesting an extension of time within which to provide the required closure plans and operational plans for each Council waste facility. A response was received from the EPA confirming that an extension had been provided until the 30 January 2024.

Council will now be looking to engage a suitably qualified asbestos consultant to undertake the clean-up requirements at Quandialla and Caragabal waste facilities in conjunction with the EPA and waste consultant, while the closure plans and operations plans are being prepared.

15 DELEGATE(S) REPORTS

15.1 DELEGATE REPORT | CNSWJO AND NSW RURAL DOCTORS NETWORK REGIONAL COMMUNITY HEALTH SYSTEM AND REGIONAL ENGAGEMENT WORKSHOP

File Number:

Author: Cr Kenah and Cr Parlett

Attachments:

1. Att 1 - Memorandum of Understanding CNSWJO and RDN
2. Att 2 - Agenda | CNSWJO and RDN Workshop | 31 October 2023

CSP Objective: Collaborative wealth building (strong, diverse and resilient local economy)

Precis: To provide Council with an update on the CNSWJO and NSW RDN Workshop

Budget: Nil

The Central NSW Joint Organisation (CNSWJO) and NSW Rural Doctors Network (RDN) Regional Community Health System and Regional Engagement Workshop was held on 31 October 2023 in the Forbes Town Hall. Delegates attending from Weddin Shire Council were Cr Jason Kenah, Cr Jan Parlett and General Manager Noreen Vu.

A Memorandum of Understanding (MoU) between CNSWJO and RDN has been developed to formally recognise the joint interests of the CNSWJO and RDN in substantial health outcomes for remote, rural and regional NSW. The MoU will see CNSWJO and RDN pilot a Regional Community Health System and Workforce Engagement project for possible roll-out across the whole of regional NSW. A copy of the MoU is attached for information.

The purpose of the workshop was to begin collaborative work under the CNSWJO/RDN MoU. The workshop was Chaired by Dr Estrella Lowe from NSW Rural Doctors Network and was well represented from members from the 11 Councils within the CNSWJO.

Dr Lowe presented the project overview with discussions and workshops held and case studies being presented by participants.



Cr Kenah and Cr Parlett with Dr Estrella Lowe

16 MINUTES OF COMMITTEE MEETINGS**16.1 COUNCIL COMMITTEE REPORT | REQUIRING ACTION - MINUTES OF THE QUANDIALLA POOL COMMITTEE MEETING HELD 1 SEPTEMBER 2023**

File Number: C2.6.39

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments: 1. Minutes - Quandialla Pool Committee Meeting | 1 September 2023

RECOMMENDATION

Except where otherwise dealt with, the Minutes of the Quandialla Pool Committee Meeting held 1 September 2023 be noted and adopted by Council as presented.

RESOLUTION 270/23

Moved: Cr Diprose

Seconded: Cr Cook

Except where otherwise dealt with, the Minutes of the Quandialla Pool Committee Meeting held 1 September 2023 be noted and adopted by Council as presented.

THE MOTION WAS CARRIED UNANIMOUSLY

INFORMATION

The Quandialla Pool Committee Meeting was held on 1 September 2023, the Minutes from this meeting are attached for Council to note and adopt as presented.

16.2 COUNCIL COMMITTEE REPORT | REQUIRING ACTION - MINUTES OF THE WEDDIN SHIRE COUNCIL TOURISM COMMITTEE MEETING HELD ON 5 OCTOBER 2023

File Number: C2.6.26

Author: Arts, Tourism & Events Coordinator

Authoriser: General Manager

Attachments: 1. Minutes of the Weddin Shire Council Tourism Committee Meeting - 5 October 2023

RECOMMENDATION

Except where otherwise dealt with, the Minutes of the Weddin Shire Council Tourism Committee Meeting of 5 October 2023 be noted and adopted as presented

RESOLUTION 271/23

Moved: Cr Howell

Seconded: Cr McKellar

Except where otherwise dealt with, the Minutes of the Weddin Shire Council Tourism Committee Meeting of 5 October 2023 be noted and adopted as presented.

THE MOTION WAS CARRIED

INFORMATION

The Weddin Shire Council Tourism Committee was held on 5 October 2023. The Minutes from this Meeting are attached for Council to note and adopt.

16.3 COUNCIL COMMITTEE REPORT REQUIRING ACTION - MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD 8 AUGUST 2023

File Number:

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments: 1. **MINUTES - LOCAL TRAFFIC COMMITTEE MEETING | 8 AUGUST 2023****RECOMMENDATION**

Except where otherwise dealt with, the Minutes of the Local Traffic Committee Meeting held 8 August 2023 be noted and adopted as presented.

RESOLUTION 272/23

Moved: Cr Frame

Seconded: Cr Parlett

Except where otherwise dealt with, the Minutes of the Local Traffic Committee Meeting held 8 August 2023 be noted and adopted as presented.

THE MOTION WAS CARRIED

INFORMATION

The Minutes from the Local Traffic Committee Meeting held on 8 August 2023 were confirmed at the Local Traffic Committee Meeting held 7 November 2023 and are attached for Council to note and adopt as presented.

17 CLOSED COUNCIL**RECOMMENDATION**

The meeting now be closed to the public under Section 10A(2) of the *Local Government Act 1993* to consider the items following because of their confidential nature:

17.1 RECLASSIFICATION OF COMMUNITY LAND TO OPERATIONAL LAND

This matter is considered to be confidential under Section 10A(2) - d(i), d(ii) and g of the *Local Government Act 1993*, and Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it, information that would, if disclosed, confer a commercial advantage on a competitor of the council and advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

17.2 ENTERING INTO CONTRACTS FOR THE SUPPLY AND DELIVERY OF ROAD SIGNS

This matter is considered to be confidential under Section 10A(2) - d(i) of the *Local Government Act 1993*, and Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

17.3 PROVISION OF SPRAY SEAL SERVICES - REGIONAL AND COUNCIL ROADS

This matter is considered to be confidential under Section 10A(2) - d(i) and d(ii) of the *Local Government Act 1993*, and Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and information that would, if disclosed, confer a commercial advantage on a competitor of the council.

17.4 PHIL ASTON PLACE - ECONOMIC LOSS

This matter is considered to be confidential under Section 10A(2) - a of the *Local Government Act 1993*, and Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

17.5 PHIL ASTON PLACE - ENTRANCE (DRIVEWAY)

This matter is considered to be confidential under Section 10A(2) - a of the *Local Government Act 1993*, and Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

17.6 RESCIND COUNCIL RESOLUTION 22/2021 AND DONATION OF FUNDS

This matter is considered to be confidential under Section 10A(2) - d(i) and d(ii) of the *Local Government Act 1993*, and Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial

position of the person who supplied it and information that would, if disclosed, confer a commercial advantage on a competitor of the council.

RESOLUTION 273/23

Moved: Cr Diprose

Seconded: Cr Howell

The meeting now be closed to the public under Section 10A(2) of the *Local Government Act 1993* to consider the items following because of their confidential nature:

17.1 RECLASSIFICATION OF COMMUNITY LAND TO OPERATIONAL LAND

This matter is considered to be confidential under Section 10A(2) - d(i), d(ii) and g of the *Local Government Act 1993*, and Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it, information that would, if disclosed, confer a commercial advantage on a competitor of the council and advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

17.2 ENTERING INTO CONTRACTS FOR THE SUPPLY AND DELIVERY OF ROAD SIGNS

This matter is considered to be confidential under Section 10A(2) - d(i) of the *Local Government Act 1993*, and Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

17.3 PROVISION OF SPRAY SEAL SERVICES - REGIONAL AND COUNCIL ROADS

This matter is considered to be confidential under Section 10A(2) - d(i) and d(ii) of the *Local Government Act 1993*, and Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and information that would, if disclosed, confer a commercial advantage on a competitor of the council.

17.4 PHIL ASTON PLACE - ECONOMIC LOSS

This matter is considered to be confidential under Section 10A(2) - a of the *Local Government Act 1993*, and Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

17.5 PHIL ASTON PLACE - ENTRANCE (DRIVEWAY)

This matter is considered to be confidential under Section 10A(2) - a of the *Local Government Act 1993*, and Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

17.6 RESCIND COUNCIL RESOLUTION 22/2021 AND DONATION OF FUNDS

This matter is considered to be confidential under Section 10A(2) - d(i) and d(ii) of the *Local Government Act 1993*, and Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and information that would, if disclosed, confer a commercial advantage on a competitor of the council.

THE MOTION WAS CARRIED

MOTION

That Council break for 5 minutes.

RESOLUTION 274/23

Moved: Cr Frame

Seconded: Cr Kenah

That Council Break For 5 Minutes.

THE MOTION WAS CARRIED

Council break at 9:53am

RECOMMENDATION

That Council return to Closed Council.

RESOLUTION 275/23

Moved: Cr Frame

Seconded: Cr McKellar

That Council return to Closed Council

THE MOTION WAS CARRIED

Council returned to Closed Council at 9:59am.

RECOMMENDATION

The meeting return to Open Council.

RESOLUTION 282/23

Moved: Cr Diprose

Seconded: Cr Frame

The meeting return to Open Council.

THE MOTION WAS CARRIED

18 RETURN TO OPEN COUNCIL**19 REPORT ON CLOSED COUNCIL****17.1 RECLASSIFICATION OF COMMUNITY LAND TO OPERATIONAL LAND****RESOLUTION 276/23**

That Council:

1. Notes the information contained in this report.
2. Approve commencement of a Planning Proposal to reclassify community land to operational land to be submitted to the NSW Government (Department of Planning) for the following lots:
 - (i) Lot 2 DP223485, Lot 1 DP973530 and Lot 10 Section 20 DP 758473, Burrangong Street
 - (ii) Lot 7 DP845130, Forbes and North Sts
 - (iii) Lot 21 DP 1224552, Memory St
 - (iv) Lot 278 DP 754578, Mary Gilmore Way
 - (v) Lot 133 DP1081488, Stan McCabe Dr
 - (vi) Lot X DP375918, Main Street
 - (vii) Lot 1 DP 345989, Lot 6 Sec 7 DP 758473, Weddin Street
 - (viii) Lot 5 Sec 42 DP758473, East Street
 - (ix) Caravan Park
 - (x) Goodsell Park
3. Delegate the General Manager to option 1 in the Conclusion of this report.

**THE MOTION WAS CARRIED
AGAINST: Cr Cook**

17.2 ENTERING INTO CONTRACTS FOR THE SUPPLY AND DELIVERY OF ROAD SIGNS**RESOLUTION 277/23**

That Council:

- 1 Delegate the General Manager to accept and sign contracts with one or more of the following organisations for the supply and delivery of road signs:
 - (a) Artcraft
 - (b) Barrier Signs
 - (c) DeNeeffe Signs
 - (d) Hunter Valley Group,

For a contract term of 1 January 2024 to 31 December 2026, with an optional 12-month extension. and

- 2 Advise the Central NSW Joint Organisation of its decision

THE MOTION WAS CARRIED UNANIMOUSLY

17.3 PROVISION OF SPRAY SEAL SERVICES - REGIONAL AND COUNCIL ROADS

RESOLUTION 278/23

1. Council receive and note the information in this report regarding the provision of pavement Spray Sealing - Regional and Council Roads.
2. Delegate the General Manager to accept the initial tender submissions and the final and fixed tender rates from the following eight (8) Tenderers:
 - a) All Pavement Solutions
 - b) Bitupave Ltd t/a Boral Asphalt
 - c) Colas NSW Pty Ltd
 - d) Countrywide Asphalt & Civil
 - e) Fulton Hogan Industries Pty Ltd
 - f) New South Wales Spray Seal Pty Ltd
 - g) Stabilised Pavements of Australia Pty Ltd
 - h) State Asphalt Services Pty Ltd
3. Delegate the General Manager to enter into a Contract with the Contractors listed at 2a) to 2h) above, to form a Panel Contract for the provision of Pavement Spray Sealing - Regional and Council Roads for the period to 30 November 2024.

THE MOTION WAS CARRIED UNANIMOUSLY

17.4 8 PHIL ASTON PLACE - ECONOMIC LOSS

RESOLUTION 279/23

That Council:

1. Note the information contained in this report.
2. Denies the request from the landowner at 8 Phil Aston Place, Grenfell (Lot 22 DP 1224552) for the resolutions proposed in their request for a fee waiver or interest free loan.
3. That Council uphold Resolution 421/2021 of reimbursement of \$2,500 be applied.

**THE MOTION WAS CARRIED
AGAINST: Cr Cook**

17.5 8 PHIL ASTON PLACE - ENTRANCE (DRIVEWAY)

RESOLUTION 280/23

That Council:

1. Note the information contained in this report.
2. Denies the request from the landowner at 8 Phil Aston Place, Grenfell (Lot 22 DP 1224552) for Council to seal a new driveway.

THE MOTION WAS CARRIED

AGAINST: Cr Cook

Cr Cook left the room during the Vote

17.6 RESCIND COUNCIL RESOLUTION 22/2021 AND DONATION OF FUNDS

RESOLUTION 281/23

That Council

1. Note the information contained in this report.
2. Rescind the previous resolution (22/2021) to enable sufficient funds from the Ercole Family bequest (Hogbin fund) to be paid to the Grenfell Historical Society.
3. Approve that those funds from the Ercole Family bequest (Hogbin fund) be the difference between the actual grant funds and the funds required to complete the works and that any substantial increase in cost is submitted to the Steering Committee for their determination.
4. Letter be sent to Peter Moffit Chair Steering Committee of the Hogbin Trust requesting an action plan on the balance of funds.

THE MOTION WAS CARRIED UNANIMOUSLY

20 CLOSURE

Moved: Cr McKellar

Seconded: Cr Kenah

The Meeting closed at 11:24am.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 14 December 2023.

.....
CHAIRPERSON