



I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: Thursday 16 May 2024

Time: 5:00pm

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

AGENDA

Ordinary Council Meeting 16 May 2024

**Noreen Vu
General Manager**

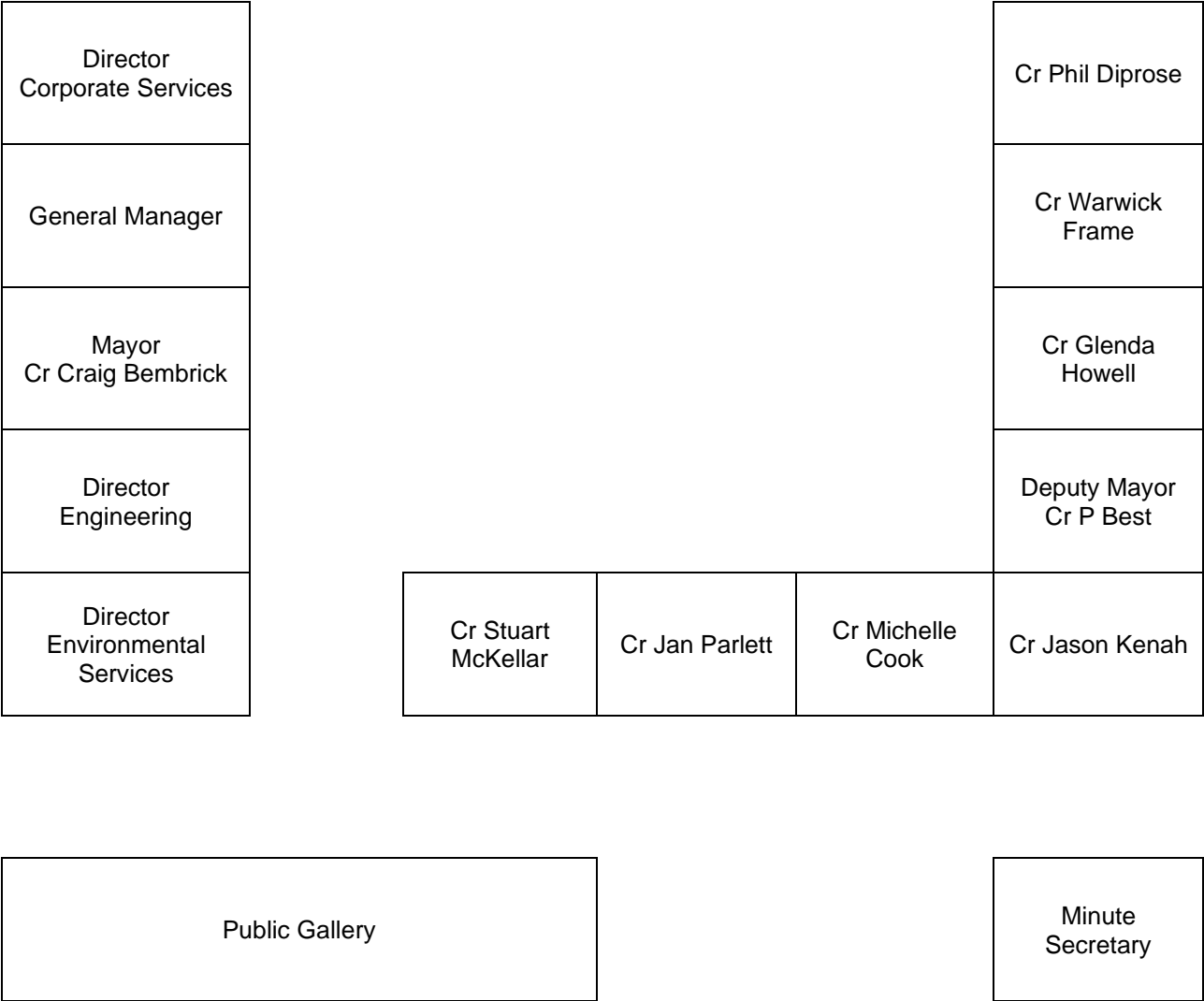
“Weddin Shire Council – working for and with the community”

Council's Mission Statement









Councillors (from left to right) Phillip Diprose, Stuart McKellar, Warwick Frame, Craig Bembrick (Mayor), Glenda Howell, Paul Best (Deputy Mayor), Jason Kenah, Jan Parlett and Michelle Cook.

COUNCIL CHAMBERS LAYOUT



WSC STRATEGIC DIRECTION

To attain the overarching objective of the Community Strategic Plan (CSP), population growth, Council will work together with the Weddin Community to achieve the following strategic objectives, listed in priority order:

No.	Strategic Objective	Key Area
1.	Collaborative wealth building (strong, diverse and resilient local economy)	 Economic
2.	Innovation in service delivery (healthy, safe and educated community)	 Social
3.	Democratic and engaged community supported by efficient internal systems	 Civic Leadership
4.	Culturally rich, vibrant and inclusive community	 Social
5.	Sustainable natural, agricultural and built environments	 Environment
6.	Shire assets and services delivered effectively and efficiently	 Economic

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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

APOLOGIES

LEAVE OF ABSENCE

LEAVE OF ABSENCE APPLICATION

5 CONFIRMATION OF MINUTES

RECOMMENDATION

That Minutes of the Ordinary Council Meeting held 18 April 2024 be taken as read and CONFIRMED.

6 DISCLOSURES OF INTEREST

7 PUBLIC FORUM

8 MAYORAL REPORTS/MINUTES

8.1 MAYORAL MINUTE - FORBES HOUSING FORUM 8-9 APRIL 2024

File Number:

Attachments: 1. ATT 1 | CMA Communique - Forbes Housing Forum

CSP Objective: Sustainable natural, agricultural and built environments

Budget: \$300 registration cost

RECOMMENDATION

That Council note the Mayoral Minute and attached Country Mayors Association Communique.

The Country Mayors Association of NSW Inc held a housing forum over 8 and 9 April 2024 in Forbes NSW.

The General Manager and I attended the forum, travelling across each day. I would like to publicly thank the Country Mayors Association of NSW and Forbes Shire Council for organising this event and inviting Ministers, Shadow Ministers, Members of Parliament and speakers from the housing sector.

There was unanimous support on the importance of Local Government from the speakers and they have demonstrated their commitment to work with regional communities.

A number of topics were discussed across the two days, however the main focus was housing.

Further information can be obtained in the attached Country Mayors Communique.



THE COUNTRY MAYORS ASSOCIATION OF NSW INC

"What we want is nothing more than equity"

COMMUNIQUÉ

Forbes Housing Forum 8-9 April 2024

The Country Mayors Association of NSW held our Housing Forum in Forbes on Monday and Tuesday, 8-9 April 2024. The team at Forbes Shire Council are to be congratulated for hosting such a successful event. There were over 80 attendees from across NSW, including Ministers, Shadow Ministers, members



of parliament, senior bureaucratic and high quality guest speakers from the housing sector. The forum built upon existing relationships and established strong new ties with our guest speakers, all commenting on the importance of Local Government and their commitment to work with us. We are front-line connections to regional communities.

Forbes Shire Mayor and CMA Executive Member, Phyllis Miller OAM (pictured with CMA Chair & Gunnedah Mayor Jamie Chaffey) made us feel welcome at a Mayoral Reception in the Visitor Information Centre in the Lachlan Vintage Village. The venue was a beautifully restored and converted shearing shed.



For further information, contact Cr Jamie Chaffey on 0467 402 412

www.nswcountrymayors.com.au



THE COUNTRY MAYORS ASSOCIATION OF NSW INC

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COMMUNIQUÉ

Members gathered at Club Forbes to hear from our guest speakers.

Assistant Secretary - Housing Support Program Erin Cassie, gave the first presentation remotely, as did our Secretary, NSW Department of Planning, Housing and Infrastructure Kiersten Fishburn.

Elizebeth Grice travelled to Forbes to provide an example of how alternative approaches to housing can be considered. She is a Tiny Houses Spokesperson from the Goulburn Community Action group, made up of progressive volunteers.

Minister for Regional Development, Local Government and Territories, the Hon Kristy McBain, addressed the forum remotely.

Our final speaker for the Monday session was The Hon Sam Farraway, Nationals MLC. His address covered many issues not just housing, he encouraged our members councils to engage with the legislative councils inquiry "Ability of local governments to fund infrastructure and services" with submissions closing 26 April 2024.



Members were treated to a tour of Moxeys Dairy Farm. The largest single-site dairy in Australia was truly impressive.



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THE COUNTRY MAYORS ASSOCIATION OF NSW INC

"What we want is nothing more than equity"

COMMUNIQUE



The Conference Dinner at the Forbes Inn on the Monday night was a fantastic networking event. The Country Mayors Association has fostered a sense of unity and community among its members and that was on show at the dinner.

It was great to hear the inspiring passion from the 2023 CMA Scholarship recipient Haley Gould from Forbes Shire Council (pictured on the left) at the dinner. We also had a guest speaker from the prevention and early intervention organisation for vulnerable male youth "Boys to the Bush" – check out their website for more information:

<https://boystothebush.org.au/about/>

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"What we want is nothing more than equity"

COMMUNIQUÉ

Back at Club Forbes on the Tuesday morning, the presentations began with The Hon Rose Jackson, MLC. She is the Minister for Water, Minister for Housing, Minister for Homelessness, Minister for Mental Health, Minister for Youth, and Minister for the North Coast.



CMA Chair and Gunnedah Mayor Cr Jamie Chaffey, NSW Housing Minister the Hon Rose Jackson MLC and CMA Executive Member and Forbes Shire Mayor, Cr. Phyllis Miller.

The housing Minister was followed by Chief Executive of Homes NSW, Rebecca Pinkstone.



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"What we want is nothing more than equity"

COMMUNIQUÉ

We heard from the Independent Member for Orange, Philip Donato before The Hon Scott Farlow, MLC got behind the lectern. He is Shadow Minister for Planning & Public Spaces, Shadow Minister for Housing, Shadow Minister for Cities, & Shadow Minister for the Hunter & Central Coast.



The Hon. Scott Farlow (3rd from left), with CMA Executive Committee Members, Mayors Patrick Bourke (Federation Council), Russell Webb (Tamworth Regional Council), Phyllis Miller (Forbes Shire), Jamie Chaffey (CMA Chair and Gunnedah Shire) and Russell Fitzpatrick (Bega Valley).

Our final speaker at the forum was Tom O'Dea. The Head of NBN Local - NSW Regional Development Engagement spoke of how NBN Co is working to ensure connections, as part of housing developments.

For further information, contact Cr Jamie Chaffey on 0467 402 412

www.nswcountrymayors.com.au



THE COUNTRY MAYORS ASSOCIATION OF NSW INC

"What we want is nothing more than equity"

COMMUNIQUE

We then headed off on a bus tour to the Forbes Central West Industrial Park, the Forbes Central West Livestock Exchange and finished up with a gourmet lunch, which provided the opportunity to discuss the speakers and sites we had visited before dispersing back to our home turfs.



For further information, contact Cr Jamie Chaffey on 0467 402 412

www.nswcountrymayors.com.au

9 MOTIONS/QUESTIONS WITH NOTICE

9.1 NOTICE OF MOTION - UNDER LEVY OF RATES

File Number:

Mover: Cr Jan Parlett

Attachments: 1. ATT 1 | QUESTION ON NOTICE | QBRS & UNDER LEVY OF RATES

CSP Objective: Shire assets and services delivered effectively and efficiently

Budget:

MOTION

During the April Ordinary Meeting of Council, the General Manager reported there had been an under levy of rates. Could the General Manager explain for Council and community understanding;-

When the under levy was picked up?

Exactly how much was the shortfall that was not collected?

Why, the under levy was not immediately reported to Council given this is Councils main source of discretionary income?

What was the advice given to the General Manager from the Office of Local Government?

Why wasn't the advice from OLG tabled for Councils information?

How will this impact ratepayers with their 2024/2025 rates?

SUPPORTING COMMENTS

Cr Parlett did not provide supporting comments.

STAFF COMMENTS

Under the Council's Model Code of Meeting Practice, Clause 3.13 provides a section on Questions with Notice. Clause 3.13 cannot be read alone and requires to be read in conjunction with Clause 3.9, by way of a notice submitted under Clause 3.9, 'notice of motion'. For the purposes of this exercise, the question with notice was reviewed as a 'Notice of Motion' rather than request a resubmission of the document to ensure Councillors follow due process.

As per the request from Council last month during the Draft Operational Plan discussion, the Director Corporate Services was asked to provide the rating issue in the QBRS Quarter 3 report to be tabled at the May meeting. This was already at the request of Council and thus duplicating the process and adding to the administration burden of staff. Please note the following questions which can also be found in the QBRS:

When the under levy was picked up?

During the preparation of the Operational Plan.

Exactly how much was the shortfall that was not collected?

As reported to Council last month, \$94,000.

Why, the under levy was not immediately reported to Council given this is Councils main source of discretionary income?

It was through the presentation of the Draft Operational Plan.

What was the advice given to the General Manager from the Office of Local Government?

In discussions with the Office of Local Government, it was asked how this matter should be reported to Council, it was stated that this would be done through the presentation of the Operational Plan and Annual Financial Statements.

The advice provided was that Council would do a 'catch up' process for the next financial year. The advice provided was that other Councils have had amounts into the millions which took several years to catch up. The advice provided was that it would be reported through the Draft Operational Plan and Annual Financial Statements.

Why wasn't the advice from OLG tabled for Councils information?

The advice was through a telephone conversation.

How will this impact ratepayers with their 2024/2025 rates?

Rate payers were impacted favourably in 2024 so this is not an adverse impact to ratepayers but merely a correction in the next financial year. The net impact being nil.

WEDDIN SHIRE COUNCIL

QUESTIONS WITH NOTICE

During the April Ordinary Meeting of Council, the General Manager reported there had been an under levy of rates. Could the General Manager explain for Council and community understanding:

When the under levy was picked up?

Exactly how much was the shortfall that was not collected?

Why, the under levy was not immediately reported to Council given this is Councils main source of discretionary income?

What was the advice given to the General Manager from the Office of Local Government?

Why wasn't the advice from OLG tabled for Councils information?

How will this impact ratepayers with their 2024/2025 rates?

Cr Jan Parlett
6/5/2024

9.2 NOTICE OF MOTION - UPGRADE OF IT TO AUTHORITY 7.1**File Number:****Mover:** Cr Michelle Cook**Attachments:** 1. ATT 1 | Questions with Notice - Upgrade of IT to Authority 7.1**CSP Objective:** Shire assets and services delivered effectively and efficiently**Budget:****MOTION**

Upgrade of Computer Equipment, server and Software to Authority 7.1. I would like to ask a question in regard to the Upgrade of Computer equipment, server and software to Authority 7.1

Could the GM advise Council:

- When were the tenders or quotations invited for this work?
- When was the report and recommendations brought to Council?
- Did the project costs fall within the GM's delegated financial authority?
- How was the tender accepted and payments arranged?
- Does this leave council exposed to legal action and / or damages?
- Has any further computer, IT, server or software work been tendered, engaged or projects commenced for further work by council since that time?

SUPPORTING COMMENTS

Councillor Cook did not provide supporting comments.

STAFF COMMENTS

Under the Council's Model Code of Meeting Practice, Clause 3.13 provides a section on Questions with Notice. Clause 3.13 cannot be read alone and requires to be read in conjunction with Clause 3.9, by way of a notice submitted under Clause 3.9, 'notice of motion'. For the purposes of this exercise, the question with notice was reviewed as a 'Notice of Motion' rather than request a resubmission of the document to ensure Councillors follow due process.

The questions asked are operational and could be easily answered if Councillors read the Policy for Procurement and the Sale of Assets which outlines how a tender and quotation process works and where exemptions apply.

When were the tenders or quotations invited for this work?

Under Council's Policy for Procurement and Sale of Assets (1.30.1), section 7 identifies 'delegation evidence limit exemptions', including "technology – annual software licences or software upgrades from existing providers". Council upgraded the software to the next version with the existing provider (Civica). Therefore, no tender was required.

When was the report and recommendation brought to Council?

As above. Councillors are encouraged to read and understand the Policy for Procurement and the Sale of Assets (1.30.1).

Did the project costs fall within the GM's delegated financial authority?

Yes.

How was the tender accepted and payments arranged?

As above. Councillors are encouraged to read and understand the Policy for Procurement and the Sale of Assets (1.30.1). A tender was not required. Payments were arranged through Authority and Council's banking system with Westpac.

Does this leave council exposed to legal action and / or damages?

No. It is difficult to ascertain how Council is exposed to legal action and/or damages. Cr Cook is reminded that under 3.14 of the Code of Meeting Practice states:

"3.14. A Councillor is not permitted to ask a question with notice under clause 3.13 that comprises a complaint against the General Manager or a member of staff of Council, or a question that implies wrongdoing by the General Manager or a member of staff of Council."

However given Cr Cook's difficult to ascertain line of questioning, this matter will be referred to Council's insurer on Cr Cook's perception that this could expose Council to a legal action and/or damages.

Has any further computer, IT, server or software work been tendered, engaged or projects commenced for any further work by council since that time?

No further computer, IT, server or software upgrade has triggered a need to tender as per s. 55 of the Local Government Act. Therefore, no tender has been commenced.

WEDDIN SHIRE COUNCIL

QUESTIONS WITH NOTICE

Upgrade of Computer Equipment, Server and Software to Authority 7.1 :

I would like to ask a question in regard to the Upgrade of Computer equipment, server and software to Authority 7.1.

Could the GM advise Council:

- When were the tenders or quotations invited for this work?
- When was the report and recommendation brought to Council?
- Did the project costs fall within the GM's delegated financial authority?
- How was the tender accepted and payments arranged?
- Does this leave council exposed to legal action and / or damages?
- Has any further computer, IT, server or software work been tendered, engaged or projects commenced for any further work by council since that time?

Thank you

Clr Michelle Cook

5 May 2024

8 GENERAL MANAGER REPORTS

10.1 DRAFT LEGISLATIVE COMPLIANCE POLICY

File Number:

Author: Arts and Tourism Officer

Authoriser: General Manager

Attachments: 1. DRAFT COMPLIANCE LEGISLATIVE POLICY

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

Precis: To formalise the Council's approach to legislative compliance, ensuring alignment with legal and regulatory standards while promoting a culture of integrity, transparency, and accountability across all facets of operations.

Budget: Nil

RECOMMENDATION

That Council

1. Place the draft Legislative Compliance Policy on public exhibition for a period of 28 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.

PURPOSE

The purpose of this report is to provide the Draft Legislative Compliance Policy to Council for public exhibition. The Draft Legislative Compliance Policy provides further guidance to Council's Code of Conduct and Procedures relating to Legislative Compliance.

BACKGROUND

Legislative compliance is crucial for Council's corporate governance and due diligence. The Draft Legislative Compliance Policy ('Draft Policy') outlines Weddin Shire Council's commitment to adhering to all statutory and common law requirements governing its governance and operations. Council is obligated to provide a safe environment, promote equity, and maintain the highest standards of probity, transparency, and accountability for its stakeholders, staff, and the community.

ISSUES AND COMMENTS

The purpose of the Policy is to set in place Council's commitment to a culture of compliance to ensure that:

1. Council promotes a culture of good governance and compliance in line with Council's Integrated Planning and Reporting Framework.
2. Council prevents, and where necessary, identifies and responds to breaches of laws, regulations, codes, policies and organisational procedures and standards occurring within Council.
3. Council achieves the highest standards of governance.

The Policy is a local supplement to the provisions of the Act and Regulation.

The Draft Policy is a new policy as Council has not had a previous Draft Legislative Compliance Policy.

POLICY/LEGAL IMPLICATIONS

The Policy relates to the Local Government Act 1993 and the Local Government (General) Regulation 2021. The Weddin Shire Council's Delegation Register provides a list of legislation that is applicable to the functions of Council and should be read in conjunction with this Draft Policy.

FINANCIAL/RESOURCE IMPLICATIONS

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

INTERNAL/EXTERNAL CONSULTATION

The proposal is for the Draft Policy to be publicly exhibited for comment for a period of 28 days.

CONCLUSION

The Draft Legislative Compliance Policy represents Weddin Shire Council's steadfast commitment to upholding legal and regulatory standards in its governance and operations. By prioritising compliance, the Council aims to foster a culture of accountability, transparency, and integrity, ensuring the well-being of its stakeholders, staff, and the broader community. Through ongoing adherence to this policy, the Council reinforces its dedication to effective corporate governance and responsible stewardship of public resources.



DRAFT LEGISLATIVE COMPLIANCE POLICY

1. BACKGROUND

Legislative compliance is an important element in the corporate governance and due diligence of Council. The Draft Legislative Compliance Policy ('Draft Policy') sets out Weddin Shire Council's role as a local government authority and its commitment to compliance with all statutory and common law requirements relating to the governance and operations of Council.

Council has an obligation to its stakeholders, its staff and the wider community to provide an environment that is safe, a culture that promotes equity and an administration that adopts the highest of standards of probity, transparency and accountability in all its operations.

2. PURPOSE

The purpose of the Policy is to set in place Council's commitment to a culture of compliance to ensure that:

1. Council promotes a culture of good governance and compliance in line with Council's Integrated Planning and Reporting Framework.
2. Council prevents, and where necessary, identifies and responds to breaches of laws, regulations, codes, policies and organisational procedures and standards occurring within Council.
3. Council achieves the highest standards of governance.

The Policy is a local supplement to the provisions of the Act and Regulation.

3. POLICY OBJECTIVES

The objectives of this Policy are to:

- Provide a clear framework for all stakeholders to understand Weddin Shire Council's legislative compliance.
- Ensure that Council business and activities are carried out and conducted in a lawful and responsible way to protect the reputation and creditability of the Council.
- Develop, implement and monitor internal controls to manage and provide assurance on legislative compliance risk.



4. LEGISLATION

The Policy relates to the Local Government Act 1993 and the Local Government (General) Regulation 2021. The Weddin Shire Council's Delegation Register provides a list of legislation that is applicable to the functions of Council and should be read in conjunction with this Draft Policy.

5. APPLICATION/SCOPE

This Policy applies at all areas of Council's operations and covers compliance with State and Commonwealth legislation, Council codes and policies, contracts, funding agreements and other such relevant standards.

6. POLICY

6.1. Roles and Responsibilities

The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.

Roles	Responsibility
The Elected Council	Council has the responsibility to adopt local policies. The Draft Policy sets out Weddin Shire Council's role as a local government authority and its commitment to compliance with all statutory and common law requirements relating to the governance and operations of Council.
General Manager	The General Manager is responsible for the overall control and implementation of the Policy.
Directors	The Directors are responsible for establishing effective systems to ensure all staff are informed, briefed, or trained on key legal aspects relevant to their roles within budget constraints.
Employees	Employees are required to report any instances of non-compliance they become aware of, using their supervisors as the reporting channel to senior management.
General Public	The general public must act in accordance with this policy and abide by any determination made as a result of this policy.



6.2. General Principles

The Council will:

- a) Achieve compliance in all operational areas.
- b) Uphold the Policy outlining its commitment to adhering to applicable laws, regulations, codes, and Council standards.
- c) Allocate adequate resources to implement, sustain, and enhance its Compliance Program.
- d) Ensure that all managers, supervisors, and staff understand, promote, and take responsibility for compliance with relevant laws, regulations, codes, and Council standards within their daily responsibilities.
- e) Use its established Enterprise Risk Management Framework to identify, assess, and address compliance risks accurately.
- f) Integrate compliance requirements into day-to-day operating procedures as needed.
- g) Maintain an effective complaints management system that covers compliance failures.
- h) Keep a Compliance Register in conjunction with its Risk Register.
- i) Investigate, rectify, and report all instances of compliance failures.
- j) Assign appropriate responsibility for managing compliance at different levels.
- k) Offer practical education and training to staff to enable them to fulfil their compliance obligations.
- l) Actively emphasize the importance of compliance to staff, contractors, and other relevant third parties.
- m) Monitor its Legislative Compliance Program through a three-year Audit Plan.
- n) Regularly review its Legislative Compliance Program to ensure its effectiveness.

6.3. Monitoring & Measuring

Collaborating closely with the Internal Auditor, the Audit and Risk Committee plays a crucial role in supporting the Council's commitment to exercising due care, diligence, and skill in overseeing and monitoring various responsibilities. This is particularly essential in areas such as financial reporting, risk management, and compliance with legislation and Council policies.

Maintaining an Internal Audit Plan, the Council ensures an ongoing program for internal reviews, including periodic assessments of its compliance program.

Thorough investigations into compliance failures and complaints aim to rectify breaches and proactively prevent systematic and recurring issues.



To ensure relevance and effectiveness, the Council routinely reviews its policies based on a predetermined timetable.

6.4. Continual Improvement

The ongoing enhancement and review of the Compliance program and framework will be ensured through the following measures:

- a. Periodic reviews of Council policies, following a predetermined timetable.
- b. Staying informed about legislative changes and government policies by subscribing to Office of Local Government (OLG) Circulars, maintaining membership in LGNSW, and actively participating in conferences, seminars, and events hosted by OLG, LGNSW, Local Government Professionals Australia, and other local government industry bodies.

7. DEFINITIONS

Key Terms	Meaning
Codes	Industry codes that are both mandatory and voluntary which the Council is required and or chooses to comply with
Compliance	Ensuring adherence to the stipulations of laws, regulations, industry codes, and Council standards.
Compliance Failure	A violation of relevant laws, regulations, codes, and Council standards.
Council standards	Any ethical codes, conduct guidelines, policies, procedures, and charters considered by the Council as suitable standards for its daily operations.
Legislation	Exercising effective control over legal risks to guarantee compliance with the law.



Title: Legislative Compliance Policy		
Department: General Manager		
Version	Date	Author
0.1	9 May 2024	General Manager
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The General Manager will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guideline.</p>		
Review Date: 2027		
Amendments in the release		
Amendment History	Date	Detail
Annexure Attached:		
Noreen Vu General Manager		

10.2 DRAFT WORK HEALTH & SAFETY POLICY**File Number:****Author:** Acting WHS Officer**Authoriser:** General Manager**Attachments:** 1. Draft 16.8.3 Work, Health and Safety Policy**CSP Objective:** Democratic and engaged community supported by efficient internal systems**Precis:** A WHS policy is vital in guiding the safety culture of Council. It outlines the way in which safety is managed, by whom and how it is measured. The current WHS Policy is dated December 2012 and is due for review and update. The revised Policy has been drafted in line with current WHS practice and legislation.**Budget:** Nil**RECOMMENDATION****That Council**

1. Place the draft Work Health & Safety Policy 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 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

PURPOSE

The purpose of this Policy is to provide a framework for the management of the health, safety and wellbeing of Weddin Shire Council workers, contractors, volunteers and visitors to Council workplaces.

BACKGROUND

This Policy supports the Weddin Shire Council Work, Health and Safety Management System (2023). Work, health and safety applies to all work activities undertaken by workers, contractors, volunteers and visitors to Council workplaces.

ISSUES AND COMMENTS

The WHS Policy was identified for a need of review. The previous version was incorporated into the 16.8.2 Work, Health and Safety Management Plan and dated 20 December 2012. It is timely to consider a need to review and update this into a standalone Policy which supports the Council's WHS Management System (2023). A tracked changed version was not provided to Council, given the review removes the procedural information which now sits in the updated WHS Management System that Council Officers were inducted into its Safety and Wellbeing Day on 13 July 2023.

The Draft WHS Policy is a succinct policy in an easy-to-read format with guiding principles.

The Draft WHS Policy outlines the roles and responsibilities of personnel in work, health and safety. It is noted the increase psychosocial hazards being reported in the workplace when compared to the more traditional physical injuries such as sprains and twists.

Identifying, eliminating and/or minimising health and safety risks to reduce work related injury and illness is everyone's responsibility. The review of the policy is a timely reminder to the role that everyone plays.

POLICY/LEGAL IMPLICATIONS

The Policy relates to the following legislation:

- Work Health & Safety ACT 2011
- Work Health & Safety Regulation 2017
- Local Government ACT 1993
- Local Government (General) Regulation 2021

FINANCIAL/RESOURCE IMPLICATIONS

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

INTERNAL/EXTERNAL CONSULTATION

The Staff and WHS Consultative Committee will be consulted at its next meeting. The Working Draft was provided to the workers at the Depot at the 9 May 2024 Safety Talk discussion. The draft policy will be placed on public exhibition for a period of 28 days inviting internal and external submissions.

CONCLUSION

The draft WHS Policy sets out the WHS objectives of Council and guides all workers, subcontractors, visitors and others listed under the WHS legislation on the WHS expectations required under the policy. This policy also sets out responsibilities and accountabilities in relation to the management of WHS.

The Council support that the new Draft WHS Policy is place on public exhibition for a period of 28 days.



DRAFT 16.8.3 WORK HEALTH AND SAFETY (WHS) POLICY

1. BACKGROUND

This Policy supports the Weddin Shire Council Work, Health and Safety Management System (2023). Work, health and safety applies to all work activities undertaken by workers, contractors, volunteers and visitors to Council workplaces.

2. PURPOSE

The purpose of this Policy is to provide a framework for the management of the health, safety and wellbeing of Weddin Shire Council workers, contractors, volunteers and visitors to Council workplaces.

3. POLICY OBJECTIVES

The objective of this Policy is to set out Council's approach to Work Health and Safety (WHS) and to ensure that adequate resources are made available to comply with Council's legal obligations. This policy also sets out responsibilities and accountabilities in relation to the management of WHS.

4. LEGISLATION

The Policy relates to the following legislation:

Work Health & Safety ACT 2011

Work Health & Safety Regulation 2017

Local Government ACT 1993

Local Government (General) Regulation 2021

5. APPLICATION/SCOPE

This Policy applies at all times to Weddin Shire Council workers, contractors, volunteers and visitors. The Policy is to be read in conjunction with the Weddin Shire Council's Work, Health and Safety Management System (WHSMS).

6. POLICY

6.1. Roles and Responsibilities

The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.



Roles	Responsibility
General Manager	Responsible for the overall control and implementation of the Policy. The General Manager's are more distinctively defined in the WHSMS
Councillors	<p>Section 8A(1)(i) of the <i>Local Government Act 1993</i> (LG Act) provides as a guiding principle that Councils '<i>should be responsible employers and provide a consultative and supporting work environment for staff.</i>' This reflects the importance of obtaining robust advice from staff to support collective decision making by Councillors, as well as the legal duty of care under other legislation. Councillors should be mindful of the duties they have under Section 4 of the <i>Work Health and Safety Act 2011</i> (WHS Act), to '<i>take reasonable care that his or her act or omissions do not adversely affect the health and safety of other persons.</i>'</p> <p>This duty is reflected in the <i>Model Code of Conduct for Local Councils in NSW</i> (Model Code), and by extension, the Council's own adopted code of conduct. The Model Code also places obligations on Councillors not to engage in conduct that causes, comprises or involves intimidation or verbal abuse, or that constitutes harassment or bullying behaviour, or is unlawfully discriminatory.</p>
Directors	<ul style="list-style-type: none"> • Allocate appropriate resources for the implementation and maintenance of this policy and the WHS Management System. Understand the hazards and risks associated within their divisions of operations and verify that risks are effectively managed. • Review the Policy, WHSMS safe systems of work and WHS program activities at scheduled intervals.
Managers	<ul style="list-style-type: none"> • Ensure that this policy and the WHS Management System procedures are effectively implemented in areas under their control. • Support supervisors and workers to implement their WHS requirements and hold them accountable for their specific WHS responsibilities. • Identify and rectify unsafe work practices or unhealthy conditions or behaviour in their work areas.
Supervisors	<ul style="list-style-type: none"> • Take all practical measures to ensure that the workplace under their control is safe and without risks to health and safety. • Identify and rectify unsafe work practices or unhealthy conditions or behaviour. • If they do not have the authority to fix a problem they will report the matter to their manager together with any recommendations for remedial action.



Roles	Responsibility
	<ul style="list-style-type: none"> Implement their responsibilities as documented in the WHS Management System.
Contractors	<ul style="list-style-type: none"> Take reasonable care to ensure the health and safety of themselves and others in the workplace. Comply with WHS legislation and the WHS Management System. Promptly report hazards and incidents.
Worker	<ul style="list-style-type: none"> Take reasonable care to ensure the health and safety of themselves and others in the workplace. Follow reasonable health and safety instructions from Weddin Shire Council employees and representatives. Comply with safe work procedures and use appropriate PPE as required. Undertake training if required.
Volunteers/Visitors	<ul style="list-style-type: none"> Take reasonable care to ensure the health and safety of themselves and others in the workplace. Follow reasonable health and safety instructions from Weddin Shire Council employees and representatives. Comply with safe work procedures and use appropriate PPE as required. Undertake training if required.
WHS Consultative Committee	<ul style="list-style-type: none"> The WHS Consultative Committee ensure a consultative approach is maintained and that employees are advised and involved in changes that affect WHS.
General Public	<ul style="list-style-type: none"> The general public must act in accordance with this policy and abide by any determination made as a result of this policy.

6.2. OUR COMMITMENT

Weddin Shire council is committed to the prevention of work-related injury and ill health, to its workers, volunteers, contractors, visitors and members of the public through the provision of safe and healthy work environments, facilities, equipment and safe systems of work.

6.3. OUR GOAL

We aim to eliminate accidents, injuries and workplace illnesses, and improve the health and wellbeing of our people.



6.4. OUR PLAN

Weddin Shire council, led by the Council, General Manager and Directors, will demonstrate this commitment, by:

- Identifying, eliminating and/or minimising health and safety risks to reduce work related injury and illness.
- Ensuring Weddin Shire Council has available and uses appropriate resources and processes to eliminate or minimise risks to safety, especially for higher risk activities.
- Establishing measurable health and safety objectives and targets and regularly reviewing our performance.
- Fulfilling all legal requirements and meeting the AS/NZS ISO 45001 Standard for safety.
- Continuously improving our Health and Safety Management System;
- Should an incident occur, then ensuring there are effective processes in place to record, investigate and carry out remedial actions to prevent a recurrence.
- Consulting and communicating with workers and the public (where relevant) to ensure they are empowered to actively participate in WHS risk management in the workplace and their community.

7. DEFINITIONS

Key Terms	Meaning
Safe Systems of Work	Safety documents such as Safe work method statements (SWMS) procedures, safe work instructions and safe operating procedures and there associated forms.
Worker	A worker includes an employee, labour hire staff, volunteer, apprentice, work experience student, sub-contractor, contractor, trainee and outworker



Title: Work Health and Safety (WHS) Policy		
Department: General Manager		
Version	Date	Author
16.8.2	20 December 2012	
Draft 16.8.3	30/4/24	WHS Advisor
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The General Manager will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guideline.</p>		
Review Date: 2027		
Amendments in the release		
Amendment History	Date	Detail
Annexure Attached:		
<p>Noreen Vu General Manager</p>		

10.3 DRAFT CORPORATE UNIFORM AND DRESS POLICY**File Number:****Author:** Executive Assistant to the General Manager**Authoriser:** General Manager**Attachments:** 1. ATT 1 | Draft Corporate Uniform and Dress Policy**CSP Objective:** Shire assets and services delivered effectively and efficiently**Precis:** The draft Corporate Uniform and Dress Policy has been developed to provide guidelines on acceptable and appropriate guidelines for Corporate staff.**Budget:** Once adopted, a budget of approximately \$7,000 per annum.**RECOMMENDATION****That Council:**

1. Approve the draft Corporate Uniform and Dress Policy being placed on Public Exhibition for a period of 28 days inviting submissions from staff and the public in accordance with provisions of Section 405 of the *Local Government Act 1993*.
2. Request the General Manager presents a further report to Council with all submissions received at the conclusion of the public exhibition period for Council's further consideration and adoption of the policy, or in the event that no submissions are received during the exhibition period, Council formally adopt the Policy, without any changes, as a Policy.

PURPOSE

To seek Council's support to implement a Corporate Uniform and Dress Policy for Weddin Shire Council Staff. It is provided to Council for consideration and endorsement for public exhibition. The draft Corporate Uniform Policy provides employees who work indoors with guidelines and framework for an appropriate uniform that provides adequate protection from workplace hazards and promotes a positive corporate image.

BACKGROUND

Council currently does not have a formal Corporate Uniform and Dress Code Policy. A Corporate Uniform projects and enhances a professional and corporate image of Council and encourages and promotes unity within the organisation. The Corporate Uniform is to be worn by employees who are predominately engaged in an office environment. Additionally, this document outlines the allocation and management of uniforms for corporate staff. Council's dress code provides employees with guidelines on acceptable and appropriate standards of dress. Council's image and that of the region can be affected by the presentation of our employees.

The working draft Corporate Uniform Policy was provided to the Consultative Committee with consideration given to the concept of the policy.

ISSUES AND COMMENTS

Council does not have a current Corporate Uniform policy. The staff in the administration office, particularly customer service facing officers have discussed at length their wish to have a uniform.

Outdoor workers are issued uniforms at the expense of Council. The approach will allow for equity across the administration staff and outdoor workforce. If adopted by Council, the corporate uniform policy will be compulsory for all front counter personnel and those who have significant face-to-face interactions, however acknowledging that there may be exemptions that apply.

POLICY/LEGAL IMPLICATIONS

This is a new policy for Council.

FINANCIAL/RESOURCE IMPLICATIONS

It is proposed that commencing from 1 July 2024, should all indoor (full time and permanent part time), then a budget allowance of approximately \$7,000 could be considered to accommodate for the program's commencement.

INTERNAL/EXTERNAL CONSULTATION

The first working draft was provided to the Consultative Committee. The second working draft will be provided to the WHS and Staff Consultative Committee and all administration officers will be notified. Following the Public Exhibition Period and adoption of the policy, the Finance Officer will meet with relevant staff to determine the best style and colour range for employees and will further consider any feedback received through the consultation period.

CONCLUSION

That Council support the draft Corporate Uniform and Dress Code Policy being placed on Public Exhibition, and support the recommendations.



CORPORATE UNIFORM AND DRESS POLICY

1. BACKGROUND

The Draft Corporate Uniform and Dress Policy ('the Policy') provides Weddin Shire Council information on a corporate uniform policy that outlines a dress code. This Policy formalises the process moving forward.

2. PURPOSE

A Corporate Uniform projects and enhances a professional and corporate image of Council and encourages and promotes unity within the organisation. The Corporate Uniform is to be worn by employees who are predominately engaged in an office environment. Additionally, this document outlines the allocation and management of uniforms for corporate staff. Council's dress code provides employees with guidelines on acceptable and appropriate standards of dress. Council's image and that of the region can be affected by the presentation of our employees.

3. POLICY OBJECTIVES

The objectives of the Draft Corporate Uniform Policy ('Draft Policy') are to:

- 3.1. Ensure the professional and corporate image enhancement through a Corporate Uniform for Council employees.
- 3.2. Consult and engage with employees on the styling of the Corporate Uniform policy.
- 3.3. Ensure the clothing provides functionality, uniformity and safety.
- 3.4. Encourage employees in the office environment to adopt the Corporate Uniform standards.

4. LEGISLATION

- *Anti-Discrimination Act (NSW) 1977*
- *Local Government Act 1993*
- *Privacy and Personal Information Protection Act 1998*
- *Summary Offences Act 1966 Sect 17 (Obscene actions)*
- *Crimes Act 1900- Sect 392 (Offensive behaviour)*

5. APPLICATION/SCOPE

- 5.1. This Policy applies at all times to Council employees, specifically Corporate, in the Weddin Local Government Area.
- 5.2. This is to be of a business style in line with the approved range of uniform.
- 5.3. The Corporate Uniform is encouraged for all administration staff, regardless of part-time or fulltime employment.
- 5.4. Staff will be supplied with and are recommended to wear a name badge.
- 5.5. Council's Corporate Uniform is compulsory for permanent indoor employees (fulltime and part-time) who are front counter staff and/or employees who maintain significant face to face public contact during normal working hours.

5.6. Exemptions

- 5.6.1. Staff members that require a mix of indoor and outdoor uniforms as a requirement of their role will be allocated a percentage of each provision on a pro-rata basis as recommended by their manager and Human Resources.
- 5.6.2. Staff members who believe they have a legitimate reason for not complying with this policy will approach their individual supervisor. The matter will then be referred to the relevant Director who will consult with Human Resources and consider any exemption.
 - 5.6.2.1. Exemptions may apply to employees on an irregular occurrence who are expected to wear the Corporate Uniform due to legitimate reasons which can be noted by the individual supervisor.
- 5.6.3. Outdoor staff are required to adhere to the PPE Uniform Policy and the Sun Protection Policy.
- 5.6.4. The Policy does not apply to volunteers, contractors, consultants or short term temporary employees (ie. Less than six [6] months). These persons must maintain an appropriate standard of corporate attire in keeping with the intent of this Policy in regards to displaying a professional image.

6. POLICY

6.1. Roles and Responsibilities

The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.

Roles	Responsibility
Employees	For adhering to the Corporate Uniform Policy
General Manager	The General Manager is responsible for the overall control and implementation of the Policy.
Director of Corporate Services	The Director of Corporate Services is responsible for maintaining budget allocation to provide the Uniform Policy to staff

Roles	Responsibility
Finance Officer	Responsible for coordination of ordering of corporate uniforms and liaising with suppliers.

6.2. Style and Colour

6.2.1. The Corporate Uniform styles and colours are limited to those styles listed in Council's Corporate Uniform Procedure.

6.2.2. Uniforms must be procured and branded in accordance with Council's procedures, via the nominated suppliers. The following provides the Policy principles.

6.3. Acceptable Attire

Acceptable attire at Weddin Shire Council is as follows:

Men

- Approved range - Trousers
- Approved range - Shirts
- Approved range - Suit Jacket, cardigan, pullover or vest
- Approved range - Casual polo (for community or council events, casual dress days, and training/workshops. The polo shirt is not part of the corporate uniform.)
- Dress Shoes (appropriate to workplace and corporate image - not provided)
- Approved range - Tie (optional)

Women

- Approved range - Skirt
- Approved range - Trousers
- Approved range - Shirt / Blouse
- Approved range - Dress
- Approved range - Suit Jacket, cardigan, pullover or vest
- Approved range - Casual Polo (for community or council events, casual dress days, and training/workshops. The polo shirt is not part of the corporate uniform.)
- Dress Shoes (appropriate to workplace and corporate image - not provided)
- Approved range - Scarf (optional)

6.3.1. Clothing and garments worn to comply with religious or cultural requirements are acceptable as long as they do not pose a foreseeable

hazard having the potential to harm health or safety. If a workplace participant is uncertain about whether his/her attire is acceptable, the workplace participant should check with the Department Director.

6.4. Unacceptable Attire

The following is a guide to attire that is unacceptable in the workplace. It is not an exhaustive list. The following should also be read with the definition of 'professional image'.

Unacceptable attire includes but is not limited to the following items;

- Sports Shoes - Joggers, sneakers, trainers
- Stiletto Shoes - Stiletto High Heels more than 2 inches high
- Thongs / Sandals and open toes shoes
- Shorts
- Singlets - Excludes Sleeveless Tops
- Sheer / See-Through attire
- Denim (unless for Casual days or special occasions approved by the General Manager)

6.4.1. Where an employee fails to comply with the dress standard as determined by the appropriate supervisor, the employee may be asked to return home in his/her own time and return to work appropriately dressed.

6.4.2. Acceptable attire is assessed during the Probationary Period Assessment between the Supervisor and the Employee.

6.4.3. Clothing and shoes for casual dress days, community or council events, and training/workshops where Council Corporate Uniform is not worn, must still be appropriate for the workplace and in keeping with Council's corporate image.

6.5. Branding

6.5.1. Council's corporate uniform will be branded with the LG NNT Logo or Council's logo with respect to purchases from other suppliers.

6.5.2. All Council uniforms items shall be readily identifiable as a Council uniform by the attachment of Council's Logo or the LG NNT Logo in a location on the item of clothing which is easily viewed under normal circumstances.

6.6. Return of Uniforms

Employees are required to return uniforms which are branded with Council's logo to the Human Resources department on Termination/ Resignation within five business days. This is to maintain the integrity of the Council's corporate image by minimising the risk of the Council being misrepresented in the future.

6.7. Presentation

- 6.7.1. In accordance with Council's Model Code of Conduct and Procedures for employees, a high standard of personal presentation is required from employees at all times whilst on duty and representing Council in an official capacity.
- 6.7.2. Uniforms are to be clean, neatly pressed and maintained in good order at the employees cost. The manufacturer's care and washing instructions are to be followed. Laundry and dry cleaning costs for corporate uniform items are tax deductible however it is the individual's responsibility to verify their own individual taxation.

6.8. Special Interest and/or Fundraising Days

When a special Interest and/or a fundraising day is held (i.e. Jeans for Genes Day), it is accepted that employees may dress in appropriate themed attire, whilst adhering to the guidelines in set out in the Unacceptable Attire section.

6.9. Identification

- 6.9.1. Council will provide employees with a name badge to be worn during normal working hours and when representing Council.
- 6.9.2. Any person employed by Council who enters private property as part of their duties must carry an identification card issued by Council.

6.10. Tattoos and Body Piercing

- 6.10.1. Tattoos that could be perceived as offensive should be discreetly covered where possible (eg. Sexually graphic, lewd, violent, extremist or otherwise offensive tattoos etc.) This item is to be administered at the discretion of the Human Resources Manager.
- 6.10.2. Any form of body piercing, other than ear piercing, must be discreet and ensure a professional image is portrayed at all times.

6.11. Health and Safety

- 6.11.1. Weddin Shire Council is required to remove any reasonably foreseeable risk to workplace health and safety. If Council considers that particular clothing, shoes or jewellery constitutes a foreseeable hazard having the potential to harm health or safety, Council may take whatever action it considers necessary to address the situation.
- 6.11.2. Action may include directing the individual to remove or replace the particular clothing, shoes or jewellery while in the workplace. If it is not practicable to remove or replace the particular item, Council may direct the workplace participant to leave the workplace. The individual is expected to comply with any such direction.

6.12. Uniform subsidy

- 6.12.1. An annual uniform allowance of up to \$250.00 will be available to permanent fulltime (pro-rata for part-time employees) employees wishing to update or replace their uniform commencing from 1 July 2024.

6.12.2. Any unexpended subsidy will be forfeited on 30 June each year. Under no circumstances is this to be exchanged in lieu of cash or any other benefit.

6.12.3. Additional items may be purchased at the employee's expense.

6.12.4. Temporary appointed employees for periods of less than 12 months, and casual staff, will be considered on an individual basis subject to positional requirements and the duration of employment, at the discretion of the Department Director.

6.13. Breach of Policy

Continued breaches and/or deliberate breaches of this Policy may result in disciplinary action in accordance with the Local Government State Award disciplinary procedures.

6.14. Related Documents

- Weddin Shire Council Model Code of Conduct and Procedures
- Corporate Uniform and Dress Procedure
- Personal Protective Equipment (PPE) Policy and Procedures
- Work Health & Safety Management Plan
- Workwear Group Order Form

7. DEFINITIONS

Key Terms	Meaning
Approved Range	Is the clothing style and colour scheme set by the General Manager in consultation with the Employees.
Casual	Shall mean an employee engaged on a casual basis as per the Local Government (State) Award 2023 or contract of employment.
Contractor/Consultants	Shall mean those people engaged on a contractual or consultancy basis and not an employee. Specifically those paid out of creditors and not through payroll.
Contract Employees	Shall mean those people employed on a common law contract of employment. This includes General Manager.
Council	Weddin Shire Council
Fulltime	Shall mean as per Local Government (State) Award 2023 or as per contract of employment. Generally 35 hrs per week.
Part-time	Shall mean employment for less than the normal weekly ordinary hours specified for a full time employee.
PPE	Personal Protective Equipment. Includes any item of clothing, equipment or device designed to protect a person from risks of injury or illness.
Professional image	Professional image by way of guidance includes 'business professional' clothing that consists of wearing generally conservative/classic and non-extravagant clothing, allowing staff to portray themselves in a professional manner. Clothes are to be cleaned, without any stains or with odour and ironed (where necessary). It should not expose much body or skin.
Staff	Shall mean employees of Weddin Shire Council, collectively referred to in this Policy as 'Workplace Participants' who are not required to wear PPE apparel.
Temporary	Shall mean for a specified period of time or for a specified task.

Title: Draft Corporate Uniform and Dress Policy		
Department: General Manager / Corporate Services		
Version	Date	Author
01	27/01/2023	General Manager
02	01/08/2023	WHS Officer
03	07/05/2024	EA to General Manager
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Director Corporate Services will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guideline.</p>		
Review Date: 2027		
Amendments in the release		
Amendment History	Date	Detail
Annexure Attached:		
<p>Noreen Vu General Manager</p>		

10.4 RESOLUTION REGISTER

File Number: C2.3.3
Author: Executive Assistant to the General Manager
Authoriser: General Manager
Attachments: 1. ATT 1 | Resolution Register as at 8 May 2024
CSP Objective: Shire assets and services delivered effectively and efficiently
Precis: To provide Council with the current outstanding action items.
Budget: NIL

RECOMMENDATION

That Council note the attached Resolution Register as at 8 May 2024.

PURPOSE

To provide Council with an update on the current outstanding actions on the Resolution Register as at 8 May 2024.

BACKGROUND

As requested in the 18 April 2024 Ordinary Council Meeting, a workshop for Councillors will be held on Monday 13 May 2024 to go through the resolution register line by line to ensure that the resolutions are being actioned and updated.

In addition, the format of the resolution register has been amended to now include the full resolution and staff comments, it is proposed that this format will be used moving forward.

CONCLUSION

That Council note the current outstanding actions on the resolution register.

Action Sheets Report	Division:	Council	Date From:
	Committee:		Date To:
	Officer:		Printed: 8 May 2024 11:03 AM

Meeting	Officer/Director	Section	Subject
Council 26/05/2022	Cook, Michelle Vu, Noreen	Motions/Questions with Notice	NOTICE OF MOTION - COUNCIL SUPPORT THE DOLLY PARTON IMAGINATION LIBRARY IN WEDDIN SHIRE
MOTION			
Moved: Cr Cook			
Seconded: Cr Parlett			
That this matter be opened for discussion by Council. Upon completion of that discussion, it was resolved as follows;			
RESOLUTION 143/22			
Moved: Cr Diprose			
Seconded: Cr Best			
That:			
1. Council direct the Acting General Manager to undertake a thorough review of the current and future library operations, inclusive of the possible inclusion of the Dolly Parton Imagination Library program into the future operations of the Library.			
2. This review be reported back to a future meeting of Council.			
			CARRIED

Action Sheets Report		Division: Committee: Council Officer:	Date From: Date To: Printed: 8 May 2024 11:03 AM
Meeting	Officer/Director	Section	Subject
Council 26/05/2022	Kershaw, Maxwell Vu, Noreen	General Manager Reports	CROWN LAND RESERVES
RESOLUTION 153/22 Moved: Cr Diprose Seconded: Cr Frame That: <ol style="list-style-type: none"> The report on the Crown Land Reserves – generic plan of management prepared by Council’s consultants, Ward Planning and Consulting be received and noted; and This report be referred to the NSW Department of Crown Land for initial review and comment prior to being reassessed by Council and then put on public exhibition for community feedback. <div>CARRIED</div>			
09 Jun 2022 2:24pm Osborne, Audrie Management report forwarded to Crown Lands for assessment 12 Jul 2022 3:20pm Osborne, Audrie Still underway 11 Aug 2022 8:56am Osborne, Audrie 8 July 2022 NSW Department of Crown Land acknowledged receipt of WSC letter and Managment plan and are currently reviewing. 09 Mar 2023 2:36pm Walters, Liz Crown Lands are still reviewing the documentation. Advised by Director Corporate Services 12 Jul 2023 5:13pm Walters, Liz Crown Lands are continuing to review the documentation and will provide an update in due course.			

Action Sheets Report	Division: Committee: Council Officer:	Date From: Date To: Printed: 8 May 2024 11:03 AM
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Meeting	Officer/Director	Section	Subject
Council 15/12/2022	Sheehan, Luke Sheehan, Luke	Environmental Services Reports	NAMING OF GRENFELL DOG PARK
RESOLUTION 320/22			
Moved: Cr McKellar			
Seconded: Cr Howell			
That Council name the off leash dog park located on the Corner of West Street and South Street, the 'Grenfell Dog Park – In Memory of Amy Brown. A local Icon'.			
CARRIED			
09 Feb 2023 4:47pm Osborne, Audrie			
Naming of dog park confirmed. Currently investigating sign options and story board.			
11 Apr 2023 4:25pm Sheehan, Luke			
Preparing wording and sign details to obtain quotations			
10 May 2023 5:31pm Walters, Liz			
Work is progressing, anticipate final design and costing for signage to be end June 2023 - as advised by Director Environmental Services.			
12 Jul 2023 4:35pm Sheehan, Luke			
Wording for storey board drafted. Currently trying to source suitable pictures to be included on story board.			
09 Aug 2023 11:58am Sheehan, Luke			
Consulting with sign companies to determine if photos obtained are suitable for inclusion on storey board.			
12 Oct 2023 9:42am Sheehan, Luke			
Sign company requested to inspect site and prepare sign and story board in conjunction with other sign works requested by Council.			
09 Nov 2023 3:19pm Walters, Liz			
Awaiting site visit to finish preparing the full quote in conjunction with the story board site visit.			
06 Dec 2023 4:14pm Sheehan, Luke			
Site visit organised to liaise with sign company to development dog park sign and potentially look at the replacement of storey boards in Main Street.			
08 Feb 2024 4:35pm Sheehan, Luke			
Location and design discussed with sign company. Design being developed.			
07 Apr 2024 6:29pm Sheehan, Luke			
Sign contractor inspected area and proposed change to sign to attach to existing fence rather than free standing sign.			

Action Sheets Report	Division: Committee: Council Officer:	Date From: Date To: Printed: 8 May 2024 11:03 AM
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Meeting	Officer/Director	Section	Subject
Council 16/02/2023	Parlett, Jan Vu, Noreen	Motions/Questions with Notice	Notice of Motion - That Council review the current LG Hub System to assess its suitability to meet current and future demands.
<p>MOTION</p> <p>THAT COUNCIL REVIEW THE CURRENT LG HUB SYSTEM TO ASSESS ITS SUITABILITY TO MEET CURRENT AND FUTURE DEMANDS</p> <p>09 Mar 2023 2:10pm Walters, Liz At Council Ordinary Meeting of 16 February 2023 it was agreed that a Councillor Workshop be convened in the near future to discuss LG Hub and other options, including Councillors requirements. Resolution 026/23</p> <p>11 May 2023 9:11am Walters, Liz Wokshop to be scheduled in due course noting priorities to date has been budget discussions.</p>			

Action Sheets Report	Division: Committee: Council Officer:	Date From: Date To: Printed: 8 May 2024 11:03 AM
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Meeting	Officer/Director	Section	Subject
Council 17/08/2023	Bembrick, Craig Vu, Noreen	Mayoral Reports/Minutes	Mayoral Minute - Civic Reception for Clare Hunt
<p>RESOLUTION 161/23</p> <p>Moved: Cr Parlett Seconded: Cr McKellar That Council:</p> <ol style="list-style-type: none"> 1. Endorse a Civic Reception for Ms Clare Hunt to be organised by Council's Tourism and Events team in conjunction with our local community groups and schools. 2. Approve funding of up to \$1,000 from the Community Small Projects vote to assist in the planning of the event. <p style="text-align: right;">THE MOTION WAS CARRIED</p> <p>20 Sep 2023 4:03pm Walters, Liz Resolution 161/23 Council endorsed the civic reception with funding of up to \$1,000 from the community small projects vote to assist in the planning of the event.</p> <p>11 Oct 2023 3:56pm Walters, Liz The Civic Reception will be organised by the events and tourism team; planning has commenced.</p> <p>03 May 2024 4:59pm Walters, Liz A Civic Reception will be organised when Ms Hunt returns to Grenfell</p>			

Action Sheets Report	Division: Committee: Council Officer:	Date From: Date To: Printed: 8 May 2024 11:03 AM
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Meeting	Officer/Director	Section	Subject
Council 28/09/2023	Best, Paul Vu, Noreen	Motions/Questions with Notice	Notice of Motion - Request for desktop investigation on non-potable water system
RESOLUTION 192/23			
Moved: Cr Diprose			
Seconded: Cr Best			
<ol style="list-style-type: none"> 1. That Council, in collaboration with Central Tablelands Water investigate a possible non potable water system and source in order to supplement the current Parks and Gardens reticulated water systems. 2. That Council, in collaboration with Central Tablelands Water provide a desktop investigation on the benefits and disadvantages of such a system, indicative costings and other requirements such as licencing, external consultation required etc. 			
THE MOTION WAS CARRIED UNANIMOUSLY			
11 Oct 2023 3:05pm Walters, Liz			
RESOLUTION 192/23, Moved: Cr Diprose, Seconded: Cr Best, 1.That Council, in collaboration with Central Tablelands Water investigate a possible non potable water system and source in order to supplement the current Parks and Gardens reticulated water systems., 2.That Council, in collaboration with Central Tablelands Water provide a desktop investigation on the benefits and disadvantages of such a system, indicative costings and other requirements such as licencing, external consultation required etc., THE MOTION WAS CARRIED UNANIMOUSLY			
09 Nov 2023 3:44pm Walters, Liz			
Director Environmental Services has commenced investigations.			
03 May 2024 4:59pm Walters, Liz			
Director Environmental Services to hold discussions with Service NSW			

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Meeting	Officer/Director	Section	Subject
Council 19/10/2023	Holmes, Isabel Sheehan, Luke	Environmental Services Reports	Signage - Cobb & Co
RESOLUTION 239/23			
Moved: Cr Diprose			
Seconded: Cr Best			
That Council:			
1. Place the two colour design options for the restoration of the Cobb & Co sign located on the Mid Western Highway on the approach to Grenfell, out for public consultation for a period of 28 days, requesting the public to vote for their preferred colour design.			
2. The colour design option for the restoration of the Cobb & Co sign be chosen based on the most popular vote of the public.			
THE MOTION WAS CARRIED UNANIMOUSLY			
09 Nov 2023 3:25pm Walters, Liz Currently on public exhibition for 28 days; closing 30 November 2023. Voting link provided on website and Facebook and forms available on website and available at Chambers.			
08 Feb 2024 3:50pm Walters, Liz RESOLUTION 239/23, Moved: Cr Diprose, Seconded: Cr Best, That Council:, 1. Place the two colour design options for the restoration of the Cobb & Co sign located on the Mid Western Highway on the approach to Grenfell, out for public consultation for a period of 28 days, requesting the public to vote for their preferred colour design., 2. The colour design option for the restoration of the Cobb & Co sign be chosen based on the most popular vote of the public., THE MOTION WAS CARRIED UNANIMOUSLY			
10 Apr 2024 12:24pm Sheehan, Luke Sign contractor inspected sign on 3 April 2024. Currently undertaking signage works.			

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Meeting	Officer/Director	Section	Subject
Council 16/11/2023	Forsyth, Freuin Vu, Noreen	General Manager Reports	DRAFT PPE UNIFORM POLICY AND DRAFT SUN PROTECTION POLICY
<p>RESOLUTION 251/23</p> <p>Moved: Cr Frame Seconded: Cr McKellar</p> <p>That Council</p> <ol style="list-style-type: none"> 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. 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. <p style="text-align: right;">THE MOTION WAS CARRIED UNANIMOUSLY</p> <p>08 Feb 2024 3:47pm Walters, Liz 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</p> <p>08 May 2024 10:57am Walters, Liz Both policies will be tabled at the 16 May 2024 Ordinary Council Meeting for adoption.</p>			

Division: Committee: Council Officer:		Date From: Date To:
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Meeting	Officer/Director	Section	Subject
Council 14/12/2023	McCann, Claire Thompson, John	Corporate Services Reports	TAYLOR PARK MASTER PLAN - PUBLIC EXHIBITION SUBMISSIONS
RESOLUTION 288/23			
Moved: Cr Frame			
Seconded: Cr Parlett			
<ol style="list-style-type: none">1. That council note information contained in this report.2. Endorse the attached final Taylor Park Master Plan (Attachment 1), reflecting the below amendments based on the submissions received during the public exhibition.3. That Council accept Stage 1 and proceed, and that Stage 2 will be reconsidered at a later date prior to commencement of project development of that stage.			
THE MOTION WAS CARRIED			
08 Feb 2024 3:35pm Walters, Liz			
RESOLUTION 288/23, Moved: Cr Frame, Seconded: Cr Parlett, 1. That council note information contained in this report., 2. Endorse the attached final Taylor Park Master Plan (Attachment 1), reflecting the below amendments based on the submissions received during the public exhibition., 3. That Council accept Stage 1 and proceed, and that Stage 2 will be reconsidered at a later date prior to commencement of project development of that stage., THE MOTION WAS CARRIED			

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Meeting	Officer/Director	Section	Subject
Council 21/03/2024	Meldrum, Renae Vu, Noreen	General Manager Reports	SOCIAL MEDIA REPORT FROM THE CNSWJO TO COUNCIL
RESOLUTION 042/24			
Moved: Cr Best			
Seconded: Cr Kenah			
That Council:			
1. Note and receive the report.			
2. Delegate the General Manager to review its Social Media Policy for Councillors and Social Media Policy for Staff in the context of the advice from the CNSWJO in this report and to table this to Council at a later date.			
3. Delegate the General Manager to seek scoping advice from the CNSWJO for a shared resource in social media support.			
THE MOTION WAS CARRIED UNANIMOUSLY			
10 Apr 2024 12:56pm Walters, Liz			
GM is in discussion with CNSWJO for shared resourcing; GM will review current Social Media Policy in conjunction with CNSWJO and will table draft to Council in due course.			

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Meeting	Officer/Director	Section	Subject
Council 21/03/2024	Meldrum, Renae Vu, Noreen	Corporate Services Reports	HENRY LAWSON FESTIVAL FUNDING REQUEST FROM GROW GRENFELL GROUP FOR LIGHTING GRENFELL MAIN STREET BUILDINGS
RESOLUTION 046/24			
Moved: Cr Diprose			
Seconded: Cr Frame			
That Council:			
<ol style="list-style-type: none"> 1. Note the request made by The Grow Grenfell Group to The Henry Lawson Festival of Arts Committee for additional funding for Lighting of Grenfell Main Street Buildings. 2. Approve the funding allocation from The Henry Lawson Festival of Arts of \$15,000 to The Grow Grenfell Group. 3. Approve the funding allocation from The Henry Lawson Festival of Arts of \$16,846.83 for the 2024 festival. 4. Approve the funding allocation from The Henry Lawson Festival of Arts of \$15,000 for the 2025 festival. 			
THE MOTION WAS CARRIED UNANIMOUSLY			
10 Apr 2024 12:15pm Walters, Liz			
Letter sent to Grow Grenfell Group and President HLF on 08/04/2024 with the outcomes of the Council meeting. Transfer of \$15,000 from the HLF to GGG will be actioned by the HLF Committee. Council separately notified HLF the council resolution and istructed HLF to transfer the funds to GGG.			
10 Apr 2024 12:19pm Walters, Liz			
This action will remain on the register until Council recieves remittance advice that the transfer of funds to GGG has occured.			

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Meeting	Officer/Director	Section	Subject
Council 21/03/2024	McCann, Claire Thompson, John	Corporate Services Reports	HENRY LAWSON FESTIVAL COMMITTEE SPECIAL GUEST PLAQUE REQUEST
RESOLUTION 050/24			
Moved: Cr Parlett			
Seconded: Cr Howell			
That Council:			
1. Receive and note the report including the request from the Henry Lawson Festival Committee to purchase and install official guest plaques.			
2. Explore Grant funding for the plaques.			
THE MOTION WAS CARRIED			
05 Apr 2024 4:37pm Walters, Liz			
Letter sent to President of HLF advising of the outcome 5/04/2024. Arts, Tourism and Events Coordinator to explore Grant funding for the plaques.			

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Meeting	Officer/Director	Section	Subject
Council 21/03/2024	Meldrum, Renae Vu, Noreen	Infrastructure Services Reports	CARAGABAL RESIDENTS PETITION REQUEST TO NAME PARK "LARRY McDONALD PARK"
RESOLUTION 052/24			
Moved: Cr Diprose			
Seconded: Cr McKellar			
That Council:			
1. Note and receive this Report.			
2. Note and receive the petition provided by the Caragabal Progress Group regarding the 'renaming of Oliver Park to Larry McDonald Park ' from Caragabal residents.			
3. Place the proposal on Public Exhibition for the community to provide a submission.			
THE MOTION WAS CARRIED UNANIMOUSLY			
04 Apr 2024 5:48pm Walters, Liz			
04/04/2024 - Notification placed on Public Exhibition - submissions close 3 May 2024 @ 9:00am. Placed on WSC Website and Facebook and will appear in the Grenfell Record from 11 April 2024.			

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Meeting	Officer/Director	Section	Subject
Council 21/03/2024	Sheehan, Luke Sheehan, Luke	Environmental Services Reports	REVIEW OF ALCOHOL FREE ZONES
<p>RESOLUTION 054/24</p> <p>Moved: Cr Diprose Seconded: Cr Kenah</p> <p>That Council</p> <ol style="list-style-type: none"> 1. A notice complying with the requirements of clause 644A(1) of the Local Government Act 1993 be placed on public exhibition for a period of 28 days inviting submission from members of the public on the proposed Alcohol Free Zones. 2. The proposed Alcohol Free Zones to apply in Main Street Grenfell between 10:00pm – 9:00am daily for a trial period of 12months. All other proposed Alcohol Free Zones are to apply at all times. 3. A copy of the notice be sent to the officer in charge of the Grenfell Police Station, and to each holder of a liquor licence for premises that border, adjoin or is adjacent to the proposed Alcohol Free Zones, inviting their comments in relation to the proposal. 4. The Director Environmental Services present a further report to Council with all submissions received at the conclusion of the public exhibition period, for Councils further consideration on the proposed Alcohol Free Zones. 5. In the event that Alcohol Free Zones are established, that Council delegate to the General Manager, the authority to suspend an Alcohol Free Zone for a special event, subject to publishing a notice of the suspension in a manner which is likely to bring the notice to the attention of members of the public and notifying NSW Police. <p style="text-align: right;">THE MOTION WAS CARRIED CR COOK - AGAINST</p> <p>07 Apr 2024 6:31pm Sheehan, Luke Public consultation being undertaken 10 Apr 2024 12:10pm Walters, Liz Uploaded for Public Exhibition on WSC website, Facebook and Council News</p>			

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Meeting	Officer/Director	Section	Subject
Council 18/04/2024	Frame, Warwick Vu, Noreen	Motions/Questions with Notice	Notice of Motion - Report on the finalisation of signage and marking of the Main Street including for disabled parking; report on CCTV in Main Street; request regular updates to Council.
RESOLUTION 070/24			<p>Moved: Cr Frame</p> <p>Seconded: Cr McKellar</p> <p>Moved: Cr Frame</p> <p>Seconded: Cr Diprose</p> <p>For discussion as separate items:</p> <ol style="list-style-type: none"> 1. That Council Officers provide a report on the finalisation of signage and marking of the Main Street including for disabled parking. 2. That Council Officers provide a report on the CCTV in the Main Street. 3. That Staff provide updates through the Infrastructure Works Report until it is finished. <p style="text-align: right;">THE MOTION WAS CARRIED UNANIMOUSLY</p>

Action Sheets Report	Division:	Council	Date From:
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Meeting	Officer/Director	Section	Subject
Council 18/04/2024	McKellar, Stuart Vu, Noreen	Motions/Questions with Notice	Notice of Motion - That Council considers a concert or event that attracts people of all ages through an entertainment act like the Australian Beach Boys
RESOLUTION 071/24			
Moved: Cr McKellar			
Seconded: Cr Frame			
That Council considers a concert or event that attracts people of all ages through an entertainment act like the Australian Beach Boys for funding through a grant.			
THE MOTION WAS CARRIED UNANIMOUSLY			

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Meeting	Officer/Director	Section	Subject
Council 18/04/2024	Walters, Liz Vu, Noreen	General Manager Reports	WRITTEN RETURN OF INTERESTS AND RELATED PARTY DISCLOSURES
RESOLUTION 072/24			
Moved: Cr Frame			
Seconded: Cr Best			
That:			
1. Councillors and Designated persons review their personal circumstances and determine if they are required to lodge a Written Return of Interests within three (3) months of 30 June 2024.			
2. Key Management Personnel review their personal circumstances and determine if they are required to lodge a Related Party Transaction Notification within 30 days after 30 June 2024.			
THE MOTION WAS CARRIED UNANIMOUSLY			

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Meeting	Officer/Director	Section	Subject
Council 18/04/2024	Sheehan, Luke Sheehan, Luke	Environmental Services Reports	DRAFT WEDDIN SHIRE DISABILITY INCLUSION ACTION PLAN 2024-2028
RESOLUTION 083/24			
Moved: Cr Diprose			
Seconded: Cr Kenah			
That			
<ol style="list-style-type: none">1. Council place the draft Weddin Shire Disability Inclusion Action Plan 2024-2028, as attached to the report, on public exhibition for a period of 28 days for the purpose of inviting submissions from the community.2. The draft Weddin Shire Disability Inclusion Action Plan 2024-2028 be formally referred to the Weddin Interagency during the public exhibition period, inviting comments and feedback from the Interagency as a whole or from individual agencies.3. The Director of Environmental Services present a further report to Council with all submissions received at the conclusion of the public exhibition period for Council's further consideration and adoption of the Plan.			
THE MOTION WAS CARRIED UNANIMOUSLY			
23 Apr 2024 12:47pm Walters, Liz			
Resolution 083/24 - Placed on Public Exhibition 24/04/2024 with submissions closing 5:00pm Friday 24 May 2024.			

10.5 ADOPTION OF THE PPE UNIFORM POLICY AND SUN PROTECTION POLICY**File Number:****Author:** Executive Assistant to the General Manager**Authoriser:** General Manager**Attachments:** 1. ATT 1 | PPE Uniform Policy
2. ATT 2 | 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. Adopt the Personal Protection Equipment (PPE) Uniform Policy.
2. Adopt the Sun Protection Policy.

PURPOSE

The purpose of this report is to provide two policies to Council for consideration. The Personal Protective Equipment Uniform Policy and the 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 were provided on public exhibition in November 2023.

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 employees and workers are protected from workplace hazards and risks for PPE Uniform or Sun Protection.

Council received submissions from staff who work in hot environments. The comments received have been considered and the policies have been updated where appropriate. The updates are in track for Council's review. Once adopted by Council, the changes will be accepted and uploaded onto Council's website.

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 draft policies were presented to the Staff Consultative Committee. Further consultation with the workforce was undertaken following the public exhibition period and amendments were made to the draft policies following the consultation process.

Following the public exhibition period, concerted effort was made to ensure that Council Officers were consulted on the matter due to the lack of submissions during the public exhibition period. A Safety Talk incorporated both policies to ensure engagement and further feedback.

A request by staff was for Council to consider shorts or knee length pants in the hotter part of the year and questions were raised about beanies and broad brimmed hats. Council considered the requests however cannot allow field staff to wear shorts at work for the following reasons:

- Council has to ensure that they are providing maximum sun protection to all staff whilst working. The Cancer Council of Australia recommendation for best protection to be fully covered if being exposed to UV/Sun light for more than 30 mins per day when the UV index is over 3.
- The Cancer Council of Australia recommendation for best protection to be wearing a broad brimmed hat if being exposed to UV/Sun light for more than 30 mins per day when the UV index is over 3.
- Council does not oppose beanies being worn if they don't interfere with the Sun Protection Policy. Beanies can be worn under or over the top of the broad brimmed hat if they don't interfere with the proper wearing of the broad brimmed hat; and/or can be worn with hard hat as long as the beanie does not interfere with the proper wearing of the hard hat or fitting of the PPE.

CONCLUSION

That Council support the new 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 adopts the PPE Uniform Policy and the Sun Protection Policy as per attached.



PERSONAL PROTECTIVE EQUIPMENT (PPE) UNIFORM POLICY

1. 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. The Policy formalises the process moving forward.

2. PURPOSE

To provide employees, contractors, volunteers and visitors who work outside with guidelines and framework for an appropriate uniform that provides adequate protection from workplace hazards and promotes a positive corporate image.

3. POLICY OBJECTIVES

The objectives of this Policy are to:

- Establish guidelines on acceptable and appropriate standards of dress for those employees, contractors, volunteers and visitors working outside
- Apply the principles of work health and safety (WHS) management and risk management to those employees, contractors, volunteers and visitors working outside
- In managing and providing a PPE uniform in the workplace, the use of such clothing and equipment will be guided by the Weddin Shire Council PPE Uniform Procedures document along with the Weddin Shire Council Sun Protection Policy.

4. LEGISLATION

The Policy relates to the following legislation:

- *Anti-Discrimination Act (NSW) 1977*
- *Local Government Act 1993*
- *Privacy and Personal Information Protection Act 1998*
- *SUMMARY OFFENCES ACT 1966 Sect 17 (Obscene actions)*
- *CRIMES ACT 1900 – Sect 392 (Offensive behaviour)*
- *Local Government (State) Award 2023 or subsequent Awards.*
- *WHS Act 2011 - Part 2 – Health and Safety Duties*



- *WHS Regulation 2017 – Part 3.1, Clause 32-38 Managing risks to health and safety and Division 5, Clauses 44 to 47 – Person Protective Equipment*

5. APPLICATION/SCOPE

This Policy applies at all times to all Weddin Shire Council employees, contractors, volunteers and visitors who work outside.

6. POLICY

6.1. Roles and Responsibilities

The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.

Roles	Responsibility
The Elected Council	The elected Council must act in accordance with the Policy and abide by any determination made as a result of this Policy.
General Manager	The General Manager is responsible for the overall control and implementation of the Policy.
Director Infrastructure Services	The Director Infrastructure Services is responsible for management, monitoring and reporting.
Council Officer	Council Officers must act in accordance with this policy and abide by any determination made as a result of this policy

6.2. Safety Responsibility Statement

PPE and clothing does not eliminate or change the presence of hazards and at all times higher level risk control measures such as elimination, substitution, isolation, engineering and administrative controls are to be considered and implemented where possible to control hazards and risk.

Directors/Supervisors and workers are required to ensure that protective equipment is properly and diligently used whenever they are exposed to a hazard requiring its use.

6.3. Issuing of Personal Protective Equipment and Clothing

Personal protective equipment and clothing shall be sourced from the Weddin Shire Council Works Depot Store, South Street Grenfell NSW.

Upon commencement, subject to positional requirements, a worker will be issued with a uniform and appropriate PPE.

[PPE Uniform Policy](#)



Permanent Full-Time appointments the initial issue shall be:

Field staff (e.g. Labourer, Truck Driver, Plant Operator)

Description	Number
Shirts - Long sleeve, high vis yellow (embroidered with Council logo)	43
<u>Shirts – Long Sleeve Light Weight (embroidered with Council logo)</u>	3
Trousers – Navy Blue	43
<u>Trousers – Light Weight – Navy Blue</u>	3
Jumpers – High Vis Yellow (embroidered with Council logo)	2
Wet weather jacket – High Vis Yellow (embroidered with Council logo)	1
Polo shirt - (embroidered with Council logo) – training and meetings use only	1
Steel capped boots - pair	1
Wide brimmed hat	1
Beanie – Navy (embroidered with Council logo) *	1

Mechanic

Description	Number
Shirts - Long sleeve, Navy Blue, Reflective tape (embroidered with Council logo)	4
Trousers – Navy blue	4
Jumpers – High Vis Yellow (embroidered with Council logo)	2
Wet weather jacket – High Vis Yellow (embroidered with Council logo)	1
Polo shirt - (embroidered with Council logo) – training and meetings use only	1
Steel capped boots - pair	1
Wide Brimmed Hat	1
Beanie – Navy (embroidered with Council logo) *	1
Overalls – Navy Blue – Reflective Strips (embroidered with Council logo)	1

Ranger

Description	Number
Shirts - Long sleeve, Khaki Green (embroidered with Council logo)	4
Trousers – Khaki Green	4
Jumpers – Khaki Green, (embroidered with Council logo)	2
Jacket – Khaki Green, (embroidered with Council logo)	1
Wet Weather jacket – High vis yellow (embroidered with Council logo)	1
Polo shirt - (embroidered with Council logo) – training and meetings use only	1
Steel capped boots - pair	1
Wide brimmed hat	1
Beanie – Navy (embroidered with Council logo) *	1

Pool Staff

Description	Number
Shirts - Long sleeve, White (embroidered with Council logo)	2
Shorts – Navy	2
Jumpers – White (embroidered with Council logo)	1
Wet weather jacket – White (embroidered with Council logo)	1
Wide brimmed hat - Navy	1

PPE Uniform Policy



*** NOTE:** In accordance with Council's Sun Protection Policy, beanies are provided as a component of Council's field uniform and may be worn in the cooler months generally from 1 April through to 30 September only. Beanies can be worn where hard hats are an onsite requirement, but they must not interfere with the correct fitting of the hard hats.

Broad brimmed hats shall be worn on any day where UV level is 3 or above. This is generally from 9:30am each day. **Caps and/or Visors are not permitted.** On site Supervisors shall be responsible for ensuring this requirement is adhered to.

Sizing will be subject to availability and Council will make the best effort to appropriately stock the size or order in additional sizing.

6.4. Naidoc Uniform Option

Council will make available the option to opt-in to the NAIDOC Week Weddin Shire Council shirt purchase. Any employees choosing to opt-in will have the cost of the shirt deducted from their uniform allowance. If the employee has exhausted their uniform allowance and still wishes to opt-in, the employee will be required to pay for the cost of the shirt.

Before NAIDOC Week every year, council will survey the staff to choose the shirt design. All employees will then be asked if they wish to opt into the NAIDOC Week uniform option, so that orders can be placed.

This option will become available from the 2025 financial year.

6.5. Part-Time, Temporary and Casual Staff

Part time staff shall receive a pro rata allowance based on the number of hours worked to full time hours.

Temporary and casual staff shall be considered on an individual basis subject to positional requirements and duration of employment.

6.6. Labour Hire Staff

Labour hire workers shall, subject to positional requirements must wear and/or provide the following PPE on commencement day.

- Work approved boots/footwear (Steel capped and consistent with Council standards).
- Hi- visibility long sleeved work shirts.
- Work approved trousers (Consistent with Council's standards).

[PPE Uniform Policy](#)



- Broad brimmed hat.
- Safety glasses.
- Ear protection.
- Sunscreen.
- Hi-visibility raincoat and pants (as required).
- Hard hat with brim (as required).
- Safety vest/traffic control vest (as required).
- Safety gumboots (as required).

Specialist personal protective equipment and clothing shall be issued dependant on positional requirements.

Council supplied PPE and/or clothing supplied to labour hire workers shall remain the property of Council and shall be returned to the relevant Manager/Supervisor upon completion of the task or placement.

6.7. Wearing of Uniform

It is a condition of employment that workers wear the allocated work uniform bearing Council's logo at all times whilst on duty to clearly identify them as Council employees. Uniforms must be worn in accordance with the manufacturer's instructions and recommendations.

Where a worker fails to comply with the Policy and PPE Uniform Procedure as determined by the appropriate supervisor/management, the employee may be asked to return home in their own time and return to work appropriately dressed. Continued breaches of the dress standards may result in disciplinary action in accordance with the Local Government State Award disciplinary procedures.

A worker shall not wear the uniform or parts thereof in public after hours, whilst on leave, weekends or on an RDO. This provision shall not apply where a worker is going to or from the workplace or within one (1) hour of their usual commencing/finishing time. For example, socialising at the local hotel/licensed establishment after hours wearing the Council uniform would be considered unacceptable.

6.8. Unacceptable Attire

The following is a guide to attire that is unacceptable in the workplace. It is not an exhaustive list.

Unacceptable attire includes but is not limited to the following items;

- Sports Shoes – Joggers, sneakers, trainers
- Thongs / Sandals and open toes shoes
- Shorts
- Singlets

[PPE Uniform Policy](#)



- Denim
- Caps/Visors
- Branded hats and clothing that promote alcohol or other offensive branding.

Where an employee fails to comply with the dress standard as determined by the appropriate supervisor/manager, the employee may be asked to return home in his/her own time and return to work appropriately dressed.

6.9. Misuse

The issued uniform and PPE components shall not be altered in any way e.g. cutting or reducing the length of long sleeve shirts. Such action will result in disciplinary action being implemented. However, this provision does not apply when needing to alter the hemline of pants or other such alterations approved by management.

Where an item of clothing is deemed to have been deliberately altered, the worker shall be required to replace the item of clothing at their own expense.

Repeated breaches of non-conformance or misuse may result in the re-assessment of the workers employment with Council.

6.10. Replacement of Worn and/or Damaged Uniform

Where an item of uniform/PPE is damaged or worn it may be replaced by completing the "Request for Replacement Uniform/PPE form". The form must be completed in its entirety and authorised by the Supervisor or other designated officer/s before being presented to the Storeman, along with the item that is to be replaced.

6.11. Disposal of Council PPE Uniforms

Employees must ensure that the embroidered logo is removed from a Council uniform before disposal. Council uniforms must not be made available to non-Council employees.

6.12. Termination of Employment

Where a worker terminates their employment with Council for any reason, the worker shall return all items of PPE uniform in their possession (including plant, equipment, keys, laptops, phones, etc) to the Storeperson. Where an item is not presented as issued, the worker will be charged with the replacement cost which shall be deducted from any termination payment due. Failure to do so in a timely manner may result in delays in processing termination payments.

The intention of returning of the uniform is to ensure the integrity of Council's image and no misuse of uniforms.

[PPE Uniform Policy](#)



A worker who has been issued safety footwear may retain these on termination of employment.

6.13. Exemptions

Notwithstanding the above, where genuine personal religious beliefs or medical reasons dictate a different standard of dress, a specific exemption can be sought through the General Manager.

Where a worker is unable to wear a type of particular clothing/footwear due to a medical condition/reason, the General Manager and/or Director, subject to the production of medical documentation may provide an exemption for the worker to wear alternate items e.g. footwear.

Casual wear, including the Weddin Shire Council Polo shirt, may be worn on approved days by the General Manager on the basis that they are neat, tidy and appropriate.

6.14. Tattoos and Body Piercing

Tattoos that could be perceived as offensive should be discreetly covered where possible (eg. Sexually graphic, lewd, violent, extremist or otherwise offensive tattoos etc.) Council's image and that of the region can be affected by the presentation of our staff.

Any form of body piercing, other than ear piercing, must be discreet and ensure a professional image is portrayed at all times.

The General Manager/Director, Manager/Supervisor or Overseer has the discretion to determine an appropriate ruling in regard to a body piercing/s. Any disputed matter shall be referred to the General Manager for determination whose decision is final.

6.15. Purchase and Issue of Council PPE and Uniforms

The purchase and issuing of council uniforms and PPE is considered an operational cost. The cost allocation of uniforms and PPE should only be charged to operation work order numbers. Capital works and grant funded projects are not considered operational works and therefore should not have operational costs allocated to those projects, unless approved by the funding body.

6.16. Breach of this Policy

[PPE Uniform Policy](#)



Continued breaches and/or deliberate breaches of this Policy may result in disciplinary action in accordance with the Local Government State Award disciplinary procedures.

7. DEFINITIONS

Key Terms	Meaning
Casual	An employee engaged on a casual basis as per the Local Government (State) Award 2023 or contract of employment.
Contract Employees	Those people employed on a common law contract of employment. This includes General Manager.
Contractor/Consultants	Those people engaged on a contractual or consultancy basis and not an employee. Specifically those paid out of creditors and not through payroll.
Council	Weddin Shire Council.
Full-Time	Those people employed as a permanent employee as per Local Government (State) Award 2023 or as per contract of employment. Generally 35 or 38 hrs per week.
Part-Time	Shall mean employment for less than the normal weekly ordinary hours specified for a full time employee.
Personal Protective Equipment (PPE)	Includes any item of clothing, equipment or a device designed to protect a person from risks of injury or illness
Temporary	Those people for a specified period of time or for a specified task.
Worker	An employee, contractor or employee of a contractor, volunteer.



Title: PPE Uniform Policy		
Department: Infrastructure Services		
Version	Date	Author
0.1	Draft - 06/11/2023	Freuin Forsyth Acting WHS Officer
<u>0.2</u>	<u>07/05/2024</u>	<u>EA to General Manager</u>
	<u>16 May 2024</u>	<u>To be adopted by Council</u>
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Director Infrastructure Services will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guideline.</p>		
Review Date: <u>TBC2027</u>		
Amendments in the release		
Amendment History	Date	Detail
Annexure Attached:		
Noreen Vu General Manager		

PPE Uniform Policy



SUN PROTECTION POLICY

1. BACKGROUND

Weddin Shire Council has a 'Duty of Care' to its employees, contractors, volunteers and visitors and the Sun Protection Policy provides a policy for its employees to implement appropriate sun protection control measures whilst at work.

2. PURPOSE

To reduce workers exposure to solar ultra violet rays (UVR) by implementing appropriate sun protection control measures.

3. POLICY OBJECTIVES

The objectives of this Policy are to:

- Establish guidelines on acceptable and appropriate sun protection control measures for those employees working outside
- Apply the principles of work health and safety (WHS) management and risk management to those employees working outside
- In managing and providing PPE in the workplace, the use of such clothing and equipment will be guided by the Weddin Shire Council PPE Uniform Procedures document along with this Sun Protection Policy.

4. LEGISLATION

The Policy relates to the following legislation:

- *Local Government (State) Award 2023 or subsequent Awards.*
- *WHS Act 2011 - Part 2 – Health and Safety Duties*
- *WHS Regulation 2017 – Part 3.1, Clause 32-38 Managing risks to health and safety and Division 5, Clauses 44 to 47 – Person Protective Equipment*
- *Cancer Council NSW – Sun Protection*
- *SafeWork NSW Code of Practice – How to Manage Work Health & Safety Risks*

5. APPLICATION/SCOPE

This policy is applicable to all Weddin Shire Council employees, contractors, volunteers and visitors who work outdoors for more than 30 minutes per day.

6. POLICY

6.1. Roles and Responsibilities

The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.

Roles	Responsibility
The Elected Council	The elected Council must act in accordance with the Policy and abide by any determination made as a result of this Policy.
General Manager	The General Manager is responsible for the overall control and implementation of the Policy.
Director Infrastructure Services	The Director Infrastructure Services is responsible for management, monitoring and reporting.
Supervisors	All supervisors must act in accordance with this policy and abide by any determination made as a result of this policy and enforce it
Worker	Council Officers must act in accordance with this policy and abide by any determination made as a result of this policy
General Public	The general public must act in accordance with this policy and abide by any determination made as a result of this policy.

6.2. Sun Protection Statement

Directors/Supervisors in consultation with the WHS Officer shall conduct risk assessments to identify all tasks/activities that may have a high risk of exposure to UV.

Supervisors shall monitor workers exposure to UV by requiring outdoor workers to use sun protection measures at all times.

Other workers are required to utilise sun protection measures when outside during daily sun protection times (when UV Index is 3 and above) or if they are exposed to the Sun for more than 30 minutes, whichever comes first.

Managers/Supervisors shall ensure injury reporting requirements are followed when an incident of sunburn or excessive exposure to UV occurs in the workplace.

6.3. Uniform

Workers will be provided with the following PPE for sun safety to cover as much skin as possible, which must be worn/used at all times whilst working outdoors.

- Long-sleeved shirt with a collar made from material with an ultraviolet protection factor (UPF) of 50+.
- Long trousers made from UPF50+ material.
- A sun-protective hat that shades the face, head, ears and neck, is made from UPF50+ material, and is in a broad brimmed, bucket or legionnaire style – attachable brims and neck flaps when wearing a hard hat.

Where office based staff are required to work outdoors, they shall be required to comply with the provisions of this procedure. PPE shall be provided subject to Departmental Director authorisation.

The wearing of shorts other than a Council issued item is not permitted in the workplace at any time.

Long sleeve shirts are not to be rolled up above mid forearm whilst on duty.

Where a worker presents at a workplace in any Non-Council issued clothing, they shall be removed from the workplace until such time as they present correctly attired. Time off shall be at the workers own expense and time.

6.4. Beanies and Hats

Council issued beanies are provided as a component of Council's field uniform and may be worn in the cooler months generally from 1 April through to 30 September only.

Beanies may be worn under hard hats where hard hats are an onsite requirement. As long as they do not interfere with the fitting of the PPE.

Broad brimmed hats shall be worn on any day where UV levels are 3 or above. This is generally from 9:30am each day or if you are outside in the sun for more than 30 minutes.

The broad brimmed hat will measure no less than 7.5cms in width, as recommended by the NSW Cancer Council. A hat with a wide brim reduces the amount of UV radiation reaching the face by 50%. Hats worn by employees whilst working in an environment exposed to UV radiation shall be light enough to wear in hot conditions and made of fabric that is of a close weave and does not allow the penetration of sunlight. Hats that have a gauze section are not suitable as UV rays will penetrate these.

No caps or visors are to be worn in the workplace at any time whilst on duty. The Council supplied Broad brimmed hat shall be the only one to be worn.

On site Supervisors shall be responsible for ensuring this requirement is adhered to.

6.5. Sunscreen

A broad-spectrum, water-resistant sunscreen with a sun protection factor (SPF) of 50+ or higher and lip balm (50+).

This is available on request from the Store with a supply to be maintained in all plant/vehicles/worksites.

Note: If sunscreen is left in high temperatures for extended periods of time (for example, in the glove box of a car in the heat) the ingredients will begin to separate, leaving a gritty, lumpy or watery consistency that may affect how it is applied to skin, as well as the effectiveness of its UV protection. It is recommended to store the sunscreen in a cool place below 30°C.

6.6. Sunglasses

Sunglasses that are close fitting, have a wrap-around style and have an eye protection factor of 9 or 10, or meet Australian Standards (AS/NZS1067) or safety glasses rated "O" (AS/NZS 1337.1).

Where a worker wears prescription sunglasses they may be worn subject to the lenses and style being of a quality that provides protection from shattering or breakage and be Australian standard compliant.

6.7. Non Council Employees

Contractors, sub-contractors and their workers are required to adhere to the sun protective PPE requirements of this procedure at their own cost.

The requirement for contractors to provide for sun safety measures shall be included in any tender and contract documentation as part of the WHS compliance assessment.

6.8. Personal Protective Equipment (PPE)

General PPE provisions for workers is contained in Council's PPE Uniform procedure.

6.9. Skin Checks

As a health and wellbeing initiative, Council shall, as a voluntary service, make available at a minimum annual skin checks at no cost to a worker.

6.10. UV Awareness

Could will provide information on the effects of UVR exposure. The information will include prevention and early detection of skin cancer.

6.11. Breach of this Policy

Continued breaches and/or deliberate breaches of this Policy may result in disciplinary action in accordance with the Local Government State Award disciplinary procedures.

7. DEFINITIONS

Key Terms	Meaning
Award	Local Government (State) Award 2023 or subsequent Awards
PPE	Personal Protection Equipment
SPF	Sun Protection Factor
Supervisor	General Manager, Director, Manager, Works Coordinator, Ganger or other designated person with responsibility for the supervision of workers
UV	Ultra Violet
UVR	Ultra Violet Rays
Worker	An employee, contractor or employee of a contractor, volunteer

Title: Sun Protection Policy		
Department: Infrastructure Services		
Version	Date	Author
0.1	Draft - 31/10/2023	Freuin Forsyth – Acting WHS Officer
1.0	16 May 2024	To be adopted by Council
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Director Infrastructure Services will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guideline.</p>		
Review Date: 2027		
Amendments in the release		
Amendment History	Date	Detail
Annexure Attached:		
Noreen Vu General Manager		

9 CORPORATE SERVICES REPORTS

11.1 QUARTERLY BUSINESS REVIEW STATEMENT (QBRs) AS AT 31 MARCH 2024

File Number: A1.6
Author: Director Corporate Services
Authoriser: General Manager
Attachments: 1. ATT 1 | QBRs Quarter 3
CSP Objective: Shire assets and services delivered effectively and efficiently
Precis: Statutory Report
Budget: \$ Nil to be sourced from

RECOMMENDATION

That Council note and receive the FY 2024 Quarterly Business Review Statement (QBRs) Quarter 3.

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.

ISSUES AND COMMENTS

The QBRs Quarter 3 Report is attached for Council's consideration and includes information on:

- Budgeted Profit and Loss by Program (Revised Budget)
- Profit and Loss as at 31 March 2024 by Fund (v Revised Budget)
- Statement of Financial Position by Fund as at 31 March 2024
- Contracts, consultants and legal budget review statement
- Reserves (Internal Allocations and External Restrictions)
- Council's capital program (new format to be improved as we continue to report to Council).

The Capital Program provides an update of projects in alignment to the information provided in the revised 2024 Operational Plan endorsed by Council at its February 2024 meeting.

There are some minor variances to grants within its own funding stream proposed in this quarter. Council is provided the QBRS which may also include updates and amendments prior to the Council Meeting.

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.

PROPOSED BUDGET VARIATIONS

General Budget

- As highlighted in Quarter One (1), the Council required a revised Operational Plan Budget that closely reflected the operational revenue from continuing operations. This was adopted by Council in Quarter Two (2) at its Extraordinary Meeting on 27 March 2024. The current operational budget was \$13.403 million in revenue and revised figure of \$25.845 million was subsequently adopted at the 27 February 2024 Extraordinary meeting. Similarly the previous operational budgeted expenses was \$12.708 million and a revised figure of \$25.918 million was endorsed. The previous Net Operating Result budgeted was \$695,000 surplus and a revised figure of \$73,000 deficit was endorsed. This increase largely reflected the reconstruction works cost attributed to the natural disaster declarations. At that point in time, submissions to TfNSW reflected a value of \$32 million with 40% allocated to this current financial year and 60% allocated to the FY 2025. Council has until 30 June 2025 to complete the works.
- AGRN1034 Package 3 and AGRN1034 Package 6 has had its upper limit approved. As presented to Council, Package 3 is now reduced by \$838,750.99 (43%) and Package 6 is reduced by \$1,616,409.97 (18%). The area to undertake the reconstruction works remains, but the cost to deliver the reconstruction works has reduced. Council has a list of approved suppliers which means that contractors selected will be based on approved rates by TfNSW. At this stage it is difficult to determine the dispute of costs of the other packages. Conservatively, Council should reduce its income calculation by approximately 30% for the AGRN income across this current financial year and the next. The Quarter 3 adjustment reflects the actuals (the upper limit approval for Packages 3 and 6), however Council Officers predict that this could be closer to **\$23 million** by the end of the financial year into the FY 2025. This means that the general budget adopted a figure of **\$25.845 million** adopted which included \$12.8 million of natural disaster funding. Similarly, expenses are **\$25.918 million** resulting is a small projected **net operating deficit of \$73,000**.
- This value is based on the assumptions that AGRN 1034 Packages 2, 4, 5 and 7 remains the same however a future adjustment may need to be made. We will revise this as known in the June 2024 QBRS.

Governance and Corporate Services

- Council has received a \$22,000 benefit from State Cover to provide WHS related activities to staff.

- Council made a profit of \$180,095 in interest earned (last nine months).
- Council is required to undertake a Business Continuity Plan. No budget was identified however a readjustment for \$20,000 to allow Council to comply with its insurer has been allocated from within savings gained in the Governance Operating expenditure. This was voted on by council.
- Councillor training was increased to \$13,000. A readjustment from within the Councillor Operations from travel. This is within the same vote.
- Council's legal vote (under governance) will need to be increased by at least \$10,000.

Wages

- During previous QBRS budget related matters on Councillors workshops it became apparent that some Councillors would like some more detailed information or analysis on the make-up of our wages. While some information can be extracted for analysis there are limitations to the capability to generate this information. Further insight is provided in the QBRS.

Infrastructure

- Council has submitted six reconstruction works packages with Transport for NSW (TfNSW) and currently awaiting approval. An assumption had been made on the likely income at 40% this financial year however this is unlikely and we have carried 100% of the Revenue noting that about \$1.2 million will have been spent this financial year.
- As of 31 March 2024 we are in discussions with Transport for NSW to receive progress payments of grant revenue in advance. We are expecting to receive upwards of 20% of approved funding grant packages prior to 30 June 2024. This is a focus of the Tri-Partite agreement funding bodies in an attempt to ensure that we are not breaching any restricted cash requirements from disaster recovery works commenced but not funded.

ONGOING BUDGET CONCERNS

Environmental Services

- The temporary closures of the Quandialla and Caragabal tips is a significant area of concern. Council resolved to create an external restriction for waste management and immediately internally allocated \$100,000 to domestic waste management. We plan to transfer a further amount of say \$150,000 in the 2025 year which will be voted on in the June 2024 Council Meeting as part of our 2024 - 2025 Operational Plan.
- 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.
- To the above, noting that in past practices the waste management charges were diverted into the general fund to cover the cost of other areas. This practice can no

longer happen and the extent of this practice will be further analysed and modelled with the revision of the Long Term Financial Plan. A separate fund called Waste Management Fund is anticipated to commence in the 2025 financial year. This will also be voted upon in the 2024 - 2025 Operational Plan in the June 2024 Council meeting.

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. 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 have been submitted to TfNSW for close to \$32 million and currently some are still awaiting approval. There are additional repair works packages to be submitted. Though we anticipate that based on the revisions and approved packages to date this may reduce to \$23 million. Refer to Capital Works Program of this report for further details. 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 (in addition to the \$1,966,645 under the RLRRP), 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. Refer to Capital Works Program of this report for further details.
- 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 along with the Long Term Financial Plan as mentioned below. Council does not have an asset management strategy. As Director of Corporate Services, I will apply funding in the 2025 budget for this reason to be considered by Council in the June 2024 Council Meeting. This funding provision is essential to assist Council in complying with these and its ongoing Integrated Planning and Reporting 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. Again as was done so in the December 2023 QBRS, at this this stage, it is only flagged for awareness.

Corporate Services

- At the time of this writing report being produced Council has commenced a major IT upgrade with an upgrade to Authority 7.1 and server upgrade. A further three (3) Civica modules are anticipated in the 2025 financial year, one being an Asset Management program. This will assist us with the issues raised with the focus on an asset management plan, the capturing of accurate data and the accurate reporting

of this. The costs to support the program upgrade and ongoing upkeep of the different modules will be appropriately costed as known and reported back to Council in the June 2024 QBRS and subsequently into the next financial year.

- Of the different modules to be introduced through the upgrade, will include asset management system (as mentioned) and a customer response management system. This will allow for customer responses to be notified when jobs are completed.
- As requested by Council at last month's meeting for detailed information on the undercharged rates for the 2023-2024 period. An error in the calculation of the Rating of ratepayers in the 2024 year was discovered in the preparation of the draft 2024 - 2025 Operational Plan and the setting of the 2025 rates. As reported to Council in the April 2024 meeting this was an undercharge to ratepayers in the order of approximately \$94,000.
- To clarify Council had obtained advice from the Office of Local Government as to the best way forwards to rectify this and the best way to report this matter should be reported to Council.
- The advice provided was that Council would do a 'catch up' process for the next financial year. The advice provided was that other Councils have had amounts into the millions which took several years to catch up. The advice provided was that it would be reported through the Draft Operational Plan and Annual Financial Statements. As such this will be rectified in the 2024 - 2025 Operational Plan and the rating charges set. The under collection of the 2024 year rates will be 'collected retrospectively' in the 2025 year.
- Council should note that the 2025 rating charges have been accurately calculated for the 2025 year. A process has now been established (created) within Corporate Services to ensure this error does not happen again.
- 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 internal audit requirements and to manage any compliance actions directed by the Audit, Risk and Improvement Committee. This will be provisioned in the 2024 - 2025 Operational Plan and budget.
- 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. This will be determined in the near future. This will also be included in the 2024 - 2025 Operational Plan and budget which we note is out for Public Exhibition and will be voted on in the June 2024 Council meeting. 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. As a cost saving measure, the Council Chambers will be provided as a pre-polling venue.

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

The Quarterly Budget Review Statement for Quarter 3 is now attached.



WEDDIN SHIRE COUNCIL



QBRS for Period Ending 31 March 2024

WEDDIN SHIRE COUNCIL



QBRS at 31 March 2024



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STATEMENT

As Responsible Accounting Officer, I have conducted a review of Weddin Shire Council's 2023-2024 Budget (the budget). Council has only this year back filled the vacant position of Director of Corporate Services in the March 2024 quarter. While outside this Quarterly Reporting period I think it is important that Council know that we have now been successfully able to resource and back filled the key role of Management Accountant. This will assist in providing Corporate Services the resources to better provide more accurate and timely financial information to Council going forwards.

I am pleased to advise that the form and content of this quarterly report (QBRs) now largely replicates the statements and reports with the information that Council previously would have ordinarily received and necessarily expect.

Several items have now been addressed since the last quarterly report, one being that the 2024 budget has been adjusted to better reflect current forecasted financial expectations through to the end of the 2024 financial year. This corrected anomalies which had been identified during the current review. The first imperative step was for Council to adopt a revised Operational Plan for the 2023-2024 period. 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 December 2023 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.

The contracts recognised within the report, represent the number of panel contracts established however are awaiting approval from Transport for NSW for Council to begin works.

The following information highlights the supplementary votes which will be provided in a tabulated format for future QBRs reporting upon the adoption of the revised operational plan budget.

GENERAL & SEWER FUNDS

General Budget

- As highlighted in Quarter One (1), the Council required a revised Operational Plan Budget that more closely reflected the operational revenue and expenditure from continuing operations. This formed part of the Council Business Paper for the Extraordinary Meeting 27 February 2024, which



requested for Council to endorse the revised Operational Plan budget in Quarter Two (2). The previous operational budgeted revenue was \$13.403 million and a revised figure of \$25.845 million was endorsed. Similarly the previous operational budgeted expenses was \$12.708 million and a revised figure of \$25.918 million was endorsed. The previous Net Operating Result budgeted was \$695,000 surplus and a revised figure of \$73,000 deficit was endorsed.

Governance and Corporate Services

- Council has received a \$22,000 benefit from State Cover to provide WHS related activities to staff.
- Council made a profit of \$180,095 in interest earned (last nine months).
- Council is required to undertake a Business Continuity Plan. No budget was identified however a readjustment for \$20,000 to allow Council to comply with its insurer has been allocated from within savings gained in the Governance Operating expenditure. This was voted on by council.
- Councillor training was increased to \$13,000. A readjustment from within the Councillor Operations from travel. This is within the same vote.
- Council's legal vote (under governance) will need to be increased by at least \$10,000.

Infrastructure

- Council has submitted six reconstruction works packages with Transport for NSW (TfNSW) and currently awaiting approval. An assumption had been made on the likely income at 40% this financial year however this is unlikely and we have carried 100% of the Revenue noting that about \$1.2 million will have been spent this financial year.
- As of 31 March 2024 we are in discussions with Transport for NSW to receive progress payments of grant revenue in advance. We are expecting to receive upwards of 20% of approved funding grant packages prior to 30 June 2024. This is a focus of the Tri-Partite agreement funding bodies in an attempt to ensure that we are not breaching any restricted cash requirements from disaster recovery works commenced but not funded.

Wages

- During previous QBRS budget related matters on Councillors workshops it became apparent that some Councillors would like some more detailed information or analysis on the make-up of our wages. While some information can be extracted for analysis there are limitations to the capability to generate this information. Below provides further information:
 - Wages are always resourced and determined to match the Council's needs at any point in time. A good current example is for road crews and other grant funding which has external restrictions attached to. Wages are paid to



both permanent staff and casual staff for these activities. We sometimes refer the grant activities as non-Business as Usual (BAU) activities and wages. These will naturally change both upwards and downwards (and which are linked to the non BAU grant road works or other such activities). As revenue ebbs and flows then so must these wages (as well as supplies and other inputs, etc.). So the wages will always be a moving amount based on the road or grant activity. It is also a case of timing so if we declare revenue but then do not start the work due to bad weather or timing differences then both grant and wages can be separately moving parts.

- Also, to complicate the analysis, wages can change and sometimes independently of each other as there are multiple different grants occurring at anyone given time. Casuals can get redeployed somewhere else in the business if required or work reduced number of days depending. It can be quite difficult to provide any more analysis on that level of information without substantially more investment of resources which are challenging already with our competing priorities to run a Council business.
- Council also has road crews such as the culvert crew and biosecurity team that are in the Workforce structure but are 100% reliant on grant funding. For example with culvert construction, if the work is outsourced to local contractors, staff, are then mobilised to other areas of the business. Biosecurity is dependent on the Weed Action Plan funding. Therefore aside from the casuals related to natural disasters (that will necessarily increase and decrease across time), and despite the workforce structure having permanent employees there are some casuals that get utilised in areas of need across other areas in the business for efficiency and utilisation reasons.
- The RMCC funding is also a good example to demonstrate the ebb and flows. It has four permanent officers plus casuals who have recently delivered over \$8 million of natural disaster works on the highway. The standard RMAP contract with TfNSW is approximately \$600,000 per annum and shows the significant amount of work on our state highways. This has been a higher level of activity than in the past and hence wages component will also be higher. The RMCC is also a driver of casuals that increase and decrease.
- It would be administratively challenging to try and report it as 'BAU and non BAU' line items. It is quite a complex metric. In other words road and grant activity is a combination of casual and permanent wages notwithstanding my comments above on the process. Additionally, every outdoor employee time sheet is often allocated across multiple functions.



- We always try to employ our own staff where we can to help our own local economy and they are more economically beneficial for council as we do not have to add the loading that a consultant does to cover their own overhead costs.
- Our broader plan going forwards is to have our management accountant provide Council with a lot more analytical work for this very reason – so all of us can get better line of sight on the business.

UPDATES TO OUR BUDGETING PROCESS, ONGOING MATTERS AND OR CONCERNS

Environmental Services

- The temporary closures of the Quandialla and Caragabal tips is a significant area of concern. Council resolved to create an external restriction for waste management and immediately internally allocated \$100,000 to domestic waste management. We plan to transfer a further amount of say \$150,000 in the 2025 year which will be voted on in the June 2024 Council Meeting as part of our 2024 - 2025 Operational Plan.
- 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.
- To the above, noting that in past practices the waste management charges were diverted into the general fund to cover the cost of other areas. This practice can no longer happen and the extent of this practice will be further analysed and modelled with the revision of the Long Term Financial Plan. A separate fund called Waste Management Fund is anticipated to commence in the 2025 financial year. This will also be voted upon in the 2024 - 2025 Operational Plan in the June 2024 Council meeting.

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. 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 have been submitted to TfNSW for close to \$32 million and currently some are still awaiting approval. There are additional repair works packages to be submitted. Though we anticipate



that based on the revisions and approved packages to date this may reduce to \$23 million. Refer to Capital Works Program of this report for further details. 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 (in addition to the \$1,966,645 under the RLRRP), 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. Refer to Capital Works Program of this report for further details.
- 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 along with the Long Term Financial Plan as mentioned below. Council does not have an asset management strategy. As Director of Corporate Services, I will apply funding in the 2025 budget for this reason to be considered by Council in the June 2024 Council Meeting. This funding provision is essential to assist Council in complying with these and its ongoing Integrated Planning and Reporting 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. Again as was done so in the December 2023 QBRS, at this stage, it is only flagged for awareness.

Corporate Services

- At the time of this writing report being produced Council has commenced a major IT upgrade with an upgrade to Authority 7.1 and server upgrade. A further three (3) Civica modules are anticipated in the 2025 financial year, one being an Asset Management program. This will assist us with the issues raised with the focus on an asset management plan, the capturing of accurate data and the accurate reporting of this. The costs to support the program upgrade and ongoing upkeep of the different modules will be appropriately costed as known and reported back to Council in the June 2024 QBRS and subsequently into the next financial year.
- Of the different modules to be introduced through the upgrade, will include asset management system (as mentioned) and a customer response management system. This will allow for customer responses to be notified when jobs are completed.
- As requested by Council at last month's meeting for detailed information on the undercharged rates for the 2023-2024 period. An error in the calculation of the Rating of ratepayers in the 2024 year was discovered in the preparation of the draft 2024 - 2025 Operational Plan and the setting of the 2025 rates. As reported to Council in the April 2024 meeting this was an undercharge to ratepayers in the order of approximately \$94,000.
- To clarify Council had obtained advice from the Office of Local Government as to the best way forwards to rectify this and the best way to report this matter should be reported to Council.



- The advice provided was that Council would do a 'catch up' process for the next financial year. The advice provided was that other Councils have had amounts into the millions which took several years to catch up. The advice provided was that it would be reported through the Draft Operational Plan and Annual Financial Statements. As such this will be rectified in the 2024 - 2025 Operational Plan and the rating charges set. The under collection of the 2024 year rates will be 'collected retrospectively' in the 2025 year.
- Council should note that the 2025 rating charges have been accurately calculated for the 2025 year. A process has now been established (created) within Corporate Services to ensure this error does not happen again.
- 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. This will be provisioned in the 2024 - 2025 Operational Plan and budget.
- 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. This will be determined in the near future. This will also be included in the 2024 - 2025 Operational Plan and budget which we note is out for Public Exhibition and will be voted on in the June 2024 Council meeting. 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. As a cost saving measure, the Council Chambers will be provided as a pre-polling venue.



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 31 March 2024 indicates that the Council's projected financial position at 30 June 2024 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:

Date: 9 May 2024

John Thompson
Responsible Accounting Officer
Director Corporate Services



1. Consolidated Profit & Loss Budget (Revised in Dec 2023 QBRs)

The following is the revised consolidated profit and loss for the financial year of 2023-2024.

2024 Financial Statement Revised Budget		
	Adopted June 2023	Revised & Adopted 27 Feb 24
Income from continuing operations	000's	000's
Rates and Annual Charges	4,476	4,458
User Charges and Fees	2,998	5,200
Interest and Investment Revenue	270	85
Other Revenues	225	386
Grants & Contributions - Operating	5,095	5,884
Grants and Contributions - Capital	130	9,615
Net gain from the disposal of assets	25	85
Rental Income	184	132
Total Income from continuing operations	13,403	25,845
Expenses from continuing operations		
Employee costs	4,198	5,812
Borrowing Costs	169	144
Materials & Contracts	3,370	13,057
Depreciation	3,700	5,169
Other Expenses	1,267	1,736
Total Expenses from continuing operations	12,708	25,918
Net Operating Result from continuing operations	695	(73)
Net Operating Result before capital items	565	(9,688)



2. Profit and Loss by Fund (for the Period Ending 31 March 2024) v Revised Budget

	General Fund			Sewer Fund			Total Revised Budget	Total actuals
	Final Budget	Actuals	Var %	Final Budget	Actuals	Var %		
Income from Continuing Operations								
Rates and Annual Charges	3,753	3,796	101%	705	695	99%	4,458	4,491
User Charges and Fees	5,200	8,421	162%	-	39	0%	5,200	8,460
Interest & Investment Revenue	80	176	220%	5	4	81%	85	180
Other Revenues	386	152	39%	-	-	0%	386	152
Grants & Contributions Operating	5,884	4,725	80%	-	-	0%	5,884	4,725
Grants & Contributions Capital	9,550	3,269	34%	65	17	26%	9,615	3,286
Gains/(Losses) from Disposal of Assets	85	474	557%	-	-	0%	85	474
Rental Income	132	109	82%	-	-	0%	132	109
Total Income From Continuing Operations	25,070	21,122	84%	775	756	98%	25,845	21,677
Expenses from Continuing Operations								
Employee Benefits & On-Costs	5,271	4,777	91%	541	405	75%	5,812	5,182
Borrowing Costs	144	83	58%	-	-	0%	144	83
Materials & Contracts	12,930	8,166	63%	127	172	136%	13,057	8,339
Depreciation & Impairment	4,795	3,596	75%	374	281	75%	5,169	3,877
Other Expenses	1,663	1,327	80%	73	36	50%	1,736	1,363
Total Expenses From Continuing Operations	24,803	17,950	72%	1,115	894	80%	25,918	18,844
Operating Result from Continuing Operations	267	3,172		(340)	(138)		(73)	
Result Excluding Capital Grants	(9,283)	(97)		(405)	(156)		(9,688)	

Ratios

Operating Performance Ratio (Benchmark > 0)	-0.56%	-21.06%	How well did Council contain operating expenditure to its operating income
Own Source Operating Rev (Benchmark > 60%)	68.02%	97.73%	How well did Council perform without its externally funded Grants & Contributions
Rates and Annual Charges Outstanding (approx) % (Benchmark < 10%)	14.10%		This has deteriorated from 10.51% as at 30 June 2023

WEDDIN SHIRE COUNCIL

QBR 11 March 2024

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3. Budgeted Profit and Loss by Program

General Fund	Revenue	Expenses	Operating Result	Capex	Depexp & non-cash	Loan Mvmnts	Cash Result	Reserve Mvmnts	Unrest cash Rslt
1. Community Services									
Art Gallery	5	47	(42)	-	(13)	-	(29)	-	(29)
Community Support Applications	5	25	25	-	-	-	-	-	-
Emergency Services	29	369	(340)	-	-	-	(340)	-	(340)
Events (NAIDOC & Aust Day)	10	16	(6)	-	-	-	(6)	-	(6)
Henry Lawson Festival	-	45	(45)	-	-	-	(45)	-	(45)
Health	61	63	(2)	-	-	-	(2)	-	(2)
Library	74	239	(165)	35	-	-	(200)	-	(200)
Taxi	-	49	(49)	-	(4)	-	(45)	-	(45)
Village Donations (Resolution 195/22)	-	16	(16)	-	-	-	(16)	-	(16)
Total Community Services	5	204	869	(665)	35	(17)	(683)	-	(683)
2. Local Economy									
Caravan Park	60	83	(23)	5	(25)	-	(3)	-	(3)
Economic Development	219	142	77	-	-	-	77	-	77
Events	40	40	-	-	-	-	-	-	-
Tourism	10	251	(241)	-	-	-	(241)	-	(241)
Total Local Economy	-	329	516	(187)	5	(25)	(167)	-	(167)
3. Environmental									
Animal Control	12	110	(98)	-	(1)	-	(97)	-	(97)
Council Buildings & Property	71	630	(559)	-	(536)	-	(23)	-	(23)
Heritage	10	26	(16)	20	-	-	(36)	-	(36)
Legal Planning	-	10	(10)	-	-	-	(10)	-	(10)
Planning & Building	115	384	(269)	20	-	-	(289)	-	(289)
Swimming Pools	51	699	(648)	-	(210)	160	(598)	-	(598)
Waste Management - Collection	695	230	465	-	-	-	465	(100)	365
Waste Management - Landfill	222	389	(167)	50	(38)	-	(179)	-	(179)
Strategic Planning	-	80	(80)	-	-	-	(80)	-	(80)
Total Environmental	-	1,176	2,558	(1,382)	90	(785)	160	(847)	(947)
4. Infrastructure									
Capital Works (non Natural Disaster, R2R, Block funding, LRCI, etc.)	6,568	4,000	2,568	-	-	-	2,568	-	2,568
Cemeteries	202	132	70	132	(10)	-	(52)	-	(52)
Depot	90	382	(292)	90	(130)	-	(252)	-	(252)
Engineering Support	-	821	(821)	5	-	-	(826)	-	(826)
Natural Disasters	12,773	10,218	2,555	-	-	-	2,555	-	2,555
Parks & Gardens	136	650	(514)	200	(147)	-	(567)	-	(567)
Plant	215	657	(442)	350	(499)	248	(541)	-	(541)
Plant (Insurance)	-	50	(50)	-	-	-	(50)	-	(50)
Public Conveniences	-	56	(56)	-	-	-	(56)	-	(56)

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Regional Roads	-	2,166	(2,166)	-	-	-	(2,166)	-	(2,166)
Roads & Transportation	1,322	5,667	(4,345)	1,077	(1,488)	-	(3,934)	-	(3,934)
Roads Maintenance Council Contract (RMCC)	6,378	6,378	-	-	-	-	-	-	-
Roads - Private Works	4,844	4,342	502	-	-	-	502	-	502
Roads - Rural Roads Maintenance Expenditure (FAG)	1,322	750	572	-	-	-	572	-	572
RFS - Hazard Reduction & Maintenance	84	84	-	-	-	-	-	-	-
Footpath	-	-	-	-	-	-	-	-	-
Stormwater	-	89	(89)	-	(72)	-	(17)	-	(17)
Urban Streets Maintenance (Town & Village)	372	372	-	-	-	-	-	-	-
Biosecurity (Weeds)	44	145	(101)	-	-	-	(101)	-	(101)
Total Infrastructure	-	34,350	36,959	(2,609)	1,854	(2,346)	248	(2,365)	-
5. Corporate & Governance									
ARIC & Internal Audit	-	25	(25)	-	-	-	(25)	-	(25)
Corporate Services	260	754	(494)	-	(84)	-	(410)	-	(410)
Councillors' Operations	-	214	(214)	-	-	-	(214)	-	(214)
General Revenue (Rates & FAG)	8,124	-	8,124	-	-	-	8,124	-	8,124
Governance	-	1,102	(1,102)	-	-	-	(1,102)	-	(1,102)
Human Resource & WHS	Revote per RESOLUTION 074/24	-5	-	346	(346)	-	(346)	-	(346)
ICT	-	159	(159)	425	(40)	-	(544)	-	(544)
ICT Subscriptions	-	196	(196)	-	-	-	(196)	-	(196)
Insurance (whole of Organisation)	-	400	(400)	-	-	-	(400)	-	(400)
Legal (Corporate)	-	10	(10)	-	-	-	(10)	-	(10)
Legal (Councillors & Governance)	-	25	(25)	-	-	-	(25)	-	(25)
Subscriptions (LGNSW & CNSW-JO)	-	39	(39)	-	-	-	(39)	-	(39)
Total Corporate & Governance	(5)	8,384	3,270	5,114	425	(124)	-	4,813	-
Total General Fund	-	44,443	44,172	271	2,409	(3,297)	408	751	(100)
6. Infrastructure (Sewer)									
	Revenue	Expenses	Operating Result	Capex	Depexp & non-cash	Loan Mvmnts	Cash Result	Reserve Mvmnts	Unrest cash Rslt
Sewer	771	1,115	(344)	230	(374)	-	(200)	(7)	(207)
Total Sewer	-	771	1,115	(344)	230	(374)	-	(200)	(7)
Total Consolidated	-	45,214	45,287	(73)	2,639	(374)	-	(200)	(7)



4. Statement of Financial Position as at 31 March 2024



Line Item	General	Sewer	Consolidated
Assets			
Current Assets			
Cash and Cash Equivalents	8,168	527	8,695
Receivables (Current)	12,658	221	12,879
Inventories (Current)	272	297	569
Total Current Assets	21,098	1,045	22,144
Non-Current Assets			
Inventories (Non-Current)	1,138	-	1,138
Investments using Equity Method	37,574	-	37,574
Property, Plant & Equipment	234,269	20,427	254,695
Total Non-Current Assets	272,981	20,427	293,408
Total Assets	294,079	21,472	315,552
Liabilities			
Current Liabilities			
Payables (Current)	572	-	572
Borrowings (Current)	592	-	592
Provisions (Current)	502	18	520
Income Received in Advance	4,120	-	4,120
Total Current Liabilities	5,785	18	5,804
Non-Current Liabilities			
Borrowings (Non-Current)	3,420	-	3,420
Provisions (Non-Current)	1,258	1	1,259
Total Non-Current Liabilities	4,677	1	4,678
Total Liabilities	10,463	19	10,482
Net Assets	283,616	21,453	305,070
Equity			
Retained Earnings	183,082	14,910	197,994
Revaluation Reserves	100,534	6,543	107,077
Total Equity	283,616	21,453	305,070
	0	-	0

Ratios

	General	Sewer	
Unrestricted Current Ratio	3.65	57.38	Current assets less external restrictions / Current liabilities less specific purpose liabilities
Debt Service Cover Ratio (Consolidated)	7.64		Operating result before capital excl Int. Dep & Amort / Principal repayments less borrowing costs



5. Contracts, Consultants & Legal Budget Review Statement

CONTRACTS, CONSULTANTS & LEGAL BUDGET REVIEW STATEMENT				
CONTRACTOR	CONTRACT PURPOSE	CONTRACT VALUE	RESOLUTION	BUDGETED
Davis Earthmoving Pty Ltd	Processing Garden Organics, Wood, and timber.	Schedule of Rates	355/2022	Y
Eastcoast Traffic Management Services Pty Ltd	Temporary Traffic Management Services	Schedule of Rates	291/2022	Y
Calvani Group Pty Ltd	Grenfell Waste Depot Management	\$226,363.64	292/2022 Ext 246/23	Y
Lowes Petroleum	Supply and Delivery of Bulk Fuel	Schedule of Rates >\$360,000	216/2022	Y
Oilplus Holdings		Schedule of Rates >\$360,000		Y
Onsite Fuel Rural - Xpress Group		Schedule of Rates >\$360,000		Y
Park		Schedule of Rates >\$360,000		Y
Avante Linemarking		Schedule of Rates		Y
Complete Linemarking Services Pty Ltd	Linemarking Services	Schedule of Rates	65/2022	Y
Central West Linemarking Pty Ltd		Schedule of Rates		Y
Oz Linemarking NSW Pty Ltd		Schedule of Rates		Y
Interflow Pty Ltd	Sewer Mains Condition Assessment (CCTV) and Smoke Testing/Dye Testing	\$210,000	Under delegated authority	Y
Sims Group Australia Holdings Limited Trading as Sims Metal	Collection of Recycling and Recycling of Scrap Metal		Netwaste Contract	Y
Cleanaway Ltd	Collection of used Motor Oil		Netwaste Contract	Y
Omega Chemicals,	Supply of Liquid Aluminium Chlorohydrate(ACH) (Al2O 23-24% w/w) for one (1) year	\$89,966	Under delegated authority	Y
ACCURATE ASPHALT	Provision of Stabilising Services - Regional and Council Roads	<\$M	216/23	Y
AUSTRALIAN INDIGENOUS BUSINESS SERVICES PTY LTD		<\$M		Y
CountryWide Asphalt & Civil		<\$M		Y
Downer EDI Works Pty Ltd		<\$M		Y
Durack Civil		<\$M		Y
Fulton Hogan Ltd		<\$M		Y
GRAB HIRE		<\$M		Y
Stabilised Pavement Australia		<\$M		Y
TERRAPAVE		<\$M		Y
Artcraft Pty Ltd		TBC		Y
Barrier Signs Pty Ltd		TBC		Y
De Neeffe Signs Pty Ltd		TBC		Y
Hi-Vis Group		TBC		Y
All Pavement Solutions	Provision of Pavement Spray Sealing Regional and Council Roads	<\$M	278/23	Y
Bitupave Ltd t/a Boral Asphalt		<\$M		Y
Colas NSW Pty Ltd		<\$M		Y
Countrywide Asphalt & Civil		<\$M		Y
Fulton Hogan Industries Pty Ltd		<\$M		Y
New South Wales Spray Seal Pty Ltd		<\$M		Y
Stabilised Pavements of Australia Pty Ltd		<\$M		Y
State Asphalt Services Pty Ltd		<\$M		Y
Stabilised Pavements Australia Pty Ltd	Provision of Pavement Heavy Patch & Spray Sealing - State Roads	<2m	044/23 045/23	Y



All Pavement Solutions		TBC		Y
Bitupave LTD		TBC		Y
Capital Asphalt		TBC		Y
Colas		TBC		Y
Country Wide		TBC		Y
Roadwork		TBC		Y
RPQ Sprayseal		TBC		Y
Stabilised Pavements of Australia Pty Ltd		TBC		Y
Accurate Asphalt		0.00	006/24	Y
Country Wide		0.00	006/24	Y
Downer EDI		0.00	006/24	Y
Fulton Hogan		0.00	006/24	Y
Hiway Stabilizers		0.00	006/24	Y
Roadwork Surfacing		0.00	006/24	Y
Stabilcorp Pty		0.00	006/24	Y
Stabilfix PTY		0.00	006/24	Y
Stabilised Pavement Australia		0.00	006/24	Y
A Plant Equipment Pty Ltd		TBC		Y
Accurate Asphalt & Road Repairs Pty Ltd		TBC		Y
Alan Leslie Brown		TBC		Y
Aqua-Assets Pty. Limited		TBC		Y
Avijohn Contracting Pty Ltd		TBC		Y
Baden Raymond Johnston		TBC		Y
Brooks Hire Service Pty Ltd		TBC		Y
Brundah Group Pty Ltd		TBC		Y
CLEAR EARTH AND CIVIL		TBC		Y
COATES HIRE OPERATIONS PTY LIMITED		TBC		Y
Complant Pty Ltd		TBC		Y
Cooper Civil & Crushing Pty Ltd		TBC		Y
Downer EDI Works Pty Ltd		TBC		Y
Dugs Bobcat & Tipper Hire		TBC		Y
Giedhill's Earthmoving Pty Ltd		TBC		Y
H2O To Go Water Truck Hire		TBC		Y
Jack Matthew Ray		TBC		Y
JR & EG Richards Pty Ltd		TBC		Y
Keough Hydro & Civil		TBC		Y
Maas Plant Hire Pty Limited		TBC		Y
McCann Bulk Haulage		TBC		Y
O.S. Trees Pty Ltd		TBC		Y
Orange Equipment Pty Ltd		TBC		Y
PORTER PLANT		TBC		Y
Premier Services Pty Ltd		TBC		Y
Rinkatony Pty Limited		TBC		Y
Rollers Australia Pty Limited		TBC		Y
Rosmech Sales & Service Pty Ltd		TBC		Y
STABILISED PAVEMENTS OF AUSTRALIA PTY. LIMITED		TBC		Y
STEVENS SAND & GRAVEL		TBC		Y
The Stabilising Pty Ltd		TBC		Y
Top Civil & Construction Pty Ltd		TBC		Y
Troth Pty Ltd		TBC		Y
TUTT BRYANT HIRE PTY LTD		TBC		Y
YOUNG EXCAVATORS		TBC		Y
Atlas Traffic Management Pty. Ltd.		TBC		Y
Carler Group		TBC		Y
East Coast Traffic Control		TBC		Y
Platinum Traffic Services Pty Ltd		TBC		Y
Adaptive Interiors	Upgrade of Quandialla Swimming Pool	TBC		Y
Trevell Constuctions Pty Ltd		\$216,818	009/24	Y

CONSULTANCY & LEGAL EXPENSES

EXPENSE	YTD	BUDGETED
Consultancies	\$204,695	Y
Legal Fees (Governance, Corporate, Planning)	\$29,340	Y

*Additional Legal Fees currently being assessed by Insurers

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 from 1 July 2023, including and up to 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.



6. Reserves

Any grant funds received by an external agency to council get classified and reported in the financial statements as either 'Revenue' (in the Operating Statement or the Profit and Loss) or 'Income in Advance' (in the Statement of Financial Position or Balance Sheet).

The funds reported in the Balance Sheet are also often called "Reserves" or "Reserve Grants". That is they are 'restricted for a specific purpose'. This is determined by the particulars identified in the grant funding Deed.

Where the grant is identified as 'restricted', it gets reported as a Reserve Grant. It also gets reported in the financial statements and is also known as "Specific purpose unexpended grants".

The following tables provide you with both Council's:

1. 'externally' restricted funds (or Reserves), as well as Council's
2. 'internally' restricted or allocated reserves (per Council Resolution 221/23).

It should also be noted that the Financial Assistance Grant (FAG), while being a grant is no longer required by Council to report as an internally restricted reserve (that is, it is known as an 'untied' or 'unrestricted grant') and will not appear in the table below as internal allocations.

Internal Allocations (\$'000)

Plant and vehicle replacement	287
Employee leave entitlement	500
Domestic waste management	100
Development projects	81
Gravel pits	36
Office equipment	40
Town and shire works	2,432
Total internal allocations	3,476

External Restrictions (\$'000)

Opening balance as at 1 July 2023	7,254
Add: new Specific Purpose Grants	8,660
Less receipts for Specific Purpose grants	9,177
Closing balance as at 31 March 2024	6,728
Total external restrictions	6,728



7. Capital Program

FY 2024 Quarter 3 Capital Project Review

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Overview

Council's Capital Projects will be provided in a quarterly progress report presented to Council, along with the Quarterly Budget Review Statements for each of the projects outlined below.



SCHEDULE A: Transport for NSW (TfNSW) State and National Highway Works Program (Road Maintenance Council Contract)

Executive Summary

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 reduced from \$627,000 to \$594,000 over the past three (3) years and could decrease further in future years.

Project Status

The value of the Maintenance component of the RMCC ('referred to as RMAP) is \$594,000*. In the financial year of 2023-2024, there are a number of ordered works in addition to the RMAP activities.

Contract Works and Locations	2023/2024
Private Works - RMS - Routine RMAP	\$314,231.00
Private Works - RMS - Routine-RMAP	\$300,000.00
Private Works - RMS - Ordered- Natural disaster Flood SH17	\$1,942,552.10
Private Works - RMS - Ordered- Natural disaster Flood SH06	\$1,664,084.32
Private Works - RMS - Ordered- Shoulder Repairs	\$283,660.00
Private Works - RMS - Ordered-Murrays Creek Guardrail	\$41,280.00
Private Works - RMS - Ordered- Culvert 288087	\$31,351.00
Private Works - RMS - Ordered- Reseal SH17	\$340,000.00
Private Works - RMS - Ordered- Reseal SH06	\$415,000.00
Private Works - RMS - Ordered- Heavy Patch SH17	\$53,000.00
Private Works - RMS - Ordered- Heavy Patch SH06	\$53,000.00
Private Works - RMS - Ordered- Resurface Improvement SH17	\$200,000.00
Private Works - RMS - Ordered- Resurface Improvement SH17	\$740,000.00
Total indicative value of the Contract for 2023/2024	\$6,378,158.42

Financials

Project	RMCC
Approved Budget*	RMAP - \$594,000 Overall \$1,937,000.00
Project End Date	30 June 2024

*Contract value however the RMAP is slightly higher.



Revised Budget \$	YTD (31 March)	Committed \$	Total \$	Remaining Funds \$
-	\$6,766,495.28*	\$2,191,033.44	\$8,957,528.72	N/A

* A number of work orders have been completed either in 22/23 or 23/24 financial year with payments claimed this financial year. A Revised Budget at this time is unable to be calculated due to the draft work orders in the system.

Budgetary Commentary

A number of work orders have been completed either in 22/23 or 23/24 financial year with payments claimed this financial year. As the need arises, Council actively submits Works Proposals to TfNSW for specific works and carries out the work under TfNSW Work Orders, which further boost the income (and expenditure) from TfNSW. At this stage, the RMCC budget has been revised to reflect the ordered works from TfNSW.

Council is currently under negotiations with TfNSW for a number of draft work orders and the amount and scope may vary due to other competing works that TfNSW may have within their network. The figures will be at the direction of TfNSW.

Reference	Description	Allocation	Status
TBA	Resurface Improvements for Seal SH06	\$380,000.00	DWO
TBA	Reseal SH06	\$200,000.00	DWO
TBA	Resurface Improvements for Seal Sh17	\$200,000.00	DWO
TBA	Reseal SH17	\$345,000.00	DWO
	Total Indicative Allocation	\$1,125,000.00	Rolled from 2024 into 2025

SCHEDULE B: Regional Roads Program

Block Grant

Executive Summary

The Regional Road Program (under the Block Grant) from Transport for NSW (TfNSW) has three components: -

1. A roads component to be spent on roadwork on Regional Roads.
2. A supplementary component, also to be spent on roadwork on Regional Roads.
3. A traffic facilities component which can be spent on work on Regional Roads only, or on both Regional and Local Roads.



The indicative value of the Program for 2023/2024 is as follows: -

Proposals and Locations	2023/2024
Roads Component	\$719,000.00
Traffic Facilities Component	\$56,000.00
Supplementary Component	\$68,000.00
Total indicative value of the Program for 2023/2024	\$843,000.00

Project Status

Key	Road	2023/2024	Q3 Adjustment	Project Status
MR 239	Young Road HLW	\$279,158.63	\$307,895.59	Council has undertaken a number of activities under the Block Grant on the designated roads.
MR 236	Forbes Road HLW	\$39,111.37	\$47,800.76	
MR 237	Gooloogong Road	\$97,043.86	\$109,330.36	
MR 398	Mary Gilmore Way	\$371,745.56	\$321,973.29	
Total indicative value		\$787,059.42	\$787,000.00	

Financials

Project	Regional Roads Program (Block Grant)
Approved Budget	\$843,000.00
Project End Date	30 June 2024

Revised Budget \$	YTD	Committed \$	Total \$	Remaining Funds \$
-	\$273,391.55	(Traffic/Trees) \$117,090.91	\$843,000.00	\$452,517.54

Budgetary Commentary

These projects are completely mostly within budget. If required, additional funds can be allocated from the contingency.



SCHEDULE C: Rural Local Roads Program

Financial Assistance (FA) Grant

Executive Summary

The Financial Assistance Grant is provided by the Commonwealth Government under the *Local Government (Financial Assistance) Act 1995*. The Financial Assistance Grant program consists of two components:

- a general purpose component, which is distributed between the states and territories according to population (i.e. on a per capita basis), and
- an identified local road component, which is distributed between the states and territories according to fixed historical shares

Council allocates its Financial Assistance Grant (FA Grant) amongst its rural roads and urban streets (towns and villages).

Proposals for Rural Local Roads are based on current funding levels.

Council's emphasis is to rectify and repair assets nearing or at the end of their remaining useful lives (RUL).

Project Status

The value of the Program for 2023/2024 is as follows: -

Proposals and Locations	2023/2024	Project Status
Rural Roads Maintenance Expenditure	\$378,001.05	Council has undertaken general maintenance across a number of streets whilst waiting for our Natural Disaster Declaration funding and utilising this budget.
Urban Streets Maintenance (Town & Village)	\$372,207.90	
Total indicative value of the Program for 2023/2024	\$750,208.95	

Financials

Project	Rural Local Roads Program (FA Grant)
Approved Budget	\$750,208.95
Project End Date	30 June 2024

Revised Budget \$	YTD	Committed \$	Total \$	Remaining Funds \$
-	\$750,208.95	-	\$750,208.95	\$0

Budgetary Commentary

Council utilised the rural roads and maintenance expenditure, as well as the urban streets maintenance (town and villages) budget, to undertake general maintenance. Council is awaiting the Natural Disaster Declaration claims to undertake the



reconstruction works. General maintenance has now been allocated to works under the Regional Emergency Road Repair Fund.

SCHEDULE D: Construction Program

Financial Assistance Grant (FAG)

Executive Summary

The Financial Assistance Grant is provided by the Commonwealth Government under the *Local Government (Financial Assistance) Act 1995*. The Financial Assistance Grant program consists of two components:

- a general purpose component, which is distributed between the states and territories according to population (i.e. on a per capita basis), and
- an identified local road component, which is distributed between the states and territories according to fixed historical shares

Council allocates its Financial Assistance Grant (FA Grant) amongst other required road works, or other required capital infrastructure or projects.

Proposals for Rural Local Roads are based on current funding levels.

Council's emphasis is to rectify and repair assets nearing or at the end of their remaining useful lives (RUL).

Project Status

The value of the Program for 2023/2024 is as follows: -

Proposals and Locations	2023/2024	Project Status
Depot upgradation	\$90,000.00	Not yet commenced. Gates, flooring and signage cover. Currently awaiting outcome of insurance claim for flooring.
Roads Repair Program- Renewal Expenditure	\$137,500.00	-
	\$227,500.00	

Financials

Project	Construction Program (FA Grant)
Approved Budget	\$227,500.00
Project End Date	30 June 2024

Revised Budget \$	YTD	Committed \$	Total \$	Remaining Funds \$
-	-	-	\$227,500.00	\$227,500.00



Budgetary Commentary

Council has not commenced on the depot upgradation, including the depot gates. Due to the flooding damage in the lunchroom following the hail storm damages, the flooring identified for upgrade will form part of the insurance claim.

Proposals for Construction are based on current funding levels.

SCHEDULE E: Roads to Recovery Program (Round 4)

Executive Summary

The Roads to Recovery (RTR) Program is provided by the Commonwealth Government and supports the construction and maintenance of the nation's local road infrastructure assets, which facilitates greater accessibility and improves safety, economic and social outcomes for Australians.

Funding under the RTR Program is available to all local government areas in Australia. The program is a five year program. Council has received four rounds of RTR funding.

Project Status

The approximate amount allocated for the 2023/2024 financial year is \$635,335.00.

Location	Works Description	2023/2024	Q3 Adjustment	Project Status
South Street, Grenfell	V Drain	\$24,000.00	\$18,230.45	Works will be programmed in with new weekly Works Meeting.
Holy Camp Road	Causeway	\$24,000.00	\$11,908.25	
Memory Lane	Culvert	\$24,000.00	\$24,000.00	
Bembrick Lane	Pipes/Causeway	\$24,000.00	\$20,000.00	
Quandialla Road	Causeway	\$18,000.00	\$20,000.00	
Quandilla/Caragabal	Causeway	\$18,000.00	\$18,000.00	
Holy Camp/Memory Lane	V Drain	\$18,000.00	\$18,000.00	
Oloughlin Lane	Pipes	\$15,000.00	\$12,000.00	
Hancock Flinn Road	Causeway	\$18,000.00	\$14,861.30	
Martin's Lane Road	Causeway	\$18,000.00	\$18,000.00	
Ballendene Road	Culvert	\$30,000.00	\$30,000.00	
Quandialla Third St	Kerb and Gutter	\$36,000.00	\$36,000.00	
Various	Guard rail replacement	\$250,000.00	\$250,000.00	Tender to be drafted



Location	Works Description	2023/2024	Q3 Adjustment	Project Status
Heathcote Road	Culvert	\$144,335.00	\$144,335.00	Commenced
Total indicative value of the Program for 2023/2024		\$635,335.00	\$635,335.00	

Financials

Project	Roads to Recovery (RTR)
Approved Budget	\$635,335.00
Project End Date	30 June 2024

Revised Budget \$	YTD	Committed \$	Total \$	Remaining Funds \$
-	\$30,138.70	-	\$635,335.00	\$605,196.30

Budgetary Commentary

The Roads to Recovery expenditure requires attention to ensure it is appropriately programmed into the works program.



SCHEDULE F: Regional and Local Roads Repair Program

Executive Summary

The Regional and Local Roads Repair Program (RLRRP) is funded by the NSW Government to support councils to undertake urgent repairs to their road network, which has been significantly impacted by severe flooding, storm damage and persistent wet weather events during 2022. The Regional Emergency Road Repair Fund (RERRF) supports councils across regional NSW to fix damaged roads, providing additional funds to regional councils to start vital repair and maintenance work.

The Regional and Local Roads Repair Program (RLRRP) has been combined with the Regional Emergency Road Repair Fund (RERRF).

As a result of the announcement of the RLRRP and RERRF, the REPIAR Program will be paused and not commenced until the RLRRP and RERRF is completed. TfNSW have informed Council that no new REPAIR projects will be approved.

Financials

Project	RLRRP/RERRF
Approved Budget	\$4,721,912.00
Project End Date	31 October 2027

Revised Budget \$	YTD	Committed \$	Total \$	Remaining Funds \$
-	\$673,062.85	-	\$4,721,912.00	\$4,048,849.15

Project Status

Council has until 31 October 2027 to complete these works. Council is now required to lodge a Work Plan to Transport for NSW by 30 April 2024. Following the approval from TfNSW, a number of these work activities will be scheduled in to 31 October 2027.

Roads	Work Activity Type	Expected Cost
Adelargo Road	Heavy Patching	\$470,000.00
Muncks Road	Heavy Patching	\$250,000.00
Sandy Creek Road	Heavy Patching	\$310,000.00
Pullabooka Road	Road Drainage	\$500,000.00
Third Street - Quandialla	Rehabilitation	\$50,000.00
Potholes Repair - Different Locations within Weddin Shire Council	Potholes Repair	\$386,645.00
Pullabooka Road	Re-Sealing	\$300,000.00
Henry Lawson Way (Young Road)	Heavy Patching	\$500,000.00
Mary Gilmore Way	Heavy Patching	\$300,000.00



Gooloogong Road	Heavy Patching	\$275,000.00
Henry Lawson Way (Forbes Road)	Heavy Patching	\$196,214.05
Adelargo Road - Local Roads - Unsealed - Grenfell	Maintenance Grading	\$126,328.77
Driftway Road - Local Roads - Sealed - Piney Range	Patching	\$82,552.76
Arramagong Road - Local Roads - Unsealed - Greenethorpe	Maintenance Grading	\$81,018.76
Greenethorpe Wirega Road - Local Roads - Unsealed - Greenethorpe	Maintenance Grading	\$73,562.59
McCanns Lane - Local Roads - Unsealed - Grenfell	Maintenance Grading	\$54,412.22
Bobelar Lane - Local Roads - Unsealed - Grenfell	Maintenance Grading	\$36,416.51
McDonalds Lane - Local Roads - Unsealed - Warraderry	Maintenance Grading	\$33,790.49
Gerrybang Road - Local Roads - Sealed - Grenfell	Maintenance Grading	\$32,837.05
Major West Road - Local Roads - Unsealed - Bumbaldry	Maintenance Grading	\$31,104.45
Kangaroooby Road - Local Roads - Unsealed - Bumbaldry	Maintenance Grading	\$28,821.35
Arramagong Road - Gravel Re-Sheeting	Gravel Re-Sheeting	\$63,708.00
Hamptons Lane - Gravel Re-Sheeting	Gravel Re-Sheeting	\$24,000.00
Manganese Road - Gravel Re-Sheeting	Gravel Re-Sheeting	\$36,000.00
Melyra Street - Gravel Re-Sheeting	Gravel Re-Sheeting	\$12,500.00
Mogongong Springs Road - Gravel Re-Sheeting	Gravel Re-Sheeting	\$89,500.00
Stock Route Road - Gravel Re-Sheeting	Gravel Re-Sheeting	\$79,800.00
Wards Lane - Gravel Re-Sheeting	Gravel Re-Sheeting	\$33,000.00
Watts Lane - Gravel Re-Sheeting	Gravel Re-Sheeting	\$52,500.00
Adams Lane - Gravel Re-Sheeting	Gravel Re-Sheeting	\$50,000.00
Arramagong Street - Gravel Re-Sheeting	Gravel Re-Sheeting	\$9,200.00
Nowlan Street - Gravel Re-Sheeting	Gravel Re-Sheeting	\$5,500.00
Kangaroooby Road - Gravel Re-Sheeting	Gravel Re-Sheeting	\$98,000.00
Melyra Street - Re - Seal	Re-Sealing	\$49,500.00
		\$4,721,912.00

Budgetary Commentary



Council advocates that the RLRRP and RERRF project administration cost should increase from 'up to 2%' to 10%. The Work Plan was submitted to TfNSW for approval. The program is subject to change pending TfNSW approval.

As a result of the announcement of the RLRRP and RERRF, the REPIAR Program will be paused and not commenced until the RLRRP and RERRF is completed. TfNSW have informed Council that no new REPAIR projects will be approved. This is an ongoing concern for Council due to the administration and financial burden to manage previous REPAIR projects through the RLRRP and RERRF.

SCHEDULE G: Fixing Local Roads Greenethorpe to Koorawatha

Executive Summary

Fixing Local Roads is funded by the NSW Government. Fixing Local Roads (FLR) is a grant-based program where councils can apply for funding to repair, patch, maintain and seal priority local council roads improving routes.

The Greenethorpe to Koorawatha Road was funded through FLR Round 3. The rehabilitation project involves the road length of 7.1km.

Financials

Project	FLR 3 – Greenethorpe to Koorawatha
Approved Budget	FLR \$2,942,133.00 \$2,992,405.00
Project End Date	November 2024

Revised Budget \$	YTD	Committed \$	Total \$	Remaining Funds \$
-	-	\$50,272.00	\$2,992,405.00	-

Project Status

Locations	Total	Project Status
Greenethorpe Koorawatha Road Safety Improvements	\$2,992,405.00	Trees removal has been completed. Pipes and culverts have been ordered and have arrived on site. Works have commenced on culvert extensions.

Budgetary Commentary

The project is currently being project managed in-house. To date, cost efficiencies have been made, including the hire of plant from Cabonne Council and the use of existing staff to undertake the delivery of this project. Council Officers are currently



considering the request for tenders for the pavement works which will be presented to Council in the next quarter.



SCHEDULE H: Fixing Local Roads Nowlans Road Pavement Repairs

Executive Summary

Fixing Local Roads is funded by the NSW Government. Fixing Local Roads (FLR) is a grant-based program where councils can apply for funding to repair, patch, maintain and seal priority local council roads improving routes.

The Nowlans Road was funded through FLR Round 4. The road upgrade involves a road length of 21.2km.

Financials

Project	FLR 4 – Nowlans Road
Approved Budget	\$2,998,632.00
Project End Date	February 2025

Revised Budget \$	YTD	Committed \$	Total \$	Remaining Funds \$
-	\$18,351.45	\$44,994.60	\$2,998,632.00	\$2,980,280.55

Project Status

Locations	Amount	Project Status
Nowlans Road pavement repairs	\$2,998,632.00	This project is currently undergoing project planning.

Budgetary Commentary

This project is currently undergoing project planning, and the project works are expected to be completed by February 2025.

SCHEDULE I: Bridges Renewal Program

Executive Summary

The Bridges Renewal Program is a Commonwealth Government funded project. The Bridges Renewal Program (BRP) funds the upgrade and replacement of bridges to enhance access for local communities and facilitate higher productivity vehicle access.

Financials

Project	BRP 5 – Heathcotes Lane
Approved Budget	\$492,690.00
Project End Date	24 May 2024



Revised Budget \$	YTD	Committed \$	Total \$	Remaining Funds \$
-	\$434,300.05	-	\$492,690.00	\$58,389.95

Project Status

Locations	Council Co-Contribution	Project Status
Heathcotes Lane Culvert Replacement	\$492,690.00	Precast concrete box culverts have been installed with some concreting.

Budgetary Commentary

Under the Bridges Renewal Program Round 5, the Heathcotes Lane Culvert Replacement is part of this financial year's program, however deeds were executed in prior years. To date the project is being managed in house and tracking to plan despite the recent rain event. Project is almost completed with the concrete currently curing.

SCHEDULE J: Stronger Country Communities Fund

Executive Summary

The Stronger Country Communities Fund is administered by Department of Regional NSW. The fund has had five rounds of funding, with a boost to the wellbeing of communities in regional areas by providing new or upgraded infrastructure.

Under the Stronger Country Communities Fund (SCCF), Council has received funding for every round of the funding. The projects that remain in the reporting are incomplete projects.

Financials

Project	SCCF
Approved Budget	\$1,889,797.00
Project End Date	Various

Revised Budget \$	YTD	Committed \$	Total \$	Remaining Funds \$
-	\$56,683.50	\$87,160.00	\$1,889,797.00	\$1,525,459.80
	Previous FY \$220,493.70 (SCCF 3/4 Bogolong & Signage)			



Project Status

Proposals and Locations	SCCF Round	Amount	Project Status
Bogolong Dam	3	\$300,000.00	Masterplan developed including preliminary geotechnical study undertaken
Tourism Signage and Village Streetscapes Project	4	\$310,000.00	Approval from TfNSW for installing the signs, Contractor has completed geotechnical investigation. Construction to begin April/May 2024. Consultation commenced on streetscapes project.
Sporting Women's Engagement and Facility Access- Committee Training Irrigation System at Grenfell Rugby Ground Bogolong Dam/Stability investigation	4	\$350,000.00	Committee training undertaken. Irrigation project is in progress and tracking. Council has signed a contract with Public Works to undertake the dam stability investigation.
Taylor Park Inclusive Playspace	5	\$629,797.00	The Masterplan for the inclusive playspace adopted (stage one only). RFT/RFQs have been prepared and out to market (as at 31 March).
Village Freedom Camping	5	\$300,000.00	Consultation has commenced.

Budgetary Commentary

The projects identified in SCCF should be continually monitored due to staffing constraints in managing these projects and the community interest in these projects. At this stage, all but one project does not require attention; however this reporting structure will allow more effective monitoring of the projects.

The Bogolong Dam funding under SCCF Round 3 included the following "Summary of Project Scope approved for delivery to Improve the Bogolong Dam Youth/Community Facility - works include:

- construction/rehab of entire access road, Dam safety check, intersection upgrade,
- Hardstand area parking
- install a fish cleaning table area
- construction of boat ramp
- desilting
- Installation of dividing buoys and fishing pontoon



- install sand at beach area
- install tables/sheds/ BBQ area
- conduct Dam wall remediation works
- install amenities, water tank and facility signage
- construction of a playground.

For the value of this grant, it is unlikely that Council will be able to build the scope. This project remains a concern to Council on the ability to deliver within the timeframe and the budget.

SCHEDULE K: Local Roads and Community Infrastructure

Executive Summary

The Local Roads and Community Infrastructure (LRCI) supports all Australian councils in delivering priority local road and community infrastructure projects in their regions, creating jobs and long-lasting benefits for communities. To date, there have been four phases to this project.

Financials

Project	LRCI
Approved Budget	\$1,821,135.00
Project End Date	Various

Revised Budget \$	YTD	Committed \$	Total \$	Remaining Funds \$
-	\$153,137	\$493,066	\$1,889,797.00	\$1,243,594.00

Project Status

Proposals and Locations	LRCI Phase	Amount	Project Status
Weddin Shire Tourism Gateway Signage Project	1	\$120,000.00	As above with SCCF Project
Tyagong Creek Road Reseal	2	\$259,025.00	Project is due to commence
Quandialla Pool Upgrade	3	\$228,000.00	Construction has commenced.
Weddin Signage Rollout Project Stage 2	3	\$212,000.00	As above with SCCF project.
Grenfell Main Street Festoon Lighting	4 Part A	\$440,000.00	Approved by LRCI to proceed. Contractor has been contacted
Taylor Park	4 Part A	\$195,635.00	A second Phase 4 Part A project is



Proposals and Locations	LRCI Phase	Amount	Project Status
			proposed but not yet lodged to LRCI
Arramagong Culvert Construction	4 Part B	\$366,475.00	Project is due to commence.

Budgetary Commentary

Committed and expended funds have commenced on the Weddin Signage. The balance of projects are programmed for delivery in the 2023/24 and 2024/25 years.

SCHEDULE L: Drought Communities Project

Executive Summary

The Drought Communities Project (DCP) is designed to deliver benefits in targeted drought-affected regions of Australia and administered by the Commonwealth Government. Under the Drought Communities Project (DCP), Council has one remaining project to undertake, which is due for completion this financial year.

Financials

Project	DCP
Approved Budget	\$125,356.94
Project End Date	April 2024

Revised Budget \$	YTD	Committed \$	Total \$	Remaining Funds \$
-	-	-	\$125,356.94	-

Project Status

Proposals and Locations	DCP	Amount	Project Status
Gravel Track	2	\$125,356.94	Not completed.

Budgetary Commentary

The project was unable to commence due to contractor availability. Extension request was sought from the funding body and this was denied. Council Officers are now undertaking a review of all projects to look at expenditure to acquit this grant. The second stage of the gravel track will need to be funded from another grant fund.



SCHEDULE M: Active Transport Plan

Executive Summary

The Active Transport Plan is an approved program under the NSW Government. The grant was approved in 2021/22 to complete a shared user path comprising of 340m of pathway and a passive pedestrian crossing over the ARTC railway corridor on the Mid-Western Highway to link Caragabal Public School, Church, Memorial Hall and park/playground.

Financials

Project	Caragabal Shared Pathway
Approved Budget	\$310,999.00
Project End Date	-

Revised Budget \$	YTD	Committed \$	Total \$	Remaining Funds \$
	\$287,266.58		\$310,999.00	\$23,732.02

Project Status

Proposals and Locations	2023/2024	Project Status
Caragabal Shared Pathway	\$310,999.00	The initial grant was approved in 27 July 2021. Council has engaged a contractor to undertake the work. Construction has commenced.

Budgetary Information

Council has engaged a contractor to undertake the works. Noting that a variation was approved by TfNSW to increase the budget to **\$310,999.00** from \$215,000.00.



SCHEDULE N: COVID Grant Economic Stimulus Package

Executive Summary

The NSW Government provided councils with a COVID-19 economic stimulus package which has been utilised for the Grenfell Cemetery Amenities Upgrade.

Financials

Project	Grenfell Cemetery Amenities
Approved Budget	\$95,000
Project End Date	30 June 2024

Revised Budget \$	YTD	Committed \$	Total \$	Remaining Funds \$
-	\$10,880	\$82,815	\$95,000	\$1,305

Project Status

Proposals and Locations	2023/2024	Project Status
Grenfell Cemetery Amenities	\$95,000.00	Council has accepted a quotation for the supply and construction for the new amenities building. A modification to the DA has been lodged.

Budgetary Information

The project is currently operating within the grant funds and adapted the design and construction to suit the grant availability.



SCHEDULE O: EPA Illegal Dumping and Flood Waste Recovery Program

Executive Summary

The EPA Illegal Dumping and Flood Waste Recovery Program is administered by the NSW Environmental Protection Authority. This program aims to resolve remaining waste issues after the initial emergency clean-up phase that are not eligible for other government funding sources.

Financials

Project	Quandialla and Caragabal Waste Facilities
Approved Budget	\$72,500.00
Project End Date	30 April 2024

Revised Budget \$	YTD	Committed \$	Total \$	Remaining Funds \$
-	-	-	\$72,500.00	-

Project Status

Proposals and Locations	2023/2024	Project Status
Quandialla and Caragabal Waste Facilities (CCTV/Fencing)	\$72,500.00	The grant was awarded and executed at the end of 2023. Variation for an extension of time has been granted. This will be rolled into 2025.

Budgetary Commentary

The timing and delivery of this project will be dependent on the outcomes and decisions imposed by the EPA on the Quandialla and Caragabal waste facilities which are currently closed. Variation for an extension of time has been submitted. Approval has been given to extend this into 2025.



SCHEDULE P: Natural Disaster Recovery

Executive Summary

A disaster declaration is a frequently updated list of Local Government Areas (LGAs) that have been impacted by a natural disaster. With a disaster declaration for their area, affected communities and individuals can access a range of special assistance measures.

Disaster declarations are issued by the NSW Government and incorporate an Australian Government reference number (AGRN).

Council has been impacted on AGRN 1001, 1030 and most notably 1034. Values are subject to change at the direction of TfNSW.

Financials

Project	AGRN 1034 Reconstruction Works
Approved Budget	TBC
Project End Date	30 June 2025

Revised Budget \$	YTD	Committed \$	Total \$	Remaining Funds \$
-	-	-	TBC	-

Project Status

Council is currently awaiting approval from TfNSW for the packages it has lodged. Council Officers holds great concerns over the process with rates submitted from tenderers being disputed by TfNSW. Council Officers have also been holding separate discussions with TfNSW on advance milestone payments to assist and alleviate with the cashflow.

AGRN1034 Package 3 and AGRN1034 Package 6 has had its upper limit approved. As presented to Council, Package 3 is now reduced by \$838,750.99 (43%) and Package 6 is reduced by \$1,616,409.97 (18%). The area to undertake the reconstruction works remains, but the cost to deliver the reconstruction works has reduced. Council has a list of approved suppliers which means that contractors selected will be based on approved rates by TfNSW. At this stage it is difficult to determine the dispute of costs of the other packages. Conservatively, Council should reduce its income calculation by approximately 30% for the AGRN income across this current financial year and the next. The Quarter 3 adjustment reflects the actuals (the upper limit approval for Packages 3 and 6), however Council Officers predict that this could be closer to **\$23 million** by the end of the financial year into the FY 2025.



Budgetary Commentary

The following are the natural disaster declaration events for reconstruction works to be carried out. The numbers are subject to approval by TfNSW.

Weddin Shire Packages to TfNSW	2023/2024 to 2024/2025	Q3 Adjustment
AGRN1034 Reconstruction Works Package 5	\$10,707,900.20	**\$10,707,900.20
AGRN1034 Reconstruction Works Package 6 (upper limit approved)	\$1,941,823.00	\$1,103,072.01
AGRN1034 Reconstruction Works Package 2	\$1,850,539.82	** \$1,850,539.82
AGRN1034 Reconstruction Works Package 3 (upper limit approved)	\$8,828,278.00	\$7,211,868.03
AGRN1034 Reconstruction Works Package 4	\$7,053,249.65	\$7,053,249.65
AGRN1034 Reconstruction Works Package 7	\$1,550,000.00	\$1,550,000.00
SUB TOTAL	\$31,931,790.67	*\$29,476,624.88

* Given the adjustments made to package 3 and 6 which have now been approved we are predicting that the Packages remaining under review will also be revised down as well. Therefore we estimate that the total package value may be revised to **\$23 million**.

** Packages 3 and 6 have now been approved.

11.2 STATEMENT OF BANK BALANCES

File Number: 11.4
Author: Rates Clerk
Authoriser: Director Corporate Services
Attachments: Nil
CSP Objective: Shire assets and services delivered effectively and efficiently
Precis: Statement of Bank Balances as at 30/04/2024
Budget: NIL

RECOMMENDATION

That Council note the information provided.

BANK BALANCES AS AT 30 APRIL 2024.**Bank Account**

Westpac Operating Account \$512,573.39

Short Term Deposits

CBA \$8,000,000.00

Total

\$8,512,573.39

TERM DEPOSITS

Below is a summary of Term Deposits **as at 30 April 2024** showing interest earned and interest rates of current investments

	Invested Date	Maturity Date	Rate	Invested Amount	Interest
Commonwealth Bank	12/04/2024	12/05/2024	4.36	\$ 500,000	
Commonwealth Bank	12/03/2024	13/05/2024	4.58	\$ 500,000	
Commonwealth Bank	12/03/2024	13/05/2024	4.58	\$2,000,000	
Commonwealth Bank	05/03/2024	05/06/2024	4.74	\$1,000,000	
Commonwealth Bank	05/03/2024	05/06/2024	4.74	\$ 500,000	
Commonwealth Bank	05/03/2024	05/06/2024	4.74	\$ 500,000	
Commonwealth Bank	10/04/2024	11/06/2024	4.54	\$1,000,000	
Total Interest – Year to Date				\$6,000,000	\$166,975.19

On-Call Account	On-Call	On-Call	Rate	Amount	
Commonwealth Bank	29/04/2024	29/04/2024	4.88	\$2,000,000	

TOTAL	\$8,000,000
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11.3 RATES AND CHARGES COLLECTION - APRIL 2024

File Number: A3.4.3
Author: Rates Clerk
Authoriser: Director Corporate Services
Attachments: Nil
CSP Objective: Shire assets and services delivered effectively and efficiently
Precis: April 2024, monthly report on the rates and charges collection.
Budget: NIL

RECOMMENDATION

That Council note the information update on rates and charges collection for April 2024

PURPOSE

The purpose of this report is for Council to be updated with the most recent information pertaining to its rates and charges collections – as applicable to the month of April 2024.

BACKGROUND

The monthly report provides Council information on the rates and charges collection. It was noted in preparation of the Draft and Audited Annual Financial Statement for the 2022-2023 period that the rates and annual charges outstanding percentage was higher than the desired benchmark of <10%, being 10.51% at 30 June 2023. There were a number of reasons for the higher ratio in 2023, including a halt to outstanding rates collections during COVID-19.

Refer to the Financial/Resource Implications for the more recent commentary background with respect to collections for the current period to date as it relates to the above mentioned background on the 2023 rates as well as the current 2024 rates.

ISSUES AND COMMENTS

The annual rate charges are set out within Council's 2023/24 Operational Plan.

The following provides a summary at 30 April 2024.

Rates Collected:

	30 April 2024	30 April 2023
Rates and Charges Collected (C)	\$ 3,512,033.12	\$ 3,570,643.39

Total	\$ 3,512,033.12	\$ 3,570,643.39
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Reconciliation: Rates Charged, Collected and to be Collected:

	2024	2023
Rates/Charges in arrears as at 30 June 2023 (A)	\$ 387,037.04	\$ 368,537.15
Gross Rates/Charges levied & adjustments for 2023/24	\$ 4,524,387.46	\$ 4,116,939.65
Less Pension Concession – Granted with Annual Levy	(\$ 138,418.78)	(\$ 137,926.00)
Net Amount Levied (B)	\$ 4,385,968.68	\$ 4,347,550.80
Total amount rates incl. arrears (A + B)	\$ 4,773,005.72	\$ 4,716,087.95
Less: Total amount collected (C)	\$ 3,512,033.12	\$ 3,570,643.39
Total rates still to be collected	\$ 1,260,972.60	\$ 1,145,444.56

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 have an economic and social 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

Uncollected rates is cash flow that is not available to Council to use for normal operational matters.

Council has engaged the Council's Debt Recovery Agency and is currently monitoring 58 active files. These agency costs unfortunately come at a considerable collection cost to Council.

However, it needs to be acknowledged that post Covid-19 along with the additional increase in the cost of living has impacted on Council's ability to collect rates and charges.

Council rates and annual charges outstanding percentage (as at the third quarter on 2024) of rates collected has continued to deteriorate to about 14.1% in arrears (noting the OLG benchmark of <10% of rates charged). Further analysis shows that the higher arrears percentage is in large part due to the significant arrears in 2023 rates that remain uncollected collected (representing 7.6% of the 14.1%). Only a further \$46,927 of the 2023 outstanding rates has been collected since 1 July 2023.

We put this down to the cost of living pressures experienced by ratepayers in 2024 causing an inability to pay outstanding 2023 rates. It needs to be noted that the payment in arrears

of the 2024 rates is only 6.5% (which is well below the OLG benchmark) and very reasonable and comparable to the years prior to 2021.

INTERNAL/EXTERNAL CONSULTATION

This report is a monthly report to Council.

CONCLUSION

Council is focused on the collection of outstanding rates in a timely fashion but that this will always be undertaken in a sensitive manner.

11.4 DRAFT SALE OR DISPOSAL OF COUNCIL ASSETS POLICY**File Number:****Author:** Arts and Tourism Officer**Authoriser:** Director Corporate Services**Attachments:** 1. Draft Sale of or Disposal of Council Assets Policy**CSP Objective:** Shire assets and services delivered effectively and efficiently**Precis:** The Draft Sale or Disposal of Council Assets Policy has been developed to provide guidance to ensure the management of public assets are done so efficiently and responsibly. The policy will supersede the Policy for Procurement and Sale of Assets**Budget:** Nil.**RECOMMENDATION**

That Council

1. Place the draft Sale or Disposal of Assets Policy 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.

PURPOSE

The purpose of this report is to provide the Draft Sale or Disposal of Assets Policy to Council for public exhibition. The Draft Sale or Disposal of Assets Policy provides further guidance to Council's Code of Conduct and Procedures relating to procurement.

BACKGROUND

The adoption of a Sale or Disposal of Assets Policy by Weddin Shire Council is crucial for managing public assets efficiently and responsibly. This policy ensures compliance with regulations, optimises financial resources, enhances transparency, and engages the community in asset management decisions. By establishing clear guidelines, councils can balance fiscal responsibility with community interests while mitigating risks associated with asset disposal. This policy supersedes the Procurement and Sale of Asset Policy and once adopted will form two separate policies.

ISSUES AND COMMENTS

Council incorporates the Sale of Assets into a policy focused on procurement and the sale of asset policy. It was identified as part of an improvement process, that a separate policy focused on the sale and disposal of council assets is provided as a standalone policy. As a result, the standalone policy provides further guiding principles in a comprehensive policy on the sale and disposal of assets.

The Draft Policy will be a new policy focused on sale and disposal of assets. Procurement Policy will be removed into a separate policy. The Draft Policy progresses the action identified in the Self-Initiated Improvement Management Plan.

POLICY/LEGAL IMPLICATIONS

- *Local Government Act 1993*
- NSW Local Government (General) Regulation 2021

The Draft Policy will be a new policy focused on sale and disposal of assets. Procurement Policy will be removed into a separate policy. The Draft Policy progresses the action identified in the Self-Initiated Improvement Management Plan.

FINANCIAL/RESOURCE IMPLICATIONS

There are no direct financial implications arising from this report. Continued development of the procedures to support the policy will be undertaken as part of the business-as-usual activities.

INTERNAL/EXTERNAL CONSULTATION

The proposal is for the Draft Policy to be publicly exhibited for comment for a period of 28 days. Council's Grants and Procurement Working Group will be provided a draft copy for comment.

CONCLUSION

The Sale or Disposal of Council Assets Policy establishes a robust framework for transparent and efficient asset management. It ensures adherence to legal requirements, promotes accountability, and maximises asset utilisation while minimising operational costs. By outlining clear guidelines, roles, and responsibilities, the policy facilitates prudent decision-making and upholds best practices in asset management. Through periodic review, it remains adaptable to changing needs and regulations, reaffirming the council's commitment to responsible governance and community welfare.

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DRAFT SALE/DISPOSAL OF COUNCIL ASSETS POLICY

1. BACKGROUND

Council requires the Draft Sale/Disposal of Council Assets Policy to provide a clear and standardised approach to managing and administering the sale and/or disposal of assets/property. The Sale/Disposal of Council Assets Policy is currently part of the Policy for Procurement and Sale of Assets Policy.

2. PURPOSE

The purpose of the Draft Sale/Disposal of Council Assets Policy and associated procedures is to provide a clear and standardised approach to managing and administering the sale and/or disposal of assets/property and ensuring that an appropriate level of discipline and compliance with any legal or policy requirements is applied across the organisation. Once adopted, the Sale/Disposal of Council Assets Policy will be a standalone policy from the Policy for Procurement and Sale of Assets Policy.

3. OBJECTIVE

The objectives of this Policy are to ensure that:

- I. All Council staff understand clearly their responsibilities, accountabilities and reporting requirements.
- II. Council service delivery objectives are supported to maximise the use of Council assets and reduce associated service and operational costs resulting in increased asset performance and a lower total cost of ownership.
- III. Assets are only sold or disposed of where they meet identified criteria for disposal and that appropriate planning and approval is undertaken prior to any asset sale or disposal.
- IV. An appropriate level of discipline for asset sale or disposal, and compliance with any legal or policy requirements, is applied across the organisation.
- V. Best practice asset management principles are upheld.
- VI. Any sale and/or disposal complies with Council's position and responsibilities on sustainability and environmentally friendly practices.

4. SCOPE

This scope of this policy applies to all assets and applies to all staff at all levels of the Council.

5. REFERENCES AND LEGISLATION

- *Local Government Act 1993*
- NSW Local Government (General) Regulation 2021

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DRAFT SALE/DISPOSAL OF COUNCIL ASSETS POLICY

6. POLICY

6.1 ROLES AND RESPONSIBILITIES

Position	Responsibility
The Elected Council	The elected Council must act in accordance with the Policy and abide by any determination made as a result of this Policy.
General Manager	Principal delegate of all major sale and disposal of real assets (land and buildings) following Council approval.
Director Corporate Services	The delegate for all information technology assets, office furniture, stores and stationery.
Director Infrastructure	The delegate for all motor vehicles, machinery and plant assets and scrap metals.
Employees	Employees are responsible for carrying out sale/disposal of assets in an appropriate manner with regard to any training undertaken.
General Public	The general public must act in accordance with this policy and abide by any determination made as a result of this policy.

6.2 THE PRINCIPLES OF ASSET SALE AND/OR DISPOSAL

- 6.2.1 From time to time for individual and classes of properties, a taskforce, chaired by the Director of Corporate Services is to be formed for the purpose of reviewing Council's landholdings, regardless of tenure, and make recommendations to the Council through the Finance and Budget Committee. The taskforce will comprise officers from each directorate and other such professional advisors as deemed appropriate.
- 6.2.2 Land and buildings that are identified by the Taskforce as being in need of review are to be tested against a number of criteria to recommend whether the property is retained and developed for community use or developed or sold to realise its commercial potential. The seven (7) criteria contained in the assessment are:
- statutory influences (restrictions or limitations)
 - existing usage
 - potential future use
 - spatial distribution/size
 - conservation value
 - site constraints and opportunities
 - maintenance issues
- 6.2.3 The outcome of this process will be a decision whether to develop the asset for its community opportunities or its commercial potential.
- 6.2.4 A community use of an asset may result in a number of alternatives by which this potential can be realised:

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DRAFT SALE/DISPOSAL OF COUNCIL ASSETS POLICY

- Development of infrastructure, e.g. park, drainage facility, parking facility.
 - Delivery of a community service or program either by outsourcing to a community group or by a direct resource. **Note:** *The purpose of this policy and the Taskforce is to determine whether a site is more suitable to be developed for a community purpose and then 'hand over' the site to the relevant service area for that purpose, for example, Works and Infrastructure Services or Community Services, rather than dispose of by other means*
- 6.2.5 Commercial use of an asset may likewise result in a number of options by which its potential can be realised:
- Sale
 - Ground or Site Lease
 - Building Lease
 - Development or Joint Venture.
- 6.2.6 Acknowledging that the commercial options contain unique characteristics, selection will reflect the current and projected financial or economic position of the Council and the region at the time. Factors to be considered will include the accumulation of reserves for Capital Works, Forward Works Programs, and Projected Financial Plans, which collectively will determine whether short term gain or long term revenue is the preferred outcome.
- 6.2.7 In the event that any asset is to be sold, leased or developed an independent current valuation of the asset must be obtained from a registered valuer within the period of six months prior to the disposal or other change of ownership/leasehold of the asset.

6.3 ASSET SALE AND/OR DISPOSAL

- 6.3.1 The apparent value (AV) of assets shall be determined by the Director Corporate Services/Director Infrastructure as listed in this Policy who has carriage of management of the asset.
- 6.3.2 Apparent value will be determined by the delegate(s) with consideration of the book value, and / or the replacement value of the asset and / or an assessment of the market value of the asset made by taking into consideration the potential to sell the assets, the perceived value of the asset to a buyer, its life stage and asset rating, potential for obsolescence and usefulness for future needs.
- 6.3.3 The above delegate(s) should detail the assumptions they use in estimating the asset's value in preparing their recommendation to the sale and/or disposal of the asset.

6.4 ASSETS WITH AN APPARENT VALUE OF LESS THAN \$1,000

- 6.4.1 Assets with an AV of less than \$1,000 each will be disposed of using a method that maximises the return to Council.
- 6.4.2 Assets with an AV of less than \$1,000 shall be disposed of by a method determined by the delegate(s). The delegate(s) must document the process of

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DRAFT SALE/DISPOSAL OF COUNCIL ASSETS POLICY

determining the asset disposal methodology and ensure full documentation is captured in Council's corporate records management system detailing the decision making process and actions taken.

- 6.4.3 The details (both technical and financial) of any assets sold and/or disposed of by Council will be amended in the applicable Asset Register, and included in Council's corporate Asset Management Systems.
- 6.4.4 The delegate(s) must be aware and have control of the process of disposal of these assets and be aware and conduct the disposal in light of risk assessment considerations and must ensure no conflict of interest issues are present in the means of disposal chosen.

6.5 ASSETS WITH AN APPARENT VALUE OF MORE THAN \$1,000

- 6.5.1 Assets disposal will be assessed on a case by case basis for assets with an AV of more than \$1,000 by the delegate(s) and the attached memo will be completed to be considered by the General Manager.
- 6.5.2 The delegate(s) will consider the following in their assessment and formulation of recommendations to dispose of an asset provided in the memo:
 - I. Market forces and impact on return from the sale of the asset should be considered and commented upon
 - II. Community need for the asset and alternative resources which could be considered to be substitutes should be assessed and commented upon
 - III. The strategic worth of the asset and its long-term benefit to the community should be assessed and commented upon
 - IV. The purchase price and maintenance costs incurred over the lifecycle of the asset should be assessed to determine, where possible, a return on investment of a particular asset
 - V. That the funds raised from the sale of an asset should be considered as to their use and this must be reflected in the Council's Operational Plan and Delivery Program and include in the recommendation how this will be achieved.

6.6 METHODS OF SALE/DISPOSAL

- 6.6.1 Assets of significant AV (being more than \$150,000) are to be sold or disposed of either by auction or tender.
- 6.6.2 All motor vehicles and plant (except those on novated leases) shall be sold or disposed of via public auction, trade-in or tender processes. Motor vehicles will not be made available to Council staff or Councillors in private sale arrangements. Vehicles under novated lease are excluded from this restriction as the lease is in the name of the employee and shall be dealt with in accordance with lease provisions.
- 6.6.3 For other assets, the Director who has carriage of the assets will provide to the General Manager a recommended method of sale and/or disposal which shall be made after assessing the means to maximise the return to Council.

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DRAFT SALE/DISPOSAL OF COUNCIL ASSETS POLICY

- 6.6.4 The General Manager will determine the manner of sale or disposal for information technology (IT) assets, office furniture, stores items and scrap materials (including scrap metal) - on each occasion disposal is recommended by a respective Director.
- 6.6.5 Where a recommendation for destruction of an asset is made, the Director will provide the General Manager with the assessment criteria used to determine that the asset has no potential to realise a return for Council and will detail the method of destruction and name of the Council Officer who will be charged with the responsibility of ensuring the asset is destroyed.
- 6.6.6 If after offering an asset for sale, if no interest in purchasing the asset is shown, the relevant Director may recommend to the General Manager the asset be dumped and provide the recommended best means for managing the dumping process to ensure environmental management conditions and / or legislative requirements are observed.
- 6.6.7 Dumping or destroying of assets shall be undertaken after consideration of the environmental issues and / or legislative requirements so that any hazardous substances shall be assessed to ensure safe disposal.
- 6.6.8 Assets can only be donated to other organisations if the organisation can:
- I. affirm in writing their status as a non-profit organisation
 - II. provide written acknowledgement of receipt of the asset
 - III. acknowledge Council will not be responsible for any repair or maintenance of the asset
 - IV. acknowledge that all copyright or licensed content has been removed (for example, software on computers)
 - V. take responsibility for the timely removal of the asset and any associated costs that arise from the assets removal
 - VI. acknowledge Council's donation to the organisation via a media release that Council approves.

6.7 PROCEEDS FROM ASSET SALE AND DISPOSAL

- 6.7.1 Proceeds of the disposal of IT Assets will be placed into a reserve for the specific purpose of purchasing new IT equipment unless the General Manager specifically determines an alternative.
- 6.7.2 Proceeds of all motor vehicle and plant sales will be placed in the Plant Reserve unless the General Manager specifically determines funds are to be otherwise allocated.
- 6.7.3 Proceeds from the sale of scrap materials shall be placed into the Plant Reserve unless the General Manager specifically determines funds are to be otherwise allocated.
- 6.7.4 The accounting treatment and reserving of proceeds from sale from any other asset will be assessed on a case by case basis and approved by the General Manager.
- 6.7.5 The proceeds shall be reflected in Council's financial statements and reported to Council in quarterly reviews as they arise.

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DRAFT SALE/DISPOSAL OF COUNCIL ASSETS POLICY

6.8 ASSETS CARRIAGE FOR PURPOSES OF SALE AND/OR DISPOSAL

6.8.1 The following staff are determined to have carriage of assets, and are responsible for the assessment and recommendations to dispose of assets:

Motor vehicles and plant items	Director Infrastructure
Information technology assets	Director Corporate Services
Real property (land and buildings)	General Manager
Office Furniture	Director Corporate Services
Clothing/Stores Items	Director Corporate Services
Scrap Metal	Director Infrastructure
Stationary	Director Corporate Services

6.8.2 Real Property (land and buildings) requires approval from Council.

6.8.3 Motor vehicles and plant items that are greater than contract value of \$150,000 will require approval from Council.

6.9 DOCUMENTATION OF ASSET SALE AND DISPOSAL PROCESS

6.9.1 Documentation detailing decisions made on asset disposal is to be archived in Council's corporate records management system by the relevant Manager.

6.9.2 The relevant Director will update the assets details in the applicable Asset Register, and will provide documentation detailing the technical and financial information relating to any assets sold/disposed of by Council to Council's Asset and Project Engineer and Team Leader Finance to enable the amendment in Council's corporate Asset Management Systems, including accounting treatments for sold and/or disposed assets initiated.

6.9.3 Receipt of the sale and/or disposal of materials to a licensed scrap dealer or contracted engineer are to be included in the documentation.

6.9.4 Where a Councillor, member of Council's staff, or members of the immediate family of a Councillor or member of staff purchase an asset, the General Manager is to countersign the documentation that specifies the price paid for the asset and the method used in determining the price paid.

7. RELATED DOCUMENTS

- Sale or Disposal of Land and Assets Procedure
- Attachment 1 Assets Sale and Disposal Form
- Contract Management Procedures

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DRAFT SALE/DISPOSAL OF COUNCIL ASSETS POLICY

8. BREACHES OF POLICY

A breach of this policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislation.

9. DEFINITIONS

Key Terms	Meaning
Assets	means any resource owned or controlled by the Council, from which the Council expects to derive economic benefits or use for service delivery to the general public during its useful life.
Building	is any structure or part of a structure, but does not include a moveable dwelling or associated structure or part of a moveable dwelling or associated structure.
Procurement	describes the over-arching process concerned with developing and implementing strategies to manage an organisations spend in a way as to contribute to the organisations overall goals and to maximise value and/or minimise the total cost of ownership.
Beyond economic repair	means a classification given to an asset where that asset requires repairs likely to be more expensive than its replacement value.
Value for Money	as detailed by the Tendering Guidelines for NSW Local Government, value for money is determined by considering all the factors that are relevant to the proposed procurement and may include: experience, quality, reliability, timeliness, service, risk profiles and initial and ongoing costs. These are all factors that can make a significant impact on benefits and costs. Value for money does not automatically mean the 'lowest price'. Value for money is a comparison of the apparent benefits of the proposed procurement activity with the whole-of-life costs.

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DRAFT SALE/DISPOSAL OF COUNCIL ASSETS POLICY

Title: Sale/disposal of Council Assets Policy		
Department: Corporate Services		
Version	Date	Author
1.30.1	21 May 2022	Council
Revised number	8 May 2024	Finance and Governance Specialist
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Director Corporate Services will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guideline.</p>		
Review Date: 2027		
Amendments in the release		
Amendment History	Date	Detail
Annexure Attached:		
Noreen Vu General Manager		

11.5 DRAFT PROCUREMENT POLICY**File Number:****Author:** Arts and Tourism Officer**Authoriser:** Director Corporate Services**Attachments:** 1. Draft Procurement Policy**CSP Objective:** Democratic and engaged community supported by efficient internal systems**Precis:** The Draft Procurement Policy has been developed to provide guidance on the managing and administering of contracts for goods and services purchased from suppliers and also revenue generating contracts for Council. The policy will supersede the Policy for Procurement and Sale of Assets.**Budget:** Nil.**RECOMMENDATION**

That Council

1. Place the draft Procurement Policy 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.

PURPOSE

The purpose of this report is to provide the Draft Procurement Policy to Council for public exhibition. The Draft Procurement Policy provides further guidance to Council's Code of Conduct and Procedures relating to procurement.

BACKGROUND

A procurement policy serves as a guiding framework that outlines Weddin Shire Council's approach to acquiring goods, services, and works. It defines the rules, procedures, and principles governing the entire procurement process. By establishing clear guidelines and standards, the procurement policy ensures that procurement activities are conducted in a consistent, ethical, and cost-effective manner, while also aligning with organisational objectives and legal requirements. This policy supersedes the Procurement and Sale of Asset Policy and once adopted will separate procurement from sales and disposal.

ISSUES AND COMMENTS

The Procurement Policy of Weddin Shire Council underscores our commitment to fostering a culture of compliance, ensuring that:

1. Council actively promotes a culture of good governance and compliance, aligning with the Council's Integrated Planning and Reporting Framework.

2. Council proactively prevents, identifies, and responds to breaches of laws, regulations, codes, policies, and organisational procedures and standards within its procurement activities.

3. Council consistently upholds the highest standards of governance in all its procurement endeavours.

This policy serves as a local supplement to the relevant provisions of the Act and Regulation, providing additional guidance and standards for effective procurement practices within the Council's operations.

The Draft Policy will be a new policy focused on procurement only. The sales and disposal of assets will be removed into a separate policy. The Draft Policy progresses the action identified in the Self-Initiated Improvement Management Plan.

POLICY/LEGAL IMPLICATIONS

The Policy is a local policy that supports the following legislation:

- *Local Government Act 1993 particularly Section 55, Section 10A, Section 12.*
- Relevant Australian Standards.
- *Local Government (General) Regulation 2021*
- Office of Local Government Tendering Guidelines for NSW Local Government.
- *Government Information (Public Access) Act 2009.*
- National Competition Policy.
- *Competition and Consumer Act 2010 (Cth)* and the Fair Trading Act 1987 (NSW)
- *Privacy and Personal Information Protection Act 1998.*
- *State Records Act 1998.*

The Draft Policy will be a new policy focused on procurement only. The sales and disposal of assets will be removed into a separate policy. The Draft Policy progresses the action identified in the Self-Initiated Improvement Management Plan.

FINANCIAL/RESOURCE IMPLICATIONS

There are no direct financial implications arising from this report. Continued development of the procedures to support the policy will be undertaken as part of the business-as-usual activities.

INTERNAL/EXTERNAL CONSULTATION

The proposal is for the Draft Policy to be publicly exhibited for comment for a period of 28 days. Council's Grants and Procurement Working Group will be provided a draft copy for comment.

CONCLUSION

The Draft Procurement Policy ('Draft Policy') outlines the principles and procedures governing the acquisition of goods, services, and works by the Council. It defines the standards for transparency, fairness, and accountability throughout the procurement process. The Draft Policy articulates Council's commitment to ensuring efficient resource

allocation, fostering supplier relationships, and mitigating risks associated with procurement activities.

It establishes clear guidelines for identifying needs, soliciting bids, evaluating proposals, and awarding contracts. Additionally, the Draft Policy emphasises compliance with legal requirements, ethical standards, and sustainability considerations. By promoting fair competition and responsible stewardship of resources, it aims to maximise value for money and support the achievement of Council objectives.

In line with Council's commitment to transparency and stakeholder engagement, it is proposed that the new Draft Procurement Policy be made available for public review and feedback for a period of 28 days. This opportunity for public exhibition underscores Council's dedication to inclusive decision-making and ensuring that the procurement policy reflects the needs and expectations of the community.

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DRAFT Procurement Policy

1. BACKGROUND

Council is committed to ensuring a fair, transparent and accountable process in the purchase goods and services. This policy applies to all Councillors and Staff of Weddin Shire Council. The policy aims to ensure transparency, fairness, and efficiency in procurement activities while also promoting accountability, compliance with regulations, and achieving value for money. Once adopted, the Procurement Policy will be a standalone policy from the Policy for Procurement and Sale of Assets Policy.

2. PURPOSE

The purpose of the Draft Procurement Policy ('Draft Policy') is to establish how Council's procurement practices complies with its requirements under the Local Government Act 1993 and supports the implementation and delivery of Council's Community Strategic Plan in accordance with Council's annual budget and long term financial plan.

3. POLICY OBJECTIVES

Building upon our existing business principles, it is the objectives of the Draft Policy to ensure that Council's procurement practices:

- make efficient and effective use of Council's and Council's supplier's resources.
- are compliant with legislation, in particular s. 55 of the Local Government Act 1993
- improve the local amenity of our community and are socially responsible.
- foster local economic development and business sustainability through procurement practices.
- support Australian markets for sustainable products and services.
- improve Council's on time payment record and cash management.
- ensure Council and its staff act within their delegations and are accountable for decision making in procurement.

4. LEGISLATION AND RELATED DOCUMENTS

The Draft Policy relates to the following:

- *Local Government Act 1993 particularly Section 55, Section 10A, Section 12.*
- Relevant Australian Standards
- *Local Government (General) Regulation 2021*
- Office of Local Government Tendering Guidelines for NSW Local Government.
- *Government Information (Public Access) Act 2009*
- National Competition Policy
- *Competition and Consumer Act 2010 (Cth)* and the Fair Trading Act 1987 (NSW)

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DRAFT 1.23.03 Procurement Policy

- *Privacy and Personal Information Protection Act 1998*
- *State Records Act 1998*

5. SCOPE

The Draft Policy applies to the Council and Council Officers participating in the procurement of goods or services on behalf of Council.

6. POLICY

- 6.1.1. Council is committed to ensuring that all procurement activities are undertaken in a robust and systematic manner that is consistent with its legal and ethical obligations.
- 6.1.2. Council will ensure value for money through a balanced whole-of-life evaluation that includes consideration of financial, social, ethical, local economic and environmental factors.
- 6.1.3. Council will deliver on our commitment to procurement that meets operational requirements and achieves the highest commercial and sustainability outcomes through the application of the principles and objectives of this policy.
- 6.1.4. Only authorised staff may undertake procurement of goods or services on behalf of Council. Staff are authorised through instruments of delegation in accordance with the *Local Government Act 1993*.

6.2 Roles and Responsibilities

- 6.2.1 The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.

Roles	Responsibility
The Elected Council	The elected Council must act in accordance with the Policy and abide by any determination made as a result of this Policy.
General Manager	The General Manager is responsible for providing policy, procedures and framework to facilitate transparent, ethical and value for all procurement and contract management activities. This includes adhering to s. 55 of the Local Government Act 1993.
Director of Corporate Services	The Director of Corporate Services is responsible for providing policy, procedures and framework to facilitate transparent, ethical and value for all procurement and contract management activities.
Directors and Senior Management	The Directors and Senior Management have financial delegation and are responsible for ensuring compliance with the Draft Policy.
Managers/Team Leaders	Managers/Team Leaders are responsible for ensuring the following Policy and its supported procedures are implemented within their workgroup. Managers/Team Leaders are to ensure

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Roles	Responsibility
	hazard identification and risk assessment is undertaken with regard to equipment, materials and supplies which they have responsibility for purchasing for workplace use.
Supervisors	Supervisors are responsible for ensuring procurement tasks are carried out according to procedures. Supervisors are to ensure there are in place procedures for identifying safety defects in equipment, material and supplies purchased and used at the workplace.
Employees	Employees are responsible for carrying out procurement activities in an appropriate manner with regard to any training undertaken.
General Public	The general public must act in accordance with this policy and abide by any determination made as a result of this policy.

6.3 Principles

The following outlines the principles that underpin the Draft Policy.

Principle	We commit to:
Value for money	Consideration of capital cost, lifetime costs and benefits associated with the procurement for the long-term benefit of Council.
Probity	Clear application of fairness and integrity in procurement processes to encourage suppliers to work with Council.
Accountability and transparency	Procurement is open, justified, planned, documented and within delegation.
Consistency	Application of procedures based on standard methods providing a consistent approach to procurement.
Risk management	Risks are identified and managed to maximise opportunity and minimise adverse consequence to Council through procurement processes.
Sustainability	Procurement achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to the community, the economy and the natural environment.

6.4 Procurement Controls

All procurements must be in accordance with the following and executed in accordance with the Draft Policy and any accompanying Procedure(s).

Value of Procurement Inc. GST	Procurement Method
Less than \$3,000	<ul style="list-style-type: none"> Verbal quote or Purchase Order

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Value of Procurement Inc. GST	Procurement Method
More than \$3,000 and less than \$15,000	<ul style="list-style-type: none"> Competitive process is not required 1 written quote
More than \$15,000 and less than \$50,000	<ul style="list-style-type: none"> Competitive process is not required 2 written quotes Exemption applies to a Stores Purchase Order (if the stores item is an existing item being purchased by an existing supplier and the price per item/litre has not changed by greater than 10%, or there has been a Joint Organisation (JO) Competitive Process, no second quotation is required)
More than \$50,000 and less than \$150,000	<ul style="list-style-type: none"> Competitive process is required 3 written quotes via Request for Quotation (RFQ) Exemption guidelines apply (part 9) A decision of Council is not required.
More than \$150,000 and less than \$250,000	<ul style="list-style-type: none"> Competitive process is required Request for Tender (RFT) is required A decision of Council is not required to award the tender if the contract awarded is not an "employee" of Council
Equal to or more than \$250,000	<ul style="list-style-type: none"> Competitive process is required Request for Quotation (RFT) is required A decision of Council is required to award the tender

For low value transactions of less than \$3,000, where procurement can be through a single verbal quote, the details of the verbal quote are to be entered in the notes field of the Purchase Order in the Finance System (Authority). Similarly, written quotes are to be attached to the Purchase Order.

All purchase orders must be separately authorised in accordance with Financial Delegations.

Council's Corporate Credit Card may be used for the payment of invoices under \$3,000.

6.5 Exemption

The following activities are exempt from this Draft Policy as they are subject to the approval of the General Manager:

- Emergency purchases.
- Purchase of specialised goods or services.

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- A contract awarded by a JO.
- Approved Supplier is on Council's Plant Hire Panel list approved by Council.
- Approved Supplier is on Council's Panel Contractors approved by Council.
- Supplier is on Council's preferred Local Contractor List approved by Council.
- Only supplier of the good or service in the State of New South Wales.
- Technology – annual software licenses or software upgrades from existing providers.
- Audit Office of NSW.
- Revelation of Council assets – Council have made a significant investment into technology provided by Shepard's Services Pty Ltd.
- A payment to a Government Agency.
- Employment contracts for consultants provided by recruitment agencies registered with Local Government Procurement.
- Tender process through Local Government Procurement and also via buy.nsw.gov.au.
- Purchase of travel and accommodation.

6.6 Exemptions from Quotation Requirements

- 6.6.1 If an employee is prevented from obtaining the number of quotations required (e.g. sole supplier), then they must document the facts to support the deviation from the procedures set out in this Policy on an Exemption Form; and
- 6.6.2 All exemptions must be recommended by the relevant Director and authorised by the General Manager or their respective delegate.

6.7 Competitive Process

6.7.1 Request for Quotation (RFQ)

- 6.7.1.1 An RFQ is a process in which a company solicits select suppliers and contractors to submit price quotes and bids for the chance to provide goods or services. Council may select preferred suppliers or open the process to all suppliers for the supply of a good or service. A minimum of three quotations are required for a successful RFQ process. Less than three quotations will require a new RFQ.
- 6.7.1.2 The exception is if it is a specialised product/service that has limited suppliers or one or two of the three eligible supplier's declines to quote. If Council has the evidence that the RFQ was sent to three reputable suppliers; one quote will be sufficient.
- 6.7.1.3 An evaluation panel to consider the RFQ is required to evaluation the quotation.

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6.7.2 Request for Tender (RFT)

- 6.7.2.1 *Section 55 of the Local Government Act 1993*, in conjunction with the Local Government (General) Regulation 2021, provides the legislative framework that promotes the consistent use of good practice standards in local government tendering in a manner that is clear, consistent and readily accessible to all persons. There are multiple reasons why you may need a tender/contract process as outlined by the both the Act and Regulation and is not limited to value of the proposed contract value.
- 6.7.2.2 Tenders will be called for the provision of goods and or services that exceed \$150,000 in value (including GST). Exceptions may apply in certain circumstances as provided by *section 55(3) of the Local Government Act 1993*.
- 6.7.2.3 Whenever Council is required by *section 55 of the Local Government Act 1993* to invite tenders before entering into a contract, Council must decide the tendering method to be used. The options are:
- I. The open tendering method by which tenders for the proposed contract are invited by public advertisement.
 - II. The selective tendering method by which invitations to tender for a particular proposed contract are made following a public advertisement asking for Expressions of Interest.
 - III. The selective tendering method by which recognised contractors selected from a list prepared or adopted by Council are invited to tender for proposed contracts of a particular kind.
 - IV. The General Manager and Directors must approve the selective tendering methods prior to advertising (as an alternative to the open tendering method). The General Manager/Director Corporate Services must also approve those selected tenderers from the Expression of Interest prior to undertaking the selective tender process.
 - V. Accessing a Standing Offer Arrangement (SOA); accessing a Preferred Supplier Arrangement (PSA); or accessing a Pre-qualified Supplier Arrangement.
- 6.7.2.4 Where there are extenuating circumstances, remoteness of locality (noting the location of Council does not of itself satisfy this exemption) or the unavailability of competitive or reliable tenderers, the provisions of *section 55(3)(i) of the Local Government Act 1993* may be applied to justify not inviting tenders subject to a supporting resolution of Council.
- 6.7.2.5 Tenders should be evaluated based on Council's purchasing objectives as well as but not limited to previous performance of contractors.

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- 6.7.2.6 An instrument of engagement must be used when procuring goods and/or services via a tender. For example a formal contract or Instrument of Agreement must be provided as part of the tender documentation. The terms and conditions relevant to this procurement must be made evident during the tendering process (attached to tendering documentation).
- 6.7.2.7 The Contract must include any proposed retention, bank guarantee requirements, payment milestones or any other conditions. The instrument of engagement must be agreed upon with the successful applicant (and signed) prior to the issuance of purchase order.
- 6.7.2.7 All tenders must be evaluated with a minimum of three (3) suitably qualified personnel.

6.7.3 Opening Tenders and Quotations

6.7.3.1 Tenders -

- i) All tenders will be placed on Council's approved procurement portal. At the time of implementing this policy, this was vendor Panel.
- ii) All tenders received are to be placed in Council's Record Management System and only to be handled by staff designated by the General Manager.
- iii) Tenders are to be opened as soon as practicable after the specified closing time.
- iv) Tenders are to be opened by two persons designated by the General Manager, and shall include the General Manager if estimated to be over \$250,000. - Under section 27 of the GIPA, requires that Council keeps a register of class 1 contracts (above \$150,000).
<https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-2009-052#sec.27>
- v) The designated persons are to initial each financial page of each tender received, as well as preparing and signing a list of the names and amounts of each tender on Council's Contract Register – to comply with the provisions of section 175 (5) of the Local Government (General) Regulation 2021-
<https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.175>.
- vi) Other duties as listed in clause 175 of the Regulation shall also be carried out.
- vii) Confidentiality of Tenders and Quotes is to be maintained at all times during this process.

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6.7.3.2 Quotations

- i) Formal quotations/RFPs are to be dealt with as per Tenders in 6.1 above.
- ii) Where quotations are informally obtained, including by telephone, the responsible Director is to list the names and amounts of all quotations received and attach a signed copy to the official order.

6.7.4 Communication with Tenders

6.7.4.1 All communications with potential tenderers should be conducted within strict probity and risk management frameworks to ensure accountability and transparency. Councillors and staff are reminded to ensure they act in accordance to the Model Code of Conduct and Procedures.

6.7.4.2 Records should be kept of all communications with all tenderers. Council officers are to ensure that:

- I. A register of all requests for tender documents and a register of all requests for information regarding the tender and requests for clarification are maintained.
- II. Communication with potential tenderers is only undertaken by the contact person who must be listed in the public advertisement of the tender and the tender documents.
- III. Unless impractical, all communication to tenderers be provided in writing and simultaneously to all tenderers in respect of a question asked of the tender. A copy of the question, not including details of the source of the question, should be circulated with the answer.
- IV. Information or clarification provided to potential tenderers is consistent and documented. Where the information is not readily or immediately available, the contact person obtains the relevant information and then follows up the request.
- V. Response to queries about a specific tenderer's innovative solution should not be communicated to any other tenderer.
- VI. Any amendment to the tender documents and the steps taken to inform all potential tenderers of the amendments, are documented.
- VII. Responses to tender enquiries should reference the relevant clause in the tender documents or if there is no clause relevant to the query, provide the response as an addendum to the tender documents.
- VIII. Information or clarification provided to potential tenderers is consistent and documented.
- IX. Where briefing or site visits are offered by the council in regard to a particular tender, an attendance register and minutes or notes of the proceedings, including questions asked and answers provided is maintained and forwarded to all attendees following the briefing or site visit.

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- X. During briefings or site visits, council officials should avoid one to one communication. Requests for information by one potential tenderer should be repeated and the response provided to all in attendance.

6.7.5 Tender Evaluation

- 6.7.5.1 A tender evaluation panel (TEP)/committee will be formed to evaluate all tender responses. An evaluation panel of three suitably qualified personnel is required.
- 6.7.5.2 General key area is to be taken into consideration when evaluating a tender include:

Tender Evaluation Key Areas	Explanation
Price	While price is one of the most important aspects of Procurement, it does not always follow that the lowest price will always win the contract. The requirement is for the most commercially favourable and advantageous tender to be accepted. This may not necessarily be the cheapest tender.
Commercial Considerations	These should include: <ul style="list-style-type: none"> • the ability of the supplier to deliver the goods and/or services in accordance with the specified delivery dates; • the capacity of the supplier to meet environmental and WHS standards; • any previous poor supply performances • inferior product quality • the ability to meet appropriate quality standards as set but Council.
Financial Considerations	The financial viability and stability of the supplier. If there are questions in this regards, then appropriate advice should be sought.
Risk	A formal risk assessment must be conducted for all high risk tenders or tenders over \$1,000,000. The resulting risk profile should be used in conjunction with the analysis of other evaluation criteria to determine the recommended tenderer to Council.

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6.7.6 Pre-Procurement Activities

In considering purchases through the tender and quotation processes the following questions are to be addressed:

- I. What is the proposed purchase item?
- II. What safety information has been obtained from the supplier regarding the item to ensure the hazards and risks can be properly assessed? Equipment Manual Australian Standards/MSDS/other safety information. Refer to the WHS Purchase Procedure.
- III. Which employees and work processes are affected by the purchase?
- IV. Have the affected employees been consulted? When? Staff will be able to provide input on the requirements of the intended purchase and provide information on safety issues that need to be controlled.
- V. What are health and safety risks relevant to the purchase? A risk assessment is undertaken with regard to its potential use at the workplace including the hazards and risks presented by the item to be purchased, the manner in which it is to be used, the suitability of the item for the purpose, and the opinions of the users of the item.
- VI. How will the purchase help manage these risks?
- VII. What has to be done to ensure the use, storage and transport of the purchase is safe, including any specific risk control measures identified by the manufacturer/supplier, provision of any personal protective equipment recommended by the manufacturer/ supplier, and provision of any special emergency equipment?
- VIII. What change will need to be made to Safe Work Procedures? Effective risk management procedures need to be in place before the purchase is used at the workplace.
- IX. What training will be required before the purchase to ensure the safe use of the purchase?
- X. Have environmental impacts from the purchase been considered?

6.7.6 Assessment Criteria

- 6.7.6.1 Prior to approaching the market, the assessment criteria must be clearly defined in the tender submission to ensure that tenderers address the appropriate criteria.
- 6.7.6.2 Criteria should be weighted with a percentage or provided as a pass or fail.
- 6.7.6.3 Pricing should only form one of the weighted assessment criteria.
- 6.7.6.4 The following provides a breakdown of suggested assessment criteria. It should incorporate the Tender Evaluation Key Areas.
 - I. Price/Proposed budget allocation/Total Price.
 - II. Duration and estimated completion date.

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- III. Evidence of previous experience including similar projects of value and scope with references.
- IV. Proposed methodology and approach.

6.7.8 Post-Tender Activities

- 6.7.8.1 A listing of tender respondents is to be displayed in alphabetical order as soon as practicable after the tenders have been opened.
- 6.7.8.2 A confidential report will be submitted to Council and the tender awarded. In accordance with Clause 179 of the Regulation, Council must make information on the outcome of the tendering process publicly available by displaying the name and amount of the successful tender, or if no tenders were accepted, a notice to that effect.
- 6.7.8.3 Further, as soon as reasonably practicable, tender respondents should be notified in writing of their successful or unsuccessful tender.
- 6.7.8.4 If feedback is requested by an unsuccessful tender, it will be provided by the Senior Manager responsible for the particular tender.

6.7.9 Accessing tenders through external organisations & prescribed entities

- 6.7.9.1 Council has the option to access tenders conducted by external organisations. This practice eliminates the need for Council to tender as an individual when there is demonstrated value for money from our alternatives due to a 'bulk buy' methodology.
- 6.7.9.2 Council can access current tenders listed with Local Government Procurement (Prescribed Entity), Procurement Australia (Prescribed Entity), Regional Procurement & Central NSW Councils by following the relevant participation procedures. Council is not limited to utilising tender arrangements as sought by the abovementioned organisations and is encouraged to utilise the most effective method of Tendering for Council's purchasing objective.
- 6.7.9.3 Council have the capability to compare pricing and if an alternative is deemed better value for money than we are capable of obtaining as a single organisation we may utilise these alternatives. Considerations must also be given to Contract terms and conditions of the alternative tender to ensure the needs and expectations of Council are met.
- 6.7.9.4 When Council participates in an external organisations tenders the project manager should assess the qualification criteria including compliance, standing offer deed, specifications and any evaluation criteria if available. Considerations must also be given to contract terms and conditions of the tender to ensure the needs and expectations of Council are met.

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- 6.7.9.5 When accepting a tender conducted by an external organisation appropriate approvals must still be sought from either Council or the General Manager, depending on estimated contract value.
- 6.7.9.6 When Council utilises tenders from Prescribed Entities, an approved panel of Service Providers is supplied, Council may choose to do business with one or all of the Service Providers. Where Council spend for any one quote is estimated to exceed \$250,000, and prior to approaching the panel of approved service providers, Council staff must obtain permission to proceed from the General Manager or the Director Corporate Services through Council's Procurement Evaluation Plan and the relevant Director. Once this documentation has been completed and approved, Council staff approach the appropriate approved Service Providers (via appropriate formats i.e. e-quoting portals) to provide a quote under the conditions of tender by the Prescribed Entity for the goods/services required. Council is able to engage suppliers directly (without obtaining quotes), however this is not encouraged.
- 6.7.9.7 The Local Government (General) Regulation 2021 and the Tendering Guidelines for NSW Local Government must still be considered during the evaluation phase of the responses from the request for quote. The same responsibilities apply to a tender with regards to the security of documentation and pricing as well as commercial in confidence information.
- 6.7.9.8 The evaluation of the responses (quotes) must align to the methodology stated in the approved Procurement Evaluation Plan. An Approval Memorandum must be submitted to the General Manager for acceptance of the recommended applicant unless delegated otherwise.

6.7.10 Amending Tendered Rates

- 6.7.10.1 Tendered rates cannot be amended mid-contract unless the original tender documentation and contract specifically permits rate increase considerations and/or variations. All requests for rate increases must be made in writing to the appropriate Council delegate and must not exceed the most recent annual CPI rate increase (nearest quarter) All Groups (or the rate specified in the tender/contract). All approved increases must be responded to in writing from Council's delegate.

6.7.11 Conflicts of Interest

- 6.7.11.1 Council officers or delegates are required to report any identified relationships that could be actual, potential or perceived conflicts of interest both pecuniary and non- pecuniary. A relationship must be reported as it is identified, whether that be before or during any procurement activity, during a contract term, or as a conflict arises. It is the responsibility of the Council officer or delegate to make the

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appropriate persons aware (as per the Code of Conduct) of the relationship and complete a 'Conflict of Interest Declaration' form. It is at the discretion of that delegated person in the Code of Conduct to make determination on the conflict.

6.7.12 Due Diligence

Due diligence of Service Providers is to be carried out, where appropriate, where a tender is not required. Due diligence of any Service Provider must be carried out in all Tender situations.

6.7.13 Receipt of Goods and Services

When the goods are received or the works and services carried out, a Goods Received declaration shall be completed in the prescribed format.

6.7.14 Council Specific Procurement

Council will call for tenders on a regular basis for the provision of certain goods and services. The frequency of tenders will be guided by legislative requirements and operational needs. These contracts may include, but are not limited to:

- I. The supply of fuel and oils
- II. Cleaning of Council premises
- III. Security services
- IV. Electricity supply
- V. Telecommunications

6.7.14.1 Tenders for casual plant hire will be publicly advertised as required. The advertisement will call for fixed rates from owners of specialised plant and equipment, for projects required to be carried out by Council on an as required basis. Quotations and tenders for capital works and/or any other works will be sought from these Service Providers via VendorPanel.

6.7.14.2 Tenders for casual hire of trade services will be publicly advertised as required. The advertisement will call for pre-qualified Service Providers of trade services for projects and routine maintenance required to be carried out by Council on an 'as required' basis. Quotations for capital works and/or any other works will be sought from these Service Providers via VendorPanel prior to engagement.

6.7.14.2 Approved suppliers will be required to submit an Order of Services Form to ensure assessment provides value for money and compliance with the integrity of the Draft Policy.

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6.7.15 Certificates of Insurance

- 6.7.15.1 Service providers must have appropriate levels of public, products liability and professional indemnity insurance as necessary. Service providers must also provide evidence of their workers compensation coverage where applicable. All required Certificates of Currency for appropriate insurance must be downloaded into VendorPanel prior to the engagement.
- 6.7.15.1 Service providers identified to be working with (near) children or vulnerable people will be required to complete Police Checks for subcontractors & working with children checks prior to entering any relevant site.
- 6.7.15.2 Publication of Successful Tenderers and Expressions of Interest Council will maintain a register showing those successful Service Providers to Council in those cases where the contract value is in excess of \$150,000.

7. WORK HEALTH AND SAFETY MANAGEMENT

- 7.1 Council assigns a high priority to the continuous improvement of work health and safety management. More information can be obtained the WHS Purchasing Procedure. This procedure provides a framework for the determination of the level of WHS risk associated with any service to be provided, along with guidelines for WHS documents to be provided as part of any RFT or RFQ.

8. RISK MANAGEMENT

- 8.1 Council's purchasing risk assessment must be undertaken for all items/goods with regards to its potential use at the workplace. In undertaking the risk assessment, the following factors are to be considered:
 - I. Manner in which it is to be used and the suitability of the item for the purpose
 - II. Hazards and risks presented by the item (including biological and chemical products) to be purchased
 - III. Potential impact on affected personnel
 - IV. Transport, Maintenance, Cleaning and Storage
 - V. Any associated needs (e.g. appropriate firefighting gear) should an emergency with the item occur
 - VI. Legal requirements such as codes of practice or relevant standards
 - VII. Specifications which are required to ensure safe operation or use
 - VIII. Training requirements
 - IX. The need to change work procedures
 - X. The need for personal protective equipment (PPE)
 - XI. Technical data or information required

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- XII. Hazards and risks associated with compounds used in operating, maintaining, cleaning, transporting and storage of the items
- XIII. Environmental impact of disposal of waste arising from the above.

8.2 All risk assessments are to be documented in Council's record system and undertaken in consultation with employees/ workers who may be affected by the purchase. All records of assessments, and details provided by the service provider shall be maintained in a file by the originator of the purchasing request or the life of the equipment and updated when any modifications are carried out. Previous records of assessments are to be archived as appropriate.

9. SUSTAINABLE CHOICE, ENVIRONMENTAL GOALS AND OBJECTIVES

9.1. Goals

9.1.1 Wherever possible, Council employees and contractors will pursue the following goals and adhere to the specified objectives when purchasing products and services (noting that these impacts should be considered during the entire life cycle of the product - i.e. the production, distribution, usage, and end of life stages):

- I. Minimise unnecessary purchasing - only purchase when a product or service is necessary.
- II. Minimise waste - purchase in accordance with avoiding, reducing, reuse, and recycling strategies.
- III. Save water and energy - purchase products that save energy and/or water.
- IV. Minimise pollution - avoid purchasing products that pollute soils, air, or waterways.
- V. Non-Toxic - avoid purchasing hazardous chemicals that may be harmful to health or ecosystems.
- VI. Greenhouse Benefits - purchase products that reduce greenhouse gas emissions.
- VII. Biodiversity and Habitat Protection - purchase in accordance with biodiversity and conservation objective.
- VIII. Value for Money - purchase the best value for money in the long term.

9.2. Objectives

9.2.1 Council's objectives through sustainable purchasing are to:

- I. Eliminate unnecessary inefficiency, waste and expenditure.
- II. Contribute to the combined purchasing power of local government to further stimulate demand for sustainable products.
- III. Advance sustainability by participating in "closing the life-cycle loop".
- IV. Increase awareness about the range and quality of products available.

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- V. Deliver Council's commitments in relation to ecologically sustainable development (ESD) and other environmental and social objectives.
- VI. Play a leadership role in advancing long-term social and environmental sustainability.

10. GENERAL

- 10.1 All monetary amounts include GST.
- 10.2 Order splitting - i.e. multiple orders – is not permitted to avoid quotation levels within the procurement process.
- 10.3 Council Officers are prohibited from splitting orders for the purposes of acquiring goods or services above their delegated financial and procurement levels, or to avoid the necessity to obtain quotes or call for tenders. When party to a trade-in on goods, the delegated level of authority will be used for the purchase price of the goods not the purchase value less the trade in price.

11. MODERN SLAVERY

"Modern slavery" is defined in the *Modern Slavery Act 2018 (NSW)* as any conduct constituting a modern slavery offence within the meaning of that Act and any conduct involving the use of any form of slavery, servitude or forced labour to exploit children or other persons taking place in the supply chains of organisations

The commencement of the *Modern Slavery Act 2018 (NSW)*, introduces new obligations for councils under the *Local Government Act 1993* relating to modern slavery.

11.1 What this means for Council

- I. From 1 July 2022, Council will be required to take reasonable steps to ensure that goods and services procured by and for the council are not the product of modern slavery within the meaning of the *Modern Slavery Act 2018 (NSW)*.
- II. Council is required to publish in their annual reports:
 - ✓ a statement of the action taken by the council in relation to any issue raised by the Anti-slavery Commissioner during the year concerning the operations of the council and identified by the Commissioner as being a significant issue, and
 - ✓ a statement of steps taken to ensure that goods and services procured by and for the council during the year were not the product of modern slavery within the meaning of the *Modern Slavery Act 2018 (NSW)*.

12. SOCIAL PROCUREMENT

Council can implement social procurement policies that prioritise the engagement of social enterprises in their procurement processes. This involves setting targets or preferences for purchasing goods and services from certified social enterprises.

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13. SUPPORTING LOCAL BUSINESS

Council is committed to supporting local businesses where such purchases are justified on value for money grounds, while remaining compliant with the *Competition and Consumer Act 2010* and other fair trading legislation requirements. A weighting percentage of 10% will be assigned to the criteria element of "benefit to the Weddin Shire region" for tenders and quotations. Council will examine where the business has its head office, the percentage of staff employed, percentage of materials, plant and equipment used and what impact the business offers the local community.

14. CORPORATE CREDIT CARD

The following applies to the use of Corporate Credit Cards issued to the General Manager and designated Council employees:

- I. Council is to maintain a register of Corporate Credit Cards.
- II. All cards will have transaction limits and monthly spending limits.
- III. The cardholder is responsible for ensuring the security of the Purchase Card.
- IV. The cardholder is responsible for keeping all transaction records, such as receipts to verify expenditure.
- V. All Corporate Credit Card transactions must be authorised by the cardholder's Director.
- VI. Corporate Credit Card spending will be regularly audited by the Management Accountant/Director Corporate Services and external auditors.

15. PROCEDURES, GUIDELINES AND SUPPORTING DOCUMENTS

The policy is supported by a number of procedures and guidelines that is in line with best practice and Council Code of Conduct.

16. REPORTING

Procurement reporting will be in accordance with the reporting provisions of the Local Government (General) Regulation 2021 and Government Information (Public Access) Act 2009.

17. DEFINITIONS

Key Terms	Meaning
Contract	An agreement, exchange of letters, heads of agreement, deeds of agreement, binding memorandum of understanding, response to tender, grant application, trust deed and any other document which creates or which may create binding obligations on the Council and on the other party / parties to the contract.
Contractor	The supplier or the service provider (the other party) under a contract.

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Key Terms	Meaning
Contract Manager	The Council staff member nominated to be responsible for the management of the administration and management of a contract.
Contract Management	Refers to all activities at the commencement of, during and after the contract period, to ensure that all contractual obligations have been completed.
Contract Owner	The Council staff member who is ultimately accountable for the outcomes of the contract, usually the ELT member or Manager with the Financial Delegation. The Contract Owner approves contract variations, including extensions, as well appoints the contract management roles.
Contract Register	A register maintained for all Contracts.
Contract Variation	Is an addition or alteration to the original contract and may include a change to the scope of the contract, value of the contract, the contract options to be exercised, contract prices and quantity purchased.
Procurement	describes the over-arching process concerned with developing and implementing strategies to manage an organisations spend in a way as to contribute to the organisations overall goals and to maximise value and/or minimise the total cost of ownership.
Program Manager	The responsible officer (usually a Senior Manager) for overseeing the contract and any major contractual changes and strategies. The General Manager/Director (owner) appoints the Contract Manager.
Purchasing	means the actual purchasing of goods and services.
Value of a Contract	The value of a contract is whichever of the following values (incl. GST) is appropriate to the kind of contract concerned: <ul style="list-style-type: none"> • The total estimated value of the project, or • The total estimated value of the goods or services over the term of the contract, or • The value of the real property transferred, or • The rent for the term of the lease
Value for Money	as detailed by the Tendering Guidelines for NSW Local Government, value for money is determined by considering all the factors that are relevant to the proposed procurement and may include: experience, quality, reliability, timeliness, service, risk profiles and initial and ongoing costs. These are all factors that can make a significant impact on benefits and costs. Value for money does not automatically mean the 'lowest price'. Value for money is a comparison of the apparent benefits of the proposed procurement activity with the whole-of-life costs.

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DRAFT 1.23.03 Procurement Policy

Title: Procurement Policy		
Department: Corporate Services		
Version	Date	Author
1.23.02	21 May 2022	Adopted by Council
Draft 1.23.03	8 May 2024	Finance and Governance Specialist
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Director Corporate Services will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guideline.</p>		
Review Date: 2027		
Amendments in the release		
Amendment History	Date	Detail
Annexure Attached:		
Noreen Vu General Manager		

11.6 DRAFT CONTRACT MANAGEMENT POLICY**File Number:****Author:** Arts and Tourism Officer**Authoriser:** Director Corporate Services**Attachments:** 1. Draft Contract Management Policy**CSP Objective:** Democratic and engaged community supported by efficient internal systems**Precis:** Inform Council of the new Contract Management Policy**Budget:** nil**RECOMMENDATION**

That Council

1. Place the draft Contract Management Policy on public exhibition for a period of 28 days with the purpose of inviting submissions from the public and staff.
2. Request the 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.

PURPOSE

The purpose of the Draft Contract Management Policy is to provide a clear and standardised approach to managing and administering contracts for goods and services purchased from suppliers and also revenue generating contracts for Council.

BACKGROUND

The Draft Contract Management Policy outlines standardised procedures, from procurement to performance evaluation, ensuring transparency, compliance, and value for money. By implementing this policy, Weddin Shire Council aim to optimise outcomes, minimise risks, and strengthen relationships with stakeholders. The effective management of contracts is essential to Council in maximising the benefits and achieving required objectives from contracts entered into by Council. The Draft Contract Management Policy provides further guidance to Council's Code of Conduct and Procedures relating to Contract Management.

ISSUES AND COMMENTS

The Contract Management Policy is designed to underscore the Council's dedication to fostering a culture of compliance, ensuring that:

1. The Council actively promotes adherence to good governance principles and compliance, aligning with the Council's Integrated Planning and Reporting Framework.
2. The Council proactively safeguards against, and when necessary, identifies and addresses breaches of laws, regulations, codes, policies, and organisational procedures and standards within its contractual engagements.

3. The Council consistently upholds the highest standards of governance in all its contractual activities.

This policy serves as a local supplement to the relevant provisions of the governing Act and Regulation, providing additional guidance and standards for effective contract management within the Council's operations.

The Draft Policy is a new policy as Council has not had a previous Contract Management Policy. The Draft Contract Management Policy also progresses the action identified in the Self-Initiated Improvement Management Plan.

POLICY/LEGAL IMPLICATIONS

The Policy relates to

- *Local Government Act 1993*
- Local Government Code of Accounting Practice and Financial Reporting (Guidelines), Update No. 23 – March 2015
- Government Information (Public Access) Act 2009

FINANCIAL/RESOURCE IMPLICATIONS

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

INTERNAL/EXTERNAL CONSULTATION

The proposal is for the Draft Policy to be publicly exhibited for comment for a period of 28 days. The Draft Policy will be consulted through the WHS and Staff Consultative Committee and senior officers who manage contracts.

CONCLUSION

The proposed Contract Management Policy serves as a critical framework for Weddin Shire Council to effectively negotiate, execute, and monitor contracts for goods and services, as well as revenue-generating contracts. With a clear understanding of roles and responsibilities outlined, this policy aims to maximise outcomes while minimising risks, ensuring compliance with legal obligations, and promoting transparency and accountability. By adhering to this policy, the Council can optimise resource allocation, enhance stakeholder relationships, and achieve its strategic objectives. The implementation of this policy underscores our commitment to prudent governance, operational excellence, and the delivery of value for the community.

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DRAFT - CONTRACT MANAGEMENT POLICY

1. BACKGROUND

The Draft Contract Management Policy provides standardised practices for negotiating, executing, and monitoring contracts. It ensures compliance with legal requirements, minimises risks, and fosters efficient resource allocation. By promoting transparency and accountability, the policy enhances stakeholder relationships and supports continuous improvement for organizational success.

2. PURPOSE

The purpose of the Draft Contract Management Policy ('Draft Policy') and associated procedures is to provide a clear and standardised approach to managing and administering contracts for goods and services purchased from suppliers and also revenue generating contracts for Council.

The effective management of contracts is essential to Council in maximising the benefits and achieving required objectives from contracts entered into by Council.

Benefits of Contract Management include:

Business Benefits	<ul style="list-style-type: none"> • Maximises outcomes to the Council and our customers (i.e. the council "gets what it is paying for") by managing supplier performance, maintaining quality, improving productivity and identifying opportunities for improvement and innovation
Value for Money	<ul style="list-style-type: none"> • Enables savings and benefits opportunities identified during the procurement or contract management process to be realised, whilst also ensuring the achievement of expected procurement outcomes. • Enables further benefits through ongoing performance reviews, service improvements, supply chain improvements, innovation, etc.
Risk management	<ul style="list-style-type: none"> • Reduces contractual risks through the robust contract management practices Contract Management Policy • Ensures the Council is aware of, and complies with, its own contractual and legislated obligations

3. POLICY OBJECTIVES

The Draft Policy objectives are to ensure:

- Contracts are managed in a manner that facilitates business delivery while minimising risk.
- A standard contract management approach is undertaken.
- Contracts are managed maximising financial and operational performance for both expenditure and revenue generating contracts.
- Role and task clarity is provided.
- Probity and fairness in contract management is achieved.
- Legislative compliance.

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DRAFT - CONTRACT MANAGEMENT POLICY

4. LEGISLATION

The Draft Policy relates to the following:

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- Local Government Code of Accounting Practice and Financial Reporting (Guidelines), Update No. 23 – March 2015
- Government Information (Public Access) Act 2009

6. SCOPE

The Draft Policy applies to all Council staff and contractors that are involved in the management of supplier Contracts on behalf of council. This Policy applies to all Contracts and any other documents that create legally binding obligations on the Council for the procurement of goods, services and works which may include procurements which are simple in nature and low risk. It further applies to a Contract until all contractual obligations have been completed.

Management of Contracts is closely linked to Council's Procurement Policy and the frameworks and guiding principles provided in that, and ensures expenditure of council funds results in the most advantageous outcomes for the community.



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DRAFT - CONTRACT MANAGEMENT POLICY

6. POLICY

6.1. Roles and Responsibilities

The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.

Roles	Responsibility
The Elected Council	The elected Council must act in accordance with the Policy and abide by any determination made as a result of this Policy.
General Manager	The General Manager is responsible for the overall control and implementation of the Policy. This includes adhering to s. 55 of the Local Government Act 1993.
Director Corporate Services	Development of the Policy and administration of the Contracts Register.
Executive Leadership Team	Overall implementation of the Policy.
Contract Owner	<ul style="list-style-type: none"> Facilitation and oversight of contracts on the contracts register within their respective portfolio. Appointment of a suitably qualified, capable and adequately skilled Contract Manager according to the level and complexity of a contract. Ensuring the Contract Manager has adequate skills in managing contracts. Assigning the day-to-day management of a contract to a Contract Manager. Regularly monitoring and evaluating contracts.
Contract Manager	<ul style="list-style-type: none"> Development, negotiation, execution and management of contracts in accordance with approved policies, procedures and processes Ensuring contracts valued at \$150,000 or more are registered in Council's Contracts register. Reporting on contracts over \$150,000 or those that trigger s. 55 of the Local Government Act to be reported on the Contracts Register. Day to day management of assigned contracts. Clearly defining in contracts the performance standards, review

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DRAFT - CONTRACT MANAGEMENT POLICY

Roles	Responsibility
	mechanisms and deliverables required from contractors <ul style="list-style-type: none"> Ensuring contracts are managed in compliance with approved policies, procedures and processes and all client obligations contained in contracts are fully satisfied. Maintenance of contract details and information in Council's Record System.
General Public	The general public must act in accordance with this policy and abide by any determination made as a result of this policy.

6.1.1 Contract Manager's Responsibilities

The responsible contract owner or project manager assigns the day-to-day management of a contract to the contract manager.

The contract manager may have varied responsibilities in undertaking the day-to-day management of a contract. Some of these key responsibilities and outlines in the responsibilities table below.

For the purposes of this policy, staff that are responsible for managing procurement that is simple in nature and low risk, will be considered a contract manager. Therefore, staff must manage all related legally binding obligations on the Council in an appropriate manner in accordance with the Draft Policy and the Procurement Policy.

6.2. Function and Management of Contract Management

The function of contract management is the management of contracts formed with contractors to ensure delivery of goods, services and works as agreed over the life of the contract.

The management of a contract may extend beyond the current term of the contract when there are ongoing obligations associated with maintenance agreements, warranties and guarantees. This will be determined within the contract documents and agreement.

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DRAFT - CONTRACT MANAGEMENT POLICY

6.3 Stages of Contract Management

Stage 1	Contract commencement – How to initiate and plan the contract management process.
Stage 2	Contract Management – How to manage and administer contracts.
Stage 3	Contract Closeout – How to close and transition contracts.

6.3.1 Contract Commencement (Stage 1) - Successful Contract Management is highly influenced by activities performed prior to contract award. Ensuring that contract terms, conditions, scope and deliverables, KPI reporting and relationship management are clearly established in the signed Contract and understood by all parties, is fundamental for effective Contract Management.

6.3.2 Contract Management (Stage 2) – runs until formal closure - Properly managing supplier performance with respect to outcomes and deliverables clearly specified and agreed in the contract will help ensure Council and its customers obtain the benefits and value for money within target timeframes.

6.3.3 Contract Closure (stage 3) - The contract close-out is the stage for closing-out contract obligations and liabilities with suppliers. It may also include transitioning to another supplier for the goods and services.

6.4 Mandatory requirements for Contract Management

The following minimum requirements apply to all council contracts valued at \$150,000 or more. However good contract management is required for the supply and delivery of materials and services to Council. Therefore Council Officers are encouraged to use this framework for contract management for binding agreements of less than a contract value.

- Staff must adhere to Council's Procurement Policy which also outlines a framework.
- The Contract Management Checklist must be completed for all contracts over \$150,000. It is good practice to utilise the Checklist for binding agreements under this value.
- Each contract must be registered in Council's Record System with 'contract' as the first word in the filename.
- Specific details must be entered into Councils Contract Register in accordance with the Government Information (Public Access) Act 2009.

6.5 Variations

All contract variations must be managed in accordance with the conditions of the contract. Contract variations must also be recorded on Council's Contract register.

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DRAFT - CONTRACT MANAGEMENT POLICY

All contract variations must be approved in writing in accordance with the contract and be approved by the appropriate delegate.

6.6 Ethics and Probity

Council's Model Code of Conduct and Procedures must be adhered to in the management of contracts on behalf of Council, ensuring responsible decision making, declaration and appropriate management of any conflicts of interest and appropriate decline of any offered gifts or benefits.

Contract managers must:

- Be suitably qualified or experienced.
- During the contract term effective communication and open and collaborative business relationships are to be established and maintained with all stakeholders
- Be appointed – the contract manager may manage a contract valued at more than their level of financial delegation. However, the contract manager must not approve or incur expenditure on goods, services or a project valued at more than their level of financial delegation. This also applies to any changes (variations) to the original price of procurement.
- Obtain all relevant approvals and licenses must be obtained prior to commencement of a contract.
- Monitor contract performance of all contracts valued at more than \$150,000 must be regularly monitored evaluated and reported. This is required at least annually over the term of the contract and upon completion and conclusion of a contract. Complete and document performance evaluations and register in Council's Record Management System with 'Contract Evaluation' as the first part of the file name.
- Manage disputes accordance with the Resolution of disputes clause in the contract.

6.7 Related Documents

The following are related documents, their names may be superseded with later versions:

- Council's Model Code of Conduct Policy and Procedure
- Procurement Policy
- Fraud and Corruption Control Policy
- Credit Cared Policy

6.9 Breaches of Policy

A breach of this policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislation.

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7. DEFINITIONS

Key Terms	Meaning
Contract	An agreement, exchange of letters, heads of agreement, deeds of agreement, binding memorandum of understanding, response to tender, grant application, trust deed and any other document which creates or which may create binding obligations on the Council and on the other party / parties to the contract.
Contractor	The supplier or the service provider (the other party) under a contract.
Contract Management	Refers to all activities at the commencement of, during and after the contract period, to ensure that all contractual obligations have been completed.
Contract Manager	The Council staff member nominated to be responsible for the management of the administration and management of a contract.
Contract Owner	The Council staff member who is ultimately accountable for the outcomes of the contract, usually the ELT member or Manager with the Financial Delegation. The Contract Owner approves contract variations, including extensions, as well appoints the contract management roles.
Contract Register	A register maintained for all Contracts.
Contract Variation	Is an addition or alteration to the original contract and may include a change to the scope of the contract, value of the contract, the contract options to be exercised, contract prices and quantity purchased.
Procurement	describes the over-arching process concerned with developing and implementing strategies to manage an organisations spend in a way as to contribute to the organisations overall goals and to maximise value and/or minimise the total cost of ownership.
Program Manager	The responsible officer (usually a Senior Manager) for overseeing the contract and any major contractual changes and strategies. The General Manager/Director (owner) appoints the Contract Manager.
Purchasing	means the actual purchasing of goods and services.
Value for Money	as detailed by the Tendering Guidelines for NSW Local Government, value for money is determined by considering all the factors that are relevant to the proposed procurement and may include: experience, quality, reliability, timeliness, service, risk profiles and initial and ongoing costs. These are all factors that can make a significant impact on benefits and costs. Value for money does not automatically mean the 'lowest price'. Value for money is a comparison of the

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**DRAFT - CONTRACT
MANAGEMENT POLICY**

Key Terms	Meaning
	apparent benefits of the proposed procurement activity with the whole-of-life costs.
Value of a Contract	The value of a contract is whichever of the following values (incl. GST) is appropriate to the kind of contract concerned: <ul style="list-style-type: none">• The total estimated value of the project, or• The total estimated value of the goods or services over the term of the contract, or• The value of the real property transferred, or• The rent for the term of the lease

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DRAFT - CONTRACT MANAGEMENT POLICY

Title: Contract Management Policy		
Department: Corporate Services		
Version	Date	Author
0.1	2024	Finance and Governance Specialist
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Director Corporate Services will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guideline.</p>		
Review Date: 2027		
Amendments in the release		
Amendment History	Date	Detail
Annexure Attached:		
Noreen Vu General Manager		

10 INFRASTRUCTURE SERVICES REPORTS

12.1 INFRASTRUCTURE WORKS REPORT

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

RECOMMENDATION

That Council receive and note the information provided on infrastructure works completed in April 2024 and planned works for May 2024.

EXECUTIVE SUMMARY

The following information is to update Councillors and the community on matters associated with construction and maintenance from the Infrastructure Division (Roads, Parks and Gardens, Sewerage and Plant for works, Urban Services and Weeds) undertaken in April 2024 and planned works for May 2024.

NATURAL DISASTERS

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.

Summary of events and progress of Storm Emergency Work:

AGRN - Event	Phase - Package	\$ Value (Subject to Change)	Status
030 - 4 August 2022 onwards	EW	\$184,777.81	Final claim approved in the amount of \$161,564.25 - received.

AGRN - Event	Phase - Package	\$ Value (Subject to Change)	Status
1034 - 14 September 2022 onwards	EW	\$719,993.85	<ul style="list-style-type: none"> - Additional photographic evidence is required for the claim to be finalised. - Council submitted required evidence to TfNSW.
1034 - 14 September 2022 onwards	EPA-RW - P2 General Works	\$1,850,539.82	<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 • 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

AGRN - Event	Phase - Package	\$ Value (Subject to Change)	Status
			<ul style="list-style-type: none"> • 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
1034 - 14 September 2022 onwards	EPA-RW - P3 Priority Patches	\$8,828,278 Now: \$7,211,868.03	<ul style="list-style-type: none"> - \$7,211,868.03 upper limit is approved by TfNSW for Package 3. - CountryWide will start work on this package from 6 May 2024 beginning with Quandialla-Caragabal Road. - Repair work on Henry Lawson Way - Young will start in the third week of May 2024 by combining the scope of Natural Disaster and Block Grant funds. Contractors are asked to submit revised Quotations by 9 May 2024. - 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
1034 - 14 September 2022 onwards	EPA-RW - P4 - North Patching	\$7,053,249.65	<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 ○ Bald Hills Road - East West Ballendene ○ Bewleys Road ○ Goodes Lane ○ Gooloogong Road (MR237) ○ Hunters Road ○ Keiths Lane

AGRN - Event	Phase - Package	\$ Value (Subject to Change)	Status
			<ul style="list-style-type: none"> ○ Mortray Road ○ Muncks Lane ○ Piney Range Hall Road ○ Sandy Creek Road
1034 - 14 September 2022 onwards	EPA-RW - P5 - South Patching	\$10,707,900.20	<ul style="list-style-type: none"> - DCPM submitted scope of works to TfNSW for approval. - Scope of works include: <ul style="list-style-type: none"> ○ Back Piney Range Road ○ Berrys Road ○ Bimbi-Quandialla Road ○ Bimbi-Thuddungra Road ○ Bland Road ○ Edward Square, Greenethorpe ○ Eualdrie Road ○ Gambarra Road ○ Gerrybang Road ○ Gooloogong Road (R096/MR237) ○ Greenethorpe-Bumbaldry Road ○ Greenethorpe-Koorawatha Road ○ Grenfell Street ○ Holy Camp Road ○ Iandra Road ○ James Street ○ Martins Lane ○ Melyra Street ○ Murrays Lane ○ Newton Street ○ Nowlans Road ○ Old Forbes Road ○ Sale Street ○ Second Street ○ South Street ○ Talbot Street ○ Third Street ○ Tyagong Creek Road ○ Wirega-Greenethorpe Road
1034 - 14 September 2022 onwards	EPA-RW - P6 - Priority Unsealed	\$1,941,823 Now: \$1,103,072.01	<ul style="list-style-type: none"> - \$1,103,072.01 is approved from TfNSW for Package 6. - Scope includes medium and heavy formation grading of unsealed roads.

AGRN - Event	Phase - Package	\$ Value (Subject to Change)	Status
			<ul style="list-style-type: none"> - 80% of the work under this scope is already completed. Council will submit the interim payment claim for this Package in May 2024. - Roads included are: <ul style="list-style-type: none"> o Arramagong Road o Bald Hills Road o Barkers Road East o Barkers Road North o Gannons Lane o Lynchs Road o Maddens Lane o McCanns Lane o Napiers Road o Nealons Lane o Reeves Lane
1034 - 14 September 2022 onwards	EPA-RW - P7 - Drain Cleaning	\$1,550,000.00	<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.

Council Officers are currently working with TfNSW to establish a tripartite agreement with the NSW Reconstruction Authority and TfNSW to allow for upfront milestone payments. A draft copy of the tripartite agreement was sent on 2 May with an indication of up to 20% without the administration burden of completing the works and submitting a claim. At the time of completing this report, the agreement had not been signed off. This process does not delay the approval process of the above and will work in conjunction with the process once approved.

As noted in the QBRS Quarter 3, the total value of packages in dollar value has been reduced by TfNSW.

STATE ROADS

- For the RMCC works, please refer to the separate report provided to Council. The reporting format will move to bi monthly reporting.

MAJOR WORKS

Pullabooka Road Drainage and Resurfacing

- Council is waiting to commence drainage work on Pullabooka Road in October 2024 which is funded through the Regional Local Roads Repair Program (RLRRP).

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.
- Pavement works to commence following tender evaluation and award.

Nowlans Road Upgrade

- Project under Fixing Local Roads Round Four (4).
- The project involves the road length of 21.2km and Council has received funding for \$2.9M.
- Project planning work has commenced.
- Project work is expected to start in July 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

- Precast concrete box culverts have been installed.
- Concreting of culvert top slab has been completed. Pavement works at the approach slabs have been completed.

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 signage foundation.
- The Contractor, Armsign Pty Ltd, has installed five (5) signs in April 2024. The remaining fifteen (15) signs will be installed in May 2024.

Caragabal Shared Pathway

- Footpath construction of the share pathway has commenced. Almost 90% of the work has been completed.

- All the lighting of the footpath has been installed.
- Two (2) seats have been installed.
- Council is waiting for ARTC to install the rubber matting on the railway corridor. Once the work is concluded, Council will complete the remaining 10m construction (both sides of the railway corridor).

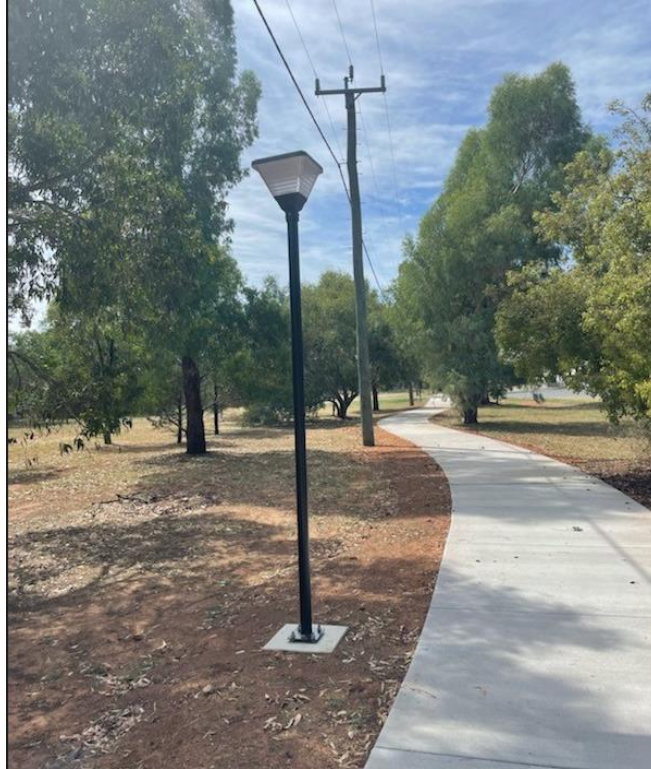


Photo: Caragabal Shared Pathway

Grenfell Cemetery Amenities

- Council has accepted a quotation for the supply and construction of the new amenities building.
- Council is in the process of reviewing the DA modification for the amenities block.
- Council has received an extension for project time until October 2024 by the grant funding body.



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.
- Council held a community consultation and awareness meeting in Caragabal Hall on Tuesday, 14 November 2023 regarding water meter installation.
- Caragabal water meter was completed with a telemetry system in December 2023. Bogolong Dam work is in progress. In addition, recently Council completed the Company Dam (Lic No: 70CA615222) water meter installation in Grenfell's Caravan Park area. Currently waiting for road patching after soil stabilisation.

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 nominated the project under Regional and Local Roads Repair Program (RLRRP) which has been approved by TfNSW.

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 - Works Planned: 1 May – 31 May 2024

- Hancock Flinn Road
- Martins Lane
- Wheatleys Road

Gravel Re-sheeting

Council is intending to undertake a gravel resheeting program for the roads indicated below as per Council's strategic planning. The gravel resheeting program will be funded under the Regional Emergency Road Repair Fund (RERRF). Council's plan is to complete the program by the next three (3) years depending on the availability of Council resources.

- Adams Lane
- Arramagong Road
- Hamptons Lane
- Kangaroooby Road
- Manganese Road
- Melyra Street
- Stock Route Road
- Wards Lane
- Watts Lane

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 snipped in parks and garden areas
- Mowed and whipper snipped the Cemetery grounds
- Mowed, weeded and whipper snipped Taylor Park
- Mowed and whipper snipped Vaughn Park
- Mowed and whipper snipped Proctor Park
- Mowed, weeded and whipper snipped Memorial Park
- Mowed and whipper snipped Rotary Park
- Mowed and whipper snipped Goodsell Park
- Mowed and whipper snipped SH6 Rest Stop
- Mowed, weeded and whipper snipped Rygate Square
- Mowed and whipper snipped Council Chambers
- Mowed and whipper snipped O'Briens Hill and Lookout
- Mowed, weeded and whipper snipped Endemic Garden
- Mowed, weeded and whipper snipped Sculpture Garden
- Mowed and whipper snipped Lawson Oval Top and Bottom
- Mowed, weeded and whipper snipped Henry Lawson's Birthplace

- Mowed and whipper snipped Railway Crossing on the Young Road
- Mowed and whipper snipped Warraderry Street Islands
- Mowed and whipper snipped Railway Free Camp (West Street)
- Mowed and whipper snipped Henry Lawson Way
- Mowed, weeded and whipper snipped Forbes Street Islands
- Mowed and whipper snipped West Street Dog Park
- Mowed and whipper snipped Company Dam Picnic Area
- Set sprinklers in Memorial Park
- Replaced faulty irrigation pump in Taylor Park
- Repaired sprinkler system in Rotary Park
- Weeded the daisies garden bed in Rygate Square

Town Maintenance

- 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
- Whipper snipped around all islands on the road within the Grenfell town area
- Whipper snipped around guard railing
- Started tree lifting, whipper snipping and mowing in laneways

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
4106	Caterpillar Backhoe	Steering	Rebush and repair front end
3965	Garbage Truck	Service	Fully serviced machine
4106	Backhoe	Repair bonnet	Remove and straighten
5452	Trailer	Brakes	Rewire
5458	Trailer	Brakes	Rewire
2082	Nissan Patrol Ute	Gear box service	Serviced

Plant Report			
Plant Number	Plant Description	Fault	Repairs
3965	Garbage Truck	Trans service	Oil filter changed
3966	Water Truck	Sprayer not working	Changed overhead units
4113	Roller	Emergency beacon	Replaced
4107	Patch Truck	Engine faults	Replace turbo assy
3958	Western Star	Tarp	Replace switch
4121	Grader	2,500 hr service	Major service
3961	Isuzu	Oil leak	Replace seal assy
2082	Nissan	Hard to start	Replace glow plugs
2082	Nissan	Water pump	Replace
2082	Nissan	Clutch	Replace
	Fire Truck	Rego checks x 3	Passed
3957	Western Star	Tarp	New ropes fitted and bearings
3963	Isuzu	Clutch weak	Replace master & slave cylinder
4117	Toro	Throttle cable	Service and repair
4116	Toro	Service	Full service
4110	Toro	Service	Full service
4123	Kubota	Test drive & slasher fitment	Fit safety lights (new)
2109	Mitsubishi	5,000km service	Serviced (new)
3965	Iveco	Brakes	Adjust
2083	Nissan	Steering	Replace steering dampener and front shocks
5460	Cox 21' Mower	Pre-start	New
5461	Cox 19' Mower	Pre-start	New
4106	Cat Backhoe	Oil leak	Remove ram fit seal kit
2100	Hilux	Tail lamp	Remove & replace
2103	Hilux	Tail lamp smashed	Remove & replace

Plant Report			
Plant Number	Plant Description	Fault	Repairs
4102	Cat Grader	Service due	Full service
2102	Toyota	Brakes	Replace front pads
3957	Western Star	Cab air bags	Replace
5106	Water pump trailer	Motor	Fit new pump ass

BIOSECURITY

ACTIVITY	LOCATION
Administration	<ul style="list-style-type: none"> Monthly report, mapping, BIS uploads, inspections and weeds loaded on Chartis Weeds Technology (app now live), email correspondence, review weed spraying program and plan of action, review relevant budget totals, communicate with DPI regarding new grant process and review/reply Service Requests.
Public Awareness	<ul style="list-style-type: none"> Handing out merchandise to raise weed awareness. Planning social media / letterbox drop campaign. (Noted weeds include: African Boxthorn, Silverleaf Nightshade, Bridal Creeper, St John's Wort, Bathurst Burr, Blackberry, Blue Heliotrope, Devils Claw, Green Cestrum, Khaki Weed, Noogoora Burr, Coolatai Grass and Spiny Burr Grass). <p>Aim is to educate the community on what weeds are targeted through WAP, how we target them and offer a line of contact for property owners to communicate their concerns/requests regarding these weeds when they threaten their property from a local government pathway (ie. roadsides bordering paddocks). This will help to enable more effective targeting of priority weeds with a more direct approach hand-in-hand with property owners / the community.</p> <ul style="list-style-type: none"> Use of dye implemented 7 March 2024 to assist in public awareness of Weeds Program.
	<ul style="list-style-type: none"> Weed information mapped, synced and uploaded to DPI. Working on inputting data when drone is used.

ACTIVITY	LOCATION
Meetings	<ul style="list-style-type: none"> • WAP Operational Meeting – Nyngan - 14 May 2024. • Central West Weeds Committee Meeting – Nyngan – 14 May 2024.
Training	<ul style="list-style-type: none"> • Cert III in Aviation (remote pilot) ongoing 12 months. • Continual in-house drone training. • Practical Drone Assessment – Toongi – 7 May 2024.
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:</p> <ul style="list-style-type: none"> • Adelargo Road • Back Piney Range Road • Bald Hills Road • Barkers Road • Bimbi-Quandialla Road • Bland Road • Brickfield Road • Burrangong Creek • Derribong Lane • Eualdrie Road • Gerrybang Road • Gooloogong Road • Greenethorpe-Bumbaldry Road • Heathcotes Lane • Henry Lawson Way • Hilder Road • Holy Camp Road • Iandra Road • McDonalds Lane • Mary Gilmore Way

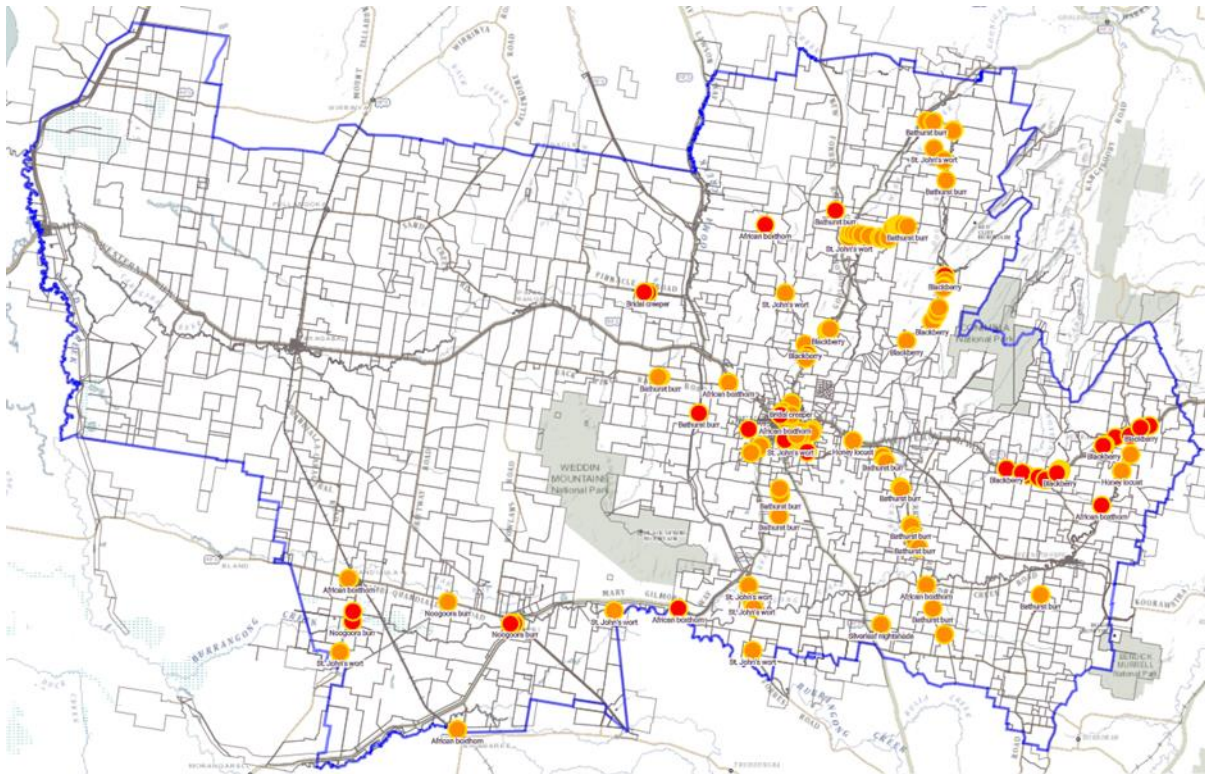
ACTIVITY	LOCATION
	<ul style="list-style-type: none"> • Mid-Western Highway • Morangarell Road • Morans Road • Old Forbes Road • Pinnacle Road • Quondong Road • Schneiders Lane • Stock Route – (Multiple) • Tyagong Creek Road • Walshs Lane • Wilsons Lane
Council Owned Land	<ul style="list-style-type: none"> • Council owned /managed vacant land, cemeteries, Grenfell and village areas.
TSR Inspections	<ul style="list-style-type: none"> • Stock Route Road, Driftway Road, Mortray Road, Forbes Road, Mary Gilmore Way, SH6, SH17.
Rail Inspections	<ul style="list-style-type: none"> • Caragabal, Quandialla areas. • Working on access to treat rail lines
Other High Risk Sites	<ul style="list-style-type: none"> • Cemetery, silos, camping areas, including National Parks and rest areas.
Sucker Control	<ul style="list-style-type: none"> • Sucker spraying ongoing, treated on sighting, when conditions allow.
Biological Control	<ul style="list-style-type: none"> • Looking into trialling African Boxthorn Rust, Blackberry Rust and Bridal Creeper Rust and Leaf Hopper.
Other	<ul style="list-style-type: none"> • Mentoring staff members in Biosecurity. • Biosecurity Team – one (1) staff member only from 20-25 May 2024.

Biosecurity WAP targeted species and sucker control:

2,600 Litres – (13L Grazon) METHOD: HANDGUN SPOT SPRAYING

Please note that sucker control is not shown on following map, WAP activities only are marked on Chartis.

(GPS coordinates and infestation details in separate report available upon request. Map is an overview only and each point represents multiple plants.)



- Red: Alternate WAP Activities
- Orange: Spraying Activities

MAIN STREET UPDATE

RESOLUTION 070/24

Moved: Cr Frame

Seconded: Cr McKellar

Moved: Cr Frame

Seconded: Cr Diprose

For discussion as separate items:

1. That Council Officers provide a report on the finalisation of signage and marking of the Main Street including for disabled parking.
2. That Council Officers provide a report on the CCTV in the Main Street.
3. That Staff provide updates through the Infrastructure Works Report until it is finished.

THE MOTION WAS CARRIED UNANIMOUSLY

Disabled Parking in Main Street

Disabled parking was tabled to the Local Traffic Committee (LTC) on 7 May 2024 for discussion. The LTC were provided information that it was Council's intention to resubmit a plan to revise any disabled parking arrangements in the Main Street. A number of spots on the existing plan will be reestablished with signage and line marking, for example, at the front of the Grenfell Medical Centre.

A number of other spots will also consider distance to access to pedestrian crossings and laybacks now that the Main Street construction activities are finalised and be resubmitted in a revised plan to the LTC for endorsement.

CCTV

Council Officers are in the process of organising a meeting with the Contractor to discuss the installation and positioning for the CCTV to allow for project completion. As per last month's update, this is to occur before the end of May 2024.

11 ENVIRONMENTAL SERVICES REPORTS

13.1 DEVELOPMENT APPLICATIONS, CONSTRUCTION CERTIFICATES AND COMPLYING DEVELOPMENT CERTIFICATES

File Number: T5

Author: Executive Assistant to the Director Environmental Services

Authoriser: Director Environmental Services

Attachments: Nil

CSP Objective: Sustainable natural, agricultural and built environments

Precis: List of development application, construction certificate and complying development application determined during the period 1 April to 30 April 2024.

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 April 2024.

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
3/2024	Taylor Made Buildings	Dual Occupancy (detached – 2 dwellings)	\$497,408	LOT: 1 DP: 12368 17 Sout Street GRENFELL NSW 2810
8/2024	Mr GC Brenner	New Shed and rainwater tank	\$145,520	LOT: 800 DP: 754578 56 Derribong Land GRENFELL NSW 2810
13/2024	Mr PR Hedley	Construction of Principal Dwelling and Change of existing dwelling to secondary dwelling and new swimming pool	\$320,000	LOT: 12 DP: 1186800 27 Grimshaw Lane GRENFELL NSW 2810

Complying Development Applications

The complying development certificate applications approved within the Shire in April 2024 by Council or any other Principal Certifiers.

CDC NO.	Applicant	Construction	Value (\$)	Address
CDC 1/2024	Mr W Jones	Inground Swimming Pool	\$68,447	LOT: 12 DP: 1229401 4 Guy Crescent GRENFELL NSW 2810

Construction Certificates

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

CC NO.	Applicant	Construction	Address
16/2023	Lachlan Fertilizers Rural PL	Installation and use of two (2) above ground fuel storage self bunded tanks	LOT: 8 SEC: 1 DP: 758473 14 West Street GRENFELL NSW 2810
6/2024	Mr P Smugreski	Addition of verandah to existing dwelling and freestanding carport	LOT: 848 DP: 754578 Manganese Road GRENFELL NSW 2810
7/2024	Mr SB Brown	Garage	LOT: 13 SEC: 21 DP: 758473 9 Warraderry Street GRENFELL NSW 2810

12 DELEGATE(S) REPORTS

Nil

13 MINUTES OF COMMITTEE MEETINGS

15.1 COUNCIL COMMITTEE REPORT REQUIRING ACTION - MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON 10 APRIL 2024

File Number: C2.6.22

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments: 1. ATT 1 | Minutes_Heritage Committee Meeting | 10 April 2024

RECOMMENDATION

Except where otherwise dealt with, the Minutes of the Heritage Committee held 10 April 2024 be noted and adopted as presented.

INFORMATION

The Weddin Shire Heritage Committee Meeting was held on Wednesday 10 April 2024, the Minutes from this meeting are attached for Council to note and adopt.



MINUTES

Heritage Committee Meeting Wednesday, 10 April 2024

Date: Wednesday, 10 April 2024

Time: 4.30pm

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

Order Of Business

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2	Acknowledgement of Country	3
3	Attendance	3
4	Confirmation of Minutes	3
5	Disclosures of Interest	3
6	Matters Arising.....	4
6.1	STRATEGIC PLAN DEVELOPMENT FOR DIRECTION OF HERITAGE.....	4
6.2	GENERAL MATTERS ARISING	5
7	Correspondence	6
7.1	General Correspondence	6
8	Heritage Advisor's Report.....	6
8.1	HERITAGE ADVISOR'S VERBAL REPORT	6
9	Next Meeting	7
10	Closure.....	7

**MINUTES OF WEDDIN SHIRE COUNCIL
HERITAGE COMMITTEE MEETING**

**HELD AT THE COUNCIL CHAMBERS
CNR CAMP & WEDDIN STREETS, GRENFELL NSW 2810
ON WEDNESDAY, 10 APRIL 2024 AT 4.34PM**

1 OPENING

Those in attendance are asked to comply with all relevant WSC codes, policies and procedures at all times.

2 ACKNOWLEDGEMENT OF COUNTRY

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

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

3 ATTENDANCE

PRESENT:

Mr Luke Sheehan (Director Environmental Services), Cr Phillip Diprose, Cr Jason Kenah, Cr Glenda Howell, Mr John Hetherington, Mr William Matchett, Mrs Sandra Hughes (Historical Society Representative) and Mrs Susan Jackson-Stepowski (Heritage Advisor)

4 CONFIRMATION OF MINUTES

RECOMMENDATION

That Minutes of the Heritage Committee Meeting held 7 February 2024 be taken as read and **CONFIRMED**.

RESOLVED

Moved: Mrs S Hughes

Seconded: Mr J Hetherington

That Minutes of the Heritage Committee Meeting held 7 February 2024 be taken as read and **CONFIRMED**.

5 DISCLOSURES OF INTEREST

Nil

6 MATTERS ARISING**6.1 STRATEGIC PLAN DEVELOPMENT FOR DIRECTION OF HERITAGE****File Number:** C2.6.22**Author:** Executive Assistant to the Director Environmental Services**Authoriser:** Director Environmental Services**Attachments:** Nil**CSP Objective:** Culturally rich, vibrant and inclusive community**Precis:** Strategic Plan for Heritage**Budget:** Nil**1. Heritage Promotion**

The Director Environmental Services advised there has been no heritage promotion carried out.

2. Heritage Booklet

No further progress has been made on the booklets.

3. Building Plaques

The Director Environmental Services advised that there is no further updates.

4. Signage – Cobb & Co

Sign inspected 3 April 2024. Original sign under current sign. Sign writer is going to paint a new sign and install. Investigating if the original sign can be removed and potentially donated to museum if agreeable.

5. Digitising Information

Councillor Kennah provided a brief outline of new scanner being used at Museum. Organised a demonstration at Council Admin Building at 2.30 on 15 April 2024.

A committee member provided an outline of a digitisation project being completed by Broken Hill City Council.

RESOLVED

Moved: Clr J Kenah

Seconded: Clr P Diprose

That Broken Hill City Council be contacted to enquire about how they are undertaking their digitisation.

6. 2023/24 Heritage Grants

No works completed on projects to date.

7. Grenfell Maternity Hospital

Council has been advised that the State Government are proposed to undertake a Review of Environmental Factors regarding the proposed demolition of the building. Chair provided an overview of the REF process.

8. 2024/25 Heritage Grants

The Director Environmental Services advised that the next round of grants will be advertised shortly.

6.2 GENERAL MATTERS ARISING

File Number: C2.6.22

Author: Executive Assistant to the Director Environmental Services

Authoriser: Director Environmental Services

Attachments: Nil

CSP Objective: Culturally rich, vibrant and inclusive community

Precis: General Matters

Budget: Nil

1. Hailstorm Damaged Roofs - Conservation Areas and Heritage Items

Council is currently reviewing a number of applications for replacement roofs for heritage buildings or buildings located within the heritage conservation area.

2. Heritage Committee Charter

Charter will be reviewed after the Local Government Elections in September. Council will also be looking to run training for 355 committee members.

3. Heritage Tourism Co-ordination

Andy Reidy enquired about Heritage Tourism. Chair advised that it was not the focus of the Heritage Committee and would be primarily the Tourism Committee.

RESOLVED

Moved: Cllr J Kenah

Seconded: Mr A Reidy

That the Heritage Committee write to the Tourism Committee to request the Heritage Tourism opportunities be explored.

7 CORRESPONDENCE

7.1 GENERAL CORRESPONDENCE

File Number: CS.6.22
Author: Executive Assistant to the Director Environmental Services
Authoriser: Director Environmental Services
Attachments: Nil
CSP Objective: Culturally rich, vibrant and inclusive community
Precis: Correspondence Received
Budget: Nil

No correspondence has been received.

8 HERITAGE ADVISOR'S REPORT

8.1 HERITAGE ADVISOR'S VERBAL REPORT

File Number: C2.6.22
Author: Executive Assistant to the Director Environmental Services
Authoriser: Director Environmental Services
Attachments: Nil
CSP Objective: Culturally rich, vibrant and inclusive community
Precis: Heritage Advisor's Verbal Report
Budget: Nil

Mrs Jackson-Stepowski provided verbal report of her activities during this visit.

Heritage Committee Meeting Minutes

10 April 2024

9 NEXT MEETING

5 June 2024

10 CLOSURE

The Meeting closed at 5.48pm.

15.2 COUNCIL COMMITTEE REPORT | REQUIRING ACTION - MINUTES OF THE HENRY LAWSON FESTIVAL OF ARTS COMMITTEE HELD 20 APRIL 2024

File Number: C2.6.32

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments: 1. ATT 1 | HLF Minutes - 20 April 2024

RECOMMENDATION

Except where otherwise dealt with, the Minutes of the Henry Lawson Festival of the Arts Committee held 20 April 2024 be noted and adopted as presented.

INFORMATION

The Henry Lawson Festival of the Arts Committee Meeting was held on 20 April 2024, the Minutes from this meeting is attached for Council to note and adopt.

**President:**

Name: Belinda Power

Phone: 0413306973

Email: belindampower@yahoo.com.au

Secretary:

Name: Cathy Gilbert

Phone: 0427391134

Email: cathygilbert.hlf@gmail.com

Treasurer:

Name: Amber Atkins

Phone: 0408496142

Email: amberatkins194@gmail.com

MINUTES of Meeting held

20 April 2024 3pm at Grenfell bowling Club

- 1 President Belinda Power welcomed all to meeting.
- 2 **Present** – Cathy Gilbert, Virginia Osborne, Cassie Griffin, Sharon Eppelstun, Deb Stanton, Belinda Power, Michelle Rohan (by phone), Kel Frost (by phone)
- 3 **Apologies** Glenda Howell, Amber Atkins,
- 4 **New Members** – nil
- 5 **Minutes** from 10 April 2024 as shared by Belinda. Moved Belinda Power
Seconded Cathy Gilbert. Carried.

6 Business arising from minutes

6.1 President report is to be included in the body of the minutes. Will be forwarded by Belinda to Deb after each meeting for easy insertion.

6.2 Stall dates 23 April 8 15 16 22 29 30 May 5 6 7 June

Will be selling merchandise and taking orders if size not available.

Very few sizes left in the jackets. EFTPOS machine should be available for 24/4. Belinda and Cathy to make up tickets. Cathy to supply tablecloths. Cassie may have 2 white tablecloths.

6.3 concert date clashes with big party in town. Small number of tickets sold to date. Share the posts. Soup and bread rolls will be available. Costs to be reimbursed to Belinda after. Start setting up at lunch time. No paperwork from Showground Trust yet. Caddie bringing wine. Approval for mid strength beer. Soft drink will be available. Water must be available – Cassie and Belinda to supply water jugs. Belinda to check if there are enough plates, serviettes etc. Will purchase disposable if needed. Motion – Budget of up to \$1500 to cater



for festival fundraiser. Moved Cathy Gilbert. Seconded Sharon Eppelstun. Carried.

Discussion around cancelling of concert. Need to sell 100 tickets for it to be viable. Sold 20 to date. Music clip has been shared on FB. Unsure how late we can cancel the artists. Share as much as possible. See if Deidre can promote on the radio. Executive meeting via zoom booked for Wednesday 7pm to discuss further. Motion – executive meeting to be called for Wednesday 24 April 7pm to discuss the concert. Moved Cathy Gilbert. Seconded Virginia Osborne. Carried. Virginia will send out zoom invite.

See about displaying poster on Railway Station notice board.

6.3 Rocky FM arranged for HLF

6.4 Grenfell Record – pricing to be confirmed

6.5 Website hosting renewal \$621 – will be an ongoing annual cost.

7. Correspondence in

7.1 Bendigo Bank sponsorship form.

John has to sign the contract but he has been away. Ready Marketing says there is no problem meeting their requirements.

7.2 from Council - emails confirming street stall dates

7.3 from Council - reply confirming use of pool furniture

8 Correspondence out

8.1 request to Council for use of pool furniture for Saturday. – Will be updated to ask for Sunday as well.

9 Treasurers report

Balance \$80364.01 as at 20 April 2024

No action on Grow Grenfell payment yet.



9 President's report

10 General Business

- 10.1 program finalised. Being reviewed.
- 10.2 Stall holders – still coming in
- 10.3 NRMA visit has been confirmed. Ready Marketing working out itinerary.
- 10.4 Map on website – ongoing
- 10.5 Photographer – really need up to date festival photos. Not confirmed yet.
- 10.6 Donation button – ongoing
- 10.7 Steam Punk entertainment –
- 10.8 HLF Posters printed and distributed
- 10.9 BBQ for concert Friday of long weekend – ongoing
- 10.10 Easels for photography – ongoing
- 10.11 donation boxes – still out for use
- 10.12 Car show – Early Ford Club. Not further action for HLF – with the Car club.
- 10.13 Grow Grenfell donation – ongoing.
- 10.14 ATO letter – waiting to hear from Penny Starr. Letter was addressed to Henry Lawson of Arts inc – old committee. Appears ATO was not updated of unincorporation. Ongoing. With Virginia.
- 10.15 Post Office – was supposed to be paid by direct deposit. Has not been debited yet. Virginia investigating.
- 10.16 Richard Glover – ongoing. With Jan Parlett



10.17 possible fundraiser – 50/50 raffle. Amber and Virginia to talk to John at council to see if it would be OK to run.

10.18 EFTPOS machine – Virginia in touch with Harden branch. Have been outsourced to TYRO. Ongoing.

10.19 Tuesday 23/4 Street Stall. \$200 wood/gas/fuel raffle. To be drawn long weekend. Cathy has the tickets.

10.20 Alcohol zone - ongoing

10.21 Marquee & flags etc – ongoing

10.22 List of items for Council to action for weekend – ongoing

10.23 Proctor Park – investigation into donation for the use of Proctor Park – ongoing. With Jan.

10.24 Window Dressing – Theme is ‘up the country’. Cathy interested in running it.

Items to be discussed after the festival

10.25 Henry’s Head – storage and repair

10.26 Trivia night – Cathy will talk with the club

10.27 Bunning fund raiser

10.28 Guest plaques – ongoing.

10.29 Memorial for Mo and Joan

Meeting closed at 4.30 pm

Next meeting Wednesday 8 May 2024, 7pm at the Bowling Club.

14 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:

16.1 RENTAL ACCOMMODATION AT 3 WEDDIN ST GRENFELL

This matter is considered to be confidential under Section 10A(2) - c 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 information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

16.2 RFT 09/2024 - SUPPLY AND DELIVERY OF DGB20 AND DBS40 PAVEMENT MATERIALS TO THE GREENETHORPE-KOORAWATHA ROAD PROJECT

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.

16.3 ENTERING INTO CONTRACT FOR BRIDGE CAPACITY ASSESSMENTS

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.

16.4 COUNCIL COMMITTEE REPORT | REQUIRING ACTION - MINUTES OF THE HENRY LAWSON FESTIVAL OF THE ARTS COMMITTEE MEETING HELD 10 APRIL 2024

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 RETURN TO OPEN COUNCIL**
- 18 REPORT ON CLOSED COUNCIL**
- 19 CLOSURE**