



MINUTES

Ordinary Council Meeting Thursday 18 May 2023

Date: Thursday 18 May 2023

Time: 5:00pm

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

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**MINUTES OF WEDDIN SHIRE COUNCIL
ORDINARY MEETING
HELD AT THE COUNCIL CHAMBERS, CNR CAMP & WEDDIN STREETS, GRENFELL
NSW 2810
ON THURSDAY 18 MAY 2023 AT 5:00PM**

1 OPENING

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

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

3 ATTENDANCE AND APPLICATIONS FOR LEAVE

ATTENDANCE

PRESENT:

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

IN ATTENDANCE:

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

APOLOGIES

Cr Michelle Cook

Mr Michael Chalmers

RECOMMENDATION

That the apologies of Cr Michelle Cook be noted.

RESOLUTION 088/23

Moved: Cr Frame

Seconded: Cr Diprose

CARRIED

LEAVE OF ABSENCE

RECOMMENDATION

That the leave of absence of Cr Michelle Cook be noted.

RESOLUTION 089/23

Moved: Cr Diprose

Seconded: Cr Kenah

CARRIED

LEAVE OF ABSENCE APPLICATION

4 CONFIRMATION OF MINUTES

RESOLUTION 090/23

Moved: Cr Diprose

Seconded: Cr Howell

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

CARRIED

5 DISCLOSURES OF INTEREST

| | |
|----------------------|--|
| ITEM NUMBER & TITLE | 16.1 – MAYORAL MINUTE |
| NAME | NOREEN VU |
| TYPE OF INTEREST | NON-PECUNIARY / SIGNIFICANT (LEAVING THE ROOM) |
| INTEREST DESCRIPTION | GENERAL MANAGER |

| | |
|----------------------|--|
| ITEM NUMBER & TITLE | 10.2 – MAIN STREET UPDATE MAY 2023 UPDATE |
| NAME | MAYOR, CR CRAIG BEMBRICK |
| TYPE OF INTEREST | PECUNIARY / SIGNIFICANT (LEAVING THE ROOM) |
| INTEREST DESCRIPTION | OWNER OF PROPERTY IN MAIN STREET |

| | |
|----------------------|---|
| ITEM NUMBER & TITLE | 10.2 – MAIN STREET UPDDATE MAY 2023 UPDATE |
| NAME | DEPUTY MAYOR, CR PAUL BEST |
| TYPE OF INTEREST | PECUNIARY / SIGNIFICANT (LEAVING THE ROOM) |
| INTEREST DESCRIPTION | OWNER OF PROPERTY IN MAIN STREET |

| | |
|----------------------|--|
| ITEM NUMBER & TITLE | 10.2 – MAIN STREET UPDATE MAY 2023 UPDATE |
| NAME | CR JAN PARLETT |
| TYPE OF INTEREST | PECUNIARY / SIGNIFICANT (LEAVING THE ROOM) |
| INTEREST DESCRIPTION | OWNER OF PROPERTY IN MAIN STREET |

| | |
|----------------------|---|
| ITEM NUMBER & TITLE | 11.4 – HENRY LAWSON FESTIVAL |
| NAME | CR JAN PARLETT |
| TYPE OF INTEREST | PECUNIARY / SIGNIFICANT (LEAVING THE ROOM) |
| INTEREST DESCRIPTION | EXECUTIVE COMMITTEE MEMBER OF HENRY LAWSON FESTIVAL |

| | |
|----------------------|--|
| ITEM NUMBER & TITLE | 11.5 – GRENFELL SESQUICETENARY COMMITTEE REQUEST |
| NAME | CR JAN PARLETT |
| TYPE OF INTEREST | PECUNIARY / SIGNIFICANT (LEAVING THE ROOM) |
| INTEREST DESCRIPTION | COMMITTEE MEMBER |

6 PUBLIC FORUM

Nil

7 MAYORAL REPORTS/MINUTES

Nil

8 MOTIONS/QUESTIONS WITH NOTICE**8.1 NOTICE OF MOTION - REQUEST FOR ADDITIONAL PARAGRAPH TO BE INCLUDED IN THE ACKNOWLEDGEMENT OF COUNTRY FOR COUNCIL MEETINGS****File Number:****Mover:** Cr Stuart McKellar**Attachments:** 1. NOTICE OF MOTION - REQUEST FOR ADDITIONAL PARAGRAPH TO BE INCLUDED IN THE ACKNOWLEDGEMENT OF COUNTRY FOR COUNCIL MEETINGS**CSP Objective:** Culturally rich, vibrant and inclusive community**Budget:** Nil (Cr McKellar)
Estimated \$500.00 - \$700.00 by Council Staff – Corporate Governance-Admin Fund**MOTION**

That we add a couple of lines to the Welcome to Country:

We honour the service men and women who sacrificed their lives in the defence of our freedom, peace and prosperity and also the pioneers who have guided and forged our communities.

RESOLUTION 094/23**Moved:** Cr McKellar**Seconded:** Cr Parlett

Amended: That Council through the General Manager provide three (3) options to be placed on public exhibition for a period of 28 days seeking public comment, inviting submissions and suggestions/feedback in relation to amending Council's Code of Meeting Practice Council Agenda to include an additional acknowledgement following the 'Acknowledgement of Country' item.

Workshop to be held following receipt of submissions for Councillors to discuss options in relation to the new additional acknowledgement.

CARRIED**RECOMMENDATION**

That the Motion be seconded.

RESOLUTION 091/23

Moved: Cr McKellar

Seconded: Cr Parlett

CARRIED

RECOMMENDATION

That Council move to a Committee of the Whole.

RESOLUTION 092/23

Moved: Cr Diprose

Seconded: Cr Best

CARRIED

Cr Diprose provided suggested amendment to the motion:

That:

1. Council's Code of Meeting Practice be amended to include a new Council Meeting Agenda item titled 'Acknowledgement of Service' and that it be inserted immediately following the 'Acknowledgement of Country' item
2. Council approves the accompanying statement to be: 'I would like to acknowledge the early pioneers who have guided and forged our communities; thank you to other people and families for the contribution they make to our community. We acknowledge all who are currently serving, and those who have served, in our Australian Defence Force. I would also like to acknowledge the families who support them. Thank you for your service.'
3. That Council delegates the General Manager to undertake the amendments to the Code of Meeting Practice, and that the General Manager undertakes to update the InfoCouncil software.

RECOMMENDATION

That Council move out of the Committee of a Whole.

RESOLUTION 093/23

Moved: Cr Frame

Seconded: Cr Howell

CARRIED

1. That Council approves that the Code of Meeting Practice be amended to include an additional heading "Acknowledgement of our Service Men and Women in accordance with section 363 of the *Local Government Act 1993*.
2. That Council approves the accompanying statement to be:

"I would like to acknowledge the early pioneers who have guided and forged our communities; thank you to other people and families for the contribution they make to our country. We acknowledge all who are currently serving, and those who have served, in our Australian Defence Force. I would also like to acknowledge the families who support them. Thank you for your service."

3. That Council delegates the General Manager to undertake the amendments to the Code of Meeting Practice, and that the General Manager undertakes the update to the InfoCouncil software.

SUPPORTING COMMENTS

Borrowed from the District Council of Loxton Waikerie.

Nil cost to Council.

STAFF COMMENTS

Supported to include sentiments raised in the notice of motion however noting that the Code of Meeting Practice includes an Acknowledgement of Country, not a Welcome to Country. Under the Australian Government guidelines, an Acknowledgement of Country is provided if a Traditional Owner is not available to do a Welcome to Country, an Acknowledgement of Country can be delivered instead.

In consideration the guidelines provided on the intent and purpose of an Acknowledgement of Country, it is suggested that the Code of Meeting Practice to be amended to include a heading that immediately follows the Acknowledgement of Country to honour our service men and women.

For information, The Department of Veterans' Affairs (DVA) uses the following paragraph:

"I would like to acknowledge all who are currently serving, and those who have served, in our Australian Defence Force. I would also like to acknowledge the families who support them. Thank you for your service."

A suggested format is provided on the next page.

It is noted that Cr McKellar states that no budget is required, amending the InfoCouncil software will need the programmer to update the template. An estimated cost is \$500.00 - \$700.00 for InfoCouncil to undertake the work. Council staff are in the process of updating a number of template issues with the service provider and this can be included as part of this package.

Example of the suggested format:

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 (NEW) ACKNOWLEDGEMENT OF OUR SERVICE

"I would like to acknowledge the early pioneers who have guided and forged our communities; thank you to other people and families for the contribution they make to our country. We acknowledge all who are currently serving, and those who have served, in our Australian Defence Force. I would also like to acknowledge the families who support them. Thank you for your service."

OR

"We honour the service men and women who sacrificed their lives in the defence of our freedom, peace and prosperity and also the pioneers who have guided and forged our communities."

4 ATTENDANCE AND APPLICATIONS FOR LEAVE

ATTENDANCE

APOLOGIES

LEAVE OF ABSENCE

LEAVE OF ABSENCE APPLICATION

Council Officers recommend that the following:

1. That Council approves that the Code of Meeting Practice be amended to include an additional heading "Acknowledgement of our Service Men and Women in accordance with section 363 of the *Local Government Act 1993*.
2. That Council approves the accompanying statement to be:

"I would like to acknowledge all who are currently serving, and those who have served, in our Australian Defence Force. I would also like to acknowledge the families who support them. Thank you for your service."

OR

“We honour the service men and women who sacrificed their lives in the defence of our freedom, peace and prosperity and also the pioneers who have guided and forged our communities.”

3. That Council delegates the General Manager to undertake the amendments to the Code of Meeting Practice, and that the General Manager undertakes the update to the InfoCouncil software.

Response to the Report (11 May 2023)

Code of Meeting Practice Clause 3.11

Cr McKellar was provided a copy of the report on 10 May 2023, clause 3.11 gives the Councillor who submitted the notice of motion an opportunity to provide responsive comments and requested the wording to include pioneers. As such the recommendation is now updated to:

Council Officers recommend that the following:

1. That Council approves that the Code of Meeting Practice be amended to include an additional heading “Acknowledgement of our Service in accordance with section 363 of the *Local Government Act 1993*.”
2. That Council approves the accompanying statement to be:

“I would like to acknowledge the early pioneers who have guided and forged our communities; thank you to other people and families for the contribution they make to our country. We acknowledge all who are currently serving, and those who have served, in our Australian Defence Force. I would also like to acknowledge the families who support them. Thank you for your service”.

OR

“We honour the service men and women who sacrificed their lives in the defence of our freedom, peace and prosperity and also the pioneers who have guided and forged our communities.”

3. That Council delegates the General Manager to undertake the amendments to the Code of Meeting Practice, and that the General Manager undertakes the update to the InfoCouncil software.

9 CORRESPONDENCE

Nil

10 GENERAL MANAGER REPORTS**10.1 RELATED PARTY DISCLOSURE POLICY****File Number:****Author:** General Manager**Authoriser:** General Manager**Attachments:** 1. 1.25.3 Related Party Disclosures Policy**CSP Objective:** Democratic and engaged community supported by efficient internal systems**Precis:** To provide the final and updated Related Party Disclosure Policy**Budget:** Nil**RECOMMENDATION**

That Council:

1. Note the information contained in this report.
2. Adopt the Related Party Disclosure Policy as a local policy.

RESOLUTION 095/23

Moved: Cr Kenah

Seconded: Cr Howell

That Council:

1. Note the information contained in this report.
2. Adopt the Related Party Disclosure Policy as a local policy

CARRIED**PURPOSE**

To provide Council with an updated final Related Party Disclosure Policy.

BACKGROUND

The Related Party Disclosure Policy (1.25.3) ensures that Weddin Shire Council's Financial Statements contain disclosures necessary to comply with the Australian Accounting Standards AASB 124 – Related Party Disclosures. The 1.25.2 - Related Party Disclosure Policy was previously adopted by Council on 15 June 2017. Version 1.25.3 Draft Related Party Disclosure Policy was placed on public exhibition for a period of 28 days.

ISSUES AND COMMENTS

Council has been supported with the Policy 1.25.2 – Related Party Disclosure Policy since it was adopted on 17 June 2017. The updated Policy fits in with Council's new template and provides a number of updates to ensure compliance with relevant legislation. It also includes three annexures to assist Council with improved governance and attaches the form.

The objectives of the Policy are to:

- Comply with AASB 124 – Related Party Disclosures,
- Assist Council in complying with the closure requirements concerning Key Management Personnel (KMP), their close family members and entities controlled or jointly controlled by any of them stipulated under AASB 124 – Related Party Disclosures.
- Give visibility to the possibility that Council's financial position and profit or loss can be affected by the existence of related parties, and by transactions and outstanding balances, including commitments, with such parties.

Updating the policy to provide and placing it on public exhibition has allowed Council to responsibly consider and review its policy.

POLICY/LEGAL IMPLICATIONS

The new Policy has been updated utilising a number of policies across the state to ensure we are achieving best practice. A number of annexures have been added in to improve our governance and implementation of the policy.

FINANCIAL/RESOURCE IMPLICATIONS

There are no direct financial or resourcing implications associated with this report.

INTERNAL/EXTERNAL CONSULTATION

As with all Council policies, the Related Party Disclosure Policy (1.25.3) was placed on public exhibition for a period of 28 days in accordance with s. 160 of the Local Government Act 1993 to invite submissions from the community. There were no submissions received during the public exhibition period.

CONCLUSION

The Related Party Disclosure Policy (1.25.3) provides a framework for Councillors when exercising their civic functions by specifically addressing their ability to interact with, and receive advice, authorised by staff. The Policy was placed on public exhibition for a period of 28 days in accordance with s. 160 of the Local Government act 1993 to invite submissions from the community and no submissions were received.

10.2 MAIN STREET UPDATE - MAY 2023 UPDATE

File Number:

Author: General Manager

Authoriser: General Manager

Attachments: Nil

CSP Objective: Shire assets and services delivered effectively and efficiently

Precis: Update to the Grenfell Community on the status of the Main Street Renewal Project

Budget: NIL

RECOMMENDATION

That Council note the information within this report.

RESOLUTION 117/23

That Council note the information within this report.

Moved: Cr Frame

Seconded: Cr Kenah

CARRIED

Move for Chair to be appointed.

Moved: Cr Frame

Seconded: Cr Howell

CARRIED

Move Cr Diprose be appointed as Chair

Moved: Cr Frame

Seconded: Cr Kenah

CARRIED

Cr Parlett left the room at 5:21 pm.

Cr Best left the room at 5:21 pm.

Cr Bembrick left the room at 5:21 pm.

Cr Parlett entered the room at 5:26 pm.

Cr Best entered the room at 5:26 pm.

Cr Bembrick entered the room at 5:26 pm.

PURPOSE

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

BACKGROUND

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

The Grenfell Main Street Project Update for April/May 2023 includes a summary of works carried out and to be carried out.

To date the project's lean mix concrete construction is at 67% completion.

ISSUES AND COMMENTS**Where to get information?**

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

Council's website contains a weekly works program update.

Facebook is also utilised to provide updates and alerts.

Western End

Asphalt (hot mix) down at the bottom end was completed over three days. The Main Street reopened on Saturday 22 April 2023. The garden beds at the western end continue to have kerb and guttering formed to protect the stratavault systems. The intention will be to provide plantings towards Spring.

Streetlights at the western end were energised on 3 May 2023.

The aim will be for the majority (if not all) traffic separators to be removed from the bottom end by the June long weekend for the Henry Lawson Festival of the Arts and garden beds are formed with kerb and guttering.

Eastern End

Excavation and construction of road section is in progress.

- Temporary traffic controls are in place, which will include traffic diversions around construction sites.
- Two-way traffic lanes will be open. Parking will be limited and we apologise for the inconvenience caused.

The construction of the road section on the eastern side ('top end') also involves installation of the underground infrastructure for the streetlights. A temporary pedestrian crossing was established at the eastern boundary of the Mawhood IGA and Beauty Spot.

Construction of the road section on the eastern side between the temporarily closed pedestrian crossing to roundabout is completed. An offset carpark at the back of the Criterion Hotel for customers to utilise has been established. We would like to thank them for the use of their carpark. Some limited spaces is provided on the eastern end to allow some access to the Mawhood IGA and other shops is has also been established.

The aim will be for construction works to shut down and mobilise away from the Main Street in the days leading up to the Henry Lawson Festival of the Arts at the top end. The lean mix concrete will be tidied up however there will be no asphalt in place. Construction is expected to go up towards the Albion Hotel however, this will be weather and resourcing dependent.

Completed Works Program

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

16. CCTV Cameras along Main Street from the Roundabout at Main and Forbes Streets up to the Grenfell Medical Centre energised.
17. Concrete driveway at Grenfell Motel completed. Vehicles are able to exit this premise onto Main Street.

POLICY/LEGAL IMPLICATIONS

There are no direct policy implications arising from this report.

FINANCIAL/RESOURCE IMPLICATIONS

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

Since the project has recommenced in October 2022 the accumulative actual expenditure as at 30 April 2023, was \$1,386,679.85. A total committed (completed and incomplete works) totals \$4,508,663.04.

Council previously committed \$195,444 to Public Works Advisory, however due to the in-house technical expertise, this will not be utilised and be spent on the construction works Asphalt for the top end is also committed against the project spend to date. At this stage, there are no concerns on the budget or expenditure.

INTERNAL/EXTERNAL CONSULTATION

New updates on the Main Street Project are being advertised through the Council News section in the Grenfell Record. Public notices are also being provided on Council's website and on Facebook.

CONCLUSION

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

10.3 STAFF TRAINING AND DEVELOPMENT POLICY

| | |
|-----------------------|--|
| File Number: | C2.4.18 |
| Author: | Executive Assistant to the General Manager |
| Authoriser: | General Manager |
| Attachments: | 1. DRAFT - 14.15.05 Staff Training and Development Policy |
| CSP Objective: | Shire assets and services delivered effectively and efficiently |
| Precis: | The Training and Development Policy has been created to encompass education, training, development and conference and seminar attendance, and will replace the Training and Education Expenses Policy. |
| Budget: | Nil. |

RECOMMENDATION

That Council

1. Place the draft Staff Training and Development Policy on public exhibition for a period of 28 day with the purpose of inviting submissions from the public and staff.
2. Request the General Manager present a further report to Council with all submissions received at the conclusion of the public exhibition period for Council's further consideration and adoption of the policy, or in the event that no submissions are received during the exhibition period, Council formally adopt the Policy, without any changes, as a policy of Council.

RESOLUTION 096/23

Moved: Cr McKellar

Seconded: Cr Frame

That Council

1. Place the draft Staff Training and Development Policy on public exhibition for a period of 28 day with the purpose of inviting submissions from the public and staff.
2. Request the General Manager present a further report to Council with all submissions received at the conclusion of the public exhibition period for Council's further consideration and adoption of the policy, or in the event that no submissions are received during the exhibition period, Council formally adopt the Policy, without any changes, as a policy of Council.

CARRIED

PURPOSE

The purpose of this report is to present the draft Staff Training and Development Policy (14.15.05) to Council and request the draft policy be placed on public exhibition for a period of 28 days inviting submissions from the community.

BACKGROUND

The Training and Education Policy (14.15.04 – Adopted August 2017) was originally created with the purpose to describe the circumstances in which Council will offer assistance to staff for approved training and education purposes and the extent of that assistance. A review of the Policy was conducted to ensure that Council could meet its ability as an employer to develop staff and to ensure that it is done so in a cost effective measure.

Weddin Shire Council recognises that staff development is essential to ensure that we can deliver and achieve Council's overall strategies and goals.

Council recognises that the calibre and competence of its employees are vital factors in ensuring that it remains a successful organisation. Consequently, Council will strive to promote employee development through high quality training and learning opportunities, both on and off the job.

ISSUES AND COMMENTS

The draft Policy is updated into Council's new template and format. Every year, staff undertake appraisals on their performance which captures the development of an annual training plan. The new draft Policy considers this process and incorporates it into the Policy, which previously did not include this. This ensures that the training plans developed between the employee and their supervisor and management is achievable within Council's limited resources.

Employees also needed to have guidance on Conference and Seminar attendance and accommodation provisions, which were previously not included in the Policy. The draft Staff Training and Development Policy has been created to encompass education, training, development and conference and seminar attendance, and will replace the Training and Education Expenses Policy.

The draft Policy also proposes a form to assist employees with seeking approval.

POLICY/LEGAL IMPLICATIONS

The draft Policy's objective will continue to support staff in their training and development noting that the Local Government (State) Award will be gazetted in the near future which includes draft provisions on training and development for staff.

FINANCIAL/RESOURCE IMPLICATIONS

There are no direct financial or resource implications relating to this draft policy. Reviewing this policy and updating these provisions ensures financials and resourcing is considered at the time of sign off for training and development and that equity is achieved amongst the organisation.

INTERNAL/EXTERNAL CONSULTATION

No internal or external consultation has been undertaken to date, however staff and the community will have an opportunity to provide a submission when the policy is on public exhibition. The draft policy will be provided to the Staff Consultative Committee's next meeting and will be mentioned in the payslip information for viewing.

CONCLUSION

That Council support the new Staff Training and Development Policy, noting it will replace the Education and Training Expenses Policy. The Staff Training and Development Policy provides a clear explanation to staff regarding the process for seeking approval, what

support is available, what reimbursements are available to them and what is expected from our employees; the new approval process will ensure that the budget for training and development is monitored regularly and will provide transparency and fairness across Council.

10.4 DRAFT OPERATIONAL PLAN 2023-2024**File Number:****Author:** General Manager**Authoriser:** General Manager**Attachments:** 1. Draft Operational Plan 2023 - 2024 incl Fees and Charges**CSP Objective:** Shire assets and services delivered effectively and efficiently**Precis:** This is a presentation of the Draft Operational Plan 2023-2024**Budget:** Nil.**RECOMMENDATION**

That Council:

1. Note the information contained in this report.
2. Authorises the Draft Operational Plan 2023-24, and hereby makes, fixes and levies the expenditure amounts set out in the Draft Operational Plan 2023-24 for public exhibition in accordance with provisions of Section 405 of the *Local Government Act 1993* for 28 days.

RESOLUTION 097/23

Moved: Cr Diprose

Seconded: Cr Kenah

That Council:

1. Note the information contained in this report.
2. Authorises the Draft Operational Plan 2023-24, and hereby makes, fixes and levies the expenditure amounts set out in the Draft Operational Plan 2023-24 for public exhibition in accordance with provisions of Section 405 of the *Local Government Act 1993* for 28 days.

CARRIED**PURPOSE**

The purpose of this report is to seek Council's approval to place the draft Weddin Shire Council Operational Plan 2023-24 on public exhibition for 28 days to invite comments/submissions from the community. Please refer to the Attachment included.

BACKGROUND

Council's draft Operational Plan 2023-24 provides a direct link to the four (4) year Delivery Program, and in turn, the Community Strategic Plan. The Program is set out in the six (6) strategic objectives.

In line with the provisions of the *Local Government Act 1993*, section 405 requires that "a council must have a plan (called its operational plan) that is adopted before the beginning

of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year”.

ISSUES AND COMMENTS

The draft Operational Plan 2023-24 includes the Operational Actions, Revenue Policy including the budget and the schedule of fees and charges. Council’s draft budget comprises the following:

| | |
|-----------------------------|----------|
| Operational Revenue of | \$13,403 |
| Operational Expenditure of | \$17,703 |
| Capital Expenditure of | \$3,435 |
| Loan Repayments (Principal) | \$408 |

The 2023-24 draft Budget as per table below presents Council with a small, positive Operational result. Whilst the draft budget predicted result is a small, positive result, it should be noted that several challenges have been identified including:

| | |
|---|------------------|
| (Rates Income Increase) | (\$109,597) |
| Emergency Services Level Increase with removal of subsidy | \$95,000 |
| Forecast Award Wage Increase % | \$195,000 |
| Forecast Performance Wage Increase | \$40,000 |
| ARIC Commitments | \$25,000 |
| Insurance Increase 6% | \$25,000 |
| Work and Safety Officer/Advisor | \$100,000 |
| IT and Server Required Upgrades and Improvements | \$450,000 |
| Total | \$820,403 |

Council engaged a contractor to undertake an analysis of the current Operational Plan 2022-23 in alignment with the Delivery Program and Strategic Plan and the approach this year has been significantly refined. An analysis was undertaken of the Micromex community satisfaction survey undertaken in January 2022. The contractor undertook a review of Council’s greatest performance gaps where areas of high importance but had low customer satisfaction. The Micromex survey interviewed 150 participants and included benchmarking across the State.

In addition to looking at what the service gaps were, the review also found that there were a staggering 308 action items which called into question of the achievability of 308 action items with Council’s capability, resourcing and budget constraints. The review also found that this could lead to ineffective operational implementation. The review determined that there were 97 actions that were considered ‘business as usual’ and that the operational plan should have actions that are strategic rather than day-to-day.

A number of actions were beyond resource constraints of Council. Actions items also multiplied/duplicated without restraint or did not consider the budget or resource constraints. The plan also included achieved and completed items.

As a result of this review, 59 actions are now proposed for the 2023-2024.

Broadly speaking there will be strategic and operational challenges that Council will face going into the next reporting period including:

1. Scale and capacity

- The ability of our Council to have the scale and capacity to implement, and action our obligations under the integrated planning and reporting framework. Moving into next financial year, Council will need to consider the mandate on service reviews and to begin this process. This also includes the Audit, Risk and Improvement Committee commitments.
- The accumulative impact on the unexpected and emergency events such as the natural disasters and post COVID-19.

2. Compliance requirements

- Regulatory – Companion Animals, Planning and Building matters, Food shop inspections, Swimming Pools etc.
- Planning – Council’s Local Environmental Plan, Development Control Plans, Development Applications etc.
- Records Management – State Archive Legislation.
- TfNSW – Highway Works working under a strict accreditation regime.
- ARIC.

3. Work, health and safety

- Council is expected to be a responsible employer.
- Senior executive management is liable in terms of the *Work Health and Safety Act 2011* – with heavy fines and prison sentences in more serious instances.
- Workers’ compensation is a “no fault’ insurance.
- Need to continually improve WHS practices and resource the position.

4. Organisation structure

- Council should support the scale and capacity, compliance and legislative requirements.
- We should be encouraging training and development of staff and encouraging career paths.
- A learning organisation of growing our own.

5. External conditions and decisions

- Rate pegging is an ongoing State Government policy since 1978, with devastated effects for local government, eroding its revenue base.
- Increase in staff salaries and wages in line with the local government award (a good and encouraging exercise for staff).
- Cost shifting from the state and federal governments in areas like health.
- Emergency services levy lost in subsidy.
- Revenue (interest) earned on investments are no longer a source of additional income for Councils.

6. Asset management considerations

- Impact of our road network relating to natural disaster declarations.
- Lack of scale and capacity to undertake proactive maintenance on the road network due to the current condition.
- Ageing infrastructure, e.g. sewer network, footpaths, stormwater
- Deteriorated Council buildings e.g. Council Chambers.

7. Rural Fire Service – account for their depreciation on red fleet

POLICY/LEGAL IMPLICATIONS

The Draft Operational Plan 2023-24 is presented to Council and proposed to go out for public exhibition to meet Council's requirement under section 405 of the *Local Government Act 1993*.

FINANCIAL/RESOURCE IMPLICATIONS

The 2023-24 draft Budget as per table above presents Council with a small, positive Operational result.

INTERNAL/EXTERNAL CONSULTATION

A number of internal meetings were conducted with the executive team. In addition, Councillors were provided a workshop by the contractor on the Operational Plan review and approach for the next reporting period on 17 April 2023. The working draft Operational Plan actions were circulated to Councillors for input. Councillors also had a budget preparation workshop on 1 May 2023. At the time of writing this report, the Draft Operational Plan and budget will also be provided as a briefing at the 15 May 2023 meeting.

The June ordinary meeting is scheduled for Thursday 29 June 2023 to allow for public exhibition period and adoption of the final plan.

CONCLUSION

The Draft Operational Plan 2023-24 is proposed for public exhibition for a period of 28 days.

10.5 RESOLUTION REGISTER

File Number: C2.3.3
Author: Executive Assistant to the General Manager
Authoriser: General Manager
Attachments: 1. Current Action/Resolution Register | as at 11 May 2023
2. Resolution Register | January - April 2022
CSP Objective: Shire assets and services delivered effectively and efficiently
Precis: Council Resolution Registers
Budget: NIL

RECOMMENDATION

That Council note the attached resolution/actions registers.

RESOLUTION 098/23

Moved: Cr Kenah

Seconded: Cr Frame

That Council note the attached resolution/actions registers.

CARRIED

PURPOSE

For Council's information, attached is the current Action/Resolution Register as at 11 May 2023 and the Resolution Register (January – April 2022).

11 CORPORATE SERVICES REPORTS**11.1 RISK MANAGEMENT & INTERNAL AUDIT POLICY**

| | |
|-----------------------|---|
| File Number: | C2.4 |
| Author: | Director Corporate Services |
| Authoriser: | General Manager |
| Attachments: | 1. Risk & Internal Audit Policy |
| CSP Objective: | Democratic and engaged community supported by efficient internal systems |
| Precis: | Policy and Committee Update |
| Budget: | \$NIL |

RECOMMENDATION

That Council adopt the Draft Risk Management and Internal Audit Policy.

RESOLUTION 099/23

Moved: Cr McKellar

Seconded: Cr Kenah

That Council adopt the Draft Risk Management and Internal Audit Policy.

CARRIED

PURPOSE

The purpose of this report is to adopt the Risk Management and Internal Audit Policy.

BACKGROUND

In the February Council resolved to place the Draft Risk Management and Internal Audit Policy on Public Exhibition for 60 days and the Council have a workshop to discuss in the interim.

ISSUES AND COMMENTS

There are no issues and comments for this report.

POLICY/LLEGAL IMPLICATIONS

Failure to establish the ARIC will also be in contravention to the *Local Government Act 1993*.

FINANCIAL/RESOURCE IMPLICATIONS

It is expected that the Chair's remuneration will be \$2,000 per meeting, the other two independents will be \$3,000 per meeting (\$1,500 per person), and the Committee will require an annual administration budget of \$7,000 per year until 2024 to include meeting costs and other such administration costs. That will be an annual total of \$25,000 until 2024 for audit and risk. After 2024 an internal audit per year will cost at least \$25,000 per audit.

Alternatively, Council may need to consider into the future a staff member to be 'Head of Internal Audit however noting that the annual cost will be in excess of \$150,000 per annum. This currently isn't being brought to Council for consideration but only for information.

INTERNAL/EXTERNAL CONSULTATION

The Draft Policy was on public exhibition for a period of 60 days for the purpose of inviting submissions from the community. A Councillor Workshop was held. No submissions were received.

CONCLUSION

As no submissions have been received, Council should adopt the Policy as recommended.

| |
|--|
| 11.2 STATEMENT OF BANK BALANCES |
|--|

File Number:**Author:** Team Leader - Finance**Authoriser:** Director Corporate Services**Attachments:** Nil**CSP Objective:** Collaborative wealth building (strong, diverse and resilient local economy)**Precis:** Statement of Bank Balances as at 30/04/2023**Budget:** \$ NIL

| | |
|---------------------|-----------------------|
| Bank Account | |
| Westpac | \$1,843,085.99 |
| Short Term Deposits | |
| CBA | <u>\$4,000,000.00</u> |
| Total | <u>\$5,843,085.99</u> |

CERTIFICATE OF RECONCILIATION

I certify that the Cashbook for each Bank Account has been reconciled with the appropriate Bank Statement as at 30th April 2023.

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

11.3 COMMUNITY PROJECT SUPPORT APPLICATION - WEDDIN MOUNTAIN MUSTER

File Number: C1.1.3
Author: Director Corporate Services
Authoriser: General Manager
Attachments: Nil
CSP Objective: Shire assets and services delivered effectively and efficiently
Precis: Community Project Support Application
Budget: \$ 2,500 to be sourced from Community Donation Budget

RECOMMENDATION

That Council supports the Weddin Mountain Muster request for:

- 1) Twenty (20) wheelie bins, bin liners, and garbage collection on the 25th and 27th and at conclusion of event on 29th of September 2023 subject to staff availability.
- 2) Two (2) portable toilets for the duration of the 2023 event.
- 3) 1000 litre water tank trailer.
- 4) Traffic Management planning support, signage, and implementation during the event.
- 5) The Director of Corporate Services write to inform the Executive of the Weddin Mountain Muster of the outcome and inform them that the water tank trailer is not for rider water consumption as requested.

RESOLUTION 100/23

Moved: Cr Diprose
Seconded: Cr Best

That Council supports the Weddin Mountain Muster request for:

- 1) Twenty (20) wheelie bins, bin liners, and garbage collection on the 25th and 27th and at conclusion of event on 29th of September 2023 subject to staff availability.
- 2) Two (2) portable toilets for the duration of the 2023 event.
- 3) 1000 litre water tank trailer.
- 4) Traffic Management planning support, signage, and implementation during the event.
- 5) The Director of Corporate Services write to inform the Executive of the Weddin Mountain Muster of the outcome and inform them that the water tank trailer is not for rider water consumption as requested.

CARRIED

PURPOSE

The purpose of this report is to respond to Community Project Support Application – Large from the Weddin Mountain Muster.

BACKGROUND

Weddin Shire Council is committed to the continued development of community capacity and sustainable communities through the provision of support to community organisations. The provision of community support by the Weddin Shire Council is based on a philosophy of partnership, whereby council provides opportunities for funding and in-kind assistance to encourage, engage and support groups within the community to make a positive and on-going contribution to economic, social, cultural, recreational and environmental outcomes that are in line with the Weddin Shire Community Strategic Plan.

The allocation of funds to community support will be in accordance with Council's budget priorities and the objectives of Council's Strategic and Operational Plans. The amount of funding made available each year will be determined by Council in its annual budget process. This allocated amount to community support is capped each Financial Year. Council may determine not to use the entire budgeted allocation within a Financial Year. Nothing in this policy prohibits Council from considering financial assistance or in-kind support outside the scope of this policy. Council will consider each case on its merits and any assistance provided will be without precedent.

ISSUES AND COMMENTS

The Weddin Mountain Muster is a five-day horse trail riding event held in Grenfell and surrounding area. This year's event will be the 22nd Weddin Mountain Muster to be held from Sunday 24th to Friday 29th September.

Organisers are expecting approximately 120 Riders to camp at Grenfell Showground for the week of the Muster. Departing each day for a Trail Ride of up to 28 Kms on a predetermined trail for that day and returning to the showground. A full support team will travel with the Riders.

The Executive of the Muster would like to request that Weddin Shire Council once again consider supporting their event by way of allocating the following as per previous year's allocation of;

- Twenty (20) Wheelie Bins & Liners for the week of the Muster Collection of waste from these bins on Monday & Wednesday mornings (after 9am and before 12pm to avoid disruption to horses and vehicles leaving the showground) and again after the completion of the Muster on 30th September.
- Supply two (2) portaloos for the duration of the event.
- Provide a trailer with a 1000L water tank and firefighting pump to be used to supply water on the rides for both riders & horses.
- Assistance with the traffic management for the planned Henry Lawson Way and Mid-Western Highway crossings (ie setup, control and pack up Special Event zones as per the Horse Management Plan developed in conjunction with Weddin Shire Council).

Noting the timeframe and to assist the Weddin Mountain Muster, the local traffic management committee date has been moved to June to accommodate for their endorsement. In addition, Council has started the traffic management plans for the

Committee to expedite this process.

POLICY/LEGAL IMPLICATIONS

The request is being treated through the Policy for Community Project Support process due to the nature of this request. However, Council will not be endorsing the water provided be for rider consumption as requested.

FINANCIAL/RESOURCE IMPLICATIONS

The request is approximately \$2,500 in actual costs for employee costs and \$700 in in-kind support in regards to the portaloos hire, signs, and water tank. The donations budget year to date can be viewed below.

| DONATIONS 2023 FINANCIAL YEAR | | | | | |
|-------------------------------------|-----------------------|------------------|-------------------------|-----------------|---------------|
| Organisation | Event | Request | Resolution | Forecast Amount | Actual Amount |
| Caragabal Country Club | Caragabal Sheep Races | 1 x Barrier Mesh | 210/2022 | \$ 32.00 | \$ 32.00 |
| Caragabal Country Club | Caragabal Sheep Races | 1 x Coolroom | 210/2022 | \$ - | \$ - |
| Weddin Mountain Muster | Trail Ride Event | Multiple items | 225/2022 | \$ 2,500.00 | \$ 1,536.86 |
| The Jockey Club Inc | Race Meeting | Multiple items | 229/2022 | \$ 400.00 | \$ 425.00 |
| Grenfell Gunyah Craft Shop | Nil | Rates | 258/2022 | \$ 446.20 | \$ 446.20 |
| Grenfell P.A.H&I Association inc | Nil | Rates | 258/2022 | \$ 950.00 | \$ 950.00 |
| Grenfell RSL Sub-Branch | Remembrance Day | Traffic Control | 277/2022 | \$ 1,000.00 | \$ 564.09 |
| Criterion Hotel | December Markets | Multiple items | 278/2022 | \$ 500.00 | \$ 256.00 |
| Cargo to Grenfell | Walk | Multiple items | 314/2022 | \$ 500.00 | \$ 500.00 |
| Lachlan & Western Regional Services | Nil | Donation | 315/2022 | \$ 1,000.00 | \$ 1,000.00 |
| WCNN | Nil | Donation | 316/2022 | \$ 298.75 | \$ 298.75 |
| High/Primary School Donations | Presentation Days | Donation | N/A | \$ 700.00 | \$ 700.00 |
| Country Education Foundation | Annual Donation | Donation | 188/2022 | \$ 2,500.00 | \$ 2,500.00 |
| Grenfell RSL Sub-Branch | ANZAC Day | Traffic Control | 33/2023 | \$ 1,000.00 | \$ 1,000.00 |
| Grenfell Picnic Race Club | Picnic Race Meeting | Multiple items | 34/2023 | \$ 1,500.00 | \$ 345.73 |
| Central Western Association | Rural Ambassador | Donation | 35/2023 | \$ 500.00 | \$ 500.00 |
| St Joseph's School Grenfell | Cross Country | Multiple items | 56/2023 | \$ 300.00 | \$ 772.00 |
| | | | Total | \$ 14,126.95 | \$ 11,826.63 |
| | | | Budget | \$ 15,000.00 | \$ 15,000.00 |
| | | | Budget Remaining | \$ 873.05 | \$ 3,173.37 |

***Above table is for Information only, next Financial Year the budget proposed to be increased to \$25,000.

INTERNAL/EXTERNAL CONSULTATION

No consultation is required for this application.

CONCLUSION

The application meets requirements of the Community Project Support Policy and should be supported by Council with the following exceptions:

- Council will be mindful of the request times for Garbage collection but collection will occur when Council staff are available.
- The trailer provided for water does not include a pump or endorsed for rider consumption.

11.4 HENRY LAWSON FESTIVAL

| | |
|-----------------------|--|
| File Number: | C1.4.1 |
| Author: | Director Corporate Services |
| Authoriser: | General Manager |
| Attachments: | 1. Strategic Business Plan Henry Lawson Festival of the Arts 2022 - 2024 - TILMA GROUP 2. Additional Funding Request - Urgent 3. Request for use of aluminium furniture - benches, tables and chairs from Grenfell Aquatic Centre |
| CSP Objective: | Democratic and engaged community supported by efficient internal systems |
| Precis: | Funding request |
| Budget: | NIL |

RECOMMENDATION

That Council:

1. Deny the request as the budget for the Henry Lawson Festival has been adopted.

RESOLUTION 103/23

Moved: Cr Best

Seconded: Cr Frame

That Council:

1. Deny the request as the budget for the Henry Lawson Festival has been adopted.

CARRIED

Cr Parlett left the room at 5:46 pm.

Cr Parlett entered the room at 6:07 pm.

That Council move to a Committee of the Whole.

RESOLUTION 101/23

Moved: Cr Diprose

Seconded: Cr Frame

CARRIED

That Council move out of a Committee of the Whole.

RESOLUTION 102/23

Moved: Cr Frame

Seconded: Cr Kenah

CARRIED

PURPOSE

The purpose of this report is to provide Council with a further funding request from The Grenfell Henry Lawson Festival of Arts.

BACKGROUND

Reference is made to the 18 March 2021 Ordinary Meeting following the Tilma Strategic Review of the Henry Lawson Festival there was a Mayoral Minute that resolved the following:

310 RESOLVED: that Council play a leading major role in staffing and funding the 2021 Henry Lawson Festival which will be the 100th year of Henry's passing, and that progress be reported to Council in our Business Paper each month to inform Councillors of progress.

311 RESOLVED: that any Council funding requirements for the 2022 Festival be determined as part of the September 2021 Quarterly Budget Review process.

The Tilma Strategic Review offered four scenarios of how the Henry Lawson Festival and two other community events could be resourced. However, the review failed to establish how Council would fund the scenarios. The Review is attached for reference.

At the 18 November 2021 Council AGM.05. Report made the following recommendations; Council adopt scenario four:

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

Council resolved the following:

176 RESOLVED:

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

At the 30 November 2021 Extra-Ordinary Council Meeting Council resolved the following:

199 RESOLVED:

- (i) The Festival be run by the Section 355 Committee of Council.
- (ii) Council provide \$40,000 for professional event management to support the Committee delivery of the 2022 Henry Lawson Festival.
- (iii) Council contribute in kind resources of up to \$30,000 to assist with traffic management, waste management, and risk management for the 2022 Festival.
- (iv) Council allocate \$40,000 for professional event management for two new smaller events aligned with Council's Destination Management Plan.
- (v) Council contribute in-kind resources of up to \$30,000 to assist with traffic management, waste management for the two new smaller events.

(vi) Council authorise the Acting General Manager to engage suitable professional event management.

The resolutions highlight an allocation for the 2022 festival but not an annual amount.

At the 15 September 2022 Council Meeting, The Grenfell Henry Lawson Festival of Arts Committee submitted a request to Council for 2023 Henry Lawson Festival for the following;

- \$30,000 of in-kind support
- \$40,000 to re-engage Ready Marketing for Event Management and Marketing for the Festival.

Council held a workshop and received a detailed report, 11.7, and resolved the following:

257/22 RESOLVED:

That:

- 1)** Council allocate \$20,000 for in-kind support and \$20,000 for Event Management and Marketing annually for the Henry Lawson Festival to be reviewed annually.
- 2)** An updated Henry Lawson Festival of Arts Committee charter be presented to October Council Meeting for adoption.
- 3)** Council staff create a procedure document for delegations, responsibility, communication between Council staff and the Henry Lawson Festival of Arts Committee to be approved by the General Manager.
- 4)** Council allocate \$1,500 to purchase the inquisitive art work winner at the 2023 Henry Lawson Festival.

Additionally, at the 20 April 2023 Council meeting The Grenfell Henry Lawson Festival of Arts Committee requested a further \$3,000 to assist with advertising costs. Council resolved the following:

080/23 RESOLVED:

That Council:

- 1.** Note the request made by the Henry Lawson Festival of the Arts Committee for additional funding of up to \$3,000.
- 2.** Approve the funding of up to \$3,000 from the Staff Training Budget vote (to be determined by Council).

ISSUES AND COMMENTS

In regards to completing grant applications on behalf of the Committee, Council has always supported the Committee regarding applications. Again, Council has limited resources and the Committee's role is to seek funding which include grant applications. Capital grants are rare for events but Council is always on the lookout for any grants that are available to all community organisations.

The Grenfell Henry Lawson Festival of Arts Committee are seeking a further request for funding. Reference is made to the Mayoral Minute 18 March 2021 which provided a number of information but did not result in a council resolution that resolved any funding allocations.

Instead resolutions 310 and 311 (above) moved the decision for the 2022 festival following September 2021.

The Committee are requesting the following:

1. Minimum \$30,000 In Kind ongoing annually
2. Minimum \$30,000 for Marketing ongoing annually
3. Minimum \$20,000 additional cash contribution ongoing annually
4. To complete grant applications on behalf of the committee
5. The Festival be considered for Capital Grants.

Traditionally, Council has provided in-kind contributions of traffic control and staff wages that assist with the preparation of areas used by the festival. Due to the current resourcing of staff and the road repair works being undertaken across the local government area due to the natural disasters, Council Officers are unable to provide in-kind services like traffic control. Last year's, Council paid the company close to \$6,900. To state that this is in-kind resourcing is incorrect.

In addition, 19 Council staff members also provided services to the festival, which went to the in-kind contribution of approximately \$10,000. This year, Council's executive team and officers are meeting with the Committee on a regular basis, which isn't being factored in as part of the in-kind contribution.

The Henry Lawson Festival of the Arts is proposing to undertake the festival down to the Railway Precinct and will require street closures, stop and go for pedestrians, closure of the highway with a total of eleven (11) traffic controllers for Saturday and nine (9) traffic controllers for Sunday. The quotation from the traffic control is in excess of \$24,000.

Similar to last year, traffic management will need to be outsourced to the traffic control company, as Council simply do not have the staff to provide traffic control and site preparation and close down. While the additional funds will assist with the payment for traffic control, it is difficult to justify the request in Council's current economic climate. The Tilma Group's strategic priority focused on a financially viable and sustainable annual community festival. Allocating funds from a poorly resourced budget with many competing priorities without a financial viable forecast will have financial and risk implications for Council.

POLICY/LEGAL IMPLICATIONS

There are no policy or legal implications regarding this report.

FINANCIAL/RESOURCE IMPLICATIONS

If the request was resolved, the additional cost to Council is a further \$37,000 in this year's budget and \$40,000 annually. Allocating funds from a poorly resourced budget with many competing priorities without a financial viable forecast will have financial and risk implications for Council.

Under instructions by the General Manager, the draft budget for the 2023-24 Operational Plan proposes a budget of \$40,000 upfront, to allow the Committee transparency on what is proposed for next financial year so they can start to plan now, rather than delays that have been experienced every year.

INTERNAL/EXTERNAL CONSULTATION

There is no requirement for consultation for this report.

CONCLUSION

Council have extensively met and reported on the Henry Lawson Festival over the last two years. The \$40,000 budget was set and resolved and the reality is there only just enough resources to fund that amount. If further funding was given Council service levels to other poorly resourced areas would have to be further reduced to raise the additional \$40,000.

Council supports the request for the use of the aluminium furniture (benches, tables and chairs) from the Grenfell Aquatic Centre.

11.5 GRENFELL SESQUICENTENARY COMMITTEE REQUEST

File Number: C1.4.16
Author: Director Corporate Services
Authoriser: General Manager
Attachments: 1. GSC Letter of Request
CSP Objective: Shire assets and services delivered effectively and efficiently
Precis: Letter of Request
Budget: \$ NIL to be sourced from

RECOMMENDATION

That Council:

1. Request the General Manager write to the Grenfell Sesquicentenary Committee to decline the request to credit the account for the amount requested
2. Acknowledge the excellent work the Committee did in holding the event and offer assistance in expending the existing funds.

RESOLUTION 104/23

Moved: Cr McKellar
Seconded: Cr Kenah

That Council:

1. Request the General Manager write to the Grenfell Sesquicentenary Committee to decline the request to credit the account for the amount requested
2. Acknowledge the excellent work the Committee did in holding the event and offer assistance in expending the existing funds

CARRIED

Cr Kenah left the room at 6:08 pm.

Cr Parlett left the room at 6:08 pm.

Cr Kenah entered the room at 6:09 pm.

Cr Parlett entered the room at 6:14 pm.

PURPOSE

The purpose of this report is to respond to a request from the Grenfell Sesquicentenary Committee.

BACKGROUND

The Grenfell Sesquicentenary Committee was formed to celebrate Grenfell 150 years in 2016. The Committee used Council's trust account for donations and expenses. A discussion with the Committee determined that there was still funds within the trust account and a recommendation was made to the Committee to consider its expenditure.

| | | |
|---|--------------------|-----------------------------|
| Payments from sales of the History Book | \$5,968.00 | as at 17/01/2022 |
| Payment received from Sesquicentenary Committee | \$10,412.94 | 21/12/2017 – bank cheque |
| TOTALS HELD | \$16,380.94 | |

| DONATIONS 2023 FINANCIAL YEAR | | | | | |
|-------------------------------------|-----------------------|------------------|-------------------------|-----------------|---------------|
| Organisation | Event | Request | Resolution | Forecast Amount | Actual Amount |
| Caragabal Country Club | Caragabal Sheep Races | 1 x Barrier Mesh | 210/2022 | \$ 32.00 | \$ 32.00 |
| Caragabal Country Club | Caragabal Sheep Races | 1 x Coolroom | 210/2022 | \$ - | \$ - |
| Weddin Mountain Muster | Trail Ride Event | Multiple items | 225/2022 | \$ 2,500.00 | \$ 1,536.86 |
| The Jockey Club Inc | Race Meeting | Multiple items | 229/2022 | \$ 400.00 | \$ 425.00 |
| Grenfell Gunyah Craft Shop | Nil | Rates | 258/2022 | \$ 446.20 | \$ 446.20 |
| Grenfell P.A.H&I Association inc | Nil | Rates | 258/2022 | \$ 950.00 | \$ 950.00 |
| Grenfell RSL Sub-Branch | Remembrance Day | Traffic Control | 277/2022 | \$ 1,000.00 | \$ 564.09 |
| Criterion Hotel | December Markets | Multiple items | 278/2022 | \$ 500.00 | \$ 256.00 |
| Cargo to Grenfell | Walk | Multiple items | 314/2022 | \$ 500.00 | \$ 500.00 |
| Lachlan & Western Regional Services | Nil | Donation | 315/2022 | \$ 1,000.00 | \$ 1,000.00 |
| WCNN | Nil | Donation | 316/2022 | \$ 298.75 | \$ 298.75 |
| High/Primary School Donations | Presentation Days | Donation | N/A | \$ 700.00 | \$ 700.00 |
| Country Education Foundation | Annual Donation | Donation | 188/2022 | \$ 2,500.00 | \$ 2,500.00 |
| Grenfell RSL Sub-Branch | ANZAC Day | Traffic Control | 33/2023 | \$ 1,000.00 | \$ 1,000.00 |
| Grenfell Picnic Race Club | Picnic Race Meeting | Multiple items | 34/2023 | \$ 1,500.00 | \$ 1,500.00 |
| Central Western Association | Rural Ambassador | Donation | 35/2023 | \$ 500.00 | \$ 500.00 |
| St Joseph's School Grenfell | Cross Country | Multiple items | 56/2023 | \$ 300.00 | \$ 300.00 |
| | | | Total | \$ 14,126.95 | \$ 12,508.90 |
| | | | Budget | \$ 15,000.00 | \$ 15,000.00 |
| | | | Budget Remaining | \$ 873.05 | \$ 2,491.10 |

The Chair contacted Council's General Manager to request information on charges relating to traffic control at the time of the celebrations. It was confirmed that \$4,422.63 was used for advertising, toilet hire, plant hire, salary and wages (including traffic control), and a bronze plaque.

ISSUES AND COMMENTS

The Grenfell Sesquicentenary Committee are seeking \$4,752.63 be credited to them for expenses that were incurred by Council to hold the event. The expenses included advertising, toilet hire, plant hire, salary and wages, and a bronze plaque.

The event and expenses incurred were six financial years ago and Council are not currently holding any funds for the Committee. Nor are there any reserve funds to credit back to the Committee.

POLICY/LEGAL IMPLICATIONS

There are no policy or legal implications regarding this report.

FINANCIAL/RESOURCE IMPLICATIONS

If the request was approved, the \$4,752.63 would be paid from unrestricted funds of which there is limited availability.

INTERNAL/EXTERNAL CONSULTATION

No consultation is required for this application.

CONCLUSION

As the event was over six years ago and Council is holding no funds for the Committee, the recommendation is that Council decline the request and that Council Officers work with the Grenfell Sesquicentenary Committee to look at options for the expenditure of existing funds.

11.6 LIGHT UP THE NIGHT**File Number:****Author:** Executive Assistant to the General Manager**Authoriser:** General Manager**Attachments:** 1. Summary Report - Light Up The Night Event**CSP Objective:** Culturally rich, vibrant and inclusive community**Precis:** Summary report of the Light Up The Night Event**Budget:** NIL**RECOMMENDATION**

That Council note the Light Up The Night Report

RESOLUTION 105/23

Moved: Cr Frame

Seconded: Cr Kenah

That Council note the Light Up The Night Report

CARRIED

Cr McKellar left the room at 6:14 pm.

Cr McKellar entered the room at 6:16 pm.

PURPOSE

To provide Council with a summary of the Light Up The Night event.

BACKGROUND

On 18 February 2023 Grenfell came alive with live music and 100 drones Lighting Up The Night. The event was managed by Council staff and funded by the NSW Government through the Reconnecting Regional NSW – Community Events Program.

The 100 drones lit up, with 10 symbols choreographed to music and was live streamed from the Weddin Mountains Facebook page. It was the longest drone show on record in Australia. Feedback has been received from attendees and is noted in the summary; from all accounts it was a well-run event with positive feedback received in particular that it was a family fun event.

CONCLUSION

That Council note the report attached and acknowledge the wonderful Council staff that worked to bring this wonderful event to life.

11.7 QUARTERLY BUSINESS REVIEW STATEMENT (QBR) AS AT 31 MARCH 2023

File Number: A1.6
Author: Director Corporate Services
Authoriser: General Manager
Attachments: 1. QBR March 2023
CSP Objective: Shire assets and services delivered effectively and efficiently
Precis: Statutory Report
Budget: \$ Nil to be sourced from

RECOMMENDATION

That Council adopt the Quarterly Budget Review Statement as at 31 March 2023 as presented.

RESOLUTION 097/23

Moved: Cr Diprose
Seconded: Cr Howell

That Council adopt the Quarterly Budget Review Statement as at 31 March 2023 as presented

CARRIED**RESOLUTION 106/23**

Move to accept late report

Moved: Cr Diprose
Seconded: Cr Frame

CARRIED**PURPOSE**

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

- Consolidated income statement
- Income statement by fund
- Contracts, consultants and legal budget review statement
- Council's performance (by programs)
- Revenue analysis versus budget
- Expenditure analysis versus budget
- Council's capital program
- Supplementary votes
- Reserves.

POLICY/LEGAL IMPLICATIONS

There are no direct policy or legal implications.

FINANCIAL/RESOURCE IMPLICATIONS

- Natural disasters have significantly impacted transportation operational budgets. The Materials and Contracts budget has increased \$3.9m on the original budget but has been offset by grant and natural disaster funding.
- Overall income is at 47%, with income from grants being the main cause. This percentage is expected to increase significantly by the end of the financial year as grant projects expenditure has increased which means milestones will be completed and funds will be received. Additionally, reserved grant liabilities will be able to be receipted as income.
- Overall expense is at 75% and is well within acceptable limits for the QBRS.
- Again, the capital program at 48% has been impacted by the natural disaster, contractor availability, and the availability of goods and services. It was a productive quarter with \$4,015m being spent.
- Areas of significant concern is the unrestricted cash balance falling below \$1m to \$458k. This leaves Council in a vulnerable position to fund unexpected projects or costs associated with other projects. This position is expected to improve by the end of the financial year with the receipt of RMS income. The recommendation is to not fund new projects or give additional funding to projects, until this position improves.

INTERNAL/EXTERNAL CONSULTATION

No consultation is required. However, note the critical issue facing Council's IT infrastructure will need to be prioritised with further information to be provided to Council in due course.

CONCLUSION

To adopt the Quarterly Review Statement as recommended.

12 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 and works planned for May 2023.

RESOLUTION 108/23

Moved: Cr McKellar
 Seconded: Cr Diprose

CARRIED

EXECUTIVE SUMMARY

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

NATURAL DISASTERS

Summary of events and progress of Storm Emergency Work.

Summary:

| AGRN – Event | Phase – Package | \$Value | Status |
|-------------------------------------|-----------------|-----------|----------------------------|
| 987 - 9 November 2021 | EW | \$539,000 | Approved, payment received |
| 1001 - 5 January 2022 onwards | EW | \$233,000 | Approved, payment received |

| AGRN – Event | Phase – Package | \$Value | Status |
|--|------------------------------------|-----------|---|
| 1030 - 4 August 2022 onwards | EW | \$185,000 | DCPM to finalise claim |
| 1034 - 14 September 2022 onwards | EW | TBC | Works completion deadline 30 June 2023 |
| 1034 - 14 September 2022 onwards | EPA-RW – P1 (Heavy Patching) | TBC | <ul style="list-style-type: none"> - Mary Gilmore Way – \$1.1m approved, minor revisions to scope to be issued 28 April - The following roads have been inspected and marked out, scope docs to be issued 28 April: <ul style="list-style-type: none"> o Deaths Lane o Henry Lawson Way - Young o Henry Lawson Way - Forbes o Driftway Road o Morangarell Road o Quandialla-Caragabal - Gooloogong <ul style="list-style-type: none"> o To be inspected and marked out week of 1 May 2023 |
| 1034 - 14 September 2022 onwards | EPA-RW Remainder | TBC | <ul style="list-style-type: none"> - Further packages to include: <ul style="list-style-type: none"> o Sinking culverts (Ray shortlisting) o Remaining sealed roads o Unsealed roads o Tree and vegetation clearing |

The Heavy Patching Program is forecasted to commence in the coming months following approvals from TfNSW:

- Driftway Road
- Gooloogong Road
- Henry Lawson Way (Forbes) - emergency works have been carried out.
- Henry Lawson Way (Young)
- Mary Gilmore Way
- Morangarell Road
- Pinnacle Road
- Quandialla-Caragabal Road - Emergency works are programmed to commence 9 May 2023 in order to have the road reopened.

Roads which have had a heavy maintenance grade and table drains cleaned to ensure safe passage are as follows:

- Gap Road - heavy maintenance grade
- Boundary Road - heavy maintenance grade
- Goodes Lane - heavy maintenance grade, table drain and cut off drains

- Muncks Lane - fallen tree and bush removal
- Greenethorpe-Bumbaldry Road - culverts and some table drains (ongoing)

Culverts and table drains programmed to be cleared when contractor availability allows:

- Yambira Road
- Major West Road
- Kangaroooby Road
- Peaks Creek Road
- Adelargo Road
- Greenethorpe-Bumbaldry Road

There are a number of roads which will be programmed for the coming months for emergency works. These roads are:

- Gap Road - completed
- Goodes Lane - commenced
- Mittens Lane
- Hoctors Lane
- Hancock Flinns Road
- Hancock Williams Road
- Maddens Lane
- Gannons Lane
- Lynches Road
- Nealons Lane
- Napiers Road
- Gaults Lane
- Reeves Lane

STATE ROADS

Newell Highway

Routine maintenance in progress.

Mid Western Highway

Council's Reseal Program on the Mid Western Highway (HW06) is completed. Linemarking programmed for Late May / June 2023.

Routine maintenance in progress.

MAJOR WORKS

Pullabooka Road Rehabilitation

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

Work is currently on target for completion by end of May 2023:

- 90% of the road rehabilitation works have been completed.
- The remaining works have re-started following inclement weather and flooding.
- Causeway construction has been completed.
- Minor seal repairs have been completed in preparation of the final seal.
- Table drain construction, property entrances and drainage improvement work are being completed.
- Final seal work is planned for mid-May 2023 and linemarking work is planned for late May 2023.

New Forbes Road Rehabilitation

- Project under Fixing Local Roads Round Two (2). The project involves works along a road length of 16km and Council received funding for \$4.3M.
- Drainage improvement work has been fully completed.
- Major culvert replacement work has been fully completed.
- Table drain construction work is 100% completed.
- Sealing of Stage 1 (5km) has been completed.



- Gravel overlay work has been completed on Stage 2 (5km).



- Stabilising work for Stage 2 (5km) has been scheduled to start from 9 May 2023.
- Work is currently on target for completion by end May early June 2023.

Greenethorpe-Koorawatha Road Rehabilitation

Project under Fixing Local Roads Round Three (3).

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

- Tree removal work has been completed.
- Gravel crushing tender has closed. Tender evaluation process is underway.
- Pipes and culverts have been ordered and expected to arrive end April early May 2023.
- Drainage work is expected to start May / June 2023.

Back Piney Range Road Culvert Replacement

Backfill around wingwalls has been completed. Road has been reopened.

Culvert top slab has been completed which will be more resilient to severe weather conditions.



Hancock Flinns Road Culvert Replacement

Previous contractor has terminated the contract by mutual agreement due to their unavailability and other commitments.

Council has completed the culvert top slab concreting. Road has been reopened to traffic.



Arramagong Road Culvert Replacement

Council has received a new culvert design and precast concrete box culvert cells have been ordered and expected to be received in June 2023.

Creek bed is full of water.

Council is planning to start construction work in July 2023 (weather permitting).

Heathcotes Lane Culvert Replacement

The site has been underwater for a long time. Water is still flowing at the creek bed.

Council has engaged a new designer to redesign the culvert from in-situ to precast and is planning to re-start work at the end of May 2023 (weather permitting).

Precast concrete box culverts have been delivered to site.

It is expected that the project will be completed by end May 2023 (weather permitting).

Adelargo Road Culvert Replacement

Work has restarted on this project.

The base slab has been constructed and the culvert units are in place together with the aprons.

Culvert backfilling work to commence early May 2023 and then followed by the road approaches.

Project is expected to be completed by the end of May 2023.



Weddin Shire Road Entry Signs

Approval has been received from TfNSW for installing signs within the road reserve of State Roads.

Contractor has completed the Geotechnical investigation. Report is expected shortly.

Council is waiting to receive the final design for the footings from the contractor.

Council is waiting to receive the Construction Program (for the revised initial Scope of Work for the seven (7) priority signs from the Contractor Armsign Pty Ltd.

Contractor is expected to start the design process for the signs at the end of May 2023.

Railway Walking Track

Council had a joint site inspection with the designer to change the track location of Stage 2.

Council has received the final design from the designer.

Council is in the process of engaging a contractor to start the construction works.

Caragabal Shared Pathway

Council has published the tender for the construction of Caragabal shared path but did not receive any submissions.

Council is in the process to receive quotations from the local concreting contractors.

Grenfell Cemetery Amenities

The GPR scanning works of the cemetery site for the new amenities building was completed on 17 April 2023.

Council should receive the report on the GPR scan mid-May 2023.

Depending on the GPR scan outcome, tenders should be able to be called soon after for the construction of the new amenities building.

Sewer Condition Assessment (CCTV) and Smoke Testing

A new package of sewer condition assessment and smoke / dye testing was advertised on 20 March 2023 through Local Government Procurement (RFT 12/2023).

The package is currently revised to meet budget allocation to include approximately 9km to 10km CCTV of sewer mains, approximately 350 properties for smoke testing and approximately 180 sewer lines - Access Chamber Covers Condition Assessment.

The tender closed on 20 April 2023 and the RFT responses are being evaluated. It is expected that work will be awarded by 11 May 2023.

Work to be completed by the end of September 2023.

Phil Aston Pressure Sewer Extension

A Request For Quotation (RFQ 41/2022) was issued on 14 April 2023 for the supply and laying of approximately 800m of pressure sewer main and ancillaries (valves and flushing points) including house connections to nine (9) Industrial Estate properties.

The RFQ will close on 5 May 2023 and be awarded by 15 May 2023.

The work is proposed to commence on 29 May 2023 and be completed by mid-July 2023.

FOOTPATH /KERB AND GUTTER WORKS

Third Street, Quandialla

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

Second Street, Quandialla

A contractor has been selected for construction of footpath replacement. Contractor is expected to start the works in May 2023.

ROAD MAINTENANCE WORKS

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

Maintenance Grading

| Roads | Commencement | Completion |
|-----------------|---------------------|-------------------|
| Mogongong Road | 15/03/2023 | Ongoing |
| Yambira Road | 17/03/2023 | 20/03/2023 |
| McSpaddens Lane | 26/04/2023 | 28/04/2023 |
| Quondong Road | 28/04/2023 | 01/05/2023 |

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

- Mogongong Springs Road
- Keiths Lane
- Woodgates Road
- Deaths Lane
- Hancock Flinns Road
- Arramagong Road
- Clay Pit Road

Gravel Re-sheeting

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

PARKS AND RECREATION

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

Park Maintenance

- Mowing and whipper snipping in parks and garden areas
- Mowed the cemetery grounds
- Sprinkler maintenance and repairs to all parks and garden, cemeteries
- Weed checks for cat heads, oval maintenance
- Ongoing bindii and khaki weed spraying
- Prepare grounds for cricket season

Town Maintenance

- Maintenance of Doctor's residence and Council's East Street units
- Completed pruning overhanging branches in laneways

PLANT REPORT

| Plant Report | | | |
|---------------------|--------------------------|------------------------|---|
| Plant Number | Plant Description | Fault | Repairs |
| 4109 | Multi Pack Roller | Forward control seized | Replaced solenoids and shuttle shift |
| 4109 | Multi pack Roller | Pad foot plates loose | Replace all bolts and clean |
| 1107 | Taxi | Service | Replace all brakes, service as required |
| 1107 | Taxi | Steering arm worn | Remove entire sway bar and control arm, replace ball joint, replace control arm |
| 3957 | Western Star | Bonnet hinges | Remove repair as required, remove header tank switch radiator and replace |
| 2105 | Hilux | Service due | Carry out service required and replace windscreen ordered |
| 3958 | Western Star | Transmission | Remove and replace clutch ass uni-joints centre bearing, etc |
| 4106 | Backhoe | No power electrical | Remove and replace alternator ass |
| 4106 | Backhoe | Running hot | Clean entire front end - full of dirt |
| 5355 | Gravely Mower | Deck worn | Weld frame assembly - repaired |
| 4116 | Toro | Blades | Replace |
| 5362 | Stihl | Won't run | Service |
| 3952 | Kenworth | Loose top plates | Tighten and replace bolts |
| 1107 | Taxi | Engine light | Replace map sensor |
| 5434 | Warwick Pressure Cleaner | Broken | Replace gun assembly |
| 5288 | Howard Slasher | Blades | Replace |

| Plant Report | | | |
|---------------------|--------------------------|-----------------------------|--|
| Plant Number | Plant Description | Fault | Repairs |
| 4122 | Backhoe Cat | Oil contamination | Remove and replace |
| 3965 | Garbage Truck | Oil leak | Remove weld and refit |
| 3962 | Isuzu | Loss of power 24v to 12v | Replace converter |
| 3949 | Dennis Fire Truck | Battery | Remove and replace |
| 4105 | Grader | Air hose | Wash down remove check valves clean retighten cutting edges |
| 4106 | Backhoe | Filters | Replace air filters |
| 4102 | Grader | Filters | Replace and check over |

BIOSECURITY

| ACTIVITY | LOCATION |
|--|---|
| Administration | Monthly report, mapping, BIS uploads, inspections and weeds loaded on Roam, email replies to relevant emails, review weed spraying program and plan of action, review relevant budget totals. |
| Public Awareness | New merchandise orders - bucket hats, beanies, caps. Current stock - weed books, flyers, jumpers, caps, stubby holders. Organising a presentation with Local Land Service - will include merchandise hand-outs. |
| Mapping | Weed information mapped, synced and uploaded to DPI. Updated ROAM weed program on both tablets - Chartis Technology. |
| Meeting | CWRWC, WAP Operational Group. |
| Training | Mentoring Forbes Shire Council - WAP, mapping, legislation. Em-train online - Biosecurity Toolbox Government Sector staff. |
| Roadside Inspections and On-ground Control, if Required | Continuous roadside inspections and control when required and environmental conditions allow. |
| Council Owned Land | Council owned/managed vacant land, cemeteries, town and village areas. |
| TSR Inspections | Henry Lawson Way, SH6, SH17, Driftway Road, Mary Gilmore Way. |
| Rail Inspections | Pullabooka to Caragabal. |
| Other High Risk Sites | Cemetery, silos camping areas, including National Parks and rest areas. |
| Slashing Spraying Program | Slashing in progress, organising shoulder spraying - weather permitting. |
| Sucker Control | Sucker spraying ongoing, treated on sighting, when conditions allow. |

13 ENVIRONMENTAL SERVICES REPORTS**13.1 DRAFT COUNCIL-RELATED DEVELOPMENT APPLICATION CONFLICT OF INTEREST POLICY**

| | |
|-----------------------|---|
| File Number: | C2.4.19 |
| Author: | Director Environmental Services |
| Authoriser: | Director Environmental Services |
| Attachments: | 1. DRAFT Council-Related Development Application Conflict of Interest Policy |
| CSP Objective: | Democratic and engaged community supported by efficient internal systems |
| Precis: | The draft Council-Related Development Application Conflict of Interest Policy has been publically exhibited and is reported to Council for adoption. |
| Budget: | Nil |

RECOMMENDATION

That:

1. Council note the report on the Council-Related Development Application Conflict of Interest Policy, including the consideration of the submission received as a result of the public consultation process.
2. Council formally adopted the Council-Related Development Application Conflict of Interest Policy as attached to this report, as a policy of Council.

RESOLUTION 097/23

Moved: Cr Diprose

Seconded: Cr Frame

That:

1. Council note the report on the Council-Related Development Application Conflict of Interest Policy, including the consideration of the submission received as a result of the public consultation process.
2. Council formally adopted the Council-Related Development Application Conflict of Interest Policy as attached to this report, as a policy of Council

CARRIED

PURPOSE

The purpose of this report is to present the Council-Related Development Application Conflict of Interest Policy to Council for adoption, along with details and comments on the submission received in relation to the draft policy as a result of the public consultation process.

BACKGROUND

In accordance with the Environmental Planning and Assessment Regulation 2021, Council must adopt and have a policy that specifies how conflicts of interest in connection with council-related development applications will be handled. The policy must comply with the requirements in the guidelines developed by the Department of Planning and Environment.

A draft Council-Related Development Application Conflict of Interest Policy was developed and presented to Council at its meeting held on 16 March 2023, where it was resolved to place the draft policy on public exhibition for a period of 28 days for the purpose of inviting submission from the community. It was further resolved that a further report be presented to Council with all submissions received at the conclusion of the public exhibition period for Council's further consideration and adoption of the policy.

The draft policy was publically exhibited from 22 March 2023 to 24 April 2023. The public exhibition included advertising in the Grenfell Record, on Council website and on social media. One (1) submission was received during the public exhibition period.

ISSUES AND COMMENTS

Review of Submission

A total of one (1) submission was received in relation to the draft policy as a result of the public consultation process. A summary of the issues raised in the submission along corresponding comments are provided below:

Issue 1

The Department of Planning and Environment – Council – related Development Application Conflict of Interest Guidelines (Guidelines), suggest implementing controls based on risk. Further Councils should implement different controls based on the level of risk with reference to risk categories (low, moderate, high, very high) and development types (non-controversial, small scale development, development of a certain value, without a commercial interest, controversial development, capital investment value and so on).

The proposed Draft Policy 10.7.1 appears to consider risk by applying a nominal development value and number of allotments. The development value of \$2 million and creation of ten allotments seems to be set rather high, as it would seem that most Council Development would fall within this grouping. Further this approach may encourage the staging of developments so as to fall within the nominated value thresholds and allotment range.

Assigning nominal values as a blanket rather than targeted approach (for example, complying or exempt development) is not, in my view, is not a suitable risk management approach.

Comment

The Environmental Planning and Assessment Regulation 2021 requires Council to address conflicts of interest in Council related development applications. The Regulation specifically refers to the following requirements:

- Councils must adopt and have a policy that specifies how conflicts of interest in connection with council-related development applications will be handled. The policy must comply with the requirements in the guidelines developed by Department of Planning and Environment;
- Council-related development applications must now be accompanied by either a management strategy statement, which explains how the council will manage potential conflicts of interest, or a statement that the council has no management strategy for the application;
- Councils must record conflicts of interest in connection with each council-related development application, and the measures taken to manage the conflicts, in their existing Development Application register; and
- Council-related development applications must be exhibited for a minimum of 28 days to ensure transparency during the assessment process.

As each Council and local government area is different and has unique local settings, it is up to each Council to decide what is appropriate in its circumstance when developing a policy. The draft policy has been developed to meet the requirements of the Environmental Planning and Assessment Regulation 2021, as outlined above.

The Department of Planning and Environment guidelines outline that Council could set their controls based on risk, types of development or capital investment value, however this is not mandatory. Implementing controls based on risk is open to interpretation and could potentially allow no management controls to be implemented for certain low risk developments. It is considered that the controls included in the draft policy achieve a suitable level of governance, noting that all Council-related development applications, regardless of whether they are considered to be low risk, have to be reported to Council for determination.

The reference in the draft policy to a capital investment value of \$2 million or less and in the case of a subdivision ten (10) allotments or less, only permits the assessment of a development application to be completed by Council staff. It is important to note that in accordance with the draft policy, any such applications would still need to be publically exhibited for a minimum of 28 days and also reported to Council for determination. It is considered that the controls provided in the draft policy provide sufficient governance and oversight of such applications.

With regards to the concerns raised regarding the staging of development, while this is unlikely, it is important to note that the draft policy would still require any Council-related development applications to be publically exhibited and reported to Council for determination.

Issue 2

The proposed Draft Policy 10.7.1 notes, that 'all council-related development applications will not be prepared by staff within Councils Environment Services Department. Applications are to be prepared by another Council Department or external consultant. I appreciate this approach may suit larger metropolitan and regional councils who have many departments. Weddin Shire Council is a small rural Council, and it would seem therefore appropriate for all development applications (exempting those of a minor operational nature - minor interior alternations, advertising signage etc) to be prepared by an external consultant. It is unclear

if Council staff in other 'Councils Departments' are suitably experienced and qualified to prepare development applications, and there may be the presumption of assistance and guidance from the Environment Services Department.

Comment

Clause 6.1(a) of the draft policy prevents staff from within the Environmental Services Department being involved with the preparation of a development application to ensure a level of separation between staff who prepare a development application and those who are required to assess such applications. The draft policy requires suitable records to be kept of any communication between the applicant and the assessing staff to ensure transparency.

In most cases Council does engage contractors to prepare plans and documents for lodgement with a development application. For certain developments, staff in other Council Departments have sufficient skills and knowledge to prepare and lodge a development application. Where this is not the case, an external consultant would be utilised. It not considered necessary for limitations to be placed on Council so that all development applications have to be prepared and lodged by an external consultant.

Issue 3

The proposed Draft Policy 10.7.1 as drafted, allows for another Council Department to prepare the Development Application for what is presumed to be mostly all development would wish to undertake and for Councils Environment Services Department and determine under staff delegation. This seems contrary to the aim of managing potential conflicts of interest and increasing transparency of the development process for council-related development.

Comment

Clause 6.1(a) of the draft policy prevents staff from within the Environmental Services Department being involved with the preparation of a development application. While other staff within Council can prepare and lodged development application, in most cases it is likely that an external consultant would be utilised to prepare the necessary plans and documentation. The draft policy requires suitable records to be kept of any communication between the applicant and the assessing staff to ensure transparency. All Council-related development applications are required to be publically exhibited for a minimum of 28 days and reported to Council for determination. It is considered that this provides sufficient transparency and governance to such applications.

Issue 4

The proposed Draft Policy 10.7.1 appears not to consider development where the Council has a commercial interest.

Comment

The draft policy relates to all Council-related development applications which is defined in the policy as:

- A development application, for which a Council is the consent authority, that is
- a) made by or on behalf of the Council, or

- b) for development on land, other than a public road within the meaning of the Local Government Act 1993 –
 - i. of which the Council is an owner, a lessee or a licensee, or
 - ii. otherwise vested in or under the control of the Council. The applicant developer (whether lodged by or on behalf of council), landowner, or has a commercial interest in the land the subject of the application, where it will also be the regulator or consent authority

Clause (a)(ii) of the definition describes that if Council has a commercial interest in the land the subject of the application, it will be subject to the requirements of the policy.

Issue 5

All of our villages and towns have significant cultural and environmental assets – and the community should have confidence the Weddin Shire Council as a developer is held to the same standard and processes of all developers within the shire.

Comment

It is agreed that villages and towns within the Weddin Shire do have significant cultural and environmental assets. It is considered that Council is already held to the same standards and processes as all other developers within the Shire. The draft policy will formalise and build upon a range of existing practices which Council already undertakes when assessing development applications for which it may have a conflict of interest, such as reported such applications to Council for determination. The draft policy will increase transparency and ensure Council is comply with its obligations under the Environmental Planning and Assessment Regulation 2021.

Issue 6

With reference to the comments and concerns outlined above, I should be grateful if the policy is reviewed with close reference to the Department of Planning and Environment – Council – related Development Application Conflict of Interest Guidelines, and revised the policy for controls based on risk and type of development – with reference to the circumstances specific to the type of development anticipated to be undertaken by the Weddin Shire Council.

Comment

The draft policy has been developed in accordance with the requirements of the Environmental Planning and Assessment Regulation 2021 including the guidelines issued by the Department of Planning and Environment. It is considered that the controls included in the draft policy are appropriate for all types of Council-related developments to ensure that the assessment process is open and transparent, noting that all such development must be publically exhibited and reported to Council for determination.

Review of Draft Policy

No specific changes to the draft policy are considered warranted as a result of the issues raised in the submission.

During the review of the policy a minor change was made to clause 6.1(a)(iii) to refer to capital investment value rather than construction value to ensure consistency throughout the policy.

POLICY/LEGAL IMPLICATIONS

In accordance with the Environmental Planning and Assessment Regulation 2021, Council must adopt and have a policy that specifies how conflicts of interest in connection with council-related development applications will be handled. The policy must comply with the requirements in the guidelines developed by Department of Planning and Environment. The draft Council-Related Development Application Conflict of Interest Policy presented for adoption complies with these requirements.

FINANCIAL/RESOURCE IMPLICATIONS

The policy, if adopted, will require certain development applications lodged by Council to be assessed by external parties. It is anticipated that this will increase the costs associated with the determination of such applications. Consideration of these additional costs will need to be budgeted for as part of each particular development application lodged by Council.

INTERNAL/EXTERNAL CONSULTATION

As described previously in this report, the draft policy was placed on public exhibition for the purposes of inviting submissions from the public. One (1) submission was received during the public exhibition period which has been considered in the previous sections of this report.

There was no other internal or external consultation required.

CONCLUSION

The draft Council-Related Development Application Conflict of Interest Policy was placed on public exhibition from 22 March 2023 to 24 April 2023. One (1) submission was received during the public exhibition period. The issues raised in the submission have been reviewed, with no changes proposed as a result. One minor change was made to the draft policy to ensure consistent wording throughout the policy.

It is recommended that Council formally adopt the Council-Related Development Application Conflict of Interest Policy, as a policy of Council.

13.2 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 2023.

Budget: Nil

BACKGROUND

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

Development Applications Determined by Council

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

| DA NO. | Applicant | Construction | Value (\$) | Address |
|---------|-----------------------------|--|------------|---|
| 5/2023 | Mr Karl Lupis | Subdivision of land into 5 lots | \$0 | LOT: 72 DP: 1148241 1D North Street GRENFELL NSW 2810 |
| 6/2023 | Geerlings Filmworks Pty Ltd | Proposed change of existing shed to dwelling, dwelling additions and land consolidation | \$400,000 | LOT: 2 DP: 377091 51 Forbes Street GRENFELL NSW 2810 |
| 9/2023 | Taylor Made Buildings | Dual Occupancy (Installation of two manufactured homes) | \$396,157 | LOT: 2 DP: 1072519 56 Quondong Road GRENFELL NSW 2810 |
| 11/2023 | Mr D G Strange | New Dwelling | \$594,000 | LOT: 4 DP: 1060910 91 Manganese Road GRENFELL NSW 2810 |
| 13/2023 | Mr R D Pace | Industrial buiding (vehicle repair station) and associated office and amenities building | \$250,000 | LOT: 27 DP: 1237971 Phil Aston Street GRENFELL NSW 2810 |

| DA NO. | Applicant | Construction | Value (\$) | Address |
|---------|----------------|--------------------|------------|--|
| 14/2023 | Mr N C Heatley | Dwelling Additions | \$80,000 | LOT: E DP: 336388 11 Rose Street GRENFELL NSW 2810 |

Complying Development Applications

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

| CDC NO. | Applicant | Construction | Value (\$) | Address |
|---------|-----------|--------------|------------|---------|
| Nil | | | | |

Construction Certificates

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

| CC NO. | Applicant | Construction | Address |
|--------|-----------------------------|--|--|
| 6/2023 | Geerlings Filmworks Pty Ltd | Shed, Water tanks, small deck and associated works | LOT: 2 DP: 377091 51 Forbes Street GRENFELL NSW 2810 |

14 DELEGATE(S) REPORTS

Nil

15 MINUTES OF COMMITTEE MEETINGS

15.1 COUNCIL COMMITTEE REPORT | REQUIRING ACTION - MINUTES OF THE WEDDIN SHIRE COUNCIL TOURISM COMMITTEE MEETING HELD ON 1 DECEMBER 2022 AND 27 APRIL 2023

File Number: C2.6.26

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments:

- Minutes of the Weddin Shire Council Tourism Committee Meeting - 1 December 2022
- Minutes of the Weddin Shire Council Tourism Committee Meeting - 27 April 2023

RECOMMENDATION

Except where otherwise dealt with, the Minutes of the Weddin Shire Council Tourism Committee Meeting of 1 December 2022 and the Minutes from the meeting held 27 April 2023 be noted and adopted as presented.

RESOLUTION 098/23

Moved: Cr McKellar
Seconded: Cr Best

Except where otherwise dealt with, the Minutes of the Weddin Shire Council Tourism Committee Meeting of 1 December 2022 and the Minutes from the meeting held 27 April 2023 be noted and adopted as presented.

CARRIED

FOR INFORMATION

The Weddin Shire Council Tourism Committee was held on 1 December 2022 and on 27 April 2023. The Minutes from these Meetings are attached for Council to note and adopt.

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| 15.2 COUNCIL COMMITTEE REPORT REQUIRING ACTION - MINUTES OF THE WEDDIN SHIRE COUNCIL HERITAGE COMMITTEE MEETING HELD 5 APRIL 2023 |
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File Number: C2.6.22

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments: 1. Minutes of the Weddin Shire Council Heritage Meeting of 5 April 2023

RECOMMENDATION

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

RESOLUTION 111/23

Moved: Cr Diprose
Seconded: Cr Howell

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

CARRIED

FOR INFORMATION

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

| |
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| 15.3 COUNCIL COMMITTEE REPORT REQUIRING ACTION - MINUTES OF THE HENRY LAWSON OF THE ARTS FESTIVAL COMMITTEE MEETING HELD ON 3 MAY 2023. |
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File Number: C2.6.32

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments: 1. Minutes of the Henry Lawson Festival of the Arts - 3 May 2023

RECOMMENDATION

Except where otherwise dealt with, the Minutes of the Henry Lawson Festival of the Arts Committee Meeting held 3 May 2023 be noted and adopted as presented.

RESOLUTION 112/23

Moved: Cr Kenah

Seconded: Cr Frame

Except where otherwise dealt with, the Minutes of the Henry Lawson Festival of the Arts Committee Meeting held 3 May 2023 be noted and adopted as presented.

CARRIED

FOR INFORMATION

The Henry Lawson Festival of the Arts Committee Meeting was held on 3 May 2023. The Minutes from this meeting are attached for Council to note and adopt.

16 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 ARIC APPOINTMENTS

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).

16.2 Mayoral Minute - Proposed business: Mobile Food Vending Vehicle

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).

RESOLUTION 101/23

Moved: Cr Frame

Seconded: Cr Diprose

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 ARIC APPOINTMENTS

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).

16.2 Mayoral Minute - Proposed business: Mobile Food Vending Vehicle

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).

CARRIED

Moved into Closed Council at 6:30pm

Moved to have a break at 6:31pm

Moved to return from break at 6:35pm

Moved: Cr Frame

Seconded: Cr Howell

CARRIED

Ms Vu left the room for item 16.2 at 6:42pm

Ms Vu entered the room at 6:55pm

17 RETURN TO OPEN COUNCIL**RECOMMENDATION**

The meeting return to Open Council.

RESOLUTION 102/23

Moved: Cr Best

Seconded: Cr Kenah

The meeting return to Open Council.

CARRIED

18 REPORT ON CLOSED COUNCIL**RESOLUTION 114/23**

Moved: Cr McKellar

Seconded: Cr Best

That Council:

1. Appoint Mr Ron Gillard as Chair of Council's Audit Risk and Improvement Committee at the remunerations stated within this report.
2. Appoint Mr John Oldfield as an Independent Member of Council's Audit Risk and Improvement Committee at the remunerations stated within this report.
3. Appoint Mr Les Hullick as an Independent Member of Council's Audit Risk and Improvement Committee at the remunerations stated within this report.
4. That interested Councillors provide their interest and complete questionnaire within 14 days to be considered at the June Council Meeting.

CARRIED

RESOLUTION 115/23

Moved: Cr McKellar

Seconded: Cr Best

1. That Council notes the General Manager's letter regarding her family's proposed business of a mobile food vending vehicle.
2. That Council approve a mobile food vending vehicle to be registered at 26 Star Street, Grenfell NSW 2810 independent from the General Manager, noting that no product(s) will be sold from the premises.
3. That Council notes that the mobile food vending vehicle is subject the relevant provisions under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*, *Local Government Act 1993*; *Food Safety Act 2003* and other relevant legislation and the correct approval pathway will be sought at the time by the applicant.

CARRIED

19 CLOSURE

The Meeting closed at **7:01PM**.

Moved: Cr Frame

Seconded: Cr Howell

CARRIED

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 29 June 2023.

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CHAIRPERSON