



MINUTES

Ordinary Council Meeting Thursday, 16 May 2024

Date: Thursday, 16 May 2024

Time: 5:00pm

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

ORDER OF BUSINESS

1 OPENING..... 4

2 ACKNOWLEDGEMENT OF COUNTRY..... 4

3 ACKNOWLEDGEMENT OF SERVICE..... 4

4 ATTENDANCE AND APPLICATIONS FOR LEAVE 4

5 CONFIRMATION OF MINUTES..... 6

6 DISCLOSURES OF INTEREST 6

7 PUBLIC FORUM..... 6

8 MAYORAL REPORTS/MINUTES 6

8.1 MAYORAL MINUTE - FORBES HOUSING FORUM 8-9 APRIL 2024 6

9 MOTIONS/QUESTIONS WITH NOTICE..... 8

9.1 NOTICE OF MOTION - UNDER LEVY OF RATES 8

9.2 NOTICE OF MOTION - UPGRADE OF IT TO AUTHORITY 7.1..... 10

10 GENERAL MANAGER REPORTS..... 13

10.1 DRAFT LEGISLATIVE COMPLIANCE POLICY 13

10.2 DRAFT WORK HEALTH & SAFETY POLICY 15

10.3 DRAFT CORPORATE UNIFORM AND DRESS POLICY 18

10.4 RESOLUTION REGISTER..... 20

10.5 ADOPTION OF THE PPE UNIFORM POLICY AND SUN PROTECTION POLICY 21

11 CORPORATE SERVICES REPORTS 24

11.1 QUARTERLY BUSINESS REVIEW STATEMENT (QBRS) AS AT 31 MARCH 2024..... 24

11.2 STATEMENT OF BANK BALANCES..... 30

11.3 RATES AND CHARGES COLLECTION - APRIL 2024..... 32

11.4 DRAFT SALE OR DISPOSAL OF COUNCIL ASSETS POLICY 35

11.5 DRAFT PROCUREMENT POLICY 37

11.6 DRAFT CONTRACT MANAGEMENT POLICY 40

12 INFRASTRUCTURE SERVICES REPORTS..... 43

12.1 INFRASTRUCTURE WORKS REPORT 43

13 ENVIRONMENTAL SERVICES REPORTS 60

13.1 DEVELOPMENT APPLICATIONS, CONSTRUCTION CERTIFICATES AND COMPLYING DEVELOPMENT CERTIFICATES 60

14 DELEGATE(S) REPORTS 62

15 MINUTES OF COMMITTEE MEETINGS 62

15.1	COUNCIL COMMITTEE REPORT REQUIRING ACTION - MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON 10 APRIL 2024.....	62
15.2	COUNCIL COMMITTEE REPORT REQUIRING ACTION - MINUTES OF THE HENRY LAWSON FESTIVAL OF ARTS COMMITTEE HELD 20 APRIL 2024.....	63
16	CLOSED COUNCIL	64
16.1	RENTAL ACCOMMODATION AT 3 WEDDIN ST GRENFELL.....	64
16.2	RFT 09/2024 - SUPPLY AND DELIVERY OF DGB20 AND DBS40 PAVEMENT MATERIALS TO THE GREENETHORPE-KOORAWATHA ROAD PROJECT	65
16.3	ENTERING INTO CONTRACT FOR BRIDGE CAPACITY ASSESSMENTS	65
16.4	COUNCIL COMMITTEE REPORT REQUIRING ACTION - MINUTES OF THE HENRY LAWSON FESTIVAL OF THE ARTS COMMITTEE MEETING HELD 10 APRIL 2024	65
17	RETURN TO OPEN COUNCIL	66
18	REPORT ON CLOSED COUNCIL	66
16.1	RENTAL ACCOMMODATION AT 3 WEDDIN ST GRENFELL.....	66
16.2	RFT 09/2024 - SUPPLY AND DELIVERY OF DGB20 AND DBS40 PAVEMENT MATERIALS TO THE GREENETHORPE-KOORAWATHA ROAD PROJECT	66
16.3	ENTERING INTO CONTRACT FOR BRIDGE CAPACITY ASSESSMENTS	67
16.4	COUNCIL COMMITTEE REPORT REQUIRING ACTION - MINUTES OF THE HENRY LAWSON FESTIVAL OF THE ARTS COMMITTEE MEETING HELD 10 APRIL 2024.....	68
19	CLOSURE.....	68

**MINUTES OF WEDDIN SHIRE COUNCIL
ORDINARY MEETING
HELD AT THE COUNCIL CHAMBERS, CNR CAMP & WEDDIN STREETS, GRENFELL
NSW 2810
ON THURSDAY, 16 MAY 2024 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 ACKNOWLEDGEMENT OF SERVICE

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

4 ATTENDANCE AND APPLICATIONS FOR LEAVE

ATTENDANCE

PRESENT:

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

IN ATTENDANCE:

Mr John Thompson (Director Corporate Services), Mr Luke Sheehan (Director Environmental Services), Mr Anthony Prpic (Acting Director Infrastructure Services), Ms Noreen Vu (General Manager) [via Microsoft teams]

APOLOGIES

RECOMMENDATION

THAT CR JASON KENAH IS AN APOLOGY FOR THE ORDINARY COUNCIL MEETING HELD 16 MAY 2024 BE MOVED.

RESOLVED

THAT CR JASON KENAH IS AN APOLOGY FOR THE ORDINARY COUNCIL MEETING HELD 16 MAY 2024 BE MOVED.

Moved: Cr Frame

Seconded: Cr Howell

THE MOTION WAS CARRIED

LEAVE OF ABSENCE

Cr Jason Kenah

LEAVE OF ABSENCE APPLICATION

RECOMMENDATION

That the Leave Of Absence Application by Cr Kenah for the Ordinary Council Meeting held 16 May 2024 be accepted.

RESOLVED

That the Leave Of Absence Application by Cr Kenah for the Ordinary Council Meeting held 16 May 2024 be accepted.

Moved: Cr Frame

Seconded: Cr Howell

THE MOTION WAS CARRIED

RECOMMENDATION

That the General Manager attend via Microsoft Teams for the Ordinary Council Meeting held 16 May 2024 be accepted.

RESOLVED

That the General Manager attend via Microsoft Teams for the Ordinary Council Meeting held 16 May 2024 be accepted.

Moved: Cr Diprose

Seconded: Cr Parlett

THE MOTION WAS CARRIED

5 CONFIRMATION OF MINUTES

RECOMMENDATION

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

RESOLUTION 087/24

Moved: Cr Best
 Seconded: Cr Parlett

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

THE MOTION WAS CARRIED

6 DISCLOSURES OF INTEREST

Nil

7 PUBLIC FORUM

Nil

8 MAYORAL REPORTS/MINUTES

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

File Number:

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

CSP Objective: Sustainable natural, agricultural and built environments

Budget: \$300 registration cost

RECOMMENDATION

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

RESOLUTION 088/24

Moved: Cr McKellar
 Seconded: Cr Howell

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

THE MOTION WAS CARRIED UNANIMOUSLY

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

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

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

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

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

9 MOTIONS/QUESTIONS WITH NOTICE**9.1 NOTICE OF MOTION - UNDER LEVY OF RATES****File Number:****Mover:** Cr Jan Parlett**Attachments:** 1. ATT 1 | QUESTION ON NOTICE | QBRS & UNDER LEVY OF RATES**CSP Objective:** Shire assets and services delivered effectively and efficiently**Budget:****MOTION**

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

When the under levy was picked up?

Exactly how much was the shortfall that was not collected?

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

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

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

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

RESOLUTION 089/24**Moved:** Cr Diprose**Seconded:** Cr Parlett

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

When the under levy was picked up?

Exactly how much was the shortfall that was not collected?

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

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

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

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

THE MOTION WAS CARRIED UNANIMOUSLY**SUPPORTING COMMENTS**

Cr Parlett did not provide supporting comments.

STAFF COMMENTS

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

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

When the under levy was picked up?

During the preparation of the Operational Plan.

Exactly how much was the shortfall that was not collected?

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

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

It was through the presentation of the Draft Operational Plan.

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

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

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

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

The advice was through a telephone conversation.

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

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

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

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

Could the GM advise Council:

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

RESOLUTION 090/24

Moved: Cr Cook

Seconded: Cr Diprose

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

Could the GM advise Council:

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

THE MOTION WAS CARRIED UNANIMOUSLY

SUPPORTING COMMENTS

Councillor Cook did not provide supporting comments.

STAFF COMMENTS

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

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

When were the tenders or quotations invited for this work?

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

When was the report and recommendation brought to Council?

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

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

Yes.

How was the tender accepted and payments arranged?

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

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

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

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

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

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

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

10 GENERAL MANAGER REPORTS**10.1 DRAFT LEGISLATIVE COMPLIANCE POLICY****File Number:****Author:** Arts and Tourism Officer**Authoriser:** General Manager**Attachments:** 1. DRAFT COMPLIANCE LEGISLATIVE POLICY**CSP Objective:** Democratic and engaged community supported by efficient internal systems**Precis:** To formalise the Council's approach to legislative compliance, ensuring alignment with legal and regulatory standards while promoting a culture of integrity, transparency, and accountability across all facets of operations.**Budget:** Nil**RECOMMENDATION**

That Council

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

RESOLUTION 091/24

Moved: Cr Best

Seconded: Cr Frame

That Council

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

THE MOTION WAS CARRIED UNANIMOUSLY**PURPOSE**

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

BACKGROUND

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

ISSUES AND COMMENTS

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

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

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

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

POLICY/LEGAL IMPLICATIONS

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

FINANCIAL/RESOURCE IMPLICATIONS

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

INTERNAL/EXTERNAL CONSULTATION

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

CONCLUSION

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

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

That Council

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

RESOLUTION 092/24

Moved: Cr Frame

Seconded: Cr Parlett

That Council

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

THE MOTION WAS CARRIED**AMENDMENT****MOTION**

Moved: Cr Cook

That Council defer the draft Work Health & Safety Policy to a later date.

THE AMENDMENT WAS NOT SECONDED - LAPSED

PURPOSE

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

BACKGROUND

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

ISSUES AND COMMENTS

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

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

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

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

POLICY/LEGAL IMPLICATIONS

The Policy relates to the following legislation:

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

FINANCIAL/RESOURCE IMPLICATIONS

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

INTERNAL/EXTERNAL CONSULTATION

The Staff and WHS Consultative Committee will be consulted at its next meeting. The Working Draft was provided to the workers at the Depot at the 9 May 2024 Safety Talk

discussion. The draft policy will be placed on public exhibition for a period of 28 days inviting internal and external submissions.

CONCLUSION

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

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

10.3 DRAFT CORPORATE UNIFORM AND DRESS POLICY

File Number:

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments: 1. ATT 1 | Draft Corporate Uniform and Dress Policy

CSP Objective: Shire assets and services delivered effectively and efficiently

Precis: The draft Corporate Uniform and Dress Policy has been developed to provide guidelines on acceptable and appropriate guidelines for Corporate staff.

Budget: Once adopted, a budget of approximately \$7,000 per annum.

RECOMMENDATION

That Council:

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

RESOLUTION 093/24

Moved: Cr Frame

Seconded: Cr Best

That Council:

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

THE MOTION WAS CARRIED

Cr Diprose – AGAINST

Cr Cook - AGAINST

PURPOSE

To seek Council's support to implement a Corporate Uniform and Dress Policy for Weddin Shire Council Staff. It is provided to Council for consideration and endorsement for public

exhibition. The draft Corporate Uniform Policy provides employees who work indoors with guidelines and framework for an appropriate uniform that provides adequate protection from workplace hazards and promotes a positive corporate image.

BACKGROUND

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

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

ISSUES AND COMMENTS

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

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

POLICY/LEGAL IMPLICATIONS

This is a new policy for Council.

FINANCIAL/RESOURCE IMPLICATIONS

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

INTERNAL/EXTERNAL CONSULTATION

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

CONCLUSION

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

10.4 RESOLUTION REGISTER

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

RECOMMENDATION

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

RESOLUTION 094/24

Moved: Cr Frame

Seconded: Cr Diprose

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

THE MOTION WAS CARRIED

PURPOSE

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

BACKGROUND

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

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

CONCLUSION

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

10.5 ADOPTION OF THE PPE UNIFORM POLICY AND SUN PROTECTION POLICY

File Number:

Author: Executive Assistant to the General Manager

Authoriser: General Manager

Attachments: 1. ATT 1 | PPE Uniform Policy
2. ATT 2 | Sun Protection Policy

CSP Objective: Shire assets and services delivered effectively and efficiently

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

Budget: Nil

RECOMMENDATION

That Council

1. Adopt the Personal Protection Equipment (PPE) Uniform Policy.
2. Adopt the Sun Protection Policy.

RESOLUTION 095/24

Moved: Cr Best

Seconded: Cr McKellar

That Council

1. Adopt the Personal Protection Equipment (PPE) Uniform Policy.
2. Adopt the Sun Protection Policy.

THE MOTION WAS CARRIED UNANIMOUSLY

PURPOSE

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

BACKGROUND

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

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

These Policies formalise the process moving forward and were provided on public exhibition in November 2023.

ISSUES AND COMMENTS

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

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

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

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

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

POLICY/LEGAL IMPLICATIONS

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

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

FINANCIAL/RESOURCE IMPLICATIONS

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

INTERNAL/EXTERNAL CONSULTATION

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

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

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

- Council has to ensure that they are providing maximum sun protection to all staff whilst working. The Cancer Council of Australia recommendation for best protection

to be fully covered if being exposed to UV/Sun light for more than 30 mins per day when the UV index is over 3.

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

CONCLUSION

That Council support the new PPE Uniform Policy and Sun Protection Policy. The PPE Uniform Policy and Sun Protection Policy provide clear guidelines on acceptable and appropriate WHS standards of dress for those employees and other persons working outside. That Council adopts the PPE Uniform Policy and the Sun Protection Policy as per attached.

11 CORPORATE SERVICES REPORTS

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

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

RECOMMENDATION

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

RESOLUTION 096/24

Moved: Cr Frame
Seconded: Cr Diprose

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

THE MOTION WAS 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 Quarter 3 Report is attached for Council's consideration and includes information on:

- Budgeted Profit and Loss by Program (Revised Budget)
- Profit and Loss as at 31 March 2024 by Fund (v Revised Budget)
- Statement of Financial Position by Fund as at 31 March 2024

- Contracts, consultants and legal budget review statement
- Reserves (Internal Allocations and External Restrictions)
- Council's capital program (new format to be improved as we continue to report to Council).

The Capital Program provides an update of projects in alignment to the information provided in the revised 2024 Operational Plan endorsed by Council at its February 2024 meeting. There are some minor variances to grants within its own funding stream proposed in this quarter. Council is provided the QBRS which may also include updates and amendments prior to the Council Meeting.

POLICY/LEGAL IMPLICATIONS

There are no direct policy or legal implications.

FINANCIAL/RESOURCE IMPLICATIONS

The following is a summary of financial and resourcing implications for Council.

PROPOSED BUDGET VARIATIONS

General Budget

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

- This value is based on the assumptions that AGRN 1034 Packages 2, 4, 5 and 7 remains the same however a future adjustment may need to be made. We will revise this as known in the June 2024 QBRs.

Governance and Corporate Services

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

Wages

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

Infrastructure

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

ONGOING BUDGET CONCERNS

Environmental Services

- The temporary closures of the Quandialla and Caragabal tips is a significant area of concern. Council resolved to create an external restriction for waste management and immediately internally allocated \$100,000 to domestic waste management. We plan to transfer a further amount of say \$150,000 in the 2025 year which will be

voted on in the June 2024 Council Meeting as part of our 2024 - 2025 Operational Plan.

- The costs to clean up the site in accordance to the EPA requirements and longer term ability to set up a waste management fund to deal with the future rehabilitation and post rehabilitation is currently unknown and a significant concern.
- To the above, noting that in past practices the waste management charges were diverted into the general fund to cover the cost of other areas. This practice can no longer happen and the extent of this practice will be further analysed and modelled with the revision of the Long Term Financial Plan. A separate fund called Waste Management Fund is anticipated to commence in the 2025 financial year. This will also be voted upon in the 2024 - 2025 Operational Plan in the June 2024 Council meeting.

Infrastructure Services

- Works with the RMCC continues however, the administration burden proving actual expenditure does not appropriately account for oncosts by council staff to administer our contract such as procurement activities, creditor payments and general business administration. The reduced square metre rate from \$100 per sqm to \$85 per sqm will have future implications for Council's ability to maintain the RMCC. A potential cost saving is the reduction in internal project management (contractor cost, accommodation and travel) which was previously outsourced to a contractor and now sits with an existing employee.
- Natural disaster repair works for AGRN-1034 have been submitted to TfNSW for close to \$32 million and currently some are still awaiting approval. There are additional repair works packages to be submitted. Though we anticipate that based on the revisions and approved packages to date this may reduce to \$23 million. Refer to Capital Works Program of this report for further details. The amount of works may see an increase in employee costs with overtime hours worked and/or additional staff to assist in the process.
- The Regional Emergency Road Repair Fund recently announced for \$2,755,267.00 (in addition to the \$1,966,645 under the RLRRP), has a significant limitation of a 2% project management/oncost. This could see Council absorbing much of the internal project management cost to deliver the project. Refer to Capital Works Program of this report for further details.
- Council is obligated to have an asset management strategy and plan through the Integrated Planning and Reporting Framework. The current asset management plans have not been reviewed since 2017 along with the Long Term Financial Plan as mentioned below. Council does not have an asset management strategy. As Director of Corporate Services, I will apply funding in the 2025 budget for this reason to be considered by Council in the June 2024 Council Meeting. This funding provision is essential to assist Council in complying with these and its ongoing Integrated Planning and Reporting requirements.

- Council's sewer fund will be a concern into the future as the costs to operate and maintain the new plant has proven to be costly. Again as was done so in the December 2023 QBRS, at this this stage, it is only flagged for awareness.

Corporate Services

- At the time of this writing report being produced Council has commenced a major IT upgrade with an upgrade to Authority 7.1 and server upgrade. A further three (3) Civica modules are anticipated in the 2025 financial year, one being an Asset Management program. This will assist us with the issues raised with the focus on an asset management plan, the capturing of accurate data and the accurate reporting of this. The costs to support the program upgrade and ongoing upkeep of the different modules will be appropriately costed as known and reported back to Council in the June 2024 QBRS and subsequently into the next financial year.
- Of the different modules to be introduced through the upgrade, will include asset management system (as mentioned) and a customer response management system. This will allow for customer responses to be notified when jobs are completed.
- As requested by Council at last month's meeting for detailed information on the undercharged rates for the 2023-2024 period. An error in the calculation of the Rating of ratepayers in the 2024 year was discovered in the preparation of the draft 2024 - 2025 Operational Plan and the setting of the 2025 rates. As reported to Council in the April 2024 meeting this was an undercharge to ratepayers in the order of approximately \$94,000.
- To clarify Council had obtained advice from the Office of Local Government as to the best way forwards to rectify this and the best way to report this matter should be reported to Council.
- The advice provided was that Council would do a 'catch up' process for the next financial year. The advice provided was that other Councils have had amounts into the millions which took several years to catch up. The advice provided was that it would be reported through the Draft Operational Plan and Annual Financial Statements. As such this will be rectified in the 2024 - 2025 Operational Plan and the rating charges set. The under collection of the 2024 year rates will be 'collected retrospectively' in the 2025 year.
- Council should note that the 2025 rating charges have been accurately calculated for the 2025 year. A process has now been established (created) within Corporate Services to ensure this error does not happen again.
- The Corporate Services consultant's budget will need to be reviewed into the future to ensure adequate expenditure to allow for obtaining assistance that is not grant funded. This interest earned in investments could provide the needed funds to ensure Council meets it's internal audit requirements and to manage any compliance actions directed by the Audit, Risk and Improvement Committee. This will be provisioned in the 2024 - 2025 Operational Plan and budget.
- Council's long term financial plan has not been reviewed since its inception in 2017. Best practice includes an annual review. Whilst a number of the works can be

undertaken in house, some assistance will need to be outsourced. Therefore it is important that the Corporate Services Consultants budget is supported with adequate resourcing. This will be determined in the near future. This will also be included in the 2024 - 2025 Operational Plan and budget which we note is out for Public Exhibition and will be voted on in the June 2024 Council meeting. This will also influence Council's Workforce Plan and will assist in developing a Business Continuity Plan.

- Early indication of the next local government elections shows that the costs are significantly increasing with pre polling potentially being introduced. At this stage, Council has put a budget into this financial year to accrue into the next financial year to soften the impact, however did not pre-empt pre polling. As a cost saving measure, the Council Chambers will be provided as a pre-polling venue.

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

CONCLUSION

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

11.2 STATEMENT OF BANK BALANCES

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

RECOMMENDATION

That Council note the information provided.

RESOLUTION 097/24

Moved: Cr Frame
 Seconded: Cr Diprose

That Council note the information provided.

THE MOTION WAS CARRIED UNANIMOUSLY

BANK BALANCES AS AT 30 APRIL 2024.

Bank Account	
Westpac Operating Account	\$512,573.39
Short Term Deposits	
CBA	<u>\$8,000,000.00</u>
Total	<u>\$8,512,573.39</u>

TERM DEPOSITS

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

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

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

TOTAL				\$8,000,000	
--------------	--	--	--	--------------------	--

11.3 RATES AND CHARGES COLLECTION - APRIL 2024

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

RECOMMENDATION

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

RESOLUTION 098/24

Moved: Cr McKellar
Seconded: Cr Best

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

THE MOTION WAS CARRIED

PURPOSE

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

BACKGROUND

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

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

ISSUES AND COMMENTS

The annual rate charges are set out within Council's 2023/24 Operational Plan.
The following provides a summary at 30 April 2024.

Rates Collected:

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

Reconciliation: Rates Charged, Collected and to be Collected:

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

POLICY/LEGAL IMPLICATIONS

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

FINANCIAL/RESOURCE IMPLICATIONS

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

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

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

Council rates and annual charges outstanding percentage (as at the third quarter on 2024) of rates collected has continued to deteriorate to about 14.1% in arrears (noting the OLG

benchmark of <10% of rates charged). Further analysis shows that the higher arrears percentage is in large part due to the significant arrears in 2023 rates that remain uncollected collected (representing 7.6% of the 14.1%). Only a further \$46,927 of the 2023 outstanding rates has been collected since 1 July 2023.

We put this down to the cost of living pressures experienced by ratepayers in 2024 causing an inability to pay outstanding 2023 rates. It needs to be noted that the payment in arrears of the 2024 rates is only 6.5% (which is well below the OLG benchmark) and very reasonable and comparable to the years prior to 2021.

INTERNAL/EXTERNAL CONSULTATION

This report is a monthly report to Council.

CONCLUSION

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

11.4 DRAFT SALE OR DISPOSAL OF COUNCIL ASSETS POLICY

File Number:

Author: Arts and Tourism Officer

Authoriser: Director Corporate Services

Attachments: 1. Draft Sale of or Disposal of Council Assets Policy

CSP Objective: Shire assets and services delivered effectively and efficiently

Precis: The Draft Sale or Disposal of Council Assets Policy has been developed to provide guidance to ensure the management of public assets are done so efficiently and responsibly. The policy will supersede the Policy for Procurement and Sale of Assets

Budget: Nil.

RECOMMENDATION

That Council

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

RESOLUTION 099/24

Moved: Cr Frame

Seconded: Cr McKellar

That Council

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

THE MOTION WAS CARRIED UNANIMOUSLY

PURPOSE

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

BACKGROUND

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

ISSUES AND COMMENTS

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

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

POLICY/LEGAL IMPLICATIONS

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

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

FINANCIAL/RESOURCE IMPLICATIONS

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

INTERNAL/EXTERNAL CONSULTATION

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

CONCLUSION

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

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

That Council

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

RESOLUTION 100/24

Moved: Cr Howell

Seconded: Cr Best

That Council

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

THE MOTION WAS CARRIED**PURPOSE**

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

BACKGROUND

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

ISSUES AND COMMENTS

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

1. Council actively promotes a culture of good governance and compliance, aligning with the Council's Integrated Planning and Reporting Framework.
2. Council proactively prevents, identifies, and responds to breaches of laws, regulations, codes, policies, and organisational procedures and standards within its procurement activities.
3. Council consistently upholds the highest standards of governance in all its procurement endeavours.

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

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

POLICY/LEGAL IMPLICATIONS

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

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

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

FINANCIAL/RESOURCE IMPLICATIONS

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

INTERNAL/EXTERNAL CONSULTATION

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

CONCLUSION

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

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

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

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

That Council

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

RESOLUTION 101/24

Moved: Cr Diprose

Seconded: Cr Frame

That Council

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

THE MOTION WAS CARRIED UNANIMOUSLY**PURPOSE**

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

BACKGROUND

The Draft Contract Management Policy outlines standardised procedures, from procurement to performance evaluation, ensuring transparency, compliance, and value for money. By

implementing this policy, Weddin Shire Council aim to optimise outcomes, minimise risks, and strengthen relationships with stakeholders. The effective management of contracts is essential to Council in maximising the benefits and achieving required objectives from contracts entered into by Council. The Draft Contract Management Policy provides further guidance to Council's Code of Conduct and Procedures relating to Contract Management.

ISSUES AND COMMENTS

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

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

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

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

POLICY/LEGAL IMPLICATIONS

The Policy relates to

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

FINANCIAL/RESOURCE IMPLICATIONS

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

INTERNAL/EXTERNAL CONSULTATION

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

CONCLUSION

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

policy underscores our commitment to prudent governance, operational excellence, and the delivery of value for the community.

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 2024 and planned works for May 2024.

RESOLUTION 102/24

Moved: Cr Parlett
Seconded: Cr McKellar

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

THE MOTION WAS CARRIED

EXECUTIVE SUMMARY

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

NATURAL DISASTERS

The Weddin Local Government Area has been impacted by a number of wet weather events and Natural Disaster declared events. When a Natural Disaster event is declared for Local Government areas, this means emergency repairs (to make safe only) are required to be completed within three (3) months of the declaration date.

Subsequent reconstruction works are a further claim that Council must apply to the NSW Government for approval and funding. In addition to this, a number of construction and maintenance projects scheduled have been impacted by weather, resourcing of staff, contractors and supplies.

Summary of events and progress of Storm Emergency Work:

AGRN - Event	Phase - Package	\$ Value (Subject to Change)	Status
030 - 4 August 2022 onwards	EW	\$184,777.81	Final claim approved in the amount of \$161,564.25 - received.
1034 - 14 September 2022 onwards	EW	\$719,993.85	<ul style="list-style-type: none"> - Additional photographic evidence is required for the claim to be finalised. - Council submitted required evidence to TfNSW.
1034 - 14 September 2022 onwards	EPA-RW - P2 General Works	\$1,850,539.82	<ul style="list-style-type: none"> - DCPM submitted scope of work to TfNSW for approval. - Scope includes: <ul style="list-style-type: none"> o Unsealed roads (non-priority) o Tree & vegetation clearing - Roads included are: <ul style="list-style-type: none"> • Abbots Lane • Adams Lane • Adams Lane North • Adelargo Road • Andersons Road • Arramagong Road • Back Piney Range Road • Bald Hills Road • Beazleys Lane • Bembricks Lane • Berendebba Lane • Bewleys Road • Bimbi-Caragabal Road • Caragabal-Quandialla Road • Bobelar Lane • Campbells Lane • Clay Pit Road • Dixons Lane • Dunkleys Lane • Eualdrie Road • Eves Lane • Gerrybang Road • Gerrybang Road-II • Gibraltar Rocks Road • Goodes Lane • Grants Lane • Grimms Lane • Hancock-Flinns Road • Hancock-Williams Road • Hazells Road • Healys Road • Heathcotes Lane

AGRN - Event	Phase - Package	\$ Value (Subject to Change)	Status
			<ul style="list-style-type: none"> • Holy Camp Road • Kangarooby Road • Major West Road • McCanns Lane • McDonalds Lane • Melyra Street • Napiers Road • O'Loughlins Lane • Peaks Creek Road • Piney Range Hall Road • Pinnacle Road • Reeves Lane • Sandy Creek Road • South Street • Taylors Road • Yambira Road
1034 - 14 September 2022 onwards	EPA-RW - P3 Priority Patches	\$8,828,278 Now: \$7,211,868.03	<ul style="list-style-type: none"> - \$7,211,868.03 upper limit is approved by TfNSW for Package 3. - CountryWide will start work on this package from 6 May 2024 beginning with Quandialla-Caragabal Road. - Repair work on Henry Lawson Way - Young will start in the third week of May 2024 by combining the scope of Natural Disaster and Block Grant funds. Contractors are asked to submit revised Quotations by 9 May 2024. - Scope includes: <ul style="list-style-type: none"> ○ Deaths Lane (80% completed by Council's own crew as Deaths Lane was unsafe) ○ Henry Lawson Way - Young ○ Henry Lawson Way - Forbes ○ Driftway Road ○ Morangarell Road ○ Quandialla-Caragabal Road
1034 - 14 September 2022 onwards	EPA-RW - P4 - North Patching	\$7,053,249.65	<ul style="list-style-type: none"> - With TfNSW for approval (31 Oct 2023). - Roads included in the package are: <ul style="list-style-type: none"> ○ Adelargo Road ○ Bald Hills Road - East West Ballendene ○ Bewleys Road

AGRN - Event	Phase - Package	\$ Value (Subject to Change)	Status
			<ul style="list-style-type: none"> ○ Goodes Lane ○ Gooloogong Road (MR237) ○ Hunters Road ○ Keiths Lane ○ Mortray Road ○ Muncks Lane ○ Piney Range Hall Road ○ Sandy Creek Road
<p>1034 - 14 September 2022 onwards</p>	<p>EPA-RW - P5 - South Patching</p>	<p>\$10,707,900.20</p>	<ul style="list-style-type: none"> - DCPM submitted scope of works to TfNSW for approval. - Scope of works include: <ul style="list-style-type: none"> ○ Back Piney Range Road ○ Berrys Road ○ Bimbi-Quandialla Road ○ Bimbi-Thuddungra Road ○ Bland Road ○ Edward Square, Greenethorpe ○ Eualdrie Road ○ Gambarra Road ○ Gerrybang Road ○ Gooloogong Road (R096/MR237) ○ Greenethorpe-Bumbaldry Road ○ Greenethorpe-Koorawatha Road ○ Grenfell Street ○ Holy Camp Road ○ Iandra Road ○ James Street ○ Martins Lane ○ Melyra Street ○ Murrays Lane ○ Newton Street ○ Nowlans Road ○ Old Forbes Road ○ Sale Street ○ Second Street ○ South Street ○ Talbot Street ○ Third Street ○ Tyagong Creek Road ○ Wirega-Greenethorpe Road

AGRN - Event	Phase - Package	\$ Value (Subject to Change)	Status
1034 - 14 September 2022 onwards	EPA-RW - P6 - Priority Unsealed	\$1,941,823 Now: \$1,103,072.01	<ul style="list-style-type: none"> - \$1,103,072.01 is approved from TfNSW for Package 6. - Scope includes medium and heavy formation grading of unsealed roads. - 80% of the work under this scope is already completed. Council will submit the interim payment claim for this Package in May 2024. - Roads included are: <ul style="list-style-type: none"> o Arramagong Road o Bald Hills Road o Barkers Road East o Barkers Road North o Gannons Lane o Lynchs Road o Maddens Lane o McCanns Lane o Napiers Road o Nealons Lane o Reeves Lane
1034 - 14 September 2022 onwards	EPA-RW - P7 - Drain Cleaning	\$1,550,000.00	<ul style="list-style-type: none"> - Council providing scope and photos. - Once all other packages are approved, Council will begin with scope of work.
1034 - 14 September 2022 onwards	EPA-RW - P7 - Sinking Culverts	TBC	<ul style="list-style-type: none"> - Council providing scope and photos. - Once all other packages are approved, Council will begin with scope of work.

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

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

STATE ROADS

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

MAJOR WORKS

Pullabooka Road Drainage and Resurfacing

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

Greenethorpe-Koorawatha Road Rehabilitation

- Project under Fixing Local Roads Round Three (3).
- The project involves the road length of 7.1km and Council has received funding for \$2.9M.
- Tree removal work has been completed.
- Pipes and culverts have been ordered and have arrived on site. Works have commenced on culvert extensions.
- Pavement works to commence following tender evaluation and award.

Nowlans Road Upgrade

- Project under Fixing Local Roads Round Four (4).
- The project involves the road length of 21.2km and Council has received funding for \$2.9M.
- Project planning work has commenced.
- Project work is expected to start in July 2024.
- Project works are expected to be completed by February 2025.

Arramagong Road Culvert Replacement

- Council has received the precast concrete box culvert cells at site.
- Creek bed is full of water.
- Council is planning to start construction works after Heathcotes Lane Culvert.

Heathcotes Lane Culvert Replacement

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

Weddin Shire Road Entry Signs

- Approval has been received from TfNSW for installing signs within the road reserve of State Roads.
- Contractor has completed the signage foundation.
- The Contractor, Armsign Pty Ltd, has installed five (5) signs in April 2024. The remaining fifteen (15) signs will be installed in May 2024.

Caragabal Shared Pathway

- Footpath construction of the share pathway has commenced. Almost 90% of the work has been completed.
- All the lighting of the footpath has been installed.
- Two (2) seats have been installed.
- Council is waiting for ARTC to install the rubber matting on the railway corridor. Once the work is concluded, Council will complete the remaining 10m construction (both sides of the railway corridor).

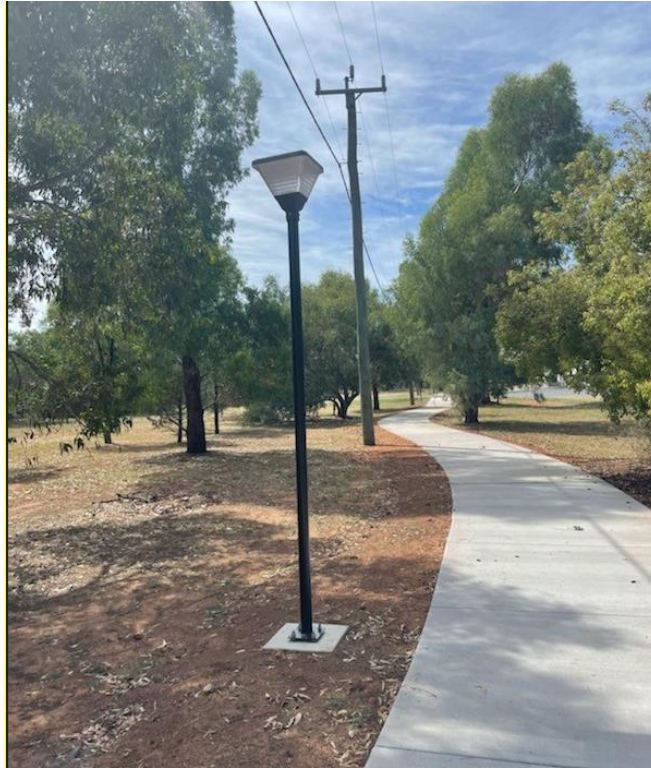


Photo: Caragabal Shared Pathway

Grenfell Cemetery Amenities

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



Water Meter Installation According to Water NSW Requirement

- Supply and install water meter at two (2) locations: Caragabal (Lic. No: 70CA614170) and Bogolong Dam (Lic. No: 70CA614157) according to Water NSW requirement. J & G Bowerman was awarded this contract on 8 August 2023 for up to \$21,554.94.
- Council held a community consultation and awareness meeting in Caragabal Hall on Tuesday, 14 November 2023 regarding water meter installation.
- Caragabal water meter was completed with a telemetry system in December 2023. Bogolong Dam work is in progress. In addition, recently Council completed the Company Dam (Lic No: 70CA615222) water meter installation in Grenfell's Caravan Park area. Currently waiting for road patching after soil stabilisation.

FOOTPATH /KERB AND GUTTER WORKS

Third Street, Quandialla

- Procurement process is ongoing to select a suitable construction contractor for kerb and gutter replacement.
- Council has nominated the project under Regional and Local Roads Repair Program (RLRRP) which has been approved by TfNSW.

ROAD MAINTENANCE WORKS

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

Maintenance Grading - Works Planned: 1 May – 31 May 2024

- Hancock Flinn Road
- Martins Lane
- Wheatleys Road

Gravel Re-sheeting

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

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

- Wards Lane
- Watts Lane

PARKS AND RECREATION

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

Park Maintenance

- Mowing, weeding and whipper snipped in parks and garden areas
- Mowed and whipper snipped the Cemetery grounds
- Mowed, weeded and whipper snipped Taylor Park
- Mowed and whipper snipped Vaughn Park
- Mowed and whipper snipped Proctor Park
- Mowed, weeded and whipper snipped Memorial Park
- Mowed and whipper snipped Rotary Park
- Mowed and whipper snipped Goodsell Park
- Mowed and whipper snipped SH6 Rest Stop
- Mowed, weeded and whipper snipped Rygate Square
- Mowed and whipper snipped Council Chambers
- Mowed and whipper snipped O'Briens Hill and Lookout
- Mowed, weeded and whipper snipped Endemic Garden
- Mowed, weeded and whipper snipped Sculpture Garden
- Mowed and whipper snipped Lawson Oval Top and Bottom
- Mowed, weeded and whipper snipped Henry Lawson's Birthplace
- Mowed and whipper snipped Railway Crossing on the Young Road
- Mowed and whipper snipped Warraderry Street Islands
- Mowed and whipper snipped Railway Free Camp (West Street)
- Mowed and whipper snipped Henry Lawson Way
- Mowed, weeded and whipper snipped Forbes Street Islands
- Mowed and whipper snipped West Street Dog Park
- Mowed and whipper snipped Company Dam Picnic Area
- Set sprinklers in Memorial Park
- Replaced faulty irrigation pump in Taylor Park
- Repaired sprinkler system in Rotary Park
- Weeded the daisies garden bed in Rygate Square

Town Maintenance

- Mulched all garden beds in Main Street
- Installation of irrigation in Main Street.
- Checked and fixed sprinklers in Taylor Park as well as Memorial Park
- Whipper snipped around all islands on the road within the Grenfell town area
- Whipper snipped around guard railing
- Started tree lifting, whipper snipping and mowing in laneways

Village Maintenance

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

PLANT REPORT

Plant Report			
Plant Number	Plant Description	Fault	Repairs
4106	Caterpillar Backhoe	Steering	Rebush and repair front end
3965	Garbage Truck	Service	Fully serviced machine
4106	Backhoe	Repair bonnet	Remove and straighten
5452	Trailer	Brakes	Rewire
5458	Trailer	Brakes	Rewire
2082	Nissan Patrol Ute	Gear box service	Serviced
3965	Garbage Truck	Trans service	Oil filter changed
3966	Water Truck	Sprayer not working	Changed overhead units
4113	Roller	Emergency beacon	Replaced
4107	Patch Truck	Engine faults	Replace turbo assy
3958	Western Star	Tarp	Replace switch
4121	Grader	2,500 hr service	Major service
3961	Isuzu	Oil leak	Replace seal assy
2082	Nissan	Hard to start	Replace glow plugs
2082	Nissan	Water pump	Replace
2082	Nissan	Clutch	Replace

Plant Report			
Plant Number	Plant Description	Fault	Repairs
	Fire Truck	Rego checks x 3	Passed
3957	Western Star	Tarp	New ropes fitted and bearings
3963	Isuzu	Clutch weak	Replace master & slave cylinder
4117	Toro	Throttle cable	Service and repair
4116	Toro	Service	Full service
4110	Toro	Service	Full service
4123	Kubota	Test drive & slasher fitment	Fit safety lights (new)
2109	Mitsubishi	5,000km service	Serviced (new)
3965	Iveco	Brakes	Adjust
2083	Nissan	Steering	Replace steering dampener and front shocks
5460	Cox 21' Mower	Pre-start	New
5461	Cox 19' Mower	Pre-start	New
4106	Cat Backhoe	Oil leak	Remove ram fit seal kit
2100	Hilux	Tail lamp	Remove & replace
2103	Hilux	Tail lamp smashed	Remove & replace
4102	Cat Grader	Service due	Full service
2102	Toyota	Brakes	Replace front pads
3957	Western Star	Cab air bags	Replace
5106	Water pump trailer	Motor	Fit new pump ass

BIOSECURITY

ACTIVITY	LOCATION
Administration	<ul style="list-style-type: none"> • Monthly report, mapping, BIS uploads, inspections and weeds loaded on Chartis Weeds Technology (app now live), email correspondence, review weed spraying program and plan of action, review relevant budget totals, communicate with DPI regarding new grant process and review/reply Service Requests.
Public Awareness	<ul style="list-style-type: none"> • Handing out merchandise to raise weed awareness. • Planning social media / letterbox drop campaign. (Noted weeds include: African Boxthorn, Silverleaf Nightshade, Bridal Creeper, St John’s Wort, Bathurst Burr, Blackberry, Blue Heliotrope, Devils Claw, Green Cestrum, Khaki Weed, Noogoora Burr, Coolatai Grass and Spiny Burr Grass). <p>Aim is to educate the community on what weeds are targeted through WAP, how we target them and offer a line of contact for property owners to communicate their concerns/requests regarding these weeds when they threaten their property from a local government pathway (ie. roadsides bordering paddocks). This will help to enable more effective targeting of priority weeds with a more direct approach hand-in-hand with property owners / the community.</p> <ul style="list-style-type: none"> • Use of dye implemented 7 March 2024 to assist in public awareness of Weeds Program.
	<ul style="list-style-type: none"> • Weed information mapped, synced and uploaded to DPI. • Working on inputting data when drone is used.
Meetings	<ul style="list-style-type: none"> • WAP Operational Meeting – Nyngan - 14 May 2024. • Central West Weeds Committee Meeting – Nyngan – 14 May 2024.
Training	<ul style="list-style-type: none"> • Cert III in Aviation (remote pilot) ongoing 12 months. • Continual in-house drone training. • Practical Drone Assessment – Toongi – 7 May 2024.
Private Property Inspections	<ul style="list-style-type: none"> • Informal inspections using drone for training. • Information packages for landholders to receive during inspections or on request. • Authorisation update in progress.

ACTIVITY	LOCATION
<p>Roadside Inspections and On-ground Control, if Required</p>	<p>Continuous roadside inspections and control:</p> <ul style="list-style-type: none"> • Adelargo Road • Back Piney Range Road • Bald Hills Road • Barkers Road • Bimbi-Quandialla Road • Bland Road • Brickfield Road • Burrangong Creek • Derribong Lane • Eualdrie Road • Gerrybang Road • Gooloogong Road • Greenethorpe-Bumbaldry Road • Heathcotes Lane • Henry Lawson Way • Hilder Road • Holy Camp Road • Iandra Road • McDonalds Lane • Mary Gilmore Way • Mid-Western Highway • Morangarell Road • Morans Road • Old Forbes Road • Pinnacle Road • Quondong Road • Schneiders Lane • Stock Route – (Multiple) • Tyagong Creek Road • Walshs Lane

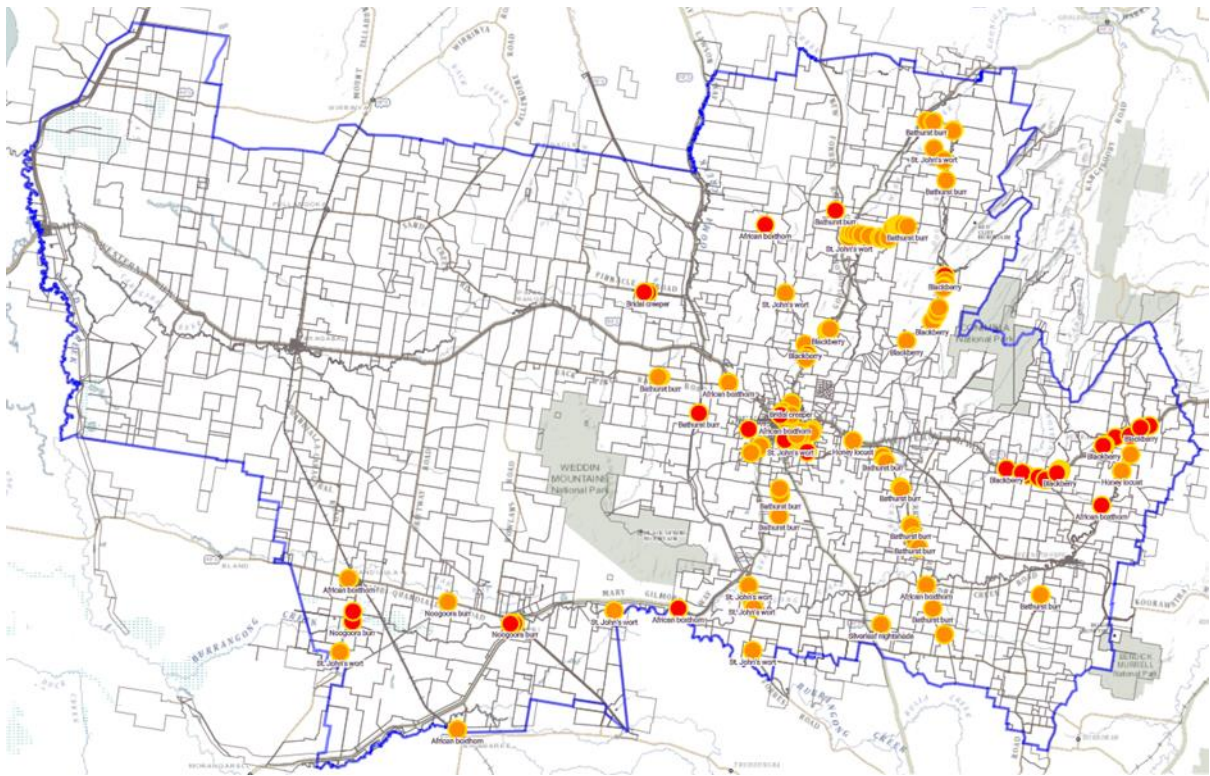
ACTIVITY	LOCATION
	<ul style="list-style-type: none"> • Wilsons Lane
Council Owned Land	<ul style="list-style-type: none"> • Council owned /managed vacant land, cemeteries, Grenfell and village areas.
TSR Inspections	<ul style="list-style-type: none"> • Stock Route Road, Driftway Road, Mortray Road,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

Biosecurity WAP targeted species and sucker control:

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

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

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



- Red: Alternate WAP Activities
- Orange: Spraying Activities

MAIN STREET UPDATE

RESOLUTION 070/24

Moved: Cr Frame

Seconded: Cr McKellar

Moved: Cr Frame

Seconded: Cr Diprose

For discussion as separate items:

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

THE MOTION WAS CARRIED UNANIMOUSLY

Disabled Parking in Main Street

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

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

CCTV

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

13 ENVIRONMENTAL SERVICES REPORTS

13.1 DEVELOPMENT APPLICATIONS, CONSTRUCTION CERTIFICATES AND COMPLYING DEVELOPMENT CERTIFICATES

File Number: T5
Author: Executive Assistant to the Director Environmental Services
Authoriser: Director Environmental Services
Attachments: Nil
CSP Objective: Sustainable natural, agricultural and built environments
Precis: List of development application, construction certificate and complying development application determined during the period 1 April to 30 April 2024.
Budget: Nil

BACKGROUND

Under s. 4.16 of the *Environmental Planning and Assessment Act 1979*, under delegated authority Council Officers can exercise the power to determine development applications and post consent certificates such as construction certificates and complying development certificates. The following provides a list of the development applications, complying development applications and construction certificate applications determined within the Weddin Shire during the month of April 2024.

Development Applications Determined by Council

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

DA NO.	Applicant	Construction	Value (\$)	Address
3/2024	Taylor Made Buildings	Dual Occupancy (detached – 2 dwellings)	\$497,408	LOT: 1 DP: 12368 17 Sout Street GRENFELL NSW 2810
8/2024	Mr GC Brenner	New Shed and rainwater tank	\$145,520	LOT: 800 DP: 754578 56 Derribong Land GRENFELL NSW 2810
13/2024	Mr PR Hedley	Construction of Principal Dwelling and Change of existing dwelling to secondary dwelling and new swimming pool	\$320,000	LOT: 12 DP: 1186800 27 Grimshaw Lane GRENFELL NSW 2810

Complying Development Applications

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

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

Construction Certificates

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

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

14 DELEGATE(S) REPORTS

Nil

15 MINUTES OF COMMITTEE MEETINGS**15.1 COUNCIL COMMITTEE REPORT | REQUIRING ACTION - MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON 10 APRIL 2024****File Number: C2.6.22****Author: Executive Assistant to the General Manager****Authoriser: General Manager****Attachments: 1. ATT 1 | Minutes_Heritage Committee Meeting | 10 April 2024****RECOMMENDATION**

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

RESOLUTION 103/24

Moved: Cr Diprose

Seconded: Cr Howell

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

THE MOTION WAS CARRIED**INFORMATION**

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

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

File Number: C2.6.32
Author: Executive Assistant to the General Manager
Authoriser: General Manager
Attachments: 1. ATT 1 | HLF Minutes - 20 April 2024

RECOMMENDATION

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

RESOLUTION 104/24

Moved: Cr McKellar
Seconded: Cr Howell

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

THE MOTION WAS CARRIED

INFORMATION

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

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 RENTAL ACCOMMODATION AT 3 WEDDIN ST GRENFELL

This matter is considered to be confidential under Section 10A(2) - c of the *Local Government Act 1993*, and Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

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

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

16.3 ENTERING INTO CONTRACT FOR BRIDGE CAPACITY ASSESSMENTS

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

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

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

RESOLUTION 105/24

Moved: Cr Diprose

Seconded: Cr Howell

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

16.1 RENTAL ACCOMMODATION AT 3 WEDDIN ST GRENFELL

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

that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

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

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

16.3 ENTERING INTO CONTRACT FOR BRIDGE CAPACITY ASSESSMENTS

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

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

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

THE MOTION WAS CARRIED

RECOMMENDATION

The meeting return to Open Council.

RESOLUTION 110/24

Moved: Cr Frame

Seconded: Cr McKellar

The meeting return to Open Council.

THE MOTION WAS CARRIED

17 RETURN TO OPEN COUNCIL

Returned to Open Council at 7:14pm

18 REPORT ON CLOSED COUNCIL**16.1 RENTAL ACCOMMODATION AT 3 WEDDIN ST GRENFELL****16.1 RENTAL ACCOMMODATION AT 3 WEDDIN ST GRENFELL**

This matter is considered to be confidential under Section 10A(2) - c of the *Local Government Act 1993*, and Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

RESOLUTION 106/2024

Moved: Cr Parlett

Seconded: Cr Frame

That Council:

1. Approve the request from the Grenfell Medical Practice to allow for 3 Weddin Street to be set up for temporary accommodation for locum doctors, allied health professionals and medical relief staff.
2. Delegate the General Manager to report on any major capital upgrade or renovation costs for prior approval that may be required before proceeding with any major maintenance work.
3. Council to undertake a walkthrough the property.

THE MOTION WAS CARRIED

CR COOK - AGAINST

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

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

RESOLUTION 107/24

Moved: Cr Diprose

Seconded: Cr Frame

That Council

1. Delegate the General Manager to accept the tender submitted by Glenella Quarry Pty Ltd.
2. Delegate the General Manager to enter into a contract to purchase 6,000 tonne DGB20 at a cost of \$250,800 GST inclusive.
3. Delegate the General Manager to enter into a contract to purchase 14,000 tonne of DGS 40 at a cost of \$523,600 GST inclusive.

THE MOTION WAS CARRIED**CR COOK – AGAINST****16.3 ENTERING INTO CONTRACT FOR BRIDGE CAPACITY ASSESSMENTS****16.3 ENTERING INTO CONTRACT FOR BRIDGE CAPACITY ASSESSMENTS**

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

RESOLUTION 108/24

Moved: Cr Frame

Seconded: Cr McKellar

That:

1. Council accept and sign a Contract with Integrity Testing for bridge capacity assessments; and
2. Council advise Central NSW Joint Organisation (CNSWJO) of its decision.

THE MOTION WAS CARRIED UNANIMOUSLY

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

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

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

RESOLUTION 109/24

Moved: Cr Frame
Seconded: Cr Best

That Council endorse the Minutes of the Henry Lawson Festival of the Arts Committee Meeting held 10 April 2024 excluding the Presidents Report Item 10.

THE MOTION WAS CARRIED

DIVISION required under the *Local Government Act 1993*/called by Cr Diprose

FOR: Crs Bembrick, Best, Howell, McKellar and Frame

AGAINST: Crs Cook, Diprose and Parlett

19 CLOSURE

Moved: Cr Diprose
Seconded: Cr Howell

THE MEETING CLOSED AT 7:18PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 20 June 2024.

.....
CHAIRPERSON