

8 September 2011

«Name»

«Title»

Dear «Intro»

**NOTICE** is hereby given that an **ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF WEDDIN** will be held in the Council Chambers, Grenfell on **THURSDAY NEXT, 15 SEPTEMBER 2011**, commencing at **5.00 PM\*** and your attendance is requested.

**Note: 4.00 pm – Presentation by Jenny Bennett on CENTROC activities.**

Yours faithfully

T V LOBB  
GENERAL MANAGER

B U S I N E S S

1. APOLOGIES
2. CONFIRMATION OF MINUTES - Ordinary Mtg 19 August 2011
3. ELECTIONS – Mayor, Deputy Mayor and Committees
4. QUESTIONS FROM THE PUBLIC
5. DECLARATIONS OF INTEREST
6. CORRESPONDENCE (As per Precis attached)
7. MOTIONS WITH NOTICE
8. MAYORAL MINUTE
9. REPORTS: (a) General Manager  
(b) Director Corporate Services  
(c) Director Engineering  
(d) Director Environmental Services  
(e) Delegates
10. MINUTES - Heritage Ctee Mtg, 9/08/11 (resubmitted)  
- Local Emergency Management Ctee Mtg, 5/09/11  
- Manex Ctee Mtg, 12/09/11  
- Town Works Ctee Mtg, 12/09/11
11. INSPECTIONS, MEETINGS AND DEFERRED ACTIVITIES
12. TENDERS AND QUOTATIONS
13. QUESTIONS
14. CLOSED COUNCIL
15. REPORT ON CLOSED COUNCIL
16. CLOSURE

# **GENERAL MANAGER'S REPORT FOR ANNUAL ELECTIONS OF MAYOR, DELEGATES AND COMMITTEES**

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The Mayor & Councillors  
Weddin Shire Council  
GRENFELL NSW 2810

Dear Councillors

## **1. Order of Business**

In accordance with the Local Government Act, the election by Councillors of the Mayor (and Deputy Mayor) is to be held during the month of September. Appointments of delegates and committee members are also usually made at this time.

In accordance with Council's Code of Meeting Practice, the elections are the first item of business.

**For Information**

## **2. General**

Information to assist Councillors is as follows:-

- the former Mayor retains his role until a successor is elected, and he may preside at the meeting until this time;
- it is suggested that the first item of business after determining the method of voting, be the election of the Mayor;
- the Mayoral Allowance has been fixed at \$21,770 pa (Councillor \$9,970 pa) for 2011/2012.
- the General Manager is the Returning Officer (as nominated in the Act).
- a nomination is to be made in writing by two or more Councillors (one of whom may be the nominee): suitable forms have been forwarded with the Business Paper;
- the nominee must indicate his consent to the nomination in writing;
- nominations should be handed to the Returning Officer before the meeting commences;
- where only one Councillor is nominated, the Councillor is elected;
- where there is more than one candidate the election is to proceed by ballot;
- the Council must resolve that the election proceed by either preferential ballot, ordinary ballot or open voting;
- the election procedure for the Deputy Mayor is the same as for the Mayor.

**RECOMMENDATION:** that the elections for Mayor and Deputy Mayor be determined by ordinary ballot as usual and other elections by open voting.

**3. Election of Mayor:**

The written nominations are dealt with as above.

**4. Election of Deputy Mayor:**

The written nominations are dealt with as above.

**5. Election of Delegates:**

Under the Local Government Act Council may only delegate to the General Manager. Where a staff member\* is to be selected as a delegate, the appointment should be for the “General Manager or delegate(s)”.

I have given recommendations on the presumption that most delegates will be the same.

**(a) Central Tablelands County Council (Central Tablelands Water):**

Delegates: Clrs McClelland, Hinde  
Comment: meets bi-monthly in Blayney, Cabonne and Weddin Shires by rotation. The delegates are appointed until the next local government election and receive an additional allowance of \$8,320 pa.

**For Information**

**(b) Arts OutWest**

Delegate: Clr Lobb  
Comment: Meets quarterly in Bathurst.

**RECOMMENDATION:**

It is recommended that Council’s delegate be re-appointed.

**(c) CENTROC (Central West Regional Organisation of Councils)**

Delegates: Mayor, General Manager (alternate – Deputy Mayor)  
Comment: Meets quarterly. An important example of local government cooperation.

**RECOMMENDATION:**

It is recommended that the delegates as listed be re-appointed.

**(d) CENTROC Health Workforce Group**

Delegates: Clrs Atchison, N Hughes  
Comment: Meets quarterly to discuss health and doctor related matters with health personnel and other councils.

**RECOMMENDATION:**

It is recommended that Council’s delegates be re-appointed.

(e) **CENTROC Weight of Loads Group**

Delegates: General Manager (Director Engineering\*), (alternate - Clr Simpson)  
Comment: Usually attended by technical officer ie Director Engineering.

**RECOMMENDATION:**

It is recommended that the General Manager (or delegate) and Council's alternate delegate be re-appointed.

(f) **Inter-Agency Health**

Delegate: Clr Lobb  
Comment: Meets quarterly or intermittently.

**RECOMMENDATION:**

It is recommended that Council's delegate be re-appointed.

(g) **Lachlan CMA Local Government Reference Group**

Delegates: Clr Niven, General Manager (Director Environmental Services\*)  
Comment: Established by Lachlan Catchment Management Authority with one elected and one technical representative. Meets 2 – 3 times per year.

**RECOMMENDATION:**

It is recommended that Council's delegates be re-appointed with the General Manager (or delegate) as the staff member.

(h) **Lachlan Regional Transport Committee**

Delegates: Clrs Simpson, D Hughes  
Comment: Meets quarterly on Saturdays at centres throughout the region. Rail reopening is a priority.

**RECOMMENDATION:**

It is recommended that Council's two delegates be re-appointed.

(i) **Lachlan Valley Noxious Plants Advisory Committee**

Delegate: Clr Halls  
Comment: Meets twice a year, with other Councils and some Government Authorities.

**RECOMMENDATION:**

It is recommended that Council's delegate be re-appointed.

**(j) Local Emergency Management Committee**

Delegate: General Manager (Director of Engineering\*)  
Comment: Established by State Emergency Management Committee. The Director Engineering has been appointed as the Local Emergency Management Officer and Chair of the LEMC.

**RECOMMENDATION:**

It is recommended that the General Manager (or delegate) be re-appointed as the LEMO and chair of the LEMC.

**(k) Local Traffic Committee**

Delegate: General Manager (Director Engineering\*) (Clr Simpson - observer)  
Other members: Police, RTA, Local Member's representative.  
Comment: Established by RTA. Meets as required, generally quarterly.

**RECOMMENDATION:**

It is recommended that the General Manager (or delegate) be re-appointed, and the Mayor be re-appointed as an observer.

**(l) Mid Lachlan Alliance (Forbes, Parkes, Lachlan, Weddin)**

Delegates: Mayor, Deputy Mayor and General Manager  
(alternates permissible).  
Comment: Meets quarterly. This Alliance is valuable to Council.

**RECOMMENDATION:**

It is recommended that the delegates as listed be re-appointed.

**(m) Mid Lachlan Valley Team Bushfire Management Committee:**

Delegates: Mayor, General Manager (Director Engineering\*)  
Comment: Established by Rural Fire Service. Meets two or three times a year with representatives of Rural Lands Protection Board, Country Energy, SRA, Department Bushfire Services, NPWS, Department Land and Water Conservation, Weddin Bush Fire Service and other bodies. Representative Rural Fire Service acts as Executive Officer. Combined committee with Forbes, Parkes and Lachlan Councils.

**RECOMMENDATION:**

It is recommended that the Council delegate be re-appointed with the General Manager (or delegate) as the staff member.

(n) **NetWaste**

Delegate: General Manager (Director Environmental Services\*)  
Comment: Meets at venues around the region with other council environmental officers. Joint tenders have been successfully arranged.

**RECOMMENDATION:**

It is recommended that the General Manager (or delegate) be re-appointed.

(o) **Weddin Landcare Committee**

Delegate: Clr D Hughes (alternative - Clr Clr Niven)  
Comment: Meets as required.

**RECOMMENDATION:**

It is recommended that Council's delegates be re-appointed.

(p) **Weddin Rural Fire Service Captains Meeting**

Delegates: Mayor, General Manager (Director of Engineering\*)  
Comment: Meets two or three times a year as arranged by Rural Fire Service.

**RECOMMENDATION:**

It is recommended that Council's delegates be re-appointed with the General Manager (or delegate) as the staff member.

(q) **Weddin Rural Fire Service Senior Management Team**

Delegates: Mayor and Deputy Mayor, General Manager (Director of Engineering\*)  
Comment: Established by Rural Fire Service. Meets once or twice a year to consider local resources.

**RECOMMENDATION:**

It is recommended that Council's delegates be re-appointed with the General Manager (or delegate) as the staff member.

(r) **Joint Council Rail Alliance**

Delegates: Mayor and General Manager  
Comment: Working with the Councils of Blayney, Cowra, Harden and Young to re-open the Blayney – Cowra – Demondrille rail line.

**RECOMMENDATION:**

It is recommended that the delegates as list be re-appointed.

**6. Appointment of Council Committee Members (under Clause 260 of the local Government Act)**

For Council committees of which all the members are councillors, the Mayor has the right to attend as a member, and to chair if he so desires. In addition, any councillor may attend these committee meetings as an observer. These arrangements do not apply to committees with staff or community members.

Charters stipulating memberships have been adopted by Council for all committees. Any proposal to alter the composition of a committee should be submitted with notice.

**(a) Council Property & Development Committee:**

Structure: 5 councillors, one per ward.  
Current appointees: Clrs Halls, N Hughes, Atchison, Crutcher, and Hinde.  
Comment: This committee covers all assets such as offices, residences, library, depot etc and economic development.

**RECOMMENDATION:**

It is recommended that the committee members be appointed with the ward co-councillors able to deputise.

**(b) Town Works Committee:**

Structure: All councillors from the town wards, (C, D and E wards).  
Current appointees: Clrs Simpson, Hinde, McClelland, Crutcher, Lobb and Atchison  
Comment: Meets monthly to deal with Grenfell matters prior to the Council Meeting. General Manager and Directors also attend.

**Note: the Town Works Committee has met only 7 times in the past year for an average duration of 32 minutes.**

**RECOMMENDATION:**

It is recommended that the Town Works Committee meet on an as required basis.

**7. Appointment of Advisory Committee Members (under Section 355 of Local Government Act)**

Councillor and community appointees to the following committees need to be determined.

**(a) Noxious Weeds Committee:**

Structure: 1 representative from each ward (co-councillor to deputise), 1 representative Weddin Landcare Group.  
Current appointees: Clrs McClelland, Crutcher, Halls, D Hughes and Atchison and Mr K Starr (WLG).  
Comment: Meets monthly or as required. Director Engineering and Noxious Weeds Officer also attend.

**RECOMMENDATION:**

It is recommended that the Council members be re-appointed.

**(b) Bush Fire Local Matters Committee:**

Structure:	1 representative from each ward (co-councillor to deputise), 2 staff and Rural Fire Service representative.
Current appointees:	Clrs Simpson, N Hughes, Halls, Crutcher and Hinde, General Manager, Director Engineering* and representative Rural Fire Services.
Comment:	Meets as required to consider brigade requests, equipment allocations and grant programmes.
Note:	The same staff members are being re-appointed by the General Manager.

**RECOMMENDATION:**

It is recommended that the Council members be re- appointed,

**(c) Floodplain Committee:**

Structure:	3 councillors, 3 staff* and 5 agency representatives
Current appointees:	Clrs Simpson, Niven, Atchison General Manager, Director Environmental Services*, Director Engineering*. Representatives Catchment Management Board, State Emergency Service, Department Infrastructure Planning and Natural Resources (2), Grenfell Landcare Group.
Comment:	Meets as required to review consultancy.
Note:	The same staff members are being re-appointed by the General Manager.

**RECOMMENDATION:**

It is recommended that the Council members be re-appointed.

**(d) Heritage Committee**

Structure:	5 councillors (one from each ward), 1 staff* 1 representative Historical Society, 3 community representatives Heritage Advisor (non-voting)
Current appointees:	Clrs Simpson, McClelland, N Hughes, Lobb and Niven Director Environmental Services* 1 representative Historical Society (I Pitt) Pam Livingstone, J Hetherington, A Hodgson Heritage Advisor.
Nominations:	Pam Livingstone, John Hetherington, Alan Hodgson
Comment:	This committee meets on a bi-monthly basis, to coincide with the visit of the Heritage Advisor.
Note:	The same staff member is being re-appointed by the General Manager.

**RECOMMENDATION:**

It is recommended that:-

- i) the Council members be re-appointed,
- ii) the community members be re-appointed.

(e) **Tourism Committee**

Structure:	5 councillors (1 per ward), 2 staff, 3 community representatives, 1 village representative (optional)
Current Appointees:	Clrs Simpson, N Hughes, McClelland, Lobb and Niven, Director Corporate Services and TPO*, Mrs L Eastaway, Mr J Hetherington, Mr P Diprose, Mr D Allen (Greenethorpe).
Nominations:	Lisa Eastaway, John Hetherington, Phillip Diprose,
Comment:	This committee meets on a bi-monthly basis to coincide with the Heritage Committee.
Note:	The same staff members are being re-appointed by the General Manager.

**RECOMMENDATION:**

It is recommended that:-

- i) the Council members be re-appointed,
- ii) the three community representatives be appointed.

**8. Appointment of Operational Committees (under Section 355 of the Local Government Act)**

Appointments to the following committees have been made under delegated authority where applicable:

(a) **Lawson Festival Committee**

Structure:	s.355 committee with separate constitution (adopted January 2006).
Membership:	Financial members in accordance with constitution.
Comment:	Functions as an independent committee under the approved constitution.

(b) **Grenfell Business Development Committee (GBDC)**

Structure:	s.355 committee with separate constitution (adopted September 2006).
Membership:	Financial members in accordance with constitution.
Comment:	Council resolved at its July 2011 Meeting to approve the GBDC's decision to discontinue as a s355 Committee.

(c) **Quandialla Pool Committee**

Structure:	s.355 committee with separate constitution.
Membership:	Financial members in accordance with constitution.
Comment:	Functions as an independent committee under the approved constitution, with appropriate delegations from the General Manager.

(d) **Caragabal Recreation Ground Committee**

Structure: s.355 committee with a separate constitution.  
Membership: Financial members in accordance with constitution.  
Comment: Functions as an independent committee.

(e) **Caragabal Water Supply Committee**

Structure: s.355 committee under a separate constitution (under preparation).  
Purpose: to provide raw water supply for garden use to residents of Caragabal.  
Membership: Financial members in accordance with the constitution.  
Comment: Functions as an independent committee under historical arrangements.

(f) **Occupational Health & Safety Committee**

Structure: 3 employer representatives (staff),  
3 employee representatives (staff).  
Previous appointees: employer – Director Corporate Services\*, Director Engineering\*,  
Director Environmental Services\*  
employee - M Horne, W Schneider, N Baker.  
observer – Clr D Hughes.  
Comment: Required under OH & S legislation. Meets three or four times per year.  
Note: The same employer representatives are being re-appointed by the General Manager.  
Council is invited to nominate an observer.

**RECOMMENDATION:**

It is recommended that the Council observer be re-appointed.

(g) **Award Restructuring Consultative Committee**

Structure: 1 employer representative (staff)  
6 employee representatives (HABSA 1, LGEA 1, USU 3, LGMA 1)  
Previous appointees: employer – Director Corporate Services\*  
HABSA – Director Environmental Services  
LGEA – Director Engineering  
USU – D Strange, W Schneider and V Carter  
IMM/LGMA – General Manager or Director Corporate Services  
observer – Clr Atchison  
Comment: Required by Award. Meets 3-4 times per year.  
Note: The same employer representative is being re-appointed by the General Manager.  
Council is invited to nominate an observer.

**RECOMMENDATION:**

It is recommended that the Council observer be re-appointed.

**(h) Manex Committee**

Structure: 4 staff members\*, Mayor as observer.  
Current appointees: General Manager and all 3 Directors, Clr Simpson (observer).  
Comment: Meets monthly to review the management plan, consider corporate and organisational matters affecting all departments and advise Council where appropriate.  
Note: The same four staff members are being re-appointed by the General Manager.  
The Mayor is invited to attend as an observer.

**(i) Australia Day Committee**

Structure: 1 staff\* and representatives of Historical Society, CWA, Rotary Club, Lions Club, Cadets.  
Current appointees: Council – TPO\*,  
Other representatives as nominated by clubs.  
Comment: Meets as required to organise the annual Australia Day ceremony and activities.  
Note: The same staff member is being re-appointed by the General Manager.

**For Information**

**(j) Art Gallery Management Committee**

Structure: up to 3 community members, 1 staff\*  
Current appointees: Mrs C Lobb, Mrs J Mitton,  
Staff – General Manager  
Nominations: Mrs C Lobb, Mrs J Mitton  
Comment: Meets monthly or as required to organise exhibitions at the Grenfell Art Gallery.  
Note: The nominees are being re-appointed by the General Manager

**(k) Cinema Management Committee**

Structure: up to 4 community members, 1 staff\*  
Current appointees: Mrs M Moffitt, Mr W McSpadden, Mr J Dawes  
Staff – Director Corporate Services\*  
Nominations: Nil  
Comment: Meets monthly or as required to organise showings at the Cinema.  
Note: Fresh nominations are being sought.

**For Information**

**(j) Conduct Review Committee**

Structure: sole reviewer, or minimum 3 appointees, from approved pools  
Current appointees: appointed as and when required  
Pool of sole reviewers: Messrs Gerry Holmes, David Clarke, Gary Byrne, Paul Crennan.  
Pool of panel members: As above, and also:-  
Mesdames Alicia Hendy, Rosemary Walter, Messrs Doug Freudenstien, Graham Grimm, David Taylor, Ted Franks, Barry Jones (senior), Keith Engelsman.  
Comment: Appointed by General Manager from the approved pools.

**9. Community Organisations as Section 355 Committees or agents:**

Organisations: Grenfell Historical Society (for Grenfell Museum)  
Grenfell Rotary Club (for Rotary Park, Rest Area)

New committees: Nil

Comments: - the Grenfell Historical Society and Grenfell Rotary Club are incorporated bodies and are not covered under Council's insurances.

**RECOMMENDATION:** it is recommended that the following community organisations be reappointed under Section 355 of the Local Government Act, to act as Council's agents for the general purposes as stated:

- i) Grenfell Historical Society - to operate, manage and maintain the Grenfell Museum;
- ii) Grenfell Rotary Club - to assist with the provision and maintenance of equipment and facilities at Rotary Park and the Grafton Street Rest Area;

**10. Nomination of Voluntary Workers:**

**RECOMMENDATION:** it is recommended that the following individuals, or members of the following organisations, be authorised as voluntary workers for approved projects and Council's insurance policies be so noted:

Mr A Stien (Iris Gardens)  
Caragabal Tidy Village Committee  
Grenfell Tidy Towns Committee  
Greenethorpe Tidy Towns Committee  
Quandialla Tidy Towns Committee  
Bimbi Tidy Towns Committee  
Quandialla Progress Association  
Greenethorpe Hall Committee  
Endemic Garden Committee  
Quandialla Pool Committee  
Grenfell Historical Society  
Caragabal Recreation Ground Committee  
Grenfell Rotary Club  
Grenfell Lions Club  
Caragabal Promotions Group

Grenfell Urban Landcare Group  
Friends of Grenfell Library  
Mens Shed Committee  
Art Gallery Committee and Volunteers  
Cinema Committee and Volunteers

**T V LOBB**  
**GENERAL MANAGER**

## **QUESTIONS FROM THE PUBLIC**

Council has resolved that a ten minute “question time” be allowed at the beginning of each meeting, where members of the public can put their concerns before Council for discussion on the following basis:

- Requests to speak to be submitted in writing at least ten (10) days prior to the meeting.
  - Requests to be accompanied by a copy of any questions.
  - Each speaker to be allowed three minutes.
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The following requests have been received:-

Nil

## **DECLARATIONS OF INTEREST**

A Declaration of Interest form has been forwarded with the Business Paper, for completion prior to the meeting.

Completed forms may be declared and handed in at this point.

**SUMMARY OF CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING  
OF THE WEDDIN SHIRE COUNCIL HELD, 15 SEPTEMBER 2011**

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**CORRESPONDENCE**

1. Trade and Investment, Regional Infrastructure and Services, A3.6.58: Referring to your application for funding under the Business Growth Program to hold a series of four (4) business development workshops in Grenfell between November 2011 and April 2012.

I am pleased to inform you that the application has been successful to provide financial assistance of up to \$4,800 towards the costs of holding the Grenfell Business Development Workshop Series.

The Department wishes Weddin Shire Council every success with the Grenfell Business Development Workshop Series.

**RECOMMENDATION:** that the grant funding offer \$4,800 (GST exc) be formally accepted.

2. Gordon Garling Moffitt, P2.6.1: Concerning the property Dalton Street, Grenfell. We advise that Luke McCann has exchanged contracts for the sale of the above property and enclose Discharge of Mortgage for approval and signature by the Mayor and yourself.

The parties are anxious to settle as soon as possible and would be pleased to receive the signed Discharge.

**Note: the Discharge has been signed and returned.**

**RECOMMENDATION:**

Confirm Action

3. Janet Anthony, P2.1.3: Concerning the use of Taylor Park on 2 October 2011 for the purpose of my wedding ceremony.

I feel that the charge for the use of the park is quite high as we will only be there for around 1 to 1.5 hours and the reception will be held at my residence.

Please consider the cost for the park on this day as it is a public park and we will leave the area as we find it.

**Note: the set charge in Council's 2011/2012 Management Plan is \$210 with a refundable bond of \$270.**

**RECOMMENDATION:** that in view of the circumstances the bond be waived on this occasion.

4. Shires Association of NSW, C2.1.9: Advising that a number of Councils met with representatives from the Australian Election Company in Sydney this morning to hear their presentation about offering their services so that Councils could consider having them conduct their Local Government elections in September 2012.

**Copy forwarded to Councillors**

5. Clr Phyllis Miller, E Division, C2.1.9: Reporting on a meeting of the LGSA in Sydney with the Queensland-based Australian Election Company (AEC Co), which provides election services to Government corporate entities throughout Australia. There were around 70 LGA representatives in attendance.

**Copy forwarded to Councillors**

6. Bland Creek Catchment Committee, E3.9.4: Enquiring if there is an interest from your organisation, in nominating a Councillor or staff member to participate in our catchment management committee as a Local Government representative.

Clr David Taylor was an integral member of our committee several years ago and since his retirement, Weddin Shire has been unrepresented at our meetings, which number 3 – 4 per year.

Presently, we are working with Weddin Shire Council on organising the Sustainable Lifestyle Expo which is scheduled for October, 2011 in the Railway precinct.

We would appreciate if you would consider joining landholders LCMA, Department of Agriculture and Temora, Bland and Young Shire Council representatives as they continue to play an active role in Natural Resource Management issues in the Bland Creek Catchment.

**SUMMARY OF LATE CORRESPONDENCE TO BE PRESENTED TO THE  
ORDINARY MEETING OF THE WEDDIN SHIRE COUNCIL HELD 15 SEPTEMBER  
2011**

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**RECOMMENDATION:**

It is recommended that the late correspondence be received and dealt with because of the urgency of the matters.



8 September 2011

The Mayor and Councillors  
Weddin Shire Council  
GRENFELL NSW 2810

Dear Councillors

I wish to report as follows: -

**1. LGMA Annual Conference, P1.2.4**

I attended the Annual Conference in Sydney of the Local Government Managers Association (NSW) on 23-25 August 2011.

Brief summaries of the main presentations are as follows:-

- Minister for Local Government Don Page commended the participants of Destination 2036 and hopes to have an Action Plan for public comment by late October. He has commissioned an infrastructure audit of all councils and is introducing an interest rate subsidy for loans,
- an interesting session on community and staff attitudes at councils under administration,
- several sessions on workplace culture and workforce planning,
- economic forecasting by Dr Chris Caton,
- a workshop on Destination 2036 outcomes, introduced by Ross Woodward. This movement is gathering momentum and will not be allowed to stop,
- an update on the new Public Interest Disclosures Act by the Deputy Ombudsman,
- problems with the Code of Conduct and misuse for political purposes,
- an inconclusive session on Executive Mayors,
- a presentation by Local Government Superannuation with an indication that the Defined Benefits levy would be repaid more quickly if last year's growth can be maintained.

The conference was a good chance for networking and discussing the many problems confronting local government today.

**For Information**

**2. Integrated Planning and Reporting, C2.10.7**

Council's consultant is currently assessing feedback from the public consultation process, including visits to three villages, two sessions in Grenfell, surveys from the Henry Lawson High School and on-line responses.

A meeting with Councillors was held in July to discuss governance and a meeting with senior staff has been held to consider the scope of all the information received. Further meetings with indoor and outdoor staff will be held shortly to complete the consultation process.

**For Information**

**3. Local Government Reform Fund, A3.4.6**

Council was previously advised that a fully funded Asset Management Maturity and Gap Analysis (value \$8,000) and a cash grant of \$30,000, had been approved for Weddin Shire Council.

The initial Gap Analysis was carried out on 29 August and a report has been supplied for submission to the Division of Local Government. A second Gap Analysis will be carried out in 2012 to measure Council's progress.

As part of this assistance two places at no cost are available for staff training. Other staff members are also nominating to attend with the cost involved to be covered by the grant.

Council's staff have also been advised that assistance is available to complete the Asset Management policy and Plan, as well as other necessary tasks. Suitable consultants(s) will be engaged as appropriate, with expenses payable from the approved grant.

**For Information**

**4. Grenfell Doctor Situation, H1.1.2**

As reported to Council's August Meeting, an Australian based female doctor responded to the recent advertising campaign and expressed interest in part-time work at Grenfell as a contractor.

The doctor visited Grenfell on 15 August with her husband, a qualified pharmacist. The doctor was quite satisfied with the surgery, the hospital and the Day Care Centre, but unfortunately she decided not to take up the position, primarily for personal reasons.

The Area Health Service has been contacted for an ongoing update on the doctor from Africa who has applied to come to Grenfell. The Service advises that their recruitment agency is expediting the matter so as to receive payment as soon as possible, and negotiations with Ochre Health have not progressed in view of the pending doctor.

At this stage staff efforts are being directed towards the completion of the plans and specifications for the new house to enable tenders to be invited as soon as possible. Once this process is under way the upgrading of the Burrangong Street surgery will be prioritised.

**For Information**

**5. Accommodation for New Doctor, P2.12.16**

Previous reports refer.

Acting under delegation authority, the Mayor and Deputy Mayor together with the Director Environmental Services selected a block of land (lot 117) in Lawson Estate.

Council's solicitor has been requested to expedite the purchase.

**RECOMMENDATION:**

It is recommended that the purchase of lot 117 in Lawson Estate be endorsed and the purchase documents be executed under seal of Council.

## **THE GENERAL MANAGER'S ORDINARY REPORT**

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### **6. Report from CENTROC, C2.7.3:**

The Executive Officer of CENTROC, Jenny Bennett will give a presentation to Councillors at 4.00 pm immediately prior to the Council Meeting.

The presentation will address CENTROC's achievements throughout the region with special attention to the Weddin Shire.

**For Information**

### **7. November Council Meeting, C2.8.1**

The November Council Meeting is scheduled to fall on 17 November 2011. This date coincides with the National Local Roads and Transport Congress at Mt Gambier from 16 – 18 November which will be attended by the Mayor and a senior staff member. This will cause them to miss the Council Meeting unless it is moved.

There are no five week spaces between meetings either side of the November Meeting, so it is not convenient to move it back or forwards a week.

Following discussions with the Mayor, the best option may be to defer it to the following Monday.

### **RECOMMENDATION:**

It is recommended that the November Council Meeting be deferred to Monday 21 November 2011.

### **8. Options for Committee Meetings, C2.6.1**

The succeeding report item 9 discusses possible options for reducing the number of councillors. Most councillors would accept that Weddin Shire Council could continue to operate quite effectively with nine councillors but there may be a need for changes, possibly to the Council Committees if there were only seven councillors.

The current arrangements are as follows (in relation to the monthly Council meeting):

- the Town Works Committee meets monthly on the Monday preceding,
- the Heritage and Tourism Committees meet bi-monthly on the Tuesday week preceding,
- the Noxious Weeds Committee meets bi-monthly, usually on the Monday preceding.

As there will no longer be wards in the new Council, the following suggested arrangements may be worth considering for seven councillors:-

- discontinue the Town Works Committee,
- appoint all councillors to all committees (some could continue to also include community and staff representatives),
- hold all regular committee meetings on a single day every two months,
- delegate appropriate authorities to these committees to expedite action.

Other options may be equally applicable.

**For Information**

### **9. Number of Councillors, C2.2.1**

As reported to Council's July Meeting, the Local Government Act has been amended to enable councils, in some circumstances, to make an application to the Minister for Local Government for approval to reduce the number of their councillors without the need for approval at a constitutional referendum. Council resolved at the July Meeting that a report be prepared on a possible reduction of the number of councillors.

A survey was undertaken to provide Council with information about other councils in the CENTROC group. The results of that survey are set out in the accompanying schedule, using population and budget expenditure as indicators. The comparisons are fairly elementary and are not proposed as conclusive.

There seems to be general agreement in the industry that it is best to have an odd number of councillors to do away with the need for the Mayor to have a casting vote. If this general opinion is accepted then Weddin Shire could be considered as requiring either 7 or 9 councillors. The comparisons for these options are also included in the schedule, together with the averages for the other councils. It can be seen that both options are well below the averages of the other councils.

To formally reduce the number of councillors, Council must take the following steps:-

- i) pass a motion of intention,
- ii) give 42 days public notice of the proposal,
- iii) advertise and exhibit broadly,
- iv) consider submissions and pass the actual resolution,
- v) forward advice of this action to the Minister, together with a summary of submissions received and comments on those submissions, by 28 November 2011.

#### **RECOMMENDATION:**

It is recommended that Council determine its preferred number of councillors.

Should that number be less than 10, it is then recommended that Council publicly notify its intention to pass the following resolution, in accordance with section 224A of the Local Government Act:-

“that Weddin Shire Council apply to the Minister for Local Government for approval to reduce the number of councillors from 10 to ---”.



## **THE GENERAL MANAGER'S ORDINARY REPORT**

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### **10. Annual Returns of Disclosure Interest, C2.2.2**

The annual returns are required under the Act to be lodged by 30 September 2011 by all councillors and other designated persons.

Returns have now been submitted by all councillors and designated persons.

The returns are available for inspection by the public.

**For Information**

### **11. Leave Application, P4.10041/P4.10015**

Application is made for annual leave from 4 October to 4 November 2011.

#### **RECOMMENDATION:**

It is recommended that the application for leave be approved.

It is further recommended that Mr Glenn Carroll be appointed as the Acting General Manager with the same delegations from Council as for the General Manager.

# THE DIRECTOR CORPORATE SERVICES' ORDINARY REPORT

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8 September 2011

The General Manager  
Weddin Shire Council  
GRENFELL NSW 2810

Dear Sir

I wish to report as follows: -

## 1. Statement of Bank Balances as at 31 August 2011:

Bank Account	
Westpac	<u>\$688,819.96</u>
Investments	
Westpac	<u>6,000,000.00</u>
<b>Total Investments</b>	<b><u>\$6,000,000.00</u></b>

## CERTIFICATE OF RECONCILIATION

I certify that the Cashbook for each Bank Account has been reconciled with the appropriate Bank Statement as at 31 August 2011.

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

**For Information**

## 2. A Summary of Income For The Month of August follows:

Rates Receipts	725,218.88
Accounts Receivable	58,793.10
Government Grants	755,147.35
Agency Collections	38,570.39
Caravan Park Fees	4,054.00
Interest on Investments	46,790.68
Metal Recycling Income	12,775.73
Workers Compensation Reimbursement	5,773.68
Other Income	23,832.61
<b>Total</b>	<b><u>\$1,670,956.42</u></b>

**For Information**

## THE DIRECTOR CORPORATE SERVICES' ORDINARY REPORT

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### 3. Roads and Other Expenditure 2010/2011:

Following are the final figures as at 30 June 2011.

<b>ITEM</b>	<b>VOTE</b>	<b>EXPENDITURE</b>
Rural Roads Maintenance	513,518	361,498
Grenfell Town Streets Maintenance	167,492	132,153
Village Maintenance - Caragabal	6,000	4,052
Village Maintenance - Greenethorpe	8,690	5,098
Village Maintenance - Quandialla	6,000	9,218
Garbage/Recycling Collection	106,760	106,916
Greenethorpe Collections	8,500	5,906
Trade Waste Collection	23,000	15,831
Grenfell Waste Depot Manning/Plant Hire	105,000	103,591
Tips Working Expenses	29,000	28,342
Grenfell Cemetery Maintenance	15,000	19,170
Grenfell Lawn Cemetery Maintenance	13,000	17,196
Noxious Plants	75,000	61,472
Parks & Gardens	183,460	200,391
Library Expenditure	109,169	94,209
Baths Income	-24,000	19,563
Baths Expenditure	123,976	102,840
Caravan Park Income	-46,000	56,911
Caravan Park Expenditure	66,465	68,111

## THE DIRECTOR CORPORATE SERVICES' ORDINARY REPORT

### RTA GRANT WORKS

<b>DESCRIPTION</b>	<b>VOTE</b>	<b>EXPENDITURE</b>
2010/11 State Roads (SH 6)	606,384	606,384
2010/11 National Roads (SH 17)	1,657,514	1,657,514
2010/11 Regional Roads Block Grant	292,000	292,000
2010/2011 REPAIR Program MR237	300,000	68,184
2010/2011 REPAIR Program MR398	300,000	300,000
3 x 3 Program - MR 398	68,000	68,000

<b>2010/2011 Rural Local Roads</b>	<b>VOTE</b>	<b>EXPENDITURE</b>
Reseals	162,000	156,192
Martins Lane	54,000	4,909
Pinnacle Road	91,000	16,235
Driftway Road	248,000	22,545
Grenfell Streets Construction	61,000	12,516
Grenfell Kerb and Gutter	43,000	14,035
Grenfell Streets - Footpaving	17,000	605
Warraderry Street Drainage	22,000	2,000
Reconstruct Village Streets	11,000	545
Gravel Resheeting	111,000	126,659
<b>Total</b>	<b>820,000</b>	<b>356,241</b>

<b>2010/2011 Roads to Recovery</b>	<b>VOTE</b>	<b>EXPENDITURE</b>
Gerrybang Road	350,876	350,876
Rural Roads Reseals	116,352	116,352
<b>Total</b>	<b>467,228</b>	<b>467,228</b>

**For Information**

**RURAL/TOWN/VILLAGE EXPENDITURE AND CARRY-OVER WORKS 2011/2012**

<b>Item</b>	<b>2010/2011 Vote</b>	<b>2010/2011 Exps</b>	<b>Surplus</b>	<b>Deficit</b>	<b>2011/2012 Vote</b>	<b>Carry- Over</b>	<b>2011/2012 Revised</b>
Rural Roads	513,518	361,498	152,020		571,203	152,020	723,223
Grenfell Town Streets Maintenance	167,492	132,153	35,339		170,857	35,339	206,196
Caragabal Village M&R	6,000	4,052	1,948		6,000	1,948	7,948
Caragabal Village Reconstruction	621	0	621		0	621	621
Greenethorpe Village M&R	8,690	5,098	3,592		6,000	3,592	9,592
Greenethorpe Village Reconstruction	16,000	0	16,000		0	16,000	16,000
Quandialla Village M&R	6,000	9,218	0	3,218	6,000	0	2,782
Quandialla Village Reconstruction	711	0	711		0	711	711
Main Street Project	118	118	0		0	0	0

## THE DIRECTOR CORPORATE SERVICES' ORDINARY REPORT

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### 4. Roads and Other Expenditure 2011/2012:

Following are the up to date maintenance figures as at 31 August 2011.

<b>ITEM</b>	<b>VOTE</b>	<b>EXPENDITURE</b>
Rural Roads Maintenance	723,223	77,751
Grenfell Town Streets Maintenance	206,196	15,482
Village Maintenance - Caragabal	7,948	2,991
Village Maintenance - Greenethorpe	9,592	0
Village Maintenance - Quandialla	2,782	0
Garbage/Recycling Collection	102,880	18,603
Greenethorpe Collections	8,500	972
Trade Waste Collection	29,000	1,789
Grenfell Waste Depot Manning/Plant Hire	105,000	18,715
Tips Working Expenses	29,000	4,962
Grenfell Cemetery Maintenance	27,000	2,249
Grenfell Lawn Cemetery Maintenance	13,500	2,364
Noxious Plants	76,000	3,297
Parks & Gardens	184,872	28,820
Library Expenditure	99,322	19,100
Baths Income	-24,500	0
Baths Expenditure	126,829	10,528
Caravan Park Income	-46,000	6,795
Caravan Park Expenditure	67,947	11,563

## THE DIRECTOR CORPORATE SERVICES' ORDINARY REPORT

### RTA GRANT WORKS

DESCRIPTION	VOTE	EXPENDITURE
2011/12 State Roads (SH 6)	497,500	50,535
2011/12 National Roads (SH 17)	497,500	19,905
2011/12 Regional Roads Block Grant	309,000	27,274
2011/2012 REPAIR Program MR237	300,000	73,158
2011/2012 REPAIR Program MR398	300,000	0
3 x 3 Program - MR 398	68,000	0

2011/2012 Rural Local Roads	VOTE	EXPENDITURE
Reseals	168,000	0
Martins Lane	110,000	0
Pinnacle Road	100,000	0
Driftway Road	87,000	0
Grenfell Streets Construction	77,000	0
Grenfell Kerb and Gutter	28,000	0
Grenfell Streets - Footpaving	11,000	0
Nowlans Road	157,000	0
Reconstruct Village Streets	6,000	0
Gravel Resheeting	110,000	0
<b>Total</b>	<b>854,000</b>	<b>0</b>

2011/2012 Roads to Recovery	VOTE	EXPENDITURE
Old Young Road	350,876	0
Rural Roads Reseals	100,000	0
<b>Total</b>	<b>450,876</b>	<b>0</b>

**For Information**

### **5. Budget Review – 30 June 2011, A1.6**

The budget review for the period ended 30 June 2011 is now presented for Council adoption.

The final result for the year showed a surplus of \$721,971 which when compared to the original balanced budget is an excellent result. The result is also quite good considering we incurred additional expenditures in areas such as public conveniences. Interest on Investments, State Highway income and plant income were the major areas where additional revenue was generated to contribute to the result.

While we are endeavouring to monitor our roads expenditure very closely further emphasis on income maximisation and expenditure control will ensure that budgets are obtained for income and adhered to for expenditure which will further strengthen our financial position.

It may be again prudent to transfer a portion Council's unrestricted cash reserves (spare cash) to reserves to assist in funding future capital works. As Councillors are aware a Future Capital Projects account has been set up in Council's internal reserves. There was a balance of \$300,000 in this reserve at the beginning of the financial year with \$2,227 transferred from this reserve to fund the commencement of the O'Briens Hill Project. A further \$302,227 has been transferred to this reserve leaving a balance of \$600,000 as at the 30 June 2011. As in past years a report on Council's internal reserves position will be submitted to the November 2011 Council meeting for Councillors information.

## THE DIRECTOR CORPORATE SERVICES' ORDINARY REPORT

It is imperative that Council continue to adopt a strategic planned approach to our future capital projects which will ensure the projects are able to be funded from a specific source. This will alleviate the need for Council to borrow externally in the short term which will benefit Council financially in the long term. This has been previously demonstrated with the New Depot, Community Hub, New Residence and Grenfell Tip upgrade works funding sourced from the Future Capital Projects account.

The Rural, Town Works and Village carry over amounts are presented as a separate attachment culminating in revised budgets for 2011/2012.

Listed below is an updated list of the miscellaneous "carry over" works detailing uncompleted works as at 30 June 2011. Funding will be sourced from reserves when works are completed in 2011/2012.

### List of Uncompleted Works as at 30 June 2011

	\$
• Grenfell Flood Study	19,938
• Environmental Assistance (Septic Tanks)	6,544
• Heritage Operations - George Street Plan	5,000
• Sloanes Cottage Upgrade	12,984
• Medical Centre Improvements	37,653
• Stormwater Funds	25,598
• Caravan Park – Upgrade Facilities	10,330
• Consultancy Fee – Policy Formation	20,000
• Administration Building – Repair and Repaint	8,939
• Taylor Park Upgrade	11,784
• Industrial Area – Contingency Survey	5,000
• Industrial Area – Drainage Improvement	10,000
• Consultancy Fee – Asset Valuation	8,000
• Rural Heritage Study	10,000
• Housing M & R	6,647
• Town Planning – Prepare LEP	9,522
• Stormwater Drainage – Warraderry Street	30,000
• Grenfell Swimming Pool – OHS	12,070
• Company Dam Upgrade – Surveillance Report	2,000
• Consultancy Fees – Provision for 10 yr Strategic Plan	12,421
• Grenfell Swimming Pool – Amenities Block Investigation	10,000
• Caravan Park Upgrade – Stage 1	6,286
• Caravan Park Upgrade – Stage 2	20,000
• Greenethorpe Recycling Station	4,000
• IWCM Study – Stage 2	12,232
• Tourism Signs Upgrade	14,000
<b>Total</b>	<b><u>\$330,948</u></b>

**RECOMMENDATION:** that the budget review for the period ended 30 June 2011 be adopted and Council authorise the transfer of funds to and from reserves as presented.

### **6. Debt Recovery – Rates and Debtors, A1.7**

Reference is made to the report to the August 2011 Council meeting advising of the status of debt recovery in regard to rates and debtors.

The debt recovery process is ongoing with statements of liquidated claims or summons' being prepared to be served with judgement date 28 days later. Once judgement has been obtained further legal action will be undertaken in the form of a writ of execution or a garnishee.

The outstanding rates percentage as at 30 June 2011 should be known by the October 2011 Council Meeting.

**For Information**

### **7. CENTROC Meeting, C2.7.3**

The quarterly meeting of CENTROC was held at Lithgow on 25 August 2011 and Council was represented by the Mayor and Director Corporate Services.

Matters discussed are summarised as follows:-

- a presentation from representatives of AP Business Solutions regarding carbon plus and the attempt to measure and reduce our carbon emissions by utilising alternative sources of energy. ie solar power, wind power.
- an update on the Bells Line of Expressway corridor. Focussing on sequestering the corridor under the Auslink Program and implementing a lobbying and media strategy.
- update on Water Security Study for CENTROC area.
- report on issues affecting health services around the CENTROC region including:-
  - support for a medical school at Charles Sturt University to train doctors regionally
  - support for a 24 hour helicopter service for Central NSW
  - request from Weddin to review the Federal Health Workforce Strategy
- updated savings report. Weddin achieved a total of \$127,802 savings out of \$1.2 million for CENTROC Councils in areas such as training, telephone and diesel tax rebates and participation in best practice ie IWCM Project and Internal Audit Programme.
- updated report concerning the possible amalgamation of Central NSW Tourism with its counterparts from New England and the Outback.
- options to conduct the 2012 Local Government Elections.

The next meeting will be held at Oberon on 24 November 2011.

**For Information**

### 8. Public Interest Disclosures Policy, A3.6.22

Section 60 of the Public Interest Disclosures Act 1994 (the PID Act) stipulates that public authorities are required to have a policy and procedures for receiving, assessing and dealing with protected disclosures.

#### **Purpose and context of the policy**

An internal reporting policy needs to clearly state the council's commitment to supporting and protecting staff if they report wrongdoing. It should then explain the process for handling reports that are classified as protected disclosures under the PID Act.

The policy should:

- be clearly and strongly endorsed by the Mayor and general manager
- show the council's commitment to high standards of ethical and accountable conduct and confirm that it will not tolerate any form of wrongdoing
- conform with the council's code of conduct
- address the relevant provisions of the PID Act
- clearly state that staff who come forward and report wrongdoing are helping to promote integrity, accountability and good management within the council.

It should also:

- outline the council's broader responsibilities under the PID Act, such as recording and reporting on reports of wrongdoing
- clearly state that the policy applies to council staff, as well as councillors
- clearly state that it is supported by procedures based on the Ombudsman's guidelines
- refer to any other relevant policies or procedures, such as the council's code of conduct and grievance policy, and provide information about how staff can access that information.

#### **Organisational commitment**

For a council to be able to deal effectively with staff reports of wrongdoing, it must have the right culture. The policy must start with a strong commitment by the organisation to:

- creating a climate of trust, where staff are comfortable and confident about reporting wrongdoing
- encouraging staff to come forward if they have witnessed what they consider to be wrongdoing within the council
- keeping the identity of the staff member disclosing wrongdoing confidential, wherever possible and appropriate
- protecting staff who make disclosures from any adverse action motivated by their report
- dealing with reports thoroughly and impartially and if some form of wrongdoing has been found, taking appropriate action to rectify it
- keeping staff who make reports informed of their progress and the outcome
- encouraging staff to report wrongdoing within the council, but respecting any decision to disclose wrongdoing outside the council – provided that disclosure outside the council is made in accordance with the provisions of the PID Act
- ensuring managers and supervisors at all levels in the council understand the benefits of reporting wrongdoing, are familiar with this policy, and aware of the needs of those who report wrongdoing

## **THE DIRECTOR CORPORATE SERVICES' ORDINARY REPORT**

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- providing adequate resources, both financial and human, to:
  - encourage reports of wrongdoing
  - protect and support those who make them
  - provide training for key personnel
  - investigate allegations
  - properly manage any workplace issues that the allegations identify or create
  - correct any problem that is identified
  - reassess / review the policy each year to ensure it is still relevant and effective.

The policy should be signed by both the Mayor and the General Manager and will apply to:-

- both council staff and councillors
- permanent employees, whether full-time or part-time
- temporary or casual employees
- consultants
- individual contractors working for the council.

The policy may also apply to other people who perform public official functions and their conduct and activities could be investigated by an investigating authority. This can include volunteers and those contracted to work for the council.

Staff should be encouraged to report known and suspected wrongdoing within council and also be encouraged to support those who have made disclosures, as well as protect and maintain their confidentiality.

**RECOMMENDATION:** that Council adopt the Public Interest Disclosure Policy as presented.

### **9. Open Day/Grenfell Goldfest Festival - Terms and Conditions, T4.3.7**

The Weddin Shire Open Day/Goldfest Festival has been scheduled for Saturday 1 October 2011. Listed below are the plans already in place together with information regarding the day and the proposed alterations which will assist in continuing the revitalisation of the day:-

#### **Open Day**

- in regard to publicity endeavour to ensure interviews are held with high profile people.
- encourage further use of the on-line computer facilities for registrations.
- need to encourage people that register to actually attend.
- ensure the town and other facilities are clean and of an acceptable standard.
- have less emphasis on attracting tradespeople and more emphasis on attracting a new business that may be associated with agriculture.
- target residents and businesses in Western Sydney.
- continue to encourage retirees and families with children to relocate to the Weddin Shire.
- arranging a meeting place in the Community Hub where visitors can meet and obtain information.
- The action plan and itinerary for the day is currently being prepared and the promotional campaign is about to begin.
- The budget for the Open Day is \$16,000 with \$5,000 to be funded from internal reserves.

## **THE DIRECTOR CORPORATE SERVICES' ORDINARY REPORT**

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- The website has been updated allowing people to download registration forms for submission on-line. Registered participants will be eligible to obtain various benefits during the Open Day and the terms and conditions have been forwarded separately, which will require endorsement from Council.

### **Goldfest Festival**

- The Goldfest Festival is a new innovation and will be an excellent opportunity to “tell the story” of the history of the gold and bushrangers in the Shire similar to what the Henry Lawson Festival weekend does for Henry Lawson. The Festival will be held in conjunction with the Open Day and assist in ensuring the Open Day event is able to continue to maintain its relevance by helping to promote Grenfell and the Weddin Shire as a vibrant and progressive area which will encourage people and businesses to relocate.
- The Festival will also give local businesses a tremendous boost and enable us to become an integral part of the Gold Trail Project. It will also attract people particularly people travelling in motorhomes to Grenfell and allow us to promote the Weddin Mountains, the O’Briens Hill Project as well as various sites and walks in the Shire.
- The Festival will be a low key event for the first few years and if successful will eventually become one of our major events in the Shire.

The Open Day event has in the past been an outstanding success and it is important to realise that we need to keep changing or fine tuning the event and incentives to ensure the Open Day concept remains effective and we continue to achieve our goals. The focus will still be on increasing our population (which will assist in maintaining our services) and attracting new business (which will create employment) however, we will need to maintain our strategy of targeting the type of people and businesses we are endeavouring to attract.

In the past few years additional incentives for tradespeople have been developed which is working very well. In February 2006 Council also offered a \$1,000 cash incentive to any registered participant of the Open Day who buys a block of land and builds a new dwelling which they reside in when it is completed. Although this offer has not yet been taken up it is certainly worthwhile persevering with. It is critical that we continue to be positive, proactive, innovative and prepared to continually change to realise the key objectives of the campaign.

The planning process is well underway for both events and more specific information regarding the Goldfest Festival is available in the Tourism/Promotions report.

### **RECOMMENDATION:**

- i) that Council endorse the draft terms and conditions for the 2011 Weddin Shire Open Day.
- ii) that Council endorse the draft additional incentives for Tradespeople and the construction of new residences for the 2011 Weddin Shire Open Day.

### **10. Grenfell Library, C2.8.15**

Activities by the Librarian over the last month included the following:-

- Attended a second planning meeting with Mrs Margaret Lynch from The Henry Lawson High School where it was decided to confine joint celebration of the 2012 National Year of Reading to a two-day author visit. The library and schools will pursue a variety of separate initiatives with as much cross-promotion as possible.
- The Infants Department from St Josephs School visited the library on 23<sup>rd</sup> August and the senior group from the Pre School on 25th August for Children's Book Week. A selection of the short-listed Children's Book Week entries was displayed in the library. Years 1/2 from Grenfell Public School visited on 30<sup>th</sup> August as part of a unit on People Who Help Us.
- The Grenfell Play Group visited the library on 3<sup>rd</sup> August.
- The Friends of Grenfell Library are funding replacement of the glass in the library display cabinet.
- The librarian is preparing an entry for the 2011 Public Library Marketing Awards.

**For Information**

### **11. Economic Development, C2.8.13**

Council's Economic Development Officer has been involved in the following activities:

- Strategies from the Economic Development Strategic Plan being implemented.
- Two grant applications submitted emanating from the Economic Development Strategic Plan Review. The first was an Enterprising Regions grant for tourism marketing (including a new website, Weddin Shire Brochure and a Virtual Visitor Information Centre). Awaiting outcome. Advice received the second application for business development was successful with \$4,800 received to run business workshops.
- Arranging the 2011 Open Day. The \$7,000 Regional Relocation grant offered by the State Government will be incorporated into the promotion.

**For Information**

### **12. Tourism/Promotions, C2.8.11**

Council's Tourism Manager has been involved in the following activities:-

- Sending all bird groups in Australia invitations and flyers to encourage them to visit the Weddin Shire. Invitations to be followed up now for spring time visits.
- The Weddin Shire Tourism brochures are being distributed to surrounding areas on an ongoing basis.
- Ben Hall Trail brochures continue to be delivered to various outlets.
- A Gold Trail brochure has been delivered and is being well received. Now proposed to rename the trail to the NSW Gold Trail and also endeavouring to obtain corporate funding.
- Application for "Enterprising Regions" grant funding to obtain part funding for the O'Briens Hill interpretative signage submitted. Awaiting outcome. Should be notified during September.

## **THE DIRECTOR CORPORATE SERVICES' ORDINARY REPORT**

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- The application to become an RV friendly town has been submitted. Development Application to be submitted for Council approval upon agreement from ARTC. Verbal advice received that they will sign the Development Application. Awaiting formal advice which is currently being pursued.
- Currently part of a working group which is documenting and categorising by market segments the existing and potential tourism attractions, events and facilities in the Shire. This will provide invaluable information and allow more focussed strategic marketing.
- Arrangements for the Grenfell Goldfest Festival to be held in conjunction with the Open Day on 1 October 2011 continuing. Various groups have been invited including National Trust groups, Historical Societies, Car Clubs, Old Time Dancing groups, etc from the region. Various tours being arranged. Cobb & Co Coach and Lachlan Living History Group Re-enactment booked. Website developed and advertising and promotion about to begin. Gold brochures also being developed. Best dressed in period costume competition to be held for various categories.
- Application for flagship funding for the Henry Lawson Festival in progress.
- Funding application for Christmas Lights competition submitted to Essential Energy.
- Registration submitted for 2012 Australia Day Ambassador.
- Assisting with the production of an Iandra Castle flyer.
- Pursuing alternative Grenfell bumper sticker designs.

**For Information**

### **13. Grenfell Internet Centre, C2.8.14**

Council's Internet Centre Manager has been involved in the following activities:-

- Excellent sales during July with a good customer base being developed.
- Tech Talk articles submitted in the Grenfell Record on a regular basis. An article on operating systems being developed. They are being well received by the public.
- Window displays addressed and constantly changing.
- A flyer mail out to households promoting the services available conducted. This strategy resulted in improved daily custom and sales. To be instigated again this financial year.
- Developing websites for various customers.
- Visiting local businesses to discuss services available at the Internet Centre.

**For Information**

### **14. Diesel and Alternative Fuel Grants Scheme, A3.20.3**

As at 30 June 2011 \$23,631 was received in Diesel Fuel Rebate Grants. The scheme was introduced on 1 July 2000 as part of the Federal Government's Tax reform package and will certainly assist in reducing Council's fuel costs.

Council now claims the grant monies on an annual basis through our Business Activity Statement (BAS) in an attempt to gain efficiencies in the new taxation system.

**For Information**

## **THE DIRECTOR CORPORATE SERVICES' ORDINARY REPORT**

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### **15. 2010/2011 Financial Statements, A1.6**

As reported to the August 2011 Council Meeting the 2010/2011 Financial Statements are currently in the process of being prepared and will be completed in due course.

Council's external auditors Morse Group have indicated that they will conduct the audit from 24-26 October 2011. Following receipt of the auditor's report a date has to be fixed for the presentation of the audited financial reports together with the auditor's report to the public.

Public notice of this date must be given and the date fixed for the meeting must be at least seven days after advertising but not more than five weeks after the auditors reports are forwarded to Council.

It is anticipated a formal presentation of the accounts will be made by Council's auditors at the November 2011 Council Meeting.

**For Information**

**GLENN CARROLL**  
**DIRECTOR**  
**CORPORATE SERVICES**

6 September 2011

The General Manager  
Weddin Shire Council  
GRENFELL NSW 2810

Dear Sir

I wish to report as follows:

**1. Works Report (4 September 2011)**

**1.1 Classified Roads Maintenance**

Routine maintenance such as slashing, patching and guide-posting has continued on a majority of classified roads during the month.

SH6 - general maintenance  
-cleaned up oil spill at Murrays Creek  
- repair damaged pavement

SH17 - general maintenance  
- attended truck accident

MR398 - general maintenance  
- attended traffic accident  
- remove fallen tree  
- constructed Camp Street relief drainage culverts and pits

MR236 - general maintenance

MR237 - general maintenance  
- seal 3.5 kms of widening  
- prepared 1.5 kms for primer seal

MR239 - general maintenance  
- attended fatal accident

**1.2 Rural Local Roads Programme**

Routine maintenance such as slashing, patching and guide-posting has continued on a majority of rural local roads during the last month.

- preparing 2 kms for primer seal on Martins Lane
- constructed a new pipe culvert on Martins Lane
- flood damage has been completed on Bald Hills Road, Adelargo Road, McDonalds Lane, Barrs Lane, Dunkleys Lane, Back Piney Range Road, Greenethorpe-Wirriga Road, McNamaras Lane, Gerrybang Road and Parnells Lane.

## THE DIRECTOR ENGINEERING'S ORDINARY REPORT

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### 1.3 Rural Maintenance

Routine maintenance such as slashing, patching and guide-posting has continued on a majority of classified roads during the last month.

- general maintenance
- removed trees for widening on Martins Lane
- sprayed suckers on Old Forbes Road
- cleaned culverts on Bald Hills Road, Matchetts Lane, O'Loughlins Road and Pinnacle Road
- removed fallen tree from Old Young Road
- started to win and crush Matthews Pit

### 1.4 Urban Maintenance/Construction

- general maintenance
- cleared Creek in North Street
- repaired rock retaining wall Camp Street (flood damage)

**For Information**

## 2. Other Works

### 2.1 Parks & Ovals Report

Routine maintenance has been carried out during the last month such as gardening, weeding, mowing and spraying

- general maintenance
- repaired irrigation pipes Vaughn Park
- lifted footpath trees

### 2.2 Cemeteries

The following graves have been prepared from 8 August 2011 to 4 September 2011.

Grenfell Lawn	– nil
Grenfell	– nil
Bimbi	– nil
Caragabal	– nil

The following maintenance had been carried out during the last month:-

- slashed Cemetery
- rotary hoed other section to grass up

## THE DIRECTOR ENGINEERING'S ORDINARY REPORT

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### 2.3 Sewer Mains

Three (3) sewer chokes have been attended to during the month.

### 2.4 Private Works

- cleared two sewer chokes for ratepayers
- slashed three blocks for ratepayers
- hired concrete grinder to a ratepayer
- constructed access road for ratepayer
- constructed access for ratepayer
- cleared and used camera in sewer line for ratepayer

### 2.5 Vandalism

Urban - car damaged plants, bollards and signs at Main Street roundabout, 4 hours  
\$400.00

Rural - damage to bollards and lattice work at SH6 rest area, 2.5 hours \$300.00

**Progressive Cost Urban: \$650.00**

**Progressive Cost Rural: \$1,200.00**

(from 1/7/2011 to date)

### 2.6 Other

- cleared drainage pipes at Grenfell Pool

**For Information**

## 3. Future Works

### 3.1 Rural

- general maintenance
- continue flood damage
- seal 1.5 kms Gooloogong Road
- continue Martins Lane widening

### 3.2 Urban

- general maintenance
- continue Brundah/Camp/Tyagong Streets kerb and gutter

**For Information**

## 4. CENTROC Weight of Loads Group, C2.7.16

In the last month the CENTROC Weight of Loads Group detected nil breaches

**For Information**

## THE DIRECTOR ENGINEERING'S ORDINARY REPORT

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### 5. Plant Report

Significant plant and vehicle maintenance, in accordance with the details as listed below, was carried out during the last month:-

Plant No	Plant Item	Maintenance
	General plant	General maintenance
PI 4070	Cat 613 Grid Roller	General repairs.
PI 4099	Cat 518C Tip Compactor	Improve cab sealings. Fit new injectors and filters.
PI 4097	Toro Mower	Major service.
PI 1083	Ford taxi	Replace brakes, ABS sensor.
PI 3244	Toyota Dyna	General repairs.

**For Information**

### 6. Engineers Alliance – Weddin, Forbes, Parkes and Lachlan, C2.9.9

The draft Road Asset Management plan has been prepared for checking.

**For Information**

### 7. RTA RMCC Contract, R2.54.4

Routine maintenance works on SH6 and SH17 continue.

Planning for heavy patching, resealing and the rehabilitation project on the Newell Highway is progressing.

**For Information**

### 8. Noxious Weed Report – August C2.8.12

- Inspected and sprayed Boxthorn in the Caragabal, Pinnacle, Bimbi, Quandialla and Grenfell areas.
- Inspected and sprayed prickly pear in Caragabal area.
- Inspected and sprayed wild radish in Glenelg, Caragabal and Bimbi areas.
- Property inspections to be carried out in the next month.

**For Information**

### 9. Flood Damage, R2.70.2

Council continues to carry out flood damage repairs on roads as follows:-

State Roads	- completed
Regional Roads	- 20% completed
Local Roads	- 29% completed

**For Information**

### **10. Road Closure Applications, R2.1.4**

Council has received advice from Crown Lands that the Minister for Lands proposes to consider the closing of the roads in the following areas:-

- all of those west of Barmedman – Grenfell Road (Mary Gilmore Way) and north of Bland Creek,
- those within and west of and south of the northern boundary of the “Willawa” property and west of Keirs Lane and north of Quandialla Road and west of Harriss Lane; also those west of Williams Crossing Road and north of the north-west boundary of lot 40 in DP 750584 and north east of Bland Creek and west of Pearces Lane and south of Quandialla Road,
- all those south of Quandialla – Bimbi Road and west of Troths Lane and north of Grahams Lane and north east of Morangarell Road and west of Pearses Lane and west of Burrangong Lane; also those south of 254 Morangarell Road, Quandialla and west of Morangarell – Quandialla road and north of Grahams Lane and west of Troths Lane,
- all those west of Caragabal Creek and south of Mid Western Highway and within and west of property RMB 5571 Mid Western Highway and west of and adjoining property RMB 162 Taylors Road Caragabal and west of crown road adjoining the western boundary of property RMB 160 Taylors Road Caragabal and north of lot 103 in DP 750604 and west of Harris Lane, Bland,
- all those within and west of property RMB 433 Bimbi – Thuddungra Road and south of Burrangong Creek and west of property 132 Simms Road, Kikiamah and west of and within property 988 Bimbi – Thuddungra Road, Bribbaree and north of Bimbi – Thuddungra Road,
- part of Caldwell Street, Bimbi being north of Arramagong Street,
- all those within and adjoining the property “Springfield” Mary Gilmore Way, Grenfell and within property RMB 128 Mary Gilmore Way,
- within and adjoining property RMB 2650 Gooloogong Road, Warraderry; within and adjoining property 323 Clayneys Road, Warraderry; within and adjoining property RMB 2634 Adelargo Road, Warraderry; within and adjoining property RMB 2170 Adelargo Road, Warraderry,
- Within and adjoining Property RMB 3130 Adelargo Road, Warraderry; within and adjoining Property “Springmount” Adelargo Road, Grenfell NSW; within Property “Garrawilla” Gooloogong Road, Grenfell.

The roads will be inspected by the Director Engineering and Ward Councillors prior to the meeting if possible. A copy of all the plans will be available at the meeting.

### **RECOMMENDATION:**

It is recommended that, subject to satisfactory inspection, Council have no objections to the closing of the above listed roads.

### **11. Statewide Mutual Risk Management Conference, A3.11.3**

The Annual Statewide Mutual Risk Management Conference was held on the 25<sup>th</sup> and 26<sup>th</sup> of August and was attended by Adrian Milne.

Presentations given that were of most relevance to Weddin Shire were as follows:

- Terry Kiss (chairman) – Opening Conference.
- Darryl Cress – Cairns City Council, spoke on Disaster Events Management during Cyclone Yasi.
- Dr Alice Howe – Manager Sustainability Department, Lake Macquarie City Council, spoke about the use of Strategic Land Use Planning to identify and manage environmental threats throughout Lake Macquarie City Council and using this to reduce risk and vulnerability.
- Nick Lhuede – Director of Risk & Planning Group, Emergency Services Agency ACT, spoke on lessons learned from the 2003 ACT firestorm. Main outcomes were the increases in size, and improvements in the management of Inner and Outer Asset Protection zones adjacent to populated areas.
- Jan Dachs, EMO Risk & Planning Group Emergency Services Agency, ACT, spoke on crowd Management in an Emergency. Identification of event stakeholders and communication with event stakeholders is essential for the planning and operation of large public events.
- Jim Gossage – General Manager of Tenterfield Shire Council, spoke on the response to the January floods in the Tenterfield Shire Council.
- Melissa Graham – Risk Manager Norfolk Island, gave a presentation on the Risk management challenges and processes on Norfolk Island.
- Mark Gordon – Roads Engineer, Bourke Shire Council spoke on the Road closures and maintenance management during the floods of December 2010 – February 2011. The issues of large lengths of gravel/natural surface roads, road closures, rural isolation, combined with traffic management and community communication is very relevant to the experience of Weddin Shire.
- Bruce Curtis – Risk & Safety Coordinator, Kyogle Council, spoke on finding positive outcomes from a Work Cover investigation following a workplace accident.
- Robert Humphries – Statewide RRM, spoke on the proposed new system that Statewide intends to implement for Contractor registration, insurance and management.
- Simon Pradhan – Project Engineer and LEMO, Wakool Shire Council, gave a presentation on the coordination and response challenges faced during the floods of January 2011. The issues that caused greatest concern was the communication between councils and agencies from different States (NSW and Vic)
- Trina Holmes and Ken Gill – Mussellbrook Shire Council, spoke on the issues faced when formulating a Footpath and Street Business Strategy.

**For Information**

8 September 2011

The General Manager  
Weddin Shire Council  
PO Box 125  
GRENFELL NSW 2810

Dear Sir

I wish to report to Council as follows:-

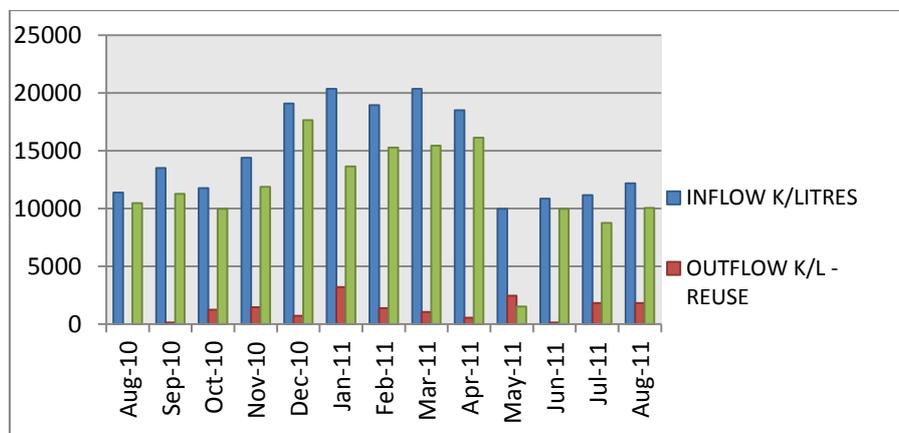
**A. Public Health and Environmental Matters**

**1. Sewerage Treatment Works, S1.1.1**

Total inflow through the Works during August 2011 was 12,189 kl with the daily average of 393.19 kl. With outflow for irrigation for reuse being 1,813 kl and discharge to Emu Creek being 10,062 kl.

The highest daily recording of 555 kl occurred for the 24 hours ending 6.30 am on 18 August 2011 and the lowest of 333 kl for the 24 hours ending 6.30 am on 1 August 2011.

A total rainfall of 61mm was recorded for the month.



**For Council's Information**

**2. Animal Control, A4.4.4**

Animal control activities for August 2011 were:

**a. Companion Animals**

Animals Seized:	0	Animals Returned to Owners:	0
Animals Impounded:	4 (Dogs)	Animals Destroyed:	0
Animals Sold:	0	Animals Released:	3 (Dogs)
Animals Surrendered:	1 (Dog)	Animals to Org. for Rehoming:	1 (Dog)
Animals that escaped:	2 (Dogs)		

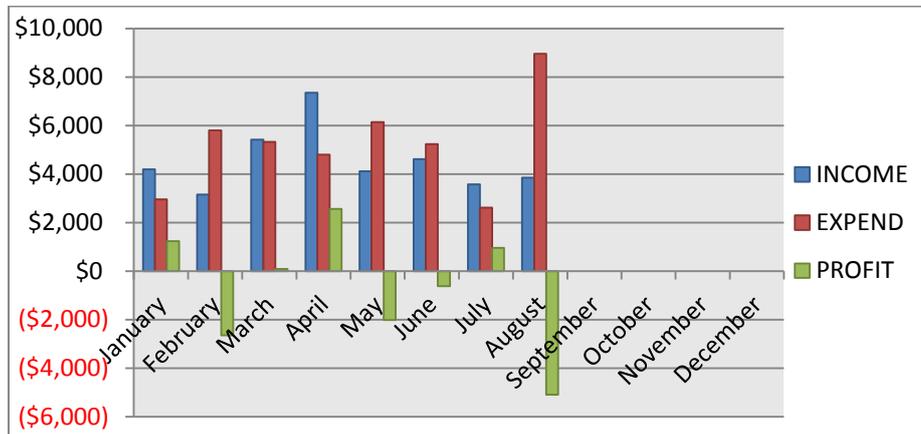
**For Council's Information**

## DIRECTOR ENVIRONMENTAL SERVICES' REPORT TO COUNCIL

### 3. Caravan Park Operations, P2.3.3

Income for the month of August 2011 was \$3,852.00 with expenditure of \$8,950.32 resulting in an operational loss of \$5,098.32 for the month. The major expenditure for this period was the requirement to pay Council rates.

There were 145 sites occupied for the month of August 2011.



**For Council's Information**

### 4. Grenfell Swimming Pool, P2.3.1

An inspection of the internal surface of the pool has been conducted with some cracks being identified and now repaired. The pool has been filled and hydrostatically tested for some days, with no notable loss of water below the gutter line. Any leaks that now occur in the pool can really only be happening behind the scum gutter, which will require a great deal of work to rectify.

The Pool is scheduled to open on Monday 10<sup>th</sup> October 2011 for what is hoped to be a very successful swim season.

**For Council's Information**

### 5. O'Brien's Hill – Stage 1 Viewing Deck and Amenities, H2.8.2

The viewing deck and amenities at O'Brien's Hill is nearing completion with all works expected to be finalised by the start of October 2011.

Public feedback to myself and the builder has been very positive, so it is hoped that the facility will be well utilised in the future.

**For Council's Information**

**6. 2011/12 Grant Application – Assessment and Approvals**

As reported in the Heritage minutes to the August Council meeting, assessment of the 2011/12 Heritage grants had been completed and endorsed by the Heritage Committee.

This matter could not be determined at the meeting as a quorum could not be formed for this item, so the determination was not made. Due to the limited time for completion of works, a fax was sent to all Councillors seeking concurrence to issue the grants as proposed, excluding the Bimbi Post Office application which would be holdover, no objections were received so the grants were issued as per the table contained in the Heritage minutes and excluding the Bimbi Post Office.

**RECOMMENDATION:**

Confirm Action.

## **DIRECTOR ENVIRONMENTAL SERVICES' REPORT TO COUNCIL**

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### **B. Planning and Development Matters:**

#### **1. Development Applications**

The undermentioned applications were received and determined subject to specified conditions, by the General Manager under delegated authority issued on 22 January 2009 (Res. No. 367):

<b>DA NO.</b>	<b>Applicant</b>	<b>Construction</b>	<b>Value (\$)</b>	<b>Address</b>
29/2011	Mrs GM Browne	Subdivision	\$0	LOT: 1350 DP: 754578 Young Road GRENFELL NSW 2810
30/2011	Mr MG & Mrs ML Hughes	Deck/Patio	\$4,300	LOT: 2 DP: 532117 53 Melyra Street GRENFELL NSW 2810
31/2011	Mr RE & Mrs BA Coleman	New Dwelling & Demolition Existing	\$285,000	LOT: 1046 DP: 754578 5358 Mid Western Highway GRENFELL NSW 2810

**For Council's Information**

#### **2. Complying Development Applications**

The undermentioned applications were received and determined as Complying Development subject to standard conditions.

<b>CDC NO.</b>	<b>Applicant</b>	<b>Construction</b>	<b>Value (\$)</b>	<b>Address</b>
CD 8/2011	Mrs NA Randall	Shade House	\$1,500	LOT: 1 DP: 349576 54 Brundah Street GRENFELL NSW 2810
CD 9/2011	Mr WL & Mrs PM Smith	Demolition existing Laundry & build new Laundry & Bathroom	\$11,768	LOT: 10 DP: 875781 6 Warraderry Street GRENFELL NSW 2810
CD 10/2011	Cloverhill Carpentry & Building	Reline & Extend Bedroom	\$10,300	LOT: 1 DP: 512065 21 Brundah Street GRENFELL NSW 2810
CD 11/2011	Andy's Design & Drafting	Extention/Addition to Dwelling	\$18,200	LOT: 1350 DP: 754578 "Bella Vista" 27 Holy Camp Road GRENFELL NSW 2810
CD 12/2011	Hi Tech Home Improvements	Patio	\$30,500	LOT: 1192 DP: 653676 166 Gooloogong Road GRENFELL NSW 2810

**For Council's Information**

**3. Local Environmental Plan (LEP) Acceleration Fund, T2.1.6**

As previously reported, Council has received \$75,000 under the Local Environmental Plan (LEP) Acceleration Fund for a Rural Lands Use Study to be undertaken.

Department of Planning and Infrastructure obtained a quotation for the works, which included:

- Study and review of the current minimum rural lot sizes for the entire shire to ascertain whether the current provision of 400 ha is most suitable or need to be modified.
- Undertake a study of the residential to rural interface around the Grenfell Township and examine if any changes are warranted.

However when the costs were received, they far outweighed the available funds, so the study will now only be undertaken to consider the minimum rural lot size. Tender have been called again and will be finalised in the coming weeks.

**For Council's Information**

**4. Draft Weddin Local Environmental Plan 2011, T2.1.6**

The Draft Weddin Local Environmental Plan 2011, Matrix and Maps that were referred to the Department of Planning and Infrastructure for drafting under Section 59 of the Environmental Planning and Assessment Act.

Has now progressed to being formally drafted, with a final internal review having now been conducted by the Director Environmental Services, in which only minor administrative changes had been made.

It is expected that the instrument will be gazetted in the coming month, with immediate effect occurring once this is done.

**For Council's Information**

**5. Accommodation for Full-Time Doctor, H1.1.2/P2.**

Council resolved at the Extra-Ordinary Meeting in August that the plans and specification be prepared for a new four bedroom dwelling and tenders be invited for the new dwelling.

A lot of land has been secured and the plans (see noticed board) and associated documentation have been completed to a point that the tender can now be called, with the tender period to run from 13<sup>th</sup> September and close on the 7<sup>th</sup> October 2011. A full report will be prepared for Council's consideration for the October 2011 ordinary meeting.

**For Council's Information**

**6. DA 2/2011 – New dwelling and Associated Earthworks**

Applicant: Andys Design & Drafting  
Owner: Newcastle Commodities  
Site: Lot: 3 DP: 1134749  
O'Brien Street, Grenfell

Further to the correspondence sent to Councilors, in relation to non-compliance with approved plans in relation to retaining walls and boundary treatments at the above site.

- Development application was lodged with Council 10 February 2011, with the original plans being amended by the owner/applicant after concerns were raised by staff about the impact on adjoining properties and the streetscape.
- After public notification the development consent issued under delegated authority 25 March 2011 and the construction certificate issued 18 April 2011.
- Construction of the dwelling and associated works has proceeded, however the retaining walls and boundary treatments have been constructed without regard for the amended approved plans.
- A show cause letter was issued upon the applicant, allowing them the opportunity to explain why the consent was not followed.
- Response has been received, in which they have admitted that the retaining walls do differ from the consent and they have indicated that an application to modify the development application is being prepared for the unauthorized works. The problem that will occur should an application to modify be submitted is the fact that the applicant is now going to apply for retrospective approval for unauthorized works. This will not remove the requirement for a merit based assessment to be undertaken.

The original plans that were lodged and approved complied with Council policy and were able to be determined under delegation, however what is now built does not comply with the approval or Councils fencing policy. Structural integrity of the non-approved retaining walls/fences is also of concern as the method of construction is unknown.

The Principal Certifying Authority (PCA) must be satisfied that the development has been undertaken in accordance with the consent and approved plans, failure to be satisfied may result in the project not being issued required certificates at the end of the project.

There are a number of options available to either penalise or seek compliance for the non-compliant works. These include the issuing of penalty notices of \$750 for each non-compliance or the issuing of Orders under Environmental Planning & Assessment Act 1979 seeking works to be rectified in accordance with approval. Issuing of a Notice of intention to serve an order under the provision of Section 121B of the EP & A Act is considered to be the most appropriate action for seeking compliance at this time.

**RECOMMENDATION:** that Council endorse the issuing of Order. 15 as prescribed under the provision of Section 121B of the under Environmental Planning & Assessment Act 1979, requiring the works to comply with the development consent.

***Division required Local Government and Planning Legislation Amendment (Political Donations) Act 2008.***

**7. Development Applications for the Consideration of Council DA 30/2011 – Proposed Deck & Awning**

Applicant: M Hughes  
Site: Lot: 2 DP: 532117  
53 Melyra Street, Grenfell

As reported as item B3 in the Director Environmental Services August report to Council, a development application for the construction of a 33m<sup>2</sup> deck and awning at the front of the existing dwelling. The placement of the structure will result in the primary front setback being 3m; therefore a variation to the development control plan is required.

The application was referred for Council consideration, as the proposed works require a variation to the Development Control Plan for the primary setback, with approval of the application is recommended.

This matter could not be determined at the meeting as a quorum could not be formed for this item, so the determination was not made. Due to the legislative time requirements a fax was sent to all Councillors seeking concurrence to issue the consent under delegated authority, no objections were received so the determination was issued as per the previous recommendation.

**RECOMMENDATION:**

Confirm Action

**8. Review of Policy No. 10.4.2 –Policy for Fencing General, C2.4.15**

Council at the August 2011 ordinary meeting resolved that the report be held over again until the September 2011 Council Meeting to allow further consideration of the Policy and an inspection by Town Councillors.

As previously reported a review of this policy has been undertaken and below is a list of the proposed major changes.

- Previous section 6.2 - Fencing of Vacant Residential Land has been removed and included within 6.1 – Fencing for Residential Land.
- General wording changes as required for clarity or explanation.
- Section 6.1 (g) – splayed angle defined as 45 degrees.
- Section 6.1 (h) – secondary frontages changed to include further options.

The changes made to the policy now allow for greater flexibility for corner allotments that desire to fence the secondary frontage. It allows for a balance between general impact and private amenity.

A copy of the reviewed draft policy has been previously provided to all Councillors for information.

As the changes to the policy are more than minor, it would require public consultation in accordance with legislative requirements.

## **DIRECTOR ENVIRONMENTAL SERVICES' REPORT TO COUNCIL**

As Council is soon to prepare a comprehensive Development Control Plan which will include fencing and alike, any changes will be included within the DCP, this will then require Development Applications to be submitted instead of a basic fencing application.

**RECOMMENDATION:** that Council adopt the Draft Policy 10.4.3 – Policy for Fencing General and advertise it in the local media in accordance with the legislative requirements.

**9. Modification of Development Application for the Consideration of Council, DA 24/2009 Proposed Staged development – 12 lot Strata Subdivision and Construction of 12 dwellings units**

Applicant:	Mr P Mawhinney
Owner:	S A Mawhinney
Site:	Lots: 1&3 Sec: 47 DP: 758473 Lot: 1 DP: 194119 Tyagong Street, Grenfell
Zone:	2(T) - Township

### **PRECIS**

On the 21 August 2009 Council approved a development application for a Staged development – 12 Lot Strata Subdivision and Construction of 12 dwellings units.

An application to modify that consent was submitted on the 24<sup>th</sup> August 2011, with the development converting from Strata subdivision to a Neighbourhood title.

The modification to this development was not notified as it does not currently alter any physical or environmental impacts proposed by the development.

The application is referred for Council consideration, as it was previously determined by Council.

Approval of the modification application is recommended.

This report only considers the item requiring change as detailed in the modification, for full assessment previous reports must be referred.

### **HISTORY**

- Original application submitted 1 July 2009 with conditional development consent issued 21 August 2009.
- Request to review two conditions received 7 October 2009 and determined by Council 19 November 2009.
- Application to modify consent received 16 December 2009.
- Application to modify consent received 24 August 2011.

### **DESCRIPTION OF THE PROPOSAL - MODIFICATION**

The staged development of 12 lot strata Subdivision and construction of 12 dwellings units is to be modified to from a strata subdivision to a Neighbourhood scheme as defined under the Community land Development Act 1989. All other parts of the development have not been proposed to be altered at this time.

### **PLANNING ASSESSMENT**

The proposal has been assessed in accordance with the matters for consideration under section 79C and 96(1A) of the Environmental Planning and Assessment Act 1979.

### **WEDDIN LEP 2002**

The proposed subdivision has been assessed in accordance with development standards and requirements of the Weddin LEP 2002 and does not change the physical structures of the proposal at this time.

### **PERMISSIBLY**

The proposed modification to the development is permissible under Weddin Local Environmental Plan 2002 subject to development consent from the Council.

### **GENERAL CONSIDERATIONS**

The creation of the Neighbourhood scheme will allow the lots to be sold prior to buildings being constructed, with a development contract to provide the basis design and anticipated appearance of the development. Therefore a new owner could in fact lodge an application to build a dwelling of any size subject to meeting the basic requirements.

This modification only requires adjustment to a couple of the previous conditions. These changes are to reflect the additional information that is to be submitted prior to the issues of the Subdivision certificate for a Neighbourhood Scheme. Conditions No.2 under Subdivision and No.5 under General have been modified, with changes highlights in bold print.

### **CONCLUSION**

The proposed Section 96(1A) modification complies with the requirements of the LEP and based on the information provided with the application and having consideration for all relevant matters in pursuant to section 79c of the EPA Act 1979, approval of the modification is recommended subject to the following standard and specific conditions of the consent.

**RECOMMENDATION:** that application to Modify Development Application 24/2009 for the Staged development – Neighbourhood Scheme Subdivision and construction of 12 dwellings units at Lots 1 & 3 Sec. 47, DP 754573 and lot 1 DP 194119 Tyagong Street, Grenfell, be APPROVED, subject to the draft Development Consent conditions presented to the 15 September 2011 Council meeting.

**Division required *Local Government and Planning Legislation Amendment (Political Donations) Act 2008.***

### **1. GENERAL**

- (1) Staged Development -  
Development may be undertaken in stages with the final stage completed within 5 years of enactment of this consent. Prior to occupancy of each stage the following works are  
to be completed to Council's satisfaction, dwelling construction, associated infrastructure and landscaping within the strata lot boundaries of that stage.

*Reason: To allow flexibility with regard to the carrying out of development while ensuring an adequate standard of development at each stage*

## DIRECTOR ENVIRONMENTAL SERVICES' REPORT TO COUNCIL

- (2) Construction Certificate (staged development)  
A Construction Certificate is to be obtained for each stage of the development where building works and/or infrastructure construction is required.

*Reason: To ensure compliance with the Environmental Planning and Assessment Act and associated legislation.*

- (3) The development shall be carried out in accordance with the plans as submitted with the Development Application and any supporting documentation, as stamped and approved by Council, except as otherwise provided by conditions of this consent.

*Reason: to ensure the development is carried out in accordance with the submitted application as assessed by Council.*

- (4) **(Basix)**  
The development is to comply with the Basix Certificate provided. All commitments specified on Certificate numbers 231062S, 231310S, 231317S, 231311S, 2313185S, 231312S, 234106S, 234119S, 234212S, 234204S, 234222S\_02, 234225S\_02 shall be confirmed upon the final inspection.

*Reason: The development meets the NSW Governments requirements for sustainability and to comply with the Basix Certificate.*

- (5) Payment to Council pursuant to Section 306 of the Water Management Act 2000 and the Council's "Grenfell Sewer Contributions Plan" for sewer contribution charges. The current contribution rates for the current financial year for this development are as follows:

Sewer - contribution      \$25,200 (12 x 0.75 ET (\$2800per ET))

The sewer charges are those that apply at the date of issue of this consent. Rates are adjusted annually on 1 July. Contributions will only be accepted at the rate applying at the date of payment. Council's Environmental Services should be contacted prior to payment to confirm the contribution amount.

The Council's "Grenfell Sewer Contributions Plan" can be inspected at Council's Offices, Corner Camp and Weddin Streets, Grenfell.

Contributions are required to be paid as follows:

- Development Applications involving subdivision – prior to the release of the plan of subdivision (i.e. issue of Subdivision Certificate)
- Development Applications involving building work – prior to the time of building approval (i.e. issue of Construction Certificate)
- Development Applications where no building approval is required – prior to the issue of an Occupation Certificate.

*Reason: This development results in a new or increased demand on existing infrastructure.*

## **DIRECTOR ENVIRONMENTAL SERVICES' REPORT TO COUNCIL**

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- (6) All building work must be carried out in accordance with the provisions of the Environmental Planning and Assessment Act 1979 and the Building Code of Australia.

*Reason: to ensure compliance with the legislation and standards.*

- (7) Flood Level Requirement -  
The minimum floor level of any habitable part of the building shall be at or above RL 378.64 m AHD.

*Reason: To minimise the effects of flooding.*

- (8) Road Opening Permit -  
Prior to any works being undertaken in the road reserve, a road opening permit is to be obtained from Council.

*Reason: To ensure compliance with the Roads Act which requires the road authority to give permission for an activity within the road reserve.*

- (9) Security gates -  
The security vehicular gates on the Grafton Street frontage must be setback a minimum of 6m inside the property boundary, to ensure that road and pedestrian traffic passing past the property are not disturbed.

*Reason: to ensure the road safety of vehicles and pedestrians*

### **ROADS AND TRAFFIC AUTHORITY (RTA)**

The following requirements form part of this consent and directly relate to the access of vehicles and pedestrians onto Grafton Street.

- The access is to be a minimum of 3m wide with 0.5m splays at the kerb line.
- All activities including loading and unloading of goods associated with the development must be carried out on site. All traffic movements into and out of the development are to be in a forward direction.
- The proposed landscaping, signage and fencing are not to impede sight lines of traffic/or pedestrians within the development, or when entering and leaving the development. Safe intersection sight distance is to be achieved.
- A Road Occupancy Licence is required prior to any works commencing within 3m of the travel lanes of Grafton Street. This can be obtained by contacting Mr Paul Maloney on (02) 6861 1686. Submission of a traffic control plan is required as part of this licence.
- All works associated with the development are to be at no cost to the RTA.

*Reason: to ensure the road safety of vehicles and pedestrians and compliance with RTA requirements.*

**2. PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE**

- (1) Prior to commencement of work, the person having the benefit of the Development Consent and a Construction Certificate shall:
- a) appoint a **Principal Certifying Authority** and notify Council of the appointment (if Council is not appointed), and
  - b) notify Council of their intention to commence the erection of the building (at least 2 days notice is required).

The Principal Certifying Authority shall determine when **inspections and compliance certificates** are required.

*Reason: to ensure compliance with the Environmental Planning and Assessment Act 1979*

- (2) Prior to commencement of work, a copy of Home Owners Warranty certificate of insurance (or where applicable an Owner/Builder permit issued by the NSW Department of Fair Trading) is to be submitted to Council.

*Reason: to comply with the Home Building Act 1989.*

- (3) Before commencement of any work, a sign is required to be erected in a prominent, visible position:
- stating that unauthorised entry to the work site is not permitted,
  - showing the name of the person in charge of the work site and a telephone number at which that person can be contacted outside working hours, and
  - the house and lot number of the property.

This sign must be removed when the building work has been completed.

*Reason: to ensure compliance with the Environmental Planning and Assessment Act 1979.*

- (4) Section 68 Approval required -  
Prior to the issue of the construction certificate an application for approval pursuant to Section 68 of the Local Government Act, 1993 to carry out water supply, stormwater and sewerage works is to be lodged with Council. The approval under Section 68 of the Local Government Act, 1993 is to be obtained prior to any works commencing on site.

*Reason: To ensure compliance with the Local Government Act 1993*

**3. DURING CONSTRUCTION**

- (1) The building works are to be inspected during construction by the Council or by an "Accredited Certifier" (as applicable) and documentary evidence of compliance with the relevant terms of the approval/standards of construction detailed in the Building Code of Australia and Council's established development standards (as listed under Advisory Conditions which form part of this consent), is to be obtained prior to proceeding to the subsequent stages of construction, encompassing not less than the following key stages:-

## **DIRECTOR ENVIRONMENTAL SERVICES' REPORT TO COUNCIL**

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- (i) **Footings and Concrete Slabs:** When the footings have been excavated and all steel reinforcement has been placed in position.
- (ii) **Sub floor bearers and joists:** Prior to the laying of the floor and when ant caps are in place.
- (iii) **Structural framework:** When complete, all external walls and roof cladding must be in place prior to inspection. Internal plumbing should be in place and under pressure.
- (iv) **Roof frame:** Prior to the installation of the ceiling lining and eaves soffit lining.
  
- (v) **Internal House Drainage:** When all internal drainage work is installed and prior to concealment. Drainage should be under water test.
- (vi) **External House Drainage:** When all external drainage work is installed and prior to concealment.
- (vii) **Wet area waterproofing:** prior to lining or laying tiles.
- (viii) **Stormwater Drainage:** When the stormwater and roofwater drainage system has been completed.
- (ix) **Completion:** Upon compliance with all conditions of approval and prior to occupation.

Note: 48 Hours notice is required prior for all inspections

*Reason: To comply with the Environmental Planning & Assessment Amendment (Quality of Construction) Act 2003.*

### (2) Protection of Public Places -

- If the work involved in the erection or demolition of a building is likely to cause pedestrian or vehicular traffic in a public place to be obstructed or rendered inconvenient, or building involves the enclosure of a public place, a hoarding or fence must be erected between the work site and the public place.
- If necessary, an awning is to be erected, sufficient to prevent any substance from, or in connection with, the work falling into the public place.
- The work site must be kept lit between sunset and sunrise if it is likely to be hazardous to persons in the public place.
- Any such hoarding, fence or awning is to be removed when the work has been completed.

*Reason: to ensure that public safety is maintained during the construction period.*

### (3) Any proposed filling on the site shall not:

- a) encroach onto the adjoining properties and
- b) adversely affect the adjoining properties with surface run-off.

*Reason: to minimise nuisance to adjoining properties.*

### (4) Work shall be confined to normal working hours, namely 7.00 am to 5.00 pm Monday to Friday, and 7.00 am to 1.00 pm Saturdays. (No work is permitted on Sundays or public holidays).

*Reason: to minimise nuisance to adjoining neighbours.*

- (5) Prior to commencing work, erosion and sedimentation control measures are to be put in place to prevent soil movement from the site into natural or constructed drains or watercourses. Measures may include the installation of geofabric fencing, staked straw bale walls located on the contour down-slope of the construction, sediment detention basins, earthen contour banks and the like. Control measures must be maintained until revegetation or landscaping is completed.

*Note: Failure to implement soil erosion protection may result in the issue of on the spot fines for offences under the Protection of the Environment Operations Act, 1998.*

*Reason: to ensure that any possible soil erosion and runoff is contained on the site to prevent pollution of drainage lines.*

- (6) The applicant must provide an adequate receptacle to store all waste generated by the development pending disposal. The receptacle must be regularly emptied and waste must not be allowed to lie or accumulate on the property other than in the receptacle. Consideration should be given to the source separation of recyclable and reusable materials.

*Reason: to ensure that any possible soil erosion and runoff is contained on the site to prevent pollution of drainage lines.*

Advice to applicant:

Failure to provide and maintain sediment control measures can result in water pollution. Council officers are authorised to issue on-the-spot fines for offences under the Protection of the Environment Operations Act, 1998.

- (7) Site Protection  
Prior to the commencement of works, the principal contractor is to ensure that the site has been appropriately protected and secured in accordance with WorkCover requirements.

*Reason: To protect the safety of persons on adjoining land.*

#### **4. SUBDIVISION**

- (1) The development shall be carried out in accordance with the plans submitted with the Development Application and any supportive documentation, as stamped and approved by Council, except as otherwise provided by conditions of this consent

*Reason: to ensure the development is carried out in accordance with the submitted application as assessed by Council*

- (2) Prior to the issue of a subdivision certificate the following information must be provided and accepted by Council (or an accredited certifier);
- five (5) copies of the plan of survey (including and statutory easements) by a registered surveyor substantially in accordance with the consent and the requirements of the Community Land Development Act 1989,

## **DIRECTOR ENVIRONMENTAL SERVICES' REPORT TO COUNCIL**

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- Neighborhood management statement and Development contract in accordance with the requirements of the Community Land Development Act 1989.

*Reason: to provide the required copies of plans for certification and lodgment with the Land Titles Office as required under the regulations of the Environmental Planning & Assessment Act 1979*

- (3) A Subdivision Certificate is to be and issued prior to the release of the survey plan

*Reason: to authorize the registration of the plan of subdivision under Division 3 or Part 23 of the Conveyancing Act 1919*

- (4) Power is to be available to each allotment by payment of the standard fee to Country Energy. A certificate from the authority stating that acceptable arrangements have been made is to be submitted to Council prior to the release of the survey plan.

Connection to telephone mains is to be available to each allotment by payment of the standard fee to the supply authority. A certificate from the authority stating that acceptable arrangements have been made is to be submitted to Council prior to the release of the survey plan.

Connection to town water is to be available to each allotment by payment of the standard fee to the supply authority. A certificate from the authority stating that acceptable arrangements have been made is to be submitted to Council prior to the release of the survey plan.

*Reasons: to ensure services are available to each allotment of land.*

- (5) The applicant is to submit written confirmation to Council that Telstra and Country Energy have been advised of the approved subdivision.

*Reason: to reflect the relevant considerations required under the provisions of Section 79C(1) of the Environmental Planning & Assessment Act 1979 and associated Guidelines and to ensure the health and safety of persons accessing the site and persons using the public roads.*

- (6) Footpath Construction -  
Footpath construction 1.2m wide at the frontage of the development (Grafton Street) is to be completed at the developers cost to Councils standard. The applicant is to liaise with Council's Engineering staff, to determine the design standard and levels prior to the works commencing. Prior to occupation of the development footpath construction is to be inspected by Council and deemed satisfactory.

*Reason: To provide a durable low maintenance safe footpath surface for pedestrian traffic.*

## **DIRECTOR ENVIRONMENTAL SERVICES' REPORT TO COUNCIL**

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(7) Road Construction -

Prior to the release of the subdivision certificate for stage 1, kerb, gutter and sealing of the shoulder of the existing road along the frontage Melyra Street, to be provided in accordance with the standards of Council, with all costs to be paid by applicant. The applicant is to liaise with Council's Engineering staff, to determine the design standard and levels prior to the works commencing.

*Reason: To ensure that the road is constructed in accordance with Council's specifications.*

(8) Driveway access -

Prior to the release of the final occupation certificate for nay building, a 5m wide concrete layback and driveway must be provided from the Grafton Street to the property

boundary. This is to be provided in accordance with the standards of Council, with all costs to be paid by applicant. The applicant is to liaise with Council's Engineering staff, to determine the design standard and levels prior to the works commencing.

*Reason: To ensure that the road is constructed in accordance with Council's specifications.*

(9) Drainage -

Levels of the existing laneway are to be taken, to ensure that adequate provision are made for surface water disposal across the proposed development should levels and drainage pattern deem it necessary.

*Reason: To ensure that adequate surface drainage is achieved to reduce any effects to occupants.*

### **5. PRIOR TO OCCUPATION CERTIFICATE**

- (1) A final **Occupation Certificate** must be issued by the Principal Certifying Authority prior to occupation or use of the development. In issuing an occupation certificate, the Principle Certifying Authority must be satisfied that that the requirements of section 109H of the Environmental Planning and Assessment Act 1997 have been satisfied.

*Reason: to ensure compliance with the Environmental Planning and Assessment Act 1979*

(2) Damage to K&G -

Prior to the issue of a Final Occupation Certificate any damage to kerb and gutter, road surfaces, infrastructure or landscaping outside of the property boundary must be reinstated at total cost to the developer and to the satisfaction of Weddin Shire Council.

*Reason: To ensure that all assets located outside the property boundaries are maintained.*

## **DIRECTOR ENVIRONMENTAL SERVICES' REPORT TO COUNCIL**

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- (3) The site is to be **landscaped** as indicated on the plans submitted. The landscaping is to be established within 6 months of the date of this consent. The landscaping is to be maintained to ensure their growth and protected from damage. Dead trees are to be replaced within 3 months of dying.

*Reason – to ensure that the rural landscape and scenic quality of the area is not detrimentally affected and to assist in the reduction of odour drift as a consideration required under the provisions of Section 79C of the Environmental Planning and Assessment Act and the associated Guidelines.*

**S WILSON**  
**DIRECTOR ENVIRONMENTAL SERVICES**

## **Delegates' Report - Central Tablelands Water**

The following is a précis of the items discussed at the August 2011 meeting of Central Tablelands Water and is submitted for Council's information:

### **Budget Review Statement to 30 June 2011**

The Finance Manager reported that the Budget Review Statement for the period ending 30 June 2011 revealed a deficit for the year of \$600,201, which is a dramatic turn around on the original budget surplus of \$33,392.

The main contribution to this deficit result was a reduction of \$781,803 in revenue from water charges as a result of a significantly wet year.

### **Council's Investments**

The Finance Manager reported that Council's CDO investments through Lehman Bros continued to improve with the value at 30 June 2011 at 57.17% of par value.

The trial in the Federal Court has been completed. It is anticipated that the Court will take between 3 to 6 months to deliver judgment in the Proceedings.

Council's remaining investment portfolio of approximately \$2.45 million is all capital guaranteed, primarily in term deposits.

### **Audit Committee and Internal Audit**

Council resolved to endorse the appointment of independent external members on Council's Internal Audit Committee and that membership of the Internal Audit Committee comprise of the Chairman (or delegate), two external independents, the General Manager as an observer and the Finance Manager assuming the role of Secretariat to the Committee.

### **Centroc Water Security Study – Lake Rowlands Augmentation**

The Executive Officer of Centroc, Ms Jenny Bennett, addressed the meeting with a comprehensive overview of the activities of Centroc and, in particular, a thorough update on the Centroc Water Security Study with emphasis on the current status of the Lake Rowlands enlargement proposal.

### **LGSA Water Management Conference**

Council resolved to give approval for the Chairman, General Manager, Operations Manager and any other Councillor to attend the 2011 LGSA Water Management Conference in Grafton.

### **Grenfell PAH and I Association.**

Council resolved to approve a Section 356 payment of \$250.00 to the Grenfell Show Committee in support of the 2011 Grenfell Show.

### **Reservoir Levels**

All reservoir levels have been maintained at or near 100% capacity.  
The level of Lake Rowlands on 1 August was 96%.

### **General Manager – Annual Performance Review**

Following the Annual Performance Review of the General Manager, Council resolved that it was pleased to advise the General Manager that his performance over the past 12 months was considered to be above satisfactory.

**Cr. G McClelland**

**Cr. B Hinde**

**MINUTES OF HERITAGE COMMITTEE MEETING HELD ON  
TUESDAY 9 AUGUST 2011 AT 5.00 PM AT THE COUNCIL CHAMBERS (C2.6.22).**

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1. **PRESENT:** Clrs C Lobb, J Niven, M Simpson, Mr J Hetherington, Mr I Pitt, Mr A Hodgson, Mrs P Livingstone, Mr S Wilson (DES)(Chair), Mrs S Jackson-Stepowski (HA) and Mr W Twohill (DE) (Left at 5.15pm)  
Observers: Mrs I Holmes

2. **APOLOGIES:** Clr G McClelland and Clr N Hughes

**Resolved:** Clr Simpson and Clr Lobb that apologies be accepted.

3. **CONFIRMATION OF MINUTES:** Tuesday, 12 April 2011 (7 June not held).

**Resolved:** Clr Lobb and Clr Hughes that the minutes of 12 April 2011 be adopted.

4. **MATTERS ARISING:**

4.1 Grenfell & Village Heritage Studies/Expansion of the Grenfell Heritage Conservation Area  
Mr Wilson (DES) advised that the LEP was advertised and property owners were notified. Mr Wilson (DES) advised that the Masonic Lodge was removed from the listing and the Department of Planning has the LEP for final making.

4.2 Grant – B Maroney (150/152 Burrangong Street)  
Mr Wilson (DES) advised that unsatisfactory works were rectified to Council's satisfaction.

4.3 Grenfell Lions Club – Picnic Shelter  
Mr Wilson (DES) advised that the grant offer was accepted and substantial works were completed by 30 May 2011.

4.4 Railway Hotel Shed – Structural failure  
Mr Wilson (DES) advised that the shed had been demolished.

5. **CORRESPONDENCE:**

5.1 HA Referral Memo – April Visit **Noted**

5.2 HA Referral Memo – 4 Weddin Street, 8/5/11 **Noted**

5.3 HA Referral Memo – Christian Bookshop, June 11 **Noted**

5.4 HA Referral Memo – Grenfell Masonic Lodge, June 11 **Noted**

5.5 HA Referral Memo – Grenfell Masonic Lodge, Draft Chronology **Noted**

5.6 HA Referral Memo – Weddin Shire Council Chamber **Noted**

5.7 HA Referral Memo – June Visit **Noted**

## **6. BUSINESS WITH NOTICE**

### **6.1 Payment – Grenfell Town & District Band**

Mr Wilson (DES) advised that payment was made.

**Resolved:** Clr Niven and Clr Simpson that payment be endorsed.

### **6.2 Heritage Strategy Annual Report 2010-11**

Mr Wilson (DES) advised that the Report was completed and forwarded to the Heritage Office by 30 May 2011.

**Resolved:** Mr Hetherington and Mrs Livingstone that actions be endorsed.

### **6.3 Payment – Grenfell Lions Club**

Mr Wilson (DES) advised that payment was made.

**Resolved:** Mrs Livingstone and Clr Lobb that payment be endorsed.

### **6.4 2010/11 Grant Application – Assessment and Approvals**

Mr Wilson (DES) presented a grant funding table (attached) for consideration, with assessments completed by Mrs Jackson-Stepowski and Mr Wilson (DES). Discussions were had on each grant application.

Clr Lobb – requested to be excused from meeting and left at 5.55pm

**Resolved:** Clr Simpson and Mr Pitt that the grant funding table be endorsed.

**Resolved:** Mrs Livingstone and Clr Simpson that Council consider increasing the current Council vote from \$8,500 to \$17,000 for the 2012/13 financial year.

### **6.5 Main Street – Bin Enclosures**

Mr Twohill (DE) tabled 3 suggested bin enclosures. Mr Twohill advised that bins need to be non-intrusive and to fit in with street furniture.

**Resolved:** Clr Lobb and Mrs Livingstone that the Draffin 900 Series with powder coated steel frame and vertical timber be endorsed.

## **7. HERITAGE ADVISORS REPORT**

Mrs Jackson-Stepowski gave a verbal report on her recent activities and grant assessments on the day.

## **8. QUESTIONS:**

Nil

## **9. NEXT MEETING: 11 October 2011 at 5.00 pm**

## **10. CLOSURE: There being no further business the meeting closed at 6.15 pm.**

**WEDDIN HERITAGE ASSISTANCE PROGRAM  
APPLICATIONS 2011/12**

	APPLICANT	PROPERTY ADDRESS			PROPOSAL	COSTS		Assessed Score	Grant Approval	Conditions
	Name	St No.	Street/Road or Property Name	Town	Description	Est. Total Cost	Grant Request			
1	M Kemp & L Nowlan-Kemp		"Wentworth Homestead" Bimbi	Via GRENFELL 2810	Complete restoration, waterproofing & exterior painting (front & side)	\$11,450	\$5,000	30.8	NIL	
2	A Hunt	31	Grafton Street	GRENFELL	1. Repin, prepare & paint roof, replace guttering & paint, Prepare & paint all fascias and bargeboards, or 2. Repin, prepare & paint roof	\$6,490 \$3,740	1. \$3,245 2. \$1,870	42.5	\$1,306	
3	M Nowlan-Jones & A Nowlan Old Bimbi Post Office		Grenfell Street	BIMBI	New Guttering	\$5,720	\$2,000	57	\$2,000	Subject to: removal of trees on footpath
4	J & K Hancock	4	Weddin Street	GRENFELL	Front Fencing	\$5,525	\$2,750	51.5	\$1,000	
5	D Yates	42	Main Street	GRENFELL	<b>Works Completed</b> Restore Frontage – Paint	\$12,767	\$4,000		NIL	
6	T & A Wood	97-99	Main Street	GRENFELL	Re-do Awning and verandah posts and paint	\$14,159	\$7,079	60.15	\$4,000	
7	L Baker	26	Grafton Street	GRENFELL	Replace roofing iron, flashings and some guttering to house	\$3,681.43	\$1840.00	48.75	\$1,306	Subject to: galvanised materials being used
8	Grenfell Christian Bookshop	52	Main Street (Rear)	GRENFELL	Restore bakery building, direct ground water away from building by installing guttering & downpipes etc	\$4,150	\$2,075	65.4	\$2,075	
					TOTALS				<b>\$11,687</b>	

Criteria: As per Heritage Office Template

**MINUTES OF THE MANEX MEETING HELD ON MONDAY, 12 SEPTEMBER 2011 AT  
2.30 PM (C2.6.10)**

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**Present:** T Lobb, G Carroll, W Twohill, S Wilson and Clr M Simpson (observer).

**Apology:** Nil

**Minutes:**

**Resolved:** W Twohill and G Carroll that the minutes of 16 August 2011 be adopted as circulated.

**General Business:**

**1A Administration**

- (i) Integrated Planning – process proceeding. Senior staff met with consultant P Diprose to discuss report which he is currently preparing. Staff workshops conducted by consultant to explain on-line survey. Further reported in General Manager's report.
- (ii) Asset and Financial Management – Jeff Roorda from IPWEA met with senior staff on 29 August and conducted an Asset Management and Maturity Assessment. Report from consultant received. Consultant to be engaged to assist with setting up Asset Management and Financial systems required for the integrated planning process. Various staff to attend NAMS training in Griffith.
- (iii) 2010/2011 Annual Report – to be completed and submitted to the Division by 30 November 2011. General Manager and Directors pursuing.
- (iv) Community Notification – options through Post Office available at reduced rates for bulk postages. To be considered.
- (v) OHS Changes – OHS Amendment Bill and Work Health and Safety Bill 2011 to be introduced bringing NSW back into line with other States. The bill will now put the onus back on the prosecution to prove negligence. Organisations will be innocent until proven guilty. Very good outcome.
- (vi) Tender Package – received. General Manager and Directors utilising.

**1B Human Resources**

- (i) Vacancies
  - Engineering – Workshop Mechanic, Ganger and Patch Truck Operator to be advertised. Apprentice Mechanic being considered.
- (ii) HR Package – received and able to be utilised.
- (iii) Directors Performance Reviews – completed for Director Corporate Services and Director Environmental Services. Director Engineering to be completed.
- (iv) General Manager's Leave – reported in General Manager's report.
- (v) Census of Local Government Employees – Division of Local Government issued a report depicting staffing comparisons amongst Councils for various categories.

**2. Public Order and Safety**

- (i) PACT Meeting – Mayor to attend meeting on 14 September 2011 at Community Hub. Any issues concerning policing in the Shire to be forwarded to Mayor to present to meeting.

**3. Health**

- (i) Doctors Situation – reported in General Manager's report.
- (ii) New Doctor's House – reported in Director Environmental Services' report.

**4. Community Services and Education**

Nil

**5. Housing and Community Amenities**

- (i) Grenfell Cemetery – church groups representatives have been invited to a meeting. One response received to date. Director Engineering pursuing.

**6. Sewerage**

- (i) IWCM Study – awaiting final draft from consultant including possible options for sewerage of villages. Director Engineering and Director Environmental Services pursuing.

**7. Recreation and Culture**

- (i) Art Gallery – exhibitions resumed after Bald Archy Exhibition.
- (ii) Cinema – no nominations received for committee. To be readvertised. Director Corporate Services to pursue.
- (iii) Grenfell Swimming Pool – in process of filling pool water leakage issues have surfaced above the scum gutter return. Director Environmental Services pursuing. Pool to open on 10 October 2011 for new season.
- (iv) O’Briens Hill Project – nearing completion. Toilet cleaning and keys to be incorporated into Council’s system.

**8. Mining Manufacture and Construction**

- (i) Gravel Pit Leases – three responses received giving “in principle” agreement to sign leases. Director Engineering pursuing.

**9. Transport and Communication**

- (i) RTA Contract – reported in Director Engineering’s report.
- (ii) Flood Damage – reported in Director Engineering’s report.
- (iii) Other Programs – noted.
- (iv) Rail Branch Lines – taskforce meeting held 8 September 2011.

**10. Economic Affairs**

- (i) Open Day/Goldfest Festival – arrangements underway. Further reported in Director Corporate Services report.

**Clr Simpson left the meeting at this point and did not return.**

**11. General Purpose Revenues**

- (i) Sale of Land – sales proceeding by private treaty.

**12. Alliances**

- (i) Hawkesbury City Council – no recent activities. Staff continuing to liaise.
- (ii) Mid Lachlan Alliance – board meeting held by teleconference on 30 August 2011. Next meeting to be held at Grenfell on 19 September 2011.
- (iii) CENTROC – next meeting to be held at Oberon on 24 November 2011. CENTROC CEO Ms Jenny Bennett to address Council prior to Thursdays Council Meeting.

**13. Other Matters**

Nil

**14. Job List Review:**

**Noted**

**Next Meeting:** Monday, 17 October 2011 at 2.30 pm.

**Closure:** There being no further business the meeting closed at 4.23 pm.

**MINUTES OF THE TOWN WORKS COMMITTEE MEETING HELD ON MONDAY,  
12 SEPTEMBER 2011 AT 5.00 PM (C2.6.8)**

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1. **PRESENT:** Clrs Simpson, McClelland, Hinde, Atchison, Lobb and Crutcher.  
Messrs T Lobb, G Carroll, W Twohill and S Wilson.

2. **APOLOGIES:** Nil

3. **CONFIRMATION OF MINUTES:**

**Resolved:** Clr Atchison and Clr Hinde that the minutes of 14 June 2011 be adopted.

4. **MATTERS ARISING:**  
Nil

5. **CORRESPONDENCE:**

5.1 Gordon Garling Moffitt, P2.6.1 (C2):

**Noted**

5.2 Janet Anthony, P2.1.3 (C3):

**Noted**

6. **REPORTS**

6.1 General Manager's Report  
Nil

**Noted**

6.2 Director Corporate Services' Report  
Report on Town Costings and Open Day/Grenfell Goldfest Festival – Terms and Conditions.

**Noted**

6.3 Director Engineering's Report  
Reports on Works Report, Other Works and Future Works.

**Noted**

6.4 Director Environmental Services' Report  
Reports on Sewerage Treatment Works, Caravan Park, Grenfell Swimming Pool, O'Brien's Hill – Stage 1 Viewing Deck and Amenities, and Town DAs.

**Noted**

**B7. Development Application for the Consideration of Council DA 30/2011 – Proposed Deck and Awning**

**Resolved:** Clr Lobb and Clr Hinde that the action be confirmed.

**B9. Modification of Development Application for the Consideration of Council, DA 24/2009 Proposed Staged Development – 12 lot Strata Subdivision and Construction of 12 Dwelling Units**

Clr McClelland previously submitted a written declaration of interest, left the room and did not return to the meeting.

**Noted**

**7. BUSINESS WITH NOTICE:**

Nil

**8. QUESTIONS:**

Nil

**NEXT MEETING:** Monday, 17 October 2011 at 5.00 pm.

**CLOSURE:** There being no further business to discuss the meeting closed at 5.34 pm.

## LIST OF INSPECTIONS, MEETINGS AND DEFERRED ACTIVITIES.

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### 1. INSPECTIONS AND MEETINGS:

- |              |  |
|--------------|--|
| October 2007 | 1. <u>Payne's Gravel Pit:</u> Ward Councillors and Director Engineering to meet with new landowner (DE).<br>(Initial Meeting Carried Out).                       |
| May 2011     | 2. <u>Weeds Information Session:</u> arrange for July (DE).<br>3. <u>Grenfell Cemetery Maintenance:</u> meeting to be arranged with church representatives (DE). |
| August 2011  | 4. <u>National Local Roads and Transport Congress:</u> Mayor and staff member to attend (Mt Gambier) 16 – 18 November 2011 (DE).                                 |

### 2. DEFERRED ACTIVITIES:

- |             |  |
|-------------|--|
| May 2011    | 1. <u>Medical Centre:</u> resubmit grant application with assistance from Ochre Health (DES).  |
| July 2011   | 2. <u>New Council:</u> report to be prepared on number of Councillors (GM).<br>3. <u>Fundraiser for Beyond Blue:</u> details to be ascertained (DCS).<br>4. <u>Council Elections:</u> report to be prepared on conduct of elections (DCS).<br>5. <u>Little Athletics:</u> Top Lawson Oval users to be consulted (DE).<br>6. <u>Alcohol Free Zones:</u> to be advertised for public comment and reported (DES). |
| August 2011 | 7. <u>Fencing Policy:</u> deferred for reconsideration at September Council Meeting (DES).<br>8. <u>Heritage Committee Meeting 9 August 2011:</u> minutes to be considered (DES).<br>9. <u>DA 30/2011 (Hughes):</u> to be determined (DES).  |

## QUESTIONS

**Questions** maybe put to councillors and council employees in accordance with clause 25 of the Council's **Code of Meeting Practice**, as follows:-

- “(1) A councillor:
  - (a) may, through the chairperson, put a question to another councillor, and
  - (b) may, through the chairperson and the General Manager, put a question to a council employee.*
- (2) However, a councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents.*
- (3) The councillor must put every such question directly, succinctly, and without argument.*
- (4) The chairperson must not permit discussion on any reply or refusal to reply to a question put to a councillor or council employee under this clause. “*

Questions should not be used to introduce **business without notice**. This is covered in Clause 17 of Council's **Code of Meeting Practice**, as follows:-

- “(3) ....., business may be transacted at a meeting of a Council even though due notice of the business has not been given to the councillors. However, this can happen only if:
  - (a) a motion is passed to have the business transacted at the meeting, and
  - (b) the business proposed to be brought forward is ruled by the chairperson to be of great urgency.  
Such a motion can be moved without notice.*
- (4) ....., only the mover of a motion referred to in subclause (3) can speak to the motion before it is put.”*

Questions on routine **operational matters** should be directed to the General Manager or the appropriate Director separately from and/or prior to the meeting.

## CLOSED COUNCIL

### THE LOCAL GOVERNMENT ACT

The authority for Council to close a meeting to the public is given under Section 10 of the Local Government Act, for which the following excerpts apply:

**[s 10A] Which parts of a meeting can be closed to the public?**

**10A**

- (1) **[Meetings may be closed]** A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:
- (a) the discussion of any matters listed in subclause (2), or
  - (b) the receipt or discussion of any of the information so listed.
- (2) **[Grounds for closure]** The matters and information are the following:
- (a) personnel matters concerning particular individuals (other than councillors),
  - (b) the personal hardship of any resident or ratepayer,
  - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
  - (d) commercial information of a confidential nature that would, if disclosed:
    - (i) prejudice the commercial position of the person who supplied it, or
    - (ii) confer a commercial advantage on a competitor of the council, or
    - (iii) reveal a trade secret,
  - (e) information that would, if disclosed, prejudice the maintenance of law,
  - (f) matters affecting the security of the council, councillors, council staff or council property,
  - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege
  - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.
- (3) **[Closure of Resolution to close]** A council, or a committee of the council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.
- (4) **[Public's right to make representations]** A council, or a committee of a council may allow members of the public to make representations to or at a meeting, before and part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**[s 10C] Notice of likelihood of closure not required in urgent cases**

**10C** Part of a meeting of a council, or of a committee of the council of which all the members are councillors, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in section 10A(2), and
- (b) the council or committee, after considering any representations made under section 10A(4), resolves that further discussion of the matter:
  - (i) should not be deferred (because of the urgency of the matter), and
  - (ii) should take place in a part of the meeting that is closed to the public.

**[s 10D] Grounds for closing part of meeting to be specified**

**10D (1)[Record of grounds for closure]** The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.

- (2) **[Details to be specified]** The grounds must specify the following:
- (a) the relevant provision of section 10A(2),
  - (b) the matter that is to be discussed during the closed part of the meeting,
  - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which the discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**RECOMMENDATION:** That Council form a Closed Council to consider the items listed below,

AND THAT the Press and the public be excluded from the Meeting of the Closed Council because of the confidential nature of the business to be transacted, as stated below:

**Note:** A council, or a committee of a council, may allow members of the public to make representation to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

## **MATTERS FOR CONSIDERATION - CLOSED COUNCIL**

### **GENERAL MANAGER'S REPORT**

1. **Performance Review – Director Corporate Services, P4.10015/2**  
Reason for confidentiality: staff matter (Section 10A(2)(a))
2. **Performance Review – Director Environmental Services, P4.10225**  
Reason for confidentiality: staff matter (Section 10A(2)(a))

### **NOTICE OF MOTION**

1. **Handling of Operational Matters, C2.8.1**  
Reason for confidentiality: personnel matter (Section 10A(2)(a))

Other items may be referred to closed council during the course of the meeting.