



To Avoid Delay when  
Replying or Telephoning

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## MINUTES OF THE WEDDIN SHIRE COUNCIL ORDINARY MEETING HELD THURSDAY, 17 MAY 2018 COMMENCING AT 5.00 PM

10 May 2018

Dear Councillors,

**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, 17 MAY, 2018**, commencing at **5.00 PM** and your attendance is requested.

Yours faithfully

**GLENN CARROLL**  
**GENERAL MANAGER**

### BUSINESS

1. APOLOGIES
2. CONFIRMATION OF MINUTES - Ordinary Mtg 19 April 2018
3. QUESTIONS FROM THE PUBLIC
4. DECLARATIONS OF INTEREST
5. CORRESPONDENCE (As per Precis attached)
6. MOTIONS WITH NOTICE
7. MAYORAL MINUTE
8. REPORTS: (a) General Manager  
(b) Director Corporate Services  
(c) Director Engineering  
(d) Director Environmental Services  
(e) Delegates
9. MINUTES - Planning & Development Ctee Mtg, 14/5/2018  
- OLT Mtg, 15/5/2018
10. INSPECTIONS, MEETINGS AND DEFERRED ACTIVITIES
11. TENDERS AND QUOTATIONS
12. QUESTIONS
13. CLOSED COUNCIL
14. REPORT ON CLOSED COUNCIL
15. CLOSURE

**PRESENT:** The Mayor Cr M Liebich in the Chair, Crs P Best, J Niven, C Bembrick, C Brown, S O’Byrne, J Parlett and P Diprose.  
General Manager (G Carroll), Director Engineering (R Ranjit), Director Environmental Services (B Hayes) and Director Corporate Services (L Gibson).

**APOLOGY:** Nil

**CONFIRMATION OF MINUTES:**

**435 RESOLVED:** Cr Bembrick and Cr Diprose that the Minutes of the Ordinary Meeting, held on 19 April, 2018 be taken and read as **CONFIRMED**.

**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.

<b>Councillor</b>	<b>Item No.</b>	<b>Nature of Interest</b>	<b>Type</b>	<b>Left the Room</b>
<b>Previously Declared</b>				
Cr Brown	C7	Son attended LoveBites at the High School	Non-Pecuniary	Yes
<b>Declared During the Meeting</b>				

Nil

**Cr McKellar entered the meeting at this point 5.02pm.**

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF THE WEDDIN SHIRE COUNCIL HELD, 17 MAY 2018.**

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**SECTION A - Matters for information**

- A1. Local Government NSW, A3.9.1: Forwarding Weekly Circular numbered 14/2018.
- A2. The Hon Steph Cooke MP, A3.19.2: Member for Cootamundra Steph Cooke today announced small businesses and their staff now have access to free training thanks to a new \$30 million NSW Government initiative.
- A3. The Hon Steph Cooke MP, A3.19.2: Advising member for Cootamundra Steph Cooke today announced that Mr Bill Atchison from Grenfell has been named one of 24 NSW finalists for the 2018 Rotary Emergency Services Community Awards.
- A4. Probus Club of Grenfell Inc., T3.4.7: Writing to you on behalf of the Grenfell Probus Club in regards to an article that was printed in the Grenfell Record News Paper in the 28<sup>th</sup> February 2018.
- A5. State Weed Committee, A3.6.45: Advising the state Weed Committee (SWC) oversees the service delivery of weed management in NSW. In doing so, it endeavours to encourage coordination of the various organisations which have an active role within this sector.
- A6. Local Government NSW, A3.9.1: Forwarding Weekly Circular numbered 15/2018.
- A7. NSW Government, A3.6.1: Writing in relation to the NSW Government's recently announced Low Cost Loan Initiative (LCLI).
- A8. Office of Local Government, A3.9.3: Advising the Companion Animals Regulation 2008 (the Regulation) is undergoing statutory review by the NSW Government.
- A9. Local Government NSW, A3.9.1: Forwarding Weekly Circular numbered 16/2018.
- A10. The Hon Steph Cooke MP, A3.19.2: today announced local Councils in the Region are set to upskill and grow following the statewide rollout of a new \$4.6 million vocational education and skills program.
- A11. The Hon Steph Cooke MP, A3.19.2: today announced that community organisations in the Cootamundra electorate can now apply for the next round of funding for local projects under the NSW Government's Infrastructure Grants program.
- A12. NSW Government Food Authority, H1.6.8: Advising I would like to take this opportunity to thank you and the valuable work undertaken by your environmental health officers (EHOs) in making a significant contribution in reducing foodborne illness in NSW.
- A13. Grenfell Food Hall, C1.3.0: This is an invitation to all who would like to come down and have morning tea with the Food Hall from 9.00-11.00am.
- A14. Peter McKee, T4.3.1: Advising my wife and I visited your great little town last Saturday/Sunday and you and the townsfolk should all be congratulated for keeping your town so neat and tidy.

- A15. Local Government NSW, A3.9.1: Forwarding Weekly Circular numbered 17/2018.
- A16. Arts OutWest, C1.3.16: Please find attached the notice for Arts OutWest's Annual General Meeting in Grenfell on 20 May 2018.
- A17. Ken and Virginia Doig, C1.8.7: Expressing our concern about the proposed re-location of the Grenfell Tafe.
- A18. Wendy Little, P2.5.4: Advising I Wendy Little and Wayne Kohlen of 40 Weddin Street, Grenfell; would like to accept Councils offer of 2023m<sup>2</sup> in the Industrial Estate at the agreed price of \$7.64/m<sup>2</sup> Inc GST for the land and 3 phase power contribution.
- A19. The Hon Steph Cooke MP, A3.19.2: Advising the NSW Government is encouraging communities to identify ways to promote safety in the area.
- A20. The Hon Steph Cooke MP, A3.19.2: Member for Cootamundra, Steph Cooke is encouraging the community to continue the involvement and momentum behind today's 'Coffee with a Cop' event.
- A21. Matthew Taylor, R2.10.057: Advising as one of 9 homes and approximately 19 licence holders along Gibraltar Road, including Caragabal's NSW RFS Captain and Secretary I think that it is imperative that the bridge over the Barbingal Creek on Gibraltar Rocks Road is fixed/replaced ASAP.

**SECTION B - Matters for report**

- B1. Ian and Jenny Armstrong, P2.1.8: We are writing in regard to Armstrong Court and the co-existence that is shared with the Memorial Park.
- B2. Caragabal Promotion Group, C1.3.14: Advising the Caragabal Promotion Group have read the draft Active Transport Plan and would like to provide the following feedback.
- B3. Bruce Walker, R2.10.072: Thank you for the opportunity to have a say on possible renaming of Hardmans Lane.
- B4. Jill Allen, T3.4.1: Advising Greenethorpe residents were invited to attend a public meeting convened by Sam Allen (Le Tour de Greenethorpe organiser for the past 10 years) to discuss the future holding of this Event.
- B5. The Hon Steph Cooke MP, A3.19.2: Member for Cootamundra Steph Cooke today announced applications are now open for the 2018 Community Building Partnership Program, unlocking \$30 million for community infrastructure projects across NSW.

**436 RESOLVED:** Cr Parlett and Cr Diprose that Correspondence sections A and B be noted.

## **SECTION C - Matters for consideration**

1. Australian Local Government Association, A3.8.3: Advising the Australian Local Government Association is pleased to invite you and your Council colleagues to attend this year's National General Assembly of Local Government (NGA) in Canberra from 17 – 20 June.

This year's theme, *Australia's Future, Make it Local*, reflects not just the wide scope and importance of Local Government, but its ability to influence and effect fundamental change and improvement at the community level.

We look forward to seeing you at this year's event.

**Copy forwarded to Councillors**

### **RECOMMENDATION:**

For Councils Consideration

- 437** **RESOLVED:** Cr Brown and Cr Bembrick that Council grant delegated authority to the Mayor and General Manager to approve the Deputy Mayor to attend if the proposed agenda items are relevant to Weddin Shire Council.

2. Transport Roads and Maritime, R2.51.21: Advising that the Regional Road Block Grant (Block Grant) allocation for Weddin Council for 2017-18 will be \$778,000. This is based on the 2016-17 allocation to Council with an allowance for indexation.

Please find attached in duplicate the Agreement for Block Grant Assistance to Council for Regional Roads 2017-18 (the Agreement).

It is requested that Council sign and return both copies of the Agreement at your earliest convenience.

**RECOMMENDATION:** that the agreement be signed on behalf of Council and returned to the Roads and Maritime Services (RMS) as requested.

- 438** **RESOLVED:** Cr McKellar and Cr O'Byrne that the agreement be signed on behalf of Council and returned to the Roads and Maritime Services (RMS) as requested.

3. NSW Department of Industry, G2.11.1: The NSW Government recently announced the launch of NSW *Small Business Month* in October 2018.

**Copy forwarded to Councillors**

**RECOMMENDATION:** that the grant be accepted and the events be arranged accordingly.

- 439** **RESOLVED:** Cr Brown and Cr Niven that the grant be accepted and the events be arranged accordingly.

4. Audit Office of NSW, A3.6.1: Advising the Auditor-General, Margaret Crawford, released her inaugural report today on the results of statutory financial audits of Councils in the Local Government sector.

**Copy forwarded to Councillors**

**For Information  
Noted**

5. Richard Barwick, P2.3.3: Thanks for your call in following up on my presentation to Council in March.

**Copy forwarded to Councillors**

**For Information  
Noted**

6. Local Regional Transport Committee, T3.5.2: Please find attached agenda and minutes for the next meeting of the Lachlan Region Transport Committee to be held at the Grenfell Bowling Club, Cross Street, Grenfell on Saturday 19<sup>th</sup> May, 2018.

**RECOMMENDATION:** that:

- i) the Mayor be Councils representative at the LRTC meeting to be held in Grenfell on Saturday 19<sup>th</sup> May, 2018 together with Council delegates Cr O’Byrne and Cr Bembrick.
- ii) all other Councillors be authorised to attend if so desired.

**440**

**RESOLVED:** Cr Brown and Cr Bembrick that:

- i) the Mayor be Councils representative at the LRTC meeting to be held in Grenfell on Saturday 19<sup>th</sup> May, 2018 together with Council delegates Cr O’Byrne and Cr Bembrick.
- ii) all other Councillors be authorised to attend if so desired.

7. Grenfell “Voices Against Violence” DV Committee, C1.7.8/C1.1.3: Advising the Grenfell Voices Against Violence Committee is requesting support for two events we are facilitating in 2018.

Each year trained facilitators run a program for year 10 students, both female and male called LoveBites. The program provides education on Domestic Violence and Sexual Abuse. We are seeking financial support for the Weddin Shire Council to assist with the implementation of the 2018 LoveBites program.

The Grenfell Voices Against Violence Committee also require support with the 2018 White Ribbon Day. The previous three years have seen us facilitate a successful White Ribbon Day event and we are anticipating an equally successful campaign in 2018. Each year we hope to reach more community members as Domestic Violence impacts adults, children, families and the community.

The cost to achieve these goals will be approximately \$400.00. A contribution from Weddin Shire Council will be greatly appreciated as it will assist us to continue educating the youth in the Weddin Shire.

Thank you for your consideration with this request.

**Note: 2017 Donation \$200**

**RECOMMENDATION:**

For Councils Consideration

**Cr Brown previously submitted a written declaration of interest and left the room 5.24pm.**

**441**           **RESOLVED:** Cr Diprose and Cr Parlett that Council donate \$200 to the Grenfell “Voices Against Violence” DV Committee for the two events.

**Cr Brown returned to the room 5.25pm.**

8.           Grenfell Car Club, C1.4.1: advising for the Henry Lawson Festival Car Show run by the Grenfell Car Club we request the following equipment:

- 12 Road Closed Barricades
- 14 Traffic Cones
- 3 Wheelie Bins

**RECOMMENDATION:** that the requests be approved.

**442**           **RESOLVED:** Cr O’Byrne and Cr Bembrick that the requests be approved.

**SUMMARY OF LATE CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF THE WEDDIN SHIRE COUNCIL HELD, 17 MAY 2018**

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**RECOMMENDATION:** that the late correspondence be received and dealt with because of the urgency of the matters.

**443** **RESOLVED:** Cr Brown and Cr Best that the late correspondence be received and dealt with because of the urgency of the matters.

9. NSW Government, C2.10.9: Advising Deputy Premier and Minister for Regional NSW John Barilaro and Local Government Minister Gabrielle Upton today announced more than 70 Councils across regional NSW have voluntarily joined forces to establish a new network of 11 Joint Organisations.

**Copy forwarded to Councillors**

**For Information  
Noted**

10. Local Government NSW, A3.8.2: Advising long-term success of the 11 Joint Organisations for regional NSW announced today would come down to ongoing collaboration and funding.

**Copy forwarded to Councillors**

**For Information  
Noted**

11. The Hon Steph Cooke MP, A3.19.2: Member for Cootamundra Steph Cooke announced today Grenfell will have greater access to future-focused training, following TAFE NSW's recent purchase of a property to construct a modern Connected Learning Centre (CLC).

**Copy forwarded to Councillors**

**For Information  
Noted**

**444** **RESOLVED:** Cr McKellar and Cr Diprose that the Correspondence be noted except where otherwise resolved.

## MAYORAL MINUTE

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10 May 2018

The Councillors  
Weddin Shire Council  
GRENFELL NSW 2810

Dear Councillors

I wish to report as follows: -

I request leave of absence for the June meeting for myself with Deputy Mayor Cr Best to take the Chair for the meeting.

Signed:   
Cr Liebich

**445 RESOLVED:** Cr Liebich that the leave of absence for the June meeting be granted with Deputy Mayor Cr Best to take the Chair for the meeting.

The Mayor and Councillors  
Weddin Shire Council  
GRENFELL NSW 2810

Dear Councillors

I wish to report as follows: -

**1. ANZAC Commemoration Service, C1.3.26**

The 2018 ANZAC commemoration was held in a very dignified and respectful manner at Memorial Park on Wednesday, 25th April 2018.

Mr John McGrath was the guest speaker at the ANZAC Service, delivering a very enlightening and informative address.

It was a very good day which afforded residents and visitors the opportunity to remember and honour the service and sacrifice of many Australians who lost their lives in the conflicts.

**RECOMMENDATION:** that Council write to the Grenfell RSL congratulating them on the outstanding success of the 2018 ANZAC commemoration service.

**446 RESOLVED:** Cr Brown and Cr Parlett that Council write to the Grenfell RSL congratulating them on the outstanding success of the 2018 ANZAC commemoration service.

**2. Fees for Councillors and Mayors, C2.2.3**

Pursuant to Sec 241 of the Local Government Act 1993 the Local Government Remuneration Tribunal released its Report on the 17 April 2018 and determined to increase fees payable to Councillors and Mayors by 2.5% from 1 July 2018.

For Weddin Shire in the "Rural" category, the approved fees are as follows:-

	<u>2018/2019</u>	<u>2017/2018</u>	<u>2016/2017</u>
Councillor	\$8,970-\$11,860	\$8,750 – \$11,570	\$8,540 – \$11,290
Mayor (additional)	\$9,540-\$25,880	\$9,310 – \$25,250	\$9,080 – \$24,630

**RECOMMENDATION:** that:-

- i) the fees for 2018/2019 be determined,
- ii) the adopted fees be included in the draft Policy for Fees, Expenses and Facilities for Councillors 2018/2019
- iii) the draft policy as amended be placed on public exhibition for comment and resubmitted to the June 2018 Council Meeting for formal adoption.

**447 RESOLVED:** Cr Niven and Cr Best that:-

- i) the Mayor and Councillors fees for 2018/2019 be set at the maximum amount,
- ii) the adopted fees be included in the draft Policy for Fees, Expenses and Facilities for Councillors 2018/2019
- iii) the draft policy as amended be placed on public exhibition for comment and resubmitted to the June 2018 Council Meeting for formal adoption.

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

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### **3. Regional Growth Fund, G2.1/A3.19.2**

#### **Stronger Country Communities Fund**

As Councillors are aware Council's grant funding application under the Stronger Country Communities Fund which is part of the NSW Government's \$1.3 billion Regional Growth Fund was successful with Council to receive \$768,982 under Round 1.

The grant funding will be utilized to undertake the Main Street infrastructure project which will assist in revitalizing the Main Street and the business sector. The project will involve upgrading drainage and guttering infrastructure in the Main Street as well as improving Main Street amenities.

Council is also currently applying for Federal Government grant funding under the Building Better Regions Fund (BBRF) and State Government grant funding under the Regional Growth Funds, Growing Local Economies Fund to be allocated to the Main Street project to facilitate the commencement of the project. If the grant funding applications are successful, then the \$1.537m under Round 2 of the Stronger Country Communities Fund will be able to be allocated to local sports and amenity projects. If the grant funding applications are unsuccessful half of the \$1.537m will need to be utilised for the Main Street Project. The criteria for this program stipulates that 50% must be allocated specifically to sport related facilities. The Main Street project is a high priority in our Community Strategic Plan (CSP) and its commencement will see another major infrastructure project being undertaken which is also very significant for the business sector in Grenfell.

In this regard and as previously resolved by Council grant funding applications have been submitted under the Stronger Country Communities Program Round 2 in priority order as detailed below:

1. Henry Lawson (bottom) Oval male and female home and away rooms, officials rooms; toilets and canteen; amenities building and base spectator area
2. Quandialla pool treatment pumps and drainage remediation
3. Rugby Union (Bembrick Grounds and Amenities upgrade)
4. Grenfell Tennis courts and lights renewal
5. Grenfell squash court renewal
6. Bogolong dam entry and water access development
7. Caragal Country Club facilities upgrade

Supplementary applications have also been submitted as detailed below if the BBRF and the Growing Local Economies applications are unsuccessful:

8. Main Street beautification This will be withdrawn once the Expression of Interest (EOI) for the Growing Local Economies fund is accepted. If the EOI fails, then it is proposed to withdraw the Henry Lawson Oval Amenities Renewal Application so that the main street project can be completed. An EOI for Henry Lawson Oval can then be submitted at a later date.
9. Henry Lawson Oval amenities spectator seating in case there are extra funds available or if any of the projects submitted do not fully meet the criteria.
10. Henry Lawson Oval Fitness Track/Equipment submitted on the basis that if the above EOI fails additional funds will be available to expend on this project.

**For Information  
Noted**

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

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### **Regional Cultural Fund**

It is proposed to resubmit an Expression of Interest (EOI) in Round 2 when it opens on behalf of the Grenfell Dramatic Society to upgrade the Grenfell Community Arts Centre building and on behalf of the Grenfell Art Gallery Committee to install solar power for the community hub building and temperature control for the Art Gallery.

**For Information  
Noted**

### **Regional Sports Infrastructure Fund**

Detailed grant funding applications for both the Grenfell Go Kart Club project and the Bogolong Dam project have been submitted. The detailed application will be determined under the Round 2 guidelines which require a 25% co-contribution of the grant amount and target projects over \$1m. This means that if the grant is \$800,000 Council is required to fund \$200,000.

As Council is aware it's discretionary capacity to fund the 25% contribution is limited given that Council has provided funding to the Grenfell Aquatic Centre and the Grenfell Medical Centre. As a consequence, the RSIF applications were made under a 'hardship' provision in the guidelines. This then allows 'in kind' contributions to be taken into account in meeting Councils 25% contribution.

**For Information  
Noted**

### **Growing Local Economies Fund**

The NSW Department of Premier and Cabinet have indicated that an expression of Interest (EOI) for an Economic Renewal and Digital Connectedness Project valued at \$2.2mil can be prepared and submitted.

Council is required to contribute 25% of the grant value. This can be funded by a short-term loan if a hardship provision is not available to Council.

The Growing Local Economies fund EOI incorporates the Main Street upgrade as well as economic renewal providing impetus to the private sector revitalization of business targeting aged services, tourist accommodation and digital business spaces. This will improve visitor experience in the business district adding value to streetscapes which will ultimately improve business and community connectedness. This will then be linked to the digital connectedness across the villages and the Shire.

The current Stronger Country Community funded project for Main Street is focused on base infrastructure including drainage; access and footpaths. The Growing Local Economies project will enhance this improved base infrastructure.

If the EOI, under growing local economies is not approved then Council would need to defer the Henry Lawson oval submission under Round 2 of the SCCP to free up funds to undertake the Main Street beautification project (with no digital connectedness).

The EOI under this fund will be submitted in the near future.

**For Information  
Noted**

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

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### **4. Integrated Planning and Reporting, A3.4.4**

Council's integrated planning and reporting process is continuing with the following documents previously adopted or endorsed by Council:

- Weddin 2026 Community Strategic Plan
- Delivery Program 2017/2021
- Operational Plan 2017/2018
- Asset Management Strategy
- Asset Management Plans for:
  - Drainage
  - Parks and Gardens
  - Sewer
  - Buildings
  - Waste
  - Plant and Equipment
- Workforce Management Plan
- Long Term Financial Management Plan

The 2017/2021 Delivery Program has been reviewed and the 2017/2018 Operational Plan will be replaced by the 2018/2019 Operational Plan. The Resourcing Strategy which includes the Asset Management, Workforce and Long Term Financial Plans will be reviewed and updated as required and presented to the June Council meeting.

Copies of these documents are available on Councillors iPads in the IPR section.

**For Information  
Noted**

### **5. 2017/2021 Delivery Program, A3.4.13**

The Delivery Program is a fixed term four year plan to align with the Council electoral cycle. The Delivery Program is required to be reviewed every year prior to the operational plan being adopted by Council with a new Delivery Program developed every four years.

Information on the Delivery Program is as follows:-

(Local Government Act):-

- details “the principal activities it will undertake to achieve the objectives of the Community Strategic Plan, within the reserves available under the Resourcing Strategy.”

(Planning and Reporting Guidelines):-

- “must include a method of assessment to determine the effectiveness of each principal activity .....

The 2017-2021 Delivery Program also meets the general requirements of the Integrated Planning and reporting manual for Local Government in NSW in that it:

- directly addresses the objectives and strategies of the Community Strategic Plan ie. Weddin Health Hub.
- identifies actions Council will take in achieving these objectives
- addresses Council's operations.

## THE GENERAL MANAGER'S REPORT

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Priorities and activities for the Delivery Program were determined at a workshop on 3 February 2017.

The Delivery Program incorporating these activities has been developed and it is proposed the 2017/2021 Delivery Program as reviewed be placed on public exhibition for comment prior to it being submitted to the June Council meeting for formal adoption.

**RECOMMENDATION:** that the Delivery Program 2017/2021 as reviewed be approved for public exhibition and resubmitted to the June 2018 Council Meeting for formal adoption.

**448 RESOLVED:** Cr Brown and Cr Diprose that the Delivery Program 2017/2021 as reviewed be approved for public exhibition and resubmitted to the June 2018 Council Meeting for formal adoption.

### 6. 2018/2019 Draft Operational Plan, A3.4.14

#### a) Introduction

The 2018/2019 Operational Plan has been prepared under the Integrated Planning and Reporting (IPR) requirements.

The contents of an Operational Plan are described in a number of documents:-

(Local Government Act Section 405:)

- “details the activities to be engaged in by the Council during the year as part of the delivery program covering that year”
- “... must include a statement of the council’s revenue policy.....”
- “...must be publicly exhibited for at least 28 days....”

(Local Government Regulation Clause 201:)

- “...includes details of:-
  - Estimated income and expenditure
  - Ordinary rates and special rates
  - Proposed fees and charges
  - Council’s proposed pricing methodology
  - Proposed borrowings”

(Planning and Reporting Guidelines:)

- 3.13 “...be prepared as a sub-plan of the Delivery Program.”
- 3.14 “...must allocate responsibilities for each project, program or activity.”
- 3.15 “...must identify suitable measures.....”
- 3.16 “...must include a detailed budget for the activities to be undertaken in that year”.

(Planning and Reporting Manual:)

- “There is no set format for the Operational Plan. Councils are free to develop the format that best suits their existing business systems.”

The draft plan will be placed on public exhibition and then formally adopted at the June Council meeting after consideration of any submissions.

**For Information  
Noted**

## THE GENERAL MANAGER'S REPORT

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### b) Rating System

There are four prime **categories** of land as per Sec 493 of the Local Government Act 1993 for 2018/2019, being:

- farmland
- residential
- mining
- business

Rate adjustments and increases are discussed in the following reports and will be incorporated into the Operational Plan.

**For Information  
Noted**

### c) Consideration of General Fund Rates for 2018/2019

IPART has announced its determination of the maximum permissible rate increase for 2018/2019 as being 2.3% which will raise an additional \$59,455 in the General Fund. The approved figure for 2017/2018 was 1.5% which raised an additional amount of \$36,219.

As Councillors are aware Council has been granted a Special Rate Variation (SRV) of 7% over four years which includes the rate peg. An additional amount over and above the rate peg of approximately \$120,844 will be raised in 2018/2019.

Table 1 (following) outlines the rating increase for 2018/2019 being the approved SRV increase of 7.0%. An additional \$180,299 (approximately) will be raised in General Fund with total rates income totalling approximately \$2,756,001. The table also includes the rate peg increase of 2.3% as a point of comparison. As per Council's SRV approval the increase has been applied evenly across all rating categories.

**RECOMMENDATION:** That Council adopt the table showing the proposed rate increase for the 2018/2019 year for inclusion in the draft Operational Plan for 2018/2019.

**449 RESOLVED:** Cr McKellar and Cr Parlett that Council adopt the table showing the proposed rate increase for the 2018/2019 year for inclusion in the draft Operational Plan for 2018/2019.

**Table 1 – Rating Increase 2018/2019**

Category	2017/2018			2.3% Increase (Rate Peg)			7.0% Increase Approved SRV				
	Base Charge	Ad Valorem	Yield (Actual)	Increase %	Base Charge	Ad Valorem	Yield	Increase %	Base Charge	Ad Valorem	Yield
Grenfell Residential	313	1.1372	655,043	2.3	320	1.1633	670,109	7.0	334	1.2168	700,896
Ordinary Residential	298	0.5655	154,483	2.3	305	0.5785	158,036	7.0	319	0.6051	165,297
Main Street Business	323	2.7337	77,156	2.3	330	2.7965	78,930	7.0	345	2.9250	82,556
Ordinary Business	321	2.1841	79,043	2.3	328	2.2344	80,861	7.0	343	2.3370	84,576
Bimbi Residential	79	1.2612	3,479	2.3	81	1.2902	3,559	7.0	85	1.3495	3,723
Caragabal Residential	79	2.0216	10,531	2.3	81	2.0681	10,774	7.0	85	2.1631	11,269
Greenethorpe Residential	105	1.3201	31,771	2.3	108	1.3504	32,502	7.0	113	1.4125	33,995
Quandialla Residential	97	1.8062	16,101	2.3	100	1.8477	16,471	7.0	104	1.9326	17,228
Farmland	258	0.2262	1,541,933	2.3	264	0.2315	1,577,397	7.0	276	0.2421	1,649,868
Mining	879	6.7725	6,162	2.3	900	6.9283	6,304	7.0	941	7.2466	6,593
<b>TOTAL</b>			<b>2,575,702</b>	2.3			<b>2,634,943</b>	7.0			<b>2,756,001</b>

## THE GENERAL MANAGERS' REPORT

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### d) Consideration of Sewer Fund Rates for 2018/2019

The rate peg of 2.3% does not apply to sewer (or water) funds.

In accordance with Council's Strategic Business Plan for Sewer, the annual charge has not been increased and remains the same as the 2018/2019 year.

A comparison of 2017/2018 and 2018/2019 charges is shown in the following Table 2.

**Table 2 – 2017/2018 and 2018/2019 Sewer Charges**

Rate Name	2017/2018	2018/2019
Sewerage Charges		
- Connected:		
Residential	512	512
Non Residential	561	561
- Unconnected:		
Residential	181	181
Non – Residential	184	184

### **RECOMMENDATION:**

It is recommended that the sewer charges in Table 2 be included in the draft Operational Plan for 2018/2019.

**450 RESOLVED:** Cr Brown and Cr McKellar it is recommended that the sewer charges in Table 2 be included in the draft Operational Plan for 2018/2019.

### e) Consideration of Domestic Waste Management (DWM) Charges for 2018/2019

Domestic Waste Management charges are levied under Sec 496 of the Local Government Act, 1993. Sec 504 stipulates that income obtained from charges for domestic use must be calculated so as to not exceed the reasonable cost to Council in the provision of these services.

The reasonable cost calculation has been undertaken and complies with Sec 504 of the Local Government Act, 1993.

A comparison of 2017/2018 and 2018/2019 charges is shown in the following Table 3.

**Table 3 – 2017/2018 and 2018/2019 Domestic Waste Management Charges**

Area of Waste	2017/2018	2018/2019
Domestic Waste/Recycling - Grenfell	\$283 per annum/bin (\$3.63 per service)	\$292 per annum/bin (\$3.74 per service)
Domestic Waste - Greenethorpe	\$258 per annum/bin (\$9.92 per service)	\$262 per annum/bin (\$10.08 per service)
Commercial Waste/Recycling Grenfell	\$254 per annum/bin bulk (\$3.26 per service)	\$265 per annum/bin bulk (\$3.40 per service)

## THE GENERAL MANAGERS' REPORT

Rural Garbage Charge	\$25	\$25
Vacant Land Charge	\$25	\$25

**RECOMMENDATION:** that the Domestic Waste Management charges in Table 3 be included in the draft Operational Plan for 2018/2019.

**451 RESOLVED:** Cr Diprose and Cr Bembrick that the Domestic Waste Management charges in Table 3 be included in the draft Operational Plan for 2018/2019.

### f) 2018/2019 Budget

Priorities for the budget were determined at Council's Extra-Ordinary Meeting on 12 April 2018. A balanced draft budget has been prepared and is being forwarded as part of the draft Operational Plan.

All category A projects have been included. Category B projects were able to be included to B11.

The Category B projects which have received funding are as follows:

	Project Description	Ccl funds
B1	Weddin Street surgery – upgrade (c/o \$5,689)	Nil
B2	Administration Building – structural repairs (c/o \$10,000)	Nil
B3	Office Refurbishment	25,000
B4	Quandialla Pool Upgrades	10,000
B5	Toilet/Kitchenette in the Museum	10,000
B6	Council Chambers - replace A/C	15,000
B7	Provision for Purchase of Industrial Land (c/o \$20,000)	20,000
B8	Taylor Park – replace toilet block (provision) (c/o \$80,000)	20,000
B9	Caragabal Park Fencing	10,000
B10	Recycling Station at Caragabal	10,000
B11	Bogolong Dam – management (c/o \$19,000)	11,000

The Category B projects which have not received funding are as follows:

B12	Heritage building information signs	10,000
B13	Silo Art	20,000
B14	Stained Glass – Hub/Library	10,000
B15	Statue	20,000
B16	Cemetery Seat	1,640
B17	New Bus Stop Lighting	6,000
B18	Initial Funds – New Quandialla Pool	100,000
B19	Old Records Archiving/Destruction	10,000
B20	Rugby Union Oval – Scoreboard/Goalposts (c/o \$10,000)	10,000
B21	Town clean up (bulk waste)	10,000
B22	Bogolong Dam – upgrading (subject to grant funding)	1.5m

These proposals may be altered by Council if desired however any additions will need to be offset by a corresponding reduction.

**For Information  
Noted**

## **THE GENERAL MANAGERS' REPORT**

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### **g) Licence Fees and Charges 2018/2019**

The draft schedule of fees and charges for the 2018/2019 Operational Plan has been included in the draft Operational Plan.

Increases have generally been kept up to 3%, with all categories being reviewed. The section 64 sewer headworks charge of \$3,730 has not been increased which should assist in stimulating development.

#### **RECOMMENDATION:**

That the draft schedule of fees and charges be included in the draft Operational Plan for 2018/2019.

**452 RESOLVED:** Cr Brown and Cr Bembrick that the draft schedule of fees and charges be included in the draft Operational Plan for 2018/2019.

### **h) Draft Operational Plan 2018/2019**

#### **RECOMMENDATION:**

That the draft Operational Plan for 2018/2019 including rates and charges, detailed operational budget and fees and charges be approved for public exhibition and resubmitted to the June 2018 Council meeting for formal adoption.

**453 RESOLVED:** Cr Diprose and Cr Best that the draft Operational Plan for 2018/2019 including rates and charges, detailed operational budget and fees and charges be approved for public exhibition and resubmitted to the June 2018 Council meeting for formal adoption.

## **7. Organisational Structure, C2.5.1**

The Organisational Structure previously adopted has been reviewed as per Sec 333 of the Local Government Act, 1993 and is still applicable.

It is proposed to review the organisational structure again as part of the future organisational review which is planned to be undertaken in the 2018/2019 financial year.

A copy is included in the Operational Plan.

#### **RECOMMENDATION:** that:

i) the Organisational Structure be included in the draft Operational Plan for 2018/2019.

**454 RESOLVED:** Cr Best and Cr O'Byrne that:

i) the Organisational Structure be included in the draft Operational Plan for 2018/2019.

## **8. Leave Application, P4.10015/P4.10059/P4.10237**

Application is made for leave from the 28 May 2018 to 30 May 2018.

#### **RECOMMENDATION:** that:-

i) the application for leave be approved.

## **THE GENERAL MANAGERS' REPORT**

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ii) Mr Lachlan Gibson be appointed as the Acting General Manager with the same delegations from Council as for the General Manager.

**455 RESOLVED:** Cr Diprose and Cr Bembrick that:-

i) the application for leave be approved.

ii) Mr Lachlan Gibson be appointed as the Acting General Manager with the same delegations from Council as for the General Manager.

### **GLENN CARROLL GENERAL MANAGER**

**456 RESOLVED:** Cr O'Byrne and Cr Brown that except where otherwise dealt with the General Manager's Report be adopted.

# THE DIRECTOR CORPORATE SERVICES' REPORT

---

10 May 2018

The General Manager  
Weddin Shire Council  
GRENFELL NSW 2810

Dear Sir

I wish to report as follows: -

## 1. Statement of Bank Balances as at 30 April 2018:

Bank Account	
Westpac	\$683,697.50
Investments	
CBA	<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 30 April 2018.

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

**For Information  
Noted**

## 2. Statement of Loan Balances as at 30 April 2018:

Loans	
ANZ Loan No...43092	1,942,145.70
ANZ Loan No...43084	<u>1,951,751.49</u>
<b>Total Loans</b>	<b><u>\$3,893,897.19</u></b>

**For Information  
Noted**

## 3. A Summary of Income for The Month of April follows:

Rates Receipts	45,118.22
Credit Union Agency Commission	607.20
Service NSW Agency Commission	9,658.76
Interest on Investments	6,651.23
OH&S Insurance Rebate	10,291.06
Block Grant Instalment	205,000.00
RMS Works	146,731.32
Fuel Tax Credit	11,818.00

## THE DIRECTOR CORPORATE SERVICES' REPORT

Development & Building Application Fees	6,549.10
CTC Income	4,541.35
Section 64 Contributions	3,730.00
Caravan Park Income	9,558.00
Pool Entrance Charges	207.00
Other	14,729.21
<b>Total</b>	<b><u>\$475,190.45</u></b>

**For Information  
Noted**

#### 4. Roads and Other Expenditure 2017/2018:

Following are the up to date maintenance figures as at 30 April 2018.

Item	Vote	Expenditure
Rural Roads Maintenance	680,731	699,194
Grenfell Town Streets Maintenance	207,090	167,370
Village Maintenance - Caragabal	6,000	4,248
Village Maintenance - Greenethorpe	6,000	11,487
Village Maintenance - Quandialla	6,000	8,856
Garbage / Recycling Collection	130,000	120,164
Quandialla Recycling Station	8,000	3,381
Greenethorpe Recycling Station	6,000	320
Greenethorpe Collections	8,000	5,566
Commercial Waste Collection	18,000	10,121
Grenfell Waste Depot Manning / Plant Hire	135,000	100,643
Tips Working Expenses	66,000	51,239
Grenfell Tip Green Waste Processing	20,000	1,391
Cemetery Maintenance & Operating Expenditure	69,000	62,085
Cemetery Sites etc. income	(49,000)	(38,082)
Noxious Plants	84,500	53,636
Noxious Plants - Extra	20,000	6,283
Parks & Gardens	218,262	211,381
Library Expenditure	100,480	88,612
Baths Income	(25,000)	(40,158)
Baths Expenditure	174,000	153,151
Caravan Park Income	(65,000)	(60,845)
Caravan Park Expenditure	110,300	77,830

RTA Grant Works		
Item	Vote	Expenditure
2017/18 State Roads (SH6)	756,269	756,269
2017/18 National Roads (SH17)	367,553	367,553
2017/18 Regional Roads Block Grant	778,000	400,664

## THE DIRECTOR CORPORATE SERVICES' REPORT

Repair Program - MR239 Pavement Rehab	162,507	98,837
Active Transport Plan	34,000	20,400
Bewleys Road - HVSP Grant	800,000	0
Bewleys Rd - Fixing Country Roads	1,000,000	42,441

<b>2017/18 Rural Local Roads (FAG)</b>	<b>Vote</b>	<b>Expenditure</b>
RECONSTRUCT VILLAGE STREETS (16/17 C/Over)	36,520	0
QUANDIALLA DRAINAGE (16/17 C/Over)	105,001	16,639
GRENFELL MEDICAL CENTRE - K&G & FOOTPATH (16/17 C/Over)	130,000	0
GRENFELL STREETS CONSTRUCTION (16/17 C/Over)	108,495	0
GRENFELL KERB & GUTTER (16/17 C/Over)	102,231	0
MEMORY ST/HOLY CAMP ROAD CONSTRUCTION (16/17 C/Over)	11,237	0
GREENETHORPE BUMBALDRY ROAD (16/17 C/Over)	160,083	137,581
BLACKS BRIDGE (16/17 C/Over)	3,609	3,609
ACTIVE TRANSPORT PLAN	19,750	19,750
CARAGABAL PARK UPGRADE	16,725	0
CARAGABAL PARK SHADE SAIL	17,094	0
GRAVEL RESHEETING (16/17 C/Over)	(0)	0
GRENFELL STREETS - FOOTPAVING (16/17 C/Over)	86,054	0
SUCKER REMOVAL/SHOULDER GRADING/SPRAYING (16/17 C/Over)	15,754	0
QUANDIALLA FOOTPATHS RECONSTRUCTION (16/17 C/Over)	38,896	0
INDUSTRIAL AREA ROAD	139,348	76,095
Total	<b>990,797</b>	<b>253,673</b>

<b>2017/18 Roads to Recovery</b>	<b>Vote</b>	<b>Expenditure</b>
RESEALS (R2R)	229,017	169,598
KEITHS LANE	163,756	233,272
BEWLEYS ROAD	200,000	200,000
CARAGABAL - PULLABOOKA	202,820	125,675
HEAVY PATCHING - PINNACLE & DRIFTWAY ROAD	100,000	256,317
Total	<b>895,593</b>	<b>984,863</b>
<b>Item</b>	<b>Vote</b>	<b>Expenditure</b>
Flood Damage Untied Funding	1,000,000	1,000,000
Flood Damage - Regional Roads	409,502	409,502
Flood Damage - Rural Roads	985,059	985,059

**For Information  
Noted**

**5. Debt Recovery – Rates and Debtors, A1.7**

Debt recovery activity is as follows:

1 new arrangement made

8 referred to Outstanding Collections:

5 no responses

3 paid in full

3<sup>rd</sup> Instalment letters sent:

43 payments received

Continued monitoring of existing arrangements, following up with further action where required.

Continued liaison with Council's Debt Recovery Firm and other debt collection activity of routine nature.

**For Information  
Noted**

**6. Quarterly Budget Review Statement (QBRS) – March 2018, A1.6**

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

The QBRS consists of the following statements:

1. Responsible Accounting Officers Statement
2. Income and Expenditure Budget Review Statement – By Type
3. Income and Expenditure Budget Review Statement - By Activity
4. Capital Budget Review Statement
5. Cash and Investments Budget Review Statement
6. Contracts and other expenses Budget Review Statement

The QBRS is designed to:

- Facilitate progress reporting against the original and revised budgets at the end of each quarter
- Provide explanations for major variations
- Enable the responsible accounting officer (RAO) to indicate if council will be in a satisfactory financial position at the end of the financial year.

**RECOMMENDATION:** that the March 2018 Quarterly Budget Review Statement be adopted as presented.

**457 RESOLVED:** Cr Diprose and Cr Parlett that the March 2018 Quarterly Budget Review Statement be adopted as presented.

### 7. Service NSW Agency Agreement.

Reference is made to the attached report. Service NSW wishes to formalise a new agency agreement with Council to continue to provide services at the Grenfell Council Agency for a three-year period commencing 1 July 2018.

The Service NSW agency arrangement is a good example of a collaborative service delivery arrangement that provides many positive benefits to our community and is a credit to the staff involved in its delivery.

**RECOMMENDATION:** that Council accept the Agency agreement as proposed by Service NSW and delegate the General Manager to sign the agreement on Councils behalf.

**458** **RESOLVED:** Cr McKellar and Cr Bembrick that Council accept the Agency agreement as proposed by Service NSW and delegate the General Manager to sign the agreement on Councils behalf.

### 8. Related Party Transactions, A1.6

Weddin Shire Council's Financial Statements must contain disclosures necessary to comply with the Australian Accounting Standard AASB 124 - Related Party Disclosures. The objective of this accounting standard is to ensure Council's transactions with related parties are properly disclosed, thereby ensuring transparency in these dealings and their effect on Council's financial reports. These disclosures draw attention to the possibility that Council's financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Related parties include Key Management Personnel (KMP), their close family members and any entities that they control or jointly control. Accordingly related parties are likely to include the mayor, councillors, senior staff and directors, their close family members and any entities that they control or jointly control.

Any transactions with these parties, whether monetary or not, will need to be identified and then assessed as to whether they require disclosure.

This process and information will be audited as part of the annual external audit and as such council needs to have systems to identify related parties and capture transactions with them.

Councillors and senior staff will shortly be requested to complete a Related Party Declaration for the 2018 financial year.

**For Information  
Noted**

### 9. Grenfell Library, C2.8.15

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

Weeding program continues with the Adult fiction, Nonfiction, Large Print and the stack section.

The membership weeding program has continued. Those who have not borrowed in the past three years are being withdrawn from the system. This is a standard library practice.

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

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A regular Friday afternoon of board games and Lego is being held every fortnight during the school term. A great turnout of kids for the first couple of sessions.

The third Tech Savvy Senior computer class was held. We are fully booked out for the entire series of classes.

Preschool story time has continued with great success.

School holiday activities have been a huge hit with standing room only left for the craft session in week 1 and huge amounts of laughter from the Bingo session in week 2.  
The refreshed library website was released during the month.

The events for the Henry Lawson Festival have been announced. I will be hosting a second hand book sale in the Library and am running a competition for the design of the image for the new Library cards which will be voted on by the public during the Festival.

Otherwise activities were of a routine nature.

**For Information  
Noted**

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

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

- Handled enquiries
- Attended teleconference
- Why Leave Town - Forwarded potential campaign onto committee for consideration
- Contacted Central NSW Business Enterprise Centre to establish contact new executive officer
- Attended Next Crop forum by The Land
- Assisted in collating information for an application to the Growing Local Economies Fund

**For Information  
Noted**

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

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

- Updated business listings on Grenfell.org.au
- Added and updated event listings on Grenfell.org.au
- Managed social media platforms (Facebook and Instagram accounts)
- Attended Teleconference with CENTROC Tourism Managers
- Liaise with Central West Tourism re calendar of major events
- Contacted local attractions for information to submit to Central West Tourism
- Provided website statistics for monthly submission to The Tourism Group
- Weddin Workshop Month
  - Liaised with confirmed artists
  - Gathered images
  - Updated website listing
  - Sent information for ad to Discover Magazine

- Designed posters
- Printed and distributed posters
- Answered enquires

For Information  
Noted

### 12. Arts/Tourism, C2.8.11

Council's Arts/Tourism Officer has been involved in the following activities:-

#### **Art & Art Gallery**

- 'Woodland Plains' Exhibition
  - Wrote letter of payment for artists and arranged payment
  - Arranged bump out of Exhibition
  - Organised artwork for purchasers to collect
- Assisted with roster
- Assisted volunteers
- Reviewed Gallery exhibitor contract as suggested by Councils insurer
- 'Shared Observations' Exhibition
  - Designed poster
  - Distributed poster
  - Arranged hanging team for the new Exhibition
  - Sent out invitations to the Gallery Volunteers, Gallery Committee, Mayor, GM and via Diedre Carroll (radio) and the Grenfell Record, email and post.
  - Set up Record of Sale list for the three Artists artwork
  - Set up name plates for artwork
  - Set up and ran Exhibition opening
  - Liaised with the Artists, Guests and Purchasers (9 artworks sold at the opening)
  - Loaded items into Square
- 'Art of Ageing' Exhibition (2019)
  - Made contact with Department of Family & Community Services about exhibition
  - Applied for exhibition
  - Liaised with exhibition coordinator
- Remembrance Day Exhibition
  - Liaised with co-ordinator

#### **Visitor Information Centre**

- Greeted visitors at VIC and handled enquiries (walk in, phone and email)
- Assisted casual staff member with tasks
  - gallery volunteers
  - HLF program
  - Visitor statistics
  - Visitor servicing
- Organised casual weekend staff and their tasks
- Managed bookings for conference room hire
- Souvenir stock take ready for festival
- Researched villages information for flyer

#### **Henry Lawson Festival**

- Responded to general Festival enquiries

## THE DIRECTOR CORPORATE SERVICES' REPORT

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- General event management, including co-ordinator management
- Liaised with insurers and coordinators to ensure correct insurances were in place and provided
- Attended Traffic meeting
- Booked portaloos hire
- Marketing
  - Managed Facebook account
  - Boosted Facebook posts
  - Updated website
  - Liaised with designers on poster and program
    - Reviewed multiple drafts of program and submitted changes
  - Chased program content
  - Contacted businesses and organisations for the festival program
  - Opening and closing hours
    - Event details
    - Sponsorship
    - Entertainment
  - Finalised program and posters
  - Discover magazine
    - Discover magazine ad design
    - Provided content
    - Provided images
    - Reviewed and made multiple changes to proofs
  - TV Commercial coordinated with Prime 7
- Street Entertainment/ busking & stalls
  - Stalls
    - Replied to all enquiries
    - Updated stall holder database
    - Received and recorded stall application forms
    - Liaised with stall holders about missing information, payments etc.
    - Organised refunds to cancelled stalls
  - Entertainment / busking
    - Liaised with staff heading project
    - Updated website with information
    - Research and booked items
    - Requested quotes and invoices
    - Collected working with children checks and insurance forms
- Co-ordinator support
  - Liaised with treasurer about stall refunds required
  - Printing for street parade co-ordinator
- Quilt Exhibition
  - Coordinate program
  - Source and book venue
- Sourced banner quotes and art design
- Investigated solar lighting options for festival
- Investigated coloured street lighting for festival
- Provided editorial for Discover Magazine

**For Information**  
**Noted**

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

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

#### **Sales and Services**

- Conducted computer services and repairs for 17 residential clients and 3 business clients
- Replaced 2 mobile phone screens
- Sold ESET Internet Security to 1 business clients
- Sold software, parts, and accessories to 21 residential clients and 3 business clients
- Sold ink and toner cartridges to 23 residential clients
- Internet Café used by 27 clients for internet access and printing

#### **Printing**

- Anzac Day Printing
- Brochures (Grenfell Hall)

#### **Human Services Access Point**

- Assist human services clients with access point usage

#### **Client Websites**

- Regular Monthly Maintenance to Gold Trail Website
- Regular Monthly Maintenance to Hillbilly Customs Website
- Regular Monthly Maintenance to Grenfell Rugby Club Website

#### **Technology Centre Maintenance**

- Migration of Grenfell.org.au email addresses to Exchange Online
- Installation of software patches Windows workstations
- Decline superseded updates (WSUS) – Server Clean-up
- Plugin updates, and content management software updates (Website)
- Vulnerability and Malware scan (Website)
- Installation of patches (Backup System)
- Installation of patches (Test & Internal Wiki)
- Publish blog posts on following subjects:
  - Removing Administrator Privileges -  
<https://www.grenfellinternetcentre.com.au/removing-administrator-privileges/>
- Perform Search Engine Optimisation tasks
- [www.grenfellinternetcentre.com.au](http://www.grenfellinternetcentre.com.au) visited 158 times by 154 Users
- Blog Posts Shared on Facebook, Twitter, and Google Plus

#### **Support of Other Council Departments**

- Provide Tech Support to Tourism & Economic Development, & Library
- Installation of software patches (Library)
- Decline superseded updates (WSUS) – Server Clean-up (Library)

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

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- Migrate Grenfell Caravan Park (grenfellcaravanpark.com.au) to new host  
Migrate Grenfell Public Library (grenfellpubliclibrary.org.au) to new host

**For Information  
Noted**

**LACHLAN GIBSON  
DIRECTOR CORPORATE SERVICES**

- 459** **RESOLVED:** Cr Diprose and Cr Brown that except where otherwise dealt with the Director Corporate Services' report be adopted.

The General Manager  
Weddin Shire Council  
GRENFELL NSW 2810

Dear Sir

I wish to report as follows: -

**1. Works Report (1<sup>st</sup> April 2018 to 30<sup>th</sup> April 2018)**

**1.1 Highways - Capital and Maintenance Works**

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

- |                           |   |  |
|---------------------------|---|--|
| SH6 (Mid-Western Highway) | - | general maintenance                            |
|                           | - | Lignum Culvert upgrade completed               |
|                           | - | Installation of new segment markers under RMAP |
| continuing                |   |  |
|                           | - | Slashing and spraying program commenced        |
| SH17 (Newell Highway)     | - | general maintenance                            |
| -                         |   | Slashing and spraying program commenced        |

**1.2 Regional Roads - Capital and Maintenance Works**

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

- |                                       |   |                     |
|---------------------------------------|---|---------------------|
| MR398 (Mary Gilmore Way)              | - | general maintenance |
| MR236 (Henry Lawson Way)              | - | general maintenance |
| MR237(Gooloogong Road)                | - | general maintenance |
| MR239 (Henry Lawson Way / Young Road) | - | general maintenance |

**1.3 Rural Local Roads - Capital Works**

- Caragabal Pullabooka Rd widening completed
- Culvert extensions on Bewleys Rd continuing
- Bewleys Rd construction continuing
- Culvert replacements on Bewleys Rd continuing
- Gerrybang Rd table drains cleared

## **THE DIRECTOR ENGINEERING REPORT**

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### 1.4 Rural Local Roads - Maintenance

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

- general maintenance
- maintenance on Mathew and post bridge completed
- Bogolong access road shaped and formed

### 1.5 Urban Area - Capital and Maintenance Works

- general maintenance
- Medical Centre construction continuing
- St Josephs School crossing and signs being updated completed
- Blisters installed for St Josephs sign upgrade
- Henry Lawson School pedestrian crossing re-painted
- Camp St footpath outside Post Office fixed
- Camp St footpath outside Council Office fixed
- Pavers outside Taylor Park fixed and re-paved

**For Information  
Noted**

## **2. Other Works**

### 2.1 Parks & Ovals Report

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

- general maintenance
- Emu Creek rehabilitation continuing
- Memorial Park seats upgraded
- Memorial Park prepared for Anzac Day festivities
- Planting of Pansies and Poppies Grenfell Town Area
- Sprinklers fixed HLO
- HLO watering systems repaired
- Plant Poppy seeds is completed

### 2.2 Cemeteries

Grenfell Lawn	–	0
Grenfell	–	2
Bimbi	–	0
Caragabal	–	Nil
Private property	–	Nil

## **THE DIRECTOR ENGINEERING REPORT**

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The following maintenance has been carried out in the last month:

- general maintenance
- topped up graves
- cemetery beam construction continuing

### 2.3 Sewer Mains

Two (2) sewer chokes have been attended to during the last month, none in the relined sections.

### 2.4 Private Works

- Nil

### 2.5 Village Area - Capital and Maintenance Works

- general maintenance
- Quandialla footpath construction commenced

### 2.6 Vandalism

Urban - Nil

Rural - Nil

**Progressive Cost Urban:                   \$0.00**

**Progressive Cost Rural:                   \$0.00**

**For Information  
Noted**

## **3. Future Works (01.04.2018 onwards)**

### 3.1 Highways

- North Marsden Rehab to be fitted with Raised Pavement Markers.
- Segment markers getting replaced with steel yellow Duraposts
- Heavy patching to be scoped post JPA in reseal areas
- Tree trimming to be scoped post JPA

### 3.2 Regional Roads

- general maintenance
- resealing program completed
- Slashing and spraying program to commence

### 3.3 Rural

- general maintenance
- complete Caragabal Pullabooka Road widening and strengthening (Roads to Recovery)
- reseal program to continue
- continue Bewleys Road Upgrade Works
- Sealing of completed works on Bewleys Rd to commence
- Maintenance grading (Adelargo Rd) has been scheduled on 8<sup>th</sup> and 9<sup>th</sup> May 2018

## THE DIRECTOR ENGINEERING REPORT

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### 3.4 Urban and Village

- general maintenance
- Emu Creek rehabilitation to continue
- Quandialla drainage program to continue
- Quandialla footpath construction to continue
- Quandialla kerb and gutter replacement to commence

**For Information  
Noted**

### **4. RMS RMCC Contract, R2.54.4**

Greenthorpe Bumbaldry road intersection upgrade is in the planning stages and will be carried out in 2018/19.

### Brundah School Rehabilitation (3.5km x full width 100mm overlay)

Council is waiting for RMS approval.

**For Information  
Noted**

### **5. Plant Report**

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

S.NO	Plant no	Name of Plant	Description of works
1	3960	3 Axle Tipping Superdog trailer	Repairs - suspension, airline controller, broken bolts etc. Blown N/S/R/R air bag, plates badly damaged
2	3957	Western Star Tipper	Full service, repairs to hydraulics, Battery change
3	4101	Volvo Wheel loader	Repair exhaust system
4	3952	Prime mover Kenworth	Engine repair, reassemble, trans repairs, refit and re-assemble
5	2090	Toyota Hilux Workmate Dual Cab	Power supply and electrical issues-
6	3953	Truck-Garbage Collection	Repairs to electrics - Camera and beacon wiring repairs
7	4070	Roller-Cat 613/Grid	Continued brake overhaul, major assistance Westrac , Fuel leak, smoke and hand brake jammed, overflow hose leak, master cylinder not holding brake pressure
8	3964	Water Cart- Isuzu	No start - onsite inspection, starter motor fault, temporary fix with parts on order, remove and refit spare starter motor
9	4101	Volvo Wheel Loader	Full service, de-dust, replace air intake and alternator: cooling tube, clean out radiators, fix major fuel leak.
10	4094	Backhoe/loader- Case 580 SLE	Repair and fix exhaust system
11	2090	Utility-ToyotaHilux DualCab TrayTop	Power supply and electrical issues – no charge

**For Information  
Noted**

## THE DIRECTOR ENGINEERING REPORT

### 6. Roads to Recovery, R2.56

The works in progress as of 30<sup>th</sup> of April 2018 is as follows:

Work Location	Budger for 2017/2018	Revised Proposed Expenditure	Complete	Start Works	Complete Works	Funding Type	Exp to Date	Forecast Exp Next Period	Remarks
Greenethorpe-Bumbaldry Road, Rural Road - Chainage 10.85 km to 11.7 km measured from start point 0.0	\$ 25,976.00	\$ 25,976.00	No	May-18	May-18		\$ -	\$ 25,976.00	
Greenethorpe-Koorawatha Road, Rural Road - Chainage 0.000 km to 0.900 km measured from start point 0	\$ 29,338.00	\$ 29,338.00	Yes	Nov-17	Nov-17		\$ 29,338.00	\$ -	Completed
Dritway Road, Rural Road - Chainage 12.690 km to 15.270 km measured from start point 0.000km at Mid-	\$ 73,589.00	\$ 73,589.00	Yes	Nov-17	Nov-17		\$ 73,589.00	\$ -	Completed
Dritway Road, Rural Road - Chainage 15.670 km to 16.350 km measured from start point 0.000km at Mid-	\$ 19,395.00	\$ 19,395.00	Yes	Nov-17	Nov-17		\$ 19,395.00	\$ -	Completed
Ballendene Road, Rural Road - Chainage 4.790 km to 7.620 km measured from start point 0.000km at Mid	\$ 80,719.00	\$ 80,719.00	Yes	Nov-17	Nov-17		\$ 80,719.00	\$ -	Completed
<b>Subtotal</b>	<b>\$ 229,017.00</b>	<b>\$ 229,017.00</b>					<b>\$ 203,041.00</b>	<b>\$ 25,976.00</b>	
Keiths Lane, Rural Road - Chainage 0km to 1.825km measured from start point 0.000km at Sandy Creek R	\$ 163,756.00	\$ 233,272.00	Yes	Jul-17	Oct-17		\$ 233,272.00	\$ -	Completed
<b>Subtotal</b>	<b>\$ 163,756.00</b>	<b>\$ 233,272.00</b>					<b>\$ 233,272.00</b>		
Bewleys Road, Rural Road - Chainage 0km to 9.750km measured from start point 0.000km at Newell Highw	\$ 200,000.00	\$ 200,000.00	No	Feb-18	Dec-18	JF	\$ -	\$ 200,000.00	
<b>Subtotal</b>	<b>\$ 200,000.00</b>	<b>\$ 200,000.00</b>					<b>\$ -</b>	<b>\$ 200,000.00</b>	
Caragabal-Pullabooka Road, Rural Road - Chainage 0.000 km to 5.600 km measured from start point 0.00	\$ 202,820.00	\$ 202,820.00	No	Feb-18	Apr-18		\$ 91,404.00	\$ 111,416.00	
<b>Subtotal</b>	<b>\$ 202,820.00</b>	<b>\$ 202,820.00</b>					<b>\$ 91,404.00</b>	<b>\$ 111,416.00</b>	
Driftway Road, Rural Road - Chainage 1.825km to 3.140km measured from start point 0.000km at Bimbi-Q	\$ 44,350.00	\$ 90,000.00	Yes	Sep-17	Nov-17		\$ 90,000.00	\$ -	Completed
Pinnacle Road, Rural Road - Chainage 11.770km to 12.530km measured from start point 0.000km at Henry	\$ 25,650.00	\$ 50,137.00	Yes	Jul-17	Aug-17		\$ 50,137.00	\$ -	Completed
Pinnacle Road, Rural Road - Chainage 13.200km to 14.090km measured from start point 0.000km at Henry	\$ 30,000.00	\$ 73,000.00	Yes	Aug-17	Oct-17		\$ 73,000.00	\$ -	Completed
<b>Subtotal</b>	<b>\$ 100,000.00</b>	<b>\$ 213,137.00</b>					<b>\$ 213,137.00</b>		
<b>TOTAL</b>	<b>\$ 895,593.00</b>	<b>\$ 1,078,246.00</b>					<b>\$ 740,854.00</b>	<b>\$ 337,392.00</b>	

**For Information  
Noted**

### 7. Bimbi War Memorial steam clean

A request has been received from Robyn & Max Mara, Bimbi resident for an approval to clean the War Memorial. In the request, they are keen to clean the memorial by steam clean and applying sealer to prevent further moss etc. at their cost.

The work will be carried out by out Penrose Funerals who did similar jobs on their family grave at Bimbi Cemetery. They have advised that they will pay full cost as Robyn's father is listed on the Memorial in the 1<sup>st</sup> Light Horse from Bimbi.

**RECOMMENDATION:** that Council approve the request to clean the War Memorial by Penrose Funerals at the Robyn & Max Mara's full cost.

**460 RESOLVED:** Cr Brown and Cr Parlett that:

- i) Council approve the request to clean the War Memorial by Penrose Funerals at Robyn & Max Mara's full cost
- ii) Council write to thank them for their initiative.

## THE DIRECTOR ENGINEERING REPORT

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### 8. Bimbi war Memorial ‘Avenue of Trees’

A request has been received from the Weddin Shire Council Heritage Officer to plant trees along the Caldwell Street, Bimbi. Numbers and type of trees have not been decided at this stage it is anticipated that there will be six (6) suitable trees. Any variation from this will be resubmitted to Council for further consideration. The tree plantation is part of a project of a grant application which is subject to a grant funding, lodged by the Heritage committee.

**RECOMMENDATION:** that Council approve the request.

**461 RESOLVED:** Cr Brown and Cr O’Byrne that the project be referred to the Heritage Committee for further consideration and a further report be submitted to Council.

### 9. Caragabal park upgrade, P2.1.50

Council has recently been advised that funding for the upgrade of the park in Caragabal from the Community Building Partnerships Program and Stronger Communities Program has been successful.

The program details are as follows:

Program A	Community Partnerships	Building
Project cost		<b>\$33,450</b>
Funding type	Funding	
Grant funding ( 50 % )	\$ 16,725	
Council contribution	\$ 16,725	

Scope of works	Estimated cost ( gst inclusive)
BBQ- Shelter	\$ 11,378
Picnic tables	\$ 1,365
BBQ	\$ 10,758
Play equipment	\$4,649
Installation and delivery charges	\$5,300
<b>Total</b>	<b>\$ 33,450</b>

Program B	Stronger Communities Program
Project cost	<b>\$31,339</b>
Funding type	Funding
Grant funding ( 50 % )	\$16,725
Council contribution	\$ 16,725

Scope of works	Estimated cost
Supply and installation of shade shelter	\$ 31,339
<b>Total</b>	<b>\$31,339</b>

## THE DIRECTOR ENGINEERING REPORT

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An inspection was carried out of the park with the Caragabal Promotion Group President Karen Pollock on the 20th March to determine a number of factors related to the grant funding. The matters discussed included the location and size of the shelter shed, the type of BBQ to be installed, the removal or retention of one or both of the two existing concrete sheds in the park, the number of picnic tables to be installed, the type and location for the new play equipment, park irrigation and park fencing.

### Shelter Shed

The grant application for the shed was based on the quote received for the shed at Greenethorpe. A photograph of this shed was provided at the meeting with the comment from Karen being that they expected the shed to be big enough to allow two picnic tables to be included and that the shed at the park in Quandialla would be more appropriate. The photographs of the Greenethorpe and Quandialla sheds are attached.

The grant received allowed \$11,378 for the shelter shed.



*Figure 1 Greenethorpe Shed*



*Figure 2 Quandialla Shed*

### BBQ Type

The grant application was based on a quote for a fully enclosed modular twin hotplate gas BBQ of \$10,758. At the meeting the type of BBQ was discussed with an issue being the enclosed gas bottle and the problem of the bottle being empty when wanting to be used. The request from the group was for the BBQ to be built into the shed as a large hotplate with the group to provide the gas bottle as required. This would decrease the cost of the installation and allow more funding for the larger shed structure. The revised quotation for the alternative BBQ ( Heatlie 1150 Stainless steel – Fig 5) is \$ 1699

### Concrete Shed Structures

There are two existing concrete shed structures in the park which need to be considered for removal or repair. Both structures require painting and the timber slat seating to be replaced as well as some structural repairs of the walls, columns and concrete slabs. Neither shed is large enough to house the BBQ and picnic tables and they are too far apart to be consolidated into one. There is sufficient room in the park to keep the two sheds as well as construct the new BBQ shelter.



*Figure 3 Greenethorpe play Area and shade structure*

The best way to achieve the desired result is to install the shade structure as quoted for the grant application and the relocate the peripheral swings and spring animals as well as the new equipment within the shade footprint. This would also allow the playground soft fall area to be rationalised

### **Park Irrigation**

Currently the park is not watered and the town water supply is from a dam that provides garden and waste water supply for the Village. It is not known if this supply would be available for the park. The Caragabal promotion Group is to investigate the usage. If connection is possible this would be funded by remaining money from barbeque cost.

### **Park Fencing**

The park is also currently unfenced and would provide a much safer play area for children if fencing was constructed.

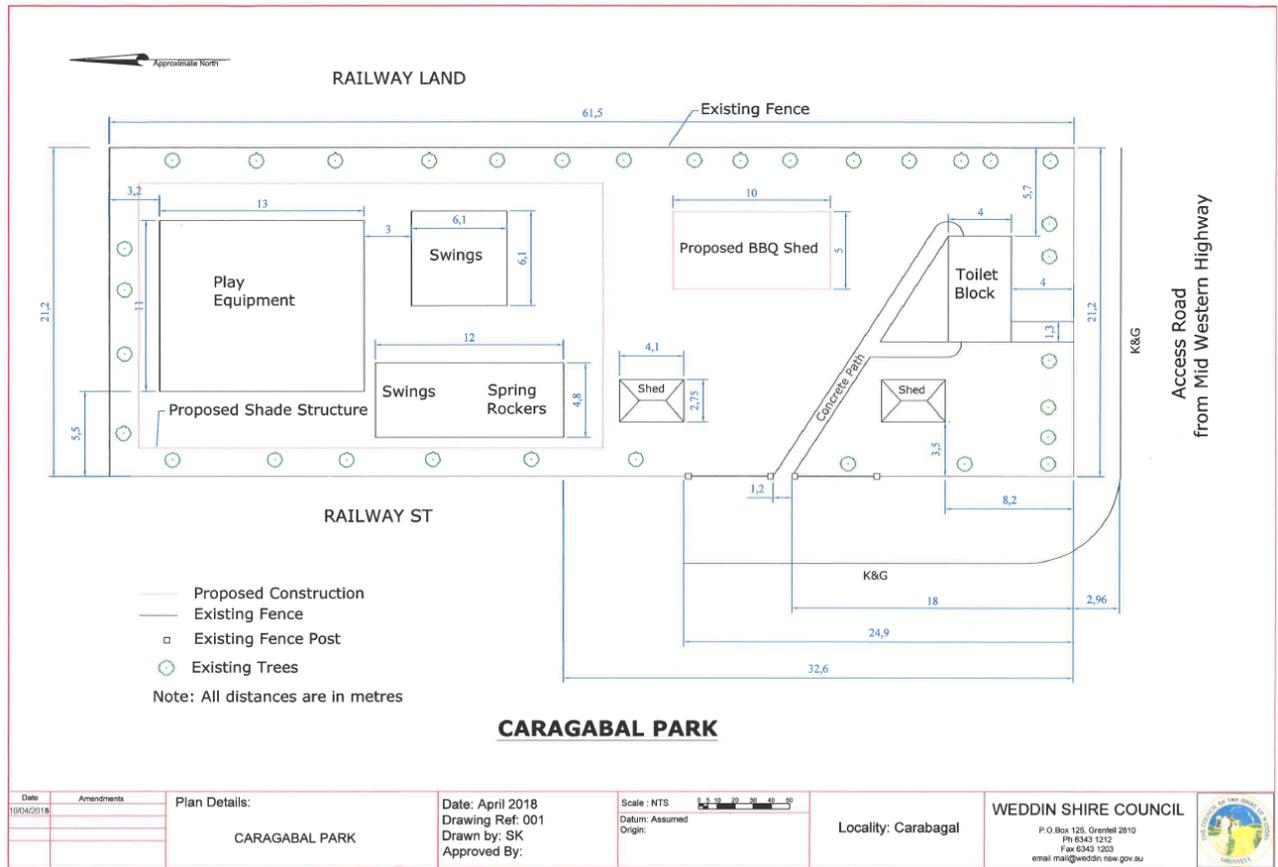


Figure 4 Layout plan

# HEATLIE 1150 STAINLESS STEEL



Figure 5

**RECOMMENDATION:** that:

- 1) the Caragabal park layout plan be adopted.
- 2) the alternative BBQ with accessible gas bottle and larger hotplate be approved.

- 3) the existing concrete shed structures be retained and repaired and repainted.
- 4) the shade structure as quoted for the grant application be installed and the play equipment peripheral to the main set be relocated within the shade area and that the new equipment be installed within the shade footprint.
- 5) quote be requested for the construction of the Caragabal park shelter shade based on the shed at Quandialla.

**462 RESOLVED:** O’Byrne and Cr Diprose that:

- 1) the Caragabal park layout plan be adopted.
- 2) the electric BBQ as specified in the grant funding application be installed.
- 3) the existing concrete shed structures be retained and repaired and repainted.
- 4) the shade structure as quoted for the grant application be installed and the play equipment peripheral to the main set be relocated within the shade area and that the new equipment be installed within the shade footprint.
- 5) quote be requested for the construction of the Caragabal park shelter shade based on the shed at Quandialla.

### **10. Feedback on the Active Transport Plan, C1.3.14**

Council has received feedback from Caragabal Promotion Group regarding the Active Transport Plan. The feedback from the Group is as follows:

- i) We would like to congratulate Council on the process, as it was professional and exhibited the highest levels of community consultation and transparency.
- ii) We are excited to see that the project that is of the highest priority for the Caragabal community (a path from our school to the Hall in the village) is also rate as one of the highest priority projects of the Shire.
- iii) We recognise that the other two projects listed for Caragabal are rated as low priority, and after reviewing the criteria used, we believe that the ratings are fair and reflective of the current situation. We would still love for these projects to be considered for future pools of funding, but understand that they won’t be priorities in the short term.

Council is waiting for final report from GHD. The plan will be submitted in June to Council meeting for adoption.

**RECOMMENDATION:** that Council note the feedback and consider these projects for future plan.

**463 RESOLVED:** Cr Bembrick and Cr Parlett that Council note the feedback and consider these projects for future plan.

### **11. Public Meeting by Le Tour de Greenethorpe Organiser, T3.4.1**

A request has been received from Greenethorpe Soldiers Memorial Hall (GSMH) regarding an assistance to support the GSMH to continue the running of Le Tour for this year and future.

## THE DIRECTOR ENGINEERING REPORT

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### **RECOMMENDATION:** that:

- i) Council note the letter and the request to the organiser to submit further information regarding the event.
- ii) Council arrange a meeting with the organiser to discuss the event.

### **464 RESOLVED:** Cr Brown and Cr Diprose that:

- i) Council note the letter and the request to the organiser to submit further information regarding the event.
- ii) Council arrange a meeting with the organiser to discuss the event.

### **12. Noxious Weed Report – April 2018, E3.1.9**

<b>Activity</b>	<b>Location</b>
Roadside suckers	Mary Gilmore way
Inspections	Grenfell town area, 2 rural properties on request and plant identification for residents
Maintenance	Depot - repairs on quikspray , other spray tank to be ready for roadside spraying, tractor & slasher ready for roadside slashing
Administration	Mapping, reports, BIS uploads, Inspections loaded on Roam mapping program, arrange guest speakers to attend June Noxious weed meeting, review WAP 1520 funding deed contract, review draft standard for weed management compliance, email committee re – weed conference details September 2018 & guest speakers for June 5 <sup>th</sup> meeting

- Inspected high risk roadsides, TSRs, Council owned land, Rail & other high risk sites.

**For Information  
Noted**

### **13. Armstrong Court, P2.1.8**

A request has been received from Armstrong Court residents regarding the following issues (Ref Fig 1):

- 1) Installation of bollard and chain in open area between memorial park and the Armstrong court (from the end of existing last bollard and a building located east of Memorial park and Camp Street). This portion of the work will be solely by Council.
- 2) Installation of bollard and chain in open area between Armstrong court and house (east side of the Armstrong Court) at the shared cost rate (50:50).
- 3) Disposal of rubbish in the tree/ garden area near the Armstrong Court near the HACCS
- 4) People walking / riding through the Armstrong Court

The estimated costs of the item 1 and item 2 are \$7,500 (1) and \$6,300 (2) respectively. Item 3 and 4 will be resolved by installation of bollard and chain system in these open area. Funding will be sourced before the project is commenced.

## **THE DIRECTOR ENGINEERING REPORT**

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### **RECOMMENDATION:** that:

1. Council approve the request and approve the installation of bollard and chain in open area between memorial park and Armstrong court (from the end of existing last bollard and a building located east of Memorial park and Camp Street) subject to grant funding being sourced.
2. Council agree the Installation bollard and chain in open area between Armstrong court and houses (east side of the Armstrong Court) at the cost sharing of 50:50 (\$ 3750 each party) subject to grant funding being sourced.

### **465 RESOLVED:** Cr Best and Cr Brown that:

1. Council approve the installation of bollard and chain in open area Western side between Memorial Park and Armstrong court (from the end of existing last bollard and a building located east of Memorial park and Camp Street) subject to grant funding being sourced.

**THE DIRECTOR ENGINEERING REPORT**



**Fig 1**

**RAJU RANJIT**  
**DIRECTOR ENGINEERING**

**466 RESOLVED:** Cr Best and Cr O’Byrne that except where otherwise dealt with the Director Engineering’s report be adopted.

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

**Cr Diprose left the room at this point 6.42pm.**

Dear Sir,

I wish to report as follows:-

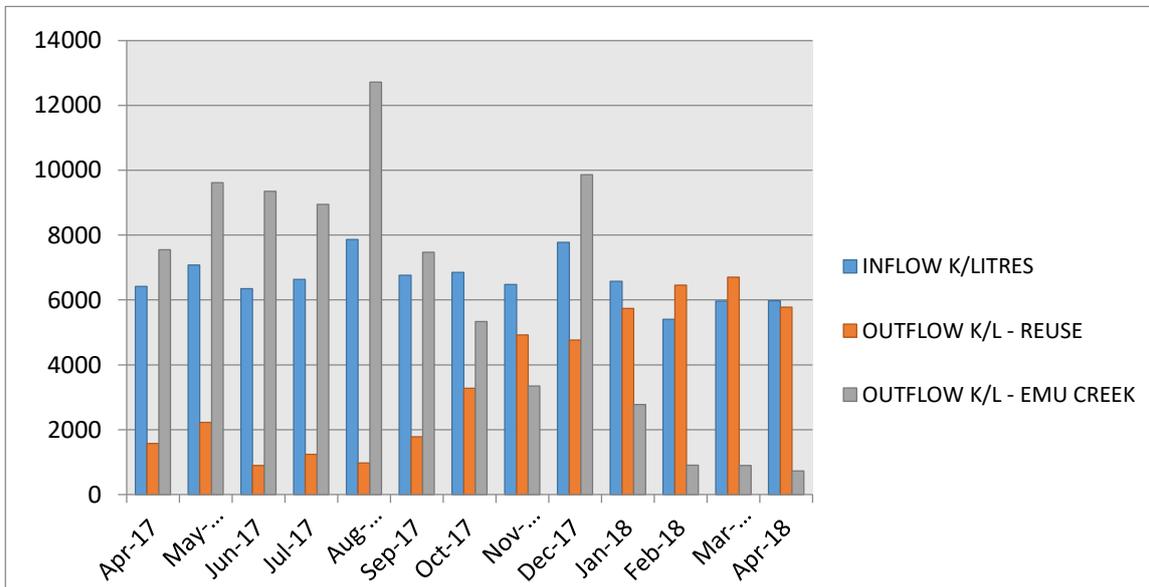
**A. Public Health and Environmental Matters**

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

Total inflow through the Works during April 2018 was 5,973 kl with the daily average of 199.1 kl. Outflow for irrigation for reuse was 5,779 kl and discharge to Emu Creek 724.6 kl.

The highest daily recording of 245 kl occurred for the 24 hours ending 6.30 am on 14 April 2018 and the lowest of 179 kl for the 24 hours ending 6.30 am on 19 April 2018.

A total rainfall of 10 mm was recorded for the month.



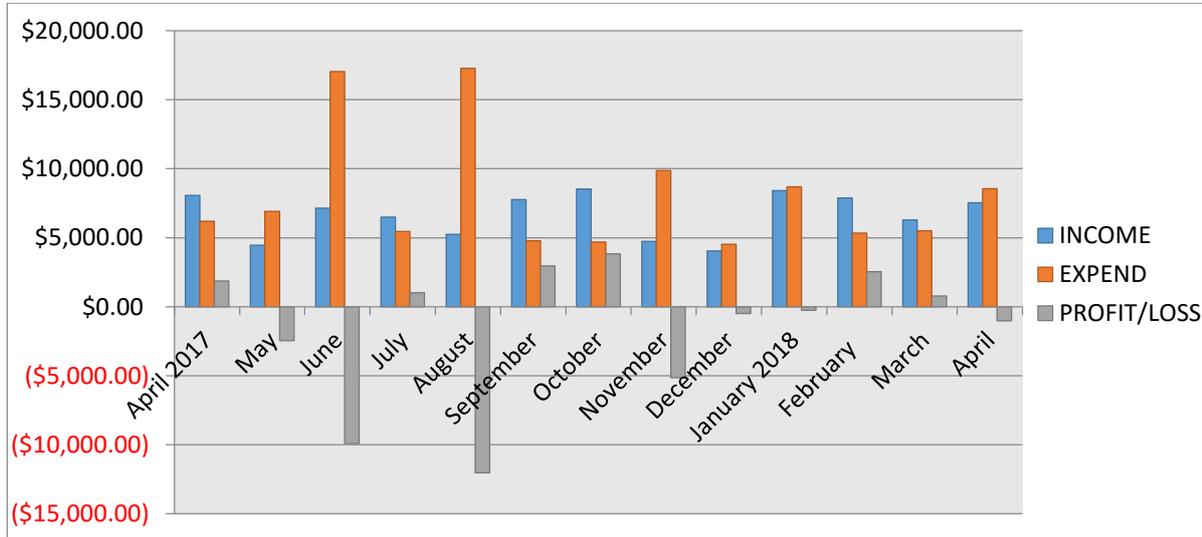
**For Council's Information**  
**Noted**

**THE DIRECTOR ENVIRONMENTAL SERVICES' REPORT**

**2. Caravan Park Operations, P2.3.3**

Income for the month of April 2018 was \$7,539.00 with expenditure of \$8,562.48 resulting in an operational loss of \$1,023.48 the month.

There were 219 sites occupied for the month of April 2018.



**For Council's Information  
Noted**

**3. Animal Control, A4.4.4**

**a. Companion Animals**

Animals Seized & Impounded :	0	Animals Destroyed:	0
Animals Straying/Returned to Owners immediately:	3	Animals Released:	2
Animals Straying and Impounded:	2	Animals Rehomed:	0
Animals Surrendered:	0	Animals Sold:	0

**Other Activities:**

Companion Animals

- stray dog correspondence issued
- 3 "Notices to permanently identify" issued
- 4 "Notices to Register" issued
- Animal control monthly report
- 2 dogs straying/threatening harassing behaviour reported, investigated
- Statement preparation
- 2 Penalty Infringement Notices issued – "owner not prevent dog escaping" - \$220.00
- 1 warning letter issued – straying dogs – Weddin Street

## THE DIRECTOR ENVIRONMENTAL SERVICES' REPORT

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- 2 stray dog standard letters issued – Middle Street
- 1 standard letter issued – dog uncontrolled public place - Greenethorpe
- Communication with DOGS NSW, Dogs online
- Communication with RSPCA
- Communication with Sunshine Coast Queensland Ranger – verification of ownership
- Communication with Palerang Council – verification of registration
- 1 Barking dog diary submitted – enquiries with surrounding property owners commenced
- Pound duties
- OLG Dog and Cat Seizure Reporting – NSW OLG database
- Hiring, collection and record keeping of animal traps
- Maintenance and record keeping of activities for impounding facilit.
- Updating existing records on the NSW Pet Registry as per required under NSW

### Companion Animals Act legislation

- Entering new data on NSW Pet Registry as per legislative requirements
- Registration check cross reference
- Entering records on Council authority
- Acting and advising public in accordance with Companion Animals Act/Regulation
- Contemporaneous note taking
- Verification of microchip/registration status
- OLG Financial Report (registrations –February)
- Exercise and Functions under Companion Animals Act
- Communication with Grenfell Police and Young Police
- Correspondence issued Rose Street – direction to apply to keep 4 dogs

### Stock callouts

- Stray pony – Main Lead Road – owner informed
- Stray cattle – Bimbi village – returned to paddock, letter to owner
- Stray sheep reported – Adelargo Heights – no sighting

### Environmental

- Site inspection with property owner – 4 Sullivan Street – compliance met
- Investigation into smell from unregistered diesel truck
- Notice issued – removal of 1 vehicle from nature strip – Bogalong Street. Compliance met.

### Overgrown blocks – Vacant Land

- Inspection of vacant land – Grenfell, Greenethorpe, Quandialla & Caragabal. Condition recorded. To monitor (NOI's).

### Recycling

- Recycling bin checks for contaminated waste, correspondence issued to property owners
- Recycling bins delivered to new dwellings

### Advertising

- Attention Dog Owners – Penalties under CAA
- What Goes in the Recycling Bin
- Dogs Prohibited – Henry Lawson Oval and Carpark

**For Council's Information**  
**Noted**

## THE DIRECTOR ENVIRONMENTAL SERVICES' REPORT

### 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 21 March 2013 (Res. No. 368):

DA NO.	Applicant	Construction	Value (\$)	Address
MOD 38/2015	Mr MB Shortis & Ms MC Carey	New Dwelling & Shed with Temporary Workers Accommodation	\$200,000	LOT: 2 DP: 1185065 1004 Adelargo Road GRENFELL NSW 2810
19/2018	Andys Design & Drafting	Dwelling/Shed	\$80,000	LOT: 10 DP: 1229401 15 Walshs Lane GRENFELL NSW 2810
21/2018	Mr VA & Mrs AA Aytoun-Young	Replace Steel work & sheets on existing shed	\$8,000	LOT: 12 SEC: 2 DP: 7763 22 Third Street QUANDIALLA NSW 2721
22/2018	Andys Design & Drafting	Internal Alterations to Dwelling & New Garage	\$48,690	LOT: 358 DP: 754578 78 Holy Camp Road GRENFELL NSW 2810
23/2018	Mr GJ & Mrs AJ Hunter	Transportable Dwelling	\$190,000	LOT: 3 DP: 832349 1G North Street GRENFELL NSW 2810
24/2018	Mr SA Makin	Demolition of existing Dwelling & build New Dwelling	\$423,000	LOT: 491 DP:754578 1 Grafton Street GRENFELL NSW 2810
MOD 24/2018	Mr SA Makin	Demolition of existing Dwelling & build New Dwelling	\$423,000	LOT: 491 DP:754578 1 Grafton Street GRENFELL NSW 2810
25/2018	Mr CL Latham	Shed	\$19,950	LOT: 9 SEC: D DP: 7915 11 Burge Street CARAGABAL NSW 2810
26/2018	Mr SD Jones	Shed	\$25,000	LOT: 4 SEC: 5 DP: 758108 35-37 Young Street BIMBI NSW 2810

For Council's Information  
Noted

#### 2. Complying Development Applications

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

CDC NO.	Applicant	Construction	Value (\$)	Address
NIL				

For Council's Information  
Noted

## THE DIRECTOR ENVIRONMENTAL SERVICES' REPORT

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### 3. Construction Certificates

The undermentioned applications were received and determined under delegation:

CC NO.	Applicant	Construction	Address
43/2016	Off Track Investments PL	Shed with Awning, 3 Silos, Office & Amenities for Storage facility for Grain – Minor processing & packing (footings only)	LOTS: 1-6 SEC: 35 DP: 758473 Brundah Street GRENFELL NSW 2810

Cr Diprose returned to the room 6.44pm.

**For Council's Information**  
**Noted**

### 4. Grenfell Sewerage Treatment Plant (STP) Upgrades, S1.1.5

Council is in receipt of the outcomes of the design workshop, REF review and HAZOP workshop and are attached for reference. The peer review and consultants have worked together well to agree on several design items and process outcomes. The production of a Recycled Water Management Plan is required to support Councils application pursuant to Section 60 Local Government Act to operate the recycled system, which is separate to the approval to operate the treatment plant.

**For Council's Information**  
**Noted**

### 5. Grenfell Medical Centre, P2.12.1

Building activities continue on site with structural framework and internal timber framework being completed as well as the concrete beam to the front elevation.

Council continues to engage contractors to carry out roofing, mechanical services and plaster work. The immediate future works to be carried out will include the placement of extensive scaffolding to allow the external brickwork to be placed.

**For Council's Information**  
**Noted**

### 6. Planning Proposal - Intensive Agriculture and North St Rezoning, T2.1.10

Council has been advised that both amendments to Council LEP have received advice from Parliamentary Counsel and will be made shortly. Both amendments allow further considerations for future development in the Shire.

**For Council's Information**  
**Noted**

**7. Development Application –Alterations and Additions to existing Dwelling and Carport, Garage and Laundry – DA 9/2018 47, Camp Street Grenfell**

**Application Details:**

Development Application No: DA 9/2018

Description of Development: Alterations and Additions to existing Dwelling and Carport, Garage and Laundry

Applicant: Andy's Design and Drafting

Landowner(s): T and L Fowler

Landowners consent provided:  Yes  No

(All Landowners must give consent to the proposed development)

The proposal is for the construction of alterations and additions to the rear of the existing single storey dwelling incorporating a new kitchen and covered deck approximately 8.7m x 11.2m, sited 2.6 m from the western boundary and a steel frame metal clad carport, garage and laundry 3.3m high to the gutter level (overall ridge height of 4.3 m) and overall length of 21m (carport 6m, garage 12m and laundry 3m) sited 500mm from the rear Boundary (Laneway) and 1m from the eastern boundary. An existing garage will be demolished.

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**Property Description:**

Legal Description: Lots 4 section 4  
DP758473 - 47 Camp Street Grenfell

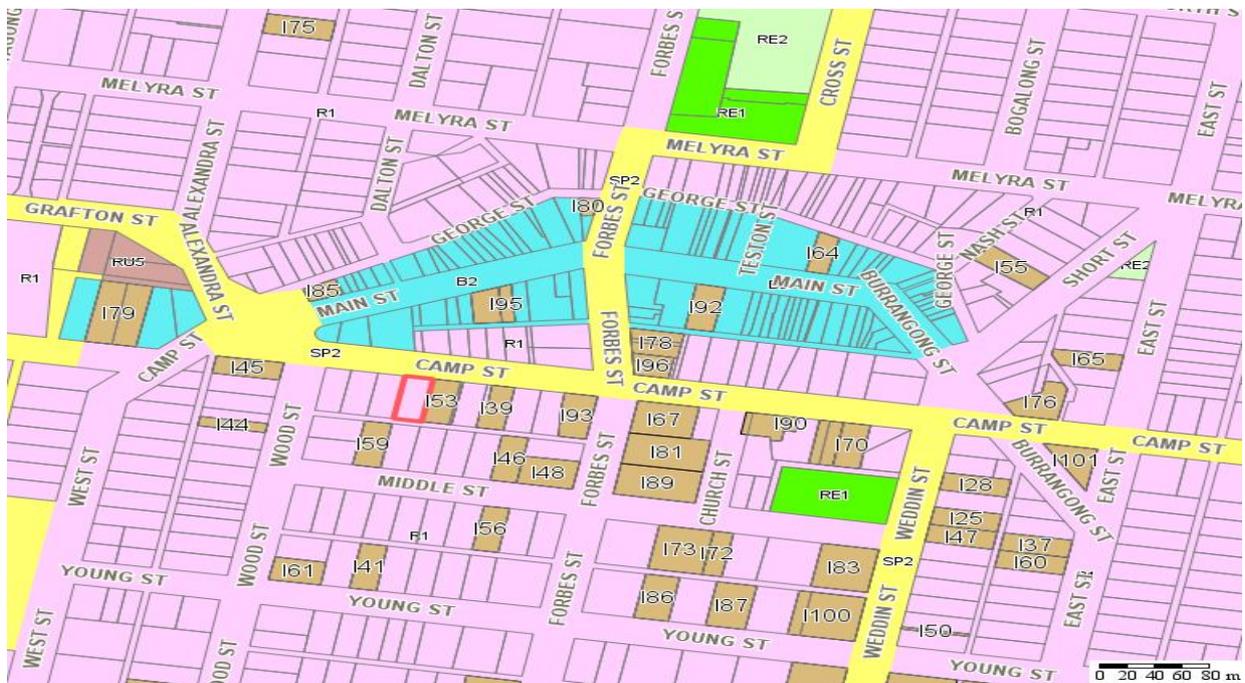
Existing Improvements: The site maintains and existing dwelling and garage with vehicular access to the rear lane.

Current land-use: R1 General residential

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**Locality and Site Context Map:**

**THE DIRECTOR ENVIRONMENTAL SERVICES' REPORT**



**Site Location:**

- Has the subject land been correctly identified on DA Plans and SEE?  Yes  No  N/A
- Is the land freehold title with all owners consent?  Yes  No  N/A
- Is the site vacant of buildings?  Yes  No  N/A
- Are there other buildings / structures located on the subject land?  Yes  No  N/A
- Has the proposed building location been confirmed on the subject land?  Yes  No  N/A
- Do the provided plans, specifications and supporting documents accurately depict the site conditions?  Yes  No  N/A

**Comments:** The site is currently being used in conjunction with the dwelling for residential purposes. The subject site is located within Council’s Heritage Conservation Area.

# THE DIRECTOR ENVIRONMENTAL SERVICES' REPORT



## Site Inspection:

Date: 23 April 2018

Was the Applicant present?

Yes

No

Was the owner present?

Yes

No

**Comments:** Weddin Shire Council DES carried out inspection on two previous occasions, one with the owner present to discuss the application and Council's observations regarding the proposal. Council's Heritage Advisor also attended the site and provided formal advice to Council. From the site inspection the following points were noted:

- No objection to the alterations and additions subject to roof profile confirmed, and materials
- Height, length and position of the outbuilding in relation to the boundaries of the site
- Design of the outbuilding and colors' and finishes
- Vehicular access
- Cladding profile

## Internal Referral Advice:

Has an Internal Engineering Referral been received?

Yes

No

N/A

Has an Internal Building Referral been received?

Yes

No

N/A

Has an Internal Heritage Advice Referral been received?

Yes

No

N/A

**Comments:** The proposal has been reviewed and assessed by Council Heritage Advisor has provided redesign advice and conditions of consent contained herein.

## Easement(s):

## THE DIRECTOR ENVIRONMENTAL SERVICES' REPORT

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Are there any easements applying to the subject land? Yes No N/A  
Is the proposed development clear of easements? Yes No N/A  
Are there any proposed easements? Yes No N/A  
Are easements required? Yes No N/A

**Comments:** The proposed development will have no impact upon Council utilities.

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### Section 79BA Consultation and development consent—certain bush fire prone land

Is the site identified on the Bushfire Prone Land Map? Yes No N/A

Does the development comply with "Planning for Bushfire Protection" or a certificate provided by a person who is recognised by the NSW Rural Fire Service as a qualified consultant in bush fire risk assessment stating that the development conforms to the relevant specifications and requirement? Yes No N/A

If no, has consultation been done Commissioner for Rural Fire Service? Yes No N/A

**Comments:** Not relevant to the proposal.

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### Contributions:

Does the Section 94 Contributions Plan apply? Yes No N/A

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### Section 79C(1) Assessment

#### S79(C)(1)(a)(i) The provisions of any environmental planning instrument

##### Local Environmental Plans

The Weddin Local Environmental Plan 2011 applies to all land within the Weddin Local Government Area. The site of the proposed development is zoned R1 General Residential under the Weddin Local Environmental Plan 2011. The Land Use Table for the R1 General Residential permits the use of land or a structure for a General residential development.

##### Zone R1 General Residential

###### 1 Objectives of zone

- To provide for the housing needs of the community.
- To provide for a variety of housing types and densities.
- To enable other land uses that provide facilities or services to meet the day to day needs of residents.

###### 2 Permitted without consent

Environmental protection works; Home-based child care; Home occupations

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### 3 Permitted with consent

Attached dwellings; Boarding houses; Building identification signs; Business identification signs; Centre-based child care facilities; Community facilities; Dwelling houses; Food and drink premises; Group homes; Home industries; Hostels; Kiosks; Multi dwelling housing; Neighbourhood shops; Places of public worship; Residential flat buildings; Respite day care centres; Roads; Semi-detached dwellings; Seniors housing; Shop top housing; Waste or resource transfer stations; Water recycling facilities; Any other development not specified in item 2 or 4

### 4 Prohibited

Agriculture; Air transport facilities; Airstrips; Amusement centres; Animal boarding or training establishments; Boat building and repair facilities; Boat launching ramps; Boat sheds; Car parks; Charter and tourism boating facilities; Commercial premises; Correctional centres; Crematoria; Depots; Eco-tourist facilities; Extractive industries; Farm buildings; Farm stay accommodation; Forestry; Freight transport facilities; Heavy industrial storage establishments; Helipads; Highway service centres; Industrial retail outlets; Industrial training facilities; Industries; Jetties; Marinas; Mooring pens; Moorings; Mortuaries; Open cut mining; Port facilities; Public administration buildings; Recreation facilities (major); Research stations; Restricted premises; Rural industries; Rural workers' dwellings; Service stations; Sewerage systems; Sex services premises; Signage; Storage premises; Transport depots; Truck depots; Vehicle body repair workshops; Vehicle repair stations; Warehouse or distribution centres; Waste or resource management facilities; Water treatment facilities; Wharf or boating facilities; Wholesale supplies

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## State Environmental Planning Policies

The following State Environmental Planning Instruments (SEPPs) apply to the Weddin Local Government Area:

- SEPP 1 - Development Standards
- SEPP 4 - Development Without Consent & Miscellaneous Exempt & Complying Development
- SEPP 6 - Number of Storeys in a Building
- SEPP 21 - Caravan Parks
- SEPP 30 - Intensive Agriculture
- SEPP 32 - Urban Consolidation (Redevelopment of Urban Land)
- SEPP 33 - Hazardous and Offensive Development
- SEPP 36 - Manufactured Home Estates
- SEPP 50 - Canal Estate Development
- SEPP 55 - Remediation of Land
- SEPP 62 - Sustainable Aquaculture
- SEPP 64 - Advertising and Signage
- SEPP 65 - Design Quality of Residential Flat Development
- SEPP (Affordable Rental Housing) 2009
- SEPP (Building Sustainability Index: BASIX) 2004
- SEPP (Exempt and Complying Development Codes) 2008
- SEPP (Housing for Seniors or People with a Disability) 2004
- SEPP (Infrastructure) 2007
- SEPP (Major Development) 2005
- SEPP (Mining, Petroleum Production and Extractive Industries) 2007
- SEPP (Rural Lands) 2008
- SEPP (State and Regional Development) 2011

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- SEPP (Miscellaneous Consent Provisions) 2007

The following SEPPs are specifically relevant to the assessment of the proposed development:

- **SEPP 55 - Remediation of Land** - Clause 7 of SEPP 55 requires that a consent authority must consider the contamination potential of the land, and if the land is contaminated, it is satisfied that the land is suitable for the development in its contaminated state, or that appropriate arrangements have been made to remediate the site prior to the development being carried out.

In accordance with Clause 7(1) an investigation of the past uses of the site reveals that the land has been used as a dwelling inclusively.

It is assessed that the proposed development site has not maintained past contaminating uses and therefore can be used as a residential dwelling with consent.

- **SEPP Infrastructure** - Clause 45 of SEPP Infrastructure requires a Consent Authority to consider any development application (or an application for modification of consent) for any development carried out:

- within or immediately adjacent to an easement for electricity purposes (whether or not the electricity infrastructure exists),
- immediately adjacent to an electricity substation,
- within 5m of an overhead power line,
- includes installation of a swimming pool any part of which is: within 30m of a structure supporting an overhead electricity transmission line and/or within 5m of an overhead electricity power line, or
- placement of power lines underground.

The proposal is not within or immediately adjacent to any of the above infrastructure; as such, the subject application is considered to satisfy the provisions of Clause 45 SEPP Infrastructure.

There are no provisions of any SEPPs that are specifically relevant to the assessment of the proposed development.

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### **S79(C)(1)(a)(ii) The provisions of any proposed environmental planning instrument**

There are no draft LEPs or draft SEPPs that apply to the subject land.

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### **S79(C)(1)(a)(iii) The provisions of any development control plan**

Weddin Council Development Control Plan 2014 applies to the land.

#### 5.10 Heritage

##### Objectives

- To retain the historic character of identified heritage precincts.
- To ensure that new development does not adversely affect identified heritage precinct areas.

##### Standards

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1. Development applications within the heritage precincts will be referred to Council's heritage advisor for consideration and comment.
2. Refer to specific considerations contained in Chapter 13 – "Heritage" of this Development Control Plan.

**The application has been referred to Council's Heritage Advisor for comment and recommendations assessed**

### 13.3 Objectives

- (a) The Objectives of this Development Control Plan are to:
- (b) To conserve the heritage significance of the built and natural environments;
  - (c) To ensure that new development is sympathetic to the identified heritage significance;
  - (d) To ensure the retention of heritage items and contributory items;
  - (e) To provide planning and design guidelines for developments associated with heritage items and conservation areas;
  - (f) To provide guidance to owners and prospective developers of heritage items concerning the most appropriate method for their development to proceed without detracting from the heritage significance and its value to the site.

**The application has been referred to Council's Heritage Advisor for comment and recommendations assessed**

### 15.3 Public Consultation

The Objectives of this Development Control Plan are to:

- (a) To detail the circumstances when notice of development applications will be given;
- (b) To provide opportunities for comment from persons likely to be affected by a development proposal;
- (c) To set out the rights of land owners in making submissions on a development application; and
- (d) To outline the processes Council follows in determining applications where submissions are made.

**The application has been notified in accordance with this document with no submissions received.**

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**S79C(1)(a)(iiia) any planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F**

There are no planning agreements relating to the site. The applicant has not requested Council to enter into any form of planning agreement.

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**S79C(1)(a)(iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph**

Division 8 of Part 6 of the Environmental Planning and Assessment Regulation 2000 specifies additional matters that must be taken into consideration by a consent authority in determining a development application. Consideration of these matters is included below:

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- **Clause 92 - Government Coastal Policy** - Not applicable to the Weddin Shire Local Government Area.

- **Clause 92 - Building Demolition** – The existing timber frame garage is proposed to be demolished.

- **Clauses 93 - Change of Use Fire Safety and Structural Capacity Considerations**

The building complies (or will, when completed comply) with such of the Category 1 fire safety provisions as are applicable to the building's proposed use.

Yes No

The loading requirements for the proposed are the same as the existing pre change use (or) Structural Engineering Certification has been provided certifying that the structural capacity of the building will be appropriate to the building's proposed use.

Yes No

- **Clauses 94 – Fire Safety Upgrades** -

The proposed building work, together with any other building work completed or authorised within the previous 3 years, does not represents more than half the total volume of the building, as it was before any such work was commenced,

Yes No N/A **AND**

The measures contained in the building are adequate:

(i) to protect persons using the building, and to facilitate their egress from the building, in the event of fire, Yes No **AND**

(ii) to restrict the spread of fire from the building to other buildings nearby.

Yes No

Accordingly, it is appropriate to require the existing building to be brought into total or partial conformity with the Building Code of Australia. Yes No

- **Clause 94A - Temporary Structures** - not relevant to the proposal.

- **Clause 95 - Deferred Commencement** - not relevant to the proposal.

- **Clause 96 – Ancillary aspects of development** - not relevant to the proposal.

- **Clause 97 - Modification or surrender of development consent or existing use** - not relevant to the proposal.

- **Clause 97A - Fulfilment of BASIX commitments** – The alterations and additions to the dwelling are below the threshold for BASIX compliance.

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### S79C(1)(b) the likely impact on the natural and built environment(s) and the likely social and/or economic impact on the locality

- **Context and Setting** - The subject land contains an existing single story brick dwelling, pitched roof over. The proposed development will provide alterations and additions to the existing dwelling incorporating a new kitchen and covered deck area. The proposed also includes the demolition of the existing garage and the construction of a metal frame and clad carport, garage and laundry incorporated and under the one roof line. It is expected that the development will

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create impacts on the context and setting of the area being within the conservation area. The additions to the dwelling are supported, however the height, floor area and design of the garage are considered to have negative impacts regarding impact on the heritage amenity of neighbouring precinct.

- **Land Use Conflict** - The subject land has historically been used and is currently used for residential purposes. The proposal is consistent with the Weddin Local Environmental Plan 2011 and Council's Development Control Plan 2014. The size and scale of the proposed outbuilding is considered excessive. The development on the site will affect the precinct and impact negatively on the amenity of the adjoining residential development.
- **Access and Traffic** - Access to the site is available via the rear lane and has no objections.
- **Public Domain** - The proposed development will provide minor impact on the public domain.
- **Utilities** - The site is connected to Central Tablelands reticulated water and Council's sewage system. The proposed development will not operate above or beyond the capabilities of each system. No adverse impacts are assessed.
- **Heritage** – The site is identified with its Heritage precinct and consideration must be given to the impact the proposal has on the area. Council's Heritage advisor has provided a full assessment of the proposal and suggested several amendments for consideration. These design amendments have been discussed with the owner however they have indicated that after consideration of the impact of the design changes does not allow them to use the outbuilding to their requirements and has requested Council to consider the proposal as submitted.





- **Other land resources** - The development will not have detrimental effects on conserving and using valuable land resources and water supply catchments.
- **Bushfire** - The site is not identified on the bushfire prone land map. No adverse impacts assessed.
- **Surface Water and Groundwater** - The site is not identified on the groundwater vulnerable land map. Stormwater from the proposed development will be discharged to Council's stormwater infrastructure as per the existing system.
- **Soils** - Due to past uses of the site it is assessed that contamination is not present upon the land. Council is satisfied site is clear of any potential contaminants and is suitable for the proposed use.
- **Air & Microclimate** – No impact
- **Noise and Vibration** – No impact
- **Flora and Fauna** - The information in support of the application has not identified any threatened species of flora or fauna that may be impacted by the proposal. No adverse impacts are assessed.
- **Waste** - Construction waste associated with the construction can be disposed of at an approved landfill site. The land is within the Weddin kerbside collection area and therefore will be able to utilise the weekly pickup collection service and arrange additional commercial collections for ongoing waste.
- **Natural Hazards** - The site is not flood prone or identified on the Bushfire Prone Land Map. No adverse impacts assessed.

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- **Technological Hazards** – Nil.
  - **Safety Security and Crime Prevention** - The proposal does not pose a safety security or crime prevention risk.
  - **Social Impact in the Locality** - Due to the type and scale of the proposed development, the social impacts of the development are considered not significant.
  - **Economic Impact in the Locality** – No impact.
  - **Site Design and Internal Design** - The proposal is consistent with the Weddin Local Environmental Plan 2011 and the Council's Development Control Plan 2014. The size and scale of the alterations and additions to the dwelling are appropriate for the subject lot and this part of development on the site will not detrimentally affect adjoining land.
  - **Cumulative Impacts** - The proposal is consistent with the Weddin Local Environmental Plan 2011 and Council's Development Control Plan 2014. It is assessed that the cumulative impacts of the proposed development are not such that the application should be refused.
- 

### **S79C(1)(c) the suitability of the site for the development,**

The site has the capacity to support the alterations and additions proposal without creating adverse impacts on the site and adjoining land. The proposed outbuilding has been assessed to lead to negative cumulative impacts on the immediate amenity of the environment, neighbouring land-uses, and heritage precinct.

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### **S79C(1)(d) any submissions made in accordance with this Act or the regulations,**

The proposed development has been advertised to 9 neighbouring landowners and notified in the local paper and on Council's website in accordance with the Weddin Shire Development Control Plan 2014 from 5 March 2018 to 21<sup>st</sup> March 2018. During the notification/advertising period no submissions were received.

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### **S79C(1)(e) the public interest**

The proposal is assessed to pose minor impacts on the public interest.

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### **Conclusion**

The proposed alterations and additions to the dwelling are supported subject to standard conditions.

The proposed outbuilding is a very large shed on a residential town lot. Its location would replace the existing fibro garage located on the uphill side boundary. This location, compounded by the land slope, would have a visual impact of such a large elongated, double-width, shed in a residential setting and dominate views westerly. It is considered that the building be amended to minimise the

## **THE DIRECTOR ENVIRONMENTAL SERVICES' REPORT**

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external bulk and mass by having the building present in a series of forms and to reduce the overall height. The laundry may be simple skillion with minimum room height level and this would thereby reduce the ridge by 3m and provide some separation of an out building from the house extension. Similarly, to reduce the following could occur:

1. At the lane end, the carport be a skillion form, springing from shed gutter level, and would enable a clearance at the lane entry. This would reduce the ridge length by 6m.
2. Lower the overall ridge height by 0.75m and wall height to 3.25m. The garages doors are at 2.4m high and above these is another meter in height to gutter level.

These changes would still allow the garage to be 12m long and constructed as a standard gable ended building. This can be built directly from a standard shed supplier.

The carport and laundry section would need to be constructed on site and may not be available in kit form.

Alternatively, the laundry section can be incorporated into the overall shed building increasing the length of the shed profile to 15m and would reduce the amount of non-standard kit form to the carport only.

This redesign is seen as an appropriate design change to provide the overall concept of carport, garage and laundry while reducing the length of a single plane section of roofing by 6m.

**RECOMMENDATION:** that Development Application 43/2016 for the alterations and additions be approved subject to standard conditions and the out building incorporating the Carport, garage and laundry be approved subject to standard conditions and condition 5 (4) :

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

### **1. MANDATORY GENERAL**

(1) Development is to take place in accordance with the attached stamped plans (Ref No. Andy Reidy Dated 10/2017 Pages 1/8 – 8/8 and Shed/Carport Pages 1 & 2), Documentation submitted with the application and subject to the conditions below, to ensure the development is consistent with Council's consent.

*NOTE: Any alterations to the approved development application plans must be clearly identified **WITH THE APPLICATION FOR A CONSTRUCTION CERTIFICATE.** The Principal Certifying Authority (PCA) for the project may request an application for modification of this consent or a new application in the event that changes to the approved plans are subsequently made.*

*Reason: Statutory requirement and Public interest*

(2) Any alterations or additions marked by Council in red on the approved plans and/or the specifications shall be carried into effect.

*Reason: Statutory requirement*

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(3) Prior to commencement of any works, a Construction Certificate is to be obtained and where Council is not the PCA, a copy is submitted to council.

*Reason: Statutory requirement*

(4) Prior to the occupation or use of the building an Occupation Certificate is to be obtained and where council is not the PCA a copy is submitted to council.

*Reason: Statutory requirement*

(5) Provide a clearly visible sign to the site stating:

- a) Unauthorised entry is prohibited;
- b) Builders name and licence number; or owner builders permit number;
- c) Street number or lot number;
- d) Contact telephone number/after hours number;
- e) Identification of Principal Certifying Authority.

*Reason: Statutory requirement*

(6) The applicant is to submit to Council, at least two (2) days prior to the commencement of any works, a notice of commencement of building or subdivision works and Appointment of Principal Certifying Authority.

*Reason: Public interest*

(7) Toilet Facilities

a. Toilet facilities must be available or provided at the work site before works begin and must be maintained until the works are completed at a ratio of one toilet plus one additional toilet for every 20 persons employed at the site.

b. Each toilet must:

i. be a standard flushing toilet connected to a public sewer, or

ii. have an on-site effluent disposal system approved under the Local Government Act 1993, or

iii. be a temporary chemical closet approved under the Local Government Act 1993.

*Reason: Statutory requirement*

(8) All rubbish and debris associated with the development, including that which can be wind blown, must be contained on site in a suitable container at all times. The container shall be erected on the development site prior to work commencing.

Materials, sheds or machinery to be used in association with the development must be stored and stacked wholly within the worksite unless otherwise approved by Council

*Note 1: No rubbish or debris associated with the development will be placed or permitted to be placed on any adjoining public reserve, footway or road.*

*Note 2: Offenders are liable for prosecution without further warning.*

*Reason: Statutory requirement and Public interest*

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(9) 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*

(10) 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:-

(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.*

(11) 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.*

(12) The builder or person who does the residential building work must comply with the applicable requirements of Part 6 of the Home Building Act 1989.

*Reason: to ensure compliance with the Home Building Act 1989*

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### **2. WATER SUPPLY, SEWAGE & STORM WATER DRAINAGE WORK**

(1) All plumbing and drainage work shall be carried out by a licensed plumber and drainer.

*Reason: Statutory requirement*

(2) Prior to commencement of any construction works, the applicant should familiarise themselves with the requirements of the WorkCover Authority. It is the responsibility of the applicant to comply with the requirements of this Authority. The Construction Certificate is dependent upon compliance with the requirements of the Authority.

*Reason: to ensure the provisions of the Occupational Health and Safety Act, 1983, are considered.*

(3) Prior to commencement of any demolition works the applicant should familiarise themselves with the requirements of the WorkCover Authority. It is the responsibility of the applicant to comply with the requirements of this Authority. Should any asbestos be found in the building to be demolished, the applicant should consult with Council as to the method of disposal of the asbestos. The Construction Certificate is dependent upon compliance with the requirements of the Authority.

*Reason: to ensure the provisions of the Occupation Health and Safety Act, 1983 are considered.*

(4) All redundant plumbing and drainage is to be capped off to Council's Plumbing and Drainage Inspector's satisfaction.

*Reason: to protect the plumbing and drainage systems and to prevent unhealthy conditions on site.*

(5) All Plumbing and Drainage works are to be carried out in accordance with Australian Standard 3500 – Plumbing and Drainage. It is noted that all plumbing and drainage work must be inspected by Council prior to backfilling.

*Reason: to ensure compliance with Australian Standard 3500 – Plumbing and Drainage.*

(6) Prior to the commencement of plumbing and drainage works, a notice of work is to be submitted to Council.

*Reason: to ensure compliance with the Plumbing and Drainage Act 2011.*

(7) Upon completion of the plumbing and drainage works and prior to the relevant inspections, a sewer drainage diagram and certificate of compliance are to be submitted to Council.

*Reason: to ensure compliance with the Plumbing and Drainage Act 2011.*

### **3. DRAINAGE - BUILDING**

(1) All roofed and paved areas are to be drained and the water from those areas and from any other drainage must be conveyed to:

(a) The gutter in rear lane

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Storm water disposal drains shall be connected to all roof gutter down pipes within fourteen (14) days of installation of the down pipes and/or the construction of hard standing areas, as may be appropriate, to discharge roof water to the approved method of disposal.

Where kerb and gutter is constructed, an approved PVC or galvanised steel kerb adaptor (either roll over kerb adaptor or upright kerb adaptor) shall be installed in the kerb.

*Note 1: Two copies of a plan showing the location of the storm water disposal system are to be submitted to Council before occupation.*

*Note 2: 'Pump-out' storm water drainage systems are not acceptable.*

*Reason: Statutory requirement and Public interest*

### **4. BCA**

(1) An automatic fire detection and alarm system must be installed in a Class 1 building or dwelling under 3.7.2, Volume 2 of the BCA. This requirement is satisfied by:-

smoke alarms:

- a complying with Australian Standard 3786-1993, and
- b where the building is provided with consumer mains power, connected to the mains and have a stand-by power supply; and
- c installed in suitable locations on or near the ceiling in -
  - i. any storey containing bedrooms -  
- between each part of the building containing bedrooms and the remainder of the dwelling, and
  - where bedrooms are served by a hallway, in that hallway; and
  - ii. any storey not containing bedrooms.
- d all alarms are to be interconnected.

*Reason: to ensure compliance with the Building Code of Australia*

### **5. MISCELLANEOUS**

(1) Where Council is nominated as the Principal Certifying Authority the applicant is to submit the following information prior to the issue of the Construction Certificate:

- i.) Proposed footing and slab design prepared by a practicing certified Structural Engineer designed in accordance with soil classification provided in Geotechnical report. (noting: flood liable land, construction on & certification of compacted fill).
- ii.) Details of proposed tanks (inc, dimensions, colour, height above ground, setbacks from boundary and screening (if applicable)).

*Reason: So as to ensure compliance with the Building Code of Australia and Council's local policies.*

(2) Where Council is appointed as the Principal Certifying Authority the applicant is advised that prior to the issue of a construction certificate the following outstanding development fees are required to be paid:

- 1) Construction Certificate = \$ 610.00

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2) Long Service Levy	= \$ 349.00
3) Occupation certificate	= <u>\$ 110.00</u>
TOTAL	= <u>\$1069.00</u>

*Note: The above fees are for the 2017/2018 financial year. The actual fees charged will be the fees applicable in Council's Management Plan at the time of application for the Construction Certificate.*

*Reason: So as to comply with Council's Management Plan being the Fees and Charges policy.*

(3) The applicant is advised that:

- i. The wind classification is 'N2'
- ii. Soil Classification is 'M' site.

*Reason: So as to ensure compliance with the Building Code of Australia and Council's local policies.*

(4) The carport roof profile be changed to a skillion section with the height of connection to the shed being at gutter level at a maximum of 3m and 4m at ridge height to allow maximum clearance for the carport. In addition, the colour of the outbuilding being Windspray or equivalent (grey tone) and construction in a corrugate profile.

*Reason: Statutory requirement and Public interest*

**467 RESOLVED:** McKellar and O'Byrne that Development Application 43/2016 be approved subject to the above conditions.

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

**FOR:** Crs Liebich, Best, Diprose, Niven, Brown, Bembrick, McKellar, O'Byrne and Parlett

**AGAINST:** Nil

**B J HAYES**  
**DIRECTOR ENVIRONMENTAL SERVICES**

**468 RESOLVED:** Diprose and Niven that except where otherwise dealt with the Director Environmental Service's report be adopted.

**MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE MEETING HELD ON MONDAY, 14 MAY 2018 COMMENCING AT 4.30 PM (C2.6.11)**

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1. **PRESENT:** Crs Liebich, Best, Niven, Parlett, Diprose and Brown.  
Messrs G Carroll, R Ranjit, and L Gibson (observers).

2. **APOLOGIES:** Cr McKellar

**Resolved:** Cr Diprose and Cr Brown that the apology be accepted.

3. **MINUTES:** 16 April 2018

**Cr Bembrick entered the meeting at this point 4.34pm.**

**Resolved:** Cr Diprose and Cr Best that the minutes from the 16 April 2018 be adopted.

4. **MATTERS ARISING:**  
Nil

5. **CORRESPONDENCE:**

Audit Office of NSW, A3.6.1: Advising the Auditor-General, Margaret Crawford, released her inaugural report today on the results of statutory financial audits of Councils in the Local Government sector.

**Noted**

Richard Barwick, P2.3.3: Thanks for your call in following up on my presentation to Council in March.

**Noted**

6. **REPORTS:**

6.1 **General Manager:**

Regional Growth Fund, Integrated Planning and Reporting, 2017/2021 Delivery Program, 2018/2019 Draft Operational Plan and Organisational Structure.

**Cr O'Byrne entered the meeting during this report 4.47pm.**

**Noted**

6.2 **Corporate Services Department:**

Roads and Other Expenditure 2017/2018, Quarterly Budget Review Statement (QBRS) – March 2018 and Service NSW Agency Agreement.

**Noted**

**Cr Best left the room during this report 5.06pm.**

**Cr Best returned to the room 5.07pm.**

6.3 **Director Engineering:**

Works Report, Other Works, Future Works, RMS RMCC Contract, Plant Report, Roads to Recovery, Bimbi War Memorial steam clean, Bimbi war Memorial 'Avenue of Trees', Caragabal park upgrade, Feedback on the Active Transport Plan, Public Meeting by Le Tour de Greenethorpe Organiser, Noxious Weed Report – April 2018 and Armstrong Court.

**Noted**

#### 6.4 Director Environmental Services:

#### The General Manager presented the report in the absence of the Director Environmental Services

Sewerage Treatment Works, Caravan Park Operations, Animal Control, Complying Development Applications, Grenfell Sewerage Treatment Plant (STP) Upgrades, Grenfell Medical Centre, Planning Proposal - Intensive Agriculture and North St Rezoning, Development Application –Alterations and Additions to existing Dwelling and Carport, Garage and Laundry – DA 9/2018 47, Camp Street Grenfell and Town DA's.

**Noted**

#### 7. GENERAL BUSINESS:

Nil

#### 8. DEVELOPMENT ENQUIRIES

Over the last month Council has had enquiries for development at the following premises:

- Burke Street Caragabal Shed
- Manganese Road Shed Dwelling
- Middle Street Change of Use
- Vaughan Street Duplex
- South Street Carport
- Guy Crescent Dwelling
- Guy Crescent Shed/Garage
- Mid Western Highway Dwelling
- Adelargo Road Dwelling Permissibility
- Adelargo Road Subdivision Permissibility
- South Street Verandah
- Grafton Street Storage Sheds
- Makin Street Verandah
- TAFE Pre lodgement
- Melyra Street Alterations
- Dalton Street Shed and Verandah
- Wood Street Use Permissibility

**Noted**

#### 10. BUSINESS WITH NOTICE

Nil

#### 11. QUESTIONS WITH NOTICE

Nil

12. **NEXT MEETING:** Monday, 18 June 2018 at 4.30 pm.

13. **CLOSED:** There being no further business to discuss the meeting closed at 6.27pm.

**469 RESOLVED:** Cr Diprose and Cr Brown that the Minutes of the Planning and Development Committee Meeting be adopted including the recommendations therein, except where otherwise resolved.

**MINUTES OF THE ORGANISATIONAL LEADERSHIP TEAM (OLT) MEETING HELD ON TUESDAY, 15 MAY 2018 COMMENCING AT 8.20AM (C2.6.10)**

**Present:** Messrs G Carroll, R Ranjit, L Gibson and A Lindsay.

**Apology:** Brendan Hayes

**Resolved:** R Ranjit and A Lindsay that the apology be accepted.

**Minutes:** of meeting 17 April 2018.

**Resolved:** L Gibson and R Ranjit that the minutes from 17 April 2018 be adopted.

Theme	Item	Notes	Lead
People	Learning & development	i) <u>Traffic Control/Signage</u> – process implemented to ensure signage inspected on a regular basis. Training held. Director Engineering pursuing. ii) <u>Drug and Alcohol Testing</u> – further round of testing conducted on 30 April, 2018. Very good outcome.	DE All
	Resource planning	i) <u>Integrated Planning and Reporting (IPR)</u> – 2017/2021 Delivery Program and 2018/2019 Operational Plan (including revenue policy) currently being reviewed and developed. Plans to be presented to the May Council Meeting in draft form. To be then placed on public exhibition for comment and resubmitted to the June 2018 Council meeting for formal adoption. ii) <u>Resourcing Strategy</u> – Asset Management Plans and Long Term Financial Plan currently being reviewed. New Improvement Plan to be developed. iii) <u>RMS Contract</u> – reported in Director Engineering’s report. iv) <u>Other Programs</u> – v) <u>Engineering Strategic Planning Meetings</u> – held fortnightly to discuss and review works plan for next 12 months and plan other capital projects to be completed in 2017/2018. Director Corporate Services and Director Environmental Services are being involved in regards to funding sources for projects, development application referrals and general development issues.	All GM DE DE DE

	Recruitment	<p>i) <u>Design Engineer</u> – to be re-advertised.</p> <p>ii) <u>Creditors Clerk</u> – currently being advertised. Closes 25 May, 2018.</p>	DE DCS
	Appointments	<p>i) <u>Projects Engineer</u> – Jaymes Rath appointed. To commence 18 June, 2018.</p> <p>ii) <u>Storeman</u> – James Forsyth appointed. Commenced 14 May, 2018.</p>	DE DE
	Health & Wellbeing	<p>i) <u>Grenfell Medical Centre</u> – Construction works in progress. Very good progress being made.</p> <p>ii) <u>New Ambulance Station</u> – advice received that Grenfell will be receiving a new Ambulance Station under the Rural Ambulance Infrastructure Reconfiguration (RAIR) programme. Planning in progress. Proposed site currently being determined.</p>	DES GM/ DES
Resources	Finance	i) <u>Grant Funding Applications</u> – Council contribution required to be identified prior to application being submitted.	All
	Information		
	Assets	<p>i) <u>Quandialla Recycling Depot</u> – operating very well. Director Engineering monitoring.</p> <p>ii) <u>Smoke Testing</u> – next round of smoke testing to be undertaken under a Centroc contract. Director Environmental Services pursuing internal compliance. Three properties yet to comply.</p> <p>iii) <u>Sewer Mains Relining</u> – next stage to be undertaken in 2018/2019 under a Centroc contract based on previous and recent CCTV works.</p> <p>iv) <u>Sewerage Treatment Works Upgrade</u> – Stage 2 commenced with concept design and REF being undertaken. Director Environmental Services pursuing.</p> <p>v) <u>Gibraltar Rocks Road Bridge Culvert</u> – grant funding application to be submitted under Fixing Country Roads program. Works to be undertaken in 2018/2019.</p> <p>vi) <u>O’Briens Tributary</u> – preferred schemes currently being investigated by Floodplain committee. Funding to be then sourced.</p> <p>vii) <u>Industrial Land</u> – four sales completed. Three others currently in progress. Planning for 3 phase power currently in progress. Internal works in progress.</p> <p>viii) <u>Cemetery Beam</u> – currently in progress.</p>	DE DE/ DES DE DES DE DE GM/DE/ DES DE

		ix) <u>Quandialla Pool Upgrade</u> – a debrief meeting to be held with the pool manager to determine upgrade works required.	DES
		x) <u>Quandialla Drainage</u> – stage 2 in progress.	DE
		xi) <u>Quandialla Footpath Upgrade</u> – in progress.	DE
		xii) <u>Grenfell Main Street Upgrade</u> – funding obtained under Round 1 of the SCCF. Additional funding currently being sourced.	DE
	Investment		
Systems	Governance	i) <u>Local Government Reform – Innovation Fund</u> - Innovation Fund programme finalised.	All
	Compliance	i) <u>Rural Land Use Study</u> – draft planning proposal to modify controls for minimum lot size endorsed by Council. Boundary adjustment, intensive agricultural and permissibility within a certain distance of certain zone boundaries clauses included. LEP to be amended accordingly.	DES
		ii) <u>Emu Creek Storm Management Plan</u> – works continuing.	DE
		iii) <u>Organisational Review</u> – to be undertaken in the 2018/2019 financial year.	GM
		iv) <u>Systems Review</u> – ledger restructure to be undertaken in the 2018/2019 financial year.	DCS
		v) <u>Local Environment Plan (LEP) Review</u> – to be undertaken in the 2018/2019 financial year.	DES
	Risk	i) <u>Building Profession Board (BPB)</u> – compliance reporting systems regarding building inspections to be implemented by 1 July 2018.	DES
Communication and Engagement	Communication plan		
	Staff engagement - Organisational Engagement Team (OET)	Recommendations: <ul style="list-style-type: none"> <li>Investigate Depot becoming “Smoke free zone”</li> <li>Store system review</li> <li>All store purchases to be made through storeman/yardman</li> <li>Plant keys to be handed in daily</li> <li>Council policy for procurement to be adhered to at all times</li> </ul>	DE DCS DE DE All

		<ul style="list-style-type: none"> <li>Capital purchases to require a business case for purchases over \$100,000</li> </ul>	All
	Community and stakeholder engagement	Community Engagement Strategy to be developed.	All
Summary of actions	Actions from meeting <ul style="list-style-type: none"> <li>Task assignment</li> <li>Delegation to OET</li> </ul>	Attend as allocated. GM and Directors to delegate where applicable.	All All
Communication	Communication plan from meeting – what; who; when; how?	GM and Directors to communicate with staff where applicable.	All
Forward planning	Next agenda Recurring items Non-recurring items	Next Meeting: Tuesday, 19 June 2018 at 8.15 am. Closed: 9.46am.	

**470 RESOLVED:** Cr Parlett and Cr Diprose that the Minutes of the Organisational Leadership Team (OLT) Committee Meeting be noted.

## LIST OF INSPECTIONS, MEETINGS AND DEFERRED ACTIVITIES.

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### 1. INSPECTIONS AND MEETINGS:

- March 2018                      1.    LRTC Meeting: to be held 19 May 2018 at the Grenfell Bowling Club with Council represented by the Mayor (GM).  
**In Progress**
- April 2018                      2.    Arts OutWest (AOW): Cr Brown to attend AOW Special General Meeting on 8 May 2018 (GM).  
**Carried Out**
3.    Arts OutWest (AOW): Cr Brown to attend AOW advisory meeting on 14 May, 2018 (GM).  
**Carried Out**
4.    Arts OutWest (AOW): Council representatives Mayor Cr Liebich and Cr Brown to attend AOW AGM on 20 May, 2018 (GM).  
**In Progress**

### 2. DEFERRED ACTIVITIES:

- April 2012                      1.    Main Street Master Plan: consider inclusion of heritage building signs (DE/DES).  
**In Progress**
- November 2013                2.    O'Brien's Tributary – Drainage Improvement: refer matter back to floodplain committee for further consideration and other possible options (DE).  
**In Progress**
- June 2015                      3.    RMS: develop plans for a roundabout at the end of the Main Street in Grenfell and refer the proposal to RMS for their consideration (DE).  
**In Progress**
4.    Pigeon Control – Main Street: continue to investigate options (DES).  
**In Progress**
- April 2016                      5.    Grenfell Caravan Park: investigate alterations to dwelling and cost of a Manager's office (DES).  
**In Progress**
- August 2016                    6.    Policy for Planting of Vegetation along Kerbsides: develop policy (DE/GM).  
**In Progress**
- November 2016                7.    NBN Fibre to the Premises: make representations to ensure Industrial land vacant lots have access to NBN. Advocate for upgrade to the exchange to facilitate fibre to the premises (DES/GM).  
**In Progress**

December 2016	8. <u>Waste Depot Fire Precautions</u> : investigate provision of water for firefighting purposes (DES).	<b>In Progress</b>
July 2017	9. <u>Short Street Parking</u> : review parking layout (DE).	<b>In Progress</b>
September 2017	10. <u>Council Property Inspections</u> : request design for replacing of timber at the Lawson Oval grandstand (DES).	<b>In Progress</b>
	11. <u>Council Property Inspections</u> : attend to provision of new subsurface drainage at Quandialla pool (DES).	<b>In Progress</b>
October 2017	12. <u>Future Health Needs of the Weddin Shire</u> : undertake study. Arrange meeting to discuss future health needs of the Weddin Shire (GM).	<b>In Progress</b>
	13. <u>24 Hour Toilet Facility in Grenfell</u> : to be investigated (DE).	<b>In Progress</b>
November 2017	14. <u>Bus Shelter</u> : submit grant funding application (DE).	<b>In Progress</b>
December 2017	15. <u>Toilet in Museum Building</u> : investigate installing a toilet in the museum building (DES).	<b>In Progress</b>
	16. <u>Weddin Shire Interact Connectivity Project</u> : submit grant funding application and develop advocacy plan (DCS/GM).	<b>In Progress</b>
February 2018	17. <u>Hardeman Lane</u> : advertise and write to land owners seeking comment (DE)	<b>In Progress</b>
March 2018	18. <u>CMCA RV Park in Grenfell</u> : continue to negotiate to establish an RV Park in Grenfell (GM).	<b>Carried Out</b>
	19. <u>Grenfell Garden Club</u> : plant poppy seeds in Grenfell where practical. Add Grenfell Garden Club nominated volunteers to Councils insurance volunteer list (DE/DCS).	<b>Carried Out</b>
	20. <u>Proposed NAB Closure</u> : arrange meeting to make representations to NAB representatives (GM).	<b>Carried Out</b>
	21. <u>Proposed NAB Closure</u> : write to banking royal commission (GM).	<b>In Progress</b>

April 2018

22. NRMA Insurance: arrange meeting to make representations to IAG (GM).  
**Carried Out**
23. Local Government Reform – Innovation Fund: submit report to Council on a revised Resourcing Strategy including a revised Improvement Plan (GM).  
**In Progress**
24. Sustainable Best Value Policy: place on public exhibition for comment. Resubmit to June Council meeting for formal adoption (GM).  
**In Progress**
25. Regional Growth Fund: Submit EOI under Growing Local Economies Fund (GM/DCS).  
**In Progress**
26. Bike Path in Weddin Street: remove the bike path (DE).  
**In Progress**
27. Sale of Goods and Equipment: arrange sale by auction (DE).  
**In Progress**
28. Rural Tips: install padlocks, surveillance cameras and provide Fob keys for residents utilising Quandialla and Caragabal tips (DES).  
**In Progress**

## QUESTIONS

**Questions** may be 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**.

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

The following questions have been received:

Nil

## 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 10A1 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**

Nil

**471 RESOLVED:** Cr O’Byrne and Cr Brown that the June meeting commence at 4.00pm.

**CLOSURE:** There being no further business the meeting closed at 7.24pm.

Taken as read and confirmed as a true record this day 21 June 2018.

..... General Manager.....Mayor