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MINUTES OF THE WEDDIN SHIRE COUNCIL ORDINARY MEETING HELD THURSDAY, 16 JULY 2020 COMMENCING AT 5:00 PM

9 July 2020

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, 16 JULY 2020**, commencing at **5:00 PM** and your attendance is requested.

Yours faithfully

GLENN CARROLL
GENERAL MANAGER

1. OPENING MEETING
2. ACKNOWLEDGEMENT OF COUNTRY
3. APOLOGIES AND COUNCILLOR LEAVE APPLICATIONS
4. CONFIRMATION OF MINUTES – Ordinary Mtg 18/06/2020
5. MATTERS ARISING
6. DISCLOSURES OF INTEREST
7. PUBLIC FORUM
8. MAYORAL MINUTE(S)
9. MOTIONS WITH NOTICE
10. CORRESPONDENCE (as per precis attached)
11. REPORTS:
 - (A) General Manager
 - (B) Director Corporate Services
 - (C) Director Engineering
 - (D) Director Environmental Services
 - (E) Delegates
12. ACTION LIST
13. COMMITTEES MINUTES
 - Local Traffic Committee, 02/07/2020
 - OLT Mtg, 14/07/2020
14. TENDERS AND QUOTATIONS
15. QUESTIONS WITH NOTICE
16. CLOSED COUNCIL
17. RETURN TO OPEN COUNCIL
18. REPORT ON CLOSED COUNCIL
19. CLOSURE

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

ACKNOWLEDGEMENT OF COUNTRY:

The Mayor read out the following:

“I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to the Elders both past and present of the Wiradjuri Nation and extend that respect to other Aboriginal Australians who are present.”

At this point the Mayor welcomed everyone and advised that as per Council’s Code of Meeting Practice, Council wishes to advise that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.

APOLOGY: Nil

CONFIRMATION OF MINUTES:

001 RESOLVED: Cr Diprose and Cr Bembrick that the Minutes of the Ordinary Meeting, held on 18 June 2020 be taken as read and **CONFIRMED**.

DISCLOSURES OF INTEREST

Disclosure 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.

Previously Declared

Councillor	Item No	Nature of Interest	Type	Left the Room
Cr Best	DE7	Owner of business in Main Street	Pecuniary	Yes
Cr Bembrick	DE7	Owner of business in Main Street	Pecuniary	Yes
Cr O’Byrne	DE7	Owner of business in Main Street	Pecuniary	Yes
Cr Parlett	DE7	Owner of business in Main Street	Pecuniary	Yes
Cr Diprose	DCS15	Tourism operator	Pecuniary	Yes
Cr McKellar	DE10	Land owner	Pecuniary	Yes

Declared During the Meeting

Councillor	Item No	Nature of Interest	Type	Left the Room
Cr Parlett	DCS15	Business owner/Tourism operator	Pecuniary	Yes

PUBLIC FORUM

The Council may hold a public forum prior to or part of each ordinary meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to or part of Extraordinary Council meetings and meetings of committees of the Council.

To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by at least 10 days before the date on which the public forum is to be held, and must be accompanied by a brief description of the topic and/or a copy of any question.

A person may apply to speak on no more than one item of business on the agenda of the council meeting.

The following applications have been received: -

Nil

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
WEDDIN SHIRE COUNCIL HELD, 16 JULY 2020.**

SECTION A - Matters for Information

- A1. Local Government NSW, A3.9.1: Weekly Circular dated 12 June, 2020.
- A2. Office of Local Government, A3.6.54: COVID-19 Council update as at 16 June, 2020.
- A3. Office of Local Government, A3.9.3: Circular to Councils regarding attendance at Council and Committee meetings during the COVID-19 pandemic.
- A4. The Hon. Steph Cooke MP, A3.19.2: Announcing a new state-wide music event that will bring 1,000 COVID-safe gigs to regional NSW and Sydney this November.
- A5. Office of Local Government, A3.6.54: Forwarding a message from Minister Hancock.
- A6. Quandialla Progress Association, C1.3.12/A3.6.52: Commenting on the Aboriginal Land Claim on Eurabba Hall Recreational Reserve.
- A7. Ronald McDonald House Charities - Orange, C1.1.3: Advising we have recently received the donation of \$1,000 from Weddin Shire Council.
- A8. Gordon Garling Moffitt Lawyers, P2.5.4: Confirming that the Weddin Shire Council sale of Lot 36 Phil Aston Place, Grenfell to D'Ombra was completed on 15 June 2020.
- A9. Transport for NSW, A3.6.62: Advising the Independent Panel for the Road Classification Review and Transfer have announced their consultation schedule for sessions with Councils.
- A10. Transport for NSW, T3.4.3: Regarding Speed Zone Review R-2951 requesting additional speed signs be implemented on approaches to Greenethorpe on various streets.
- A11. Transport for NSW, R2.72: Advising the Traffic Route Lighting Scheme Subsidy payment to Weddin Shire Council for 2019/2020 will be \$35,000.
- A12. Transport for NSW, A3.6.62: Writing to advise you of changes to the Mobile Pink Slip Trial being conducted by Transport for NSW.
- A13. Fiona Johnson, T3.4.3: Regarding the lack of an 80km/hour traffic speed zone on Mary Gilmore Way.
- A14. The Hon. Michael McCormack MP, A3.19.3: Urging farmers and their families not to self-assess when it comes to seeking drought financial support.
- A15. The Hon. Steph Cooke MP, A3.19.2: Advising nominations are still open for the 2020 Hidden Treasures Honour Roll.
- A16. Local Government NSW, A3.9.1: Weekly Circular dated 25 June, 2020.
- A17. Office of Local Government, A3.6.54: COVID-19 Council update as at 22 June, 2020.
- A18. Office of Local Government, A3.9.3: Acknowledging Councils for playing a critical role in protecting the community from the transmission of COVID-19.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
WEDDIN SHIRE COUNCIL HELD, 16 JULY 2020.**

- A19. Office of Local Government, A3.6.54: Forwarding a message from Minister Hancock on 26 June 2020.
- A20. Office of Local Government, A3.6.54: COVID-19 Council update as at 1 July, 2020.
- A21. Office of Local Government, A3.6.54: Forwarding a message from Minister Hancock on 29 June 2020.
- A22. The Hon. Michael McCormack MP, A3.19.3: Announcing a program which will improve local roads across regional NSW and create thousands of local jobs.
- A23. The Hon. Michael McCormack MP, A3.19.3: Advising 65,000 more people chose to move to regional Australia from capital cities rather than the other way around.
- A24. Local Government NSW, P1.1.1: Advising the Industrial Relations Commission of NSW (IRC) formally approved a new *Local Government (State) Award 2020*.
- A25. The Hon. Steph Cooke MP, A3.19.2: Announcing \$321,638 in further improvement work for five local showgrounds as part of a NSW Government COVID-19 stimulus package.
- A26. The Hon. Steph Cooke MP, A3.19.2: Announcing a new round of funding that will create additional places in preschools for children on waitlists.
- A27. The Hon. Steph Cooke MP, A3.19.2: Announcing the opening of an online survey regarding the issues facing veterans and their families.
- A28. Destination NSW, G2.5.1: Regarding your recent application to the 2020 Micro Event Fund.
- A29. Gordon Garling Moffitt Lawyers, P2.5.4: Confirming the Weddin Shire Council sale to Logan was completed on 19 June 2020.
- A30. Anda-Leigh Reilly, C2.6.1: Advising I will be unable to continue on the Tourism Committee as I have plans to undertake long-term international travel.
- A31. Arts OutWest, C1.3.16: Forwarding various reports.
- A32. Catherine and David Knapp, T5.22.2020: Advising we would like to retract and withdraw our initial concerns.
- A33. Mikla Lewis, E3.5.1: Writing regarding the pruning of the Yellow Box tree at Rawson St, Greenethorpe.
- A34. Local Government NSW, A3.9.1: Weekly Circular dated 3 July, 2020.
- A35. Office of Local Government, A3.9.3: Circular to Councils regarding the rules on attendance at Council and Committee meetings during the COVID-19 pandemic as of 1 July 2020.
- A36. Office of Local Government, A3.6.54: COVID-19 Council update as at 3 July, 2020.
- A37. Office of Local Government, A3.6.54: COVID-19 Council update as at 6 July, 2020.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
WEDDIN SHIRE COUNCIL HELD, 16 JULY 2020.**

- A38. Office of Local Government, A3.6.54: COVID-19 Council update as at 7 July, 2020.
- A39. Office of Local Government, A3.6.54: COVID-19 Council update as at 8 July, 2020.
- A40. Office of Local Government, A3.6.54: Forwarding a message from Minister Hancock on 8 July 2020.
- A41. The Hon. Michael McCormack MP, A3.19.2: Writing regarding your thanks for the advance payment of the 2020/2021 Financial Assistance Grant and the Local Roads and Community Infrastructure Program.
- A42. The Hon. Steph Cooke MP, A3.19.2: Announcing a program which will improve local roads in communities across the Cootamundra electorate and create regional jobs.
- A43. The Hon. Steph Cooke MP, P2.3.5: Acknowledging the Grenfell Library.
- A44. NSW Department of Planning, Industry & Environment, P2.7.9: Attaching acknowledgment of categorisation of Council-managed Reserves.
- A45. NSW Department of Planning, Industry & Environment, A3.6.57: Congratulating Council on the completion and adoption of the Weddin Local Strategic Planning Statement (LSPS).
- A46. CRIFP Funding Team, A3.6.52: Thanking you for your application to the 2020/2021 Crown Reserves Improvement Fund (CRIF).
- A47. Jan Wallace, T4.3.1: Advising she spoke briefly with Council's EDO regarding Weddin Shire holding a Christmas Window Competition in Main Street.

SECTION B - Matters for Report

- B1. Office of Local Government, A3.9.3: Circular to Councils advising the Local Government Remuneration Tribunal has determined that there will be no increase in Mayoral and Councillor fees for the 2020/2021 financial year.
- B2. Crown Lands, P2.7.9/P2.3.17: Writing regarding Crown Reserve 94225 which comprises Lot 3 in DP 604531 located on Rose Street and Weddin Street in Grenfell.
- B3. Gunyah Craft Shop, C1.1.3: Forwarding a Community Project Support Application – Small (<\$1,000)

002 **RESOLVED:** Cr McKellar and Cr Diprose that Correspondence sections A and B be noted.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
WEDDIN SHIRE COUNCIL HELD, 16 JULY 2020.**

SECTION C - Matters for Consideration

1. Office of Local Government, A3.9.3: Advising the date of the next ordinary local government elections is 4 September 2021.

Copy forwarded to Councillors

**For Information
Noted**

2. The Hon. Steph Cooke MP, A3.19.2: Advising the first sod has been turned at the multi-million dollar upgrade of the Grenfell Sewerage Treatment Plant.

Copy forwarded to Councillors

RECOMMENDATION: that Council write to the Hon. Steph Cooke MP to thank her for attending Grenfell to 'turn the first sod' on the Grenfell Sewerage Treatment Plant Upgrade.

003 **RESOLVED:** Cr Parlett and Cr Brown that Council write to the Hon. Steph Cooke MP to thank her for attending Grenfell to 'turn the first sod' on the Grenfell Sewerage Treatment Plant Upgrade.

3. The Hon. Michael McCormack MP, A3.19.3: Advising Councils across the region will share in more than \$21 million to fix local roads through funding from the Australian and New South Wales Liberals and Nationals Governments.

Copy forwarded to Councillors

RECOMMENDATION: that Council write to the Hon. Michael McCormack MP thanking the Federal and State Government for the grant funding.

004 **RESOLVED:** Cr Diprose and Cr Best that Council write to the Hon Michael McCormack MP thanking the Federal and State Government for the grant funding.

4. The Hon. Paul Toole MP, A3.6.62: Advising the Australian Government committed an additional \$191 million towards the NSW Government's \$500 million Fixing Local Roads program.

Copy forwarded to Councillors

Referred to Director Engineering

RECOMMENDATION: that Council write to the Hon. Paul Toole MP thanking the Federal and State Governments for the grant funding, and forward a copy to the Hon. Steph Cooke MP.

005 **RESOLVED:** Cr Bembrick and Cr McKellar that Council write to the Hon. Paul Toole MP thanking the Federal and State Governments for the grant funding, and forward a copy to the Hon. Steph Cooke MP.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
WEDDIN SHIRE COUNCIL HELD, 16 JULY 2020.**

5. Grenfell Soccer Club Inc., P2.1.6: Requesting permission on behalf of both the Senior and Junior Clubs for the use of Lawson Oval and its facilities for the purpose of training and matches during the 2020 season.

Training will commence on 24 June 2020 and will be held each Wednesday from 4pm to 6pm.

Attached is a copy of the Club's Public Liability policy.

Note: As the club requested to commence on 24 June 2020 permission was granted.

RECOMMENDATION:

Confirm Action

006 RESOLVED: Cr Brown and Cr McKellar that that the action be confirmed.

6. Rotary Club of Grenfell Inc., C1.3.6: Advising the Rotary Club of Grenfell Inc. seeks to support the Works Dam Trail project.

Each year the Club looks to support local groups and organisations that support locals as it undertakes its Annual Finances Disbursement.

A cheque for \$500 to support this most worthy project is attached.

RECOMMENDATION: that Council write to the Rotary Club of Grenfell Inc. thanking them for the donation.

007 RESOLVED: Cr Diprose and Cr Parlett that Council write to the Rotary Club of Grenfell Inc. thanking them for the donation.

7. Ellmore Driving Club, C1.2.1/C1.1.3: Advising the Ellmore Driving Club is conducting a carriage driving event on Hinemoa on 18-19 July 2020.

The Club expects several entries, most of which will be from other areas of NSW.

For the comfort of competitors and spectators the Club has arranged for the hire of one of Council's portable toilets. Some time ago, in September 2018 the Club asked that Council waive the hire fee for a similar event and that request was successful.

The Club is again requesting a similar concession.

RECOMMENDATION: that the request be approved.

008 RESOLVED: Cr Bembrick and Cr Niven that the request be approved.

8. Grenfell Junior Rugby Union, P2.1.6: Requesting to make a booking for Lawson Park on Sunday 2 August 2020 to hold a Junior Rugby Gala Day.

RECOMMENDATION: that the request to utilise Lawson Park grounds by approved subject to the grounds being available.

009 RESOLVED: Cr Best and Cr Niven that the request to utilise Lawson Park grounds by approved subject to the grounds being available.

010 RESOLVED: Cr Brown and Cr McKellar that the Correspondence be noted except where otherwise resolved.

9 July 2020

The Mayor and Councillors
Weddin Shire Council
GRENFELL NSW 2810

Dear Councillors,

I wish to report as follows: -

1. COVID-19 Coronavirus, H1.6.1

The COVID-19 Coronavirus is continuing to have an impact on Communities and Council services although there is a gradual lifting of restrictions currently underway, with further restrictions lifted on Wednesday, 1 July 2020 which is seeing services being phased back in.

Essential Council services such as sewer and garbage collection continue to be maintained. The Grenfell Waste Facility is open for Shire residents only with the recovery shop still closed. Council's administration office remains open with social distancing measures and protective screens in place at the service counter. Residents are also being encouraged to exercise caution and continue to practice good hygiene and social distancing measures.

As mentioned above there are various services being phased back in with their current status detailed below:

- Grenfell Public Library – opening being phased in.
- Grenfell VIC – opening being phased in.
- Grenfell Art Gallery – assessed on an ongoing basis.
- Grenfell Internet Centre – opening being phased in.
- Grenfell Caravan Park and Railway Station Free Camping – opened 1 June 2020.
- Grenfell Museum – closed until further notice.

Councillors, together with the Community and Council staff both indoor and outdoor are doing an excellent job continuing to provide these services to the community in these difficult times. The situation will continue to be monitored and decisions will be made accordingly in accordance with the Federal Government's 3-stage process of lifting restrictions.

For Information
Noted

2. Integrated Planning Process, A3.4.10

The beginning of the new financial year on 1 July 2020 has seen the continuation of Council's Integrated Planning and Reporting (IPR) process. Council has developed the following plans which continue to be and are effective from 1 July: -

- 2017-2026 Community Strategic Plan – *Weddin 2026*
- 2017-2021 Delivery Program
- 2020/2021 Operational Plan
- Resourcing Strategy (including the Asset Management Plan (AMP), Long Term Financial Plan (LTFP) and Workforce Plan.)

While Council has developed a strategic direction for a ten-year period the 2017-2021 Delivery Program outlines various projects to be undertaken in this four-year period. The 2020/2021 Operational Plan details various projects that will be undertaken during this financial year. It is very pleasing to advise that of the top three (3) priorities in the Delivery Program, two have been completed being the Grenfell Aquatic Centre and the Grenfell Medical Centre with the Grenfell Main Street Renewal project to commence in the near future which is tremendous and a real credit to Council.

This project together with various other projects detailed below will assist us to remain on our course of continuous improvement this financial year: -

- administration projects such as the internal auditor, Destination Management Plan (DMP), replacement of IT equipment, Weddin Wellness Plan implementation;
- Implementation of Council's new Improvement Plan;
- Grenfell Cemetery Toilets upgrade;
- Sewerage Treatments Works upgrade;
- maintenance and capital works on Council's road network including replacement and remediation of culvert assets;
- Grenfell Waste Facility EPA Compliance Works;
- Drought Communities Program (DCP) – Extension projects;
- Stronger Country Communities Fund (SCCF) projects;
- Development of Dam Safety Emergency Plans;
- Bimbi Flood Study;
- Quandialla Drainage Improvements;
- continuation of strong support for the Henry Lawson Festival as well as other events.

It will be critical that we allocate our human, financial and physical resources in an efficient and cost effective manner to ensure we are able to continue to achieve our strategic objectives as detailed in our strategic plans.

For Information
Noted

3. 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 10 June 2020 and determined there will be no increase to fees payable to Councillors and Mayors from 1 July 2020.

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

	<u>2020/2021</u>	<u>2019/2020</u>	<u>2018/2019</u>
Councillor	\$9,190-\$12,160	\$9,190-\$12,160	\$8,970-\$11,860
Mayor (additional)	\$9,780-\$26,530	\$9,780-\$26,530	\$9,540-\$25,880

RECOMMENDATION: that: -

- i) the fees for 2020/2021 be determined.
- ii) the adopted fees be included in the draft Policy for Fees, Expenses and Facilities for Councillors 2020/2021.
- iii) the draft Policy as amended be placed on public exhibition for comment and resubmitted to the August 2020 Council meeting for formal adoption.

011 **RESOLVED:** Cr Niven and Cr Bembrick that: -

- i) the fees for 2020/2021 be set at the maximum amount
- ii) the adopted fees be included in the draft Policy for Fees, Expenses and Facilities for Councillors 2020/2021
- iii) the draft Policy as amended be placed on public exhibition for comment and resubmitted to the August 2020 Council meeting for formal adoption.

4. Annual Returns of Disclosure of Interest, C2.2.2

The annual returns are required under the *Act* to be lodged by 30 September 2020 by all Councillors and other designated persons. Draft forms will be separately forwarded.

The completed returns will be available for inspection by the public.

**For Information
Noted**

5. Regional Growth Fund, G2.1/A3.19.2

Stronger Country Communities Fund

Council's grant funding application under **Round 1** of the Stronger Country Communities Fund (SCCF) which is part of the NSW Government's \$1.3 billion Regional Growth Fund was successful with Council to receive \$768,982 to undertake the Main Street infrastructure project. The project will involve upgrading drainage and guttering infrastructure in the Main Street as well as improving Main Street amenity.

Progress on the project is detailed further in the Director Engineering's report.

Council's grant funding application under **Round 2** of the Stronger Country Communities Fund (SCCF) was also successful with Council and community groups receiving \$1.537 million as follows:

THE GENERAL MANAGER'S REPORT

Project Title	Grant Value
Lawson Park Amenities Renewal	\$820,000
Lawson Park Spectator facility	\$110,000
Lawson Park Fitness Circuit	\$50,000
Bogolong Dam site access and water access upgrade	\$110,000
Grenfell Squash Courts walls renew and upgrade	\$62,500
Rugby Union Upgrade and Renewal	\$101,040
Caragabal Country Club green and club house renewal	\$150,000
Quandialla Pool	\$84,000
Grenfell Tennis Courts Renewal	\$50,424

Listed below is an update on the Community projects:

- Grenfell Squash Courts – completed.
- Grenfell Rugby Club – completed.
- Caragabal Country Golf Club – completed.
- Grenfell Tennis Club – completed.

Mrs Karen Pollock has acquitted the grant funding in the required time frames.

With the Council and community projects completed **Round 2** is now finalised.

Council's grant funding application under **Round 3** of the Stronger Country Communities Fund (SCCF) was successful with Council receiving \$766,618 for the Main Street infrastructure project, which is a high priority in our Community Strategic Plan (CSP) and the upgrade of Bogolong Dam.

The projects are in progress and further reported in the Director Engineering's report.

For Information
Noted

Regional Cultural Fund

As previously advised Council has been successful with the Grenfell Community Arts Centre building refurbishment grant funding application.

Works are in progress and the project is further reported in the Acting Director Environmental Services' report.

For Information
Noted

6. Drought Communities Program, C2.9.14

Council previously resolved to adopt the following projects to receive funding under the Drought Communities Program.

Project Description	Ccl funds	Status
Weddin Mountain Muster – Stable project	\$81,769.09	Completed
Taylor Park toilets – disabled toilet	\$200,000	Completed
Grenfell Showground – 6 portable grand stands	\$30,000	Completed
Netball courts upgrade	\$113,045.50	Completed
Grenfell Country Club – Upgrade tennis courts	\$80,806.91	Completed
Greenethorpe Memorial Hall upgrades	\$50,648.55	Completed

THE GENERAL MANAGER'S REPORT

Caragabal Memorial Hall upgrades	\$52,355.50	Completed
Quandialla Memorial Hall upgrades	\$59,000.82	Completed
Grenfell Preschool and Long Day Care – Green Space Project	\$31,146.64	Completed
Grenfell Rugby Club – Replace light poles	\$44,740.00	Completed
Grenfell Soccer Club – Club House building extension	\$40,000	Completed
Bembrick Oval Watering System	\$82,463.59	Completed
Quandialla Water - Highflow Standpipe	\$52,011.70	Completed
Grenfell Water – Standpipe	\$52,011.70	Completed
Caragabal Village water security – repairs to water supply	\$30,000	Completed
Total	\$1,000,000	

It is very pleasing to report all projects have been completed and the grant funding is currently being acquitted.

The program is now finalised.

**For Information
Noted**

7. Drought Communities Program – Extension, C2.9.14

As previously reported Council has received advice from the Hon. Michael McCormack MP that the following projects have been approved under the Drought Communities Program (DCP) – Extension.

Project Description	Funds requested
Grenfell Main Street upgrade – trees purchasing/planting	\$200,000
Leash free dog area – fencing, seats, trees	\$100,000
Quandialla Hall – painting inside and out	\$36,750
Grenfell Kart Club – facilities upgrade	\$80,000
Upgrade to Company Dam Amenities	\$100,000
Caragabal Country Club – Multi purpose shed	\$31,500
Restoration of Heritage Advertising Signs in Grenfell	\$50,000
Bogolong Dam upgrade	\$100,000
Grenfell Racecourse – new toilet block	\$105,000
Caragabal – Historic signage park, median strip etc	\$25,000
Civic Sign at Railway Park	\$10,000
Other events support in the Shire	\$50,000
Works at Grenfell Railway Park (sealing area adjacent to amenities area)	\$30,000
Grenfell Aquatic Centre - additional shade area	\$30,650
Henry Lawson Oval – top dressing	\$30,000
Cleaning of Community Curtain at Grenfell Art Gallery	\$8,500
Contribution to Scout/Guide Hall air conditioned room project	\$12,600
Total	\$1,000,000

The grant funding deed has been signed by Council and agreements have been sent to community groups for signing, and are currently being returned. Works are now commencing with Council required to ensure the projects are completed by 31 December 2020.

Mrs Karen Pollock has again been engaged to administer the projects with the community groups. Karen will also ensure the projects are completed and the grant funding is acquitted in the required time frames.

**For Information
Noted**

8. Weddin Wellness Plan, H1.7.1

The Weddin Wellness Plan which has been previously adopted by Council will assist in facilitating coordination of health services in the Weddin Shire, to better understand the future health needs of an ageing community, and provide data for informed advocacy and improved health service delivery.

The Wellness Plan identifies specific actions which we have completed and commenced actioning as detailed below:

- i. The Grenfell Medical Centre is complete and operating successfully as a well-integrated, multidisciplinary patient-centred care.
- ii. A skeleton business case for aged accommodation is complete and was used as the basis of making a BBRF application for 13 new double units to be constructed in Parke Street Grenfell. The application was informed and supported by the Wellness Plan and is linked to Council's IP&R. These are significant outcomes.
- iii. Collaboration has commenced with the local health area looking to establish the Weddin Wellness Planning Network which, when established will be tasked with reviewing the Wellness Plan before resolving next steps. This is essential as the local health area has drawn on the Wellness Plan to commence developing their own action plan. The Clinical Service Plan (CSP) being prepared by the Local Health District (LHD) is also informed by the Wellness Plan. As Council is aware the CSP has been delayed by COVID-19 however, it is now approaching completion and forms the basis for funding opportunities, especially for residential aged care, hospital services and community services. Meetings have been held with the LHD planners who are integrating Council's Wellness Plan into the CSP. This outcome is consistent with Weddin Shire Council's Wellness Plan strategy.
- iv. Once the CSP is adopted it will provide the authority for the LHD to collaborate with Council in delivering the Wellness Plan.

The Building Better Regions Fund (BBRF) for 6 new aged/pensioner units managed and administered by the Grenfell and District Seniors Welfare Committee was not successful on this occasion, however the business case will be used to explore another funding option as well as a future BBRF application.

The business case will also be used to attract investment or grant funding in other health "gaps" such as the development of independent living facilities supported by NDIS providers.

**For Information
Noted**

9. Local Government Reform – New Improvement Plan, C2.10.9

As previously reported to Council a new Improvement Plan is currently being developed which will include organisational improvement recommendations from Council's "Fit for the Future" program, Innovation Fund program, Organisational review, Auditor General report on Local Government as well as actions identified against the fifteen (15) sustainability objectives in the Sustainable Best Value Policy previously adopted by Council. The Plan will provide a 'road map' to effective and efficient delivery of services and capital projects.

A combined draft list of actions has been prepared and brought into one document with each action having been discussed with Directors. Draft priorities have been agreed upon by Directors and will now be discussed with myself whereby a template for the Action Plan for each priority will be developed.

The Plan targets four Key implementation tranches:

- Financial
- Governance and Internal Controls
- Asset Management
- Information Technologies

The Plan sets out:

- Tranche Category
- Priority (High, Medium, Low)
- Target year to commence response
- Current status (many are in progress, some are now complete)
- Draft date due for completion – currently impacted by COVID-19
- Who is responsible: management teams or Directors etc.
- Size (simple, complex)
- The Outcomes in terms of meeting standards, codes, regulations etc.
- Source documents to support the inclusion of the action area
- Comments to provide explanation where required

The following slide represents the internal management process:

2020 Improvement Plan Proposed Operating Rhythm



THE GENERAL MANAGER'S REPORT

This process will establish a platform to track, report and deliver the outcomes required so as to ensure the Improvement Plan is being delivered.

For Information
Noted

10. Crown Reserves – Classification and Categorisation, P2.7.9

My report to the June 2020 meeting refers.

With the commencement of the *Crown Land Management Act (CLMA)*, Councils have been tasked with classifying and categorising the Crown Reserves and Reserve Trusts currently under Councils' control, in accordance with existing provisions under the *Local Government Act*.

The first step in the process is for Council to undertake a classification (operational or community land) and categorisation (type of community land) for the Reserves dedicated or reserved for public purposes by Crown Lands. The second step is for Council to prepare Plans of Management for all of the listed Crown Reserves.

The first step has been completed with the classification and categorisation of the Crown Reserves forwarded to the Crown Lands Department for review.

We are currently awaiting their response.

For Information
Noted

11. Digital Connectivity, G2.1

Reference is made to my report to the May 2020 Council meeting whereby it was reported that Council has been awarded \$1 million as part of a \$2 million grant under the \$170 million Drought Stimulus Package to improve digital connectivity in the Weddin Shire.

The Department of Regional NSW (DRNSW) proposes to work with Council to develop a 20-year Digital Connectivity Strategy for Weddin Shire as the recommended first step to achieving this aim. The Department of Regional NSW will administer the funding and will establish a Project Control Group (PCG) including Council and other relevant stakeholders to provide input and project oversight into the development of this Strategy. A high-level project plan, stakeholder engagement plan and draft scope for consultant engagement will be prepared and shared.

The PCG will be facilitated by Mr Daniel Escobar and Mr Raphael Miller as representatives for the Regional Digital Connectivity (RDC) Program with Weddin Shire Council's representative being Council's Economic Development Officer, Ms Auburn Carr.

The first meeting of the PCG is currently being arranged.

For Information
Noted

12. Sale of Building – 139 Burrangong Street, Grenfell, P2.12.9

Reference is made to the above whereby Council at its May 2020 meeting resolved as follows:

“that the public auction to sell Council’s building at 139 Burrangong Street, Grenfell be held on Friday, 31 July 2020 at 11:00am on site, subject to the COVID-19 Coronavirus restrictions being lifted.”

The sale is currently being advertised and other arrangements and requirements are being finalised.

For Information

The Director Corporate Services previously declared a pecuniary conflict of interest to the General Manager as the husband of an interested party and remained in the room.

Noted

13. Section 355 Committees Review, C2.5.1

Reference is made to the above whereby Council at its February 2020 meeting resolved as follows:

“that Council review the structure and operations of all current committees established under section 355 of the Local Government Act 1933 (the Act) to ensure they align with present-day Office of Local Government NSW requirements.”

Mr Glenn Inglis has been engaged to conduct the review and will attend Grenfell from the 23 – 24 July 2020 to meet with the executive or a representative member of each of Council’s Sec 355 Committees.

A further report will be submitted to the August 2020 Council meeting.

For Information

Noted

14. Local Government NSW A R Bluett Memorial Award Entry, A3.8.2

Reference is made to the above whereby Council previously resolved to make a submission.

Mr Stephen Sykes is currently finalising Council’s entry with entries closing on 31 July, 2020.

For Information

Noted



GLENN CARROLL
GENERAL MANAGER

012 RESOLVED: Cr Best and Cr Brown that except where otherwise dealt with the General Manager’s Report be adopted.

9 July 2020

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 June 2020:

Bank Account	
Westpac	\$2,628,470.38
Short Term Deposits	
CBA	6,000,000.00
Total Investments	\$6,000,000.00

CERTIFICATE OF RECONCILIATION

I certify that the Cashbook for each Bank Account has been reconciled with the appropriate Bank Statement as at 30 June 2020.

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 June 2020:

Loans	
ANZ Loan No...43092	1,861,109.29
ANZ Loan No...43084	1,883,393.29
Total	\$3,744,502.58

**For Information
Noted**

THE DIRECTOR CORPORATE SERVICES' REPORT

3. Summary of Income - 1 June 2020 to 30 June 2020:

Rates Receipts	125,692.47
Credit Union Agency Commission	607.20
Service NSW Agency Commission	4,930.80
Paid Parental Leave Scheme Payments	2,962.40
Workers Compensation Insurance	3,313.99
Interest on Investments	11,187.12
Regional Roads Repair Program Instalment	126,300.00
Drought Communities Program	500,000.00
RFS Hazard Reduction Works	29,004.00
Traffic Route Lighting Subsidy	35,000.00
Development & Building Application Fees	9,361.00
CTC Income	9,260.30
Section 64 Contributions	7,460.00
Caravan Park Fees	4,388.00
Other	4,848.54
Total	\$874,315.82

For Information
Noted

4. YTD Expenditure 2019/2020:

Year To Date (YTD) Income & Expenditure Summary

Income	Budget	YTD Amount
Rates and Annual Charges	\$3,671,038	\$3,429,724
User Charges and Fees	\$2,177,652	\$3,209,821
Interest and Investment Revenue	\$148,800	\$124,562
Other Revenues	\$288,800	\$81,534
Grants & Contributions - Operating	\$5,264,753	\$4,637,262
Total Operating Income	\$11,551,043	\$11,482,903
Grants and Contributions - Capital	\$2,148,581	\$3,485,812
Sale of P&E	\$150,000	\$126,364
Sale of Land	\$30,000	\$111,787
Total Capital Income	\$2,328,581	\$3,723,963
Total Income from continuing operations	\$13,879,624	\$15,206,866

THE DIRECTOR CORPORATE SERVICES' REPORT

Expenses		
Employee costs	\$4,335,604	\$4,243,266
Borrowing Costs	\$156,550	\$156,663
Materials & Contracts	\$3,024,185	\$4,022,880
Depreciation	\$2,615,582	\$1,961,687
Legal Costs	\$10,000	\$5,493
Consultants	\$0	\$0
Other Expenses	\$841,047	\$773,495
Total Operating Expenditure	\$10,982,968	\$11,163,485
Capital Projects	\$6,912,285	\$6,160,796
Purchase P&E	\$555,000	\$445,929
Purchase Land	\$60,000	\$0
Loan Principal Repayments	\$81,712	\$76,738
Total Capital Expenditure	\$7,608,997	\$6,683,462
Total Expenses from continuing operations	\$18,591,965	\$17,846,947
Net Operating Result (Excl. Capital Grants)	\$568,075	\$319,417
Net Capital Result	-\$5,280,416	-\$2,959,499
Net Result (Incl. Capital Grants)	-\$4,712,341	-\$2,640,082

For Information
Noted

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

Debt recovery is as follows: -

Debt recovery activity for the period 1 June 2020 to 30 June 2020 has only been of a routine nature due to the COVID-19 Legislative Amendments made by the Office of Local Government. An update of debt recovery activity that commenced prior to this is as follows: -

11 previously referred to Council Debt Collection Agency

- 8 paid
- 1 arrangement
- 1-part payment
- 1 no response

10 previously referred to Council Debt Collection Agency

- 8 paid
- 2 arrangements

1 previously referred to Council Debt Collection Agency

- 1 paid

Continued liaison with Council's Debt Recovery Firm Outstanding Collections, however due to the COVID19 virus actions have been limited.

4th Instalment reminder letters sent.

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

For Information
Noted

6. Local Government Election, C2.1.11

Reference is made to the attached NSW Electoral Commission elections Bulletin No 2 (See Attachment **DCS Report Item 6**).

As previously reported, due to the COVID-19 pandemic the Minister for Local Government made an order on 12 June 2020 under Section 318B(1)(a1) of the *Local Government Act 1993 (NSW)* that the local government ordinary elections scheduled for 12 September 2020 will be postponed for twelve months.

On 26 June 2020 the Minister made a further order setting the date for the postponed local government ordinary elections; now to be held on Saturday 4 September 2021.

For those wanting further information the NSW Office of Local Government's circular to Councils is available on the Office of Local Government website:

<https://www.olg.nsw.gov.au/council-circulars/20-25-the-date-of-the-next-ordinary-local-government-elections-is-4-september-2021/>.

**For Information
Noted**

7. State Strategic Plan A Vision for Crown Land, C2.1.11

A draft State Strategic Plan for Crown Land has been released and is attached for Councillors' information (See Attachment **DCS Report Item 7**). The draft Plan sets out a proposed vision for the next decade of Crown Land management. All Crown Land Managers are encouraged to review the draft Plan.

Following recent events of drought, bushfires, floods and now COVID-19, the decision was made to release the draft Plan for information purposes in advance before a formal submissions period is held. By releasing the draft Plan early, communities and stakeholders will have more time to gather their thoughts ahead of the formal submissions period while balancing other priorities.

Further information on the draft Plan and other resources, including an introductory video are available on the Crown Lands website: <https://www.industry.nsw.gov.au/lands/public/on-exhibition/draft-state-strategic-plan-for-crown-land>

**For Information
Noted**

8. Grenfell Library, C2.8.15

Council's Librarian has been involved in the following activities during the last month:

STATISTICS

Circulation: 889 (including 0 ILL) over 21 days at a daily average of 42.33 (May 2020 – 25.88, June 2019 – 48.42)

Library Visits: 270 (May 2020 - 0, June 2019 - 522)

Phone enquiries: 57

Reference enquiries: 65

Facebook visits: 8,313

Click and Delivery: 16 (April 24)

THE DIRECTOR CORPORATE SERVICES' REPORT

Cost-Recovery Activities:

Printing: \$20.60

Lamination: \$6

Library bag: \$4

Library card: \$3

Photocopy: \$7

Interlibrary Loans: 0 requests.

Registrations:

New registrations during June – 5 (2 Adult and 3 Seniors)

Total registrations as at 30th June 2020 – 755 (345 adult, 8 Housebound, 6 Institutions, 85 Junior, 268 Seniors, 43 Young Adult).

Additions of Stock: 165 new and 2 donated items valued at \$4,051.92 (16 BC, 9 DVD, 15 E, 4 EB, 4 F, 2 JDVD, 23 JF, 1 J MAG, 1 JTBC, 34 LP, 17 MAGS, 11 NF, 2 Toys, 14 TBC, 2 TBM, 6 YADVD, 5 YF, 1 YTBC)

Deletions of Stock: 66 items valued at \$415.42

Discretionary Spending as at 30.06.2020

Book Vote: 2019/20 - \$41,582.76

Book Vote: \$41,764.70 committed

Magazines: \$2,865.66 committed

BorrowBox

Circulation: 57 eAudiobooks and 53 eBooks (May 2020 37 eAudiobooks and 106 eBooks)

Reservations: 32 eAudiobooks and 16 eBooks (May 2020 9 eAudiobooks and 22 eBooks)

Stock: 2821 eAudiobooks and 3385 eBooks (May 2020 2737 eAudiobooks and 3301 eBooks)

Users: 100 (June 2020 95)

Story Box Library

Site Access: 14 (45 May 2020)

indyreads™

Loans: 2 (3 May 2020)

Reservations: 0 (2 May 2020)

Visits: 1 (29 May 2020)

OTHER

The library reopened to the community on 2 June 2020 with a great response. Opening Hours have been restricted to mornings only. Deliveries have continued this month.

The library website has been continuously updated with constant changes to services provided. The Premiers Reading Challenge and the Books made into movies or TV shows pages have been updated this month.

During the previous month the Librarian has continued to attend online meetings when possible to remain in contact with other libraries and the goings on across the network.

THE DIRECTOR CORPORATE SERVICES' REPORT

The planning for post-COVID-19 Phase 2 has been completed with the increase of Opening Hours and one public computer being turned on for quick printing only from Tuesday 30 June. Bag deliveries will continue on a Thursday morning.

Phase	Open Hours	Allowed	Restricted	Date
2	Tues – Fri 10.30 – 12.30 and 3 - 5 Sat 9.30 - 12	loans and returns limited computers	study, newspaper areas and toy collection Storytime and group activities	30 June
3	Back to normal hours Tues – Fri 10.30 – 12.30 and 1.30 - 5 Sat 9.30 - 12	loans and returns full computers, study, newspaper areas and toy collection	Storytime and group activities	4 Aug
4		Back to normal	nil	1 Sep

School holidays are approaching again in July so planning has been undertaken for activities that children can take home to complete.

Time has been spent setting up the Library management platform Libero for the new financial year and updating the overdue messaging system.

Trials of a couple of other eResources have been carried out this month. As a result of the trials it has been decided to join the Central West Consortium with RB Digital for eMagazines. This will start in July.

**For Information
Noted**

9. **Economic Development, C2.8.13**

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

- Sourced information on public health order compliance including encouraging the development of COVID-Safe plans by business.
- Distributed funding opportunities to relevant local organisations and businesses.
- Scoped and prepared report to Council on the development of a "Shop Local" promotion as a COVID-19 recovery project.
- Sourced content for WSC ED Facebook group.
- Recommenced taking bookings for the spare office and conference room.
- Developed report on a PR campaign for Council's new projects.
- Participated in Regions Rising webinar on the overall regional shift identified between the 2011 and 2016 census data.
- Attended meeting with consultant Stephen Sykes to discuss the ABC strategy.
- Participated in Department of Planning, Industry and Environment session on water use during drought.

- Researched how to incorporate an interactive mapping feature in an online survey - not possible with Survey Monkey but possible with a different platform called Social Pinpoint.
- Confirmed Inland Rail in-person presentation at August Council Workshop, subject to Queensland border reopening.
- Participated in fortnightly ED webinar forums hosted by RDA Central West on latest stimulus updates and funding opportunities. Conveyed relevant content to the business community.

**For Information
Noted**

10. Tourism/Promotions, C2.8.11

Visitor Economic Contribution Update: -

Economic data on visitation is not available for June 2020 as the VIC was not operating at standard opening hours due to COVID-19.

- Coordinated the return of casuals to the VIC on weekend, including revising the roster, allocating tasks and coordinating the key handover. Staffed VIC as required.
- Addressed enquiries received from Grenfell website and where appropriate forwarded enquires to relevant local stakeholders.
- Researched local event calendar for 2020 to keep website up to date with postponements and cancellations.
- Participated in multiple webinars and online communications and prepared as well as distributing multiple media releases and approved videos for release for the JO Tourism Group's COVID-19 recovery campaign #wewantyouback.
- Prepared brief, sourced and assessed quotes, including requesting confirmation on licencing of imagery for a local videography and drone shoot as content for a local COVID-19 recovery tourism campaign. Researched local talent, scouted locations, negotiated and developed schedule of shoots with talent and surrounding stakeholders, secured the Showgrounds as a staging area, negotiated access to the toilets, developed a register of participants for contact tracing purposes at the request from the Showgrounds and assisted on the ground with a two-day videography shoot.
- Coordinated briefings for GM and Mayor on the draft DMP. Sought to coordinate briefing for local State member including drafting correspondence. Provided input to presentation to Councillors in July.
- Attended staff meeting on progress of Weddin gateway signage project, including reviewing estimate.
- Attended staff meeting on Crown Land funding application.
- Participated in Tourism Group and Destination NSW webinars on how to approach tourism and the operation of the VIC post-COVID.
- Secured updates to the Grenfell website.
- Sought additional quote on the development of a new Railway Station sign.
- Sought additional quotes for the vintage advertising project.
- Updated the VIC TV screen.
- Provided feedback to Arts OutWest on new culture maps project and corrected website link in their newsletter.
- Continued work on the replacement of the sign on the Newell Highway at Marsden including seeking quotes to enlarge the sign and seeking input from the landowner.

Newell Highway Sign

A sign 3.6m x 1.8m is positioned on private land adjacent to the Newell Highway approximately 2km before the Marsden turnoff, visible to travellers heading north. The sign encourages travellers to take the Marsden exit to Grenfell and Cowra.

The sign is currently dilapidated and is no longer promoting Grenfell or Cowra in a positive light. Cowra Tourism have previously declined the opportunity to contribute to the redevelopment of this sign.

An opportunity exists to enlarge the sign to 4.88m x 2.44m and to reskin with a more modern design promoting Grenfell. As this sign is on private land it is not subject to the same RMS guidelines as a billboard on a road reserve. While the benefit of the new sign will be difficult to quantify, the current condition of the sign is damaging the brand of Grenfell.

RECOMMENDATION: that \$5,000 be accessed from the Economic Development Reserve to replace the sign on the Newell Highway near Marsden to encourage visitors to turn east towards Grenfell.

- 013** **RESOLVED:** Cr McKellar and Cr O'Byrne that \$5,000 be accessed from the Economic Development Reserve to replace the sign on the Newell Highway near Marsden to encourage visitors to turn east towards Grenfell.

11. Arts/Tourism, C2.8.11

Council's Arts/Tourism Officer has been involved in the following activities during the last month:

Art & Art Gallery

- Liaised with International Conservation Services about having the Community Curtain cleaned whilst closed
- Liaised with painter about having Gallery painted whilst closed
- Sought guidance from Bathurst Art Gallery and Art Gallery of NSW on colour to paint Gallery interior
- Contacted upcoming exhibitors to start gathering exhibition details – Shani Nottingham, Petal Davis, Jess & Jennifer Foster
- Answered enquiries
- Reviewed Culture Maps Central NSW website

Tourism & Visitor Information Centre

- Company Dam Walking / Bike Trail project
 - Gathered signage quotes
 - Liaised with designer for brochure and signage – worked on a suitable map for her to use
 - Information provided to Rotary Club of Grenfell for consideration of donation towards project
 - Submitted details to Special Projects Engineer for inclusion in Crown Lands grant application
 - Requested letters of support from various people who utilise Company Dam
- Participated in videography / drone shoot
 - Organised talent for different shoots
 - Helped onsite over 2 days
- Participated in rEvents Academy online masterclass – Recruiting and Managing Event Volunteers
- Updated accommodation brochure

- Social media
 - Created and scheduled 41 posts on tourism facebook page including:
 - Created and scheduled June long weekend business open post
 - Sharing 24 posts by Central NSW tourism joint marketing #wewantyouback campaign videos
 - Scheduled 11 posts to the Weddin Shire Council Economic Development business Facebook page
 - Social media engagement
 - Provided feedback to Central NSW Tourism on #wewantyouback campaign
- Accommodation Facebook videos – captured the remaining 3 not captured in May
- Undertook Lightroom training which was done through the AOW micro grant
- Participated in industry webinars and Zoom meetings –The Tourism Group,
- Contacted Council and Lions Club about reopening Railway Station to overnight stays when COVID-19 restrictions lifted
- Opened VIC from 10.30am to 12.30pm in line with Library hours
- Website updates, including:
 - Business directory
 - Community guide
 - Event listings
 - Grenfell Art Gallery exhibition information
- Weekly Questions email to database and collate replies
- Answered enquiries – email, phone and VIC
- Created COVID-safe plan for VIC
- Liaised with printing company for quote on shop local dockets

Henry Lawson Festival

- Monitored social media accounts
- Passed on relevant virtual meetings / webinar etc. information

For Information
Noted

12. Grenfell Internet Centre, C2.8.14

Council's Internet Centre Officer has been involved in the following activities during the last month:

Sales and Services

Client Enquires

- 142 clients made enquires via telephone
- 61 clients made enquires in store
- 25 clients made enquires via email/website

Sales and Services

- Conducted Computer Repairs for 11 residential clients and 2 business clients
- Conducted Mobile Phone and Tablet repairs for 6 residential clients
- Remote Computer Repairs for 3 residential clients
- Mobile/Tablet repairs for 6 residential clients
- Laptop/PCs sold to 2 residential clients and 1 business client

THE DIRECTOR CORPORATE SERVICES' REPORT

- ESET Products sold to 8 residential clients and 1 business client
- Software, parts, and accessories sold to 12 residential clients and 1 business clients
- Ink and toner cartridges sold to 9 residential clients
- Secondhand PCs sold to 2 residential clients

Computer Tuition

- Delivered 3 individual lessons remotely

Printing

- Criterion Hotel

Human Services Access Point

- Assist human services clients with access point usage (2 users)

Client Websites

- Regular Monthly Maintenance to Gold Trail Website
- Regular Monthly Maintenance to Grenfell Rugby Club Website
- Create mailbox for Makcrete

Helpdesk & System Administration

This month

- Update Label Printer software
- Office 365 block app registrations
- Create offline backups for Community Hub (Create PowerShell script)

On going

Install Operating System & Software Updates for On-Prem Servers

- Domain Controller x 2
- Windows Update Updates Services
- Hyper-V
- Libero
- Internal Wiki
- AV Security Management Centre

Manage Operating System & Software Updates for Workstations via WSUS

- Evaluate Latest Updates (Staging Environment)
- Approve Evaluated Updates (Library, VIC, EDO, Internet Centre)
- Decline Superseded Updates
- WSUS Clean-up
- Investigate PCs not connecting back to WSUS

Maintenance of Websites (Internet Centre, Library, Caravan Park)

- Install latest content management software
- Install latest plugins
- Investigate abnormalities detected by web application firewall

Software Development

- PowerShell – update Automated Client Install Script (CTC)

Marketing (Internet Centre)

- Search Engine Optimisation on Blog Posts
- www.grenfellinternetcentre.com.au visited 373 times by 335 Users

**For Information
Noted**

13. Signage Prioritisation – Rollout of Weddin Gateway Signage Project, T4.3.1

Report to: Council
From: Economic Development Officer/ Director Corporate Services
Date: 9 July 2020
Attachments:

Purpose:

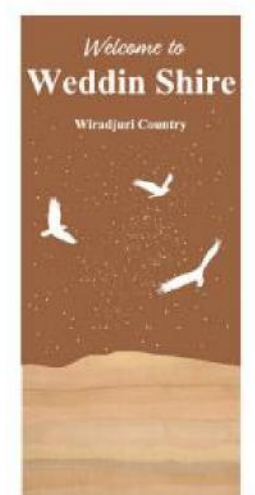
The purpose of this document is to provide information for Council to make a decision as to the order of priority of the roll out of the gateway signage.

Background:

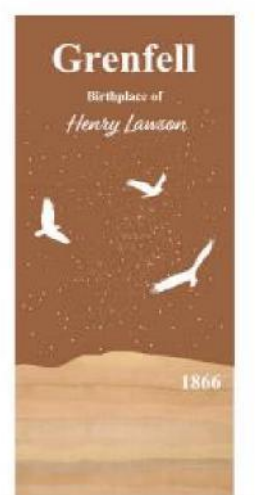
As a result of robust strategic planning and community consultation in late 2019 a signage family has been developed for entrance to shire, entrance to town (Grenfell) and entrance to villages signs.

After the finalisation of the concept design a signage manual has been prepared which includes engineers' plans for the three designs.

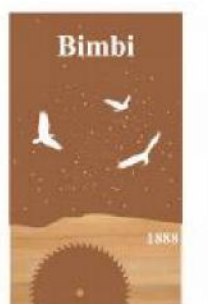
Council has also received a cost estimate for the signs and this project is now 'shovel ready'. The indicative costs of the signs were as follows: Entrance to shire signs were \$15,647.65, entrance to town signs are \$15,020.72 and entrance to village signs are \$12,756.00.



LGA Gateway Signage



Town Entry Signage



Village Entry Signage

Alignment with strategy:

The WSC 2026 Community Strategic Plan has the following relevant Strategic Objectives:

Collaborative Wealth Building (Strong, Diverse and Resilient Local Economy)

- 1.2 Weddin Shire's tourism potential maximised: through marketing, accommodation and activities
- 4.5 Weddin is seen as encouraging a strong sense of community and connectedness.

The WSC Delivery Program 2017-2021 has the following relevant Strategic Objectives:

Collaborative Wealth Building (Strong, Diverse and Resilient Local Economy).

- 1.2.5 Improve visitor experience: signage; destination plan; event calendar; product improvement

WSC 2019-2020 Operational Plan identifies the following Strategic Objectives:

Collaborative Wealth Building (Strong, Diverse and Resilient Local Economy)

- 1.2.6 Improve visitor experience: signage; destination plan; event calendar; product improvement

Economic Impact:

It is hard to accurately estimate the economic benefit that may be delivered by the new signage. In order to provide some context we note the following (however these are not to be taken as the assessment of the economic impact):

Domestic overnight visitors spend on average \$180/ night (Travel to Central NSW, Year ended December 2019, Destination NSW).

If visitation to Grenfell increased by two overnight visitors per day because of the improved perception of the town to passing travellers, the economic impact from these visitors would be \$131,000 in the first year.

Issue:

It would be preferable to commence the rollout of the Weddin Gateway Signage project comprising 7x entrance to shire, 5x entrance to town and 9x entrance to village signs as a cohesive shire wide branding project. However, to do this the total cost of the project is approximately \$300,000 for 21 signs and we do not have that amount of funding available.

There is currently only \$120,000 available from the Local Road and Community Infrastructure Program for stage one.

By staging the delivery, we will have to make strategic trade-offs that will result in:

- 1) Failing to deliver shire wide cohesion.
- 2) Leaving some portions of the community without any new signs.

As such, it will be important to prioritise the order that signs are installed and to be able to explain how priorities were determined.

THE DIRECTOR CORPORATE SERVICES' REPORT

Options:

The below strategic order has been prepared based on priorities identified in the Destination Management Plan (DMP), including:

- The need for improved perception of the gateways to Grenfell, the shires economic centre,
- A focus on the high traffic roads through the shire, and
- The relative importance of each village, based on visitor product currently available.

The following installation order is recommended:

Priority	Sign Type	Sign Location	Price	Running Total
1	Entry to Grenfell	Midwestern Highway (from Caragabal)	\$15,020	\$15,020
2	Entry to Grenfell	Midwestern Highway (from Cowra)	\$15,020	\$30,040
3	Entry to Grenfell	Henry Lawson Way (from Young)	\$15,020	\$45,060
4	Entry to Grenfell	Gooloogong Road (from Gooloogong)	\$15,020	\$60,080
5	Entry to Grenfell	Mary Gilmour Way (from Bimbi)	\$15,020	\$75,100
6	Entry to Weddin	Midwestern Highway (from Marsden)	\$15,647	\$90,747
7	Entry to Weddin	Midwestern Highway (from Cowra)	\$15,647	\$106,394
8	Entry to Weddin	Henry Lawson Way (from Young)	\$15,647	\$122,041
9	Entry to Weddin	Henry Lawson Way (from Forbes)	\$15,647	\$137,688
10	Entry to Weddin	Gooloogong Road (from Gooloogong)	\$15,647	\$153,335
11	Entry to Weddin	Mary Gilmour Way (from Barmedman)	\$15,647	\$168,982
12	Entry to Weddin	Quandialla Road (from West Wyalong)	\$15,647	\$184,629
13	Entry to Caragabal	Midwestern Highway (from Marsden)	\$12,756	\$197,385
14	Entry to Caragabal	Midwestern Highway (from Grenfell)	\$12,756	\$210,141
15	Entry to Quandialla	Quandialla Road (from West Wyalong)	\$12,756	\$222,897
16	Entry to Quandialla	Quandialla Road (from Bimbi)	\$12,756	\$235,653
17	Entry to Greenethorpe	Bumbaldry Road (from Cowra)	\$12,756	\$248,409
18	Entry to Greenethorpe	Tyagong Creek Road (from Young)	\$12,756	\$261,165
19	Entry to Bimbi	Mary Gilmour Way (from Barmedman)	\$12,756	\$273,921
20	Entry to Bimbi	Mary Gilmour Way (from Grenfell)	\$12,756	\$286,677
21	Entry to Bimbi	Bimbi-Quandialla Road (from Quandialla)	\$12,756	\$299,433

There are several roads leading into villages where the placement of an entrance to village sign is not recommended due to the low status of the road. These include:

- Entry to Caragabal- Caragabal Street/ Pullabooka Road (from Forbes)
- Entry to Caragabal- Quandialla Caragabal Road (from Quandialla)
- Entry to Quandialla- Morangarell Road (from Temora)
- Entry to Greenethorpe- Greenethorpe- Koorawatha Road (from Koorawatha)
- Entry to Bimbi- Bimbi Thuddungra Road (From Young)

The delivery of entrance to town and the bulk of entrance to shire signs should occur under stage one.

It is proposed that stage two involve the delivery of the final entry to shire signs and the entry to village signs. While there may be a desire to deliver a sign in each village as part of stage one, so each village receives 'something', it is advised against this. For a variety of reasons, it would be more strategic to complete all signs in each village at one time, rather than to install signs in a village sporadically.

These reasons include:

- Better value offered by contractors when undertaking a larger number of signs in one visit
- The materiality of the signs is designed to age; for cohesion it is important that all signs in a location age at a similar rate
- The visitor product in villages is currently limited, as such significant marketing investment in these locations will deliver poor return.

Recommendation:

- i. The entrance signs be completed in the order presented above as funding allows.
(Indicatively that would mean the completion of the first 8 signs in stage one with the approved funding).
- ii. That an additional amount of approximately \$18,000 be sourced from the future capital projects reserve to fund the entry to shire sign on the Henry Lawson Way travelling from Forbes, given the strategic importance of the road as a gateway into the Shire.

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

- i) The entrance signs be completed in the order presented above as funding allows.
(Indicatively that would mean the completion of the first 8 signs in stage one with the approved funding).
- ii) That an additional amount of approximately \$18,000 be sourced from the future capital projects reserve to fund the entry to shire sign on the Henry Lawson Way travelling from Forbes, given the strategic importance of the road as a gateway into the Shire.

14. **Marketing Campaign, T4.3.1**

Report to: Council
From: Economic Development Officer/ Director Corporate Services
Date: 9 July 2020
Attachments:

Purpose:

The purpose of this document is to provide background information so that Council can make a decision on a proposed marketing campaign.

Background:

In recent years, Weddin Shire Council has collaborated with the State and Federal Governments in the delivery of millions of dollars of infrastructure for the Weddin Shire community. While Council has delivered these projects to a high standard, Council has not been good at communicating with the local and wider community in relation to these projects.

Despite Council securing more grant funding and delivering more infrastructure projects than ever before, the community's acknowledgement of the work done by Council has been disappointing. There is also an opportunity to use the projects to market the shire to a wider audience that includes potential new residents.

Issues:

In the majority of communications about these projects, Council has focused on the outputs of the project, such as the construction of a new medical centre instead of the outcomes of the project. For example, the availability of dental services in Weddin as a direct result of a new medical centre. Drawing people's attention to the benefit the infrastructure provides, may be more effective in improving community perception, generating community pride and positive word of mouth.

A new approach to communication and public relations with a focus on digital content that can be easily shared, may deliver multiple benefits. It is proposed to develop a series of professionally produced, scripted Mayoral videos, presenting the outcomes of infrastructure projects in an attractive and easy to distribute short video format that can be shared on social media.

This approach aligns with current marketing trends and will allow Council to communicate the benefits Council has been directly or indirectly delivering to our community. If as a result the community is proud of how the town presents in these videos, they will share them on social media, delivering organic reach.

It proposed to produce these videos to have a dual purpose; to generate community pride and improve the profile of Council, while also producing digital content with an economic development purpose; giving the content a lifespan beyond the next local government election.

Alignment with Strategy and Consultation:

WEDDIN 2026 COMMUNITY STRATEGIC PLAN:

- 1.2 Weddin Shire's tourism potential maximised: through marketing, accommodation and activities.
- 1.4 Existing businesses and new industries are supported and encouraged so as to increase job opportunities.
- 1.5 Availability of land zoned for development and vacant premises is provided and promoted.
- 2.2 Health education is promoted and developed, services are accessible and people are encouraged to take personal responsibility for their health.
- 3.7 Internet and social media is effectively leveraged to engage community in local leadership and communication including Panel engagement.
- 4.5 Weddin is seen as encouraging a strong sense of community and connectedness.
- 6.1 Council operations have met reasonable community expectations.

WEDDIN SHIRE COUNCIL DELIVERY PROGRAMME 2017-2021:

- 1.5.1 Availability of land zoned for development and vacant premises is provided and promoted.
- 3.7.1 Distribute information and engage community video and specific articles; via Council website, Grenfell Tourism Facebook page and Instagram.
- 6.1.1 Upgrade and maintain on an equitable basis for public facilities in Grenfell and the villages – public parks and spaces, public dams, picnic spots, footpaths, street lighting.

Policy, Financial and Resource Implications:

There are no policy implications.

It is proposed that an initial 4x 60-90 second videos be produced from a mix of existing file footage and new footage sourced during a two-day shoot, including scripted interviews with the Mayor. The financial cost for this is approximately \$5,000.

Council staff input will be required but this will be undertaken by the Tourism/Economic Development staff as part of their ongoing duties.

Options:

Possible themes under the overall umbrella of 'Community Pride' include:

- **Community amenity** - reminding the community of the improvements to people lives and lifestyles as a result of the projects undertaken in Weddin in recent years: swimming pool, gym equipment, cricket nets, grandstand, medical centre, water standpipes, lights and scoreboard at Bembrick Oval, ambulance station, stables at the showgrounds, racecourse kitchen, sewage treatment plant etc.
- **Raising a family**- reminding the community of the benefits to lifestyle as a result of; doctors, NBN, good education facilities, hospital, short commute, work-life balance, work from home, options for rapid career advancement, affordable housing and industrial land, open spaces, rural lifestyle, sport and recreation activities.
- **Tourism as a precursor to relocation**– reminding the community of the benefits of Weddin's: cultural assets, natural endowments, good amenity, lifestyle offer, central location to capital cities and large regional towns, over 760,000 people live within a 2.5 hour drive, an option for people being priced out of western Sydney and large regional towns.
- **Industry and relocation opportunities**- reminding the community of the benefits of Weddin's: NBN, over 760,000 people live within a 2.5 hour drive, recreation opportunities, transport links, proximity to Inland Rail, highways, secure water supply, self-employment opportunities, value of agricultural industry including value adding etc.

Recommendation:

That \$5,000 be accessed from the Economic Development Reserve to facilitate the production of marketing video content.

015 **RESOLVED:** Cr McKellar and Cr Brown that \$5,000 be accessed from the Economic Development Reserve to facilitate the production of marketing video content.

15. Destination Management Plan (DMP), T4.3.1

Reference is made to the attached **draft** DMP documentation (See Attachments **DCS Report Item 15**).

The purpose of the Weddin Shire DMP is to provide the direction and framework for taking Weddin Shire's tourism sector forward over the next five years. The primary goal of this Plan is to increase visitor expenditure within the Shire thereby increasing the resultant economic and social benefits for the community. The DMP is the starting point for consolidating and growing the visitor economy over the next five years; this will take time, funds and resources, and commitment to implement the strategies and actions incorporated in this Plan.

The Plan is presented in two volumes:

- Destination Analysis which provides an assessment of the current status of the visitor economy in the Weddin Shire and explores opportunities to improve the Shire's tourism products and infrastructure to stimulate and support growth in visitation.
- DMP Action Plan which provides the strategic framework and actions to grow and support the Shire's visitor economy.

RECOMMENDATION: that the draft Destination Management Plan be approved for public exhibition and resubmitted to the August 2020 Council meeting for formal adoption.

Cr Diprose previously submitted a written declaration of interest and left the room.

Cr Parlett declared a Pecuniary Conflict of Interest as a business owner/Tourism operator and left the room.

- 016 **RESOLVED:** Cr Best and Cr McKellar that the draft Destination Management Plan be approved for public exhibition and resubmitted to the August 2020 Council meeting for formal adoption.

Crs Diprose and Parlett returned to the room.

16. Interim Audit, A1.2.1

Council's external auditors the Auditor General have completed the interim phase of our audit for the year ending 30 June 2020. Reference is made to the attached Management Letter (See Attachment **DCS Report Item 16**).

There were no new matters raised from this year's audit.

Consistent with past audits the Auditor General continues to focus on Council's governance controls across all areas of the organisation. This external review highlights the need for Council to allocate resources towards satisfying these governance requirements and emphasises the progression of Council's Improvement Plan. Staff will continue to work on identified improvement opportunities as part of our Improvement Action Plan in accordance with the resources at our disposal in due course.

**For Information
Noted**

17. Report on Regional Migration, T4.3.3

Reference is made to the attached report "*The Big Movers: Understanding Population Mobility in Regional Australia*" and the associated factsheet published by the Regional Australia Institute (RAI) (See Attachments – **DCS Report Item 17**).

The report looks at the way that people have moved around the country between the last two national Census' in 2011 and 2016 and provides some relevant information for Council to consider as we work towards the goal of growing our population.

**For Information
Noted**

18. Community Project Support Application – Gunyah Craft Shop, C1.1.3

Report to: Council
From: Director Corporate Services
Date: 3 April 2020
Attachments: Community Project Support Application – Gunyah Craft Shop
Community Project Support - Scoring Matrix – Gunyah Craft Shop

Purpose:

The purpose of this report is for Council to consider what support and assistance it may be able to provide to Gunyah Craft Shop after receipt of a Community Project Support Application.

Background:

Grenfell Gunyah Craft Shop Incorporate is a not for profit community group that raises money to support various causes recently including local primary and high school children, the local food hall, rural aid and other causes. In the last year over \$2,000.00 was paid out in the form of grants, gifts, donations and scholarships to the Agricultural Society, Drought Aid, Bush Fire Appeal and Henry Lawson High School.

In addition to the above benefits the Craft Shop is an avenue for social inclusion whereby the volunteers themselves benefit. Grenfell Gunyah Craft Shop Incorporate does have a current ABN and is a registered charity.

The operations of the Gunyah Craft Shop have been severely impacted by the COVID19 pandemic reportedly suffering a 65% downturn in gross sales for the 6-month period to April. This equates to a reduction of income of approximately \$4,650.96

It is noted that the craft shop occupies a Main Street Premises and it is desirable to avoid another vacant Main Street Premises if possible.

Council's Hardship Committee recently assessed an application for Hardship in relation to the rates payable on the Main St Property for the upcoming year.

The applicant has undertaken steps to restructure their activities in order to save costs reducing opening hours, their phone now being used for incoming calls only and is negotiating with their insurance company and Central Tablelands Water.

The Secretary verbally advised they have submitted a government grant application but otherwise have approached Council as the only other source of funding.

Issues:

Funding is requested to provide working capital for the Craft Shop to meet current and future liabilities and continue to trade. In other words, the request is to fund operating costs of the organisation.

Policy Implications:

There are no policy implications as all applications for Community support are considered on a case-by-case basis not to be taken as a precedent for any other application.

Financial and Resource Implications:

Weddin Shire Council does not currently provide operational funding to Gunyah Craft Shop. Providing operational funding will form a new precedent and may see Gunyah continue to rely on Council for future funding requirements putting further strain Council's scarce resources.

Funding the full \$1,000 amount requested whilst a significant amount of money is not an amount that would place Council's financial sustainability at risk.

There are no significant resource impacts.

Internal/External Consultation:

There has not been any Specific consultation carried out. However, Council can look to previous community consultation carried out as a guide. Support of the Gunyah Craft Shop could be considered to align with Council's Community Strategic Plan strategy *4.3 Cultural and arts facilities and events are maintained and developed* and *4.5 Weddin is seen as encouraging strong sense of community and connectedness*.

Assessment of Application:

It is important to note that the application submitted was the Small <\$1,000 application form which is an abridged version of the application form. As a result, there is limited information that is required to be submitted.

Reference is made to the attached scoring matrix, which provides a framework with which to assess the application.

Community Need/Extent of Benefit –The Craft Shop does link with some Weddin Shire Community Strategic Plan Objectives. There is a community connectedness /social connectivity benefit experienced by the volunteers. Community need for the Craft Shop is not clearly evident however it does provide some support to school aged children and other community organisations **Score 4/10**

Project Viability – No specific project outlined rather funding to support ongoing operational expenditure of the organisation. Limited information with which to assess but indications are financial sustainability of the organisation is in doubt. **Score 2/10**

Financial Viability – Of concern is the request to provide funding for normal operating expenditure albeit because of the impact of the COVID19 pandemic. One of the objectives of the Community Project Support policy is the support of financially sustainable organisations so that organisations are not reliant on additional ongoing Council funding. Requests for funding of operational expenditure can indicate an activity that is not financially sustainable.

The income sources for the ongoing operation for the Craft Shop does not form part of the application. It is apparent however, there is a need to the Craft Shop to secure ongoing income sources. A failure to do this may lead to ongoing requests for assistance.

The applicant has not identified any other funding sources with the request to Council being the only source of funds identified but the applicant did verbally indicate they have applied for another government grant.

Limited information with which to assess but indications are financial sustainability of the organisation is in doubt. **Score 2/10**

THE DIRECTOR CORPORATE SERVICES' REPORT

Previous Funding – No previous funding received under the Community Project Support Policy. However, Council has previously provided rates rebates. The Hardship Committee has also recently determined to provide assistance under Council's Hardship Policy. **Score 5/10**

Application Quality – All questions answered. Limited information provided but consistent with the abridged version of the application. **Score 4/10**

Overall Score 17/50 (34%)

Options:

Options available to Council are:

- 1) **Council provide no support** – Note rate support provided via Hardship Application Process. The Craft Shop is not the responsibility of Council.
- 2) **Council provide a portion of the requested funding**
- 3) **Council provide the full \$1,000 requested.**

Conclusion:

Provide no Support - Council can choose to do nothing and advise Gunyah Craft Shop Incorporate accordingly. This carries with it some risk both at a local political level. The Secretary of the organisation has verbally been advised that Council have previously declined applications for operational expenditure and the objective of the Community Project Support Application Process is to support financially sustainable organisations.

Council provides part or full funding directly – It would be important to make sure it is clearly understood that any donation is a one off donation and not a commitment to the provision of any future funding.

If providing funding Council should identify the source of funding with an appropriate source of funding being the Economic Development /Tourism /VIC Donations vote.

Recommendation/s:

RECOMMENDATION: for Council's Consideration

017

RESOLVED: Cr Diprose and Cr Parlett that Council write to the Gunyah Craft Shop: -

- i) advising that the application is declined as the objective of the Community Project Support Application Process is to support financially sustainable organisations, not for operational expenditure.
- ii) suggesting Mr Bruce Buchanan speak with the Gunyah Craft Shop representatives in relation to the financial management of their operations and funding opportunities.



LACHLAN GIBSON
DIRECTOR CORPORATE SERVICES

018

RESOLVED: Cr Brown and Cr O'Byrne that except where otherwise dealt with the Director Corporate Services' Report be adopted.

9 July 2020

The General Manager
Weddin Shire Council
GRENFELL NSW 2810

Dear Sir,

I wish to report as follows: -

1. Works Report – 1 June 2020 to 30 June 2020:

1.1. Highways – Capital and Maintenance Works

Routine maintenance such as rest area maintenance, patching and guide posting has continued on major highways during the period 1 June 2020 to 30 June 2020.

- | | |
|---------------------------|---|
| SH6 (Mid Western Highway) | - General maintenance |
| | - Resealing works completed |
| | - Brundah Rehabilitation works ongoing |
| SH17 (Newell Highway) | - General maintenance |
| | - Asphalt repairs |
| | - Resealing works completed |
| | - Line marking and RPM installation to be scheduled |
| | - Heavy Patching on overtaking lane completed, RPM installation to be scheduled |
| | - Culverts replacement on Newell ongoing |

1.2. Regional Roads – Capital and Maintenance Works

Routine maintenance such as rest area maintenance, patching and guide posting has continued on regional roads during the period 1 June 2020 to 30 June 2020.

- | | |
|-------------------------------------|---|
| MR398 (Mary Gilmore Way) | - General maintenance |
| | - Rehabilitation works under Repair Program to be scheduled |
| | - 2019-2020 Slashing program completed |
| | - Roadside spraying program to underway |
| MR236 (Henry Lawson Way) | - General maintenance |
| | - Safer Roads grant awarded – works include safety upgrades |
| | - 2019-2020 Slashing program completed |
| | - Roadside spraying program underway |
| MR237 (Gooloogong Road) | - General maintenance |
| | - Roadside spraying program completed |
| MR239 (Henry Lawson Way/Young Road) | - General maintenance |
| | - Roadside spraying program completed |

1.3. Rural Local Roads – Capital Works

Capital works on the following rural local roads during the month were completed:

- Quandialla-Caragabal Road Culvert replacement – Side-track monitoring.
- New Forbes Road - Culvert replacement - side track constructed.

1.4. Rural Local Roads – Maintenance

Routine maintenance such as slashing, patching and guide posting has continued on rural local roads during the period 1 June 2020 to 30 June 2020.

- Adelargo Road
- Browns Lane
- Barkers Road
- New Forbes Rd
- McDonalds Lane
- Gibraltar Rocks Road
- Piney Range Hall Road
- Back Piney Range Road
- Bald Hill Road
- Holy Camp Road
- Bimbi - Quandialla Road
- Driftway Road
- Quandialla-Caragabal Road
- Eualdrie Road
- Quondong Road
- Tyagong Hall Road
- Tyagong Creek Road
- Hoctors Lane
- Mittons Lane
- Boundary Road

1.5. Urban Area – Capital and Maintenance Works

- General maintenance
- Standpipe – Industrial Estate
- Industrial Estate table drain rehabilitation final stages

**For Information
Noted**

2. Other Works:

2.1. Parks & Ovals Report

- Sloanes Cottage - slashing completed
- Soft-fall maintenance

THE DIRECTOR ENGINEERING'S REPORT

2.2. Cemeteries

The following graves have been prepared during the period 1 June 2020 to 30 June 2020:

Grenfell Lawn	- 2
Grenfell	- 2
Bimbi	- 1
Caragabal	- 0
Ashes Internment	- 0
Private Property	- 1

The following maintenance has been carried out during the period 1 June 2020 to 30 June 2020:

- General maintenance
 - Mowing/slashing
 - Facilities maintenance
 - Weed spraying/removal
- Topped up graves
- Plaques fitted
- Sprinkler repairs

2.3. Sewer Mains

Eight (8) sewer chokes have been attended to during the period 1 June 2020 to 30 June 2020. None were in the relined sections. The cause of all chokes was root intrusion.

2.4. Private Works

One (1) private works were carried out during the period 1 June 2020 to 30 June 2020.

2.5. Village Area – Capital and Maintenance Works

- Quandialla drainage design RFQ's received
- Caragabal Park upgrades continuing

2.6. Vandalism

Rural	- Nil
Urban	- Nil
Progressive Cost Rural	\$ 0.00
Progressive Cost Urban	\$ 0.00

For Information
Noted

3. Future Works – 1 July 2020 onwards:

3.1. Highways

- General maintenance
- Weed Spraying
- Heavy patching
- Reseal
- Culvert replacement on Newell

3.2. Regional Roads

- General maintenance
- Sucker spraying and removal to continue
- MR 236 – Safer Road Grant
- MR398 (Mary Gilmore Way) - Repair Rehabilitation works

3.3. Rural

- General maintenance
- Maintenance Grading:
 - Hunters Road
 - Porters Mount Road
 - Boundary Road
 - Barrs Lane
 - Barkers Road
 - Dunkleys Lane
 - West Street (Gravel Section)
 - Arramagong Road
 - Brundah Hall Road
- Gravel re-sheeting as per operational plan
- Gravel Rd signage installation to continue
- Hancock Flinns Culvert signage
- Heathcote Lane Culvert signage
- Bobelar Lane signage
- Sucker control and table drain maintenance ongoing
- Hancock Flinns Rd – Rectifying road geometry (F.A.G & R2R)
- Rural Roads slashing program underway

3.4. Urban and Village

- General maintenance
- General maintenance
- Emu Creek Rehabilitation Milestones 5 & 6 to continue
- Quandialla drainage program in its final year
- Caragabal Park Upgrade to continue
- Tree trimming in various locations

For Information
Noted

THE DIRECTOR ENGINEERING'S REPORT

4. RMS RMCC Contract, R2.54.4

Ordered Works

- Major Culvert Replacement on Newell Highway
 - project commenced 1 June 2020
 - project duration approximately 7 weeks to be completed mid-July

For Information
Noted

5. Plant Report, P6.1.1

The following Plant Maintenance was carried out during the period 1 June 2020 to 30 June 2020 as outlined below:

PLANT NO	PLANT	DETAILS
2083	SPRAY UTE	SPRAY RIG REPAIRS/REMOVALS AND GVMs
4095	TRACTOR	ONGOING MAINTENANCE & DAMAGE REPAIRS
3965	GARBAGE TRUCK	ACCIDENT DAMAGE REPAIRS, SERVICE, MAINTENANCE AND REPAIRS
1114	TAXI	TEMPORARY ACCIDENT REPAIRS AND APPRAISAL FOR PANEL REPAIRS
3952	PRIME MOVER	BREAKDOWN REPAIRS
4111	ROLLER	FRONT AXLE FAILURE -REPAIRS
4099	COMPACTOR	MAJOR REPAIRS THROUGHOUT, FUEL, ENGINE, HYDRAULIC, ELECTRICAL SYSTEMS AND NUMEROUS REPAIRS TO HIRED PLANT
4109	ROLLER	BREAKDOWN REPAIRS
3955	CULVERT TRUCK	SERVICE AND MAINTENANCE
5311	MOWER	DIAGNOSIS AND REPAIR TO DRIVELINE
5240	RAPID SPRAY UNIT	REPAIR DAMAGE TO RIG AND ELECTRICALS
4109	SMOOTH DRUM ROLLER	MAJOR SERVICE AND REPAIRS LIST
4107	PATCH TRUCK	OVERHAUL OF HOPPER , AUGERS, AND CHAIN DRIVE SYSTEMS SERVICING.
Light Vehicle/Small Plant	NUMEROUS	SERVICING AND REPAIRS OF LIGHT VEHICLES AND SMALL PLANT ITEMS
4108	ROLLER	DRIVE CONTROL DIAGNOSIS AND REPAIRS
5348	WACKER PLATE	FLUSH CONTAMINATED OIL SYSTEMS
3956	TIP SKIP	REPAIRS TO TRAILER
4096	ROLLER	FULL SERVICE & REPAIR LIST
RFS	SHIRE FLEET	CONTINUED YEARLY SERVICE AND MAINTENANCE SCHEDULE, REGISTRATION INSPECTIONS
2099	UTE	TRAY MODIFICATION AND LIGHTING UPGRADE
1128	CAMRY	RENEW WINDSCREEN AND CALIBRATE
ADMIN	WORKSHOP/PLANT	WORK ON PLANT REPLACEMENT PROGRAM, QUOTING AND PROCUREMENT

For Information
Noted

THE DIRECTOR ENGINEERING'S REPORT

6. Noxious Weeds Report, C2.8.12

The following Noxious Weeds Activities were carried out during the period 1 June 2020 to 30 June 2020 as outlined below:

<u>Activity</u>	<u>Location</u>
Administration	Monthly reporting
	Mapping
	BIS uploads
	Email replies to relevant emails
Publicity	Currently working on a promotional material in conjunction with LLS for Blue Heliotrope (<i>Heliotropium amplexicaule</i>) and Biosecurity signage for strategic placement
Mapping	Reporting to BIS through ROAM weed mapping program.
Meeting	LVWC at Cowra
Training	All training is on hold until further notice.
Property Inspections	2 private property reinspections
Council Owned Land Inspections	Grenfell Town Area, Bumbaldry
	Quandialla Town Area, Grenfell Cemetery
	Caragabal Town Area
	Bimbi Fire Station / War memorial
	O'Briens Lookout
	Greenethorpe Town Area
TSR Inspection	Mary Gilmore Way
	Gooloogong Road
	LLS Reserves in Weddin area
	SH6 & SH17
Rail Inspection	Quandialla, Caragabal & Grenfell areas
Other High-Risk Weed Sites Inspected	Camping areas
Slashing Spraying Program	Underway
Sucker Control	Berry's Rd
	Gooloogong Rd
	Walsh's Lane
	Henry Lawson Way
	Old Forbes Rd
High-Risk Weed Road Inspections	Henry Lawson Way (MR239) SH6 & SH17
	Red guidepost indicators inspected, Coolatai grass reinspection, Sprayed & continuous monitoring
Prohibited matter - weed alert	Parthenium weed discovered in various locations across NSW none detected in Weddin area

Below is a list of the weeds treated during the period 1 June 2020 to 30 June 2020:

<u>Weeds Treated</u>
Coolatai Grass
Bridal Creeper
Spiny Burr grass
Green Cestrum

**For Information
Noted**

7. Grenfell Main Street Renewal, R2.4.19

The Grenfell Main Street Renewal Request for Tender (RFT) was released as planned on 29/05/2020. The Tender so far has had one hundred and sixty-nine (169) detailed views online with twenty-nine (29) companies registering their interest for the project. The tender close date is now the 24th July. The reason for amending the date is to allow prospective tenderers the opportunity to refine their tenders further with more information to be released this week regarding irrigation.

Based on the details provided, this is the timeline:

Grenfell Main Street Renewal Schedule	
Date	Activity
23-Apr-2020	Council to receive plans ready for review by the Local Traffic Committee. (LTC)
30-Apr-2020	<ul style="list-style-type: none">• Local Traffic Committee Meeting held• Traffic Committee advise changes required• Consultants to then prepare finalised 'For Tender' documents
29-May-2020	<ul style="list-style-type: none">• Tenders Open/Advertised for seven (7) weeks• 'For Construction' Plans prepared and completed within five (5) week period a week before tender close.
24-July-2020	Tenders close
27-July-2020	Tender evaluation for approximately 1 week
31-July-2020	Tender evaluation finalised; report finalised with recommendation
20-Aug-2020	Ordinary Council meeting to consider report.

Recently Council decided to alter the Planting Schedule contained within the Landscaping Master Plan along with minor changes to increase parking and symmetrise garden beds in the technical plans. The plans are attached for Councillors' perusal (See Attachments **DE Report Item 7**).

RECOMMENDATION: that Council:

- Approve the Main Street Renewal Masterplan which incorporates the Technical Design Plans and Landscaping Plans.
- Approve the amended Tender close date mentioned in the schedule

Crs Best, Bembrick, Parlett and O'Byrne previously submitted written declarations of interest and left the room.

019 RESOLVED: Cr Diprose and Cr Brown that Council: -

- approve the Main Street Renewal Masterplan which incorporates the Technical Design Plans and Landscaping Plans.
- approve the amended Tender close date mentioned in the schedule.

Crs Best, Bembrick, Parlett and O'Byrne returned to the room.

8. Caragabal Water Supply, U1.6.8

Council was successful in the application for further assistance with water carting to the township of Caragabal.

Low demand was evident in the month of June. Sixty-one (61) residents are living in the village, and 22 non-residents school children attend the Caragabal Public School.

**For Information
Noted**

9. Fixing Local Roads Program, R2.52.1

Council has secured \$4.83 million under the Fixing Local Roads program. The projects which received funding under this program are:

- Pullabooka Road Rehabilitation \$3,898,702
- Nowlans Road Re-Sheeting \$504,800
- Back Piney Range Road Sealing \$213,410

Works are currently being scheduled and contract preparation is in progress.

The successful projects will see a positive impact on tourism and heavy vehicle routes.

**For Information
Noted**

10. Local Roads and Community Infrastructure Program

Council has been offered \$635,335.00 under the Local Roads and Community Infrastructure (LRCI) Program. The program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement.

The following projects are being considered:

- \$120,000 Town Entrance Signage
- \$515,335 Culvert Remediation/Replacements

In regards to the culvert replacement portion, I propose the following:

- \$263,964 go toward the replacement of Back Piney Range Culvert (ID: CU0084)
- \$251,371 go toward the replacement of Hancock-Flinns Road Culvert (ID: CU0532)

The projects will see a positive impact on heavy vehicle routes.

RECOMMENDATION: that Council approve project nomination for the following: -

- i) The replacement of Culvert CU0084 at a cost of \$263,964.
- ii) The replacement of Culvert CU0532 at a cost of \$251,371.

Cr McKellar previously submitted a written declaration of interest and left the room.

020 RESOLVED: Cr Best and Cr Diprose that Council approve project nomination for the following: -

- i) The replacement of Culvert CU0084 at a cost of \$263,964.
- ii) The replacement of Culvert CU0532 at a cost of \$251,371.

Cr McKellar returned to the room.

11. Bogolong Dam Upgrade, E3.6.4

A Request for Tender (RFT) for a safety analysis of the existing dam and associated components was released on 26 May 2020. The closing date of the RFT is 14 July 2020.

To date the online RFT has had eighty-seven (87) downloads with twenty-three (23) prospective tenderers who have all registered interest in the project.

A late report to Council will be submitted once Tenders close.

**For Information
Noted**

THE DIRECTOR ENGINEERING'S REPORT

12. 2018-2019 Bimbi Floodplain Management Program, T1.6.75

As previously reported Council has awarded the successful tenderer for the project. The projected timeline is shown below.

Milestone number	Milestone	Activities	Outputs	Projected milestone completion date (dd/mm/yyyy)
1	Data collection review	Hydrologic and hydraulic data collection, inception meeting, field inspection	Progress Report Stage 1	20-08-20
2	Hydrologic and hydraulic modelling, community survey	Model for different design storm events on existing conditions, hydrographs, flood mapping, hazard assessment, community survey submissions assessed, submit draft Flood Study, initial FRMC meeting	Initial community consultation, draft Flood Study	22-01-21
3	Flood damages, hazard category and FRM options assessment	Assessment of floodplain risk management options	Draft Flood Risk Management Study (FRMS) report completed progress on Flood Risk Management Plan (FRMP)	30-04-21
4	Public exhibition of draft FRMS	Community consultation, FRMC meeting, public exhibition of draft FRMS	Final Flood Study report and draft Flood Risk Management Study publically exhibited	30-07-21
5	Final FRMS and draft FRMP	Assessment of exhibition comments, FRMC meeting, final assessments of future management options, preparation of final FRMP, prepare files for handover	Public submissions assessed and FRMP finalised based on submissions, final FRMS&P completed.	30-09-21
6	Completion of Flood Study, Flood risk Management study and plan.	Submit final plan to Council for adoption. Handover Study Material	Flood Risk Management Study & Plan adopted by Council, handover materials submitted to Council and uploaded to NSW DPIE portal	30-11-21
7	Final Report		Grant acquitted	31-12-21

For Information
Noted

13. Installation of Donated Sculpture, C1.3.28

The installation of the Gazanias flower sculpture within the Garden bed on the intersection of Warraderry Street and Mid-Western Highway took place last month.



**For Information
Noted**



JAYMES RATH
DIRECTOR ENGINEERING

- 021** **RESOLVED:** Cr Parlett and Cr Diprose that except where otherwise dealt with the Director Engineering's Report be adopted.

9 July 2020

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

Dear Sir,

I wish to report as follows: -

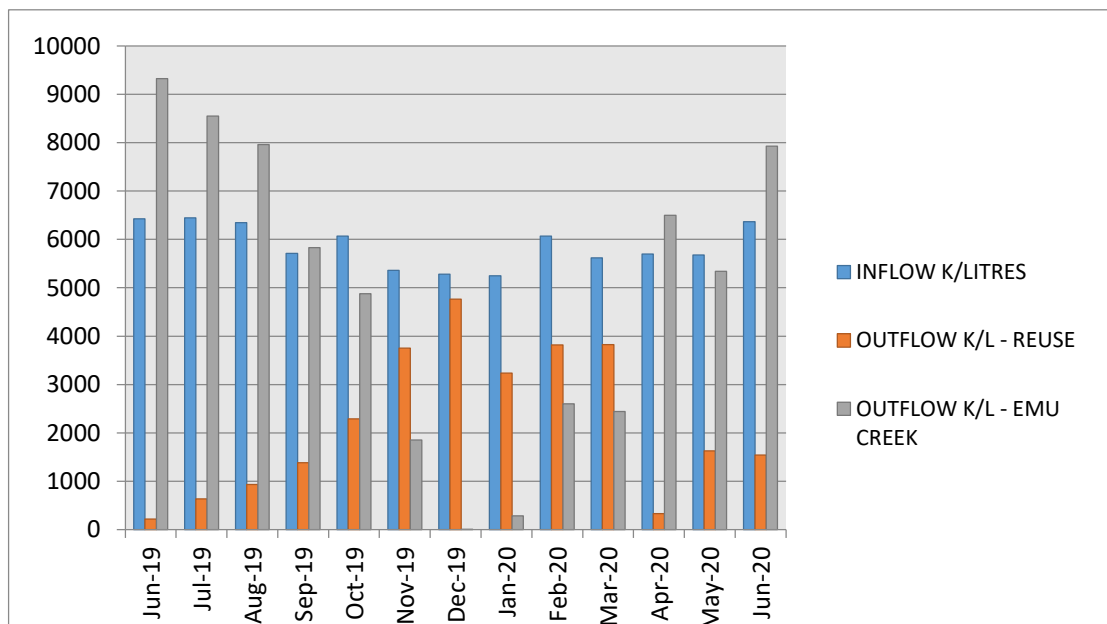
A Public Health and Environmental Matters

A1. Sewerage Treatment Works, S1.1.1

Total inflow through the Works during the period 1 June 2020 to 30 June 2020 was 6,363kL with a daily average of 212.1kL. Outflow for irrigation for reuse was 1,541kL and discharge to Emu Creek was 7,929.3kL.

The highest daily recording of 432kL occurred for the 24 hours ending 6.30am on 21 June 2020 and the lowest of 159kL for the 24 hours ending 6.30am on 6 June 2020.

A total rainfall of 91mm was recorded for the month.

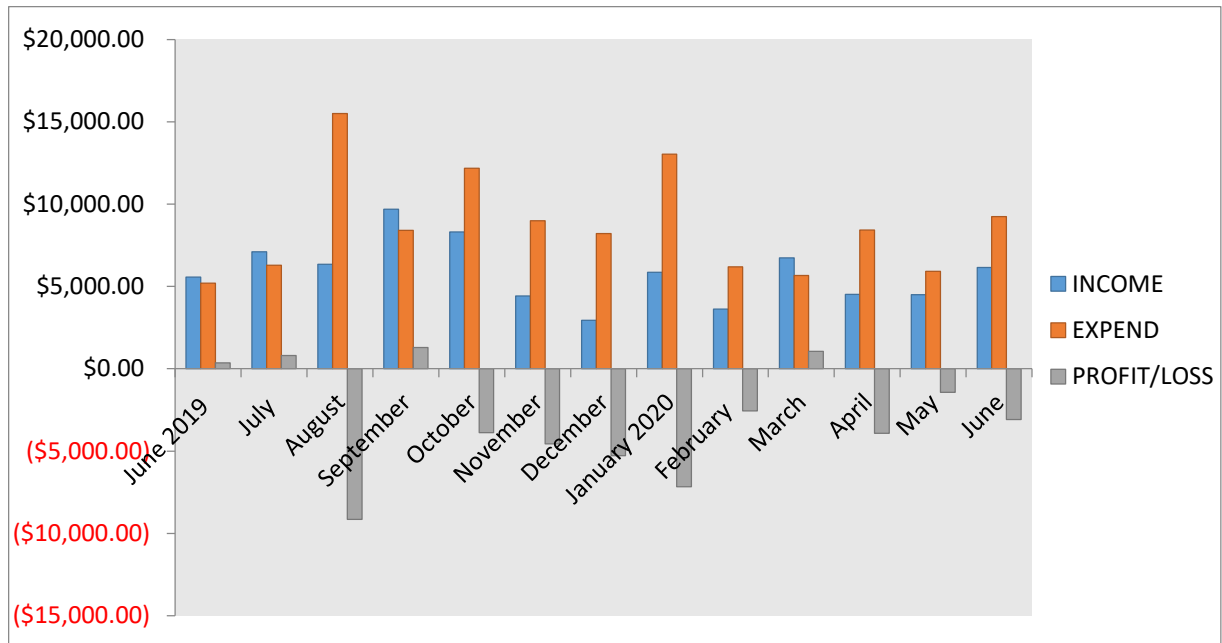


**For Information
Noted**

A2. Caravan Park Operations, P2.3.3

Income during the period 1 June 2020 to 30 June 2020 was \$6,148.00 with expenditure of \$9,235.10 resulting in an operational loss of \$3,087.10 for the month.

There were 200 sites occupied during the period 1 June 2020 to 30 June 2020.



For Information
Noted

A3. NSWEPA, S1.1.1/E3.3.2

I met with representatives of NSWEPA on Thursday 25 June for inspections of the existing Sewer Treatment Plant and the Grenfell Waste Management Depot (Grenfell Tip). The NSWEPA requirements had been met with the work carried out at both depots.

For Information
Noted

ACTING DIRECTOR ENVIRONMENTAL SERVICES' REPORT

B Planning and Development Matters

B1. 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
20/2020	Andy's Design & Drafting	Extension/Additions to Building (Conversion – Church to Dwelling)	\$49,000	LOT: 59 DP: 753110 51-53 Wyalong Street CARAGABAL 2810
21/2020	Grenfell Rugby Club Inc	Covered BBQ Area	\$30,000	LOT: 2 DP: 1126750 14-22 Grafton Street GRENFELL NSW 2810
23/2020	Andy's Design & Drafting	Alterations/Additions to create Habitable Dwelling	\$150,000	LOT: 6 DP: 1063500 109A Simpson Drive GRENFELL NSW 2810
24/2020	Mr A Lennane	Demolition of Existing Shed	\$0	LOT: 3 SEC: 11 DP: 758473 27 Young Street GRENFELL NSW 2810
26/2020	Caragabal Progress Group Inc.	Install Artwork on Exterior of Existing Shed	\$10,000	LOT: 9 SEC: 2 DP: 758224 45 Wyalong Street CARAGABAL NSW 2810
27/2020	Mr AJ Woodrow	Garage	\$16,000	LOT: 125 DP: 1081488 13 Huckel Close GRENFELL NSW 2810
30/2020	Mr M Blewer	Change of Use – Coffee Shop/Café & Gym	\$1,000	LOT: A DP: 359001 132 Main Street GRENFELL NSW 2810
31/2020	Mr WR Burstal	Extension/Addition to Dwelling	\$30,000	LOT: 13 SEC: 21 DP: 758473 9 Warraderry Street GRENFELL NSW 2810

**For Information
Noted**

B2. Construction Certificates

The undermentioned applications were received and determined under delegation.

CC NO.	Applicant	Construction	Address
29/2019	Mr DM Heatley	Shed	LOT: A DP: 333737 31 Rose Street GRENFELL NSW 2810
51/2019	Andy's Design & Drafting	New Dwelling	LOT: 28 DP: 1043691 4042 Mid Western Highway GRENFELL NSW 2810
27/2020	Mr AJ Woodrow	Garage	LOT: 125 DP: 1081488 13 Huckel Close GRENFELL NSW 2810

**For Information
Noted**

B3. 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 Information
Noted

B4. Grenfell Sewerage Treatment Plant (STP) Upgrades, S1.1.5

Work has now commenced by the contractor for the new Sewer Treatment Plant.

A Start-up Workshop was held on Friday 26 June 2020 and an on-site inspection and sod turning by Steph Cooke MP was conducted at 9.30am with Councillors, General Manager, Directors and Media attending. The Grenfell Record published a front page story on the new Sewer Treatment Plant.

For Information
Noted

B5. Taylor Park Toilets, C2.9.14/P2.3.10/P2.1.3

The Taylor Park Amenities construction has now been completed and Councillors had an inspection of the facility on Friday 26 June.

The only outstanding items are the turf laying and landscaping which is to be completed by Council's Engineering staff.

For Information
Noted

B6. Community Arts Building, Rose Street, Grenfell, P2.3.17

Re-roofing of the Community building is nearing completion and photographs have been circulated to Councillors.

For Information
Noted

B7. Grenfell Aquatic Centre, P2.3.1

Construction of the new hard and soft shade structures have commenced.

For Information
Noted

B8. Quandialla Swimming Pool, P2.3.2/C1.3.30

I met with representatives of the Quandialla Pool Committee on Friday 10 July and a verbal report on the outcome of the meeting will be provided at the Council meeting.

For Information
Noted

B9. Grenfell Animal Pound, A4.4.1

Council received a grant of \$4000 from the Office of Local Government for the Animal Pound for the purchase of food for the animals, Capital works including minor upgrades, and purchasing of new equipment. This funding has now been expended on new cages, clothesline traps and bedding for the pound in accordance with the guidelines of the funding.

For Information
Noted

B10. Local Strategic Planning Statements, T2.3.1

Council is in receipt of a letter from NSW Planning congratulating Council on the adoption of the LSPS. A copy of the letter has been distributed to Councillors.

For Information
Noted

B11. Lawson Park Amenities Project, P2.1.6

The Lawson Oval Amenities building is now complete and Councillors had an inspection of the facility on Friday 26 June.

An official opening is planned for 11 August 2020 at 10.30am.

The proposed budget for the facility has been overspent and Council will need to allocate reserves set aside for the Taylor Park Amenities building to the Henry Lawson Oval project.

RECOMMENDATION: that Council transfer the reserve of \$120,000 for the Taylor Park Amenities project to the Henry Lawson Oval Amenities project.

022 **RESOLVED:** Cr Brown and Cr Bembrick that Council transfer the reserve of \$120,000 for the Taylor Park Amenities project to the Henry Lawson Oval Amenities project.

B12. Grenfell Caravan Park, P2.3.3

Following a question without notice at the June 2020 Council meeting regarding the future use of the Manager's residence at the Caravan Park I report as follows: -

The residence/office is currently only used as an office to book visitors into the Park by the Caravan Park Manager.

The residence has not been used as a dwelling for some time now (approximately eight (8) years)

A recent inspection of the dwelling revealed that if it was to be occupied considerable maintenance work would be required.

Dwelling options for Council to consider:

1. Sell the building as is for removal off the site as a transportable dwelling and replacing it with a smaller structure to be used as an Office only, and depending on the sale price of the dwelling purchase either one or two new cabins;
2. The residence could be rented/tenanted on a long-term basis; **However, this is not favored because:**
 - (i) The residence would require immediate maintenance and ongoing maintenance;
 - (ii) Tenants would need to be covered by the provisions of the ***RESIDENTIAL TENANCIES (CARAVAN PARKS AND MANUFACTURED HOME ESTATES) AMENDMENT ACT 1994***;
 - (iii) Tenants would need to be restricted in their use of the caravan park so as not to interfere with Park users; and
 - (iv) Tenants would require ongoing supervision by Council staff.
3. The dwelling could be converted to an accessible cabin for use in the Park;
4. The dwelling could be used as a cabin for the park after maintenance, and a new portable office be obtained for the Caravan Park Manager;
5. The dwelling could be subdivided off the park and sold as a dwelling, with separate access off Bradley Street; or
6. The dwelling could be left as is in the likelihood of a new future Caravan Park Manager wanting to use the dwelling.

In view of the above, if the residence were not to be sold it would be preferable to use it as an additional cabin, however Council would have to vote additional funding for the maintenance of the dwelling.

This option as a cabin would generate income equal to or exceeding long-term rental income and would better fit the core management objectives of the caravan park.

Council would then need to relocate the Manager's office from the building and purchase a demountable office building.

ACTING DIRECTOR ENVIRONMENTAL SERVICES' REPORT

RECOMMENDATION: that Council sell off the dwelling/office (Option 1) and replace the dwelling with a portable office and possibly two (2) new cabins pending the sale price, with one of the cabins being an accessible cabin.

- 023** **RESOLVED:** Cr McKellar and Cr Brown that Council sell off the dwelling/office (Option 1) and replace the dwelling with a portable office and possibly two (2) new cabins pending the sale price, with one of the cabins being an accessible cabin.



A R LINDSAY
ACTING DIRECTOR ENVIRONMENTAL SERVICES

- 024** **RESOLVED:** Cr Parlett and Cr Bembrick that except where otherwise dealt with the Acting Director Environmental Services' Report be adopted.

ACTION LIST

INSPECTIONS AND MEETINGS		STATUS	BY
March 2020	1. <u>Aboriginal Land Claims Investigation Unit</u> : Cr Diprose and a staff member to attend meeting in Dubbo.	In Progress	GM
DEFERRED ACTIVITIES			
November 2013	1. <u>O'Brien's Tributary – Drainage Improvement</u> : refer matter back to Floodplain Committee for further consideration and other possible outcomes.	In Progress	DE
April 2016	2. <u>Grenfell Caravan Park</u> : investigate alterations to dwelling and cost of a Manager's office (DES).	In Progress	DES
May 2018	3. <u>Bimbi War Memorial 'Avenue of Trees'</u> : refer proposal to Heritage Committee for further consideration and report back to Council.	In Progress	DE
December 2018	4. <u>Marketing Strategy Report</u> : initiate report.	In Progress	DCS/GM
	5. <u>Removal of Trees – Weddin Street</u> : remove trees and replace path. Consider prior to scheduled foot paving works.	In Progress	DE
	6. <u>Give Way Signs – Melyra Street</u> : relocate signs.	In Progress	DE
April 2019	7. <u>Grenfell Courthouse</u> : investigate proposed plans.	In Progress	GM
	8. <u>Grenfell Medical Centre Operation</u> : conduct a media and marketing campaign.	In Progress	DCS/GM
May 2019	9. <u>Councils Self Promotion</u> : take digital photos of Councils projects and display them in the Council Chambers. Council's Main Street to be promoted.	In Progress	DCS/DE/ DES/GM
October 2019	10. <u>National Heavy Vehicle Route Assessment</u> : investigate cost to carry out national heavy vehicle route assessment.	In Progress	DE
	11. <u>AR Bluett Memorial Award</u> : submit an entry in the 2020 AR Bluett Memorial Award.	In Progress	GM
November 2019	12. <u>Bogolong Dam</u> : (SCCF Rd 2) commence excavation works once structural design plans developed.	In Progress	DE
December 2019	13. <u>Renew our Libraries Campaign</u> : make representations for a sustainable funding model.	Completed	DCS/GM
	14. <u>Grenfell Waste Facility</u> : complete identified short term works. Consider future works as part of Council's 2020/2021 estimates process.	In Progress	DES
February 2020	15. <u>Sec 355 Committee</u> : review structure and operation of all current committees.	In Progress	GM
	16. <u>Inland Rail</u> : invite representatives to address Council.	In Progress	DCS/GM
	17. <u>Council Building - 139 Burrangong Street</u> : sell by public auction.	In Progress	GM

ACTION LIST

March 2020	18. <u>Policy for Fees, Expenses and Facilities for Councillors</u> : resubmit policy to Council for public exhibition.	In Progress	GM
	19. <u>Council Meeting Agenda</u> : alter Agenda and Reports to align with CSP.	In Progress	GM
	20. <u>New Shire Event</u> : arrange ticketed music event.	In Progress	DCS/GM
	21. <u>Clean Up Australia Day</u> : contact Pat Soley regarding 2021 event.	In Progress	DES
May 2020	22. <u>Councillor Workshop and GM Review</u> : engage Blackadder to undertake.	Completed	GM
	23. <u>Aboriginal Land Claim</u> : provide comment subject to the QPA forwarding their comments to Council.	Completed	GM
	24. <u>Grenfell Medical Centre</u> : erect security screens.	In Progress	DES
June 2020	25. <u>Crown Reserves</u> : submit classification of crown land to Crown Lands Department for review.	Completed	GM
	26. <u>Shop Local Promotion</u> : arrange promotion to be held in second half of 2020.	In Progress	DCS
	27. <u>Community Food Security</u> : provide donation and advise of suggestions.	Completed	DCS
	28. <u>Installation of Donated Sculpture</u> : write to Garden Club thanking them for their efforts.	Completed	DE
	29. <u>Forbes Street Bus Shelter</u> : place on public exhibition and conduct consultation session.	In Progress	DE
	30. <u>Mid-Western Highway Roundabout</u> : refer the matter to the Local Traffic Committee.	Completed	DE
	31. <u>Policy for Landscaping on Nature Strips</u> : place on public exhibition and resubmit to August Council meeting.	In Progress	DE
	32. <u>Policy for School Bus Routes and Stops</u> : place on public exhibition and resubmit to August Council meeting. Forward copy to all Bus Operators.	In Progress	DE
	33. <u>Grenfell Waste Facility (LEMP)</u> : forward the plan to NSW EPA.	In Progress	DES

**For Information
Noted**

MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD THURSDAY, 2 JULY 2020 COMMENCING AT 10:00 AM

1. **PRESENT:** Cr Mark Liebich, Ms Deanne Freeman, Mr Maurice Simpson, Mr Michael Madgwick (NSW Police), Mr Jaymes Rath
2. **APOLOGIES:** Senior Constable Patrick Smith

Apologies – 02 July 2020	
Recommendation:	That the apologies received from Senior Constable Patrick Smith be accepted.
Moved: Mr Maurice Simpson	
Seconded: Ms Deanne Freeman	

3. **DECLARATION OF PECUNIARY/NON PECUNIARY INTERESTS**
NIL
4. **CONFIRMATIONS OF MINUTES OF PREVIOUS MEETING**

Minutes of Weddin Local Traffic Committee Meeting – 30 April 2020	
Recommendation:	That the minutes of the Weddin Local Traffic Committee Meeting held 30 April 2020, having been circulated be confirmed as a true and accurate record of that meeting.
Moved: Cr Mark Liebich	
Seconded: Ms Deanne Freeman	

5. **OUTSTANDING BUSINESSES**

5.1 **Traffic Committee Outstanding Matters**
Executive Summary

The following matters are outstanding from previous meetings of the Weddin Traffic Committee.

Date	Item no	Description	Recommendation	Status
1/02/2018	1	Pedestrian Safety Assessment in Main street to be conducted	a) Council to update the crossing to the relevant standard and bring to committee meeting the changes	In progress
		Potentially Rectified with the Main Street Upgrade.	b) Council to look in to requesting RMS introduce a 40 KMPH I pedestrian activity area.	In progress

MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD THURSDAY, 2 JULY 2020 COMMENCING AT 10:00 AM

Date	Item no	Description	Recommendation	Status
05/12/2019	2	75 Camp Street Re-development – Traffic Island Proposal	That the Council revisit the design at the next LTC Meeting with the design updated as per the discussion.	Complete
05/12/2019	3	Level crossing improvement plan - Caragabal Crossing – Pedestrian crossing across the railway line, Council Applying for a pedestrian crossing maze.	ARTC hold an IE (Interface Agreement) with Council. The enquiry has been put forward and are awaiting reply.	In progress
05/12/2019	4	Camp St & Main St intersection to be considered for a roundabout during Main Street Upgrade.	A formal letter to be drafted for Transport NSW with a letter of support from NSW Police. Foot traffic from the free camp to the Main Street to be considered in this design.	Complete
05/12/2019	5	Approach Red Bend School Bus for alternative locations for Drop off and Pick up in a designated Bus Zone area.	Forbes Street bus zone will be a suitable alternative location, post main street upgrade.	In progress

MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD THURSDAY, 2 JULY 2020 COMMENCING AT 10:00 AM

Date	Item no	Description	Recommendation	Status
28/2/2020	6	Service Station upgrade opposite to the Council Building has constructed a pedestrian refuge without running through LTC. It has not been built to current standards.	(Meeting on site to discuss (Maurice, Jaymes, Mick)) A recommendation was discussed to bring the refuge up to standard.	In progress
28/2/2020	7	Train/Truck Accident on the Mary Gilmore Way	Council to install the recommended signage adopted in the December meeting Investigate whether the council has a safety management plan for such an accident that took place at the Bribbaree Truck/Train crash	In progress
28/2/2020	8	Memory Street – Extend the 50km/h zone for the Grenfell Sewer Treatment Plant Upgrade.	Lodge the proposal with RMS to extend the 50 km/h zone to Holy Camp Rd	In progress
28/2/2020	9	Henry Lawson Way (Young Rd) Extend both the 50km/h and 80 km/h zone to slow traffic in the newly developed rural living areas.	Lodge the proposal with RMS to extend both the 50 and 80 km/h zone	In progress

MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD THURSDAY, 2 JULY 2020 COMMENCING AT 10:00 AM

Date	Item no	Description	Recommendation	Status
30/04/2020	10	Old Forbes Rd – (HillTops Section) Heavy Vehicle Sign Indicates that B-doubles are accepted. – (Check with Hilltops Shire Council & NHVR accepted routes)	Verify any discrepancies with Hilltops Shire Council and report back.	In progress
30/04/2020	11	Review of Speed Limits on approach to Greenethorpe.	Conduct a speed limit review for Greenethorpe village approaches	In progress

6. COMMITTEE BUSINESS

6.1 Grenfell Main Street Renewal

The technical design is attached for the Grenfell Main Street Renewal.

Grenfell Main Street Renewal

That Council approves the 'Grenfell Main Street Renewal' technical design presented in the attached file 'Maint Street Renewal Plans.pdf.' pending the following changes:

- Drawing No C015 – Convert a single park on the south side of street to motorbike parking looking east (Burrangong St)
- Request consent from TFNSW for the proposed highway signage
- Amend existing truck signage to (r6-10-2)
- Drawing No C020 - Ensure no truck signage installed at Forbes St roundabout
- Ensure no truck signage installed at laneway next to 'Best Automotive'
- Drawing No C018 – Remove no entry signs on laneway
- Provide plan for No truck signage on Short St
- Drawing No C018 – Provide No Stopping Signage at the refuge next to the laneway.

In accordance with TDT 2011/01A.

Moved: Cr Mark Liebich

Seconded: Mr Michael Madgwick

MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD THURSDAY, 2 JULY 2020 COMMENCING AT 10:00 AM

7. CORRESPONDENCE:

7.1. MS FIONA JOHNSON

Due to the recent developments occurring in the area, council to request TfNSW for a speedzone review to implement an 80km/h zone and place the 100km/h zone further from town.

7.2. MR JIM GRIFFITHS

Hospital

Council to conduct an onsite technical survey to review the issue. The findings to be brought back to the LTCM meeting for consideration.

Melyra St – Public School

Council to conduct an onsite technical survey to review the issue. The findings to be brought back to the LTCM meeting for consideration.

7.3. JUNE COUNCIL MEETING

Council to Install traffic Counters at the site to determine vehicle speeds. Council to then prepare a proposal for TfNSW

8. GENERAL BUSINESS:

NIL

9. NEXT MEETING: 3 September 2020 at 10 am

10. CLOSE OF MEETING: 11:40 am.

025 **RESOLVED:** Cr Niven and Cr McKellar that that except where otherwise dealt with the minutes of the Local Traffic Committee meeting be adopted.

**MINUTES OF THE ORGANISATIONAL LEADERSHIP TEAM (OLT) MEETING HELD
TUESDAY, 14 JULY 2020 COMMENCING AT 8:30 AM (C2.6.10)**

1. **PRESENT:** G Carroll, A Lindsay, J Rath and L Gibson

2. **APOLOGY:** Nil

3. **MINUTES:** 16 June 2020

Resolved: A Lindsay and J Rath that the minutes from 16 June 2020 be adopted.

4. **PEOPLE:**

<u>Learning development</u> - Strategic	i) <u>Traffic Control/Signage</u> – process implemented to ensure signage inspected on a regular basis.	DE
	ii) <u>Training Plans</u> – to be undertaken for individual employees emanating from Annual Assessments.	GM/DE/ DES/DCS
<u>Resource planning</u> - Strategic	i) <u>2020/2021 Operational Plan</u> – in progress. Capital projects to now be instigated.	All
	ii) <u>Annual Report</u> – to be forwarded to the Division of Local Government by 31 December 2020.	GM
	iii) <u>New Improvement Plan</u> – currently being developed.	GM
	iv) <u>RMS Contract</u> – reported in Director Engineering's report.	DE
	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 2019/2020. Director Corporate Services and Director Environmental Services are being involved in regards to funding sources for projects, development application referrals and general development issues.	DE
- Operational	i) <u>Other Programs</u> – in progress.	DE
<u>Recruitment</u> - Operational	i) <u>Engineering</u> – Team Leader currently being advertised.	DE
	ii) <u>Environmental Services</u> - Environmental Services trainee to be advertised.	DES
	iii) <u>Human Resource Officer</u> – Peter Quinn engaged. Commenced Monday 6 July 2020 on a temporary basis.	All
<u>Appointments</u> - Operational	i) <u>Corporate Services</u> – Team Leader Finance – Vicki Carter appointed to the position. Commenced 29 June 2020.	DCS
<u>Health and Wellbeing</u> - Strategic	i) <u>Proposal for Health and Wellbeing</u> - Health and Wellbeing program previously developed on a voluntary basis to improve the Health and Wellbeing of staff as individuals and team members. OZhelp provides programs that will be able to assist. The program includes a benchmarking report to employers giving them a snapshot of the overall health of their workforce. Activity completed and overall acceptance of success of program. Results received. To be discussed and final outcomes to be presented to staff as soon as possible after COVID-19 restrictions are lifted.	All
	ii) <u>Health and Wellbeing/Mental Health training</u> – to be organised in 2020/2021 for relevant staff to equip them to do deal with various situations and to provide a mentally healthy workplace.	DES/DCS

**MINUTES OF THE ORGANISATIONAL LEADERSHIP TEAM (OLT) MEETING HELD
TUESDAY, 14 JULY 2020 COMMENCING AT 8:30 AM (C2.6.10)**

5. RESOURCES:

<u>Financial</u> - Strategic	i) <u>Grant Funding Applications</u> - Council contribution required to be identified prior to application being submitted. Future capital projects reserve established.	All
	ii) <u>Local Government (State) Award</u> - 1.5% increase awarded from 1 July 2020.	All
<u>Information</u>	Nil	
<u>Physical – Assets</u> - Strategic	i) <u>Sewerage Treatment Works Upgrade</u> – Start-up workshop and ‘sod turning’ ceremony held 26 June 2020.	DES
	ii) <u>Grenfell Main Street Upgrade</u> – tenders currently being called. Tenders close 17 July 2020.	DE
- Operational	i) <u>Quandialla Recycling Depot</u> – operating very well. Director Engineering monitoring.	DE
	ii) <u>O’Briens Tributary</u> – preferred schemes currently being investigated by Floodplain committee. Funding to be then sourced.	DE
	iii) <u>Emu Creek Project</u> – completed.	DE
	iv) <u>Industrial Land</u> – five sales completed. Two blocks remaining. Consideration to be given to purchasing additional land.	GM/DE/ DES
	v) <u>Quandialla Drainage</u> – tenders currently being called. Close 30 July 2020.	DE
	vi) <u>Annual Residence Inspections</u> – to be undertaken.	DES
	vii) <u>Quandialla Pool</u> – a debrief meeting to be held with the Pool Manager to determine upgrade works required. Works to be undertaken prior to the 2020/2021 season.	DES
<u>Human Resources</u>	i) <u>Organisational Review</u> – recommendations to be included in the new Improvement Plan. HR resources sourced. To be further considered as part of the Organisation Structure review.	All
<u>Investment</u>		

6. SYSTEMS:

<u>Governance</u>	Nil	
<u>Compliance</u> - Strategic	i) <u>Systems Review</u> – general ledger review completed. Assets Management system for roads completed. Other systems such as HR system, procurement and delegations need to be reviewed.	DCS/DE All
	ii) <u>Local Environment Plan (LEP) Review</u> – LSPS adopted and approved by Department of Planning. Development of land use strategy can now continue.	DES
	iii) <u>Waste Strategy</u> – actions in progress.	DES
	iv) <u>Webcasting of Council Meetings</u> – currently being undertaken as per Councils Code of Meeting Practice. To be reviewed in August 2020.	GM/DCS
<u>Risk</u> - Operational	i) <u>Building Profession Board (BPB)</u> – compliance reporting systems regarding building inspections to be implemented. Monthly reporting continuing to be provided to the Department of Fair Trading through internal system.	DES
	ii) <u>Submission of DA’s</u> – on-line service available to specific Councils from December 2018. To be further investigated.	DES

**MINUTES OF THE ORGANISATIONAL LEADERSHIP TEAM (OLT) MEETING HELD
TUESDAY, 14 JULY 2020 COMMENCING AT 8:30 AM (C2.6.10)**

7. COMMUNICATIONS AND ENGAGEMENT:

<u>Agenda's for OLT and OET</u>	Being utilised.	GM
<u>Charters for OLT and OET</u>	Being utilised.	GM
<u>Communication Plan And Engagement Strategy</u>	Being utilised.	DCS
<u>OLT and OET Terms of Reference</u>	Being utilised.	DES
<u>Staff engagement – Organisational Engagement Team</u>	<ul style="list-style-type: none"> • Meetings held. • Store system / Depot Improvement Plan being implemented. • Other recommendations to be pursued when submitted. • Quarterly meetings being held with indoor and outdoor staff. To recommence after COVID-19 restrictions lifted. 	GM DCS/DE All All

8. NEXT MEETING: Tuesday, 18 August 2020 at 8:30 am.

9. CLOSED: There being no further business to discuss the meeting closed at 10.16 am.

026 RESOLVED: Cr Diprose and Cr Brown that the Minutes of the Organisational Leadership Team (OLT) Meeting be noted.

QUESTIONS WITH NOTICE

Questions may be put to Councillors and Council employees in accordance with clause 9 of Council's **Code of Meeting Practice**, as follows: -

- “(9.14) A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.13.*
- (9.15) A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.*
- (9.16) A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.*
- (9.17) 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. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.*
- (9.18) Councillors must put questions directly, succinctly, respectfully and without argument.*
- (9.19) The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.”*

Questions should not be used to introduce **business without notice**. This is covered in clause 3 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

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.

CLOSED COUNCIL

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.

027 **RESOLVED:** Cr Bembrick and Cr O'Byrne 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.

MATTERS FOR CONSIDERATION - CLOSED COUNCIL

DIRECTOR CORPORATE SERVICES' REPORT

1. **Insurance Renewals 2020/2021, A3.11.1**
Reason for confidentiality: commercial information (Section 10A(2)(d)(i))

DIRECTOR ENGINEERING'S REPORT

1. **Request for Quotation (RFQ) Q4/2020 – Loader**
Reason for confidentiality: commercial information (Section 10A(2)(d)(i))
2. **Request for Quotation (RFQ) Q6/2020 – Backhoe**
Reason for confidentiality: commercial information (Section 10A(2)(d)(i))
3. **Request for Quotation (RFQ) Q9/2020 – Grader**
Reason for confidentiality: commercial information (Section 10A(2)(d)(i))
4. **Request for Quotation (RFQ) Q10/2020 – Supply Rangers Ute Plant No. 2085**
Reason for confidentiality: commercial information (Section 10A(2)(d)(i))
5. **Request for Quotation (RFQ) Q11/2020 – Supply Council Fleet Plant No. 2090 & 2091**
Reason for confidentiality: commercial information (Section 10A(2)(d)(i))
6. **Request for Quotation (RFQ) Q12/2020 – Supply Council Fleet Plant No. 2094 & 2095**
Reason for confidentiality: commercial information (Section 10A(2)(d)(i))
7. **Request Regarding Road Opposite Iandra Castle**
Reason for confidentiality: commercial information (Section 10A(2)(d)(i))

DIRECTOR ENGINEERING'S LATE REPORT

8. **Request for Tender (RFT) T4/2020 – BOGOLONG DAM SAFETY WORKS**
Reason for confidentiality: commercial information (Section 10A(2)(d)(i))

038 RESOLVED: Cr Best and Cr Brown that the meeting return to open Council.

REPORT ON CLOSED COUNCIL

The Mayor read out the following decisions from Closed Council: -

DIRECTOR CORPORATE SERVICES' REPORT

1. Insurance Renewals 2020/2021, A3.11.1

Reason for confidentiality: commercial information (Section 10A(2)(d)(i))

RESOLVED: that Council confirm the actions of the Director Corporate Services in accepting the Insurance Premium Renewals as listed in the table for the 2020/2021 financial year.

DIRECTOR ENGINEERING'S REPORT

1. Request for Quotation (RFQ) Q4/2020 – Loader

Reason for confidentiality: commercial information (Section 10A(2)(d)(i))

RESOLVED: that Council accept the RFQ received from '*CJD Equipment*' of \$294,800.00 for '1 x new Volvo L60F Wheel Loader', financed over 60 months with a 10% deposit upfront of \$26,800.00 and monthly repayments of \$5,031.75.

2. Request for Quotation (RFQ) Q6/2020 – Backhoe

Reason for confidentiality: commercial information (Section 10A(2)(d)(i))

RESOLVED: that Council accept the RFQ received from '*Westrac*' of \$239,250.00 for '1 x new CATERPILLAR 432F2 BACKHOE LOADER', financed over 60 months with a 10% deposit upfront of \$21,750.00 and monthly repayments of \$4,099.51.

3. Request for Quotation (RFQ) Q9/2020 – Grader

Reason for confidentiality: commercial information (Section 10A(2)(d)(i))

RESOLVED: that Council accept the RFQ received from '*Westrac*' of \$536,800.00 for '1 x new CATERPILLAR 140 MOTOR GRADER', financed over 60 months with a 10% deposit upfront of \$48,800.00 and monthly repayments of \$9,197.99.

4. Request for Quotation (RFQ) Q10/2020 – Supply Rangers Ute Plant No. 2085

Reason for confidentiality: commercial information (Section 10A(2)(d)(i))

RESOLVED: that Council re-advertise the RFQ on Tenderlink.

5. Request for Quotation (RFQ) Q11/2020 – Supply Council Fleet Plant No. 2090 & 2091

Reason for confidentiality: commercial information (Section 10A(2)(d)(i))

RESOLVED: that Council accept the RFQ received from '*Bathurst Toyota*' of \$51,213.45 for '2 x new Hilux 4x2 Workmate 2.4L T Diesel Automatic Double Cab'.

6. **Request for Quotation (RFQ) Q12/2020 – Supply Council Fleet Plant No. 2094 & 2095**
Reason for confidentiality: commercial information (Section 10A(2)(d)(i))

RESOLVED: that Council accept the RFQ received from '*Bathurst Toyota*' of \$56,360.41 for '2 x new Hilux 4x4 Workmate 2.4L T Diesel Automatic Double Cab'.

7. **Request Regarding Road Opposite Iandra Castle**
Reason for confidentiality: commercial information (Section 10A(2)(d)(i))

RESOLVED: that Council write to Craig and Belinda Taylor advising that Council does not wish to take on the road asset.

DIRECTOR ENGINEERING'S LATE REPORT

RESOLVED: that the Director Engineering's late report be received and dealt with because of the urgency of the matter.

8. **Request for Tender (RFT) T4/2020 – BOGOLONG DAM SAFETY WORKS**
Reason for confidentiality: commercial information (Section 10A(2)(d)(i))

RESOLVED: that Council accept the RFT received from '*PSM CONSULTING*' of \$61,149.00 Including GST for the 'BOGOLONG DAM SAFETY WORKS'.

CLOSURE: There being no further business the meeting closed at 6.20 pm.