



REF:

MINUTES OF THE WEDDIN SHIRE COUNCIL ORDINARY MEETING HELD THURSDAY, 20 AUGUST 2020 COMMENCING AT 5:00 PM

13 August 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, 20 AUGUST 2020**, commencing at **5:00 PM** and your attendance is requested.

Please note the General Manager will deliver a presentation to Council in regards to his 2019/2020 Performance Review commencing at 4:15pm.

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 16/07/2020
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
 - Tourism Ctee Mtg, 05/08/2020
 - Heritage Ctee Mtg, 06/08/2020
 - OLT Mtg, 18/08/2020
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:

425 RESOLVED: Cr Diprose and Cr Bembrick that the Minutes of the Ordinary Meeting, held on 16 July 2020 be taken as read as **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.

Declared During the Meeting

Councillor	Item No	Nature of Interest	Type	Left the Room
Cr Best	CC DE5	Owner of business in Main Street	Pecuniary	Yes
Cr Bembrick	CC DE5	Owner of business in Main Street	Pecuniary	Yes
Cr O’Byrne	CC DE5	Owner of business in Main Street	Pecuniary	Yes
Cr Parlett	CC DE5	Owner of business in Main Street	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

MOTIONS WITH NOTICE

1. Policy for Returns of Interest, C2.2.2

I hereby give notice of the following motion for Council's next meeting:

“that: -

- ‘designated persons’ positions for Weddin Shire Council in respect of the Returns of Interest at 30 June 2020 be in line with 2019 i.e. General Manager, Director Engineering, Director Corporate Services and Director Environmental Services
- the Returns of Interest at 30 June 2020 due by 30 September 2020 for both Councillors and the above designated persons be made publicly available free of charge on Council's website as set out in Office of Local Government NSW Circular No 19-21 dated 26 September 2019
- signature and residential address information be redacted from all Returns of Interest prior to uploading to Council's website
- other staff and Committee positions be reviewed by 30 November 2020 to identify any additional ‘designated persons’ positions in accordance with the principles set out in “Guideline 1” issued for local Councils by the Information and Privacy Commission NSW in September 2019. The review is to include determination of when incumbents in any new ‘designated positions’ will need to commence completing and lodging Returns of Interest forms.”

Funding source (where expenditure is sought):

N/A

Supporting comments:

On 26 September 2019 the Office of Local Government NSW issued Circular No 19-21 advising Councils that the Information and Privacy Commission (IPC) had finalised and issued guidelines for local Councils on the disclosure of information contained in the returns disclosing the interests of Councillors and designated persons. This Notice of Motion seeks to see us on our way to ensure compliance with the new guidelines.

Signed: Cr Phillip Diprose

426 RESOLVED: Cr Diprose and Cr Bembrick that: -

- ‘designated persons’ positions for Weddin Shire Council in respect of the Returns of Interest at 30 June 2020 be in line with 2019 i.e. General Manager, Director Engineering, Director Corporate Services and Director Environmental Services
- the Returns of Interest at 30 June 2020 due by 30 September 2020 for both Councillors and the above designated persons be made publicly available free of charge on Council's website as set out in Office of Local Government NSW Circular No 19-21 dated 26 September 2019
- signature and residential address information be redacted from all Returns of Interest prior to uploading to Council's website
- other staff and Committee positions be reviewed by 30 November 2020 to identify any additional ‘designated persons’ positions in accordance with the principles set out in “Guideline 1” issued for local Councils by the Information and Privacy Commission NSW in September 2019. The review is to include determination of when incumbents in any new ‘designated positions’ will need to commence completing and lodging Returns of Interest forms.”

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
WEDDIN SHIRE COUNCIL HELD, 20 AUGUST 2020.**

SECTION A - Matters for Information

- A1. Local Government NSW, A3.9.1: Weekly Circular dated 14 July, 2020.
- A2. Office of Local Government, A3.6.54: COVID-19 Council update as at 14 July, 2020.
- A3. Dr Patrick Akhiwu, T5.14.2020: Thanking the Weddin Shire Council for the provision of the Shed at 8 Huckel Close.
- A4. Office of Local Government, A3.6.54: Forwarding a message from Minister Hancock.
- A5. Office of Road Safety, G2.19.1: Thank you for your proposal under Round 1 of the Road Safety Innovation fund open grant round.
- A6. Steph Cooke MP, Member for Cootamundra, T4.3.1: Acknowledging Weddin Shire Council's contribution to the We Want You Back Campaign.
- A7. Anne Doyle, C1.2.4: Bringing to your attention what I consider an environmental impact to the surrounding and far properties.
- A8. Local Government NSW, A3.9.1: Weekly Circular dated 17 July, 2020.
- A9. Office of Local Government, A3.6.54: COVID-19 Council update as at 17 July, 2020.
- A10. Office of Local Government, A3.6.54: COVID-19 Council update as at 20 July, 2020.
- A11. Office of Local Government, A3.6.54: COVID-19 Council update as at 21 July, 2020.
- A12. Local Government NSW, A3.8.2: Regarding a NSW Productivity Commission proposal to support local government-led infrastructure.
- A13. Local Government NSW, A3.8.2: Advising Port Macquarie is to host the Local Government NSW's (LGNSW's) annual Tourism and Economic Development Conference in March.
- A14. Local Government NSW, A3.9.1: Weekly Circular dated 23 July, 2020.
- A15. Office of Local Government, A3.6.54: COVID-19 Council update as at 29 July, 2020.
- A16. Office of Local Government, A3.6.54: Forwarding a message from Minister Hancock.
- A17. The Hon. Michael McCormack MP, A3.19.3: Advising the Economic and Fiscal Update has demonstrated two very important things.
- A18. Office of Sport – Central West and Orana, A3.6.2: Attaching a brief update.
- A19. The Hon. Michael McCormack MP, A3.19.3: Welcoming a \$53 million Federal Government program to improve connectivity in the region.
- A20. The Hon. Michael McCormack MP, A3.19.3: Advising southern NSW could see a boost of up to \$3.8 billion to Gross Regional Product from Inland Rail over the coming decades.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
WEDDIN SHIRE COUNCIL HELD, 20 AUGUST 2020.**

- A21. Grenfell Food Hall, C1.3.0: Thanking you for your generous grant received earlier this month.
- A22. The Hon. Michael McCormack MP, A3.19.3: Announcing Australia is to commemorate the 75th anniversary of the end of World War II.
- A23. The Hon. Steph Cooke MP, A3.19.2: Regarding a month-long campaign launched by the NSW Government in lead up to the 75th anniversary of the end of the Second World War.
- A24. Local Government NSW, A3.9.1: Forwarding Weekly Circular dated 31 July 2020.
- A25. Western NSW Local Health District, H1.7.10: Advising the Western NSW Local Health District has a confirmed case of COVID-19.
- A26. Office of Local Government, A3.6.54: COVID-19 Council update as at 31 July 2020.
- A27. Western NSW Local Health District, H1.7.10: Advising as of 11:00am Monday 3 August, the Western NSW Local Health District remains at 47 confirmed cases of COVID-19.
- A28. Office of Local Government, A3.6.54: COVID-19 Council update as at 5 August 2020.
- A29. Western NSW Local Health District, H1.7.10: Advising as of 12:00pm Wednesday 5 August, the Western NSW Local Health District remains at 47 confirmed cases of COVID-19.
- A30. Office of Local Government, A3.9.3: Advising Councils that elected mayors in September 2018 must have mayoral elections in September 2020.
- A31. The Hon. Michael McCormack MP, A3.19.3: Advising the first payment toward crucial small-scale local road and community infrastructure projects has been delivered.
- A32. The Hon. Michael McCormack MP, A3.19.3: Regarding Round 5 of the Australian Government's Heavy Vehicle Safety Initiative (HVSI).
- A33. Transport for NSW, G2.13: Referring to your application submitted in March 2020 for a grant under the NSW Boating Now Program (BNP).
- A34. Central Tablelands Water, U1.6.7: Forwarding a media release regarding the spilling of Lake Rowlands and easing of water restrictions.
- A35. NSW Local Land Services, A3.6.65: Advising Landcare NSW and Local Land Services are celebrating Landcare Week, 3 – 9 August.
- A36. Local Government NSW, A3.9.1: Forwarding Weekly Circular dated 6 August 2020.
- A37. Office of Local Government, A3.6.54: COVID-19 Council update as at 10 August 2020.
- A38. Office of Local Government, A3.6.54: Forwarding a message from Minister Hancock.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
WEDDIN SHIRE COUNCIL HELD, 20 AUGUST 2020.**

- A39. Office of Local Government, A3.6.54: Advising the Government has strengthened the Model Code of Conduct.
- A40. The Hon. John Barilaro MP, A3.6.54: Advising an inquiry into government funding schemes has been launched.
- A41. The Hon. Steph Cooke MP, A3.19.2: Advising work to fix local roads will soon be underway across the Weddin Shire.
- A42. The Hon. Michael McCormack MP, A3.19.3: Thanking you for your correspondence regarding the Fixing Local Roads Program.
- A43. The Hon. Paul Toole MP, A3.19.2: Advising work to improve safety at the bridge over Demondrille Creek on Burley Griffin Way will soon be underway.
- A44. Alan Griffiths, C2.6.44: Advising at the next Bogolong Dam Committee meeting I request a discussion on the future ownership of the dam.

SECTION B - Matters for Report

- B1. Local Government NSW, A3.18.3: Advising Registrations are now open for the LGNSW Annual Conference, co-hosted by Cessnock City Council, on 22-24 November 2020.
- B2. Diane Donohue, R2.4.15: Thanking you for the opportunity to comment on Council's proposals currently on exhibition.
- B3. Diane Donohue, R2.4.15: Making a number of comments and suggestions.
- B4. Narelle Zammit, R2.4.15: Making a formal objection in regards to Development Application 29/2020.
- B5. Weddin Community Services, E3.3.2: Advising we are a Government-funded, not-for-profit organisation.
- B6. Caragabal Promotion Group, T4.3.1: Attaching feedback on the Destination Analysis and Action Plan.
- B7. James Rowe, T4.3.1: Advising it is very heartening to see the draft DMP proposal after having attended the consultation session several months ago.

427 **RESOLVED:** Cr O'Byrne and Cr Brown that Correspondence sections A and B be noted.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
WEDDIN SHIRE COUNCIL HELD, 20 AUGUST 2020.**

SECTION C - Matters for Consideration

1. Australian Local Government Association, A3.8.3: Advising in November each year the Australian Local Government Association (ALGA) convenes its National Local Roads and Transport Congress. This year ALGA has decided that the Congress will be expanded to include natural disaster and pandemic impacts, recovery and resilience as well as the usual focus on roads and transport.

The 2020 Special Local Roads and Transport Congress – Roads, Regions and Resilience will be held in Wagga Wagga on 16 – 18 November.

The Special Congress will focus on the transport challenges facing Local Government, but given that so many Councils have been impacted by drought, bushfires, as well as the COVID-19 pandemic over the past year, the Congress is also being designed to explore the significant effects of these events on Local Governments.

Registrations are now open with limited spots available.

RECOMMENDATION: that the Mayor and Director Engineering be authorised to attend the ALGA Special Congress in Wagga Wagga from 16 – 18 November 2020.

428 **RESOLVED:** Cr McKellar and Cr Niven that the Mayor and Director Engineering be authorised to attend the ALGA Special Congress in Wagga Wagga from 16 – 18 November 2020.

2. Greenethorpe Soldiers' Memorial Hall Committee, C1.1.3/P2.13.2: Writing to you concerning Council Rates that the Hall pays being \$364.49.

The Hall is community-owned and the Committee has to fund all running costs, maintenance, water, electricity, insurance and improvements through fundraising activities. The COVID-19 pandemic has certainly seen these activities curtailed for 2020.

The Committee is asking if there would be a possibility you may be able to waive the annual rates.

RECOMMENDATION: that the Greenethorpe Soldiers' Memorial Hall Committee be requested to submit an application under Council's Policy for Hardship Assistance.

429 **RESOLVED:** Cr Brown and Cr McKellar that the Greenethorpe Soldiers' Memorial Hall Committee be requested to submit an application under Council's Policy for Hardship Assistance.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
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3. Grenfell Christian Bookshop Inc., C1.1.3: Writing to you seeking your provision of a rebate on Grenfell Christian Bookshop Incorporated's 2020/2021 Rates.

Weddin Shire Council has generously provided a Rates rebate in the past, for which Grenfell Christian Bookshop Inc. is very appreciative.

Thank you.

RECOMMENDATION: that the request be approved as per Council policy.

430 **RESOLVED:** Cr Parlett and Cr Diprose that the request be approved as per Council policy.

4. Life Education NSW, C1.7.4: Attaching a copy of the 2020 Life Education van-moving schedule for term 3 only for the South-West Region.

School	Start Date	End Date	Drop-Off Driver
St Joseph's School	11/08/2020	11/08/2020	Arthur Sharp
Caragabal Public School	12/08/2020	12/08/2020	Weddin Shire Council
Quandialla Public School	13/08/2020	13/08/2020	Weddin Shire Council

RECOMMENDATION: that approval to transport the Life Education Van be granted as requested.

431 **RESOLVED:** Cr O'Byrne and Cr Best that approval to transport the Life Education Van be granted as requested.

432 **RESOLVED:** Cr Parlett and Cr O'Byrne that the Correspondence be noted except where otherwise resolved.

13 August 2020

The Mayor and Councillors
Weddin Shire Council
GRENFELL NSW 2810

Dear Councillors,

I wish to report as follows: -

1. Lawson Park Amenities and Outdoor Gym Equipment – Official Opening, P2.1.6

Tuesday 11 August 2020 was a significant day for sport in the Weddin Shire with the Official Opening of the Lawson Park Amenities and Outdoor Gym Equipment by the Hon Steph Cooke MP.

The Mayor Mark Liebich formally welcomed everyone and presented an overview of the project.

In conducting the Official Opening Ms Cooke recognised the tremendous amount of work Council is doing for the Weddin community including the delivery of the tremendous facilities now available in the Lawson Park precinct. Ms Cooke was also very pleased that the grant funding provided by the State Government is being used in such a positive and constructive manner.

The Official Opening was the culmination of the construction of these magnificent state-of-the-art facilities that will serve residents of the Weddin Shire and surroundings areas for many years into the future.

RECOMMENDATION: that Council write to the Hon Steph Cooke MP thanking her for attending Grenfell and conducting the Official Opening of the Lawson Park Amenities and Outdoor Gym Equipment.

433 **RESOLVED:** Cr Best and Cr Bembrick that Council write to the Hon Steph Cooke MP thanking her for attending Grenfell and conducting the Official Opening of the Lawson Park Amenities and Outdoor Gym Equipment.

2. 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 as we are endeavouring to return to normality.

THE GENERAL MANAGER'S REPORT

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 – returned to normal hours.
- Grenfell VIC – returned to normal hours.
- Grenfell Art Gallery – returned to normal hours.
- Grenfell Internet Centre – opening being phased in.
- Grenfell Caravan Park and Railway Station Free Camping – returned to normal.
- 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 Federal and State Government directives.

**For Information
Noted**

3. Policy for Fees, Expenses and Facilities for Councillors 2020/2021, C2.4.10

Council resolved at its July 2020 meeting as follows: -

“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.”*

The draft Policy for 2020/2021 (No. 1.6.15) including the annual fees for the Mayor and Councillors was placed on public exhibition for a 28-day period up until Tuesday, 18 August 2020.

At this stage, no submissions from the public have been received. Should a submission be received before the closing date, it will need to be considered at the meeting.

RECOMMENDATION: that: -

- i) all submissions from the public be considered, if any;
- ii) Council consider any amendments;
- iii) the draft Policy number 1.6.15 for 2020/2021 be adopted.

434 **RESOLVED:** Cr Brown and Cr Bembrick that the draft Policy number 1.6.15 for 2020/2021 be adopted.

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

The annual returns are required under the Act to be lodged by all Councillors and other designated persons by 30 September, 2020.

Forms have been separately forwarded. To date, completed returns for the return period 30 June 2019 – 30 June 2020 have been received from: -

Crs M Liebich, P Diprose, C Brown, J Niven, Messrs G Carroll, L Gibson, J Rath, A Lindsay.

The returns once received are available for inspection by the public.

Cr Diprose has submitted a Notice of Motion in regards to identifying designated persons and the requirement to place the completed forms on our website.

**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 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

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 – Extension, C2.9.14

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**

7. General Manager's Performance Review Panel, C2.6.46

Emanating from the General Manager's Performance Review conducted recently it is proposed that Council form a Panel to conduct the General Manager's Performance Reviews in the future.

A draft Charter has been developed for the Panel detailing the proposed membership, conduct of meetings, functions as well as other arrangements. The draft Charter is attached.

It is proposed to submit a further report to Council by way of a Mayoral Minute at the April 2021 Council meeting to determine the membership of the Panel.

RECOMMENDATION: that: -

- i) the draft General Manager's Performance Review Panel Charter be resubmitted to the September 2020 Council meeting for formal adoption
- ii) a further report be submitted to Council by way of a Mayoral Minute to the April 2021 Council meeting to determine membership of the Panel.

435 **RESOLVED:** Cr Diprose and Cr Niven that: -

- i) the draft General Manager's Performance Review Panel Charter be resubmitted to the September 2020 Council meeting for formal adoption
- ii) a further report be submitted to Council by way of a Mayoral Minute to the April 2021 Council meeting to determine membership of the Panel.

8. Councillor Workshop - Roles, Responsibilities and Relationships, C2.8.3

Representatives from *Blackadder Associates Pty Ltd* attended Grenfell to conduct a workshop that focussed on the roles, responsibilities and relationships of Councillors on Friday 10 July 2020.

The report on process and outcomes of the workshop has been received. The report which details ten (10) actions that can be taken to build better teamwork and relationships is attached.

It is proposed that a workshop be arranged to review the findings of the workshop and identify who will be responsible for taking the actions and in what timeframe.

RECOMMENDATION: that: -

- i) Council adopt the report from *Blackadder Associates Pty Ltd*
- ii) a workshop be arranged to review and address the ten (10) actions.

436 **RESOLVED:** Cr McKellar and Cr Brown that: -

- i) Council adopt the report from *Blackadder Associates Pty Ltd*
- ii) a workshop be arranged to review and address the ten (10) actions.

9. Weddin Wellness Plan, H1.7.1

The Weddin Wellness Plan which has been previously adopted by Council is assisting in facilitating the coordination of health services in the Weddin Shire, a better understanding of the future health needs of an ageing community, and providing 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:

- The Grenfell Medical Centre is complete and operating successfully as a well-integrated, multidisciplinary patient-centred care service.
- A skeleton business case for aged accommodation is complete and was used as the basis of making a Building Better Regions Fund (BBRF) application for 13 new double units to be constructed in Parke Street, Grenfell.

- 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.
- 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.
- Once the CSP is adopted it will provide the authority for the LHD to collaborate with Council in delivering the Wellness Plan and a planning day can be organised.

**For Information
Noted**

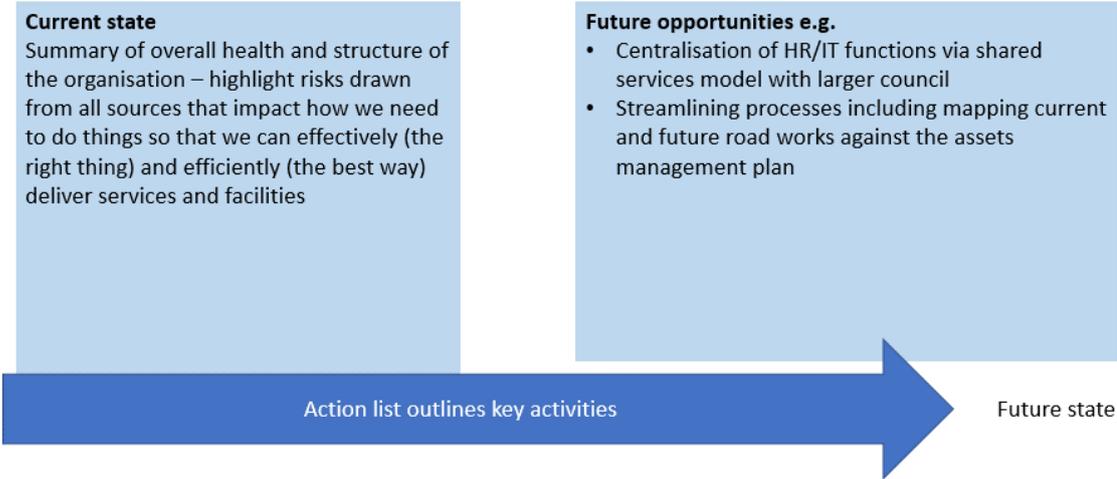
10. Local Government Reform – Organisational Improvement Plan, C2.10.9

The draft Organisational Improvement Plan (OIP) is now complete and is attached for Council’s consideration.

The 2020-2030 Organisational Improvement Plan (OIP) draws on a range of reports and plans to provide direction for the future service and capital outcomes for the Weddin Shire Council (WSC). These include: -

- ‘Fit for the Future’ program commitments;
- The 2009 OLG Review Report;
- The Mid Lachlan Alliance Innovation Fund program;
- An Organisational review which assessed Council’s structure;
- The independent Auditor General report on Local Government;
- Fifteen (15) sustainability objectives in the Sustainable Best Value Policy previously adopted by Council.

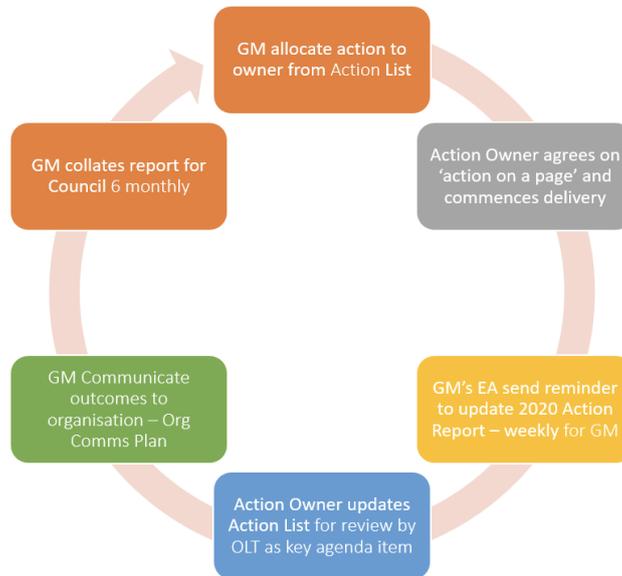
The Plan drives initiatives to deliver organisational transformation, moving WSC from the current state to future state outlined below.



THE GENERAL MANAGER'S REPORT

An extensive list of actions has been prepared through consultation with Directors and prioritized into three Key Implementation Tranches according to importance and resourcing.

The implementation of the OIP will follow the operating rhythm shown below so as to ensure the tracking, reporting and delivery of all actions in alignment with Council processes and governance.



The OIP is a working document that will see changes to objectives and actions as it is implemented. The Plan is designed to be flexible to ensure the effective and efficient delivery of services and capital projects by Council is maintained whilst its organisational culture continues to develop and improve.

To enable Councillors time to peruse the OIP it is proposed that the Plan be resubmitted to the September 2020 Council meeting for consideration and formal adoption.

RECOMMENDATION: that the draft Organisational Improvement Plan be resubmitted to the September 2020 Council meeting for consideration and formal adoption.

437 **RESOLVED:** Cr Diprose and Cr Parlett that the draft Organisational Improvement Plan be resubmitted to the September 2020 Council meeting for consideration and formal adoption.

11. Crown Reserve – 94225, P2.7.9

A letter has been received from NSW Planning, Industry and Environment in regards to Crown Reserve 94225 comprising Lot 3 DP 604531 located on the corner of Weddin and Rose Streets, Grenfell as shown below.



At this point in time there is no appointed Land Manager for the Reserve and the Department have invited Council to request to be appointed as the Crown Land Manager for the Reserve.

As Council has been involved in maintaining the site for many years and we are currently undertaking rectification works and improvements on the building it is recommended we accept the invitation. In regards to funding the future maintenance and capital works there has been grant funding recently made available for capital works on Crown Land which we will pursue.

This will formalise responsibility for the Reserve and enable a local community group access to upgraded facilities to be able to function and provide entertainment to the Community.

RECOMMENDATION: that: -

- i) Council accept the invitation from NSW Planning, Industry and Environment to be Crown Land Manager of Reserve 94225
- ii) a further report be submitted to Council regarding the classification and categorisation of Crown Reserve 94225.

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

- i) Council accept the invitation from NSW Planning, Industry and Environment to be Crown Land Manager of Reserve 94225
- ii) a further report be submitted to Council regarding the classification and categorisation of Crown Reserve 94225.

12. 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 was appointed to undertake the reviews and attended Grenfell from the 23 – 24 July 2020 to meet with the executive or a representative member of each of Council's Sec 355 Committees.

Mr Inglis has now submitted his final report to Council which is attached for Councillors' perusal. Mr Inglis has also developed a draft Sec 355 Committee Operational Manual as well as a draft Event Management Guidelines document which are also attached for Councillors' perusal.

To enable Councillors time to peruse the report it is proposed that the report be resubmitted to the September 2020 Council meeting for consideration. It is also proposed to forward the applicable sections of the draft report to the respective Committees together with the manual and guidelines document for comment.

**For Information
Noted**

13. 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 was engaged to develop Council's entry which was submitted before the closing date on 31 July, 2020.

We are currently awaiting the outcome.

**For Information
Noted**

14. NSW Local Government Week 2020, C1.4.3

NSW Local Government Week was held from 3 – 9 August 2020.

Local Government week affords Councils the opportunity to showcase the range of services provided, the achievements of Councils, the breadth of work undertaken and Councils plans for the future.

**For Information
Noted**

15. Grenfell Sesquicentenary Merchandise, C1.4.16

As part of the Grenfell Sesquicentenary celebrations held in 2016 a range of merchandise items were developed to sell as souvenirs for the event. A large amount of stock remained upon conclusion of the Sesquicentenary celebrations and as such it was decided that the leftover merchandise be made available for public purchase at the Visitor Information Centre (VIC).

To date, the following stock still remains: -

Medallions: Blue – 78, Red – 30, Loose – 1 = 109

Stickers: 3

Pins: Round – 54, Square – 46 = 100

The Sesquicentenary merchandise still available at the Visitor Information Centre (VIC) isn't moving due to its irrelevance in 2020 as the Sesquicentenary celebrations took place in 2016. There is very limited space for souvenirs at the VIC and the remaining Sesquicentenary merchandise is preventing the availability of new, more suitable lines of merchandise for visitors to purchase. It is proposed that the remaining Sesquicentenary merchandise be offered to the Grenfell Museum as a donation as their clientele may be more interested in these products.

The Sesquicentenary Committee also produced the 'Historic Homes of the Weddin Shire' books which were sold as pre-order and at street stalls during the event. Council agreed to sell the remaining books at the VIC with the proceeds to go into trust. These books still sell, slowly, and there are currently 220 of these books at the VIC. The Museum also has a stock of books. It is proposed that the books remain for sale at the VIC and the sale price be reduced to \$50.00 (GST Inc) to encourage sales.

RECOMMENDATION: that: -

- i) the remaining Sesquicentenary medallions, stickers and hat pins be offered as a donation to the Grenfell Museum for them to sell
- ii) the sale price of the remaining 'Historic Homes of the Weddin Shire' books be reduced to \$50.00 (GST Inc) for sale at the VIC.

439 **RESOLVED:** Cr Diprose and Cr McKellar that: -

- i) the remaining Sesquicentenary medallions, stickers and hat pins be offered as a donation to the Grenfell Museum for them to sell
- ii) the sale price of the remaining 'Historic Homes of the Weddin Shire' books be reduced to \$50.00 (GST Inc) for sale at the VIC.

16. Council Meetings – Webcasting, C2.8.1

Council's monthly meetings are currently being livestreamed and subsequently uploaded on Council's website as per Council's Code of Meeting Practice and in accordance with the Office of Local Government's Model Code of Meeting Practice for Local Councils in NSW.

THE GENERAL MANAGER'S REPORT

Council's Code of Meeting Practice stipulates: -

"5.18 From or before 14 December 2019 all meetings of the Council and Committees of the Council where all members are Councillors are to be audio visually webcast on Council's website; noting that:

- *Council meetings will be livestreamed and subsequently uploaded to Council's website*
- *Meetings of the Committee of Council will be recorded and subsequently uploaded to Council's website*

5.19 Clause 5.18 does not apply to parts of a meeting that have been closed to the public under Section 10A of the Act."

This has been implemented to increase the transparency of decision making and to allow access to those who may not be physically able to attend meetings which has been particularly useful whilst social distancing measures are in place during the COVID-19 pandemic.

The cost to Council is \$1,650 (GST Inc) per month. The number of views per month has not been excessive however in time it is expected that the views will increase.

An option to reduce costs could be that the meetings are livestreamed remotely and uploaded to Council's website. This option will require infrastructure upgrades in Council's meeting room to facilitate this webcasting method.

Enquiries to *The Streaming Guys* have revealed they are awaiting information from their suppliers which is being delayed due to COVID-19 before they can provide options and a quote.

RECOMMENDATION: that Council: -

- i) continue with the current practice of livestreaming Council meetings at this point in time
- ii) investigate the option to livestream Council meetings remotely.

440 **RESOLVED:** Cr Diprose and Cr Brown that Council: -

- i) continue with the current practice of livestreaming Council meetings at this point in time
- ii) investigate the option to livestream Council meetings remotely.

17. Council Meeting Commencement Times, C2.8.1

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

"that Council run a trial for six months of Council meetings commencing at 5.00pm."

The 5:00pm commencement time appears to be working out for *The Streaming Guys* technicians who are able to travel to Grenfell in the afternoon and stay overnight if necessary. This time also appears more conducive to assisting business people in their role as a Councillor.

THE GENERAL MANAGER'S REPORT

RECOMMENDATION: that Council meeting commencement times remain at 5:00pm except where previously resolved for the months of November and December.

- 441 **RESOLVED:** Cr Bembrick and Cr McKellar that Council meeting commencement times remain at 5:00pm except where previously resolved for the months of November and December.

18. Grenfell Preschool and Long Day Care Centre, C1.8.5

A request was received from the Grenfell Preschool and Long Day Care Management Committee for a letter from Council supporting its application for grant funding under the 2020 Start Strong Capital Works Grants Program.

A letter was drafted and distributed to Councillors for comment before being approved and sent to the Committee.

RECOMMENDATION:

Confirm Action

- 442 **RESOLVED:** Cr Diprose and Cr Parlett that the action be confirmed.

GLENN CARROLL
GENERAL MANAGER

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

13 August 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 31 July 2020:

Bank Account	
Westpac	\$2,280,772.60
Short Term Deposits	
CBA	<u>6,000,000.00</u>
Total Investments	<u>\$6,000,000.00</u>

CERTIFICATE OF RECONCILIATION

I certify that the Cashbook for each Bank Account has been reconciled with the appropriate Bank Statement as at 31 July 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 31 July 2020:

Loans	
ANZ Loan No...43092	1,850,109.29
ANZ Loan No...43084	<u>1,874,488.86</u>
Total	<u>\$3,724,598.15</u>

**For Information
Noted**

THE DIRECTOR CORPORATE SERVICES' REPORT

3. Summary of Income - 1 July 2020 to 31 July 2020:

Rates Receipts	289,594.24
Credit Union Agency Commission	607.20
Service NSW Agency Commission	4,930.80
Workers Compensation Insurance	6,331.84
Interest on Investments	2,023.56
Employee Training Grants	4,000.00
RMS Works	1,070,104.36
ESL Levy Increase Grant	102,217.21
Fuel Tax Credit	3,291.00
Development & Building Application Fees	5,252.30
CTC Income	7,153.55
Dept Human Services Access Point Grant	5,740.70
Sale of Old Plant	21,553.50
Caravan Park Fees	2,698.00
Other	17,330.24
Total	\$1,542,828.50

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	\$3,209,749
Interest and Investment Revenue	\$148,800	\$115,597
Other Revenues	\$288,800	\$90,499
Grants & Contributions - Operating	\$5,264,753	\$4,637,262
Total Operating Income	\$11,551,043	\$11,482,831
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	\$15,206,794

THE DIRECTOR CORPORATE SERVICES' REPORT

Expenses	Budget	YTD Amount
Employee costs	\$4,335,604	\$4,130,540
Borrowing Costs	\$156,550	\$156,017
Materials & Contracts	\$3,024,185	\$4,254,609
Depreciation	\$2,615,582	\$1,961,687
Legal Costs	\$10,000	\$5,493
Consultants	\$0	\$0
Other Expenses	\$841,047	\$801,924
Total Operating Expenditure	\$10,982,968	\$11,310,271
Capital Projects	\$6,912,285	\$6,252,159
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	\$6,774,826
Total Expenses from continuing operations	\$18,591,965	\$18,085,096
Net Operating Result (Excl. Capital Grants)	\$568,075	\$172,560
Net Capital Result	-\$5,280,416	-\$3,050,863
Net Result (Incl. Capital Grants)	-\$4,712,341	-\$2,878,303

For Information
Noted

5. Grenfell Library, C2.8.15

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

- This month the library extended opening hours, with 3-5pm afternoons added. Deliveries have continued this month.
- Continued attendance at online meetings when possible to remain in contact with other libraries and the goings on across the network.
- The planning for phase 3 has been completed with normal hours returning from Tuesday 4 August 2020. Bag deliveries will continue on a Thursday morning. Due to an increase of cases across the state and visitors' phase 3 will only return hours to normal. All other restrictions will stay as are. The situation will be assessed regularly.

Phase	Open Hours	Allowed	Restricted	Date
3	Back to normal hours Tues – Fri: 10:30 – 12.30 1:30 – 5:00 Sat: 9:30 – 12:00	<ul style="list-style-type: none"> • loans and returns • limited computers 	<ul style="list-style-type: none"> • study, newspaper areas and toy collection • storytime and group activities 	4 Aug

THE DIRECTOR CORPORATE SERVICES' REPORT

- Spent this past month working on cleaning up records within the library system, including items and members.
- With the acquisition of RbDigital the decision has been made to not to go ahead with the eMagazines subscription at this time due to the uncertainty of fees and charges.
- Completed a stocktake of the toy collection in preparation of returning the collection to the shelves for access by the community.
- The new Wi-Fi network has been utilised by the community this month with great success.
- The second hand book sale was reintroduced at the end of the month in the hope to bring members back and to clear some of the old stock.

Annual Statistical Return Comparison

The annual public library statistics have been released. Below are the comparisons for the previous three years.

	2016/17 Librarian: Anne	2017/18 Librarian: Erica	2018/19 Librarian: Erica
Voted expenditure, subsidy & local priority grant – total funding	\$173,761.31 Per capita: \$46.86	\$208,284.62 Per capita: \$56.88	\$225,545.96 Per capita: \$62.03
Expenditure on library material	\$20,831.66 Per capita: \$5.62 Placed 29/100	\$34,376.68 Per capita: \$9.39 Placed 6/90	\$22,237.96 Per capita: \$6.12 Placed 19/90
Total expenditure	\$198,965.41 Placed 88/100 Per capita \$53.66 Placed 42/90	\$241,671.87 Placed 88/90 Per capita \$65.91 Placed 25/90	\$326,833.60 Placed 88/90 Per capita \$89.89 Placed 13/90
Circulation	Total: 13,924 Placed 88/90 Per capita: 3.76 Placed 67/90	Total: 13,011 Placed 88/90 Per capita: 3.55 Placed 67/90	Total: 13,992 Placed 88/90 Per capita: 3.85 Placed 61/90
Total stock	12,175 Placed 90/90 Per capita: 3.28 Placed 17/90	8,688 Placed 90/90 Per capita: 2.37 Placed 35/90	9,029 Placed 90/90 Per capita: 2.48 Placed 26/90
Acquisitions and discards	Acquired: 1,133 Placed 89/90 Per capita: 0.31 Placed 18/90 Discarded: 2,360	Acquired: 2,131 Placed 83/90 Per capita: 0.58 Placed 2/90 Discarded: 5,640	Acquired: 2,981 Placed 76/90 Per capita: 0.82 Placed 1/90 Discarded: 2,017
Average cost of library material	\$18.39 Placed 66/100	\$16.13 Placed 70/100	\$7.46 Placed 87/100
Turnover of stock	1.19 Placed 79/90	1.53 Placed 72/90	1.70 Placed 73/90
Total members	922	697	744
Population	3,708 Placed 88/90	3,662 Placed 88/90	3,636 Placed 88/90
Total library visits	5,724	7,732	8,003

**For Information
Noted**

6. 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 businesses to register their COVID-Safe plans.
- Scoped and delivered roll out of the 'Shop Local' campaign across the Shire including: updating contact details on the business directory, developing marketing materials, preparing entry boxes, developing a register of participating businesses, hand delivery collateral to businesses across the Shire and securing local promotion including an article in the local paper.
- Distributed funding opportunities to relevant local organisations and businesses.
- Attended Digital Connectivity Project Control Group (PCG) briefings, reviewed draft documents and assembled list of stakeholders and suggested contractors.
- Participated in the Regional Prosperity Sub-Committee presentation.
- Commenced planning for marketing campaign videography shoot.
- Undertook street walk to gauge business' feedback on economic impact of lack of event held on the June long weekend.
- Provided additional assistance to the Startup Business project in conjunction with the local high school.
- Applied for Small Business Month funding to run a workshop on financial literacy and cash flow, including sourcing a quote.
- Provided assistance to Gonyah Craft Shop to assist with their Community Project Support Application.
- Attended the Inland Rail and Opportunities in Regional Infrastructure webinar.
- Sourced content for WSC ED Facebook group.
- Took bookings for the spare office and conference room.
- Organised and confirmed Inland Rail in-person presentation at August Council Workshop.
- Attended ED forum hosted by RDA Central West on latest stimulus updates and funding opportunities. Conveyed relevant content to the business community.

**For Information
Noted**

7. Tourism/Promotions, C2.8.11

Visitor Economic Contribution Update: -

- Grenfell VIC recorded the same visitation during July 2020 as the corresponding month in the previous year. There were 428 visitors serviced. Current Destination NSW data indicates a primary economic impact of \$69,054 to the Weddin visitor economy (domestic overnight visitor @ \$180, domestic day trip visitor @ \$169 (Central NSW visitor profile year ending December 2019)).
- Coordinated the return of casuals to the VIC 7 days a week, including revising the roster for 2 staff members to work on Sundays, 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 for the JO Tourism Group's COVID-19 recovery campaign #wewantyouback.
- Coordinated briefing on the draft DMP for local member and attended briefing for Councillors. Distributed draft DMP documents to extensive list of stakeholders to encourage feedback during the period of public exhibition.
- Attended 'Recruiting and Managing Volunteers Master Class' webinar.
- Participated in 2x Section 355 Committees Review meetings.
- Researched and prepared rates notice tourism insert.
- Participated in Tourism Group and Destination NSW webinars on how to approach tourism and the operation of the VIC during COVID-19.
- Scoped the development of a Company Dam to Lawson's Birthplace walking and cycling trail, including coordinating meetings with Weddin Landcare, Local Land Service, Council's Overseer and Project Engineer.
- Sought additional quote on the development of a new railway station sign.
- Sought additional quote for the vintage advertising project, including coordinating a street walk to identify sites and signs with one interested contractor.
- Pursued organisers of Wagga-based cycling event to discuss possibility of a satellite event in Grenfell.

**For Information
Noted**

8. Arts/Tourism, C2.8.11

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

Art & Art Gallery

- Organised *International Conservation Services* to clean Community Curtain
- Organised for the Art Gallery to be painted
- 'Inside Life Inside' Exhibition
 - Liaised with artist
 - Distributed invitations for opening
 - Distributed posters
 - Distributed media release
 - Organised and assisted with bump in
 - Organised and attended opening
 - Sales
- Met with Petal Davis to discuss upcoming exhibitions
- Answered enquiries
- Feedback on new Culture Maps Central NSW
- Updated roster with new opening date, new volunteers and volunteers who are not yet ready to return
- Met with upcoming artist about exhibition

Tourism & Visitor Information Centre

- Company Dam Walking / Bike Trail project
 - Gathered letters of support for Crown Lands grant
- Social media
 - Created and scheduled 5 posts on Tourism Facebook page
 - Created 4 Instagram posts
 - Scheduled 8 posts to the Weddin Shire Council Economic Development business Facebook page
 - Social media engagement
- Participated in industry webinars and zoom meetings –The Tourism Group
- Re-opened VIC normal hours 10am to 5pm
- 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 Community Hub, Art Gallery and updated VIC plan
- ‘Shop Local’ campaign
 - Designed poster
 - Designed flyer
 - Developed ‘Shop Local’ dockets and organised printing
 - Delivered ‘Shop Local’ boxes and dockets to businesses
- Updated accommodation listings
- Social media strategy
- Organised order and collection of tables for conference room
- Ordered more souvenirs
- Gathered a variety of images for HR for new recruitment documents
- Designed and gathered quotes for VFR postcard

**For Information
Noted**

9. 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

- 135 clients made enquires via telephone
- 67 clients made enquires in store
- 20 clients made enquires via email/website

Sales and Services

- Conducted Computer Repairs for 9 residential clients
- Conducted Mobile Phone and Tablet repairs for 6 residential clients
- 5 Remote Sessions
- Laptop/PCs sold to 3 residential clients and 1 business client
- ESET Products sold to 6 residential clients
- Software, parts, and accessories sold to 13 residential clients and 1 business client
- Ink and toner cartridges sold to 13 residential clients

Computer Tuition

- Delivered 3 remote lessons

Printing

- Criterion Hotel
- Jacaranda House

Human Services Access Point

- Assisted human services clients with access point usage

Client Websites

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

Helpdesk & System Administration

This month

- Upgrade network switches (Community Hub)
- Finalise Wi-Fi upgrade (Community Hub)
- uLaunch Fix (DCS)
- Reinstall printer driver (Library)
- Install latest Internet Security Agent (Community Hub)
- Install latest Internet Security Client (Community Hub)
- Troubleshoot domain controllers connecting to ESMC (Community Hub)
- Reinstall Blue Jeans software (Library)

Ongoing

Install Operating System & Software Updates for On-Prem Servers

- Domain Controller x2
- 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)

Publish Blog Posts (<https://www.grenfellinternetcentre.com.au>)

- HOWSafe is COVIDSafe: <https://www.grenfellinternetcentre.com.au/covidsafe/>
- Share Posts on Social Media
 - Facebook
 - Twitter
 - Google Business
 - Instagram
- Search Engine Optimisation on Blog Posts
- www.grenfellinternetcentre.com.au visited 364 times by 404 Users

**For Information
Noted**

10. **Fraud and Corruption Framework, A1.2.1**

Report to: Council
From: Director Corporate Services
Date: 13 August 2020
Attachments: DRAFT Policy for Fraud and Corruption
DRAFT Fraud and Corruption Plan
DRAFT Policy for Public Interest Disclosure

Purpose:

The purpose of this report is to put forward a DRAFT Policy for Fraud and Corruption, DRAFT Fraud and Corruption Plan and revised Policy for Public Interest Disclosure for Council's consideration.

Background:

In its interim audit findings, the Auditor General has identified the lack of a Fraud and Corruption Framework as a governance issue for management to consider and respond to.

It is prudent for Council to put in place a Fraud and Corruption Framework in order to respond to this risk and appropriately manage the public funds it has under its control.

Policy Implications:

This represents a new policy and framework for Council and provides the basis for Council to respond to Fraud and Corruption risks.

Financial and Resource Implications:

The adoption of this Policy will have limited direct financial impact but may indirectly have a positive financial benefit through making our organisation more adept at responding to fraud and corruption risk.

The adoption of the Policy will have a resource impact in the staff time required to implement the framework.

Internal/External Consultation:

In drafting our policy Council staff looked to other examples of existing policies to aid in the development of our framework.

The Policy and associated documentation will be placed on exhibition for public consultation to seek feedback and input.

Once the Policy and associated documentation is adopted the release of this documentation to both internal and external stakeholders will in itself be an awareness raising / consultation activity.

Conclusion:

Having a Fraud and Corruption Framework is good governance practice and allows Council to demonstrate an appropriate management response to this risk.

RECOMMENDATION: that the DRAFT Policy for Fraud and Corruption, DRAFT Fraud and Corruption Plan and revised Policy for Public Interest Disclosure be approved for public exhibition over a period of 28 days before being resubmitted to Council for formal adoption.

444 RESOLVED: Cr McKellar and Cr Brown that the DRAFT Policy for Fraud and Corruption, DRAFT Fraud and Corruption Plan and revised Policy for Public Interest Disclosure be approved for public exhibition over a period of 28 days before being resubmitted to Council for formal adoption.

11. Financial Reporting Considerations, A1.6

Report to: Council
From: Director Corporate Services
Date: 13 August 2020
Attachments: WSC - COVID-19 Financial Reporting Impact Assessment
WSC – Sale of Southern Phone Shares Accounting Treatment
WSC – New Accounting Standards Financial Reporting Impact Assessment
(this document will be forwarded as a late attachment)

Purpose:

The purpose of this report is to keep Council informed about significant judgements and estimates used in our financial reporting.

Background:

Complying with Council's financial reporting obligations involves significant judgements and estimates. In particular, it is often said that other than cash all items in the statement of financial position (balance sheet) involve estimation.

It is prudent for Councils to prepare high-quality accounting policy position papers for all material accounting areas for any significant and/or unusual transactions.

Of particular note this year are the following:

- COVID-19 Financial Reporting Considerations
- Council's sale of its Southern Phone Shares
- The impact of new accounting standards

Report:

COVID-19:

In order to fulfil its financial reporting obligations Council needs to carefully consider the impact of the COVID-19 pandemic on its annual financial statements.

In presenting its financial statements each year Council needs to consider, at the date of signing the report, if it will be able to continue as a going concern for a period of at least the next 12 months.

For some entities, due to the COVID-19 uncertainty, it may be difficult to accurately forecast cash flows for a 12-month period. In such situations, the entity will need to consider if the going concern basis of preparing their financial statements is still appropriate.

Even where the ability to continue as a going concern is appropriate, there may be a need for additional disclosure to allow users of financial statements to understand an entity's financial position and significant judgements applied.

Reference is made to the attached WSC - COVID-19 Financial Reporting Impact Assessment that sets out the specific considerations and determinations made in relation to COVID-19 and its impact on our Council.

Sale of Southern Phone Shares:

The attached WSC – Sale of Southern Phone Shares Accounting Treatment paper sets out the specific information in relation to the financial reporting treatment of the proceeds received from the sale of Council's Southern Phone Shares. The profit from the sale of the shares will be recognised in Council's Other Comprehensive Income.

New Accounting Standards:

As per the requirements of AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors (paragraph 28) Council has to disclose the impact that application of the new standards has had on Council's financial statements in the period of initial application.

New standards applicable for this reporting period are - AASB 15 Revenue from contracts with customers, AASB 1058 Income for not-for-profit entities and AASB 16 Leases

The attached document WSC – New Accounting Standards Financial Reporting Impact Assessment assesses the impact of the new standards on the current year ended 30 June 2020.

Policy Implications:

There are no policy implications

Financial and Resource Implications:

Obviously, the accounting treatment and the associated financial reporting disclosures of the significant events being considered will have an impact on Council's reported financial position with further specific detail contained within the specific position papers as attached.

The requirement for Council to complete high-quality accounting policy position papers for all material accounting areas consumes a significant amount of staff resources. Council needs to be mindful of the allocation of adequate resources to allow it to meet its governance and financial reporting obligations.

Internal/External Consultation:

In preparing the position papers staff have referenced various guidance materials and organisations including Office of Local Government, NSW Audit Office, Office of Local Government Code of Accounting Practice and Financial Reporting, Australian Accounting Standards Board, Australian Accounting Standards, Australian Government Department of Finance, NSW Treasury, Australian Investments and Securities Commission (ASIC), Institute of Chartered Accountants Australian and New Zealand (CAANZ) and various other relevant guidance materials issued by industry stakeholders.

Conclusion:

The research and consultation referenced above informs Council's accounting treatment and financial reporting disclosures of the conditions and events under consideration with the final determinations considered consistent with the governing regulations.

It is considered that the judgements and positions taken as outlined in the various position papers present Council's financial position.

RECOMMENDATION: that Council adopt the WSC – COVID-19 Financial Reporting Impact Assessment, WSC – New Accounting Standards Financial Reporting Impact Assessment and WSC Sale of Southern Phone Shares Accounting Treatment accounting policy position papers.

445 RESOLVED: Cr Parlett and Cr Diprose that Council adopt the WSC – COVID-19 Financial Reporting Impact Assessment, WSC – New Accounting Standards Financial Reporting Impact Assessment and WSC Sale of Southern Phone Shares Accounting Treatment accounting policy position papers.

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

In order and to maximise the public exhibition response the decision was made to delay the resubmission of the draft DMP to the September 2020 Council meeting which requires Council to consider the below recommendation.

RECOMMENDATION: that the draft Destination Management Plan resubmission to Council for formal adoption be delayed until after conclusion of public consultation.

446 **RESOLVED:** Cr Brown and Cr Bembrick that the draft Destination Management Plan resubmission to Council for formal adoption be delayed until after conclusion of public consultation.

13. Drought Communities Project, C2.9.14

Report to:	Council
From:	Economic Development Officer/ Director Corporate Services
Date:	9 July 2020
Attachments:	Railway Shared Path Alignment Compressed

Purpose:

The purpose of this document is to provide background information that can serve as a foundation on which a decision can be made in relation to DCP projects.

Background:

Within Weddin's successful application under the Drought Communities Program - Extension, \$50,000 was earmarked for community events. An additional project proposed under this program was 'Restoration of Heritage Advertising Signs in Grenfell' to a value of \$50,000. The vintage sign project originally scoped was to a value of \$10,000 for only three signs in Teston Street. A condition of the Drought Communities Program - Extension funding is that projects are delivered by 31 December 2020.

John Holland have the contract to maintain local rail infrastructure including the Grenfell branch line. In early 2018, the state heritage listed water tower collapsed. Representatives of *John Holland* have been liaising with Council for over 12 months on how best to proceed with the 'Weddin Water Tower Interpretation Project' to pay homage to the history of the site and address the public liability risk the water tower currently poses.

Weddin Landcare manage Vaughn's Dam Reserve for Local Land Services. It is a relatively intact remnant of Box Gum Grassy Woodland. Landcare are regenerating the site and installing nest boxes. This site is a unique natural attraction close to Grenfell.

Issue:

Because of the COVID-19 pandemic, it is no longer feasible to deliver the large community events originally proposed. In addition, it has not been possible to secure two quotes for the heritage signs project; sign writers are not prepared to quote on the project until it is fully scoped. It is unlikely this is achievable in time to meet the December deadline of the funding program.

Unless Council wishes to return \$90,000 to the Commonwealth, it needs to propose an alternative project and it needs to prepare and submit a request to alter the funding agreement, as soon as possible.

There is also the risk that in the absence of a Council-driven 'Weddin Water Tower Interpretation Project' *John Holland* may remove the fabric of the water tower and install an interpretive sign explaining what used to be on the site.

John Holland have indicated a willingness to participate in the delivery of a collaborative project that offers more benefit for the town.

Opportunities:

It is proposed that the \$10,000 vintage sign project already scoped is delivered, and that an alternative project to the value of \$90,000 be delivered with the outstanding funds.

A project identified in the draft Destination Management Plan is a 1.57km shared walking and cycling gravel path, approximately 2.5 meters wide (see Figure 1).

It is proposed the path will start adjacent to West Street at the Railway Station, will pass the *Grenfell Commodities* Silo and then will follow the railway corridor from South Street to Henry Lawson Way, ending near Lawson Oval / Lawson's Birthplace. There is already a 'desire line' along this alignment, indicating community use of the track. The project will formalise the desire line with an all-weather surface, maintained to a standard which allows promotion to the public. Council's Engineering Department have scoped the cycling and walking path and indicate it can be completed by 31 December 2020 for \$94,257.32 however we will need to go to the market to engage a contractor per the guidelines for the Drought Communities stimulus funding.



Figure 1 Example of the walking and cycling track proposed.

This project would not only deliver a new tourism attraction to Grenfell, it would contribute several other benefits including: improved amenity at the Railway Station precinct, improved health and wellbeing outcomes for the residential population by providing improved access to the gym equipment at Lawson Oval and increased visibility of the Landcare project at Vaughan's Dam.

It is proposed that as a stage 2 to this project, the 'fabric' of the water tower is reused in sculptural art and outdoor furniture installed along the length of the track (see Figure 2).



Figure 2 Example of outdoor furniture produced from the water tower ‘fabric’.

A representative of *John Holland* has verbally indicated that the proposed walking and cycling track along the rail alignment and reuse of the water tower ‘fabric’ as sculptural art and outdoor furniture is likely to be endorsed by their organisation as the ‘Weddin Water Tower Interpretation Project’. However written confirmation is yet to be received.

Alignment with Strategy:

The WSC 2026 Community Strategic Plan has the following relevant strategic objectives:

- 1.2 Weddin Shire’s tourism potential maximised: through marketing, accommodation and activities.
- 2.2 Health education is promoted and developed, services are accessible and people are encouraged to take personal responsibility for their health.
- 4.2 Recreational facilities and events are maintained and developed.

The WSC Delivery Program 2017-2021 has the following relevant strategic objectives:

- 1.2.5 Improve visitor experience: signage; destination plan; event calendar; product improvement
- 4.1.2 Manage and maintain parks, reserves and sporting facilities in a safe and attractive condition which encourages frequent use by residents and visitors, consistent with agreed service levels.
- 5.3.1 Partner with Local Land Services to encourage sustainability and environment projects – e.g. vegetation corridors/habitat connectivity, wetlands at sewerage treatment works, landscape drainage.
- 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.

Weddin Shire Council 2020/2021 Operational Plan has the following relevant strategic objectives:

- 1.2 Weddin Shire’s tourism potential is maximized.
- 2.2 Health education is promoted and developed, services are accessible and people are encouraged to take personal responsibility of their health.
- 4.1.2 Manage and maintain parks, reserves and sporting facilities in a safe and attractive condition which encourages frequent use by residents and visitors, consistent with agreed service levels.
- 4.2 Recreational facilities and events are maintained and developed.

- 6.1.1 Upgrade and maintain on an equitable basis public facilities in Grenfell and the villages – public parks and spaces, public dams, picnic spots, footpaths, street lighting

A Better Community Strategy (ABCS of Weddin) 2018 has the following relevant strategic objectives:

- 4.4 Improve visitor experience.

Weddin Wellness Plan – Embracing the Health of Our Community Health 2018-2022 has the following relevant strategic objectives:

- 2.2 Encourage whole of community approach to healthy living and reducing risks in regard to chronic illness.

Economic Impact:

It is hard to accurately estimate the likely economic impact of this project. To give a reference point domestic overnight visitors are valued @ \$180, (Central NSW visitor profile year ending December 2019). If an extra 2 visitors per day stayed in Grenfell as a result of the walking track to Lawson's Birthplace extending their length of stay, the investment in this track will be returned to Grenfell's visitor economy within 9 months of the project's completion.

Conclusion:

Development of a new walking and cycling track presents an opportunity to deliver many benefits to the Weddin Shire including addressing multiple challenges currently being encountered.

RECOMMENDATION: that Council prepare a request for alteration to the Drought Community Program - Extension to cancel the community event for \$50,000, revising the heritage advertising sign project to \$10,000 and proosing a walking and cycling path for \$90,000.

- 447 **RESOLVED:** Cr Best and Cr Diprose that Council prepare a request for alteration to the Drought Community Program - Extension to cancel the community event for \$50,000, revising the heritage advertising sign project to \$10,000 and proosing a walking and cycling path for \$90,000.

LACHLAN GIBSON
DIRECTOR CORPORATE SERVICES

- 448 **RESOLVED:** Cr Niven and Cr Best that except where otherwise dealt with the Director Corporate Services' Report be adopted.

THE DIRECTOR ENGINEERING'S REPORT

MR237 (Gooloogong Road) - General maintenance

MR239 (Henry Lawson Way/Young Road) - General maintenance

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 July 2020 to 31 July 2020.

- Browns Lane
- Barkers Road
- New Forbes Rd
- McDonalds Lane
- Back Piney Range Road
- Holy Camp Road
- Mittons Lane
- Yambira Road
- Hunters Road
- Porters Mount Road
- Boundary Road
- Upgrade Intersection Barkers / Dunkleys & Greenethorpe-Wirega Roads
- West Street (Gravel Section)

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

- Soft-fall maintenance

THE DIRECTOR ENGINEERING'S REPORT

2.2. Cemeteries

The following graves have been prepared during the period 1 July 2020 to 31 July 2020:

Grenfell Lawn	- 3
Grenfell	- 2
Bimbi	- 0
Caragabal	- 0
Ashes Internment	- 1
Private Property	- 0

The following maintenance has been carried out during the period 1 July 2020 to 31 July 2020:

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

2.3. Sewer Mains

Ten (10) sewer chokes have been attended to during the period 1 July 2020 to 31 July 2020. None were in the relined sections. The cause of all chokes was root intrusion.

2.4. Private Works

Three (3) private works were carried out during the period 1 July 2020 to 31 July 2020.

2.5. Village Area – Capital and Maintenance Works

- Quandialla Drainage design RFQ's received and evaluated
- Caragabal Park upgrades completed

2.6. Vandalism

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

**For Information
Noted**

3. Future Works – 1 August 2020 onwards:

3.1. Highways

- General maintenance
- Weed spraying
- Heavy patching
- Reseal
- Culvert replacement on Newell
- S-Bend rehab

3.2. Regional Roads

- General maintenance
- Sucker spraying and removal to continue
- MR236 – Safer Road Grant
- MR398 (Mary Gilmore Way) - Repair rehabilitation works

3.3. Rural

- General maintenance
- Maintenance Grading:
 - Barrs Lane
 - Dunkleys Lane
 - Arramagong Road
 - Brundah Hall Road
 - Gibraltar Rocks Road Drain Erosion Control
 - Piney Range Hall Road
 - Bald Hill Road
 - Bimbi - Quandialla Road
 - Driftway Road
 - Quandialla-Caragabal Road
 - Eualdrie Road
 - Quondong Road
 - Tyagong Hall Road
 - Tyagong Creek Road
 - Hoctors Lane
 - Goodes Lane
 - Matchetts Lane
 - Mogongong Springs Road
- Gravel re-sheeting as per Operational Plan
- Gravel Rd signage installation to continue
- Hancock Flinns Culvert signage completed
- Heathcote Lane Culvert signage completed
- Bobelar Lane signage
- Sucker control and table drain maintenance ongoing
- Hancock Flinns Rd – Rectifying road geometry (F.A.G & R2R)
- Rural Roads slashing program completed

THE DIRECTOR ENGINEERING'S REPORT

3.4. Urban and Village

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

**For Information
Noted**

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 July 2020 to 31 July 2020 as outlined below:

PLANT NO	PLANT	DETAILS
2083	SPRAY UTE	MAINTENANCE AND DAMAGE REPAIRS
4095	TRACTOR	STEERING AND COLUMN REPAIRS, TYRES, MAINTENANCE & REPAIRS
3965	GARBAGE TRUCK	SERVICE, REPAIRS & MAINTENANCE
1114	TAXI	MORE ACCIDENT REPAIRS AND QUOTING
3952	PRIME MOVER	FUEL SYSTEM REPAIRS
4111	ROLLER	FRONT AXLE FAILURE -REPAIRS MORE PARTS AVAILABLE
4099	COMPACTOR	COMPLETION OF MAJOR REPAIRS THROUGHOUT, FUEL, ENGINE, HYDRAULIC, ELECTRICAL SYSTEMS, TRANSPORT AND ONSITE TEST RUN
3958	GRAVEL TRUCK	WIRING REPAIRS, AIR CONDITIONING REPAIRS
3955	CULVERT TRUCK	BODY, TRAY, TOOLBOXES, RACKS AND BRAKES REPAIRS
5291	TRAILER	REPAIRS TO BRAKES AND TAILGATE
5240	RAPID SPRAY UNIT	REPAIRS AND MAINTENANCE
4107	PATCH TRUCK	SENSOR AND CONTROL SYSTEMS REPAIRS AND DIAGNOSIS, OTHER RUNNING REPAIRS AND MAINTENANCE
Light Vehicle/Small Plant	NUMEROUS	SERVICING AND REPAIRS OF LIGHT VEHICLES AND SMALL PLANT ITEMS
4108	ROLLER	REPLACE DRIVE CONTROL AND JOYSTICK, MAINTENANCE AND REPAIRS
4096	ROLLER	FULL SERVICE & REPAIR LIST

THE DIRECTOR ENGINEERING'S REPORT

PLANT NO	PLANT	DETAILS
RFS	SHIRE FLEET	CONTINUED YEARLY SERVICE AND MAINTENANCE SCHEDULE, REGISTRATION INSPECTIONS
1132	HILUX	RENEW WINDSCREEN AND CALIBRATE
3959	DOG TRAILER	BRAKE REPAIRS
2094	UTE	ACCIDENT DAMAGE DIAGNOSIS AND REPAIR --TAKEN TO PANELSHOP
4096	TYRE ROLLER	REPLACE WINDOW, MAINTENANCE AND REPAIRS
3961	TRUCK	SERVICE AND REPAIRS
3962	TRUCK	SERVICE AND REPAIRS, FIT TOOLBOX
3963	TRUCK	SERVICE AND REPAIRS
4117	MOWER	REPAIRS, FIRST SERVICE, MODIFY TO SUIT OPERATOR
4110	MOWER	SERVICE AND REPAIRS
RFS16B	UTE	MAJOR SERVICE AND TIMING BELT REPLACEMENT
5238,5239,5240	POST DRIVERS	ASSEMBLE AND RUNNING REPAIRS
4105	GRADER	ROTATION & NEW DRIVE TYRES, SERVICE AND MAINTENANCE, DIAGNOSE AIR SYSTEM FAILURE(WOP)
3964	WATER CART	REPAIRS TO HEATER AND AIR CONDITIONING, REPAIR POOR COLD START CONCERN
RETIRED PLANT	VARIOUS	AUCTION, ASSIST IN REPAIRS FOR REMOVAL/PICKUPS
4112	MOWER	HYDRAULIC, BRAKE AND STEERING REPAIRS, SERVICE AND MAINTENANCE
HIRED	COMPACTOR	CLEAN UP, MINOR REPAIRS AND REMOVAL OF AIRCON UNIT, ASSIST IN REMOVAL
5366,5367	VMS BOARDS	MORE ELECTRICAL REPAIRS
	LUNCH ROOMS	PREP & SEND FOR SIGN WRITING
5240	SPRAY UNIT	REPAIRS TO SPRAY RIG SYSTEM
ADMIN	WORKSHOP/PLANT	WORK ON PLANT REPLACEMENT PROGRAM, QUOTING AND PROCUREMENT

**For Information
Noted**

6. Noxious Weeds Report, C2.8.12

The following Noxious Weeds Activities were carried out during the period 1 July 2020 to 31 July 2020 as outlined below:

<u>Activity</u>	<u>Location</u>
Administration	Monthly reporting
	Mapping
	BIS uploads
	Email replies to relevant emails
Publicity	Ongoing publicity ideas in conjunction with LLS for weeds after drought. Planning for rural mail drop on weeds in hay. Local weed awareness is something we are/should be working on.
Mapping	Contacted Chartis technology about new user for 2 weeds tablets to improve tablet capabilities and reporting to BIS
Meeting	No meetings for the month of July
Training	Kai – Tocal college Cert111 – Conservation Land Management

THE DIRECTOR ENGINEERING'S REPORT

<u>Activity</u>	<u>Location</u>
Property Inspections	Monitoring 3 properties with current weed issues.
Roadside Inspections & Reactive Treatment of weeds if required	Inspections: <ul style="list-style-type: none"> · Cemeteries · State Highway SH6 · State Highway SH17 · Regional Roads · Rest areas · Camping areas
High Risk Weed Road Inspections	Henry Lawson Way (MR239) – Weed marker maintenance SH17 –SH6 – Several new incursion sites across the Central West – Parthenium Weed – no sightings in Weddin
Weeds Treated	African boxthorn, sweet Briar & Bridal Creeper
Council Owned Land Inspections	Inspections: <ul style="list-style-type: none"> · Grenfell Town Area · Caragabal area · Bumbaldry area · Bimbi area · Quandialla area
TSR Inspection	Inspections: <ul style="list-style-type: none"> · SH6 · Henry Lawson Way · Mary Gilmore way · Stock route road
Rail Inspection	Inspections: <ul style="list-style-type: none"> · Quandialla area
Other High Risk Weed Sites Inspected	Inspections: <ul style="list-style-type: none"> · Cemeteries · Silos · Rest Areas
Slashing Spraying Program	Slashing completed – spraying well underway
Sucker Control	Ongoing Sucker control various roads

**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 May 2020. The RFT had two hundred and forty two (242) detailed views online with thirty four (34) companies registering their interest for the project. The RFT close date was 24 July 2020 at 12pm.

Grenfell Main Street Renewal Schedule	
<u>Date</u>	<u>Activity</u>
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.

A further report on the Tender Evaluation has been submitted to Closed Council.

**For Information
Noted**

8. 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

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

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

**For Information
Noted**

9. Local Roads and Community Infrastructure Program

Council has been offered \$635,335 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 DIRECTOR ENGINEERING'S REPORT

The following projects have been approved for funding and will see a positive impact on heavy vehicle routes:

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

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

**For Information
Noted**

10. Bogolong Dam Upgrade, E3.6.4

The Request for Tender (RFT) for a dam safety analysis on Bogolong Dam concluded 14 July 2020. The successful tenderer has issued a weather-dependent project timeline, which is outlined below.

Bogolong Dam Tentative Safety Works Schedule	
<u>Date</u>	<u>Activity</u>
14-Jul-2020	Tenders close / Tender Evaluation
16-Jul-2020	Acceptance of Tender at Ordinary Meeting
17-Aug-2020	Tenderer to review
17-Aug-2020 - 08-Sept-2020	Drilling Onsite investigation
9-Sept-2020 - 28-Sept-2020	Laboratory testing
29-Sept-2020 - 16-Nov-2020	Remedial options design phase
29-Sept-2020 - 16-Nov-2020	Stability analysis design phase
29-Sept-2020 - 16-Nov-2020	Piping risk assessment
17-Nov-2020 - 25-Nov-2020	Final Reporting Issued to Council

**For Information
Noted**

THE DIRECTOR ENGINEERING'S REPORT

11. 2018-2019 Bimbi Floodplain Management Program, T1.6.75

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

A Questionnaire has been forwarded to residents of Bimbi Floodplain as part of the community survey component of Milestone 2.

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**

12. Forbes Street Bus Shelter, G2.19.2

The proposed Forbes Street Bus Shelter Design was submitted to the June 2020 Council meeting whereby Council resolved as follows: -

“that Council approve the proposed Bus Shelter Design for public exhibition over a period of 28 days with a single afternoon consultation walk-in session held at the Grenfell Community Hub.”

Two (2) submissions were received. The comments contained therein are summarised below: -

- 1) Resident 1:
 - the design be much more aesthetically sympathetic to our heritage town, for instance the shelter could be like a heritage version, or mini version of a heritage veranda covering in heritage colours
- 2) Resident 2:
 - the Bus shelter remain in its present location in Main Street not the proposed location in Forbes Street as it is conveniently located under the awnings and near public toilets

Responses to the above submissions are summarised below: -

- 1) Resident 1: The proposed bus shelter design and colours was consulted and approved by Council's Heritage adviser and is within keeping of the heritage within the Grenfell CBD.
- 2) Resident 2: The proposed location of the Bush Shelter has previously been consulted with the public through the Main Street upgrade consultation to which it was unanimous that the Bus shelter be located in Forbes Street, Grenfell.

RECOMMENDATION: that the proposed Forbes Street Bus Shelter Design be adopted as presented.

449 **RESOLVED:** Cr Diprose and Cr McKellar that the proposed Forbes Street Bus Shelter Design be adopted as presented.

13. Off-Leash Dog Park, A4.4.1

The proposed Off-Leash Dog Park Design under the Drought Communities Program – Extension has now been finalised and is attached.

The proposed location is situated at the existing Off-Leash Dog Area on the corner of South and West Streets. The Design was completed in-house, in collaboration with stakeholders who maintain the existing facility. Council also contacted several Councils who already have off-leash dog parks and asked for their input on design.

THE DIRECTOR ENGINEERING'S REPORT

RECOMMENDATION: that Council approve the proposed Off-Leash Dog Park Design for public exhibition over a period of 28 days with a single afternoon consultation walk-in session held at the Grenfell Community Hub before being resubmitted to Council for formal adoption.

450 **RESOLVED:** Cr Parlett and Cr Best that Council approve the proposed Off-Leash Dog Park Design for public exhibition over a period of 28 days with a single afternoon consultation walk-in session held at the Grenfell Community Hub before being resubmitted to Council for formal adoption.

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

451 **RESOLVED:** Cr McKellar and Cr Diprose that the Director Engineering's late report be received and dealt with because of the urgency of the matters.

14. Policy for Landscaping on Nature Strips, C2.4.3

The draft Policy for Landscaping on Nature Strips was submitted to the June 2020 Council meeting whereby Council resolved as follows: -

“that the proposed Policy for Landscaping on Nature Strips be approved for public exhibition over a period of 28 days before being resubmitted to the July 2020 Council meeting for formal adoption.”

One (1) submission was received. The comments contained therein are summarised below: -

- a) 'heritage' plantings not to be discouraged regardless of whether they are native or not
- b) consideration be given to the viability of plantings for small bird habitat
- c) allow vegetables to be grown in nature strips
- d) existing trees on nature strips that provide bird habitat and are maintained so as not to interfere with power lines not to be removed
- e) existing shrubs on median strips that provide ambiance for residents and small bird habitat not to be removed
- f) avoid 'standardising' nature strips such that the town looks like a 'developer' suburb
- g) gazanias that appear on nature strips not to be removed as they provide colour to the streets
- h) consideration be given to residents who have tended to their nature strips with love and care

Councillor Niven also submitted the following comments: -

- i) noxious weeds legislation may be superseded
- j) footpaths are generally positioned in the middle of the nature strip therefore 1.5m clearance next to property not necessary
- k) use of fertiliser and sprays to be allowed in accordance with instructions
- l) blue tussock and verbena not to be included in recommended plant list
- m) daffodils, jonquils and belladonna to be included in recommended plant list

THE DIRECTOR ENGINEERING'S LATE REPORT

Responses to the above submissions are summarised below: -

- a) the installation of all plantings is subject to Council approval and as such 'heritage' plantings will undergo standard assessment upon application
- b) The purpose of this Policy is *"to preserve and enhance the amenity and environmental sustainability of the local area through...planting and preservation practices... including... the provision of wildlife corridors and habitats"*
- c) Vegetables are not to be grown in nature strips as *"Council cannot prevent any interference with plants, including the harvesting of produce by members of the public"*. Furthermore, the need for constant maintenance and increased risk of pests such as insects or rodents contribute to the prohibition of this nature strip treatment
- d) The purpose of the Policy is *"to preserve and enhance the amenity and environmental sustainability of the local area through...the preservation of trees and other vegetation"*
- e) This Policy addresses the management of nature strips, not median strips
- f) the implementation of this Policy will enable residents to apply alternative treatments to nature strips, subject to Council consent and this is stated in the Policy: *"Council supports alternative landscape treatments"* so as to *"enhance the streetscape"* through *"beautification"*
- g) See d)
- h) this Policy is in accordance with Section 138 of the *NSW Roads Act 1993* whereby *"it is an offence to conduct works within road reserves without the consent of the coordinating road authority"*. Council will work with residents wherever possible and *"as a first order of protocol Council Officers will write to the relevant property owner requesting that they attend to the identified problem within a defined timeframe"*
- i) this Policy complies with the current *Biosecurity Act 2015* and is required to be reviewed regularly so as to meet any changes in legislation
- j) the Policy stipulates that *"Where a formal footpath is absent a minimum clearance of 1.5 metres wide still must be retained for the length of the nature strip to act as an informal pathway."* The location of this 1.5 metre clearance within the nature strip is not specified; the diagram with this clearance located adjacent to the property boundary is merely an example of a permissible treatment of the nature strip.
- k) the Policy does not disallow the use of fertilisers given Council consent
- l) the list of recommended plantings catalogues *"species that comply with the guidelines set out in this Policy"*; the installation of all plantings is subject to Council approval and as such all plantings will undergo standard assessment upon application
- m) the list of recommended species *"is not exhaustive; other species may be approved given they meet the above-mentioned guidelines"*

RECOMMENDATION: that the draft Policy for Landscaping on Nature Strips be adopted as presented.

452 RESOLVED: Cr Diprose and Cr Brown that the draft Policy for Landscaping on Nature Strips be adopted as presented.

15. Policy for School Bus Routes and Stops, C2.4.3

The draft Policy for School Bus Routes and Stops was submitted to the June 2020 Council meeting whereby Council resolved as follows: -

“that the proposed Policy for School Bus Routes and Bus Stops be approved for public exhibition over a period of 28 days with copies sent to all local Bus Operators before being resubmitted to the July 2020 Council meeting for formal adoption.”

No submissions have been received.

RECOMMENDATION: that the draft Policy for School Bus Routes and Stops be adopted as presented.

453 **RESOLVED:** Cr Diprose and Cr Bembrick that the draft Policy for School Bus Routes and Stops be adopted as presented.

JAYMES RATH
DIRECTOR ENGINEERING

454 **RESOLVED:** Cr Niven and Cr O’Byrne that except where otherwise dealt with the Director Engineering’s Report be adopted.

13 August 2020

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

Dear Sir,

I wish to report as follows: -

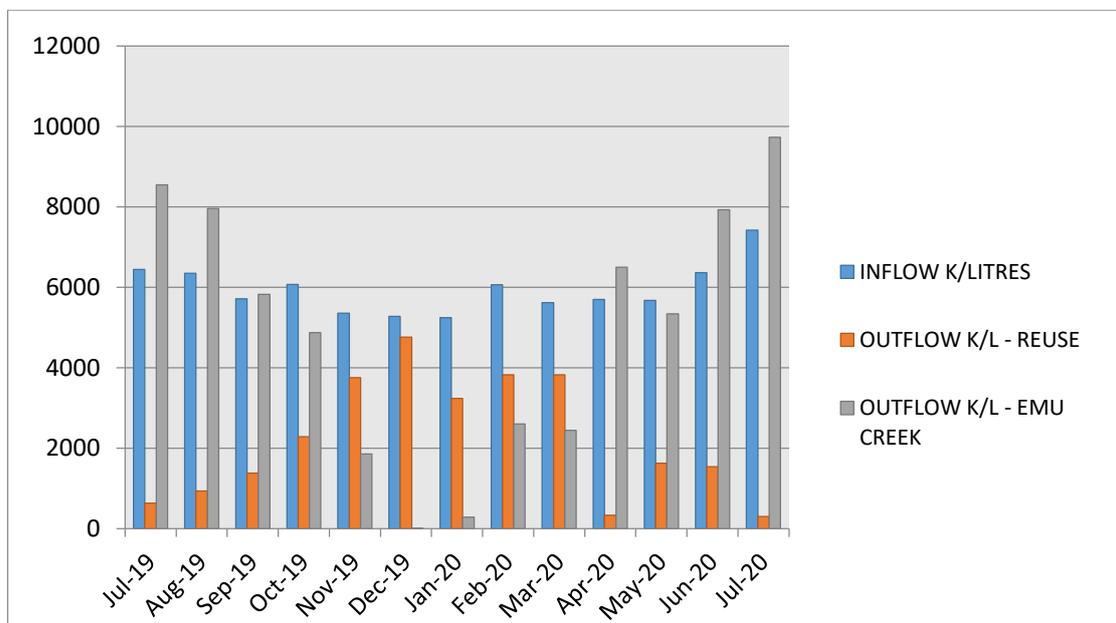
A Public Health and Environmental Matters

A1. Sewerage Treatment Works, S1.1.1

Total inflow through the Works during the period 1 July 2020 to 31 July 2020 was 7,423kL with a daily average of 239.45kL. Outflow for irrigation for reuse was 299kL and discharge to Emu Creek was 9,736.1kL.

The highest daily recording of 613kL occurred for the 24 hours ending 6:30am on 29 July 2020 and the lowest of 169kL for the 24 hours ending 6:30am on 22 July 2020.

A total rainfall of 75mm was recorded for the month.



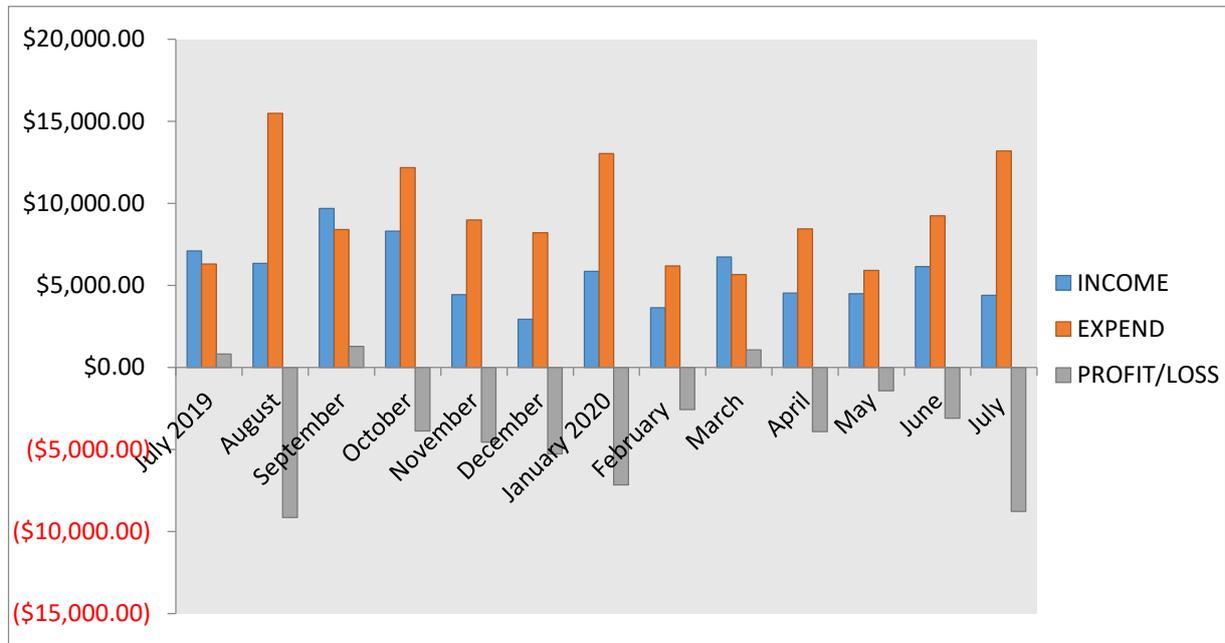
**For Information
Noted**

ACTING DIRECTOR ENVIRONMENTAL SERVICES' REPORT

A2. Caravan Park Operations, P2.3.3

Income during the period 1 July 2020 to 31 July 2020 was \$4,398.00 with expenditure of \$13,187.18 resulting in an operational loss of \$8,789.18 for the month. The expenditure for the month includes rates and property insurance.

There were 206 sites occupied during the period 1 July 2020 to 31 July 2020.



**For Information
Noted**

A3. Proposed Bumbaldry Recycling Station, E3.3.7

Council has recently received complaints in regard to the state of the Bumbaldry Bus Interchange and the rubbish bin on the top of Broula Hill on Council's border with Cowra Shire Council.

In consultation with Council's Director of Engineering, it is proposed to install a recycling station in the Bumbaldry Precinct to hopefully alleviate the problem of littering in the area and overfilling of the Council waste bins.

Community consultation with the Bumbaldry residents will be undertaken initially to determine a suitable site for the proposed recycling station to be established on.

Council's garbage truck driver will be able to collect the recycling bins on his run from Greenethorpe to Cowra Shire Council's recycling facility.

An application has also been made recently to the NSW EPA under the Clean Up and Prevention Program Round 7 for funding to install cameras at the site to assist in apprehending persons misusing the area.

**For Information
Noted**

ACTING DIRECTOR ENVIRONMENTAL SERVICES' REPORT

A4. Weddin Community Services, E3.3.2

A letter has been received from *Weddin Community Services* dated 03 August 2020 requesting Council waive their tip fees (copy of letter attached).

Council increased the tip fees for 2020/2021 only marginally (increase was \$1.00/m²).

Weddin Community Services is a Government-funded not-for-profit organisation.

RECOMMENDATION: that the request be declined as *Weddin Community Services* is a State Government funded service.

455 **RESOLVED:** Cr McKellar and Cr Diprose that the request be declined as *Weddin Community Services* is a State Government funded service.

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
74/2007 – Mod	Mrs MP Ray	Bulk Store (Silos) – Amended Site Plan	\$0	LOT: 2 DP: 1142180 10-12 Davies Place GRENFELL NSW 2810
22/2020	Mr PJ Mellon	New Shed and Home Business (Vehicle Registration Checks)	\$30,000	LOT: 582 DP: 754578 28 Star Street GRENFELL NSW 2810
33/2020	Mr G & Mrs E Baker	New Dwelling & Amenities in existing shed	\$300,000	LOT: 1 DP: 1099714 51 Bradley Street GRENFELL NSW 2810
34/2020	Mr TJ & Mrs LE Wood	Swimming Pool	\$32,900	LOT: 1 SEC: 32 DP: 758473 34 Brundah Street GRENFELL NSW 2810
35/2020	Mrs SE Armstrong	Horse Shelter	\$3,000	LOT: 2 DP: 1177423 5023 Henry Lawson Way GRENFELL NSW 2810
36/2020	Grenfell Preschool & LDC	Shade Sail	\$7,000	LOT: B DP: 381668 35 Forbes Street GRENFELL NSW 2810
37/2020	Ms LR Stear	Carport	\$6,873	LOT: 11 DP: 875781 8 Warraderry Street GRENFELL NSW 2810
38/2020	Messrs JW & EH Maslin	Subdivision	\$0	LOT: 2 DP: 1220762 & LOTS: 53, 56-61, 86-88, 100–103 DP: 753100 Marsden Parish GRENFELL NSW 2810
40/2020	Mr DM & Mrs KL Nealon	Hay Shed	\$60,000	LOT: 2 DP: 595663 1268 Gooloogong Road GRENFELL NSW 2810

ACTING DIRECTOR ENVIRONMENTAL SERVICES' REPORT

DA NO.	Applicant	Construction	Value (\$)	Address
41/2020	Mr WG Perrott	Change of Use – Shed to Secondary Dwelling	\$9,000	LOT: 2 DP: 1222259 4 North Street GRENFELL NSW 2810
42/2020	Mr W Morley	Amenities Building	\$418,240	LOT: 1 SEC: 2 DP: 7763 & LOT: 7005 DP: 1029268 5 Second Street QUANDIALLA NSW 2721
43/2020	Miss FL Forsyth	Garage & Carport, Water Tank & Demolish existing carport	\$19,500	LOT: 1 DP: 575283 12 Wood Street GRENFELL NSW 2810

**For Information
Noted**

B2. Construction Certificates

The undermentioned applications were received and determined under delegation.

CC NO.	Applicant	Construction	Address
23/2020	Andy's Design & Drafting	Alt/Additions to create a Habitable Building	LOT: 6 DP: 1063500 109A Simpson Drive GRENFELL NSW 2810
33/2020	Mr G & Mrs E Baker	New Dwelling & Amenities in existing shed	LOT: 1 DP: 1099714 51 Bradley Street GRENFELL NSW 2810
34/2020	Mr TJ & Mrs LE Wood	Swimming Pool	LOT: 1 SEC: 32 DP: 758473 34 Brundah Street GRENFELL NSW 2810
35/2020	Mrs SE Armstrong	Horse Shelter	LOT: 2 DP: 1177423 5023 Henry Lawson Way GRENFELL NSW 2810
36/2020	Grenfell Preschool & LDC	Shade Sail	LOT: B DP: 381668 35 Forbes Street GRENFELL NSW 2810
37/2020	Ms LR Stear	Carport	LOT: 11 DP: 875781 8 Warraderry Street GRENFELL NSW 2810
43/2020	Miss FL Forsyth	Garage & Carport, Water Tank & Demolish existing carport	LOT: 1 DP: 575283 12 Wood Street GRENFELL NSW 2810

**For Information
Noted**

ACTING DIRECTOR ENVIRONMENTAL SERVICES' REPORT

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 been interrupted at the new STP site due to the current inclement weather, however progress is well and truly underway.

Local member The Hon Steph Cooke MP visited the site with Council's Acting Director Environmental Services on Tuesday 11 August and was pleased with the progress and also the fact that local persons were being utilised for works on the project.

**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 the facility is open to the public.

**For Information
Noted**

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

Local member The Hon Steph Cooke MP visited the site on Tuesday 11 August with Council's Acting Director Environmental Services and met with the local contractor's D Lennane and P Napier. Steph was pleased with the progress of the new roof and floors and the fact that local tradesmen were being utilised on the project.

**For Information
Noted**

B7. Grenfell Aquatic Centre, P2.3.1

Both the new hard shade and soft shade structures have commenced construction at the Grenfell Aquatic Centre with piers being completed and structures to be completed shortly.

**For Information
Noted**

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

The Quandialla Pool Committee have invited the Councillors, the General Manager and Acting Director Environmental Services to a meeting on Friday 21 August at 12:00 noon with RSVP to be provided by 14 August 2020.

**For Information
Noted**

B9. Grenfell Caravan Park, P2.3.3

The sale of the Manager's residence at the Caravan Park has been put in the hands of the two local real estate agents *Aston & Joyce* and *Clive J Anderson & Co*.

**For Information
Noted**

B10. Lawson Park Amenities Project, P2.1.6

The Lawson Oval Amenities facility was officially opened on 11 August 2020 with local member The Hon Steph Cooke MP in attendance. The event was considered a huge success with some 150 people attending the function whilst current COVID-19 restrictions were met.

RECOMMENDATION: that Council acknowledge the work of the Caterers, Council's outdoor staff who presented the site in an outstanding fashion, and Council's indoor staff who helped on the day and in particular, Mrs I Holmes whom ensured the success of the day with her attention to detail on many fronts associated with the function.

456 **RESOLVED:** Cr Parlett and Cr McKellar that Council acknowledge the work of the Caterers, Council's outdoor staff who presented the site in an outstanding fashion, and Council's indoor staff who helped on the day and in particular, Mrs I Holmes whom ensured the success of the day with her attention to detail on many fronts associated with the function.

B11. 2020/2021 Local Heritage Grant Funding Allocation, H2.5.2.18

The application period for submissions for Council's Local Heritage Grant funding programme closed on 4 August 2020.

At the end of the application period, Council had received seven (7) applications. Those applications were assessed in accordance with the Office of Heritage guidelines and assessed by Council's Heritage Advisor and Acting Director Environmental Services. It is noted that one (1) applicant has withdrawn their application due to insufficient funding to carry out work and the other application was considered to not meet the heritage criteria.

ACTING DIRECTOR ENVIRONMENTAL SERVICES' REPORT

The results and recommendations are compiled in the table below and will be subject to conditions:

	Project	Proposal	Grant Funding
1.	1 Church Street GRENFELL	Upgrade Electrical Wiring	\$5,000
2.	111-15 Main Street GRENFELL	Repair roof and sub structure	\$3,000
3.	17 Main Street GRENFELL	Restore front Verandah	\$1,990
4.	47-49 Grenfell Street BIMBI	Replace frame & roof of Cook house/Bimbi Post Office	\$3,000
5.	59 Camp Street GRENFELL	Repair roof	\$2,000

RECOMMENDATION: that Council note and endorse the 2020/2021 Local Heritage Grant Funding Allocations.

457 **RESOLVED:** Cr Niven and Cr Bembrick that Council note and endorse the 2020/2021 Local Heritage Grant Funding Allocations.

B12. Development Application – DA 29/2020, Lot 1 DP 310227 39 Rose Street, Grenfell

Precis: The development application DA 29/2020 - New colorbond shed and demolish an existing timber framed shed is reported to Council because a submission has been received objecting to the proposed development following Council's neighbour notification process.

Budget: Nil

RECOMMENDATION: that Council: -

- i) Note that the reason for the decision is that the proposal largely complies with Section 4.15 of the *Environmental Planning and Assessment Act 1979*, and the application was publicly advertised and notified, and the submission received has been addressed in the planning report.
- ii) approve Development Application 29/2020 for a proposed shed and demolition of an existing shed on Lot 1 DP 310227 - 39 Rose Street GRENFELL, subject to the following conditions.

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

1. MANDATORY GENERAL

- (1) Development is to be in accordance with approved plans. The development is to be implemented in accordance with the plans and supporting documents stamped and approved and set out in the following table except where modified by any conditions of this consent

ACTING DIRECTOR ENVIRONMENTAL SERVICES' REPORT

Plan	Prepared by/Reference	Weddin Shire Council Reference
Amended Site Plan	-	Received 9/7/20020
Architectural Plans	Tilmac Pty Ltd	Received 12/6/2020
Statement of Environmental Effects	Applicant	Received 12/6/2020
Shadow Diagrams	Cad Draft P/L (John Denton)	Received 15/7/2020

In the event of any inconsistency between conditions of this development consent and the plans/supporting documents referred to above, the conditions of this development consent prevail.

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

Reason: Statutory requirement

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

Reason: Statutory requirement

- (4) Prior to the commencement of works, the applicant shall install and maintain adequate sediment and soil erosion controls.

Reason: Statutory requirement and Public interest

- (5) Provide a clearly visible sign to the site stating:
- Unauthorised entry is prohibited;
 - Builders name and licence number; or owner builders permit number;
 - Street number or lot number;
 - Contact telephone number/after hours number;
 - Identification of Principal Certifying Authority.

Reason: Statutory requirement

- (5) The building works are to be inspected during construction by the Council or by an "Accredited Certifier" (as applicable) and documentary evidence of compliance with the relevant terms of the approval/standards of construction detailed in the Building Code of Australia and Council's established development standards (as listed under Advisory Conditions which form part of this consent), is to be obtained prior to proceeding to the subsequent stages of construction, encompassing not less than the following key stages:-
- Footings and Concrete Slabs: When the footings have been excavated and all steel reinforcement has been placed in position.
 - Structural framework: When complete, all external walls and roof cladding must be in place prior to inspection. Internal plumbing should be in place and under pressure.
 - Stormwater Drainage: When the stormwater and roofwater drainage system has been completed.

ACTING DIRECTOR ENVIRONMENTAL SERVICES' REPORT

- (iv) Completion: Upon compliance with all conditions of approval and prior to occupation.

Note: 48hours-notice is required prior for all inspections

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

- (6) Reinforced concrete footings are to comply with Australian Standard 2870-1996.

Reason: to ensure compliance with the relevant standard.

2. NOISE

- (1) Construction or demolition work must only be carried out within the following times:

- a) Monday to Friday – 7:00 am to 7:00 pm;
- b) Saturday – 8:00 am to 1:00 pm if audible on other residential premises, otherwise 7:00 am to 5:00 pm;
- c) No work to be carried out on Sunday or Public Holidays if it is audible on other residential premises.

Note: The principal contractor shall be responsible to instruct and control their sub-contractors regarding the hours of work.

Reason: Statutory requirement and Public interest

3. DEMOLITION

- (1) The demolition work is to be undertaken in accordance with the requirements of Australian Standards AS2601 – 1991 – ‘The Demolition of Structures’ and NSW Workcover requirements

Reason: Statutory requirement and Public interest

4. DRAINAGE - BUILDING

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

- (a) The gutter in East street

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

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

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

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

Reason: Statutory requirement and Public interest

5. MISCELLANEOUS

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

- i.) Proposed footing and slab design prepared by a practicing certified Structural Engineer designed in accordance with soil classification provided in Geotechnical report. (noting: flood liable land, construction on & certification of compacted fill).

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

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

1)	Construction Certificate	= \$ 258.00
2)	Occupation certificate	= <u>\$ 130.00</u>
	TOTAL	= <u>\$ 388.00</u>

Note: The above fees are for the 2020/21 financial year. The actual fees charged will be the fees applicable in Council's Management Plan at the time of application for the Construction Certificate.

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

- (3) The building shall not be used or occupied for industrial, commercial or habitable purposes without the prior approval of Council.

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

PLANNING REPORT

Introduction

Development Application No 29/2020 proposes a detached steel framed colorbond kit shed 16 x 10 x 5.339 comprising of a single carport bay, double garage and single bay workshop (Class 10(a)) Building under the provisions of the BCA) to an existing dwelling and demolition of an existing detached timber-framed shed on Lot 1 DP 310227, 39 Rose Street GRENFELL. A copy of the site and elevation plans of the proposed shed is included in Attachment 'A' to this report and a copy of the Statement of Environmental Effects is included in Attachment 'B'.

The application was lodged with Council on 12 June 2020 by Rebecca Smith on behalf of the owners Rebecca and Craig Smith.

Description of Site

Lot 1 DP 310227, 39 Rose Street GRENFELL. The lot is Zoned as R1 General Residential zone under Weddin Local Environmental Plan (LEP) 2011. A location plan is included as attachment C The surrounding area is characterised as a residential area. An Aerial Photograph is included in Attachment 'D' to this report.

An existing single storey dwelling and detached shed exists the existing detached shed is to be demolished as part of the application.

Environmental Impact Assessment

Environmental Impact Assessment in determining a development application, a consent authority is to take into consideration such of the matters as are of relevance to the development in accordance with Section 4.15(1) of the Environmental Planning and Assessment Act 1979. The following section provides an evaluation of the relevant Section 4.15 Matters for consideration for DA 29/2020:

Section 4.15(I) Evaluation Matters

Environmental Impact Assessment

In determining a development application, a consent authority is to take into consideration such of the matters as are of relevance to the development in accordance with Section 4.15(1) of the Environmental Planning and Assessment Act 1979. The following section provides an evaluation of the relevant Section 4.15 Matters for consideration for DA 29/2020:

S4.15 (1)(a)(i) Any Environmental Planning Instrument

The subject land is zoned R1 General Residential under the provisions of the Weddin Local Environmental Plan 2011. The use of the land for residential purposes is permitted in the zone with development consent. Clause 2.3(2) of the Weddin Local Environmental Plan 2011 (WLEP) requires that "The consent authority must have regard to the objectives for development in a zone when determining a development application in respect of land within the zone". The zone objectives are included as follows:

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

The proposal meets the objectives of the zone.

S4.15(1)(a)(iii) Any Development Control Plan (DCP) Weddin Shire Council Development Control Plan 2014

Chapter 5 Residential Development C15.8 4 Provides for Class 10 structures under the Building Code of Australia can be built a minimum of 500mm from the side or rear boundary. The proposed shed is to be built 2.0m from the rear boundary and 900mm from the side boundary (See attached site plan Attachment A)

The proposal meets the requirements of the Weddin Shire Council Development Control Plan 2014.

S 4.15(1)(a)(iii)(a) provisions of any Planning Agreement(s)

There is no planning agreement that has been entered into under Section 7.4 of the Environmental Planning and Assessment Act 1979 by the applicant in relation to the development proposal. Similarly, the applicant has not volunteered to enter into a draft planning agreement for the development proposal.

S4.15(C)(1)(a)(iv) The EP & A Regulations

Section 4.5(1)(a)(iv) requires the Council to also consider Clauses 92, 93, 94 and 94A of the Environmental Planning and Assessment Regulation. The following provides an assessment of the relevant Clauses of the Regulation:

- **Clause 92 – The Government Coastal Policy** - does not apply to Weddin Shire and therefore Clause 92(1)(a) and (b) are not applicable to this development proposal. The proposal does not involve demolition of a building and therefore the requirements of AS 2601 do not need to be considered in accordance with Clause 92(2).
- **Clause 93** – The proposal involves a new detached building and therefore the requirement to consider fire safety and structural adequacy of buildings in accordance with Clause 93 has been undertaken.
- **Clause 94** – The proposal does not involve the rebuilding, alteration, enlargement or extension of an existing building or place of public entertainment and therefore the requirement to consider the upgrading of buildings into total or partial conformity with the Building Code of Australia.
- **Clause 94A** – The proposal does not involve the erection of a temporary structure and therefore the requirements to consider fire safety and structural adequacy is unnecessary.

S 4.15(1)(b) the likely impact on the natural and built environment(s) and the likely social and/or economic impact on the locality

Section 4.15(1)(b) requires the Council to consider the likely impacts of the development, including environmental impacts on both the natural and built environments as well as the social and economic impacts in the locality. The following provides an assessment of the likely impacts of the development:

Context and Setting

The area is characterised by dwellings and ancillary buildings on residential allotments created for residential use. The proposed development is consistent with the character of development in the area and is appropriate given its local context and setting.

Access, Transport and Traffic

The property is accessible from Rose Street, which is a sealed Council road. The access driveway is existing from Rose Street no access is proposed from East Street to the proposed shed. There is sufficient area onsite for car parking associated with the proposal. The proposal provides for a single carport and double garage.

Public Domain

The proposal will not have a negative impact on public recreational opportunities or public spaces in the locality.

Heritage

There are no items listed in schedule 5 of the Weddin Local Environmental Plan 2011 as present on the land and a search of the AHIMS records did not reveal any items or places of Aboriginal Cultural Significance identified as present on the land. Other Land Resources The land does not contain any recorded mineral deposits and the proposal will not negatively impact any water catchment areas

Water, Sewerage and Stormwater

The property is connected to Central Tablelands reticulated water supply and Weddin Shire Councils reticulated sewerage scheme. The proposed shed will not have any water or sewerage connection

No impact.

Soils

No impact identified.

Air and Microclimate

Minimal amounts of dust may be generated during the construction period. Once construction works are complete the development will not impact on air quality.

Flora and Fauna

The proposal does not require the removal of any trees. Council records do not indicate that there are any areas of sensitive biodiversity near the development site. The development is not expected to impact on any critical habitats or threatened species.

Waste

Any construction waste will be removed from the site and appropriately recycled or catered for at a licensed waste management facility.

Noise and Vibration

Some noise will occur during the construction period, but is not expected to adversely impact on any surrounding land uses. Council's standard condition regarding construction hours is recommended. The constructed development will not result in any ongoing noise or vibration.

Natural Hazards

The development site is not identified as bushfire or flood prone land.

Technological Hazards

Review of Council's records and inspection of the site did not reveal any technological hazards affecting the site. Council is not aware of and the SOEE submitted with the application did not make reference to any previous land use likely to have resulted in contamination.

Safety, Security and Crime Prevention

This development will not generate any activity likely to promote any safety or security problems to the subject land or surrounding area.

Social and Economic

Impacts on the locality The proposed development will not result in any negative social or economic impacts.

Site Design and Internal Design

The design of the development is satisfactory for the site and without any identified adverse impacts.

Construction

A Construction Certificate is required and a condition has been provided in this determination of the Development Application. The proposed development will be built in accordance with the Building Code of Australia. No adverse impacts are anticipated to occur as a result of the development.

Cumulative impacts

The proposal is not expected to generate any ongoing negative cumulative impacts. A minimal increase in traffic activity on site will occur during the construction phase. This will be limited by a condition of consent and will not continue once construction is completed.

S4.15(1)(c) The Suitability of the Site for the Development

The development is consistent with the zone objectives and consideration has been given to the impacts the development will have within the locality. It is considered that the proposed development will not create adverse impacts within its local setting. It is assessed that the development will not impact upon any existing services. The development site is not identified as bushfire or flood prone, or otherwise unsatisfactorily constrained by natural features. The site is considered suitable for the development subject to the imposition of appropriate conditions of consent.

S 4.15(1)(d) any submissions made in accordance with the Regulation(s)

Public Consultation

The Development Application was both notified to adjoining owners in writing from 16 June 2020 until 2 July 2020 and locally advertised in accordance with Council's Notification Policy.

A submission was received in relation to the proposed development which expressed an objection to the proposal. Copy of the submission is included in Attachment 'F' to this report.

The applicant was met on site to discuss options in regard to the submission and the applicant modified the site location from the original 900mm from the rear boundary to 2.0m from the rear boundary.

The following is a summary of the concerns expressed in the submission, followed by some assessment comments:

- Concerned with the actual size of the shed

Assessment comments: The proposed shed is 16 x 10 x 5.339 which is a reasonably large shed however similar sized sheds are located throughout the Weddin residential area and the proposed use is for residential purposes only and a condition has been provided on the DA determination restricting use of such proposed shed.

ACTING DIRECTOR ENVIRONMENTAL SERVICES' REPORT

- Too close to my bedroom window given it may be used as a workshop.

Assessment comments: The applicant has relocated the proposed shed to stand 2.0m from the rear boundary and the use is for residential use only not commercial use.

- May affect the sunlight and shadow given its size

Assessment comments: A shadow diagram has been provided and the only shadow will be on June 21st (See attachment F).

- Would block my kitchen window, also possibly preventing sunlight

Assessment comments: See comments in previous response.

- The bold colour it would be (Mountain Blue)

Assessment comments: The proposal is for a colorbond colour the respondent has advised that she could live with the colour.

- Could quite possibly effect the sale of our property if we choose to put it on the market given the proximity to my house not theirs

Assessment comments: The shed has been relocated from 900mm to the rear boundary to 2.0m.

- On the 7 July 2020 the submission was changed to if the applicant changed the position of the shed to 4.0m from the boundary they could have the shed

Assessment comments: The applicant will only locate the shed 2.0m from the rear boundary.

Public Authority Consultation

There are no public authority consultation requirements with this development application.

S4.15(1)(e) The Public Interest Community Interest

The proposed development has been considered in terms of the context and setting of the locality in previous sections to this report and has been advertised and notified to adjoining landowners. The proposed development will not impose any identified adverse economic or social impacts on the local community.

Section 7.11 & 7.12 Contributions/Water Supply Authorities Act, 1987

Not applicable.

Section 7.11 (formerly S94)

Not applicable.

ACTING DIRECTOR ENVIRONMENTAL SERVICES' REPORT

Conclusion

Development Application No 29/2020, Lot 4 DP 1186939, 39 Rose Street GRENFELL, proposed detached colorbond shed to an existing dwelling and demolition of an existing detached timber framed shed, lodged by Rebecca Smith. The application was supported by a Statement of Environmental Effects and development plans prepared by the applicant, and shadow diagrams, which provide sufficient information to allow assessment of the proposal.

The proposed development has been assessed to be consistent with the requirements of the Weddin Local Environmental Plan 2011, relating to development in an R1 General Residential zone and is consistent with the existing land-use activities of the locality. The development application was notified in accordance with Council Procedures.

One objection was received following the consultation process and the concerns raised by the submission have been addressed adequately in the assessment report.

Having considered the documentation supplied by the applicant, the findings of site inspection(s) and the comments made from consultation, it is assessed that the impacts of the proposal and the likely environmental interactions between the proposed development and the environment are such that Council should not refuse the development application.

Accordingly, a recommendation of conditional approval is listed in the recommendation.

Attachments: Attachment A - Development Plans, Attachment B - Statement of Environmental Effects, Attachment C - Location Map, Attachment D - Aerial Photograph, Attachment E - Copy of the submission, Attachment F – Shadow Diagrams

458 **RESOLVED:** Cr O'Byrne and Cr Niven that Council: -

- i) Note that the reason for the decision is that the proposal largely complies with Section 4.15 of the *Environmental Planning and Assessment Act 1979*, and the application was publicly advertised and notified, and the submission received has been addressed in the planning report.
- ii) approve Development Application 29/2020 for a proposed shed and demolition of an existing shed on Lot 1 DP 310227 - 39 Rose Street GRENFELL, subject to the above conditions.

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

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

AGAINST: Nil

ALAN LINDSAY

ACTING DIRECTOR ENVIRONMENTAL SERVICES

459 **RESOLVED:** Cr Diprose and Cr Best 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.	Completed	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>Grenfell Waste Facility</u> : complete identified short term works. Consider future works as part of Council's 2020/2021 estimates process.	Completed	DES
February 2020	14. <u>Sec 355 Committee</u> : review structure and operation of all current committees.	In Progress	GM
	15. <u>Inland Rail</u> : invite representatives to address Council.	Completed	DCS/GM
	16. <u>Council Building - 139 Burrangong Street</u> : sell by public auction.	Delete	GM
March 2020	17. <u>Policy for Fees, Expenses and Facilities for Councillors</u> : resubmit policy to Council for public exhibition.	Completed	GM
	18. <u>Council Meeting Agenda</u> : alter Agenda and Reports to align with CSP.	In Progress	GM
	19. <u>New Shire Event</u> : arrange ticketed music event.	In Progress	DCS/GM
	20. <u>Clean Up Australia Day</u> : contact Pat Soley regarding 2021 event.	In Progress	DES

ACTION LIST

May 2020	21. <u>Grenfell Medical Centre</u> : erect security screens.	Completed	DES
June 2020	22. <u>Shop Local Promotion</u> : arrange promotion to be held in second half of 2020.	Completed	DCS
	23. <u>Forbes Street Bus Shelter</u> : place on public exhibition and conduct consultation session.	Completed	DE
	24. <u>Policy for Landscaping on Nature Strips</u> : place on public exhibition and resubmit to August Council meeting.	In Progress	DE
	25. <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
	26. <u>Grenfell Waste Facility (LEMP)</u> : forward the plan to NSW EPA.	Completed	DES
July 2020	27. <u>Newell Highway Sign</u> : replace sign.	In Progress	DCS
	28. <u>Marketing Video</u> : produce video	In Progress	DCS
	29. <u>Destination Management Plan</u> : place on public exhibition and resubmit to August Council meeting for formal adoption.	In Progress	DCS

**For Information
Noted**

**MINUTES OF THE TOURISM COMMITTEE MEETING HELD WEDNESDAY, 5
AUGUST 2020 COMMENCING AT 3:00 PM (C2.6.26)**

Apologies were received from Ms D Yates and Mr W Crampton.

As there was no quorum, the meeting was not held.

Noted

**MINUTES OF THE HERITAGE COMMITTEE MEETING HELD THURSDAY, 6
AUGUST 2020 COMMENCING AT 4:30 PM (C2.6.22)**

Apologies were received from Mr J Hetherington, Mesdames D Yates and S Hughes.

As there was no quorum, the meeting was not held.

Noted

**MINUTES OF THE ORGANISATIONAL LEADERSHIP TEAM (OLT) MEETING
HELD TUESDAY, 18 AUGUST 2020 COMMENCING AT 8:30 AM (C2.6.10)**

1. **PRESENT:** G Carroll, J Rath and L Gibson
2. **APOLOGY:** A Lindsay
3. **MINUTES:** 14 July 2020

Resolved: L Gibson and J Rath that the minutes of the meeting held 14 July 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.	All
	iii) <u>Sec 355 Committees Review:</u> report received. To be submitted to August meeting and to be resubmitted to September meeting for adoption. Relevant sections to be sent to respective Committees for comment.	GM
<u>Resource planning</u> - Strategic	i) <u>New Improvement Plan:</u> to be presented to Council in draft form to August meeting. To be resubmitted to Council for formal adoption.	GM
	ii) <u>Annual Report:</u> to be forwarded to the Division of Local Government by 31 December 2020.	GM
	iii) <u>RMS Contract:</u> reported in Director Engineering's report.	DE
	iv) <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 2020/2021. 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	v) <u>Other Programs:</u> in progress.	DE
<u>Recruitment</u> - Operational	i) <u>Engineering:</u> Team Leader applications closed. Interviews to be arranged.	DE
	ii) <u>Engineering:</u> Project Engineer (12 months) applications closed. Interviews to be arranged.	DE
	iii) <u>Environmental Services:</u> Environmental Services trainee to be advertised.	DES
	iv) <u>Corporate Services:</u> Finance Officer and Administration trainee to be advertised.	DCS
<u>Appointments</u> - Operational	i) <u>Engineering:</u> Loader Operator - Grant Torpy appointed to the position. To commence 24 August 2020.	DE
	ii) <u>Engineering:</u> General Labourer - Glenn Dries appointed to the position. To commence 1 September 2020. Michael Best employed as a Casual Labourer.	DE

**MINUTES OF THE ORGANISATIONAL LEADERSHIP TEAM (OLT) MEETING
HELD TUESDAY, 18 AUGUST 2020 COMMENCING AT 8:30 AM (C2.6.10)**

<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

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
<u>Information</u>	Nil	
<u>Physical – Assets</u> - Strategic	i) <u>Sewerage Treatment Works Upgrade:</u> in progress. Further reported in DES report.	DES
	ii) <u>Grenfell Main Street Renewal:</u> tenders to be considered at August Council meeting.	DE
- Operational	iii) <u>Quandialla Recycling Depot:</u> operating very well. Director Engineering monitoring.	DE
	iv) <u>O’Brien’s Tributary:</u> preferred schemes currently being investigated by Floodplain committee. Funding to be then sourced.	DE
	v) <u>Industrial Land:</u> five sales completed. Two blocks remaining. Consideration to be given to purchasing additional land.	GM/DE/DES
	vi) <u>Quandialla Drainage:</u> tenders to be considered at August Council meeting.	DE
	vii) <u>Annual Residence Inspections:</u> to be undertaken.	DES
	viii) <u>Quandialla Pool:</u> meeting to be held with Committee members on Friday 21 August 2020 in regards to upgrade of facilities. A debrief meeting to be then held with the Pool Manager to determine upgrade works required. Works to be undertaken prior to the 2020/2021 season.	DES/GM
	ix) <u>Village/Roadside Slashing/Spraying:</u> works to commence in the near future.	DES/DE
<u>Human Resources</u>	i) <u>HR resources:</u> sourced. To be further considered as part of the Organisation Structure review.	All
<u>Investment</u>	Nil	

**MINUTES OF THE ORGANISATIONAL LEADERSHIP TEAM (OLT) MEETING
HELD TUESDAY, 18 AUGUST 2020 COMMENCING AT 8:30 AM (C2.6.10)**

6. SYSTEMS:

<u>Governance</u>	Nil	
<u>Compliance</u> - Strategic	<p>i) <u>Systems Review</u>: general ledger review completed. Assets Management system for roads completed. HR systems currently being reviewed.</p> <p>Other systems such as procurement and delegations need to be reviewed.</p> <p>ii) <u>Local Environment Plan (LEP) Review</u>: LSPS adopted and approved by Department of Planning. Development of land use strategy can now continue.</p> <p>iii) <u>Waste Strategy</u>: actions in progress.</p> <p>iv) <u>Webcasting of Council Meeting</u>: currently being undertaken as per Councils Code of Meeting Practice. Review being presented to August 2020 meeting.</p>	DCS/DE DES DES GM/DCS
<u>Risk</u> - Operational	<p>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.</p> <p>ii) <u>Submission of DA's</u>: on-line service available to specific Councils from December 2018. To be further investigated.</p>	DES DES

7. COMMUNICATIONS AND ENGAGEMENT:

<u>Agendas 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. Next meetings to be held Thursday 3 September 2020. 	GM DCS/DE All All

8. NEXT MEETING: Tuesday, 15 September 2020 at 8:30am.

9. CLOSURE: There being no further business to discuss the meeting closed at 10:21am.

460 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.

461 **RESOLVED:** Cr Parlett and Cr Diprose 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

MAYORAL MINUTE

1. **General Manager's Performance Review for period ending 30 June 2020, P4.10015/4**
Reason for confidentiality: staff matter (Section 10A (2) (a))

GENERAL MANAGER'S REPORT

1. **Sale of Building – 139 Burrangong Street, Grenfell, P2.12.9**
Reason for confidentiality: commercial information (section 10A (2) (d))

DIRECTOR CORPORATE SERVICES' REPORT

1. **Digital Connectivity Project, G2.11.1**
Reason for confidentiality: commercial information (section 10A (2) (d))

DIRECTOR ENGINEERING'S REPORT

1. **Request for Quotation (RFQ) Q4/2020: Loader**
Reason for confidentiality: commercial information (section 10A (2) (d))
2. **Request for Quotation (RFQ) Q10/2020: Supply Rangers Ute Plant No. 2085**
Reason for confidentiality: commercial information (Section 10A(2)(d)(i))
3. **Participation in Regional Contract for the Supply and Delivery of Road Signs**
Reason for confidentiality: commercial information (section 10A (2) (d))
4. **Request for Quotation (RFQ) Q3/2020: Drainage Upgrade – Margaret and Third Streets, Quandialla**
Reason for confidentiality: commercial information (section 10A (2) (d))
5. **Request for Tender (RFT) T5/2020: Grenfell Main Street Renewal**
Reason for confidentiality: commercial information (section 10A (2) (d))

462 **RESOLVED:** Cr O’Byrne and Cr Brown that the meeting return to Open Council.

REPORT ON CLOSED COUNCIL

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

MAYORAL MINUTE

1. General Manager’s Performance Review for period ending 30 June 2020, P4.10015/4

Reason for confidentiality: staff matter (Section 10A (2) (a))

RESOLVED: that: -

- i) Council note this Mayoral Minute and adopt the five (5) findings and recommendations of the General Manager’s Performance Review Panel following the conduct of the Review for 2019/2020.
- ii) Council adopt the following six (6) point recommendation from the Blackadder General Manager Total Remuneration Package Review report: -
 - 1) Council note that as a result of the Remuneration Tribunal increase of 2.5% for General Managers in NSW, Mr Carroll’s Total Remuneration Package (TRP) will increase to \$210,125 as from 6 July 2020 and Council finance staff be authorised to make that change
 - 2) Council approve as part of the Mayoral Minute on the General Manager’s performance at the August 2020 Council meeting to increase the General Manager’s Total Remuneration Package to \$215,000 to reflect market value of the position at Weddin
 - 3) Council set a Total Remuneration Package range for the General Manager position at Weddin based on the NSW Remuneration Tribunal Senior Executive Service Levels 1 and 2, currently between \$192,600 to \$241,850 per annum
 - 4) The TRP range be automatically adjusted annually based on the NSW Remuneration Tribunal determination of SES TRP levels – and the Mayor be authorised to make those arrangements with the Director Corporate Services to give effect to the Tribunal decision as from the General Manager’s commencement date on 6 July each year
 - 5) Council conduct an annual review of the General Manager’s performance in July 2021, and the Review Panel in particular consider the success of the General Manager in addressing the three (3) development opportunities listed in the 2020 review
 - 6) In order for the Review Panel to objectively measure the success of the General Manager in addressing development opportunities Mr Carroll undertake a Hogan leadership assessment with the option of a Hogan 360-degree assessment now and then in 2021 to show improvements.
- iii) the recommendation in Resolution No. 301 be amended to delete the reference to a 6-monthly review with reviews to be held annually.

GENERAL MANAGER'S REPORT

1. **Sale of Building – 139 Burrangong Street, Grenfell, P2.12.9**
Reason for confidentiality: commercial information (section 10A (2) (d))

RESOLVED: that the proposed action be confirmed.

DIRECTOR CORPORATE SERVICES' REPORT

1. **Digital Connectivity Project, G2.11.1**
Reason for confidentiality: commercial information (section 10A (2) (d))

Noted

DIRECTOR ENGINEERING'S REPORT

1. **Request for Quotation (RFQ) Q4/2020: Loader**
Reason for confidentiality: commercial information (section 10A (2) (d))

RESOLVED: that Council accept the revised Quotation received from *CJD Equipment* of \$294,800.00 for '1 x new Volvo L60H Wheel Loader', financed over 60 months with a 10% deposit upfront of \$26,800.00 and monthly repayments of \$5,031.75 over the period.

2. **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 accept the Quotation received from *Frank Spice Auto Repairs* of \$55,695.00 for '1 x new 2020 NISSAN NAVARA ST EXTENDED CAB D23 MY20 UTILITY'.

3. **Participation in Regional Contract for the Supply and Delivery of Road Signs**
Reason for confidentiality: commercial information (section 10A (2) (d))

RESOLVED: that Council agree to participate in a regional contract for the supply and delivery of road signs and to provide CNSWJO with advice accordingly.

4. **Request for Quotation (RFQ) Q3/2020: Drainage Upgrade – Margaret and Third Streets, Quandialla**
Reason for confidentiality: commercial information (section 10A (2) (d))

RESOLVED: that Council accept the recommendation of the Evaluation Committee being that the Quotation received from *David Keough Plant Hire* of \$107,030.00 be accepted.

5. Request for Tender (RFT) T5/2020: Grenfell Main Street Renewal

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

Crs Best, Bembrick, O’Byrne and Parlett declared a Pecuniary Conflict of Interest as business owners in Main Street and left the room.

RESOLVED: that Council: -

- i) decline the three (3) Tenders received from *David Payne Constructions, Civil and Civic* and *Coopers Civil and Crushing*
- ii) engage a Project Management Office (PMO) to analyse and assess the estimates of each component of the project based on the bill of quantities received from *Premise Proprietary Ltd.*

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

CLOSURE: There being no further business the meeting closed at 7:07pm.