

**MINUTES OF THE WEDDIN SHIRE COUNCIL ORDINARY MEETING HELD  
THURSDAY, 25 SEPTEMBER 2008 COMMENCING AT 5.00 PM.**

18 September 2008

«Name»

«Title»

Dear «Intro»

**NOTICE** is hereby given that an **ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF WEDDIN** will be held in the Council Chambers, Grenfell on **THURSDAY NEXT, 25 SEPTEMBER 2008**, commencing at **5.00 PM** and your attendance is requested.

Yours faithfully

T V LOBB  
GENERAL MANAGER

**B U S I N E S S**

1. APOLOGIES (Note: Clr D Hughes has leave of absence Res. 089)
2. CONFIRMATION OF MINUTES- Ordinary Mtg 21 August 2008
3. ELECTIONS - of Mayor and Committees
4. QUESTIONS FROM THE PUBLIC
5. DECLARATIONS OF INTEREST (if any)
6. CORRESPONDENCE (As per Precis attached)
7. MOTIONS WITH NOTICE
8. MAYORAL MINUTES
9. REPORTS: (a) General Manager  
(b) Director Corporate Services  
(c) Director Engineering  
(d) Director Environmental Services  
(e) Delegates
10. MINUTES - Henry Lawson Festival Ctee Mtg, 19/08/08  
- Grenfell Business Development Ctee Mtg, 28/08/08  
- Occupational Health and Safety Ctee Mtg, 6/09/08  
- Local Emergency Management Ctee Mtg, 8/09/08  
- Noxious Weeds Ctee Mtg, 9/09/08  
- Tourism Ctee Mtg, 9/09/08  
- Heritage Ctee Mtg, 09/09/08  
- Manex Ctee Mtg, 22/09/08  
- Town Works Ctee Mtg, cancelled
11. INSPECTIONS, MEETINGS AND DEFERRED ACTIVITIES
12. TENDERS AND QUOTATIONS
13. QUESTIONS
14. CLOSED COUNCIL
15. REPORT ON CLOSED COUNCIL
16. CLOSURE

**PRESENT:** The Mayor Clr M A Simpson in the Chair, Clrs G B Halls, J C Niven, N W Hughes, R W Atchison, C M Lobb, M R Crutcher, B R Hinde and G McClelland.  
General Manager (T Lobb), Director Corporate Services (G Carroll), Director Engineering (W Twohill) and Director Environmental Services (C Slade).

**LEAVE:** Clr DW Hughes (Res 089)

**APOLOGY:** Nil

The Mayor welcomed the new “D” ward Councillors and also congratulated the “A” ward Councillors on their success in the election.

A minutes silence was held in honour of the late Mr Ed Livingstone who was a past President and Councillor of the Weddin Shire Council.

**CONFIRMATION OF MINUTES:**

**098** **RESOLVED:** Clr Halls and Clr Atchison that the Minutes of the Ordinary Meeting, held on 21 August 2008 be taken as read and **CONFIRMED**

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

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The Mayor & Councillors  
Weddin Shire Council  
GRENFELL NSW 2810

Dear Councillors

On behalf of the staff I offer congratulations to all Councillors.

**1. Order of Business**

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

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

**For Information**

**Noted**

**2. General**

Information to assist Councillors is as follows:-

- the former Mayor retains his role until a successor is elected, and he may preside at the meeting until this time;
- it is suggested that the first item of business after determining the method of voting, be the election of the Mayor;
- the Mayoral Allowance has been fixed at \$19,790 pa (Councillor \$9,060 pa) for 2008/2009.
- the General Manager is the Returning Officer (as nominated in the Act).

- a nomination is to be made in writing by two or more Councillors (one of whom may be the nominee): suitable forms have been forwarded with the Business Paper;
- the nominee must indicate his consent to the nomination in writing;
- nominations should be handed to the Returning Officer before the meeting commences;
- where only one Councillor is nominated, the Councillor is elected;
- where there is more than one candidate the election is to proceed by ballot;
- the Council must resolve that the election proceed by either preferential ballot, ordinary ballot or open voting;
- the election procedure for the Deputy Mayor is the same as for the Mayor.

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

**099 RESOLVED:** Cllr N Hughes and Cllr Niven that the elections for Mayor and Deputy Mayor be determined by ordinary ballot as usual and other elections by open voting except for the Central Tablelands Water which requires preferential voting.

**The current Mayor Cllr M Simpson vacated the chair for the elections with the General Manager then acting as the Returning Officer.**

### **3. Election of Mayor:**

The written nominations are dealt with as above.

As there was only one nomination for the position of Mayor, that being Cllr M Simpson, the General Manager then declared **Cllr Simpson** duly elected as Mayor unopposed.

### **4. Election of Deputy Mayor:**

The written nominations are dealt with as above.

As there was only one nomination for Deputy Mayor, that being Cllr N Hughes, the General Manager then declared **Cllr N Hughes** duly elected as Deputy Mayor unopposed.

### **5. Election of Delegates:**

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

I have given recommendations on the presumption that most delegates will be similar, however some recommendations for changes have been made.

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

Delegates: Cllrs McClelland, Hinde

Comment: meets bi-monthly in Blayney, Cabonne and Weddin Shires by rotation. The Delegates are appointed until the next local government election and receive an additional allowance of \$7,560 pa.

### **RECOMMENDATION:**

**It is recommended that Council's delegates be appointed for the four year period.**

There were three nominations being Clrs McClelland, Hinde and Atchison.

An election was held using the preferential voting system with Clrs McClelland and Clr Hinde elected as Council's representatives on the Central Tablelands Water Council for the four year period.

**Mayor Clr M Simpson here resumed the Chair and thanked the Councillors for their vote of confidence in him.**

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

Delegate: Clr Halls

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

**RECOMMENDATION:**

**It is recommended that Council's delegate be appointed.**

**100            RESOLVED: Clr McClelland and Clr Atchison that Clr Halls be reappointed.**

**(c) District Bushfire Management Committee:**

Delegates: Clr Simpson, General Manager (Director Engineering\*)

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

**RECOMMENDATION:**

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

**101            RESOLVED: Clr Atchison and Clr N Hughes that Clr Simpson be reappointed with the General Manager (or delegate) as the staff member.**

**(d) Local Emergency Management Committee**

Delegate: General Manager (Director of Engineering\*)

Comment: Established by State Emergency Management Committee. The Director Engineering has been appointed as the Local Emergency Management Officer and Chair of the LEMC.

**RECOMMENDATION:**

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

**102            RESOLVED: Clr Hinde and Clr Atchison that the General Manager (or delegate) be appointed as the LEMO and chair of the LEMC.**

(e) **Local Traffic Committee**

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

**RECOMMENDATION:**

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

- 103 RESOLVED:** Clr N Hughes and Clr Niven that the General Manager (or delegate) be appointed, and the Mayor be appointed as an observer.

(f) **Lachlan Regional Transport Committee**

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

**RECOMMENDATION:**

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

- 104 RESOLVED:** Clr N Hughes and Clr McClelland that Clr Simpson and Clr D Hughes be reappointed.

(g) **Weddin Landcare Committee**

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

**RECOMMENDATION:**

**It is recommended that Council's delegates be appointed.**

- 105 RESOLVED:** Clr Halls and Clr McClelland that Clr D Hughes be appointed as Council's delegate with Clr Niven appointed as the alternate delegate.

(h) **NetWaste**

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

**RECOMMENDATION:**

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

- 106 RESOLVED:** Clr Atchison and Clr N Hughes that the General Manager (or delegate) be appointed.

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

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

**RECOMMENDATION:**

**It is recommended that the delegates as listed be reappointed.**

**107 RESOLVED:** Clr McClelland and Clr Crutcher that the Mayor and General Manager be reappointed, with the Deputy Mayor as the alternate delegate.

(j) **CENTROC Health Workforce Group**

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

**RECOMMENDATION:**

**It is recommended that Council's delegates be appointed.**

**108 RESOLVED:** Clr Hinde and Clr McClelland that Clr Atchison and Clr N Hughes be reappointed.

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

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

**RECOMMENDATION:**

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

**109 RESOLVED:** Clr McClelland and Clr Atchison that the General Manager (or delegate) be appointed and Clr Simpson be Council's alternate delegate.

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

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

**RECOMMENDATION:**

**It is recommended that the delegates as listed be reappointed.**

**110 RESOLVED:** Clr Lobb and Clr Atchison that the Mayor, Deputy Mayor and General Manager be reappointed.

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

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

**RECOMMENDATION:**

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

**111 RESOLVED:** Clr N Hughes and Clr Halls that Clr Niven be reappointed with the General Manager (or delegate) as the staff member.

(n) **Inter-Agency Health**

Delegate: Clr Atchison

**112 RESOLVED:** Clr Atchison and Clr McClelland that Clr Lobb be appointed as Council's delegate.

**6. Election of Committees (under Section 355 of Local Government Act)**

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

(a) **Preamble**

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

Where staff membership\* is applicable, the appointment must be for the General Manager (or delegate).

Draft functions and charters have been prepared for almost all committees, and these are reported in the General Manager's ordinary report later in the meeting. Changes are proposed to the membership of some committees because of their operational nature, and other changes will be required because of the new ward arrangements.

It will often be necessary to read the General Manager's ordinary report item in conjunction with the reports immediately following.

**Noted**

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

Structure: 5 councillors, one per ward.  
Current appointees: Clrs McClelland, Atchison, Taylor, N Hughes, Grimm.  
Clr Simpson also attends as Mayor.  
Comment: This committee covers all assets such as offices, residences, library, depot etc.

**RECOMMENDATION:**

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

**113 RESOLVED:** Clr Lobb and Clr N Hughes that the committee members be Clrs Halls, N Hughes, Atchison, Crutcher and Hinde with the ward co-councillors able to deputise.

**(c) Town Works Committee:**

Structure: all councillors from the town wards, previously four from D and E, now six from C, D and E wards.  
Current appointees: Clrs Simpson, Hinde, McClelland and Atchison  
Comment: Meets monthly to deal with Grenfell matters prior to the Council Meeting. General Manager and Directors also attend.  
Also reported in the General Manager's ordinary report, where the need for this committee to continue is questioned, both as a regular monthly meeting, and as a stand-alone council committee.

**RECOMMENDATION:**

**It is recommended that:-**

- i) **Council consider dispensing with the Town Works Committee, or changing it to an "as required" committee,**
- ii) **if Council desires to retain the Town Works Committee, then it is recommended that the six Council members be appointed.**

**114 RESOLVED:** Clr McClelland and Clr Atchison that the Town Works Committee be retained and Clrs Simpson, Atchison, McClelland, Hinde, Lobb and Crutcher be appointed.

**(d) Noxious Weeds Committee:**

Structure: 1 representative from each rural ward (co-councillor to deputise), 1 delegate to Lachlan Valley Noxious Plant Advisory Committee, 1 representative Weddin Landcare Group.  
Current appointees: Clrs Taylor, D Hughes and Grimm  
Clr Halls (LVNPAC) and Mr K Starr (WLG).  
Comment : Meets monthly or as required. Director Engineering and Noxious Weeds Officer also attend.  
Also reported in the General Manager's ordinary report.  
As the three town wards now contain considerable areas of rural land, it may be preferable to alter the structure of this committee to: "one representative from each ward, one representative from Weddin Landcare Group".



**RECOMMENDATION:**

**It is recommended that:-**

- i) the structure of the committee be reviewed, and
- ii) the Council members be appointed.

**115 RESOLVED:** Clr McClelland and Clr Lobb that the structure be altered to one representative from each ward and one representative from Weddin Landcare Group.

**116 RESOLVED:** Clr Hinde and Clr Atchison that the committee members be Clrs McClelland, Crutcher, Halls, D Hughes and Atchison and a representative from the Weddin Landcare Group.

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

Structure:	Mayor, 1 representative from each rural ward(co-councillor to deputise), General Manager, Director Engineering* and Rural Fire Service representative.
Current appointees:	Clrs Simpson, D Hughes, Halls, and Grimm, General Manager, Director Engineering* and representative Rural Fire Services.
Comment:	Meets as required to consider brigade requests, equipment allocations and grant programmes. Again, as the three town wards now contain considerable areas of rural land, it may be preferable to alter the structure of this committee to: “one representative from each ward, two staff members, one representative Rural Fire Service (non-voting)”.

**RECOMMENDATION**

**It is recommended that:-**

- i) the structure of the committee be reviewed, and
- ii) the Council members be appointed,
- iii) the staff members be as appointed by the General Manager.

**117 RESOLVED:** Clr Atchison and Clr McClelland that the structure be altered to one representative from each ward, two staff members, one representative Rural Fire Service (non-voting).

**118 RESOLVED:** Clr Atchison and Clr Crutcher that the committee be Clrs Simpson, N Hughes, Halls, Crutcher, Hinde and a representative from the Rural Fire Service with the staff members to be appointed by the General Manager.

**(f) Floodplain Committee:**

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

**RECOMMENDATION:**

**It is recommended that the Council members be appointed with the staff members to be appointed by the General Manager.**

- 119 RESOLVED:** Clr McClelland and Clr N Hughes that Clrs Simpson, Niven and Atchison be reappointed with the staff members to be appointed by the General Manager.

**(g) Library Committee:**

Structure:	two councillors, two staff members* and three community representatives.
Current appointees:	Clrs N Hughes and Atchison, Director Corporate Services*, Librarian*, Mr J Skelton, Mrs M Godfrey and Mrs S Mearns.
Nominations:	Nominations have been received from Mr J Skelton, Mrs S Mearns and Mrs M Godfrey.
Comment:	The original structure of this committee only included two community representatives and it may be preferable to return to this structure to reduce the size of the committee. Staff members will be appointed by the General Manager. The exclusion of operational matters will leave very little reason to retain this committee.

**RECOMMENDATION:**

**It is recommended that the Library committee be dispensed with.**

**If the Council decides to retain this committee, then it is recommended that:-**

- i) the Council members be appointed,**
- ii) the community members be appointed,**
- iii) the staff members be appointed by the General Manager.**

- 120 RESOLVED:** Clr Lobb and Clr Atchison that that the Library committee be dispensed with.

**(h) Heritage Committee**

Structure:	5 councillors (one from each ward), General Manager (Director Environmental Services*) 1 representative Historical Society 3 community representatives Heritage Advisor (non-voting)
Current appointees:	Clrs Simpson, McClelland, Taylor, N Hughes and Grimm Director Environmental Services* 1 representative Historical Society (I Pitt) Pam Livingstone, J Hetherington. Heritage Advisor.
Nominations:	Mrs P Livingstone, Mr J Hetherington and Mrs C Lobb.
Comment:	The staff member will be appointed by the General Manager. This committee could now meet on a bi-monthly basis, to coincide with the visit of the Heritage Advisor.

**RECOMMENDATION:**

**It is recommended that:-**

- i) the Council members be appointed,**
- ii) the community members be appointed,**
- iii) the staff member be as appointed by the General Manager.**
- iv) the committee meet bi-monthly or as otherwise arranged.**

**121 RESOLVED:** Clr N Hughes and Clr McClelland that the Council members be Clrs Simpson, N Hughes, McClelland, Niven, Lobb and the community members be Mrs Pam Livingstone and Mr John Hetherington, with the staff member to be appointed by the General Manager.

**122 RESOLVED:** Clr Atchison and Clr McClelland that the committee meet bi-monthly or as otherwise arranged.

**(i) Tourism Committee**

Structure:	3 councillors, General Manager (TPO*), 3 community representatives, 1 village representative (optional)
Current Appointees:	Clrs N Hughes, McClelland and Niven. TPO*, Mrs L Eastaway, Mr J Hetherington, Mrs S Mearns.
Nominations:	Mrs L Eastaway, Mr J Hetherington, Mrs S Mearns and Mrs C White (Quandialla).
Comment:	Meets every month or as arranged. In view of past practice, it may be desirable to add a second staff member. It may also be advantageous to standardise the councillor members to “one per ward” as per the Noxious Weeds and Heritage Committees. This could also make the Village representative position superfluous, particularly as it favours one village. The meeting frequency could be changed to bi-monthly to coincide with the Heritage Committee.

**RECOMMENDATION:**

**It is recommended that:-**

- i) the structure be reviewed by considering the addition of a second staff member,**
- ii) the Council members be appointed,**
- iii) the community representatives be appointed,**
- iv) staff member(s) be appointed by the General Manager,**
- v) the committee meet bi-monthly or as otherwise arranged.**

**MOVED:** Clr Hinde and McClelland that the structure of the Tourism Committee stay as currently is.

Upon the **MOTION** being put to the meeting the motion was **LOST**.

**123 RESOLVED:** Clr Niven and Clr Halls that the structure of the Tourism Committee be one Councillor from each ward, three community representatives, one village representative and two staff members.

**124**     **RESOLVED:** Clr Halls and Clr Lobb that the appointees to the Tourism Committee be as follows:-  
Clrs Simpson, N Hughes, Lobb, McClelland, Niven, Mr J Hetherington, Mrs L Eastway, Mrs S Mearns and Mrs C White with the staff members to be appointed by the General Manager.

**125**     **RESOLVED:** Clr Niven and Clr N Hughes that the Committee meet bi-monthly or as otherwise arranged.

**(j)     Economic Development Steering Committee**

Structure:	2 councillors, 3 staff members*, 2 business representatives
Current appointees:	Clrs Simpson, N Hughes General Manager, Director Corporate Services*, Economic Development Officer* Messrs P Moffitt and M Crutcher
Nominations:	Messrs P Moffitt
Comment:	This committee is a peak committee which oversees Council's Economic Development Strategy including tourism, heritage and economic development matters. It originally included the chairs of the GDDO/GBDC and the Chamber of Commerce as community members/business representatives. The committee has not met in the last year, largely because of the lack of promotional opportunities during the drought. Its role could be performed by the Property and Development Committee when required.

**RECOMMENDATION:**

**It is recommended that the Economic Development Steering Committee be dispensed with, the chair of the GBDC be added to the Property and Development Committee as an occasional member for external matters, and the functions of the Property and Development Committee be amended accordingly.**

**Alternatively if Council decides to retain the committee, then it is recommended that:-**

- i)     the Council members be appointed,**
- ii)    the committee representatives be appointed,**
- iii)   staff members be appointed by the General Manager.**

**126**     **RESOLVED:** Clr Atchison and Clr N Hughes that the Economic Development Steering Committee be dispensed with, the chair of the GBDC be added to the Property and Development Committee as an occasional member for external matters, and the functions of the Property and Development Committee be amended accordingly.

**(k)     Lawson Festival Committee (formerly the Grenfell Henry Lawson Festival of Arts)**

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

**For Information**

**Noted**

**(l) Grenfell Business Development Committee (GBDC) (formerly GDDO)**

Structure: s.355 committee with separate constitution (adopted September 2006).  
Membership: Financial members in accordance with constitution.  
Comment: This committee operates independently of Council to encourage business participation. The previous constitution of the GDDO has been adopted as an interim constitution for the GBDC, except where this may conflict with the Local Government Act or a Council resolution.

**For Information**

**Noted**

**(m) New Motel Committee (subcommittee of GBDC)**

Structure: 2 councillors, 2 staff\*, 4 GDDO representatives  
Previous appointees: Clrs Simpson and Hinde  
Director Corporate Services\* and Economic Development Officer\*  
Messrs P Moffitt, W McSpadden, R Cawthorne, P Spedding.  
Comment: This committee was formed in late 2004 and worked with consultant P Pulley. It has not met for over twelve months and can be disbanded.  
The GBDC has the delegated authority under its constitution to from its own sub committees if required. Alternatively Council could utilise the Property and Development Committee for these matters.

**RECOMMENDATION:**

**It is recommended that the New Motel Committee be dispensed with.**

**127 RESOLVED:** Clr Hinde and Clr Atchison that the New Motel Committee be dispensed with.

**(n) Grenfell Open Days/Trade Expo Committee (operational subcommittee of GBDC)**

Structure: 3 staff\*, 4 GDDO representatives  
Previous appointees: Director Corporate Services\*, Economic Development Officer\*,  
Tourism Promotions Officer.\*  
Messrs P Moffitt, M Crutcher, T Galvin, Mrs J Myers  
Comment: This committee was formed in 2005 to assist with the annual Open Days/Trade Expo. It is largely operational.  
The committee has not formally met for over a year and can be disbanded. The GBDC has the delegated authority under its constitution to form its own subcommittees, or again, Council could utilise the Property and Development Committee if required.

**RECOMMENDATION:**

**It is recommended that the Grenfell Open Days/Trade Expo committee be dispensed with.**

**128 RESOLVED:** Clr Crutcher and Clr N Hughes that the Grenfell Open Days/Trade Expo committee be dispensed with.

**(o) Occupational Health & Safety Committee: (Operational)**

Structure: 3 employer representatives,  
3 employee representatives.  
Previous appointees: employer – Director Corporate Services\*, Director Engineering\*,  
Director Environmental Services\*  
employee - M Martens, W Schneider, N Baker.  
observers – Clrs B Hinde and D Hughes.  
Comment: Required under OH & S legislation. Meets three or four times per year.

**RECOMMENDATION:**

**It is recommended that that:-**

- i) the employer representatives be appointed by the General Manager, and**
- ii) Council consider any observers.**

**129** **RESOLVED:** Clr McClelland and Clr Atchison that the employer representatives be appointed by the General Manager and Clr D Hughes be appointed as an observer.

**(p) Award Restructuring Consultative Committee: (Operational)**

Structure: 1 employer representative (as appointed by General Manager)  
6 employee representatives (HABSA 1, LGEA 1, USU 3, LGMA 1)  
Previous appointees: employer – Director Corporate Services\*  
HABSA – Director Environmental Services  
LGEA – Director Engineering  
USU – M Martens, W Schneider and V Carter  
IM/LGMA – General Manager or Director Corporate Services  
observers – Clr Grimm  
Comment: Required by Award. Meets 3-4 times per year.

**RECOMMENDATION:**

**It is recommended that:-**

- i) the employer representative be appointed by the General Manager, and**
- ii) Council consider an observer.**

**130** **RESOLVED:** Clr McClelland and Clr N Hughes that the employer representative be appointed by the General Manager and Clr Atchison be appointed as an observer.

**(q) Manex Committee: (Operational)**

Structure: 2 Councillors, 4 staff members\*.  
Current appointees: Clr Simpson, Clr N Hughes, General Manager and all 3 Directors.  
Comment: Meets monthly to review the management plan, consider corporate and organisational matters affecting all departments and advise Council where appropriate.  
The General Manager's ordinary report refers.  
As this committee is intended to be an operational committee, there is a need to review the membership.

**RECOMMENDATION:**

**It is recommended that:-**

- i) the structure of the Manex Committee be altered to four staff members to be appointed by the General Manager, and
- ii) the Mayor have a standing invitation to attend meetings as an observer.

**131 RESOLVED:** Clr Atchison and Clr Lobb that:-

- i) the structure of the Manex Committee be altered to four staff members to be appointed by the General Manager, and
- ii) the Mayor have a standing invitation to attend meetings as an observer.

**132 RESOLVED:** Clr Atchison and Clr McClelland that Council write to the Premier, Minister for Local Government, Department of Local Government, Local State Member and CENTROC objecting to the diminishing role of Councillors in operational committees.

**(m) Australia Day Committee: (Operational)**

Structure:	1 staff* and representatives of Historical Society, CWA, Rotary Club, Lions Club, Cadets.
Current appointees:	Council – TPO*, Other representatives as nominated by clubs.
Comment:	Meets as required to organise the annual Australia Day ceremony and activities.

**RECOMMENDATION:**

**It is recommended that the staff member be appointed by the General Manager.**

**133 RESOLVED:** Clr McClelland and Clr N Hughes that the staff member be appointed by the General Manager.

**7. Community Organisations as Section 355 Committees:**

Previous committees:	Quandialla Pool Committee Grenfell Historical Society Caragabal Rec. Ground Committee Grenfell Rotary Club (for Rotary Park, Rest Area) Iris Festival Caragabal Water Supply committee.
New committees:	Nil

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

- i) **Quandialla Pool Committee** - to operate, manage and maintain the Quandialla Swimming Pool;
- ii) **Grenfell Historical Society** - to operate, manage and maintain the Grenfell Museum;
- iii) **Caragabal Recreation Ground Committee** - to manage and maintain the Caragabal Recreation Ground.
- iv) **Grenfell Rotary Club** - to assist with the provision and maintenance equipment and facilities at Rotary Park and the Grafton Street Rest Area;
- v) **Iris Festival** - to prepare and maintain iris gardens at approved locations in Grenfell.

- vi) **Caragabal Water Supply Committee - to provide raw water supply for garden use to residents of Caragabal.**

**134** **RESOLVED:** Clr N Hughes and Clr Atchison that the following community organisations be reappointed under Section 355 of the Local Government Act, to act as Council's agents for the general purposes as stated:

- i) Quandialla Pool Committee - to operate, manage and maintain the Quandialla Swimming Pool;
- ii) Grenfell Historical Society - to operate, manage and maintain the Grenfell Museum;
- iii) Caragabal Recreation Ground Committee - to manage and maintain the Caragabal Recreation Ground.
- iv) Grenfell Rotary Club - to assist with the provision and maintenance equipment and facilities at Rotary Park and the Grafton Street Rest Area;
- v) Iris Festival - to prepare and maintain iris gardens at approved locations in Grenfell.
- vi) Caragabal Water Supply Committee - to provide raw water supply for garden use to residents of Caragabal.

**8. Nomination of Voluntary Workers:**

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

M McDonald (Caragabal)  
Mr A Stien (Iris Gardens)  
Iris Festival Committee  
Caragabal Tidy Village Committee  
Grenfell Tidy Towns Committee  
Greenethorpe Tidy Towns Committee  
Quandialla Tidy Towns Committee  
Bimbi Tidy Towns Committee  
Quandialla Progress Association  
Greenethorpe Hall Committee  
Endemic Garden Committee  
Quandialla Pool Committee  
Grenfell Historical Society  
Caragabal Recreation Ground Committee  
Grenfell Rotary Club  
Grenfell Lions Club  
Caragabal Promotions Group  
Grenfell Urban Landcare Group  
Friends of Grenfell Library  
Mens Shed Committee.

**135** **RESOLVED:** Clr Lobb and Clr N Hughes that the following individuals, or members of the following organisations, be authorised as voluntary workers for approved projects and Council's insurance policies be so noted:

Mr R Clapham (Caragabal)  
Mr A Stien (Iris Gardens)  
Iris Festival Committee  
Caragabal Tidy Village Committee  
Grenfell Tidy Towns Committee  
Greenethorpe Tidy Towns Committee



Quandialla Tidy Towns Committee  
Bimbi Tidy Towns Committee  
Quandialla Progress Association  
Greenethorpe Hall Committee  
Endemic Garden Committee  
Quandialla Pool Committee  
Grenfell Historical Society  
Caragabal Recreation Ground Committee  
Grenfell Rotary Club  
Grenfell Lions Club  
Caragabal Promotions Group  
Grenfell Urban Landcare Group  
Friends of Grenfell Library  
Mens Shed Committee.

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

## **QUESTIONS FROM THE PUBLIC**

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

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

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The following requests have been received:-

Nil

## **DECLARATIONS OF INTEREST**

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

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

Declaration forms were submitted as follows:-

<b>Councillor</b>	<b>Item No.</b>	<b>Nature of Interest</b>	<b>Type</b>
Clr Simpson	Correspondence Item 2,	Member of SES	Non-Pecuniary
	Correspondence Item 7, 8	Member of RFS	Non-Pecuniary
	General Manager's Report Item 6	Member of SES	Non-Pecuniary
	Director Engineering's Report Item 13	Member of RSL	Non-Pecuniary
	Director Environmental Services Report Item 12	Member of Presbyterian Church	Non-Pecuniary
Clr Atchison	Mayoral Minute	Relative of an employee of Resource Base Pty Ltd	Pecuniary
	General Manager's Report Item 6	Member of SES	Non-Pecuniary
	Director Engineering's Report Item 18	Member of SES	Non-Pecuniary
Clr Lobb	General Manager's Report Item 16	Wife of General Manager	Non-Pecuniary
Clr McClelland	Director Corporate Services Report Item 10	Real Estate Agent	Pecuniary
Clr Niven	Correspondence Item 7, 8	Member of RFS	Non-Pecuniary
Clr Halls	Correspondence Item 7, 8	Member of RFS	Non-Pecuniary
Clr N Hughes	Correspondence Item 7, 8	Member of RFS	Non-Pecuniary
Clr Hinde	Mayoral Minute	Employee of Resource Base Pty Ltd	Pecuniary
	Director Environmental Services Report Item 16	Employee of Resource Base Pty Ltd	Pecuniary
	Manex Committee Meeting Item 8	Employee of Resource Base Pty Ltd	Pecuniary

**SUMMARY OF CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF THE WEDDIN SHIRE COUNCIL HELD, 25 SEPTEMBER 2008.**

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**CORRESPONDENCE**

1. National Local Government Drug and Alcohol Advisory Committee, C1.7.1: Concerning a National Alcohol Forum to develop options to reduce binge drinking, including the secondary supply of alcohol to teenagers, responsible service of alcohol, operating hours for licensed venues and the alcohol content of ready-to-drink alcohol beverages.

Prior to the Forum, the NLGDAAC held a workshop on the role of local government in state licensing regulatory frameworks.

The paper Local Government Recommendations on Liquor Licensing was developed as an outcome of the workshop. (Copy separately forwarded).

On behalf of the NLGSAAC, we commend the Local Government Recommendations on Liquor Licensing to you.

The NLGSAAC seeks your organisation's support in taking real steps to tackle alcohol related issues in your community by forwarding a letter to the Federal Minister for Health, the Hon Nicola Roxon MP, outlining local government concerns with current liquor licensing regulation and suggested recommendations.

**RECOMMENDATION:**

**For Council's Consideration**

**136**     **RESOLVED:** Clr McClelland and Clr N Hughes that the letter be noted.

2. SES, E2.9.4: Advising that the Lachlan Region of the NSW State Emergency Service is currently reviewing the Weddin Shire Local Flood Plan.

I would like to invite you to nominate a suitable person to represent Council throughout this process. The person should be familiar with the behaviour of flooding in the area.

If appropriate the Council representative and the local Emergency Management Officer can be the same person.

**RECOMMENDATION:**

**For Council's Consideration**

**Clr Simpson previously submitted a written declaration of interest and did not leave the room.**

**Clr Atchison previously submitted a written declaration of interest and did not leave the room.**

**137**     **RESOLVED:** Clr McClelland and Clr Atchison that the Mayor be nominated as Council's representative for the process of reviewing the Weddin Shire Local Flood Plan.

3. The Grenfell Jockey Club Inc, C1.2.3: Advising that the fourth running of the Henry Lawson “Loaded Dog” Handicap is set down for Saturday 27 September 2008.

Council has assisted for the past few years by provision of litter-bins and sponsorship towards an actual race. Would Council continue this or similar assistance for 2008?

**Note: 2007 contribution was \$200**

**RECOMMENDATION:** that Council offer the usual assistance with bins and consider the request for sponsorship.

**138      RESOLVED: Clr McClelland and Clr Halls that Council offer the usual assistance with bins and donate \$200 towards a race.**

4. Country Women’s Association Grenfell Branch, C1.1.3: Asking whether Council would be kind enough to consider a donation towards the cost of our rates.

Our rooms are used by several community organisations, generally at no cost to their members.

We have appreciated your donation in the past and look forward to any assistance you are able to give.

**RECOMMENDATION:** that a 25% donation be approved in accordance with Council’s policy.

**139      RESOLVED: Clr N Hughes and Clr Atchison that a 25% donation be approved in accordance with Council’s policy.**

5. Colin Slade, P4.10219: Writing to advise that I am tendering my resignation from Council. I would like to personally thank you and the Council for the opportunity given to me to further my skills and knowledge in local government.

However we have decided that for family reasons that it is time to move home.

My last day of work will be 30 September 2008.

**RECOMMENDATION:** that a reference be provided.

**140      RESOLVED: Clr Hinde and Clr Atchison that a reference be provided.**

6. Greater Western Area Health Service, H1.7.10: Inviting you to comment on a discussion paper outlining a proposed new cluster structure for the Greater Western Area Health Service (GWAHS).

Under the proposal outlined in the discussion paper the existing six clusters will be aggregated into four clusters each with a dedicated Cluster Executive team.

**Copy of discussion paper forwarded to Councillors**

- 141 **RESOLVED:** Clr Atchison and Clr N Hughes that the letter be referred to Council's delegates on the CENTROC Health Workforce Group and the Local Health Council for their consideration and comment.
- 142 **RESOLVED:** Clr Lobb and Clr Niven that the Correspondence be noted except where otherwise resolved.
- 143 **RESOLVED:** Clr McClelland and Clr Niven that Late Correspondence be received and dealt with.

**SUMMARY OF LATE CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF THE WEDDIN SHIRE COUNCIL HELD 25 SEPTEMBER 2008.**

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7. NSW Rural Fire Service, E1.3.17: Forwarding the proposal Schedule 3 of the Service Agreement between Council and the NSW Rural Fire Service for 2008/2009.

It would be appreciated if Council could adopt the Schedule 3 as part of the current Service Agreement.

**RECOMMENDATION:** that the letter be referred to the Bushfire Local Matters Committee for consideration and decision.

8. NSW Rural Fire Service, E1.3.4: Forwarding an estimate of expenditure for your Council and an estimate of the total Rural Fire Fighting Fund for 2009/2010.

The details of these estimates were discussed at the recent Senior Management Team Committee meeting where it was resolved to "Forward estimates for 09/10 to Council for consideration and approval".

It would be appreciated if Council would consider the 09/10 estimates and advise accordingly.

**RECOMMENDATION:** that the letter be referred to the Bushfire Local Matters Committee for consideration and decision.

**Clrs Simpson, Niven, Halls and N Hughes previously submitted written declarations of interest and did not leave the room.**

- 144 **RESOLVED:** Clr Lobb and Clr Atchison that the letters 7 and 8 be referred to the Bushfire Local Matters Committee for consideration and decision.

9. Katrina Hodgkinson MP, R2.1.12: Writing on behalf of a volunteer for the Bribbaree Pony Club, in relation to a weight breach report issued by a Weddin Shire weights and loads officer on Saturday 23 August.

I am informed that a group of volunteers were involved in a working bee at Bribbaree Pony Club carting sand to the children's arena. Owners of the trucks had donated the use of their vehicles for the day and the drivers too had volunteered their time.

Bribbaree Pony Club is a small non-profit organisation comprising around fifty members.

I am asking if Weddin Shire Council could exercise leniency in this matter. The Pony Club has very limited funds and is in no position to bear the cost of what could be a large fine.

**RECOMMENDATION:** that a letter be provided to the volunteer, supporting the request for leniency, and that the CENTROC Weight of Loads Group be similarly advised.

**145** **RESOLVED:** Clr N Hughes and Clr McClelland that a letter be provided to the volunteer, supporting the request for leniency, and that the CENTROC Weight of Loads Group be similarly advised.

10. LGSA, R2.54.1: In reply to your letter regarding the Principal Arranged Insurance (PAI) arrangements under the Road and Traffic Authority's proposed new Road Maintenance Council Contracts.

We have written to the Chief Executive of the RTA seeking clarification of the proposals, including a suggestion that the RTA consider removal of the compulsory nature of the PAI arrangements and allowing councils to make their own determination of the most viable insurance placement, or at least a deferral to allow time for a full consideration of the proposal and comparison with existing policies.

We will keep you informed about any progress or response from the RTA as a result of our representations.

**Noted**

**146** **RESOLVED:** Clr Niven and Clr Halls that the Late Correspondence be noted except where otherwise resolved.

**MOTIONS WITH NOTICE**

Nil

## MAYORAL MINUTE

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24 September 2008

Councillors  
Weddin Shire Council  
GRENFELL NSW 2810

Dear Councillors

### **Broula King Gold Mine, T5.26.2005**

On 22 September the Mayor and General Manager met with Messrs Alan Fraser and Peter Kelleher of Resource Base, which now controls the Broula King mine.

Mr Fraser outlined the reason for the delays with the project, including the application for an easement to relocate the power line and a pending claim for native title over the former TSR. Because of the present delay he was unable to discuss any possible contribution to local community infrastructure or amenities.

Mr Fraser advised that the cessation of work has resulted in a considerable cost. It is also a significant loss of income for the shire in terms of wages and materials, and it will be in everyone's interests for the matter to be resolved as quickly as possible.

### **RECOMMENDATION:**

**It is recommended that the Mayor and General Manager be authorised to seek urgent meetings with the Minister for Primary Industries and the Minister for Lands, or their staff, to expedite this matter.**

**Clr Hinde previously submitted a written declaration of interest and left the room.**

**Clr Atchison previously submitted a written declaration of interest and left the room.**

- 147 RESOLVED:** Clr N Hughes and Clr Crutcher that the Mayor and General Manager be authorised (if the delay continues) to seek urgent meetings with the Minister for Primary Industries and the Minister for Lands, or their staff, to expedite this matter.

**Clrs Hinde and Atchison returned to the room.**

CLR MA SIMPSON  
MAYOR

18 September 2008

The Mayor and Councillors  
Weddin Shire Council  
GRENFELL NSW 2810

Dear Councillors

I wish to report as follows: -

**1. Facilities for Councillors, C2.2.1**

A satchel is being provided to Councillors for use at meetings. A new indexed folder is also included. These items will be available at the September Council meeting or they may be collected beforehand.

The satchel contains a copy of the Code of Conduct and the Code of Meeting Practice, and the Weddin LEP 2002. It is recommended that these documents be kept with the satchel on a permanent basis so that they are available for quick reference when required.

**For Information**

**Noted**

**2. Council Policies, C2.4.3**

Council has adopted many policies covering a wide range of activities. Many of these policies are quite old and staff are currently reviewing and updating them as time permits, in pursuance of recommendation 10 of the Promoting Better Practice Review report by the Department of Local Government.

An indexed folder is being provided to each Councillor containing copies of all the policies which have been recently reviewed. Further policies will be provided as they are adopted by Council.

It is suggested that Councillors keep their folders updated so that they always have current policies to refer to.

**For Information**

**Noted**

**3. Central NSW Transport Study, T3.6.4**

Previous reports refer.

The Mayor and General Manager attended the Gap Analysis Workshop at Orange on 22 August 2008, with a group comprised of representatives of member councils, community organisations, government departments, the trucking and rail industries, and forestry. The meeting identified many road and rail projects and deficiencies, both within and without the Central West area.



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

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The meeting of the Council Reference Group was held at Grenfell on 28 August 2008, to review the key issues from the Gap Analysis Workshop. The consultant also explained the strategy development process and the future scenario development.

The General Manager attended an Options Workshop at Orange on 11 September to assess the nominated projects and prioritise them for road and rail. These priorities will be used by the consultant as an indicator for the final report. The results of the Options Workshop will be presented to a final meeting at Cowra on 1 October 2008.

**For Information.**

**Noted**

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

A meeting of CENTROC was held at Grenfell on 28 August 2008 attended by the Mayor and General Manager, as well as Cllrs N Hughes, D Hughes and G McClelland.

The main issues at the meeting are summarised as follows:-

- a presentation on the Local Government Education Network at Charles Sturt University,
- a presentation on Regional Development Australia by an officer of the Department of Infrastructure, Transport, Regional Development and Local Government,
- a decision to liaise more closely with the Bells Line of Expressway Group, and to advise the RTA that Mr Graham Dun's proposal is not supported,
- a decision to provide SKM with alternative population growth figures where available, and to request access to their final report,
- acceptance of a status report on the water salinity grant,
- a decision to encourage member councils to participate in the Planet Footprint energy audit,
- acceptance of a status report on the "fibre to the node" telecommunications proposal
- acceptance of a status report on the Training and Education section,
- a decision to maintain the training focus on local government rather than expand into the private sector.

The next meeting will be held at Wellington on 4 December 2008.

**For Information**

**Noted**

### **5. Grenfell Garbage Depot – Consolidation, P2.12.15**

After a prolonged process, Council eventually purchased the reserve containing the Grenfell Garbage Depot. The land was acquired in several lots, being lots 77, 120, 121, 122 DP 752945 and lots 1, 2, 3 in DP 1067922.

Action to consolidate the land into a single lot is now in hand and a survey plan has been prepared for submission to the Department of Lands. The plan requires the landowner to sign under seal.

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

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### **RECOMMENDATION:**

**It is recommended that the survey plan of consolidation for the Grenfell Garbage Depot be signed under seal of Council.**

- 148      RESOLVED: Clr McClelland and Clr Atchison that the survey plan of consolidation for the Grenfell Garbage Depot be signed under seal of Council.**

### **6.      Dalton Street Depot, P2.6.1/E1.5**

A letter from SES Lachlan Region (correspondence item 7) was tabled at Council's August meeting. The SES has requested that Council allow it to use the western part of the Dalton Street depot, after fencing, driveway construction and removal of a fuel tank. The SES has funding of \$46,000 up until 30 September 2008 for the upgrading of the existing buildings for their use. Council resolved last meeting to invite fresh expressions of interest for the depot but no submissions were received.

At present Council provides facilities for the SES at the Melyra Street depot which are shared with the Rural Fire Service. In particular, the rescue vehicle shed is sub-standard and space is limited for both services.

The area sought by the SES contains the main toilets and amenities for the former depot, with the only facilities in the other part being located within the workshop. Other matters to be considered are:-

- separate sewer connection for the other block,
- separate electrical connections and associated rewiring,
- separate water connections and internal plumbing,
- separate telephone lines.

The overall cost to Council is being assessed and a meeting of the members of the previous Property and Development Committee will be arranged if possible to consider this matter prior to the Council meeting.

The SES has requested an answer to their request by 30 September 2008 because of a funding deadline.

### **RECOMMENDATION**

**For Council's Consideration**

**Clr Simpson previously submitted a written declaration of interest and did not leave the room.**

**Clr Atchison previously submitted a written declaration of interest and did not leave the room.**

- 149      RESOLVED: Clr N Hughes and Clr Halls that the General Manager arrange a meeting of the Property and Development Committee to determine the matter.**

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

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### **7. Lease of Doctors Surgery – Weddin Street, P2.4.3**

Dr Albadran has advised his desire to renew the lease of the premises.

A meeting with the doctor will be arranged and a further report submitted.

**For Information**

**Noted**

### **8. Presentation by Country Energy, C2.8.1, U1.3.9**

My report to Council's August meeting refers.

Tentative arrangements have been made for Country Energy to address Council at the beginning of the February 2009 meeting.

**For Information**

**Noted**

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

Previous reports refer.

A completed return for 2007/2008 has been received from David Taylor, which was the only outstanding return. All necessary returns for 2007/2008 are now to hand.

Further returns for the period from 1 July to 13 September will be required from the retiring Councillors and initial returns will be required from the newly-elected Councillors. These forms will be separately forwarded in due course.

**For Information**

**Noted**

### **10. Council Meeting Minutes, C2.3.3**

Previously the minutes of Council meetings were prepared as a separate document, to sit behind the business paper.

A change was made in June 2008 to insert the minutes into the business paper so that the document was a complete record. This means that the full document is then re-forwarded to Councillors after the meeting.

It may be advantageous for Councillors with computers to receive these minutes by email so that they can be placed in a folder and be available for future reference.

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

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Any councillor preferring electronic minutes is requested to so advise me as soon as possible. A paper copy of the business paper will continue to be forwarded unless otherwise requested.

### **RECOMMENDATION:**

**For the Consideration of Councillors**

- 150** **RESOLVED:** Cllr Atchison and Cllr Crutcher that Councillors advise the General Manager if they would prefer to receive their minutes electronically.

#### **11. Conduct Review Committee, A3.26.6**

Previous reports refer.

As resolved, the matter of membership of the Conduct Review Committee was referred to a meeting of the Mid Lachlan Alliance where it was resolved that the General Managers prepare and circulate a list of names of councillors and staff willing to assist other councils.

### **RECOMMENDATION:**

**It is recommended that any interested councillors advise me accordingly.**

- 151** **RESOLVED:** Cllr Atchison and Cllr Hinde that Cllrs Simpson, N Hughes, Halls, Atchison, Niven and the General Manager be included on the list of names willing to assist other Councils and the General Manager advise the other Mid Lachlan Alliance Councils accordingly.

#### **12. Membership of Council Committees, C2.6.1**

My report to Council's July meeting refers.

Applications closing 29 August 2008 were invited for the community member positions on Council's committees. The nominations received have been reported in the business paper for the Elections.

**For Information**

**Noted**

#### **13. Referendum, C2.1.8**

The constitutional referendum on the abolition of wards in the Weddin Shire was held in conjunction with the local government elections on 13 September 2008.

At the time of writing the Electoral Commission has advised that the referendum has succeeded and the result will be officially declared shortly.

The result is binding on the Council under the Local Government Act. This would then mean there would be no wards for the 2012 local government elections.

### **RECOMMENDATION:**

**It is recommended that the General Manager be authorised to take all necessary action to notify the result of the referendum in accordance with the Local Government Act.**

- 152**     **RESOLVED:** Clr Atchison and Clr McClelland that the General Manager be authorised to take all necessary action to notify the result of the referendum in accordance with the Local Government Act.

**14.     Councillor Information Seminars C2.2.4**

The Department of Local Government is stressing the need for all councillors to attend information seminars and has requested that a report be submitted to the first Council meeting in 2009 on which seminars each councillor attended.

The closest seminar will be at Forbes on Thursday 6 November (1.00 -4.30 pm). If some councillors are unable to attend this particular one, there are others at Bathurst (5 November), Dubbo (3 November) and Orange (7 November).

Attendees are required to be registered beforehand.

**RECOMMENDATION:**

**It is recommended that Councillors indicate which seminar they require to be registered for.**

- 153**     **RESOLVED:** Clr McClelland and Clr Niven that all Councillors be registered for the Councillor Information Seminar at Forbes on Thursday 6 November 2008.

**15.     Melbourne Cup Tour T4.3.1**

Council has been previously advised that the 2008 Melbourne Cup Tour will include Grenfell on Saturday 4 October 2008.

Secretary of the Grenfell Jockey Club Mr Terry Carroll has enquired whether Council would consider assisting or sponsoring the visit by:-

- i) holding a civic reception (luncheon) for the official group (approximately 12 plus Councillors, estimated cost \$300)
- ii) covering the cost of the dinner for the visiting officials (approximately 6, estimated cost \$120).

The official group will comprise representatives of the Grenfell Jockey Club, the Victorian Racing Club, and National Australia Bank (main sponsor of the tour). Both State and Federal local members have also been invited. Councillors and spouses would also be included for the luncheon.

**RECOMMENDATION:**

**It is recommended that Council offer assistance as required.**

- 154**     **RESOLVED:** Clr N Hughes and Clr Hinde that Council offer assistance as requested.

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

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### **16. Leave Application, P4.10041**

Application is made for annual leave from 9-21 October 2008.

I propose to appoint Mr Glenn Carroll as the Acting General Manager.

#### **RECOMMENDATION:**

**It is recommended that the application for leave be approved.**

**Clr Lobb previously submitted a written declaration of interest and left the room.**

**155 RESOLVED:** Clr McClelland and Clr Atchison that the application for leave be approved.

**Clr Lobb returned to the room.**

### **17. Promoting Better Practice Review – Action Plan, C2.10.8**

Council received a visit from two officers of the Department of Local Government in June 2007, following which a report was received in December 2008. The report contained 47 recommendations and an Action Plan to achieve these recommendations was formally adopted by Council. A copy of the Action Plan Review as at 30 June 2008 is being separately forwarded to the new councillors.

In its letter dated 18 August 2008 the Department has acknowledged Council's report on progress with the Action Plan and called for a further report by 6 February 2009. This will be an ongoing task until all recommendations have been satisfactorily completed.

**For Information**

**Noted**

### **18. Promoting Better Practice Review Report - Committees, C2.10.8**

Recommendation 12 of the Department of Local Government's Promoting Better Practice Review report states that:-

*"Council should ensure all of its section 355 committees have a constitution approved by Council".*

In pursuance of this recommendation a review has been carried out of all current committees to identify any existing constitutions, charters or functions, and to develop draft charters where necessary. These draft charters are addressed in the following reports.

During this process it has become clear that many of these committees have been performing an operational role. To comply with the Local Government Act it has been necessary to delete all operational functions from committees with councillor members eg Town Works, Noxious Weeds, Tourism, Library. It is also necessary that councillors not be appointed to operational committees eg OH & S, Consultative, Manex.

With the term of the new Council just beginning, now is considered the ideal time to make these adjustments.

**For Information**

**Noted**

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

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### **19. Charter for Property and Development Committee, C2.6.11**

I am unable to locate any record of previous functions for the Property and Development Committee.

A list of draft functions has been prepared as follows:-

- to consider, examine and make recommendations on proposals to buy or sell property.
- to consider, develop and make recommendations on proposals for upgrading or modifying Council's property and facilities.
- to attend to and report on any matters which may be referred from Council.

A draft charter incorporating these functions has been prepared and a copy has been separately forwarded.

#### **RECOMMENDATION:**

**It is recommended that:-**

- i) the draft functions listed above be adopted,**
- ii) the draft charter for the Property and Development Committee be adopted (as amended).**

### **156 RESOLVED: Cllr N Hughes and Cllr McClelland that:-**

- i) the draft functions listed above be adopted,**
- ii) the draft charter for the Property and Development Committee be adopted (as otherwise amended).**

### **20. Charter for Town Works Committee, C2.6.8**

The Town Works Committee has operated for many years, probably since amalgamation, and I am unable to locate any record of previous functions for the committee.

Many dealings of the Town Works Committee in the past have been operational which is no longer permissible. Council may need to consider whether the committee is still required, or whether it should meet on an "as required" basis.

Should Council wish to retain the Town Works Committee, a list of draft functions has been prepared as follows:-

- to determine the annual programmes for roadworks, kerb and guttering and footpaving within Grenfell, subject to endorsement by Council.
- to identify and prioritise items of the above works for future programmes.
- to monitor expenditure with regard to the annual budget.
- to consider any relevant matters which may be referred by Council.
- to examine and assess any significant development applications within Grenfell.

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

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A draft charter incorporating these functions has also been prepared and a copy has been separately forwarded.

### **RECOMMENDATION:**

**If Council decides to retain the Committee, then it is recommended that:-**

- i) the draft functions listed above be adopted,**
- ii) the draft charter for the Town Works Committee be adopted (as amended).**

**157 RESOLVED:** Cllr McClelland and Cllr Atchison that:-

- i) the draft functions listed above be adopted,**
- ii) the draft charter for the Town Works Committee be adopted (as otherwise amended).**

### **21. Charter for Noxious Weeds Committee, C2.6.13**

I am unable to locate any record of previous functions for the Noxious Weeds Committee.

A list of draft functions has been prepared as follows:-

- to prioritise noxious weeds problems for inclusion in the annual grant application.
- to monitor and review the classifications of noxious weeds within the shire.
- to consider noxious weeds publicity campaigns throughout the shire.
- to oversee Council's Policy for Management of Noxious Weeds on Private Property.
- to consider and recommend prosecutions.

The list is quite short as many of the matters addressed by this committee have been operational and these have been excluded to comply with the Local Government Act. In view of this, it may be preferable for this committee to meet on an "as required" basis as regular meetings are probably not justified.

A draft charter incorporating these functions has been prepared and a copy has been separately forwarded. The charter includes the changed membership as previously recommended.

### **RECOMMENDATION:**

**It is recommended that:-**

- i) the frequency of meetings be determined,**
- ii) the draft functions listed above be adopted,**
- iii) the draft charter for the Noxious Weeds Committee be adopted (as amended).**

**158 RESOLVED:** Cllr Niven and Cllr N Hughes that:-

- i) the draft functions listed above be adopted with the addition of public lands,**
- iii) the draft charter for the Noxious Weeds Committee be adopted (as otherwise amended).**

### **22. Charter for Bushfire Local Matters Committee, C2.6.17**

I am unable to locate any record of previous functions for the Bushfire Local Matters Committee, so a list of draft functions has been prepared as follows:-

- to consider equipment and tanker requests from brigades.
- to consider and make recommendations on funding programmes from the Rural Fire Services.



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

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- to consider any relevant matters that may be referred by Council.

A draft charter incorporating these functions has been prepared and a copy has been separately forwarded.

### **RECOMMENDATION:**

**It is recommended that:-**

- i) the draft functions listed above be adopted,**
- ii) the draft charter for the Bushfire Local Matters Committee be adopted (as amended).**

**159**

**RESOLVED:** Cllr Halls and Cllr Hinde that:-

- i) the draft functions listed above be adopted,
- ii) the draft charter for the Bushfire Local Matters Committee be adopted (as otherwise amended).

### **23. Charter for Library Committee, C2.6.6**

I am unable to locate any record of previous functions for the Library Committee.

A list of draft functions has been prepared as follows:-

- to consider and prioritise capital improvements to the Grenfell Library.
- to consider significant upgrading, augmentation and promotion of services of the Grenfell Library.
- to monitor expenditure with regard to the annual budget.
- to consider any relevant matters which may be referred by Council.

A draft charter incorporating these functions has been prepared a copy has been separately forwarded. Many matters considered by this committee have been operational which is no longer permissible, and these matters have been excluded. The role of this committee will now be very limited and it could be dispensed with.

### **RECOMMENDATION:**

**If Council decides to retain the Library Committee, it is recommended that:-**

- i) the draft functions listed above be adopted,**
- ii) the draft charter for the Library Committee be adopted (as amended).**

**Noted**

### **24. Charter for Heritage Committee, C2.6.22**

The general role of the Heritage Committee was reported in September 2002 as:

*“assessing projects for the Heritage Assistance program, education, research, advice on possible listings involved in current and future heritage projects including Sloanes, O’Briens Hill, rural and other heritage study.”*

New draft functions for the Heritage Committee are proposed as follows:-

- to oversee the preparation of heritage studies, heritage DCPs, etc
- to advise on possible listings for heritage schedules,

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

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- to advise on heritage matters affecting development applications as required,
- to oversee heritage grant programmes in conjunction with the Heritage Advisor,
- to assess and prioritise applications for heritage grant assistance in conjunction with the Heritage Advisor,
- to promote heritage conservation within the shire.
- to identify and prioritise heritage projects for consideration in Council's annual Management Plan.

A draft charter incorporating these functions has been prepared and a copy has been separately forwarded.

### **RECOMMENDATION:**

**It is recommended that:-**

- i) the draft functions listed above be adopted,**
- ii) the draft charter for the Heritage Committee be adopted (as amended).**

- 160**     **RESOLVED:** Cllr McClelland and Cllr Lobb that:-
- i) the draft functions listed above be adopted,
  - ii) the draft charter for the Heritage Committee be adopted (as otherwise amended).

### **25.     Charter for Tourism Committee, C2.6.26**

The role of the Tourism Committee was adopted in November 2003 as:-

*“to consider, develop and make recommendations to Council on the following matters:-*

- 1. tourism proposals and projects,*
- 2. prioritisation of tourist projects for the annual Management Plan,*
- 3. long term objectives for tourism,*
- 4. the strategic plan for tourism,*
- 5. review of the performance of tourism initiatives,*
- 6. establishment of an accredited Visitor Information Centre for Grenfell,*
- 7. regional initiatives through Explorer Country Tourism.”*

These points have been rewritten as draft functions as follows:-

- to prepare and review Council's Strategic Tourism Plan.
- to identify and prioritise tourism proposal and projects
- to identify and prioritise long and medium term objectives for tourism.
- to prioritise tourism proposals for the annual Management Plan.
- to review the performance and benefits of tourism initiatives.
- to plan for an accredited Visitor Information Centre for Grenfell.
- to support regional tourism initiatives through Central NSW Tourism.

A draft charter incorporating these functions has been prepared and a copy has been separately forwarded. The charter includes the second staff member as previously recommended.

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### **RECOMMENDATION:**

**It is recommended that:-**

- i) the draft functions listed above be adopted,**
- ii) the draft charter for the Tourism Committee be adopted (as amended).**

**161      RESOLVED: Clr Atchison and Clr N Hughes:-**

- i) the draft functions listed above be adopted,**
- ii) the draft charter for the Tourism Committee be adopted (as otherwise amended).**

### **26.      Charter for Economic Development Steering Committee, C2.6.31**

The functions of the Economic Development Steering Committee were reported in March 2005 as:-

- *“to oversee the implementation of Council’s Economic Development strategy,*
- *to oversee and advise on various promotions such as Open Days, Business Seminar, Trade Expo,*
- *to liaise and co-ordinate with and seek information from, other Council committees on Economic Development matters,*
- *to estimate and prioritise for Council’s consideration, council projects with economic development implications.”*

A draft charter incorporating these functions has been prepared and a copy has been separately forwarded.

The Committee has not met for over a year and could be dispensed with.

### **RECOMMENDATION:**

**If Council decides to retain the Economic Development Steering Committee, then it is recommended that the draft charter be adopted.**

**Noted**

### **27.      Charter for Lawson Festival Committee, C2.6.32**

The current constitution for the Grenfell Henry Lawson Festival of Arts Committee was adopted on 20 July 2006. The functions of the committee are itemised in the constitution as follows:-

- *“To organise, promote, coordinate and conduct an annual Festival over the June long weekend, to commemorate the birth of Henry Lawson in Grenfell on 17 June 1867.*
- *As part of the Festival, to conduct competitions in the Arts for Australian creative talent and to offer awards to the winners of these competitions.*
- *To invite the winners (as referred to in the sub-clause above) to Grenfell to receive their awards at the Festival each year.*
- *To make an annual award (if a suitable nomination in the opinion of the Committee is received) to a resident of the Weddin Shire or a supporter of the Festival, who has made a meritorious and significant contribution to the Arts, either in the preceding 12 months or continuously over an extended period of time. The award can be made in any field of the Arts and can be made to a*

## THE GENERAL MANAGER'S ORDINARY REPORT

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*practising artist, writer or performer, a teacher or tutor, or an administrator who has organised and encouraged participation in the Arts.*

- *To undertake fundraising and promotional activities throughout the year and during the Festival, with funds raised to be used solely for the benefit of current or future Festivals.*
- *To liaise with other community organisations for assistance as required.*
- *To liaise with and seek grant assistance from State and Federal Government bodies including Arts OutWest.”*

A draft charter incorporating these functions has been prepared and a copy has been separately forwarded. The Lawson Festival Committee is an operational committee.

### **RECOMMENDATION:**

**It is recommended that the draft charter for the Lawson Festival Committee be adopted.**

**162**     **RESOLVED:** Cllr McClelland and Cllr Atchison that the draft charter for the Lawson Festival Committee be adopted.

### **28. Charter for the Grenfell Business Development Committee, (GBDC), C2.6.30**

The GBDC replaced the Grenfell and District Development Organisation (GDDO) in 2006 after it was wound up in favour of being a committee of Council. The constitution of the GDDO was formally adopted by Council as the interim constitution of the GBDC in September 2006.

The following list of draft functions are contained in the constitution:-

- *to enhance economic opportunity within the town of Grenfell and the surrounding Weddin Shire and to promote the development of a broader, more robust, more active and sustainable economic and social climate within such area.*
- *develop a long term development strategy*
- *act as a facilitator for other community and business organisations in Grenfell and within the Weddin Shire.*
- *to act as unified voice for the local businesses within the Weddin Shire.*
- *not be a fund-raising organisation and any funds raised shall be used to promote the aims and objects of the organisation.*

A draft charter incorporating these functions has been prepared and a copy has been separately forwarded.

### **RECOMMENDATION:**

**It is recommended that:-**

- i) the size of the quorum be determined,**
- ii) the draft functions listed above be adopted,**
- iii) the draft charter for the GBDC be adopted (as amended).**

**163**     **RESOLVED:** Cllr N Hughes and Cllr Lobb that:-

- i) the quorum be eight members,**
- ii) the draft functions listed above be adopted,**
- iii) the draft charter for the GBDC be adopted (as amended).**

### 29. Charter for OH & S Committee, C2.6.14

The constitution of the OH & S Committee, as adopted in 1989, contains sections on its Aims and Scope, from which the following draft functions have been derived:-

- to provide a forum that will allow frank and open discussion on all issues relating to the protection of all persons e.g. employees, contractors or visitors, members of the public, at the place of work.
- to concern itself with all OH & S matters that have been formally referred to the employee's immediate supervisor and which have not been acted upon.
- to review all injuries or ill-health and reported near-misses (which had the potential to cause injury, ill health or damage) so as to assist the employer in the production, updating and monitoring of the OH & S policies and programmes agreed upon.
- to examine all places of work in relation to work design, operating procedures, emergency evacuations, work place inspections, rehabilitation, technological change and the provision of suitable and approved items of personal protective clothing and safety equipment.

A draft charter incorporating these functions has been prepared and a copy has been separately forwarded. The OH & S committee is an operational committee. The charter includes the changed membership as previously recommended.

#### **RECOMMENDATION:**

**It is recommended that:-**

- i) the draft functions listed above be adopted,**
- ii) the draft charter for the OH & S Committee be adopted (as amended).**

### 164 **RESOLVED:** Cllr Atchison and Cllr Niven that:-

- i) the draft functions listed above be adopted,**
- ii) the draft charter for the OH & S Committee be adopted.**

### 30. Charter for Consultative Committee, C2.6.12

The current constitution of the Consultative Committee was adopted in October 2002. The function of the committee is itemised in the constitution as follows:-

- *implementation of the new award*
- *training*
- *performance management systems*
- *hours of work*
- *job redesign; and*
- *communication and education mechanisms*
- *the current position of the council on the restructure process*
- *commitment to equal employment opportunity principles*
- *new work function descriptions*
- *organisation structure*
- *personnel policies and practices and employment arrangements.*
- *work and management practices*
- *skills audit and job analysis*

## THE GENERAL MANAGER'S ORDINARY REPORT

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- *council competency standards for progression within the skills - based award*
- *multi-skilling opportunities*
- *new career paths within the terms of skills-based award; and*
- *council agreements which may include items such as hours of work*
  - *training*
  - *performance*
  - *local conditions*
  - *salary points; and*
  - *work practices*

A draft charter incorporating this function has been prepared and a copy has been separately forwarded. The Consultative Committee is an operational committee.

### **RECOMMENDATION:**

**It is recommended that:-**

- i) the draft function listed above be adopted,**
- ii) the draft charter for the Consultative Committee be adopted (as amended).**

**165 RESOLVED:** Cllr McClelland and Cllr Atchison that:-

- i) the draft function listed above be adopted,**
- ii) the draft charter for the Consultative Committee be adopted.**

### **31. Charter for Manex Committee, C2.6.10**

The current format of Council's Manex Committee was adopted in September 2001 and was based on the functions recommended by the LGSA. These were:-

- *advise the Council through the Policy and Resources Committee on the allocation of resources.*
- *advise the Council through standing committees and the Policy and Resources Committee on major policy issues,*
- *investigate and report on specific matters referred to it and by the Policy and Resources Committee,*
- *examine and report on major proposals in any area,*
- *co-ordinate the activities of Heads of Departments in major programmes,*
- *advise the Council on organisation and administration matters generally,*
- *review the Council's organisation and staffing levels and report to the Council on these matters,*
- *examine the effectiveness of the Council's Departments,*
- *administer the budgetary controls,*
- *review and assess the effectiveness of groups and individuals exercising delegated authority.*

These functions are nearly all operational, and this view is confirmed by the next paragraph in the LGSA booklet which states:-

*"The Management Team should comprise departmental heads ..... The Mayor or President should have a standing invitation to attend the meetings of the Management Team in order to ensure close liaison between elected members and staff".*

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

In a survey of ten surrounding councils, only one (Cabonne) has a councillor member in a similar committee. Department of Local Government Inspector Mr Richard Murphy also advised that Council's current structure is questionable.

In anticipation that Council will retain the Manex Committee the following draft functions are proposed:-

- advise the Council on major policy issues.
- investigate and report on specific matters referred to it by Council.
- examine and report on major proposals in any area.
- co-ordinate the activities of Heads of Departments in major programmes.
- advise the Council on the allocation of resources.
- advise the Council on organisation and administration matters generally.
- review the Council's organisation and staffing levels and report to the Council on these matters.
- examine the effectiveness of the Council's Departments.
- administer the budgetary controls.
- review and assess the effectiveness of groups and individuals exercising delegated authority.
- review progress on the annual Management Plan.

A draft charter incorporating these functions has been prepared and a copy has been separately forwarded.

### **RECOMMENDATION:**

**It is recommended that:-**

- i) Council establish the Manex Committee as operational,**
- ii) the draft functions listed above be adopted,**
- iii) the draft charter for the Manex Committee be adopted (as amended).**

**166      RESOLVED: Cllr Niven and Cllr Lobb that:-**

- i) Council establish the Manex Committee as operational,**
- ii) the draft functions listed above be adopted,**
- iii) the draft charter for the Manex Committee be adopted (as amended).**

### **32. LGMA Annual Conference, P1.2.4**

On 17 September 2008 I attended one day of the Annual Conference of the Local Government Managers Association in Sydney.

The opening address was given by the newly appointed Minister for Local Government Ms Barbara Perry. The Minister emphasised community planning, improvement of services, councillor professional development and integrated planning, and advised that an Induction guide for new councillors and new guidelines for the Code of Conduct would be available shortly. There were no announcements of new initiatives or changed attitudes.

I also attended a session on the Conduct Review process under the Code of Conduct. Whilst the Mayors and General Managers have been removed from membership of the Conduct Review Committees, there is growing concern that the responsibilities of the General Manager may now be even more onerous than before. This matter is being kept under review.

**For Information**



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

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### **33. Lease of Doctors Surgery – Weddin Street, P2.4.3**

The Mayor and General Manager met with Dr Albadran on 18 September 2008 to discuss the renewal of the lease for the premises.

Dr Albadran has requested a two year extension with the deletion of grounds maintenance. No other changes were requested except for some maintenance works which are being considered.

#### **RECOMMENDATION:**

**It is recommended that a variation of the lease be prepared for an extension of two years with the deletion of grounds maintenance.**

**167 RESOLVED:** Clr N Hughes and Clr Atchison that a variation of the lease be approved and signed for an extension of two years with the deletion of grounds maintenance.

### **34. Dagmar Street Residence, P2.12.2**

Previous reports refer.

Two offers of \$135,000 have been received for this house and these are currently being considered through Council's solicitor. It is intended to accept the first unconditional contract received by the solicitor.

#### **RECOMMENDATION:**

**It is recommended that approval be given to accept the selected offer and to sign the documents under seal.**

**Clr McClelland declared a pecuniary interest as a Real Estate Agent that the property is listed with and left the room.**

**The General Manager verbally reported that the Contract for the Sale was signed on Wednesday 24 September 2008.**

**168 RESOLVED:** Clr Hinde and Clr Atchison that the action be endorsed.

**Clr McClelland returned to the room.**

**169 RESOLVED:** Clr N Hughes and Clr Crutcher that Council adjourn for supper.

**Council adjourned for supper: 6.54 pm  
Council resumed at: 7.23 pm**

**170 RESOLVED:** Clr Atchison and Clr Hinde that Council resume.



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

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### **35. Functions of Committees, C2.6.1**

I refer to report items 19-26 concerning the functions and charters for various committees.

An important role for these committees is to assist Council in formulating policies, and a function to this effect should be included within their charters.

#### **RECOMMENDATION:**

**It is recommended that the following function be included in the charters of the above committees: “to advise the Council on relevant policy issues”.**

- 171**    **RESOLVED:** Cllr Hinde and Cllr N Hughes that the following function be included in the charters of the above committees: “to advise the Council on relevant policy issues”.

### **36. Recognition of Past Councillors, C2.2.1**

As Council is aware, former Councillors David Taylor and Graham Grimm have completed their terms after 13 years service each.

Certificates of Service are available through the LGSA for Councillors with over eight years service. It may be appropriate to consider a dinner with spouses to acknowledge their service and present these certificates.

#### **RECOMMENDATION:**

**It is recommended that the Executive be authorised to organise a suitable dinner.**

- 172**    **RESOLVED:** Cllr Halls and Cllr Niven that the Executive be authorised to organise a suitable dinner.

**T V LOBB**

**GENERAL MANAGER**

- 173**    **RESOLVED:** Cllr Atchison and Cllr McClelland that except where otherwise dealt with the General Manager's Report be adopted.

## THE DIRECTOR CORPORATE SERVICES' ORDINARY REPORT

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18 September 2008

The General Manager  
Weddin Shire Council  
GRENFELL NSW 2810

Dear Sir

I wish to report as follows: -

**1. Statement of Bank Balances as at 31 August 2008:**

Bank Account	
Westpac	<b><u>\$542,327.80</u></b>
Investments	
LGIS	
<b>Total Investments</b>	<b><u>\$4,500,000.00</u></b>

**CERTIFICATE OF RECONCILIATION**

I certify that the Cashbook for each Bank Account has been reconciled with the appropriate Bank Statement as at 31 August 2008.

The investments shown above are made with the Local Government Investment Service. 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. A Summary of Income For The Month of August follows:**

Rates Receipts	602,319.79
Accounts Receivable	19,934.67
Government Grants	596,486.75
Agency Collections	64,590.53
Interest on Investments	-
Workers Compensation Reimbursement	14,278.69
Other Income	17,862.00
<b>Total</b>	<b><u>\$1,315,472.43</u></b>

**For Information**

**Noted**

## THE DIRECTOR CORPORATE SERVICES' ORDINARY REPORT

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### 3. Roads and Other Expenditure 2007/2008:

Following are the final figures as at 30 June 2008.

ITEM	VOTE	EXPENDITURE
"A" Ward	314,236	285,914
Gravel Resheeting "A" Ward	0	0
"B" Ward	226,913	225,119
Gravel Resheeting "B" Ward	0	0
"C" Ward	219,660	231,204
Gravel Resheeting "C" Ward	0	0
"D" & "E" Ward	126,580	136,559
Village Maintenance - Caragabal	6,000	4,882
Village Maintenance - Greenethorpe	6,932	6,932
Village Maintenance - Quandialla	6,000	6,000
Reconstruct Village Streets - Caragabal	621	0
Reconstruct Village Streets - Greenethorpe	16,000	0
Reconstruct Village Streets - Quandialla	711	0
Town Streets Construction	88,754	77,650
Kerb & Gutter Construction	93,519	51,555
Footpath Construction	36,000	0
Main Street Project	118	0
Garbage Collection	49,000	44,888
Greenethorpe Collections	8,500	5,144
Trade Waste Collection	22,000	10,895
Tips Working Expenses	80,000	87,847
Noxious Plants	72,000	77,018
Parks & Gardens	152,930	157,583
Library Expenditure	105,472	92,044
Baths Income	-24,000	18,614
Baths Expenditure	106,327	73,604
Caravan Park Income	-33,500	40,911
Caravan Park Expenditure	59,294	51,842

## THE DIRECTOR CORPORATE SERVICES' ORDINARY REPORT

### RTA GRANT WORKS

DESCRIPTION	VOTE	EXPENDITURE
2007/08 State Roads (SH 6) Maintenance	221,051	221,051
2007/08 National Roads (SH 17) Maintenance	100,266	100,266
2007/08 State Road (SH6) Ordered Work	716,921	716,921
2007/08 National Road (SH17) Ordered Work	209,157	209,157
2007/08 Regional Roads Block Grant	441,387	360,993
2007/2008 REPAIR Program MR398	300,000	300,000
3 x 3 Program - MR 398	68,000	68,000

2006/2007 Rural Local Roads	VOTE	EXPENDITURE
Maintenance general	250,163	250,163
Reseals	81,000	81,000
Caragabal - Quandialla	70,000	70,000
Gambara Road	33,000	33,000
Nowlans Road	55,000	52,615
Sandy Creek Road	55,000	113,864
Bimbi - Quandialla	55,000	22,475
Pinnacle Road	36,000	36,000
Gravel Resheeting	70,000	46,046
<b>Total</b>	<b>705,163</b>	<b>705,163</b>

2007/2008 Rural Local Roads	VOTE	EXPENDITURE
Maintenance general	21,543	57,302
Reseals	85,000	84,969
Caragabal - Quandialla	97,000	21,725
Gambara Road	46,000	72,107
Nowlans Road	109,000	0
Sandy Creek Road	186,000	79,203
Bimbi - Quandialla	55,000	0
Pinnacle Road	29,000	13,754
Gravel Resheeting	108,000	0
<b>Total</b>	<b>736,543</b>	<b>329,060</b>

2007/2008 Roads to Recovery	VOTE	EXPENDITURE
Grenfell Reseals	100,000	109,404
Greenethorpe – Gambara Road 2 km	100,000	124,230
Caragabal Reseals	10,000	4,991
Greenethorpe Reseals	10,000	9,587
Rural Roads Reseals	140,000	139,222
Gerrybang Road Causeway	42,000	14,566
<b>Total</b>	<b>402,000</b>	<b>402,000</b>

2006 - 2009 Roads to Recovery – Supplementary Programme	VOTE	EXPENDITURE
Caragabal – Quandialla Road	56,700	34,800
Bimbi – Quandialla Road	56,700	48,756
Tyagong Creek Road	18,307	12,279
Sandy Creek Road	118,000	118,000
Gambara Road	60,000	60,936
Derribong Lane	40,000	48,128
Ballendene Road	50,000	76,808
<b>Total</b>	<b>399,707</b>	<b>399,707</b>

For Information  
Noted

## THE DIRECTOR CORPORATE SERVICES' ORDINARY REPORT

### **WARD EXPENDITURE AND CARRY-OVER WORKS 2008/2009**

<b>Item</b>	<b>2007/2008 Vote</b>	<b>2007/2008 Exps</b>	<b>Surplus</b>	<b>Deficit</b>	<b>2008/2009 Vote</b>	<b>Carry- Over</b>	<b>2008/2009 Revised</b>
A" Ward(Rural Roads)	314,236	285,914	28,322		0	28,322	28,322
Caragabal Village M&R	6,000	4,882	1,118		6,000	1,118	7,118
Caragabal Village Reconstruction	621	0	621		0	621	621
B" Ward(Rural Roads)	226,913	225,119	1,794		0	1,794	1,794
Greenethorpe Village M&R	6,932	6,932	0		6,000	0	6,000
Greenethorpe Village Reconstruction	16,000	0	16,000		0	16,000	16,000
C" Ward(Rural Roads)	219,660	231,204	0	11,544	0	-11,544	(11,544)
Quandialla Village M&R	6,000	6,000	0		6,000	0	6,000
Quandialla Village Reconstruction	711	0	711		0	711	711
D" & "E" Wards(Town Streets Etc)	126,580	136,559		9,979	0	-9,979	(9,979)
Towns Streets Construction	88,754	77,650	11,104		45,000	11,104	56,104
K & G Construction	93,519	51,555	41,964		30,000	41,964	71,964
Footpath Construction	36,000	0	36,000		12,000	36,000	48,000
Main Street Project	118	0	118		0	118	118

## THE DIRECTOR CORPORATE SERVICES' ORDINARY REPORT

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### 4. Roads and Other Expenditure 2008/2009:

Following are the up to date maintenance figures as at 31 August 2008.

ITEM	VOTE	EXPENDITURE
Rural Roads Maintenance	541,824	216,074
Grenfell Town Streets Maintenance	146,536	54,296
Village Maintenance - Caragabal	7,118	1,442
Village Maintenance - Greenethorpe	6,000	974
Village Maintenance - Quandialla	6,000	4,357
Main Street Project	118	0
Garbage Collection	51,000	9,475
Greenethorpe Collections	8,500	1,335
Trade Waste Collection	23,000	2,136
Tips Working Expenses	82,000	16,033
Noxious Plants	73,000	8,913
Parks & Gardens	163,000	24,739
Library Expenditure	108,090	22,347
Baths Income	-21,000	0
Baths Expenditure	112,127	9,852
Caravan Park Income	-31,500	-5,593
Caravan Park Expenditure	67,113	11,859

## THE DIRECTOR CORPORATE SERVICES' ORDINARY REPORT

### RTA GRANT WORKS

DESCRIPTION	VOTE	EXPENDITURE
2008/09 State Roads (SH 6) Maintenance	100,000	18,717
2008/09 National Roads (SH 17) Maintenance	100,000	14,812
2008/09 State Road (SH6) Ordered Work	308,081	898
2008/09 National Road (SH17) Ordered Work	308,081	94,224
2008/09 Regional Roads Block Grant	496,393	28,812
2008/2009 REPAIR Program MR398	300,000	5,422
3 x 3 Program - MR 398	68,000	0

2007/2008 Rural Local Roads	VOTE	EXPENDITURE
Maintenance general	21,543	57,302
Reseals	85,000	84,969
Caragabal - Quandialla	97,000	21,725
Gambara Road	46,000	72,107
Nowlans Road	109,000	0
Sandy Creek Road	186,000	79,203
Bimbi - Quandialla	55,000	0
Pinnacle Road	29,000	13,754
Gravel Resheeting	108,000	0
<b>Total</b>	<b>736,543</b>	<b>329,060</b>

2008/2009 Rural Local Roads	VOTE	EXPENDITURE
Maintenance general	30,000	18,809
Reseals	95,000	0
Caragabal - Quandialla	95,000	0
Nowlans Road	65,000	13,134
Sandy Creek Road	180,000	0
Bimbi - Quandialla	35,000	0
Pinnacle Road	60,000	1,264
Driftway Road	42,521	0
Grenfell Streets Construction	55,000	7,924
Grenfell Kerb and Gutter	20,000	18,264
Grenfell Streets - Footpaving	8,000	0
Reconstruct Village Streets – Ex - Reserves	0	0
Gravel Resheeting	100,000	53,299
<b>Total</b>	<b>785,521</b>	<b>112,694</b>

2008/2009 Roads to Recovery	VOTE	EXPENDITURE
Grenfell Reseals	80,000	0
Greenethorpe – Gambara Road 4 km	72,000	29
Rural Roads Reseals	150,000	0
Gerrybang Road Causeway	100,000	3,558
<b>Total</b>	<b>402,000</b>	<b>3,587</b>

For Information

Noted

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

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### **5. Budget Review - 30 June 2008, A1.6**

The budget review for the period ended 30 June 2008 is now presented for Council adoption.

The final result for the year showed a surplus of \$287,829 which when compared to the original balanced budget is an excellent result. The result is also very good considering we have incurred additional expenditures in such areas as superannuation and public conveniences. The increased revenue was generated from areas such as Interest on Investments while there was also a saving in our Workers Compensation premium.

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

It may be again prudent to transfer a portion Council's unrestricted cash reserves (spare cash) to reserves to assist in funding future capital works. As Councillors are aware a Future Capital Projects account has been set up in Council's internal reserves. There was a balance of \$300,000 in this reserve at the beginning of the financial year. These monies were reallocated to the New Depot and the purchase of a new dwelling to assist in funding these projects. A further \$300,000 has been transferred to this reserve leaving a balance of \$196,452 as at the 30 June 2008. As in past years a report on Council's internal reserves position will be submitted to the November 2008 Council meeting for Councillors information.

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

The Wards, Town Works and Gravel Resheeting carry over amounts are presented as a separate attachment culminating in a revised budget for 2008/2009.

Listed below is an updated list of the miscellaneous "carry over" works detailing uncompleted works as at 30 June 2008. Funding will be sourced from reserves when works are completed in 2008/2009.

#### **List of Uncompleted Works as at 30 June 2008**

	\$
• Grenfell Flood Study	36,227
• Environmental Assistance (Septic Tanks)	21,872
• Heritage Operations - George Street Plan	5,000
• Quandialla Pool Upgrade	4,698
• Sloanes Cottage Upgrade	14,292
• Medical Centre Improvements	37,653
• Stormwater Funds	25,598
• Caravan Park – Upgrade Facilities	10,330
• AJ & MP Ray – Derribong Road Upgrade	8,000
• Administration Building – Replace Air Conditioner	3,000
• Consultancy Fee – Policy Formation	20,000
• Administration Building – Repair and Repaint	8,939



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• OHS Consultancy	25,000
• Town Planning – Prepare DCP	5,000
• Lawn Cemetery Beam	1,037
• Recycling – Upgrade Collection Points	3,000
• Grenfell Swimming Pool Recycling Project	23,180
• Quandialla Swimming Pool Recycling Project	17,650
• Taylor Park Upgrade	30,000
• Industrial Area – Contingency Survey	5,000
• Industrial Area – Drainage Improvement	10,000
• Henry Lawson Oval – Grandstand Upgrade	22,000
• Museum Roof Upgrade	20,000
• Consultancy Fee – Asset Valuation	10,000
• Rural Heritage Study	10,000
• Integrated Water Cycle Management (IWCM)	10,400
• Purchase Industrial Land	25,000
<b>Total</b>	<b>\$412,876</b>

**For Information**

**Noted**

### **6. Grenfell Community Hub, C1.6.7**

Work is continuing on the Community Hub with the contractors making excellent progress.

The new library will be completed in the next few weeks and will be ready for relocation. The library will need to be closed from Monday 22 September 2008 to Tuesday 7 October 2008 to facilitate this process. Following relocation of the library the Art Galley area and public amenities area will be gutted and renovated.

The conference/cinema room and CTC offices are completed.

The awning in front of the CTC building is in a state of disrepair and will need to be replaced and the library sign on the awning will be written in heritage style.

The contractor is still on schedule and the project is going very well at this stage.

**For Information**

**Noted**

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

Reference is made to the report to the August 2008 Council meeting advising of the status of debt recovery in regard to rates and debtors.

A new round of debt recovery for both rates and debtors is continuing with letters issued requesting payment of outstanding monies.

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

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Legal action is now in progress for ratepayers and debtors who have not responded. The process will begin with the issue of a statement of liquidated claim or summons.

As reported last month the sale of land for overdue rates which was to be held later this year will now be deferred until May 2009.

**For Information**

**Noted**

### **8. Preparation of Financial Reports, A1.6**

In preparing the 2007/2008 Financial Reports Section 413(2)(c) of the Local Government Act 1993 requires Council to prepare a statement in the approved form as to its opinion on the general purpose financial reports.

The Statement basically states that the accounts have been prepared in accordance with the Australia Accounting Standards and present fairly Council's financial position and operating result for the year.

**RECOMMENDATION: That Council endorse the Mayor, Deputy Mayor, General Manager and Director of Corporate Services to sign the statement on Council's behalf.**

**174** **RESOLVED: Cllr Atchison and Cllr Niven that Council endorse the Mayor, Deputy Mayor, General Manager and Director of Corporate Services to sign the statement on Council's behalf.**

### **9. A Current Affair, T4.3.7**

As Councillors are aware A Current Affair visited Grenfell on Thursday 4 September 2008 to film a story which aired on Monday 8 September 2008.

The program was interested in Grenfell as it appeared to them to be a genuine, affordable, liveable town for working families that was not offering gimmicks such as \$1 blocks of land or free land to attract people to their area.

Our lifestyle, location and cheaper house prices which we are utilising to realise the key objectives of the Open Days also attracted the program as well as facilities such as our schools, hospital (MPS), doctors, and sporting facilities which separates us from towns offering the gimmicks.

The story itself was excellent as it depicted Grenfell as being all of the things mentioned above with the people interviewed being very positive and complimentary in regards to living in the Weddin Shire. The story also reinforced our reputation of being "the town that refuses to die" particularly in the current economic circumstances where we are experiencing the worst drought in 100 years.

The advertising publicity and promotion of the Weddin Shire was tremendous with the amount of free advertising estimated at \$265,592. This advertising for our Shire is certainly publicity 'that money can't buy'.

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

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The visit was instigated by Council's Economic Development Manager Ms Auburn Carr who should be congratulated for showing initiative in E-mailing the program and inviting them to visit the Weddin Shire and for the professional manner in which she dealt with representatives from A Current Affair.

**RECOMMENDATION:** that Ms Auburn Carr be congratulated on her initiative in inviting A Current Affair to the Weddin Shire and the professional manner in which she dealt with their representatives.

**175** **RESOLVED:** Clr N Hughes and Clr Lobb that Ms Auburn Carr be congratulated on her initiative in inviting A Current Affair to the Weddin Shire and the professional manner in which she dealt with their representatives.

### **10. Open Day/Market Day - Terms and Conditions, T4.3.7**

The Weddin Shire Open Days/Market Day have been scheduled for 24-25 October 2008 however with the recent visit by A Current Affair it is now proposed to make a few alterations to the plans which will require Council endorsement.

As a result of the A Current Affair story enquiries have been received from every State in Australia with over seventy (70) registrations for the Open Days already received which does not include people who may attend from Country Week. The opportunity is here now to make it a massive weekend for Grenfell and the Weddin Shire which would be a huge boost to local businesses in a time when we are experiencing the worst drought in 100 years. A Current Affair has indicated they are intending to return to Grenfell prior to or on the Open Day weekend to film a follow up story.

Listed below are the plans already in place together with information regarding the day and the proposed alterations which will assist in revitalising the day:-

- A meeting of the Grenfell Business Development Committee (GBDC) is scheduled for Thursday, 2 October 2008 to advise business people on the arrangements, encourage participation and answer any questions that they may have.
- It is planned to change the Open Days to one day being Saturday 25 October 2008. This will allow the Open Day people to be more involved in the Market Day as well as allowing people that work that couldn't attend on the Friday to attend on the Saturday with their families.
- The action plan and itinerary for the day is currently being prepared and the promotional campaign is about to begin.
- The budget for the Open Day/Market Day is \$20,000 with \$5,000 to be funded from internal reserves.
- The website has been updated allowing people to download registration forms for submission on-line. Registered participants will be eligible to obtain various benefits during the Open Days and the terms and conditions have been forwarded separately, which will require endorsement from Council.
- A letter will be also written to all business people explaining the Market Day concept and inviting them to participate ie sales discounts, displays, joint advertising program.

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

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- The Market Day is a relatively new innovation and is designed to afford local businesses the opportunity to showcase the goods and services they have on offer. The Market Day will be held in conjunction with the Open Day and assist in ensuring the Open Day event is able to continue to maintain its relevance by helping to promote Grenfell and the Weddin Shire as a vibrant and progressive area which will encourage people and businesses to relocate.
- The Jazz Band, Local Town Band and 2LF's live broadcast will be invited to participate on the day.
- A shop local promotion mini draw is currently being organised with the winners drawn on the Saturday. The winners will receive vouchers to the value of \$1,000 to be spent with local businesses.
- In an attempt to increase crowd numbers on the day it has been suggested we stage a mini "Back to Grenfell". Ex-residents of the Weddin Shire and family members of current residents would be invited back for the weekend. It would be an "informal" weekend where these people could catch up with family and friends and at the same time give the weekend a tremendous boost. Hotels may organize their own entertainment if they so desire and Services Clubs will be invited to participate ie Lions Club Merry Go Round, Jumping Castle.
- As an incentive for these people to return we could conduct a \$1,000 cash/voucher draw. This draw would be separate from the shop local promotion and would certainly attract peoples attention and encourage them to return for the weekend. The people returning would have to register on the day and prove the qualify before they are entered into to the draw.
- The \$1,000 is able to be funded from the Open Day/Market Day budget or the Economic Development fund in Council's Internal Reserves.

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

In the past few years additional incentives for tradespeople have been developed which is working very well. In February 2006 Council offered a \$1,000 cash incentive to any registered participant of the Open Days who buys a block of land and builds a new dwelling which they reside in when it is completed. Although this offer has not yet been taken up it is certainly worthwhile persevering with.

It is critical that we continue to be positive, proactive, innovative and prepared to continually change to realise the key objectives of the campaign.

### **RECOMMENDATION:**

- i) that Council endorse the draft terms and conditions for the 2008 Weddin Shire Open Day/Market Day.**
- ii) that Council endorse the draft additional incentives for Tradespeople and the construction of new residences for the 2008 Weddin Shire Open Day/Market Day.**
- iii) that Council approve the changes as detailed above and endorse the "Back to Grenfell" concept and approve the \$1,000 cash prize draw to be funded from the Open Day/Market Day budget or the Economic Development fund.**

**Clr McClelland previously submitted a written declaration of interest and left the room.**

**176 RESOLVED:** Clr Atchison and Clr Niven that:-

- i) Council endorse the draft terms and conditions for the 2008 Weddin Shire Open Day/Market Day.
- ii) Council endorse the draft additional incentives for Tradespeople and the construction of new residences for the 2008 Weddin Shire Open Day/Market Day.
- iii) Council approve the changes as detailed above and endorse the "Back to Grenfell" concept and approve the \$1,000 cash prize draw to be funded from the Open Day/Market Day budget or the Economic Development fund.

**Clr McClelland returned to the room.**

**Clr McClelland here left the meeting at 7.35 pm for a personal matter.**

#### **11. Local Government Investments, A3.9.3**

The recent Review of NSW Local Government Investments ("the Cole Report") investigated the impact on Councils that invested in structured financial products.

The recent news that the American Company Lehman Brothers Holding Inc are to file for bankruptcy has further exasperated the problem as a number of NSW Councils may have exposure to their investment products.

The Department is preparing guidelines aimed at assisting councils in developing a comprehensive investment policy. The guidelines will include issues raised in the Cole Report relating to conflicts of interest, such as product manufacturers and distributors being appointed as investment advisors, and the fiduciary responsibilities of councils and county councils in relation to investment activities.

Council has not invested in structured financial products and all of Councils investments are in the form of Term Deposits.

**For Information**

**Noted**

#### **12. Grenfell Library, C2.6.29**

Arrangements are continuing for the Central West Zone meeting to be held at the Grenfell Bowling Club on Friday, 31 October 2008.

An invitation has been extended to the newly-elected Chair of Public Libraries NSW-Country, Clr Graham Smith from Cessnock City Council to attend the meeting. We are currently awaiting his reply. The four panel speakers have been confirmed and the printed programme and information pack is currently being mailed out to all member councils and libraries. Invitations have also been issued to member Councils and librarians, Weddin Shire Councillors and appropriate staff.

The librarian has continued to prepare for relocation.

**For Information**

**Noted**

### **13. Economic Development, C2.6.21**

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

- Reviewing Council's Economic Development Strategy
- Attended Country Week from 8-10 August 2008
- Issuing invitations to Country Week attendees to attend the Open Day/Market Day
- Commencing arrangements for the Open Day/Market Day
- Visited local businesses to encourage greater participation in the Market Day to be held 25 October 2008.

**For Information**

**Noted**

### **14. Tourism/Promotions, C2.6.2**

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

- The advertisement for Wingspan Magazine has been completed. The Bird Routes have been listed on the Birds Australia website and our Weddin Bird Trail brochure has been included on the NSW Shires with bird trails page. Other bird groups will now be invited to the Weddin Shire.
- Awaiting the final outcome of the grant applications submitted under the Regional Achievements Awards program for the Community of the Year and Event of the Year for the Spirit of the Bush concert and the 50<sup>th</sup> Henry Lawson Festival. Advice received that the 50<sup>th</sup> Henry Lawson Festival has made it into the final ten for the "Event of the Year".  
Also awaiting the outcome of an application for funding submitted under the Regional Flagship Events Programme for the Henry Lawson Festival.
- Weddin Shire Tourism brochures will be printed commercially by Progress Printing of Condobolin due to the cost of printing the brochures internally at the CTC. Advertising sold to local businesses. Awaiting payment before printing.
- Caravan and Motorhome Association sent a two man film crew to Grenfell to film a promotional DVD on Central NSW. They filmed the Caravan Park (features/amenities, etc) which will show travellers where they can stay while they're travelling through the Weddin Shire.
- Council's Caravan Park will receive a one minute scripted advertisement on the DVD in exchange for the free accommodation provided by Council.

**For Information**

**Noted**

**15. Community Technology Centre (CTC), C2.6.28**

Council's Community Technology Centre (CTC) Manager has been involved in the following activities:-

- The CTC has printed approximately 400 Grenfell brochures. Currently investigating other printing income streams such as Christmas calendars and cards.
- An expression of interest has been submitted for funding to conduct seniors mobile phone classes.
- Visited local businesses to discuss services available at the CTC.

**For Information**

**Noted**

**16. Local Government Elections, C2.1.7**

The Local Government Elections were held on Saturday 13 September 2008 with the successful candidates for "A" and "D" wards detailed below:-

A Ward: G Halls, J Niven  
D Ward: C Lobb, M Crutcher

The results of the referendum has been reported in the General Manager's report.

In regards to costs of the election advice has been received that Councils request to have the costs paid over two years has been referred to the Department of Local Government for approval. If approved invoices will be issued to Council in March and August 2009.

A written report on the conduct and administration of the election will be provided to Council in early 2009.

**For Information**

**Noted**

**17. Diesel and Alternative Fuel Grants Scheme, A3.20.3**

As at 30 June 2008 \$15,524 has been received in Diesel Fuel Rebate Grants. The scheme was introduced on 1 July 2000 as part of the Federal Government's Tax reform package and will certainly assist in reducing Council's fuel costs.

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

**For Information**

**Noted**

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

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### **18. 2007/2008 Financial Statements, A1.6**

The 2007/2008 Financial Statements are currently in the process of being prepared and will be completed in due course.

As previously advised Council's auditors Alan Morse and Co have indicated that they will conduct the audit mid October 2008. Following receipt of the auditor's report a date has to be fixed for the presentation of the audited financial reports together with the auditor's report to the public.

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

It is anticipated a formal presentation of the accounts will be made by Council's auditors at the November 2008 Council Meeting.

**For Information**

**Noted**

**GLENN CARROLL  
DIRECTOR  
CORPORATE SERVICES**

**177** **RESOLVED:** Cllr N Hughes and Niven that except where otherwise dealt with the Director Corporate Services' Report be adopted.





18 September 2008

The General Manager  
Weddin Shire Council  
GRENFELL NSW 2810

Dear Sir

I wish to report as follows:

### **1. Works Report (14 September 2008)**

#### **1.1 Classified Roads Maintenance**

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

#### **1.2 Classified Roads Reconstruction**

SH17 turning lanes completed with line marking and signage erected after sealing.

#### **1.3 Rural Local Roads Programme**

1.4 kms Gerrybang Road being widened with three causeways rideability improved.

Derribong Lane sealed.

#### **1.4 Rural Maintenance**

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

- general maintenance
- gravel resheeting has been carried out on Nowlans Road 3 kms, Grimms Lane 2 kms and Hancock-Williams Road 1.5 kms
- gravel patched Beasleys Lane
- maintenance on local roads such as grading, table drain clearing and sucker removal has been carried out
- multi-cell pipe culvert has been replaced on Driftway Road
- cleared pipe culverts Kangaroooby Road

#### **1.5 Urban Maintenance - Grenfell**

- general maintenance
- completed North Street kerb and gutter and backfill
- North Street construction and sealed from Forbes Street to the Showground entrance
- started Melyra Street kerb and gutter

- reshaped and graded Granite Pit access road.
- cleaned kerb and gutter and cleared drainage at Quandialla, Caragabal and Greenethorpe
- removal of nuisance pigeons commenced

**For Information**

**Noted**

## **2. Future Works**

### **2.1 Rural**

- general maintenance
- gravel crushing to start in Phillips Pit
- seal Gerrybang Road
- resheet 2.5 kms Adelargo Road
- continue sucker removal and drain maintenance
- resheet and reshape Griffiths Street Greenethorpe

### **2.2 Urban - Grenfell**

- general maintenance
- construct Melyra Street kerb and guttering
- construct and seal shoulders Melyra street from Alexander Street to Dalton Street
- sweep intersections

**For Information**

**Noted**

## **3. Other Works**

### **3.1 Parks and Ovals Report**

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

- cleaned out storage tanks at Henry Lawson Oval for summer watering
- replace drippers in industrial estate
- planted trees in Council depot car park

### **3.2 Cemeteries**

The following graves have been prepared:

Grenfell Lawn	– 3
Grenfell	– 1
Bimbi	– 1
Caragabal	– nil

## THE DIRECTOR ENGINEERING ORDINARY REPORT

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### 3.3 Sewer Mains

Seven (7) sewer chokes have been attended to during the month.

### 3.4 Private Works

- sealed Hospital footpath
- sold 3 loads crushed gravel to ratepayer
- sealed driveway for ratepayer

### 3.4 Vandalism

Vaughan Park toilets blocked with rubbish, rags, old clothes and toilet rolls brought in from elsewhere twice in two weeks, toilets had to remain closed on the second Sunday because blockage could not be moved by one man. Cost for clearing both weeks \$700.00

Rubbish bins tipped out in Main Street 1 hr clean up \$50.00

SH6 rest area new trees broken replaced \$100.00

SH6 toilets graffiti and general mess 1 1/2 hrs

Latch to power box cut to gain entry for power, repairs for both \$250.00

Total Cost: \$1,100.00

**Progressive Cost: \$1,800.00**

(from 1/7/2008 to date)

**For Information**

**Noted**

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

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

**For Information**

**Noted**

## 5. Plant Report

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

Plant No	Plant Item	Maintenance
	General plant	General maintenance
PI. 4099	Tip Compactor	Repaired hydraulic pump.
PI. 3952	Kenworth Prime Mover	Repaired aluminium bulbar which was fatigued.
PI. 4052	Cat Grader	Replaced shims, top slide, fix lights and exhaust.
	Truck Wash	Training with Queensland technician.

## THE DIRECTOR ENGINEERING ORDINARY REPORT

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Plant No	Plant Item	Maintenance
	Bushfire Trucks	Annual repairs.
PL. 4094	Case Backhoe	Replaced water pump.

Council's garbage truck VRW-863, PL. 3948 was sold by Graysonline to Regan Yendle for \$13,420 incl GST plus buyers premium \$872.30, totalling \$14,292.30 including GST.

The reserve was \$5,000.

**RECOMMENDATION: that the action be endorsed.**

**178**     **RESOLVED:** Clr N Hughes and Clr Halls that the action be endorsed.

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

The Asset Management Plan for roads is still being prepared.

**For Information**

**Noted**

**7.     RTA SIM Contract, R2.54.1**

Routine maintenance works on SH6 and SH17 continues.

The SH17/Bewleys Road intersection has been sealed and linemarked. Signs and guideposts have been erected.

Council has received a preliminary Road Maintenance Council Contract (RMCC) which the RTA intends to commence on 1 October 2008. In this new Contract, the RTA proposes to instigate a Principal Controlled Contract Works Insurance Facility which Council already has under the StateCover Jardine Lloyd Thompson insurance. This matter is currently being investigated.

RTA advised that Council would receive a formal offer of Contract from the RTA on 16 September 2008 for signing prior to the commencement date of 1 October 2008.

**For Information**

**Noted**

**8.     Noxious Weed Report, C2.6.16**

- Grenfell tip sprayed
- Quandialla tip sprayed
- Caragabal tip sprayed
- Annual Weed Control Coordination Report completed
- Scotch Thistle and Wild Radish roadside spraying commenced

**For Information**

**Noted**

### 9. New Depot, P2.6.4

The emulsion tank has been erected on the bund and has been wired up. It will be commissioned in the next several weeks.

The aggregate bins floor has been poured and the walls are under construction.

Bare rooted trees have been planted in the employee's carpark and beautification around the perimeter of the depot has commenced.

The old depot has been almost cleaned out and will be decommissioned when the workshop hoist is delivered.

The emulsion yard will be decommissioned when the new emulsion plant is operating.

**For Information**

**Noted**

**Clr McClelland returned to the meeting at 7.49 pm.**

### 10. Main Street Parking, R2.4.19

Director Engineering reports to September 2004, August 2005, March 2006 refers.

The RTA has advised that there is no specific standard for centre parking in the Main Street. It is up to Council to provide a parking layout in conjunction with other parking proposals which will demonstrate that the parking layout is practical, safe for motorists carrying out the parking manoeuvre, and safe for the operators of the truck making deliveries.

A number of options were considered by Council previously as detailed above.

However, Council ultimately resolved not to explore the nose in 45° parking option.

Council has also considered the reconstruction of Main Street in its estimates, but so far the project has remained in "D" category.

It may be appropriate for Council to reconsider the funding on a staged basis and carry out the investigation of the reconstruction of Main Street, including vehicle parking, truck loading zones, taxi rank or disabled parking.

**RECOMMENDATION: that Council investigate options for the reconstruction of Main Street between Camp Street and Rygate Square including delivery truck parking.**

**179** **RESOLVED: Clr McClelland and Clr Atchison that the report be noted and the resolution from the July 2008 Council meeting be actioned.**

### **11. 2008 RTA Regional Consulting Committee Meeting, T3.5.4**

The Director Engineering attended the 2008 Regional Consulting Committee meeting in Dubbo on Thursday 4 September 2008.

Mr Peter Dearden, who is the new Regional Manager for the RTA, provided an overview of the RTA's direction with councils as follows:-

- more work for councils who carry out work efficiently and for value for money,
- drainage a big issue (c.f. Somersby culverts)
- need to manage risk more efficiently,
- will push for safety barrier upgrades,
- 2008/2009 works programmes

Other speakers spoke on:-

- Intelligent Access Programme – 14,000 km of state roads, 1,100 km of local roads now approved,
- Higher Mass Limits (HML) letters of request from trucking companies must be accompanied by a RTA letter,
- new Road Maintenance Council Contracts (RMCC) to start 1 October 2008, with a formal copy of the document to be provided at a workshop in Orange on 16 September 2008. There will be a new generic quality system.
- the RTA to provide Principal Arranged Insurance as part of the RMC Contract. It was noted that many councils have effected their own insurance from 1 July 2008,
- the RTA was in favour of councils being a member of the CENTROC WOLG as part of road asset management,
- 58% of the RTA budget funds works carried out by councils which is very important to the RTA,
- RTA audits to be carried out once per year (1/2 day visit).

**For Information**

**Noted**

### **12. Weddin Service Agreement and Senior Management Team Meeting, E1.3.22**

The Director Engineering attended the Weddin Service Agreement and Senior Management Team meeting at the Weddin Rural Fire Service building on Thursday 10 September 2008 at 8.00 am.

The following matters were discussed:-

- Quandialla tip to be sprayed,
- bushfire danger period to commence on 1 October 2008, and to be advertised by Weddin Shire Council – Rural Fire Service to write to Council,
- estimates 2008/2009 – still not advised,
- \$10,000 extra funding for shire fire mitigation works,
- 2009/2010 estimates tabled, totalling \$96,266.18 (no extra staff) or \$104,645.18 (with extra staff).

## **THE DIRECTOR ENGINEERING ORDINARY REPORT**

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The committee resolved that Ken Neville forward the estimates for Council's decision.

- the Group Captains try to amalgamate brigade meetings,
- equipment audits to be carried out,
- logbooks – Rural Fire Service have not been advised,
- letter tabled from Central Tablelands Water re Warraderry hydrant,
- Weddin Shire Council is currently slashing road shoulders and will commence spraying shortly.

Ken Neville will supply Council with an official set of minutes.

**RECOMMENDATION: that a meeting of the Bushfire Local Matters Committee be convened to consider the 2009/2010 Rural Fire Service estimates.**

**Noted**

### **13. Monument at Memorial Park, P2.1.8**

The RSL has requested that the matter of another memorial and plaques in Memorial Park be investigated.

There are no funds available in 2008/2009 for the construction of this project.

**RECOMMENDATION: that the matter be listed for investigation and the RSL be so advised.**

**Clr Simpson previously submitted a written declaration of interest and did not leave the room.**

**180 RESOLVED: Clr McClelland and Clr Atchison that the matter be listed for investigation and the RSL be so advised.**

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

The Director Engineering attended the 2008 Statewide Mutual Risk Management Conference entitled "Government and Risk, Running Together" in Sydney on 28 and 29 August 2008.

Weddin attendance at this conference is part of Statewide's requirement for member Councils to participate in training and to continue to improve in the area of risk management. Statewide provides a discount on the premium for those member councils who attend.

Speakers spoke on the following topics:-

- Terry Kiss, Chairman Statewide Mutual – welcome,
- Jane Walton, Governance in Local Government,
- Sue Morrison, Newcastle City Council – governance using internal audits,
- Harvey Nicholson, Cowra Shire – Induction Programme for Councillor Training,
- Hurstville Council – Safety First Programme, reduce Workers Compensation Claims from \$1.44m in 2002 to \$433,000 in 2007.



## **THE DIRECTOR ENGINEERING ORDINARY REPORT**

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- Albury City Council – introduced risk assessments for each item of plant so as to manage risks better,
- Rachael Young, CENTROC – effecting savings for CENTROC in paper, batteries, electricity.
- Solar up Australia, John Larkin and Carissa Bywater, General Manager Forbes – introducing solar hotwater in homes,
- Dubbo City Council – fire in 2003 disaster recover,
- Ipswich City Council – garbage truck ran over Deputy School Principal – crash investigation,
- Michael Down, Phillips Fox – liability cars.

**For Information**

**Noted**

### **15. RTA Road Maintenance Council Contract 2008-2011, R2.54.1**

The Director Engineering and Nak Perera attended a RTA meeting in Orange on Tuesday 16 September 2008 where the new Road Maintenance Council Contracts for 2008/2011 were handed to councils. Some 15-20 western area councils were in attendance.

There were a number of changes to the new contract discussed:-

- Insurance – RTA at the meeting advised that in the Contract the RTA would require councils to participate in Principal Arranged Insurance, and the councils noted that the excesses were considerably greater than the current insurance with Jardine Lloyd Thompson. After much questioning by councils the RTA agreed to pay the excesses if Council's systems were in order. However this has not been confirmed in writing.
- Councils and RTA to develop an annual Road Maintenance Annual Plan (RMAP) for mandatory maintenance and supplementary maintenance, with councils to pass through to the RTA the actual cost it incurs in undertaking the maintenance activities. The RTA advises that Council would not be put at risk and forced to complete its maintenance in accordance with the RMAP should be Fixed Upper Limit prove inadequate (say in times of extended wet weather).

The RTA also advised that it would conduct audits on councils to ensure that councils only charged for actual cost.

Work Orders will continue to operate as previously, with RTA and Council to agree to pricing for a job prior to works commencing.

Emergency work will be funded as for the previous Contract.

The RTA and Council have now agreed on the RMAP for 1 October 2008 to 20 June 2009 for SH6 and SH17 in accordance with the Contract, to a value of \$312,000 pa.

The RMCC will extend from 1 October 2008 for three years and nine months with possible annual extensions.

The Contract Deed will need to be endorsed on Council's behalf.

**RECOMMENDATION:** that subject to satisfactory insurance details Council sign the RMCC Contract Deed with the RTA for the maintenance of SH17 and SH6 for the next three years and nine months commencing 1 October 2008 with possible annual extensions.

- 181** **RESOLVED:** Cllr Halls and Cllr Niven that subject to satisfactory insurance details Council sign the RMCC Contract Deed with the RTA for the maintenance of SH17 and SH6 for the next three years and nine months commencing 1 October 2008 with possible annual extensions.

**16. Weddin Mountain Muster, C1.4.13**

Council has now received written approval from the RTA and the Police for the Weddin Mountain Muster from 29 September 2008 to 5 October 2008.

**RECOMMENDATION:** that Council approve the Weddin Mountain Muster taking place from 29 September 2008 to 5 October 2008.

- 182** **RESOLVED:** Cllr N Hughes and Cllr Atchison that Council approve the Weddin Mountain Muster taking place on public roads from 29 September 2008 to 5 October 2008.

## THE DIRECTOR ENGINEERING ORDINARY REPORT

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### 17. Replacement of Vehicles, P2.10.3

The following vehicles have been replaced:-

Plant Item	Oliver Toyota			West Orange Motors			Jeffery Toyota		
	New Vehicle Cost (\$)	Trade-in (\$)	Change Over Costs (\$)	New Vehicle Cost (\$)	Trade-in (\$)	Change Over Costs (\$)	New Vehicle Cost (\$)	Trade-in (\$)	Change Over Costs (\$)
Pl. 1086 T Lobb (59,000 km) Toyota Aurion	28,540.19	18,500	10,040.19*	28,199.06	17,211.00	10,988.06	29,819.49	16,000	13,819.49
Pl. 1092 Overseer (47,000 km) Toyota Aurion	28,165.19	19,500	8,665.19*	28,196.61	19,211	8,985.61	29,444.49	17,000	12,444.49

\*denotes purchase

**For Information**

**Noted**

## THE DIRECTOR ENGINEERING ORDINARY REPORT

Plant Item	Broderick Motors			Canobolas Holden			Bathurst Motors			Oliver Toyota		
	New Vehicle Cost (\$)	Trade-in (\$)	Change Over Costs (\$)	New Vehicle Cost (\$)	Trade-in (\$)	Change Over Costs (\$)	New Vehicle Cost (\$)	Trade-in (\$)	Change Over Costs (\$)	New Vehicle Cost (\$)	Trade-in (\$)	Change Over Costs (\$)
PI. 1085 N Perera (51,000 km) Holden Omega	30,200.95	18,000	12,200.95	30,161.05	17,250	\$12,911.05	30,118.15	17,700	12,418.15	28,540.19	17,100	11,440.19*
PI. 1087 W Twohill (51,000 km) Holden Omega	30,200.95	18,000	12,200.95	30,161.05	17,250	12,911.05	30,118.15	17,700	12,418.15	28,540.19	17,600	10,940.19*

\*denotes purchase

The two commodores were advertised for private sale locally but there were no offers.

As can be seen, the Holden – Holden changeover price from the three Holden dealers was higher than the Holden – Toyota Aurion changeover price. It is certainly worthwhile to test the market from time to time.

**For Information**

**Noted**

## **THE DIRECTOR ENGINEERING ORDINARY REPORT**

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### **18. SES Lachlan Region – Vehicle, E1.5:**

Letter 8 to August Council meeting refers.

The Director Engineering declares an interest as he is a member of the SES.

The SES Lachlan Region has advised that it has funding in the 2008/2009 financial year to purchase a secondary response vehicle on a shared cost basis with the Council. The contribution sought from Council is \$15,000.

The SES has requested a reply by 30 September to meet a funding deadline. The matter was referred to the September Council meeting for a decision.

There are two options available:-

- a) either provide the funds totalling \$15,000 this year by review. This would allow the SES to purchase a vehicle with a purpose built back, or
- b) Council give a commitment to provide funds totally \$15,000 in the 2009/2010 estimates. This would allow the SES to purchase a base model vehicle without the purpose built back.

### **RECOMMENDATION:**

**For Council's Consideration**

**Clr Simpson declared a non-pecuniary interest as a member of the SES and did not leave the room.**

**Clrs Atchison previously submitted a written declaration of interest and did not leave the room.**

- 183 RESOLVED:** Clr Halls and Clr Crutcher that Council provide the funds totalling \$15,000 this financial year by quarterly budget review.

### **W TWOHILL** **DIRECTOR ENGINEERING**

- 184 RESOLVED:** Clr Atchison and Clr Niven that except where otherwise dealt with the Director Engineering's Report be adopted.

18 September 2008

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

Dear Sir

I wish to report to Council as follows:-

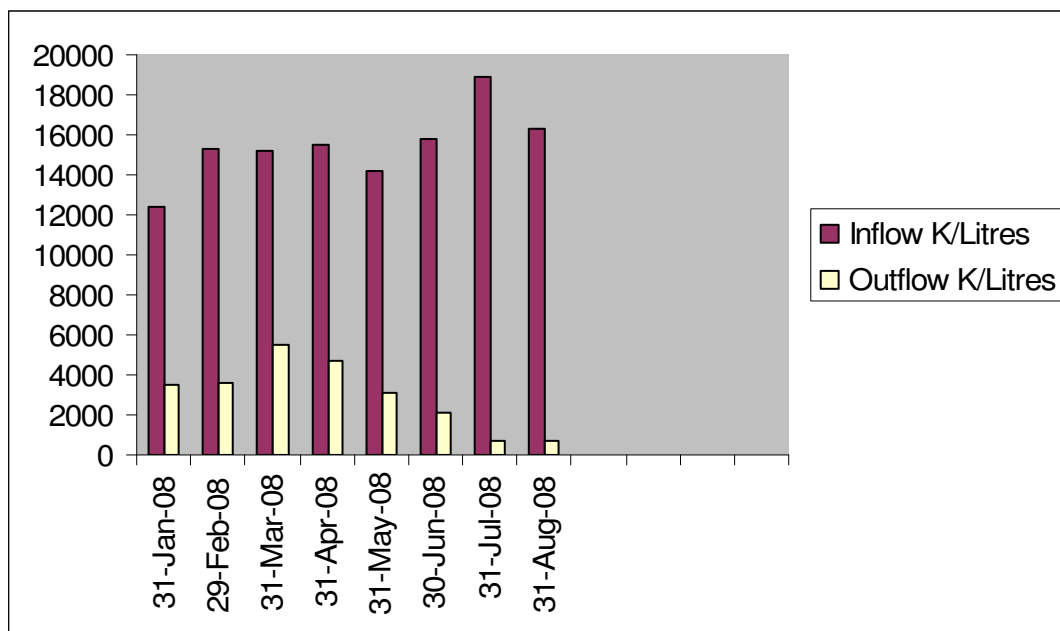
**Public Health and Environmental Matters.**

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

Total inflow through the Works during August was 16,304 K/Litres with the daily average of 526 k/litres. With outflow for irrigation being 743.98 k/litres.

The highest daily recording of 796 k/litres occurred for the 24 hours ending 6.30 am on 8 August 2008 and the lowest of 487 k/litres for the 24 hours ending 6.30 am on 4 August 2008.

A total rainfall of 38.5mm was recorded for the month.



**For Council's Information**

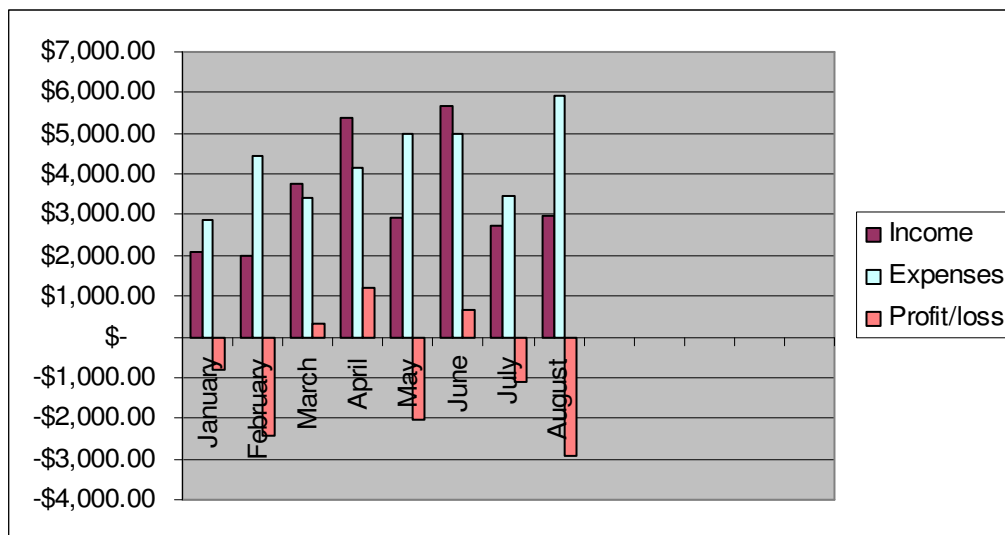
**Noted**

## DIRECTOR ENVIRONMENTAL SERVICES' REPORT TO COUNCIL

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

Income for the month of August 2008 was \$2,996.00 with expenditure of \$5,904.02 resulting in an operational loss of \$2,908.02 for the month.

There were 105 sites occupied for the month of August 2008.



For Council's Information

Noted

#### 2.1 Grenfell Caravan Park Review of Operation, P2.3.3

The final report has been submitted to council which has included minor wording changes, misdescriptions and further options for the residence. The report can be viewed at any time by contacting the Director Environmental Service. The report will be referred to the Property and Development Committee for its consideration and adoption.

**RECOMMENDATION:** that the report be adopted and referred to the Property and Development Committee for its consideration.

185 **RESOLVED:** Cllr Atchison and Cllr Niven that the report be referred to the Property and Development Committee for its consideration.

### 3. Animal Control, A4.4.4

Animal control activities for August 2008 were:

#### a. **Companion Animals**

Animals Impounded: 3

Animals Sold: 1

Animals Surrendered: 6 (1 dog, 5 pups)

Animals Destroyed: 5 (All pups severely dehydrated)

Animals Released: 1

Note: 2 dogs remain impounded

For Council's Information

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

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### **4. Development Applications – Building Matters:**

**The undermentioned applications were received and determined subject to specified conditions, by the General Manager under delegated authority issued on 17 January 2002 (Res. No. 369):**

<b>DA NO.</b>	<b>Applicant</b>	<b>Construction</b>	<b>Value (\$)</b>	<b>Address</b>
40/2008	D Mattiske NJ Fuge (owner)	Subdivision		PTL: 761 in DP: 1003866 Trigalana Parish GRENFELL NSW 2810
47/2008	GJ & RJ Hicks	Dwelling	\$60,000	Lot: 3 in DP: 263310 3 Makins Street GRENFELL NSW 2810
49/2008	Grenfell Pre-School Kindergarten	Awning	\$11,980	Lot: B in DP: 381668 35 Forbes Street GRENFELL NSW 2810
50/2008	HT & GT Hancock	Earthworks/Fencing	\$13,000	Lot: 12 in DP: 1077136 Davies Place GRENFELL NSW 2810

**For Council's Information**

**Noted**

### **5. Commencement of further provisions of the Environmental Planning and Assessment Amendment Act 2008, A2.15**

#### **Amendments to the Environmental Planning and Assessment Act**

Changes to the *Environmental Planning and Assessment Act 1979* (EP&A) Act that will commence on 1 September are as follows:

#### **Repeal of provisions relating to the Local Government Liaison Committee**

Section 20 of the EP&A Act will be repealed, along with the provisions of Schedule 3 and 5 of the EP&A Act which relate to the procedures of the Local Government Liaison Committee and section 22 committees.

#### **Costs in applicant appeals to the Land and Environment Court**

In merit appeals commenced by an applicant under section 97 of the EP&A Act, where the Land and Environment Court allows the applicant to file an amended development (other than to make a minor amendment), the court will be required to make an order that the applicant pay the cost **'thrown away'** by the consent authority occasioned by the amendment. This amendment will only apply to appeals commenced on or after 1 September 2008.

Consent authorities often incur unnecessary cost assessing development applications, and defending decisions to refuse development consent, which, had the amended application been put forward at the outset, may have been approved by the consent authority without any need for court proceedings.



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

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### **Appointment of principal certifying authorities**

For development involving both building work and subdivision work authorised by the same development consent, a separate appointment of a principal certifying authority (PCA) for each type of work is required (section 109E(1)).

As a result, from 1 September 2008, for development involving both building and subdivision work that is authorised by the same development consent, the EP&A Act will require the appointment of either:

- one PCA for the building work and another PCA for the subdivision work, or
- the same PCA for both the building work and the subdivision work.

The instrument/s of appointment must provide a clear, separate appointment of PCA for each type of work, and the Notice of Appointment of PCA (required under section 81A(2)(b1) and (4)(b1) of the EP&A Act and given to the consent authority and council) must also provide a clear indication as to who has been appointed as the PCA for the building work and who has been appointed as the PCA for the subdivision work.

It should be noted that currently in most local government areas, unless an EPI otherwise provides; only the council can issue subdivision certificates and be appointed the PCA for subdivision work.

### **Power of authorised persons to require answers and record evidence**

Additional investigation powers for councils are introduced to enable the council to exercise its functions under the EP&A Act. Council can now require a person, including an accredited certifier or a person carrying out development, to answer questions and to provide information to enable the council to exercise its functions under the EP&A Act, such as ensuring compliance with conditions of consent (section 118BA). The council may also require any other person they suspect on reasonable grounds to have knowledge of matters in respect of which information is required to answer questions. Such information may be recorded using sound recording or audio visual equipment (section 118BA(6)), and a copy of the record is to be provided to the person as soon as practicable (section 118BA(7)).

The council may also require a person involved in carrying out the development to attend at a specified time and place to answer questions if necessary (section 118BA(3)).

### **Amendments to the Environmental Planning and Assessment Regulation**

Changes to the Environmental Planning and Assessment Regulation 2000 (EP&A Regulation) that will commence on 1 September 2008 are as follows:

#### **Applications for construction certificates, occupation certificates and subdivision certificates**

From 1 September 2008, only a person who is eligible to appoint a PCA for a development may make an application for a construction certificate or occupation certificate (clauses 139(1A) and 149(2B) respectively). Under section 109E(1) of the EP&A Act a person who is eligible to appoint the PCA is the person having the benefit of the development consent.

Similarly, from 1 September 2008 only the land owner or person with the land owner's written consent may make an application for a subdivision certificate (clause 147(2A)). At present there are no equivalent restrictions on who may apply for a Part 4A certificate.

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

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### Fees for building certificates

The maximum fee that may be charged for an application for a building certificate under section 149 of the EP&A Act is, in certain circumstances, increased.

The increased fee may be imposed only where the building to which the application relates has been completed within the past 24 months, the applicant for the certificate was responsible for the work, and the work was not authorised to be carried out under the EP&A Act.

The maximum fee is equivalent to the maximum fee that may be imposed if the application was for a combined development application/construction certificate application, or a complying development application (whichever is relevant), for the building or part of the building the result of the unauthorised work (clause 260).

**For Council's Information**

**Noted**

### **6. Grenfell Gasworks, E3.2.2**

Drilling works were conducted at the former Grenfell Gasworks from 2/09/08 to 04/09/08.

Soil bores were drilled at eleven (11) locations to depths ranging between 6 - 12 m below ground level (bgl) and soil samples were collected for analysis.

Groundwater monitoring wells were installed at five soil bore locations at depths ranging between 8-12 m bgl. An URS Environmental Scientist is due to return to the site on 11 September 2008, to gauge water levels and collect samples of groundwater for analysis (if present).

**For Council's Information**

**Noted**

### **7. Review of Local Companion Animals Management Plan, A4.4.1**

The Department of Local Government's, Better Practice Review Report - recommendation 28, that Council should review and update its Companion Animal Management Plan.

The reviewed plan deleted completed items for example; preparation of the local keeping of animal's policy, updated new time frames for action on other matters and minor rewording. The plan has been reviewed with the assistance of Council's Animal Control Officer. The revised plan places a strong emphasis on community education for responsible pet ownership, lifetime registration and the early desexing of pets. The Grenfell Record has generously supported Council notices in this regard.

The current Companion Animal Management Plan will be available on the noticeboard at the meeting.

**REPORT WITHDRAWN**

### **8. Weddin Shire Council Policy for Enforcement (No 1.5.1), C2.4.15**

The Department of Local Government's, Better Practice Review Report - recommendation 29 that Council develop and adopt an Enforcement and Prosecution Policy.

Council is involved in a broad range of regulatory activities, in recognition of this the NSW Ombudsman in June 2002 published "Enforcement Guidelines for Councils" including a model Enforcement Policy. The model Enforcement Policy forms the basis of the Weddin Shire Council draft policy.

The Enforcement Policy reflects the need for a transparent decision making process of Councils authorized officers to be carried out in an efficient, fair and consistent manner having regard to all the circumstances.

#### **RECOMMENDATION:**

**It is recommended that the draft Enforcement Policy be adopted.**

**186**     **RESOLVED:** Cllr Niven and Cllr Atchison that the report be deferred for consideration at the October 2008 Council meeting.

### **9. Development Approvals – Landscaping Davies Place & corner of Bimbi Road/South Street**

The following Development Approvals have received correspondence from Council concerning landscaping:

- i)     DA 73/2001, Lot: 10 DP: 1002975 Davies Place (Bembrick – new owner McCann)  
Letter dated 25 September 2007, 17 July 2007, 2 November 2002, 17 February 2003 and 18 January 2005.

**Comment:** Some landscaping to the Southern boundary, east and north boundary the landscaping has died.

- ii)     DA 9/2005, Lot: 11 DP: 1002975 Davies Place (Brown)  
Letter dated 18 January 2005, and Completed 22 June 2007.

**Comment:** No further action, plantings ok.

- iii)     DA 33/96, Lot: 2 DP: 858618 Davies Place (Grenfell Rural Producers)  
Letter dated 7 July 2007 and acknowledged that new plantings were planned for September 2007.

**Comment:** No landscaping plan has ever been submitted, there are plantings to the east and west boundaries with nil plantings on the north boundary. No new plantings observed.

- iv)     BA 64/96, Lot: 7 DP: 858618 Davies Place (Ray)  
Landscaping is satisfactory.

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

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v) DA03/2003, Lot:1 DP:1043415 Bimbi Road (Mitton)

Letter dated 18 June 2008, 12 February 2008, 19 November 2007, 5 May 2005, 18 January 2005. No landscaping commenced, minimal action to clean up the site.

**Comment:** Topsoil from an adjoining site has been placed on the site and leveled.

Despite numerous requests to the developers there has been limited response to Councils requests. A common argument is that the drought has severely impacted on any plantings with water restrictions compounding the problem. Council's options are:

- Do nothing
- Issue a notice of intention to serve an order EPA Act order number 15, Comply with a development approval.
- Penalty notice \$600.00.
- Further correspondence

Points 1 and 4 will not serve any purpose as there is a history of non action already.

Point 2 will demonstrate Council is serious about ensuring that conditions of approval are observed and will remind those with the benefit of the development consent of their obligations.

A penalty notice can be further considered if the notice of intention does not achieve the desired result.

**RECOMMENDATION:** That Council issue a Notice of Intention to serve an order number 15 under the EPA and Act 1979. To the premises which have not satisfactorily complied with development approvals for landscaping.

**187** **RESOLVED:** Clr N Hughes and Clr Atchison that Council issue a Notice of Intention to serve an order number 15 under the EPA and Act 1979, to the premises above which have not satisfactorily complied with development approvals for landscaping.

### **DIVISION REQUIRED:**

**For:** Clrs Simpson, Halls, Niven, N Hughes, Atchison, Lobb and Hinde.

**Against:** Clrs Crutcher and McClelland.

### **10. Netwaste, E3.3.12**

Netwaste recently called for expressions of interest from potential contractors for the collection of used oil and optional collection of used filters and containers. Three submissions were received, with a selective tender process about to be undertaken.

Weddin Shire Council expressed interest to take part in the project and we have signed the "agreement" to participate in the Netwaste tendering project.

The draft tender has been worded to reflect a preferred collection of oil at either cost neutral or cost benefit to Council.

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

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Once the tenders are received it will be a decision of an individual Council to either participate in the contract or withdraw.

### **RECOMMENDATION:**

**Confirm Action**

**188**     **RESOLVED:** Clr Atchison and Clr N Hughes that the action be confirmed.

### **11.     Weddin Shire Council Waste Delivery Agreement with Cowra Shire Council**

Council has received a formal agreement to enter into an arrangement where recyclable material can be delivered to the Cowra material recovery facility free of charge.

The Cowra Shire has agreed to:

- a) Delivery of recyclable material free of charge to the Cowra MRF
- b) To receive materials between 8.00am and 3.00pm weekdays excluding public holidays
- c) A 12 month term of Agreement

The responsibilities of the Weddin Shire are:

- i) To separate paper and cardboard from all other recyclable material prior to delivery
- ii) Separate polystyrene foam
- iii) Delivery of the materials to the MRF at own cost
- iv) Payment of a \$167.00 per tonne of any material deemed not recyclable.

Council has previously committed to the concept of kerbside recycling, (resolution 563) 21 April 2005. The Council has set aside funds in the current budget for the purchase of 240 litre mobile garbage bins for recycling.

A fortnightly kerbside pickup of cardboard and paper only, is proposed for the current Grenfell scavenging. The normal weekly pick up of domestic putrescibles waste will continue but will require some reorganization of the collection day(s).

It will be possible to introduce further recycling when the Cowra MRF introduces a sorting table for co mingled recyclables.

It is anticipated that the current garbage truck of 18 cubic metres will be sufficient to pick up cardboard and paper on a single pick up day.

Council currently delivers cardboard to the Young MRF on a weekly basis from the commercial business and the drop off point at the landfill. Around 40 tonnes are collected.

It should be noted that Council has attempted to join the Netwaste contract for kerbside pick up of recycling however, there is a considerable cost at the Orange MRF to process the materials and requires the Orange Councils concurrence to dump no recyclable materials.

### **RECOMMENDATION:**

**That Council enters into the agreement with Cowra Shire to receive recyclable materials and that a kerbside collection of cardboard and paper be adopted.**

- 189**     **RESOLVED:** Cllr Lobb and Cllr Atchison that Council agree “in principle” to enter into the agreement with Cowra Shire to receive recyclable materials and that a kerbside collection of cardboard and paper be considered together with the cost of such a service.

**12.     Heritage Grant Applications, H2.5.2.6**

**12.1   Presbyterian Manse, 11 Dagmar Street**

**Proposal:** Local heritage grant application for repairs and painting as detailed in quote by Thurston Painting Services dated 7 July 2008.

**Discussion:** The proposed works would be essential maintenance for a building identified as having high significance and a major contribution to the overall Grenfell town landscape

**Advice:**

The grant application be supported.

**12.2   G & S Amery, “Birangan”, Bradford’s Road**

**Proposal:** Local heritage grant application yet to be fully defined.

**Discussion:** Essential maintenance works should be prioritised, such as timber repairs and protective coatings, and roof drainage

**Advice:**

The grant application be supported for essential exterior maintenance works such as timber window repairs, prime and undercoat using good quality materials, and repair of protective ‘ashlar’ finish over the pisa structure.

**12.3   R & V Walsh, “Pinnacle”, Pinnacle Road**

‘Pinnacle’ property is one of the earliest in the area, originally being about 68 acres. The crypt is a historic grave for two children who drowned in the Ooma Creek.

**Description:** The crypt is excavated into the ground, with a barrel vaulted ceiling roof, brick lined, brick steps down and evidence of a door/covering over the steps and another hinged door into the actual crypt. At one end is a small metal vent. It currently contains a very small lead coffin and various debris including, fallen bricks and fencing wire.

**Proposal:** seeking local grant funding to assist with:

- Repair the structure
- Reinstate timber over steps cover
- Reinstate hinged entry door but using a hidden steel frame for extra strength
- Erect a perimeter fence to prevent stock entering and machinery movements near the structure and the Pepper Corn tree
- Erect a sign about the history of the crypt

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

**Discussion:** The proposed works are essential to preserve an isolated lone grave site and unusual crypt structure, which has historic local significance to the Weddin Shire. Completion of the crypt works should be assured given the standard of repair of the Homestead.

**Advice:**

1. The grant application be supported
2. Contact be made by the Heritage Advisor with the National Trust Cemeteries Officer about:
  - i) the management of isolated lone graves
  - ii) the unusual design of the crypt step entry
  - iii) suitable materials and techniques

### **12.4 J & K Hancock, 4 Weddin Street**

**Proposal:** seeking local grant funding to

- Remove the concrete over the original timber verandah
- Reinstate the timber front verandah
- Reinstate the timber verandah brackets : historic photography indicate these were the same as existing at 8 Weddin Street
- Reinstate corner lattice as shown in historic photograph

**Discussion:** The proposed works would greatly enhance the presentation of the house, which is in a very prominent location being the Council Chambers and the Park, near the main town round-about and have a most particular window hood detail

**Advice:**

The grant application be supported

### **12.5 EllKen Pty Ltd (NRMA Shop)**

**Proposal:** Rebuild two storey posed verandah

**Advice:**

The grant application be supported

### **12.6 A Hendy, Main Street**

**Proposal:** Painting of shop (letter dated 6/3/08)

**Advice:**

Speak to Ms Hendy to see if she would like to submit a quote.

## DIRECTOR ENVIRONMENTAL SERVICES' REPORT TO COUNCIL

APPLICANT	PROPERTY	COSTS		
		EST TOTAL COST	GRANT REQ.	SUGGESTED GRANT
EllKen Pty Ltd (NRMA Shop)	Main Street Grenfell	16,558	8,275	6,000
Presbyterian Manse	11 Dagmar Street Grenfell	2,700	1,350	1,000
G & M Amery	Bradford Lane Grenfell	?	?	?2,000
R & V Walsh	"Pinnacle" Grenfell	4,290.00	2,000	?2,000
J & K Hancock	4 Weddin Street Grenfell	9,850	4,950	2,500
A Hendy	Main Street Grenfell	?	?	1,500
			TOTAL	15,000

**Clr Simpson previously submitted a written declaration of interest and did not leave the room.**

**190 RESOLVED:** Clr McClelland and Clr Crutcher that Council approve the grant applications as presented.

**191 RESOLVED:** Clr McClelland and Clr Lobb that the next heritage meeting be held on Thursday, 16 October 2008.

### **13. Grenfell Swimming Pool, P2.3.1**

#### Plant Serviced

Recirculation Pump  
Air Compressor Pump  
Ball cock & Balance arm  
Pressure cleaner  
Check carried out on foot valve,

#### Works carried out

- i) Plant room has been rewired including pumps, new circuit board, with new lighting installed.
- ii) Pools & balance tank cleaned In process of filling.
- iii) Baby change table installed.
- iv) Bunding installed for Hypochloric Acid.

#### Purchases

New phones  
Tap fittings  
Hypo chlorine 4355 L

#### Works still to complete or address

- i) Aqua King electrical cord has been ordered
- ii) Disabled facility requires



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

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- iii) Toilet & cistern to be fixed.
- iv) Door handle needs replacing.
- v) An audible or visual alarm button should be installed.
- vi) Structural issues with the main toilet block & Swimming Club rooms are still being addressed. There is increased movement of the structure a structural engineer is required to assess the stability of the building.
- vii) Implementing the safety rails around sand filters in progress.
- viii) Kiosk still to have hand basin & hot water installed.
- ix) Disposal of backwash water needs urgent attention we do not meet any EPA requirements. The water must discharge to sewer and requires urgent attention.

### Requirements for facility

- i) Replace office chairs
- ii) Replace computer
- iii) Purchase a Toddler Swim Island to be used for the safety of the increasing number of toddlers that swim in 50m pool but cannot stand up. This island would also take pressure slightly of lifeguards.

The facility will open on 20 October 2008 for the 08/09 season.

If there are increased air & water temperatures we could consider opening 1 week earlier.

**For Council's information**

**Noted**

### **14. Development Applications for the Consideration of Council** **DA 54/2008 – Industrial Workshop, Water Tank, Dog Yards and Wash Bay**

Applicant:	Harvey Hancock
Owner:	Hancock Haulage & Harvesting Pty Ltd
Site:	Lot: 12 DP: 1077136 Davies Place, Grenfell
Zone:	2(T) Township

### **Precis**

The Development Application involves the construction of a single storey workshop/shed 20 metres x 14 metres, 5.6 metres high to underside of roof.

The work shop occupies 4 metres x 14 metres and divided from the remainder of the building by an internal metal partition wall.

The land is located adjacent to other industrial type land uses ie mechanical workshop, storage sheds and a plant/works depot.

The application is recommended for approval with conditions specifically to provide access and sanitary facilities for persons with a disability to and within the workshop, a pre-treatment device for the wash bay area. The development was notified to adjoining and adjacent land owners for a period of 21 days and advertised in the Grenfell Record no submissions were received.

### **Background**

The site is vacant land with development approval to remove topsoil, construct a gravel hardstand and perimeter chain mesh fencing.

### **Description of the Proposal**

The development application proposes the construction of a storage shed and workshop (20 metres x 14 metres). The building is of metal framed construction with metal cladding (trim deck profile) colourbond mist green. Three sliding doors face South with trucks entering in a forward direction from Davies Place with a proposed internal turning circle. There is no servicing of trucks proposed on the land.

### **Description of the Site**

The land is an irregular shaped to Davies Place road frontage there is no access from Bimbi Road which has a positive covenant for a strip of public land encumbered on the land title. Truck access is therefore from Davies Place only. The land is subject to minor inundation from flooding and is suitably drained away from the building.

### **Zoning**

The site is located within the 2T township zoning. The proposed development would be in accordance with the objectives of the Weddin LEP 2002 and is permissible with Council consent.

### **Planning Assessment**

The proposal has been assessed in accordance with the matters for consideration under section 79C of the Environment Planning and Assessment Act 1979; the key issues of the proposal in this report are for Councils consideration.

The building has been classed against the Building Code classification as 7B a storage building, the building in order to comply with the deemed to satisfy provisions of the BCA must be accessible to persons with a disability to and within all areas normally used by the occupants including provision of sanitary facilities.

The development application plan does not show compliance with this requirement and proposed conditions of consent have been imposed to ensure that if the proposal proceeds to construction certificate that compliance is achieved.

The applicant seeks approval from Council to vary the external wall materials prescribed in the Grenfell and Environs Policy Clause 16 (e) "all industrial buildings shall be constructed with a brick or similar frontage, at least 3.6 metres high".

The applicant proposes to clad the western elevation in similar materials to the remaining elevation with trim deck metal. The applicant justifies the variation as there is an intention to extend further towards the front of the lot at some future date.

**Comment:** The brickwork does not add to the visual appearance of the building or serve any practical purpose.

### **Conclusion**

The variation to the exterior cladding is recommended for the following reasons:

- The Grenfell and Environs Policy is dated and places limitations on other materials which conform to the BCA it excludes a range of new products which are all suitable for use.
- The wall is not required to comply with any fire safety provisions of the BCA where brick may be an obvious choice.
- Imposes an unnecessary cost which may result in the wall be demolished later.
- A blank brick face to the street does not add to the character of the building or improve the streetscape of the locality.

**RECOMMENDATION: That Development Application No 54/2008 Industrial Shed and Workshop is recommended for approval subject to the conditions outlined in the draft consent.**

### **1. BUILDING**

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

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

### **2. PRINCIPAL CERTIFYING AUTHORITY**

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

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

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

- (2) A **Construction Certificate** must be obtained from Council or an Accredited Certifier prior to work commencing. A construction certificate certifies that the provisions of Clauses 79A-79H of the Environmental Planning and Assessment Amendment Regulations, 1998 have been satisfied, including compliance with the Building Code of Australia and conditions of Development Consent.

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

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

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- (3) Details from a suitably qualified and insured Structural Engineer will be required prior to the issue of the **Construction Certificate** in regard to:-
- footings;
  - reinforced concrete slabs;
  - structural steelwork;
  - wall bracing and tie-down requirements;
- (4) A final **Occupation Certificate** must be issued by the Principal Certifying Authority prior to occupation or use of the development. In issuing an occupation certificate, the Principle Certifying Authority must be satisfied that that the requirements of section 109H of the Environmental Planning and Assessment Act 1997 have been satisfied.

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

### **3. CONSTRUCTION**

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

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

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

- (2) In accordance with Clause 3.1.3.2(b) of the Building Code of Australia a durable notice must be permanently fixed to the building in a prominent location, such as a meterbox or the like, indicating:-
- The method of protection;
  - The date of installation of the system; and
  - Where a chemical is used, its life expectancy, as listed on the National Registration Authority label; and
  - The installer's or manufacturer's recommendations for the scope and frequency of future inspections for termite activity.

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

### **4. HEALTH & SAFETY**

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

*Reason: to minimise nuisance to adjoining neighbours.*

## DIRECTOR ENVIRONMENTAL SERVICES' REPORT TO COUNCIL

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- (2) All goods and materials must be stored wholly within the confines of the building site at all times.

*Reason: to minimise nuisance and reduce risk to the public*

- (3) The emission of sound from the premises shall be controlled at all times so as to not cause unreasonable impact upon nearby owners/occupants.

*Reason: to minimize nuisance to nearby owners/occupants.*

- (4) Car parking spaces provided for people with Disabilities shall be designed and constructed to comply with requirements of AS 2890.1 (off-street car parking).

*Reason: To facilitate access to and circulation to and within the building by people with disabilities.*

- (5) Access and facilities for the disabled shall be constructed in accordance with the requirements of the Building Code of Australia.

*Reason: To facilitate access to and circulation to and within the building by people with disabilities.*

### 5. AMENITY

- (1) The site is to be **landscaped** so as to reduce the visual impact from public land. The landscaping is to be established within 6 months of the date of this consent. The landscaping is to be maintained to ensure their growth and protected from livestock. Dead trees are to be replaced within 3 months of dying.

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

- (2) Activities occurring at the premises in conjunction with the business operations must be carried out in a manner that will minimise emissions of **dust** from the premises. **Dust** generated by the development must be prevented from polluting any natural waterway. It is the applicant's responsibility to control dust generated by the development.

*Reason- to ensure that nuisance and environmental degradation due to waste water, noise, effluent, general waste, outdoor lighting and dust is controlled, to preserve water and air quality, existing water resources, and to protect adjoining landuses as a consideration required under the provisions of Section 79C of the Environmental Planning and Assessment Act and the associated Guidelines and Weddin Shire Council Local Environmental Plan.*

### 6. STORMWATER

- (1) The stormwater being discharged to street gutter.

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

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*Reason: to prevent damage to the building, nuisance, and to comply with the requirements of Part 3.1.2 of the Building Code of Australia.*

### **7. SITE MANAGEMENT**

- (1) Prior to commencing work, erosion and sedimentation control measures are to be put in place to prevent soil movement from the site into natural or constructed drains or watercourses. Measures may include the installation of geofabric fencing, staked straw bale walls located on the contour down-slope of the construction, sediment detention basins, earthen contour banks and the like. Control measures must be maintained until revegetation or landscaping is completed. *Note: Failure to implement soil erosion protection may result in the issue of on the spot fines for offences under the Protection of the Environment Operations Act, 1998.*

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

- (2) An all weather stabilised access point should be provided to the site to prevent sediment leaving the site as a result of vehicular movement. Vehicular movement should be limited to this single accessway.

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

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

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

### **8. FIRE SAFETY**

- (1) A final fire safety certificate must be issued for the building prior to the issue of an Occupation Certificate. As soon as practicable after a Final Fire Safety Certificate is issued, the owner of the building to which it relates:
  - a. must cause a copy of the certificate (together with a copy of the current fire safety schedule) to be given to the Commissioner of New South Wales Fire Brigades; and
  - b. must cause a further copy of the certificate (together with a copy of the current fire safety schedule) to be prominently displayed in the building.
- (2) On completion of the proposed building work, the owner shall provide Council with a certificate from a competent person in respect of each Essential Service installed in the building. The owner of the building shall provide Council with a further Certificate (with respect to each Essential Service installed in the building) at least once in every twelve (12) months thereafter.

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*Reason: To ensure the compliance with relevant legislation and risk to occupants is minimised.*

- (3) Portable fire extinguishers containing an extinguishing agent suitable for the risk being protected must be installed in accordance with Australian Standard 2444 and Table E1.6 of the Building Code of Australia.

*Reason: to ensure the compliance with relevant legislation and minimise risk to occupants.*

- (4) An emergency lighting system is to be installed in accordance with Australian and New Zealand Standard 2293.1.

*Reason: to ensure the compliance with relevant legislation and minimise risk to occupants.*

- (5) Exit signs are to be installed over each required exit in accordance with Australian and New Zealand Standard 2293.1.

*Reason: to ensure the compliance with relevant legislation and minimise risk to occupants.*

- (6) A door forming part of a required exit must be readily openable without a key from the side that faces a person seeking egress, by a single hand downward action or pushing action on a single device, which is located between 900 mm and 1200 mm from the floor.

*Reason: to ensure the compliance with relevant legislation and minimise risk to occupants.*

### **9. OTHER**

- (1) Sewer mains to be extended to the site at the applicants cost. In this regard, the developer is to make the necessary arrangements with Council's Engineering Section.
- (2) A separate application to obtain approval to connect to council's sewerage system under Section 68 of the Local Government Act 1993 must be submitted to Council for approval. A plumbing and drainage design plan is to be submitted with the application to Council.
- (3) A separate application to discharge liquid trade waste to Councils sewer shall be made and approved by Council prior to commencement of work on the truck wash area.
- (4) Not more than two dogs are permitted to reside at the premises subject of this development consent.

*Reason: To ensure compliance with Councils policy for Keeping of Animals.*

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

**192 RESOLVED:** Cllr Hinde and Cllr Crutcher that the variation to the external cladding be approved as requested.

**DIVISION REQUIRED:**

**For:** Ctrs Simpson, Halls, Niven, N Hughes, Atchison, Lobb, Crutcher, Hinde and McClelland.

**Against:** Nil

- 193 RESOLVED:** Clr Halls and Clr Crutcher that Development Application No 54/2008 Industrial Shed and Workshop be approved subject to the conditions outlined above.

**DIVISION REQUIRED:**

**For:** Ctrs Simpson, Halls, Niven, N Hughes, Atchison, Lobb, Crutcher, Hinde and McClelland.

**Against:** Nil

**15. Lot 10 DP 801991 26-28 Warraderry Street Grenfell.**

Council received a development application on the 18 August 2003 to construct three duplex units. Council approved the application at the September 2003 meeting subject to the imposition of twenty conditions. Specifically condition 18 and 19 required the applicant to erect a suitable retaining wall to prevent storm water entering northern adjoining properties and the owner consent to creation of an easement along the northern and southern boundaries of the allotment 4 and 3 metres wide for the purpose of storm water drainage and that any rear fencing erected not obstruct the flow of water into these easements. The application was modified 20 October 2003 to a reduced building line setback of 4.5 metres from Warraderry Street.

The application was referred to the Councils engineering department at the time and written advice given to the applicant that:-

*“Council is aware a serious drainage problem exists in the area which includes lot 10 and is at present consulting with the Department of Land and Water Conservation regarding remedial measures. It is suggested you obtain professional engineering advice as to an appropriate method of conducting storm water through the property clear of sewerage easement and liaise with Councils Director of Engineering in this matter.”*

The applicant received advice 8 September, from the then Department of Infrastructure, Planning and Natural Resources Grenfell office who prepared a cross section design for a one in fifty storm event.

**Comment:** The site plan or floor plan does not nominate a finished floor level.

There are sketch plans which show how the storm water is proposed to be managed however engagement of professional advice on behalf of the applicant was not found.

The site plan has indicative redlines which are unlabelled but more than likely internal fencing lines, which are shown in black on the strata subdivision plan.

A permit application to carry out plumbing, drainage work, storm water drainage and connect to sewer has been noted on file. Inspection of drainage works is noted on the file however not specifically storm water.



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

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I have spoken with the plumber and he confirmed that he installed pipes and pits but no swale drains.

Two occupation certificates were issued the first for building 1 3,4,5,6 and occupation certificates two for building 2 and the overall development. There are no certificates relied upon to any issue occupation certificates or works as executed plans therefore assumptions have to be made as to the efficacy of any storm water works.

A further application was made for strata subdivision which was approved with 5 conditions on 22 March 2004. The strata subdivision certificate was issued with easements to the benefit of Council to drain storm water .The easements are 4 meters wide and 3 meters wide burdening lots 1,2,3,4,5,6, common property.

It has been noted that the adjoining property has undertaken works to divert storm water away from the dwelling. The earth swale on the property concentrates flow and directs flow of water on to the adjoining land being lot 10.

There are two possible solutions

Council has the option to issue an order under section 124 of the Local Government Act 1993 order number 12.

To do such things as are necessary to control the flow of surface water across land

The order can be issued to the owner or occupier of the land.

An order to remove the offending shed from the easement for the erection of a structure without the consent of Council.

Option two

Given that the development has been effectively finalised and assuming the works have not been altered, It would be prudent after consideration of the DA and supporting documentation that Council negotiates with the current owners to establish storm water controls that are capable of handling a one in fifty event taking into consideration the underground pits and pipes already installed.

The shed can be ordered to be removed but should form part of the discussion for the overall storm water management plan.

**RECOMMENDATION: That Council seeks to negotiate with the owners and occupiers of Lot 10 DP 801991 26-28 Warraderry Street to establish storm water controls that are capable of handling a one in fifty ARI storm event.**

**194      RESOLVED: Clr N Hughes and Clr Atchison that Council seek to negotiate with the owners and occupiers of Lot 10 DP 801991 26-28 Warraderry Street to establish storm water controls that are capable of handling a one in fifty ARI storm event.**

**DIVISION REQUIRED:**

**For:** Clrs Simpson, Halls, Niven, N Hughes, Atchison, Lobb, Crutcher and Hinde.

**Against:** Clr McClelland.

**16. Broula King Mine, T5.26.2005**

Council has received a complaint from Mr. Williams concerning the Broula King Mine and the proposed realignment of the electricity line within the travelling stock reserve. He complains that aboriginal heritage survey is not adequate and offers a consultative aboriginal sites officers role for further cultural heritage survey work.

The development application was approved by Council with 88 conditions, on 12 December 2005. Specifically condition 54

*“if archaeological material or suspected material is discovered work should cease immediately and the National Parks and Wildlife Service (DECC) be contacted for further directions.”*

And Condition 55

*“The two known aboriginal archaeological sites, identified in the aboriginal archaeological study of the proposed Broula King Mine Water bores and water pipeline, are to be protected. Each site, including a 10 metre buffer zone around the site, is to have a protective boundary fence or flagging erected around the perimeter prior to commencement of works within the area. An archaeologists is to mark out the boundary and details of each location and fencing provided to Council and the National parks and Wildlife Service (DECC). No work is to be undertaken within the fenced area without an approval from the NPWS.”*

Council and the state agencies consulted had considered the matter whilst assessing the environmental impact statement and the embedded conditions in the consent were to provide greater weight to those matters to ensure that the developer was aware of the issues and that Council or other regulatory authority could enforce them is a breach was to occur.

The time frame for third party appeals to the consent in our view has lapsed. The matters complained of should be directed to the Department of Lands as Broula King mine are currently seeking a license which is not a matter for Council.

**RECOMMENDATION: That Mr Williams be advised that the Development Consent was issued by Council on 12 December 2005, that cultural heritage matters were considered and that conditions of the consent were imposed to preserve and protect the known aboriginal cultural sites.**

**Further, that any concerns he may have about a current application should be referred to the Department of Lands which is responsible for the licence.**

**Clr Hinde previously submitted a written declaration of interest and left the room.**

**Clr Atchison declared a pecuniary interest as a relative is an employee of Resource Base Pty Ltd and left the room.**

- 195**     **RESOLVED:** Clr N Hughes and Clr McClelland that Mr Williams be advised that the Development Consent was issued by Council on 12 December 2005, that cultural heritage matters were considered and that conditions of the consent were imposed to preserve and protect the known aboriginal cultural sites.

Further, that any concerns he may have about a current application should be referred to the Department of Lands which is responsible for the licence.

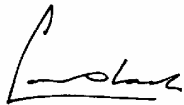
**DIVISION REQUIRED:**

**For:** Clrs Simpson, Halls, Niven, N Hughes, Lobb, Crutcher and McClelland.

**Against:** Nil

Clrs Hinde and Atchison returned to the meeting.

The Mayor thanked the Director Environmental Services for his efforts and wished him well in his future endeavours.



**COLIN SLADE**  
**DIRECTOR**  
**ENVIRONMENTAL SERVICES**

- 196**     **RESOLVED:** Clr Atchison and Clr N Hughes that except where otherwise dealt with the Director Environmental Services' Report be adopted.

**Minutes of the Monthly Meeting of the Henry Lawson Festival of Arts held  
Tuesday 19<sup>th</sup> August 2008**

**Welcome:** President Jenny welcomed everyone to the August meeting.

**Present:** M. Rower, A Carr, E Needham, G. Rolls, R Cawthorne. J Smith. J. Black and J Mitton.

**Apologies:** were received from G Carroll, K. Smith, C. Brown, G England J, Hetherington. T Lobb, M Simpson and C. Lobb Moved R Cawthorne G. Rolls Carried.

**Minutes of the Previous meeting:** Moved M Roper/E Needham that the minutes of the previous meeting be accepted as circulated, with amendment to name change of J Needham to read J Graham. Carried.

**Business Arising:**

Official Guest and SWOT analysis 23 August, be left for general Business

**Treasurer Report:** None

**Correspondence:** As per list

Weddin Shire Council – Re Inter Council Friendship – Hawkesbury City Council area.

**Co-ordinators Report:**

**V.S.S.:** President Jenny stated Gaynor has everything under control. Judges organised and working on sponsorships.

**Concert:** Jenny has a few ideas tossing around about the concert, format will be the same as this year.

**Art:** -Margret discussed entry fees and suggested that next year entry fees range from \$7.00 to \$25.00. Move; M Roper/R Cawthorne that admission fees be increased to \$10.00 Carried.

**Safety:** Gordon has no complaints, only to modify and improve the orange barrier before next festival.

**Insurance:** Ray suggested looking into the insurance company that Steve Karaitiana is insurance with.

**General Business:**

**Statuettes:** All Statuettes have been sent. T.V. Production Awards to be reconsidered at the AGM. re discussion of awards of Statuettes Singe Production and Series Production to be considered.

**Official Guest:** Colin Wilson phoned to say he couldn't attend as our Official Guest, but was delighted to be asked. Names mentioned at the meeting for Official Guest Jennifer Hawkins, Governor General, Deborah Hutton and Kurt Furnley.

**N.S.W. Fire Brigade Band:** Jenny has made contact with Ian Anderson Secretary/Manager of the NSW Fire Brigade Band. The Band and Marching team personnel would require 30 rooms at a minimum 3 star rating. As the band and marching team personnel are voluntary members, they will require two Saturday performances, one in the afternoon and one at night. The dates suggested by Jenny (Saturday 14, 21 or 28 March 2009). Jenny is waiting on a reply back from Ian Anderson. Suggested price Adults \$20.00/\$25.00, Children under 16 \$15.00.

**Informal Meeting:** Saturday 23<sup>rd</sup> August at 1.30 pm, to discuss where the festival is going and new ideas.

**Photography of Festival:** Auburn reported that a photographer was offering photographs provided his name was associated with same. Auburn considered this practice could lead to trouble in the future because if this is done for this photographer it may necessarily be the same for all. Auburn is to let him know.

**Certificate:** Jenny asked would the festival reimburse her \$25.00 for a course she attended in Creative Volunteering, Arts Out West.

There being no further business the meeting closed at 8.30 pm

Next meeting to be held on the 16 September, 2006.

**197 RESOLVED:** Clr Hinde and Clr McClelland that the Minutes of the Henry Lawson Festival Committee Meeting be noted.

**MINUTES OF THE GRENFELL BUSINESS DEVELOPMENT COMMITTEE (GBDC) GENERAL MEETING THURSDAY, AUGUST 28, 2008 AT THE GRENFELL BOWLING CLUB 6pm.**

**Present:** Peter Moffitt, Auburn Carr, Glenn Carroll, Bill McSpadden, Ian Hardy, Lorna Hardy, Todd Hardy, Peter Spedding, Sgt Allan O'Neill, Jack Black, Ruth Jackson, Margaret Cuddihy & Maria Neill.

**1. Apologies** – Steve Forde, Peter Soley.

**Resolved:** B McSpadden/J. Black that the apologies be accepted.

**2. Adoption of Minutes** –

**Resolved:** B McSpadden/ M. Neill that the minutes of the meeting held on the 23rd April, 2008 be adopted as presented.

**3. Business Arising** – Nil

**4. Financial Statement** – Nil

**5. Correspondence**

**-Incoming**

- Nil

**- Outgoing**

- Nil

**6. Council Business**

- **Country Week** – held 8-10 August 2008 at Rosehill Racecourse. Very successful.
- **2008 Open Days/Market Day** – to be held 24-25<sup>th</sup> October 2008. Arrangements in progress.
- **Henry Lawson Festival** – held June 2008. Very successful.
- **Dental Service** – new dentist to be recruited and possibly located in the Burrangong Street surgery.
- **Taxi Service** – operating well.
- **Broula King Goldmine**    **Noted**
- **New Council Depot** – officially opened Monday 28 July 2008. Excellent facility.
- **New Community Hub** – in progress. Contractor making excellent progress.
- **Grenfell Tip Upgrade** – in progress. Tip fenced and specific opening times introduced.

- **Railway Station Development** – in progress. Project being under taken by Council, ARTC & Grenfell Lions Club. Development has massive potential.
- **O'Briens Hill Project** – funding application to be re-submitted when programme re-opens.
- **CTC Services ie Business Stationary Printing** – Letter heads, Business Cards, Advertising Flyers, Computer Repairs and Training are all available at the CTC.
- **Bird Routes** – Brochure and website developed. Signs erected at various sites. An article and an advertisement to be inserted in the Wings Magazine. Other bird groups to be now invited to the Weddin Shire.
- **Henry Lawson Festival Plaques** – Brochure & supporting information developed. Project completed.
- **Economic Development Managers visit to local businesses** – Auburn reported that she visited local businesses to discuss the market day to be held Saturday 25<sup>th</sup> October 2008, advertising in the Tourism Brochure and CTC services that are available. Auburn also outlined various issues affecting local businesses.

## **7. Business Forum      Noted**

## **8. General Business**

- Possible Future Workshop – Local Business Promotion. To be pursued.
- Shop Local/Christmas Promotion 2008 – to be conducted. G. McClelland and B. McSpadden to pursue.
- J. Black advised that an informal “Back to Grenfell” may assist the Open Day weekend. G. Carroll and A. Carr to pursue.
- I. Hardy advised that the Railway Station Development has huge potential as he sees at least five motorhomes/caravans pull up at the area every day. To be pursued.

Meeting Closed: 6.57pm

Next Meeting: To be advised.

**198      RESOLVED:** Clr Lobb and Clr Niven that the Minutes of the Grenfell Business Development Committee Meeting be noted.

**OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING HELD IN THE COMMITTEE ROOM ON TUESDAY, 3 SEPTEMBER 2008 COMMENCING AT 3.30 PM (C2.6.14)**

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**1 PRESENT:** Messrs W Twohill, M Martens (chair), G Carroll, W Schneider and N Baker.

**2 APOLOGIES:** Nil

**3 MINUTES:**

**Resolved:** W Schneider and G Carroll that the minutes of the meeting held on 3 June 2008 were adopted as read.

**4 MATTERS ARISING**

**4.1 Gas Leaks**

Director Environmental Services to consider checking outside General Manager's office.

**Noted**

**4.2 Evacuation plans**

Commonwealth Bank to be completed.

**Noted**

**4.3 SWMS – Cleaning BBQ**

Completed.

**Noted**

**4.4 Business Continuity Plan**

In progress.

**Noted**

**4.5 Sewer Machine**

A second hand sewer cleaner has been allowed for in the 2007/2008 plant replacement programme estimates.

**Noted**

**4.6 Peer Audit**

Completed.

**Noted**

**5. GENERAL BUSINESS**

**5.1 Volunteers – training, SWMs**

Green books, traffic control plans for volunteers to be investigated.

**Noted**

**5.2 SH17 – hand patching**

SWMs to be investigated.

**Noted**

**5.3 Injury Forms**

Warrick Schneider – twisted ankle. Advised to take care.

**Noted**

Jeremy Hall – hit kangaroo in ute. Advised to take care.

**Noted**

#### **5.4 Inspections**

- New depot
  - housekeeping
  - hoop in
  - lid
  - door chains to be investigated

**Noted**

#### **5.5 Future Inspections**

Parks in the shire

**Noted**

#### **5.6 Policy Annexure to “Green Book”**

To be completed by Director Engineering.

**Noted**

#### **5.7 Central OH & S Working Party Peer Group Audit – Weddin Shire**

Completed by Parkes Shire (Asbestos and Manual Handling).

Minor non-conformance on identification of asbestos.

**Noted**

#### **5.8 Major Inspections of Playground Equipment Annually**

**Noted**

**6. NEXT MEETING:** Tuesday, 2 December 2008 at 3.30 pm.

**7. CLOSURE:** There being no further business the meeting closed at 4.24 pm.

**199 RESOLVED:** Cllr Hinde and Cllr Niven that the Minutes of the Occupational Health and Safety Committee Meeting be noted.



**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBERS ON MONDAY, 8 SEPTEMBER 2008  
COMMENCING AT 4.30 PM (E1.1.5)**

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**1. PRESENT:** Bill Twohill (Chair - Weddin Shire Council, LEMO), David Lee (NSW Ambulance), Ray Cawthorne (SES), Warwick Simpson (SES, RFS), Murray Mitton (Forbes RLPB), Bob Evans (Lachlan SES), Nichole Richardson (Lachlan SES), Allan O'Neill (NSW Police), John Connell (DEMC), Keith White (NSW Fire Brigade), Maurice Simpson (Observer) and Angus Nielsen (RFS).

**2. APOLOGIES:** Greg Reid (Inspector NSW Fire Brigade), Inspector Steve Lowe (NSW Police), Senior Constable Dylan Hopkins (NSW Police)

**Resolved:** M Simpson and A Nielsen that the apologies be accepted.

**3. MINUTES:**

**Resolved:** M Mitton and R Cawthorne that the minutes of meeting held on 19 February 2008 be adopted as read.

**4. MATTERS ARISING**

**4.1 Local Displan**

Emergency Risk Management Plan completed.

**Noted**

**4.2 Local EOC SOPs Review**

Copy to be sent to each member for comment.

John Connell to send template to us.

**Noted**

**4.3 Emergency Risk Management Study**

Study completed for Weddin Shire. To be updated in five years.

**Noted**

**4.4 Beaurepaire's Fire**

Disaster victim register paperwork will be available in the Police Station.

**Noted**

**5. OTHER MATTERS**

**5.1 Members Reports**

- a) NSW Police – Allan O'Neill to do emergency management course.
- b) NSW Fire Brigade – nil
- c) NSW Rural Fire Service - nil
- d) NSW Ambulance – nil

- e) SES – 1 motor vehicle accident, Cowra search, 1 tree on house. 132500 phone no. If using mobile phone – voice recognition, post code, then operator. Call out in State Revenue policy. Long Service Awards handed out. Operational levels ok. Revision of Weddin Floodplain.
- f) Forbes RLPB – locusts could be a problem. Board could bait mice.
- g) John Connell – LEOCON to be trained. Ambulance retained rescue function in country, not in city. In future, plans will need to be signed off. Changes to food handling during emergencies. CD – copies to agencies 1:1:1 funding for EOC upgrade available

## **6. E LIVINGSTONE**

The committee expressed sadness at the passing of Mr E Livingstone. Mr Livingstone served as Deputy Controller for SES for many years.

**NEXT MEETING:** Monday, 1 December 2008 at 4.30 pm.

**CLOSURE:** There being no further business to discuss the meeting closed at 5.30 pm.

## **BILL TWOHILL (LEMO)**

**200 RESOLVED:** Cllr Atchison and Cllr Halls that the Minutes of the Local Emergency Management Committee Meeting be adopted including the recommendations therein except where otherwise resolved.

**MINUTES FOR THE NOXIOUS WEEDS COMMITTEE MEETING HELD AT  
3.00 PM ON TUESDAY, 9 SEPTEMBER 2008 (C2.6.13)**

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**1. PRESENT:** Clrs Grimm and Halls  
Messrs W Twohill, K Starr and M Martens.

**2. APOLOGIES:** Clrs Taylor and D Hughes

**Resolved:** Clr Halls and K Starr that the apologies be accepted.

**3. MINUTES:** 12 August 2008 – no quorum.

**4. MATTERS ARISING**  
Nil

**5. NOXIOUS WEEDS REPORT**

**Noted**

**6. GENERAL BUSINESS**

6.1 A notice be placed in the Grenfell Record regarding spraying noxious weeds on farms.

**Noted**

6.2 Scotch Thistle and St Johns Wort - to be sprayed shortly.

**Noted**

6.3 Grenfell Cemetery – Spiney Burrgrass sprayed.

**Noted**

**NEXT MEETING:** Tuesday, 7 October 2008 at 3.00 pm.

**CLOSURE:** There being no further business to discuss the meeting closed at 3.30 pm.

**201 RESOLVED:** Clr Halls and Clr N Hughes that the Minutes of the Noxious Weeds Committee Meeting be adopted including the recommendations therein except where otherwise resolved.

**MINUTES OF THE WEDDIN SHIRE TOURISM COMMITTEE MEETING  
HELD ON TUESDAY 9 SEPTEMBER 2008 AT 4pm AT THE COUNCIL  
CHAMBERS.**

**Present:**Clr John Niven, Clr N Hughes, Clr G McClelland, Sadie Mearns, Lisa Eastaway,

Clr M Simpson, Colleen White, G Carroll (Observers)

**1. Apologies:** J Hetherington, Auburn Carr

**Resolved:** L Eastaway/ S Mearns that the apology be accepted.

**2. Adoption of Minutes:**

**Resolved:** L Eastaway/S Mearns that the minutes of the 12 August 2008 meeting be adopted.

**3. Business Arising: - Nil**

**4. Correspondence:**

**In**

- Nil

**Out**

- Nil

**5. Projects:**

- **Grenfell brochure** - reprint currently being undertaken at the CTC. Brochures to be printed commercially by Condobolin Progress Printing. To include promotion of villages.

Advertising to be included in brochure upon payment. Advertising Squares cost \$77.00. Accounts sent to local businesses for advertising. Printing of brochure to commence when payments received.

- **Weddin Mountains Tours** - tours to be arranged by contacting Matthew Makeham, Ranger for Weddin Mountains National Park. Pam Livingstone available as a tour guide.
- **O'Brien's Hill funding application** -funding application to be re-submitted when programme re-opens.
- **Sound for Henry Lawson's Bust** - Funding of \$7000 approved by Council. Require an additional \$13000 to commence project. Federal Government Funding programme re-opens 1 July 2009. Lisa suggested we apply for further funding through the NSW Arts Council. Lisa to pursue.
- **Bird Routes** - a copy of the Wings Magazine was tabled depicting Council's advertisement. An article on the Grenfell Bird Routes to be included in the magazine. Auburn to pursue.

A Weddin Bird Trails stand to be erected at the Leeton Bird Fair in November 2008.

Other bird watching groups to be now invited to the Weddin Shire.

- **Railway Station Development** – The Australian Rail Track Corporation (ARTC) have provided funding for the refurbishment of the toilet block. The project is being undertaken in conjunction with Council and the Lions Club. In progress.
- **Website** – attractions and events to be promoted utilising the [www.grenfell.org.au](http://www.grenfell.org.au) site.

#### **6. Prioritising Events: Noted**

#### **7. Upcoming Events: Noted**

- Weddin Mountain Muster – 29 September – 3 October 2008
- Grenfell Guineas – 27 September 2008
- Melbourne Cup Exhibition – 4 October 2008.
- Open Day/Market Day – 25 October 2008 – a letter to be written to the Town Band inviting them to participate in the day.

**Noted**

#### **8. Tourism Strategic Plan** – the twelve month review of the Tourism Strategic Plan is in progress.

The plan with the required alterations as resolved at the August 2008 Council Meeting to be submitted to a future Tourism Meeting. The plan to be then submitted to Council for formal adoption.

#### **9. Self Contained Camping on TSR's** – The General Manager entered the meeting at this point and advised the following:

- It is currently illegal to camp on TSR's
- Rural Lands Protection Boards are unlikely to approve camping on TSR's as this would require them to submit a Development Application to Council for approval. They would then have to adhere to stringent consent conditions at great expense. They would also then possibly be subject to litigation.
- It is also illegal to designate an area in a Town for Motorhome camping unless approved by a Development Application.
- The setting up of a designated area would also compete with Council's Caravan Park.

**Resolved:** Clr Niven/L Eastaway that the requirement to forward a letter to Katrina Hodgkinson be withdrawn.

The General Manager advised the Committee that he recently received a complaint about the proprietor of the Grenfell Motel which may affect Tourism in the Weddin Shire.

The General Manager was thanked for his input and then left the meeting.

## 10. General business:

- Clr McClelland advised that after the Current Affair segment on Grenfell he has had many enquiries and has forwarded many packages promoting the Weddin Shire.
- Clr McClelland congratulated Auburn on her initiative in inviting A Current Affair to the Weddin Shire and also for the professional manner in which she dealt with their representatives.
- It was stated that “Money couldn’t buy” the free publicity Grenfell has received over the last few days.
- Clr N Hughes advised that the Country Week promotion went very well.
- An excellent tour of the museum was recently conducted by Lisa.
- Lisa enquired into the status of the murals, sculptures and silhouettes for Grenfell -  
Clr McClelland to contact Men’s Shed.

**Next Meeting:** 14 October, 2008 at 4pm.

**Meeting Closed:** 4.42 pm

**202**     **RESOLVED:** Clr McClelland and Clr Atchison that the Minutes of the Weddin Shire Tourism Committee Meeting be adopted including the recommendations therein except where otherwise resolved.

**MINUTES OF HERITAGE COMMITTEE MEETING HELD ON TUESDAY, 9 SEPTEMBER 2008 at 5.00 PM at the COUNCIL CHAMBERS (C2.6.22).**

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**1. PRESENT:** Clrs M Simpson, G Grimm, N Hughes, G McClelland

Mr TV Lobb (GM)(Chair), Mr I Pitt and Mrs P Livingstone  
Observer: Mrs I Holmes

**Resolved:** Clr N Hughes and Clr G McClelland that Mr Lobb act as Chairman until Mr Slade arrives.

**2. APOLOGIES:** Mr J Hetherington, Clr D Taylor

**Resolved:** Clr N Hughes and Clr G McClelland that the apologies be accepted.

**3. CONFIRMATION OF MINUTES:** Tuesday, 12 August 2008.

**Resolved:** Clr M Simpson and Mrs P Livingstone that the minutes of 12 August 2008 be adopted.

**4. MATTERS ARISING:**

4.1 Old Morgue

No correspondence has been received to date.

Mr C Slade (DES) and Mrs S Jackson-Stepowski (HA) arrived here at 5.05pm. Mr Slade assumed the chair and Mr Lobb returned to observer status.

4.2 Village Heritage Study

Mrs S Jackson-Stepowski has discussed study with Mr P Giovanelli. Mr Giovanelli will incorporate her comments into the study.

4.3 “Canoe” Tree

No correspondence has been received to date.

4.4 Sloane’s Cottage

Mr Slade advised that there is \$12,000 available. Mr Slade to organise slashing and replace perspex on windows.

**Resolved:** Clr N Hughes and Clr G McClelland that DES and HA examine document by Mr P Giovanelli and advise committee.

4.5 Judy Bryant – Historic School Sign

**Resolved:** Clr N Hughes and Clr G McClelland that a sign be erected at close proximity to the Mt Oriel School site.

- 4.6 Village Signs – Greenethorpe, Bimbi, Quandialla  
Referred to Engineering, Caragabal to be added to these.

## **5.CORRESPONDENCE:**

- 5.1 HA Referral Memo – Men’s Shed **Noted**

**Mr I Pitt declared a conflict of interest as he is a committee member and stayed in the room.**

- 5.2 Grant Application – EllKen Pty Ltd (NRMA Shop)  
Mrs S Jackson-Stepowski to inspect and report.

- 5.3 Grant Application – Presbyterian Church Manse  
Mrs S Jackson-Stepowski to inspect and report.

- 5.4 Grant Application – Graham & Marion Amery  
Mrs S Jackson-Stepowski to inspect and report.

- 5.5 Grant Application – R & V Walsh  
Mrs S Jackson-Stepowski to inspect and report.

- 5.6 Grant Application – Jeffrey & Karen Hancock  
Mrs S Jackson-Stepowski to inspect and report.

- 5.7 Grant letter – A Hendy, dated 6 March 2008

**Resolved:** Clr M Simpson and Clr G McClelland that her previous letter be accepted as a grant application.

**Resolved:** Clr N Hughes and Clr G Grimm that the grants be submitted to the September Council Meeting.

## **6. GENERAL BUSINESS**

- 6.1 Iandra Castle  
Mrs S Jackson-Stepowski gave a verbal report on her visit to Iandra that afternoon.

## **7. QUESTIONS**

8. **NEXT MEETING:** Tuesday, 14 October at 5.00 pm

9. **CLOSURE:** There being no further business the meeting closed at 5.50pm.

**203** **RESOLVED:** Clr N Hughes and Clr McClelland that the Minutes of the Heritage Committee Meeting be adopted including the recommendations therein except where otherwise resolved.



**MINUTES OF CONSULTATIVE COMMITTEE MEETING HELD ON FRIDAY, 19 SEPTEMBER 2008 IN THE COMMITTEE ROOM AT THE 8.30 AM (C2.6.12)**

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1. PRESENT: M Martens, W Twohill, G Carroll, C Slade, V Carter and W Schneider.
2. APOLOGIES: Nil
3. MINUTES:

**Resolved:** G Carroll and C Slade that the minutes of the meeting held on 7 April 2008 be adopted as read.

4. MATTERS ARISING:

- 4.1 Induction Manual – to be completed externally.

**Noted**

**T Lobb attended 8.40 am.**

5. CORRESPONDENCE

5.1 Code of Conduct

New Model Code of Conduct now adopted by Council. To be issued to all staff and Councillors and signed for. A follow up information session has been requested by the Department by Local Government.

**Noted**

5.2 Pay Increase

Pay increase from Australia Fair Pay Commission from 1 October 2008 for some employees under the threshold. Award increase to take effect from November 2008 (3.2%).

**Noted**

5.3 Adjustments to Pay

- Assets Engineer – market adjustment.

**V Carter declared a conflict of interest and left the room.**

- IT/Finance Officer – has requested a re-evaluation of the position.

**Noted**

**V Carter returned to the room.**

- Grader Operator – has requested a re-evaluation of the position.

**Noted**

5.4 Salary System

General Manager contacted Col Arnold regarding re-evaluation of the positions but he has declined. To be carried out through the Alliance. It is hoped that the current REWARDS Programme may be able to be used.

**T Lobb left the meeting at this point 9.08 am and did not return.**

NEXT MEETING: 3.00 pm, 18 November 2008.

CLOSURE: There being no further business the meeting closed at 9.15 am.

**MINUTES OF MANEX MEETING HELD ON MONDAY, 22 SEPTEMBER 2008 AT 2.30 PM (C2.6.10).**

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**Present:** Messrs T Lobb, G Carroll, W Twohill and C Slade.

**Apologies:** Nil

**Minutes:**

**Resolved:** C Slade and G Carroll that the minutes of 18 August 2008 be adopted as circulated.

**Review of Job List**

**Noted**

**General Business:**

**1A Administration**

- (i) Inter Council Friendship Agreement – General Manager advised he attended a Rotary meeting at Windsor on Wednesday 17 September 2008 and promoted the agreement. Staff are to be encouraged to participate where they may benefit. Heritage Committee to consider visiting the Hawkesbury City Council area.
- (ii) Annual Statements – in progress. Valuations of property, land and buildings at fair value completed. Awaiting final report. Sewer assets valued internally. Forwarded to Councils auditors for verification. Director Corporate Services and Director Engineering to pursue.
- (iii) Business Continuity Plan – development of plan commenced 10 July 2008. Awaiting further contact from consultant.
- (iv) Local Government Election – reported in Director Corporate Services report. New Councillors to be aware of possible conflicts of interest.
- (v) New Councillors – General Manager to conduct induction session on Tuesday 23 September 2008.
- (vi) General Manager's Annual Elections Report – review of committees undertaken. Various changes to committees required emanating from Department of Local Government review. Surrounding Councils currently undertaking similar review of committees.
- (vii) Committee Charters – completed. To be presented to the September 2008 Council meeting for formal adoption.
- (viii) Dalton Street Depot – no submissions received. General Manager has received two enquiries since closing date of submissions. To be pursued.
- (ix) Annual Report – to be completed and submitted to the Department by 30 November 2008 together with State of Environment Report. General Manager and Directors to pursue.

**1B Human Resources**

- (i) Vacancies • Engineering
  - labourers positions closed. Interviews to be held in due course.
  - mechanics position currently being advertised.• Environmental Services – Director Environmental Services position currently being advertised. A Lindsay to undertake duties in short term.
- (ii) Annual Leave – General Manager to take leave mid-October 2008.

**2. Public Order and Safety**

- (i) Berrys Lane (Dogs) – reported in Director Environmental Services report in Closed Council.
- (ii) Dagmar Street (Dogs) – owner taking measures to reduce noise. Legal action to be considered pending Berrys Lane outcome.

**3. Health**

- (i) Grease Traps – installation by businesses ongoing.
- (ii) Weddin Street Surgery – renewal of lease to be reported by General Manager as a late report to Council.

**4. Community Services and Education**

Nil

**5. Housing and Community Amenities**

- (i) Dagmar Street Residence – two offers recently received. Update to be reported to Council by General Manager at September 2008 Council meeting.
- (ii) Recycling Options – reported in Director Environmental Services report.
- (iii) Warraderry Street Drainage – report submitted by Director Engineering to the August 2008 Council meeting. Director Environmental Services now preparing a report on the Development Application conditions of approval for the residential units at 26-28 Warraderry Street. To be possibly presented to Council as a late report.

**6. Sewerage**

- (i) Water Grant for Effluent – mains design in progress. Road crossing permit to be acquired.
- (ii) Mains Investigation – requirement of Sewerage Strategic Business Plan. To commence in near future.

**7. Recreation and Culture**

- (i) Library Upgrading – reported in Director Corporate Services' report. Next inspection to be held Wednesday, 1 October 2008 at 4.00 pm.

**8. Mining Manufacture and Construction**

- (i) Broula King Mine – Mayor and General Manager met with representatives from Resource Base Ltd to discuss the status of the mine. Mayoral Minute to be presented to Council.

**9. Transport and Communication**

- (i) RTA Contract – reported in Director Engineering's report. New Road Maintenance Council Contract (RMCC) to commence 1 October 2008. Insurance matter to be investigated.
- (ii) Heavy Vehicle Routes – all current B-double applications processed.
- (iii) Bimbi Bridge – design currently being finalised.
- (iv) Other Programs – noted.
- (v) Weight of Loads Complaint – letter received from Katrina Hodgkinson notifying Council of breach and requesting leniency. Council not yet formally notified. Council cannot consider leniency however a letter of support may be provided.

**10. Economic Affairs**

- (i) Open Days/Trade Expo – reported in Director Corporate Services’ report. Signposting to be considered. Director Corporate Services to pursue.

**11. General Purpose Revenues**

- (i) Expenditure 2007/2008 – carryovers reported in Director Corporate Services report.

**12. Other Matters**

- (i) Energy Audit – Planet Footprint information returned.
- (ii) Bushfire Danger Period – to commence 1 October 2008. To be advertised by Council.
- (iii) Grenfell Tip – working plan tabled. Director Environmental Services to pursue.
- (iv) Grenfell Pool Water Recycling – options to be considered. Director Environmental Services to pursue.

**Next Meeting:** Wednesday, 22 October 2008, 9.00 am.

**Closure:** There being no further business to discuss the meeting closed at 4.41 pm.

**8. Mining Manufacture and Construction**

- (i) Broula King Mine

**Clr Hinde previously submitted a written declaration of interest and did not leave the room as there was no discussion.**

**205 RESOLVED:** Clr N Hughes and Clr Niven that the Minutes of the Manex Committee Meeting be noted.

## **LIST OF INSPECTIONS, MEETINGS AND DEFERRED ACTIVITIES.**

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### **1. INSPECTIONS AND MEETINGS:**

- |              |  |
|--------------|--|
| October 2007 | 1. <u>Payne's Gravel Pit:</u> Ward Councillors and Director Engineering to meet with new landowner (DE). |
| August 2008  | 2. <u>Council Meetings:</u> defer September and October meetings by one week (GM).                       |

### **2. DEFERRED ACTIVITIES:**

- |               |   |
|---------------|---|
| June 2007     | 1. <u>Dalton Street Depot:</u> defer consideration (GM).  |
| February 2008 | 2. <u>Grenfell Open Days:</u> organise for 24, 25 October 2008 (DCS).                                     |
| April 2008    | 3. <u>Good Sports Office:</u> consider contribution on acceptance of proposal (GM).                       |
|               | 4. <u>Keeping of Dogs – Dagmar Street:</u> reconsider after current legal action has been resolved (DES). |
| July 2008     | 5. <u>National Trust Contribution:</u> defer pending further investigation (DES).                         |
|               | 6. <u>Conduct Review Committee:</u> defer for further report with Councillors nominations (GM).           |
|               | 7. <u>CENTROC Tender for Signs:</u> defer for further investigation (DE).                                 |
| August 2008   | 8. <u>SES Vehicle:</u> defer to September meeting (DE).   |
|               | 9. <u>SES Depot:</u> invite fresh expressions of interest for Dalton Street depot (GM).                   |
|               | 10. <u>Conduct Review Committee:</u> refer to Mid Lachlan Alliance (GM).                                  |
|               | 11. <u>School Exchange Proposal:</u> refer to High School Principals (GM).                                |

(a) **List of Inspections and Deferred Activities.**

**1        INSPECTIONS AND MEETINGS:**

- |     |                           |                    |
|-----|---------------------------|--------------------|
| 1.1 | <u>Payne's Gravel Pit</u> | <b>In Progress</b> |
| 1.2 | <u>Council Meetings</u>   | <b>In Progress</b> |

**2.        DEFERRED ACTIVITIES:**

- |      |  |                    |
|------|--|--------------------|
| 2.1  | <u>Dalton Street Depot</u>             | <b>Carried Out</b> |
| 2.2  | <u>Grenfell Open Days:</u>             | <b>In Progress</b> |
| 2.3  | <u>Good Sports Office</u>              | <b>In Progress</b> |
| 2.4  | <u>Keeping of Dogs – Dagmar Street</u> | <b>In Progress</b> |
| 2.5  | <u>National Trust Contribution</u>     | <b>Carried Out</b> |
| 2.6  | <u>Conduct Review Committee</u>        | <b>Carried Out</b> |
| 2.7  | <u>CENTROC Tender for Signs</u>        | <b>In Progress</b> |
| 2.8  | <u>SES Vehicle</u>                     | <b>Carried Out</b> |
| 2.9  | <u>SES Depot</u>                       | <b>In Progress</b> |
| 2.10 | <u>Conduct Review Committee</u>        | <b>Carried Out</b> |
| 2.11 | <u>School Exchange Proposal</u>        | <b>In Progress</b> |

**TENDERS**

**1.        Sale of Dalton Street Depot, P2.6.1**

The Dalton Street depot was previously offered for sale in June 2007, with no submissions being received.

The depot was again advertised for sale in four parts, with offers closing on Friday 12 September 2008.

As before, no submissions were received.

**RECOMMENDATION:**

**It is recommended that the Executive be given delegated authority to consider and negotiate on any offers for purchase or lease which may be received.**

**206        RESOLVED: Cllr McClelland and Cllr N Hughes that the Executive be given delegated authority to consider and negotiate on any offers for purchase or lease which may be received.**

**2.        Tender 14/2008 – Sealing Aggregate**

Tenders closed at 4 pm on Tuesday, 9 September 2008 for the supply of sealing aggregate to various locations for the period 2008/2011.

The following tenders were received:-

	Millers Metal (West Wyalong)	Glenella (Bogo Quarry, Paynes Road, Bookham)
7 mm	\$49.50 + \$11.00 (precoat) = \$60.50/m <sup>3</sup>	\$78.40 (incl precoat)
10 mm	\$49.50 + \$11.00 (precoat) = \$60.50/m <sup>3</sup>	\$78.40 (incl precoat)
14 mm	\$42.35 + \$11.00 (precoat) = \$53.35/m <sup>3</sup> including delivery	\$78.40 (incl precoat) plus delivery \$3.50/m <sup>3</sup> per km

This tender includes provision for the special clauses in the RTA contract such as:-

- a) conformance with ALD requirements
- b) any non-conforming sealing aggregate must be removed from the site and replaced by conforming material by the Supplier at no additional cost to Council.

Millers Metals have supplies sealing aggregate to Weddin Shire Council for the last nine years with excellent service.

**RECOMMENDATION:** that Council accept the tender from Millers Metals for the supply of sealing aggregate to various locations within the Weddin Shire Council to 30 September 2011 at a tendered price of \$83,891.50 including GST per year.

**207** **RESOLVED:** Cllr N Hughes and Cllr Atchison that Council accept the tender from Millers Metals for the supply of sealing aggregate to various locations within the Weddin Shire Council to 30 September 2011 at a tendered price of \$83,891.50 including GST per year.

## QUESTIONS

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

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

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

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

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

- |              |   |
|--------------|---|
| Clr Lobb     | <ul style="list-style-type: none"><li>- advised the cemetery requires attention.<br/>→ Director Engineering advised that a Cemetery Management Plan is currently being developed.</li><li>- requested Council to consider purchasing used playground equipment from City Councils.<br/>→ Director Engineering to investigate.</li></ul>   |
| Clr Atchison | <ul style="list-style-type: none"><li>- enquired in regard to the status of the new beam plinths to be installed at the Grenfell Cemetery.<br/>→ Director Engineering to investigate and advise.</li><li>- enquired in regard to the status of the mapping of the old portion of the Grenfell Cemetery.<br/>→ Director Engineering to report to October 2008 Council meeting.</li></ul> |



## **CLOSED COUNCIL**

### **THE LOCAL GOVERNMENT ACT**

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

***[s 10A1 Which parts of a meeting can be closed to the public?***

**10A**

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

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

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

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

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

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

(2) ***[Details to be specified]*** The grounds must specify the following:

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

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

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

**208 RESOLVED:** Cllr Atchison and Cllr Hinde 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.

### **REPORT FROM CLOSED COUNCIL**

The Mayor read out the following resolution from the Closed Council:

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

1. 290 Berry's Lane Grenfell – Keeping of Dogs, A3.22.6  
Reason for confidentiality – legal matters (Section 10A(2)(g))

**Resolution 209:** that:-

- i) in accordance with Councils resolution at the July meeting, staff instruct Councils solicitor to prepare draft pleadings for filing with the Court.
- ii) the draft letter prepared by Gordon Garling Moffitt to the occupier's solicitor be approved for issue.
- iii) a penalty Infringement Notice be issued for failure to comply with an order (if confirmed).

**CLOSURE:** There being no further business the meeting closed at 9.26 pm

Taken as read and confirmed as a true record this day 23 October 2008.

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