



REF:

MINUTES OF THE WEDDIN SHIRE COUNCIL ORDINARY MEETING HELD THURSDAY, 17 SEPTEMBER 2020 COMMENCING AT 5:00 PM

10 September 2020

Dear Councillors,

NOTICE is hereby given that an **ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF WEDDIN** will be held in the Council Chambers, Grenfell on **THURSDAY NEXT, 17 SEPTEMBER 2020**, commencing at **5:00 PM** and your attendance is requested.

Yours faithfully

GLENN CARROLL
GENERAL MANAGER

1. OPENING MEETING
2. ACKNOWLEDGEMENT OF COUNTRY
3. APOLOGIES AND COUNCILLOR LEAVE APPLICATIONS
4. CONFIRMATION OF MINUTES – Ordinary Mtg 20/08/2020
5. MATTERS ARISING
6. DISCLOSURES OF INTEREST
7. PUBLIC FORUM
8. ELECTIONS – Mayor and Deputy Mayor
9. MAYORAL MINUTE(S)
10. MOTIONS WITH NOTICE
11. CORRESPONDENCE (as per precis attached)
12. REPORTS:
 - (A) General Manager
 - (B) Director Corporate Services
 - (C) Director Engineering
 - (D) Director Environmental Services
 - (E) Delegates
13. ACTION LIST
14. COMMITTEES MINUTES
 - Bogolong Dam Ctee 3/09/20
 - Local Traffic Ctee 10/09/20
 - OLT Mtg, 15/09/2020
15. TENDERS AND QUOTATIONS
16. QUESTIONS WITH NOTICE
17. CLOSED COUNCIL
18. RETURN TO OPEN COUNCIL
19. REPORT ON CLOSED COUNCIL
20. CLOSURE

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

ACKNOWLEDGEMENT OF COUNTRY:

The Mayor read out the following:

“I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land.

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

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

APOLOGY: Nil

CONFIRMATION OF MINUTES:

470 RESOLVED: Cr Diprose and Cr Parlett that the Minutes of the Ordinary Meeting, held on 20 August 2020 be taken as read and **CONFIRMED**.

DISCLOSURES OF INTEREST

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

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

Previously Declared

Councillor	Item No	Nature of Interest	Type	Left the Room
Cr Best	DE7	Owner of business in Main Street	Pecuniary	Yes
	CC DE1	Owner of business in Main Street	Pecuniary	Yes
Cr Bembrick	DE7	Owner of business in Main Street	Pecuniary	Yes
	CC DE1	Owner of business in Main Street	Pecuniary	Yes
Cr O'Byrne	C5	Board Member of Woodbridge Cup	Pecuniary	Yes
	DE7	Owner of business in Main Street	Pecuniary	Yes
	CC DE1	Owner of business in Main Street	Pecuniary	Yes
Cr Parlett	DE7	Owner of business in Main Street	Pecuniary	Yes
	CC DE1	Owner of business in Main Street	Pecuniary	Yes
Cr Diprose	C3	Wife is Chairperson of Weddin Community Native Nursery	Pecuniary	Yes

PUBLIC FORUM

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

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

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

The following applications have been received: -

Nil

GENERAL MANAGER'S REPORT FOR ELECTIONS OF MAYOR AND DEPUTY MAYOR

10 September 2020

The Mayor and Councillors
Weddin Shire Council
GRENFELL NSW 2810

Dear Councillors,

I wish to report as follows: -

1. Election of Mayor. C2.1.3

At this point the Mayor vacated the Chair for the Mayoral Election with the General Manager the Returning Officer.

As there was only one nomination for the position of Mayor, that being Cr Liebich the General Manager declared Cr Liebich duly elected as Mayor unopposed.

At this point the Mayor resumed the Chair and thanked Council and Staff for their efforts and support during the past two years. The Mayor also advised that he is honoured to represent Weddin Shire as Mayor and be able to continue to work as part of a team in delivering outstanding capital projects for the community.

2. Order of Business

In accordance with the *Local Government Act 1993*, 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 however, in view of the 2020 Local Government elections being postponed due to the COVID-19 pandemic Council at its May 2020 meeting resolved as follows: -

“that Council extend the term of current Council Delegates and Committee Representatives for a further 12 months at the time of the Mayor and Deputy Mayor elections in September 2020.”

For Information

471 RESOLVED: Cr Diprose and Cr Parlett that any vacant Community Representative positions on the various Committees be advertised.

GENERAL MANAGER'S REPORT FOR ELECTIONS OF MAYOR AND DEPUTY MAYOR

3. Election of Deputy Mayor, C2.1.3

a) **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;
- as per section 230(1) of the *Local Government Act 1993* the term of office for a Mayor elected by Councillors has been increased to two years;
- as per section 231(2) of the *Local Government Act 1993* the Deputy Mayor may be elected for the Mayoral term or a shorter term;
- due to the COVID-19 pandemic advice has been received from the Office of Local Government that the Mayor elected in September 2020 will hold office until ordinary elections are held on 4 September 2021. Council must also hold an election for Deputy Mayor if the Deputy Mayor's term has expired;
- the Mayoral Allowance has been fixed at \$26,530 pa (Councillor \$12,160 pa) for 2020/2021;
- the General Manager or a person appointed by 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 preferably 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 to enable them to hold office until ordinary elections are held on 4 September 2021.

472 **RESOLVED:** Cr Brown and Cr McKellar that the election for the Deputy Mayor be determined by ordinary ballot as usual to enable the elected Councillor to hold office until ordinary elections are held on 4 September 2021.

GENERAL MANAGER'S REPORT FOR ELECTIONS OF MAYOR AND DEPUTY MAYOR

4. Election of Deputy Mayor

The written nominations are dealt with as above.

There were two nominations for the position of Deputy Mayor being Crs Best and Diprose.

An election was held using the ordinary ballot method with Cr Best elected as Deputy Mayor 6/3 for a twelve-month period until ordinary elections are held on 4 September 2021.

At this point Cr Best thanked Council and Staff for their support during the past two years and advised he is looking forward to continuing to work as a team in achieving Council's future goals.

**GLENN CARROLL
GENERAL MANAGER**

MOTIONS WITH NOTICE

1. Code of Meeting Practice, C2.4.2

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

“that the following changes be made to our Code of Meeting Practice document: -

1. A notation be made underneath paragraph 5.21 that retention of recordings of Council meetings for at least 12 months is now prescribed under the *Local Government (General) Regulation 2005*.
2. Paragraph 3.24 be amended to specify that copies of the agenda and business papers for Ordinary meetings of Council be made available to the public via publishing on Council's website by close of business the day after they have been made available to Councillors.
3. Sections 3.32 through 3.36 from the Office of Local Government's 'Model Code of Meeting Practice' pertaining to "Pre-meeting briefing sessions" be adopted and the wording be inserted into our Code of Meeting Practice document.”

Funding source (where expenditure is sought):

N/A

Supporting comments:

The reasoning behind each of the above changes is below.

Retention of recordings of Council meetings

The Office of Local Government advised all Councils that the minimum retention period of 12 months was now prescribed in the Regulations via Circular 20-31 dated 14 August 2020.

Availability of the Agenda and Business Papers to the Public

Ordinary meetings of Council are held on the 3rd Thursday of each month (except for the month of January). It is customary that Councillors are provided with the agenda and business paper for these meetings a week in advance i.e. on the preceding Thursday.

Section 9 (titled "Public notice of meetings") Paragraph (3) of the *Local Government Act 1993* reads: "The copies are to be available to the public as nearly as possible to the time they are available to councillors."

There is presently considerable variability in when the agenda and business papers are made available to the public via publication on Council's website after copies have been made available to Councillors. Making the proposed change will mean that the public would be able to access the agenda and business paper via Council's website by at least the Friday evening prior to the Council meeting.

Pre-meeting briefing sessions

At present Councillors and senior staff attend a workshop on the Monday preceding each monthly Ordinary meeting of Council. These meetings are not compulsory and are chaired by the Mayor. The purpose of the workshops is to enable informal discussion of the items in the business paper. So doing allows for questions and answers; with an outcome being improved understanding of the issues in the lead-up to the Council meeting.

MOTIONS WITH NOTICE

In 2018 the Office of Local Government introduced a new ‘Model Code of Meeting Practice’ document. Within this, some sections were optional for adoption into individual Councils’ final Code of Meeting Practice documents. In the case of Weddin Shire Council we decided not to adopt the section titled “Pre-meeting briefing sessions”. It is now proposed that we do so; and that these meetings replace the present pre-Council meeting workshops. Below is a verbatim copy of the section from the ‘Model Code of Meeting Practice’ it is proposed we adopt.

Pre-meeting briefing sessions

- 3.32 *Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.*
- 3.33 *Pre-meeting briefing sessions are to be held in the absence of the public.*
- 3.34 *The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.*
- 3.35 *Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.*
- 3.36 *Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.*

Signed: Cr Phillip Diprose

- 473 **RESOLVED:** Cr Diprose and Cr Parlett that Council discuss the 3 proposed changes to the Code of Meeting Practice document.
- 474 **RESOLVED:** Cr Diprose and Cr Bembrick that the following change be made to Council’s Code of Meeting Practice document: -
- i) a notation be made underneath paragraph 5.21 that retention of recordings of Council meetings for at least 12 months is now prescribed under the *Local Government (General) Regulation 2005*.
- 475 **RESOLVED:** Cr Diprose and Cr Brown that the following change be made to Council’s Code of Meeting Practice document: -
- i) paragraph 3.24 be amended to specify that copies of the agenda and business papers for Ordinary meetings of Council be made available to the public via publishing on Council’s website by close of business the day after they have been made available to Councillors.

MOTIONS WITH NOTICE

- 476 RESOLVED:** Cr Diprose and Cr Parlett that the following change be made to Council's Code of Meeting Practice document: -
- i) Sections 3.32 through 3.36 from the Office of Local Government's 'Model Code of Meeting Practice' pertaining to "Pre-meeting briefing sessions" be adopted and the wording be inserted into Council's Code of Meeting Practice document.

Crs Niven and Brown requested that their names be recorded as having voted against the motion.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
WEDDIN SHIRE COUNCIL HELD, 17 SEPTEMBER 2020.**

SECTION A - Matters for Information

- A1. Local Government NSW, A3.9.1: Forwarding Weekly Circular dated 14 August 2020.
- A2. Office of Local Government, A3.6.54: COVID-19 Council update as at 13 August 2020.
- A3. Office of Local Government, A3.6.54: COVID-19 Council update as at 17 August 2020.
- A4. Office of Local Government, A3.6.54: COVID-19 Council update as at 20 August 2020.
- A5. The Hon. Steph Cooke MP, A3.19.2: Announcing a \$5 million grants scheme for the domestic manufacturing of PPE supplies and the creation of jobs.
- A6. Office of Local Government, A3.9.3: Circular to Councils regarding amendments to the Model Code of Conduct for Local Councils in NSW and Procedures.
- A7. Office of Local Government, A3.9.3: Circular to Councils regarding the new requirement for Councils to retain recordings of meetings on their websites for a minimum of 12 months.
- A8. The Hon. Michael McCormack MP, A3.19.3: Announcing the second round of Expression of Interest for the \$44 million Inland Rail Interface Improvement Program has opened.
- A9. The Hon. Steph Cooke MP, A3.19.2: Advising road surfacing improvements are complete on a section of the Mid Western Highway near Grenfell.
- A10. Dennis Hughes, T5.3.2: Forwarding the following advice from Parkes Council regarding their Lachlan Regional Transport Committee membership.
- A11. Scott McLachlan (Chief Executive Western NSW LHD), H1.7.10: Advising he has made the decision to take leave for the remainder of the calendar year.
- A12. Grenfell P. A. H. & I. Association Inc., C1.3.19: Advising the Committee unanimously voted for the cancellation of the 2020 Grenfell Show in the interest of public safety.
- A13. Noelene Brandt, C2.6.32: Thanking Committee members, Council staff and the Executive Committee for all their help.
- A14. The Hon. Steph Cooke MP, A3.19.2: Regarding the 75th anniversary of Victory in the Pacific (VP Day).
- A15. The Hon. Steph Cooke MP, A3.19.2: Advising the community has paused to remember the Australian lives lost in the Vietnam War 54 years ago.
- A16. The Hon. Steph Cooke MP, A3.19.2: Calling on the community to nominate inspiring local women for the 2021 NSW Women of the Year Awards.
- A17. Grace Collins, R2.10.037: Writing to inform you that the current condition of Clayneys Road is again deteriorating post weather events.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
WEDDIN SHIRE COUNCIL HELD, 17 SEPTEMBER 2020.**

- A18. Robert, Pam and David Livingstone, R2.10.069: Regarding the recent 5t limit on a culvert 3–4kms along Hancock-Flynns Road from the Sandy Creek Road turn-off.
- A19. NSW Fair Trading, P4.10081: Referring to Mr Alan Lindsay’s application for renewal of his certificate of registration under the *Building and Development Certifiers Act 2018*.
- A20. Local Government NSW, A3.9.1: Forwarding Weekly Circular dated 21 August 2020.
- A21. Office of Local Government, A3.6.54: Forwarding a message from Minister Hancock.
- A22. Office of Local Government, A3.9.3: Forwarding Joint Organisation Calendar of Compliance and Reporting Requirement for 2020/2021.
- A23. The Hon. Steph Cooke MP, A3.19.2: Referring to earlier correspondence regarding Council’s funding of emergency services agencies.
- A24. NSW Local Government Grants Commission, G2.50.1: Forwarding a summary of Council’s 2020/2021 estimated Financial Assistance Grants (FAGs) entitlement.
- A25. NSW State Library, P2.3.5: Responding on behalf of The Hon. Don Harwin MLC to your letter.
- A26. The Hon. Steph Cooke MP, A3.19.2: Regarding the NSW Government’s Road Classification Review and Transfer.
- A27. NSW Treasury, G2.11.1: Advising NSW Treasury has approved the NSW Small Business Month 2020 grant application submitted by Weddin Shire Council.
- A28. The Hon. Steph Cooke MP, A3.19.2: Regarding the first round of the NSW Government’s \$500 million Fixing Country Bridges program.
- A29. The Hon. Michael McCormack MP, A3.19.3: Advising two Riverina and Central West organisations have been given a helping hand.
- A30. The Hon. Steph Cooke MP, A3.19.2: Regarding a number of free, confidential and easy to access mental health supports available in person, on the phone, and online around the clock.
- A31. The Hon. Steph Cooke MP, A3.19.2: Advising farmers seeking workers and contractors for harvest now have access to the dedicated online resource ‘Help Harvest NSW’.
- A32. Local Government NSW, A3.9.1: Forwarding Weekly Circular dated 28 August 2020.
- A33. Office of Local Government, A3.6.54: Forwarding a message from Minister Hancock.
- A34. The Hon. Steph Cooke MP, A3.19.2: Calling for the removal of restrictions on agricultural workers crossing the NSW/Victoria border.
- A35. Office of Local Government, A3.6.54: COVID-19 Council update as at 25 August 2020.
- A36. Office of Local Government, A3.6.54: COVID-19 Council update as at 1 September 2020.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
WEDDIN SHIRE COUNCIL HELD, 17 SEPTEMBER 2020.**

- A37. Western NSW Local Health District, H1.7.10: Advising as of 11:00am on Wednesday, 2 September the WNSW Local Health District remains at 47 confirmed cases of COVID-19.
- A38. The Hon. Michael McCormack MP, A3.19.3: Advising Riverina and Central West small business owners and their staff have a new mental health service to turn to for help.
- A39. The Hon. Steph Cooke MP, A3.19.2: Advising the NSW Government has implemented the first phase of the Student Support Officer program.
- A40. Greenethorpe Guardians Ltd., C1.3.0: Thanking the Mayor, Cr Diprose and the General Manager for meeting with representatives from *Greenethorpe Guardians Ltd.*
- A41. The Hon. Michael McCormack MP, A3.19.3: Advising the Australian Government is taking EOIs for the second round on the Inland Rail Interface Improvement Program.
- A42. The Hon. Michael McCormack MP, A3.19.3: Advising if ever there was a time to consider a tree or sea change, it's right now.
- A43. The Hon. Michael McCormack MP, A3.19.3: Advising the Australian Government has announced a \$2.7 million boost for agricultural field days.
- A44. NSW Office of Sport, G2.1: Announcing the 2020/2021 Local Sport Grant Program is now open for applications.
- A45. The Hon. Steph Cooke MP, A3.19.2: Advising local sports clubs and associations are set to receive a funding boost to assist with ongoing participation in sport and active recreation.
- A46. NSW Office of Sport, G2.1: Announcing the NSW ATP Cup Tennis Legacy Fund is now open for applications.
- A47. The Centre for Volunteering Grants Team, G2.55: Regarding the 2020 Supplementary Volunteer Grants available to volunteer-involving organisations across NSW.
- A48. The Hon. Steph Cooke MP, A3.19.2: Encouraging the community to support Legacy Week.
- A49. The Hon. Steph Cooke MP, A3.19.2: Regarding the NSW Government's first whole-of-government strategy for veterans and their families in the state.
- A50. Local Government NSW, A3.9.1: Forwarding Weekly Circular dated 3 September 2020.
- A51. Western NSW Local Health District, H1.7.10: Advising COVID-19 testing in the Parkes community has not returned any evidence of community transmission.
- A52. Office of Local Government, A3.6.54: COVID-19 Council update as at 4 September 2020.
- A53. Office of Local Government, A3.6.54: Forwarding a message from Minister Hancock.
- A54. Local Government NSW, G2.14.1: Seeking applications for climate change adaptation and resilience projects.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
WEDDIN SHIRE COUNCIL HELD, 17 SEPTEMBER 2020.**

- A55. Dennis Hughes, T3.5.2: Confirming Blayney Shire Council will not be participating in the Lachlan Regional Transport Committee.
- A56. The Hon. Steph Cooke MP, A3.19.2: Regarding the NSW Government's Local Sport Defibrillator Grant Program.
- A57. Steven Murchie, P4.20388: Writing to advise that, due to unforeseen personal reasons I wish to resign as labourer at Weddin Shire Council.
- A58. The Hon. Steph Cooke MP, A3.19.2: Advising COVID-Safe graduation ceremonies and formals are being allowed to take place during Term 4.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
WEDDIN SHIRE COUNCIL HELD, 17 SEPTEMBER 2020.**

SECTION B - Matters for Report

- B1. The Hon Steph Cooke MP, A3.19.2: Regarding the opening of the upgrades at Grenfell's Henry Lawson Oval.
- B2. Daniel Marshall (Bland Hotel Quandialla), T4.3.1: Regarding the draft DMP.
- B3. Greenethorpe Community and Surrounding District, T4.3.1: Regarding the draft DMP.
- B4. Belinda Mort (Greenethorpe Post Office and CIRCA 1935 Café), T4.3.1: Regarding the draft DMP.
- B5. Greenethorpe Guardians Ltd., T4.3.1: Regarding the draft DMP.
- B6. Greenethorpe Uniting Church, T4.3.1: Regarding the draft DMP.
- B7. Judith Pugh, T4.3.1: Regarding the draft DMP.
- B8. Jim and Corrie Bryant, T4.3.1: Regarding the draft DMP.
- B9. Leigh and Margo Taylor, T4.3.1: Regarding the draft DMP.
- B10. Michael and Jenny Watt, T4.3.1: Regarding the draft DMP.
- B11. Transport for NSW, A3.6.62: Advising the NSW Government has launched the Fixing Country Bridges program.
- B12. Transport for NSW, A3.6.62: Advising nominations opened for all priority and non-priority reclassifications and/or transfers.
- B13. National Parks and Wildlife Services, T4.3.1: Regarding the draft DMP.
- B14. KJ & N Davies, R2.10.143: Appealing to Council for much-needed assistance.
- B15. Greenethorpe Soldiers Memorial Hall, P2.13.2: Advising our outdoor memorial garden is making excellent progress.

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

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
WEDDIN SHIRE COUNCIL HELD, 17 SEPTEMBER 2020.**

SECTION C - Matters for Consideration

- C1. Local Government NSW, A3.8.2: Advising the Annual Conference, Water Management Conference and Environment Awards are moving online this year, so members can continue to come together as a sector to vote, discuss priority issues, celebrate achievements and hear from key speakers while meeting COVID-19 requirements.

Copy forwarded to Councillors

Note: further report in the General Manager's Report.

**For Information
Noted**

- C2. Independent Pricing and Regulatory Tribunal, A3.6.64: Announcing IPART has set the 2021/2022 rate peg for NSW Councils at 2.0%.

Copy forwarded to Councillors

**For Information
Noted**

- C3. Weddin Community Native Nursery, C1.1.3: Advising we are in receipt of the Rates & Charges Annual Assessment and intend processing payment by the due date of 31 August 2020.

It is our understanding that Council is prepared to consider requests for concessions on rates and charges for not-for-profit community organisations.

We would be most grateful if you could review our assessment in this light and advise the outcome in due course.

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

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

478 RESOLVED: Cr Parlett and Cr O'Byrne that the request be approved as per Council policy.

Cr Diprose returned to the room.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
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- C4. Grenfell Historical Society Inc., C1.1.3: Writing to ask Council to consider waiving the Property Insurance Contribution for 2020/2021 of \$800.00.

We have not been able to open the museum to the general public since March due to the COVID-19 pandemic and the risk to our members, most of whom are over 65 years.

Because of this situation our income has been depleted for the past 6 months.

RECOMMENDATION: that the *Grenfell Historical Society Inc.* be requested to submit a Community Project Support application.

479 **RESOLVED:** Cr McKellar and Cr Bembrick that the *Grenfell Historical Society Inc.* be requested to submit a Community Project Support application.

- C5. Woodbridge Cup Women's Rugby League, P2.1.6: Requesting permission for the use of Lawson Oval and its facilities for the purpose of training and 2 home games for the 2020 season.

The competition will run from 10 October through to 23 November (7 games).

A copy of the 2020 Certificate of Currency for Woodbridge Cup is enclosed.

On behalf of *Woodbridge Cup* and *Grenfell Senior Rugby League Inc.* I would like to thank the Weddin Shire Council and staff for their ongoing support in league.

Note: as training commenced 30 August 2020 approval was granted.

RECOMMENDATION:

Confirm Action

Cr O'Byrne previously submitted a written declaration of interest and left the room.

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

Cr O'Byrne returned to the room.

**LATE CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING
OF WEDDIN SHIRE COUNCIL HELD, 17 SEPTEMBER 2020.**

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

481 **RESOLVED:** Cr Diprose and Cr Best that the late Correspondence be received and dealt with because of the urgency of the matters.

C6. Grenfell RSL Sub-Branch, C1.3.26: Advising the Grenfell RSL Sub-Branch would greatly appreciate the usage of the Grenfell Memorial Park for Grenfell's Commemorative Service of Remembrance Day 2020.

We fully understand that the Sub-Branch must ensure that social distancing is being adhered to at all times during the service. We will also have an attendance log available as well as a supply of hand sanitiser for attendees.

The details of the service are as follows: -

Date: Wednesday 11 November 2020
Time: 10:45am to approximately 11:45am
Location: Grenfell Memorial Park

We will not be requesting road closures this year, due to the COVID-19 restrictions.

RECOMMENDATION: that the request be approved.

482 **RESOLVED:** Cr Brown and Cr Bembrick that the request be approved.

C7. Grenfell RSL Sub-Branch, C1.3.26: Advising the Grenfell RSL Sub-Branch would greatly appreciate if Council would place the following items in each of the two Grenfell roundabouts for the commemoration of Remembrance Day this year:

2 x soldier silhouettes
2 x wooden crosses
2 x metal poppies

Thanking you in anticipation.

RECOMMENDATION: that the request be approved subject to a copy of their public liability policy being provided.

483 **RESOLVED:** Cr Parlett and Cr O'Byrne that the request be approved subject to a copy of their public liability policy being provided.

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

10 September 2020

The Mayor and Councillors
Weddin Shire Council
GRENFELL NSW 2810

Dear Councillors,

I wish to report as follows: -

1. COVID-19 Coronavirus, H1.6.1

The COVID-19 Coronavirus is continuing to have an impact on Communities and Council services although there is a gradual lifting of restrictions currently underway as we are endeavouring to return to normality.

Essential Council services continue to be maintained with social distancing measures and protective screens in place at various service counters. Residents are also being encouraged to exercise caution and continue to practice good hygiene and social distancing measures.

Councillors, together with the Community and Council staff both indoor and outdoor are doing an excellent job continuing to provide these services to the community in these difficult times. The situation will continue to be monitored and decisions will be made accordingly in accordance with Federal and State Government directives.

**For Information
Noted**

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

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

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

Crs M Liebich, P Best, P Diprose, C Brown, J Niven, C Bembrick, S O'Byrne, and
J Parlett, Messrs G Carroll, L Gibson, J Rath, and A Lindsay.

The returns once received are available for inspection by the public and will be placed on Council's website with signatures and residential address information redacted.

**For Information
Noted**

3. **Local Government NSW Annual Conference, A3.18.3**

The 2020 Local Government NSW Annual Conference will be held online this year from Monday 23 November to meet COVID-19 Coronavirus Health and Safety requirements.

Council needs to nominate its official delegate for voting purposes. In previous years this has been the Mayor.

The program has been updated to suit an online format and the conference fees have been reduced in line with the revamped shorter program.

RECOMMENDATION: that: -

- i) Council note the revised format for the 2020 Local Government NSW Annual Conference;
- ii) Council appoint and nominate its official delegate for voting purposes;
- iii) the official delegate be registered to attend the conference online;
- iv) the General Manager be authorized to register to attend the conference online.

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

- i) Council note the revised format for the 2020 Local Government NSW Annual Conference;
- ii) Council appoint and nominate the Mayor as its official delegate for voting purposes;
- iii) the official delegate be registered to attend the conference online;
- iv) the General Manager be authorized to register to attend the conference online.

4. **Regional Growth Fund, G2.1/A3.19.2**

Stronger Country Communities Fund

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

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

Council's grant funding application under **Round 3** of the Stronger Country Communities Fund (SCCF) was successful with Council receiving \$479,961 for the Main Street infrastructure project, which is a high priority in our Community Strategic Plan (CSP) and the upgrade of Bogolong Dam.

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

**For Information
Noted**

THE GENERAL MANAGER'S REPORT

Regional Cultural Fund

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

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

**For Information
Noted**

5. Drought Communities Program – Extension, C2.9.14

Council has received advice that the following projects have been approved under the Drought Communities Program (DCP) – Extension except for the Vintage sign project and the Walking and cycling path which we are currently seeking approval for an amendment to the program.

Project Description	Funds requested
Grenfell Main Street upgrade – trees purchasing/planting	\$200,000
Leash free dog area – fencing, seats, trees	\$100,000
Quandialla Hall – painting inside and out	\$36,750
Grenfell Kart Club –facilities upgrade	\$80,000
Upgrade to Company Dam Amenities	\$100,000
Caragabal Country Club – Multi purpose shed	\$31,500
Vintage sign project	\$10,000
Bogolong Dam upgrade	\$100,000
Grenfell Racecourse – new toilet block	\$105,000
Caragabal – Historic signage park, median strip etc	\$25,000
Civic Sign at Railway Park	\$10,000
Walking and cycling path	\$90,000
Works at Grenfell Railway Park (sealing area adjacent to amenities area)	\$30,000
Grenfell Aquatic Centre - additional shade area	\$30,650
Henry Lawson Oval – top dressing	\$30,000
Cleaning of Community Curtain at Grenfell Art Gallery	\$8,500
Contribution to Scout/Guide Hall air conditioned room project	\$12,600
Total	\$1,000,000

Works are in progress with Council required to ensure the projects are completed by 31 December 2020. The status of the Council projects is further reported in the respective Directors' reports and the status of the community projects is as follows: -

- Quandialla Hall – in progress. To finish by deadline.
- Grenfell Kart Club - drainage and trackwork - currently seeking advice regarding excavation works.
- Caragabal Country Club – shed – DA approved. Shed has been ordered. To be completed by 31 October 2020.
- Grenfell Racecourse Toilet Block - design finalised. Currently sourcing builder.

- Caragabal Signage - billboard sign sent to printer. History sign content currently being reworked. To be sent to printer in October.
- Scout and Guide Hall - renovation works well underway. Planning to finish by the end of September.

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

**For Information
Noted**

6. General Manager's Performance Review Panel Charter, C2.6.46

My report to the August 2020 Council meeting refers.

It was proposed that Council form a Panel to conduct the General Manager's Performance Reviews in the future. A draft Charter has been developed for the Panel detailing the proposed membership, conduct of meetings, functions as well as other arrangements.

RECOMMENDATION: that Council adopt the draft Charter for the General Manager's Performance Review Panel.

486 **RESOLVED:** Cr Diprose and Cr Parlett that Council adopt the draft Charter for the General Manager's Performance Review Panel.

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

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

The report on process and outcomes of the workshop has been received and adopted by Council. The report which details eleven (11) actions that can be taken to build better teamwork and relationships is attached.

It was resolved at the August 2020 Council meeting that a workshop be arranged to review and address the actions emanating from the workshop.

It is proposed to conduct the workshop at 3:00pm Monday, 14 September 2020.

**For Information
Noted**

8. **Weddin Wellness Plan, H1.7.1**

The Weddin Wellness Plan which has been previously adopted by Council is assisting in facilitating the coordination of health services in the Weddin Shire, a better understanding of the future health needs of an ageing community, and providing data for informed advocacy and improved health service delivery.

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

- The Grenfell Medical Centre is complete and operating successfully as a well-integrated, multidisciplinary patient-centred care service.
- A skeleton business case for aged accommodation is complete and was used as the basis of making a Building Better Regions Fund (BBRF) application for 13 new double units to be constructed in Parke Street, Grenfell.
- Collaboration has commenced with the local health area looking to establish the Weddin Wellness Planning Network which, when established will be tasked with reviewing the Wellness Plan before resolving next steps.
- The Clinical Service Plan (CSP) being prepared by the Local Health District (LHD) is also informed by the Wellness Plan. As Council is aware the CSP has been delayed by COVID-19 however, it is now approaching completion and forms the basis for funding opportunities, especially for residential aged care, hospital services and community services. Meetings have been held with the LHD planners who are integrating Council's Wellness Plan into the CSP. This outcome is consistent with Weddin Shire Council's Wellness Plan strategy.
- It is anticipated that the formal adoption of the CSP is imminent and this will provide authority for the LHD to collaborate with Council in delivering the Wellness Plan and a planning day can be organised.

For Information
Noted

9. **Local Government Reform – Organisational Improvement Plan, C2.10.9**

The draft Organisational Improvement Plan (OIP) is now complete and was submitted to the August 2020 Council meeting for consideration whereby Council resolved as follows: -

“that the draft Organisation Improvement Plan be resubmitted to the September 2020 Council meeting for consideration and formal adoption.”

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

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

The OIP is a working document that is designed to be flexible to ensure the effective and efficient delivery of services and capital projects by Council is maintained whilst its organisational culture continues to develop and improve.

RECOMMENDATION: that Council adopt the draft Organisational Improvement Plan.

487 **RESOLVED:** Cr Brown and Cr Parlett that Council adopt the draft Organisational Improvement Plan.

10. **Crown Reserve 94225 – Grenfell Community Centre P2.7.9**

My report to the August 2020 Council meeting refers whereby Council resolved as follows: -

“that: -

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

Crown Reserve 94225 was reserved for ‘Community Centre’ on 23 January 1981 via Government Gazette. Since this time, the main building has been used by the Grenfell Dramatic Society with ancillary buildings on the reserve being toilet and ablutions blocks.

The Guidelines issued by the Office of Local Government for Council Crown Land Managers suggest reserves with a purpose of ‘Community Centre’ be classified Community and categorised for ‘General Community Use’. This category is appropriate for the Grenfell Community Centre, with the objectives for this category under the *Local Government Act 1993* as follows: -

36I Core objectives for management of community land categorised as general community use

The core objectives for management of community land categorised as general community use are to promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public—

- (a) in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and*
- (b) in relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).*

Following classification and categorisation of this Reserve, notification will be sent to Crown Lands for their approval of the categorisation. Following receipt of this, Council will need to write a Plan of Management (as for the other Crown Reserves previously reported to Council) for the Reserve in accordance with the *Local Government Act* and *Crown Land Management Act*.

RECOMMENDATION: that: -

- i) Council endorse the classification of **Community** and category of **General Community Use** for Reserve 94225, being the Grenfell Community Centre (Lot 3 DP 604531), and following this,
- ii) the General Manager be authorised to provide written notice of initial categorisation for Reserve 94225, to the Department of Planning, Industry and Environment (Crown Lands) in accordance with section 3.23 of the *Crown Land Management Act*, so endorsed in section (1) above.

488 **RESOLVED:** Cr O'Byrne and Cr Brown that: -

- i) Council endorse the classification of **Community** and category of **General Community Use** for Reserve 94225, being the Grenfell Community Centre (Lot 3 DP 604531), and following this,
- ii) the General Manager be authorised to provide written notice of initial categorisation for Reserve 94225, to the Department of Planning, Industry and Environment (Crown Lands) in accordance with section 3.23 of the *Crown Land Management Act*, so endorsed in section (1) above.

11. Section 355 Committees Review, C2.5.1

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

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

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

Mr Inglis submitted his final report to Council which was previously forwarded to Councillors. A draft Sec 355 Committee Operational Manual as well as a draft Event Management Guidelines document were also previously forwarded to Councillors for perusal.

The applicable sections of the draft report have been forwarded to the respective Committees together, where appropriate, with the Sec 355 Committee Operational Manual and Event Management Guidelines document for comment.

It is now proposed to resubmit the report to the October 2020 Council meeting to allow these groups time to consider the report.

RECOMMENDATION:

Confirm proposed action.

489 **RESOLVED:** Cr Diprose and Cr Bembrick that the action be confirmed.

THE GENERAL MANAGER'S REPORT

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

Reference is made to the above whereby Council's entry was submitted prior to the closing date on 31 July, 2020.

We are currently awaiting the outcome.

For Information
Noted

GLENN CARROLL
GENERAL MANAGER

490 **RESOLVED:** Cr Best and Cr McKellar that except where otherwise dealt with the General Manager's Report be adopted.

10 September 2020

The General Manager
Weddin Shire Council
GRENFELL NSW 2810

Dear Sir,

I wish to report as follows: -

1. Statement of Bank Balances as at 31 August 2020:

Bank Account	
Westpac	\$2,512,622.86
Short Term Deposits	
CBA	<u>6,000,000.00</u>
Total Investments	<u>\$6,000,000.00</u>

CERTIFICATE OF RECONCILIATION

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

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

**For Information
Noted**

2. Statement of Loan Balances as at 31 August 2020:

Loans	
ANZ Loan No...43092	1,850,509.74
ANZ Loan No...43084	<u>1,874,316.59</u>
Total	<u>\$3,724,826.33</u>

**For Information
Noted**

3. **Summary of Income - 1 August 2020 to 31 August 2020:**

Rates Receipts	556,647.49
Credit Union Agency Commission	607.20
Service NSW Agency Commission	4,930.80
Interest on Investments	3,802.05
FAG Grant Instalment	356,758.25
Fringe Benefits Tax Refund	4,167.52
Block Grant Instalment	405,000.00
Development & Building Application Fees	12,632.90
CTC Income	2,855.90
S64 Contributions	7,460.00
Caravan Park Fees	4,936.00
Other	11,551.11
Total	<u>\$1,371,349.22</u>

For Information
Noted

4. **DRAFT Financial Statements, A1.6**

Report to: Council
From: Director Corporate Services
Date: 10 September 2020
Attachments: Nil

Purpose:

To confirm that the Financial Statements for the year ended 30 June 2020 have been prepared in accordance with the *Local Government Act 1993* and Regulations, the Australian Accounting Standards and professional pronouncements and the 'Local Government Code of Accounting Practice and Financial Reporting', as well as to request Council formally refer the Financial Statements for audit.

Supporting Information:

The draft consolidated Income Statement (net operating result for the year) and supporting notes, together with the Statement of Financial Position (balance sheet) will be tabled on the day of the Council meeting.

Background:

Section 413 of the *Local Government Act 1993* stipulates that Council must formally refer the annual financial statements for audit and make a resolution that the annual Financial Statements have been prepared in accordance with:

- (a) the *Local Government Act 1993* and Regulations;
- (b) the Australian Accounting Standards and professional pronouncements; and
- (c) the 'Local Government Code of Accounting Practice and Financial Reporting'

It is further stipulated that Council must also confirm by resolution that:

- (i) the statements present fairly the operating result and financial position for the year;
- (ii) the statements present fairly the operating result and financial position for each of Council's declared business activities (Sewerage Services) for the year;
- (iii) the statements accord with Council's accounting and other records; and
- (iv) Council is not aware of any matter that would render the statements false or misleading in any way.

Policy/Legal Implications:

There are no policy implications

Council is required by the *Local Government Act 1993* and associated Regulations to lodge its audited Financial Statements with the Office of Local Government within four months of the end of the relevant financial year. This year, due to the impact of the COVID-19 crisis a general extension of one month has been granted.

At this stage Council staff have no reason to believe the statements will not be lodged in time to meet this obligation.

Financial and Resource Implications:

While there are no known matters of concern, there is the risk of misstatement and unidentified fraud. The audit process gives assurance but does not guarantee that fraud or error will not occur.

An analysis of the 2020 financial result will be presented to Council and the public after the 2020 audit is finalised.

Internal/External Consultation:

Finance staff have consulted with the NSW Audit Office to ensure the statements can be audited in a timeframe that will allow lodgement by the due date.

The Financial Statements will be presented to the public in due course after finalisation of the 2020 audit.

Conclusion:

Section 413 of the *Local Government Act 1993* requires that Council must formally refer the annual Financial Statements for audit and make a resolution that the annual Financial Statements have been prepared in accordance with the Act, accounting codes, policies and guidelines.

The external audit will commence Thursday, 17 September 2020. All audit milestones have been met to date.

Upon receipt of the Auditor's Report, the statements will be lodged with the Office of Local Government and will be included in the Annual Report.

RECOMMENDATION: that: -

- i) Council confirm referral of the draft Financial Statements for the year ended 30 June 2020 for Audit
- ii) Council confirm that the draft Financial Statements for the year ended 30 June 2020 have been prepared in accordance with:
 - (a) the *Local Government Act 1993* and Regulations;
 - (b) the Australian Accounting Standards and professional pronouncements; and
 - (c) the 'Local Government Code of Accounting Practice and Financial Reporting'
- iii) Council confirm that:
 - (i) the statements present fairly the operating result and financial position for the year;
 - (ii) the statements present fairly the operating result and financial position for each of Council's declared business activities (Sewerage Services) for the year;
 - (iii) the statements accord with Council's accounting and other records; and
 - (iv) Council is not aware of any matter that would render the statements false or misleading in any way.
- iv) the General Manager be authorized to finalise the date on which the Auditor's Report and Financial Statements are to be presented to the public.

491 RESOLVED: Cr Diprose and Cr Best that: -

- i) Council confirm referral of the draft Financial Statements for the year ended 30 June 2020 for Audit
- ii) Council confirm that the draft Financial Statements for the year ended 30 June 2020 have been prepared in accordance with:
 - (a) the *Local Government Act 1993* and Regulations;
 - (b) the Australian Accounting Standards and professional pronouncements; and
 - (c) the 'Local Government Code of Accounting Practice and Financial Reporting'
- iii) Council confirm that:
 - (i) the statements present fairly the operating result and financial position for the year;
 - (ii) the statements present fairly the operating result and financial position for each of Council's declared business activities (Sewerage Services) for the year;
 - (iii) the statements accord with Council's accounting and other records; and
 - (iv) Council is not aware of any matter that would render the statements false or misleading in any way.
- iv) the General Manager be authorized to finalise the date on which the Auditor's Report and Financial Statements are to be presented to the public.

THE DIRECTOR CORPORATE SERVICES' REPORT

5. Grenfell Library, C2.8.15

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

STATISTICS

Circulation:	Total	over past 21 days	1,110	0	Interlibrary Loans
	Daily Average	August 2020	52.86	44.61	July 2020
				48.26	August 2019
Library Visits:	Total	August 2020	400	390	July 2020
				703	August 2019
	Phone Enquiries		33		
	Reference Enquiries		43		
	Internet Desktop		12		
	Internet Wi-Fi		5		
	Microsoft Word		2		
	Facebook Visits		4,968		
Click and Delivery:	Total	August 2020	14	15	July 2020
Cost-Recovery Activities:	Printing		\$24.80		
	Lamination		\$48.00		
	Photocopying		\$26.00		
	Scan + Email		\$20.00		
	Library Cards		\$6.00		
	Reservation		\$2.00		
Interlibrary Loans:	Requests		0		
Registrations:	New	August 2020	3	1	Adult
				2	Senior
	Total	as at 31 August 2020	693	318	Adult
				243	Senior
				10	Housebound
				38	Your Adult
				78	Junior
				6	Institution
Additions of Stock:	New		144	9	BC
				7	Binge DVD
				8	DVD
				13	E
				13	EB
				25	F
				2	JDVD
				15	JF
				1	JMAG
				5	LP
				18	MAG
				22	NF
				1	REF
				6	YADVD
				1	YF
	Donated		2		
	Total Value		\$2,200.82		
Deletions of Stock:	Total		5		
	Total Value		\$50.00		
Discretionary Spending	2020/2021	Book Vote	\$30,000.00		
as at 31 August 2020:		Book Vote	\$13,517.15		committed
		Magazines	\$218.97		committed

THE DIRECTOR CORPORATE SERVICES' REPORT

BorrowBox:	Circulation	eAudiobooks	51	52	July 2020
		eBooks	80	80	July 2020
	Reservations	eAudiobooks	27	20	July 2020
		eBooks	28	27	July 2020
	Stock	eAudiobooks	3083	2829	July 2020
		eBooks	3944	3678	July 2020
Story Box Library: indyreads™:	Users	August 2020	102	102	July 2020
	Site Access	August 2020	17	11	July 2020
	Loans	August 2020	4	3	July 2020
	Reservations	August 2020	1	2	July 2020

OTHER

- This month the library returned to normal opening hours. Deliveries have continued this month.
- Continued clean-up of records within the library system.
- Submitted the annual statistical return to the SLNSW.
- Set up standing orders for large print and talking book titles due this financial year.
- Created a new DVD Binge collection, which will be launched in September. Thanks to FOGL who are providing funds to enable this collection to be created.
- It has been noted that deliveries of new stock via Australia Post have taken longer than normal this month due to COVID-19 related changes to procedures. Australia Post are now isolating boxes from interstate in the Sydney sorting centre. It is hoped this will go back to normal soon.
- Tuesday, 25 August marked the 73rd anniversary of the library service. A post marking this was placed on Facebook using old photos found in the photo albums. Research and plans for the 75th anniversary are underway.
- A collection survey asking the community what they would like to see within the collection continues with the survey closing Sunday, 6 September 2020.

**For Information
Noted**

6. Economic Development, C2.8.13

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

- Promoted roll out of the 'Shop Local' campaign across the Shire as well as topping up businesses supplies of entry coupons, updating register of participating businesses, distributing entry boxes, coupons and marketing materials to late adopters and securing local promotion including articles in the local paper and school newsletters Shire-wide.
- Distributed funding opportunities to relevant local organisations and businesses.
- Attended Digital Connectivity project PCG briefings, reviewed proposals received and assessed against selection criteria.
- Participated in Regional Australia Institute teleconference on the Regional Australia marketing campaign.
- Participated in Regions Rising Webinar on 'A Healthy Approach to Economic Recovery' regarding the economic contribution of health in regional communities.
- Participated in Inland Rail funding launch webinar.
- Assisted local preschool stakeholder with advice on advocacy to support funding submission.

- Continued planning for marketing campaign videography shoot including confirming dates.
- Confirmed 'Small Business Month' event as a result of successful funding application.
- Sourced content for WSC ED Facebook group.
- Prepared Weddin's response, including seeking permission from three compatible private businesses for the JO's Electric Vehicle Infrastructure Mapping Project.
- Coordinated in-person attendance of three, and virtual attendance of one, Inland Rail representatives at August Council workshop. Attended Inland Rail in-person presentation at August Council workshop.

**For Information
Noted**

7. Tourism/Promotions, C2.8.11

Visitor Economic Contribution Update: -

Grenfell VIC recorded the same visitation during August 2020 as the corresponding month in the previous year. There were 348 visitors serviced. Current Destination NSW data indicates a primary economic impact of **\$61,923** to the Weddin visitor economy (domestic overnight visitor @ \$177, domestic day trip visitor @ \$165 (Central NSW visitor profile year ending March 2020)).

- Coordinated all casual staff in the VIC including allocating tasks and coordinating the key handover. Staffed VIC on 6 weekdays as required, including processing art gallery sales and policing the hand sanitiser and sign-in station for all building users including all library users.
- Addressed enquiries received from Grenfell website and where appropriate forwarded enquires to relevant local stakeholders.
- Participated in webinars and online communications for the JO Tourism Group's COVID-19 recovery campaign #wewantyouback.
- Attended teleconference with webmaster to discuss existing website.
- Participated in Tourism Group and Destination NSW webinars on how businesses can work with AVICs and the operation of the AVIC during COVID-19.
- Continued to progress the development of Railway Station to Lawson Birthplace walking and cycling trail, including coordinating in-person meeting with representatives of *John Holland*, Transport for NSW, Council's Director of Environmental Services and Project Engineer, as well as communications with Council's insurer. Commenced Lease/Licencing Application and Third Party Works application, including sourcing zoning information from Council's Rates Clerk and surveys from Engineer.
- Sought feedback from an extensive list of stakeholders on the draft DMP documents.
- Sought input from the Heritage Advisor on the new Railway Station sign.
- Provided input to Company Dam Master Plan brief.
- Sought additional quote for the revised vintage advertising project.
- Developed canola trail self-drive flyer, including sourcing a quote, scoping the trail, proving images and content and reviewing drafts.
- Attended in-person meeting with representative of Destination Country and Outback NSW (DNCO) to discuss product development opportunities.
- Sought @weddin email address to allow participation in local government events network, participated in local government event network webinar.

- Distributed report on Section 355 Committees to members of the Australia Day Executive Committee.
- Sourced designs and quotes to replace Gold Trails signs at O'Brien's Hill.
- Approved design of Newell Highway billboard design.
- Researched indicative quotes for preparation of strategic review and business case for a mature event.
- Researched event management and decision-making including contacting representatives of Parkes Elvis Festival, Tamworth Country Music Festival, event management consultants, DNCO and Council's insurer.

**For Information
Noted**

8. Tourism/Promotions, C2.8.11

Report to:	Council
From:	Economic Development Officer/Director Corporate Services
Date:	10 September 2020
Attachments:	Nil

Purpose:

The purpose of this report is to provide information in relation to the COVID-19 pandemic's impact on public events.

Background:

Research of the event landscape for 2021 has shown that the impact of the COVID-19 pandemic on large public gatherings is likely to extend well into 2021. It is very unlikely that the *NSW Government Public Health (COVID-19 Restrictions on Gathering and Movement) Order* will allow for events to be delivered 'as normal'.

The Weddin population is ageing with significantly more people aged over 70 years compared to the state average. Western NSW Local Health District data indicates that 87 per 100 residents of the Weddin LGA have at least one chronic disease risk factor (smoking, harmful alcohol use, physical inactivity, obesity) compared to 78 per 100 in NSW. Council's Wellness Plan identifies a need to focus on prevention and health promotion strategies to prevent avoidable hospital admissions.

Enquires with Council's insurer indicates that COVID-19 is a known risk and on the Communicable Disease Exclusion, meaning the coverage provided by Council's public liability policy will be limited.

Because of the uncertainty surrounding public events, Council has already resolved to request a variation under the Drought Communities Program (DCP) Extension to reallocate funding from an event to an alternate project.

It is important to note that a COVID-Safe event does not guarantee that the event will not bring COVID-19 to our community; it only goes some way to minimising the risk but does not eliminate it.

The negative economic impact alone that would potentially result from an enforced shut down due to the introduction of COVID-19 into our community as a result of a public event would be devastating, not to mention the health and social impacts. It is highly likely any negative impacts would far outweigh any positive impact particularly given our relatively aged and vulnerable community.

Issue:

Research with the organisers of other large events including Parkes Elvis Festival and Tamworth Country Music Festival reveals the development of internal decision timelines has been a useful tool in assisting organisations to make considered decisions for the greater benefit of their communities.

An internal decision timeline identifies milestones and dates that trigger certain decisions. As an example, decisions within the internal decision timeline may include:

- to cancel an event for the year; or
- to postpone an event to a later date; or
- to proceed with a modified and/or scaled back event on the original date.

Milestones within the internal decision timeline may include:

- Zero positive cases of community transmission in NSW as reported on the NSW Health website (<https://www.health.nsw.gov.au/>);
- Zero positive cases of community transmission in ACT as reported by the ACT Government website (<https://www.covid19.act.gov.au/>);
- Zero positive cases of community transmission in Victoria as reported on the Victorian State Government website (<https://www.dhhs.vic.gov.au/>);
- The absence of border closures with Victoria as reported in the NSW Government website (<https://www.nsw.gov.au/>);
- The absence of border closures with Queensland as reported in the Queensland Government's Border Restrictions Direction (<https://www.health.qld.gov.au/>);
- The *NSW Government Public Health (COVID-19 Restrictions on Gathering and Movement) Order* allowing social distancing of one person per two square meters (<https://legacy.legislation.nsw.gov.au/>).

Milestones within the internal decision timeline are then reviewed regularly to monitor any changes. For example, they may be reviewed on a monthly basis to align with Council meetings.

The strength of an internal decision timeline is that the milestones, timeframes and decisions are made well before any action is taken therefore avoiding the wasteful consumption of our limited resources. Establishing such a framework also takes the emotion out of decision-making which facilitates rational, considered decision-making in the public's interest. It also allows Council to clearly communicate the decision-making process with our community and demonstrates that Council is proactively monitoring the COVID-19 pandemic as well as taking steps to protect our community.

The unprecedented COVID-19 pandemic is creating significant challenges for the community and for Council. The development of an event internal decision timeline will assist Weddin Shire Council to make transparent, considered decisions in the best interest of the Weddin Shire Community.

Policy Implications:

This does not represent a new policy but rather a new framework to facilitate responsible decision-making.

Financial and Resource Implications:

The development of a draft internal decision timeline will consume staff time. An accurate estimate of the staff time taken to develop such a framework is not known.

It is not anticipated there would be any financial commitment in developing the decision timeline as it is intended to develop this timeline internally.

It is likely that the development of a framework that facilitates better decision-making minimises the wasteful consumption of Council's scarce resources, reduces risks that Council faces and, by doing so, avoids costs.

Internal/External Consultation:

Council staff will consult with various stakeholders to develop the decision timeline and has indeed already undertaken research with other Councils.

It is considered that the development of a decision timeline will allow Council to more effectively communicate with our community.

Conclusion:

Given the COVID-19 situation, it would be prudent for Council to establish a framework to facilitate considered, transparent and responsible decision-making in relation to Council's involvement in public events.

RECOMMENDATION: that Council develop an internal decision timeline relating to Council events.

492 **RESOLVED:** Cr Brown and Cr McKellar that Council develop an internal decision timeline relating to Council events.

9. Arts/Tourism, C2.8.11

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

Art & Art Gallery

- 'Inside Life Inside' Exhibition
 - Liaised with artist
 - Sales
 - Bookings for workshop/set up workshop
 - Distributed marketing material
- 'Kaleidoscope' Exhibition
 - Liaised with artist
 - Designed/distributed invitations for opening – received RSVP's
 - Designed/distributed posters
 - Designed flyer
 - Distributed media release
 - Formatted catalogue
 - Formatted bio artists
- Answered enquiries and Organised Art Gallery volunteers

Tourism & Visitor Information Centre

- Social media
 - Created and posted/scheduled 5 posts on Tourism Facebook page
 - Created 4 Instagram posts
 - Created, scheduled & posted 11 posts to the Weddin Shire Council Economic Development business Facebook page
 - 1 WSC Facebook post
 - Social media engagement
 - Researched scheduling software options and set up Hootsuite account
 - Went out and took footage and images of canola
- Participated in industry webinars and Zoom meetings –The Tourism Group
- Website updates, including:
 - Business Directory
 - Event Listings
 - Grenfell Art Gallery Exhibition Information
- Weekly Questions email to database and collated replies
- Answered enquiries – email, phone and VIC
- Carried out COVID-Safe operations for Community Hub, Art Gallery and VIC according to COVID-Safe Plan
- Discussion with web developer/host about updating www.grenfell.org.au
- Monitored every person entering the Community Hub to ensure they comply with COVID-Safe Plan – sanitise and sign-in upon entry
- Updated public toilet signs
- Assisted with development of WSC Volunteer application form
- Proofed canola trail brochure
- Looked into silo illumination art
- Helped business with QR code options for COVID tracking
- Provided photos to GM Secretary
- Researched drive-in movie options. Spoke with Bathurst Council.

- Developed content for new Bird Trails of Weddin Shire brochure.
 - Made contact with designer
 - Contacted Country Club
 - Contacted Birding NSW
 - Contacted local bird watches
 - Contacted Weddin Landcare
- Spoke with Central NSW regarding part 2 of #wewantyouback campaign
- Community hub bookings
- VFR postcards – designed and ordered
- Reordered souvenirs
- Developed new sign-in form for iPad and QR code option

For Information
Noted

10. Grenfell Internet Centre, C2.8.14

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

This month

- Install Microsoft Project 2016 Professional x 5 (Engineering)
- Install VPN client (HR)
- Setup access for webmail and fileserver (HR)
- Install printer on workstation x 10 (Depot)
- Activate Microsoft Project 2016 (Overseer)
- Setup OneDrive account (GM Secretary)
- Upgrade Policy Definitions GPO (Hub)
- Upgrade Windows 10 (Build 2004) on staging PCs (Hub)
- Troubleshoot PC - would not boot (DES)
- Troubleshoot PC - desktop files would not delete (Weeds)
- Configure domain/email breach/phish notifications (Council)
- Provide expertise on PC upgrade (IT)
- Create shortcut for ROAM and sync data x 2 (Weeds)
- Configure Councillor iPads x 7
- Configure Microsoft accounts - migration to OneDrive for business paper x 15
- Configure Apple ID for Councillors x 9
- Deploy iPads Councillors x 7
- Reset passwords x 1 (Councillor iPad)
- Install Microsoft Project 2016 Professional (GM Secretary)
- Sent 1 data breach notification email (Tourism)
- Upgrade Windows 10 - Build 2004 (Hub)
- Tech Support VPN connection (DCS)
- Replace faulty monitor (VIC)
- Install Libero Service Pack (Library)
- Troubleshoot PC sound (VIC)
- Create offline backups (Hub)

On going

Install Operating System & Software Updates for On-Prem Servers

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

Manage Operating System & Software Updates for Workstations via WSUS

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

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

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

Software Development

- PowerShell – update Automated Client Install Script (CTC)

Marketing (Internet Centre)

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

- Create a shortcut to shutdown your PC:
<https://www.grenfellinternetcentre.com.au/creating-a-shortcut-to-shutdown-your-pc/>
- Your Windows 7 PC is out of Support: <https://www.grenfellinternetcentre.com.au/your-windows-7-pc-is-out-of-support/>
- Share Posts on Social Media
 - Facebook
 - Twitter
 - Google Business
 - Instagram
- Search Engine Optimisation on Blog Posts
- www.grenfellinternetcentre.com.au visited 451 times by 424 Users

Sales and Services

Client Enquires

- 175 clients made enquires via telephone
- 82 clients made enquires in store
- 40 clients made enquires via email/website

Sales and Services

- Conducted Computer Repairs for 13 residential clients and 3 business clients
- Conducted Mobile Phone and Tablet repairs for 4 residential clients
- 6 Remote Sessions
- ESET Products sold to 1 business clients
- Software, parts, and accessories sold to 13 residential clients and 2 business clients
- Ink and toner cartridges sold to 14 residential clients and 1 business client
- 4 clients emailed print jobs to be printed

Computer Tuition

- Delivered 2 remote lessons.

Printing

- Criterion

Human Services Access Point

- Assist human services clients with access point usage
- Complete Access Point Specified Personnel Learning online course

Client Websites

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

**For Information
Noted**

LACHLAN GIBSON
DIRECTOR CORPORATE SERVICES

493 **RESOLVED:** Cr McKellar and Cr Diprose that except where otherwise dealt with the Director Corporate Services' Report be adopted.

10 September 2020

The General Manager
Weddin Shire Council
GRENFELL NSW 2810

Dear Sir,

I wish to report as follows: -

1. Works Report – 1 August 2020 to 31 August 2020:

1.1. Highways – Capital and Maintenance Works

Routine maintenance such as rest area maintenance, patching and guide posting has continued on major highways during the period 1 August 2020 to 31 August 2020.

SH6 (Mid Western Highway)	<ul style="list-style-type: none">- General maintenance- Heavy patching scoped up- Mini rehab on S-bend scoped up- Reseal program scheduled on December 20
---------------------------	---

SH17 (Newell Highway)	<ul style="list-style-type: none">- General maintenance- Heavy patching scoped up- Reseal program scheduled on December 20
-----------------------	--

1.2. Regional Roads – Capital and Maintenance Works

Routine maintenance such as rest area maintenance, patching and guide posting has continued on regional roads during the period 1 August 2020 to 31 August 2020.

MR398 (Mary Gilmore Way)	<ul style="list-style-type: none">- General maintenance- Rehabilitation works under Repair Program commenced
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MR236 (Henry Lawson Way)	<ul style="list-style-type: none">- General maintenance- Safer Roads grant awarded – works include safety upgrades
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MR237 (Gooloogong Road)	<ul style="list-style-type: none">- General maintenance
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MR239 (Henry Lawson Way/Young Road)	<ul style="list-style-type: none">- General maintenance- Heavy patching commenced
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THE DIRECTOR ENGINEERING'S REPORT

1.3. Rural Local Roads – Capital Works

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

- New Forbes Road - Culvert replacement - side track monitoring

1.4. Rural Local Roads – Maintenance

Routine maintenance such as slashing, patching and guide posting has continued on rural local roads during the period 1 August 2020 to 31 August 2020.

- Dunkleys Lane
- Browns Lane
- Barkers Road
- Back Piney Range Road
- Holy Camp Road
- Hunters Road
- Porters Mount Road
- Boundary Road
- Upgrade Intersection Barkers / Dunkleys & Greenethorpe-Wirega Roads
- West Street (Gravel Section)
- Piney Range Hall Road
- Major West Road
- Lewis Road

1.5. Urban Area – Capital and Maintenance Works

- General maintenance
- Industrial Estate table drain rehabilitation completed

**For Information
Noted**

2. Other Works:

2.1. Parks & Ovals Report

- Trimmed back mop tops on footpath
- Henry Lawson surrounds – installed timber railing
- Sewer Treatment Plant – planted six (6) gum trees
- Depot – installed water timber (green house)
- Depot – installed turf on nature strip
- Forbes Street Median – replaced twenty-two (22) failed nandina plants
- Pruned roses in roundabouts and garden islands
- Taylor Park – replaced missing roses in garden beds
- Taylor Park – removed six (6) dead plane trees

THE DIRECTOR ENGINEERING'S REPORT

2.2. Cemeteries

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

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

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

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

2.3. Sewer Mains

Eleven (11) sewer chokes have been attended to during the period 1 August 2020 to 31 August 2020. None were in the relined sections. The cause of all chokes was root intrusion. These chokes have been noted and will be prioritised in future sewer relining programs.

2.4. Private Works

Two (2) private works were carried out during the period 1 August 2020 to 31 August 2020.

2.5. Village Area – Capital and Maintenance Works

- Quandialla Drainage design RFQ awarded. Construction to commence mid-September

2.6. Vandalism

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

For Information
Noted

3. Future Works – 1 September 2020 onwards:

3.1. Highways

- General maintenance
- Weed spraying
- Heavy patching
- Reseal program
- S-Bend rehab

3.2. Regional Roads

- General maintenance
- Sucker spraying and removal to continue
- MR236 – Safer Road Grant project

3.3. Rural

- General maintenance
- Maintenance Grading:
 - Arramagong Road
 - Brundah Hall Road
 - Gibraltar Rocks Road - drain erosion control
 - Kangaroooby Road
 - Bald Hill Road
 - Bimbi - Quandialla Road
 - Driftway Road
 - Quandialla-Caragabal Road
 - Eualdrie Road
 - Quondong Road
 - Tyagong Hall Road
 - Tyagong Creek Road
 - Hectors Lane
 - Goodes Lane
 - Matchetts Lane
 - Mogongong Springs Road
- Gravel re-sheeting as per Operational Plan
- Gravel Rd signage installation to continue
- Bobelar Lane signage
- Bumbaldry Road signage
- Tyagong Creek Road signage
- Gerrybang Road signage
- Greenethorpe Wirega Road signage
- Sucker control and table drain maintenance ongoing
- Hancock Flinns Rd – Rectifying road geometry as part of the culvert upgrade

THE DIRECTOR ENGINEERING'S REPORT

3.4. Urban and Village

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

**For Information
Noted**

4. RMS RMCC Contract, R2.54.4

Ordered Works

- Major Culvert Replacement on Newell Highway – project completed.
- Heavy Pathing on Newell and Mid Western Highways
- Mini Rehab on S-bend Mid Western Highway
- Resealing Program on Newell and Mid Western Highways

**For Information
Noted**

5. Plant Report, P6.1.1

The following Plant Maintenance was carried out during the period 1 August 2020 to 31 August 2020 as outlined below:

PLANT NO	PLANT	DETAILS
2083	SPRAY UTE	Maintenance and repairs
3965	GARBAGE TRUCK	Service, repairs & maintenance
1114	TAXI	Panel and minor repairs
4105	GRADER	Major fuel system repairs, hydraulic repairs
4111	ROLLER	Front axle rebuild
5291	TRAILER	Repairs to brakes and tailgate
5240	RAPID SPRAY UNIT	Repairs and maintenance
4109	DRUM ROLLER	Retrofit air conditioning units, maintenance and repairs
4107	PATCH TRUCK	Air valves, running repairs and maintenance
Light Vehicle/Small Plant	NUMEROUS	Servicing and repairs of light vehicles and small plant items
4108	ROLLER	Retrofit air conditioning units, maintenance and repairs
4113	ROLLER	Retrofit air conditioning units, maintenance and repairs
4096	ROLLER	Electrical repairs
RFS	SHIRE FLEET	Continued yearly service and maintenance schedule, registration inspections-some -major repairs required on some trucks
3962	TRUCK	Electrical repairs
3963	TRUCK	Panel repairs
RFS16D	UTE	Major service and timing belt replacement
RETIRED PLANT	VARIOUS	Auction, assist in repairs for removal/pickups
4112	MOWER	Hydraulic, brake and steering repairs, service and maintenance
HIRED	COMPACTOR	Clean up, minor repairs and removal of aircon unit, assist in removal
5366, 5367	VMS BOARDS	More electrical repairs cont'd wop
4118, 4119	LUNCH ROOMS	Prep & send for sign writing
4117, 4116	FUEL TRAILERS	Setup, sign, write & prep for use

THE DIRECTOR ENGINEERING'S REPORT

PLANT NO	PLANT	DETAILS
3955	TRUCK	Brake replacement
5421	MOWER	Setup, prep for use
STP	WET WELL PUMP	Overhaul pump and impeller
2097	UTE	Panel damage repairs - running rough and service
4102	GRADER	Repairs to electrical panel, safety system and hydraulics
5200	TRAILER	Strip and prep for new emergency trailer
5240	SPRAY UNIT	Repairs to spray rig system
POOLS	GRENFELL/QUANDI	Assist is prep and setup for upcoming season, inc. - repairs to plant, equipment and systems
ADMIN	WORKSHOP/PLANT	Work on plant replacement program, quoting and procurement etc.

**For Information
Noted**

6. Noxious Weeds Report, C2.8.12

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

<u>Activity</u>	<u>Location</u>
Administration	Monthly reporting
	Mapping
	BIS uploads
	Email replies to relevant emails
Publicity	Ongoing publicity ideas in conjunction with LLS for weeds after drought. Planning for rural mail drop on weeds in hay. Local weed awareness is something we are/should be working on.
Mapping	2 x tablets completed setup & sync Ready to begin information input for BIS compliance
Meeting	Regional Weed Committee Meeting (RWCM) via Microsoft Teams - Weddin chaired this meeting Weddin Noxious Weeds Committee - presentation on Coolatai Grass at next meeting 17/11/2020
Training	Kai – Tocal college Cert111 – Conservation Land Management
Property Inspections	Monitoring 1 properties with current weed issues.
Roadside Inspections & Reactive Treatment of weeds if required	Berrigan area Minijary area Caragabal area Barbingal area Berendebba area Euroka area Eurabba area Bribaree area Bimbi area Marowie area Bolungerai area Eualdrie area
High Risk Weed Road Inspections	Henry Lawson Way (MR239) – Weed marker maintenance SH17 –SH6 – Several new incursion sites across the Central West – Parthenium Weed – no sightings in Weddin
Weeds Treated	African boxthorn, sweet Briar & Bridal Creeper

THE DIRECTOR ENGINEERING'S REPORT

<u>Activity</u>	<u>Location</u>
Council Owned Land Inspections	Grenfell Town Area Caragabal area Bumbaldry area Bimbi area Quandialla area
TSR Inspection	Inspections: SH6 Driftway Road Henry Lawson Way Mary Gilmore Way Stock Route Road Gooloogong Road
Rail Inspection	Quandialla area
Other High Risk Weed Sites Inspections	Cemeteries Camping areas Rest stops Tourist sites Bland Road (closest Parthenium site) Silos Reserves
Slashing Spraying Program	Guidepost and sign spraying – ongoing
Sucker Control	Continuous sucker control various roads On request or sightings

Recent Exponential Growth of Paterson's Curse

Residents would have noticed the recent growth of Paterson's curse (*Echium plantagineum*) within the Shire area.



Paterson's curse infestation (Department of Primary Industries 2006)

The Department of Primary Industries (DPI) advises patience as the biological controls have diminished due to ongoing drought conditions. They estimate that next year will see a high presence of these biological controls which will drastically reduce plant populations.

The biological controls are as follows:



Crown weevil (*Mogulones larvatus*)

Larvae of the crown weevil (Department of Primary Industries 2006)

Damage caused by larvae of the crown weevil is often apparent as black ooze.



(Department of Primary Industries 2006)



Root Weevil (*Mogulones geographicus*)

Adult root weevil (Department of Primary Industries 2006)

Larvae of the root weevil damage the taproot of Paterson's curse and also often destroy the plant before flowering.



Flea beetle (*Longitarsus echii*)

Adults of the flea beetle (Department of Primary Industries 2006)

Adults of the tap root flea beetle feed on rosette leaves, but larvae feed inside the main root.



(Department of Primary Industries 2006)

**For Information
Noted**

7. Grenfell Main Street Renewal, R2.4.19

My report to the August 2020 Council meeting refers whereby Council resolved to decline all tenders received and engage a project management office (PMO) to analyse and estimate the total project costing.

Council has been working closely with the PMO to develop a preliminary timeline which is pragmatic and derived from a holistic approach. Once a timeline is finalised, all key stakeholders and business owners will be consulted so as to ensure minimal disruption and transparency to those who will be affected.

Council is currently compiling work packages which incorporates tender documents where appropriate for all components of the project; these packages will be broken down to a level to ensure local contractors have the opportunity to bid. By employing local contractors, it not only stimulates economic growth but also upskills the local workforce.

For Information

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

Noted

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

8. Fixing Local Roads Program, R2.52.1

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

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

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

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

For Information
Noted

9. Local Roads and Community Infrastructure Program, R2.78

Council has been offered \$635,335 under the Local Roads and Community Infrastructure (LRCI) Program. The program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement.

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

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

Tenders have been finalised and are currently advertised on Tenderlink.

As the winter crop harvest commences in October and will continue through to January, it is proposed to commence the culvert construction after this period so as to cause minimal disruption to farmers. The culverts do have a reduced speed limit enforced along with a single traffic lane width to safely allow B-doubles access.

For Information
Noted

10. **Bogolong Dam Safety Analysis, E3.6.4**

The successful tenderer of the Bogolong Dam Safety works has issued a weather-dependent project timeline, which is outlined below.

Bogolong Dam Tentative Safety Works Schedule	
<u>Date</u>	<u>Activity</u>
14-Sept-2020 to 06-October 2020	Drilling Onsite investigation
07-Oct-2020 to 06-Oct-2020	Laboratory testing
27-Oct-2020 to 14-Dec-2020	Remedial options design phase
	Stability analysis design phase
	Piping risk assessment
15-Dec-2020 to 23-Dec-2020	Final Reporting Issued to Council

For Information
Noted

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

As previously reported Council has awarded the successful tenderer for the project. The project timeline is attached on the following page.

For Information
Noted

THE DIRECTOR ENGINEERING'S REPORT

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

12. Greenethorpe Soldiers' Memorial Hall, P2.13.2

Greenethorpe Soldiers' Memorial Hall Committee are currently undertaking works on the Outdoor War Memorial and have requested that Council supply a further two (2) loads of topsoil to assist the planting of the native garden.

RECOMMENDATION: that Council supply a further two (2) loads of topsoil to the Greenethorpe Soldiers' Memorial Hall Committee as requested.

494 **RESOLVED:** Cr Diprose and Cr Bembrick that Council supply a further two (2) loads of topsoil to the Greenethorpe Soldiers' Memorial Hall Committee as requested.

13. Company Dam Amenities Upgrade, C2.9.14/P2.1.7

Council has nominated to upgrade the existing amenities facilities situated at Company Dam under the Drought Communities Program (DCP) – Extension.

Council has compiled three (3) different design proposals for the amenities replacement which are outlined below:



Option 1 - Matching Henry Lawson Oval



Option 2 - Matching Taylor Park



Option 3 - Random Design

RECOMMENDATION: that: -

- i) the three (3) proposed options be approved for public exhibition over a period of 28 days
- ii) the three (3) proposed options be submitted to the community panel for their preference.

495 **RESOLVED:** Cr O'Byrne and Cr Brown that: -

- i) the three (3) proposed options be approved for public exhibition over a period of 28 days
- ii) the three (3) proposed options be submitted to the community panel for their preference.

14. NSW Regional Road Transfer and Road Classification Review, A3.6.62

Report to:	Council
From:	Director Engineering
Date:	15 September 2020
Attachments:	NSW Road Classification Review and Transfer Information Paper 2020.pdf Terms of Reference.pdf

Purpose:

The purpose of this report is to inform Council of the organisational impacts that would result if any Regional Roads were transferred to the NSW Government or reclassified as State Roads.

Council is allocated funds on a yearly basis to maintain the Regional Road network under the Regional Road Block Grant as well as receiving funding under the REPAIR Program for capital works upgrades.

Background:

In February 2019, the NSW Government announced that a Road Classification Review would be initiated to ensure the current classification framework is still fit-for-purpose, and that roads across NSW are appropriately classified. The last review was undertaken between 2003 and 2009, with implementation finalised in 2012.

THE DIRECTOR ENGINEERING'S REPORT

Council currently maintains four (4) Regional Roads:

- MR236 – Henry Lawson Way (Forbes Road) (15.136km)
- MR237 – Gooloogong Road (31.628km)
- MR239 – Henry Lawson Way (Young Road) (19.496km)
- MR398 – Mary Gilmore Way (52.986km)

Issues:

Council must consider what impact any change to the Regional Road Block Grant and REPAIR Program would have on us as an organisation. Any loss of the Block or REPAIR Grants income will force major structural changes to our organisation and have significant financial and resource implications.

Financial and Resource Implications:

The Block Grant Income is approximately \$880,000 for the 2021/2022 financial year. The REPAIR Grant is approximately \$150,000 per year. This represents a large percentage of Council income.

If a loss of Regional Road income is to occur, it would force structural change and could possibly affect employment as well as Council's future sustainability. With the potential loss of this income and without any other changes, Council's administrative costs or overheads are borne by the remaining functions and services delivered by Council effectively increasing their cost.

Henry Lawson Way is of particular significance; it yields the highest traffic counts on the Regional Road network and may be in the Government's sights for a Transfer. If this asset was transferred to a State Road or to the State Government as a Regional Road, it could mean Council would receive significantly less income. We could then possibly become a contractor to Transport for NSW under a Road Maintenance Council Contract (RMCC) to maintain the asset, similar to the Highway contract we have with Transport for NSW.

Negative community impact of the above changes in a small rural community are significant. The knock-on effect of job losses in small rural communities are often severe. The removal of population from a small community can then often lead to further job losses and loss of services. For example, a family leaving means a loss of children from local schools which may then have the flow-on impact of the loss of a teaching job which in turn impacts other businesses and/or services in the local economy and so the downward spiral continues. This indirect and often unforeseen negative economic impact cannot be underestimated and has the potential to cause long lasting structural population shift within small rural communities as people are forced to move to other areas in order to secure gainful employment.

Conclusion:

Given the major implications to Council as an organisation but more importantly to the Weddin community, Council must advocate strongly to emphasise the possible negative impacts Regional Road transfers or reclassification would have on Weddin Shire Council and the local community.

RECOMMENDATION: that Council inform the NSW Regional Road Transfer and Road Classification Review panel that Council will not be nominating any Regional or other roads for reclassification or transfer.

- 496 **RESOLVED:** Cr McKellar and Cr Diprose that Council inform the NSW Regional Road Transfer and Road Classification Review panel that Council will not be nominating any Regional or other roads for reclassification or transfer.

JAYMES RATH
DIRECTOR ENGINEERING

- 497 **RESOLVED:** Cr Brown and Cr McKellar that except where otherwise dealt with the Director Engineering's Report be adopted.

10 September 2020

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

Dear Sir,

I wish to report as follows: -

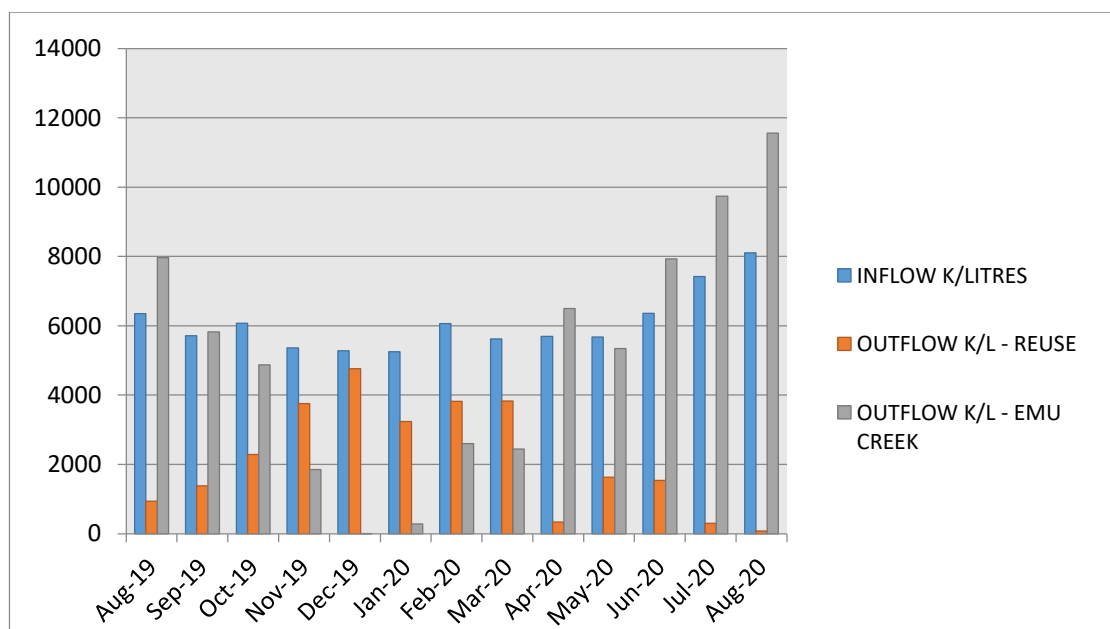
A Public Health and Environmental Matters

A1. Sewerage Treatment Works, S1.1.1

Total inflow through the Works during the period 1 August 2020 to 31 August 2020 was 8,104kL with a daily average of 261.41kL. Outflow for irrigation for reuse was 80kL and discharge to Emu Creek was 11,560.6kL.

The highest daily recording of 339kL occurred for the 24 hours ending 6:30am on 9 and 10 August 2020 and the lowest of 262.5kL for the 24 hours ending 6:30am on 6 September 2020.

A total rainfall of 66mm was recorded for the month.



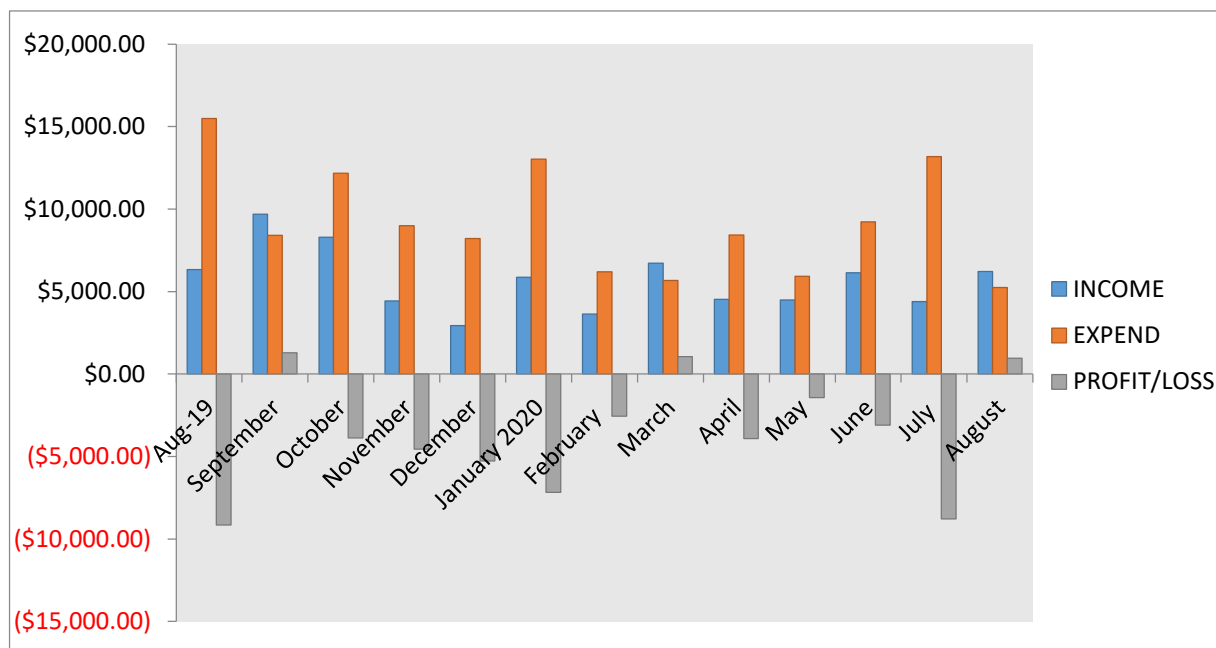
For Information
Noted

ACTING DIRECTOR ENVIRONMENTAL SERVICES' REPORT

A2. Caravan Park Operations, P2.3.3

Income during the period 1 August 2020 to 31 August 2020 was \$6,211.00 with expenditure of \$5,248.07 resulting in an operational profit of \$962.93 for the month.

There were 186 sites occupied during the period 1 August 2020 to 31 August 2020.



For Information
Noted

ACTING DIRECTOR ENVIRONMENTAL SERVICES' REPORT

B Planning and Development Matters

B1. Development Applications

The undermentioned applications were received and determined subject to specified conditions by the General Manager under delegated authority issued on 21 March 2013 (Res. No. 368).

DA NO.	Applicant	Construction	Value (\$)	Address
57/2002 – Mod	Mr TV Lobb	Internal renovations, erection of a double garage, carport, gazebo, garden wall, pool and half size tennis court & change of use – B&B	\$0	LOT: 2 DP: 377091 51 Forbes Street GRENFELL NSW 2810
4/2020 – Mod	Anglican Diocese of Bathurst	Subdivision	\$0	LOTS: 1, 2 & 4 SEC: 7 DP: 758473, LOT: 3 DP: 668331, & LOT: 3 DP: 1087971 Middle Street GRENFELL NSW 2810
25/2020	Taylor Made Buildings PL	Secondary Dwelling (Transportable)	\$121,169	LOT: 13 DP: 9643 64 Iandra Road GREENETHORPE NSW 2809
39/2020	Mr BA Marschall	Shed with Amenities	\$19,500	LOT: 8 SEC: E DP: 6279 17 Northcote Street GREENETHORPE NSW 2809
44/2020	Mr TM Harris	Shed	\$30,000	LOT: 17 SEC: E DP: 6279 3 Rawson Street (Griffith Street) GREENETHORPE NSW 2809
45/2020	Mr ML Breed	New Shed & Demolish Existing Shed	\$15,000	LOT: 1 DP: 233869 11 Bogalong Street GRENFELL NSW 2810
46/2020	Little People Learning Centre PL	Internal Toilet (Downstairs)	\$6,000	LOT: 1 DP: 333399, LOT: 1 DP: 946363, & LOT: 1 DP: 970660 107 Main Street GRENFELL NSW 2810
47/2020	Mr DJ Brown	Hay Shed	\$75,000	LOT: 196 DP: 754580 151 Browns Lane GRENFELL NSW 2810
48/2020	Caragabal Country Golf Club PL	Storage Shed	\$30,000	LOT: 107 DP: 753110 Mid Western Highway CARAGABAL NSW 2810
49/2020	Mr AS Capra	Alts/Additions to Dwelling & demolish existing Shed	\$160,000	LOTS: A & B DP: 419249 9 Moores Lane GREENETHORPE NSW 2809
50/2020	Mr CJ Day & Ms CM Sullivan	Alts/Additions to Dwelling	\$160,210	LOT: 5 DP: 1230935 100 Greenethorpe-Bumbaldry Road GREENETHORPE NSW 2809

**For Information
Noted**

ACTING DIRECTOR ENVIRONMENTAL SERVICES' REPORT

B2. Construction Certificates

The undermentioned applications were received and determined under delegation.

CC NO.	Applicant	Construction	Address
28/2019	Ms TL Sheer	Double Carport	LOT: 155 DP: 750600 Euroka Street QUANDIALLA 2721
13/2020	Steadfast Homes PL	New Dwelling & Garden Shed	LOT: 5 DP: 1070179 21 Bradley Street GRENFELL NSW 2810
39/2020	Mr BA Marschall	Shed with Amenities	LOT: 8 SEC: E DP: 6279 17 Northcote Street GREENETHORPE NSW 2809
40/2020	Mr DM & Mrs KL Nealon	Hay/Machinery Shed	LOT: 2 DP: 595663 1268 Gooloogong Road GRENFELL NSW 2810
47/2020	Mr DJ Brown	Hay Shed	LOT: 196 DP: 754580 151 Browns Lane GRENFELL NSW 2810
48/2020	Caragabal Country Golf Club PL	Storage Shed	LOT: 107 DP: 753110 Mid Western Highway CARAGABAL 2810

For Information
Noted

B3. Complying Development Applications

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

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

For Information
Noted

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

Work is now progressing at a steady rate on the new STP. A blinding slab has been poured for the Balance tank and foundation work is completed on the IDAL tank, with the importation of some 360 tonnes of granite to establish a firm base.

For Information
Noted

B5. Community Arts Building, Rose Street, Grenfell, P2.3.17

Work on the Community Arts Building is progressing with the majority of the new roof now completed and electrical works to soon commence by local contractor G Day.

For Information
Noted

B6. Grenfell Aquatic Centre, P2.3.1

All the shade shelters have now been completed at the Grenfell Aquatic Centre, as well as the removal of the temporary fence with a new permanent fence to the rear entry installed for access to the pump building.

Council's Pool Manager is ensuring the Aquatic Centre will be compliant with the current Public Health Order in regard to COVID-19 safety requirements.

For Information
Noted

B7. Quandialla Swimming Pool, P2.3.2/C1.3.30

Frank Spice have been undertaking essential repairs to the filtration system at the Quandialla Swimming Pool and the pool water will be brought up to an approved standard before opening.

COVID-19 procedures will also be implemented.

For Information
Noted

B8. Grenfell Caravan Park, P2.3.3

The sale of the Manager's residence at the Caravan Park is progressing with the two local Real Estate agents. A final report will be submitted to the next Council meeting in October.

For Information
Noted

B9. Mayor's New Office, C2.2.7

One of the outcomes from the recent review and workshop conducted by *Blackadder Associates Pty Ltd* was that the Mayor should be provided with an office in Council's Administration building.

A review of the existing Administration building revealed a suitable location at the front of the building near the existing interview room (see attached plan). A meeting with the Mayor and General Manager supported the location and the Mayor requested that any wall constructed be provided with suitable sound proofing.

Quotations were sought from local builders and only one quote has been received from D Lennane for install at an amount of \$2,123.00. Additional funds will also be required to furnish the office and supply an air conditioner at a cost of approximately \$5,000 resulting in a total of \$8,000.00.

RECOMMENDATION: that Council: -

- i) confirm the proposed location of the Mayor's new office as detailed in the attached plan
- ii) fund the expenditure of \$8,000.00 for the Mayor's new office at the next quarterly budget review as a budget variance.

498 RESOLVED: Cr Parlett and Cr McKellar that Council: -

- i) confirm the proposed location of the Mayor's new office as detailed in the attached plan
- ii) fund the expenditure of \$8,000.00 for the Mayor's new office at the next quarterly budget review as a budget variance.

ALAN LINDSAY

ACTING DIRECTOR ENVIRONMENTAL SERVICES

499 RESOLVED: Cr Bembrick and Cr McKellar that except where otherwise dealt with the Acting Director Environmental Services' Report be adopted.

ACTION LIST

INSPECTIONS AND MEETINGS		STATUS	BY
March 2020	1. <u>Aboriginal Land Claims Investigation Unit</u> : Cr Diprose and a staff member to attend meeting in Dubbo.	In Progress	GM
August 2020	2. <u>National Local Roads and Transport Congress</u> : Mayor and DE authorised to attend virtual conference.	In Progress	DE
	3. <u>Councillor Workshop – Roles, Responsibilities and Relationships</u> : arrange workshop.	In Progress	GM
DEFERRED ACTIVITIES			
November 2013	1. <u>O'Brien's Tributary – Drainage Improvement</u> : refer matter back to Floodplain Committee for further consideration and other possible outcomes.	In Progress	DE
April 2016	2. <u>Grenfell Caravan Park</u> : investigate alterations to dwelling and cost of a Manager's office (DES).	In Progress	DES
May 2018	3. <u>Bimbi War Memorial 'Avenue of Trees'</u> : refer proposal to Heritage Committee for further consideration and report back to Council.	In Progress	DE
December 2018	4. <u>Marketing Strategy Report</u> : initiate report.	In Progress	DCS/GM
	5. <u>Removal of Trees – Weddin Street</u> : remove trees and replace path. Consider prior to scheduled foot paving works.	In Progress	DE
	6. <u>Give Way Signs – Melyra Street</u> : relocate signs.	In Progress	DE
April 2019	7. <u>Grenfell Courthouse</u> : investigate proposed plans.	In Progress	GM
	8. <u>Grenfell Medical Centre Operation</u> : conduct a media and marketing campaign.	In Progress	DCS/GM
May 2019	9. <u>Councils Self Promotion</u> : take digital photos of Councils projects and display them in the Council Chambers. Council's Main Street to be promoted.	In Progress	DCS/DE/DES/GM
October 2019	10. <u>National Heavy Vehicle Route Assessment</u> : investigate cost to carry out national heavy vehicle route assessment.	In Progress	DE
November 2019	11. <u>Bogolong Dam</u> : (SCCF Rd 2) commence excavation works once structural design plans developed.	In Progress	DE
February 2020	12. <u>Sec 355 Committee</u> : review structure and operation of all current committees.	In Progress	GM
March 2020	13. <u>Council Meeting Agenda</u> : alter Agenda and Reports to align with CSP.	In Progress	GM
	14. <u>New Shire Event</u> : arrange ticketed music event.	In Progress	DCS/GM
	15. <u>Clean Up Australia Day</u> : contact Pat Soley regarding 2021 event.	In Progress	DES
June 2020	16. <u>Policy for Landscaping on Nature Strips</u> : place on public exhibition and resubmit to August Council meeting.	Completed	DE
	17. <u>Policy for School Bus Routes and Stops</u> : place on public exhibition and resubmit to August Council meeting. Forward copy to all Bus Operators.	Completed	DE

ACTION LIST

July 2020	18. <u>Newell Highway Sign</u> : replace sign.	In Progress	DCS
	19. <u>Marketing Video</u> : produce video.	In Progress	DCS
	20. <u>Destination Management Plan</u> : place on public exhibition and resubmit to Council for formal adoption.	In Progress	DCS
August 2020	21. <u>Annual Returns of Interest</u> : place on Council's website. Review other positions.	In Progress	GM
	22. <u>Organisational Improvement Plan</u> : resubmit to September 2020 Council meeting for formal adoption.	In Progress	GM
	23. <u>Crown Reserve 94225</u> : submit further report regarding classification and categorisation.	In Progress	GM
	24. <u>Grenfell Sesquicentenary Merchandise</u> : donate to Grenfell Museum. Amend sale price.	In Progress	GM
	25. <u>Council Meetings – Webcasting</u> : investigate option to livestream remotely.	In Progress	GM/DCS
	26. <u>Fraud and Corruption Framework</u> : place documents on public exhibition and resubmit to Council for formal adoption.	In Progress	DCS
	27. <u>Drought Communities Project – Extension</u> : submit a request for alteration to the program.	In Progress	DCS/GM
	28. <u>Off-Leash Dog Park</u> : place design on public exhibition and resubmit to Council for formal adoption. Conduct consultation session.	In Progress	DE
	29. <u>Bumbaldry Recycling Station</u> : conduct community consultation to determine a suitable site prior to installing recycling station.	In Progress	DES

**For Information
Noted**

**MINUTES OF THE BOGOLONG DAM COMMITTEE MEETING HELD THURSDAY
3 SEPTEMBER 2020 COMMENCING AT 3:30 PM (C2.6.44)**

1. **PRESENT:** Cr Liebich, Cr Best, D Nealon, R Grimm, A Griffiths, J Rath and G Carroll
2. **APOLOGY:** Nil
3. **MINUTES:** 6 February 2020

Resolved: A Griffiths and D Nealon that the minutes of the meeting held 6 February 2020 be adopted.

4. **MATTERS ARISING:**

- 6.1 Structural Integrity of the Dam Wall/concrete lined spillway: geotechnical engineering consultant engaged for wall/spillway analysis and potential costs of remediation works.

5. **CORRESPONDENCE:**

- 5.1. Item A44 - A Griffiths re: Future Ownership

Noted

- 5.2. General Manager re: Report on Section 355 Committees Review: Glenn Inglis recently conducted a review of all Council's Sec 355 Committees. The Committee is currently a Section 355 Committee of Council and recommendation says it should remain as is however it should be called the Bogolong Dam Precinct Committee.

The Committee agreed with Mr Inglis' review of the Committee and recommendation.

Committee Charter to be updated once Strategic Master Plan adopted by Council to accurately reflect new strategic directions.

6. **GENERAL BUSINESS:**

- 6.1. Dam Safety Analysis/Geo Tech Report

Noted

- 6.2. Project Timeframe

Noted

7. **NEXT MEETING:** Thursday 1 October 2020 at 3:30pm.

8. **CLOSURE:** There being no further business to discuss the meeting closed at 4:29pm.

500 **RESOLVED:** Cr Best and Cr Bembrick that except where otherwise dealt with the Minutes of the Bogolong Dam Committee meeting be adopted.

**MINUTES OF THE WEDDIN LOCAL TRAFFIC COMMITTEE MEETING HELD
THURSDAY 10 SEPTEMBER 2020 COMMENCING AT 10:00AM (C2.6.3)**

1. **PRESENT:** Cr Mark Liebich, Ms Deanne Freeman, Mr Maurice Simpson, Senior Constable Thomas Hood, Mr Michael Madgwick, Mr Jaymes Rath

2. **APOLOGIES:** Leading Constable Patrick Smith

Apologies: 17 September 2020

Recommendation: that the apologies received from Leading Constable Patrick Smith be accepted.

Support for Recommendation: Unanimous

3. **DECLARATION OF INTERESTS:**
NIL

4. **MINUTES:** Thursday 2 July 2020

Previous Minutes: Error! Unknown document property name.

Recommendation: that the minutes of the Weddin Local Traffic Committee meeting held Thursday 2 July 2020, having been circulated be confirmed as a true and accurate record of that meeting.

Support for Recommendation: Unanimous

5. **OUTSTANDING BUSINESS**

5.1 **TRAFFIC COMMITTEE OUTSTANDING MATTERS**

The following summary outlines matters that are outstanding from previous meetings of the Weddin Local Traffic Committee.

Meeting Date	Item No.	Description	Recommendation	Status
1 February 2018	1	Pedestrian Safety Assessment in Main St to be conducted Potentially rectified with the Main Street Upgrade.	a) Council to update the crossing to the relevant standard and bring changes to LTC meeting	In progress
			b) Council to look into requesting RMS introduce a 40km/hr pedestrian activity area	In progress
5 December 2019	2	75 Camp St Redevelopment – traffic island proposal	Council to revisit the design at the next LTC meeting with the design updated as per the discussion	Completed

**MINUTES OF THE WEDDIN LOCAL TRAFFIC COMMITTEE MEETING HELD
THURSDAY 10 SEPTEMBER 2020 COMMENCING AT 10:00AM (C2.6.3)**

5 December 2019	3	Level Crossing Improvement Plan for Caragabal crossing – pedestrian crossing across the railway line Council applying for a pedestrian crossing maze	ARTC hold an IA (Interface Agreement) with Council. The enquiry has been put forward – awaiting reply	In progress
	4	Camp St & Main St intersection to be considered for a roundabout during Main Street Upgrade	A formal letter to be drafted for TfNSW with a letter of support from NSW Police Foot traffic from the free camp site to Main Street to be considered in this design	Complete
	5	Approach Red Bend School Bus for alternative locations for drop-off and pick-up in designated Bus Zone area	Forbes Street Bus Zone will be suitable alternative location post Main Street Upgrade	In progress
28 February 2020	6	Service Station upgrade opposite to Council Administration Office has constructed pedestrian refuge without running through LTC – it has not been built to current standards	Engage RSA to conduct audit and determine suitable design to standard	In progress
	7	Train/Truck accident on Mary Gilmore Way	Council to install the recommended signage adopted in the December 2019 meeting Investigate whether Council has a Safety Management Plan for such an accident that took place at the Bribbaree Truck/Train crash	In progress
	8	Memory Street – extend the 50km/hr zone for the Grenfell Sewer Treatment Plant Upgrade	Lodge the proposal with RMS to extend the 50km/hr zone to Holy Camp Rd	In progress

**MINUTES OF THE WEDDIN LOCAL TRAFFIC COMMITTEE MEETING HELD
THURSDAY 10 SEPTEMBER 2020 COMMENCING AT 10:00AM (C2.6.3)**

28 February 2020	9	Henry Lawson Way (Young Rd) – extend both the 50 and 80km/hr zones to slow traffic in the newly developed rural living areas	Lodge the proposal with RMS to extend both the 50 and 80m/hr zones	Complete
30 April 2020	10	Old Forbes Road (Hilltops section) – Heavy Vehicle sign indicates that B-Doubles are accepted Check with Hilltops Shire Council and NHVR-accepted routes	Verify any discrepancies with Hilltops Shire Council and report back	In progress
	11	Review of speed limits on approach to Greenethorpe	Conduct a speed limit review for Greenethorpe village approaches	In progress
2 July 2020	12	Review of speed zones on Mary Gilmore Way approach to Grenfell	Request review by TfNSW to implement 80km/hr zone and place 100km/hr zone further from town	Complete
	13	Parking at Hospital and Melyra St (Public School)	Conduct on-site technical survey	In progress
	14	Mid Western Highway & Main St roundabout proposal	Council to address the previous RSA issues highlighted on the local road.	In progress

6. COMMITTEE BUSINESS:

6.1 SIGNAGE UPGRADE: GREENETHORPE-BUMBALDRY ROAD

Signage Upgrade: Greenethorpe-Bumbaldry Road	
Recommendation:	that Council install ‘ROAD SUBJECT TO FLOODING’ signage as per the plan and note the other signage.
Support for Recommendation:	Unanimous

6.2 SIGNAGE UPGRADE: MOGONGONG ROAD

Signage Upgrade: Mogongong Road	
Recommendation:	that Council support the proposed plan subject to 2m flood markers being installed.
Note:	Council to investigate curve advisory speeds.
Support for Recommendation:	Unanimous

**MINUTES OF THE WEDDIN LOCAL TRAFFIC COMMITTEE MEETING HELD
THURSDAY 10 SEPTEMBER 2020 COMMENCING AT 10:00AM (C2.6.3)**

6.3 SIGNAGE UPGRADE: BEMBRICKS LANE

Signage Upgrade: Bembricks Lane	
Recommendation:	that Council support the proposed plan subject to 2m flood markers being installed and note the advisory signs.
Note:	Council to investigate curve advisory speeds.
Support for Recommendation:	Unanimous

6.4 SIGNAGE UPGRADE: BOBELAR LANE

Signage Upgrade: Bobelar Lane	
Recommendation:	that Council support the proposed plan of the regulatory signage and note the advisory signs.
Note:	Council to investigate curve advisory speeds.
Support for Recommendation:	Unanimous

7. CORRESPONDENCE:
NIL

8. GENERAL BUSINESS:

8.1 CCTV SIGNAGE

- move 150m inward to the 50km/hr zone
- locations on Mid Western Highway to be sent to Transport for NSW for approval

8.2 MID WESTERN HIGHWAY SPEED DATA NEAR SPANNERMAN

8.3 MID WESTERN HIGHWAY & MAIN STREET ROUNDABOUT PROPOSAL

- Council to address the previous local road issues raised in the RSA – to be brought to next meeting

8.4 WEDDIN ACTIVE TRANSPORT PLAN

- to be brought to next meeting in response to issue raised regarding safe crossing of Mid Western Highway

8.5 GRENFELL PUBLIC SCHOOL SIGNAGE

- Transport for NSW raised signage is faded
- Council to look at signage to determine what needs to be replaced

8.6 FATAL CRASH FINDINGS (QUANDIALLA)

- findings of crash investigation to be brought to next meeting

9. NEXT MEETING: Tuesday 28 January 2020 at 10:00am.

10. CLOSURE: There being no further business to discuss the meeting closed at 11:41am.

501 **RESOLVED:** Cr Diprose and Cr O’Byrne that except where otherwise dealt with the Minutes of the Weddin Local Traffic Committee meeting be adopted.

**MINUTES OF THE ORGANISATIONAL LEADERSHIP TEAM (OLT) MEETING
HELD TUESDAY 15 SEPTEMBER 2020 COMMENCING AT 8:30 AM (C2.6.10)**

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

2. **APOLOGY:** Nil

3. **MINUTES:** 18 August 2020

Resolved: J Rath and L Gibson that the minutes of the meeting held 18 August 2020 be adopted.

4. **SECTION 355 COMMITTEES REVIEW RECOMMENDATION:**

- the Committee should be removed from the Sec 355 register and be established as a staff Committee. This was unanimously agreed to by the Committee.

5. **PEOPLE:**

<u>Learning development</u> - Strategic	i) <u>Traffic Control/Signage</u> : process implemented to ensure signage inspected on a regular basis.	DE
	ii) <u>Training Plans</u> : to be undertaken for individual employees emanating from Annual Assessments.	All
	iii) <u>Sec 355 Committees Review</u> : report received. To be submitted to October meeting for adoption. Relevant sections sent to respective Committees for comment.	GM
	iv) <u>Henry Lawson Festival</u> Annual General Meeting (AGM) to be held in October 2020.	All
<u>Resource planning</u> - Strategic	i) <u>New Improvement Plan</u> : being resubmitted to Council for formal adoption.	GM
	ii) <u>Annual Report</u> : to be forwarded to the Office of Local Government by 31 December 2020.	GM
	iii) <u>2019/2020 Annual Financial Statements</u> : to be forwarded to the Office of Local Government by 30 November 2020.	DCS
	iv) <u>RMS Contract</u> : reported in Director Engineering's report.	DE
	v) <u>Engineering Strategic Planning Meetings</u> : held fortnightly to discuss and review works plan for next 12 months and plan other capital projects to be completed in 2020/2021. Director Corporate Services and Director Environmental Services are being involved in regards to funding sources for projects, development application referrals and general development issues.	DE
- Operational	vi) <u>Other Programs</u> : in progress.	DE
<u>Recruitment</u> - Operational	i) <u>Engineering</u> : Team Leader applications closed. Interviews to be held Wednesday 23 September 2020.	DE
	ii) <u>Engineering</u> : Project Engineer (12 months) applications closed. Interviews to be held Thursday 24 September 2020.	DE
	iii) <u>Environmental Services</u> : Environmental Services trainee to be advertised.	DES
	iv) <u>Corporate Services</u> : Finance Officer and Administration trainee to be advertised.	DCS
<u>Appointments</u> - Operational	Nil	

**MINUTES OF THE ORGANISATIONAL LEADERSHIP TEAM (OLT) MEETING
HELD TUESDAY 15 SEPTEMBER 2020 COMMENCING AT 8:30 AM (C2.6.10)**

<u>Health and Wellbeing</u> - Strategic	i) <u>Proposal for Health and Wellbeing:</u> Health and Wellbeing program previously developed on a voluntary basis to improve the Health and Wellbeing of staff as individuals and team members. OZhelp provides programs that will be able to assist. The program includes a benchmarking report to employers giving them a snapshot of the overall health of their workforce. Activity completed and overall acceptance of success of program. Results received. To be discussed and final outcomes to be presented to staff as soon as possible after COVID-19 restrictions are lifted.	All
	ii) <u>Health and Wellbeing/Mental Health training:</u> to be organised in 2020/2021 for relevant staff to equip them to do deal with various situations and to provide a mentally healthy workplace.	DES/DCS

6. RESOURCES:

<u>Financial</u> - Strategic	i) <u>Grant Funding Applications:</u> Council contribution required to be identified prior to application being submitted. Future capital projects reserve established.	All
	ii) <u>2021/2022 Rate Peg:</u> Independent Pricing and Regulatory Tribunal (IPART) announced the rate peg of 2.0% in 2021/2022.	GM/DCS
<u>Information</u>	Nil	
<u>Physical – Assets</u> - Strategic	i) <u>Sewerage Treatment Works Upgrade:</u> in progress. Further reported in DES report.	DES
	ii) <u>Grenfell Main Street Renewal:</u> no tenders accepted. Further reported in DE Report.	DE
- Operational	iii) <u>Quandialla Recycling Depot:</u> operating very well. Director Engineering monitoring.	DE
	iv) <u>O'Brien's Tributary:</u> preferred schemes currently being investigated by Floodplain committee. Funding to be then sourced.	DE
	v) <u>Industrial Land:</u> two blocks remaining. Consideration to be given to purchasing additional land.	GM/DE/DES
	vi) <u>Quandialla Drainage:</u> tender awarded. Works to commence in the near future.	DE
	vii) <u>Annual Residence Inspections:</u> in progress.	DES
	viii) <u>Quandialla Pool:</u> further meeting to be held with Committee members on Friday 25 September 2020 in regards to Committee status. A debrief meeting to be then held with the Pool Manager to determine upgrade works required. Works to be undertaken prior to the 2020/2021 season.	DES/GM
	vii) <u>Overgrown Blocks:</u> letters seeking approval to slash blocks sent. Awaiting signed agreements prior to work commencing.	DE
	viii) <u>Village/Roadside Slashing/Spraying:</u> works to commence in the near future.	DE

**MINUTES OF THE ORGANISATIONAL LEADERSHIP TEAM (OLT) MEETING
HELD TUESDAY 15 SEPTEMBER 2020 COMMENCING AT 8:30 AM (C2.6.10)**

<u>Risk Management</u>	i) <u>WHS Resources</u> : to be further considered as part of Organisation Structure review.	All
<u>Human Resources</u>	ii) <u>HR Resources</u> : to be further considered as part of the Organisation Structure review.	All
<u>Investment</u>	Nil	

7. SYSTEMS:

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

8. COMMUNICATIONS AND ENGAGEMENT:

<u>Agendas for OLT and OET</u>	Being utilised.	GM
<u>Charters for OLT and OET</u>	Being utilised.	GM
<u>Communication Plan and Engagement Strategy</u>	Being utilised.	DCS
<u>OLT and OET Terms of Reference</u>	Being utilised.	DES
<u>Staff engagement – Organisational Engagement Team</u>	<ul style="list-style-type: none"> Meetings held. Store system / Depot Improvement Plan being implemented. Other recommendations to be pursued when submitted. Quarterly meetings being held with indoor and outdoor staff. Next meetings to be held Thursday 1 October 2020. 	GM DCS/DE All All

9. NEXT MEETING: Tuesday, 13 October 2020 at 8:30am.

10. CLOSURE: There being no further business to discuss the meeting closed at 10:46am.

502 RESOLVED: Cr Diprose and Cr Parlett that the Minutes of the Organisational Leadership Team (OLT) meeting be noted.

QUESTIONS WITH NOTICE

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

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

Questions should not be used to introduce **business without notice**. This is covered in clause 3 of Council's **Code of Meeting Practice**.

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

The following questions have been received:

Nil

THE LOCAL GOVERNMENT ACT

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

[s 10A1 Which parts of a meeting can be closed to the public?

10A

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

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

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

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

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

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

(2) **[Details to be specified]** The grounds must specify the following:

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

CLOSED COUNCIL

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

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

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

503 **RESOLVED:** Cr Bembrick and Cr Brown that Council form a Closed Council to consider the items listed below, AND THAT the Press and the public be excluded from the Meeting of the Closed Council because of the confidential nature of the business to be transacted.

MATTERS FOR CONSIDERATION - CLOSED COUNCIL

GENERAL MANAGER'S LATE REPORT

1. **Grenfell Industrial Estate – Sale, P2.5.4**
Reason for confidentiality: commercial information, (section 10A (2) (d)(i))

DIRECTOR ENGINEERING'S REPORT

1. **Main Street Plane Trees, R2.4.19**
Reason for confidentiality: advice concerning litigation, (section 10A (2) (g))
2. **KJ & N Davies, R2.10.143**
Reason for confidentiality: information that would, if disclosed, prejudice the maintenance of law, (section 10A (2) (e))

504 RESOLVED: Cr McKellar and Cr Diprose that the meeting return to Open Council.

REPORT ON CLOSED COUNCIL

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

GENERAL MANAGER'S LATE REPORT

RESOLVED: that the General Manager's late Report be received and dealt with because of the urgency of the matter.

1. Grenfell Industrial Estate – Sale, P2.5.4

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

RESOLVED: that the action be confirmed.

DIRECTOR ENGINEERING'S REPORT

1. Main Street Plane Trees, R2.4.19

Reason for confidentiality: advice concerning litigation, (section 10A (2) (g))

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

RESOLVED: that Council fell the four (4) Plane Trees located out the front of *Ned's Café*, *IGA* and the *Criterion Hotel* and replace them with advanced tree species in accordance with the Main Street Renewal Plans.

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

2. KJ & N Davies, R2.10.143

Reason for confidentiality: information that would, if disclosed, prejudice the maintenance of law, (section 10A (2) (e))

RESOLVED: that Council write to Mr Keith Davies and Mrs Noelene Davies recommending that they request an investigation of the area by Water NSW.

CLOSURE: There being no further business the meeting closed at 6:33pm.