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MINUTES OF THE WEDDIN SHIRE COUNCIL ORDINARY MEETING HELD THURSDAY, 15 APRIL 2021 COMMENCING AT 5:00 PM

8 April 2021

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, 15 APRIL 2021**, commencing at **5:00 PM** and your attendance is requested.

Yours faithfully

GLENN CARROLL
GENERAL MANAGER

1. OPENING MEETING
2. ACKNOWLEDGEMENT OF COUNTRY
3. APOLOGIES AND COUNCILLOR LEAVE APPLICATIONS
4. CONFIRMATION OF MINUTES
 - Ordinary Mtg 18/03/2021
5. MATTERS ARISING
6. DISCLOSURES OF INTEREST
7. PUBLIC FORUM
8. MAYORAL MINUTE(S)
9. MOTIONS WITH NOTICE
10. CORRESPONDENCE (as per precis attached)
11. REPORTS:
 - (A) General Manager
 - (B) Director Corporate Services
 - (C) Director Engineering
 - (D) Director Environmental Services
 - (E) Delegates
12. ACTION LIST
13. COMMITTEES MINUTES
 - Quandialla Swimming Pool Ctee Mtg, 26/03/2021
 - Heritage Ctee Mtg, 08/04/2021
 - OLT Mtg, 13/04/2021
14. TENDERS AND QUOTATIONS
15. QUESTIONS WITH NOTICE
16. CLOSED COUNCIL
17. RETURN TO OPEN COUNCIL
18. REPORT ON CLOSED COUNCIL
19. CLOSURE

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

342 RESOLVED: Cr Diprose and Cr Parlett that the Minutes of the Ordinary Meeting, held on 18 March 2021 be taken as read and **CONFIRMED**.

DISCLOSURES OF INTEREST

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

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

Previously Declared

Councillor	Item No	Nature of Interest	Type	Left the Room
Cr Best	DE7	Owner of business in Main Street	Pecuniary	Yes
Cr Bembrick	DE7	Owner of business in Main Street	Pecuniary	Yes
Cr O’Byrne	DE7	Owner of business in Main Street	Pecuniary	Yes
Cr Parlett	DE7	Owner of business in Main Street	Pecuniary	Yes

Declared During the Meeting

Councillor	Item No	Nature of Interest	Type	Left the Room
Cr Liebich	DE15	Club member	Non-Pecuniary	Yes
Staff	Item No	Nature of Interest	Type	Left the Room
General Manager	MM1	Staff member subject of review	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: -

Madeline Bott: Addressed Council in regards to railway crossings safety in the Weddin Shire and seeking Council's support of her campaign to the State and Federal Governments, for the implementation of increased safety measures at level crossings in regional and rural areas.

At this point a minutes' silence was held in memory of two local community members.

The Mayor thanked Ms Bott for her address and advised Council will do its best to support her campaign and fulfil her requests.

8 April 2021

Councillors
Weddin Shire Council
GRENFELL NSW 2810

Dear Councillors,

I wish to report as follows: -

1. General Manager's Performance Review Panel Membership, C2.6.46

Reference is made to the General Manager's Report item 7 to the August 2020 Council meeting whereby Council, in regards to the Panel membership resolved as follows: -

"that a further report be submitted to Council by way of a Mayoral Minute to the April 2021 Council meeting to determine membership of the Panel."

The Charter for the General Manager's Performance Review Panel was adopted by Council at its September 2020 meeting whereby the membership of the Panel is as follows: -

Membership: 4 Councillors – Mayor, Deputy Mayor, one (1) Councillor nominated by Council and one (1) Councillor nominated by the General Manager

It is now proposed that Council and the General Manager nominate a Councillor to be members of the Panel.

RECOMMENDATION: that: -

- i) Council nominate a representative to be a member of the General Manager's Performance Review Panel
- ii) the General Manager nominate a representative to be a member of the General Manager's Performance Review Panel
- iii) the members of the Panel be formalised and the Charter amended accordingly.

The General Manager nominated Cr Niven as his representative to be a member of the review panel and then declared a conflict of interest as the subject of the performance review and left the room.

The Mayor advised that Crs Best, Niven and himself were members of the review panel and an election would have to be held for Council's representative with the Director Corporate Services being the returning officer.

An election was held using the ordinary ballot method with Cr Bembrick elected as Council's representative on the General Manager's Performance Review Panel.

MAYORAL MINUTE

343 RESOLVED: Cr Diprose and Cr Brown that: -

- i) Cr Bembrick be a member of the General Manager's Performance Review Panel as elected by Council
- ii) Cr Niven be a member of the General Manager's Performance Review Panel as nominated by the General Manager
- iii) the members of the General Manager's Performance Review Panel be Crs Liebich, Best, Bembrick, Niven and the Charter be amended accordingly.

The General Manager returned to the room.

M J LIEBICH

MAYOR

344 RESOLVED: Cr Liebich that the Mayoral Minute be adopted.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
WEDDIN SHIRE COUNCIL HELD, 15 APRIL 2021.**

SECTION A - Matters for Information

- A1. Local Government NSW, A3.9.1: Forwarding Weekly Circular dated 12 March 2021.
- A2. The Hon. Shelley Hancock MP, A3.6.54: Announcing legislation to ensure a fairer and more flexible rating system for councils and ratepayers.
- A3. The Hon. Melinda Pavey MP, C2.7.3: Announcing two prospective design and construction partners for the Wyangala Dam Wall Raising project.
- A4. Arts OutWest, C1.3.16: Advising the AOW fees for 2021/2022.
- A5. Lachlan Regional Transport Committee, T3.5.2: Attaching the minutes of the last meeting.
- A6. Weddin Landcare, E3.5.4: Responding to the Tree Removal Notification for Nowlans Road.
- A7. Forbes Shire Council, C2.9.5: Inviting you to the 150+1 Gala event in Forbes.
- A8. NSW RFS Association, E1.3.1: Inviting you to attend the Volunteers' Family Day.
- A9. Local Government NSW, A3.9.1: Forwarding Weekly Circular dated 19 March 2021.
- A10. NSW Office of Local Government, A3.6.54: Forwarding e-Newsletter dated 19 March 2021.
- A11. NSW Office of Local Government, A3.6.54: Council update as at 25 March 2021.
- A12. NSW Government, H1.6.1: Thanking you for distributing COVID-19 communications to your networks.
- A13. Western NSW Local Health District, H1.7.17: Thanking you for your email regarding the Clinical Services Plan.
- A14. Home-Start National Inc., C1.1.3: Thanking you very much for the donation of \$200. It is very much appreciated.
- A15. Warwick Crampton, C2.6.26: Advising the hours of operation of the Visitor Information Centre (VIC) has raised negative feedback for not being open for longer hours on weekends.
- A16. The Hon. Steph Cooke MP, A3.19.2: Advising Weddin Shire Council has been deemed eligible for funding from the NSW Holiday Break program.
- A17. Lachlan Regional Transport Committee, T3.5.2: Forwarding a letter sent to the Hon. Andrew Constance MP.
- A18. Hilltops Council, C2.9.3: Notifying you of the public exhibition of the Draft Hilltops Local Environmental Plan.
- A19. NSW Office of Local Government, A3.6.54: Forwarding e-Newsletter dated 1 April 2021.
- A20. NSW Office of Local Government, A3.6.54: COVID-19 Council update as at 31 March 2021.
- A21. NSW Office of Local Government, A3.9.3: Regarding temporary exemption from the requirement for Councillors to attend meetings in-person.
- A22. The Hon. Geoff Lee MP, C1.4.5: Working with RSL NSW to increase the participation at 2021 ANZAC Day commemorations across NSW.
- A23. The Hon. Steph Cooke MP, A3.19.2: Advising a response from the Parliamentary Secretary to your correspondence regarding the Emergency Services Levy (ESL) has been received.
- A24. The Hon. Steph Cooke MP, A3.19.2: Advising a response from the Premier to your correspondence regarding Resilience NSW has been received.
- A25. Lachlan Regional Transport Committee, T3.5.2: Forwarding a letter sent to the Hon. Michael McCormack MP.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
WEDDIN SHIRE COUNCIL HELD, 15 APRIL 2021.**

- A26. Central Tablelands Water, U1.6.7: Forwarding a CTW update since its last Council meeting.
- A27. NSW Health COVID-19 Policy Team, C1.3.0: Thanking you for your request for an exemption for the Grenfell Car Club.
- A28. The Hon. Michael McCormack MP, A3.19.3: Advising the work of volunteers is set to receive a big boost.
- A29. Foundation for Rural & Regional Renewal, T4.5.1: Forwarding advice on a free webinar regarding good governance in rural and regional areas.
- A30. NSW Office of Local Government, A3.6.54: Advising nominations are now open for the NSW Women in Local Government Awards 2021.
- A31. Heritage NSW, A3.6.63/C2.6.22: Advising the Heritage Council of NSW is currently advertising for Expressions of Interest.
- A32. Dale Ryan, U1.4.1: Advising Campbell Street has a lack of streetlights near his house.
- A33. Ann Vicary, A3.30.21/53: Thanking you for the start of repairs to Peaks Creek Road.

SECTION B - Matters for Report

- B1. Grenfell Car Club, C1.1.3: Submitting a Community Support Project Application.
- B2. Grenfell Team Sorting, C1.1.3: Advising Grenfell Team Sorting is thrilled to be offered the chance to run an event this year after not being able to run any during 2020.
- B3. MeasureUp, T3.4.4: Seeking approval for parking access for the mobile osteoporosis screening lab, the “Bone Bus”, outside Medcirc Grenfell on Weddin Street.
- B4. Phoebe Baker, E3.3.1: Writing to request that the garbage collection route be extended.

345 RESOLVED: Cr Diprose and Cr Bembrick that Correspondence sections A and B be noted.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF
WEDDIN SHIRE COUNCIL HELD, 15 APRIL 2021.**

SECTION C - Matters for Consideration

- C1. The Hon. Michael McCormack MP, A3.19.3: Advising safer journeys are on the way in the Cootamundra and Riverina electorates with projects rolling out under the latest round of the Australian and NSW Government's accelerated Fixing Local Roads program.

Councils successful in securing funding under Round 2 include: -

Weddin Shire Council – New Forbes Road Upgrade: \$4,305,839

Copy forwarded to Councillors

RECOMMENDATION: that Council write to the Hon. Michael McCormack MP, the Hon. Paul Toole MP and the Hon. Steph Cooke MP thanking the Federal and State Governments for the funding under the Fixing Local Roads program.

- 346 RESOLVED:** Cr Best and Cr Parlett that Council write to the Hon. Michael McCormack MP, the Hon. Paul Toole MP and the Hon. Steph Cooke MP thanking the Federal and State Governments for the funding under the Fixing Local Roads program.

- C2. The Hon. Paul Toole MP, R2.52.1: Writing to advise that your application for New Forbes Road Upgrade under Fixing Local Roads Round 2 has been successful in securing \$4,305,839.

Copy forwarded to Councillors

Referred to Director Engineering

Noted

- C3. Grenfell Soccer Club Inc., P2.1.6: Requesting permission, on behalf of both the senior and junior clubs for the use of Lawson Oval and its facilities for the purpose of training and matches. Training will commence on 31 March 2021 and will be held each Wednesday commencing at 4:00pm with the last group finishing at 6:00pm.

Attached is a copy of the Club's public liability policy.

On behalf of Grenfell Soccer Club Inc., we would like to thank Weddin Shire Council for their ongoing support.

Note: as the Club required the Oval from 31 March 2021 the request was approved.

RECOMMENDATION:

Confirm Action

- 347 RESOLVED:** Cr Bembrick and Cr McKellar that the action be confirmed.

- C4. Grenfell Soccer Club Inc., C1.1.3: Writing in regards to the Grenfell Soccer Club's Henry Lawson Oval User Charges for 2021.

Copy forwarded to Councillors

RECOMMENDATION: that the Grenfell Soccer Club Inc. be requested to submit a Community Project Support Application.

- 348 RESOLVED:** Cr Diprose and Cr Bembrick that the Grenfell Soccer Club Inc. be requested to submit a Community Project Support Application.

- 349 RESOLVED:** Cr McKellar and Cr Niven that the Correspondence be noted except where otherwise resolved.

8 April 2021

The Mayor and Councillors
Weddin Shire Council
GRENFELL NSW 2810

Dear Councillors,

I wish to report as follows: -

1. 2021/2022 Operational Plan, A3.4

An estimates workshop was held on Thursday, 25 March 2021 to assist in determining priorities and funding for various projects as well as facilitating the development of the draft 2021/2022 Operational Plan.

The draft Operational Plan will now be presented to the May 2021 Council meeting before being placed on public exhibition and resubmitted to the June 2021 Council meeting for formal adoption.

For Information
Noted

2. COVID-19 Coronavirus, H1.6.1

The COVID-19 Coronavirus is continuing to have an impact on Communities and Council services however the impact is expected to lessen further with the introduction of the COVID vaccine.

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.

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

For Information
Noted

3. 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 receiving \$768,982 to undertake the Main Street infrastructure project. The project, which involves upgrading drainage and guttering infrastructure in the Main Street as well as improving Main Street amenity is in progress.

THE GENERAL MANAGER'S REPORT

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.

A grant funding application will be submitted under **Round 4** of the Stronger Country Communities Fund (SCCF) when the program opens in May 2021.

For Information
Noted

Regional Cultural Fund

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

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

For Information
Noted

4. Drought Communities Program – Extension, C2.9.14

The following projects have been approved under the Drought Communities Program (DCP) – Extension.

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

THE GENERAL MANAGER'S REPORT

Works are in progress with Council required to ensure the projects are completed by 30 June 2021. 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 – painting in progress. Expected to be complete by late May 2021.
- Grenfell Kart Club - drainage and track remediation works have begun. It is expected that the project will be completed by April/May 2021.
- Caragabal Country Club Storage Shed – shed has been ordered and is ready for delivery. Pad has been levelled ready for concrete to be poured in April 2021. Build to take place in April/May 2021.
- Caragabal Signage – printing and installation of history signs will take place in April/May 2021.
- Billboard has been printed. Surface to be prepared and installation to be carried out in April 2021.

Mrs Karen Pollock is again administering 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

5. Weddin Wellness Plan, H1.7.1

As Councillors are aware the Weddin Wellness Network Action Plan has been previously adopted by Council. The Plan is a dynamic document that sets out the delivery activities required to achieve the agreed highest priority outcomes for the Weddin community, informed by the Weddin Wellness Plan.

The Action Plan looks to link a wide variety of Wellness-related outcomes underpinned by training up local people into qualified roles to support aged and disability care, providing skills to deliver services in the community. The Plan has the scope to meet a variety of needs including:

- Disadvantaged supported accommodation - Grenfell Senior Citizens
- High Care as identified in the Clinical Services Plan – NSW Health
- In-home support for NDIS and Home Care Packages
- Exploration of private sector Residential Aged Care and related support
- Council and community advocacy to secure resources
- Ensuring smart use of technology and collaboration to deliver integrated wellness services

The Weddin Wellness Network will meet again on Thursday 15 April 2021 to review the priorities of the Action Plan and the Western NSW Local Health District's Grenfell Clinical Services Plan (CSP).

For Information
Noted

6. The Grenfell Henry Lawson Festival of Arts Review, C1.4.1

The *Tilma Group Pty Ltd* have commenced The Grenfell Henry Lawson Festival of Arts Strategic Review with a teleconference inception meeting held on Wednesday 7 April 2021 with Linda Tillman, Belinda Power and myself participating.

The inception meeting was held to assist Linda in gaining an understanding and appreciation of the operations and history of the Festival. Linda will be working with the Committee to undertake a strategic review of the Festival and develop a strategic plan that articulates a vision for the future to ensure the future sustainability of the event.

The timeline is attached for Councillors' information which indicates the *Tilma Group* will be attending Grenfell from 4 -6 May 2021 as part of the consultation and engagement process.

The itinerary for the visit is currently being developed which will include a Councillor workshop as well as meetings with The Grenfell Henry Lawson Festival of Arts Committee and the public.

For Information
Noted

7. Regional Events Acceleration Fund, A3.19.2

Reference is made to the \$20 million Regional Events Acceleration Fund which was considered by Council at its March 2021 meeting whereby Council resolved as follows: -

“that a grant funding application be submitted for The Grenfell Henry Lawson Festival of Arts event.”

The *Tilma Group Pty Ltd* were requested to provide a quote to submit the grant funding application on Council's behalf. The quote of \$1,386 (GST Inc) was subsequently received and accepted. It is proposed that the funding be sourced at the September 2021 Quarterly Budget Review.

As the fund is ongoing until December 2021 or until the funds are exhausted it is the *Tilma Group's* intention to submit the application in June 2021 when the strategic review and plan are nearly completed whereby a vision for the future direction of the Festival be ascertained to inform the grant funding application.

RECOMMENDATION:

Confirm Action

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

8. Organisational Leadership Team (OLT) – Charter, C2.6.10

As per the recommendations arising from the Section 355 Committees Review Report previously adopted by Council, the Charter of the Organisational Leadership Team (OLT) has been reviewed and is attached for Council's consideration.

RECOMMENDATION: that the Charter for the Organisational Leadership Team (OLT) be adopted as reviewed.

- 351 RESOLVED:** Cr Diprose and Cr Parlett that the Charter for the Organisational Leadership Team (OLT) be adopted as reviewed.

9. Organisational Engagement Team (OET) – Charter, C2.6.47

As per the recommendations arising from the Section 355 Committees Review Report previously adopted by Council, the Charter of the Organisational Engagement Team (OET) has been reviewed and is attached for Council's consideration.

RECOMMENDATION: that the Charter for the Organisational Engagement Team (OET) be adopted as reviewed.

- 352 RESOLVED:** Cr Brown and Cr Bembrick that the Charter for the Organisational Engagement Team (OET) be adopted as reviewed.

10. Picnic Day, P1.2.2/P1.5.1

The United Services Union applied to hold the union picnic day on Tuesday 6 April 2021 as provided under the *Local Government (State) Award 2020* which was approved.

Arrangements were made for various outdoor staff to be available if required. Arrangements were also made with the administration staff so that the main office remained open.

Accordingly, the Administration Office, Internet Centre and the Library operated as normal.

**For Information
Noted**

11. Leave Application, P4.10015/P4.10104/P4.10069

Application is made for leave from 5 July 2021 to 30 July 2021.

It is proposed Mr Jaymes Rath be appointed as Acting General Manager for the first two weeks and Mr Michael Chalmers be appointed for the second two weeks.

RECOMMENDATION: that: -

- i) the application for leave be approved
- ii) Mr Jaymes Rath be appointed as Acting General Manager with the same delegations from Council as for the General Manager for the period 5 July 2021 to 18 July 2021
- iii) Mr Michael Chalmers be appointed as Acting General Manager with the same delegations from Council as for the General Manager for the period 19 July 2021 to 30 July 2021.

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

- i) the application for leave be approved
- ii) Mr Jaymes Rath be appointed as Acting General Manager with the same delegations from Council as for the General Manager for the period 5 July 2021 to 18 July 2021
- iii) Mr Michael Chalmers be appointed as Acting General Manager with the same delegations from Council as for the General Manager for the period 19 July 2021 to 30 July 2021.

THE GENERAL MANAGER'S LATE REPORT

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

354 **RESOLVED:** Cr Parlett and Cr Diprose that the General Manager's late report be received and dealt with because of the urgency of the matter.

12. Railway Crossings Safety, T3.8.1

Reference is made to Mayoral Minute item 1 considered at the March 2021 meeting whereby Council resolved as follows: -

“that Council advocate to: -

- the local Federal Member and Deputy Prime Minister the Hon. Michael McCormack MP that flashing lights or a boom gate railway crossing be installed on the Bimbi-Morangarell railway crossing.*
- the local State Member the Hon. Steph Cooke MP that legislation be changed to necessitate that all private rail crossings be fitted with stop signs and lookout for trains signs. We do not wish these crossings to be closed as this will inhibit the day-to-day operations of farmers.”*

Advocacy letters have been sent to the Hon. Michael McCormack MP and the Hon. Steph Cooke MP regarding the above.

For Information
Noted

GLENN CARROLL
GENERAL MANAGER

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

8 April 2021

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 March 2021:

Bank Account	
Westpac	1,744,954.96
Short Term Deposits	
CBA	9,000,000.00
Total Investments	<u>\$9,000,000.00</u>

CERTIFICATE OF RECONCILIATION

I certify that the Cashbook for each Bank Account has been reconciled with the appropriate Bank Statement as at 31 March 2021.

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 March 2021:

Loans	
ANZ Loan No...43092	1,829,025.20
ANZ Loan No...43084	1,855,844.05
Total	<u>\$3,684,869.25</u>

For Information
Noted

DIRECTOR CORPORATE SERVICES' REPORT

3. Summary of Income - 1 March 2021 to 31 March 2021:

Rates Receipts	220,554.81
Service NSW Agency Commission	5,028.43
Interest on Term Deposits - Bank	4,695.90
R2R Grant	537,163.00
LRCI Grant	513,400.00
DCP Grant	400,000.00
Street Lighting Subsidy	35,000.00
Sale of Caravan Park Dwelling	47,474.45
Sale of Vehicles	59,636.00
Bimbi RFS Shed	12,857.14
Property Rental	2,199.64
Sec 603 Certificates	1,060.00
Section 10.7 Certificates	1,140.00
Noxious Weeds Certificates	40.00
Building & Development Fees	4,254.35
Building Services Corp Commission	79.20
Dog/Cat Regos & Fees	2,341.60
Library - Fines & Fees	127.80
Grenfell Technology Centre Income	5,327.00
Community Hub Conference Room Hire	75.00
VIC Centre Income - Souvenirs/Advertising	292.00
Art Gallery Income	3,752.00
History Book Sales	104.00
Photocopying etc.	7.20
Swimming Pools Income	1,368.00
Caravan Park Fees	9,315.00
Tip Fees	232.00
Sale of OTTO Bins and Lids	194.00
Hire of Small Plant i.e. port-a-loo	168.00
Total	<u>\$1,867,886.52</u>

**For Information
Noted**

4. Local Government Elections, C2.1.10

Local Government elections will be held on Saturday 4 September 2021. All candidates and groups standing in these elections are subject to the requirements that are regulated and enforced by the NSW Electoral Commission (NSWEC).

The primary source of information for candidates and groups is www.elections.nsw.gov.au. All relevant registration information and forms required by candidates and groups is provided on this website as well as information about the election and key dates. A candidate Handbook will be available from late April 2021.

A series of online candidate information sessions will be conducted by the NSWEC in the lead-up to the 2021 NSW Local Government Elections. The webinars will be held from April to August 2021.

DIRECTOR CORPORATE SERVICES' REPORT

Returning Officers have instructions to refer candidates and groups to the www.elections.nsw.gov.au website to obtain registration forms and information about registration. Councils should also refer prospective candidates and groups to the website for information about the registration requirements.

Candidates and groups can contact the NSWEC directly on Ph: 1300 022 011 or Email: fdc@elections.nsw.gov.au if they have questions about registration or their election campaign finances.

Furthermore, print advertising will be undertaken by the NSWEC prior to the elections to advise candidates and groups of the registration requirements and to refer people to the NSWEC website.

**For Information
Noted**

5. Community Project Support Application – Grenfell Team Sorting, C1.1.3

Report to:	Council
From:	Director Corporate Services
Date:	8 April 2021
Attachments:	Community Support Application – Grenfell Team Sorting Community Support Scoring Matrix – Grenfell Team Sorting

Purpose:

The purpose of this report is to assess the application for support received from Grenfell Team Sorting – Grenfell P.A.H. & I. Association.

Background:

Grenfell Team Sorting runs under the Grenfell Show Society, a community group administered by volunteers, to organise local Team Sorting events.

Issues:

A COVID-19 Safe Management Plan has not been included.

Policy Implications:

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

Financial and Resource Implications:

Council's budget for donations has been exhausted for the financial year.

Internal/External Consultation:

There has not been any specific internal or external consultation carried out. However, Council can look to previous community consultation carried out as a guide. Support of Grenfell Team Sorting could be considered to align with the following strategic objectives within the Community Strategic Plan:

- 1.2 Weddin Shire's tourism potential maximised through marketing, accommodation and activities.*
- 4.1 Sporting facilities and events are maintained and developed.*

Assessment of Application:

The application submitted was the Community Project Support Application – Small (< \$1,000). Reference is made to the attached scoring matrix, which provides a framework with which to assess the application.

Community Need/Extent of Benefit – As detailed above the activities of the Team Sorting event do align with several of the strategic objectives of Council.
Score 6/10

Project Viability – The information provided is appropriate to the request being made.
Score 6/10

Financial Viability – No budget figures were given but as the request was for in-kind support there is minimal financial risk to the Council.
Score 9/10

Previous Funding – The event has received support in the past (average score given).

Application Quality – The application was completed with good attention to detail and addressed all relevant questions. The application was received with little time to review before the actual event.
Score 6/10

Overall Score 32/50 (64%)

Options:

Options available to Council are: -

- 1) **Council does not support the event as the donation budget has been exhausted for the financial year.**
- 2) **As the request is for in-kind support, Council waives the hire fee for 2 portable toilets and cool room as well as provides 10 garbage bins as requested in the application, subject to Grenfell Team Sorting providing a registered COVID-19 Safety Management Plan.**

RECOMMENDATION: that Council adopt option 2: Council waives the hire fee for 2 portable toilets and cool room as well as provides 10 garbage bins as requested in the application, subject to Grenfell Team Sorting providing a registered COVID-19 Safety Management Plan.

356 RESOLVED: Cr Best and Cr Niven that Council adopt option 2: Council waives the hire fee for 2 portable toilets and cool room as well as provides 10 garbage bins as requested in the application, subject to Grenfell Team Sorting providing a registered COVID-19 Safety Management Plan.

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

Debt recovery is as follows: -

Debt recovery activity for the period 1 March 2021 to 31 March 2021 has only been of a routine nature due to the COVID-19 Legislative Amendments made by the Office of Local Government. An update of debt recovery activity that commenced prior to this is as follows: -

- 24 previously referred to Council Debt Collection Agency
 - 15 paid
 - 3 new arrangement
 - 1-part payment
 - 5 no response
- Co-ordinating – late intervention visits – Richard MacLean – ReCoupa

Continued liaison with Council's Debt Recovery Firm Outstanding Collections, however due to COVID-19 actions have been limited.

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

For Information
Noted

7. **Grenfell Library, C2.8.15**

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

STATISTICS

Circulation: 1,207 (including 0 ILL) over 22 days at a daily average of 54.86 (February 2021 – 49.75, March 2020 – 70.19)

Library Visits: 603 (February 2021 - 449). Phone enquiries: 28. Reference enquiries: 53. Internet desktop: 16. Internet Wi-Fi: 8. Kids Games: 1. Word: 0. Facebook visits: 6,004.

Bag Delivery: 23 (February 2021 - 16)

Cost-Recovery Activities: Printing: \$111. Photocopy: \$12. Scan + email: \$10. Inter-Library Loans: \$12. Reservation: \$2. Lost item: \$50.

Interlibrary Loans: 2 requests.

Registrations: New registrations during March – 4 (4 Adults) Total registrations as of 31st March 2021 – 725 (342 adult, 10 Housebound, 6 Institutions, 71 Junior, 248 Seniors, 48 Young Adult).

Additions of Stock: 236 new and 5 donated items valued at \$3,434.66 (2 BC, 10 Binge DVD, 25 DVD, 36 E, 6 EB, 35 F, 12 JDVD, 32 JF, 1 J MAG, 12 LP, 22 MAGS, 29 NF, 2 TBCD, 1 YADVD, 15 YF, 1 YA MAG)

Deletions of Stock: 68 items valued at \$1,698.23

Discretionary Spending as at 31.03.2021

Book Vote: 2020/21 - \$31,600

Book Vote \$24,721.90 committed this includes standing orders set up for the year

Magazines: \$1,542.25 committed

BorrowBox

Circulation: 72 eAudiobooks and 49 eBooks (February 2021 69 eAudiobooks and 48 eBooks)

Reservations: 26 eAudiobooks and 21 eBooks (February 2021 18 eAudiobooks and 17 eBooks)

Stock: 4956 eAudiobooks and 4173 eBooks (February 2021 4857 eAudiobooks and 4184 eBooks)

Users: 112 (February 2021 109)

Story Box Library

Site Access: 266 (179 February 2021)

indyreads™

Loans: 0 (1 February 2021)

Reservations: 0 (0 February 2021)

Users: 11 (10 February 2021)

OTHER

This month has been the busiest since COVID-19. When we went into lockdown on 24 March 2020 we had already received 528 visits to the library; one year later and we have finally passed 600 visits for the month. Prior to COVID-19 we were rarely below 600 visits per month. Loans as well are at their highest since January 2020. It was rarely a month without over 1,100 loans. Let's hope that this keeps increasing as restrictions are truly being eased now.

This month also saw the Story Box Library have its highest month of people accessing the site. I have discovered that Grenfell Public School staff have using the site at the school which is great.

Samuel Johnson: Dear Mum online author talk attracted 245 from around the state. The statistics are not available by individual library. Next event will be in May.

The following programs were held with great turnouts for all sessions:

- Preschool Storytime
- PJ Storytime
- Junior Book Club
- Cinema

The usual programming of posts on Facebook and updates to the website have continued this month.

A great response to the Adults Only colouring-in competition with prize packs sponsored by The Tin Cupboard. Lots of entries being requested and handed in.

I had a lovely visit to the Garden Room at the Preschool this month. I read a number of books and we all had a good laugh. Looking forward to the next visit.

FOGL held a very successful street stall this month. Congratulations again to raffle winner Barry Franklin. Thank you to those who helped out on the stall and donated items to sell.

School holiday preparation has been completed with movies within the library to be held as well as a family afternoon movie in place of the usual Saturday night. A kids colouring-in competition to be announced after Easter.

Preparation for Library & Information Week, which is held in May is underway. This year National Simultaneous Storytime (NSS) is being held from the International Space Station on Wednesday 19 and the Biggest Morning Tea is back this year on Thursday 20 May.

I took the final week of March off as leave and would like to thank Margaret Lynch and Sandra Frame for covering for me at the library.

**For Information
Noted**

8. Economic Development, C2.8.13

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

- Distributed funding opportunities to relevant local organisations and businesses.
- Sourced content for WSC ED Facebook group.
- Coordinated presentation to Councillors at the April 2021 meeting by Inland Rail.
- Participating in Project Control Group briefings and reviewed relevant documentation. Sourced additional information as requested. Advocated for in-person Councillor briefing of draft plan.
- Attended Career Link launch including sourcing local quote for inclusion in media release.
- Updated business directory for production of railway station sign.
- Participated in electric vehicle mapping project with the Joint Organisation.

**For Information
Noted**

9. Tourism/Promotions, C2.8.11

Visitor Economic Contribution Update: -

In March 2021 Grenfell VIC recorded visitation up 188% on the same month in the previous year (which had been impacted by a partial COVID-19 closure) and up 75% on the same month in 2018, before the Grenfell Commodities Silo was complete. There were 724 visitors serviced in March 2021 and current Destination NSW data indicates a primary economic impact of \$172,668 to the Weddin visitor economy (domestic overnight visitor @ \$178, domestic day trip visitor @ \$167 (Central NSW visitor profile year ending June 2020)).

- Coordinated casual staff in the VIC including allocating tasks and coordinating the key handover. Staffed VIC as required, including conference room bookings and policing the electronic sign-in station.
- Addressed enquiries received from Grenfell websites and forwarded to relevant stakeholders.
- Liaised with *John Holland*, and Council's planning and engineering staff regarding the progress of the walking and cycling path including determining timeline for completion by the funding's June deadline, and donation of water tower items.
- Participated in marketing consultation organised by the JO's tourism group.
- Reviewed current financial year budgets and identified misallocated projects.
- Rescheduled a site visit in the Weddin Mountains National Park due to flooding for late May with National Parks representatives to discuss projects identified in the DMP.
- Prepared agenda and report for April tourism meeting.
- Participated in LG event network webinar on changes to public health order and compliance.
- Completed continuous improvement plan workbook for event management on request of Council's insurer.
- Completed rates notice insert.
- Advised local event organisers on COVID-19 compliance.
- Secured quote for replacement Cobb & Co sign on request for GM.

**For Information
Noted**

10. Arts/Tourism, C2.8.11

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

Tourism & Visitor Information Centre

The Visitor Centre has once again seen a sizeable increase in visitors through the centre. There was a 46% increase in visitors numbers for March compared to February 2021.

March 2019 was when the Grenfell Commodities Silos were finished, and at that point in time it was our 3rd busiest month ever since opening the centre. Unfortunately, in March 2020 we closed midway through the month due to the COVID-19 pandemic, so it would be unfair to compare to that year. In March 2021, 724 visitors were recorded, an increase of 40% on March 2019.

See further statistics in Economic Development Officer report.

- COVID-19
 - Continued assisting/monitoring people entering the building (library, hub, gallery, VIC) to record their details for contact tracing as required by the NSW Government and per our COVIDSafe Plan. Encouraged people entering the building for the library to sign-in at library
- Answered enquiries – email, phone and face-to-face
- Social media:
 - 23 Facebook posts
 - 12 Instagram posts
 - Filmed and/or edited videos/photos for posts
 - 4 posts to the Weddin Shire Council Economic Development Business Facebook page
 - Social media engagement
- Website updates, including:
 - Business directory
 - Event listings
 - Grenfell Art Gallery exhibition information
- Distributed Weekly Questions email to database and collated replies
 - Additional following up to get Easter details
- Managed community Hub bookings
- Wrote up February report
- Assisted with coach group that visited the VIC
- Continued collecting information for Company Dam project
- Reordered souvenirs
- Read proposed signage for Caragabal
- Applied for Arts OutWest Micro Grant
- Scheduled HLF media release to HLF Facebook and website blog, as well as WSC Facebook
- Assisted with coach enquiry for visit in December with a harvest farm tour
- Requested installation of 4 additional bird trail signs
- Assisted many visitors who were looking for information on road closures due to flooding of roads in our Shire and surrounding shires. Live Traffic NSW is extremely unhelpful in these circumstances; the same was experienced in the 2016 floods. Feedback was passed onto Destination Country and Outback who will pass on the information and help to advocate for more work to be done in this area.
- Sought feedback on updates for reprint of attractions map.
- Assisted local accommodation provider with their social media and mailchimp
- Looked into HLF eligibility for the volunteer grant as requested by General Manager

Art & Art Gallery

- Grenfell Artists Inc Exhibition
 - Bumping out the exhibition and collection of art by artists
 - 5 x letters of payment
- 'A Colourful Palette' Exhibition
 - Installed exhibition
 - Filmed exhibition. Edited video for use on social media
 - Liaised with artist about sales
- 'The Visitor' Exhibition
 - Liaised with artist
- Answered enquiries
- Organised volunteers and roster gaps
- Wrote letter to HLF Committee requesting confirmation as to whether they will still be utilising the Grenfell Art Gallery space in 2021
- Booking artists for 2022
- Updated GAG listing details and images on Museum and Galleries NSW website
- Researched possible volunteer trip to National Gallery to see Botticelli to Van Gogh exhibition

For Information
Noted

11. Grenfell Internet Centre, C2.8.14

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

Helpdesk & System Administration

This month

- Google Chrome support (GM Secretary)
- Update Password Exchange (Councillor iPad)
- Troubleshoot keyboard issue & change email settings for syncing (Councillor iPad)
- Update Password Exchange (Councillor iPad)
- Configure email forwarding (Stores)
- Install DropBox (Council)
- Replace batteries duress alarm (Gallery)
- Configure Laptop (Council)

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

DIRECTOR CORPORATE SERVICES' REPORT

Manage Operating System & Software Updates for Workstations via WSUS

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

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

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

Software Development

- PowerShell – update Automated Client Install Script (CTC)

Marketing (Internet Centre)

- Search Engine Optimisation on Blog Posts
- www.grenfellinternetcentre.com.au visited 555 times by 529 Users

Sales and Services

Sales and Services

- Conducted Computer Repairs for 19 residential clients
- Conducted Mobile Phone and Tablet Repairs for 19 residential clients
- 5 Remote Sessions
- 1 Mobile Phone Screen Replacements
- Computer Systems sold to 2 business clients
- ESET Products sold to 5 residential clients and 2 business clients
- Software, parts, and accessories sold to 9 residential clients and 3 business clients
- Ink and toner cartridges sold to 3 residential clients
- 12 Clients used printing and photocopying services

Computer Tuition

- Delivered 6 individual lessons

Printing

- Criterion Hotel

Human Services Access Point

- Assisted human services clients with access point usage

Client Websites

- Regular Monthly Maintenance to Gold Trail Website
- Regular Monthly Maintenance to Grenfell Rugby Club Website
- Update Details on Iandra Castle Website

**For Information
Noted**

MICHAEL CHALMERS
DIRECTOR CORPORATE SERVICES

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

8 April 2021

The General Manager
Weddin Shire Council
GRENFELL NSW 2810

Dear Sir,

I wish to report as follows: -

1. Works Report – 1 March 2021 to 31 March 2021:

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 March 2021 to 31 March 2021.

SH6 (Mid Western Highway)	- General maintenance
	- Rest area maintenance
	- Guide posting
	- Slashing
	- Whipper snipping around guardrails

SH17 (Newell Highway)	- General maintenance
	- Rest area maintenance
	- Guide posting
	- Slashing
	- Bitumen patching
	- Culvert maintenance

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 March 2021 to 31 March 2021.

MR398 (Mary Gilmore Way)	- General maintenance
	- Signs and guidepost maintenance
	- Tree maintenance

MR236 (Henry Lawson Way/Forbes Road)	- General maintenance
	- Shoulder maintenance

MR237 (Gooloogong Road)	- General maintenance
-------------------------	-----------------------

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

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 construction commenced.

DIRECTOR ENGINEERING'S REPORT

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 March 2021 to 31 March 2021.

Maintenance Grading

- Wheatleys Road
- Bimbi town streets
- Gannons Road
- Peaks Creek Road

Shoulder Maintenance

- Bimbi-Thuddungra Road

Tree Maintenance

- Gooloogong Road
- Adelargo Road
- Iandra Road
- Greenethorpe-Bumbaldry Road
- Greenethorpe recreation reserve

Signs and Guidepost Maintenance

- Back Piney Range Road
- Wheatleys Road
- Wongarra Lane
- Morangarel Road

Culvert/Drainage Maintenance

- New Forbes Road
- Nowlans Road

For Information
Noted

2. Other Works:

2.1. Parks & Ovals Report

- Parks: routine mowing, whipper snipping, edging, weeding, furniture maintenance
- Grenfell town area: tree trimming, sucker removal
- Irrigation systems maintenance
- Parks: soft fall maintenance around swings
- Grenfell Cemetery: mowing and slashing
- General mowing and whipper snipping carried out

2.2. Cemeteries

The following graves have been prepared during the period 1 March 2021 to 31 March 2021:

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

DIRECTOR ENGINEERING'S REPORT

The following maintenance has been carried out during the period 1 March 2021 to 31 March 2021:

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

2.3. Sewer Mains

Twelve (12) sewer chokes have been attended to during the period 1 March 2021 to 31 March 2021. 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

Nil (0) private works were carried out during the period 1 March 2021 to 31 March 2021.

2.5. Village Area – Capital and Maintenance Works

- Quandialla drainage project completed

2.6. Vandalism

Rural	- 1
Urban	- Nil
Progressive Cost Rural	\$ 0.00
Progressive Cost Urban	\$ 0.00

For Information
Noted

3. Future Works – 1 April 2021 onwards:

3.1. Highways

- General maintenance
- Weed spraying
- Tree maintenance
- Line marking – scheduled for March

3.2. Regional Roads

- General maintenance
- Sucker spraying and removal to continue
- Signs and guidepost maintenance
- MR236 – Safer Road Grant project shoulder/culvert/guardrail works to commence
- MR239 – Hunters Bridge approach works to commence

3.3. Rural

- General maintenance
- Maintenance Grading:
 - Wongarra Lane
 - Stewarts Road
 - Newton Road
- Culvert Drainage Maintenance:
 - New Forbes Road
 - Nowlans Road
- Slashing Maintenance:
 - Gooloogong Road
 - Back Piney Range Road to Stock Route Road
 - Adelargo Road
- Gravel re-sheeting as per Operational Plan
- Sucker control and table drain maintenance ongoing
- Back Piney Range Road Culvert replacement
- Hancock-Flinns Road Culvert replacement
- Arramagong Road Culvert replacement
- Heathcotes Lane Culvert replacement

3.4. Urban and Village

- General maintenance
- Tree trimming in various locations

For Information
Noted

4. RMS RMCC Contract, R2.54.4

Ordered Works

- Flooding Emergency SH17 (Newell Highway) – traffic control
- Flooding Emergency SH17 (Newell Highway) – bitumen patching

For Information
Noted

DIRECTOR ENGINEERING'S REPORT

5. Plant Report, P6.1.1

The following Plant Maintenance was carried out during the period 1 March 2021 to 31 March 2021 as outlined below:

PLANT NO	PLANT	DETAILS
4106	BACKHOE	MAJOR SERVICE, BRAKES, ELECTRICAL, RAMS, RADIOS, COOLING SYSTEM OVERHAUL - OIL LEAK REPAIRS
4105	GRADER	RENEW INJECTOR PUMP, RENEW AIR COMPRESSOR, REPAIR RADIOS, BUSHES, LIGHTS, MAJOR OIL LEAK REPAIRS, ENGINE MGNT DIAGNOSIS AND REPAIRS, HYDRAULIC RAM REPAIRS, INJECTORS AND LINES O'HAUL, ADDRESS POWER CONCERNS, FULL ONCEOVER + PREP FOR NEW OPERATOR
4102	GRADER	RUNNING REPAIRS AND MAINTENANCE
4120	LOADER	RUNNING REPAIRS AND MAINTENANCE
3957	GRAVEL TRUCK	HYDRAULIC REPAIRS, RECALLS
3958	GRAVEL TRUCK	FUEL SYSTEM AND DPF REPAIRS, RECALLS
4107	PATCH TRUCK	ROUTINE MAINTENANCE, RUNNING REPAIRS ELECTRICAL REPAIRS, PATCHER SYSTEM REPAIRS
Light Vehicle/Small Plant	NUMEROUS	SERVICING AND REPAIRS OF LIGHT VEHICLES AND SMALL PLANT ITEMS
5240	SPRAY RIG	PUMP BLOCKAGES AND OPERATION ISSUES - MODIFY TO SUIT
TOWN POOL	POOL	REPAIRS TO PLUMBING, PUMPS AND FEEDERS
3955	TRUCK	A/C EVAPORATOR REPAIRS, PARTIAL DASH REMOVAL, RUNNING REPAIRS, RE CERTIFY AND SERVICE HIAB
3963	TRUCK	RE-CERTIFICATION, REPAIR AND SERVICE HIAB
WORKSHOP	HOIST	RE-CERTIFICATION, REPAIR AND SERVICE
4117	MOWER	MAINTENANCE AND REPAIRS
5288	SLASHER	REPAIRS - FAB WORKS
3964	WATERCART	PUMP OVERHAUL, REPAIRS TO ELECS, SPRAY HEADS OVERHAUL & MAINTENANCE, FRONT BRAKE AND HANDBRAKE REPAIRS
3962	TRUCK	SUSPENSION AND LIGHTING REPAIRS
ADMIN	WORKSHOP/PLANT	PLANT REPLACEMENT PROGRAM, QUOTING, PROCUREMENT & NEW PLANT COMMISSIONING ETC
4112	MOWER	DECK AND DRIVE SYSTEM OVERHAUL/REPAIRS
4103	TRACTOR	CLUTCH AND PTO REPAIRS FINISH
1130	UTE	ELECTRICAL MODS & REPAIRS
4108,4109, 4113	ROLLERS	ARTICULATION COUPLING FAULT - GROUNDED, ONGOING
3952	PRIME MOVER	PTO REPAIRS, AIR LEAK REPAIRS & REPLACE SHOCKS
3965	GARBAGE TRUCK	ROUTINE MAINTENANCE, SERVICE AND REPAIRS, BIN LIFT SETTINGS/UPGRADE
4069	TRACTOR	ENGINE FAILURE - OVERHAUL PUMP AND COOLING SYSTEM, REPAIRS THROUGHOUT, CARRY OVER
WSC FLEET/ RFS	ALL LIGHT/HEAVY PLANT	FINALISE INSPECTIONS, CLEARANCES AND REPAIRS OF ALL COMMON EXPIRY PLANT
PLANT INSPECTION	ROAD PLANT	INSPECTION FOR COMPLIANCE OF CONTRACTORS ROAD PLANT

For Information
Noted

DIRECTOR ENGINEERING'S REPORT

6. Noxious Weeds Report, C2.8.12

The following Noxious Weeds Activities were carried out during the period 1 March 2021 to 31 March 2021 as outlined below:

<u>Activity</u>	<u>Location</u>
Administration	Monthly reporting
	Mapping
	BIS uploads
	Email replies to relevant emails
Publicity	Cootamundra Field Day for weed awareness/information - attended as a Weed Officer to answer/share questions and information on the weed industry and Biosecurity Act 2015
Mapping	BIS compliance - all fields working well & uploads completed each month
Meeting	Prepared for LVWC - presentation and report on Parthenium weed
Training	Possible training opportunities provided by MVWC & CWWC - 4WD, conflict resolution
Roadside Inspections & Reactive Treatment of Weeds if required	Adelargo Road Caragabal/Quandialla Road Mary Gilmore Way SH6 SH17
High Risk Weed Road Inspections	SH17 SH6
Weeds Treated	Silverleaf nightshade, Spiny burgrass, Green cestrum & Parthenium at Parkes during survey
Council Owned Land Inspections	Railway Park Bogolong Dam Company Dam O'Briens lookout
TSR Inspection	Stock Route Rd SH6 SH17 Gooloogong Rd Mary Gilmore Way
Other High Risk Weed Sites Inspections	Cemeteries Campgrounds Rest areas Tourist parking areas Showground Racecourse
High Risk Weeds	Attended Parkes for a 2 day Parthenium weed delimitation survey. During the delimitation there were 12 to 15 plants discovered. These plants' GPS coordinates were taken, data information entered to BIS (Biosecurity Information System), plants removed & bagged. This was a valuable learning tool in not only Parthenium weed identification in the field, but also the steps taken for a "Notifiable" weed.
Sucker Control	Continuous sucker control on various roads On request or sightings Various vegetation control being carried out

For Information
Noted

7. **Grenfell Main Street Renewal, R2.4.19**

Works installing the stormwater drainage in Stage 1 of the project have been completed, some minor capping of pits and installation of lintels will occur after pavement works have commenced. Works installing stormwater drainage in Stage 2 (adjacent to the roundabout at Forbes Street) have commenced. As these pipes are shallower, installation will proceed faster; the stormwater installation for Stage 2 should be completed by mid-April.

This month works completed include: further installation of stormwater pits and pipes, installation of smaller (225mm diameter) concrete and uPVC pipes for use in future garden beds.

Establishment to prepare a base for and pour the new kerb near the Railway Hotel is programmed to occur mid-April.

The installation of the stormwater pipes continues to uncover various buried assets and other latent site conditions. This month an underground spring (near the old McClintocks) was encountered, necessitating additional drainage to prevent future premature pavement failure.

The relocation of the Essential Energy assets continues to be the critical limiting factor to works. Pavement construction cannot commence before the electrical assets are relocated, however the approvals process for the relocation is controlled by Essential Energy. Council have engaged a contractor to undertake a 'design and construct' to manage both the relocation and approvals process, this was scheduled to occur in mid-March with the pavement demolition to follow quickly thereafter, however is still being held up by a mixture of construction complications and the approvals process.

Council is regularly updating the project webpage to give frequent updates to the community and enable any member of the public to ascertain the latest project information. The URL of the webpage is <https://grenfell-main-street-renewal-weddin.hub.arcgis.com/>

All major procurement for materials on the Project has been secured, including:

- Stormwater Pipes
- Strata-Vault System for Trees
- Trees (Being held by nursery until required)
- Street Signs

A site on the western side of the Grenfell Railway Station has been cleared for road material during demolition, this has been expanded this month to include additional stockpile space for the pavement materials.

Final work packages have been awarded with no more tenders for the works outstanding, contracts awarded include:

- Gravel Supply
- Pavement Demolition/Installation
- Tree Planting/Installation
- Electrical Conduit Installation
- Automated Irrigation System Design/Installation

DIRECTOR ENGINEERING'S REPORT

The Project timeline is on schedule as per below:

Main Street Renewal Works Tentative Schedule	
<u>Date</u>	<u>Activity</u>
January 2021	Re-establish and commence deconstruction/construction
March 2021	Relocate Essential Energy
April 2021	Disestablish for Easter
	Re-establish and commence construction of pavement
May 2021	Landscaping and Asphalting
June 2021	Handover

For Information

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

Noted

Crs Best, Bembrick, O'Byrne and Parlett 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
- due to commence in late April
- Nowlans Road Re-Sheeting \$504,800
- project has now commenced
- Back Piney Range Road Sealing \$213,410
- project is complete

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

For Information

Noted

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

Council has received \$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 resolved for construction:

- \$117,655 for the Replacement of Back Piney Range Road Culvert (ID: CU0084)
- works to commence after Hancock-Flinns Road Culvert Replacement
- \$117,655 for the Replacement of Hancock-Flinns Road Culvert (ID: CU0532)
- works to commence in April

- \$21,000 for the Geometry Rectification through Stabilisation of Hancock-Flinns Road
 - works completed
- \$259,025 to go toward the Main Street Renewal
 - works are in progress

For Information
Noted

10. **Local Roads and Community Infrastructure Program Extension, R2.78**

Council has secured a further \$518,531 in funding under the Local Roads and Community Infrastructure (LRCI) Extension Program.

The following projects were resolved for construction:

- \$518,531 to go toward the Main Street Renewal Project
 - works are in progress

For Information
Noted

11. **Bogolong Dam – Masterplan/Technical Design Development, E3.6.4/T1.6.101**

Civille Pty Ltd has been engaged for the Site Visit/Consultation and Masterplan/Technical Design Development of the Bogolong Dam Precinct.

The first consultation meeting to be held with the Bogolong Dam Committee is to take place mid-April.

For Information
Noted

12. **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.

Consultation with the Bimbi community was held on 16 March 2021 from 4pm until 7pm. The scope of the consultation session was to verify flood levels from the hydrological modelling against residents' past experiences with significant flood events. The afternoon was insightful and the community had highly beneficial input.



Figure 1: Bimbi Flood Study Community consultation

For Information
Noted

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

13. Parking Request - MeasureUp “Bone Bus”

The *MeasureUp* “Bone Bus” provides osteoporosis screening for eligible local residents in collaboration with local medical centres using a mobile DEXA Service to determine the diagnosis of osteoporosis for the patient demographic aged 70 years of age and over.

The “Bone Bus” is requesting that it be approved for parking outside Medcirc Grenfell on Weddin Street for the following dates:

Day	Date	Start	Finish
Wednesday	26/05/2021	12:00pm	5:00pm
Thursday	27/05/2021	8:30am	5:00pm

All necessary insurances and risk assessments have been received by Council.

RECOMMENDATION: that Council approve the request from the *MeasureUp* “Bone Bus” to park outside Medcirc located at Weddin Street, Grenfell from Wednesday 26/05/21 – Thursday 27/05/21.

358 **RESOLVED:** Cr Diprose and Cr Bembrick that Council approve the request from the *MeasureUp* “Bone Bus” to park outside Medcirc located at Weddin Street, Grenfell from Wednesday 26/05/21 – Thursday 27/05/21.

14. Criterion Hotel – June Long Weekend Event

The Criterion Hotel has requested to temporarily close the length of Teston Street, Grenfell on Saturday 12 June 2021 from 8:00am to 5:00pm so as to hold an event comprised of market stalls, live music and food vans.

The closure will not interfere with Main Street Renewal works.

RECOMMENDATION: that Council approve the request from the Criterion Hotel to close Teston Street and hold an event on Saturday 12 June 2021 from 8:00am to 5:00pm, subject to: -

- i) the Criterion Hotel providing a Certificate of Currency
- ii) the Criterion Hotel providing all necessary COVIDSafe Plans
- iii) the Criterion Hotel completing a Council Event Application Form (EA-1)
- iv) endorsement of the Traffic Management Plan(s) by the Local Traffic Committee.

359 **RESOLVED:** Cr Bembrick and Cr Niven that Council approve the request from the Criterion Hotel to close Teston Street and hold an event on Saturday 12 June 2021 from 8:00am to 5:00pm, subject to: -

- i) the Criterion Hotel providing a Certificate of Currency
- ii) the Criterion Hotel providing all necessary COVIDSafe Plans
- iii) the Criterion Hotel completing a Council Event Application Form (EA-1)
- iv) endorsement of the Traffic Management Plan(s) by the Local Traffic Committee.

15. Grenfell Car Club – June Long Weekend Event

The Grenfell Car Club has requested to temporarily close the length of Short Street, Grenfell on Sunday 13 June 2021 from 8:00am to 3:00pm to hold a Club event. The Club has also requested that Council donate, in kind the use of 2 portable toilets and 10 bins.

The closure will not interfere with Main Street Renewal works.

RECOMMENDATION: that Council approve the request from the Grenfell Car Club to close Short Street and hold an event on Sunday 13 June 2021 from 8:00am to 3:00pm, as well as donate the use of Council's 2 portable toilets and 10 bins, subject to: -

- i) the Grenfell Car Club providing a Certificate of Currency
- ii) the Grenfell Car Club providing all necessary COVIDSafe Plans
- iii) the Grenfell Car Club completing a Council Event Application Form (EA-1)
- iv) endorsement of the Traffic Management Plan(s) by the Local Traffic Committee.

Cr Liebich declared a conflict of interest as a member of the Car Club and left the room.

Cr Best took the Chair

360 RESOLVED: Cr Parlett and Cr Diprose that Council approve the request from the Grenfell Car Club to close Short Street and hold an event on Sunday 13 June 2021 from 8:00am to 3:00pm, as well as donate the use of Council's 2 portable toilets and 10 bins, subject to: -

- i) the Grenfell Car Club providing a Certificate of Currency
- ii) the Grenfell Car Club providing all necessary COVIDSafe Plans
- iii) the Grenfell Car Club completing a Council Event Application Form (EA-1)
- iv) endorsement of the Traffic Management Plan(s) by the Local Traffic Committee.

Cr Liebich returned to the room and resumed the Chair.

16. Policy and Procedure for Closed-Circuit Television (CCTV) in Public Places

A draft Policy and Procedure for Closed-Circuit Television (CCTV) in Public Places was submitted to the February 2021 Council meeting whereby Council resolved as follows: -

“that Council approve the proposed ‘DRAFT Policy - CCTV in Public Places’ and ‘DRAFT Procedure – CCTV in Public Places’ for public exhibition over a period of 28 days.”

No feedback was received throughout the public exhibition period.

RECOMMENDATION: that Council adopt the Policy for CCTV in Public Places and Procedure for CCTV in Public Places as presented.

361 RESOLVED: Cr Diprose and Cr McKellar that Council adopt the Policy for CCTV in Public Places and Procedure for CCTV in Public Places as presented.

17. Policy for Naming/Renaming of Council Assets

A draft Policy for Naming/Renaming of Council Assets has been developed in response to a recent request to rename a park contained within one of the villages of Weddin Shire.

The Policy will provide a uniform approach to the naming or renaming of assets such as roads (public and private), bridges, walkways, buildings, parks and reserves (including structures within those areas) under the control of Council.

The draft Policy has been distributed for Councillors' perusal.

RECOMMENDATION: that the proposed Policy for Naming/Renaming of Council Assets be approved for public exhibition over a period of 28 days before being resubmitted to Council for formal adoption.

362 RESOLVED: Cr Diprose and Cr McKellar that the proposed Policy for Naming/Renaming of Council Assets be approved for public exhibition over a period of 28 days before being resubmitted to Council for formal adoption.

18. Federal Funding for Road Safety Infrastructure Surrounding NSW Schools

The School Zone Infrastructure sub-program is part of the \$540 million Federal Stimulus (NSW) Road Safety Program, which was announced on 4 March 2021.

Transport for NSW is seeking the assistance of councils in nominating and, where appropriate delivering minor infrastructure projects.

The program will provide full funding for approved minor pedestrian infrastructure in school zones or on walking routes to school. These works include but are not limited to: -

- Conversion of existing pedestrian crossings to raised (wombat crossings)
- Installation of pedestrian refuges, kerb ramps and kerb blisters
- Pedestrian fencing
- Intersection works to improve pedestrian safety.

The program is being delivered in three tranches:

Tranche 1	Tranche 2	Tranche 3
Up to June 21	July – Dec 21	Jan- Jun 22

Council lodged an application for a pedestrian refuge upgrade at Quandialla Public School for \$45,000.

**For Information
Noted**

19. Stronger Communities Program (Round 6) EOI

A proposal for the recommended projects to apply for under the Stronger Communities Program Round 6 was submitted to the February 2021 Council meeting whereby Council resolved the following: -

“that Council lodge an EOI for the following projects under the Stronger Communities Program (Round 6): -

- i) Rotary Park: Replace barbeque, replace seats and paint the existing shelters*
- ii) Caragabal Park: Purchase and install irrigation system.”*

Council has since received a successful outcome for the Rotary Park Project. This project has a total cost of \$8,500 with a co-contribution from Council being \$4,300. This will be funded from the Future Capital Projects Reserve.

RECOMMENDATION:

Confirm Action

363 RESOLVED: Cr Parlett and Cr Best that the action be confirmed.

JAYMES RATH

DIRECTOR ENGINEERING

364 RESOLVED: Cr Best and Cr Brown that except where otherwise dealt with the Director Engineering's Report be adopted.

8 April 2021

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

Dear Sir,

I wish to report as follows: -

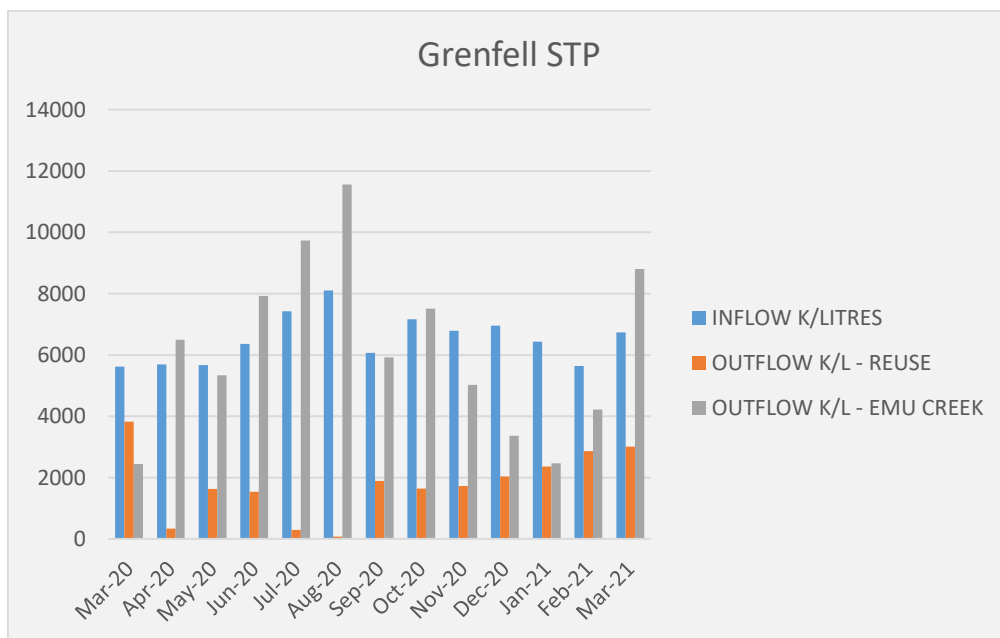
A Public Health and Environmental Matters

A1. Sewerage Treatment Works, S1.1.1

Total inflow through the Works during the period 1 March 2021 to 31 March 2021 was 6,740kL with a daily average of 217.41kL. Outflow for irrigation for reuse was 3,014kL and discharge to Emu Creek was 8,804.1kL.

The highest daily recording of 533kL occurred for the 24 hours ending 6:30am on 23 March 2021 and the lowest of 166kL for the 24 hours ending 6:30am on 2 March 2021.

A total rainfall of 149mm was recorded for the month.



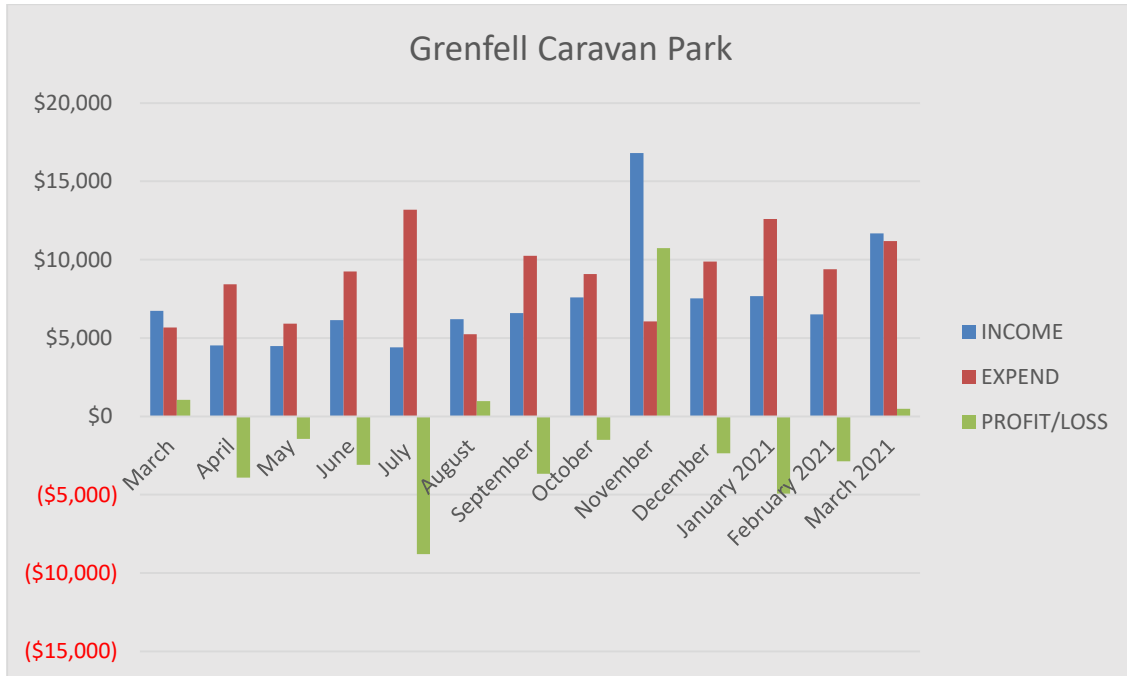
For Information
Noted

DIRECTOR ENVIRONMENTAL SERVICES' REPORT

A2. Caravan Park Operations, P2.3.3

Income during the period 1 March 2021 to 31 March 2021 was \$11,674.00 with expenditure of \$11,193.15 resulting in an operational profit of \$480.85 for the month.

There were 275 sites occupied during the period 1 March 2021 to 31 March 2021.



For Information
Noted

A3. Grenfell Aquatic Centre, P2.3.1

Total Attendance:	2312	School Usage:	102
Daily Average:	85	Other Usage:	728
Cash Attendance:	70 (Child) 84 (Adult)	Season Ticket Sales	
		Adult:	0
		Pensioner:	0
Season Ticket Attendance:	673 (Child) 655 (Adult)	Child:	0
		Family:	0

For Information
Noted

DIRECTOR ENVIRONMENTAL SERVICES' REPORT

A4. Grenfell Aquatic Centre 2020/2021 Season Report, P2.3.1

Total Attendance:	23,727	School Usage:	2,680
Daily Average:	134	Other Usage:	4,018
Cash Attendance:	2,002 (Child)	Season Ticket Sales	
	1,455 (Adult)	Adult:	17
		Pensioner:	30
Season Ticket Attendance:	7,412 (Child)	Child:	87
	6,160 (Adult)	Family:	29

For Information
Noted

A5. Quandialla Swimming Pool, P2.3.2

Total Attendance:	432	School Usage:	13 Bribbaree
Daily Average:	36		45 Quandialla
		Other Usage:	20 Boot camp
Cash Attendance:	(Child)	Season Ticket Sales	
	(Adult)	Adult:	0
		Pensioner:	2
Season Ticket Attendance:	496 (Child)	Child:	4
	285 (Adult)	Family:	1

For Information
Noted

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
4/2021	Mrs B A Stonestreet	Gas Bottle Refill	\$400	LOT: 789 DP: 1267735 16 Yorke Street GREENETHORPE NSW 2809
7/2021	Mr T J Dun	Shed	\$42,000	LOT: 1225 DP: 754578 1A Hilder Road GRENFELL NSW 2810
10/2021	Mr J W Barker	Change of Use – Coffee Shop & Nursery	\$10,000	LOT: 1 DP: 982040 LOT: Y DP: 375918 Main Street GRENFELL NSW 2810
13/2021	Andy's Design and Drafting	Alterations & Additions to Dwelling	\$61,750	LOT: 105 DP: 1173339 284 Goodes Lane GRENFELL NSW 2810
14/2021	Weddin Shire Council	Signage	\$4,441	LOT: 11 SEC: 31 DP: 758473 West Street GRENFELL NSW 2810
15/2021	Mr R G Dixon	Swimming Pool & Deck	\$1,500	LOT: 1 SEC: G DP: 6279 14 Main Road GREENETHORPE NSW 2809

**For Information
Noted**

B2. Construction Certificates

The undermentioned applications were received and determined under delegation.

CC NO.	Applicant	Construction	Address
5/2021	Mrs K S Mitton	Swimming Pool	LOT: 1262 DP: 754578 70-72 Gooloogong Street GRENFELL NSW 2810

**For Information
Noted**

B3. Complying Development Applications

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

CDC NO.	Applicant	Construction	Value (\$)	Address
2/2021	Mr LP & Mrs L Devalk	Swimming Pool	\$44,790	LOT: 386 DP: 754578 5005 Henry Lawson Way GRENFELL NSW 2810

**For Information
Noted**

B4. New Grenfell Sewage Treatment Plant (STP), S1.1.5

Progress at the new Sewer Treatment Plant is progressing steadily now after the recent rains and the Easter break.

The Balance Tank Hydrostatic testing is now successfully completed and the IDAL Tank currently under hydrostatic testing. Concrete floors to the drying beds is now completed. Drainage and electrical conduit works are progressing. Septic receivable tank installation has been completed as well as the head of the works receivable tank.

Progress photos have been provided via email.

For Information

365 RESOLVED: Cr Diprose and Cr O'Byrne that a commissioning workshop be conducted for Councillors upon completion of the Sewerage Treatment Plant construction phase.

B5. Department of Planning, Industry and Environment, T2.3.1

During a recent EDAP forum held in Forbes on 26 March 2021, representatives from Department of Planning, Industry and Environment provided a presentation on a number of planning matters relating to the Western Region.

During this forum, attendees were introduced to a number of new staff members working at the Dubbo Regional Office of Department of Planning, Industry and Environment. Staff at this office oversee planning matters for the Weddin Shire Council.

It was advised that staff from the Dubbo Regional Office will be scheduling time to visit councils within the region, including Weddin Shire Council in order to discuss any relevant planning matters and familiarise themselves with the region.

**For Information
Noted**

B6. Weddin Shire Council Local Environmental Plan 2011 – Controls Relating to Secondary Dwellings on Land in a Rural Zone, T2.1.9

In December 2020 the first set of changes were made to the NSW Government's housing-related policies. These changes included amendments to the Standard Instrument (Local Environmental Plans) Order 2006 (Standard LEP) to update the wording of compulsory provision clause 5.4(9) for secondary dwellings. The change resulted in this provision now only applying to secondary dwellings on land other than in a rural zone.

Clause 5.4(9) of Weddin LEP

Secondary dwellings on land other than land in a rural zone *If development for the purposes of a secondary dwelling is permitted under this Plan on land other than land in a rural zone, the total floor area of the dwelling, excluding any area used for parking, must not exceed whichever of the following is the greater—*

- (a) 60 square metres,*
- (b) 40% of the total floor area of the principal dwelling.*

The new amendments to the Standard LEP also introduced a new optional provision being clause 5.5. This clause provides councils with the discretion to set a maximum size for secondary dwellings in a rural zone and the maximum distance a secondary dwelling in a rural zone can be located from the principal dwelling.

Optional Clause 5.5

Controls relating to secondary dwellings on land in a rural zone *If development for the purposes of a secondary dwelling is permitted under this Plan on land in a rural zone—*

- (a) *the total floor area of the dwelling, excluding any area used for parking, must not exceed whichever of the following is the greater—*
 - (i) *[insert number] square metres,*
 - (ii) *[insert number]% of the total floor area of the principal dwelling, and*
- (b) *the distance between the secondary dwelling and the principal dwelling must not exceed [insert number] metres.*

Direction— *This clause may also be adopted without paragraph (a) or without paragraph (b).*

Council is able to nominate its preferred size for a secondary dwelling on rural land and a proposed maximum distance a secondary dwelling can be located from the principal dwelling, should it wish to adopt the optional clause 5.5 of the Standard LEP. In order to remove the requirement to prepare a planning proposal Council can nominate its preference to the Department of Planning, Industry and Environment by 30 May 2021. The Department then intends to update the relevant provision when a new Housing State Environmental Planning Policy is finalised in the middle of this year.

Alternatively, Council can elect not to adopt the optional clause 5.5 provision of the Standard LEP. This would still mean that secondary dwellings would be a permissible land use in RU1- Primary Production zone subject to obtaining development consent. Such a development application would be assessed based on the objectives of the zone and matters for consideration under the *Environmental Planning and Assessment Act 1979*, but would not be restricted under the Weddin LEP in terms of size or setback from the primary dwelling.

RECOMMENDATION: that Council write to the Department of Planning, Industry and Environment advising that it does not wish to adopt the optional clause 5.5 of the Standard Local Environmental Plan which limits the size and location of a secondary dwelling on rural land.

366 **RESOLVED:** Cr Diprose and Cr Bembrick that Council write to the Department of Planning, Industry and Environment advising that it does not wish to adopt the optional clause 5.5 of the Standard Local Environmental Plan which limits the size and location of a secondary dwelling on rural land.

LUKE SHEEHAN

DIRECTOR ENVIRONMENTAL SERVICES

367 **RESOLVED:** Cr Bembrick and Cr Parlett that except where otherwise resolved the 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
February 2021	2. <u>2021/2022 Operational Plan</u> : arrange workshop to be held 9:30am Thursday 25 March 2021.	Completed	GM
	3. <u>2021/2022 Operational Plan</u> : arrange Extra-Ordinary estimate meeting to be held 9:30am Thursday 8 April 2021.	Completed	GM
	4. <u>Bimbi Floodplain Management Program</u> : undertake community consultation session Tuesday 16 March 2021.	Completed	DE
March 2021	5. <u>Funding Inspection</u> : arrange bus inspection for Friday 28 May 2021.	In Progress	GM
DEFERRED ACTIVITIES			
May 2018	1. <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	2. <u>Marketing Strategy Report</u> : initiate report.	In Progress	DCS/GM
	3. <u>Give Way Signs – Melyra Street</u> : relocate signs.	In Progress	DE
April 2019	4. <u>Grenfell Courthouse</u> : investigate proposed plans.	In Progress	GM
October 2019	5. <u>National Heavy Vehicle Route Assessment</u> : investigate cost to carry out national heavy vehicle route assessment.	Completed	DE
November 2019	6. <u>Bogolong Dam</u> : (SCCF Rd 2) commence excavation works once structural design plans developed.	In Progress	DE
March 2020	7. <u>Council Meeting Agenda</u> : alter Agenda and Reports to align with CSP.	In Progress	GM
August 2020	8. <u>Annual Returns of Interest</u> : place on Council's website. Review other positions.	In Progress	GM
	9. <u>Council Meetings – Webcasting</u> : investigate option to livestream remotely.	In Progress	GM/DCS
October 2020	10. <u>Sec 355 Committees Review</u> : submit draft Operational Manual and Event Management Guidelines to Council for formal adoption.	In Progress	GM
	11. <u>Proposed Bumbaldry Recycling Service</u> : extend garbage service to Bumbaldry area.	In Progress	DES
November 2020	12. <u>Historic Homes Books</u> : Develop options for memento acknowledging the Grenfell Sesquicentenary.	In Progress	GM
December 2020	13. <u>NetWaste Chemical Cleanout</u> : participate in the 2021 Regional Household Chemical Cleanout.	In Progress	DES

ACTION LIST

February 2021	14. <u>Safety Audit – Adelargo Road</u> : conduct road safety audit.	In Progress	DE
	15. <u>Grenfell RSL Sub-Branch</u> : place items in roundabouts for ANZAC Day.	In Progress	DE
	16. <u>The Grenfell Henry Lawson Festival of Arts</u> : undertake strategic review and upgrade website.	In Progress	GM/DCS
	17. <u>Draft Policy & Procedures for CCTV in Public Places</u> : place on public exhibition and resubmit to Council for formal adoption.	Completed	DE
March 2021	18. <u>Grenfell Main Street Renewal Modification</u> : run a conduit pipe for future electric car charging stations.	In Progress	DE
	19. <u>Regional Events Acceleration Fund</u> : submit grant funding application for Henry Lawson Festival.	In Progress	GM/DCS
	20. <u>Policy for Fees, Expenses and Facilities for Councillors</u> : resubmit policy to Council for public exhibition.	In Progress	GM

For Information
Noted

**MINUTES OF THE QUANDIALLA SWIMMING POOL COMMITTEE MEETING
HELD FRIDAY 26 MARCH 2021 COMMENCING AT 10:00 AM (C2.6.39)**

1. Present

- Anne Dixon
- Bronwyn Morley (via telephone)
- Francesca Taylor (Chair)
- Cr Phil Diprose
- Cr Carly Brown
- Cr John Niven
- Luke Sheehan
- Kim Broomby

2. Apologies

- Angela Sweeny
- Jennifer Kelly
- Shea Broomby
- Jeremy Tancred

Decision/Action: Moved by BM Seconded by CB	
Recommendation:	that in the absence of the Chairperson, Francesca Taylor chair the meeting.
Support for Recommendation:	Unanimous

Apologies: 26 March 2021	
Recommendation:	that the apologies be accepted.
Support for Recommendation:	Unanimous

3. Confirmation of Minutes

Committee meeting held 5 March 2021

Previous Minutes: 5 March 2021	
Recommendation:	that the Minutes of the Executive Committee meeting held 5 March 2021 be accepted.
Support for Recommendation:	Unanimous

4. Matters Arising from the minutes

- 4.1. FT to update the existing SWSCU bank account name to “Weddin Shire Council Quandialla Pool Committee”:

Decision/Action:	
To be carried over to next meeting.	

- 4.2. Concrete repairs to be held until grant submission outcome is known:

Decision/Action:	
To be carried over to next meeting.	

- 4.3. Local Quandialla contingent to provide a vision statement for input by the broader committee at the next meeting: Vision statement as follows: -

“to have a village facility, for now and into the future to welcome community, joy, activity and growth”

Decision/Action: Moved by PD Seconded by AD	
Recommendation:	that the vision statement <i>“to have a village facility, for now into the future to welcome community, joy, activity and growth”</i> be used for Committee fundraising, correspondence and activity.
Support for Recommendation:	Unanimous

**MINUTES OF THE QUANDIALLA SWIMMING POOL COMMITTEE MEETING
HELD FRIDAY 26 MARCH 2021 COMMENCING AT 10:00 AM (C2.6.39)**

4.4. Next season 50th Anniversary celebrations (post AGM discussion):

- sub-committee to be formed specifically to arrange celebration
- local community members to be invited to submit an expression of interest to be voted on by the Pool Committee: identified members to invite.

Noted

- BM to advertise in the school newsletter and idle chatter as well as invite Bryson to be on sub-committee
- to be kept simple: BBQ on 6 November 2021
- budget allocation
- story board unveiling on the corner of Second St and West Wyalong Rd

Decision/Action:

That the sub-committee be co-chaired between FT and BM.

Decision/Action:

That the sub-committee report be provided as a supplementary attachment to minutes.

4.5. Winter garden/pool grounds maintenance:

- AL will review staffing model to ensure best employment practice and suitability for the Quandialla community

Decision/Action:

To be included in the upcoming handover from AL to LS – advertisement in school newsletter.

4.6. Committee Charter: suggested amendments. Version 3 submitted with 5 March 2021 Minutes.

Decision/Action:

That the Charter be referred to Council.

4.7. Letters of thanks:

- FT to check bank account for Graincorp donation and update at next meeting

Decision/Action:

FT to give addressee for Graincorp to BM.

- BM to write a thankyou note to Delta

Decision/Action:

To be carried over to next meeting.

- AL to arrange letter from Council to Warrick Morley: Completed.

Noted

4.8. Crown Land enquiry letter: Council has dealt with correspondence.

Decision/Action:

Council resolution to be included in Minutes.

4.9. Fundraising costs - Calcutta:

- FT to verify with Jeremy Tancred re meal costs for 2020 Calcutta auction

Decision/Action:

A cash payment be made to JT, donation as thanks.

- FT to pay progress association 50% of printing costs for tickets

Decision/Action:

FT to request invoice from progress association.

**MINUTES OF THE QUANDIALLA SWIMMING POOL COMMITTEE MEETING
HELD FRIDAY 26 MARCH 2021 COMMENCING AT 10:00 AM (C2.6.39)**

5. Correspondence

- 5.1. Inwards - Stephen Sykes re: Advocacy advice and draft advocacy letters
See General Business item 6.3 for discussion.
- 5.2. Inwards Quandialla Fishing Club re: Donation from Disbandment
Cheque received totalling \$448.00 for fundraising account.

Decision/Action:
BM to write thankyou note.

6. General Business

- 6.1. Welcome new Director Environmental Services Luke Sheehan: farewell Acting DES Alan Lindsay

Decision/Action: Moved BM Seconded JN
That the Committee formally acknowledge the support Alan provided to the Quandialla Pool.

Decision/Action:
BM to write thankyou note.

- 6.2. drumMUSTER: Lyndon McNab enquired about setting up a drumMUSTER fundraiser for the pool at the Quandi tip. Cages at Grenfell and Caragabal. For advice from WSC.

Decision/Action:
LS to double-check drumMUSTER process – Dennis Hughes is involved with Grenfell facility.

Decision/Action:
KB to engage LM to gain more than in-principle.

- 6.3. Building Better Regions Fund Application:
- final Business Case sent
 - recommendation to send advocacy letters

Decision/Action:
Local contingent to ask representatives to send letters ASAP.

Decision/Action:
FT/BM to engage community groups including those who have already sent letters.

7. Business Without Notice

Nil

8. Next Meeting to be held Friday 23 April 2021 commencing at 10am.

9. Closure

There being no further business, the meeting closed at 10:50am.

368 RESOLVED: Cr Diprose and Cr Brown that except where otherwise dealt with the Minutes of the Quandialla Swimming Pool Committee meeting be adopted.

**MINUTES OF THE HERITAGE COMMITTEE MEETING
HELD THURSDAY 8 APRIL 2021 COMMENCING AT 4:30 PM (C2.6.22)**

ELECTION OF CHAIR:

Resolved: Clr P Diprose and Clr J Parlett that Mr Luke Sheehan be elected as Chairperson.

1. **PRESENT:** Mr L Sheehan (Chair, DES), Clr C Brown, Clr P Diprose, Clr J Parlett, Mrs S Hughes (Historical Society), Mr J Hetherington, Mr W Matchett, Mrs S Jackson-Stepowski (Heritage Advisor), Mrs I Holmes (Observer) and Miss L Rassack (Observer)
2. **APOLOGIES:** Mrs D Yates

Resolved: Clr C Brown and Clr J Parlett that the apology be accepted.

3. **CONFIRMATION OF MINUTES:** 4 February 2021

Resolved: Clr C Brown and Mrs S Hughes that the wording “restated” be corrected to “reinstated” at resolution of 8 – Heritage Advisors Report.

Resolved: Clr P Diprose and Mrs S Hughes that the minutes of 4 February 2021 be adopted subject to the above amendment.

4. **CONFLICTS OF INTEREST:**
Clr J Parlett declared an interest in Item 5.4 and will leave the room during discussion.

5. MATTERS ARISING:

5.1. Strategic Plan Development for Direction of Heritage:

The following outcomes were discussed:

- i) **Heritage Promotion** – discussion on possible promotion ideas. Grant funding finalised, projects to be advertised late May – early June. Markers also to be promoted.
- ii) **Heritage Booklet** – ongoing. The Heritage Advisor to provide the Committee with an update of the booklet at the next meeting.
- iii) **Building Plaques** – discussion was had on the design as Council is looking at possible rebranding. The Heritage Advisor discussed maybe the plaque could have a blue background being generic to tourism.

5.2. Signage – Cobb & Co:

Mrs I Holmes advised that a letter was forwarded to Toowoomba Art Gallery and that the Art Gallery phoned and sent an email with information regarding Lionel Lindsay.

Mrs S Jackson-Stepowski spoke about the information received and also information that she had found.

Mrs I Holmes advised that a follow up letter has been sent to the landowner requesting access to the land with no response received to date.

Resolved: Clr P Diprose and Mrs S Hughes that Mrs S Jackson-Stepowski investigate a design concept and circulate to the Committee.

**MINUTES OF THE HERITAGE COMMITTEE MEETING
HELD THURSDAY 8 APRIL 2021 COMMENCING AT 4:30 PM (C2.6.22)**

5.3. 2020/2021 Heritage Funding Applications:

Mrs I Holmes gave a verbal report on progress of the grant applications and advised the 1 grant funding applicant has been withdrawn which was allocated \$3,000. Mrs I Holmes advised that a final report will be submitted to the Heritage Office mid-May.

Mrs S Jackson-Stepowski spoke about a damaged roof in Greenethorpe and recommended allocating funding to repair the roof.

Resolved: Clr P Diprose and Mrs S Hughes that upon receipt of a builder's quote, appropriate funding be allocated to 25 Northcote Street, Greenethorpe.

Resolved: Clr C Brown and Clr J Parlett that Miss Belinda Mawhinney be approached regarding leftover funding to help assist with the Main Street shop renovations that are currently being undertaken (possible disability access).

5.4. Main Street Furniture Family:

Clr J Parlett left the room at 5.05pm due to conflict of interest.

Clr C Brown advised that Council the following at an Extra-Ordinary Meeting held on 25 February 2021: -

- i) Council engage designers to design a suite of additional street furniture in collaboration with Council's Heritage Advisor to be sympathetic towards Grenfell's heritage*
- ii) upon Council approval, the additional and highest ranking existing designs be placed on public exhibition for 28 days with a half-day community consultation session to be held at the Community Hub*
- iii) following public exhibition, the designs be re-submitted to Council for formal adoption.*

Clr J Parlett re-entered the room at 5.10pm

5.5. Henry Lawson Festival Plaque:

After discussions on where the plaque is currently located, Mrs I Holmes is to investigate and request staff to re-instate the plaque as a matter of urgency.

6. CORRESPONDENCE:

6.1. Weddin HA Visit – February 2021:

Mrs S Jackson-Stepowski advised that a State Emergency Funding report had been prepared by herself to assist Iandra Castle for structures that were damaged during the storm last year.

Noted

6.2. Heritage Council of NSW:

Mr L Sheehan advised that late correspondence had been received regarding Expressions of Interest for respective committees – Approvals Committee, State Heritage Register Committee, Heritage Advisory Panel & Technical Advisory Panel. Expressions of Interest will be received up to Sunday 2 May 2021.

Resolved: Mr J Hetherington and Clr P Diprose that if Mrs S Jackson-Stepowski would like to apply for a committee that a letter of support be provided.

**MINUTES OF THE HERITAGE COMMITTEE MEETING
HELD THURSDAY 8 APRIL 2021 COMMENCING AT 4:30 PM (C2.6.22)**

7. BUSINESS WITH NOTICE:

7.1. ANZAC Honour Avenue Tree Proposal Bimbi:

Clr P Diprose spoke about how the project came about and the design.

Resolved: Clr P Diprose and Mr J Hetherington that the plan be adopted by Council as presented; and that the General Manager be given authority to determine the species from those listed based on input from the Bimbi community.

Resolved: Clr C Brown and Mr W Matchett that: -

- i) Forbes Street Memorial trees and Bogolong (Public School) Memorial trees be placed onto Council's Asset Register.
- ii) Bogolong (Public School) Memorial trees be included in Inventory of Weddin Memorial (Marker).

8. HERITAGE ADVISORS REPORT:

Mrs S Jackson-Stepowski provided a verbal report of her activities during this visit

- Met with Maurice Simpson and Camille Baldwin (RSL representatives) regarding a cemetery project – returned services men which is different to the Engineer's Plan of Management. Digitising their information for community use. Mrs S Jackson-Stepowski discussed a project at Lachlan Shire regarding digitising information.

Resolved: Clr P Diprose and Mr W Matchett that Lachlan Shire be approached regarding sharing their digitising process.

- Has a site visit organised for tomorrow with Margaret Nowlan (Quandialla and Bimbi sites)
- Will discuss the street furniture with Director Engineering (Jaymes Rath)

9. QUESTIONS: Nil

10. NEXT MEETING: Thursday 3 June 2021

11. CLOSURE: There being no further business the meeting closed at 5:40pm.

369 RESOLVED: Cr Diprose and Cr Parlett that except where otherwise dealt with the Minutes of the Heritage Committee meeting be adopted.

**MINUTES OF THE ORGANISATIONAL LEADERSHIP TEAM (OLT) MEETING
HELD TUESDAY 13 APRIL 2021 COMMENCING AT 8:30 AM (C2.6.10)**

1. **PRESENT:** G Carroll, M Chalmers, L Sheehan and J Rath
2. **APOLOGY:** Nil
3. **MINUTES:** 15 March 2021

Resolved: J Rath and L Sheehan that the minutes of the meeting held 15 March 2021 be adopted.

4. **PEOPLE:**

<u>Learning development</u> - Strategic	i) <u>Traffic Control/Signage:</u> process implemented to ensure signage inspected on a regular basis.	DE
	ii) <u>Annual Assessments:</u> <ul style="list-style-type: none"> - Administration – completed - Engineering – nearing completion - Environmental – completed 	All
	iii) <u>Training Plans:</u> to be undertaken for individual employees emanating from Annual Assessments.	All
	iv) <u>Henry Lawson Festival:</u> meeting held 3 March 2021. Further reported in General Manager's report.	All
<u>Resource planning</u> - Strategic	i) <u>New Improvement Plan:</u> action plan to be monitored and implemented.	GM
	ii) <u>RMS Contract:</u> reported in Director Engineering's report.	DE
	iii) <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
	iv) <u>2021/2022 Operational Plan:</u> workshop held to prioritise for the annual Plan.	All
- Operational	v) <u>Other Programs:</u> in progress.	DE
<u>Recruitment</u> - Operational	i) <u>Engineering:</u> Contracts Engineer to be re-advertised. Prasanna Kariyawasam engaged during the interim.	DE
	ii) <u>Trainee Biosecurity Officer:</u> interviews held 23 March 2021. Appointment process in progress.	DE
<u>Appointments</u> - Operational	i) <u>Engineering:</u> Todd Osborne appointed as General Labourer – Civil Works. To commence 12 April 2021.	DE
	ii) <u>Engineering:</u> Daniel Green appointed as General Labourer – Parks & Gardens (Temporary up to 12 months). Commenced April 2021.	DE
	iii) <u>Engineering:</u> James MacGregor appointed as General Labourer – Parks & Gardens (Temporary up to 6 months). Commenced April 2021.	DE
	iv) <u>Engineering:</u> Derek Ingold appointed as General Labourer (Casual). To commence late April 2021.	DE
	v) <u>Engineering:</u> Felicity Taylor appointed as GIS Asset Data Assistant (Casual). To commence June 2021.	DE

**MINUTES OF THE ORGANISATIONAL LEADERSHIP TEAM (OLT) MEETING
HELD TUESDAY 13 APRIL 2021 COMMENCING AT 8:30 AM (C2.6.10)**

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

5. RESOURCES:

<u>Financial</u> - Strategic	i) <u>Grant Funding Applications:</u> Council contribution required to be identified prior to application being submitted. Future capital projects reserve will be able to assist in sourcing Council's contribution.	All
<u>Information</u>	Nil	
<u>Physical – Assets</u> - Strategic	i) <u>Sewerage Treatment Works Upgrade:</u> in progress. Further reported in DES report.	DES
	ii) <u>Grenfell Main Street Renewal:</u> Project Management Office (PMO) engaged to analyse and estimate total project costing. Work packages developed incorporating tender documents where appropriate for all components of the project. 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> consideration being given to purchasing additional land.	GM/DE/DES
	vi) <u>Quandialla Drainage:</u> completed.	DE
	vii) <u>Annual Residence Inspections:</u> in progress.	DES
<u>Human Resources</u>	i) <u>HR Resources:</u> Peter Quinn engaged to provide HR services. To be further considered as part of Year 3 of the Organisation Structure review.	All
<u>Risk Management</u>	i) <u>WHS Resources:</u> to be further considered as part of Organisation Structure review.	All
<u>Information Technology</u>	i) <u>IT Resources:</u> to be further considered as part of the Organisational Structure review.	All
<u>Investment</u>	Nil	

**MINUTES OF THE ORGANISATIONAL LEADERSHIP TEAM (OLT) MEETING
HELD TUESDAY 13 APRIL 2021 COMMENCING AT 8:30 AM (C2.6.10)**

6. SYSTEMS:

<u>Governance</u>	Nil	
<u>Compliance</u> - Strategic	i) <u>Systems Review</u> : systems such as procurement and delegations to be reviewed. ii) <u>Local Environment Plan (LEP) Review</u> : development of land use strategy in progress. iii) <u>Waste Strategy</u> : to be reviewed. iv) <u>Webcasting of Council Meeting</u> : currently being undertaken as per Councils Code of Meeting Practice.	DCS/DE/GM 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 instigated 1 July 2021 for all Councils.	DES DES

7. COMMUNICATIONS AND ENGAGEMENT:

<u>Agendas for OLT and OET</u>	Being utilised.	GM
<u>Charters for OLT and OET</u>	Being utilised.	GM
<u>Communication Plan and Engagement Strategy</u>	Being utilised.	DCS
<u>OLT and OET Terms of Reference</u>	Being utilised.	DES
<u>Staff engagement – Organisational Engagement Team</u>	<ul style="list-style-type: none"> Meetings held. Store system / Depot Improvement Plan being implemented. Other recommendations to be pursued when submitted. Quarterly meetings being held with indoor and outdoor staff. Meetings held Thursday 4 March 2021. Next meetings to be held Thursday 1 July 2021. 	GM DCS/DE All All

8. NEXT MEETING: Monday, 12 April 2021 at 8:30am.

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

370 RESOLVED: Cr Bembrick and Cr McKellar that except where otherwise dealt with the Minutes of the Organisational Leadership Team (OLT) 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.

371 RESOLVED: Cr McKellar and Cr Best 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 REPORT

- 1. LiveBetter Proposal, H1.7.1**
Reason for confidentiality: commercial information (Section 10A(2)(d)(i))

CLOSED COUNCIL

372 RESOLVED: Cr Bembrick and Cr O'Byrne that the meeting return to Open Council.

REPORT ON CLOSED COUNCIL

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

GENERAL MANAGER'S REPORT

1. LiveBetter Proposal, H1.7.1

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

Noted

CLOSURE: There being no further business the meeting closed at 6:03pm.