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## MINUTES OF THE WEDDIN SHIRE COUNCIL ORDINARY MEETING HELD THURSDAY, 16 SEPTEMBER 2021 COMMENCING AT 5:00 PM

9 September 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, 16 SEPTEMBER 2021**, commencing at **5:00 PM** and your attendance is requested.

Yours faithfully

JAYMES RATH  
ACTING GENERAL MANAGER

1. OPENING MEETING
2. ACKNOWLEDGEMENT OF COUNTRY
3. APOLOGIES AND COUNCILLOR LEAVE APPLICATIONS
4. CONFIRMATION OF MINUTES
  - Ordinary Mtg 26/08/2021
  - Extra-Ordinary Mtg 03/09/2021
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) Acting General Manager
  - (B) Director Corporate Services
  - (C) Acting Director Engineering
  - (D) Director Environmental Services
  - (E) Delegates
12. ACTION LIST
13. COMMITTEES MINUTES
  - Quandialla Swimming Pool Committee Mtg, 27/08/2021
  - OLT Mtg, 15/09/2021
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.  
Acting General Manager (J Rath), Director Corporate Services (M Chalmers), Acting Director Engineering (L Woods) and Director Environmental Services (L Sheehan).

**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:**

- 081 RESOLVED:** Cr O’Byrne and Cr Bembrick that: -
- i) the Minutes of the Ordinary Meeting, held on 26 August 2021 be taken as read and **CONFIRMED.**
  - ii) the Minutes of the Extra-Ordinary Meeting, held on 3 September 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**

| <b>Councillor</b> | <b>Item No</b> | <b>Nature of Interest</b>        | <b>Type</b> | <b>Left the Room</b> |
|-------------------|----------------|----------------------------------|-------------|----------------------|
| Cr Best           | ADE 7          | Owner of property in Main Street | Pecuniary   | Yes                  |
| Cr Bembrick       | ADE 7          | Owner of property in Main Street | Pecuniary   | Yes                  |
| Cr O’Byrne        | ADE 7          | Owner of property in Main Street | Pecuniary   | Yes                  |
| Cr Parlett        | ADE 7          | Owner of property in Main Street | Pecuniary   | Yes                  |

## **PUBLIC FORUM**

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

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

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

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The following applications have been received: -

Nil

## **MAYORAL MINUTE**

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### **1. Forensic Audit, C2.2.7**

As per the confidential letter of advice received from the Office of Local Government on 1 September 2021, I move that: -

“Weddin Shire Council undertake the Office of Local government’s recommendation to instigate a standalone forensic audit into procurement delegations relating to this matter.”

#### **Funding source (where expenditure is sought):**

Unrestricted funds (was forwarded but not announced).

**M J LIEBICH**  
**MAYOR**

**MOVED:** Cr Liebich that the Mayoral Minute be adopted.

**Upon being put to the vote the motion was LOST.**

**Noted**

## **MOTIONS WITH NOTICE**

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### **1. Minute Taker, C2.8.1**

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

“that Council: -

- i) have a person record minutes in Council's meeting including Closed Council so as to allow staff to concentrate on the meeting
- ii) investigate the implementation of an agenda management solution.”

**Funding source (where expenditure is sought):**

Organisational Improvement budget.

**Supporting comments:**

Providing accurate minutes from Closed Council.

Signed: Cr Stuart McKellar

**082 RESOLVED:** Cr McKellar and Cr Parlett that Council: -

- i) have a person record minutes in Council's meeting including Closed Council so as to allow staff to concentrate on the meeting
- ii) investigate the implementation of an agenda management solution.

### **2. Audit, Risk and Improvement Committee (ARIC), C2.8.1**

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

“that the Acting General Manager provide a report to Council on establishing and implementing an Audit, Risk and Improvement Committee (ARIC) for Weddin Shire Council in accordance with the guidelines for management and internal audit for Local Councils in New South Wales.”

**Funding source (where expenditure is sought):**

Existing baseline budget.

**Supporting comments:**

Establishing internal Audit guidelines.

Signed: Cr Jan Parlett

**083 RESOLVED:** Cr Parlett and Cr McKellar that the Acting General Manager provide a report to Council on establishing and implementing an Audit, Risk and Improvement Committee (ARIC) for Weddin Shire Council in accordance with the guidelines for management and internal audit for Local Councils in New South Wales.

## MOTIONS WITH NOTICE

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### 3. **Report on Payments, C2.8.1**

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

“that the alleged issues with the payments totalling \$1,231,000 made to a single Council Grant Writer/Advisor over the past six years be reported to Council so Council can decide what, if any, appropriate actions are needed to be taken to address and resolve any concerns.”

**Funding source (where expenditure is sought):**

Existing baseline budget.

**Supporting comments:**

Nil.

Signed: Cr Jan Parlett

**084 RESOLVED:** Cr Diprose and Cr McKellar that the above motion be considered in Closed Council.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF  
WEDDIN SHIRE COUNCIL HELD, 16 SEPTEMBER 2021.**

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**SECTION A - Matters for Information**

- A1. Local Government NSW, A3.9.1: Forwarding Weekly Circular dated 19 August 2021.
- A2. Local Government NSW, A3.9.1: Forwarding Weekly Circular dated 24 August 2021.
- A3. Local Government NSW, A3.9.1: Forwarding Weekly Circular dated 31 August 2021.
- A4. Local Government NSW, A3.9.1: Forwarding Weekly Circular dated 7 September 2021.
- A5. Western NSW Local Health District, H1.7.17: Advising the Australian Defence Force will provide pop-up COVID-19 vaccination clinics in 33 communities in 23 days.
- A6. Western NSW Local Health District, H1.7.17: Providing a WNSWLHD COVID-19 update.
- A7. NSW Office of Local Government, A3.6.54: Forwarding a message from Minister Hancock dated 26 August 2021.
- A8. NSW Office of Local Government, A3.6.54: Forwarding a message from Minister Hancock dated 6 September 2021.
- A9. NSW Office of Local Government, A3.6.54: Forwarding a message from Minister Hancock dated 7 September 2021.
- A10. NSW Office of Local Government A3.9.3: Circular to Councils regarding the updated Integrated Planning and Reporting Guidelines and Handbook.
- A11. NSW Ombudsman, A3.6.22: Presenting the *Biennial report of the deaths of children in New South Wales: 2018 and 2019*.
- A12. Crown Lands, T2.3.1: Forwarding Landowners Consent for lodgement of DA.
- A13. The Hon. Steph Cooke MP, A3.19.2: Advising Round 2 of the Regional Sport Facility Fund is now open.
- A14. The Hon. Steph Cooke MP, A3.19.2: Advising the ANZAC Community Grants Program is now open.
- A15. The Hon. Steph Cooke MP, A3.19.2: Advising the NSW Government's Suicide Prevention Fund has given a boost to mental health services in regional NSW.
- A16. The Hon. Steph Cooke MP, A3.19.2: Advising nominations are now open for the 2022 NSW Women of the Year Awards.
- A17. The Hon. Steph Cooke MP, A3.19.2: Encouraging locals to take advantage of new fee-free TAFE NSW courses.
- A18. The Hon. Michael McCormack MP, A3.19.3: Advising farmers across the Riverina and Central West will greatly benefit from the newly announced Agricultural Worker Visa.
- A19. Arts OutWest, C1.3.16: Forwarding arts news and opportunities for the arts sector in the NSW Central West.
- A20. Asbestos Safety and Eradication Agency, E3.4.9: Advising National Asbestos Awareness Week will be held 22 – 28 November 2021.
- A21. Clean Up Australia, E3.4.5: Encouraging all Aussies to join the plog-a-thon.
- A22. Elizabeth Blinston, C1.7.8: Advising my husband and I own land in Bimbi but are lucky enough to be living in Brisbane.

**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF  
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**SECTION B - Matters for Report**

- B1. Department of Planning, Industry and Environment, A3.6.57: Advising that the Regional NSW LGA data packs are now being presented.
- B2. NSW Environmental Trust, G2.14.1: Advising the Restoration and Rehabilitation grants for 2021/2022 are now open.
- B3. MeasureUp, T3.4.4: Seeking approval for parking access for the mobile osteoporosis screening lab, MeasureUp's Bone Bus.

**085 RESOLVED:** Cr Brown and Cr McKellar that Correspondence sections A and B be noted.

**SECTION C - Matters for Consideration**

- C1. Country Mayors Association of NSW, C2.9.1: Attaching some information on the Country Mayors Association of NSW and an invitation to attend the next meeting to be held on 5 November 2021.

**Copy forwarded to Councillors**

**RECOMMENDATION:**

For Council's consideration.

**086 RESOLVED:** Cr Brown and Cr Parlett that: -

- i) Council accept the invitation to the next meeting of the Country Mayor's Association on 5 November 2021 and authorise the Mayor and Acting General Manager to attend.
- ii) any necessary funding be sourced from the Governance budget.

- C2. NSW State Library, P2.3.5: Advising NSW local authorities are now invited to apply for a 2021/2022 Public Library Infrastructure Grant.

**Copy forwarded to Councillors**

**RECOMMENDATION:**

For Council's consideration.

**087 RESOLVED:** Cr Brown and Cr Bembrick that Council develop a grant funding application.



**CORRESPONDENCE TO BE PRESENTED TO THE ORDINARY MEETING OF  
WEDDIN SHIRE COUNCIL HELD, 16 SEPTEMBER 2021.**

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- C3. Quandialla Progress Association, C1.3.12: Writing regarding the ongoing issue of poor Telstra service in both the village of Quandialla and surrounding farms.

**Copy forwarded to Councillors**

**RECOMMENDATION:**

For Council's consideration.

**088 RESOLVED:** Cr Best and Cr Brown that Council: -

- i) provide an update on its Digital Connectivity Project as requested
- ii) offer to provide a letter of support for the Association's contact with Telstra
- iii) suggest the Association investigate the upcoming round of the Mobile Black Spot Program.

- C4. Grenfell Gunyah Craft Shop Inc., C1.1.3: Asking if you will once again consider a rebate on our rates this year.

**RECOMMENDATION:** that the request for a rebate be approved as per Council policy being 25% of the rates.

**089 RESOLVED:** Cr Diprose and Cr Parlett that the request for a rebate be approved as per Council policy being 25% of the rates.

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

## THE ACTING GENERAL MANAGER'S REPORT

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### 1. COVID-19 Coronavirus, H1.6.1

As Councillors are aware there has been a recent outbreak of COVID-19 cases in NSW and movement of infectious persons throughout surrounding local government areas. In response, the NSW Government has enforced stay-at-home orders across the State that will remain in place until 10 September 2021. From 12:01am on Saturday 11 September 2021 the Weddin Shire, deemed a low risk area, will emerge from lockdown but will continue to operate under some restrictions.

We are currently taking the following measures to safeguard the health and wellbeing of Councillors, staff and community members in the provision of services: -

- Sewer and waste collection services and the Shire's Waste Depots continue to be maintained, as well as road maintenance and construction.
- Council's Administration Office including the Service NSW Agency remains open by appointment for essential business only, with all other enquiries being dealt with over the phone. All customers attending in-person are required to wear a face mask and check in to the premises.
- The Administration Building closed to the public on Tuesday 31 August 2021 so as to allow all employees the opportunity to attend the pop-up vaccination clinic was operating in Grenfell.
- The pop-up clinic was co-ordinated by Council's Director Engineering with the assistance of a number of Council staff. The clinic was highly successful with over 300 people vaccinated throughout the course of the day.
- The Grenfell Community Hub is currently closed to the public.

We will continue to monitor the situation and respond as it develops to protect the health and safety of Councillors, staff and community members; this remains Council's top priority.

**For Information**  
**Noted**

### 2. Annual Returns of Disclosure of Interests, C2.2.2

The annual returns are required under the *Local Government Act 1993* to be lodged by 30 September 2021 by all Councillors and other designated persons.

Forms have been forwarded separately. To date, completed returns for the return period 30 June 2020 – 30 June 2021 have been received from: -

Crs M Liebich, C Brown, P Diprose, S O'Byrne and J Parlett, Messrs G Carroll and L Sheehan.

The returns, once received will be available on Council's website for inspection by the public.

**For Information**  
**Noted**

### 3. Appointment of Council Committee Members, C2.6.1

#### **RECOMMENDATION:** that: -

- i) Council extend the term of current Council delegates and Committee members until the local government elections are held
- ii) the nominees for community representative positions be advised that Council will consider all nominations already received at such time as the elections are held.

#### **091 RESOLVED:** Cr O'Byrne and Cr McKellar that: -

- i) Council extend the term of current Council delegates and Committee members until the local government elections are held
- ii) the nominees for community representative positions be advised that Council will consider all nominations already received at such time as the elections are held.

Council delegates and Committee members are usually appointed biennially by Council during the month of September to align with the electoral cycle. As Councillors are aware, the 2020 local government elections were postponed to September 2021 due to the COVID-19 pandemic and, as such Council resolved as follows: -

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

Nominations for community representative positions on Council Committees have been called in anticipation of the elections going ahead as planned.

Given the local government elections have now been postponed to December 2021 due to the continuing COVID-19 pandemic, it is proposed that the term of current Council delegates and Committee members be extended again. It is also proposed that the nominees for community representative positions be advised that Council will consider all nominations already received at such time as the elections are held.

**JAYMES RATH**  
**ACTING GENERAL MANAGER**

#### **092 RESOLVED:** Cr Niven and Cr Bembrick that except where otherwise dealt with the Acting General Manager's report be adopted.

## **DIRECTOR CORPORATE SERVICES' REPORT**

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### **1. Statement of Bank Balances as at 31 August 2021:**

|                          |                               |
|--------------------------|-------------------------------|
| Bank Account             |                               |
| Westpac                  | 3,206,880.27                  |
| Short Term Deposits      |                               |
| CBA                      | 12,500,000.00                 |
| <b>Total Investments</b> | <b><u>\$15,706,880.27</u></b> |

### **CERTIFICATE OF RECONCILIATION**

I certify that the Cashbook for each Bank Account has been reconciled with the appropriate Bank Statement as at 31 August 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 August 2021:**

|                     |                              |
|---------------------|------------------------------|
| Loans               |                              |
| ANZ Loan No...43092 | 1,807,154.36                 |
| ANZ Loan No...43084 | 1,836,937.66                 |
| <b>Total</b>        | <b><u>\$3,644,092.02</u></b> |

**For Information**  
**Noted**

## DIRECTOR CORPORATE SERVICES' REPORT

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### 3. Summary of Income - 1 August 2021 to 31 August 2021:

|   |                              |
|---|------------------------------|
| Rates Receipts                            | 1,385,249.80                 |
| Service NSW Agency Commission             | 5,067.65                     |
| Access Point Payment                      | 792.00                       |
| Interest on Investments                   | 2,730.00                     |
| TfNSW Block Grant                         | 510,080.00                   |
| Grant – FAG General                       | 254,800.25                   |
| Grant – FAG Roads                         | 140,606.75                   |
| Property Rental                           | 1,059.52                     |
| Section 603 Certificates                  | 1,134.00                     |
| Section 10.7 Certificates                 | 477.00                       |
| Section 64 Contributions                  | 3,772.00                     |
| Tree Removal                              | 25.00                        |
| Building & Development Fees               | 13,075.40                    |
| Sewer Diagram Charges                     | 248.00                       |
| Dog/Cat Regos & Fees                      | 2,414.40                     |
| Library – Fines & Fees                    | 215.00                       |
| Art Gallery Income                        | 15.00                        |
| Community Technology Centre Income        | 3,981.35                     |
| Community Hub Conference Room Hire        | 15.00                        |
| VIC Centre Income - Souvenirs/Advertising | 104.00                       |
| Caravan Park Income                       | 5,321.00                     |
| Sale of OTTO Bins                         | 388.00                       |
| Grenfell Car Club Car Show                | 1,339.61                     |
| Lions Donations Box Income                | 123.80                       |
| Sundry Income – Photocopying etc.         | 262.72                       |
| <b>Total</b>                              | <b><u>\$2,333,297.25</u></b> |

For Information  
Noted

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

Debt recovery is as follows: -

Debt recovery activity for the period 1 August 2021 to 31 August 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: -

- 33 referred to Debt Recovery firm Recoupa
  - 14 paid in full
  - 10 part payments
  - 3 no response
  - 2 arrangements
- Late intervention visits regarding above no responses - ReCoupa visited rate payers and spoke to ratepayers to arrange payments or scheduled follow-ups

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

For Information  
Noted

### 5. Grenfell Library, C2.8.15

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

#### **STATISTICS**

**Circulation:** 935 (including 0 ILL) over 21\* days at a daily average of 44.52 (July 2021 – 39.52, August 2020 – 52.86) \*Open to public for 8 days only.

**Library Visits:** 139 (July 2021 – 326, August 2020 - 400). Phone enquiries: 67. Reference enquiries: 32. Internet desktop: 3. Internet Wi-Fi: 4. Kids Games: 0. Word: 0. eResources: 2. Facebook visits: 9,774 (7,546 July 2021). Facebook followers: 476 (469 July 2021). Instagram followers: 54 (25 July 2021).

**Bag Delivery:** 46 (July 2021 - 15).

**Cost-Recovery Activities:** Printing: \$9.20. Photocopy: \$8.40. Lamination: \$4.

**Interlibrary Loans:** 0 requests.

**Registrations:** New registrations during August – 5 (3 Adults, 1 Institution, 1 Senior) Total registrations as of 31<sup>st</sup> August 2021 – 740 (348 adults, 10 Housebound, 7 Institutions, 65 Junior, 257 Seniors, 53 Young Adult).

**Additions of Stock:** 147 new and 30 donated items valued at \$2,152.55 (1 BC, 1 Binge DVD, 9 DVD, 8 E, 32 F, 2 JDVD, 28 JF, 1 J MAG, 10 JTBPL, 31 LP, 21 MAGS, 22 NF, 2 YADVD, 9 YF).

**Deletions of Stock:** 750 items valued at \$25,723.02.

**Discretionary Spending** as at 31.08.2021

Book Vote: 2021/22 - \$31,500 – Includes \$1,500 FOLA grant.

Book Vote \$13,027.13 committed this includes standing orders set up for the year.

Magazines: \$419.26 committed.

#### **BorrowBox**

Circulation: 56 eAudiobooks and 82 eBooks (July 2021 57 eAudiobooks and 75 eBooks).

Reservations: 24 eAudiobooks and 29 eBooks (July 2021 23 eAudiobooks and 27 eBooks).

Stock: 5218 eAudiobooks and 4525 eBooks (July 2021 5155 eAudiobooks and 4457 eBooks).

Users: 117 (July 2021 117).

**Story Box Library Site Access:** 33 (64 July 2021)

**indyreads™** Loans: 2 (1 July 2021). Reservations: 1 (0 July 2021). Users: 13 (12 July 2021).

### OTHER

The library was only open for 8 days between the Council building shutdown and the State wide stay-at-home orders.

I managed to host a single Preschool Storytime. Unfortunately, due to the State stay-at-home orders Book Week and other events have all been cancelled.

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

Under the State stay-at-home orders this time public libraries are not allowed to do click and collect so deliveries have been happening each Tuesday and Thursday.

I have taken advantage of the time and conducted a weed program of the Adult fiction, Large Print and talking book collections.

Ordering and processing of new stock has continued.

The book sale table has been completely replenished in preparations for the day the library reopens.

Packing of more old stock for the James Bennett sustainability program has continued.

Testing of the new Beanstack software in the hope of converting all reading challenges and the 1,000 Books before school to the online app rather than using paper.

**For Information  
Noted**

### 6. Tourism/Promotions, C2.8.11

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

- Circulated relevant funding, financial support, and business skills development opportunities to business and community groups.
- Sourced content for WSC ED Facebook group.
- Rescheduled ICN business meeting until later in the year to escape the impact of COVID lockdown.
- Followed up on inconsistencies with information sign recently installed at railway station.
- Reviewed Resilience Plan on request of council's consultant.
- Complete annual Centrelink training necessary to retain the Agency.
- Provided content to Sky TV for a story on regional relocation.
- In August 2021 the Grenfell VIC was predominantly closed to visitors due to the impact of the Covid lockdown, with only small numbers of visitors attending between 2<sup>nd</sup> and 6<sup>th</sup> and 9<sup>th</sup> and 12<sup>th</sup>, when the building was accessible to the public.
- Staffed VIC as required, including taking and cancelling conference room bookings and policing the electronic sign in station.
- Updated tv screen video as events were cancelled.
- Provided feedback on marketing video including scene selection, selecting voice artist and finalising script.
- Actioned minutes from June Tourism meeting.
- Participated in the LG NSW tourism webinar on events in the immediate future.
- Liaised with heritage adviser for Grenfell plaques project.
- Finalised and circulated Destination Branding request for quote document, answered contractor enquires, developed assessment matrix and assessed submissions, including reference checks.

- Researched possible project for railway water tower materials, including sourcing indicative quotes, and identifying local stakeholders.
- Pursued the installation of white on brown tourism sign for the Grenfell Commodities Silo.
- Developed content for Newell Highway website.
- Networked with Transport for NSW over possible development of the Railway Station precinct.

**For Information  
Noted**

### 7. 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 community Hub was closed from Monday 19 July 2021 to Monday 2 August 2021 as a precaution against the COVID-19 outbreaks in the surrounding areas. There was a significant decrease in visitation before this as much of the NSW coast, Greater Sydney and surrounds were in lockdown. The Community Hub was then closed again from Friday 13 August 2021.

- COVID-19
  - Enforce face masks for everyone entering the building
  - Continue 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 to avoid congestion at front doors
- Answered enquiries – email, phone and face to face
- Social media
  - 16 Facebook posts
  - 14 Instagram posts
  - 7 post 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
  - Community Guide updates
- Weekly Questions email to database and collate replies
- Managed community hub bookings and keys
- July report
- Assisted CTC with backup by preparing documents and photos to transfer onto Councils server.
- Promotion of new products
- Provided feedback on Company dam signage
- Discover magazine editorial and images
- 2021/22 Visitor Information Centre accreditation desktop review
- ABC Radio Canberra Afternoons Show interview
- Gather sowing, growing and harvest images
- Read Griffith University's Australian Silo Art and Wellbeing report that was launched
- Steph Cooke MP office request – provided database and circulated information as requested



### Art & Art Gallery

- 'The Art of Ageing'
  - Rearranged freight to new destination
- 'Views and Realms' exhibition
  - Liaised with artist
  - Design / printed / distributed poster
  - Designed and distributed artist talk invitation
  - Editorial to Grenfell Record
  - Cancelled artist talk event
  - Posted sold artwork
- 'Perceptions of Nature'
  - Liaise with artists
  - Cancelled exhibition
- Updated website / Gallery page
- Answered enquiries
- Organise volunteers and roster gaps. Informed volunteers of gallery closure due to COVID-19 pandemic
- Cancelled Sept-Oct exhibition due to lockdown restrictions

**For Information**  
**Noted**

### 8. 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**

- Configure log in for VIC weekend staff (emails, OneDrive shared folder)
- Reconfigure email (Treatment works)
- Set automatic update approvals WSUS workstations (Hub)
- Update booking page (Caravan Park)
- Word tables assistance (Edo)
- Reset user password (Library)
- Domain user account maintenance (Hub)

### **On going**

#### Install Operating System & Software Updates for On-Prem Servers

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

#### Manage Operating System & Software Updates for Workstations via WSUS

- Confirm Update Installation Status
- 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)
- Update WIM file for installation media (CTC)

### **Marketing (Internet Centre)**

- Publish Blog Posts (<https://www.grenfellinternetcentre.com.au>)
- The Dark Web: <https://www.grenfellinternetcentre.com.au/the-dark-web/>
- Technology and its effects on Sleep: <https://www.grenfellinternetcentre.com.au/technology-and-its-effects-on-sleep/>
- Share Posts on Social Media
  - Facebook
  - Twitter
  - Google Business
  - Instagram
- Search Engine Optimisation on Blog Posts
- [www.grenfellinternetcentre.com.au](https://www.grenfellinternetcentre.com.au) visited 334 times by 306 Users

## **DIRECTOR CORPORATE SERVICES' REPORT**

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### **Sales and Services**

#### **Client Enquires**

- 143 clients made enquires via telephone
- 76 clients made enquires in store
- 46 clients made enquires via email/website

#### **Sales and Services**

- Conducted Computer Repairs for 4 residential clients and 1 business clients
- Conducted Mobile Phone and Tablet repairs for 8 residential clients
- 3 Remote Sessions
- Laptop/PCs sold to 3 residential client
- ESET Products sold to 2 residential clients and 1 business client
- Software, parts, and accessories sold to 26 residential clients and 4 business clients
- Ink and toner cartridges sold to 8 residential clients
- 9 Clients used printing and photocopying services
- Recover online accounts 3 residential clients
- Sold 2 Refurbished PCs

#### **Computer Tuition**

- Delivered 3 individual lessons.

#### **Printing**

- Criterion

#### **Human Services Access Point**

- Assist 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 Content Grenfell Hall

**For Information  
Noted**

**MICHAEL CHALMERS  
DIRECTOR CORPORATE SERVICES**

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

### **1. Works Report – 1 August 2021 to 31 August 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 August 2021 to 31 August 2021.

|                           |  |
|---------------------------|--|
| SH6 (Mid Western Highway) | <ul style="list-style-type: none"><li>- General maintenance</li><li>- Rest area maintenance</li><li>- Guide posting</li><li>- Significant cold mix bitumen patching due to wet weather</li></ul> |
| SH17 (Newell Highway)     | <ul style="list-style-type: none"><li>- General maintenance</li><li>- Rest area maintenance</li><li>- Guide posting</li><li>- Significant cold mix bitumen patching due to wet weather</li></ul> |

#### **1.2. Regional Roads – Capital and Maintenance Works**

Routine maintenance such as rest area maintenance, patching and guide posting has continued on regional roads during the period 1 August 2021 to 31 August 2021.

|                                      |   |
|--------------------------------------|---|
| MR398 (Mary Gilmore Way)             | <ul style="list-style-type: none"><li>- General maintenance</li><li>- Signs and guidepost maintenance</li><li>- Pavement maintenance</li><li>- Tree maintenance</li></ul> |
| MR236 (Henry Lawson Way/Forbes Road) | <ul style="list-style-type: none"><li>- General maintenance</li><li>- Signs and guidepost maintenance</li><li>- Culvert extensions</li><li>- Shoulder widening</li></ul>  |
| MR237 (Gooloogong Road)              | <ul style="list-style-type: none"><li>- General maintenance</li><li>- Signs and guidepost maintenance</li></ul>   |
| MR239 (Henry Lawson Way/Young Road)  | <ul style="list-style-type: none"><li>- General maintenance</li><li>- Signs and guidepost maintenance</li></ul>   |

#### **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
- Nowlans Road – Gravel resheeting

## **ACTING DIRECTOR ENGINEERING'S REPORT**

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### **1.4. Rural Local Roads – Maintenance**

Routine maintenance such as slashing, patching and guide posting has continued on rural local roads during the period 1 August 2021 to 31 August 2021.

- Maintenance Grading:
  - Mogongong Road
  - Dunkleys Lane
  - Greenethorpe Wirega Road
- Culvert/Drainage Maintenance:
  - Nowlans Road
  - New Forbes Road
  - Back Piney Range Road
  - Hancock-Flinns 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, leaves removal, centre islands maintenance
- Irrigation systems maintenance
- Parks: soft fall maintenance around swings
- Grenfell, Bimbi and Caragabal Cemeteries: mowing and weeding
- General mowing and whipper snipping carried out
- Bimbi and Caragabal town area: mowing and weeding

### **2.2. Cemeteries**

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

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

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

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

### **2.3. Sewer Mains**

Nil sewer chokes have been attended to during the period 1 August 2021 to 31 August 2021.

## ACTING DIRECTOR ENGINEERING'S REPORT

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### 2.4. Private Works

Nil private works were carried out during the period 1 August 2021 to 31 August 2021.

### 2.5. Village Area – Capital and Maintenance Works

- Caragabal: mowing and maintenance
- Bimbi: mowing and maintenance

### 2.6. Vandalism

|                               |                |
|-------------------------------|----------------|
| Rural                         | - Nil          |
| Urban                         | - Nil          |
| <b>Progressive Cost Rural</b> | <b>\$ 0.00</b> |
| <b>Progressive Cost Urban</b> | <b>\$ 0.00</b> |

**For Information**  
**Noted**

## 3. Future Works – 1 September 2021 onwards:

### 3.1. Highways

SH6 (Mid Western Highway)

- General Maintenance
- Routine Maintenance Annual Program (RMAP)
- Remove/cut and seal surface failures (emergency repairs)
- Cold mix repairs (ongoing)
- Table drain/shoulder construction program for reseals
- Guard rail timber posts replacement program
- Clearys Bridge guard rail repair program

SH17 (Newell Highway)

- General maintenance
- Routine Maintenance Annual Program (RMAP)
- Remove/cut and seal surface failures (emergency repairs)
- Cold mix repairs (ongoing)

### **3.2. Regional Roads**

- |                                      |  |
|--------------------------------------|--|
| MR398 (Mary Gilmore Way)             | <ul style="list-style-type: none"><li>- General maintenance</li><li>- Signs and guidepost maintenance</li><li>- Heavy patching</li><li>- Shoulder maintenance</li></ul>  |
| MR236 (Henry Lawson Way/Forbes Road) | <ul style="list-style-type: none"><li>- General maintenance</li><li>- Sucker spraying and removal to continue</li><li>- Heavy patching</li><li>- Shoulder maintenance</li><li>- Safer Road Grant Project: shoulder/culvert/guard railing works to commence</li></ul> |
| MR237 (Gooloogong Road)              | <ul style="list-style-type: none"><li>- General maintenance</li><li>- Heavy patching</li><li>- Shoulder maintenance</li></ul>  |
| MR239 (Henry Lawson Way/Young Road)  | <ul style="list-style-type: none"><li>- General maintenance</li><li>- Signs and guidepost maintenance</li><li>- Tree maintenance</li><li>- Hunters Bridge approach works to commence</li></ul>   |

### **3.3. Rural**

- General maintenance
- Maintenance Grading
  - Barrs Lane
  - Lewis Lane
  - Newmans Lane
  - Bobelar Lane
  - Bembrick Lane
  - Mogongong Road
- Culvert/Drainage Maintenance
  - New Forbes Road
  - Arramagong Road
  - Nowlans Road
  - Pullabooka Road
- Shoulder Maintenance:
  - Quandialla-Caragabal Road
  - Pinnacle Road
  - Mortray Road
  - Greenethorpe Bumbaldry Road
  - Gambarra Road
  - Bimbi Thuddungra Road
  - Iandra Road
  - Bimbi-Quandialla Road

## ACTING DIRECTOR ENGINEERING'S REPORT

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- Heavy Patching:
  - Quandialla-Caragabal Road
  - Pinnacle Road
  - Mortray Road
  - Greenethorpe Bumbaldry Road
  - Gambarra Road
  - Bimbi Thuddungra Road
  - Iandra Road
  - Bimbi-Quandialla 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

For Information  
Noted

## 4. RMS RMCC Contract, R2.54.4

Ordered Works: Nil

For Information  
Noted

## 5. Noxious Weeds Report, C2.8.12

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

| <u>Activity</u> | <u>Location</u>   |
|-----------------|---|
| Administration  | Monthly reporting   |
|                 | Mapping   |
|                 | BIS uploads   |
|                 | Email replies to relevant emails  |
| Publicity       | Working on Cactus awareness publicity options   |
| Mapping         | BIS compliance - all fields working well & uploads completed each month   |
| Meeting         | Operational group meeting via MS Teams, providing local information for weed risk assessment (WRA) for review. Finalising the weed review list. |
| Training        | ChemCert training booked for the end of September. All other training postponed due to COVID-19 restrictions.                                   |



## ACTING DIRECTOR ENGINEERING'S REPORT

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| <u>Activity</u>  | <u>Location</u>   |
|--|---|
| Roadside Inspections & Reactive Treatment of Weeds if required | Barkers Road<br>Bald Hills Road<br>Mortray Road<br>Pinnacle Road<br>Wheatleys Lane<br>Back Piney Range Road<br>Gambarra Road<br>Gap Road<br>Gerrybang Road<br>Goodes Lane<br>Greenethorpe Wirega Road<br>Hancock Flinns Road<br>Hancock Williams Road<br>Hilder Road<br>Lynchs Lane<br>Lynchs Road<br>Major West Road<br>Manganese Road<br>Eualdrie Road<br>Old Forbes Road<br>Schneiders Lane<br>Tyagong Creek Road<br>Various Town & Village Streets & Lane<br>SH06<br>SH17 |
| Weeds Treated  | Bridal Creeper, various Cactus, African Boxthorn  |
| Council Owned Land Inspections                                 | Rest areas<br>Dog Park<br>Bogolong Dam<br>Company Dam<br>O'Briens lookout<br>Cemeteries (Grenfell, Caragabal and Bland)   |
| TSR Inspection   | SH06<br>SH17<br>894 - Driftway Road<br>933 - Gooloogong Road<br>1036 - Mary Gilmore Way<br>1143- Stock Route Road<br>836 - Bimbi-Quandialla Road  |
| Other High Risk Weed Sites Inspections                         | Grenfell Showground<br>Grenfell Racecourse<br>Campgrounds<br>Rest areas<br>Tourist parking areas<br>Sporting grounds<br>Cemeteries<br>Grain storage areas   |
| Sucker Control   | Continuous sucker control on various roads<br>On request or sightings   |

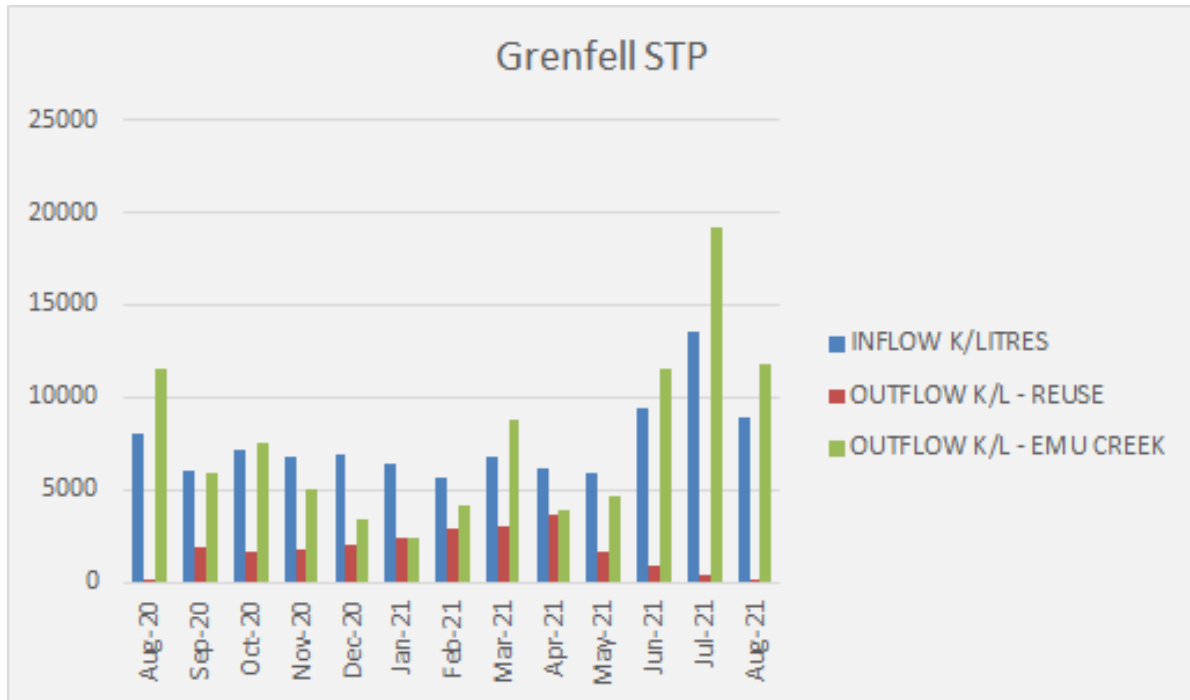
**For Information**  
**Noted**

### 6. Sewerage Treatment Works Report, S1.1.1

Total inflow through the Works during the period 1 August 2021 to 31 August 2021 was 8,884kL with a daily average of 286.58kL. Outflow for irrigation for reuse was 143kL and discharge to Emu Creek was 11,844kL.

The highest daily recording of 413kL occurred for the 24 hours ending 6:30am on 3 August 2021 and the lowest of 208kL for the 24 hours ending 6:30am on 20 August 2021 and on 21 August 2021.

A total rainfall of 46.5mm was recorded for the month.



**For Information**  
**Noted**

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

A lack of contractor availability has slowed works on the Main Street Renewal again. Despite this, the initial scope of works for stormwater is approaching completion, the additional works on Short Street should be completed this month and some minor capping of pits and installation of lintels will occur before pavement works have commenced.

Issues with the existing stormwater network which necessitated the scope of works in Stage 2 to be expanded to include the replacement of an existing vitrified clay pipe situated adjacent to the Forbes Street Motel has been completed without incident. The new pipe was scheduled to be brought online next month however the contractors engaged to lay the new kerb have failed to attend site.

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, empty electrical conduits installation and first stage of irrigation installation.

The installation of the stormwater pipes continues to uncover various buried assets and other latent site conditions; this month excavations have revealed unknown, possible electrical conduits as well as water/sewer lines on Short Street. No evidence of rumoured tunnels near the Albion Hotel have been uncovered; the tunnels are either deeper than what's been excavated or do not exist.

The relocation of the Essential Energy assets is no longer on the critical path to delivery; Essential Energy have agreed to Council's proposal to run temporary overhead lines to the existing streetlights which will allow Council to construct the new pavement without the need for temporary lighting. The first stage of this lighting arrangement has been installed.

The new critical path is the placement of the kerb and gutter; this is preventing the commencement of pavement works. Council lined up a contractor to undertake the concrete works, however they pulled out at the last minute. This has forced Council to scramble to find a skilled replacement which, during COVID-19 lockdown restrictions proved difficult. A new concreting contractor has now been engaged; the delays have unfortunately pushed construction milestones further back.

The new timeline has been amended with the completion date now being forecast for December. This allows minimal further contingency for inclement weather.

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 to include additional stockpile space for the pavement materials.

## ACTING DIRECTOR ENGINEERING'S REPORT

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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
- Asphalt

The Project timeline is as follows: -

| Main Street Renewal Works Tentative Schedule |   |
|--|---|
| <u>Date</u>                                  | <u>Activity</u>   |
| January 2021                                 | Re-establish and commence deconstruction/construction   |
| March 2021                                   | Relocate Other services   |
| April 2021                                   | Disestablish for Easter, re-establish and continue with preliminaries and stormwater installation |
| July 2021                                    | Finalise stormwater installation  |
|  | Demolition and conduit installation   |
| September/October 2021                       | Pavement work   |
| December 2021                                | Handover  |

**For Information**

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

**Noted**

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

### **8. Fixing Local Roads Program Round 1, R2.52.1**

Council has secured \$4.83 million under the Fixing Local Roads program which will see a positive impact on tourism and heavy vehicle routes. The projects which received funding under this program are:

- \$3,898,702 for Pullabooka Road Rehabilitation
  - due to commence shortly
- \$504,800 for Nowlans Road Re-Sheeting
  - project now 80% complete
- \$213,410 for Back Piney Range Road Sealing
  - project is complete

**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 projects which received funding under this program are as follows: -

- \$117,655 for the Replacement of Back Piney Range Road Culvert (ID: CU0084)
  - precast box culvert installation has been completed; remaining works will commence once the flow of water in creek bed reduces.



*Photo 1: Back Piney Range Road culvert*

- \$117,655 for the Replacement of Hancock-Flinns Road Culvert (ID: CU0532)
  - precast box culvert installation has been completed; remaining works will commence once the flow of water in creek bed reduces.



*Photo 2: Hancock Flinns Road culvert*

- \$21,000 for the Geometry Rectification through Stabilisation of Hancock-Flinns Road
  - works completed.



- \$259,025 to go toward the Main Street Renewal
  - works currently in progress.
- \$120,000 to go toward the Grenfell Signage Rollout
  - tender awarded; contract to be exchanged.

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 projects which received funding under this program are as follows: -

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

For Information  
Noted

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

As Councillors are aware, *Civille Pty Ltd* has been engaged for the Site Visit/Consultation and Masterplan/Technical Design Development of the Bogolong Dam Precinct.

*Civille* have put together a DRAFT Masterplan for the development of Bogolong Dam Precinct as a Recreational Hub which has been circulated to the Bogolong Dam Precinct Committee. *Civille* has also carried out a desktop study for the provision of skiing facilities.

The DRAFT Masterplan and desktop study will be considered by the Committee at its next meeting, which is yet to be arranged given the current COVID-19 restrictions. The Committee will then provide feedback to *Civille* before a final report to Council is submitted.

For Information  
Noted

### **12. Grenfell Cemetery Masterplan, T3.6.103**

As Councillors are aware, *Moir Landscape Architecture Pty Ltd* has been engaged to undertake the Grenfell Cemetery Masterplan Development.

*Moir* has submitted a DRAFT Masterplan, however Council's Engineering department have identified several amendments that need to be made before it is submitted to Council for consideration.

For Information  
Noted

## ACTING DIRECTOR ENGINEERING'S REPORT

### 13. 2018-2019 Bimbi Floodplain Management Program, T1.6.75

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

| Milestone number | Milestone   | Activities   | Outputs  | Projected milestone completion date | Status    |
|------------------|---|--|--|-------------------------------------|-----------|
| 1                | Data collection review  | Hydrologic and hydraulic data collection, inception meeting, field inspection  | Progress Report Stage 1  | 20-08-20                            | Completed |
| 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  | 21-05-21                            | Completed |
| 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)                       | 30-07-21                            | Completed |
| 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  | 10-09-21                            |           |
| 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                                    | 30-10-21                            |           |
| 6                | Completion of Flood Study, Flood risk Management study and plan | Submit final plan to Council for adoption.<br>Handover Study Material  | Flood Risk Management Study & Plan adopted by Council, handover materials submitted to Council and uploaded to NSW DPIE portal | 30-11-21                            |           |
| 7                | Final Report  |  | Grant acquitted  | 31-12-21                            |           |

For Information  
Noted

## ACTING DIRECTOR ENGINEERING'S REPORT

### **14. Plant Replacement – Ranger's Vehicle, T1.6.82**

Council has received the replacement for Fleet vehicle 2085 – Ranger's ute.



For Information  
Noted



### **15. Company Dam Amenities Upgrade, C2.9.14**

The new Company Dam Amenities Block is nearing completion.

Remaining works include the surrounding access, parking and culvert areas along with the solar lighting.



**For Information**  
**Noted**

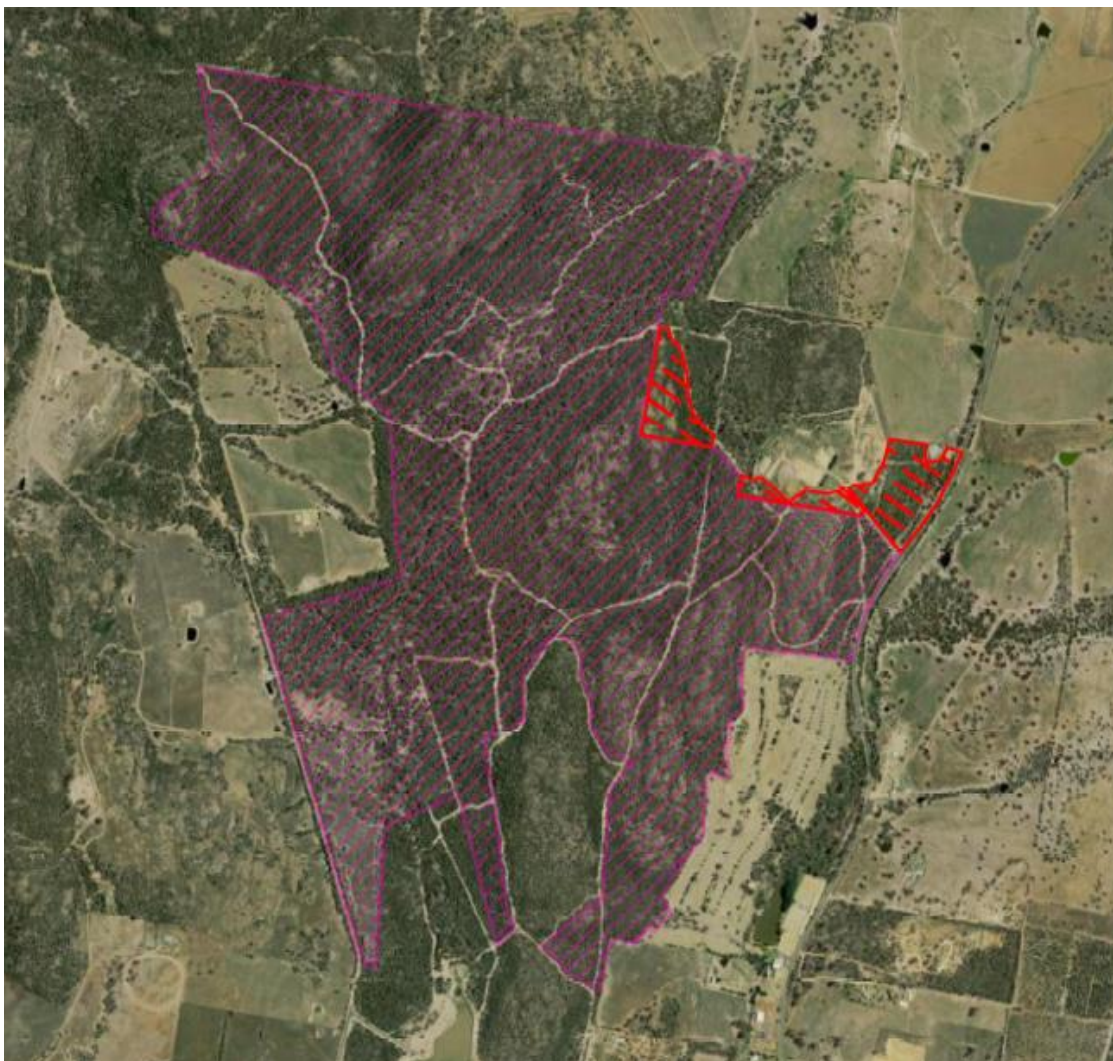
### **16. Hazard Reduction Burns, E1.3.15**

**RECOMMENDATION:** that Council endorse the proposed hazard reduction burns.

**094 RESOLVED:** Cr McKellar and Cr Diprose that Council: -

- i) endorse the proposed hazard reduction burns
- ii) advise residents in the surrounding areas and notify the community via Council's social media platforms.

The NSW Rural Fire Service (RFS) has advised Council that a number of small hazard reduction burns will be conducted along the northern side of Grenfell and west of the Grenfell Waste Depot. The majority of the burn areas are Crown land (shown in purple) however there is a small section owned by Council (shown in red). The RFS is requesting permission to conduct the proposed burns on Council land.



**LINDA WOODS**  
**ACTING DIRECTOR ENGINEERING**

**095 RESOLVED:** Cr McKellar and Cr O'Byrne that except where otherwise dealt with the Acting Director Engineering's report be adopted.



## DIRECTOR ENVIRONMENTAL SERVICES' REPORT

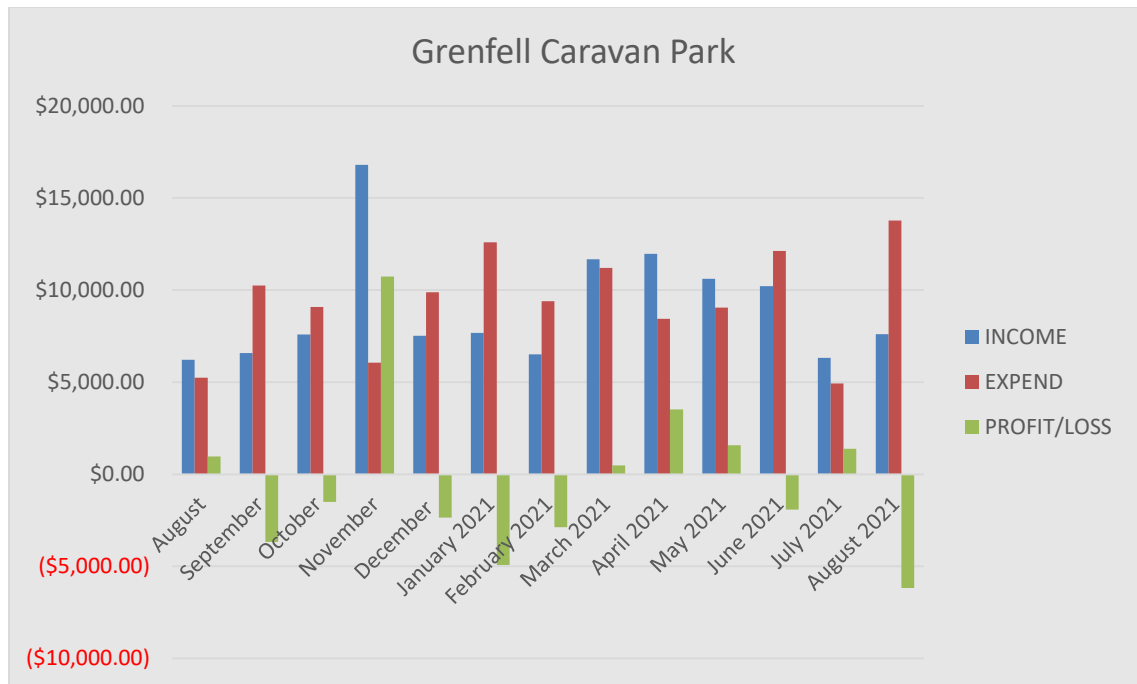
### 1. Caravan Park Operations, P2.3.3

**Precis:** Income and expenditure for the month of August 2021.

**Budget:** Nil

Income for the month of August was \$7,605.45 with expenditure of \$13,778.87 resulting in a loss of \$6,173.42 for the month.

There were 212 sites occupied for the month of August 2021.



**For Information  
Noted**

## DIRECTOR ENVIRONMENTAL SERVICES' REPORT

### 2. Development Applications, Construction Certificates and Complying Development Certificates

**Precis:** List of development application, construction certificate and complying development application determined under delegated authority for the month of August 2021.

**Budget:** Nil

#### a. Development Applications

The undermentioned applications were received and determined subject to specified conditions, by the General Manager under delegated authority issued on 16 March 2017 (Res. No. 371):

| DA NO.  | Applicant                 | Construction                          | Value (\$) | Address   |
|---------|---------------------------|---------------------------------------|------------|---|
| 20/2021 | Andy's Design & Drafting  | Alterations & Additions to Commercial | \$20,000   | LOT: 2 DP: 233852<br>66 Main Street<br>GRENFELL NSW 2810          |
| 38/2021 | Andy's Design & Drafting  | New Pavilion & Garage                 | \$64,800   | LOT: 386 DP: 754578<br>5005 Henry Lawson Way<br>GRENFELL NSW 2810 |
| 39/2021 | Mr PD Mead & Ms DG Wilcox | Shed                                  | \$19,650   | LOT: 2 DP: 432488<br>9 Tyagong Street<br>GRENFELL NSW 2810        |

#### b. Construction Certificates

The undermentioned applications were received and determined under delegation:

| CC NO.  | Applicant                 | Construction                          | Address   |
|---------|---------------------------|---------------------------------------|---|
| 76/2020 | Mr JT & Mrs RL Conron     | New Industrial Shed & Retail Premises | LOT: 1 DP: 569688<br>13 Berry's Road<br>GRENFELL NSW 2810     |
| 33/2021 | Mr RM & Mrs RM Power      | Shed                                  | LOT: 7 SEC: 13 DP: 758473<br>Rose Street<br>GRENFELL NSW 2810 |
| 39/2021 | Mr PD Mead & Ms DG Wilcox | Shed                                  | LOT: 2 DP: 432488<br>9 Tyagong Street<br>GRENFELL NSW 2810    |

#### c. Complying Development Applications

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

| CDC NO. | Applicant | Construction | Value (\$) | Address |
|---------|-----------|--------------|------------|---------|
| Nil     |           |              |            |         |

For Information  
Noted

### 3. Weddin Shire Data Information Pack, A3.6.57

**Precis:** The Department of Planning, Industry and Environment has provide Council with the Local Government Area Data Pack. The data pack includes a broad suite of key common planning assumptions and data.

**Budget:** Nil

The Department of Planning, Industry and Environment has recently released Regional NSW Local Government Area Data Packs.

The data pack for Weddin Shire is included in the attachments for the information of Councillors.

The data pack includes information on a broad suite of key common planning assumptions and links to other data sources that can help state and local governments with strategic land use and infrastructure planning in line with the Local Strategic Planning Statements (LSPS), Local Environmental Plans (LEPs), and Local Housing Strategies (LHS). The data pack also include data on the Central West and Orana Planning Region which Weddin Shire falls under.

The data packs incorporate the latest available data around population, housing and employment, including the 2019 DPIE NSW Population Projections. These are the current NSW Government's Common Planning Assumption on population. The Population Projections will be updated in the first quarter of 2022, which will take into consideration the significant changes experienced in population growth and movement across regional NSW since the start of 2020, including as part of the COVID-19 pandemic.

All the data presented in the data packs are either data endorsed by the NSW Government Common Planning Assumption Group (CPAG), public data published by the Australian Bureau of Statistics (ABS), or summary charts and analysis using subscription data.

**For Information**  
**Noted**

### 4. Quandialla Swimming Pool, P2.3.2

**Precis:** The Royal Lifesaving Society has been engaged to complete an aquatic facility safety assessment. The Quandialla Swimming Pool Committee has requested Council undertake a structural assessment of the swimming pools and create a tender for the operation of the kiosk.

**Budget:** Nil

**RECOMMENDATION:** that: -

- i) Council's Director Environmental Services investigate the cost associated with obtaining a detailed structural engineering assessment of both the 25 metre pool and toddler's pool at the Quandialla Swimming Pool facility and report to Council for consideration.
- ii) Council invite expression of interest for the operation of the kiosk at the Quandialla Swimming Pool facility and advertise in the Grenfell Record, the Quandialla Idle Chatter newsletter and Quandialla School newsletter.

**096 RESOLVED:** Cr Niven and Cr Brown that: -

- i) Council's Director Environmental Services investigate the cost associated with obtaining a detailed structural engineering assessment of both the 25 metre pool and toddler's pool at the Quandialla Swimming Pool facility and report to Council for consideration.
- ii) Council invite expression of interest for the operation of the kiosk at the Quandialla Swimming Pool facility and advertise in the Grenfell Record, the Quandialla Idle Chatter newsletter and Quandialla School newsletter.

Council has engaged the Royal Life Saving Society to conduct an Aquatic Facility Safety Assessment of the Quandialla Swimming Pool facility. This assessment will include and assessment of Work Health and Safety, administration, first aid, technical operations, supervision and programs.

As part of the assessment a detailed report will be provided to Council including recommendations, references and risk ratings for the facility. This report will help Council identify the necessary resourcing, policies, procedures and upgrading works necessary for the facility to operate appropriately and in accordance with current standards.

The abovementioned safety assessment will not consider the structural adequacy of the swimming pool structures. This would require a suitably qualified structural engineer to be engaged to assess the swimming pool structures.

The Quandialla Swimming Pool Committee resolved at their meeting held on 27 August 2021 to request a structural engineering report be undertaken to inform on the urgency of repairs and maintenance of the pool facility.

It is recommended that Council firstly investigate the costs involved with obtaining a detailed structural engineering assessment of both the main 25 metre pool and toddler's pool at the Quandialla Swimming Pool facility and report to Council for consideration.

During the committee meeting a number of issues were raised regarding staffing of the Quandialla Swimming Pool facility including the operation of the kiosk. A suggestion was made that the Quandialla Swimming Club take over the running of the kiosk which would allow Council to focus solely on providing staff to operate and manage the swimming pools. As a result of this discussion the Committee resolved to propose that Council create a tender for the operation of the Quandialla Pool Kiosk.

It is considered that the best option would be for Council to invite expressions of interest for the operation of the kiosk at the Quandialla Pool facility and advertise this in the Grenfell Record, the Quandialla Idle Chatter newsletter and Quandialla School newsletter. In the event that Council receives expressions from interested parties, a further report could then be provided to Council.

**5. Development Application – 1 Tyagong Street, DA 41/2021**

**Precis:** Development Application No. 41/2021 being for the construction of garage and carport on Lots 7 & 8 Section 28 DP 758473, 1 Tyagong Street Grenfell, is reported to Council for determination due to a variation to the front boundary setback requirement of Council's Development Control Plan be requested.

**Budget:** Nil

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

**RECOMMENDATION:** that: -

- i) Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979.
- ii) Development Application No. 41/2021, for a garage and carport on Lots 7 & 8 Section 28 DP 758473, 1 Tyagong Street Grenfell, be approved subject to the following conditions:

**097 RESOLVED:** Cr O'Byrne and Cr Best that: -

- i) Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979.
- ii) Development Application No. 41/2021, for a garage and carport on Lots 7 & 8 Section 28 DP 758473, 1 Tyagong Street Grenfell, be approved subject to the following conditions:

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

**AGAINST:** Nil

## **DIRECTOR ENVIRONMENTAL SERVICES' REPORT**

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### **GENERAL CONDITIONS**

1. Development is to be in accordance with approved plans.

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

| Plan No./<br>Supporting Document      | Prepared by/Reference<br>Details | Weddin Shire Council<br>Reference |
|---------------------------------------|----------------------------------|-----------------------------------|
| Site Plan<br>Sheet 1                  | MA Steel<br>Dated 9/8/2021       | Stamped No. 41/2021               |
| Site Plan<br>Sheet 2                  | MA Steel<br>Dated 9/8/2021       | Stamped No. 41/2021               |
| Elevation Plans                       | MA Steel<br>Undated              | Stamped No. 41/2021               |
| Statement of Environmental<br>Effects | Applicant                        | Stamped No. 41/2021               |

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

2. The applicant shall comply with all relevant prescribed conditions of development consent under Part 6, Division 8A of the Environmental Planning and Assessment Regulation 2000 (see attached Advisory Note).

### **CONDITIONS TO BE COMPLIED WITH PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE**

3. Prior to the issue of a Construction Certificate, structural certification prepared by a qualified practicing structural engineer is to be submitted to Weddin Shire Council certifying that the garage and carport is appropriately designed to withstand flood waters for the flood hazard category of the land.



### **CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS**

4. The Applicant is to obtain a Construction Certificate from either Council or an Accredited Certifier, certifying that the proposed works are in accordance with the Building Code of Australia and applicable Weddin Shire Council Engineering Standards prior to any building and or subdivision works commencing. No building, engineering or excavation work is to be carried out in relation to this development until the necessary construction certificates have been obtained. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.
5. The Applicant is to submit to Weddin Shire Council, at least two days prior to the commencement of any works, a 'Notice of Commencement of Building Works'.
6. Prior to the commencement of work on the site, all erosion and sediment control measures shall be implemented and maintained prior to, during and after the construction phase of the development. Controls shall be installed in accordance with the 'Guidelines for Erosion and Sediment Control on Building Sites' developed by the Department of Land and Water Conservation 2001 as published on the NSW Department of Planning, Industry and Environment website - <https://www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Land-and-soil/guidelines-erosion-sediment-control-building-sites.pdf>
7. Prior to the commencement of work on the carport, a peg out survey from a registered surveyor must be provided to the Certifying Authority to confirm that the whole structure including footings, guttering and downpipes will be located entirely within the confines of the property.
8. The Applicant is to obtain all relevant approvals to carry out sewerage work, to carry out stormwater drainage work and to carry out water supply work from Weddin Shire Council prior to commencing works to and comply with any conditions of that permit. All work shall be carried out by a licensed plumber and drainer and to the requirements of the Plumbing Code of Australia. The licensed plumber or drainer must submit a Notice of Works form to Council prior to the commencement of any plumbing and drainage works and a Certificate of Compliance at the completion of the works. The plumbing and drainage works must be inspected by Council at the time specified below:
  - (a) Internal Drainage: When all internal drainage work is installed and prior to concealment. Pipes should be under water test.
  - (b) External Drainage: When all external drainage work is installed and prior to concealment. Pipes should be under water test.
  - (c) Water Supply: Hot and cold water supply pipework, when the pipework is installed and prior to concealment. Pipes should be under pressure test.
  - (d) Stormwater: When the stormwater and roof water drainage system has been completed.

### **CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION**

9. In accordance with Clause 162A of the Environmental Planning and Assessment Regulation 2000, where Council is nominated as the Certifier, the works must be inspected by Council at the times specified below:
- (a) After excavation for, and prior to the placement of, any footings;
  - (b) In the case of a swimming pool, as soon as practicable after the barrier (if one is required under the Swimming Pools Act 1992) has been erected;
  - (c) Prior to pouring any in-situ reinforced concrete building element;
  - (d) Prior to covering of the framework for any floor, wall, roof or other building element;
  - (e) Prior to covering waterproofing in any wet areas;
  - (f) Prior to covering any stormwater drainage connections; and
  - (g) After the building work has been completed and prior to any Occupation Certificate being issued in relation to the building.

Where Weddin Shire Council is required to carry out inspections the principal contractor for the building site, or the owner-builder, must notify Council at least 48 hours before each required inspection needs to be carried out. Failure to obtain an inspection of the works at the times specified above may prevent an Occupation Certificate being issued for the development.

10. All construction work shall be carried out within the confines of the property unless separate written permission is obtained from the relevant landowner and/or authority in control of the land. A copy of any written notices authorising off-site construction operations shall be submitted to Council prior to any operations commencing on the affected land.
11. All building rubbish and debris, including that which can be windblown, shall be contained on site in a suitable container for disposal at an approved Waste Landfill Depot. The container shall be erected on the building site prior to work commencing and shall be maintained for the term of the construction to the completion of the project. No building rubbish or debris shall be placed or permitted to be placed on any adjoining public reserve, footway or road. The waste container shall be regularly cleaned to ensure proper containment of the building wastes generated on the construction site.
12. Any damage caused to footpaths, roadways, utility installations and the like by reason of construction operations shall be made good and repaired to a standard equivalent to that existing prior to commencement of construction. The full cost of restoration/repairs of property or services damaged during the works shall be met by the Applicant.
13. All storage of goods and building materials and the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. All vehicles must be parked legally and no vehicles are permitted to be parked over the public footpath. The unloading of building materials over any part of a public road by means of a lift, hoist or tackle projecting over the footway will require separate approval under Section 68 of the Local Government Act 1993.
14. Building activities and excavation work involving the use of electric or pneumatic tools or other noisy operations shall be carried out only between 7.00 am and 6.00 pm on weekdays and 8.00 am and 1.00 pm on Saturdays. No work on Sundays or Public Holidays is permitted.

## **DIRECTOR ENVIRONMENTAL SERVICES' REPORT**

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15. All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia and discharged to a suitable location on the site in a manner that does not cause soil erosion or nuisance to adjoining properties.

### **CONDITIONS TO BE COMPLIED WITH PRIOR TO OCCUPATION OR COMMENCEMENT OF USE**

16. The Applicant must not commence occupation or use of the garage or carport until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.

### **ADVICE**

#### Aboriginal Heritage

If, during work, an Aboriginal object is uncovered then WORK IS TO CEASE IMMEDIATELY and the Office of Environment & Heritage is to be contacted urgently on (02) 6883 5300. Under the National Parks and Wildlife Act 1974 it is an offence to harm an Aboriginal object or place without an 'Aboriginal heritage impact permit' (AHIP). Before making an application for an AHIP, the applicant must undertake Aboriginal community consultation in accordance with clause 80C of the NPW Regulation.

#### Dial Before You Dig

Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at [www.1100.com.au](http://www.1100.com.au) or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.

#### Telecommunications Act 1997 (Commonwealth)

Telstra (and its authorised contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on Phone Number 1800 810443.

## DIRECTOR ENVIRONMENTAL SERVICES' REPORT

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### Water Supply

Reticulated water mains in the Weddin Shire Council are controlled and managed by Central Tablelands Water. Where a new or modified connection to the water mains system is needed, you must contact Central Tablelands Water on 02 63917200 or at [water@ctw.nsw.gov.au](mailto:water@ctw.nsw.gov.au)

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### Assessment Report

#### Introduction

Development Application No. 41/2021 proposes a garage and carport on Lots 7 & 8 Section 28 DP 758473, 1 Tyagong Street Grenfell (the development site). Copies of the site plan, elevation plans and Statement of Environmental Effects are included in the Attachment to this report. The application was lodged by Mr N Hutson.

#### Description of Site

The development site is located within the northern section of Tyagong Street. The site has a combined area of 3802.68m<sup>2</sup> and contains an existing transportable dwelling. The property is intersected by the Company Dam Overflow channel which drains to Emu Creek. The site is generally surrounded by other residential developments.

The development site fronts a portion of Tyagong Street which is unsealed. The road adjacent to the proposed garage and shed is also unformed and does not extend through to Melyra Street due to the location of the overflow channel. Figure 1 includes a locality plan of the development site.



**Figure 1.** Locality Map

### **Description of Proposal**

The applicant proposes a garage and carport located between the existing dwelling and the front boundary. The buildings are proposed with a 0.5 metres setback from the front boundary and will be 21 metres long, 7 metres wide with a ridge height of 3.38 metres. The northern section of the building will contain the open style carport.

The proposed garage and carport will be of steel frame construction with classic cream coloured walls and deep ocean coloured roof to match the existing dwelling located on the development site.

### **Environmental Impact Assessment**

In determining a development application, a consent authority is to take into consideration such of the matters as are of relevance to the development in accordance with Section 4.15(1) of the Environmental Planning and Assessment Act 1979. The following section provides an evaluation of the relevant Section 4.15 Matters for consideration for DA 41/2021:

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

##### **Weddin Local Environmental Plan 2011**

The subject land is zoned R1 General Residential under the provisions of Weddin Local Environmental Plan 2011. A garage and a carport are permissible with consent in the R1 General Residential zone.

Clause 2.3(2) of the Weddin Local Environmental Plan 2011 requires that “The consent authority must have regard to the objectives for development in a zone when determining a development application in respect of land within the zone”. The objectives of the R1 General Residential zone are as follows:

##### **Zone R1 General Residential**

###### **Objectives of zone**

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

The proposed garage and carport will be ancillary to the existing dwelling located on the development site. It is assessed that the proposed buildings are consistent with the R1 zone objectives.

### **6.5 Flood Planning**

The development site is identified in the Emu Creek Floodplain Risk Management Study and Plan dated April 2012 as being within an area which is inundated by a 100 Year ARI flood event. As the development is for a garage and carport only the building is not required to achieve the flood planning level. However, Council must consider the impacts the development may have on flood waters. In this regards it is assessed that the due to the limited amount of water which will potentially inundate the site of the buildings, the development is not likely to significantly adversely affect flood behavior resulting in detrimental increase in the potential flood affectation of other development or properties. It is further assessed that the development will not adversely affect the environment or cause avoidable erosion, siltation, destruction of riparian vegetation or a reduction in the stability of river banks or watercourses.

The development will not result in unsustainable social or economic cost to the community as a consequence of flooding. A condition has been included in the recommendation required the structure to be designed to withstand the likely flood

### **Water Management Act 2000**

The proposed development is located within a flood prone area and within 40 metres of the Company Dam Overflow Channel and as such the Water Management Act 2000 is applicable. In accordance with clause 29 of schedule 4 of the Water Management (General) Regulation 2018 the proposed development is exempt from the requirement to obtain a controlled activity approval.

### **State Environmental Planning Policies**

The following State Environmental Planning Policies are considered relevant to Council's consideration:

#### State Environmental Planning Policy (SEPP) No 55—Remediation of Land

Under SEPP 55 a consent authority must not consent to the carrying out of any development on land unless:

- (a) it has considered whether the land is contaminated, and
- (b) if the land is contaminated, it is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out, and
- (c) if the land requires remediation to be made suitable for the purpose for which the development is proposed to be carried out, it is satisfied that the land will be remediated before the land is used for that purpose

There are no known prior land-uses on the development site that are likely to have resulted in the contamination of the land. A site inspection of the property did not reveal any evidence of contamination. The Statement of Environmental Effects submitted with the application does not mention any previous land use likely to have resulted in contamination of the site. It is assessed that no further investigation regarding land contamination is warranted.

#### State Environmental Planning Policy (Infrastructure) 2007

The proposed development is not within or immediately adjacent to an easement for electricity purposes or an electricity substation, and is not within 5 metres of an exposed overhead electricity power line. Therefore, the application is not required to be referred to the electricity supply authority.

#### State Environmental Planning Policy (Koala Habitat Protection) 2021

SEPP (Koala Habitat Protection) 2021 applies to the Weddin Shire. An assessment of the proposed development has been undertaken in accordance with the requirement of SEPP. It is assessed that the proposed development will not impact on any Koala habitat.

#### State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017

The development site is located within the R1 General Residential zone and therefore SEPP (Vegetation in Non-Rural Areas) 2017 applies to the land. The development does not propose the removal of any trees and therefore it is considered that the application complies with this SEPP.

### **S4.15 (1) (a) (ii) Any draft Environmental Planning Instrument**

There are no draft Environmental Planning Instruments that apply to the development.



### **S4.15 (1) (a) (iii) Any Development Control Plan (DCP)**

#### Weddin Shire Development Control Plan 2014

##### *Chapter 4 – Flooding and Flood Affected Land*

As previously discussed in this report the land is identified as being flood affected. An assessment of the proposed development has been undertaken in accordance with the requirements of Chapter 4 of DCP. The proposal is assessed as being suitable and will not significantly impact on flood waters. A condition has been included in the recommendation requiring the garage and carport to be designed to withstand the likely flood loads.

##### *Chapter 5 – Urban Residential Development*

The proposed development has been assessed to comply with the applicable requirements of Chapter 5 of the DCP with the exception of clause 5.7, Setback to Street. This clause stipulates the minimum building line setback to be 6 metres.

The objectives of this clause are:

- To ensure the established character and streetscape is retained;
- To ensure continuity within the existing streetscape;
- To integrate new development within the existing setback from the street;
- To provide sufficient space for landscaping at the front of dwellings to achieve integration with adjoining dwellings.

The proposed garage and carport are proposed with a 0.5 metre setback from the front boundary. This boundary adjoins an unformed section of Tyagong Street. A row of existing trees is currently located within the road reserve area which largely screen the location of the proposed building when view from Tyagong Street. Figure 2 below shows the existing trees screening the location of the proposed garage and shed.



**Figure 2.** View of development site from Tyagong Street showing existing screening vegetation.

Site inspection of the area has identified a number of building on nearby properties are located within the setback area from Tyagong Street. This includes both properties which are located on the corner of Tyagong Street and North Street.

It is considered that the proposed reduced front boundary setback is suitable in this case due to the following:

- the location of the proposed garage and carport are adjacent to an unformed section of Tyagong Street. The street does not extend through to connect with Melyra Street;
- existing landscaping is located within the road reserve area which will largely screen the proposed buildings from view;
- a number of other buildings in the surrounding area have reduced setbacks from Tyagong Street;
- The proposed development is assessed as being consistent with the existing streetscape and character of the area.

### *Chapter 15 – Public Consultation*

The proposed shed and garage have a combined floor area of 147m<sup>2</sup> and therefore was advertised and notified in accordance with the requirements of Chapter 15 of the Weddin DCP 2014 from 16 August 2021 to 30 August 2021. No submissions or objections were received as a result of the public consultation process.

### **S 4.15(1)(a)(iiia) provisions of any Planning Agreement(s)**

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

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

Section 4.15(1) (a) (iv) requires the Council to also consider Clauses 92, 93, 94 and 94A of the Environmental Planning and Assessment Regulation. The following provides an assessment of the relevant Clauses of the Regulation:

- Clause 92 – The Government Coastal Policy does not apply to the Weddin Shire and therefore Clause 92(1) (a) and (b) are not applicable to this development proposal. The proposal does not involve demolition work and therefore the requirements of Clause 92(2) are not applicable.
- Clause 93 – The proposal does not involve the change of a building use for an existing building, or the use of an existing building as a place of public entertainment and therefore the requirement to consider fire safety and structural adequacy of buildings in accordance with Clause 93 is unnecessary.
- Clause 94 – The proposal does not involve the rebuilding, alteration, enlargement or extension of an existing building or place of public entertainment and therefore the requirement to consider the upgrading of buildings into total or partial conformity with the Building Code of Australia is not applicable.
- Clause 94A – The proposal does not involve the erection of a temporary structure and therefore the requirements to consider fire safety and structural adequacy is unnecessary.

### **S4.15(1)(b) The likely impact on the natural and built environment(s) and the likely social and/or economic impact on the locality**

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



## **DIRECTOR ENVIRONMENTAL SERVICES' REPORT**

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### Context and Setting

The development site is located within a residential area in Grenfell. The site fronts Tyagong Street and is bordered by an un-named and unformed laneway to the west. The site is mainly adjacent to an unformed portion of Tyagong Street. An existing transportable dwelling is located on the property.

Due to the fact that Tyagong Street is largely unformed in the area and the location of existing trees in the road reserve area which will screen the proposed garage and carport from view, the proposed development is considered to be consistent with the character and setting of the area.

### Access, Transport and Traffic

Vehicular access to the site is currently gained via Tyagong Street. An existing entrance is located in the north-east of the development site. This driveway is the current means of accessing the site and is considered suitable to service the proposed development.

### Public Domain

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

### Heritage

The development site is not located within a heritage conservation area and does not contain any items of environmental heritage listed in schedule 5 of the Weddin Local Environmental Plan 2011. It is assessed that the proposed development will not impact on any heritage items in the vicinity.

### Other Land Resources

The land does not contain any recorded mineral deposits and the proposal will not negatively impact any water catchment areas.

### Water, Sewerage and Stormwater

The application will not impact on existing water, sewer or stormwater infrastructure. The application is unlikely to create any adverse impacts on surface water or groundwater.

### Soils

The application will not have a negative impact on soils in the locality.

### Air and Microclimate

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

### Flora and Fauna

The proposal does not require the removal of any trees. The development is not expected to impact on any critical habitats or threatened species.

### Waste

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

### Energy

The proposed buildings are not expected to greatly increase the use of energy. The development is not BASIX affected development and therefore a BASIX certificate is not required under the Environmental Planning and Assessment Regulation 2000.

### Noise and Vibration

Some noise will occur during the construction period, but is not expected to adversely impact on any surrounding land uses. Council's standard condition regarding construction hours is recommended.

### Natural Hazards

The land is not mapped as bushfire. The land is identified as being flood prone and an assessment has determined that the development will not impact on the flow of flood waters. A condition has been included in the recommendation requiring the building to be constructed to withstand and loads imposed by flood waters. There are no other identified natural hazards affecting the development.

### Technological Hazards

There are no identified technological hazards.

### Safety, Security and Crime Prevention

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

### Social and Economic Impacts on the locality

The proposed development will not result in any negative social or economic impacts.

### Site Design and Internal Design

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

### Construction

The proposed development will be built in accordance with the Building Code of Australia. No adverse impacts are anticipated to occur as a result of the development.

### Cumulative impacts

The proposal is not expected to generate any ongoing negative cumulative impacts. A minimal increase in traffic activity on site will occur during the construction phase.

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

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

### **S4.15(1)(d) Any submissions made in accordance with the Act or Regulation(s)**

#### Public Consultation

The Development Application was advertised or notified in accordance with Council's Development Control Plan 2014. As a result, no submissions or objections were received in relation to the proposed development.

#### Public Authority Consultation:

The subject development application did not require any consultation with public authorities.

### **S4.15(1)(d) The Public Interest**

#### **Community Interest**

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

### **Section 7.11 & 7.12 Contributions**

Council does not have a Section 7.11 or Section 7.12 Contributions Policy and therefore such contributions are not applicable to the proposed development.

### **Conclusion**

Development Application No. 41/2021 proposes a garage and carport on Lots 7 & 8 Section 28 DP 758473, 1 Tyagong Street, Grenfell.

The application was supported by a Statement of Environmental Effects and development plans, which provide sufficient information to allow assessment of the proposal.

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

The application proposes a variation to the front boundary setback requirements of Council's DCP. It has been assessed that the proposed variation is suitable in this case and will not adversely impact on the streetscape or character of the area.

Having considered the documentation supplied by the applicant, the findings of a site inspection(s) it is assessed that the impacts of the proposal and the likely environmental interactions between the proposed development and the environment are such that Council should not refuse the development application. Accordingly, a recommendation of conditional approval is listed in the recommendation.

### **Attachments**

Development Plans and Statement of Environmental Effects

**LUKE SHEEHAN**

**DIRECTOR ENVIRONMENTAL SERVICES**

**098 RESOLVED:** Cr Diprose and Cr Parlett that except where otherwise dealt with 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     |
| April 2021                 | 2. <u>New Grenfell Sewer Treatment Plant</u> : conduct a commissioning workshop for Councillors.   | In Progress | DES    |
| July 2021                  | 3. <u>Local Government NSW Annual Conference</u> : Mayor, Deputy Mayor, Cr Parlett and the General Manager to attend from 28 – 30 November 2021. | In Progress | GM     |
| <b>DEFERRED ACTIVITIES</b> |  |             |        |
| 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     |
| November 2019              | 4. <u>Bogolong Dam</u> : (SCCF Rd 2) commence excavation works once structural design plans developed.   | In Progress | DE     |
| March 2020                 | 5. <u>Council Meeting Agenda</u> : alter Agenda and Reports to align with CSP.   | In Progress | GM     |
| August 2020                | 6. <u>Annual Returns of Interest</u> : review other positions.   | In Progress | GM     |
|                            | 7. <u>Council Meetings – Webcasting</u> : investigate option to livestream remotely.   | In Progress | GM/DCS |
| October 2020               | 8. <u>Sec 355 Committees Review</u> : submit draft Operational Manual and Event Management Guidelines to Council for formal adoption.            | In Progress | GM     |
|                            | 9. <u>Proposed Bumbaldry Recycling Service</u> : extend garbage service to Bumbaldry area.   | In Progress | DES    |
| November 2020              | 10. <u>Historic Homes Books</u> : Develop options for memento acknowledging the Grenfell Sesquicentenary.  | In Progress | GM     |
| February 2021              | 11. <u>Safety Audit – Adelargo Road</u> : conduct road safety audit.   | In Progress | DE     |
|                            | 12. <u>The Grenfell Henry Lawson Festival of Arts</u> : undertake website upgrade.   | In Progress | GM/DCS |
| March 2021                 | 13. <u>Grenfell Main Street Renewal Modification</u> : run a conduit pipe for future electric car charging stations.                             | In Progress | DE     |
| April 2021                 | 14. <u>Policy for Naming/Renaming of Council Assets</u> : resubmit policy to Council for formal adoption.  | In Progress | DE     |
| May 2021                   | 15. <u>Memorial Plaque – Lawson Oval</u> : arrange plaque installation.  | In Progress | DES    |
|                            | 16. <u>Extension of DWM Service</u> : extend service.  | In Progress | DES/DE |

## **ACTION LIST**

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|           |   |             |     |
|-----------|---|-------------|-----|
| June 2021 | 17. <u>LiveBetter Proposal</u> : sign the lease of the Grenfell Internet Centre.  | In Progress | GM  |
|           | 18. <u>Grenfell Main Street Renewal</u> : engage a contractor to install private street lighting and liaise with Heritage Advisor to determine suitable colour. | Completed   | DE  |
| July 2021 | 19. <u>Renewable Energy Action Plan</u> : investigate implementation of Action Plan.  | In Progress | DES |
|           | 20. <u>The Grenfell Henry Lawson Festival of Arts Strategic Review</u> : submit further report on suggested Community Development Officer.                      | In Progress | DCS |

**For Information  
Noted**

**MINUTES OF THE QUANDIALLA SWIMMING POOL COMMITTEE MEETING  
HELD FRIDAY 27 AUGUST 2021 COMMENCING AT 12:00PM (C2.6.39)**

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**1. Present**

- Angela Sweeny (Chair)
- Bronwyn Morley
- Francesca Taylor
- Cr Carly Brown
- Cr John Niven
- Luke Sheehan
- Kim Broomby

**2. Apologies**

- Anne Dixon
- Cr Phil Diprose
- Shea Broomby
- Jennifer Kelly
- Jeremy Tancred

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| <b>Apologies:</b> 27 August 2021 |
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| <b>Recommendation:</b> that the apologies be accepted. |
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| <b>Support for Recommendation:</b> Unanimous |
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**3. Confirmation of Minutes**

Committee meeting held 27 April 2021

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| <b>Previous Minutes:</b> 27 April 2021 |
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| <b>Recommendation:</b> that the Minutes of the Quandialla Swimming Pool Committee meeting held 27 April 2021 be accepted. |
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| <b>Support for Recommendation:</b> Unanimous |
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**4. Matters Arising from the minutes**

- 4.1. FT to update the existing SWSCU bank account name to “Weddin Shire Council Quandialla Pool Committee”: No update.

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| <b>Decision/Action:</b> |
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| CB will approach Acting General Manager Michael Charmers for advice and guidance. |
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- 4.2. Concrete repairs to be held until grant submission outcome is known: discussed in General Business.
- 4.3. Fundraising costs - Calcutta: Complete.
- 4.4. Winter garden/pool grounds maintenance: discussed in General Business.
- 4.5. Next season 50<sup>th</sup> Anniversary celebrations: discussed in General Business.
- 4.6. Story board funding:
- AS has begun enquiries. Letter from 355 committee needs to be sent to Weddin Shire Council (WSC) seeking approval for construction indicating funding sources.
  - Auburn Carr has the template for the existing heritage story boards throughout the Shire
  - Heritage grants can contribute up to 50% of the cost.

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4.7. drumMUSTER:

- WSC has adopted the proposal to install a drumMUSTER cage at the Quandialla tip
- Cage is under construction and upon lifting of stay-at-home orders will be installed
- Quandialla Progress Association have been in contact with regard to actioning drum clean and collection including drums already at the tip
- 355 Volunteers insurance will cover 355 committee members, others will need to be listed as a volunteer separately
- Pool committee and Progress Association to discuss logistics and distribution of funds to ensure no confusion is brought about

4.8. Annual General Meeting: PD proposed that an AGM be held post September Council Elections, Group agreed. To be discussed in General Business with 6.6.

**5. Treasurer's Report**

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| <b>Decision/Action:</b> CB/JN   |
| <b>Recommendation:</b> that the Treasurer's report be held over until after General Business. |
| <b>Support for Recommendation:</b> Unanimous  |

**6. General Business**

6.1. Royal Lifesaving Audit Inspection:

- Royal Lifesaving audit is due which will provide sound guidance about safe operating procedures, including staffing ratios and policies and procedures.
- Auditors reside in the Greater Sydney and Hunter region and must include a physical inspection for full completion of the report

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| <b>Decision/Action:</b>   |
| LS awaiting lifting of travel restrictions to arrange the undertaking of the audit. |

6.2. Staffing:

- LS advised there is a strong opinion that there must be two lifeguards working concurrently in a pool facility, BM enquired about evidence of same, LS reported that this is the insurers preference and likely recommendation of the Royal Lifesaving audit. Pools that have one staff member on duty during swimming hours need to have strong process in place to ensure safe operating procedures.
- Local Quandialla Pool Manager advertisement was unsuccessful with no applicants, subsequently the Director Engineering appointed Leann Logan (current Grenfell Aquatic Centre manager) manager of both facilities.
- Historic reliance on university students as lifeguards may prove difficult at the beginning and end of the pool season.
- LS engaging with school groups and investigating option of school-based traineeships for promotion of lifeguarding as a job.

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| <b>Decision/Action:</b>  |
| Awaiting recommendations from Royal lifesaving audit for final staffing decisions. |

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**6.3. Operation of Canteen:**

- LS brought forward safety concerns about staff manning kiosk while lifeguarding.
- Group discussed options for maintaining kiosk, including approach Quandialla Swimming Club for volunteer-run system, tiered approach, tendering for the operation of the kiosk as a commercially viable operation to test local appetite for same.

| <b>Decision/Action:</b> AS/BM      |  |
|------------------------------------|--|
| <b>Recommendation:</b>             | that the QSP 355 committee propose that the Weddin Shire Council create a tender for the operation of the Quandialla Pool Kiosk. |
| <b>Support for Recommendation:</b> | Unanimous  |

**6.4. Operating Hours:**

- Due to the potential change in staffing arrangements, consideration may need to be given to operation hours.
- BM asked that this be done so in a collaborative manner, giving the 355 committee an opportunity for input.

| <b>Decision/Action:</b>                    |
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| Await outcome of staffing recommendations. |

**6.5. Grant Outcome:**

- Three grants were applied for funding to undertake full pool redesign. Notification has been received that the application for the Regional Sports Facility was unsuccessful. Unofficially, the second application is likely to be unsuccessful and no outcome has been announced for the third. LS wrote to FT advising this, after enquiry.
- CB notified the meeting that the Local Roads and Community Infrastructure (LRCI) funding allocations are pending and through the Director Engineering it has been asked that the Quandialla Pool be considered in these allocations.

| <b>Decision/Action:</b> JN/KB      |  |
|------------------------------------|--|
| <b>Recommendation:</b>             | that the QSP 355 committee request a structural engineering report be undertaken to inform order of urgency of repairs and maintenance of the pool facility. |
| <b>Support for Recommendation:</b> | Unanimous  |

| <b>Decision/Action:</b>   |
|---|
| Local committee will create a low budget cosmetic renovation list to lift the aesthetic of the existing amenities building. |



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6.6. Adopted Charter:

- WSC are operating with Version 2 of the QSP 355 Charter which is in line with other 355 committee charters that members be appointed annually by council.

| Decision/Action: CB/BM             |  |
|------------------------------------|--|
| <b>Recommendation:</b>             | that, due to an anomaly of understanding of charter versions being used, the QSP 355 community member submissions be granted an extension until Monday 6 September 2021. |
| <b>Support for Recommendation:</b> | Unanimous  |

| Decision/Action:   |  |
|--|--|
| LS will draft some slight amendments to the charter for consideration of this committee at next meeting and subsequent recommendation to WSC to adopt. |  |

6.7. Event Decision Timeline Tool:

- CB submitted papers to assist in the decision-making surrounding events with the current Public Health advice, which is in a state of flux, and asked if the committee had considered an online presence for celebrating the 50th anniversary of the pool.
- LS advised that recent advice was given to council that public events are unlikely to be supported by the State government until December 2021.

| Decision/Action:   |  |
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| 50th Birthday sub-committee will take on notice and provide an update at next meeting. |  |

**7. Treasurer's Report**

Current balance \$16545.01. AS noted that Moses and Sons donation of \$270.97 was a tribute to the number of people in the community choosing to support the Quandialla Pool.

| Decision/Action: FT/BM             |  |
|------------------------------------|--|
| <b>Recommendation:</b>             | that the Treasurer's report be accepted. |
| <b>Support for Recommendation:</b> | Unanimous                                |

**8. Business Without Notice**  
Nil

**9. Next Meeting** to be held Friday 24 September 2021 commencing at 10am.

**10. Closure**

There being no further business, the meeting closed at 1:50pm.

**099 RESOLVED:** Cr Niven and Cr McKellar that except where otherwise dealt with the Minutes of the Quandialla Swimming Pool Committee meeting be adopted.

**MINUTES OF THE ORGANISATIONAL LEADERSHIP TEAM (OLT) MEETING  
HELD WEDNESDAY 15 SEPTEMBER 2021 COMMENCING AT 11:00AM (C2.6.10)**

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1. **PRESENT:** J Rath (Chair), M Chalmers, L Sheehan and L Woods
2. **APOLOGY:** Nil
3. **MINUTES:** 24 August 2021

**Resolved:** M Chalmers and L Sheehan that the minutes of the meeting held 24 August 2021 be adopted.

4. **PEOPLE:**

|   |  |     |
|---|--|-----|
| <b><u>Learning development</u></b><br>- Strategic | i) <u>Traffic Control/Signage</u> : process implemented to ensure signage inspected on a regular basis. Process reviewed on a regular basis.   | DE  |
|   | ii) <u>Training Plans</u> : to be undertaken for individual employees emanating from Annual Assessments.   | All |
|   | iii) <u>Henry Lawson Festival</u> : strategic review completed. Currently on public exhibition before being resubmitted to Council for consideration.  | AGM |
| <b><u>Resource planning</u></b><br>- Strategic    | i) <u>Annual Report</u> : to be forwarded to the Office of Local Government by 30 November 2021.   | AGM |
|   | ii) <u>2020/2021 Annual Financial Statements</u> : to be forwarded to the Office of Local Government by 31 October 2021.   | DCS |
|   | iii) <u>RMS Contract</u> : reported in Acting Director Engineering's report.   | DE  |
|   | iv) <u>Engineering Strategic Planning Meetings</u> : held fortnightly to discuss and review works plan for next 12 months and plan other capital projects to be completed in 2021/2022. 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  |
| <b><u>Recruitment</u></b><br>- Operational        | i) <u>Engineering</u> : General Labourer advertised internally. Interviews held 26 August 2021. Letter of offer to be sent.  | DE  |
|   | ii) <u>Engineering</u> : 3 x General Labourer (Temporary up to 12 months) advertised externally. Interviews postponed due to COVID-19 restrictions. To be arranged now that restrictions have been lifted.   | DE  |
|   | iii) <u>Engineering</u> : Labourer – Signs & Lines advertised internally. Applications closed 23 August 2021. Interviews to be arranged.   | DE  |
|   | iv) <u>Engineering</u> : Workshop Supervisor advertised externally. Applications closed 10 September 2021.   | DE  |
|   | v) <u>Engineering</u> : Works Engineer advertised externally. Applications closed 10 September 2021.   | DE  |
|   | vi) <u>Engineering</u> : Projects Engineer (Temporary up to 12 months) advertised externally. Applications closed 10 September 2021.   | DE  |
|   | vii) <u>Corporate Services</u> : IT Projects Officer (Temporary up to 3 years) position withdrawn.   | DCS |

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|   |   |     |
|---|---|-----|
| <b><u>Recruitment</u></b><br>- Operational        | viii) <u>Engineering</u> : Works Coordinator – Maintenance re-advertised externally. Applications close 20 September 2021.  | DE  |
|   | ix) <u>Engineering</u> : Workshop Mechanic re-advertised externally. Applications close 20 September 2021.  | DE  |
|   | x) <u>Environmental</u> : Pool Lifeguards (Casual) advertised externally. Applications close 20 September 2021.   | DES |
|   | xi) <u>Engineering</u> : Wastewater Treatment Plant Operator x 2 advertised internally. Position reclassified and expressions of interest currently being invited. Applications close 17 September 2021.  | DE  |
|   | xii) <u>Engineering</u> : Assets Inspector to be re-advertised externally.  | DE  |
|   | xiii) <u>Engineering</u> : Field Assistant – RMCC to be re-advertised externally.   | DE  |
|   | xiv) <u>Engineering</u> : Trainee – Bridges & Culverts to be re-advertised externally.  | DE  |
|   | xv) <u>Engineering</u> : Trainee – Wastewater Treatment Plant Operator to be re-advertised externally.  | DE  |
|   | xvi) <u>Engineering</u> : Ganger – Parks & Gardens to be re-advertised externally.  | DE  |
|   | xvii) <u>Engineering</u> : Labourer – Road Maintenance to be re-advertised externally.  | DE  |
| <b><u>Appointments</u></b><br>- Operational       | Nil   |     |
| <b><u>Health and Wellbeing</u></b><br>- Strategic | <p>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.</p> <p>Results received. To be discussed and final outcomes to be presented to staff as soon as possible after COVID-19 restrictions are lifted.</p> | All |

**MINUTES OF THE ORGANISATIONAL LEADERSHIP TEAM (OLT) MEETING  
HELD WEDNESDAY 15 SEPTEMBER 2021 COMMENCING AT 11:00AM (C2.6.10)**

**5. RESOURCES:**

|  |   |  |
|--|---|--|
| <b><u>Financial</u></b><br>- Strategic         | <u>Nil</u>  |  |
| <b><u>Physical – Assets</u></b><br>- Strategic | <p>i) <u>Sewerage Treatment Works Upgrade</u>: in progress. Project update will be reported in DE report moving forward.</p> <p>Strategic Business Plan for the new operational requirements of the STP to be developed.</p> <p>ii) <u>Industrial Trade Waste Agreements</u>: to be drafted.</p> <p>iii) <u>Local Infrastructure Contribution Plans</u>: to be drafted.</p> <p>iv) <u>Grenfell Main Street Renewal</u>: works in progress. Contractor engaged to install private street lighting. Further reported in DE report.</p>                  | <p>DE</p> <p>DES</p> <p>DES</p> <p>DE</p>                  |
| - Operational                                  | <p>v) <u>Quandialla Recycling Depot</u>: operating very well. Director Environmental Services monitoring.</p> <p>vi) <u>O’Brien’s Tributary</u>: preferred schemes currently being investigated by the Flood Management committee. Funding to be then sourced.</p> <p>vii) <u>Industrial Land</u>: consideration being given to purchasing additional land.</p> <p>viii) <u>Overgrown Blocks</u>: letters seeking approval to slash block being sent.</p> <p>ix) <u>Village/Roadside Slashing/Spraying</u>: works to commence in the near future.</p> | <p>DES</p> <p>DE</p> <p>AGM/DE/DES</p> <p>DE</p> <p>DE</p> |
| <b><u>Human Resources</u></b>                  | i) <u>HR Resources</u> : Peter Quinn engaged to provide HR services. To be further considered in future Organisation Structure review.  | All  |
| <b><u>Risk Management</u></b>                  | i) <u>WHS Resources</u> : immediate consideration to be given to WHS Officer in Organisation Structure. Interim arrangements to be made.  | All  |
| <b><u>Information Technology</u></b>           | i) <u>IT Resources</u> : to be further considered in future Organisational Structure review. Interim arrangements to be made.   | All  |
| <b><u>Investment</u></b>                       | <u>Nil</u>  |  |

**MINUTES OF THE ORGANISATIONAL LEADERSHIP TEAM (OLT) MEETING  
HELD WEDNESDAY 15 SEPTEMBER 2021 COMMENCING AT 11:00AM (C2.6.10)**

**6. SYSTEMS:**

|   |   |  |
|---|---|--|
| <b><u>Governance</u></b>                | Nil   |  |
| <b><u>Compliance</u></b><br>- Strategic | i) <u>Systems Review</u> : systems such as procurement, delegations, information technology, and salary structure to be reviewed.<br><br>ii) <u>Local Environment Plan (LEP) Review</u> : development of land use strategy in progress. Funding requirements to be investigated.<br><br>iii) <u>Waste Strategy</u> : to be submitted to October 2021 Council meeting for formal adoption.<br><br>iv) <u>Webcasting of Council Meeting</u> : currently being undertaken as per Council's Code of Meeting Practice.<br><br>v) <u>Integrated Planning &amp; Reporting</u> : guidelines have been revised by OLG and handbook has been updated accordingly. | DCS/DE/AGM<br><br>DES<br><br>DES<br><br>AGM/DCS<br><br>AGM |
| <b><u>Risk</u></b><br>- Operational     | i) <u>Department of Fair Trading (DFT)</u> : compliance reporting systems regarding building inspections implemented. Monthly reporting provided to the Department of Fair Trading through internal system.   | DES  |

**7. COMMUNICATIONS AND ENGAGEMENT:**

|   |   |                             |
|---|---|-----------------------------|
| <b><u>Agendas for OLT and OET</u></b>                           | Being utilised.   | AGM                         |
| <b><u>Charters for OLT and OET</u></b>                          | Being utilised.   | AGM                         |
| <b><u>Communication Plan and Engagement Strategy</u></b>        | Being utilised.   | DCS                         |
| <b><u>OLT and OET Terms of Reference</u></b>                    | Being utilised.   | DES                         |
| <b><u>Staff engagement – Organisational Engagement Team</u></b> | <ul style="list-style-type: none"> <li>Meetings held.</li> <li>Store system / Depot Improvement Plan being implemented.</li> <li>Other recommendations to be pursued when submitted.</li> <li>Indoor/outdoor staff meetings to be held monthly preceding each Council meeting.</li> </ul> | AGM<br>DCS/DE<br>All<br>All |

**8. NEXT MEETING:** Tuesday, 19 October 2021 at 8:30am.

**9. CLOSURE:** There being no further business to discuss the meeting closed at 12:00pm.

**100 RESOLVED:** Cr Diprose and Cr Bembrick that except where otherwise dealt with the Minutes of the Organisational Leadership Team (OLT) meeting be noted.

## QUESTIONS WITH NOTICE

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**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 10A] 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**

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**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.

- 101 RESOLVED:** Cr Diprose and Cr McKellar 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**

#### **ACTING DIRECTOR ENGINEERING'S LATE REPORT**

1. **RFQ 23/2021: Installation of New and Extension of Existing Stormwater Pipe Culverts at Pullabooka Road, T1.10.23**  
Reason for confidentiality: commercial information (Section 10A(2)(d)(i))

#### **DIRECTOR ENVIRONMENTAL SERVICES' REPORT**

1. **Extension of Water Supply to Phil Aston Place – Industrial Estate, P2.5.3**  
Reason for confidentiality: commercial information (Section 10A(2)(d)(i))

### **MOTIONS WITH NOTICE**

1. **Report on Payments, C2.8.1**  
Reason for confidentiality: commercial information (Section 10A(2)(d)(i))

- 106 RESOLVED:** Cr Brown and Cr Diprose that the meeting return to Open Council.

**REPORT ON CLOSED COUNCIL**

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

**ACTING DIRECTOR ENGINEERING'S LATE REPORT**

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

**1. RFQ 23/2021: Installation of New and Extension of Existing Stormwater Pipe Culverts at Pullabooka Road, T1.10.23**

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

- 103 RESOLVED:** that Council endorse the recommendation outlined in the Evaluation Report that: -
- i) the works be awarded to *David Keough Plant Hire* for a price of \$174,564 (Including GST)
  - ii) the Director Engineering enter into negotiations with *David Keough Plant Hire* regarding the delivery of traffic control.

**DIRECTOR ENVIRONMENTAL SERVICES' REPORT**

**1. Extension of Water Supply to Phil Aston Place – Industrial Estate, P2.5.3**

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

- 104 RESOLVED:** that: -
- i) Council accept the quotation from Central Tablelands Water for the value of \$64,249.50, being for the extension of the water main with street hydrants along the full length of Phil Aston Place Grenfell
  - ii) funding for the water mains extension be allocated from unrestricted reserves.

**MOTIONS WITH NOTICE**

**1. Report on Payments, C2.8.1**

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

- 105 RESOLVED:** that: -
- i) the alleged issues with the payments totalling \$1,231,000 made to a single Council Grant Writer/Advisor over the past six years be reported to Council so Council can decide what, if any, appropriate actions are needed to be taken to address and resolve any concerns
  - ii) the report also include the corresponding outcomes and outputs from each engagement of the consultant
  - iii) Council engage a mediator to assist with our current concerns.

**Crs Liebich, Brown and Niven requested that their votes against the above motion be recorded.**

**CLOSURE:** There being no further business the meeting closed at 6:00pm.