

Minutes

Camden Town Farm
Reference Group Meeting
Camden Civic Centre

Wednesday 20 July 2022



camden
council

MEETING DETAILS

Date: 20/7/2022

Location: Camden Civic Centre

Time: 7:00 pm

Meeting opened: 7:10 pm. Meeting closed 10:10 pm

Chairperson (interim): Kieran Berryman: Camden Council (ex officio)

Minute taker: Kieran Berryman: Camden Council (ex officio)

Acknowledgement of Country: Acknowledgement read by Chairperson

ATTENDANCE

Present:

- David Buckley, community member
- Tony Biffin, community member
- Sandy Davies, community member
- Sarah Cleaton, community member
- Debby Dewbery, community member
- Colin Packer, Camden Community Gardens
- Kieran Berryman, CCSO (Community Committees Support Officer), Camden Council (ex officio liaison officer)

Apologies and Leaves of Absence:

- Councillor Eva Campbell, Camden Council
- Councillor Cindy Cagney, Camden Council
- Jeff Ferrif, community member
- Kerrie Flynn, community member
- Nicolet Westerof, community member

Absent:

- Nil

Visitors:

- Hayley Neville, Actg. Director Community Sport and Activation, Camden Council
- Vi Girgis, Actg. Manager Economic Development and Activation, Camden Council

That the apologies be noted and leaves of absence granted.

INTRODUCTIONS

Members present introduced themselves to the meeting, described their equestrian experience and their usage and experience with the CTF.

- David Buckley, previous member of s.355 Committee, Primary Industries teacher and dairy farmer.
- Tony Biffin, previous member of s.355 Committee and dairy farmer.
- Sandy Davies, previous member of s.355 Committee and grazier. Also on BEP Reference Group.
- Sarah Cleaton, previous member of s.355 Committee and local business owner.
- Debby Dewbery, ex Councillor and employee of local MPs, now retired. Previously involved with other reference groups, committees and sporting clubs.
- Col Packer, rep. on behalf of Camden Community Gardens. Previously involved with sporting clubs and from a rural background.

DECLARATIONS OF INTEREST

- Debby Dewbery advised that her sister **may** be purchasing a unit at the Camden Grove aged care facility. It was determined that the declaration is non-pecuniary, non-significant.

Motion: That the CTF Reference Group note the declarations.

Moved: Tony Biffin, **Seconded:** Sarah Cleaton

Motion Carried

CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

Initial meeting of Reference Group. No prior minutes

BUSINESS ARISING FROM PREVIOUS MEETING (not contained in action log)

Initial meeting of Reference Group. No prior business arising

AGENDA ITEMS

Appointment of the Chairperson

Tony Biffin nominated. **Moved** Sandy Davies, **Seconded** Sarah Cleaton (nomination declined).

David Buckley nominated. **Moved** Tony Biffin, **Seconded** Sarah Cleaton (nomination accepted).

David Buckley elected unopposed.

Appointment of the Alternate Chairperson

Sandy Davies nominated. **Moved** David Buckley, **Seconded** Debby Dewbery (nomination accepted).

Tony Biffin nominated. **Moved** Sarah Cleaton, **Seconded** Col Packer (nomination accepted).

Tony Biffin elected 4-2 by way of a show of hands.

CTF Reference Group Terms of Reference

Motion: That the CTF Reference Group acknowledge and recommend that the Terms of Reference as tabled be adopted.

Moved: Sarah Cleaton, **Seconded:** Tony Biffin

Motion Carried

Forward Meeting Planner

Motion: That the CTF Reference Group recommend that the forward meeting planner as tabled be adopted.

Moved: David Buckley, **Seconded:** Sandy Davies

Motion Carried

Meeting agenda format and meeting standing items – Kieran Berryman (CCSO)

Proposed to include the following items in CTF Reference Group meeting agenda:

- Action log
- User group reports/general update
- Councillor updates (where required)
- CTF booking calendar updates and status
- All proposed non-standard bookings (e.g. events 150+ pax, music festivals, markets, community events)

Motion: That the CTF Reference Group adopt the agenda format and standing items as tabled for each meeting.

Moved: Tony Biffin, **Seconded:** Sarah Cleaton

Motion Carried

WestInvest CTF project brief

A summary of works proposed under the WestInvest grant application for CTF upgrades was tabled.

- restoration and sympathetic conversion of a heritage listed cottage into a café and community enterprise space
- enhancement of an outdoor learning facility with landscaping, all weather flooring and technology, enabling local schools and universities to conduct vocational training ‘on farm’ at arm’s length from livestock and pastures
- restoration of a number of authentic heritage farm buildings
- landscaping and accessibility improvements to open spaces to facilitate greater public access
- installation of outdoor furniture to improve the visitor experience
- introduction and integration of technology across the site
- interpretive signage highlighting colonial, Indigenous and Chinese local heritage

Motion: That the CTF reference group write a letter of support to Camden Council for the WestInvest grant application for CTF.

Moved: Sandy Davies, **Seconded:** Sarah Cleaton

Motion Carried

CTF Projects and Action Log Update – Kieran Berryman (CCSO)

List of outstanding task/projects from CTF s.355 Committee tabled. Brief discussion as to how open items will be actioned by Council. CCSO to redesign Action Log and circulate for next meeting.

CTF walkway extension proposal

Proposal to create an extension to the existing walkway as part of a programme to provide greater access to the Nepean River (see attached map).

Propose onsite visit by Reference Group to inspect, assess and familiarise with the CTF and inspect flood damage.

Concerns regarding biosecurity and farm access.

New Action: (22-001): Kieran Berryman to coordinate an onsite walk and fencing inspection with Reference Group members for 10am 31/7/2022

CTF agricultural operations

How will agricultural operations continue to be undertaken under the new volunteer regime?

The Reference Group was advised that Council will develop processes and policies, however, for now specific volunteers (Tony Biffin, David Buckley and Jeff Ferrif) are undertaking farm operations work in the company of Council staff.

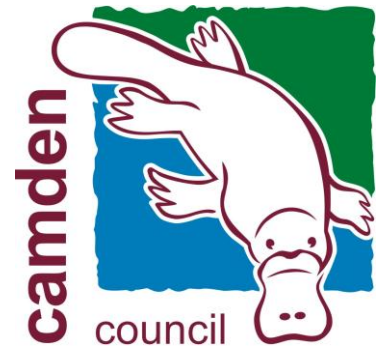
Council is in the process of assessing an ATV for use by staff and volunteers to improve safety and access.

GENERAL BUSINESS

- The Reference Group queried how they will be kept up to date/advised if Council determines not to adopt a Reference Group recommendation? The Reference Group was advised that Council will notify the Reference Group on these occasions.
- It was noted that Boots 'n' Beats was held without consultation with the Reference Group, as it was not yet formed. Damage was caused to grounds, works were undertaken, grazing paddocks were mowed and waste was left behind. The Reference Group queried the process of approving the event. The Reference Group was advised that a review will be undertaken to assess the event. CCSO will be involved.
- The Reference Group queried their role in assessing events proposed to be held at CTF. The Reference Group was advised that Council officers will refine the previous CTF events framework, following feedback from the Reference Group, to determine 'standard' and 'non-standard' events and the conditions to be applied thereon. The updated framework will be presented to the Reference Group for their review and recommendation for adoption.
- Flood update: there was extensive damage to the farm especially fences and walkways. Propose onsite visit by Reference Group to inspect, assess and familiarise with the CTF.
- Landcare and Agriculture tour being conducted by Local Land Services (Richard Stephens). Tony Biffin will provide access when the group attends CTF.

New Action: (22-002): Kieran Berryman to liaise with Sarah Cleaton to draft events framework for Reference Group review

Meeting closed 10:10pm



CAMDEN TOWN FARM REFERENCE GROUP TERMS OF REFERENCE

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1. PURPOSE

- 1.1 Advisory Committees and Reference Groups include representatives of the community, other stakeholders or government agencies and play an important role in the implementation of Council's priorities in a manner that complements staff competencies and expertise. Advisory Committees support Council through the provision of technical advice on a range of strategic issues, while Reference Groups support Council through the provision of local knowledge and engagement of community resources on a range of action-oriented initiatives. The scope of each Advisory Committee and Reference Group is set out in its Terms of Reference.
- 1.2 Council and its staff may have regard to the advice and recommendations provided by its Advisory Committees and Reference Groups as part of Council's decision-making processes. However, in carrying out their respective responsibilities, Advisory Committees and Reference Groups must at all times recognise that primary responsibility for strategic decision making rests with the governing body of Council and the day to day operations and management is the responsibility of the General Manager, as defined by the *Local Government Act 1993*. Consequently, Advisory Committees and Reference Groups do not have power to make decisions or direct staff.
- 1.3 The primary objectives of the Camden Town Farm (CTF) Reference Group are to:
 - a. Support the delivery of a high standard community facility
 - b. Provide strategic advice which supports increased activation and utilisation of the CTF for community and commercial users
 - c. Promote the CTF as an affordable, sustainable facility in alignment with Miss Llewella Davies bequest
 - d. Provide expert advice regarding the strategic provision of the CTF relating to:
 - i. Agricultural operations and education
 - ii. Visitor management and attraction
 - iii. Community use
 - iv. Events management
 - v. Passive recreation.

2. ALIGNMENT WITH COMMUNITY STRATEGIC PLAN

- 2.1 Council has a long-term Community Strategic Plan that identifies the community's main priorities and aspirations for the future. All other Council plans, such as the four-year Delivery Program and annual Operational Plan, must support the achievement of these objectives. Council's Advisory Committees and Reference Groups are an important mechanism for

consultation, advice and feedback to staff on the implementation and review of the Community Strategic Plan and related Council plans and policies.

2.2 The CTF Reference Group assists Council to achieve the following Community Strategic Plan objectives:

- a. W2.2 Improve access to public spaces and places for people of all ages and abilities
- b. W3.3 Address community needs through the provision of services and facilities targeting specific user groups
- c. LB2.2 Enhance town centres and public spaces
- d. LB2.3 Identify and maintain city heritage and culture
- e. B1.2 Maintain, protect and increase Camden's tree canopy
- f. B1.4 Facilitate community education and citizen science programs to foster appreciation and understanding of the natural environment
- g. B1.5 Maintain and enhance the natural environment
- h. B2.1 Preserve and enhance the natural assets of the city

2.3 The CTF Reference Group assists Council to achieve the following Delivery Program objectives:

- a. W1.3 Promote and facilitate equitable access to services, facilities and community initiatives
- b. W1.3.3 Optimise community use of Council-owned facilities and spaces
- c. W2.2 Improve access to public spaces and places for people of all ages and abilities
- d. LB2.2.1 Create and maintain quality streetscapes, public and open spaces
- e. LB2.3.1 Protect Camden's natural and built heritage
- f. B1.1.1 Facilitate environmental protection, restoration and urban greening, and reduce exposure to natural hazards
- g. B1.5.1 Deliver works that maintain and enhance natural areas in Camden
- h. B2.1.1 Protect Camden's scenic and visual landscapes

3. MEMBERSHIP, SELECTION AND TENURE

3.1 The Reference Group will consist of the following voting members:

- a. Up to two Councillors
- b. A maximum of 12 community representatives, inclusive of relevant user group representatives.

3.2 The Reference Group will select one of its members as the Chairperson and another as the alternate Chairperson.

3.3 Council appoints all members subject to these Terms of Reference.

3.4 A Councillor who is not a member may attend meetings as an observer. However, the Councillor is not entitled to give notice of business for inclusion in the agenda for the meeting or to vote at the meeting. The Councillor as a courtesy should in advance of the meeting advise the Chairperson of their intention to attend the meeting.

- 3.5 Council staff, as determined by the General Manager, will attend meetings to act as the secretary and to provide technical advice and support and respond to enquiries. Council staff are not members and hold no voting rights.
- 3.6 The meetings are not open to the public; however, other persons with relevant expertise and skills may be invited to attend the meetings at the request of the Chairperson on behalf of the Reference Group to provide advice and assistance where necessary. These invitees have no voting rights.
- 3.7 Representatives should have the following skills and knowledge relevant to the purpose of the Reference Group:
- a. Community representatives:
 - i. Working knowledge or qualification in agriculture, horticulture, events or education
 - ii. Knowledge and interest in operating/managing/promoting facilities of heritage significance
 - iii. Knowledge and interest in tourism and/or community venue activation and visitation.
 - b. All reference group members:
 - i. The ability to work collaboratively, cooperatively and respectfully with other community volunteers and Council staff.
- 3.8 Community representatives are to be recruited through a public expression of interest process. The selection will be based on set criteria which will be outlined as part of the nomination process and consistent with the required skills and knowledge, a complementary mix of interests, talents and experience, and an understanding of the local community's needs and aspirations. Nominations will be assessed by a selection panel comprised of Council staff and the details of the recommended nominees will be reported to Council for endorsement and appointment.
- 3.9 To enable diversity of civic participation, community representatives are limited to holding a maximum of two concurrent memberships of an Advisory Committee or Reference Group and should also only be appointed for a maximum of two consecutive Council terms. In the circumstance where specialist knowledge or experience is required and there is no suitable alternate nominee for a community representative position, a member may serve an additional term on a Reference Group.
- 3.10 Agencies, industry bodies or relevant community groups can nominate any suitable candidate from their organisation to participate, who should generally be the same person but can be replaced by an alternate where unavailable.
- 3.11 Reference Groups will generally be dissolved/renewed in line with the electoral term of Council. Members are appointed for the current Council term. However, Reference Groups will maintain a caretaker role until the new Reference Groups are formally appointed by Council. The caretaker role permits the outgoing Reference Group to continue with its routine

business as set out in these Terms of Reference.

4. ROLES AND RESPONSIBILITIES

- 4.1 The Chairperson is responsible for the effective conduct of meetings, drawing on the expertise of each member, and for guiding the Reference Group's work towards fulfilling the responsibilities established in the Terms of Reference. This is a vital position, which requires an effective Chairperson to:
- a. Work cooperatively with the committee support staff
 - b. Ensure that the Reference Group operates within the scope of the Terms of Reference
 - c. Conduct business in the order set out in the agenda
 - d. Keep discussion focused on the item as set by the agenda
 - e. Make sure that a decision has been reached before going onto the next item on the agenda
 - f. Maintain order and ensure the correct meeting procedures are being followed
 - g. Allow everyone to speak and be heard
 - h. Exercise a casting vote, as well as an original vote, whenever the voting on a motion is equal
 - i. Make sure a clear and accurate record is kept of all decisions.
- 4.2 Reference Groups consider reports, discuss options and contribute to the successful delivery of relevant Council projects and events. Through a Reference Group a member can offer an alternate view, identify issues and represent the diverse demographics, views and interests of the local community. All Reference Group members are expected to:
- a. Actively participate in a constructive, respectful and courteous manner
 - b. Understand the relevant legislative and regulatory requirements appropriate to Council
 - c. Contribute the time needed to review meeting agendas and other materials and understand the papers provided prior to a meeting
 - d. Apply good analytical skills, objectivity and judgment
 - e. Express opinions frankly and ask questions
 - f. Fully consider matters before voting on them
 - g. Respect confidentiality and privacy
 - h. Comply with the Terms of Reference.
- 4.3 Council provides secretariat support for the Reference Group in the form of committee support staff, as determined by the General Manager, who attend each meeting in a non-voting capacity. Under the supervision of the responsible Manager, the committee support staff are responsible for:
- a. Organising calendar notifications and the meeting venue
 - b. Preparing the meeting agenda
 - c. Ensuring that relevant matters are brought before the Reference Group
 - d. Distributing the agenda and minutes electronically
 - e. Recording the minutes for distribution to the Reference Group and reporting to Council
 - f. Coordinating the implementation of action items and identifying any decisions which may require further consideration by Council or the

Executive Leadership Group.

- 4.4 The responsible Manager and committee support staff are liaison points for Reference Group members regarding matters within the scope of the Terms of Reference. The committee support staff report to the responsible Manager, not the Reference Group. The responsible Manager may direct the committee support staff to provide administrative support and communicate certain advice to the Reference Group relating to the Terms of Reference and Council policies.
- 4.5 Reference Group membership is not a forum for making an action request of Council staff. Such requests must be made through regular channels.

5. MEETING VENUE AND FREQUENCY

- 5.1 Meetings are generally held in person monthly at a suitable venue. Meetings may also be held online using video conferencing software. The Chairperson shall determine the mode of meeting subject to any overriding Council policy or direction from time to time.
- 5.2 Special meetings may be called by the Chairperson if urgent matters are required to be considered by the Reference Group. This should only occur following consultation with Council staff, to confirm that there are adequate staff resources available to provide the necessary administrative arrangements for the special meeting.

6. MEETING PROCEDURE

- 6.1 Subject to these Terms of Reference, the Reference Group may regulate its own meeting procedure consistent with good order and effective conduct. The ruling of the Chairperson is final in respect of all procedural matters.
- 6.2 Short-term working groups may be created by a Reference Group for a particular purpose and disbanded when that purpose is achieved.

7. QUORUM, VOTING AND CASUAL VACANCIES

- 7.1 No quorum is required for meetings of the Reference Group. However, the Chairperson shall use their discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item.
- 7.2 If the Chairperson and alternate Chairperson are absent from a meeting, the first business of every such meeting is to elect a Chairperson for that meeting from the members present.
- 7.3 Decision-making by the Reference Group shall ideally be through consensus. However, where consensus cannot be reached, then a vote shall be taken of members present. Each voting member present (including the Chairperson) shall have one vote. In the event of a tied vote, the Chairperson shall have a casting vote. Voting does not necessarily mean that any decisions will be implemented by Council.
- 7.4 As a courtesy, Reference Group members should tender an apology when

they know in advance that they cannot attend a meeting. The apology should initially be tendered to the Committee secretary, who will subsequently inform the Chairperson.

- 7.5 A Reference Group member who is temporarily unable to fulfil their obligations as a member may request a leave of absence from the Reference Group. Typical reasons for needing to take a period of leave include but are not limited to personal health, carer responsibilities, work or family commitments. A leave of absence may be granted for a period of up to 6 months. During a leave of absence, a member may not participate in votes of the Reference Group.
- 7.6 If a Reference Group member misses three consecutive meetings without a leave of absence or is found to have breached the Code of Conduct, their membership will be withdrawn and the position will be deemed vacant.
- 7.7 A casual vacancy for a community representative caused by the resignation or death of a Reference Group member, or the withdrawal of membership, will be filled through a review by Council staff of nominations received through the previous Expressions of Interest process with the details of any recommended nominees being reported to Council for endorsement and appointment. If there are no suitable nominees who are available or if Council so resolves, a new Expressions of Interest process will be undertaken.
- 7.8 If a casual vacancy is for a position that represented an organisation, the organisation will be invited to nominate a replacement representative (if no alternate member has previously been nominated).

8. AGENDAS, MINUTES AND REPORTING REQUIREMENTS

- 8.1 The Reference Group secretariat produces the meeting agenda. Members should raise items they would like to be included on the agenda at least 10 working days prior to the meeting. Items will only be considered for inclusion on the agenda if they are relevant to the scope of the Terms of Reference and are submitted with the required notice. If a proposed item is not included on the agenda, the responsible Manager must notify the relevant member (including the reasons for this decision) prior to the distribution of the meeting agenda.
- 8.2 Community feedback provided to Reference Group members should also be dealt with as an agenda item, to ensure fair and proper consideration by the Reference Group.
- 8.3 General business should not be used to bypass the requirements for giving notice of business and therefore should not be raised for consideration at a meeting, unless the Chairperson rules the matter as urgent.
- 8.4 The agenda should be distributed to the Reference Group at least three working days prior to any meeting giving notice of the proposed meeting and the items of business.
- 8.5 The Chairperson can elect to request a briefing from Council staff prior to the meeting.

- 8.6 A forward meeting plan should be approved by the Reference Group annually for each financial year. The forward meeting plan will cover all responsibilities of the Reference Group as detailed in the Terms of Reference.
- 8.7 The structure of the agenda will be agreed by the Reference Group as part of its annual forward meeting plan, but will include as a minimum:
- a. Acknowledgement of Country
 - b. Attendance and Apologies
 - c. Declaration of Interests
 - d. Acceptance of Previous Minutes and Business Arising
 - e. Outstanding Actions Report
 - f. Standing Agenda Items.
- 8.8 Full and accurate minutes of the proceedings for each meeting must be kept. The meeting minutes must record all motions and amendments put to the meeting, and the results. Minutes should include the mover and seconder of motions. Although the minutes should contain enough detail to make the Reference Group's recommendations understood, they are not meant to be a detailed transcript of proceedings nor a record of the contribution of individual members. However, there may be occasions when it is appropriate to succinctly record the general content of discussions.
- 8.9 Committee support staff will ensure that the meeting minutes are prepared and provided to the Chairperson for approval within five working days of the meeting. The approved minutes will then be circulated to Reference Group members within 10 working days of the meeting.
- 8.10 The meeting minutes of Reference Groups are to be reported to Councillors via a Councillor Update. Any matters arising that require a separate decision of Council may at the discretion of the General Manager be reported at a Council meeting for formal consideration by Councillors.
- 8.11 Once reported to Councillors, the meeting minutes will be published on Council's website.
- 8.12 All agendas and minutes are distributed electronically via email. Committee support staff are not responsible for printing and distributing hard copies of meeting agendas and minutes to Reference Group members.
- 8.13 All documents and records relating to the Reference Group will be registered in Council's electronic document management system by Council staff in accordance with the *State Records Act 1998*.
- 8.14 A Register of Committees and Groups will be maintained by Council staff. This will include the names of Reference Group members.

9. CODE OF CONDUCT AND OTHER POLICIES

- 9.1 Reference Group members are required to adhere to Council's Code of Conduct. Compulsory training on the Code of Conduct and other policies that may be applicable to the operation of the Reference Group will be

provided to all members, and must be completed by each individual member before they can attend meetings. Additional training may be requested by the Reference Group where relevant to its purpose.

9.2 As outlined in the Code of Conduct, the general conduct obligations of Reference Group members are to:

a. Refrain from engaging in conduct that:

- i. Is likely to bring Council or other Council officials into disrepute
- ii. Is contrary to statutory requirements or Council's administrative requirements or policies
- iii. Is improper or unethical
- iv. Is an abuse of power
- v. Causes, comprises or involves intimidation or verbal abuse
- vi. Involves the misuse of your position to obtain a private benefit
- vii. Constitutes harassment or bullying behaviour under the Code of Conduct, or is unlawfully discriminatory.

b. Act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out Reference Group functions.

9.3 Members are required to declare and manage any conflicts of interest in accordance with Council's Code of Conduct. In the case of a pecuniary or significant non-pecuniary interest, this includes a requirement that the member does not participate in consideration of, or decision making in relation to, the matter. Details of any conflict of interest should be appropriately documented in the minutes.

9.4 Council's volunteer management policy framework applies to Reference Group members who are defined as volunteers under that framework. Generally, this will be committee members who are not a paid representative from another organisation, acting on their behalf or as a requirement of their employer.

10. WORK HEALTH AND SAFETY

10.1 Under work health and safety legislation, volunteers (including Reference Group members) are considered workers and must comply with health and safety legislation as amended from time to time as well as Council's policies and procedures. Reference Group members must take reasonable care that their acts or omissions do not adversely affect their health or safety and that of other persons.

11. FINANCIAL ARRANGEMENTS

11.1 The operational costs of convening the Reference Group will be met by Council's budget. No fees or out of pocket expenses will be paid to members.

12. VARIATION OF TERMS OF REFERENCE

12.1 These Terms of Reference may only be amended by a resolution of Council.

Camden Town Farm Reference Group

Forward Meeting Planner 2022-2023

Day & Date	Venue
Weds 20/7	Camden Civic Centre
Weds 17/8	Camden Civic Centre
Weds 21/9	Camden Civic Centre
Weds 19/10	Camden Civic Centre
Weds 16/11	Camden Civic Centre
Weds 21/12	Camden Civic Centre
Weds 18/1 (if required)	TBA
Weds 15/2	TBA
Weds 15/3	TBA
Weds 19/4	TBA
Weds 17/5	TBA
Weds 21/6	TBA

Project	Public Access and MLD Walkway
Priority Timeframe	High – 6 Months
Action Log #	Action Item
19-011	Emergency management plan
19-014	Flood Evacuation plan
19-025	Managing public access
19-049	Walkway signage
19-073	Public access information signage
21-021	Safety bollards
21-022	Walkway furniture

Project	Hiring and Activation
Priority Timeframe	High – 6 Months
Action Log #	Action Item
17-058	Booking and hire process

Project	Volunteer Management
Priority Timeframe	High – 6 Months
Action Log #	Action Item
18-021	Permissible activities by volunteers

Project	Agreements
Priority Timeframe	Medium – 12 Months
Action Log #	Action Item
20-026	Gardens MOU
21-005	Balloon Aloft agreement
n/a	Markets MOU
21-006	CTF Bushcare group

Project	Agricultural Development and Operations
Priority Timeframe	Medium – 12 Months
Action Log #	Action Item
19-039	Brickpit/Macquarie Grove waterline
19-060	Farm fertilising
21-003	Sow Oats in Lucerne Paddocks
21-007	Woody weed management and replacement plantings
21-023	Blackberry & Gleditsia spray programme.
21-025	Yard panels and ATV

Project	Miscellaneous projects
Priority Timeframe	Medium – 12 Months
Action Log #	Action Item
19-032	Indigenous Garden
21-018	LLS Project (ephemeral wetlands)
n/a	CTF Masterplan

Project	WestInvest
Priority Timeframe	
Action Log #	Action Item
19-046	COWA flooring
19-062	Electronic Gates
	Cottage redevelopment
	Coolroom Restoration
	Outbuilding restoration