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**NARROMINE SHIRE COUNCIL**  
**ORDINARY MEETING BUSINESS PAPER – 9 OCTOBER 2019**  
**REPORTS TO COUNCIL – GENERAL MANAGER**

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**1. DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS RETURNS**

<b>Author</b>	Executive Manager Corporate Governance
<b>Responsible Officer</b>	General Manager
<b>Link to Strategic Plans</b>	CSP – 4.2.8 Implement best practice governance standards, transparent decision making and a strong ethical culture

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**Executive Summary**

This report is presented to Council in accordance with legislative requirements. All Councillors and designated persons have completed and lodged their returns by due date.

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**Report**

Councillors and designated persons are required to lodge a Pecuniary Interest and Other Matters Return with the General Manager within 3 months of becoming a Councillor or designated person, and thereafter prior to 30 September each year.

The General Manager is required to keep a register of returns, and these need to be tabled at the first meeting of the Council after the last day for lodgement, being 30 September.

It is noted that all Councillors and designated persons have completed and lodged their returns by due date.

Section 449(3) of the Local Government Act 1993 states that a Councillor or designated person holding that position at 30 June in any year must complete and lodge with the General Manager within 3 months of becoming a Councillor or designated person, a return in the form prescribed by the regulations.

**Financial Implications**

Nil

**Legal and Regulatory Compliance**

Sections 449 and 450 of the Local Government Act 1993

**Risk Management Issues**

Nil – returns have been completed and lodged with the General Manager and these are tabled at the meeting in accordance with legislative requirements.

**Internal/External Consultation**

Consultation with Councillors and Designated Persons

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**1. DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS RETURNS (Cont'd)**

Attachments

Nil

**RECOMMENDATION**

That the information be noted.

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**2. OFFICE CLOSURE**

<b>Author</b>	Executive Manager Corporate Governance
<b>Responsible Officer</b>	General Manager
<b>Link to Strategic Plans</b>	DP – 4.2.2.1 – Provide policies, programs and initiatives that support employee work/life balance

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**Executive Summary**

This report is presented to Council to consider closing the Council Chambers and Council's Customer Service and Payments Centre from 5.00 pm 20 December 2019 to 8.30 am 6 January 2020.

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**Report**

Council has a Closure of Council Facilities Over Christmas/New Year Period Policy which allows for the closure of the Depot facilities, Council Chambers, and Customer Service and Payments Centre during the period between Christmas Day and New Year's Day. All other facilities (including Swimming Pools and Waste Depots) are closed on Christmas Day and re-open during the rest of the Christmas and New Year period but may operate with changes to the hours of operation. Council continues to provide essential services to ensure the health and safety of the community i.e. kerbside garbage collection, CBD cleaning and cleaning of public facilities e.g. toilets, BBQs.

Staff leave liabilities increase in value every year in line with the statutory wage increases. In order to reduce staff leave balances and leave liability costs and to support employee work/life balance, it is recommended closing the Customer Service and Payments Centre and Council Chambers from 5.00 pm Friday 20 December 2019 and reopening at 8.30 am Monday 6 January 2020.

Council will still provide appropriate on-call officers to respond to urgent maintenance work or emergency situations.

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**2. OFFICE CLOSURE (Cont'd)**

***Financial Implications***

Organisational leave liabilities must be managed at sustainable levels for minimum impact on funds in reserve required for other organisational requirements.

***Legal and Regulatory Compliance***

Local Government (State) Award

***Risk Management Issues***

Maintaining staff health and wellbeing is critical to a productive working environment. Given that the Government and commercial sectors close for several weeks over Christmas/New Year, Council's contracted projects will be unaffected by the proposed closure.

***Internal/External Consultation***

Employee consultation

Attachments

Nil

**RECOMMENDATION**

That Council's Customer Service and Payments Centre and Council Chambers close Friday 5.00 pm 20 December 2019 and reopen Monday 8.30 am 6 January 2020.

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**3. LICENCES – TRANGIE SHOWGROUND AND RACECOURSE**

<b>Author</b>	Executive Manager Corporate Governance
<b>Responsible Officer</b>	General Manager
<b>Link to Strategic Plans</b>	CSP – 4.3.4 – Ensure Council's property assets are monitored and well managed

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**Executive Summary**

This report is presented to Council to consider renewal of the expiring licences at the Trangie Showground and Racecourse.

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### **3. LICENCES – TRANGIE SHOWGROUND AND RACECOURSE (Cont'd)**

#### **Report**

Council is now the Crown Land Manager of Dedication 520007 at Trangie under the provisions The Crown Land Management Act 2016. Prior to the adoption of a compliant plan of management over Crown land, Council is able to issue short term licences up to one year for the prescribed purposes under the CLM Act. Council can also renew existing leases over Crown land if the renewal does not authorise additional uses for the land.

The following three five year licence agreements with users at the Trangie Showground and Racecourse expire shortly:-

- Trangie Jockey Club – for the purpose of holding horse racing events (expires 31 December 2019)
- Trainer – for the purpose of horse training activities (expires 31 December 2019)
- Macquarie Picnic Race Club – for the purpose of horse racing events (expires 30 November 2019)

The above licensees require renewal of their licence agreements. There are no additional uses required for the land, therefore a new five year agreement can be entered into.

Rental paid generally cannot be an amount below the statutory minimum rental, currently \$501.00 per annum.

#### ***Financial Implications***

Rental is as per Council's 2019/2020 Fees and Charges.

#### ***Legal and Regulatory Compliance***

Crown Land Management Act 2016

The General Manager has delegated authority to authorise short term or casual agreements for the use and occupation of Council land and facilities (owned under Council's control) – exemption and setting of fees for the use of land or facilities. As these agreements are for a five year term, it is considered necessary for the Governing Body of Council to determine to enter into the agreements.

#### ***Risk Management Issues***

Compliance with legislative requirements. All licensees are required to hold appropriate public liability insurance coverage for the areas they lease from Council.

#### ***Internal/External Consultation***

Director Community and Economic Development

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**3. LICENCES – TRANGIE SHOWGROUND AND RACECOURSE (Cont'd)**

Attachments

Nil

**RECOMMENDATION**

That Council renew the expiring licence agreements over part of Dedication 520007 at Trangie for a further five year term.

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**4. LICENCE – NARROMINE SHOWGROUND AND RACECOURSE**

<b>Author</b>	Executive Manager Corporate Governance
<b>Responsible Officer</b>	General Manager
<b>Link to Strategic Plans</b>	CSP – 4.3.4 – Ensure Council's property assets are monitored and well managed

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**Executive Summary**

This report is presented to Council to consider renewal of an expiring licence at the Narromine Showground and Racecourse.

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**Report**

Council is now the Crown Land Manager of Reserve 86330 at Narromine under the provisions The Crown Land Management Act 2016. Prior to the adoption of a compliant plan of management over Crown land, Council is able to issue short term licences up to one year for the prescribed purposes under the CLM Act. Council can also renew existing leases over Crown land if the renewal does not authorise additional uses for the land.

The following five year licence agreement at the Narromine Showground and Racecourse expires on 31 December 2019:-

- Trainer – for the purpose of horse training activities

The above licensee requires renewal of his licence agreement. There are no additional uses required for the land, therefore a new five year agreement can be entered into.

Rental paid generally cannot be an amount below the statutory minimum rental, currently \$501.00 per annum.

**4. LICENCE – NARROMINE SHOWGROUND AND RACECOURSE (Cont'd)**

***Financial Implications***

Rental is as per Council's 2019/2020 Fees and Charges.

***Legal and Regulatory Compliance***

Crown Land Management Act 2016

The General Manager has delegated authority to authorise short term or casual agreements for the use and occupation of Council land and facilities (owned under Council's control) – exemption and setting of fees for the use of land or facilities. As this agreement is for a five year term, it is considered necessary for the Governing Body of Council to determine to enter into the agreement.

***Risk Management Issues***

Compliance with legislative requirements. The licensee is required to hold appropriate public liability insurance coverage for the area leased from Council.

***Internal/External Consultation***

Director Community and Economic Development

Attachments

Nil

**RECOMMENDATION**

That Council renews the expiring licence agreement with the Trainer over part of Reserve 86330 at Narromine for a further five year term.

Jane Redden  
**General Manager**