



DRAFT

**MINUTES
ORDINARY MEETING OF COUNCIL**

held on

WEDNESDAY, 8 NOVEMBER, 2017

PRESENT

Councillors Craig Davies (Mayor and Chair), Dawn Collins (Deputy Mayor), James Craft, Trudy Everingham, Colin Hamilton, Mark Munro and Rob McCutcheon; Mrs Jane Redden (General Manager); Mr John Sevil (Director Finance & Corporate Strategy); Mrs Kerrie Murphy (Director Infrastructure & Engineering Services); Mrs Vas Roberts (Director Community & Regulatory Services); Mr Phil Johnston (Executive Manager Economic Development); Mrs Marion Truscott (Executive Manager Corporate Governance) and Mrs Margaret Walsh (Executive Assistant).

WELCOME

The Chair welcomed those present and declared the meeting open at 5.30pm.

PRAYER

The prayer was taken by Pastor David Taylor of the Generocity Church, Narromine.

ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was made by Cr Davies.

APOLOGIES

RESOLVED Crs Craft/Collins that the apologies of Crs Jablonski and Lambert be noted and leave of absence granted.

2017/297**CONFIRMATION OF MINUTES**

RESOLVED Crs Munro/Hamilton that the Minutes of the Ordinary Meeting held on 11 October 2017 be adopted as a true and correct record of the meeting.

2017/298**MAYORAL MINUTE****1. MAYORAL DIARY**

Cr Collins advised that in the absence of the Mayor, she attended four functions on his behalf: Two meetings with the General Manager; Opening of the Generocity Church Community Centre; Rotary Club of Narromine RYCAGS dinner.

RESOLVED Crs Munro/McCutcheon that the information be noted.

2017/299

MAYORAL MINUTE (Cont.)

Cr Collins declared a pecuniary interest in Item 2 of the Mayoral Minute, Tour De OROC Presentation, as she is a member of the Executive Committee of Macquarie Home Stay, and left the meeting room at 5.34pm.

2. TOUR DE OROC PRESENTATION

RESOLVED Crs Craft/Munro

1. That Council endorse the donation of \$2,500 to the Rotary Club of Dubbo South, for the Tour de OROC fundraising effort to benefit the Macquarie Home Stay Regional Patient and Family Accommodation facility;
2. The funds be accessed from Council's Donations Budget allocation.

2017/300

Cr Collins returned to the meeting room at 5.36pm.

3. COUNTRY MAYORS' ASSOCIATION OF NEW SOUTH WALES

RESOLVED Crs Collins/Munro

1. That Narromine Shire Council become a member of the Country Mayors' Association of New South Wales at an annual cost of \$562.50;
2. That the Mayor and General Manager represent Council at quarterly meetings of the Association.

2017/301

4. DELEGATES REPORTS

A. PUBLIC LIBRARY NSW EXECUTIVE MEETING

RESOLVED Crs Collins/Munro that the information be noted.

2017/302

B. PUBLIC LIBRARIES CONSULTATIVE MEETING

RESOLVED Crs Craft/Everingham that the information be noted.

2017/303

DECLARATION/CONFLICT OF INTEREST

- **Cr Collins declared a pecuniary interest in Item 2 of the Mayoral Minute, Tour De OROC Presentation, as she is a member of the Executive Committee of Macquarie Home Stay.**
- **Cr Munro declared a significant non-pecuniary interest in Item 9 of the General Manager's Report, Dundas Park (D520019) Reserve Trust – Licence Agreements, as he is a member of the Narromine District Cricket Association.**

DECLARATION/CONFLICT OF INTEREST (Cont.)

- **Cr Munro declared a pecuniary interest in Item 1 of the Community & Regulatory Services Report, Development Approvals, as the Crossley Drive property listed is his residence.**
- **Cr Davies declared a significant, non-pecuniary interest in Item 3 of the Infrastructure & Engineering Services Report, Reduction of Road Opening – Refundable Bond as his wife manages the finances of the company seeking to have the bond reduced (Greenhide Joint Water Supply Scheme).**
- **Cr Everingham declared a pecuniary interest in Business Without Notice – Urgent Matters, Item 1, Narromine High School – Girls Academy Program, as she is a Girls Academy Program Coordinator.**

PUBLIC FORUM

1. Marcus Ashby, owner of Rebel Ag Aviation, - Item 3, General Manager’s Report – Review of Rental, Trangie Aerodrome

Mr Ashby advised he had purchased Rebel Ag in partnership in September 2017 and although that company is the major user of the airstrip, asked that consideration be given to the contribution they make in maintaining the airstrip at no cost to Council when considering the review of rental. He stated that he believed Council had not spent any money on the airstrip in the last five years.

He added the airstrip is available for use by private and corporate aircraft along with RFDS and emergency services, and that the business is a registered refueling and water storage facility for NSW RFS.

In response to a question from Cr Collins, he advised he believed their company was responsible for 85% of the aircraft movements, with the remaining 15% being agronomists, land holders and members of the community.

COMMITTEES REPORT

1. NARROMINE AUSTRALIA DAY COMMITTEE

RESOLVED Crs Munro/Craft that the report of the Narromine Australia Day Committee and the recommendations from the minutes of 16 October, 2017 be adopted.

2017/304

GENERAL MANAGER'S REPORT**1. PANEL OF CONDUCT REVIEWERS**

RESOLVED Crs McCutcheon/Hamilton that Council's Panel of Conduct Reviewers include:

Aimee Saaib – O'Connell Workplace Relations
Eden Elliott – Wise Workplace
Rochell Luhr – Nemesis Consultancy Group Pty Ltd
Peta Tumpey – TressCox Lawyers
Robert Lopich – Mediate Today Pty Ltd
Phil O'Toole – Centium Group Pty Ltd
Kath Roach – Sinc Solutions
Andrew Klein – Russell Kennedy Pty Ltd
Chris Stratten – Quadrant Management Systems P/L
Viv Mercer – PKF Forensic and Risk Services
Phil O'Brien – Australian Workplace Training Investigation
Greg Waters – MSM Loss Management
John Renshaw – O'Connor Marsden and Associates Pty Ltd

2017/305**2. CHILD PROTECTION POLICY**

RESOLVED Crs McCutcheon/Everingham that the Child Protection Policy, as attached to the report, be made an internal Human Resources Policy.

2017/306**3. REVIEW OF RENTAL – TRANGIE AERODROME**

It was noted Councillors would be provided with information on the amount of funds expended by Council in maintaining the Trangie airstrip for the past number of years.

RESOLVED Crs Collins/Everingham that the rental currently charged for the lease of the Trangie Aerodrome is considered adequate for the current market, and further that CPI increments continue to be applied annually as per the terms and conditions of the licence agreement.

2017/307**4. CODE OF CONDUCT STATISTICS REPORT**

RESOLVED Crs Collins/Craft that the Code of Conduct Statistics Report for 1 September 2016 to 31 August 2017 be noted.

2017/308

GENERAL MANAGER'S REPORT (Cont.)

5. LEASE FEE – NARROMINE SHIRE FAMILY HEALTH CENTRE EXTENSIONS

RESOLVED Crs Collins/Munro

1. That the lease fee to include the increased lease area at the Narromine Shire Family Health Centre be as follows:
 - Winode Pty Ltd - \$5,783.83 per month (including GST)
 - Maven Dental Group Pty Ltd - \$2,137.77 per month (including GST)
 - Sonic Healthcare Ltd - \$602.00 per month (including GST);
2. That CPI be applied annually thereafter.

2017/309

6. SKYPARK SALES – STAGE IV

RESOLVED Crs Collins/Craft that the sale of lots 34 to 41 in Stage IV of the Skypark be noted; and further that the progression of the development of Stages V and VI be noted.

2017/310

7. AMENDED CODE OF MEETING PRACTICE

RESOLVED Crs McCutcheon/Collins that the amended Code of Meeting Practice, as attached to the Supplementary Report, be adopted.

2017/311

8. EQUAL EMPLOYMENT OPPORTUNITY POLICY AND MANAGEMENT PLAN

RESOLVED Crs Craft/McCutcheon that the revised Equal Employment Opportunity Policy and Management Plan, as attached to the report, be adopted.

2017/312

Cr Munro declared a significant non-pecuniary interest in Item 9 of the General Manager's Report, Dundas Park (D520019) Reserve Trust – Licence Agreements, as he is a member of the Narromine District Cricket Association, and left the meeting room at 5.58pm.

9. DUNDAS PARK (D520019) RESERVE TRUST – LICENCE AGREEMENTS

RESOLVED Crs Craft/McCutcheon that Council as Trust Manager of Dundas Park (D520019) Reserve Trust enter into seasonal temporary licence agreements with the Narromine Little Athletics Club; Narromine Junior District Cricket Association, Narromine District Cricket Association and the Narromine Soccer Club for their use of part of Dedication 520019 for sporting activities.

2017/313

Cr Munro returned to the meeting room at 5.59pm.

GENERAL MANAGER'S REPORT (Cont.)

10. CONSULTATION DRAFTS – MODEL CODE OF CONDUCT AND PROCEDURES

RESOLVED Crs McCutcheon/Munro that the report be noted.

2017/314

11. RENEWAL OF LEASE AGREEMENT – ARTC

RESOLVED Crs Craft/Munro that Council renew the lease agreement with ARTC for the lease of land fronting Derribong Street and adjacent to Merilba Street, Narromine, at approximately 497.500km on the downside of the railway line for a further 3 year period.

2017/315

12. GENERAL MANAGER'S EXPENSES AND FACILITIES POLICY

RESOLVED Crs Collins/Craft that Council adopt the reviewed General Manager's Expenses and Facilities Policy, being **(Attachment No. 5)** as attached to the report.

2017/316

FINANCE & CORPORATE STRATEGY REPORT

1. INVESTMENT REPORT AS AT 31 OCTOBER, 2017

RESOLVED Crs Craft/Munro

1. That the report regarding Council's Investment Portfolio be received and noted.
2. That the certification of the Responsible Accounting Officer is noted and the report adopted.

2017/317

2. 2016/17 ANNUAL FINANCIAL STATEMENTS

RESOLVED Crs Craft/Hamilton that Council adopts the 2016/17 Audited Financial Statements and Auditor's Reports, as presented.

2017/318

3. QUARTERLY BUDGET REVIEW STATEMENT – SEPTEMBER 2017

RESOLVED Crs McCutcheon/Munro

1. That the document entitled "Quarterly Budget Review Statement – September 2017" be noted;
2. That the variations of income, operating expenditure, capital expenditure and reserves as identified in the "Quarterly Budget Review Statement – September 2017" be approved and voted.

2017/319

FINANCE & CORPORATE STRATEGY REPORT (Cont.)

4. DEBT RECOVERY POLICY

RESOLVED Crs Collins/McCutcheon that Council adopt the draft Debt Recovery Policy, as attached to the report.

2017/320

5. CEMETERY POLICY

It was moved Crs Craft/McCutcheon that Council adopt the revised Cemetery Policy, as attached to the report.

An amendment was moved Crs Collins/Munro that Council adopt the revised Cemetery Policy, as attached to the report, with the addition of the following amendments:

- Headstones: Erection of headstones at Tomingley to also require an application, as with Narromine and Trangie;
- Maintenance: Additional maintenance to be scheduled prior to important dates of visitation – to also include Anzac Day.

The amendment was put to the vote and **CARRIED**.

The amendment became the motion, was put to the vote and **CARRIED**.

2017/321

COMMUNITY & REGULATORY SERVICES REPORT

Cr Munro declared a pecuniary interest in Item 1 of the Community & Regulatory Services Report, Development Approvals, as the Crossley Drive property listed is his residence, and left the meeting room at 6.13pm.

1. DEVELOPMENT APPROVALS

RESOLVED Crs Craft/Collins that the report be noted.

2017/322

Cr Munro returned to the meeting room at 6.15pm.

2. FOWLER STEAM ENGINE UPDATE

RESOLVED Crs Collins/Craft that the information be noted.

2017/323

COMMUNITY & REGULATORY SERVICES REPORT (Cont.)

3. NEW FEES & CHARGES

RESOLVED Crs Collins/McCutcheon that the following fees be approved -

1. Casual hire of Council Chambers Meeting Room, Interview Room and Board Room: \$20 hour, \$51 day, \$205 week including GST;
2. Casual hire of Training Room at 37 Burraway Street, if not leased: \$20 hour, \$51 day, \$150 week;
3. Casual hire of offices at 37 Burraway Street: \$20 hour, \$51 day, \$150 week;
4. Lease of offices at 37 Burraway Street: \$150 + GST and power costs.

FURTHER that the fees be placed on exhibition for public comment for a period of 28 days.

2017/324

INFRASTRUCTURE & ENGINEERING SERVICES REPORT

1. MONTHLY WORKS REPORT

RESOLVED Crs Collins/McCutcheon that the information be noted.

2017/325

2. SERVICES FOR INCLUSION IN WASTE COLLECTION CONTRACT

RESOLVED Crs Craft/Munro that the contract for Waste Collection Services from 1 July, 2020 include:

- Weekly food and garden organics collection (green lid);
- Fortnightly recycling collection (yellow lid);
- Fortnightly mixed solid waste collection (red lid);
- One (1) fee free day and one (1) bulky kerbside collection annually;
- Street litter bin collections.

2017/326

Cr Davies declared a significant, non-pecuniary interest in Item 3 of the Infrastructure & Engineering Services Report, Reduction of Road Opening – Refundable Bond as his wife manages the finances of the company seeking to have the bond reduced (Greenhide Joint Water Supply Scheme) and left the meeting room at 6.21pm.

Cr Collins assumed the Chair.

3. REDUCTION OF ROAD OPENING – REFUNDABLE BOND

RESOLVED Crs McCutcheon/Munro that the Deposit Bond for Greenhide Joint Water Supply Scheme Pumping Station Upgrade be reduced to \$17,000 to enable this work to proceed.

2017/327

Cr Collins vacated the Chair.

Cr Davies returned to the meeting room at 6.23pm and resumed the Chair.

INFRASTRUCTURE & ENGINEERING SERVICES REPORT (Cont.)

4. PROCUREMENT POLICY

It was noted the Mayor should be added on page 13 of the Policy, under 14. Credit Cards, as having a corporate credit card.

RESOLVED Crs Craft/Munro that Council adopt the reviewed Procurement Policy, subject to the addition of the Mayor being listed as having a corporate credit card on page 13 of the Policy.

2017/328

5. SPORTS CENTRE AND POOLS UPDATE

RESOLVED Crs Collins/Craft that the information be noted.

2017/329

BUSINESS WITHOUT NOTICE – URGENT MATTERS REPORT

Cr Everingham declared a pecuniary interest in Business Without Notice – Urgent Matters, Item 1, Narromine High School – Girls Academy Program, as she is a Girls Academy Program Coordinator, and left the meeting room at 6.26pm.

RESOLVED Crs Craft/McCutcheon that Council determine the matter is of great urgency and the business be transacted at the meeting.

2017/330

1. NARROMINE HIGH SCHOOL – GIRLS ACADEMY PROGRAM

RESOLVED Crs Craft/McCutcheon that Council provide to the Narromine High School a \$10,000 contribution per annum, for a three year period for the implementation of the Girls Academy Program.

2017/331

Cr Everingham returned to the meeting room at 6.44pm.

RESOLVED Crs Craft/Collins that Council move into Closed Meeting at 6.44pm.

2017/332

OPEN COUNCIL

RESOLVED Crs Craft/McCutcheon that the report of the Closed Meeting be adopted as follows:

Item from Director Community & Regulatory Services:

The following item is reported in Closed Meeting of Council in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993 as it addresses the proposed sale of land and contains commercial information of a confidential nature that would if disclosed prejudice the commercial position of the person who supplied it and would put Council at a competitive disadvantage with the proposed purchaser and on balance is not in the public interest to disclose.

1. PROPOSED SALE OF LAND

RECOMMENDED Crs Craft/McCutcheon that Council obtain a legal opinion on the process to be followed to acquire the whole or part of the land for the purpose of resale under Section 7B of the Land Acquisition (Just Terms) Compensation Act 1991.

2017/333

There being no further business the meeting closed at 7.01pm.

The Minutes (pages 1 to 12) were confirmed at a meeting held on the day of _____ 2017, and are a full and accurate record of proceedings of the meeting held on 8 November, 2017.

Chair