



MINUTES

ORDINARY MONTHLY COUNCIL MEETING

COMMENCING 2.00PM

24 September 2008

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2. OPENING OF MEETING AND PRAYER**3. PRESENT**

COUNCILLORS: Margaret Thomson (Mayor), Brian Wakefield (Deputy Mayor), Melisa Hederics, Mark King, Don McKinnon, Sue Nichols, Peter Thompson, Bill Wheeldon and Ian Whitfield.

STAFF: Mr Peter Kozlowski (*General Manager*)
Mr Ken Ross (*Director, Development & Environment*)
Mr Bill Turner (*Director, Infrastructure & Assets*)
Ms Terri Maguire (*Director, Corporate & Community Services*)
Mrs Jill Davidson (*Executive Assistant*)

4. APOLOGIES AND APPLICATION FOR LEAVE

Moved Crs. Nichols and Wakefield that the application for leave from Cr. Nichols for October 9 and 10 2008 be received and noted.

CARRIED

5. CONFIRMATION OF MINUTES**Recommendation**

That the minutes of the ordinary Council meeting held 20 August 2008 be adopted as circulated.

Moved Crs. McKinnon and Wakefield that the minutes of the Ordinary Council meeting held 20 August 2008 be taken as read and adopted.

CARRIED

6. DECLARATIONS OF PECUNIARY INTEREST AND CONFLICTS OF INTEREST

Nil declared

7. PETITIONS AND MEMORIALS

Nil

8. MAYORAL REPORTS**8.1 APPOINTMENTS BY THE MAYOR FOR THE PERIOD 20 AUGUST TO 23 SEPTEMBER 2008**

Responsible Officer: Mayor
Principal Activity: Governance
Author: Executive Assistant
Implications: Nil
File & References: S268
Attachments: Nil
Separately Circ.: Nil

Tabled: Nil

Recommendation

That Council receives and notes the report.

Purpose

To advise Council of meetings/conferences/appointments undertaken by the Mayor for the period 20 August to 23 September 2008.

Report

Date	Conference/Appointment
25 Aug	Mainstreet Events Committee, Country Music Market
29 Aug	West Darling Arts meeting Broken Hill
30 Aug	Official Opening Wentworth Show Rotary Club of Mildura 75 th Anniversary Dinner
1 Sept	Bike Festival Meeting, Memorial Rooms Wentworth
3 Sept	Wentworth District Ladies RSL Auxiliary At Home, Wentworth
4 Sept	Meeting with DG Sam Haddad and Heritage Office visitors NSW/VIC Cross Border Issues meeting Civic Reception Heritage Office visitors Dinner at Darlingz Wentworth for Heritage Office visit
6 Sept	Official ceremony celebrating MacCabe's corner Tour of the Murray bike race + bike event organised by WSC
8 Sept	Hand over of keys for refurbished Dareton Youth Centre (Activity Centre)
11 Sept	Bush Fire Management committee meeting, Dareton
15 Sept	AGM of Wentworth Regional Tourism, Coomealla Club
18 Sept	AGM Mildura Arts

Moved Crs. King and Wheeldon that the recommendation be adopted.

CARRIED

9. NOTICES OF MOTION

Nil

10. DELEGATES REPORTS

10.1 REPORT ON THE MURRAY DARLING ASSOCIATION 64TH NATIONAL CONFERENCE, LEETON

Responsible Officer: Councillor Bill Wheeldon
 Author: Councillor Bill Wheeldon
 File Reference: E6/8-2
 Attachments: Nil
 Separately Circ.: Nil
 Tabled: Nil

Recommendation

That the report written by Councillor Wheeldon and submitted jointly by Councillors Wheeldon and King be received and noted.

Report

On 27th to 30th August 2008, both myself and Councillor Mark King attended the 64th National Conference of the Murray Darling Association at Leeton.

The argument that Wentworth on the junction of the Murray and the Darling rivers should belong to this organisation has some merit, but whether we will ever get much value out of our membership is very debatable; in these tough times, may be we should review our membership.

The first day, Thursday 28th August, was taken up with speakers on various subjects. The more interesting were (a) Professor Gary Jones on river health in the Basin (b) Mr Jock Laurie, President NSW Farmers, on less rainfall, higher temperatures, what is the future of agriculture (2 degree increase over 50 years is predicted) (c) Mr Les Gordon, President Ricegrowers Association, the future of rice growing (d) Dr Roger Stone Professor in Climatology and Water Resources on cloud seeding (can it make a difference – may be with the right clouds seeding can increase rainfall by 25%) (e) Dr Wendy Craik Chief Executive Murray Darling Basin Commission, we need rain, lower SA lakes a problem.

On Friday 29th August the second day, the debate on motions was squeezed in. Councillor King pointed out some of the motions were contradictory, especially on water. The motion on Container Deposit legislation which I was most interested in, was passed, which might do some good. Squeezed into the final day was a talk on carbon emissions and carbon trading but in my opinion was not very informative.

Councillor King and I found the scant time given to motions was not very satisfactory. We feel that we did not get enough out of the conference for Wentworth Shire, but may be it is us, and new Councillors may do better.

The next conference is in the city of Playford in Adelaide, South Australia.

I wish to thank Council for the opportunity for both myself and Councillor King to attend the conference.

Respectfully submitted, Councillors Bill Wheeldon and Mark King

Moved Crs. Wheeldon and King that the recommendation be adopted.

CARRIED

11. COMMITTEE MEETING REPORTS**12. OFFICERS' REPORTS****12.1 PRINCIPAL ACTIVITY: GOVERNANCE****12.1.1 Commencement of the Local Government & Planning Legislation Amendment (Political Donations) Act 2008**

Responsible Officer: General Manager
Author: General Manager
Implications: Governance
File Reference: L2/2-4
Attachments: DLG Circular 08-45
Separately Circ.: Nil
Tabled: Nil

Recommendation

That information from the Department of Local Government be noted.

Purpose

To provide updates of amending Legislation in relation to Political Donations.

Summary

The Local Government Act and Planning Legislation Amendment (Political Donations) Act 2008 comes into force in September 2008.

Report*Local Government Act changes*

The Act inserts Part 8A into the Local Government Act, requiring the General Manager of each local Council to keep a public register of all current donations and expenditure declarations lodged by Councillors with the Election Funding Authority of NSW (section 328A).

In addition, where a General Manager reasonably suspects that a Councillor has failed to comply with his or her obligation to disclose and manage a conflict of interests arising from a political donation, the General Manager must refer the matter to the Director General (section 328B).

Sections 328A and 328B do not apply to county Councils.

New section 375A requires the General Manager to record which Councillors vote for and against each planning decision of the Council, and to make this information publicly available. This section will also apply to those county Councils delegated the exercise of planning functions under the Environmental Planning and Assessment Act 1979.

To maintain the register, the Act requires that a division be called (in accordance with the Council's code of meeting practice or Regulation) whenever a planning decision is put at a Council or committee meeting, including meetings closed to the public. Each decision recorded in the register is to clearly describe or identify the matter being determined and how Councillors voted.

Section 12 of the Act is amended to include the current declarations of disclosures of political donations and the register of Councillor voting on planning matters as documents that are publicly available for inspection.

What Councils now need to do

- The Department considers that providing a link from Council's website to the Election Funding Authority website will satisfy section 328A. Council should ensure that members of the public are provided with access to this website at Council's offices if they do not have access to the internet. Members of the public should also be able to request copies be printed of the disclosures of political donations returns for taking away in accordance with the requirements of sections 12 and 12B of the Act.
- Section 328B requires that if the General Manager has a reasonable suspicion that a Councillor has not complied with the requirements of clauses

7.21 to 7.25 of the Model Code of Conduct, then he/she is to refer the matter to the Director General and not to a conduct review committee or reviewer.

- For the purposes of section 375A the General Manager will need to establish a register that contains:
 - a description or identifier of the development or planning matter considered by Council
 - the decision in relation to the matter or a reference to the minutes of the meeting where the decision is recorded
 - names of the Councillors who supported the decision
 - names of the Councillors who opposed the decision.
- Council needs to ensure that Councillors, and the Mayor or Councillors who chair Council meetings or committee meetings that deal with development matters, are aware of the requirements of the Act for a division and the recording of voting by Councillors in respect of each development matter at the meeting.
- The General Manager needs to put systems in place that can accurately record such divisions and voting by Councillors and for inclusion in the minutes of Council and committee meetings.

Environmental Planning and Assessment Act changes

The amendments to the Environmental Planning and Assessment Act in relation to political donations are provided by the Department of Planning under a separate circular and guideline.

Political Donation and Electoral Legislation Enquiries

The Electoral Commission of NSW has established a dedicated enquiry line to assist Councillors, candidates for election and members of the public. In order to ensure that persons receive consistent information, any enquiries regarding disclosure of political donations returns and electoral legislation generally should be made to Elections Enquiries on telephone 1300 135 736.

Policy and Management Plan Implications

Systems to complement legislative changes are currently being prepared.

Moved Crs. Wakefield and King that the recommendation be adopted.

CARRIED

12.1.2 Councillor Information Seminars

Responsible Officer:	General Manager
Author:	General Manager
Implications:	Nil
File Reference:	G3/4-3
Attachments:	Nil
Separately Circ.:	DLG Circular 08-22
Tabled:	Nil

Recommendation

That the report on Councillor Information Seminars be noted and that Council resolves to attend the Balranald seminar on 5 November 2008.

Purpose

To provide information about seminars being conducted by the Local Government Department for newly elected councillors.

Summary

Councillor Information Seminars are one component of the Councillor Development Strategy to assist Councillors elected on 13 September 2008 to undertake their role effectively. The Department of Local Government is conducting these seminars.

Report

The Department of Local Government, in its circular 08-22, outlined a series of seminars as one component of its Councillor Development Strategy to assist Councillors elected on 13 September 2008. The Department requires all Councillors, both new and experienced, to attend a seminar. There are no costs to Councillors to attend the seminars.

In response to feedback from the Local Government Executive, more seminars have been organised. It is intended to hold at least 40 seminars. The nearest locations to the Wentworth Shire are as follows:-

- Balranald on Wednesday 5 November 10am-1.30pm
- Deniliquin on Thursday 6 November 10am-1.30pm
- Griffith on Monday 3 November 1pm-4.30pm

The seminars will focus on three broad topic areas of roles, responsibilities and relationships, the Code of Conduct and ethical decision making and meeting practice. General Managers are required to report to the first meeting in 2009, on which seminar each of their Councillors attended and any associated feedback.

Policy and Management Plan Implications

The induction of Councillors is identified in the Management Plan.

Conclusion

All Councillors are expected to attend the induction seminars. The seminar nearest of Wentworth Shire is being conducted in Balranald on 5 November.

Moved Crs. Wakefield and King that the recommendation be adopted.

CARRIED

12.1.3 Review of Freedom of Information Act 1989

Responsible Officer:	General Manager
Author:	General Manager
Implications:	Governance, Access to information
File Reference:	G3/17
Attachments:	Nil
Separately Circ.:	Nil
Tabled:	Nil

Recommendation

That Council provides feedback on the Freedom of Information Act 1989 with a view to providing a submission to the Local Government Shires Association of NSW.

Purpose

To advise of a review of the Freedom of Information Act 1989 being conducted by the NSW Ombudsman.

Summary

The NSW Ombudsman is undertaking a review of the Freedom of Information Act 1989 and is seeking submissions from Local Government. A submission can be made by 31 October 2008.

Report

The review is aimed at finding the right balance between the public interest in accessing the information and the need to exempt documents from release where there is likely to be a detrimental impact.

The Local Government Shire Association (LGSA) and the Local Government Association (LGA), representing councils in NSW, have advised that they will be making a submission on behalf of Local Government and are seeking input from all Councils in NSW.

In particular, the Associations are seeking information on any conflicts that councils may have encountered between the Freedom of Information Act 1989, the Local Government Act 1993, the Privacy and Personal Information Protection Act 1998, the Health Records and Information Privacy Act 2002 and the State Records Act 1998.

Submissions can be made to the NSW Ombudsman by 31 October 2008.

Policy and Management Plan Implications

Governance and access to information by the public.

Conclusion

Council has been invited to make a submission but is not obliged to.

Moved Crs. Whitfield and Wakefield that the recommendation be adopted.

CARRIED

12.2 PRINCIPAL ACTIVITY: ADMINISTRATION & CORPORATE SERVICES

12.2.1 Financial Report

Responsible Officer:	Director Corporate & Community Services
Author:	Administration Manager
Implications:	Financial
File & References:	S501
Attachments:	Nil

Separately Circ.: Nil
 Tabled: Nil

Recommendation

That Council receives and notes the financial report.

Purpose

The purpose of this report is to indicate to Council the position in relation to the rate collection, balance of the cash books and investment of surplus funds.

Summary

This report indicates to Council the position in relation to the rate collection, balance of the cash books and investment of surplus funds.

Report

Collection Of Rates And Charges

Collections for the month of August 2008 were \$1,617,970.66 After allowing for pensioner subsidies, the total Rates and Charges collected are now 31.29% of the levies. A summary of the Rates and Charges situation as at 31 August, 2008 is as follows:-

<u>Levies</u>		
Balance Outstanding at 30 June 2008	1,252,480.20	
Rates & Charges Levied 16 July 2008	5,685,701.95	6,938,182.15
+ Additional Water Charges	443,658.86	
+ Supplementary Rates & Charges	12,750.42	
+ Additional Charges	9,491.84	
- Credit Adjustments	20,775.50	
- Farmland 20% capped	1,078.82	
- Abandonments	77.52	443,969.28
		7,382,151.43
<u>Deductions</u>		
- Payments	2,158,891.61	
- Less Refunds of Payments	1,989.10	2,156,902.51
- Pensioner Subsidy:-		5,225,248.92
Government Subsidy	84,178.19	
Council Subsidy	68,864.92	153,043.11
Total Rates/Water Charges Outstand		\$5,072,205.81

Note: For comparison purposes 32.83% of the levy had been collected at the end of August 2007.

Reconciliation And Balance Of Funds Held As At 31 August, 2008

The reconciliation has been carried out between the Cash Book of each fund and the Bank Pass Sheet as at 31 August 2008 and the investments have been made in accordance with the Act, the regulations and Council's investment policies.

	<u>Combined Bank Acc.</u>
<u>Cash Balance as at 1 August, 2008</u>	\$2,209,677.13 Dr
<u>Add:</u> Receipts for Period Ending 31 August, 2008	
Rates, Debtors, Miscellaneous	3,820,941.50

Less: Payments for Period Ending 31 August, 2008
Cash Book entries for this Month

3,054,009.79

Cash Balance As At 31 August. 2008

\$2,976,608.84 Dr.

Investments

Bank	TD/C.Bill		
LGFS	FI 30 Days @ 7.77% due 29/8/2008	924,434.51	
SGE Credit Union	TD 62 Days @ 8.44% due 8/9/2008	1,200,000.00	
Savings & Loan Credit Union	TD 60 Days @ 8.27% due 12/9/2008	1,300,000.00	
SGE Credit Union	TD 63 Days @ 8.25% due 7/10/2008	1,000,000.00	
Bank West (Sydney) Bank	TD 60 Days @ 7.45% due 10/10/2008	1,500,000.00	
SGE Credit Union	TD 62 Days @ 7.96% due 13/10/2008	1,300,000.00	
Bendigo Bank	TD 60 Days @ 7.56% due 14/9/2008	2,000,000.00	
Bank West	TD 62 Days @ 8.02% due 8/9/2008	1,000,000.00	
Bendigo Bank	11am at call Account	1,500,000.00	11,724,434.51
TOTAL			\$14,701,043.35

Commitments

Details	Amount	
Internal Restrictions	\$	\$
- Employee Entitlements	1,196,089	
- Doubtful Debts	129,946	
- Tip Remediation	125,950	
- Future Development Reserve	298,138	
- Murray Street Acquisition	200,000	
- Plant Replacement Reserve	152,230	
- Water Fund	1,696,039	
- Sewer Fund	728,069	
Total Internal Restrictions		4,526,461
External Restrictions		
- Trust	187,951	
- Developer Contribution Reserve	533,599	
- Unexpended Grants	3,122,012	
Total External Restrictions		3,843,562
Total Commitments as at August 2008		8,370,023

Policy and Management Plan Implications

Indicates the financial position of the Council with respect to income and expenditure, reserves, and investments.

Conclusion

The financial report indicates to Council that its finances are in a favourable position.

Moved Crs. Wakefield and King that the recommendation be adopted.

CARRIED

12.3 PRINCIPAL ACTIVITY: PUBLIC ORDER AND SAFETY

Nil

12.4 PRINCIPAL ACTIVITY: HEALTH SERVICES

Nil

12.5 PRINCIPAL ACTIVITY: COMMUNITY SERVICES

12.5.1 Supply of Fuel at Pooncarie for Emergency Services

Responsible Officer:	Director Infrastructure & Assets
Author:	Director Infrastructure & Assets
Implications:	Nil
File Reference:	E8/2-2
Attachments:	Letters from NSW Rural Fire Service and Ambulance Service
Separately Circ.:	Nil
Tabled:	Nil

Recommendation

That Council agrees to supply fuel to Emergency Services at Pooncarie with costs to be invoiced monthly.

Purpose

To obtain Council approval for supply of fuel to Emergency Services located at Pooncarie.

Summary

Fuel is no longer available from the Pooncarie Store, which creates a problem for Emergency Services. A request has been made to access Council's bulk diesel supply at the Pooncarie depot.

Report

The Pooncarie Store ceased business at the end of August 2008, which removes the only fuel outlet in the township. This creates an operational problem for both the NSW Rural Fire Service and Ambulance Service who have both requested access to the Council bulk diesel supply at the Pooncarie Depot. Any fuel provided would be documented on both Council fuel sheets and vehicle logbooks and invoiced regularly to the respective organizations.

Demand on the Council fuel supply is not expected to be great hence there will be no impact on Council operations. The only option available is for the Emergency Services to have fuel in drums, which will create both storage and handling issues.

The request to provide fuel to the Rural Fire and Ambulance Services at Pooncarie is considered both reasonable and manageable.

Policy and Management Plan Implications

There are no implications.

Conclusion

The supply of fuel to Emergency Services at Pooncarie is supported.

Moved Crs. King and Wakefield that the recommendation be adopted.

CARRIED

12.6 PRINCIPAL ACTIVITY: HOUSING AND COMMUNITY AMENITIES**12.6.1 Development Applications Determined Under Delegated Authority**

Responsible Officer: Director – Development & Environment
 Author: Director – Development & Environment
 Implications: Local Government Reform – Promoting Better Practice –
 Item 2.18
 File & References: L1/8-2
 Attachments: Nil
 Separately Circ.: Nil
 Tabled: Nil

Recommendation

That Council receive and note the report.

Purpose

The purpose of this report is to provide Council with a list of development applications approved under delegated authority by the Director Development & Environment for the month of August 2008.

Summary

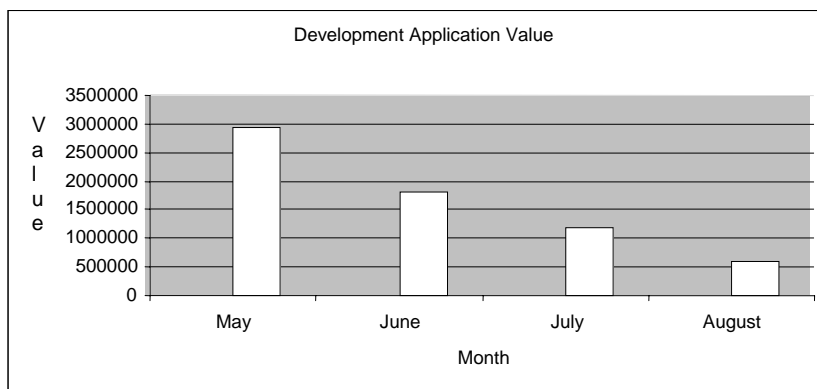
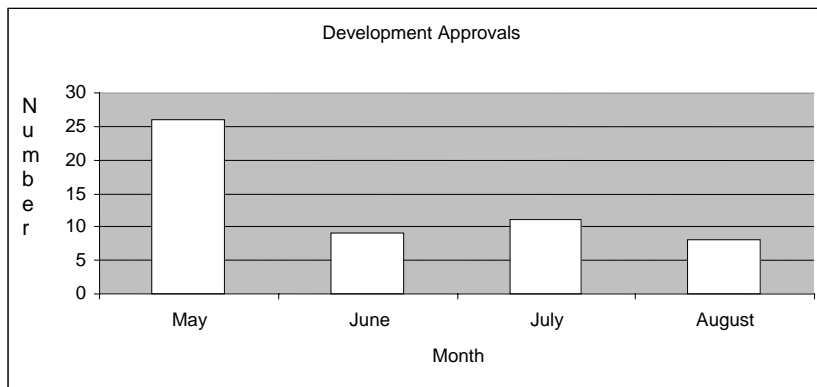
For the month of August there were eight (8) Development Applications approved under delegated authority by the Director - Development & Environment. The estimated cost of the approved development is \$583,765.00 partly consisting of 5 residential proposals.

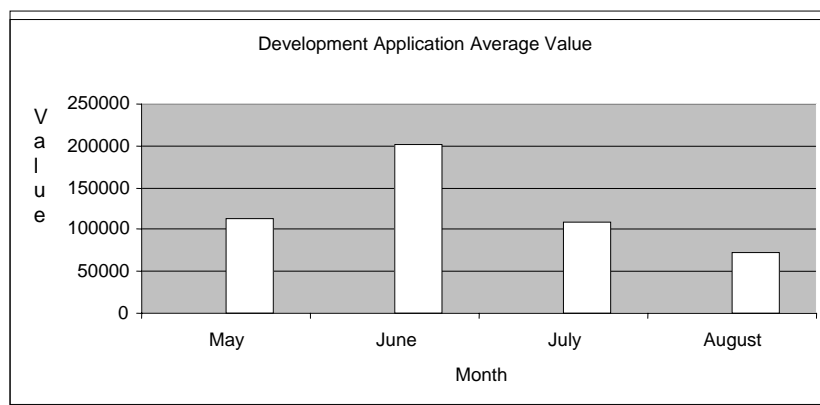
Report

DA No	OWNER / APPLICANT	LOCATION	DEVELOPMENT TYPE & VALUE	No. DAYS	DATE APPROVED
08/109	BM Warburton & NL Davis	Lot 6 DP 1098922 (26) Melaleuca Street Buronga	Storage Shed (\$5000)	14	Approved STC 05/08/2008
08/096	G. Coxall Narn Architecture	Lot 8 DP 865438 (17) Riverview Rise Gol Gol	Outdoor Entertainment Building and Shade Sail (150,000)	23	Approved STC 05/08/2008
08/103	G.A. Coxall Brent Williams & Ass.	Lot 8 DP 865438 (17) Riverview Rise Gol Gol	Inground Swimming Pool (108,865)	13	Approved STC 05/08/2008

08/117	Wentworth Shire Council St Vincent De Paul Society	Lot 3 Section 11 DP 758338 36 Tapio Avenue Dareton	Advertising sign and display rack	36	Approved STC 05/08/2008
08/107	NJ Argiro GN Argiro	Lot 1 DP 606083 Wilga Road Gol Gol	Storage Shed (\$10000)	25	Approved STC 18/08/2008
08/113	F Montalto GJ Gardner Homes	Lot 11 DP 1057273 131 Wood Street Gol Gol	Dwelling & Storage Shed (199,900)	2	Approved STC 18/08/2008
08/108	T R & TL Duck TR Duck	Lot 3 DP 1036676 56C Wood Street Gol Gol	Dwelling (120,000)	27	Approved STC 20/08/2008
08/092	G Walsh	Murray River South Side approx 923klms (Karadoc Mooring Area)	Single Mooring	40	Approved STC 25/08/2008

Month	DA's Approved	Value	Average
May	26	\$2,937,086	\$112,965
June	9	\$1,822,600	\$202,511
July	11	\$1,193,100	\$108,464
August	8	\$583,765	\$72,971
Total	54	\$6,536,551	\$496,911





Moved Crs. King and Nichols that the recommendation be adopted.

CARRIED

12.6.2 Visit to Wentworth by Director General of Planning

Responsible Officer: General Manager
 Author: General Manager
 Implications: Planning
 File Reference: C3/18
 Attachments: Nil
 Separately Circ.: Nil
 Tabled: Nil

Recommendation

That the report on the visit to Wentworth by the Director General of Planning be noted.

Purpose

To provide a report on the outcomes of the meeting with the Director General for Planning, Mr Sam Haddad, on 4 September 2008.

Summary

Self explanatory.

Report

The Director General of New South Wales Planning, Mr Sam Haddad, and three of his Senior Staff met with Wentworth Shire representatives on 4 September 2008 in Wentworth. The Director General honoured a commitment he had made to Wentworth Council representatives after a meeting with him in Sydney in June this year. The meeting in June was to discuss a number of concerns relating to Shire planning issues.

Mr Haddad and his staff were taken on a tour of a number of prominent sites around the Shire that have been the subject of Council's Rural 1C Strategy and the Buronga/Gol Gol Structure Plan.

Planning staff provided an update on progress of various issues, including the conversion LEP, and we were advised that satisfactory progress had been made and the conversion LEP plan was part of due process prior to formal gazettal.

The Director General also took the opportunity at a separate meeting to meet with representatives from adjoining Councils.

Policy and Management Plan Implications

Nil

Conclusion

A visit by the Director General to Wentworth was an excellent opportunity to allow him to see first hand why it was important for his Department to be flexible in terms of providing different solutions to issues in the area. He was receptive to a number of our suggestions.

Moved Crs. King and Nichols that the recommendation be adopted.

CARRIED

12.7 PRINCIPAL ACTIVITY: RECREATION AND CULTURE

12.7.1 Licence to Occupy Extension of Ellerslie Golf Course

Responsible Officer: Director Infrastructure and Assets
Author: Reserves and Acquisitions Officer
Implications: Governance
File Reference: R9/10
Attachments: Aerial View of licensed area
Separately Circ.: drainage scheme/golf course history
Tabled: Nil

Recommendation

1. That Council resolves to enter into a licence agreement with the Department of Lands for the occupation of the extension of the Ellerslie Golf Course, drainage and woodlots as shown in the attached aerial view
2. That Council resolves to affix the Council Seal to the licence agreement
3. That Council agrees to waive the policy requirement for three quotations in this instance to allow for drainage works to be undertaken by the lessee of Lease 942
4. That Council agrees that the boundary of the area to be licensed and Lease 942 is delineated by way of the existing fence line, and
5. That Council resolves to enter into a licence agreement with the Department of Lands for the existing dam on Reserve 98030 and affix the Council Seal to the licence agreement.

Purpose

To provide sufficient information for Council to make a considered decision regarding the above mentioned licence.

Summary

The attached history of this matter goes back to 1985 and the proposed licence will rectify a long standing problem for the Ellerslie Community.

Report

On 20 December 1985 two blocks of land totalling 10 hectares at Ellerslie were surrendered from Western Lands Lease 942 and donated to the community by Mr Miller. They became Reserve 98030 for public recreation (sports ground including oval and golf course) and Reserve 98031 for a rubbish tip. Wentworth Shire Council is trustee for these reserves.

In the early 1990's funding became available for drainage initiatives and a drainage dam was built on the public recreation reserve to divert drainage water from irrigated properties away from the river. Steps were taken to excise additional land from Lease 942 for the project, the process however was never completed and the encroachment of the golf course and the drainage works are still located on Lease 942.

On 30th July 2007, the Lower Murray Darling Catchment Management Authority (LMDCA) provided funding to extend the dam capacity within the Ellerslie Golf Course Reserve as it overflows on occasion. The consultant engaged indicated that there would be survey works involved therefore a quote to survey the encroached area was requested. The quote was \$24,000.

December 2007 the Final Report *Community Drainage Scheme for Southern Ellerslie* was produced.

On 10 April 2008 a letter was sent to the current owner of Lease 942 to obtain approval in principal for the extension to the reserve.

On 22 July 2008 Council was advised by the Department of Lands that the construction of the dam was not authorised by themselves as the owner, however the Department of Lands offered to licence the dam. In order to complete the licence for the dam the occupation of the encroachment needed to be formalised. As the Department of Lands was aware of the high costs involved to survey the area, they have offered to licence the encroachment. The dam licence is contingent on the encroachment being rectified.

On 29 August 2008 Council's Reserves and Acquisitions Officer met with the lessee of Lease 942 and established the following:-

The lessee of Lease 942 had no knowledge of the drainage arrangement at the time of purchase of the lease in 2000.

The lessee has not been a party to any of the extensive community consultation that resulted in the Final Report Community Drainage Scheme as the lessee is not a beneficiary to any of the proposed works. There are in fact drainage outfalls into Lease 942 that would need to be rectified.

The lessee is being asked to surrender part of the lease that he purchased, with no material benefit arising from the surrender.

The lessee is considerate of the aims of the drainage project and is seeking a compromise.

The lessee will allow a further approximately 19 hectares to be surrendered from Lease 942 under the following conditions:

- That the following required earthworks be undertaken by the lessee's organisation.
 - Dam extension ~ approximately \$26,000
 - Pipe work ~ approximately \$85,000
 - Pressure test pipes ~ approximately \$1,200
 - Clean up ~ approximately \$2,000
- That the boundary of the proposed licence area and Lease 942 be delineated by way of the existing fence, at no cost to the lessee.

The cost estimates have been provided by Connell Wagner who are undertaking the design works for the project. Council would require that any works be in line with the cost estimates.

The funding body LMDCMA has tasked Wentworth Shire Council with the management of this project. This would normally require adherence to Council's Purchasing Policy which requires three quotes for the abovementioned works. It can be difficult to obtain sufficient quotes for remote locations. In order to meet the lessee's request to undertake the works, a waiver of the purchasing policy requirement for three quotes is requested.

Policy and Management Plan Implications

There is no provision in the management plan for this licence, however costs for similar licenses range from \$275 to \$375.

The Community Drainage Scheme for Southern Ellerslie Report estimated the whole project to cost around \$178,000. It is considered that should the project proceed the licence fees could be found within the current Infrastructure and Assets operational budget.

Conclusion

The project will not proceed without the concurrence of the lessee of Lease 942.

The proposed licenses are is the most cost effective way of formalising the occupation of the encroachment of the golf course, drainage and woodlots. Without this licence the extension of the dam works will not occur, and the current occupation of the dam would be in jeopardy.

Moved Crs. McKinnon and Thompson that the recommendation be adopted.

CARRIED

12.7.2 PS Ruby Committee Of Management Nominations

Responsible Officer:	Director Corporate & Community Services
Author:	Terri Maguire
Implications:	Management Plan
File & References:	C14/2
Attachments:	Nil
Separately Circ.:	Nil
Tabled:	Nil

Recommendation

That Council approves and endorses Dave Eddie and Barbara McIntyre to the PS Ruby Committee of Management and acknowledge the resignations of Andrew Buffon, Greg Evans, Rod Tabrett and Jill French.

Purpose

The purpose of this report is to seek Council endorsement of two new members that have expressed an interest in joining the PS Ruby Committee of Management and to inform Council of the resignations of Andrew Buffon, Rod Tabrett, Greg Evans and Jill French as Board members.

Summary

An expression of interest has been received from Dave Eddie and Barbara McIntyre to become members of the Paddle Steamer Ruby Wentworth, Board of Management. Both applicants have been approved by the Board and request that Council endorse both applicants as members of the Committee of Management.

There have been four resignations from members of the Board with all resignations being accepted by the Board and ratification of the resignations is requested by Council.

Council's Elected Member is Councillor Don McKinnon with the Director of Corporate & Community Services Ms T Maguire being Council's representative as Treasurer.

Other members of the Committee are:-

- Leon Wagner
- Bill Brook
- Annabel Walsh
- Gaye Lamb
- Steve Hederics

Report

The PS Committee of Management has the responsibility for the management of the Paddle Steamer and the implementation of programs, business management and governance of the PS Ruby.

The Board is a Section 355 Committee of Council and meets on a monthly basis. The PS Ruby is nearing completion and will require a range of skills to enter into the next phase when the Paddle Steamer is in operation mode.

Dave Eddie has had broad experience in the education field and would be of benefit to the Board in assisting in the development of a range of educational experiences and opportunities planned for the Ruby.

Barbara McIntyre has also had broad experience in education and catering.

The Committee of Management discussed the nominations and it was proposed that the two nominees be invited to join the PS Ruby Committee of Management after endorsement by Council.

Policy and Management Plan Implications

Nil

Conclusion

It is recommended that Dave Eddie and Barbara McIntyre be endorsed by Council and invited to join the PS Ruby Committee of Management.

Moved Crs. King and Wakefield that the recommendation be adopted.

CARRIED

12.7.3 Dareton Sandbar Future Use; Additional Information

Responsible Officer: Director Infrastructure & Assets
Author: Director Infrastructure & Assets
Implications: Dependent on resolution
File Reference: R9/2
Attachments: August meeting Item 12.7.1 Dareton Sandbar Future Use
Separately Circ.: Nil
Tabled: Nil

Recommendation

That Council considers the additional information provided in this report along with the report from the August agenda, Item 12.7.1 Dareton Sandbar Future Use.

Purpose

This report is to provide additional information to be considered along with the report to the August meeting of Council.

Report

It had been intended to discuss the issues of Crown Land occupation by local authorities with Minister Kelly during his visit to Wentworth. This did not eventuate, as the Minister was not able to undertake the visit.

Queries raised by Councillors at the August meeting included cutting and use of wood, clearing and insurance.

The Department of Lands have made it clear that any licence will include restrictions on usage including no exclusive right of possession, no clearing, no mining or construction and no disposal of any rubbish. Any licence would be issued under the low impact provisions of the Native Title Act 1992(Commonwealth).

Provided usage of the area is in accordance with the terms of the licence it is understood that Council's insurance will apply as for any other legitimate use of Crown Land.

Policy and Management Plan Implications

Refer to the original report.

Conclusion

Refer to the original report.

Moved Crs. Wakefield and Nichols that Council resolves to enter into a licence agreement with the Department of Lands and that Council affixes the Council Seal on the licence document.

CARRIED

12.7.4 Proposed Commercial Mooring Site – Lot 2 DP 756994 Adams Street Wentworth - Darling River

Responsible Officer: Director Development and Environment
Author: Planning Officer
Implications: Policy,
File & References: DA08/084
Attachments: Locality Plan, Site Plan, Letter from J Whitelaw.
Separately Circ.: Submissions
Tabled: Nil

Recommendation

That Council refuses development application number 08/084 for an additional commercial mooring site in the Darling River adjacent to Lot 2 DP 756994 Adams Street Wentworth due to the impact on the amenity of the neighbouring land. There is no relationship between the current mooring and the proposed mooring.

Purpose

The purpose of this report is to consider the application received from D Whitelaw for One Commercial Mooring Site in the Darling River. Two submissions have been received both objecting to the proposal on various grounds.

Summary

A Development Application for a Commercial Mooring Site was received at Council on the 18 March 2008. At the time of lodgement the application could not be processed as the required information was not submitted. The applicant was advised at the time of lodgement that pending receipt of a Statement of Environment Effects and photos the application would remain 'on hold.' The photos were received but not the "Statement of Environmental Effects. Matters to be considered for assessment include:

- Sewerage disposal
- Car parking
- Floodplain impacts
- Environment – land and aquatic habitat
- Riparian vegetation
- Amenity
- Navigational hazard
- Aboriginal Cultural Heritage
- Fuelling provisions

Referrals sent to:

- Department of Environment and Climate Change
- Department Primary Industries
- NSW Maritime
- Murray Darling Basin Commission
- Department of Water and Energy

Statutory Requirements

Assessed pursuant to Section 79C (1) of the Environmental Planning and Assessment Act 1979 and the provisions of any Environmental Planning Instrument, Wentworth Shire Council Local Environmental Plan 1993, District Mooring Management Plan and the Murray Regional Environmental Plan No. 2.

If the applicant is dissatisfied with Council's decision they may appeal that decision to the Court in accordance with the provisions of Section 97 of the EPAA within 12 months after the date on which the applicant receives notice of determination.

Report

History

Two previous applications have been made to Council for moorings on this site, they are:

DA171/02 Six Commercial Mooring Sites and associated works and removal of two willow trees. The proposal was reported to Council and the recommendation adopted. The recommendation was as follows:

That DA171/02 Proposed Six Commercial Mooring Sites, Bed and Bank Work and Removal of Two Willow Trees should be refused for the following grounds:

- The plans as submitted do not provide enough detail on the proposed treatment of the river/river bank interface and floodplain.
- There are many outstanding issues with respect to how the operation is intended to run which could adversely affect the floodplain.
- No on-site manager to ensure appropriate standards of operation are maintained.
- No on-site arrangements for servicing the proposed houseboats or waste disposal and associated storage.
- No allowance made for the provision of services to the site and the reliance of generators is not acceptable.

DA189/04 Proposed Two Commercial Houseboat Mooring Sites, later amended to one private houseboat mooring (10.12.04). The single private mooring was approved subject to conditions on the 27 January 2005.

Site description

Lot 2 DP 756994 has an area of approximately 1.139ha. with some infrastructure sited on the high bank including a garden shed and storage shed. The land has small shrubs covering most of the allotment with river red gums and willows along the foreshore with a strand of cumbungi on the downstream side of the existing moored houseboat. The pictures below shows the existing houseboat mooring. The proposed houseboat will be moored on the downstream side of the existing.



Access to the houseboat is via a dirt track off the Silver City Highway.

Refuelling of the houseboats will be by off site at Sunraysia Houseboats site downstream.

Agency Replies

NSW Maritime has no objection based on navigational grounds.

Department of Primary Industries have advised that they do not consider that the works are likely to have a significant adverse impact on the threatened fish species, populations or the aquatic ecological community which reside in the river in this area provided the works are carried out as stated. They have supplied conditions to be included on Council permit.

The Department of Environment and Climate Change's response includes Pollution Control and Environmental Management; Flora and Fauna; Aboriginal Cultural Heritage.

The Department of Water & Energy have no conditions to impose but have concerns regarding the mooring causing erosion to the site and request Council take into consideration the impact on the Riverine environment.

Existing Mooring

Council issued consent for a private mooring (file reference DA189/04) on 27 January 2005 subject to conditions. Since that time Council have been notified that the vessel appears to be used commercially. The Waterways Authority have confirmed that a commercial licence was issued for the existing vessel.

A letter received 11 August 2008 from Mr J Whitelaw states that the applicant has no concerns re parking and rubbish because this is just the family using their houseboat only when on holidays. (Letter attached).

Submission

The submissions received are attached for the information of Council and issues are summarised as follows. The reporting officer's comments are italicized.

A commercial mooring suggests that a houseboat business is to be operated from the site.

No information received regarding a houseboat business has been submitted. NSW Maritime have advised that the proposed mooring is for the use of a private person only and has no relationship to the existing mooring. This is supported in the letter from Mr Whitelaw.

Safety concerns for occupants as there is no on-site supervision

This could be covered by the owner's public liability however the onus for best practice management regarding Occupational Health and Safety issues lies with the owner/s.

No provision for garbage disposal

No information regarding waste attached to application.

No provision for dust abatement (driveway structure and/to signage to clients).

No signage proposed. Access is via an unsealed road.

Safety concerns for other river users in regard to navigability specifically recreational boat owners, rowers and swimmers.

The NSW Maritime assess all moorings and they have advised they have no objection based on navigational grounds.

Current land use generates dust and noise and this proposal will exacerbate the issue.

The current impacts have been outlined in one of the submissions and must be considered in the assessment of this proposal. The noise and dust pollution issue whilst not effecting a large number requires consideration.. The applicant has not demonstrated adequate mitigation to noise and dust as he considers that noise, dust and rubbish will have a minimal impact.

Policy and Management Plan Implications

Proposal requires the consent of Council in accordance with the Wentworth Shire Council Local Environmental Plan 1993.

The District Mooring Management Plan sets out general procedures for applying for a mooring site.

The Murray Regional Environmental Plan No. 2 requires that the proposal be advertised for a period of thirty days and referred to the agency mentioned previously in this report.

The proposal has been assessed in accordance with legislative requirements including Council policy.

Conclusion

The proposed mooring site will be rented out to a third party and as such has no relationship to the existing mooring. The existing mooring has been in existence since 2004 and a sufficient amount of time has lapsed to enable Council to be able to give consideration of the existing and future impacts on neighbours.

Council are currently undertaking a new Mooring Management Plan which will address the impact of the number of moorings currently in the Darling on the environment and amenity of the river. Due to the time frame being unknown in regard to the Plan being completed it is unreasonable to defer this application until that time, therefore the application should be refused on the following grounds and the owner of the vessel advised to locate to a more suitable site which will not impact on the surrounding neighbours

- The applicant has not demonstrated that noise, dust impacts generated by a third party utilising the site could be managed with respect to the impact on surrounding neighbours.
- The applicant has not demonstrated that parking requirements are to be provided.
- The additional mooring has no relationship to the existing mooring.
- No on-site supervision.

If Council's decision is to approve the mooring application, a further report will be submitted with conditions to be attached to that approval.

Moved Crs. King and Wakefield that the recommendation be adopted.

The Minutes Secretary (Executive Assistant) was asked to leave the Council Chambers at 2.35pm as it was deemed by Councillor Nichols that she had a conflict of interest in the matter due to an objection by the Executive Assistant against the proposed commercial mooring site.

In accordance with Section 375A of the Local Government Act the Mayor called for a division.

For the motion: Councillors King, Wakefield, Thompson, Whitfield, Hederics, Thomson

Against the motion: Councillors Wheeldon, Nichols, McKinnon

CARRIED

The Executive Assistant returned to the Council Chambers at 2.40pm.

12.8 PRINCIPAL ACTIVITY: BUILDING CONTROL

Nil

12.9 PRINCIPAL ACTIVITY: ROADS AND BRIDGES

12.9.1 Report on RTA Maintenance Contracts

Responsible Officer:	Director Infrastructure & Assets
Author:	Director Infrastructure & Assets
Implications:	Still to be quantified
File Reference:	R4/18-9
Attachments:	Nil
Separately Circ.:	Nil
Tabled:	Nil

Recommendation

That Council notes the new requirements of the Road Maintenance Council Contract.

Purpose

To provide Council with details of the new RTA contract.

Summary

The Single Invitation Maintenance Contract (SIMC) that has been the arrangement for work on RTA roads since 2000 is to be replaced with a new contract to be known as a Road Maintenance Council Contract (RMCC). There are a number of differences between the SIMC and RMCC, particularly the process and extent of cost recovery.

Report

Since 2000 the Council has provided services to the RTA under a Single Invitation Maintenance Contract or SIMC.

The NSW Auditor General has requested the RTA to better demonstrate "value for money" and to implement a "continuous improvement program". The RTA has been very satisfied with the services provided by the Wentworth Shire Council under the SIMC but now seeks to move into a new style of contract to ensure their (relatively) limited budget goes as far as possible.

Although individual Councils will have more flexibility within a fixed upper limit of funding and there will be opportunities for additional "Ordered Works" it will only be possible to recover actual Direct and Indirect costs. There is no ability to generate "profit". The reasons for this are that the work is provided to Councils without competition, all legitimate costs are recoverable and the work involves the expenditure of public money.

The Council will also be less exposed to risk because costs can be recovered.

The RTA will be arranging its own insurance hence the Council will no longer have to provide its own insurance for RTA works or third party liability associated with the RTA work.

Work carried out by Councils will be benchmarked and each Council will be measured against a number of Key Performance Measures (KPM).

The new contract will require additional work initially to establish robust costs that will satisfy audit scrutiny. Any staff involved in any work for the RTA will also have to ensure that time is accurately recorded so that the costs are recoverable.

Policy and Management Plan Implications

The full extent of the changes cannot be determined at present as details are still awaited from the RTA and the new Council cost structure is yet to be established.

The current SIMC contracts do involve a "profit margin" for the Council but some of this has to cover costs, which have, in the past, not been recorded as time against RTA work. It is therefore difficult to determine the net effect of the new contract arrangement.

Conclusion

The RTA has advised Council of the new contract (RMCC) to replace the current SIMC. The new contract will provide more flexibility in how work is done and may even result in additional work on RTA roads.

Moved Crs. Wakefield and Wheeldon that the recommendation be adopted.

CARRIED

12.10 PRINCIPAL ACTIVITY: BUSINESS UNDERTAKINGS

Nil

12.11 PRINCIPAL ACTIVITY: DOMESTIC WASTE MANAGEMENT

12.11.1 Refuse Collection and Transfer Station Management Contracts

Responsible Officer:	Director Infrastructure & Assets
Author:	Director Infrastructure & Assets
Implications:	Nil
File Reference:	W1/6-3
Attachments:	Nil
Separately Circ.:	Nil
Tabled:	Nil

Recommendation

- a) That Council receives and notes this report
- b) That Council resolves to extend the contract for the management of Council transfer stations at Wentworth, Dareton and Pomona for a period of two years from 1 November 2008 to 1 November 2010 to allow development of the transfer stations to be completed, and
- c) That Council resolves to extend the refuse collection contract to 30 June 2009 to better fit the annual budget process and to enable revised contract documents to be prepared, and
- d) That Council notes a decision on the engagement of a contractor will have to be made once the new documents have been prepared.

Purpose

This report seeks Council decisions on two contracts for the management of solid waste.

Summary

Existing contracts for the kerbside collection of refuse and the operation of Council transfer stations will terminate on 1 November 2008. Both contracts were let to Sunraysia Waste in 2000 and were assigned to Transpacific Waste in 2007.

Report

The Transfer station contract involves the management of three transfer stations at Wentworth, Dareton and Pomona. These transfer stations are open to the public at designated times. The contractor receives waste and recyclables, which are collected in designated areas. All waste is transported to the Buronga Landfill as required. The establishment of recyclable facilities at each transfer station has recently begun and will continue to be implemented over the coming months.

This contract has an annual value for the three sites of nearly \$30,000. The work could however be seen as an indirect but key component of the Buronga Landfill contract that was extended (to 1 November 2013) by Council at its meeting on 21 November 2007. There is the ability for Council to decide, by resolution (with reasons) to identify options other than re-tendering the work in the contract. The close relationship between the operation of the transfer stations with that of the Buronga Landfill plus the fact that development of the transfer stations has yet to be completed are considered to be justification for an extension of the transfer station contract by a period of two years at which time the circumstances can be reviewed and a decision on the contract made.

The refuse collection contract could be extended if there is good reason to support an extension. There are however likely to be other operators interested in tendering hence a long extension is difficult to justify. An expected major increase in the price of the collection is justification for considering an extension or a negotiated contract but there is no evidence to clearly indicate a major cost increase. The value of the collection contract is considerable, being nearly \$2,500 per week or \$130,000 per year. The existence of competition can be expected to result in competitive tenders being received.

The existing contract documents will require a significant input to bring them up to current best practice. While this has been started it will not be possible to complete

this and the tender process to award a new contract by 1 November. An extension of the existing contract to 30 June 2009 is therefore suggested. This has the additional benefit of avoiding a contract renewal close to Christmas when continuity is critical and linking of the contract to the financial year.

Since both of these contracts have a value less than \$150,000 per annum the requirements of Section 55 of the Local Government Act 1993 do not apply.

The contract documents for both contracts include the provision for an extension "at the discretion of the Council and the Contractor" hence any extension of either or both contracts is permissible.

Policy and Management Plan Implications

There are no implications for the 2008/2009 Management Plan if the existing contract is extended to 30 June 2009.

Conclusion

Contracts for the collection of refuse and the operation of Transfer Stations will come up for renewal on 1 November. An extension for the collection contract will enable a new contract to be tendered early in 2009 for a start date of 1 July 2009 and an extension of two years for the Transfer Station contract will enable completion of development work to be achieved before consideration of re-tendering is given attention.

Moved Crs. King and Wheeldon that the recommendation be adopted.

CARRIED

Moved Crs. Nichols and Wheeldon that a report be submitted to a future Council meeting regarding the opportunity for ratepayers to access transfer stations free of charge.

CARRIED

12.12 PRINCIPAL ACTIVITY: WATER SUPPLIES

Nil

12.13 PRINCIPAL ACTIVITY: SEWERAGE SCHEMES

Nil

13. REPORT MATRIX

13.1 REPORT MATRIX FROM PREVIOUS COUNCIL MEETING

Responsible Officer:	General Manager
Author:	Executive Assistant
Implications:	Nil
File & References:	S268
Attachments:	Report Matrix
Separately Circ.:	Nil
Tabled:	Nil

Recommendation

That Council receives and notes the report matrix.

Purpose

The purpose of this report is to advise Councillors of the action from reports that were to be undertaken by Senior Staff.

Summary

The report matrix lists the items presented at the last Council meeting and indicates action that is needed to be taken or is to be taken by Senior Staff that the items raised are completed satisfactorily.

Report

The report is attached and is self-explanatory.

Policy and Management Plan Implications

Implications to policies or the Management Plan are detailed in the matrix.

Conclusion

The matrix is submitted for the Councillors' information to ensure actions required are completed satisfactorily.

Moved Crs. Nichols and King that the recommendation be adopted.

CARRIED

14. QUESTIONS WITHOUT NOTICE**Cr. Wheeldon**

1. Raised the issue of a grass mowing or a handyman service.
(The Director Corporate & Community Services advised that this service may be available from the Home Care service under the Department of Community Services. The General Manager advised that investigations will be undertaken and a report will be submitted to a future Council meeting).
2. Enquired as to whether there would be the possibility of a program to clean up the roadsides especially the highway east in the Shire travelling from Euston to Gol Gol.
(The General Manager advised that this proposed program would be assessed and, if necessary, referred back to Council for consideration).

Cr. Nichols

1. Advised she had a matter to raise and requested that it be raised in confidential as the matter would include naming people involved with the matter.
2. Raised the issue of Council owned gravel and requested a feasibility study on all Council's pits.

(The Director Infrastructure & Assets advised that most of the gravel pits are on private properties with Council getting approval for access. Arrangements are underway to obtain licences for Council to have their own gravel pits but this takes many months to action due to the land being owned by the Crown. The Mayor advised that a report will be undertaken and brought back to Council at a later date).

3. Advised that she had witnessed water running over a footpath from a resident's house who was using a sprinkler. Enquired as to whether Council could contact the Minister to get ruling on water restrictions.

(The General Manager advised that as there is a new Minister for Water and contact had already been made with the Minister seeking agreement from him to continue the Council's flexible watering arrangements).

4. Indicated that she had been advised that the north Gol Gol tip has had huge amounts of red wine crush, bottles, cups etc. dumped in it from an area in Bathurst. This will be a huge fly problem and will need to be investigated.

(The Director Development & Environment was unsure of the location of the Gol Gol tip as mentioned by Councillor Nichols. Cr. Nichols will contact the resident who advised her of the situation and advised the Director of the exact location of the dumped material).

Cr. Wakefield

1. Enquired as to what was the current situation with respect to the street lighting study.

(The Director Infrastructure & Assets advised that there is a budgetary item for placement of street lights).

Cr. McKinnon

1. Wanted to clarify the buffer zones that are applicable to new developments and the need for them to be enforced.

(The Director Development & Environment advised that evaluation of determining buffer zones needs to be undertaken with an assessment of what is achievable. He indicated that mediation will be undertaken to achieve satisfactory result with respect to a situation in Buronga).

(Councillor Nichols questioned whether the developers had been requested to stop works immediately and the Director Development & Environment advised that they had been requested to cease works).

15. NEXT COUNCIL MEETING

- 15 October 2008 commencing at 9am.

16. CONFIDENTIAL ITEM

16.1 Wentworth Aerodrome – Sealing of Runway

Moved Councillors Nichols and Wheeldon:-

- a) That Council resolves to go into closed Council to consider the possibility of sealing the Wentworth Aerodrome runway.
- b) That pursuant to section 10A (1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of

sections 10A(2) (d)(ii) (confer a commercial advantage on a competitor of the Council)

- c) That the correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act 1993.

CARRIED

Note: the Mayor invited the gallery to make representations as to whether the meeting should be closed in relation to an item to be raised by Councillor Nichols regarding sealing of the Wentworth aerodrome. No representations made.

Closed Council

Council closed its meeting to consider the item raised by Councillor Nichols at 2.59pm. The public and media left the chamber.

Moved Crs. King and Wheeldon that Council move out of Closed council and move into Open Council.

CARRIED

Open Council

Council went into open Council at 3.05pm.

There being no further business the meeting closed at 3.05pm.