Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a GENERAL PURPOSES COMMITTEE MEETING of Wentworth Shire Council will be held in the WENTWORTH SHIRE COUNCIL CHAMBERS, SHORT STREET, WENTWORTH, commencing at 5.30PM.

Peter Kozlowski
GENERAL MANAGER

GENERAL PURPOSES COMMITTEE MEETING AGENDA

5 DECEMBER 2016

NB: Tape recording of a meeting of the Council is prohibited without permission

In accordance with Reg. Cl 273(1), a person may use a tape recorder to record the proceedings of an open meeting of the council or a committee of a council only with the authority of the council or committee. This includes the use of a video camera and any electronic device capable of recording speech, whether a magnetic tape is used to record or not. (Reg Cl. 273(4))
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1 OPENING OF MEETING
2 PRESENT
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   Recommendation
   That the Minutes of the General Purposes Committee Meeting held 7 November 2016 be confirmed as circulated.

5 DECLARATIONS OF PECUNIARY INTEREST AND CONFLICTS OF INTEREST
6 REPORTS

6.1 WEST DARLING ARTS

File Number: RPT/16/1365

Responsible Officer: Peter Kozlowski - General Manager
Responsible Division: Office of the General Manager
Report Author: Paula Mastrippolito - Manager Organisational Support

Summary

Sherry Pratt Executive Director, West Darling Arts will be making a presentation to the General Purposes Committee meeting. The purpose of the presentation is to inform Council of the activities undertaken by the organisation.

Officer Recommendation

That the General Purposes Committee notes the presentation from West Darling Arts.

Detailed Report

Nil

Attachments

Nil
6.2 PROPOSED MURRAY-DARLING BASIN PLAN AMENDMENTS

Summary

The Murray–Darling Basin Authority (MDBA) is the agency responsible for establishing the Basin Plan in consultation with State and Commonwealth governments, industries and communities. The MDBA has a role in implementing, monitoring and adapting the Plan.

On 22 November 2016, the Murray-Darling Basin Authority (MDBA) announced a number of proposed changes to the Murray-Darling Basin Plan.

Proposed amendments include recommendations to reduce the Northern Basin water recovery target, decreases in three groundwater area water recovery targets, and a range of minor changes to enable consistent implementation of the Basin Plan.

Formal submissions to the proposed changes close at 5pm (AEST) on 10 February 2017.

Recommendation

That the General Purposes Committee notes the information presented in this report.

Detailed Report

Purpose

The purpose of this report is to inform the General Purposes Committee about proposed amendments to the Murray-Darling Basin Plan announced on 22 November 2016.

Background

The Murray–Darling Basin Authority (MDBA) is the agency responsible for establishing the Basin Plan in consultation with State and Commonwealth governments, industries and communities. The MDBA has a role in implementing, monitoring and adapting the Plan.

The MDBA has proposed a number of amendments to the Murray-Darling Basin Plan, following several reviews: the Northern Basin Review of sustainable diversion limits; a review of sustainable diversion limits for three groundwater areas; and the Australian Government’s response to the independent review of the Water Act 2007 (Cth).

At the time the Basin Plan was established, it was recognised that more work in the north was needed to improve understanding of the hydrology, environment and socio-economic implications of the Basin Plan settings. A commitment was made, supported by state and Commonwealth governments, to undertake a review and assess whether Basin Plan settings in the north are appropriate.

At the same time, it was also recognised further understanding was needed in relation to groundwater in areas across NSW and Victoria. An expert review panel undertook scientific reviews of groundwater to assist with the development of the proposed groundwater changes.
Summary of Proposed Amendments

Groundwater

At the time the Basin Plan was established, it was identified that there was a need to review the sustainable diversion limits (SDLs) of three groundwater areas.

The proposed amendments to the SDLs for groundwater are in these three areas:

- Eastern Porous Rock (New South Wales)
- Western Porous Rock (New South Wales)
- Goulburn–Murray (Victoria)

The review was undertaken by an expert review panel comprised of an independent chair and representatives from Geosciences Australia, National Centre for Groundwater Research & Training, the MDBA, CSIRO, independent consultants, and the NSW Office of Water.

The Western Porous Rock Aquifer covers south-western NSW within the bounds of Broken Hill, Ivanhoe, Wentworth and the NSW/SA border.

Under the MDBA proposal, the Sustainable Diversion Limit (SDL) for the extraction of groundwater from the Western Porous Rock Aquifer increases from 116.6GL/yr to 226.0GL/yr, representing an increase of 109.4GL/yr.

Overall, the proposal for changes to the SDLs for the Eastern Porous Rock Aquifer (to 146.6GL/yr) and the Goulburn-Murray Aquifer (to 291.7GL/yr) and some minor changes in South Australia would see the SDL for the extraction of the Basin’s groundwater increase from 3.334GL/yr to 3,494GL/yr.

Research conducted by the MDBA shows the increases in extraction limits will have minimal potential impacts on the environment.

The MDBA is also proposing that a 10-year rolling average compliance method be issued for groundwater areas. Under this method, a non-compliance with the SDL in a water year will occur if the average annual extraction, over the 10-year period, is greater than:

- The average annual permitted extraction over the same period, and
- The Basin state government does not have a reasonable excuse for taking excess water.

Northern Basin water recovery target

The MDBA undertook a three-year review which involved substantial new research into socio-economic, hydrology and environmental aspects of the Northern Basin. It also included consultation with northern basin communities, including industries and Aboriginal groups in the north.

Based on the research and feedback from communities, the MDBA is proposing the water recovery target be reduced from 390GL to 320GL, provided there are commitments from Australian, Queensland and New South Wales Governments to implement a range of measures aimed at improved water management in the north.

This reduction aims to minimise socio-economic impacts in Northern Basin communities and delivers almost equivalent environmental outcomes by taking a more targeted approach to water recovery. The MDBA is also recommending that governments and communities find ways to improve access to waterways for Aboriginal people and improve engagement in water planning and management.

Minor practical amendments

Following consultation with Basin state governments, the MDBA identified a range of minor changes to enable practical and consistent implementation of the Basin Plan. These technical amendments include:

- Better aligning water resource plan areas with state water planning boundaries;
- Clarifying certain water trade rules; and
Allowing additional times for state to nominate a preferred allocation of the shared reduction amounts.

More Information
Background research and materials from the reviews into the Northern Basin, groundwater and the Water Act 2007, as well as feedback from Basin state and territory governments can be found on the MDBA website http://www.mdba.gov.au/BPamendments and include:

- legal materials outlining proposed amendments
- research summaries
- relevant peer reviews
- Frequently asked questions

A number of information publications have also been produced by the MDBA in regard to the proposed amendments which are provided for the information of the Committee.

Submissions
The Water Act 2007 (Cth) states that any proposed changes to the Basin Plan require a minimum eight week public consultation. Formal submissions close at 5pm (AEST) on 10 February 2017 and can be made online at http://www.mdba.gov.au/BPamendments or by email to submissions@mdba.gov.au or by mail.

Following the close of submissions and finalisation of the proposed amendments, the MDBA consults with basin state ministers. The MDBA then makes recommendation to the Minister for Agriculture and Water Resources.

Following the Minister’s decision the proposed Basin Plan amendments are tabled in the Australian Parliament.

Conclusion
The Murray-Darling Basin Authority, proposed a number of changes to the Murray-Darling Basin Plan on 22 November 2016, including an increase in extraction limits to the Western Porous Rock Aquifer, the area of which includes the Wentworth Shire Local Government Area.

Submissions to the proposed amendments close at 5pm (AEST) on 10 February 2017.

Attachments
1. MDBA Proposed Amendments - Groundwater
2. MDBA Proposed Amendments - Northern Basin Review
3. MDBA Proposed Amendments - Minor Practical Changes
4. MDBA Summary - Proposed Basin Plan Amendments
6.3 DRAFT COMMUNITY ENGAGEMENT STRATEGY 2016 - 2020

File Number: RPT/16/1410

Responsible Officer: Paula Mastrippolito - Manager Organisational Support
Responsible Division: Office of the General Manager
Report Author: Michelle Kelly - Engagement and Communications Officer

Summary

The Wentworth Shire Council Community Engagement Strategy 2016-2020 has been developed following a review of Council’s existing Community Engagement Strategy.

The Wentworth Shire Council Community Engagement Strategy 2016-2020 provides a framework for engaging the community in the development of the Community Strategic Plan, a high-level plan that identifies the community’s main priorities and aspirations for the future and to plan strategies for achieving these goals. The engagement strategy will also act as the guiding document for all community engagement undertaken by Wentworth Shire Council.

Officer Recommendation


Detailed Report

Introduction

The purpose of this report is to present the draft Wentworth Shire Council Community Engagement Strategy 2016 – 2020 to the General Purpose Committee for review and to make recommendation to Council for adoption.

Report Detail

Under the Local Government Act 1993 (NSW), Council is required to operate within the Integrated Planning and Reporting (IP&R) Framework. The framework recognises:

- That most communities share similar aspirations: a safe, healthy and pleasant place to live, a sustainable environment, opportunities for social interaction, opportunities for employment and reliable infrastructure; and
- That council plans and policies do not exist in isolation.

By drawing together various council plans, it allows both Council and the community to understand how the plans interact and to get maximum leverage from their efforts by planning holistically and sustainably for the future. Furthermore it provides other organisations that work in collaboration with Council the community’s vision for the future.

Development of the Community Strategic Plan is guided by the Wentworth Shire Council Community Engagement Strategy.

Following a review of the current Wentworth Shire Council Community Engagement Strategy, the draft Wentworth Shire Council Community Engagement Strategy 2016-2020 (Attachment 1) has been developed.

As per the previous engagement strategy, it provides a framework for a coordinated, well planned approach to ensure that Council’s engagement processes provide opportunities for the widest possible community participation and continues to be guided by the Public Participation Spectrum.

The spectrum was developed by the International Association of Public Participation (IAP2), an internationally recognised non-profit organisation, and identifies five recognised levels of
engagement strategy (inform, consult, involve, collaborate, and empower) to demonstrate the possible types of engagement with stakeholders and the community.

The attached draft engagement strategy continues to apply the principles of social equity and recognises that effective engagement results from a strong partnership between Council and the community.

The aim of the engagement strategy is to guide the development of the Community Strategic Plan as well as Council’s Delivery Program, Annual Operational Plan, and Resourcing Strategy. It has also been developed to act as the guiding document for all community engagement undertaken by Wentworth Shire Council.

Conclusion

The Wentworth Shire Council Community Engagement Strategy 2016-2020 has been developed following a review of Council’s existing engagement strategy with the aim of guiding all community engagement undertaken by Wentworth Shire Council. The document provides a framework based on IAP2 principles.

A recommendation to adopt the Wentworth Shire Council Community Engagement Strategy 2016-2020 is being sought from the Committee.

Attachments

1. Draft Community Engagement Strategy 2016 - 2020
Privacy Statement

The Wentworth Shire Council collects information to inform policy decisions in relation to the preparation of Wentworth Shire Council’s strategic planning documents such as the Community Strategic Plan, Master Plans, and Management Plans. Any personal information received in the development of these documents will not be passed on to third parties. Council will receive comments and submissions, as well as collect and store information, in accordance with the Privacy Act 1988 (Cwth).

First adopted: 21/01/2010
Revised: October, 2012.
This edition: November, 2016.

Images: The images used throughout this document have been sourced from Council’s Image Library, with contributions by various staff.

This document can be accessed at the Wentworth Council website: www.wentworth.nsw.gov.au
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Introduction

Communities and their people are the Wentworth Shire’s most valuable asset providing the region’s identity and strength. Working with local people is key to helping to continue to shape the future of our communities by developing and delivering a vision for each place.

This strategy provides a framework for a co-ordinated, well-planned approach to engagement to ensure that Council’s engagement processes provide opportunities for the widest possible community participation.

It identifies opportunities to involve Wentworth Shire’s Community in the development, implementation and review of policies, plans, programs and issues (decisions) of importance including corporate, strategic, land use and financial planning; determining service levels; and day-to-day business activities.

By applying the principles of social equity to the development of this Engagement Strategy, Council has accounted for people with disabilities; Aboriginal communities; people from culturally diverse backgrounds; young people; older people; women; and people in geographically isolated areas.

Importantly, the strategy recognises that a one-size fits all approach does not meet the engagement needs of each stakeholder group.

Legislative Context

Under the Local Government Act 1993 (NSW), Council is required to operate within the Integrated Planning and Reporting (IP&R) Framework (Figure 1 below). The framework recognises:

- That most communities share similar aspirations: a safe, healthy and pleasant place to live, a sustainable environment, opportunities for social interaction, opportunities for employment and reliable infrastructure; and

- That council plans and policies do not exist in isolation.

By drawing together various council plans, it allows both Council and the community to understand how the plans interact and to get maximum leverage from their efforts by planning holistically and sustainably for the future. Furthermore, it provides other organisations that
work in collaboration with Council – for example government agencies, non-government organisations, and community-based groups - with the community’s vision for the future.

Council’s statutory obligations require the development of a long-term Community Strategic Plan (minimum 10 years) and supporting strategic and operation plans.

The Community Strategic Plan is the highest level plan prepared by Council. The purpose of the Strategic Plan is to identify our communities’ main priorities and aspirations for the future and to plan strategies for achieving these goals.

While Council has the role of initiating, preparing, and maintaining the Community Strategic Plan on behalf of our local communities, it is not wholly responsible for its implementation. Other partners, such as government agencies, non-government and community organisations may also be engaged in delivering the long-term objectives of the plan.

The community’s main priorities and aspirations will not be achieved without sufficient resources to implement them.
To support implementation of the Community Strategic Plan, Council is required to develop a number of strategies and plans, to achieve this. These include:

- **The Resourcing Strategy** – provides the key link when translating strategic objectives into actions, identifying which elements of the Community Strategic Plan the council will take responsibility for. Each of the elements of the Resourcing Strategy also play a role in resourcing the achievement of the Delivery Program and Operational Plans, as well as any other strategic plans Council has developed to support the achievement of the Community Strategic Plan.

- **The Delivery Program** – this four-year program turns the strategic goals found in the Community Strategic Plan into actions. The Delivery Program identifies all of the key activities that Council has committed to undertake over its four-year term. All plans, projects, activities and funding allocations of the council must be directly linked to the Delivery Program. It is reviewed when preparing the Operational Plan.

- **The Operational Plan** – this plan spells out the detail of the Delivery Program, identifying the individual projects and activities that will be undertaken in a specific year to achieve the commitments made in the Delivery Program. It includes Council’s detailed annual budget, along with the council’s Statement of Revenue Policy. The activities of the Operational Plan are enabled by the Resourcing Strategy.

**Purpose and Objectives of this Strategy**

To facilitate engagement with our communities, Council adopted the original Community Engagement Strategy on July 21, 2010 (revised October 2012). That strategy was used as the framework for the community engagement activities undertaken to develop the first Community Strategic Plan; adopted by Wentworth Shire Council on June 20, 2012.

This Community Engagement Strategy has been developed following a review of the *Community Engagement Strategy 2012-2016: Creating our Future*, and will be the guiding document for all community engagement undertaken by Wentworth Shire Council.

By engaging effectively with a wide range of stakeholders, Council has the opportunity to draw on people’s knowledge, and to build support for and involvement for the activities that it undertakes.
The purpose of this strategy is to:

- Clearly demonstrate Council's commitment, expectations and processes for Community Consultation and Engagement
- Establish a set of principles for guiding Council’s community consultation and engagement activities
- Provide a framework for a coordinated, well-planned approach to engagement that is genuine and inclusive and meets the needs of each stakeholder group (not one-size fits all)
- Provide guidance on the provision of feedback to communities, stakeholders and partner agencies about how their contribution has influenced the development of strategic plans and policy
- Provide a framework for monitoring and evaluating Council’s engagement activities to incorporate feedback to improve and/or enhance engagement experiences
- Enable Council to become a leader in best-practice community engagement
- Meet the legislative requirements of the Local Government Act.

Council’s Community Engagement Objectives are to:

- Acknowledge the valuable contribution our stakeholders make to the planning process
- Design a process that creates opportunities for people to assist in making sustainable decisions that reflect the aspirations of the local community and enables Council to provide effective service delivery
- Ensure that community engagement processes create opportunities for the widest possible stakeholder participation, particularly those groups who are traditionally disengaged from these processes
- Increase people’s understanding of the Community Strategic Plan and associated Council planning documents
- Identify Council’s commitment to the provision and level of services
- Increase people’s confidence in the planning and engagement process by adhering to this plan and our engagement principles
- Involve the Wentworth Shire Community in the development, implementation and review of policy, plans, programs and issues of importance ensuring that decisions reflect the communities’ aspirations and are made for the long-term benefit and sustainability of the community
- Provide an opportunity to educate the community on the diversity and limitations of services provided by Council
Why We Undertake Community Engagement

Council defines community engagement as “continuing dialogue with our communities to provide opportunities to identify priorities, objectives, and strategies to help shape the future of our region”.

We want our communities to be involved in shaping the future of our region. We are committed to a process of robust, transparent and comprehensive community engagement with our communities to ensure a meaningful exchange of ideas.

Community engagement assists in improving and strengthening our region by identifying and addressing local ideas, concerns and opportunities, and involving the community in key decisions that affect them. Additionally, it allows a shared understanding of the different aspirations, priorities and issues of each sector of the community.

There are a number of benefits for both the community and Council in having a structured approach to community engagement including:

- Improvement in the quality of policy being developed
- Effective service delivery that is consistent with community expectations
- Early notice of emerging issues, enabling Council to deal with issues in a proactive way
- Opportunities for diverse voices to be heard on issues that matter to people
- The ability for the community to identify the priorities themselves
- The ability for individuals to become empowered and proactive with regard to issues that affect them

Effective community engagement is dependent upon strong relationships that promote equity, rights, access and participation, particularly of those groups in the community who may be hard to reach. These groups include Aboriginals and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, women, geographically isolated people, people with a disability, older people and young people.
Core Values and Underlying Principles

Wentworth Shire Council is committed to ongoing stakeholder engagement that is:

- **Inclusive and targeted** - ensuring that a broad range of community members have input into developing policies and plans. We will seek to engage with Aboriginals and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, women, people with a disability, older people and young people

- **transparent** - we will provide a transparent and open approach with our engagement activities

- **innovative and accessible** - we will use a range of tools and methods to ensure that all stakeholders have the opportunity to participate

- **Informative and respectful** - we will provide information to participants to enable them to contribute in a meaningful way. We will seek to foster mutual respect by listening to all ideas and contributions and responding where possible. We will respect people’s privacy by storing all information in accordance with the Privacy Act 1988 (Cth)

Our Community

Situated at the junction of the Murray and Darling Rivers, Wentworth Shire is home to vibrant communities, a diverse agricultural sector, unique natural environments, and significant Cultural Heritage.

Strategically located bordering NSW and SA, and at the cross-roads of the Sturt, Silver City, and Calder Highways, Wentworth Shire provides important linkages to the major ports of Sydney (1,075km), Melbourne (585km), and Adelaide (420km). The Sturt Highway (a key national freight route) and the Silver City Highway, intersect the Shire from east to west, and north to south respectively.

It has a population of over 7,000 people and covers an area of 2,616,926 hectares (26,000 sq. km). Council’s greatest population density is in the townships of Wentworth, Dareton, Buronga and Gool Gool situated on the southern boundary (along the Murray River). The remote township of Pooncarie is located on the Darling River, approximately 120km north of Wentworth.

Known as the ‘Gateway to the Outback’, Wentworth Shire has become an important outback destination for tourists, and combined with cross-border neighbour Mildura the region attracts over 300,000 visitors annually; a number of which are return visitors.

Additionally, the shire boasts a number of local, regional and national events including major sporting events, arts and culture events, and a range of annual community events.

As part of both the NSW Western Division and cross-border Sunraysia region, Council continues to foster collaborative partnerships with government agencies, neighbouring councils, and is a member of a number of organisations that work together to represent the needs of our region.
Our Stakeholders

This Community Engagement Strategy is a whole of Wentworth Shire strategy and targets those people who live, invest, visit and work in our region. Our community includes residents, ratepayers, landowners, organisations, businesses, government agencies, and anyone who has an interest in the Wentworth Shire local government area.

Our stakeholders can be broken down into the following broad groups:

<table>
<thead>
<tr>
<th>External Stakeholders</th>
<th>Members of Parliament</th>
<th>e.g. Ministers, Member for Farrer, Member for Murray</th>
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<tbody>
<tr>
<td></td>
<td>Government Agencies – Federal, State, and Local</td>
<td>e.g. Western Local Land Services, Ministry for Police and Emergency Services, Roads and Maritime Services</td>
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<td></td>
<td>Regional Organisations</td>
<td>e.g. Regional Development Australia, Wentworth Regional Tourism</td>
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<td></td>
<td>Media</td>
<td>e.g. Radio, Print Media, Stakeholder Publications</td>
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<tr>
<td></td>
<td>Education &amp; Training Providers</td>
<td>e.g. TAFE, Primary &amp; Secondary Schools</td>
</tr>
<tr>
<td>Local &amp; Regional Businesses</td>
<td>Business Community</td>
<td>e.g. Business owners, developers, operators and industry groups, Tourism Operators</td>
</tr>
<tr>
<td>Community Stakeholders</td>
<td>Individuals &amp; Community Groups</td>
<td>e.g. Residents &amp; Ratepayers, support groups, Sporting Clubs, Community Organisations, Hard to reach target groups, Visitors &amp; Tourists</td>
</tr>
<tr>
<td>Internal Stakeholders</td>
<td>Council</td>
<td>e.g. Councillors, Council Staff</td>
</tr>
</tbody>
</table>
Stakeholder Mapping

Stakeholder mapping (analysis) allows engagement to be specifically tailored to the targeted stakeholder group and the issues of relevance to each stakeholder group. Undertaking stakeholder mapping is vital for effective two-communication as it reduces the risk of marginalising groups or individuals. It assists to gain real community ownership of decisions or projects and ensures that communication is occurring with the right people at the right time. There are a number of criteria that can be used to segment stakeholder groups. The first way is the type of stakeholder as described above. A comprehensive cross-council stakeholder list is currently being developed. This list is only a starting point and as a living document will need to be managed and updated regularly.

The second important consideration is the capacity of the stakeholder groups to engage. This is particularly important for “hard to reach” stakeholders such as youth, Aboriginal and Torres Strait Islanders, older people, and people and communities who are geographically isolated or transport disadvantaged. Understanding the capacity of the target stakeholder group’s ability to participate influences the methods of engagement that can be used.

Another factor in determining a stakeholder’s ability to engage is their understanding of the issues or opportunities. Stakeholders can be grouped into one of the following four categories:

- **latent/passive** – these individuals and stakeholders don’t demonstrate an interest in the issue/project/decision at all
- **emerging** – these individuals and stakeholders are starting to form ideas and opinions on issues, projects and decisions
- **aware** – these individuals and stakeholders are aware of issues, projects and decisions and demonstrate knowledge of the topic and can confidently comment on it
- **Active** – these individuals and stakeholders are doing or saying something about an issue, project or decision and are trying to influence others to their position.
Framework for Engagement

The International Association of Public Participation (IAP2), an internationally recognised non-profit organisation, has developed the Public Participation Spectrum. The Spectrum identifies five recognised levels of engagement strategy (inform, consult, involve, collaborate and empower) to demonstrate the possible types of engagement with stakeholders and communities. The spectrum also shows the increasing level of public impact as you progress from ‘inform’ through to ‘empower’.

![IAP2 Public Participation Spectrum](image)

*Figure 2: IAP2 Public Participation Spectrum*

Effective community engagement results from a strong partnership between Council and the community. To facilitate effective community engagement in Wentworth Shire, a broad framework has been developed based on IAP2 principles (p. 14) for use by Council staff. The framework will be supported by a toolkit which will be based around the core types of engagement in the planning, preparing for, implementation, and review and evaluation of community engagement activities.

Stakeholder engagement is conducted by Wentworth Shire Council staff and external providers, with an emphasis on decisions being based on evidence-based information and the representative views of the community.

Council’s approach to community engagement will generally involve the following five processes:

- **Providing information** to the community, e.g. existing plans and strategies, fact sheets, statistical information, and discussion papers. The aim of providing information is to assist in establishing **where we are now**.

- **Seeking information** from the community by obtaining feedback on the levels of service the community wants and is willing to pay for, suggestions, opinions and other relevant information that may assist in the planning process. The aim of seeking information is to assist in establishing **where we want to be**.

- **Involving the community** in working through the issues raised and developing objectives and strategies for the plan. The aim of involving the community is to assist in establishing **how we will get there**.
• **Charting the course of action** to assist in determining outcomes or making final decisions.

• **Providing feedback** to enable stakeholders to understand how their input informed the course action, direct feedback or public exhibition of plans may be undertaken.

It is important to remember that the level of participation in decision-making should be proportionate to the impact of the decision being made – strategic decisions that influence longer-term outcomes for the whole community or have flow-on effects for other decisions should have a much higher degree of community participation than a decision that impacts a very small sector of the community for a very short timeframe.

Community engagement does not replace the decision making functions of Council which are legislated under the *Local Government Act 1993 (NSW)*.
## WENTWORTH SHIRE COUNCIL ENGAGEMENT FRAMEWORK

<table>
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<tr>
<th><strong>INFORM</strong></th>
<th><strong>CONSULT</strong></th>
<th><strong>INVOLVE</strong></th>
<th><strong>COLLABORATE</strong></th>
<th><strong>EMPOWER</strong></th>
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<tr>
<td>Public Participation Goal: To provide the community with appropriate information on Council and its decision making, services, events, projects, and any associated issues.</td>
<td>Public Participation Goal: Actively seeks community views and input into policy, plans and decisions.</td>
<td>Public Participation Goal: To work directly with the community to ensure that community ideas, concerns and aspirations are understood and considered.</td>
<td>Public Participation Goal: To work in partnership with the community, incorporating their input and advice, jointly formulating solutions and/or options, and sharing agenda setting and deliberation of issues.</td>
<td>Public Participation Goal: To place decision making in the hands of the community.</td>
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<tr>
<td>The primary form of community engagement; builds knowledge and skills in the community. This may be the preferred form of community engagement for a number of people.</td>
<td>Council retains overall decision making responsibility.</td>
<td>Encourages discussion and the two-way exchange of information, providing an opportunity to influence the outcome to assist in the decision-making process. Council retains overall decision-making responsibility.</td>
<td>Ownership of an issue is shared between Council and the community. May be some level of delegated decision making to stakeholders; Council retains overall decision-making responsibility.</td>
<td>Communities share responsibility for decision-making and accountability for the outcomes of those decisions. Legislative and policy frameworks may give power to communities to make limited decisions (e.g. on a specified issue or for a limited time). This does not replace the legislated decision-making functions of Council.</td>
</tr>
<tr>
<td><strong>Promise to the Public:</strong> We will keep you informed</td>
<td><strong>Promise to the Public:</strong> We will listen to you, consider your ideas and concerns and keep you informed</td>
<td><strong>Promise to the Public:</strong> We will work with you to ensure that your ideas, concerns and aspirations are considered and provide feedback</td>
<td><strong>Promise to the Public:</strong> We will work together in seeking the best outcomes for the communities of Wentworth Shire</td>
<td><strong>Promise to the Public:</strong> We will ensure the collective position of the community is an integral part of the decision making process.</td>
</tr>
<tr>
<td><strong>Example Engagement Tools:</strong></td>
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<td><strong>Example Engagement Tools:</strong></td>
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<td>- Public notices</td>
<td>- Community meetings</td>
<td>- Community meetings</td>
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<td>- Media releases</td>
<td>- Surveys and questionnaires</td>
<td>- Town meetings</td>
<td>- Town meetings</td>
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<td>- Community newsletters</td>
<td>- Public meetings</td>
<td>- Forums and Workshops</td>
<td>- Forums and Workshops</td>
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<tr>
<td>- Online information – e.g. websites, email news, social media</td>
<td>- Forums and Workshops</td>
<td>- Community Committees</td>
<td>- Online information – e.g. websites, email news, social media, forums/blogs</td>
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<tr>
<td>- Distribution of in-house documents and publications</td>
<td>- Community newsletters</td>
<td>- My Thoughts – Community Feedback Form</td>
<td>- Online information – e.g. websites, email news, social media, forums/blogs</td>
<td></td>
</tr>
<tr>
<td>- Notification letters</td>
<td>- Online information – e.g. websites, email news</td>
<td>- Forums and Workshops</td>
<td>- By ensuring that the core principles of integrity, inclusion, deliberation and influence are apparent in all community engagement.</td>
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</table>
Have Your Say
Council welcomes comments and submissions from members of the community. A number of options are available for you to provide your thoughts to Council.

How to provide your feedback

**Online**
To make a submission or comment on an issue visit Council’s website and click on ‘Send us an email’ at the top right hand corner of the home page:
www.wentworth.nsw.gov.au

**By mail**
Send comments and submissions to:
The Office of the General Manager
Wentworth Shire Council
PO Box 81
WENTWORTH NSW 2648

**Via ‘My Thoughts’ forms**
Forms are available at Council’s Libraries in Wentworth, Buronga, Dareton, Pooncarie

**By Fax**
Faxes can be sent to (03) 5027 5000
References


*Wentworth Region Community Strategic Plan 2012-2022 – Footsteps to our Future* (Wentworth Shire Council, 2012)

*Wentworth Shire Council Community Engagement 2012-2016 – Creating our Future* (Wentworth Shire Council, 2012)
6.4 HIRE TERMS AND CONDITIONS

Summary
A review of terms and conditions relating to the hire of Council facilities has been undertaken to standardise the terms and conditions across all venues.

A copy of the revised terms and conditions are attached for consideration.

Officer Recommendation
That the General Purposes Committee recommends to Council that the revised terms and conditions for the hire of Council facilities be adopted.

Detailed Report

Introduction
The purpose of this report is to present revised Council facilities hire terms and conditions to the Committee for consideration.

Report Detail
A review was undertaken to update, standardise and strengthen our hire terms and conditions to better protect Council properties and assets and to safeguard us from litigation. Areas that have been strengthened/added include: alcohol, noise, cleaning, maximum capacity and social media.

Conclusion
If adopted, the terms and conditions would be adapted and applied to all Council facilities available for hire:

- Anabrack Hall
- Carramar Drive Sporting Complex - Pavillon & Oval
- Dareton Activity Centre
- Memorial Rooms
- Midway Centre
- Pooncarie Hall
- Pomona Hall
- Wentworth Town Hall & Community Meeting Room
- McLeod Oval & Pavillion
- Curlwaa Oval
- George Gordon Oval
- Pooncarie Quarters
- Pooncarie Oval
- Buronga Wetlands
- Fotherby Park Reserve
- Coomealla Pioneer Park Reserve
- Reserve 6 Pooncarie
- Wentworth Wharf
- Two Rivers Ski Recreation Reserve
Tapio Park Reserve Dareton
Sturt Park Dareton
Rowing Club Reserve Wentworth
Perry Sandhills
Junction Park
James King Park Reserve
Pitman Avenue Recreation Reserve
Lions Park Reserve

**Attachments**

1. Wentworth Town Hall/Community Meeting Room Hire Terms and Conditions/Agreement

WENTWORTH TOWN HALL/COMMUNITY MEETING ROOM
HIRE TERMS AND CONDITIONS/AGREEMENT

The Wentworth Town Hall is situated on Lot 1 DP630527 the corner of Short Street and Adelaide Street Wentworth. The Wentworth Shire Council hereby grants a temporary Booking Agreement to the person(s) specified on the front of this agreement (hereinafter referred to as the "Hirer") subject to the following terms and conditions:

1. That the Hirer shall not interfere with any other person authorised by the Council to use the reserve/building or any part thereof.

2. That the Hirer will not use the reserve/building except for the purpose(s) authorised by this Booking Agreement.

3. A hire agreement can only be entered into with a person over the age of 18 years; (proof of age may be requested).

4. That the Council does not make or give any warranty, promise or covenant to the Hirer for quiet enjoyment of the Booking Agreement area.

5. The Hirer must provide a safe and secure environment and is responsible for the conduct of everyone attending the event. Local NSW Police must be informed if the event is an 18th/21st Birthday Party, end of year/season celebrations. Licensed Security Guards are compulsory for these events. Council reserve the right to request Security at any other function.

6. The Hirer is responsible for cleaning the Venue after the event. This includes but is not limited to the following:
   - Toilets must be left in a clean, hygienic and tidy condition.
   - Floors to be swept and washed if needed.
   - Tables, chairs and other furniture must be returned to their original positions.
   - All electrical appliances must be turned off.
   - All food must be removed and cleaned out from fridges, ovens and microwaves.
   - All surfaces wiped down.
   - All refuse, rubbish and waste matter must be put into plastic bags and placed into the garbage bins provided outside the rear of the building. Should these be full, the Hirer will remove the rubbish.
   - If the Hirer chooses they may contact our Cleaners (Wally Green Hygiene Services Ph: 0428596248) to arrange cleaning of the venue.
   - If the Venue is not cleaned satisfactorily, Council will contract the cleaning. This will be at the cost of the Hirer.

7. Smoking is not permitted in ANY of Council's Buildings.

8. NO ALCOHOL unless permission has been granted by the Wentworth Shire Council. If Liquor is to be sold either directly or as part of an exclusive charge, a License will be required from New South Wales Independent Liquor and Gaming Authority. A copy of the License must be provided 28 days prior to the function. The License must cover all areas where liquor is intended to be sold, served and consumed and nominates the Licensee for the function. It is against the law to serve alcohol to anyone under the age of 18.
9. The Hirer will ensure alcohol will cease to be served no later than 12.30am. It is expected that all functions will cease and all persons will vacate the building by 1.00am. The Hirer is permitted to remain on the premises past 1.00am for the purpose of cleaning the facility only.

10. Music must be kept to a reasonable level to avoid disruption to nearby residential areas. All music must cease at 12.30am.

11. The Yamaha Concert Piano must not be moved from its position - unless prior arrangement has been made with a Council representative. This arrangement will automatically require the person to pay for the piano to be tuned, after use, when returned to its original position in the Town Hall. No drinks or liquid-holding receptacle allowed anywhere near the piano. Any damage must be reported immediately to council office.

12. Electrical items brought into the venue must first be tagged and tested according to Australian Standards.

13. You must ensure that the number of people who attend the event does not exceed the maximum capacity of the facility. [Insert venue and capacity]

14. The event must not be listed on Face Book or any other social media.

15. Decorations may be put up using blu-tack only. Nails, screws, pins and adhesive tape cannot be used. Decorations must be carefully removed following completion of the event.

16. The Hirer shall immediately repair and make good, damage occasioned by the Hirer’s use of the hired area.

17. The Hirer shall indemnify and keep indemnified the Council against all actions, suits, claims, debts, obligations and other liabilities that may arise from the activities of the Hirer during the currency of the Booking Agreement.

18. The Hirer shall, before occupying the hired area, take out a public risk insurance policy for the term of the Booking Agreement, for the amount of $10,000,000 for any one claim whereby the Council shall during the continuance of this Booking Agreement be indemnified against claims and demands arising from death or bodily injury or damage to property arising out of the Hirer’s use of the hired area.

19. The Hirer shall maintain all other insurances as may be required by the Workers’ Compensation Act or any other Act or Acts of Parliament in regard to the conduct of activities of the Hirer on the Hired area. A copy of such coverage is to be handed to the Council before occupying the Hired area.

20. No relationship of landlord and tenant is or is intended to be created between the parties hereto by virtue of this License or in any way whatsoever.
21. The Hirer, manager, or other authorised employee of the Hirer, is responsible for supervising activities, and must be a person approved by the appropriate controlling body.

22. The Council reserves the right to remove from or refuse entry to the hired area, any person regardless of any arrangements or contract with the Hirer.

23. The Hirer shall not sublet, assign or otherwise deal with the hired area.

24. Keys must be collected during the week prior to the function at a mutually agreed time between office hours 8.30am - 5.00pm Monday - Friday and returned at the earliest opportunity. No additional keys may be cut by the Hirer.

25. Lock and secure venue upon leaving.

Hirer: ___________________________ Purpose: ___________________________

Hire Date: ___________________________

Signed: ___________________________

Name: ___________________________ Date: ___________________________
6.5 AUSTRALIA DAY NOMINATIONS

File Number: RPT/16/1398
Responsible Officer: Paula Mastrippolito - Manager Organisational Support
Responsible Division: Office of the General Manager
Reporting Officer: Christina Ross - Executive Assistant

Delivery Program Objective: 4. Community Life
Delivery Program Strategy: 4.2 Continue to provide services that contribute to community life

Summary
Each year Council requests nominations for the following categories:
- Citizen of the Year (must be 18 years or over on 26 January 2017);
- Young Citizen of the Year (must be under 18 years on 26 January 2017);
- Sportsperson of the Year (must be 18 years or over on 26 January 2017);
- Young Sportsperson of the Year (must be under 18 years on 26 January 2017);
- Community Group of the year (two or more members with no age limit);
- Sporting Team of the Year (two or more members with no age limit); and
- Environmental Award (individuals or groups).

11 nominations have been received across the categories with the exception of Young Citizen of the Year. The Report details the past event arrangements for the Committee’s information. The nominees have been provided under separate cover as the information is in confidence until the winners are announced on the day.

Recommendation
That the General Purposes Committee nominates the winners of the following categories to Council and the winners remain confidential until after the Australia Day Award Ceremony.

Detailed Report

Purpose
The purpose of this report is to conduct a secret ballot vote to decide the winners of each category and to inform the Committee of the previous Australia Day event arrangements.

Background
Each year there are three events held on Australia Day, they are:

Breakfast at Buronga Wetlands
This begins at 7am and concludes at approximately 9am; the breakfast is provided by the Buronga Lions Club. Council makes a small donation of $300 for the breakfast and a further $300 for the entertainment.

Official Proceedings at Junction Park
The formal proceedings begin at 10.30am, with the presentation of all nominees and then the confirmation of winners.

Council provides a free lunch to all attendees, it is normally provided by the Wentworth Public School and last year they provided the following:

- One sausage, hamburger and kebab to each person
- Potatoes Salad
- Coleslaw
- Rice Salad
- Green Salad
- Vegemite sandwiches for the kids
- Curlwaa Fresh OJ (one glass per person)
- Jelly cups
- Seasonal Fruit

The proceedings conclude at approximately 2pm.

**Dareton Senior Citizens Afternoon Tea**

The Dareton Senior Citizens put on an afternoon tea with homemade cakes and deserts. This event starts at 3pm and will continue until 5pm. Council donates $300 for entertainment purposes as well as small prizes (normally some hats, thongs, nick knacks), water, tea and coffee.

Council has received 11 nominations in total.

**Attachments**

Nil
Summary
On 16 March 2016, Council approved the redevelopment of the Midway Community Centre project to proceed and authorised the General Manager to sign the funding agreement.

The project involves a $2.136m redevelopment of the Midway Community Centre, including Commonwealth Government funding from the National Stronger Regions Fund of $500k. The design and construction will be undertaken in the 2016/17 and 2017/18 budget years. In addition there is an approved budget for civil works of $300k to be carried out in the 2016/17 and 2017/18 budget years.

The total project budget is $2.436m (GST exclusive).

A review of the design has been undertaken by a qualified Quantity Surveyor and a Cost Plan prepared based on the plan, site plan and elevations approved at the Council meeting on 20 October 2016. This report provides an update on the Cost Plan, provided under separate cover as the detailed cost information is commercial in confidence.

Officer Recommendation
That the General Purposes Committee notes the contents of this report and the Cost Plan provided under separate cover as it is commercial in confidence information.

Detailed Report

Introduction
The Midway Community Centre was completed in 1998 and is used for the following purposes:

- A range of sporting activities, including basketball, netball and roller derby;
- By local schools in the area for presentation nights;
- Various one or two day hires for different cultural groups; and
- For private functions on a regular basis for celebrations.

The continued growth of the Buronga and Gol Gol area is one of the key drivers for the redevelopment of the Midway Community Centre, which will meet not only the needs of the immediate townships, but provide a regionally significant facility with the capacity to draw attendances to functions and events from outside of the region.

The purpose of this report is to provide an update on the overall project progress and the Cost Plan associated with the project.

Report Detail

1. Project Progress – Design and Tender
The detailed design process commenced at the end of July 2016 with appointment of the Architect followed by appointment of the engineering and services sub-consultants and Quantity Surveyor.
The detailed design process includes a schematic design phase which commenced in August and included completion of site surveys and service investigations, consultation with various key stakeholders and completion of the Development Application documentation. The Development Application was lodged on 25 October 2016 and approval is currently anticipated to be issued in January 2017.

Following completion of the schematic design the documentation has now been further developed for tender purposes and was completed on 25 November 2016.

The tender period commenced on 28 November 2016 and will close at 3.00pm on 20 December 2016. The tender has been advertised on Council’s website and in the Mildura Weekly, Sunraysia Daily, Sydney Morning Herald and Adelaide Advertiser.

Tenders will be assessed based on the following criteria:

<table>
<thead>
<tr>
<th>Tender Evaluation Criteria</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>Price</td>
<td>20%</td>
</tr>
<tr>
<td>Program</td>
<td>20%</td>
</tr>
<tr>
<td>Capability and experience</td>
<td>20%</td>
</tr>
<tr>
<td>OH&amp;S, Risk Management and Quality</td>
<td>20%</td>
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<tr>
<td>Environment and Community</td>
<td>10%</td>
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<tr>
<td>Local benefit</td>
<td>10%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
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</tbody>
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2. Budget/Cost Plan

A review of the design has been undertaken by a qualified Quantity Surveyor and a Cost Plan prepared based on the plan, site plan and elevations approved at the Council meeting on the 20 October 2016.

The Cost Plan includes the following:

1. Refurbishment costs for the existing building, which are minimal and include wall, floor and ceiling finishes where required.
2. New extensions to the existing stadium and for the proposed library, offices, waiting area, entry gallery, meeting rooms and additional storage.
3. External works including additional car parking and hard and soft landscaping.
4. Kitchen fit-out related to the Function Room kitchen.

Overall the Cost Plan is within the current total project budget of $2.436m excluding design and construction contingencies, allowance for escalation during the tender and construction period and internal project management costs.

It is likely that a contingency amount will be required for the construction works, to allow for unexpected or latent conditions discovered during the construction period.

The tender documentation will be provided to the Quantity Surveyor who will review the documents and provide a final cost plan which will be used in the tender assessment process.

If tenders plus contingency exceed the current allocated budget the project will be reviewed to identify where savings could be made. This would include a discussion with the preferred tenderer to review the scope of works, the specification of materials, fixtures and fittings, and to undertake a constructability review. A recommendation will be made to Council accordingly.
If a favorable tender is received a recommendation will be presented to the Ordinary Council meeting in January 2017. If additional time is required to finalise the tender then the recommendation would be presented to the Council meeting in February 2017.

3. Staging/Construction Phase

Subject to approval by Council of the tender and execution of contracts, it is anticipated construction would commence in mid to late February 2017 and would be completed by December 2017.

Tenderers have been requested to include the following construction sequence in the tender price:

- Stage 1 – extensions to the existing stadium, proposed function room, kitchen and storage areas.
- Stage 2 – extensions for the proposed library, offices, meeting rooms and new waiting/entry/gallery area.

The purpose of the staging is to allow some of the existing user groups such as the Senior Citizens to continue to use the facility during the construction phase to minimise disruption to their activities. This means that Stage 1 would need to be completed to allow occupation by the public/user groups of the facility prior to Stage 2 commencing.

Some existing groups such as the Roller Derby group have confirmed that they will look at alternate facilities during the construction phase.

4. Operational/Library fit out phase

The fit out cost for the library was not included in the original scope of works for the Midway Community Centre redevelopment. Funding is currently being sought to complete the fit out of the library by December 2017.

Opportunities to increase usage and services provided at the Midway Community Centre are currently being investigated, including how Council will support the increased usage and other customer service functions proposed to be located at the Centre.

Conclusion

The Cost Plan shows that the project is currently within the current total project budget of $2.436m, however it is likely that a contingency amount will be required for the construction works to allow for unexpected or latent conditions discovered during the construction period. If tenders plus contingency exceed the current allocated budget the project scope will be reviewed to identify where savings could be made, in discussion with the preferred tenderer, and a recommendation will be made to Council accordingly.

The project is progressing well and can be delivered within the timeframes required by the funding agreement.

Attachments

Nil
NEXT MEETING
9 January 2017
CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

In accordance with the Local Government Act 1993 under Section 10A(2), and the Local Government (General) Regulation 2005, parts of a meeting can be closed to the public where the matters and information are:-

   a) personnel matters concerning particular individuals (other than councillors)
   b) discussion in relation to the personal hardship of a resident or ratepayer
   c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business
   d) commercial information of a confidential nature that, if disclosed:
      i. prejudice the commercial position of the person who supplied it
      ii. confer a commercial advantage on a competitor of the council
      iii. reveal a trade secret
   e) information that would, if disclosed, prejudice the maintenance of law
   f) details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property
   g) advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege
   h) information concerning the nature and location of a place or an item of Aboriginal significance on community land
   i) alleged contraventions of any code of conduct requirements applicable under section 440

Recommendation

That Council adjourns into Closed Session and members of the press and public be excluded from the meeting of the Closed Session, and that access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution.

This action is taken in accordance with Section 10A(2) of the Local Government Act, 1993 as the items listed come within the following provisions:

9.1 Willow Bend Caravan Park Request for Temporary Reduction in Lease Payments. (RPT/16/1423)

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (b) discussion in relation to the personal hardship of a resident or ratepayer.
9 OPEN COUNCIL - REPORT FROM CLOSED COUNCIL

9.1 WILLOW BEND CARAVAN PARK REQUEST FOR TEMPORARY REDUCTION IN LEASE PAYMENTS

File Number: RPT/16/1423

Responsible Officer: Peter Kozlowski - General Manager
Responsible Division: Office of the General Manager
Report Author: Simon Rule - Director Finance and Policy

REASON FOR CONFIDENTIALITY

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (b) discussion in relation to the personal hardship of a resident or ratepayer.
10 CLOSURE