



**FEDERATION
COUNCIL**

Minutes

Tuesday, 18 July 2017

Council Chambers, Corowa

Commenced 10:00 am



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1. MEETING OPENING

Live Streaming of Council Meetings

Federation Council wishes to advise members of the public that Council meetings will be recorded and will be available after each meeting on Councils website www.federationcouncil.nsw.gov.au

All care will be taken to maintain the privacy of those in attendance, however as a visitor in the public gallery, your presence may be recorded. By remaining in the public gallery, it is assumed your consent is given in the event that your image is broadcast.

Acknowledgement of Country

I would like to acknowledge the Traditional Custodians of the land on which we are meeting today, the Bpangerang people, and acknowledge the Aboriginal and Torres Strait Islander people who now reside in this area. I extend that respect to Elders – past and present of the Bpangerang nations.

PRESENT:

Administrator, Mr M Eden (Chairperson), Mr C Gillard (General Manager), Ms KJ Kay (Director Corporate and Community Services), Mr KC Parker (Director Finance and Organisation Development) and Mrs Kate Larnach (Manager Planning and Environment).

ALSO PRESENT:

N/A

APOLOGIES:

102/17FC	RESOLVED that the the apology received from Mr P Gall (Director Infrastructure and Environment) be accepted.
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2. NOTIFICATION OF PECUNIARY/CONFLICTS OF INTEREST IN MEETING BUSINESS ITEMS

NO ITEMS

3. CONFIRMATION OF MINUTES

103/17FC	RESOLVED that the Minutes of the Ordinary Meeting held on 29 June 2017 be confirmed.
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4. ADMINISTRATOR MINUTES

NO ITEMS

5. GENERAL MANAGER REPORT

5.1 FEDERATION COUNCIL MERGER IMPLEMENTATION PLAN

Summary

Over the past few months our focus has been around gathering information to assist with prioritisation of services reviews across all council activities. In April 54 services were identified and draft business plans have been developed for each of these services providing a comprehensive view of organisation strengths, weaknesses, threats and opportunities for improvement. Over the coming months consideration will be given to a strategic approach for allocation of implementation funds to ensure the best outcomes and value for money for the new entity.

Background

The Council adopted its Merger Implementation Plan at the August 2016 Council meeting with some 364 tasks identified to bring the new Council together. Many of these tasks related to undertaking an audit of existing conditions, services, processes and procedures and selecting the best to go forward with and funding was allocated to 38 projects in the first cut.

Progress

During the month of June the tasks and projects identified in the first cut of the implementation plan were reviewed with a positive result.

Additional projects were recognised bringing the number of projects to 47 of which 20 have been completed, 9 have been withdrawn pending further project planning and 18 projects will roll into the 2017/18 and 2018/19 financial years.

Achievements to date include, but are not limited to:

- Completion of 3 services reviews
- Installation of Microwave link connecting all sites
- Information Technology Hardware upgrades
- Records system upgrade
- Development and Implementation of Council Branding
- New Council website
- Staff uniform replacement
- Office fit out to accommodate staffing

Projects carried forward include:

- Prioritisation of services to be reviewed and strategically planned
- Completion of software upgrades to improve efficiencies across all sites
- Review and maximisation of financial systems software programs
- Ongoing leadership development program
- Further integration of payroll to align processes and provide efficiencies
- Review of Asset of overall asset management strategy, system and processes

We recognise we are still going through a transition phase. However, we are now in a better position to strategically assess and plan proposed opportunities for improvement and, over the coming months, consideration will be given to how we best allocate and utilise the balance of the implementation funds.

As we reflect on what has been achieved over the past year it is refreshing to be able to state that our achievements, as a result of this merger, have placed us in a better position to strategically plan for our future needs.

Financial Implications

Nil.

FOR information.

INFORMATION was noted.

5.2 PROPOSED SALE OF PART OF THE COROWA SALEYARDS SITE

Summary

This report summarises issues in relation to a proposal to sell part of the Corowa saleyards site fronting Honour Avenue and recommends that Council proceed with the sale, subject to certain conditions.

Background

Several discussions have occurred in relation to the proposed sale of and use for the site, and its compatibility with current and possible future activity on site and in the surrounding areas. It is concluded that, in principle, the proposal is appropriate to the site. A Development Application for the development will be lodged if the recommendation to sell is approved.

The recommendation is to conclude the sale with the following arrangements:

- The sale is predicated on the assumption that a development application will be successful for the proposed use. In the event that is not the case, the sale will not proceed;
- The general manager be delegated authority to agree to the final configuration of the site, generally based on the accompanying plan. (*Attachment 5.2.1 - Drawing No A100 Rev D*);
- The unit rate for the purchased land to be applied to the sale is \$62.63 per square metre. This figure was determined by an independent valuation;
- A further one off contribution of \$44,650 be provided at time of settlement in lieu of an annual maintenance payment for that part of the access road which has been provided by council;
- The part of the entry to the saleyards that is required for entry to the new allotment be designated a public road;
- A right of carriageway be provided in favour of the new allotment for traffic exiting the saleyards while the proposed use remains active;
- An easement for power to a future pylon sign at the entry be created subject to development approval;
- The purchaser funds the subdivision costs; and
- Each party to the transaction funds its legal costs.

A number of considerations and issues have been considered prior to concluding that the sale is of community benefit and should be pursued.

Commercial Potential of the Site

The saleyards site affords a number of opportunities for commercial activities given its proximity to the township, its frontage to Honour Avenue and the abutting non residential uses.

The key is to realize an appropriate financial return from the site. This has occurred in this instance and a collaborative arrangement has been achieved.

Future Use of the Frontage Site

The draft configuration of the proposed development site also allows for the future development of the remnant parcel with frontage to Honour Avenue and rear access from the saleyards entry.

Pricing

The price for the site accords with the independent valuation provided to Council and the contribution to the maintenance of Council's asset will assist in preserving the access to both the saleyards and the new use over the coming years.

Financial Implications

In summary, the revenues from the site, subject to minor changes based on final survey are:

Sale Price: 3273 sq m @ \$62.63 per sq m being \$204,988

Maintenance Contribution: \$42,650 to be paid at settlement.

Council expenses pertaining to the proposed sale will be for legal costs pertaining to the preparation of contract documentation and settlement.

RECOMMENDED that Council:

- 1) Note the report on the proposed sale of portion of the saleyards site fronting Honour Avenue;
- 2) Authorise the sale of portion of the saleyards site fronting Honour Avenue, generally in accordance with the plan at Attachment 5.2.1, subject to the following:-
 - (a) The sale is predicated on the assumption that a future development application will be successful for the proposed use. In the event that is not the case, the sale will not proceed;
 - (b) The general manager be delegated authority to agree to the final configuration of the site, generally based on the accompanying plan. (Attachment 5.2.1 - Drawing No A100 Rev D);
 - (c) The unit rate for the purchased land to be applied to the sale is \$62.23 per square metre as determined by an independent valuation;
 - (d) A further one off contribution of \$44,650 be provided at time of settlement in lieu of an annual maintenance payment for that part of the access road which has been provided by council;
 - (e) The part of the entry to the saleyards that is required for entry to the new allotment be designated a public road;
 - (f) A right of carriageway be provided in favour of the new allotment for traffic exiting the saleyards for the period that the proposed use remains ;
 - (g) An easement for power to a future pylon sign at the saleyards entry be created subject to development approval;
 - (h) The purchaser funds the subdivision costs; and
 - (i) Each party to the transaction funds its legal costs.
- 3) Authorise that the Common Seal of Council to be affixed to the contract of sale and any additional documents.

104/17FC **RESOLVED that** Council:

- 1) Note the report on the proposed sale of portion of the saleyards site fronting Honour Avenue
- 2) Authorise the sale of portion of the saleyards site fronting Honour Avenue, generally in accordance with the plan at Attachment 5.2.1, subject to the following:-
 - (a) The sale is predicated on the assumption that a future development application will be successful for the proposed use. In the event that is not the case, the sale will not proceed;
 - (b) The general manager be delegated authority to agree to the final configuration of the site, generally based on the accompanying plan. (Attachment 5.2.1 - Drawing No A100 Rev D);
 - (c) The unit rate for the purchased land to be applied to the sale is \$62.23 per square metre as determined by an independent valuation;
 - (d) A further one off contribution of \$44,650 be provided at time of settlement in lieu of an annual maintenance payment for that part of the access road which has been provided by council;
 - (e) The part of the entry to the saleyards that is required for entry to the new allotment be designated a public road;
 - (f) A right of carriageway be provided in favour of the new allotment for traffic exiting the saleyards for the period that the proposed use remains;
 - (g) An easement for power to a future pylon sign at the saleyards entry be created subject to development approval;
 - (h) The purchaser funds the subdivision costs; and
 - (i) Each party to the transaction funds its legal costs.
- 3) Authorise that the Common Seal of Council to be affixed to the contract of sale and any additional documents.

5.3 OFFER OF LAND SALE MILTHORPE STREET OAKLANDS (TORRENS TITLE REFERENCE 3/29/758804)

Summary

This report details an offer by the Oaklands & District Lions Club Inc. ('Lions Club') to sell land situated at Milthorpe Street Oaklands and further described as Lot 3 Sec 29 DP758804.,

Background

The above property is next to the property owned by Council which is designated for the RV Park at Milthorpe Street, Oaklands, being Torrens Title Reference 7-12/29/DP758804.

The Oaklands Town Improvement Committee applied for funding under the Stronger Communities Fund and Council granted an amount of \$87,173.00 under the Major Projects Funding for an RV Park at Oaklands.

Council owns the property marked orange on the attached map and the property owned by the Lions Club is marked blue on the same map (*Attachment 5.3.1*).

This land is required to enable the most effective development outcome.

Attached is a letter from the Lions Club offering the block of land to Council in an amount of \$3,000 free of all fees, disbursements and charges relating to the transfer of the land to Council (*Attachment 5.3.2*).

A letter of objection has been received asking Council not to demolish the site and further consultation is needed to ensure the communities views are understood and heritage values taken into account.

Financial Implications

The total amount required for purchase of the land equates to \$3,000.

RECOMMENDED that Council:

- 1) Note the report of the property owned by the Oaklands & District Lions Club Inc.
- 2) Undertake further consultation with the community and research on the heritage significance of the relocated building on the site.

105/17FC **RESOLVED that Council:**

- 1) Note the report of the property owned by the Oaklands & District Lions Club Inc.
- 2) Undertake further consultation with the community and research on the heritage significance of the relocated building on the site.

5.4 LAND PURCHASE 2 HUNTER STREET OAKLANDS (TORRENS TITLE REFERENCE 18/5882)

Summary

This report is to seek approval to proceed with the purchase of land and building situated at 2 Hunter Street Oaklands and further described as Lot 18 DP5882 Folio 2436-100. The use would be for a doctors surgery.

Background

This purchase forms part of a Stronger Communities Major Project Grant approved by Council as per resolution 76/16FC made by Council at the 16 May, 2017 meeting.

In the process of supporting the abovementioned grant Council has agreed to the purchase of a house and land at 2 Hunter Street, Oaklands. Further grant funding will be allocated for the purpose of refurbishing the building and providing the necessary medical equipment to establish a fully functioning medical centre to support the increasing needs of residents in the Oaklands area.

It is intended that the Medical Practice will lease the premises from Council once the sale of house and land and the building fit out has been completed. Details of the leasing arrangements are yet to be established, however it is proposed the lease arrangements will be notional and geared to ensure the recovery of outgoings and maintenance.

Approval of this proposal will allow Council to proceed with the next steps to completing the grant activities.

Financial Implications

The total Grant Funds allocated to this project equates to \$346,942.

The total amount required for purchase of the land and building equates to \$210,000.

The balance of Grant Funds available for fit out, equipment and sundry expenses is \$136,942.

RECOMMENDED that Council:

- 1) Note the report of the purchase of Lot 18 DP5882 Folio 2436-100 (2 Hunter Street, Oaklands).
- 2) Authorise the purchase of the said property being Lot 18 DP5882 Folio 2436-100 (2 Hunter Street, Oaklands), and that the Common Seal of Council to be affixed to the contract of sale and any additional documents.

106/17FC **RESOLVED that Council:**

- 1) Note the report of the purchase of Lot 18 DP5882 Folio 2436-100 (2 Hunter Street, Oaklands).
- 2) Authorise the purchase of the said property being Lot 18 DP5882 Folio 2436-100 (2 Hunter Street, Oaklands), and that the Common Seal of Council to be affixed to the contract of sale and any additional documents.

C GILLARD
GENERAL MANAGER

6. DIRECTOR CORPORATE AND COMMUNITY SERVICES REPORT

6.1 HOWLONG SKATE PARK CONSULTATION

Summary

Council has recently completed consultation regarding the design concept of the Howlong Skate Park, with more than 50 residents providing valuable feedback.

Background

A design concept for the Skate Park was prepared by award winning skate park designers, Convic, who are leaders in youth space and skate park design.

The Howlong Skate Park consultation process opened on the 16 June 2017 and closed on the 30 June 2017, allowing two weeks for residents to provide their feedback on the proposed concept.

A number of opportunities were available for people to have their say, including:

- Consultation at the Howlong Primary School, with eight students selected by the school to be involved.
- The distribution of surveys at the Howlong Football and Netball Club junior training nights.
- Pop up consultation outside the Howlong Newsagency and the Howlong Café on Wednesday the 21 and Monday 26 June respectively.
- An online survey available from Council's website and promoted via social media.

The consultation resulted in the completion of 53 surveys, which captured 12% of young people living in Howlong.

The feedback was extensive and provided some valuable suggestions on how the proposed design could better reflect the needs of users. A full report outlining the community's feedback was prepared and this has been provided to Convic for their consideration and further recommendation. (*Attachment 6.1.1 - Howlong Skate Park Consultation Report*).

Financial Implications

Nil.

FOR information.

INFORMATION was noted.

6.2 HOWLONG CHRISTMAS DECORATIONS

Summary

Council is pleased to be working with the Howlong Men's Shed, who are designing and constructing town specific Christmas decorations for the Howlong town centre. The decorations will embrace the festive spirit and their uniqueness is expected to draw people to the town centre over the Christmas period.

Background

Last year, Council supported a range of initiatives to help communities across the council area celebrate the festive season. An expression of interested process was facilitated to distribute the available funding.

The Corowa Business Chamber and Events Committee received funding for the construction and lighting of the Corowa Christmas Tree, as well as to deliver the Christmas Festival. The Mulwala Progress Association and Mulwala Men’s Shed partnered together and received funding to construct wooden Christmas trees to line Melbourne Street and purchase new decorations for the Christmas Tree at Miss Ross Hill.

A financial contribution was also made to support the annual Christmas events at Boree Creek, Daysdale, Oaklands and Urana.

The Howlong Men’s Shed expressed their interest to undertake this project in 2017 and have made considerable progress, having already cut and painted the templates. The decorations will be ready to install in Hawkins Street in early December and are expected to be a real talking point for residents and visitors.

Financial Implications

A grant of \$8,000 from the 2016/17 Christmas Fund budget has been allocated to the Howlong Men's Shed to complete this project.

FOR information.

INFORMATION was noted.

6.3 CUSTOMER SERVICE CHARTER

Summary

The Federation Council Customer Service Charter was presented to Council at the Ordinary meeting in June, where it was resolved to adopt and publicly promote the charter.

Background

Since its adoption, the following changes have been made to the Customer Service Charter;

- The response time for Planning Certificates has been changed from 3 days to 5 days.
- The 14 day notification period has been removed from Complying Development Certificates.

Financial Implications

Nil.

RECOMMENDED that Council adopt the updated Customer Service Charter and place on Council’s website and on display at all Council offices.

107/17FC **RESOLVED that** Council adopt the updated Customer Service Charter and place on Council’s website and on display at all Council offices.

6.4 WELCOME TO COUNTRY AND ACKNOWLEDGEMENT OF COUNTRY GUIDELINES

Summary

Federation Council recognises that the traditional caretakers and custodians of the land and their unique position in the history and culture of Federation Council. It is important that the position and responsibilities held by these people are duly recognised and incorporated into official protocol to enable everyone to share in Aboriginal culture and facilitate better relationships between Aboriginal cultures and facilitate better relationships between Aboriginal and non Aboriginal communities.

Background

Whilst known as the “Bangerang” people, advice from a local elder has highlighted that a recent agreement has been formed to enable the amalgamation of two different versions of the name from Aboriginal history.

The resulting name of “Bpangerang” is now referred to among the Aboriginal people as the original owners of the land in the Federation Council area.

By incorporating Aboriginal ceremonies into official Federation Council events we are able to:

- Recognise and pay respect to Aboriginal peoples’ cultures and heritage
- Communicate to all people of Australia the cultural heritage of Aboriginal peoples and to promote development of mutual respect and understanding
- Provide opportunities to witness and experience Aboriginal cultures first hand and to change perceptions by demonstrating that Aboriginal cultures are “living” and “enduring”
- Build and strengthen relations with Aboriginal peoples and their communities

To support this process guidelines have been developed in consultation with a local Bpangerang elder and Director of Bpangerang Aboriginal Corporation Inc., Freddie Dowling. The guidelines outline the process and options for the inclusion of an Acknowledgment of Country or a Welcome to Country as deemed appropriate for Council events and meetings.

Welcome to Country – can only be made by an Aboriginal Traditional Owner. It is a statement of welcome to attendees.

Acknowledgement of Country – can be made by someone (Aboriginal and non-Aboriginal who is not a Traditional Owner). It is a statement of recognition.

Following a request from the Administrator, please find attached to the Agenda *Attachment 5.5.1*, the draft *Federation Council Welcome to Country and Acknowledgement of Traditional Owners Guidelines (17/18127)*.

Financial Implications

Nil.

RECOMMENDED that Council incorporate an Acknowledgement of Country or Welcome to Country for Council official events and meetings where appropriate.

108/17FC **RESOLVED that** Council incorporate an Acknowledgement of Country or Welcome to Country for Council official events and meetings where appropriate.

109/17FC

RESOLVED that Council investigate the cost of erecting a flagpole for the Indigenous flag at the Corowa Civic Centre.

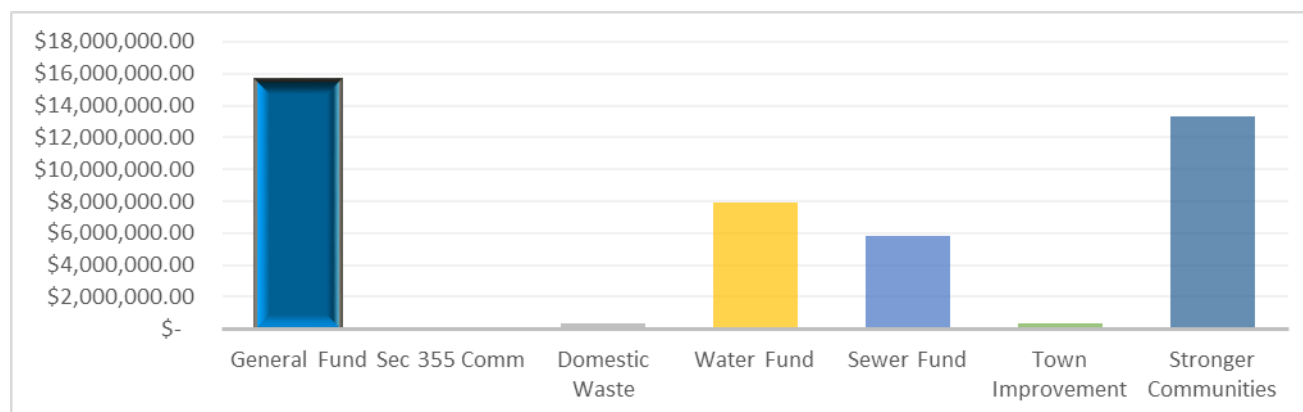
KJ KAY

DIRECTOR CORPORATE AND COMMUNITY SERVICES

7. DIRECTOR FINANCE AND ORGANISATION DEVELOPMENT REPORT

7.1 STATEMENT OF BANK BALANCES AND RECONCILIATION AS AT 30 JUNE 2017

Balance as per Bank Statement:		
General Account	0000 0022	125,030.99
General Account	1007 7409	77,681.55
Business Online Saver Account	1014 2522	1,200,629.46
Business Online Saver Account	1016 1811	105,000.00
Investments		42,062,726.10
	Sub Total	43,571,068.10
Plus Deposits not yet lodged:		
Corowa	30-Jun-17	12,348.90
Library	30-Jun-17	7.50
	Sub Total	43,583,424.50
Less Unpresented Cheques:		
		34,762.89
Balance as per Ledger		
		43,548,661.61
Less External Restricted Funds		
		27,890,879.13
Balance of General Fund Ledger		
		15,657,782.48



CERTIFICATE OF RECONCILIATION

I CERTIFY THAT THE COUNCIL'S GENERAL LEDGER BANK ACCOUNTS HAVE BEEN RECONCILED WITH THE APPROPRIATE BANK STATEMENTS AS AT 30 JUNE 2017.

S NORMAN
MANAGER FINANCE

RECOMMENDED that the report on Statement of Bank Balances and Reconciliation as at 30 June 2017 be noted.

110/17FC **RESOLVED that** the report on Statement of Bank Balances and Reconciliation as at 30 June 2017 be noted.

7.2 SCHEDULE OF INVESTMENTS AS AT 30 JUNE 2017

The following list of investment securities is held as at 30 June 2017. Investment of funds on behalf of Council has been undertaken in accordance with the Local Government Act and Regulations.

INVESTMENTS

Investment Type	Institution	Amount Lodged	Date Lodged	Rate	Days	Maturity Date
Term Deposit	NAB	\$2,090,741.51	02/01/2017	2.65	183	04/07/2017
Term Deposit	NAB	\$2,559,886.11	03/01/2017	2.65	189	11/07/2017
Term Deposit	NAB	\$280,000.00	07/04/2017	2.56	95	11/07/2017
Term Deposit	NAB	\$720,000.00	07/04/2017	2.56	95	11/07/2017
Term Deposit	BOQ – FIIG	\$390,000.00	17/01/2017	2.75	182	18/07/2017
Term Deposit	BOQ – FIIG	\$390,000.00	17/01/2017	2.75	182	18/07/2017
Term Deposit	ANZ	\$2,134,052.68	17/01/2017	2.45	189	25/07/2017
Term Deposit	Westpac	\$509,986.30	26/04/2017	2.59	90	25/07/2017
Term Deposit	Westpac	\$509,000.00	29/03/2017	2.60	122	29/07/2017
Term Deposit	CBA	\$1,015,784.92	20/01/2017	2.56	193	01/08/2017
Term Deposit	ANZ	\$1,041,060.92	03/02/2017	2.40	186	08/08/2017
Term Deposit	Bendigo	\$230,000.00	10/01/2017	2.40	210	08/08/2017
Term Deposit	Westpac	\$506,369.86	24/01/2017	2.50	196	08/08/2017
Term Deposit	Westpac	\$506,534.25	31/01/2017	2.50	196	15/08/2017
Term Deposit	NAB	\$1,363,850.92	21/02/2017	2.55	182	22/08/2017
Term Deposit	Bankwest	\$150,000.00	14/02/2017	2.60	189	22/08/2017
Term Deposit	CBA	\$720,000.00	14/02/2017	2.53	189	22/08/2017
Term Deposit	ANZ	\$1,000,000.00	17/02/2017	2.65	193	29/08/2017
Term Deposit	ANZ	\$1,042,541.76	28/02/2017	2.45	182	29/08/2017
Term Deposit	NAB	\$300,000.00	08/03/2017	2.55	181	05/09/2017
Term Deposit	NAB	\$200,000.00	08/03/2017	2.55	181	05/09/2017
Term Deposit	ANZ	\$1,000,000.00	17/02/2017	2.65	200	05/09/2017
Term Deposit	ANZ	\$1,000,000.00	17/02/2017	2.65	207	12/09/2017
Term Deposit	ANZ	\$1,000,000.00	17/02/2017	2.65	214	19/09/2017
Term Deposit	CBA	\$1,000,000.00	09/03/2017	2.61	201	26/09/2017
Term Deposit	CBA	\$507,958.36	21/03/2017	2.60	196	03/10/2017
Term Deposit	CBA	\$1,020,464.70	21/03/2017	2.60	203	10/10/2017
Term Deposit	Bendigo	\$2,042,548.39	17/03/2017	2.40	214	17/10/2017
Term Deposit	CBA	\$504,313.42	28/03/2017	2.59	210	31/10/2017
Term Deposit	CBA	\$1,060,154.25	28/03/2017	2.59	217	31/10/2017
Term Deposit	CBA	\$504,400.68	04/04/2017	2.54	217	07/11/2017
Term Deposit	CBA	\$504,893.56	18/04/2017	2.51	210	14/11/2017
Term Deposit	NAB	\$1,226,971.74	02/05/2017	2.50	203	21/11/2017
Term Deposit	NAB	\$1,329,355.01	30/05/2017	2.47	182	28/11/2017
Term Deposit	NAB	\$2,548,947.97	30/05/2017	2.47	182	28/11/2017

Term Deposit	Westpac	\$612,592.87	23/05/2017	2.35	196	05/12/2017
Term Deposit	CBA	\$504,647.12	11/04/2017	2.54	245	12/12/2017
Term Deposit	CBA	\$405,225.64	13/06/2017	2.48	371	19/12/2017
Term Deposit	CBA	\$1,042,542.54	06/06/2017	2.49	153	06/11/2017
Term Deposit	NAB	\$710,000.00	14/06/2017	2.47	209	09/01/2018
Term Deposit	NAB	\$790,000.00	14/06/2017	2.47	216	16/01/2018
Term Deposit	NAB	\$3,087,900.60	27/06/2017	2.47	210	23/01/2018
Term Deposit	Bendigo	\$2,000,000.00	20/06/2017	2.40	365	20/06/2018

\$42,062,726.10

CERTIFICATE OF RECONCILIATION

I CERTIFY THAT THE INVESTMENTS HAVE BEEN MADE IN ACCORDANCE WITH SECTION 625 OF THE LOCAL GOVERNMENT ACT 1993, THE REGULATIONS AND COUNCIL'S POLICIES.

S NORMAN
MANAGER FINANCE

RECOMMENDED that Council note the report on the schedule of investments as at 30 June 2017.

111/17FC **RESOLVED that** Council note the report on the schedule of investments as at 30 June 2017.

7.3 PROCUREMENT POLICY

Summary

Attached to the agenda is the *Federation Council's Procurement Policy document (7.3.1)*.

The purpose of this policy is to provide clear guiding principles for Council in its procurement of goods and services. This policy will be applied to all internal Council and S355 procurements, but Council reserves the right to provide services and undertake works with internal resources at its discretion.

The policy sets out the legislative framework within which Council operates and outlines the expected behaviour of Council Officers, suppliers and contractors. It also now incorporates the Council Resolution 89/17FC to the June 2017 Council Meeting (detailed in the report to this report item).

Background

The objectives of this Policy are to set the guiding principles in its Procurement of goods and services and in doing so:

- To obtain Value for Money (VFM) when evaluating and selecting goods and services that are paid for with public funds;
- To ensure essential accounting and control procedures are followed for the process of requisition, ordering, receipt, issue and return of all goods and services through the purchasing system;
- To provide Council staff with a set of basic procurement guidelines and ethical standards to be used in the purchase of goods and services on behalf of Council;

- To ensure that suppliers, contractors and consultants to Council understand their ethical responsibilities; and
- Incorporate resolution 89/17FC within the policy and procedure documents as follows:

“RESOLVED that the 'Federation Council Delegation Policy from Council (Administrator) to the General Manager' be revised to include the following at item D (Operational) Part 7 (Item 6.4):

To implement any work, service or action provided for in the Adopted Operational Plan without further resolution by Council except the acceptance of tenders for:

- i. services currently provided by staff and/or
- ii. services not currently provided by staff where they would be deemed by the Local Government Act 1993 to be a tender in excess of \$500,000 and/or
- iii. includes capital expenditure on land purchases, land remediation, water supply networks, sewerage networks, stormwater drainage, domestic waste management facilities, roads, footpaths and bridges."

Legislative considerations

- Local Government Act 1993 (specifically Section 55), Local Government (General) Regulation 2005 and Local Government (General) Amendment (Tenders) Regulation 2008.
- Office of Local Government Circulars
- Local Government Code of Accounting Standards
- Internal Auditing Requirements

Financial Implications

Nil.

RECOMMENDED:

- 1) THAT the report on consideration of Federation Council's Procurement Policy be noted; and
- 2) THAT the draft Procurement Policy dated July 2017 be placed on public display for 28 days to allow for any community feedback to be considered prior to the adoption of the final policy.

112/17FC RESOLVED:

- 1) THAT the report on consideration of Federation Council's Procurement Policy be noted; and
- 2) THAT the draft Procurement Policy dated July 2017 be placed on public display for 28 days to allow for any community feedback to be considered prior to the adoption of the final policy.

KC PARKER
DIRECTOR FINANCE AND ORGANISATION DEVELOPMENT

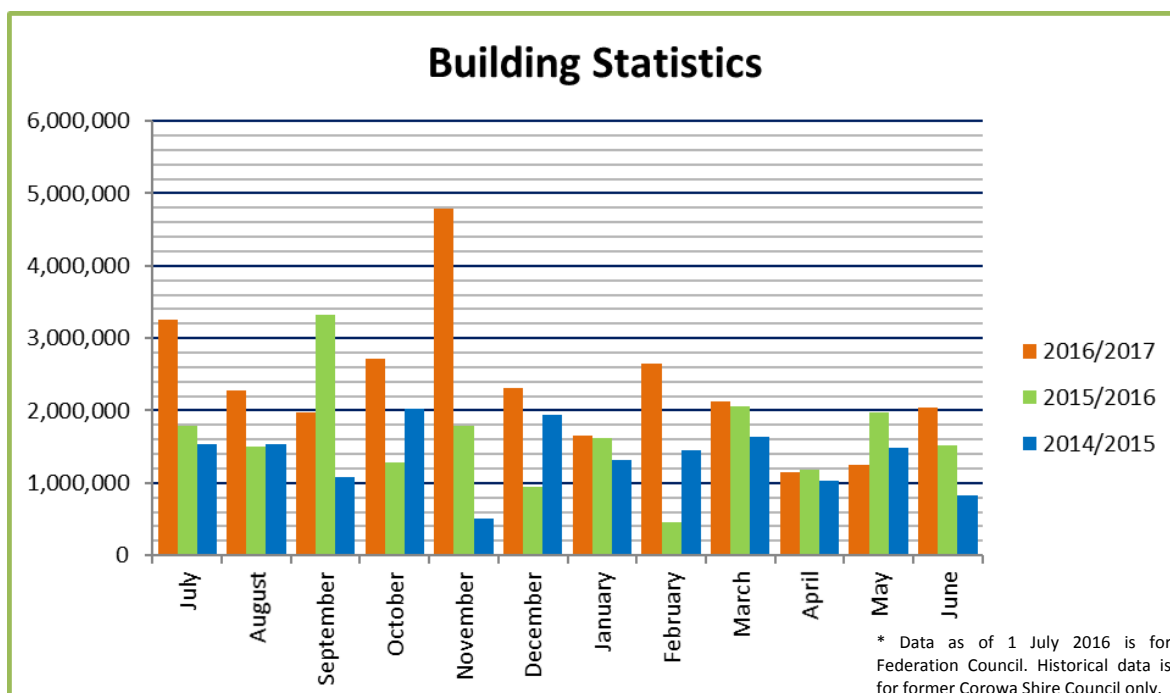
8. DIRECTOR INFRASTRUCTURE AND ENVIRONMENT REPORT

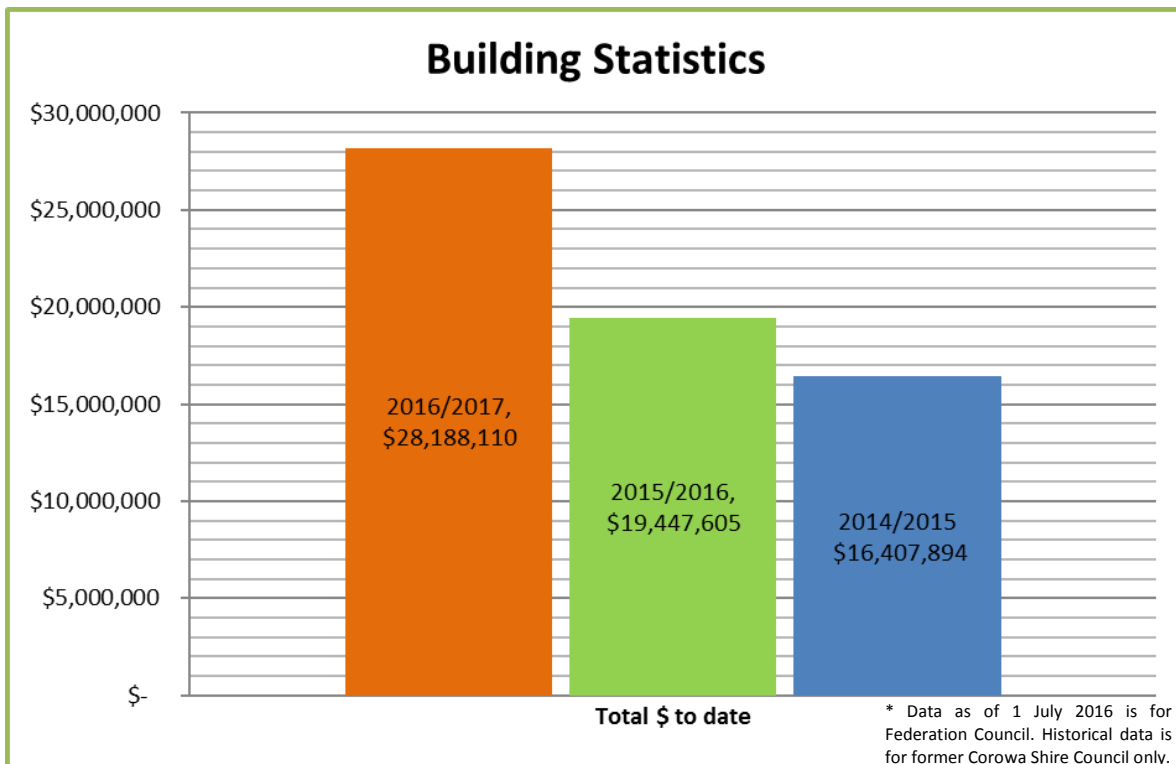
8.1 BUILDING APPROVALS – COMPLYING AND CONSTRUCTION CERTIFICATES APPROVED

This report provides for Council’s information, the construction and complying development certificates issued since the report prepared for the June Council meeting. The report also includes graphs on the value of works approved, over the last three financial years (NB. Data as of 1 July 2016 is for Federation Council. Historical Data is for former Corowa Shire Council only). These graphs show that building activity is continuing to grow each year, which is a positive indicator for the local economy and developer confidence.

2017/107	255 Hume Street Corowa	Shed
2017/121	14 Kingfisher Drive Mulwala	Shed
2017/64	37-39 Kindra Street Rand	Demolition & Construct New Shed
2017/79	69 Hume Street Mulwala	Alterations to Dwelling
2017/83	17 Betterment Parade Corowa	Alterations and Additions to Dwelling, Pool & Pavilion
2017/84	151-159 Jude Street Howlong	Shed
2017/86	131-133 Victoria Street Howlong	Shed and Patio
2017/88	69-73 Pimpala Crescent Mulwala	Shed
2017/89	40 Heather Circuit Mulwala	Dwelling
2017/90	13 Rose Drive Mulwala	Dwelling with Garage
2017/92	10 Rose Drive Mulwala	Dwelling with Garage
2017/94	14 Rose Drive Mulwala	Shed
2017/95	4/4 Melbourne Street Mulwala	Dwelling with Garage
2017/97	5 Cameron Court Mulwala	Shed
CDC2017/28	Lot 20 Jerilderie Road Oaklands	Swimming Pool
CDC2017/29	12 Ash Avenue Corowa	Dwelling with Garage
CDC2017/65	40 Heather Circuit Mulwala	Swimming Pool
CDC2017/33	4/4 Melbourne Street Mulwala	Swimming Pool

TOTAL \$2,047,403





RECOMMENDED that Council note the report on construction/complying development certificates issued since the June Council meeting.

113/17FC **RESOLVED that** Council note the report on construction/complying development certificates issued since the June Council meeting.

8.2 DEVELOPMENT APPLICATIONS APPROVED UNDER DELEGATED (STAFF) AUTHORITY SINCE LAST ORDINARY COUNCIL MEETING

This report provides for Council’s information, the Development approvals that have been determined under delegated authority by the granting of consent subject to conditions, since the last ordinary Council meeting.

DEVELOPMENT APPLICATION REGISTERED NO. 2017/100
Application for Alterations and Additions to Dwelling on General Residential Land being Lot 5; Section 22; DP 758528; 111 Clarke Street, Howlong.

DEVELOPMENT APPLICATION REGISTERED NO. 2017/102
Application for a Demolition on General Residential Land being Lot 171; DP 571568; 17 Victoria Street, Corowa.

DEVELOPMENT APPLICATION REGISTERED NO. 2017/105
Application for a Temporary Circus Event on Public Recreation Land being Lot 7008; DP 1021174; 109 Cotton Street, Corowa.

DEVELOPMENT APPLICATION REGISTERED NO. 2017/106

Application for a Demolition on General Residential Land being Lot 1; DP 250815; 170 Melbourne Street, Mulwala.

DEVELOPMENT APPLICATION REGISTERED NO. 2017/108

Application for a Demolition on General Residential Land being Lot 14; DP 1099731; 20 Isabel Street, Corowa.

DEVELOPMENT APPLICATION REGISTERED NO. 2017/109

Application for a Pergola on General Residential Land being Lot 9; Section 68; DP 758528; 105 Kennedy Street, Howlong.

DEVELOPMENT APPLICATION REGISTERED NO. 2017/110

Application for a Carport on General Residential Land being Lot 21; DP 248460; 132 High Street Howlong.

DEVELOPMENT APPLICATION REGISTERED NO. 2017/112

Application for Dwelling with Garage on General Residential Land being Lot 7; Section 40; DP 758528; 55 Russell Street, Howlong.

DEVELOPMENT APPLICATION REGISTERED NO. 2017/113

Application for a Dwelling on General Residential Land being Lot 10; DP 1205036; 178 Jude Street, Howlong.

DEVELOPMENT APPLICATION REGISTERED NO. 2017/115

Application for Internal Renovations on General Residential and Recreational Waterways Land being Lot 40; SP 71809; 30 Cypress Drive, Mulwala.

DEVELOPMENT APPLICATION REGISTERED NO. 2017/118

Application for a Fence on Low Density Residential Land being Lot 454; DP 535592; 126 River Street, Corowa.

DEVELOPMENT APPLICATION REGISTERED NO. 2017/126

Application for a Transportable Dwelling on Low Density Residential Land being Lot 24; Section 19; DP 758296; 142 Church Street, Corowa.

DEVELOPMENT APPLICATION REGISTERED NO. 2017/78

Application for a Two Lot Subdivision on General Residential Land being Lot 511; DP 1014589; 3-5 Alfred Street, Corowa.

DEVELOPMENT APPLICATION REGISTERED NO. 2017/91

Application for 4 units with Garages on General Residential Land being Lot 12; Section 104; DP 758528; 130 Hawdon Court, Howlong.

RECOMMENDED that Council note the report on the Development approvals that have been determined under delegated authority by the granting of consent subject to conditions, since the last ordinary Council meeting.

114/17FC

RESOLVED that Council note the report on the Development approvals that have been determined under delegated authority by the granting of consent subject to conditions, since the last ordinary Council meeting.

8.3 DEVELOPMENT APPLICATION NO. 2017/104

Summary

Property: 5 Cypress Way Mulwala
Zoning: R2 Low Density Residential
Proposal: Relocatable Home

It is proposed to install a relocatable home on the site to be used as a secondary dwelling.

A Section 88B instrument applies to this subdivision and contains a provision that prohibits a building that has been erected previously or in part from being erected on the land.

However, the instrument also contains a clause that stipulates that a manufactured home, movable dwelling or associated structure are not included in the definition of a 'building'.

One objection has been received relating to an alleged breach of the section 88B instrument by the installation of a relocatable home.

Background

Statutory Controls:

The statutory controls affecting the proposed activities on the property include:

- The Environmental Planning of Assessment Act 1979 & Regulations.
- The Corowa Local Environmental Plan 2012 (LEP)
- The Local Government (Manufactured Homes, Caravan Parks, Camping Grounds and Movable Dwellings) Regulation 2005.
- Section 88B Instrument, Subdivision Application No. 2006/66

Public Consultation:

The development application was advertised in accordance with the councils policy and neighbours notified. One letter of objection was received and it related to a non-compliance with the Section 88B instrument attached to the subdivision approval. Clause 4 (f) states that no building previously, wholly or in part shall be moved to or erected upon any lot burdened. However, in the definitions listed in Clause 5.1, a 'building' does not include a manufactured home, moveable dwelling or associated structure or part of a manufactured home, movable dwelling or associated structure.

Therefore, it is reasonable to conclude that the Section 88B instrument does not prohibit the proposal.

The objection also raises concerns of another entrance being created but any additional entrance has not been indicated on plans submitted.

A copy of the objection is attached (*Attachment 8.3.1*).

Environmental Impact:

A manufactured home with associated structures and a large shed already exist on the site. The proposal is compatible with the current development.

Financial Implications

Nil.

RECOMMENDED that Council grant the development consent subject to the following conditions:

CONDITIONS

- 1) **INSPECTIONS:** When the building has reached the following stages, 48 hours notice is to be given to Council to enable an inspection to be carried out: For inspections phone: 02 6033 8960.
 - (a) **SLAB, FOOTINGS ETC:** Prior to pouring any in-site reinforced concrete building element, pad footings, etc. and
 - (b) **STORMWATER:** Prior to covering any stormwater drainage connections; and
 - (c) **PLUMBING/SEWER:** Prior to covering any hot and cold water service pipes, sanitary drainage and sanitary plumbing systems while under pressure test.
 - (d) **FINAL:** After building work has been completed and prior to occupation or use of the building.

NOTE: If any of the mandatory critical stage inspections are not done, Council will not be able to issue an Occupation Certificate.

Reason: To ensure compliance with the Environmental Planning and Assessment Regulation 2000, (Clause 162A, 163) associated legislation and Council requirements.

Notice of Commencement: Notice of commencement of building work and appointment of the Principal Certifying Authority shall be lodged with Council, in writing, at least two days prior to commencement of construction. (See enclosed form).

- 2) **HOME BUILDING ACT 1989:** Prior to the commencement of any works, the owner shall provide a copy of:
 - (a) An Owner Builder Permit relevant to the proposed works; OR
 - (b) A copy of Home Owners Warranty Insurance coverage.
- 3) **SMOKE ALARMS:** The owner must ensure smoke alarms are installed in the building. The alarms are to be located on or near the ceiling between each area containing bedrooms and the remainder of the building. If the building is more than one storey, each storey must contain at least one smoke alarm. AS3786 permits alarms to be powered by batteries or main electricity supply.

NOTE: This requirement applies to existing dwellings that have not had smoke alarms installed as part of a building or renovation approval. (EP&A Reg.2000 cl. 186A-186F).

- 4) **PLUMBING AND DRAINAGE APPROVAL:** Prior to commencement of works, submit to the council for approval the prescribed application to vary out plumbing and drainage works.
- 5) **SANITARY PLUMBING AND DRAINAGE:** All sanitary plumbing and drainage work shall only be carried out by a licensed plumber and drainer and no work is to be covered over or concealed from view until it has been inspected and approved by the Approval Authority.
- 6) **STORMWATER:** All stormwater from roofs must be carried to the street gutter by means of pipes of a type approved by the Council.
- 7) **VEHICULAR ACCESS:** The existing vehicular access from Cypress Way shall be used to service the property. Council consent is required prior to the instillation of any secondary vehicular access.

- 8) COMPLIANCE PLATE: The compliance plate attached to the relocatable home must specify the following:
- (a) the name of the manufacturer of the relocatable home or associated structure;
 - (b) the unique identification number for each major section of the relocatable home;
 - (c) the month and year during which the relocatable home or associated structure was constructed;
 - (d) the design gust wind speed for the relocatable home or associated structure;
 - (e) a statement to the effect that the relocatable home or associated structure complies with the requirements, subdivision 4 of the regulations;
 - (f) the name of the practicing structural engineer by whom the engineer's certificate has been issued in respect of the relocatable home.

115/17FC **RESOLVED that** Council grant the development consent subject to the following conditions:

CONDITIONS

- 1) INSPECTIONS: When the building has reached the following stages, 48 hours notice is to be given to Council to enable an inspection to be carried out: For inspections phone: 02 6033 8960.
 - (a) SLAB, FOOTINGS ETC: Prior to pouring any in-site reinforced concrete building element, pad footings, etc. and
 - (b) STORMWATER: Prior to covering any stormwater drainage connections; and
 - (c) PLUMBING/SEWER: Prior to covering any hot and cold water service pipes, sanitary drainage and sanitary plumbing systems while under pressure test.
 - (d) FINAL: After building work has been completed and prior to occupation or use of the building.

NOTE: If any of the mandatory critical stage inspections are not done, Council will not be able to issue an Occupation Certificate.

Reason: To ensure compliance with the Environmental Planning and Assessment Regulation 2000, (Clause 162A, 163) associated legislation and Council requirements.

Notice of Commencement: Notice of commencement of building work and appointment of the Principal Certifying Authority shall be lodged with Council, in writing, at least two days prior to commencement of construction. (See enclosed form).

- 2) HOME BUILDING ACT 1989: Prior to the commencement of any works, the owner shall provide a copy of:
 - (a) An Owner Builder Permit relevant to the proposed works; OR
 - (b) A copy of Home Owners Warranty Insurance coverage.
- 3) SMOKE ALARMS: The owner must ensure smoke alarms are installed in the building. The alarms are to be located on or near the ceiling between each area containing bedrooms and the remainder of the building. If the building is more than one storey, each storey must contain at least one smoke alarm. AS3786 permits alarms to be powered by batteries or main electricity supply.

NOTE: This requirement applies to existing dwellings that have not had smoke alarms installed as part of a building or renovation approval. (EP&A Reg.2000 cl. 186A-186F).

- 4) PLUMBING AND DRAINAGE APPROVAL: Prior to commencement of works, submit to the council for approval the prescribed application to vary out plumbing and drainage works.
- 5) SANITARY PLUMBING AND DRAINAGE: All sanitary plumbing and drainage work shall only be carried out by a licensed plumber and drainer and no work is to be covered over or concealed from view until it has been inspected and approved by the Approval Authority.
- 6) STORMWATER: All stormwater from roofs must be carried to the street gutter by means of pipes of a type approved by the Council.
- 7) VEHICULAR ACCESS: The existing vehicular access from Cypress Way shall be used to service the property. Council consent is required prior to the instillation of any secondary vehicular access.
- 8) COMPLIANCE PLATE: The compliance plate attached to the relocatable home must specify the following:
 - (a) the name of the manufacturer of the relocatable home or associated structure;
 - (b) the unique identification number for each major section of the relocatable home;
 - (c) the month and year during which the relocatable home or associated structure was constructed;
 - (d) the design gust wind speed for the relocatable home or associated structure;
 - (e) a statement to the effect that the relocatable home or associated structure complies with the requirements, subdivision 4 of the regulations;
 - (f) the name of the practicing structural engineer by whom the engineer's certificate has been issued in respect of the relocatable home.

8.4 PROGRESS REPORT ON 2016/17 INFRASTRUCTURE WORKS PROGRAM

Summary

The following activities were undertaken within the month of June 2017 by the Infrastructure team. A summary of the activities is provided below for information. There have been weather delays in all areas of Council which have affected the delivery of works.

Concrete works were undertaken at the following locations:

Edward Street:

Kerbing 76m replaced

Side EP's repaired 5

Trees removed 5

Betterment Parade area:

Footpath replaced 206m²

Vehicle crossings replaced 8m²

Whitehead Street

1.1km has had the seal removed been gravel sheeted. The balance of the project 900m of the project is to be finalised once the weather clears and the site dries.

Apex Park Carpark, Mulwala

The carpark and associated works are ready for final trim and sealing, however wet weather has delayed these works. The project is expected to finish by the end of July or earlier.

Spring Drive

Council undertook 4.2km shoulder resheeting on various segments within the Roads Maintenance Program.

Mulwala Industrial Subdivision

Council staff completed 250 lineal meters of road within the industrial area and additional 70 lineal meters of stormwater drainage. Further works are planned pending the finalisation of design and approvals.

Armour Street water main

Installation of the pipeline is complete. Final connection to the mains to be completed.

Lone Pine water main

Designs are finalised and construction works have commenced. Wet weather has caused delays.

Honour Avenue kerb and channel

The site excavation works have been completed and 127 meters of storm water drainage installed. Kerb and gutter works will be completed when the site is dry again.

Customer requests

Council maintenance crews completed 42 customer requests.

Heavy patching program

The \$1.3m program is complete.

Reseal program

The resealing program was delayed due to cold weather conditions with just over 50% being completed. Council is preparing the resealing program for 2017/18 in preparation for tenders.

Federation Way Blackspot project

An additional 200m (two sides) of shoulder widening was completed to expend the full amount of the grant.

2016/17 Plant replacement program

Tenders closed in the last week of June, assessments will be undertaken in early July and orders are expected to be made in late July.

2017/18 Project development

Numerous designs and projects have been planned and designed in preparation for the 2017/18 construction season.

Maintenance grading

Numerous roads (Baileys Road, Coorabin Road, Beales Road, Lakes Road (3km)) throughout the Council area have been completed.

Bus turn around area on Cullivel Road

The turnaround area is completed.

Mulwala speed zone

As requested by Council and approved by RMS, speed limit signage in Mulwala has been changed to reduce the speed limit to 50km/hr through the length of Melbourne Street and part of Corowa Road.

Sapling Removal

Saplings along Urana-Boree Creek Road, Brookong Road have been removed.

RECOMMENDED that Council note the Progress Report on the 2016/17 Infrastructure Works Program for the July 2017 Ordinary Council meeting.

116/17FC **RESOLVED that** Council note the Progress Report on the 2016/17 Infrastructure Works Program for the July 2017 Ordinary Council meeting.

8.5 URANA ADVENTURE PARK STATUS

Summary

This report recommends to Council to build the proposed Urana Adventure Park in accordance with the revised scope of works (Alternative Proposal).

Additionally, it is proposed that Council refers the Scooter Track and associated works to future budget considerations.

Background

The Urana Adventure Park is a project that embraces the wellbeing of the younger community of Urana and will provide additional activities for the many visitors to the town. The Park concept design was developed in conjunction with the community.

Council undertook community consultation with the following local stakeholders:

- Schools;
- Police;
- Urana community;
- Commercial precinct.

Funding

The estimated Cost of the project was \$76,000 at the time of the planning. This funding was made up through grants from various Government bodies listed as follows:

- \$40,000 - Stronger Community Grant;
- \$21,000 - Funds held by former Urana Shire Council
 - \$7,000 Council,
 - \$7,000 Community Building Partnerships (Greg Aplin, MP)
 - \$7,000 Stronger Community Sussan Ley Federal Money
- \$15,000 - From Yuluma Cullivel (Preschool Funds).

Site Investigation

Due to concerns with the site conditions, Council Officers engaged a qualified Geotechnical firm to provide an assessment of the site for the footing and slab design. The report identified the site as being on highly expansive soils which have resulted in a much higher cost base slab design.

Issues

The main issue is the change of pavement design from gravel and asphalt to concrete slab. For a skate park to be successful it needs to be on a stable smooth surface. The expansive soils at Urana would have led to the gravel and asphalt pavement failing within a 6 month period causing extensive cracking of the surface. The impact of this change is that all pavement and asphalt areas, skate, basketball and scooter track now have to be concrete slabs with stiffening beams. The scooter track will need to be reinforced with key joints to hold the pathway together. The cost associated with this change is approximately \$33,000. In terms of project

delivery the lowest quote for the skate park components was \$23,500 however the tenderer couldn't deliver their component of the project until early 2018. As such Council officers selected the next tenderer with a cost of \$32,000. This is an increase of \$8,500. The original estimate did not allow for project management costs, geotechnical reporting or contingency funds. These add an additional \$30,500 to the project cost. The total estimated over expenditure is approximately \$72,000. In reassessing the project and reducing some of the project management and contingency costs there is still an estimated over expenditure of \$64,000. Clearly it is not feasible to provide these additional funds. As such an alternative proposal has been considered.

Alternative Options

Council has the following options for consideration:

1. Do nothing, do not build the facility;
2. Construct the suggested alternative proposal for \$75,600
3. Build the complete scope and fund the project with additional \$ 64,000.

The Alternative Proposal

It is proposed to fund part of the original scope of the Urana Adventure Park as follows:

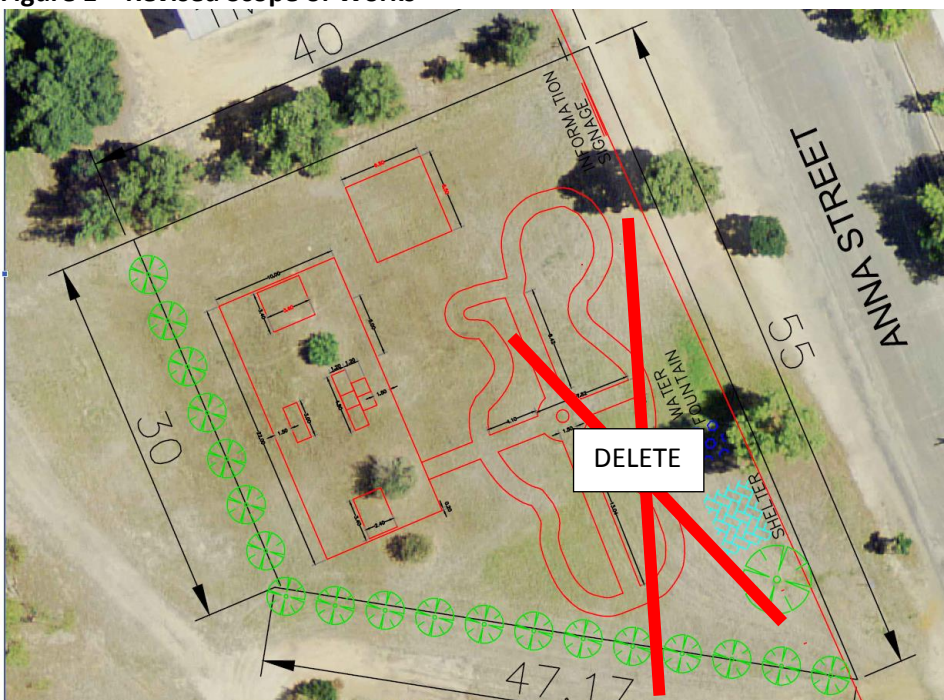
- | | |
|---|-----------|
| 1. Basketball slab (to be constructed) and ring (purchased) | \$6,600 |
| 2. Shelter (purchased) | \$4,500 |
| 3. Skate Slab (to be constructed) | \$45,000* |
| 4. Modular Skate System (to be purchased) | \$9,000 |
| 5. Minor items – tap, bin and signage | \$3,000 |
| 6. Landscaping (materials only, to be constructed) | \$1,000 |
| 7. Geotechnical Report (completed) | \$2,500 |
| 8. Project Management | \$4,000 |

Total Project Cost \$75,600

* Estimated cost only, to be confirmed by the Contractor.

The revised project excludes the scooter track, marking and signage (for the scooter track) and irrigation. Figure 1 indicates the revised scope of works. The excluded items should be referred to future budgets for consideration to enable completion of the works in future years.

Figure 1 – Revised Scope of Works



RECOMMENDED:

- 1) THAT Council adopt the revised proposal (Alternative Proposal) in principal to allow further community consultation about the rescoped works; and
- 2) THAT Council refer the Scooter Track and associated works to future budget considerations.

117/17FC

RESOLVED that

- 1) THAT Council adopt the revised proposal (Alternative Proposal) in principal to allow further community consultation about the rescoped works; and
- 2) THAT Council refer the Scooter Track and associated works to future budget considerations.

P GALL

DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

9. NOTICE OF MOTION / QUESTION WITH NOTICE

NO ITEMS

10. REPORTS FROM COMMITTEES

NO ITEMS

11. PRÉCIS OF CORRESPONDENCE REQUIRING COUNCIL ACTION/FOR INFORMATION

NO ITEMS

12. CONFIDENTIAL ITEMS

NO ITEMS

13. CLOSURE OF MEETING

The meeting terminated at 10.21 am.

CONFIRMED: 15 August 2017.

ADMINISTRATOR:

