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ATTACHMENTS

Minutes of Previous Meeting

Works Committee Meeting

12 August 2014

Ordinary Council Meeting

19 August 2014

Finance Committee Meeting

28 August 2014

137-139 Oberon Street
PO Box 84
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UNCONFIRMED MINUTES

Oberon Council Works Committee Meeting
Tuesday 12 August 2014

Commencing at 5.30pm
at the Oberon Council Chambers

Agenda Items	page
1. OPENING OF MEETING & ACKNOWLEDGEMENT OF COUNTRY	3
2. RECORD OF ATTENDANCE.....	3
3. DECLARATIONS OF INTEREST.....	3
4. CONFIRMATION OF MINUTES.....	4
5. REPORTS	4
05.01 WORK PRACTICES – WORKS & ENGINEERING DEPARTMENT	4
05.02 CONSTRUCTION PROGRAM 2014/15	5
05.03 REGIONAL ROADS REPAIR PROGRAM.....	5
05.04 COUNCIL PLANT USAGE V CONTRACTORS.....	5
05.05 TOWN IMPROVEMENT PROJECTS.....	6
05.06 HIRE OF PLANT 2014/15	6
05.07 OBERON COUNCIL ROADS – ANNUAL AVERAGE DAILY TRAFFIC	7
05.08 STAFF MATTER – RESIGNATION OF WORKS & ENGINEERING DIRECTOR.....	7
6. CLOSED SESSION / CONFIDENTIAL REPORTS.....	7
06.01 TENDER T2014/2 – PURCHASE OF ROAD MAINTENANCE UNIT	8
06.02 TENDER T2014/4 –PURCHASE OF 4WD ARTICULATED WHEEL LOADER	8
7. GENERAL BUSINESS	10
8. CLOSURE OF MEETING.....	12

1. OPENING OF MEETING & ACKNOWLEDGEMENT OF COUNTRY

The Mayor welcomed members and declared the meeting open at 5.30pm.

Council acknowledges that this meeting is being held on the traditional lands of the Wiradjuri and Gundungurra People, and respects the history and culture of the elders both past and present.

2. RECORD OF ATTENDANCE

Members	Mayor John McMahon (in the Chair) Deputy Mayor Kerry Gibbons Clr Ian Doney Clr Jill Evans Clr Neil Francis (absent) Clr Sam Lord Clr Clive McCarthy Clr John Morgan Clr Kathy Sajowitz
Staff	Alan Cairney, General Manager Gary Wallace, Planning and Development Director Aruna Wickramasinghe, Works and Engineering Director Ian Tucker, Works Manager Sam Golam, Project Engineer Matilda Henderson, Engineering Administration Assistant Sharon Swannell, Executive Coordinator
Apologies	Lynette Safranek, Finance and Community Services Director

3. DECLARATIONS OF INTEREST

File No: Governance/Councillors/Declarations of Interest

Pecuniary	-	Nil
Non-Pecuniary Significant	-	Nil
Non-Pecuniary Less than Significant	-	Nil

4. CONFIRMATION OF MINUTES

Works Committee Meeting

Minutes of the Works Committee Meeting held on 13 May 2014 were accepted by Council at its Ordinary Meeting held on 20 May 2014, resolution number 12 200514.

Matters Arising from the Minutes

Page 5 - Clr McCarthy asked about the investigation of costs and options for lighting at the Recreation Ground along the access road. Work Managers advised this had been started but investigation had not been finished.

Page 5 - Clr McCarthy asked about the investigation into the widening of the sharp curve on Lowes Mount Rd. Works Manager advised this had not been started.

Page 6 – Clr Sajowitz asked about the trial program which the EPA asked Council to participate in. Works & Engineering Director advised that nothing has been received back from the EPA.

Page 6 – Clr Gibbons asked about Knapsack Rd and advised that he had inspected the location marked for a pipe and it appeared that Council staff had uncovered a pipe in that location which had been blocked for several years. Works & Engineering Director advised that a pipe was located by staff in this location and action was being taken to clear the blockage. The Mayor noted that Knapsack Rd was on the schedule for the Councillor Road Inspection on 4 September.

5. REPORTS

05.01 WORK PRACTICES – WORKS & ENGINEERING DEPARTMENT

File No: Corporate Management
Author Alan Cairney, General Manager

Summary

A motion was passed at the last Works Committee held in May which resulted in an inspection of road works which had recently been completed on the Abercrombie Road “Nestle Brae” section.

The outcomes of the inspection highlighted concerns about road construction methods and work practices and an Interim Improvement Action Plan (May to December 2014) to review work practices in the Works and Engineering Department has now been put in place.

While progress on this Plan is reported to Council on a monthly basis, this report item provides additional details about current work practices and further actions being developed or initiated.

Page 4 of the Minutes of the Works Committee Meeting of Oberon Council held on Tuesday, 12 August 2014.

General Manager

Mayor

Moved: McCarthy
Second: Gibbons

That report item 05.01 be received as information.

Carried 01 120814

05.02 CONSTRUCTION PROGRAM 2014/15

File No: Roads/Programs/Maintenance
Author: Aruna Wickramasinghe, Works & Engineering Director

Summary

A Construction Program has been prepared which lists the major works to be done in 2014/15.

Moved: Sajowitz
Second: Francis

That Council note the listed projects and Construction Program for 2014/15.

Carried 02 120814

05.03 REGIONAL ROADS REPAIR PROGRAM

File No: Roads/Programs/Repair
Author Aruna Wickramasinghe, Works and Engineering Director & Ian Tucker, Works Manager

Summary

This report explains how projects are selected for funding under the Roads and Maritime Services (RMS) REPAIR Program.

Moved: McCarthy
Second: Lord

That Council nominate the upgrading of Edith Rd between Oberon and Edith as its next priority for funding under the RMS REPAIR Program.

Carried 03 120814

05.04 COUNCIL PLANT USAGE V CONTRACTORS

File No: Risk Management/Insurance/Contractors
Author: Matilda Henderson, Engineering Administrative Assistant

Summary

Details are provided of the usage of Council Plant and Contractors Plant Hire for 2013/14.

Moved: McCarthy
Second: Morgan

That Report Item 05.04 be received as information.

Carried 04 120814

05.05 TOWN IMPROVEMENT PROJECTS

File No: Commercial Activities/Projects
Author: Ian Tucker, Works Manager

Summary

Suggestions are submitted for projects to be allocated for Town Improvements in 2014/15.

Moved: McCarthy
Second: Francis

That the projects listed below be included as additional Town Improvements projects in 2014/15:

- Item 5 – Construction of footpath – Ross St to Albion St \$10,000
- Item 8 – The Common – additional funding to allow input by “working party/group” to develop the area - \$20,000
- Item 7 – Car Parking in Tally’s Lane – amended project \$10,000
- Landscaping and path at rear of new Toilet facility at Oberon Sports Complex \$5,000

That the funds identified for the Church Hill Rock Wall \$15,000 be returned to unallocated as this Project is complete.

A further report be provided to Council regarding further Projects.

Carried 05 120814

05.06 HIRE OF PLANT 2014/15

File No: Risk Management/Insurance/Contractors
Author: Matilda Henderson, Engineering Administrative Assistant

Summary

Quotations have been received for the comprehensive Hire of Plant on a contract basis for a period of twelve (12) months from 1 July, 2014. Quotations are assessed, recorded in the approved Plant Hire Schedule and contacted when plant items are required to cater for temporary fluctuations of workloads or where specialist items are required.

Moved: Doney
Second: Gibbons

That report item 05.06 is received as information.

Carried 06 120814

Page 6 of the Minutes of the Works Committee Meeting of Oberon Council held on Tuesday, 12 August 2014.

05.07 OBERON COUNCIL ROADS – ANNUAL AVERAGE DAILY TRAFFIC

File No: Traffic and Transport/Monitoring/Traffic Studies or Accidents
Author: Hamish Gunning, Civil Assets Coordinator

Summary

Providing details of Annual Average Daily Traffic (AADT) counts for Council roads.

Moved: Lord
Second: Evans

That report item 05.07 be received as information.

Carried 07 120814

05.08 STAFF MATTER – RESIGNATION OF WORKS & ENGINEERING DIRECTOR

File No Personnel
Author Alan Cairney, General Manager

Summary

Details are provided of the recruitment and interim management arrangements required following the resignation of Aruna Wickramasinghe from the position of Works & Engineering Director.

Moved: Francis
Second: McCarthy

That report item 05.08 be received as information.

Carried 08 120814

6. CLOSED SESSION / CONFIDENTIAL REPORTS

Summary

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

06.01 TENDER T2014/2 – PURCHASE OF ROAD MAINTENANCE UNIT

File No: Plant Equipment and Stores/Acquisition/Purchase
Author: Aruna Wickramasinghe, Director of Works & Engineering

This item is classified CONFIDENTIAL under Section 10A(2)(d) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

Section 10A(2)

- (d) commercial information of a confidential nature that would, if disclosed:
- (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret

06.02 TENDER T2014/4 –PURCHASE OF 4WD ARTICULATED WHEEL LOADER

File No: Plant Equipment and Stores/Acquisition/Purchase
Author: Aruna Wickramasinghe, Director of Works & Engineering

This item is classified CONFIDENTIAL under Section 10A(2)(d) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

Section 10A(2)

- (d) commercial information of a confidential nature that would, if disclosed:
- (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret

Moved: McCarthy
Second: Francis

That:

1. Council resolve into Closed Council to consider business identified, together with any late confidential reports tabled at the meeting.
2. Pursuant to Section 10A(1)-(3) of the *Local Government Act 1993*, the media and public be excluded from the meeting on the basis that the business to be considered is classified as confidential under the provisions of Section 10A(2) as outlined above.
3. The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by Section 11(2) of the *Local Government Act 1993*.

Carried 09 120814

Council moved into a Closed Session at 6.59pm, members of the public present left the meeting at this time.

06.01 TENDER T2014/2 – PURCHASE OF ROAD MAINTENANCE UNIT

File No: Plant Equipment and Stores/Acquisition/Purchase
Author: Aruna Wickramasinghe, Director of Works & Engineering

Moved: Doney
Second: Gibbons

That the Tender from Tracserv to supply a Isuzu FXY 1500 Auto truck fitted with Paveline attachment including Engel fridge/freezer option be accepted for tendered price of \$351,303 (inclusive of GST).

That leasing options be considered for the acquisition of plant and equipment associated with Tender T2014/2.

Carried 10 120814

06.02 TENDER T2014/4 –PURCHASE OF 4WD ARTICULATED WHEEL LOADER

File No: Plant Equipment and Stores/Acquisition/Purchase
Author: Aruna Wickramasinghe, Director of Works & Engineering

Moved: Doney
Second: Gibbons

That Council accept the tender from Westrac to purchase CAT 938K Wheel loader and trade in the Council owned 928G (Plant 6) for a net change over value of \$259,820 (inclusive of GST).

That leasing options be considered for the acquisition of plant and equipment associated with Tender T2014/4.

Carried 11 120814

Open Council resumed at 7.12pm.

The Mayor advised that resolutions 10 120814 and 11 120814 were made by Council while the meeting was closed to the public. There were no members of the public present.

The meeting suspended at 7.13pm.

The meeting resumed at 7.17pm.

7. GENERAL BUSINESS

Replacement of Sewer Pumps

Aruna Wickramasinghe advised that further investigation has been undertaken into the replacement of two sewer pumps which had been identified in the Operational Plan 2014/15. A consultant has been appointed to review the Sewer Pump Stations. They have recommended a standby pump be purchased and that Council also purchase a second pump. This will allow the full upgrade to be deferred to 2024. During this financial year the expense will be approx. \$15,000. A report will be provided to the Finance Committee.

Campbells River Road

Clr Francis has raised an issue of icy road conditions on Campbells River Rd adjacent to “White Springs” and requested signs be erected. Permanent signs have not been erected in the last week, only a rough surface sign is in place. Clr Francis requested a permanent “slippery when icy” sign be put in place in this area.

Ian Tucker advised that warning signs have been put up during periods when it is icy, permanent signs will be installed in this location.

Fixing Country Roads Program

Clr Gibbons asked about the expression of interest that has been submitted for the “Fixing Country Roads” Program. The Program needed to have projects identified. Is it possible to change the project we have nominated to include Dog Rocks Road?

Aruna Wickramasinghe advised that we will need to do some assessment. Projects have been submitted, we cannot change now.

O’Connell Road – Black Spot

Clr Gibbons asked if the bad corner at the foot of the Oberon Mount on O’Connell Road could be improved under the Black Spot Program.

Aruna Wickramasinghe advised this will be referred to the new Works and Engineering Director for actioning.

Clr McCarthy asked if there is any funding and RMS would have equipment to survey the corner.

Aruna Wickramasinghe will check. The Design Engineer had done some initial investigation; however he has recently left employment with Oberon Council.

Councillor Request Forms

Clr Sajowitz asked for a response regarding a Councillor Request Form about drainage on two Albion St properties. No one has contacted the property owners.

Alan Cairney advised that a response has been received from the Works and Engineering Department and this will be addressed tomorrow.

Clr McCarthy requested information about land acquisition on Mayfield Rd via a Councillor Request Form.

Aruna Wickramasinghe advised a response has been provided to the General Manager and will be forwarded to Clr McCarthy.

Clr Doney asked about a Councillor Request Form previously submitted regarding a tree planting program in Industrial Area.

The General Manager advised that tree planting in the Council's Industrial Subdivision would be carried out as a condition of consent by Oberon Council as the land developer.

Clr Evans followed up previous Councillor Request Forms regarding bins at the cemetery and regarding potholes on the Oberon Street pedestrian crossing.

Aruna has spoken to the RMS regarding the pedestrian crossing and approval has been received to heavy patch the pedestrian crossing in warmer weather.

Sloggetts Lane Land Acquisition

Clr McCarthy asked if the land acquisition at Sloggetts Lane had been completed as the owner has not received the Certificate of Title for the land?

Alan Cairney advised this has been completed.

Tender Garbage Collection

Clr McCarthy asked why the Tender for the Waste Collection Service Contract is only for a 12 months period?

Aruna Wickramasinghe advised that is to allow time to consult with the community to see if they are willing to pay for a Kerbside Recycling Program.

Rubbish in "Hassle Park"

Clr Doney advised that there is still an accumulation of rubbish around the bins at "Hassle Park", O'Connell. Can we trial a sealed bin and remove the two small open bins to prevent animals spreading rubbish?

Alan Cairney advised that Works and Engineering staff will investigate.

Clr Doney requested signs be erected warning motorists that cyclist, walkers & horses are in the O'Connell village area.

Alan Cairney advised that Works and Engineering staff will investigate the standard for signage and take appropriate action.

Rocks on Nunan's Hill Road

Clr Evans asked will the rocks on Nunan's Hill Road be looked at again and addressed?

Ian Tucker advised they will be covered with gravel.

Page 11 of the Minutes of the Works Committee Meeting of Oberon Council held on Tuesday, 12 August 2014.

The Common

Councillor Evans advised that one of the solar lights in the Common is not working properly, the light is flickering on and off all night.

Alan Cairney will investigate.

Tidy Towns

Clr Evans asked if there was any information about Council joining Tidy Towns?

Alan Cairney advised an application has been received for membership to Tidy Towns. This will be followed up.

8. CLOSURE OF MEETING

The Meeting closed at 7.38pm.

The next Works Committee Meeting of Oberon Council will be held on:

Tuesday 4 November 2014
commencing at 5.30pm

in the Oberon Council Chambers
137 – 139 Oberon Street, Oberon.

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Oberon NSW 2787

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UNCONFIRMED MINUTES

Oberon Council Ordinary Meeting
Tuesday 19 August 2014

Commencing at 5.30pm
at the Oberon Council Chambers

Agenda Items	page
1. OPENING OF MEETING.....	3
2. ACKNOWLEDGEMENT OF COUNTRY	3
3. PRAYER	3
4. RECORD OF ATTENDANCE.....	3
5. DECLARATIONS OF INTEREST	3
6. GENERAL AND CIVIC PRESENTATIONS.....	3
7. COMMUNITY PRESENTATIONS AND QUESTIONS.....	4
8. CONFIRMATION OF MINUTES.....	4
9. MAYORAL MINUTE AND REPORT	4
09.01 MAYORAL MINUTE AND REPORT	4
10. NOTICES OF MOTIONS.....	5
10.01 NOTICE OF MOTION – GRAVEL QUARRIES	5
10.02 NOTICE OF MOTION – 2014/15 BUDGET	5
11. COUNCILLOR AND DELEGATES REPORTS	6
11.01 CENTROC HEALTH WORKFORCE MEETING	6
11.02 RFS ZONE LIAISON MEETING	6
11.03 UPPER MACQUARIE COUNTY COUNCIL MEETING	6
12. COMMITTEE REPORTS.....	7
12.01 SENIOR WELFARE COMMITTEE	7
12.02 OBERON YOUTH COUNCIL	7
12.03 COMMUNITY SERVICES COMMITTEE	8
13. REPORTS FOR INFORMATION	8
13.01 MONTHLY ACTIVITY REPORT – GENERAL MANAGER	8
13.02 MONTHLY ACTIVITY REPORT – PLANNING AND DEVELOPMENT	8
13.03 MONTHLY ACTIVITY REPORT - WORKS AND ENGINEERING	8
13.04 MONTHLY ACTIVITY REPORT – FINANCE & COMMUNITY SERVICES	8
13.05 STATEMENT OF INVESTMENTS	9
13.06 INTERIM IMPROVEMENT ACTION PLAN	9
13.07 COUNCILLOR REQUEST FORMS.....	9
13.08 MEDIA	9
13.09 INWARDS CORRESPONDENCE.....	9
13.10 UPCOMING MEETINGS.....	9
13.11 STATUS REPORT – ACTIONING COUNCIL DECISIONS.....	10
14. REPORTS FOR DECISION	10
14.01 CENTROC ROAD SIGNS CONTRACT	10
14.02 TOURISM AWARDS.....	10
14.03 REQUEST FOR LEAVE OF ABSENCE – COUNCILLOR DONEY	11
15. URGENT BUSINESS	11
16. CLOSED SESSION / CONFIDENTIAL REPORTS.....	12
17. CLOSURE OF MEETING.....	12

1. OPENING OF MEETING

The Mayor welcomed members and declared the meeting open at 5.30pm.

2. ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges that this meeting is being held on the traditional lands of the Wiradjuri and Gundungurra People, and respects the history and culture of the elders both past and present.

3. PRAYER

The Meeting was opened in prayer by Pastor Andy Godden.

4. RECORD OF ATTENDANCE

Members	Mayor John McMahon (in the Chair) Deputy Mayor Kerry Gibbons Clr Ian Doney Clr Jill Evans Clr Neil Francis Clr Sam Lord Clr Clive McCarthy Clr John Morgan Clr Kathy Sajowitz
Staff	Alan Cairney, General Manager Gary Wallace, Planning and Development Director Aruna Wickramasinghe, Works and Engineering Director Sharon Swannell, Executive Coordinator
Apologies	Lynette Safranek, Finance and Community Services Director

5. DECLARATIONS OF INTEREST

File No: Governance/Councillors/Declarations of Interest

Pecuniary	-	Nil
Non-Pecuniary Significant	-	Nil
Non-Pecuniary Less than Significant	-	Nil

6. GENERAL AND CIVIC PRESENTATIONS

The General Manager presented Certificates to Councillors who attended Local Government Professionals Finance for Non Finance Managers Training held on 4 August 2014.

7. COMMUNITY PRESENTATIONS AND QUESTIONS

Robbie Armstrong addressed Council about the condition of Spring Mount Road. He said there are 13 dwellings on the road and the road is a disgrace. There is nowhere for water to drain off the road, broken pipes, potholes etc. The road has not been gravelled in past 16 years. Robbie asked if Council would consider sealing the 1.5km section of Gingkin Road to access these properties?

The Mayor advised that Councillors will be conducting a Road Inspection on 4 September 2014 and this area will be added to the schedule.

8. CONFIRMATION OF MINUTES

Ordinary Meeting 15 July 2014

Moved: Sajowitz
Second: Morgan

That the Minutes of the Ordinary Meeting held on 15 July 2014 be confirmed.

Carried 01 190814

Matters Arising from the Minutes

Nil

9. MAYORAL MINUTE AND REPORT

09.01 MAYORAL MINUTE AND REPORT

File No: Governance/Meetings/Ordinary
Author: Clr John McMahon, Mayor

Summary

This report summarises the main activity for the Mayor since reported to the July Council Meeting.

Moved: Evans
Second: Lord

That Report Item 09.01 is received as information.

Carried 02 190814

10. NOTICES OF MOTIONS

10.01 NOTICE OF MOTION – GRAVEL QUARRIES

File No: Roads/Service Provision/Quarries
Author: Clr Kathy Sajowitz

Summary

That prompt and serious consideration is given to the purchase of a gravel pit with the intent of cost saving on the procurement of gravel.

Moved: Sajowitz
Second: Morgan

That Council investigate the purchase of a gravel pit in the area and bring back to Council within two months the feasibility and cost analysis of where savings could be made through this course of action.

That an assessment of the gravel (product) be undertaken to determine its suitability.

Carried 03 190814

10.02 NOTICE OF MOTION – 2014/15 BUDGET

File No: Financial Management/Budgeting
Author: Clr Clive McCarthy

Summary

That Council bring in a balanced budget for the 2014/14 financial year.

Moved: McCarthy
Second: Doney

That Oberon Council staff work on a program to bring in a balanced budget for the year 2014/15 and not dip into existing reserves to carry out operations in year 2014/15 unless a vote from Council considers a project worthy.

Amendment Moved: Doney
Second: Lord

That Council seek to bring a balanced budget in the next financial year and bring the budget for the current financial year in with a significant reduction in the amount forecast to be used from Council unrestricted reserves.

The Amendment was put and Lost, the original Motion stands.

Moved: McCarthy
Second: Doney

That Oberon Council staff work on a program to bring in a balanced budget for the year 2014/15 and not dip into existing reserves to carry out operations in year 2014/15 unless a vote from Council considers a project worthy.

The Motion was put and Lost.

Page 5 of the Minutes of the Ordinary Meeting of Oberon Council held on Tuesday, 19 August 2014.

11. COUNCILLOR AND DELEGATES REPORTS

11.01 CENTROC HEALTH WORKFORCE MEETING

File No: Governance/Ordinary

Author: Lynette Safranek, Finance & Community Services Director

Summary

Councillor John Morgan and Council's Finance & Community Services Director attended the last meeting of the Centroc Health Workforce. A summary of the meeting is provided for Council's information.

Moved: Morgan

Second: Francis

That report item 11.01 is received as information.

Carried 04 190814

11.02 RFS ZONE LIAISON MEETING

File No: Governance/Ordinary

Author: Lynette Safranek, Finance & Community Services Director

Summary

Councillors McCarthy and Francis attended the last meeting of the RFS Zone Liaison with the Finance and Community Services Director and the Works Manager in Kelso on 23 July 2014.

Moved: McCarthy

Second: Francis

That Report Item 11.02 is received as information.

Carried 05 190814

11.03 UPPER MACQUARIE COUNTY COUNCIL MEETING

File No: Environmental Management/Meetings/Upper Macquarie County Council

Author: Clr John McMahon, Mayor

Summary

Councillor Francis and the Mayor, Clr John McMahon are delegates to the Upper Macquarie County Council.

Moved: McCarthy

Second: Francis

That delegate report item 11.03 is received as information.

Carried 06 190814

12. COMMITTEE REPORTS

12.01 SENIOR WELFARE COMMITTEE

File: Governance/Meetings/Seniors Welfare Committee
Author: Lynette Safranek, Finance & Community Services Committee

Summary

Minutes of the Senior Welfare Committee Meeting held on 7 July 2014 are submitted for Council's information and consideration.

It is noted that Keith Sullivan who is a member of the Seniors Welfare Committee raised concern with the General Manager that the minutes of the meeting held on 7 July 2014 are not correct. The minutes state that "Keith produced a process document for addressing the options for Hathaway. This document was considered to be too forward thinking."

He states the wording of this paragraph is misleading as he thinks it suggests that the Committee had this opinion (rather than the Chair). He also advised that the document wasn't tabled at the meeting.

Moved: McCarthy
Second: Morgan

That the Finance & Community Services Director investigate the current Lease and Fire Inspection Report for the Hathaway Cottages building and report back to the next Seniors Welfare Committee meeting.

Carried 07 190814

12.02 OBERON YOUTH COUNCIL

File: Governance/Meetings/Oberon Youth Council
Author: Lynette Safranek, Finance & Community Services Committee

Summary

Minutes of the Oberon Youth Council Meeting held on 22 July 2014 are submitted for Council's information and consideration.

Moved: McCarthy
Second: Lord

That Council approve the following recommendations:

1. That the Oberon Youth Council hold Informal Briefing Sessions on the Tuesday prior to their formal meeting, commencing at 4.30pm.
2. That a Youth Creative Collection Exhibition for youth aged 12-25 years, on a weekend to be determined, in November 2014.
3. That Oberon Youth Council investigate requirements involved in securing a facility suitable as a Youth Centre within Oberon.
4. That the Oberon Council submit a team to compliment the Oberon Youth Council team entering the Can Assist Fundraising Fun Run being organised by David Sellers.

Carried 08 190814

Page 7 of the Minutes of the Ordinary Meeting of Oberon Council held on Tuesday, 19 August 2014.

12.03 COMMUNITY SERVICES COMMITTEE

File: Governance/Ordinary/August 2014

Author: Lynette Safranek, Finance & Community Services Committee

Summary

Minutes of the Community Services Committee Meeting held on 31 July 2014 are submitted for Council's information and consideration.

Moved: Morgan
Second: Lord

That Council receive this report for information.

Carried 09 190814

13. REPORTS FOR INFORMATION

13.01 MONTHLY ACTIVITY REPORT – GENERAL MANAGER

File No: Governance/Meetings/Ordinary

Author: Alan Cairney, General Manager

Summary

This report item summaries the main activity by the General Manager during July including Human Resources and Workplace Health & Safety, Executive Support matters, Information Technology & Communications, Community Activity, Regional Issues, Executive Management Team, and details of planned activity for the coming months.

13.02 MONTHLY ACTIVITY REPORT – PLANNING AND DEVELOPMENT

File: Governance/Meetings/Ordinary

Author: Gary Wallace, Planning and Development Director

Summary

Providing details of major work within the Planning & Development Department for July.

13.03 MONTHLY ACTIVITY REPORT - WORKS AND ENGINEERING

File: Governance/Meetings/Ordinary

Author: Aruna Wickramasinghe, Works and Engineering Director, Ian Tucker, Works Manager

Summary

Providing a summary of the major work in the Works and Engineering Department for July.

13.04 MONTHLY ACTIVITY REPORT – FINANCE & COMMUNITY SERVICES

File No: Financial Management/Financial Reporting/Periodic Reports

Author: Lynette Safranek, Finance and Community Services Director

Summary

This report provides a summary of major work within the Finance and Community Services Department during July 2014.

Page 8 of the Minutes of the Ordinary Meeting of Oberon Council held on Tuesday, 19 August 2014.

13.05 STATEMENT OF INVESTMENTS

File No: Financial Management/Investments/Register
Author: Tim Booth, Management Accountant

Summary

Reporting the Statement of Investments as at 31 July 2014.

13.06 INTERIM IMPROVEMENT ACTION PLAN

File No: Corporate Management
Author: Alan Cairney, General Manager

Summary

An Interim Improvement Action Plan is in place to address concerns about current Work Practices associated with Road Construction on Local Sealed Roads. A number of initiatives have been implemented by the General Manager and the Works & Engineering Director and a monthly progress report is submitted pending a reassessment in December 2014.

13.07 COUNCILLOR REQUEST FORMS

File No: Governance/Councillors
Author: Alan Cairney, General Manager

Summary

Providing an update on the status of Councillor Request Forms submitted during the last month.

13.08 MEDIA

File No: Information Management/Information and Communications/Media Releases
Author: Carolyn Hendry, Information and Communications Officer

Summary

The Report Item provides a list of Media Releases issued during July 2014 and a sample of Media Articles where Council is mentioned.

13.09 INWARDS CORRESPONDENCE

File No: Governance/Meetings/Ordinary
Author: Sharon Swannell, Executive Assistant

Summary

The Report Item provides a summary of incoming correspondence for the period 1 – 31 July 2014.

13.10 UPCOMING MEETINGS

File No: Governance/Meetings/Ordinary
Author: Sharon Swannell, Executive Assistant

Summary

A calendar of upcoming meetings is provided for information.

13.11 STATUS REPORT – ACTIONING COUNCIL DECISIONS

File No: Governance/Meetings/Ordinary
Author: Sharon Swannell, Executive Assistant

Summary

Providing details of the status in actioning Council decisions, with reference to the actual Resolution Number as shown in the Minutes for each Council Meeting.

Moved: Doney
Second: Francis

That Report Items 13.01 to 13.11 is received as information.

Carried 10 190814

14. REPORTS FOR DECISION

14.01 CENTROC ROAD SIGNS CONTRACT

File No: Financial Management/Purchasing and Procurement
Author: Matilda Henderson, Engineering Administrative Assistant

Summary

This report seeks endorsement to participate in a Central NSW Councils (Centroc) initiative for the Regional Road Signs Contract and purchase of road signs through their Compliance and Cost Savings Program through their Supply Management Team.

Oberon Council has participated in Centroc's Regional Contract for the purchase of road signs for the past 9 years.

Moved: Sajowitz
Second: McCarthy

That Council endorse the participation in the Regional Road Signs Contract for a further 2 years.

Carried 11 190814

14.02 TOURISM AWARDS

File No: Economic Development/Regional Tourism
Author: Alan Cairney, General Manager and Sharon Swannell, Executive Coordinator

Summary

The Blue Mountains Lithgow Oberon Regional Tourism Awards for Excellence 2014 were announced at an Awards Presentation on Friday 8 August 2014 at Scenic World, Katoomba.

Oberon Council were successful in winning Gold Awards for the two Categories entered – the Oberon Visitor Information Centre won the Gold Award for Category 9 Visitor Information and Services and Oberon Council won the Gold Award for Category 19 Local Government Award for Tourism.

Page 10 of the Minutes of the Ordinary Meeting of Oberon Council held on Tuesday, 19 August 2014.

By winning these Gold Awards we are automatic finalists for the 2014 NSW Tourism Awards. If successful at these Awards we become finalists for the Qantas Australian Tourism Awards.

Moved: McCarthy
Second: Lord

That the Mayor and General Manager be authorised to make arrangements for participation at the 2014 NSW Tourism Awards and Qantas Australian Tourism Awards.

Carried 12 190814

14.03 REQUEST FOR LEAVE OF ABSENCE – COUNCILLOR DONEY

File No: HR/Councillors
Author: Alan Cairney, General Manager

Summary

Councillor Ian Doney has requested leave of absence for the period Monday 15 September 2014 to Monday 20 October 2014.

Moved: McCarthy
Second: Lord

That Councillor Doney request for leave of absence from 15 September to 20 October 2014 be accepted and leave of absence granted.

Carried 13 190814

15. URGENT BUSINESS

Summary

In accordance with Clause 241 of the Local Government (General) Regulations 2005 business may be transacted at a meeting of Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:

- a) A motion is passed to have the business transacted at the meeting: and
- b) The business proposed to be brought forward is ruled by the Chairperson to be of great urgency.

Councillor McCarthy suggested a second terminal be added to the reception area for busy periods particularly during rates payment time.

The Mayor acknowledged the service provided by Aruna Wickramasinghe who is leaving Oberon Council and on behalf of all Councillors passed on their best wishes for the future.

Aruna addressed Council outlining the achievements of the Works and Engineering Department over the past three years and thanked Councillors for their support.

16. CLOSED SESSION / CONFIDENTIAL REPORTS

Summary

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

There are no Closed Session Reports listed for Council's consideration.

17. CLOSURE OF MEETING

The Meeting closed at 7.36pm.

The next Ordinary Meeting of Oberon Council will be held on:

Tuesday 16 September 2014,
commencing at 5.30pm

in the Oberon Council Chambers,
137 – 139 Oberon Street, Oberon.

137-139 Oberon Street
PO Box 84
Oberon NSW 2787

Telephone: (02) 6329 8100
Fax: (02) 6329 8142
Email: council@oberon.nsw.gov.au



UNCONFIRMED MINUTES

Oberon Council Finance Committee Meeting
Thursday 28 August 2014

Commencing at 5.30pm
at the Oberon Council Chambers

Agenda Items	page
1. OPENING OF MEETING & WELCOME TO COUNTRY	3
2. RECORD OF ATTENDANCE	3
3. DECLARATIONS OF INTEREST	3
4. MINUTES OF PREVIOUS MEETING	3
5. REPORTS	4
05.01 DIVISION OF LOCAL GOVERNMENT – COMPARATIVE INFORMATION	4
05.02 INTRODUCTION TO FINANCE - COUNCILLOR TRAINING	4
05.03 RATING STRUCTURE AND FINANCIAL SUSTAINABILITY WORKSHOP	5
05.04 CODE OF ACCOUNTING/FINANCIAL REPORTING UPDATE	5
05.05 HERITAGE STRATEGY - RE-ESTABLISHING A HERITAGE FUND	5
05.06 GOLF CLUB DONATION FUNDING	6
05.07 PROPERTY AND LAND DEVELOPMENT	6
05.08 POLICY REVIEWS.....	6
05.09 PEDESTRIAN ACCESS MOBILITY PLANS AND CYCLEWAY PLANS.....	7
6. CLOSED SESSION / CONFIDENTIAL REPORTS	8
06.01 TENDER T2014/6 – KERBSIDE WASTE COLLECTION CONTRACT.....	9
06.02 TENDER T2014/5 – OBERON SWINNING POOL ROOF ENCLOSURE	10
7. GENERAL BUSINESS	10
8. CLOSURE OF MEETING	10

1. OPENING OF MEETING & WELCOME TO COUNTRY

The Mayor welcomed members and declared the meeting open at 5.30pm.

Council acknowledges that this meeting is being held on the traditional lands of the Wiradjuri and Gundungurra People, and respects the history and culture of the elders both past and present.

The Meeting was opened in prayer by Councillor Ian Doney.

The Mayor welcomed Acting Works and Engineering Director, Rodney Wallace.

2. RECORD OF ATTENDANCE

Members Mayor John McMahon (in the Chair)
Deputy Mayor Kerry Gibbons
Clr Ian Doney
Clr Jill Evans
Clr Neil Francis
Clr Sam Lord
Clr Clive McCarthy
Clr John Morgan
Clr Kathy Sajowitz

Staff Alan Cairney, General Manager
Gary Wallace, Planning and Development Director
Rodney Wallace, Acting Works and Engineering Director
Lynette Safranek, Finance and Community Services Director
Sharon Swannell, Executive Coordinator

Apologies Nil

3. DECLARATIONS OF INTEREST

File No: Governance/Councillors/Declarations of Interest

Pecuniary - Nil

Non-Pecuniary - Councillor Gibbons declared an interest in item 06.01.
Significant Councillor Gibbons is related to the owner of one of the tenders.

Non-Pecuniary - Nil
Less than Significant

4. MINUTES OF PREVIOUS MEETING

Finance Committee Meeting 14 May 2014

Minutes of the Finance Committee Meeting held on 14 May were accepted by Council at its Ordinary Meeting held on 20 May 2014, resolution number 11200514.

Page 3 of the Minutes of the Finance Committee Meeting of Oberon Council held on Thursday 28 August 2014.

Matters Arising from the Minutes

Councillors requested an update regarding item 05.03 – Stores and Stocktake.

Lynette Safranek advised that a stocktake has been conducted using the new procedures and discrepancies are much better. Lynette Safranek and Storeman, Neville Hawkins will be visiting Harden on Thursday 4 September to look at their stores process as they use the same program we are implementing.

5. REPORTS

05.01 DIVISION OF LOCAL GOVERNMENT – COMPARATIVE INFORMATION

File No: Government Relations/Local and Regional Liaison/DLG

Author: Alan Cairney, General Manager

Summary

The Office of Local Government (OLG) has issued Comparative Information on NSW Local Government for 2012/13. The document is in a revised format (for the second year) from previous publications and provides members of the community with information on how each Council are performing and how this performance compares to that of other similar Councils.

Moved: Doney
Second: Lord

That Report Item 05.01 is received as information.

Carried 01 280814

05.02 INTRODUCTION TO FINANCE - COUNCILLOR TRAINING

File No: Governance/Meetings/Finance Committee Meeting

Author: Lynette Safranek, Finance & Community Services Director

Summary

An Introduction to Finance in Local Government training was conducted by LG Professionals on Monday 4 August 2014 with most Oberon Councillors and management staff attending. Two Councillors and a staff member from Lithgow City Council also participated in the half day training.

Moved: Morgan
Second: Gibbons

That Report Item 05.02 is received as information.

Carried 02 280814

05.03 RATING STRUCTURE AND FINANCIAL SUSTAINABILITY WORKSHOP

File No: Governance/Meetings/Finance Committee Meeting
Author: Lynette Safranek, Finance & Community Services Director

Summary

A Councillor Workshop was held on 5 August 2014 to discuss proposals for changes to the Rating Structure and to consider Council's Financial Sustainability. Further Workshops will be scheduled later in the year, during September to October 2014.

Moved: Sajowitz
Second: Lord

That Report Item 05.03 is received as information.

Carried 03 280814

05.04 CODE OF ACCOUNTING/FINANCIAL REPORTING UPDATE

File No: Governance/Meetings/Finance Committee Meeting
Author: Lynette Safranek, Finance & Community Services Director

Summary

There are some changes to the Code of Accounting Practice and Financial Reporting for 2013/14.

Moved: Sajowitz
Second: Francis

That report item 05.04 is received as information.

Carried 04 280814

05.05 HERITAGE STRATEGY - RE-ESTABLISHING A HERITAGE FUND

File No: Governance/Meetings/Finance Committee Meeting
Author: Gary Wallace, Planning & Development Director

Summary

Council's Local Heritage Strategy for 2014-2017 proposes to re-establish a Local Heritage Fund. The Council's Section 355 (Advisory) Heritage Committee has also highlighted re-establishing the Fund, and to access dollar for dollar funding from the NSW Heritage Grants.

Moved: Doney
Second: Gibbons

That \$5,000 is allocated for the re-establishment of a Local Heritage Fund and adjustments be made to the Operational Plan 2014/15 and included in the next Quarterly Budget Review Statement.

Carried 05 280814

Page 5 of the Minutes of the Finance Committee Meeting of Oberon Council held on Thursday 28 August 2014.

05.06 GOLF CLUB DONATION FUNDING

File No: Governance/Meetings/Finance Committee Meeting
Author: Lynette Safranek, Finance & Community Services Director

Summary

As part of the Annual Section 356 Donations, the Oberon Golf Club is provided with a \$5,000 contribution towards Sewer Charges for the Golf Club House. The Golf Club have requested that the contribution be changed to be put toward the diesel usage at the Golf Club.

Moved: Evans
Second: Gibbons

That the Annual Section 356 contribution for 2014/15 to the Oberon Golf Club, and for future years, be changed from a contribution towards Sewer Charges to a contribution for diesel usage at the Golf Club.

Carried 06 280814

05.07 PROPERTY AND LAND DEVELOPMENT

File No: Council Properties/Land Development and Sales
Author: Alan Cairney, General Manager

Summary

Providing an update on Council's Residential and Industrial Subdivisions and other property.

Moved: Lord
Second: Francis

That Report Item 05.07 is received as information.

Carried 07 280814

05.08 POLICY REVIEWS

File No: Governance/Policies
Author: Alan Cairney, General Manager

Summary

At the April Council Meeting a proposed project outline to have all Policy Reviews completed before the end of 2014 was presented along with a strategy involving each Department Director, and the General Manager, taking a shared responsibility for reviewing each Policy with the General Manager reporting proposed changes to Council.

Moved: Lord
 Second: Morgan

1. That the following Policies be deleted and removed from the Policy Register and Council Website:

Policy Description / Number	Summary of Reason for Deletion/Removal
2112 Staff Recruitment	Deletion This is an Operational Guideline and not a Policy.
3104 Noxious Weed Control	Deletion Upper Macquarie County Council is the weeds authority and conditions are applied to Development Application approvals.
3105 Onsite Waste Water Management	Deletion Policy is legislated under the Local Government Act 1993.
3114 Electrical Services / Street Lighting	Deletion Intent of the Policy is captured in the Development Control Plan (DCP) and can be accommodated in any revised DCP.

2. That the following Policies be updated and amended as detailed within the report item.

Policy Description / Number	Summary of Update / Amendment
2118 Smoke Free Workplace	Amendment Updated Legislation references, noting “corporate responsibility” to support workers to quit smoking.
2201 Debt Recovery, Hardship Provisions & Writing off of Debts	Amendment Policy updated to include Payment Agreements and to outline procedures for debt recovery.
2403 Dealing with Unattended Children in the Library	Amendment (Addition) Policy is about unattended children, under 10 years of age.

3. That Council note the progress to date as detailed within the report item.

Carried 08 280814

05.09 PEDESTRIAN ACCESS MOBILITY PLANS AND CYCLEWAY PLANS

File No: Roads/Design and Construction/Footpaths
 Author: Rodney Wallace, Acting Works Manager

Summary

Roads and Maritime Services encourage Councils to prepare a Pedestrian Access Mobility Plan (PAMP) and a Cycleway Plan as part of its Transport Strategy.

Moved: Doney
Second: McCarthy

That Council:

1. allocate \$10,000 from the 2014/15 Town Improvements funds to engage a Consultant to prepare a Pedestrian Access Mobility Plan (PAMP) in order to access 50/50 funding from Roads and Maritime Services, to improve disability access and;
2. prepare a Cycleway Plan to more effectively integrate Cycleways into Council's Transport Strategy and the Oberon Community Strategic Plan;
3. seek to integrate footpath/walkway/cycleway components into Council's Developer Contributions Strategies;

Carried 09 280814

Moved: McCarthy
Second: Morgan

That Council consult with Bathurst Regional Council, RMS and the Local Member about the proposed walkway/cycleway access from the O'Connell Public School across the Fish River as Council has been advised that students are currently using the bridge to cycle to school.

Carried 10 280814

6. CLOSED SESSION / CONFIDENTIAL REPORTS

Summary

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

06.01 TENDER T2014/6 – KERBSIDE WASTE COLLECTION CONTRACT

File No: Waste Management\WASTE\Garbage Contract
Author: Gary Wallace, Planning & Development Director

This item is classified CONFIDENTIAL under Section 10A(2)(d) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

Section 10A(2)

- (d) commercial information of a confidential nature that would, if disclosed:
- (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the Council, or
 - (iii) reveal a trade secret

06.02 TENDER T2014/5 – OBERON SWIMMING POOL ROOF ENCLOSURE

File No: Planning & Development\Pool\Tender
Author: Gary Wallace, Planning & Development Director

This item is classified CONFIDENTIAL under Section 10A(2)(d) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

Section 10A(2):

- (d) commercial information of a confidential nature that would, if disclosed:
- (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the Council, or
 - (iii) reveal a trade secret

Moved: Francis
Second: Morgan

That:

1. Council resolve into Closed Council to consider business identified, together with any late confidential reports tabled at the meeting.
2. Pursuant to Section 10A(1)-(3) of the *Local Government Act 1993*, the media and public be excluded from the meeting on the basis that the business to be considered is classified as confidential under the provisions of Section 10A(2) as outlined above.
3. The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by Section 11(2) of the *Local Government Act 1993*.

Carried 11 280814

Council moved into a Closed Session at 6.58pm, there were no members of the public present at this time.

Councillor Gibbons declared an interest in item 06.01. Councillor Gibbons left the meeting at 6.58pm.

06.01 TENDER T2014/6 – KERBSIDE WASTE COLLECTION CONTRACT

File No: Waste Management\WASTE\Garbage Contract
Author: Gary Wallace, Planning & Development Director

Moved: Sajowitz
Second: Lord

That the Tender from Wayne White for \$105,705.60 be accepted for the period 1 October 2014 to 30 September, 2015 for a Kerbside Waste Collection Service and that Contracts be prepared in accordance with the Tender documents.

Carried 12 280814

Councillor Gibbons returned to the meeting at 7.01pm.

Page 9 of the Minutes of the Finance Committee Meeting of Oberon Council held on Thursday 28 August 2014.

06.02 TENDER T2014/5 – OBERON SWIMMING POOL ROOF ENCLOSURE

File No: Planning & Development\Pool\Tender
Author: Gary Wallace, Planning & Development Director

Moved: Doney
Second: Morgan

That the Tender from the Castlereagh Group for the alternate 'C-section construction' design, Option 3, be accepted for \$304,920, subject to the Tenderer submitting an approved engineering certification for the design and;

That further negotiation be held with the Tenderer to facilitate the installation of either fixed or moveable louvres, within the budgeted amount in the Operational Plan 2014/15.

Carried 13 280814

Open Council resumed at 7.09pm.

The Mayor advised that resolutions 12 280814 and 13 280814 were made by Council while the meeting was closed to the public. There were no members of the public present.

7. GENERAL BUSINESS

The General Manager reminded Councillors to complete their Annual Disclosure Forms.

The General Manager confirmed arrangements for the Councillor Roads Inspection which will be held on Thursday 4 Sept commencing at 10.00am.

Clr Francis requested some signage to slow traffic through Burruga for the Burruga Sheep Show which is being held on Saturday 30 August 2014.

8. CLOSURE OF MEETING

The Meeting closed at 7.22pm.

The next Finance Committee Meeting of Oberon Council will be held on:

Tuesday 4 November 2014
commencing immediately following the Works Committee Meeting

in the Oberon Council Chambers
137 – 139 Oberon Street, Oberon.