Council’s Vision

A prosperous rural community where residents and visitors enjoy a clean, safe environment enhanced by our unique heritage and country lifestyle

Council’s Mission

For the whole community to grow and prosper through effective leadership, provision of sustainable services and promotion of economic development opportunities
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## 1 MATTERS IN PROGRESS ARISING FROM PREVIOUS COUNCIL MEETINGS

### General Manager

<table>
<thead>
<tr>
<th>Min/CRM No:</th>
<th>Subject</th>
<th>Resolution</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>890/2016</td>
<td>Fit For the Future</td>
<td>Resolved that Council receive a report on why Forbes Shire Council is not able to submit a Future reassessment submission.</td>
<td>We have queried the matter with OLG and followed up, no response received as yet. The impacts from the change in government policy are yet to be known. Matter raised at Centroc meeting with Minister for LG who advised it will go to cabinet soon. Letter in response received 30 June. July – some discussion on lack of progress of Joss; that the scale and capacity issue will sit until JO outcome. 28/11/17: Letter received from NSW Government advising the Fit for the Future process has come to a conclusion. Complete – will be deleted</td>
</tr>
<tr>
<td>424/2017</td>
<td>Residential Incentive</td>
<td>Resolved that Council convene a meeting with the General Manager to meet with the proponent and report back to the December meeting.</td>
<td>Meeting held with developer on 8 December 2017.</td>
</tr>
</tbody>
</table>

### Manager Organisational Development.

<table>
<thead>
<tr>
<th>Min/CRM No:</th>
<th>Subject</th>
<th>Resolution</th>
<th>Progress</th>
</tr>
</thead>
</table>
| 512/2015/CRM: 8546/2015 | Quarterly Operational Plan Review - June 2015: | Resolved that Council receive a copy of the results of the skills assessment once complete.                                          | Council has completed the position description reviews for all staff and the training associated with these position has been identified as Core and Discretionary Training.
During November, Council reviewed the training budgets associated with each Department and then correlate these budgets to Core and Discretionary Training.
Individual training plans will be developed for the workforce with a focus on identified training for January – June 2017, 21/2/17: Progressing the skills assessment, workforce plan and training were deferred in anticipation of the Organisational Development Manager commencing with Council in mid-March.
Full Training Needs Analysis (TAN) – completed and finalised on 29/5/17.
Workforce Management Plan 2017-2021 – due to be completed by 30/6/17 Performance Reviews and training identification for 2017/18 financial year - due by 30th June. Data analysis on Core and Discretionary Training allocated – to be completed by 30th August 2017. Final Summary report due to Council – September 2017 – at discretion of GM. Currently finalising workforce plan and report to Council on training allocation. Will be completed in coming months once GM is fully briefed. 8/2/18: Refer report to the April meeting. |
# Director Environmental Services and Planning

<table>
<thead>
<tr>
<th>Min/CRM No:</th>
<th>Subject</th>
<th>Resolution</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>254/2016 (CRM: 11235/2016)</td>
<td>Proposed rezoning of lower Bathurst Street.</td>
<td>Resolved that Council defer Clause 5 of the director Environmental Services and Planning Report re: the Proposed Rezoning of Lower Bathurst Street until further consultation with local residents affected by this proposal, after which this matter is to be referred to a future meeting of Council for determination.</td>
<td>Resolved at the June 2016 meeting to proceed with rezoning proposal. Council to outsource preparation of planning proposal. 2 consultants contacted who advised they do not have the capacity to undertake the planning proposal. Proposal to be further discussed with a third consultant. Consultant has been appointed and is progressing. Refer report to this meeting. Planning proposal forwarded to NSW Planning &amp; Environment seeking permission to go to Public Exhibition. Discussion held with NSW Planning &amp; Environment additional information is to be provided to support application for rezoning. 12/7/17: additional information provided to NSW Planning and Environment. Reported to September Council meeting.</td>
</tr>
<tr>
<td>24/2018 (CRM: 16302/18)</td>
<td>Planning proposal for the amendment to the Forbes Local Environmental Plan 2013 for the Model boundary adjustment clause.</td>
<td>Resolved that Council: 1 adopt the revised changes to the Planning Proposal for the boundary adjustment clause and direct the General Manager to send the revised planning proposal to the Department for Planning and Environment; 2 place the revised planning proposal on public exhibition for a period of 28 days.</td>
<td>Currently on public exhibition.</td>
</tr>
</tbody>
</table>

# Director Engineering and Technical Services

<table>
<thead>
<tr>
<th>Min/CRM No:</th>
<th>Subject</th>
<th>Resolution</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>68/2018 (CRM: 16315/18)</td>
<td>Red Bend Catholic College private sewer line</td>
<td>That Council authorise the General Manager to negotiate with the proponent and report back to Council.</td>
<td>Meeting to be scheduled late March 2018.</td>
</tr>
</tbody>
</table>
Manager Economic and Business Development

<table>
<thead>
<tr>
<th>Min/CRM No:</th>
<th>Subject</th>
<th>Resolution</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>874/2016 (CRM: 13196/2016)</td>
<td>Visitor Information Centre Relocation.</td>
<td>Resolved that Council defer this report to a future Council meeting.</td>
<td>Discussed at briefing session. Detailed report prepared. This matter continues to be off and on the agenda.</td>
</tr>
<tr>
<td>454/2017 (CRM: 15959/2017)</td>
<td>Lachlan Vintage Village Masterplan Update</td>
<td>Resolved that Council note its disappointment with the time it has taken to receive the Lachlan Vintage Village Masterplan and that a revised time frame for the completion of the Masterplan report be received by Council.</td>
<td>Alternate layout for residential design currently being undertaken by the consultant.</td>
</tr>
<tr>
<td>67/2018 (CRM:16314/18)</td>
<td>Request for rent assistance at JREC accommodation for new Yoorana Gunya Doctor</td>
<td>Resolved that Council: 1. approve rental assistance to the value of $175 per week for a Superior Unit at the Jemalong Regional Education Centre to provide incentive to attract a new doctor at Yoorana Gunya; 2. receive a review of the rental fees at the Jemalong Regional Education Centre.</td>
<td>To be undertaken as part of the annual fees and charges review.</td>
</tr>
</tbody>
</table>
MAYOR’S
REPORT TO COUNCIL
PART I
2. MAYOR’S REPORT TO COUNCIL

2.1 CLOSURE OF FORBES ANZ BRANCH:

Report Author: General Manager
Responsible Officer: Mayor

Executive Summary

This report provides a brief regarding the announced closure of the ANZ bank in Forbes.

Detailed Report

ANZ recently announced the closure of its Forbes Branch, effective 15 May 2018. The customer interface for ANZ services are to be offered via Bank@Post services from the Forbes Post Office or customers will have to travel to the Parkes Branch.

Council is concerned that this may lead to further reductions in hours or closures of the other banks in Forbes that will negatively affect the level of financial services available to our community.

RECOMMENDATION

That Council delegate the Mayor to write to ANZ outlining the community’s concern with the closure of their Forbes Branch.

Alignment with Strategic Plan

LG2.1: Provide leadership through ethical, accountable and legislative decision maker. Ensure elected members are adequately resourced to enable effective representation.

Financial and Resource Implications

Nil.

Policy Implications

Nil.

Risk Considerations

Nil.

Statutory/Regulatory Implications

Nil.

Consultation conducted

Nil.

Attachments

Nil.
GENERAL MANAGER’S REPORT TO COUNCIL PART I
3 GENERAL MANAGER’S REPORT TO COUNCIL

3.1 VANFEST

Report Author: General Manager
Responsible Officer: General Manager

Executive Summary

This report provides a brief on Vanfest 2017, supported by comments from the independent auditor’s report and scenarios for consideration of Council as to the future of Vanfest.

Detailed Report

1. Event overview

Vanfest 2017 was scheduled for 1 and 2 December. Due to the significant risk to public safety, as a consequence of the extreme weather event, on the advice of the contracted Event Manager, Production Manager and Safety Officer, Council’s General Manager made a decision to cancel day two of the event.

There were 4,834 two-day tickets sold, 60 Friday only tickets sold and 1,612 complementary tickets distributed to artists, sponsors, staff, contractors, VIPs and volunteers. There were 130 tickets sold online for Saturday with an estimation of approximately 750 to be sold at the gate on the day. From the two-day ticket sales report, the top 6 sales areas by postcode and by State are shown below.

<table>
<thead>
<tr>
<th>Postcode</th>
<th>Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>2800 – Orange</td>
<td>342</td>
</tr>
<tr>
<td>2871 – Forbes</td>
<td>323</td>
</tr>
<tr>
<td>2830 – Dubbo</td>
<td>261</td>
</tr>
<tr>
<td>2795 – Bathurst</td>
<td>200</td>
</tr>
<tr>
<td>2650 – Wagga Wagga</td>
<td>162</td>
</tr>
<tr>
<td>2870 – Parkes</td>
<td>138</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State</th>
<th>Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSW</td>
<td>4196</td>
</tr>
<tr>
<td>VIC</td>
<td>242</td>
</tr>
<tr>
<td>ACT</td>
<td>196</td>
</tr>
<tr>
<td>Other</td>
<td>80</td>
</tr>
<tr>
<td>QLD</td>
<td>78</td>
</tr>
<tr>
<td>SA</td>
<td>28</td>
</tr>
<tr>
<td>TAS</td>
<td>4</td>
</tr>
<tr>
<td>NT</td>
<td>4</td>
</tr>
<tr>
<td>WA</td>
<td>4</td>
</tr>
<tr>
<td>Overseas</td>
<td>2</td>
</tr>
</tbody>
</table>

Following the event, Council undertook a series of post-event debriefs with event staff, stakeholders and Council employees. A survey was conducted with local business houses to gauge feedback on the event and visitor activity over the weekend of Vanfest. Additionally, Council hosted a public meeting on 6 February to seek comments from the community on the event and Council’s role or otherwise in Vanfest 2018.

Council engaged Grant Thornton, an independent auditor firm, to review the probity, governance, risk management and control processes of the 2017 event and provide Council with an assessment of the economic and community benefits of presenting Vanfest in 2018. Furthermore, as part of the auditor’s engagement they were also asked to make objective recommendations to continuously improve management of future Vanfest events.
2. Financial results

The event incurred a loss of $326,413.17 which includes the ticket refunds and the event cancellation insurance claim. These sums do not include the Intellectual Property Licence fee of $200,000.

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>$695,817.01</td>
</tr>
<tr>
<td>Expenses</td>
<td>-$1,003,145.91</td>
</tr>
<tr>
<td>Total Gross Loss</td>
<td>-$307,328.90</td>
</tr>
<tr>
<td>Ticket refunds (event and camping)</td>
<td>-$535,973.27</td>
</tr>
<tr>
<td>Insurance payment</td>
<td>$516,889.00</td>
</tr>
<tr>
<td><strong>Total Loss</strong></td>
<td><strong>-$326,413.17</strong></td>
</tr>
</tbody>
</table>

It is estimated that had the event not been cancelled the financial position would have been a loss of $207,328.90 based on the income and expenses above plus $90,000 in income expected for the ticket sales at the gate on Saturday and deducting $10,000 for the wet weather expenses.

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td><strong>$785,817.01</strong></td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td><strong>$993,145.91</strong></td>
</tr>
<tr>
<td><strong>Total Loss</strong></td>
<td><strong>-$207,328.90</strong></td>
</tr>
</tbody>
</table>

3. Independent Audit

Grant Thornton produced an auditor’s report which was received by Council on 9 March 2018.

The auditor’s report provides commentary and recommendations:

1. *On the basis that the Council continues to conduct the event under the current Licence Agreement, Council should implement a more rigorous budgeting process for the event, which includes:*

   a. *Council needs to be more rigorous in its consideration of prior year results in formulating their expectations for future events;*

   b. *perform detailed assessment of attendee numbers, including ticket sales, complimentary tickets and other attendees and the resulting impact on costs;*

   c. *understanding fixed costs and costs which are variable on attendee numbers;*

   d. *detailing the assumptions applied within the budget;*

   e. *conducting sensitivity analysis to assess the outcome under different scenarios, including varying ticket sales, change in assumptions and impact of event cancellation;*

   f. *approving the budget in accordance with Council policies; and*

   g. *ensure regular reporting of actual revenue and expenses against the approved budget and provision of explanations for variances.*
2. Council should periodically assess the economic and community impact of the event in considering Council’s continued involvement in the event. This would provide a more complete perspective of the impact of the event on Forbes and a more complete assessment of the alignment to Council’s strategic objectives. This includes an assessment of:

   a. the financial impact on Council and on Council’s provision of other services;
   b. the value of publicity received for Forbes across all media platforms, including social media, TV, radio, print media and word of mouth;
   c. the financial and community impact of all attendees on Forbes;
   d. the results of business and community surveys and feedback;
   e. the output and wages impact for the duration of the event;
   f. the potential impact from future visitors; and
   g. how the Council may leverage the opportunity to broaden the social and economic benefits

3. Council consider the establishment of a representative working group to advise and assist Council and the community on broader opportunities from Vanfest.


5. The Council should clarify with the Event Manager the Event Management Services set out in Schedule 2 of the Event Management Agreement and confirm the processes by which these services will be delivered in accordance with Council’s policies and procedures.

6. The Council should retain a dedicated point of contact for the Event Manager to assist the efficient delivery of Vanfest in accordance with Council’s policies and procedures.

7. Council review the policies and procedures for negotiation of significant commercial arrangements to ensure the appropriate separation of duties including the separation of decision-making from negotiation.

8. Council should review its risk assessment protocols regarding events which are managed by third parties to ensure consistency and compliance with Council policies.

The report also provides commentary on management arrangements for any future event:

Option 1  Continue on current basis;

Option 2  Renegotiate the Event Management Agreement (with Option A and Option B);

Option 3  Cancel the current Licence and Event Management Agreements and enter into a separate Sponsorship Agreement;
GENERAL MANAGER’S REPORT TO COUNCIL – cont’d

Option 4  Cease the current Event Management Agreements and put the Event Management Agreement to tender or conduct the Event Management internally; or

Option 5  Cease the Event.

A copy of the auditor’s report is attached at Appendix 1:

Disclaimer: This is a draft report and there are incorrect figures listed on page 2 under financial result and pages 3 and 4 based on attendee numbers. These pages will be updated by the Auditor and supplied under separate cover. A copy will also be available for review at the Administration Office.

4. Economic benefits 2017 Vanfest

REPLAN is a widely recognised economic analysis software program used by local government areas across New South Wales and beyond. The software is used to mine data ranging from the value of export activity through to economic benefits derived from visitation. The program is used by Destination NSW and councils to report on economic activity resulting from events. REPLAN has been used to calculate the economic benefits of Vanfest 2017.

Data on tickets sold online was collected and collated by the event’s ticketing agent, Ticketbooth. The data includes a breakdown of postcodes. Data supplied indicates that 4,511 tickets were purchased for the Friday and Saturday events from outside the LGA. Based on this figure alone (and not taking into account tickets purchased for the Saturday night event only) the event delivered $1.416M into the local economy and a total value add to the economy of $651,000.

It is recognised that a majority of visitors camped on site and did not purchase commercial accommodation and that hundreds may have returned home due to the wet weather event. However, it should be duly acknowledged that over the two days, thousands of people stayed overnight and made day trips to Forbes, and as a consequence, purchased food, entertainment, fuel, gifts and refreshments; resulting in an economic injection of over $1.5M into the Forbes economy.

5. Vanfest 2018

With reference to the auditor’s findings and commentary regarding event management options, through all of my investigations and conversations regarding planning and presenting an event of the size and complexity of Vanfest, it has become evident that event planning must start 9-12 months to source performers and key stakeholders. Therefore, I recommend that it would be prudent to suspend Vanfest for 2018 to allow for proper planning and due diligence and that Council implement the auditor’s recommendations as it works towards presenting Vanfest 2019.

RECOMMENDATION

That Council:

1. suspend presentation of Vanfest 2018; and

2. implement the recommendation from the auditor’s report.
**Alignment with Strategic Plan**
LG2.1: Provide leadership through ethical, accountable and legislative decision maker. Ensure elected members are adequately resourced to enable effective representation.

**Financial and Resource Implications**
Council has sufficient reserves to accommodate the $326,413.17 loss for the 2017 event.

**Policy Implications**
Nil.

**Risk Considerations**
There is both financial and reputation risk associated with the timeframe for planning and presenting Vanfest 2018.

**Statutory/Regulatory Implications**
Nil.

**Consultation conducted**
Internal and external stakeholders, public meeting, business community surveys.

**Attachments**
Grant Thornton’s auditor’s report, March 2018 – refer Appendix 1
Report of Factual Findings
To Forbes Shire Council

We have performed the procedures agreed with you to report factual findings for the purpose of assisting you in assessing, in combination with other information obtained by you, the probity, governance, risk management and control processes of Vanfest 2017 and provide Council with an assessment of the economic and community benefit of presenting Vanfest 2018 and beyond, as well as recommendations to continuously improve management of future events (management of Vanfest). The procedures performed are detailed in the terms of the engagement of 6 February 2018 and described below with respect to management of Vanfest.

Forbes Council’s Responsibility for the Procedures Agreed
Forbes Council is responsible for the adequacy or otherwise of the procedures agreed to be performed by us. You are responsible for determining whether the factual findings provided by us, in combination with any other information obtained, provide a reasonable basis for any conclusions which you or other intended users wish to draw on the subject matter.

Assurance Practitioner’s Responsibility
Our responsibility is to report factual findings obtained from conducting the procedures agreed. We conducted the engagement in accordance with Standard on Related Services ASRS 4400 Agreed-Upon Procedures Engagements to Report Factual Findings. We have complied with ethical requirements equivalent to those applicable to Other Assurance Engagements under APES 110 Code of ethics for professional accountants, including independence.

Because the agreed-upon procedures do not constitute either a reasonable or limited assurance engagement in accordance with AUASB standards, we do not express any conclusion and provide no assurance on the management of Vanfest. Had we performed additional procedures or had we performed an audit or a review of the management of Vanfest in accordance with AUASB standards, other matters might have come to our attention that would have been reported to you.
Procedures
The procedures were performed solely to assist you in evaluating management of Vanfest. The procedures performed are detailed below:

1. Reviewed the IP Licence Agreement and the Event Management Agreement
2. Reviewed the information provided by Council regarding Vanfest
3. Held discussions with Council staff including, Steve Loane (General Manager), Kylie Grayson (Senior Administration Manager), Alex Mitsos (Economic Development Manager) and external Event Manager, Matt Clifton
4. Considered alternative options regarding the future of Vanfest

Factual Findings
The factual findings are structured in 3 components:

1. Assessment of Vanfest 2017 results and processes
2. Recommendations for Council to consider
3. Options regarding Vanfest

ASSESSMENT OF VANFEST 2017 RESULTS AND PROCESSES

1. Identify the extent of financial investment provided by Council, the economic return to the LGA and the management approval / oversight process.

Financial result
Per our review of financials provided by management, we note that the operating result of Vanfest 2017 was a loss of $316,860. This was made up of $695,945 of income less $1,012,805 of expenses. Details of the operating result are shown in the appendices. Note these are draft figures as provided by Council on 6 February 2018 and may have changed as at the date of this report.

The total cost made by the Council for Vanfest 2017 was $896,860 (being the loss of $316,860 + $270,000 licence fee over 3 years). The Council estimated that had Saturday’s events proceeded, an additional $90,000 in income would have been realised from ticket sales. This would have led to an operating result of $226,860 or a total cost for the first year of $316,860.
Attendee Numbers

Per Destination NSW reporting document, there were 7,058 attendees at the event. 4,455 (63%) of these tickets were paid, 1,612 (23%) of the tickets were complimentary and the remaining 991 (14%) tickets were provided to artists, VIPs, media, event staff, contractors and volunteers.

Per Destination NSW reporting document, of the total 7,058 attendees, there were 1,240 (18%) attendees from the region, 5,046 (71%) from outside the region but within NSW, 759 (11%) from interstate and 13 (less than 1%) from overseas.

Community Feedback

An online survey of the Forbes Business Community was undertaken by Forbes Shire Council regarding the impact of the 2017 Vanfest event on the business community. This survey was undertaken using Survey Monkey and was open for 2 weeks between 25 January 2018 to 8 February 2018. A total of 24 responses were received. The survey contained 10 questions. 13 respondents were from the retail sector, 6 respondents were from cafe/restaurant/hotel, accommodation and financial services sectors and the remaining respondents were from real estate/livestock and other businesses. 46% of respondents indicated that there was an increase in visits to their business during the Vanfest weekend. 46% of respondents indicated that there was an increase in sales in their business during the Vanfest weekend. 83% of respondents indicated that they were adequately informed in the lead up to the Vanfest weekend. 92% of respondents indicated that they think that Vanfest is beneficial for the Forbes economy.

Forbes Shire Council sought feedback from accommodation providers on occupancy rates during Vanfest 2017. Four responses were received. One respondent provided occupancy rates data by accommodation type which averaged 59% for the Vanfest weekend. The remaining 3 respondents noted occupancy rates of between 80% and 100% during Vanfest 2017 and provided commentary which indicated an overall support for the event. It should be noted that 2 of these respondents were suppliers of accommodation for the event.

Publicity

In January 2018, Identity PR reported that the agency had generated about $1.6m in publicity value for the event. According to the Ticketbooth Marketing Report, the following publicity was created per their records; reach of 1.2m, 30k of likes / shares / comments, 4,372 tickets sold through Facebook, Twitter, Instagram, Media, Email and SMS communication. The above noted publicity for Vanfest is likely to have created broader publicity for Forbes. The financial impact of this exposure cannot be estimated with the information available.
Other measures of impact

The following measures could also be considered to provide Council further assessment of the economic and community impact of the event.

- Output measured by spend in the LGA compared to other weekends
- Wages and salaries in the LGA compared to other weekends
- Contribution to Gross Regional Product
- Attendance impact
- Social media exposure and reach
- Any funds raised for charities and the consequential impact
- Public sentiment towards the event
- Impact on businesses and community groups
- Impact from future visitors

Event Management Agreement

Grant Thornton conducted a high level review of the Event Manager compensation. Per the Event Management Agreement, the Event Manager was entitled to the Event Management Fee (calculated in accordance with the formula in the Event Management Agreement) and the Bar Revenue. Note the Event Manager was required to meet all costs associated with the supply and service of alcohol in conjunction with the event.

In respect of the Event Management Fee, it was confirmed by Forbes Shire Council and the Event Manager that no Event Management Fee had been paid or was payable by the Council to the Event Manager for Vanfest 2017. Under the Event Management Agreement, the Event Manager does not receive any Event Management Fee in the event of a loss.

In respect of the Bar Revenue, Grant Thornton conducted high level calculations based on assumptions to estimate amounts which may have been received by the Event Manager.

Based on an average spend of $100 per person per day for 6,607 attendees (total attendees of 7,058 less 991 attendees which comprise of artists, VIPs, media, event staff, contractors and volunteers who were not expected to be direct customers of the bar), the Bar Revenue would be $666,700. Per the latest IBIS World report on the Liquor Retailing Industry, profit is estimated to be approximately 10% of industry revenue (once cost of purchases, wages, rent, depreciation, utilities and other costs are taken into account). On the basis that there was no depreciation or rent for the operator in this case, we estimated a 14% profit margin. At this rate, the net profit for one day’s worth of sales would be approximately $85k. Purely based on these assumptions only, the Event
Manager’s compensation for the event could have been approximately $85k. This potentially may have doubled if the event proceeded on Saturday.

The market rate of Event Managers can vary significantly based on the nature, size and complexity of events being held. The Council should obtain and review market rates paid to managers of comparable events to benchmark the compensation paid to the Event Manager of Vanfest.

The Event Management Agreement is further considered as part of Point 2 and Point 4 below.

2. Was there effective governance, control, financial review and regular budgetary monitoring of all costs associated with the event?

Budgeting Process

We did not see evidence of a detailed assessment of the $270,000 the Council agreed for the total licence fee. In the April 2017 Council meeting, it is noted that the payment would constitute $75k for assets accumulated from prior year events such as chairs and stage items and $150k for the purchase of goodwill of the event. We did not see evidence of a detailed due diligence on these two amounts and subsequently how the total licence fee moved from $225k ($150k + $75k) to $270k in the final agreement.

We note the following observations in respect of the event’s operational budgeting process:

- In the February 2017 Council Meeting, the Council assessed the expected financial results of Vanfest. This analysis included expected costs for 2017, estimated ticket sales, net show receipts, a sensitivity assessment, including a break-even point of 6,123 tickets, the cash flow impact and the trend from 2014, 2015 and 2016 of ticket sales and expenses. The analysis notes the number of tickets needed to sell in order to break-even and notes the average ticket price. As part of this assessment, it was acknowledged that the average ticket price assumed in this analysis ‘may be high considering average price achieved in 2016, however there was no further assessment of the impact of this assumption.

- We did not see evidence of a detailed assessment of prior year results. In 2016, the unaudited financial statements of Vanfest Pty Ltd showed a loss of $203k and in 2015, the event made a loss of $130k. A detailed review of prior year results would have incorporated an assessment of ticket sales (number and price), complimentary tickets, artist line-up attraction and costs and other significant income and expense items.

- We did not see evidence of a detailed assessment of ticket sales. In the February 2017 Council report, it was noted that the break-even point for 2017 was 6,123 ticket sales. The same report shows that 6,544 tickets were sold in 2016. Despite the 2016 event selling 6,544 tickets, it made a loss of $203k. We did not see evidence of further rigour being applied to why lower ticket sales of 6,123 was deemed to be the break-even point for 2017.

- In the report presented to the Council by MJC on 19 October 2017, it states that ‘based on previous two years’ audited results, and actual sales for 2017, the assumptions are...’ We have not seen any audited results for Vanfest Pty Ltd and there is no evidence of the Council reviewing any audited results of the festival. All prior year reported numbers appear to have
been taken on face value. This assumption impacts the accuracy of the data reviewed by the Council and used in the decision-making process.

- Over the course of assessing the financial performance of Vanfest, the Council saw various versions of budgets and forecasts with different ticket sales, expenditure and expected results reported. This has been presented through the 'Vanfest P-L Forecast-MJC' document, the 'Sensitivity Report 2017' document, the 'MJC Vanfest Budget' document and the report presented at the 19 October 2017 Council meeting. It is not apparent whether there was one confirmed budget for the event where all relevant income and expenditure items had been presented and approved by the Council as the final budget for the event. Furthermore, it appeared that the budgeted figures shifted based on actual spend. These should have been separately reported as forecasted figures with no change to a budget that was formally approved by the Council. In fact, the 19 October 2017 minutes note the following point which is indicative of the lack of an appropriate budgetary process: “It is extremely difficult to accurately estimate a definitive budget for an event such as this because of a variety of factors – total number of tickets sold; cost of entertainers; and other variables. Basically, the 2017 event will be a steep learning curve for Council staff. The Event Manager, in essence, has oversight of the necessary expenditures to run the event, with Council staff monitoring the same”.

Procurement Policy

The Forbes Shire Council Procurement Policy outlines the purchasing requirements including the use of purchase orders, quotations, financial limits and payment procedures.

The policy states that ‘all purchasing transactions other than petty cash and items not otherwise covered by contract or acceptance of quotations to specification or the procurement of a consultancy or professional service contractor are to be formalised by issuing a purchase order’. We did not see evidence of purchase orders being utilised as part of the Event Management Services as required under the Council’s Procurement Policy.

The policy states that ‘the General Manager is delegated authority to authorise the awarding of works and expenditure up to $19,999 (including GST). Details of any contracts awarded or purchases of goods or services under this delegated authority must be reported to Council. Expenditure for works and/or services in excess of $20,000 must be authorised by two (2) Councillors and the responsible Director/Manager and reported to Council. The General Manager is delegated authority to amend the number of quotations required. There may be instances when there are insufficient suppliers in the market place to require minimum three (3) quotations, whilst there may be times when goods, materials or services are available in a highly competitive market and it is in the best interest to obtain a greater number of quotations.”

In terms of financial limits, all expenditure between $2,000 and $149,999 (including GST) require a minimum of three written quotations. For items between $2,000 and $49,999 which are not supported with the minimum number of quotations, supporting commentary must be provided along with the responsible Director/Manager approval details of the transaction must also be reported to Council.
For expenditure of $150,000 and greater, tenders or expressions of interest are to be publicly tendered in accordance with the Local Government Act 1993, Local Government (General) Regulation 2005 and Council’s Policies and Procedures.

Disclosed in the appendices is a high level profile of expenses for Vanfest 2017 categorised by reference to the financial limits noted in the Council’s Procurement Policy.

The fact that the Licence Agreement and Event Management Agreement were not signed till August 2017 meant that some of the procurement processes were already executed by the Event Manager or were already in progress at the date of signing the two agreements. Hence it was impractical to retrospectively apply Council’s procurement policies to the suppliers already engaged.

In respect of the Licence Agreement and the Event Management Agreement, we note the following:

- We have not seen documented evidence of how the Council has considered the application of the Council’s procurement policy to the Licence Agreement.
- We have not seen documented evidence of how the Council has considered the application of the Council’s Procurement Policy to the Event Management Agreement.

In respect of the operating expenses incurred following the signing of the Event Management Agreement, we note the following:

- There were 5 suppliers (totaling $416k) which had total costs between $50,000 and $149,000. We did not see documented evidence of how the engagement of these suppliers and purchases of the relevant goods and services complied with the requirements of the Council’s procurement policies.
- There were approximately 50 suppliers (totaling $565k) which had total costs between $2,000 and $49,000. We did not see documented evidence of how the engagement of these suppliers and purchases of the relevant goods and services complied with the requirements of the Council’s procurement policies.
- It appeared that the Event Manager was not fully aware of the detailed requirements of the Local Government Act 1993 and Council’s procurement policy and procedures during the process of engaging some of the suppliers.

Decision-making in accordance with Local Government Act 1993

In respect of the procurement of the licence and the event management of Vanfest 2017, the Council entered into two agreements.

1) Agreement with Vanfest Pty Ltd for licence to use the IP in the conduct of the event for $270,000 over 3 years.
2) Agreement to engage Matt Clifton as the Event Manager to provide event management services. As part of this agreement, there are two components of purchases. Firstly, the Council agreed to pay the Event Manager an Event Management Fee in accordance with Clause 7 of the Agreement. In addition, Clause 8 of the Agreement states that the Event Manager was entitled to receive and retain all Bar Revenue. This represents a second procurement component because the Council as the licence holder of the event has forgone any revenue associated with the bar.

Section 55 of the Local Government Act 1993 stipulates the requirements of tendering for council. We have not seen documented evidence for how the Council considered the application of the tendering requirements for the three components being, the licence fee, the event management fee and the bar service contract.

Management of conflict of interests

We reviewed the process by which resolutions in respect of Vantfest were made in Council meetings:

- In the February 2017 Council Meeting, the General Manager tabled a report on Council Purchase of Vantfest. Per the extracts of the minutes provided by the Council, we note that Councillor G. Clifton declared an interest in this matter on account of pecuniary interest and left the meeting. The Councillor did not partake in the resolution made in respect of this report.

- In the March 2017 Council Meeting, the General Manager tabled a report on Extension of Loan for Vantfest. Per the extracts of the minutes provided by the Council, we note that Councillor G. Clifton declared an interest in this matter on account of pecuniary interest and left the meeting. The Councillor did not partake in the resolution made in respect of this report.

- In the April 2017 Council Meeting, the General Manager tabled a report on Vantfest. Per the extracts of the minutes provided by the Council, we did not note a written minute of Councillor G Clifton leaving the meeting but note the minute of him returning to the meeting after a resolution in respect of the report had been made. The Councillor did not partake in the resolution made in respect of the report.

- In the July 2017 Council Meeting, the General Manager tabled a report on Confidential Council Purchase of Vantfest. Per the extracts of the minutes provided by the Council, we note that Councillor G. Clifton declared an interest in this matter on account of pecuniary interest and left the meeting. The Councillor did not partake in the resolution made in respect of this report.

- In the September 2017 Council Meeting, the General Manager tabled a Business without Notice on Vantfest. Per the extracts of the minutes provided by the Council, we note that Councillor G. Clifton declared an interest in this matter on account of pecuniary interest and left the meeting. The Councillor did not partake in the resolution made in respect of this report.
In the October 2017 Council Meeting, the Acting Director Corporate Services tabled the Quarterly Budget Review. Per the extracts of the minutes provided by the Council, we did not note a written minute of Councillor G Clifton leaving the meeting. The Councillor did not partake in the resolution made in respect of the report.

In the November 2017 Council Meeting, the Forbes Traffic Advisory Committee tabled a report on Vanfest. Per the extracts of the minutes provided by the Council, we note that Councillor G. Clifton declared an interest in this matter on account of family interest and left the meeting. The Councillor did not partake in the resolution made in respect of this report.

Part 2 of Chapter 14 of the Local Government Act 1993 stipulates the ‘Duties of Disclosure’ in respect of pecuniary interests. We have not seen documented evidence for how the Council determined compliance with this section of the Act in respect of Councillor G Clifton’s pecuniary interest in Vanfest.

From considering the contract negotiation and assessment process, we noted the following matters:

- We noted that the General Manager (at the time) was primarily reporting to the Council with the financial, risk and legal assessments of the event. The General Manager, as we understand, was negotiating directly with the family member (Matt Clifton) of a Councillor (G Clifton) while being a direct report of this Councillor. This process may have given rise to a perceived conflict and insufficient segregation between the General Manager and the Councillors.

- In the February 2017 Council meeting, the Councillors resolved to authorise ‘the Mayor and General Manager to negotiate an agreement with Vanfest Forbes’. It is evident through our review of other Council meeting minutes that the Mayor was directly involved with negotiating the agreements for Vanfest 2017. With the Mayor being directly involved in contract negotiations, there is an inherent lack of separation between Council management and the Councillors (including the Mayor) who then voted on the resolutions.

We have not seen documented evidence for how the Council addressed the risks around this decision making process and whether it considered if there was a lack of segregation of duties between Councillors and management.

3. Appropriate contracts and documentary evidence is maintained in support of partnership arrangements and agreements established to deliver the event.

**Third party agreements**

By reference to the costs incurred for Vanfest 2017, we make the observations below in respect of the third party documents which were provided to us by the Council:

- Not all vendors of Vanfest 2017 had agreements. We sighted less than 10 third party documents. There were over 50 suppliers for the event.
The third party documents sighted included some agreements which were draft and unsigned and some which were only proposals from the vendors and not the actual agreement.

Some agreements or proposals were with Forbes Shire Council while some were contracted with Matt Clifton as the Event Manager.

We have not seen documented evidence for how the Council has ensured compliance with its Procurement Policy and Records Management Policy in respect of the third party agreements.

4. Interim progress monitoring is performed during the planning and delivery stages of the event.

Progress monitoring and reporting process

By reference to the Event Management Agreement, we note the following in respect of monitoring and reporting process:

One reference to a mechanism by which the Event Manager is required to report to Council is in Schedule 2 (Event Management Services), point 4 (11) – Report to necessary parties, bodies and stakeholders and point 4 (13) Reporting of expenditure and budget management. These two points highlight the responsibility of the Event Manager but do not provide a specific basis upon which an assessment can be made on whether there was appropriate and adequate reporting from the Event Manager to the Council. It is not clear from these two points the specific requirements and expectations of the Council in respect of the nature, form and the level of detail of reporting required from the Event Manager.

A second reference to a reporting mechanism is in Clause 3.3 (Provision of records) of the Agreement. The Clause states that the Event Manager must keep adequate financial records relating to the conduct of the Event Management Services, and within 30 days after the conduct of each annual Event, provide to Council a copy of its full accounts in respect of the conduct of the Event Management Services. As of the date of this report, we are not aware of information being sought by the Council under this Clause which has been withheld by the Event Manager.

Review of Event Manager’s KPIs and deliverables for 2017

By reference to the Event Management Agreement, we note the following in respect of the Event Manager’s KPIs and deliverables for 2017:

- There is only one reference to performance targets / KPIs in the Event Management Agreement. This is made in point 3 of Schedule 2. The point notes that within six months of the Commencement Date, the Event Manager must provide an Event management plan including, but not limited to, a multi-year strategic plan and an annual business plan outlining: (1) strategies; (2) budgets; and (3) performance targets (KPIs). We did not see a complete signed Event Management Plan following the Commencement Date which highlighted any KPIs. We have been provided a copy of the Vanfest Pty Ltd Business Plan (latest version – Version 1.3, 16 October 2016). This Business Plan is for Vanfest Pty Ltd as the principal of
Grant Thornton

Vanfest (prior to the Licence Agreement with Forbes Council) not Matt Clifton as the Event Manager and Forbes Council as the principal of Vanfest. Hence, it is not clear from the Event Management Agreement, the basis and criteria upon which the Event Manager’s performance was being assessed.

- In the absence of stipulated metrics and criteria against which the Event Manager’s performance can be assessed, the Council should consider assessing the Event Manager’s performance by an overall judgment on his delivery of the Event Management Services, particularly by reference to Clause 3 (Event Management Services) and Schedule 2 (Event Management Services) of the Event Management Agreement.

5. Risk assessment of each element of the event and appropriate insurance cover in place for all stakeholders.

Shown in the appendices is an overview of the insurance cover details provided to us and sighted by reference to the contractors engaged in Vanfest 2017. Not all contractors had been marked having relevant insurance. We have also sighted various risk management plans from various contractors including security managers, alcohol managers, slingshot operators, traffic management, etc. We have not seen documented evidence for how the Council has ensured these plans and policies from the respective contractors comply with the Council’s own risk assessment policies.

6. Whether all parties acted in accordance with Council’s policies and procedures especially procurement, record management and WHS.

Refer to comments made in Points 2, 3 and 4 above.

7. Whether the event met the objectives of Council’s Community Strategic Plan 2017, elements for ED4.4, ED4.7, ED3.2, ED3.3 and ED6.3.

Refer to comments made in Points 1 and 2 above.

RECOMMENDATIONS FOR COUNCIL TO CONSIDER

We make the following recommendations by reference to the observations noted from our review:

1. On the basis that the Council continues to conduct the event under the current Licence Agreement, Council should implement a more rigorous budgeting process for the event, which includes:

   a. Council needs to be more rigorous in its consideration of prior year results in formulating their expectations for future events.

   b. perform detailed assessment of attendee numbers, including ticket sales, complimentary tickets and other attendees and the resulting impact on costs
c. understanding fixed costs and costs which are variable on attendee numbers

d. detailing the assumptions applied within the budget

e. conducting sensitivity analysis to assess the outcome under different scenarios, including varying ticket sales, change in assumptions and impact of event cancellation

f. approving the budget in accordance with Council policies

g. ensure regular reporting of actual revenue and expenses against the approved budget and provision of explanations for variances

2. Council should periodically assess the economic and community impact of the event in considering Council’s continued involvement in the event. This would provide a more complete perspective of the impact of the event on Forbes and a more complete assessment of the alignment to Council’s strategic objectives. This includes an assessment of:

a. the financial impact on Council and on Council’s provision of other services

b. the value of publicity received for Forbes across all media platforms, including social media, TV, radio, print media and word of mouth

c. the financial and community impact of all attendees on Forbes

d. the results of business and community surveys and feedback

e. the output and wages impact for the duration of the event

f. the potential impact from future visitors

g. how the Council may leverage the opportunity to broaden the social and economic benefits

3. Council consider the establishment of a representative working group to advise and assist Council and the community on broader opportunities from Vanfest.


5. The Council should clarify with the Event Manager the Event Management Services set out in Schedule 2 of the Event Management Agreement and confirm the processes by which these services will be delivered in accordance with Council’s policies and procedures.

6. The Council should retain a dedicated point of contact for the Event Manager to assist the efficient delivery of Vanfest in accordance with Council’s policies and procedures.
7. Council review the policies and procedures for negotiation of significant commercial arrangements to ensure the appropriate separation of duties including the separation of decision-making from negotiation.

8. Council should review its risk assessment protocols regarding events which are managed by third parties to ensure consistency and compliance with Council policies.

OPTIONS REGARDING VANFEST

Option 1: Continue on current basis

Council should consider the recommendations made above as part of continuing the engagement on the same terms as 2017 and consider changes as required to improve the performance and results of the event.

We note the commercial contracts in place and the mechanism in the Events Management contract for cessation of the Event by Council. We note the Licence agreement is separate and there is future payment obligations of Council over the next two years.

We have referred in this report to the operational deficits of Vanfest up to and including this year, excluding Bar Revenue, and likely in the short term.

Option 2: Renegotiate the Event Management Agreement

Council would recognise that it has a commercial contract in place with the Event Manager for a period of 5 years (plus an option period of 5 years).

There are mechanisms under the Agreement for its termination which may also lead to renegotiation.

The current Agreement provides for a sharing of the surplus of the event between Council and the Event Manager but that the Event Manager is not required to contribute to any losses.

Agreement excludes all Bar Revenue which the Event Manager is entitled to receive and retain. Bar revenue includes the gross income derived from the provision of food and beverage sales at the Event. By implication, the Event Manager is protected from losses of the Event other than Bar Revenue.

Any renegotiated arrangements would likely to require Council to consider the current economic benefit of the Bar Revenue to the Event Manager.

The change in the structure of the Event Manager’s fee could incorporate the following two options:

Option A

Only a fixed Event Management Fee with no profit share and no Bar Revenue component. The bar services may be available for tender (subject to renegotiation with the Event Manager).

Shown below is an indicative example based on estimated assumptions. Based on these assumptions, the Council could be paying a net of $166,500 ($200,000 less $31,500) to $279,000 ($300,000 less $21,000) in addition to the costs incurred under the current arrangement.
Option B
A fixed Event Management Fee with the profit share component remaining and no Bar Sales component.

The Council would need to consider the following in making these considerations:

- Financial impact on the overall result of paying a fixed Event Management Fee netted off by a portion of bar profit as revenue for the Council.
- Performance incentives for the Event Manager.
- Public perception around transparency of the Event Management Agreement

Risks of renegotiation:

- If performance does not improve, Council would incur the operating losses on the event in addition to an Event Manager’s fee.
- The additional benefit could be a percentage of bar revenue.
- Outstanding $70k under the IP Agreement.
- Estimating the prospect and likelihood of the operational improvement and growth of Venues such that a fixed Event Management fee model including a percentage of bar revenue exceeds the financial outcome for Council under the current Event Management Agreement.

Assumptions for estimated Event Manager’s Fee:

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Hours per week</th>
<th>Hourly Rate ($)</th>
<th>Estimated Fee ($)</th>
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</thead>
<tbody>
<tr>
<td>40</td>
<td>10</td>
<td>500</td>
<td>200,000</td>
</tr>
<tr>
<td>40</td>
<td>15</td>
<td>500</td>
<td>300,000</td>
</tr>
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</table>

Assumptions for Bar Profit:

<table>
<thead>
<tr>
<th>Avg. spend per person</th>
<th>No. of consumers</th>
<th>Bar Operator Revenue</th>
<th>Bar Operator Profit (at 14%)</th>
<th>Council Portion</th>
<th>Council Revenue</th>
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<tbody>
<tr>
<td>150</td>
<td>5,000</td>
<td>750,000</td>
<td>105,000</td>
<td>20%</td>
<td>21,000</td>
</tr>
<tr>
<td>150</td>
<td>5,000</td>
<td>750,000</td>
<td>105,000</td>
<td>30%</td>
<td>31,500</td>
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</table>
Option 3: Cancel the current Licence and Event Management Agreements and enter into a separate Sponsorship Agreement

This change will shift the IP back to Vanfest Pty Ltd and the Council will only act as a sponsor of the event. Depending on how any potential sponsorship agreement is structured, this may mean:

- A shift of the risk and rewards back to Vanfest Pty Ltd. Council would cap its financial exposure to the sponsorship amount and some ancillary support as required with community services.
- Council will lose control of the event and lose guarantee of future Vanfest events in Forbes. Council could however potentially structure the sponsorship event to ensure the event stays in Forbes for a certain period.
- A fixed Event Management Fee with the profit share component remaining and no Bar Sales component.

The Council would need to consider the following in making these considerations:

- The extent to which Council is prepared to lose control of Vanfest and transfer the risks and rewards back to Vanfest Pty Ltd.
- Financial impact of not maintaining control of the event.
- Reputational and financial risks to Forbes community and to Council of any significant failures of the event.
- Loss of decision-making capacity in an event of major significance to the Forbes community.
- Obtaining a financial guarantee or bond from the event manager in considering Council’s financial or other support for the event.
- Economic and community impact of Forbes potentially losing Vanfest.
- Public perception around the decision.

Risks of cessation:

- Outstanding $70k under the IP Agreement

Option 4: Cease the current Event Management Agreements and put the Event Management Agreement to tender or conduct the Event Management internally

Council will need to consider its own internal capability or the capability of another individual/entity to successfully organise and manage the event. Council will also need to consider the financial, legal and reputational ramifications of cancelling the Event Management Agreement.

Risks of cessation:

- Unfavourable negotiation with Event Manager for him to waive his right of first refusal under the Event Management Agreement
- Outstanding $70k under the IP Agreement
- Opportunity cost of Vanfest operating profitably under alternative models
Option 6: Cease the Event

Council will need to consider the financial, legal and reputational ramifications of cancelling the Agreements.

Risks of cessation:

- Outstanding $70k under the IP Agreement
- Opportunity cost of Vanfest operating profitably under alternative models.
- Loss of the intangible benefit of the “investment” of Council and the local community into a significant event for Forbes.
- Loss of a significant, established event that could provide leveraged opportunities for the community.
- Reputational impact on Forbes and the Council, negative response of the potential Event attendees and the local community.
- Impact on the prospect for future major initiatives.

In addition to the above listed options, there may be other options which Council may consider for the future of Vanfest.

Restriction on Distribution and Use of Report

This report is intended solely for the use of Forbes Shire Council for the purpose set out above. As the intended user of our report, it is for you and other intended users to assess both the procedures and our factual findings to determine whether they provide, in combination with any other information you have obtained, a reasonable basis for any conclusions which you wish to draw on the subject matter. As required by ASRS 4400, distribution of this report is restricted to those parties that have agreed the procedures to be performed with us and other intended users identified in the terms of the engagement (since others, unaware of the reasons for the procedures, may misinterpret the results). Accordingly, we expressly disclaim and do not accept any responsibility or liability to any party other than Forbes Shire Council for any consequences of reliance on this report for any purpose.

Grant Thornton Audit Pty Ltd
Chartered Accountants

James Winter
Partner – Audit & Assurance

Sydney, 9 March 2018
Appendix A: Vanfest 2017 Result

Note: These are draft numbers provided by the Council on 6 February 2018. These may have been further updated and changed as at the date of this report.

<table>
<thead>
<tr>
<th>Income</th>
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</thead>
<tbody>
<tr>
<td>Ticket Sales</td>
<td>£311,198</td>
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<tr>
<td>DSNW Sponsorship</td>
<td>£45,000</td>
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<tr>
<td>Phillip Morris Sponsorship</td>
<td>£4,545</td>
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<td>Red Bull Sponsorship</td>
<td>£2,500</td>
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<tr>
<td>Food Vendors / Stalls Fee</td>
<td>£4,000</td>
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<tr>
<td>Other</td>
<td>£8,702</td>
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<tr>
<td><strong>Total Income</strong></td>
<td><strong>£695,945</strong></td>
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<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Security</td>
<td>£68,538</td>
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<tr>
<td>Licensing</td>
<td>£4,200</td>
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<tr>
<td>Ticketing</td>
<td>£14,679</td>
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<tr>
<td>Artists</td>
<td>£277,000</td>
</tr>
<tr>
<td>Accommodation</td>
<td>£22,745</td>
</tr>
<tr>
<td>Catering &amp; Cleaning</td>
<td>£12,299</td>
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<tr>
<td>Marketing</td>
<td>£126,480</td>
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<td>Staging</td>
<td>£6,459</td>
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<td>Site Expenses</td>
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<td>Stage Production</td>
<td>£151,423</td>
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<td>£48,793</td>
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<td>MJC Group reimbursements</td>
<td>£123,867</td>
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<tr>
<td>Council Staff &amp; Plant</td>
<td>£5,807</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>£1,012,805</strong></td>
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| Net Operating Result    | (£316,860) |
Appendix B: Profile of 2017 Vanfest Expenditure

Supplier Expenditure of $150,000 and greater

<table>
<thead>
<tr>
<th>Nature</th>
<th>Party</th>
<th>Third Party Document</th>
<th>Quantum ($)</th>
<th>Insurance</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licence Fee</td>
<td>Vanfest Pty Ltd</td>
<td>Yes (FSC)</td>
<td>200,000 (3 year contract for $270,000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Management</td>
<td>Matt Clifton</td>
<td>Yes (FSC)</td>
<td>Bar Sales / Profit (torgone) + Profit Share (potentially over $150,000)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>200,000</td>
<td></td>
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</table>

Supplier Expenditure between $50,000 and $149,000

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<tr>
<th>Nature</th>
<th>Party</th>
<th>Third Party Document</th>
<th>Quantum ($)</th>
<th>Insurance</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security</td>
<td>Diverse Security Group</td>
<td>No</td>
<td>58,538</td>
<td>Yes</td>
<td></td>
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### Supplier Expenditure between $2,000 and $19,000

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## Supplier Expenditure between $2,000 and $49,000 (continued)

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<td><strong>564,323</strong></td>
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| Total Expenditure per breakdown | 1,180,364 |
| Total Expenditure per Income Statement | 1,012,805 |
| Total Expenditure per Income Statement + Licensing Fee | 1,212,805 |
| Balance (suppliers below $2,000) | 32,441 |
3.2 COUNCIL MEETINGS LIVE STREAM

Report Author: Manager Organisational Development
Responsible Officer: General Manager

Executive Summary

Council recently live streamed the Vanfest Community meeting with great success. It is proposed that Council Elected Members and General Manager resolve to live stream Council meetings moving forward. This is in line with recent trends in industry with Councils moving to an online environment to support transparency and engagement. Further, it is in line with the draft OLG Model Code of Meeting practice, mandating webcast.

Detailed Report

Council, in an effort to continue to increase transparency and engagement with the community, now have the equipment and capability to live stream Council meetings.

For other Councils it has been shown to overcome geographic barriers for outlying towns within and outside the Shire. The live streaming and recording, continues to promote transparency and awareness of local issues as well as exposure to the decision making process of Council in the Chambers.

It is proposed that monthly Council meetings, and relevant community engagement events are recorded and streamed live to the Forbes Council Facebook page and website (once upgraded). The recording of the Council meeting or event will also be available after the meeting for people to view. This helps with the community having access to information, transparency and verification of details after the fact.

This could also be used as an education tool for those new to Local Government, the community and in local educational settings. All data and streaming information will be recorded and stored by the Council’s Technology team and reported back as required.

The OLG has proposed mandated changes in the draft Model Code of Meeting Practice for Local Councils in NSW (Page 21. Section 5 – Coming Together).

5.18 All meetings of the council and committees of the council are to be webcast.
5.19 Clause 5.18 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.
5.20 At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.

The broader CENTROC IT Group are investigating additional tools such as time-stamping against the business paper which will be explored as part of the CENTROC RFT process.
RECOMMENDATION

That Council:

1. endorse the live streaming and webcast of all Council Meetings and relevant community forums. That live streaming of Council meetings commence at the April (2018) meeting ahead of the Office of Local Government’s mandate.

2. write a policy regarding the live streaming and webcast of Council meetings.

Alignment with Strategic Plan
16: Transparent Budgeting and Decision Making. 16.1: Provide leadership through ethical, accountable and legislative decision-making processes. 16.23: Community participation in the Community Strategic Plan is reflected in Council’s budget.

18: Communications Strategy. 18.1: Engage with outlying residents. 18.3: Provide opportunities for the community to contribute to Council’s decision making and be informed of Council’s activities. 18.4: Ensure a coordinated and multi-faceted approach to all of Council communications with the community.

Financial and Resource Implications
Nil.

Policy Implications
Nil.

Risk Considerations
Nil.

Statutory/Regulatory Implications
Nil.

Consultation conducted
Nil.

Attachments
Nil.
3.3 EMPLOYEE PIPELINE (TRAINEE STRATEGY)

Report Author: Manager Organisational Development
Responsible Officer: General Manager

Executive Summary

Council has recently employed a further 6 trainees as part of our employee pipeline strategy - taking our overall workforce representation to 12% which is slightly higher than the industry average. This represents a strong commitment to the community in the employment of entry level staff, greater employment opportunities and progress against our Community Strategic Plan commitments to become an Employer of Choice.

Detailed Report

Recent research has shown that nurturing talent at an entry level leads to higher levels of engagement from the employees, an opportunity to develop skills from a base level and is also predictive of longer tenure within a business.

With a successful recruitment campaign from December – February 2018 and with over 65 applications received, Council has appointed 6 new trainees across Civil Construction and Urban Services.

Council’s trainee cohort is now 14 employees across a range of disciplines:

- Outdoor labourers (7)
- Water and sewer (2)
- Apprentice mechanic (1)
- Building surveyors (2)
- Corporate: IT (1)
- Engineer cadet (1).

Each trainee is required to complete a Cert III or higher degree and have continuing professional development plans (technical, functional and behavioural). In addition, all trainees are required to complete compliance based training and tickets to be highly effective in their roles. Partial funding will be sought through State and Federal strategies to complete vocational education. Ongoing study support is provided by Council to ensure the successful completion of their qualifications.

Overall, Council’s employee pipeline development strategy is aimed at realigning our workforce to present opportunities for entry level employees and demonstrates a strong commitment from Council to creating employment opportunities within the community. With these 6 new roles, our total trainee, graduate and cadet workforce is 14, representing 12% of our overall workforce. When considering our successful school based work placement students (4 in 2017) this represents close to 15% over a 12 month period. Council has a strong history of supporting trainees and graduates in completing their studies and transitioning to substantiative permanent roles.

RECOMMENDATION

That Council receive and note the success of the employee pipeline developments for Forbes Shire Council.
Alignment with Strategic Plan
ED5.5: Foster skills development program. 17: Council is the Employer of Choice. 17.2: Build capabilities in our workforce plan. LG3.2: Develop our people.

Financial and Resource Implications
Allocation provided within Council’s budget.

Policy Implications
Nil.

Risk Considerations
Nil.

Statutory/Regulatory Implications
Nil.

Consultation conducted
Consultative Committee.

Attachments
Nil.
3.4 SISTER CITY PROPOSAL: REPORT TO COUNCIL

Report Author: Manager Organisational Development
Responsible Officer: General Manager

Executive Summary

This report provides a brief overview on Local Government sister city relationships and the benefits they hold for Council. Council is asked to revisit sister city relationships with the proposal to enter into a mutually beneficial relationship with another Council should an appropriate and suitable Council(s) become available.

Detailed Report

Sister Cities are a formalised mutually beneficial relationship between two Council’s with varying and diverse profiles. They are used to promote and foster skill based expertise, cultural, educational, business exchanges and mentoring. Council’s across Australia develop these sister city partnerships with Councils from their state, interstate or internationally as a catalyst for knowledge-sharing and growth in each Council’s highest demand areas at a point in time.

As reported by other Council(s), the key benefits to Sister City partnerships are the sharing and exchanging of resources based on development needs and/or expertise; networks and operational practice reviews; shared and consistent business practices, policies and procedures and joint partnerships on a range of programs (i.e. leadership development, compliance training and certifications, and professional expertise programs). In addition, the Elected Members have a further network of councillors to develop relationships, share ideas, brainstorm, and critically analyse local government issues with like-minded individuals.

Council, in 2004 and 2007, endeavoured to establish a sister city partnership with four other NSW metropolitan Councils which did not eventuate. Should a beneficial partnership(s) be identified, there is likely to be significant mutual benefit for Council both immediately as well as longer term strategies:

- Accreditation exposure to metro environments for our Building Surveyors seeking A1 accreditation.
- Elected members networking and shared strategy discussions and advice.
- Engineering expertise, mentoring and virtual support for all levels of the business (trainees, engineers and others).
- Secondment opportunities for identified interested employees (role swaps and special project opportunities).
- Tourism strategy guidance and advice.
- Economic Development mentoring and exchange of key learning from differing industries.

RECOMMENDATION

That Council endorse the further exploration of, and future proposal for a Sister City relationships into the future.
### Alignment with Strategic Plan
10.1: Work in collaboration with regional stakeholders to building the Forbes Shire profile and maximise cooperative opportunities.
18.6: Identification of opportunities and advocacy for the advancement of Forbes.

### Financial and Resource Implications
Nil.

### Policy Implications
Nil.

### Risk Considerations
Nil.

### Statutory/Regulatory Implications
Nil.

### Consultation conducted
Nil.

### Attachments
Nil.
3.5 JREC – FUNDING AGREEMENT:

Executive Summary

In 2017, Yoorana Gunya Family Healing Centre Aboriginal Corporation (Yoorana Gunya) was successful in securing $99,000 of grant funding through the Federal Governments Rural General Practice Grants Program to undertake works at the facility they currently occupy at the Jemalong Regional Education Centre (JREC). Council agreed to contribute $100,000 to assist in these works which has been allowed for in the 2017/18 budget.

A resolution is required to sign the funding agreement under Council’s seal between Council and the Commonwealth of Australian as represented by the Department of Health (Commonwealth).

Detailed Report

In 2017, Yoorana Gunya was successful in securing grant funding through the Federal Governments Rural General Practice Grants Program to undertake a refurbishment of the facility they currently occupy at the Jemalong Regional Education Centre (JREC).

The funding agreement has negotiated between Yoorana Gunya and the Commonwealth. Based on Yoorana Gunya occupying the facility for a minimum of three (3) years.

As Council is the owner of JREC it is required to endorse the Use Agreement with the Commonwealth under seal.

RECOMMENDATION

That Council endorse and affix its common seal to all associated documents relating to the Use Agreement with the Commonwealth of Australia, as represented by the Department of Health, for the refurbishment of Jemalong Regional Education Centre, 40-70 Church Street, Forbes, and delegate the Mayor and General Manager to execute all required documentation.

Alignment with Strategic Plan

3.1: Develop options for the support of visiting students and professionals by implementation of the Business Case and Management Strategy for the Jemalong Regional Education Centre Operational Plan.
3.2: Support the continuity of health services from the public and private sector by fostering relationships with all local medical providers.
3.3: Influence the maintenance of existing levels of health, emergency and well bring services in Forbes through health service providers at least annually.
3.4: Increase the focus on the delivery of mental health services through lobbying for increased mental health services in the Forbes Shire.
21.2: Efficiently manage and maintain Council’s buildings and special purpose facilities.

Financial and Resource Implications

Nil.

Policy Implications

Nil.

Risk Considerations

Nil.
**Statutory/Regulatory Implications**
Nil.

**Consultation conducted**
Nil.

**Attachments**
Nil.
3.6 REQUEST TO LEASE LAND AT WOOLSHED ROAD:

Report Author: Senior Administration Officer
Responsible Officer: General Manager

Executive Summary

Council has received enquiries for the lease of Lot 1363 Woolshed Road, Forbes for agistment purposes. This report recommends that Council enter into a temporary occupation licence agreement of this land.

Detailed Report

Council has received three requests from members of the public to lease Lot 1363 Woolshed Road, for stock agistment purposes. This land is currently vacant and listed on the market for land development.

As there is no immediate sale offer on the land and multiple interested parties, Council could seek expressions of interest for a 12 month occupation licence which stipulates termination of the agreement in the event of sale of the land. The proposed licence would be on a non-conditioned basis meaning that the licensee takes the land as is and could not make requests for improvement to the land.

RECOMMENDATION

That Council:

1. call for Expressions of Interest for the 12 month occupation licence of Lot 1363 Woolshed Road, Forbes for agistment purposes based on the best and highest offer and on a non-conditioned basis; and

2. delegate the General Manager to enter into a 12 month occupation licence agreement for Lot 1363 Woolshed Road, Forbes for the purpose of stock agistment.

Alignment with Strategic Plan

LG2.1: Provide leadership through ethical, accountable and legislative decision maker. Ensure elected members are adequately resourced to enable effective representation.

Financial and Resource Implications

Nil.

Policy Implications

Nil.

Risk Considerations

Nil.

Statutory/Regulatory Implications

Nil.

Consultation conducted

Proposed that a public Expression of Interest be undertaken.

Attachments

Nil.
3.7 LEASE OF UNFORMED ROAD OFF CLARET STREET

Report Author: Senior Administration Officer
Responsible Officer: General Manager

**Executive Summary**

Council has received a request from the owner of Lot 325 DP752962 (the Applicant) to lease or purchase a section of dedicated unformed road adjoining their freehold lot. The section of road runs off Claret Street, Forbes (see the area marked in red on the map below – Appendix 1).

**Detailed Report**

Section 153 of the Roads Act 1993 (the Act) provides that Council may lease land comprising a public road to the owner of the land adjoining the road if, in Council’s opinion, the road is not being used by the public. This lease may be terminated by Council at any time for any reason.

Section 154 of the Act provides that the lease proposal must be advertised in the local newspaper and notice served on the owner of each parcel of land adjoining the length of public road concerned. Any person is entitled to make submissions to Council in regard to the proposed lease.

Section 157(1)(a) of the Act provides that the term of the lease, together with any option to renew, must not exceed five (5) years.

Section 157(2) and 157(3) of the Act provides that a person must not erect any structure on the leased land without the consent of the roads authority (ie. Council) and that a structure may only comprise a fence or a temporary structure of a kind that can easily be demolished or removed.

Section 38 of the Act allows for the permanent closure of a public road where the land would vest to Council for disposal to the Applicant and other landowners adjoining the land.

This portion of unformed road had previously been leased by an adjacent landholder however this agreement was amended to remove this portion of unformed road to act in accordance with the provision of Section 153 of the Act.

**RECOMMENDATION**

That Council:

1. undertake the statutory consultation in accordance with the provisions of the s.154 Roads Act 1993 of the intention to grant a five (5) year lease of that part of unformed public road adjoining Lot 325 DP752962;

2. receive a report for consideration if any submissions objecting to the lease are received;

3. grant a lease, if no submissions are received, to the owner of Lot 325 DP752962 for the section of unformed public road adjoining Lot 325 DP752962; and

4. give its endorsement to investigate options the permanent closure and sale of the section of unformed public road adjoining Lots 315-316, 321-323, 325 and 380 DP752962.
### Alignment with Strategic Plan
16.1: Provider leadership through ethical, accountable and legislation decision making processes.

### Financial and Resource Implications
Nil.

### Policy Implications
Nil.

### Risk Considerations
Nil.

### Statutory/Regulatory Implications
In accordance with the Roads Act 1993.

### Consultation conducted
Consultation with Engineering and Environmental and Planning Services Departments.

### Attachments
- Area of Proposed Unformed Lease Agreement – refer Appendix 1
- Area to be investigated for the sale of unformed road – refer Appendix 2
APPENDIX 2 – AREAS TO BE INVESTIGATED FOR THE SALE OF UNFORMED ROAD

Area for investigation for potential road closure

[Map with marked area for investigation]
3.8 s. 355 COMMITTEE REPORTS:

Report Author: Senior Administration Officer
Responsible Officer: General Manager

Executive Summary

Council has invited nominations for the representative positions on its Access Committee and Aerodrome Committees in accordance with the relevant Committee terms of reference. Council is now required to consider these nominations and determine appointment to the Committees as appropriate.

Detailed Report

Council has received 6 nominations for the four (4) community representative positions on the Access Committee.

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<tr>
<th>Name</th>
<th>Experience/Position</th>
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</thead>
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<td>Sandra Hocking</td>
<td>Previous member of the Access Committee with practical experience of access issues.</td>
</tr>
<tr>
<td>Ron Hocking</td>
<td>Has personal experience and understanding of the needs of those affected by access issues.</td>
</tr>
<tr>
<td>Sheryl Garner</td>
<td>17 years working with people affected by access issues through Meals on Wheels. Current Vice-President of the NSW Meals on Wheel Peak Board and in her fourth term as an officer of the NSW Meals on Wheels Association. Additionally, Sheryl runs a cooking class program for People with Disabilities joining with House With No Steps.</td>
</tr>
<tr>
<td>Robert Alister Lockhart</td>
<td>Was a Councillor of Forbes Shire Council for 22 years and over that time held roles on various s. 355 Committees of Council. Alister has a personal interest in disability access.</td>
</tr>
<tr>
<td>Kim Wright (House with No Steps)</td>
<td>Previous member of Council’s Access Committee for approximately three (3) years. Kim has been a Manager for House with No Steps for over 13 years and previously held a support worker role.</td>
</tr>
<tr>
<td>Yvonne Glasson</td>
<td>Wants to support people with disabilities. Has an understanding of how difficult it can be living with a disability and would like the opportunity to contribute to make things easier for others.</td>
</tr>
</tbody>
</table>

Council has received 9 nominations for the four (4) airport user positions on the Aerodrome Committee.

<table>
<thead>
<tr>
<th>Name</th>
<th>Experience/Position</th>
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<tbody>
<tr>
<td>Stuart Robb</td>
<td>Ten years involvement as a member of the Aerodrome Committee with 40 years of aviation experience in both a private and commercial licence capacity.</td>
</tr>
<tr>
<td>Trevor Reece</td>
<td>45 years of aviation experience based out of the Forbes Aerodrome who has provided maintenance of runway lighting at the Aerodrome for a significant period of time.</td>
</tr>
<tr>
<td>Mary Ewing (Forbes Flying Club)</td>
<td>The current secretary of the Forbes Flying Club and part-owner of an aircraft which is based at the Forbes Aerodrome.</td>
</tr>
<tr>
<td>Gary Hodges (Forbes Flying Club)</td>
<td>Current President of the Forbes Flying Club who has participated in the former Aerodrome Committee for approximately two (2) years. Gary is a long term pilot and former technician of the Royal Australian Air Force.</td>
</tr>
</tbody>
</table>
Robert Alister Lockhart

Previously a Councillor of Forbes Shire Council for 22 years and over that time held roles on various s. 355 Committees of Council including the Aerodrome Committee. Alister holders of an unrestricted pilots licence (non-current) which was obtained in 1988.

Dale Redfern

Current aircraft and hanger owner. Business owner and owner/operator of a flying school in Parkes

Lauren Munro

Business owner/operator of Central West Airspray. Pilot for approximately 32 years. Associated with the aerodrome for around 48 years. A member of the former Aerodrome Committee

Jacob Redfern

Active user and business owner of JR Training Flight School. Keen interest to see the aerodrome move forward.

Graham Haley

Lifetime resident and aerodrome user with 32 years business experience. Has a pilot’s licence and was a member of the former Industry committee.

RECOMMENDATION

That Council:

1. consider the 6 nominations received for the four (4) Access Committee community Representative positions; and

2. consider the 9 nominations received for the four (4) Aerodrome Committee airport user positions.

Alignment with Strategic Plan

L7.1: Provide opportunities for the community to contribute to Council’s decision making.

Financial and Resource Implications

Nil.

Policy Implications

Nil.

Risk Considerations

Nil.

Statutory/Regulatory Implications

Nil.

Consultation conducted

Public notice calling for nominations was issued for 28 days, with nominations closing on 7 March 2018. Council wrote to members of the previous working groups and committees providing them the opportunity to nominate.

Attachments

Nil.
3.9 ASSET DISPOSAL POLICY:

Report Author: Senior Administration Officer
Responsible Officer: General Manager

Executive Summary

This report provides a brief on proposed amendments to Council’s Asset Disposal Policy and Procedure.

Detailed Report

Background

Council resolved at the February 2018 meeting to: suspend its Asset Disposal Policy and Procedure; discuss the policy at the next Councillor briefing session; and review the policy.

Both the Office of Local Government and the Independent Commission Against Corruption advise that public sector agencies that regularly dispose of depreciated, redundant or excess assets need to ensure they have standardised methods to manage the disposal of assets in a transparent and accountable manner.

Commentary

The Asset Disposal Policy and Procedure was discussed at the Councillor’s briefing session held Monday 5 March. An amended policy is submitted for adoption, see Appendix 1. A summary of the changes include:

i. Clause 6(viii) - new addition allowing for disposal of land as part of an adopted program/policy/master plan, for example the Aerodrome and the Landrace Industrial Estate;

ii. Clause 8.1 and Clause 8.2 - increase the minimum from $2,000 to $5,000, which reflects the minimum value in the decision making process flowchart in Clause 7;

iii. Clause 10 - real estate available for disposal will be listed with all real estate agents and on Council’s website; and

iv. Clause 11 - reference to s.377 of Local Government Act 1993 noting that sale of land is not a delegated function of Council; and the General Manager be delegated to negotiate sale when there is a resolution from Council to dispose of real estate and the General Manager be authorised to negotiate a sale price no less than 10% below the identified independent market valuation.

RECOMMENDATION

That Council adopt the amended Asset Disposal Policy and Procedure and incorporate into operational control.
Alignment with Strategic Plan
LG2.1: Provide leadership through ethical, accountable and legislative decision maker. Ensure elected members are adequately resourced to enable effective representation.

Financial and Resource Implications
Nil.

Policy Implications
Nil.

Risk Considerations
The policy reflects best practice for disposal of assets with reference to IC AC’s Direct Negotiations — Guidelines for managing risks in direct negotiations and advice from LGNSW.

Statutory/Regulatory Implications
Nil.

Consultation conducted
Councillor workshop, 5 March 2018/

Attachments
Asset Disposal Policy and Procedure (Version 3) — refer Appendix 1
Forbes Shire Council
Asset Disposal Policy & Procedure

Policy Number: CS/029
Minute Number: 448/2011xxx
Date approved: 16 May 2013xxx
Effective: 16 May 2013xxx
Authority: Corporate Services General Manager
Contact Officer: General Manager
# FORBES SHIRE COUNCIL
## ASSET DISPOSAL POLICY & PROCEDURE

### Revision History

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<td>Included flowchart for delegation of disposals and write downs and amended the direct sale clause. (Adopted 16 may 2013 – Minute No: 440/2013)</td>
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<td>V3</td>
<td>Clause 6(vii) - new addition; Clause 8.1 and Clause 8.2 - increase of minimum from $2,000; Clause 10 – list with real estate agent and on Council’s website; Clause 11 – refer s.377 of Local Government Act 1993 and General Manager delegated to negotiate sale.</td>
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### Related Documents

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<tr>
<td>Related Policy:</td>
<td>Donations, Sponsorships, Waiver of Fees &amp; Charges Policy</td>
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<td></td>
<td>Statement of Business Ethics</td>
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<td>Conditions of Tendering Policy</td>
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1 PURPOSE:

Council is committed to ensuring an open, fair, transparent and accountable process in the disposal of Council’s surplus assets, whilst obtaining best value for money and avoiding any conflicts of interest, whether real or perceived.

2 SCOPE & OBJECTIVE:

This Policy is to provide clear guiding principles for the disposal of Council-owned assets including, but not limited to: plant, equipment, materials and stock items; office equipment and furniture; information technology, software and hardware; real estate (land and buildings). A probity plan is inherent in this policy for ensuring overall fairness and integrity in the disposal of Council’s assets.

This Policy applies to all Councillors and employees of Forbes Shire Council.

3 POLICY STATEMENT:

Council’s disposal of asset-related activities shall be conducted in a manner that complies with these general Policy statements:

3.1 Disposal of land and other assets will be consistent with Council’s economic, social and/or environmental objectives.

3.2 At all times, the disposal of land and other assets will be conducted in a manner that maximises returns whilst ensuring open and effective competition.

3.3 Generally, Council will dispose of land and other assets through adoption of the following practices: public tender; public auction; expressions of interest; trade-in; direct sale or transfer; or recycled or destroyed (see clause 8 Method of Disposal). Disposal methods may be undertaken using online sale mediums with Council approval.

3.4 As a general principle, disposal of assets to Councillors and employees of Forbes Shire Council should not occur outside of a public process.

3.5 Council shall strictly implement its Model Code of Conduct, Statement of Business Ethics and other relevant policies on matters relating to its disposal of asset activities.

3.6 Commercial confidentiality will apply to negotiations for disposal of land and other asset transactions where appropriate unless Council determines otherwise.

3.7 All Councillors and employees of Forbes Shire Council are required to consistently apply and implement Council’s disposal policies and procedures. Appropriate remedial action may be taken for non-compliance.

3.8 Buyers of Council’s disposed assets are to rely on their own enquiries regarding the condition and workability of an asset. No warranty or after sale service is to be offered on any asset disposed of.

4. DELEGATION:

The General Manager has delegated authority to dispose of Council-owned assets, excluding land and real estate, which are surplus to Council’s requirements.

5 DEFINITIONS:

For the purposes of this Policy the following terms are defined as outlined below:
5.1 “Real estate” includes land as a physical entity including buildings, structures or improvements to land or land covered by water or a strata lot or unit. Land also includes a legal estate or interest such as a leasehold estate.

5.2 “Other assets” includes any goods and materials owned by Council.

6 REASONS FOR DISPOSAL:

A decision to dispose of a Council owned asset may be based on one or more of the following:

i). No longer required;
ii). Unserviceable or beyond economic repair;
iii). Technologically obsolete and operationally inefficient;
iv). Non-compliant with occupational health and safety standards;
v). Surplus to current or immediately foreseeable needs;
vi). Optimum time for maximum return; or
vii). Part of an asset replacement program; or
viii). Part of a real estate asset disposal program or policy.

7 DECISION MAKING PROCESS:

Approval to commence the disposal process must be obtained from the General Manager or Council where appropriate. Prior to disposal, all reasonable efforts are to be made to ensure no other department within Council has a need for the asset.

8 METHODS OF DISPOSAL:

The principal methods for disposal of assets are:

8.1 Public Tender – all assets with an estimated value between $2,000 and $150,000 may be disposed of by tender; all assets with an estimated value greater than $150,000 must be disposed of by tender.

Tendering for the disposal of goods is to be conducted in accordance with the Local Government Act 1993 (NSW) and with the same principles as Council’s Conditions of Tendering Policy ensuring an open, transparent and appropriate process.
8.2 Public Auction - assets with an estimated value between $2,000 and $150,000

Public auction maximises the opportunity for public participation in the disposal process and is the appropriate method when:

i). there is public demand for the items;
ii). alternative disposal methods are unlikely to realise higher revenue; or
iii). the costs associated with the auction can be justified in relation to the expected revenue from the sale.

8.3 Expressions of Interest

Council may dispose of items by advertising for expressions of interest where:

i). the asset is of low value;
ii). the costs of disposal are disproportionate to the expected returns; or
iii). there is very limited interest.

8.4 Trade-in

Trading-in goods can be an efficient means of disposal, and a convenient way to upgrade equipment such as plant. However, trade-in prices do not always provide the best return. Any decision to trade-in goods must be based on a clear analysis of the benefits of the trade-in as opposed to separate sale/auction/tender of the goods.

8.5 Direct sale or transfer of land

Subject to resolution of Council land may be disposed of via direct sale when no other method is considered appropriate for e.g. when only one potentially suitable purchaser is identified.

8.6 Writing off the value of the goods (Recycling or Destruction)

The value of an asset may be written off and the item recycled or destroyed if it is deemed:

i). to have no value;
ii). to be unserviceable or beyond economical repair; or
iii). that the disposal cost is higher than the likely return.

Where a recommendation to write off an asset is made, the relevant Manager will provide the General Manager with the assessment criteria used to determine that the asset has no potential to realise a return for Council and will detail the method of destruction and name of the officer who will be charged with the responsibility of ensuring the asset is destroyed.

Dumping/recycling or destroying of assets shall be undertaken after consideration of the environmental issues so that any hazardous substances shall be assessed to ensure safe disposal.

9 OBJECTIVE CRITERIA & EXCESS APPLICATIONS:

In resolving to dispose of Council assets through public tender or expressions of interest then, prior to undertaking that process, Council should resolve to adopt objective criteria by which each tender or expression of interest will be assessed. This will enable Council to assess the suitability of each applicant against that objective criterion to determine whether the relevant tender or expression of interest should be accepted.

This will also assist in ensuring the process that is undertaken by Council is seen to be open and transparent and that Council is not making any subjective determination as to the tenders or expressions of interest that are lodged.
Depending on the circumstances of the asset disposal, Council may need to consider the process it undertakes if it receives more valid tenders or expressions of interest than there are assets available to sell. Options available to Council may include:

i). Conduct a ballot involving all applicants who lodged valid tenders or expressions of interest and sell the assets to the first applicant(s) chosen in that ballot.

ii). Undertake a selective auction (with or without a reserve) at which only applicants that lodged valid tenders or expressions of interest would be permitted to bid.

iii). Undertake a selective tender process in which only applicants that lodged valid expressions of interest would be permitted to participate.

iv). Select those applicants that will be offered an asset based on a subjective assessment of the merits of their applications.

In this regard, Council should ensure that it not only undertook an open and transparent process in disposing of the asset, but also that it undertook a process that sought to ensure the best return was obtained by Council for the disposal of the asset.

10 UTILISING THE SERVICES OF AN AGENT FOR DISPOSAL OF COUNCIL ASSETS:

Where Council considers engaging an agent to act on Council’s behalf to dispose an asset, Council should consider whether any such arrangement will be one that is subject to s55 of the Local Government Act 1993. It is noted the Local Government Act 1993 requires Council to seek tenders before it enters into contracts for the provision of services that have an estimated expenditure of $150,000 or more.

Council will list all its real estate assets for sale with all licenced real estate agents in the Forbes Local Government Area. Additionally, Council will list all its real estate assets for sale on its own website. There is a standing invitation to all real estate agents to enter into conjunctive agreement for sales of Council’s real estate assets. If the real estate agent introduces and has carriage of the closure then Council, as the landowner and first party of the conjunctive agreement, gives the real estate agent, as the second party, the right to sell the real estate and agrees to share the commission.

Once Council has selected an appropriate agent, the arrangements that should be in place with any agent engaged to assist Council with the disposal of an asset will depend on the manner in which Council resolves to proceed with that disposal. If Council resolves to proceed with the disposal of the asset by way of public auction (with or without a reserve), then Council should seek to engage an appropriately licensed agent on commercial terms for the conduct of that auction and any associated marketing of the asset.

Once Council has selected an appropriate agent, the arrangements that should be in place with any agent engaged to assist Council with the disposal of an asset will depend on the manner in which Council resolves to proceed with that disposal. If Council resolves to proceed with the disposal of the asset by way of public auction (with or without a reserve), then Council should seek to engage an appropriately licensed agent on commercial terms for the conduct of that auction and any associated marketing of the asset.
If Council resolves to proceed with the disposal of the asset by way of a ballot or expressions of interest then Council could seek to engage an appropriately licensed agent on commercial terms for the conduct of any associated marketing of the asset. Council however should not engage any such agent to conduct any part of the expressions of interest or ballot process on behalf of Council. Instead, Council should undertake those processes itself in an open and transparent manner.

That is, it is Council who should decide whether or not an expression of interest is valid and/or successful according to the criteria adopted by Council.

11 DISPOSAL OF REAL ESTATE:

As per section 377(h) of the Local Government Act 1993, Council must not delegate the function of “sale, exchange or surrender of any land or other property”. Before any real estate is disposed of, it is necessary to obtain Council approval to proceed with the disposal. The proposed disposal must be either part of a general Council policy or resolution to dispose of real estate, or the subject of a special report that covers the reasons for recommending disposal.

Council may resolve to dispose of real estate with a blanket or over-riding resolution for multiple lots such as for a land development estate where the General Manager is delegated to negotiate a sale price with an allowance that the sale price be no less than 10% below the identified independent market valuation.

Issues Council may consider when disposing of real estate include:

i). The number of known potential purchasers;
ii). The original intention for the use of the land or asset when purchased, where relevant;
iii). The current and possible preferred future use of the land or assets;
iv). The existence of local purchasers;
v). The opportunity to promote local economic growth and development;
vi). The total estimated value of the sale;
vii). Urgency of the sale; and
viii). Compliance with statutory and other obligations.

This Policy applies to the disposal of all Council owned real estate only. It does not cover the sale of land for recovery of unpaid rates as this is not Council owned land.

11.1 Method of Disposal of Real Estate

The disposal method chosen must be appropriate to the situation and promote fair and effective competition to the greatest extent possible. Where practical, a competitive disposal method should be selected. Disposal methods authorised by Council are:

11.1.1 Public Tender

Tendering for the disposal of real estate is to be conducted in accordance with the same key principles as Council’s Conditions of Tendering Policy. In general, the process will be as follows:

i). Preparation of tender;
ii). Public advertisement of the sale;
iii). Close and evaluate tenders with the utmost probity; and
iv). Accept the highest tender, provided that it meets or exceeds the reserve price.

Should the reserve price not be attained by tendering, a sale can be effected by either:

i). Revising the reserve price, or
ii). Negotiating with the preferred tenderer

11.1.2 Public Auction

Public auction maximises the opportunity for public participation in the disposal process and is the appropriate method when:
i). There is high public interest in the properties being offered;  
ii). Alternative disposal methods are unlikely to realise higher revenue; and  
iii). The costs associated with the auction can be justified in relation to the expected revenue from the sale.

The process for conducting the auction should normally be:

i). obtain competitive quotes on a commission basis from potential auctioneers;  
ii). select an auctioneer based upon:  
   a). the commission rates;  
   b). whether the auctioneer is licensed;  
   c). the past performance and/or industry reputation of the auctioneer.  
iii). prior to the auction ensure the auctioneer is aware of the reserve price.

11.1.3 Sale at a pre-determined or negotiated price

This covers situations where Council is selling land that has been developed for the purpose of resale.

i). The land and prices will be publicly advertised;  
ii). Offers to purchase will be received at any time in writing and may be required to be accompanied by a non-refundable deposit;  
iii). Offers lower than the advertised price will be considered by Council;  
iv). Any decision to sell must be approved by resolution of Council.

11.1.4 Sale or Transfer to Other Agencies

There may be occasions when Council may consider selling or transferring real estate to a community or charity organisation that is currently the tenant of that property. The following factors must be considered in such cases:

i). the revenue that could otherwise be realised through a sale or auction;  
ii). savings in maintenance, insurances, etc. that may be made;  
iii). the costs of donation or disposal compared to the benefits;  
iv). the credibility and reputation of the charity or organisation;  
v). realisation of rate revenue.

The following processes must be followed:

i). the cost of the property transfer must be borne by the recipient;  
ii). all records of the process must be retained for audit purposes;  
iii). Council’s contribution must be acknowledged by the recipient in line with Council’s Donations, Sponsorships, Waiver of Fees & Charges Policy.

11.2 Effecting the Disposal of Real Estate

In effecting the disposal of Council real estate, the following procedure will be followed:

11.2.1 Obtaining Approval

The decision to accept an offer to purchase a Council property must be approved by resolution of Council.
11.2.2 Valuation

Any Council real estate offered for disposal by whatever method shall first be assessed by a Registered Real Estate Valuer. The valuation provided shall become the reserve price for the property. The only exception to this requirement is situations where the price for lots has been fixed based on development costs and profit margins.

11.2.3 Property Transfer Costs

In general, property transfer and legal costs will be borne by the purchaser unless otherwise determined by Council resolution.

11.2.4 Informing Internal Interested Parties

It is the responsibility of the relevant Director or Manager to inform Council’s Finance and Insurances Officers that a property has been disposed of, to ensure Council’s asset register is updated and Council’s insurers are advised.

11.2.5 Evaluation of Disposal Process

Each disposal of real estate transaction must be reviewed to see if it has achieved its desired outcome. In particular, the responsible Director or Manager should determine whether the disposal:

i). Achieved value for money;
ii). Was carried out in an open, fair and appropriate manner; and
iii). Whether the valuation/s and the cost of administering the disposal were accurate.

12 DISPOSAL OF MOTOR VEHICLES & PLANT:

All motor vehicles and plant shall be disposed of via public auction, trade-in or tender processes. Motor vehicles will not be made available to Council employees or Councillors in private sale arrangements.

13 DOCUMENTATION OF ASSET DISPOSAL PROCESSES:

Documentation detailing decisions made on asset disposal is to be archived in Council’s records management system by the relevant Director or Manager.

The finance personnel within the Corporate Services Department are to be informed by the relevant Director or Manager of the disposal of an asset and relevant details in order that the assets register can be updated and accounting treatments for disposed assets effected.

Where a Councillor or Council employee, or members of their immediate family, purchase an asset from Council, the General Manager is to countersign the documentation that specifies the price paid for the asset and the method used in determining the price paid.

14 PREPARING ASSETS FOR DISPOSAL:

Thorough inspection of assets must be carried out by the Officer in charge of the matter prior to disposal, to ensure assets do not contain:

i). Confidential information;
ii). Any other Council information/documents;
iii). Additional items not intended for disposal;
iv). Software (which may lead to a breach of licence or contain confidential data); or
v). Hazardous material

As far as practical, any Council branding or identifying marks should be removed.

Spare parts held for a particular asset should be disposed of in conjunction with the asset.
Items of historical or cultural significance should be given special regard. Any dangerous or hazardous goods are to be disposed of only in the authorised manner.

15 **SALES TO COUNCILLORS AND EMPLOYEES OF COUNCIL:**

Members of the public must be provided with the opportunity to compete for the purchase. However, it is recognised that on occasion there will be individual circumstances where sale to a Councillor or employee of Council may be the most practical or fair and reasonable manner of disposal. In these instances, the General Manager is to document all decisions, and reasons for such decisions, in relation to the asset disposal.

16 **CONFLICT OF INTEREST:**

Councillors and Council officers involved in the disposal of assets are responsible for disclosing any actual or perceived conflicts of interest that may arise in the performance of their duties. All perceived and actual conflicts of interest are to be referred to the General Manager.

The following steps are to be undertaken as part of any asset disposal process to minimise any potential conflicts of interest:

i). Ensure that applicants are required to disclose any conflicts of interest known to them at the time of submission of their tender/expression of interest/direct offer etc.

ii). Ensure that any conflicts of interest of Councillors are disclosed during the process of evaluating any tenders/expressions of interest/direct offers etc. lodged by applicants.

iii). Ensure that the requirements of the Local Government Act 1993 are met in relation to any decisions of Council concerning the process.

Further to this, Council should ensure that the assessment of tenders/expressions of interest/director offers etc. are undertaken by a panel of Council officers who otherwise have no involvement in the tender/expression of interest/direct offers etc. process and do not have a conflict of interest.

17 **VARIATION:**

Council reserves the right to vary the terms and conditions of this policy, subject to a report to Council.
3.10 PROPERTY LEASE AND LICENCE POLICY

Report Author: Senior Administration Officer
Responsible Officer: General Manager

Executive Summary

This report provides a brief on proposed policy for lease and licence of Council’s property and recommends adoption of the policy by Council.

Detailed Report

Background

There has been an identified need for a policy to guide the leasing and licencing of Council owned and managed land and property. The draft policy has been developed to ensure that Council's dealings are transparent, consistent, in the public interest and responsive to timely resolution. In addition, the policy provides a mechanisms to contribute to the long term sustainability of assets whilst at the same time recognising the community benefit that many occupants of Council facilities provide. The aim is to ensure that similar properties used for similar purposes and by similar organisations generate similar financial returns to Council and that the lease/licence terms and responsibilities are consistent.

Commentary

This policy sets out the principals Council will adhere to when undertaking leasing and licencing of Council owned and managed land and property. An associated procedure will be developed to support the policy which documents and formalises Council’s current practices.

To expedite basic leases and licences, it is recommended that the General Manager be delegated authority to execute the documents for routine lease/licence agreements under certain conditions. Any lease or licence that is not able to be dealt with by the stated conditions in the policy or is defined as a ‘Major Agreement’ must be reported to Council.

The draft policy proposed is the result of a review of the various property leasing policies of other NSW councils. In addition consultation has been undertaken with staff who have involvement with leasing/licencing Council owned and managed land and property.

RECOMMENDATION

That Council adopt the Property Lease and Licence Policy and incorporate into operational control.
### Alignment with Strategic Plan
LG2.1: Provide leadership through ethical, accountable and legislative decision-making processes (Ensure elected members are adequately resourced to enable effective representation).

### Financial and Resource Implications
This policy contains a framework to contribute to the long term financial sustainability of Council’s built assets and vacant land.

### Policy Implications
Nil.

### Risk Considerations
Nil.

### Statutory/Regulatory Implications
This policy provides guidelines for the provision of leases and licences in respect of Council owned and managed land and buildings with regard to governing legislation.

### Consultation conducted
Review of similar policies from other NSW councils and internal consultation.

### Attachments
Draft Property Lease and Licence Policy – refer Appendix 1
Forbes Shire Council
Property Lease and Licence Policy

Policy Number: Draft
Minute Number: 
Date approved: 
Effective: 
Authority: Corporate Services
Contact Officer: General Manager
## Revision History

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## Related Documents

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1. PURPOSE:

Council has property (real estate) and land in the Forbes Local Government Area (LGA) available for short and long term use under an agreement. This includes land vested to Council as Manager of Trust Managed Crown Land and unformed public roads. The purpose of this Policy is to ensure that when Council considers an agreement for property or land, that it applies an appropriate and thorough review process to ensure that the most suitable use, tenant and value for money outcome is achieved.

2. SCOPE:

This Policy applies to Council owned or managed property (real estate) and land. This Policy excludes the short term hire and usage arrangements of community and sporting facilities where charges are set within Council’s annual Schedule of Fees and Charges.

3. DEFINITIONS:

Agreement: A Lease or Licence over a property or parcel of land.

Community Group: A group that is an incorporated not-for-profit organisation, or can provide evidence or an auspice arrangement with an incorporated not-for-profit organisation and is located within the boundaries of the LGA and/or principally services the LGA.

Lease: An agreement between Council and another party offering an exclusive use.

Licence: An agreement between Council and another party offering non-exclusive use.

Market Rent: Rent based upon valuation advice by a suitability qualified valuer and/or market estimates from real estate agents.

Tenant: A person or entity that occupies property or land under an Agreement.


4. POLICY STATEMENT:

4.1 This policy is classified as an operational policy of Council. The General Manager is delegated to enter into all lease or license agreements unless they are considered to be Major Agreement, defined as:

i. an agreement with a financial value greater than $150,000 including any associated option periods or continued occupancy period; or

ii. an agreement with a duration in excess of five (5) years including option periods or continuous periods of occupation; or

iii. an agreement which proposes a change in use to the default use of the property.

4.2 Council will administer the lease or licence of its property and land portfolio in accordance with the Local Government Act 1993, Roads Act 1993 and the Crown Land Management Act 2016 when dealing with community land, operational land, roads and crown land under its care, control and management.

4.3 Council will apply the following assessment criteria to assess a property or land agreement outcome:
a) **Asset management objectives:** alignment with any management plan, legislative and planning controls, lifecycle strategy, condition and ongoing maintenance requirements.

b) **Commercial and financial:** the most appropriate value for money being either market rent for a commercial business, subsidised market rent for service providers and community groups or Minimum Statutory Rent for Crown Land.

c) **User and Tenant demand:**
   i. Address identified community demand and Council’s operational needs;
   ii. ensure the property or land is being effectively utilised; and
   iii. ensure the duration of the agreement allows Council to respond to any changing operational and community demand and needs.

d) **Compliance:** performance and compliance history of the Tenant.

4.4 **As a general principle:**

a) The Tenant will be responsible for the fit out and general day to day routine maintenance; for using the property or land for its intended purpose; and hold appropriate insurance cover for the purpose.

b) Council will be responsible for the capital works and asset maintenance of the base building components and hold appropriate insurance cover for the subject property or land.

c) The agreement is between the Tenant and Council and cannot be assigned for sub-let to a third party.

d) A formal agreement will be entered into for all occupation of

5. **VARIATION:**

Council reserves the right to vary the terms and conditions of this policy, subject to a report to Council.
3.11 ACQUISITION OF FORMER NSW FORESTRY SITE, REYMOND ST:

Report Author: Senior Administration Officer

Responsible Officer: General Manager

Executive Summary

This report provides a brief on the proposed acquisition of the Forestry Corporation NSW’s site at Reymond Street, Forbes.

Detailed Report

Background

Council has leased the former forestry nursery from Forestry Corporation NSW (the Corporation) since 2012 for the purpose of a community garden. In 2015, Council was advised by the Corporation that it would be disposing its site at 59-71 Reymond Street as it was classed as surplus property. Council expressed its interest to acquire the property with the Corporation’s Local Area Manager.

In late 2017, Council was asked to formally lodge its expression of interest to acquire the site. Council made its submission and was advised that the Corporation would undertake a valuation of the property and contact Council in February 2018.

Commentary

The Corporation has completed its valuation of the site and has advised Council that the acquisition cost would be $150,000 + GST. The Corporation has also expressed interest in leasing back a portion of the land to maintain a base in Forbes.

The site, Lot 1618 DP750158, is 1.94ha and is zoned RU3 for forestry use. The site is located in a low-hazard flood storage category. Until a feasibility study is explored this site cannot be considered for potential rezoning (ie. for residential purposes).

RECOMMENDATION

That Council:

1. endorse the acquisition of Lot 1618 DP750158, 59-71 Reymond Street, Forbes;

2. delegate the General Manager to negotiate the acquisition of Lot 1618 DP750158, 59-71 Reymond Street, Forbes and the lease-back agreement with Forestry Corporation NSW;

3. the endorse and affix its common seal to all associated documents relating to the acquisition of Lot 1618 DP750158, 59-71 Reymond Street, Forbes and delegate the Mayor and General Manager to execute all required documentation pertaining to the acquisition of the aforementioned lot;
4. The endorse and affix its common seal to all associated documents relating to the lease of a portion of Lot 1618 DP750158, 59-71 Reymond Street, Forbes To Forestry Corporation NSW and delegate the Mayor and General Manager to execute all required documentation pertaining to the lease of a portion of the aforementioned lot;

5. In accordance with s.34(2) of the Local Government Act 1993 give public notice of the intention to classify the land within Lot 1618 DP750158 as Operational;

6. Following 28 days public notice where no submissions have been made to Council, classify the land within Lot 1618 DP750158 as Operational in accordance with s.31(2) of the Local Government Act 1993; and

7. Receive a report to Council if a submission is made during the public notice period objecting to the classification of land as Operational.

Alignment with Strategic Plan
LG2.1: Provide leadership through ethical, accountable and legislative decision maker. Ensure elected members are adequately resourced to enable effective representation.

Financial and Resource Implications
Nil.

Policy Implications
Nil.

Risk Considerations
Nil.

Statutory/Regulatory Implications
Nil.

Consultation conducted
Nil.

Attachments
Nil.
3.12 SALE OF 75 HILL STREET - JREC KARoola

Report Author: Senior Administration Officer

Responsible Officer: General Manager

Executive Summary

This report provides a brief on the public expression of interest conducted for the potential sale of Council’s property at 75 Hill Street, known as JREC Karoola.

Detailed Report

Background

Council resolved in June 2017 to “continue negotiations” with a potential child care provider for the “sale or commercial lease” of JREC Karoola at 75 Hill Street, Forbes. In October 2017, Council resolved to “authorise the Mayor and Acting General Manager to negotiate further with the proponents and that the outcome of such negotiations be reported to the November, 2017 Council meeting”. In January 2018, the new General Manager became aware that a public expression of interest was not undertaken for the sale of 75 Hill Street, therefore as required by Council’s Asset Disposal Policy and Procedure, the General Manager instructed that an expression of interest be undertaken.

Commentary

The expression of interest (EOI) for the lease and/or purchase of 75 Hill Street, Forbes was open from 2 February to 2 March 2018. Council has received three (3) submissions. The EOI was phrased to gauge interest from potential parties and did not set criteria around the submission.

To progress this matter in the fairest possible way, it is recommended that Council write to the three interested parties and advise them to submit their highest and best offer for purchase of the property. The offer must not be conditioned to any request or requirement for Council to subsidise or make improvement or a financial contribution to redevelopment of the property. In effect, this will be similar to a silent auction.

It is recommended that this new submission period be open for 10 business days, therefore allowing a report to be presented to Council’s April meeting for consideration.

RECOMMENDATION

That Council:

i. write to the three parties expressing interest to purchase 75 Hill Street, Forbes and advise they are to lodge their non-conditioned highest and best offer for purchase of the property; and

ii. present a report to Council’s April meeting for consideration.
### Alignment with Strategic Plan
LG2.1: Provide leadership through ethical, accountable and legislative decision maker. Ensure elected members are adequately resourced to enable effective representation.

### Financial and Resource Implications
Nil.

### Policy Implications
LGNSW’s legal advisor noted to withdraw the public notice before it expired should be by a resolution of Council because the public notice was made under the Asset Disposal Policy and Procedure, before the policy was suspended.

### Risk Considerations
Nil.

### Statutory/Regulatory Implications
Nil.

### Consultation conducted
A public expression of interest was conducted over February/March 2018.

### Attachments
Nil.
4 DIRECTOR CORPORATE SERVICES REPORT TO COUNCIL

4.1 INVESTMENT OF COUNCIL’S FUNDS – 28 FEBRUARY 2018

Report Author: Manager Finance
Responsible Officer: Manager Finance

Executive Summary

The Local Government (General) Regulations require that the responsible accounting officer provide a written report to the Ordinary Meeting of the Council giving details of all monies invested. Council’s investment strategy takes into consideration the desirability of diversifying investments and the nature and risk associated with the investments.

Detailed Report

The size of the investment portfolio varies from month to month due to cash flow movements during the period. Cash outflows (expenditure) vary from stable to moderate from one month to another. Cash inflows (income) are cyclical and largely dependent on the timing of rates instalment due date and payments, grant payments including receipt of Roads and Maritime Services (RMS) payments and the Financial Assistance Grant. Council’s four peak income months are August, November, February and May.

Commentary – February 2018:

The increase in Council’s investment balance directly reflects the timing of cash flows for the period.

At its meeting on 6 February 2018, the Board of the Reserve Bank of Australia (RBA) decided to leave the cash rate unchanged at 1.50 per cent. In an announcement made from the meeting of the board on the 6 March 2018, the cash rate continued to remain unchanged at 1.50 per cent.

The low level of interest rates is continuing to support the Australian economy. Further progress in reducing unemployment and having inflation return to target is expected, although this progress is likely to be gradual. Taking account of the available information, the Board judged that holding the stance of monetary policy unchanged at this meeting would be consistent with sustainable growth in the economy and achieving the inflation target over time.

Total Investment at 28 February 2018:

Council’s investment portfolio at the 28 February 2018 totalled $41,033,183.72.

The portfolio is diversified across a number of investment types and spread across a number of financial institutions. The various investment types may include managed funds, term deposits, bank bills and on-call accounts.
Investment performance in terms of actual investment income (including accrued interest for the previous year) earned versus budget year to date at 28 February 2018 is represented below.

The following graph represents actual investment return against 90 day BBSW rate and the official cash rate for the year to date at 28 February 2018. The weighted average return on investments to 28 February 2018 for the 2017/18 financial year is 2.89%. The weighted average return on the investment portfolio as at 28 February 2018 was 2.51%.
The following graph represents invested Council funds by Fund (excluding Westpac Consolidated Fund) at the 28 February 2018.

![FUND APPORTIONMENT Graph]

The following graph represents invested Council funds by financial institution (excluding Westpac Consolidated Fund) at the 28 February 2018.

![INVESTMENT BY FINANCIAL INSTITUTION Graph]
The following graphs illustrate Council’s apportionment of Investment types at the 28 February 2018.

The investment portfolio is regularly reviewed in order to maximise investment performance while also minimising risk. The graph below illustrates Council’s investment distribution according to the institute’s credit rating, ensuring compliance within legislative and policy limits.

**Certification – Responsible Accounting Officer:**

I hereby certify that the investments within Council’s portfolio have been made in accordance with section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2005* and Council's Investment Policy number CS016.

**RECOMMENDATION**

That Council receive and note the information within the report and the Certificate of the Responsible Officer for the reporting period to 28 February 2018.
**Alignment with Strategic Plan**
LG2.1: Provide leadership through ethical, accountable and legislative decision-making processes. LG2.1.3 Ensure Council's policies and procedures meet the current statutory and regulatory environments.

**Financial and Resource Implications**
Maximise returns on investments.

**Policy Implications**
All Council investments activities are undertaken in accordance with Council's Investment Policy, relevant guidelines and legislation.

**Risk Considerations**
Potential loss of income due to investing in financial products deemed outside Council's Policy and the Minister's guidelines.

**Statutory/Regulatory Implications**
Council is authorised by sec 625 of the Local Government Act to invest its surplus funds. Funds may only be invested in the forms of investment notified by Order of the Minister dated 12 January 2011. The Local Government (General) Regulations prescribes the records that must be maintained in relation to Council investments.

**Consultation conducted**
Council officers consult various financial institutions that have S&P rating to obtain the most suitable rate of return at a given time.

**Attachments**
Nil.
4.2 RATES & CHARGES COLLECTION AS AT FEBRUARY 2018

Report Author: Rating Officer
Responsible Officer: Manager Finance

Executive Summary

This report provides Council with a monthly update on rates and charges collection, showing totals for the initial levy, rebates applied, interest and legal costs incurred and total outstanding for the financial year.

Detailed Report

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2017/2018 Levy</td>
<td>$12,156,535.54</td>
</tr>
<tr>
<td>Less Pensioner Rebates</td>
<td>$314,403.49</td>
</tr>
<tr>
<td>Net 2017/2018 Levy</td>
<td>$11,842,132.05</td>
</tr>
<tr>
<td>Amount Collected (to 6 March 2018)</td>
<td>$8,602,165.34</td>
</tr>
<tr>
<td>2017/2018 to be collected</td>
<td>$3,239,966.71</td>
</tr>
<tr>
<td>Current interest</td>
<td>$25,455.98</td>
</tr>
<tr>
<td>Arrears b/f (rates + interest)</td>
<td>$433,870.24</td>
</tr>
<tr>
<td>Debt Recovery Expenses</td>
<td>$55,881.16</td>
</tr>
<tr>
<td>Total Outstanding (to 30 June 2018)</td>
<td>$3,755,174.09</td>
</tr>
</tbody>
</table>

RESOLVED

That Council adopt the rates and charges report as at February 2018.

Alignment with Strategic Plan

Operational Plan: Statement of Revenue, Fees and Charges;

Financial and Resource Implications
Nil.

Policy Implications
Nil.

Risk Considerations
Nil.

Statutory/Regulatory Implications
Nil.

Consultation conducted
Nil.

Attachments
Nil.
4.3. PROCUREMENT REPORTING

Report Author: Manager Finance
Responsible Officer: Manager Finance

Executive Summary

Council’s Procurement Policy seeks to provide clear policy statements for the procurement of materials, equipment and services to assist in ensuring best value for money, cost effectiveness, good management practices, transparency, probity and environmental performance, whilst meeting the expectations of the community and legislative requirements.

Detailed Report

Council’s Procurement Policy requires exception reporting as follows that:

1. all purchases of $5,000 up to $49,999 (including GST (Category B), should the minimum number of quotations not be obtained, supporting commentary justifying this must be provided along with the responsible Director approval. Details of the transaction must also be reported to Council.

The following purchases were made between 1 February 2018 and 22 February 2018 where the minimum requirement for three (3) quotations was not met:

<table>
<thead>
<tr>
<th>Number</th>
<th>Supplier</th>
<th>Supplier Origin</th>
<th>Description</th>
<th>Quotes</th>
<th>Reason for non-compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CenWest Tours</td>
<td>Forbes</td>
<td>Coach hire for transport to Parkes for Elvis Festival</td>
<td>1</td>
<td>No other operator available</td>
</tr>
<tr>
<td>2</td>
<td>Local Government NSW</td>
<td>Sydney</td>
<td>Executive and Specialist Recruitment Services - Director Corporate Services</td>
<td>1</td>
<td>The engagement of LGNSW Services was negotiated by GM &amp; Council</td>
</tr>
<tr>
<td>3</td>
<td>Local Govt Training Institute</td>
<td>Thornton</td>
<td>Safe Work Near Powerlines Course</td>
<td>1</td>
<td>Previous preferred provider under the existing CENTROC training contract.</td>
</tr>
<tr>
<td>4</td>
<td>MD Steel</td>
<td>Forbes</td>
<td>Kit Shed – Dreaming Centre Cultural Hub</td>
<td>1</td>
<td>Only supplier from several requests to quote.</td>
</tr>
</tbody>
</table>

2. all purchases of $50,000 to $149,999 including GST (Category C), should the minimum number of quotations not be obtained, supporting commentary justifying this must be provided along with General Manager approval. Details of the transaction must also be reported to Council.

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Replace two small sheep ramps with two large ones at the CWLE (3 quotations received but not entered into Authority)</td>
</tr>
</tbody>
</table>

RECOMMENDATION

That Council adopt the procurement report for the period ending 22 February 2018.
<table>
<thead>
<tr>
<th><strong>Alignment with Strategic Plan</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>LG1 Financial Sustainability. LG1.2: Review, develop and implement full procurement framework resulting in streamlined processes, improved probity and savings on procured items.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Financial and Resource Implications</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Noncompliance resulting in possible over expenditure on Council works.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Policy Implications</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>All Council procurement activities are undertaken in accordance with Council’s policies, relevant guidelines and legislation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Risk Considerations</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Favouring preferred suppliers where less costly options may be available.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Statutory/Regulatory Implications</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Consultation conducted</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Attachments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil.</td>
</tr>
</tbody>
</table>
DIRECTOR ENGINEERING & TECHNICAL SERVICES REPORT TO COUNCIL PART I
Executive Summary

This report seeks Council’s resolve to participate in a regional procurement process for sewer rehabilitation (pipe relining) through CENTROC Water Utilities Alliance (CWUA) and CENTROC’s Compliance and Cost Savings Program.

Council participated in CENTROC’s regional contract for sewer rehabilitation (pipe relining) in 2013 and Council’s continued support is requested for the next contract which is expected to commence on 1 July 2018.

The following report provides more background advice regarding both CENTROC’s Compliance and Cost Savings Program and the regional procure for sewer rehabilitation (pipe relining).

Background on the CENTROC Compliance and Cost Savings Program

Central NSW Councils (CENTROC) represents over 200,000 people covering an area of more than 50,000sq kms comprising Bathurst, Blayney, Cabonne, Cowra, Forbes, Hilltops, Lachlan, Lithgow, Oberon, Orange, Parkes, Upper Lachlan and Weddin Councils and Central Tablelands County Council.

CENTROC exists to do two things – advocate on behalf of the region and support member operations through regional co-operation and resource sharing.

To support member operations, a Compliance and Cost Savings Program was created to add better value to members and generate more cost savings to individual councils.

The program has been in operation since 14 December 2009 and over $4,500,000 of savings to the region have been realised through a variety of programs and numerous regional contracts.

Background on the CENTROC Water Utilities Alliance

The CENTROC Water Utilities Alliance (CWUA) is a voluntary collaborative alliance between fourteen Councils in the Central NSW region including the Local Government Areas of Bathurst, Blayney, Cabonne, Cowra, Forbes, Hilltops, Lachlan, Lithgow, Oberon, Orange, Parkes, Upper Lachlan and Weddin and Central Tablelands Water.

The need for the region to work co-operatively was identified in the national award winning CENTROC Water Security Study 2010. Adapting the successful Lower Macquarie Water Utilities Alliance (LMWUA) model, CENTROC Councils have planned for and resourced a growing program of regional support activities.

The aim of the CWUA is for Local Government to be recognised as national leaders in the delivery of secure and quality water supplies and sewerage services to grow Central NSW to 2059 and beyond.
Background on developing a regional contract for Sewer Rehabilitation (Pipe Relining)

The CWUA first decided to do a regional contract for sewer rehabilitation (pipe relining) in 2013 through grant funding under the Community Energy Efficiency Program (CEEP). The work under that contract was completed and the CWUA has requested CENTROC conduct a procurement process for members for a new contract to commence on 1 July 2018 for a period of 2 years (with the option of a twelve month extension).

The following table shows the interest received from CENTROC member councils, indicating their estimated spend under the contract for a 2-year period.

<table>
<thead>
<tr>
<th>Council</th>
<th>Estimated spend over a 2-year contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bathurst</td>
<td>$200,000</td>
</tr>
<tr>
<td>Blayney</td>
<td>$200,000</td>
</tr>
<tr>
<td>Cabonne</td>
<td>$200,000</td>
</tr>
<tr>
<td>Cowra</td>
<td>$660,000</td>
</tr>
<tr>
<td>CTW</td>
<td>N/A</td>
</tr>
<tr>
<td>Forbes</td>
<td>$1,500,000</td>
</tr>
<tr>
<td>Hilltops</td>
<td>TBA</td>
</tr>
<tr>
<td>Lachlan</td>
<td>$400,000</td>
</tr>
<tr>
<td>Lithgow</td>
<td>$750,000</td>
</tr>
<tr>
<td>Oberon</td>
<td>TBA</td>
</tr>
<tr>
<td>Orange</td>
<td>$1,400,000</td>
</tr>
<tr>
<td>Parkes</td>
<td>$1,400,000</td>
</tr>
<tr>
<td>Upper Lachlan</td>
<td>$300,000</td>
</tr>
<tr>
<td>Weddin</td>
<td>$200,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$7,210,000</td>
</tr>
</tbody>
</table>

At its meeting on 13 December 2017, the CWUA resolved to undertake a regional procurement process for (sewer rehabilitation) pipe relining. The CENTROC Executive has subsequently approved a regional procure for sewer rehabilitation (pipe relining).

Should Council agree to participate in a regional contract, CENTROC will put out a Request for Tender and proceed to a contract.

Advice regarding service and pricing under a regional contract will be provided to members.

Benefits of a regional approach include:

- cost savings to members through bulk procurement;
- time saved by member Council staff though centralised coordination and
- income stream to CENTROC from the Contractor with a view to reducing fees
Council Contribution

CENTROC manages the process including all costs of advertising and tender assessment and takes a management fee from the supplier to cover these costs which council is not responsible for. The management fee for this contract will be 1% which is based on the anticipated spend over the life of the contract.

Council should also consider future compliance with the contract.

Benefits

If Council was to participate in CENTROC’s regional contract for sewer rehabilitation (pipe relining), benefits of the larger buying power of multiple councils will be seen in the purchase of these services.

**RECOMMENDATION**

That Council:

1. agree to participate in a regional contract for sewer rehabilitation (pipe relining);
2. advise CENTROC of its decision.

**Alignment with Strategic Plan**

10.1 Work in collaboration with regional stakeholders to build the Forbes Shire profile and maximise cooperative opportunities.
10.2 Manager sewer assets in line with best practice standards.

**Financial and Resource Implications**
Previous relining contract resulted in lower rates and having CENTROC put the contract together to reduce staff time.

**Policy Implications**
No Council policy implications.

**Risk Considerations**
Reduced risk as 11 council will be reviewing contract details.

**Statutory/Regulatory Implications**
Nil relating to Council.

**Consultation conducted**
Some members of the Traffic Advisory Committee.

**Attachments**
Nil
5.2 CAN ASSIST FUND RAISING WALK FROM CONDOBOLIN TO FORBES

Report Author: Manager Technical Services
Responsible Officer: Director Engineering & Technical Services

Executive Summary

Council has received a special event request for a fund raising walk from Condobolin to Forbes to raise funds for Can Assist. The request was emailed to Forbes Traffic Advisory Committee who have given support, subject to the modification of the TCP, which has been done. Because the event is also on Lachlan Shire Council roads the applicant requires approval from Lachlan Shire Council as well. It is also on part of the State Road Network and therefore also requires approval from Roads and Maritime Services (RMS). Approval requests have been sent to them and Council is awaiting final approval. The approval from Council is conditional on obtaining the additional approval from RMS and Lachlan Shire Council.

Detailed Report

This event has been sent to the Forbes Traffic Advisory Committee members for concurrence. The event involves a local resident walking from Condobolin to Forbes to raise money for support of cancer victims. The applicant is proposing to walk from Condobolin to Forbes starting from midnight and expecting to reach Forbes by the following evening (20hrs).

There will be support crew with the walker and possibly other supporters walking parts of the route as well. They have proposed to have two escort vehicles with signage to provide warning to other traffic.

The Forbes Traffic Advisory Committee members are in the majority in support of the request following modifications to the traffic management plan.

As part of the route involves travelling along the Newell Highway, Council applied to the RMS on behalf of the applicant for a Road Occupancy License on 12 January, with no response to date.

Council has also requested approval from the Regional RMS Special Events section and is awaiting their confirmation.

Also as half of the route is in Lachlan Shire, the applicant has applied to Lachlan Shire Council for approval for their section of the Lachlan Valley Way.

RECOMMENDATION

That Council approve the event proceeding subject to the following conditions:

1. that organisers maintain the Public Liability insurance of $20m for the event which includes Forbes Shire Council as a declared interested party for the event;

2. that the Traffic Management Plan provided be implemented on the day in full;

3. that the organisers obtain approval from Lachlan Shire Council for the section of the walk within Lachlan Shire;
4. that the organisers obtain a Road Occupancy License from the RMS for the section of the walk along the Newell Highway, as well as approval from the RMS Special Events Section for the walk;

5. compliance with any directive or conditions as imposed by NSW Police or Forbes Shire Council officers;

6. provide notification of the event in local media

Alignment with Strategic Plan
Strategy 2: Create Community Opportunities. 2.1: Provide a range of community entertainment activities including activities for youth, seniors and people with disabilities.
Strategy 8: Visitor Economy. 8.6: Provide promotion and resources for tourism service providers.

Financial and Resource Implications
Nil.

Policy Implications
Nil.

Risk Considerations
The process has followed the Guide to Traffic and Transport Management for Special Events.

Statutory/Regulatory Implications
Nil.

Consultation conducted
Consultation with Forbes Traffic Advisory Committee members. Notification of the event and road closures will be advertised and the Emergency Services notified.

Attachments
Nil.
5.3 NSW DRAFT FREIGHT AND PORTS PLAN

Report Author: Director Engineering & Technical Services

Responsible Officer: Director Engineering & Technical Services

Executive Summary

The NSW Draft Freight and Ports Plan has been released, and the NSW Government is seeking feedback from industry, local government and the wider community to develop the Final Plan.

The Draft Plan:

- Identifies key priorities to deliver a more efficient freight system across NSW.
- Contains actions and future directions by Government and industry to move goods in an efficient, safe and environmentally sustainable manner.
- It addresses the growing freight task and the challenges and opportunities ahead.

The freight industry plays a vital role in the movement of $200 billion a year worth of goods across the state of NSW, with the percentage of freight moved by rail having increased from 14 per cent to 21 per cent.

The consultation period closes on 25 March 2018 and Centroc on behalf of Council will be making a submission for the region. See the submission attached.

Detailed Report

The NSW Freight and Ports Plan will support Transport for NSW’s Future Transport 2056 Strategy and will provide direction to business and industry for managing and investing in freight into the future. In developing this Plan, an integrated approach has been adopted, with close alignment with the State Infrastructure Strategy, Future Transport 2056 Strategy, Regional and Greater Sydney Services and Infrastructure Plans and the issue-specific and place-based plans.

The Draft Freight and Ports Plan is one of these issue-specific Plans that form part of Future Transport. More detail information can be obtained at the following web address https://future.transport.nsw.gov.au/react-feedback/supporting-plans/freight-and-ports-plan/.
**RECOMMENDATION**

That Council prepare a submission in relation to The NSW Draft Freight and Ports Plan.

<table>
<thead>
<tr>
<th><strong>Alignment with Strategic Plan</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy 5: Agribusiness Strategy</td>
<td></td>
</tr>
<tr>
<td>5.3 Identify barriers to agricultural operations, processing and storage facilities and seek solutions with government stakeholders.</td>
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<table>
<thead>
<tr>
<th><strong>Financial and Resource Implications</strong></th>
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<tbody>
<tr>
<td>Nil.</td>
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<tr>
<th><strong>Policy Implications</strong></th>
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<td>Nil.</td>
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<tr>
<th><strong>Risk Considerations</strong></th>
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<tbody>
<tr>
<td>Nil.</td>
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<thead>
<tr>
<th><strong>Statutory/Regulatory Implications</strong></th>
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<tr>
<th><strong>Consultation conducted</strong></th>
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<tbody>
<tr>
<td>Consultation with Centroc.</td>
<td></td>
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<table>
<thead>
<tr>
<th><strong>Attachments</strong></th>
<th></th>
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<tbody>
<tr>
<td>Centroc submission to the NSW Draft Freight and Ports Plan.</td>
<td></td>
</tr>
</tbody>
</table>
25 March 2018

The Hon. Melinda Pavey, MP
Minister for Roads, Maritime and Freight
Freight, Strategy and Planning
Transport for NSW
GPO Box 5341
SYDNEY NSW 2001

Dear Minister,

Re: NSW Draft Freight and Ports Plan (the Draft Plan)

Central NSW Councils (Centroc) represents over 200,000 people covering an area of more than 50,000 sq kms comprising the Local Government Areas of Bathurst, Blayney, Cabonne, Cowra, Forbes, Hilltops, Lachlan, Lithgow, Oberon, Orange, Parkes, Upper Lachlan, Weddin, and Central Tablelands Water. It is about the same size as Tasmania with half the population and a similar GDP.

Centroc's vision is to be recognised as vital to the sustainable future of NSW and Australia. Its mission is to be recognised as the lead organisation advocating on agreed regional positions and priorities for Central NSW whilst providing a forum for facilitating regional cooperation and sharing of knowledge, expertise and resources.

Centroc has two core objectives:

1. Regional Sustainability - Encourage and nurture suitable investment and infrastructure development throughout the region and support members in their action to seek from Governments financial assistance, legislative and/or policy changes and additional resources required by the Region.

2. Regional Cooperation and Resource Sharing – Contribute to measurable improvement in the operational efficiency and effectiveness of Member Councils through facilitation of the sharing of knowledge, expertise and resources and, where appropriate, the aggregation of demand and buying power.

The Centroc Board is made up of the 28 Mayors and General Managers of its member Councils who determine priority for the region. These priorities are then progressed via sponsoring Councils. For more advice on Centroc programming and priorities, please go to our website http://www.centrdoc.com.au/

Thank you for the opportunity to provide feedback both in writing in this submission and at the workshop in Dubbo 26 February attended by our Executive Officer, Ms Jennifer Bennett.

We make the following observations and recommendations:

1. The greatest challenge for Central NSW is its transport constraints. The biggest constraint is freight, be it road or rail, travelling both ways over the Blue Mountains. Arguably the solution for freight will also enable tourism and other forms of passenger transport. There needs to be commentary about corridors and forward plans for reducing travel times and improving safety for the freight task traversing the Blue Mountains.

2. The mapping in the Draft Plan is not reflective of the pattern of settlement in Central NSW. This is typical of the suite of plans under the Future Transport 2056 banner. Central NSW has the two regional cities Bathurst and Orange; the significant townships of Lithgow, Parkes, Forbes and Cowra have populations of up to 14,000. Then there a series of towns and villages across the region with populations up to 5000. It is dense. It is hard to get all the names of the significant centres onto a map. Visual misrepresentation can easily lead the reader to believe that there are far fewer people and industry in the region.
3. The Draft Plan is at a very high level and while making very welcome commentary in its objectives, is unclear about what this looks like in place in regions across NSW. It is therefore recommended as follows:

   a. There be a by region value proposition that outlines the positive impact the plan will make. This could be a simple one pager that identifies ten key outcomes, activities or outputs per region. Examples could include the skills project mentioned at the workshop in Dubbo currently being trialled in Tamworth, the Freight Links project identified in the Central West Orana Regional Plan, the RMS Live project looking to include Council owned roads in its emergency advice footprint, the Newell Flooding Project, corridor work by RMS, what “separating people from trucks” looks like with case studies for example the South Orange Economic Development Corridor and policy work. Ideally there would be a list of infrastructure projects where Centroc working with RDA Central West had identified a ranked order for transport infrastructure which could be included. Looking at feedback from member Councils, dryporting and tailgating policy review could also be included.

   b. There be an Implementation Plan that accounts for the value proposition per region. This Implementation Plan would require resourcing in region by personnel with delegation to enable the change required. To reduce duplication and foster communication, it is recommended that implementation be administered by a multi agency committee. Centroc already resources a Regional Strategic Transport Group and would welcome the opportunity to assist Transport for NSW by supporting the governance of the implementation. This model has been adopted by the Department of Planning for the Regional Plan and is working very well. We do not want an “undelivered Plan on a shelf,” or a plan full of nebulous motherhood statements that do not pass the common sense test or improving outcomes for this region. We seek to work collaboratively with TfNSW on implementing real solutions for our greatest challenge in Central NSW.

4. The Draft Plan needs to align with the Regional Plan for the Central West and Orana. Notably for the Freight Linkage project.

5. Industry attendees at the workshop in Dubbo suggested that there be advice on the impact of not improving the current situation or the “do nothing” case. Centroc supports this approach.

6. At the workshop in Dubbo advice was provided that the opportunities for Inland Rail and its opportunities to assist with the growing freight task in Western Sydney and Badgerys Creek have not been considered. It is assumed that the capacity issues for Port of Botany have also not been given consideration as opportunities for moving freight east to west. Dry porting and tailgating are also considerations that could be included.

7. The workshop in Dubbo had poor local government representation, indeed industry were disappointed that Dubbo Regional Council was not there. Feedback from our members is that it is not always easy to cancel arrangements at such short notice. Centroc has offered to assist both with future consultations and providing advice on realistic timeframes when consulting with Local Government.

8. This region is thrilled by TfNSW Open Data and welcomes the opportunity to collaborate of future projects and contribute to the data set. Ultimately we would like to be part of a different conversation on induced demand.

This region has consistently argued that basing the considerations for growth of the freight task in the past will only ensure that we get more of the same. We seek to work with TfNSW and other agencies on changing the conversation leading to safer, swifter journeys and better productivity.

Yours sincerely,

Cr John Medcalf
Chair
Central NSW Councils (CENTROC)
DIRECTOR ENVIRONMENTAL SERVICES AND PLANNING REPORT TO COUNCIL PART I
6 DIRECTOR ENVIRONMENTAL SERVICES & PLANNING
REPORT TO COUNCIL

6.1 DEVELOPMENT APPLICATIONS

Report Author: Trainee Health & Building Surveyor
Responsible Officer: Director Environmental Services & Planning

Executive Summary

This report provides details of development applications, modifications to existing development consents and complying development certificates lodged with Forbes Shire Council during the February 2018 reporting period.

Detailed Report

During the February reporting period, 10 Development Applications were lodged – 2018/11 to 2018/20.

Development Type:

<table>
<thead>
<tr>
<th>Development Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alterations and Additions</td>
<td>3</td>
</tr>
<tr>
<td>Ancillary Residential Development</td>
<td>5</td>
</tr>
<tr>
<td>New Single Dwelling</td>
<td>2</td>
</tr>
</tbody>
</table>

Total development value: $1,312,000.00

Application details:

<table>
<thead>
<tr>
<th>DA Number</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/11</td>
<td>Wyndham Avenue, FORBES</td>
<td>Ancillary Residential Development – Patio</td>
</tr>
<tr>
<td>2018/12</td>
<td>26 Young Street, FORBES</td>
<td>Ancillary Residential Development - Shed</td>
</tr>
<tr>
<td>2018/13</td>
<td>1488 Parkes Eugowra Road</td>
<td>Residential Alterations and additions</td>
</tr>
<tr>
<td>2018/14</td>
<td>92 Ferry Street, FORBES</td>
<td>Residential Alterations and Additions</td>
</tr>
<tr>
<td>2018/15</td>
<td>5 Hereford Street, FORBES</td>
<td>New single dwelling</td>
</tr>
<tr>
<td>2018/16</td>
<td>229 Farnell Street, FORBES</td>
<td>New single dwelling</td>
</tr>
<tr>
<td>2018/17</td>
<td>12 Oxford Street, FORBES</td>
<td>New Ancillary Residential Development</td>
</tr>
<tr>
<td>2018/18</td>
<td>6 Koala Place, FORBES</td>
<td>Ancillary Residential Development - Shed</td>
</tr>
<tr>
<td>2018/19</td>
<td>12A Patterson Street, FORBES</td>
<td>Alterations and additions</td>
</tr>
<tr>
<td>2018/20</td>
<td>10 Nancye Place, FORBES</td>
<td>New Ancillary Residential Development</td>
</tr>
</tbody>
</table>

RECOMMENDATION

That Council note the lodgement of 10 Development Applications with a total value of $1,312,000 for the February 2018 reporting period.
<table>
<thead>
<tr>
<th>Alignment with Strategic Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>L2.2: Comply with statutory obligations for development control, environmental health and animal control. Activity: Provide an effective development application, assessment and determination system, including a pre-lodgement service and effective customer service within legislative and regulatory requirements.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial and Resource Implications</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Policy Implications</th>
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<tbody>
<tr>
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<tr>
<th>Risk Considerations</th>
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<tbody>
<tr>
<td>Nil.</td>
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<thead>
<tr>
<th>Statutory/Regulatory Implications</th>
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<tbody>
<tr>
<td>Nil.</td>
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<table>
<thead>
<tr>
<th>Consultation conducted</th>
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<tbody>
<tr>
<td>Nil.</td>
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<table>
<thead>
<tr>
<th>Attachments</th>
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<tr>
<td>Nil.</td>
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</table>
6.2 ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979 UPDATE

Executive Summary

The Environmental Planning and Assessment Act 1979 has been updated and is the culmination of the biggest overhaul of the Act since the legislation’s inception almost 40 years ago.

The new Act follows the passing of the Environmental Planning and Assessment Amendment Bill 2017 in the NSW Parliament in November 2017. It will commence on 1 March 2018 with most of the changes coming into effect from this date. Others will take longer to come into effect as they require further guidance and consultation.

Detailed Report

Changes to the Environmental Planning and Assessment Act 1979 have four underlying objectives:

- to enhance community participation
- to promote strategic planning
- to increase probity and accountability in decision-making
- to promote simpler, faster processes for all participants.

The implications of the changes are as follows.

a). New Objects to support the built environment

The new objects of the Act seek to reflect the Government's commitment to well designed communities with local character and heritage. When performing functions under the Act, authorities will now be guided by additional objects promoting:

- good design and amenity of the built environment
- the sustainable management of built and cultural heritage (including Aboriginal cultural heritage)

b). Enhanced community participation

The changes seek to make it clearer and easier for the community to understand how it can participate in planning decisions. The Act requires all planning authorities to prepare a community participation plan. This will spell out when and how Council will engage with their communities across all the planning functions they perform.

The plans will have to meet the minimum requirements for community participation that will be set out in Schedule 1 to the Act. Councils can commit to go beyond the minimum requirements, to suit the needs of their communities.

In preparing their plans, councils will have to take into consideration new community participation principles, which set the bar for how the community should be engaged. The principles state, among other things, that the community has a right to be informed about planning matters that affect it and it should be given opportunities to participate as early as possible in strategic planning.
To improve accountability to all stakeholders, the changes to the Act requires decision-makers to give reasons for their decisions.

c). Strategic Planning

For the first time, the Act will recognise the critical role of councils in strategic planning. Under the new provisions each council will prepare a local strategic planning statement. This will set out the 20-year vision for land-use in the local area, the special character and values that are to be preserved, and how change will be managed into the future.

The statements will need to align with the regional and district plans, and the council's own priorities in the community strategic plan it prepares under the local government legislation.

The statements will shape how the development controls in the local environmental plan (LEP) evolve over time. This means the LEP will be a tool to deliver the council and community's plan for the future.

d). Up-to-date Development Controls

The changes to the Act seeks to ensure that LEP and development control plans are kept up-to-date and as simple as possible by requiring councils to do a 'LEP check' at least every 5 years - they will consider whether the LEP is still fit for purpose given any changes in population, infrastructure, strategic plans and other key indicators. This check may prompt some updates to the LEP, or it may find that a comprehensive review of the LEP is needed.

The changes will allow the Government to establish a standard, online format for DCPs. The content will remain up to councils, but they will be able to draw on model provisions prepared by the Department of Planning.

e). Confidence in the complying development process

To improve confidence in complying development, the Act enables:

i). councils to impose a levy on complying development certificates to fund monitoring and enforcement of complying development standards in their area;

ii). councils to stop work for up to seven days on a complying development site to investigate whether the construction is in line with the certificate. From there, the council can take more formal action - such as a development control order - if warranted; and

iii). the courts to declare a complying development certificate invalid if it does not meet the approved standards.

Where developers have constructed works that go beyond an approval, then retrospectively applied for a modification to authorise the extra works, councils will be able to impose an additional fee to deter retrospective modification applications. This fee will be set in the EP&A Regulations.

Given the scope of the changes the Government is taking a staged approach to the implementation of the new Act. Most of the changes will commence in the first quarter of 2018. Other changes will take longer to switch on and will involve further consultation, so new features of the planning system like community participation plans and local strategic planning statements will be introduced over time.
Changes will be supported by appropriate guidance, templates and other resources.'

The new features of the planning system will commence in a staged manner, as illustrated in the table below:

<table>
<thead>
<tr>
<th>NEW OBLIGATION</th>
<th>ESTIMATED COMMENCEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending transitional arrangements for Part 3A</td>
<td>Early 2018</td>
</tr>
<tr>
<td>Local planning panels</td>
<td>Early 2018</td>
</tr>
<tr>
<td>Statement of reasons</td>
<td>Mid 2018</td>
</tr>
<tr>
<td>Changes to concurrences and referrals</td>
<td>Late 2018</td>
</tr>
<tr>
<td>Changes to conditions for major projects</td>
<td>Late 2018</td>
</tr>
<tr>
<td>Enforceable undertakings</td>
<td>Late 2018</td>
</tr>
<tr>
<td>Local strategic planning statements</td>
<td>Mid to late 2019</td>
</tr>
<tr>
<td>LEP check</td>
<td>Late 2019</td>
</tr>
<tr>
<td>Community participation plans</td>
<td>Late 2019</td>
</tr>
<tr>
<td>Improvements to complying development</td>
<td>Late 2019</td>
</tr>
<tr>
<td>Building and subdivision</td>
<td>Late 2019</td>
</tr>
<tr>
<td>Standard format development control plans</td>
<td>Mid 2020</td>
</tr>
</tbody>
</table>

**RECOMMENDATION**

That Council note the changes to the Environmental Planning and Assessment Act 1979.

**Alignment with Strategic Plan**
12,3: Sustainable land use, planning and development.

**Financial and Resource Implications**
Nil.

**Policy Implications**
The changes to the legislation will require a number of new policies to be created to align with the amendments to the Environmental Planning and Assessment Act 1979.

**Risk Considerations**
Nil.

**Statutory/Regulatory Implications**
Yes the regulation conforms to the statutory and regulatory requirements.

**Consultation conducted**
Internal consultation has been conducted and external consultation will be required when new policies are required to be made due to the amendments to the Environmental Planning and Assessment Act, 1979.

**Attachments**
Nil.
6.3 EXHIBITION OF THE DRAFT CBD MASTERPLAN

Report Author: Town Planner

Responsible Officer: Director of Environmental Services and Planning

---

**Executive Summary**

Group GSA and A.P SHEERE were engaged in September 2017 to prepare a Masterplan for the revitalisation of the Forbes CBD for the next 10 years.

Since the engagement of Group GSA and A.P SHEERE the following process has been undertaken:

- site analysis,
- stakeholder engagement sessions, and
- preparation of the discussion paper which included the economic analysis prepared by A.P SHEERE.

The Draft Masterplan for the CBD has now been prepared based on the discussion paper and economic analysis and can now be placed on public exhibition for the public to comment.

---

**Detailed Report**

Since the report to the November 2017 Council Meeting Group GSA and A.P SHEERE have consolidated the information from the site analysis and stakeholder engagement sessions into a discussion paper.

This discussion paper provides the outcomes from the online survey, the community consultation and provides opportunities and constraints for the development of the CBD Masterplan and then draws a conclusion to provide the basis for the Draft CBD Masterplan.

The conclusion to the discussion paper has eight design principles which have been used to prepare different options for the Draft CBD Masterplan, these design principles are provided below:
<table>
<thead>
<tr>
<th>Design Principles</th>
<th>Supporting Strategies</th>
</tr>
</thead>
</table>
| Make it special: Build upon unique character of Forbes, what is on offer that other town’s don’t have? | - Celebrate heritage – buildings, park, ghost signs, Albion tunnels?  
- Strengthen links to lake  
- Sculptures/Art                                                                       |
| Strengthen the heart of the town and create opportunities for people to gather and host activities | - Look for opportunities to provide a better located gathering space,  
- Improve existing spaces such as Albion Park  
- Create incidental pockets of respite along the street  
- Possible for temporary/permanent community stall |
| Make Forbes environmentally comfortable year round, alleviating extreme of temperatures so that people want to spend time in the public domain | - Tree planting – Summer shade/winter sun, retrofit within road verge  
- Potential to add savings  
- Create arbors/pergolas  
- All-weather shade structure  
- Outdoor seating  
- Conoeder water feature as a cooling, attractive feature within urban realm |
| Make it safe & pedestrian friendly                                                | - Examine opportunities to widen pedestrian verges/reduce road width  
- Ensure sightlines are maintained between pedestrians and vehicles  
- Ensure adequate lighting levels at night  
- Improve safety for vehicles/pedestrians in Lawler St carpark  
- Ensure laneways feel safe/adequately lit/activated  
- Review pedestrian crossings/ examine desire lines/width of streets when crossings  
- Encourage activation – the more people around the safer you feel. |
| Make it accessible & equitable for all, making it easy for all to get around and convenient | - Disabled parking location and quantity  
- Review levels to pedestrian verge/pram ramps locations  
- Access to shops (potential for level transitions)  
- Accommodates larger vehicles within town centre (RV Vehicles)  
- Conveniently located public toilets  
- Maintain convenient parking, undertake a parking review with regards to timing, layout, line-marking  
- Cycle storage in convenient locations |
| Make it attractive and welcoming to residents and visitors alike                  | - Creation of attractive arrival points at town gateways  
- Banners/flagpoles locations  
- Create welcoming vista down the main street “greening” with trees and planting  
- Upgrade poor quality vistas (e.g. colorbond fencing, carparking)  
- Feature lighting (canopyary, trees, highlight heritage buildings)  
- Stronger link to lakeside |
| Make it easy to find your way around                                             | - Consider an overall wayfinding strategy which is consistent and controlled: encompassing “first impressions” signage into town at gateways, signage throughout the town, signage for visitors e.g. maps, heritage interpretive signage/trail, places of interest/carparking etc |
The Draft CBD Masterplan based on the design principles above has been prepared and was provided to Council on 6 March 2018.

The Draft Masterplan can now be placed on public exhibition for a period of 28 days. The public exhibition period will allow for the public to have their say on the options presented within the Draft CBD Masterplan. The public exhibition period will commence on 23 March 2018 and end on 20 April 2018.

On display as a part of the public exhibition will be the Draft CBD Masterplan, Socio-economic profile and the discussion paper. These documents will be available on Council’s website and Administration Office, 2 Court Street, Forbes NSW.

There will also be a public information session to be held on 9 April 2018 by Group GSA. The intention of the public information session is to present and explain the Draft Masterplan to the general public, invitations will be sent to residents who attended the community engagement workshops and Forbes Business Chamber.

After the completion of the public exhibition period all of the submissions received during this period will be collated and sent to Group GSA. Group GSA will then revise the Draft Masterplan based on these comments and provide the Final Masterplan to Council for adoption at the May Council Meeting.

The diagram below shows the process that has been followed thus far and what stage the project is up to.
RECOMMENDATION

That Council:

1. place the Draft CBD Masterplan on public exhibition for a period of 28 days;
2. request Group GSA to present the DRAFT CBD Masterplan at a community consultation session on 9 April 2018.

Alignment with Strategic Plan
12.1: Implement a plan for the improvement, beautification and revitalisation of the Forbes CBD.

Financial and Resource Implications
The CBD Masterplan is currently budgeted for within the 2017-2018 Operational Plan.

Policy Implications
Will create a new policy and may have implications for existing policies.

Risk Considerations
The CBD Masterplan will improve the utilisation and activation of the Forbes CBD.

Statutory/Regulatory Implications
The recommendation is in line with the governing legislation and regulations.

Consultation conducted
As discussed above consultation with the community has already been undertaken and further consultation will occur when the draft of the CBD Masterplan is exhibited.

Attachments
Forbes Socio-Economic Profile, Draft CBD Masterplan and Discussion paper have been sent under separate cover. A copy is located at Council's Administration Office.
Executive Summary

1A Brooke Street Planning Proposal to rezone land from IN1 Light Industrial to R1 General Residential and the amendments to the Forbes Development Control Plan 2013, were placed on public exhibition on the 14 of September 2017 for a period of 28 days. During the exhibition period no submissions were received.

As a part of the Gateway Determination for 1A Brooke Street rezoning, Council were required to notify Australian Rail Track Corporation (ARTC) for 21 days given the proximity of the subject site to the ARTC railway track.

ARTC requested that an acoustic study be prepared for the site. An acoustic study was prepared and submitted to Council on the 23 January 2018. After receipt of the acoustic report Council forwarded the acoustic study to ARTC. ARTC advise that they now have no objections to the planning proposal proceeding.

Detailed Report

Consultation with Australian Rail Track Corporation under section 56(2)(d) of the Environmental Planning and Assessment Act 1979 for a period of 21 days was required as a condition of the Gateway Determination for the planning proposal for 1A Brooke Street.

A letter with the planning proposal for 1A Brooke Street was sent to ARTC on the 15 of September 2017, with a response provided to Council on the 16 October 2017. The response forms an attachment to this report. As a part of their response ARTC requested that a site specific noise and vibration assessment be undertaken.

The applicant was requested to prepare a site specific noise and vibration assessment which was received and sent to ARTC on the 23 January 2018. ARTC raised no issues to the site specific noise and vibration assessment within their response on the 2 March 2018.

There are no longer any outstanding issues associated with this planning proposal and the planning proposal can now be forwarded to the Department of Planning and Environment (western branch) and to the parliamentary counsel’s office to draft and make the amendment to the Forbes Local Environmental Plan 2013.

To be able to continue to move forward with this process Council is required to endorse the s59 report and resolve to forward the planning proposal to be made by the Department of Planning and Environment and Parliamentary Counsel’s Office.

RECOMMENDATION

That Council endorse the s59 report and resolve to forward the planning proposal to be made by the Department of Planning and Environment and Parliamentary Counsel’s Office.
Alignment with Strategic Plan
12.3: Sustainable land use, planning and development.

Financial and Resource Implications
Nil.

Policy Implications
The Forbes Local Environmental Plan 2013 and Forbes Development Control Plan 2013 will be amended.

Risk Considerations
Nil.

Statutory/Regulatory Implications
Yes – the recommendation conforms to statutes and regulations.

Consultation conducted
Public exhibition and consultation with ARTC have been conducted.

Attachments
Correspondence with ARTC – refer Appendix 1
Site specific noise and vibration assessment – refer Appendix 2
S59 Report – refer Appendix 3
From: Tania Hamilton [mailto:THamilton2@ARTC.com.au]
Sent: Friday, 2 March 2018 2:37 PM
To: Alexandra Power
Cc: Tania Hamilton; Michael Irons
Subject: RE: Planning Proposal - Additional Information - 1A Brooke Street, Forbes

Hi Alexandra

Please note the teams response below

The noise report is fine. No comments.

Thank you

Tania Hamilton
Property Assistant Wagga Wagga
Interstate Network

My working days are Wednesday, Thursday & Friday

ARTC

P. 02 6939 5702
M.
E. THamilton2@ARTC.com.au

Australian Rail Track Corporation
Station Place
Wagga Wagga NSW 2650
The General Manager
Forbes Shire Council
PO BOX 333,
FORBES NSW 2871

16 October 2017

Dear Sir/Madam,

RE: 1A Brooke St Forbes: Rezoning

I refer to your letter dated 15 September 2017 regarding the proposed rezoning of 1A Brooke St Forbes from IN1 General Industrial to R1 General Residential.

The New South Wales Government’s Transport for NSW is the land owner of the railway lines across NSW. The rail corridor at Forbes is leased to the Australian Rail Track Corporation (ARTC). As such ARTC is responsible for reviewing developments, plans and policies adjoining the rail corridor to ensure any potential impacts of or on future rail operations are considered.

It is noted that the Gateway determination by the Department of Planning and Environment includes a condition requiring Council to draft suitable development control considerations for inclusion in Forbes Development Control Plan regarding development near rail corridors, particularly to address noise and vibration.

It is recommended that these controls consider State Environmental Planning Policy (SEPP) (Infrastructure) 2007 (the Infrastructure SEPP) and Development Near Rail Corridors and Busy Roads – Interim Guideline (2008) in its assessment of the application. A copy of the guidelines can be found at the following link:


Additionally, a site specific noise and vibration assessment should be undertaken.

Should you have any further enquiries with regard to this matter please do not hesitate to contact me on P6969 5467.

Yours sincerely,

Michael Irons
Property Manager Wagga - Property
18 January 2018

Project Number: 171207
Ref: JJ180118 eltr

Mr Jim Jeffery
RJJ Nominess Pty Ltd
19 Underwood Street
FORBES, NSW 2871

Dear Jim,

Re: 1A Brooke Street, Forbes – Development Application (DA) Acoustic Assessment

1. Introduction

Blackett Acoustics has been engaged to conduct a Development Application (DA) Acoustic Assessment for the proposed rezoning of a Project Site from IN1 General Industrial to R1 General Residential at Forbes.

This report addresses the railway noise and vibration intrusion (if any) issue at the proposed development site and recommends construction to achieve compliance with the infrastructure SEPP Clause 86 requirements.

2. Project and Site Description

The Project Site location is situated on 1A Brooke Street, Forbes. The immediate surrounding infrastructures are a mix of residential and commercial buildings. Figure 2-1 presents an aerial outlining the building envelope of Project Site relative to the operational railway track.

Based on the aerial, the limits of Project Site boundary is at least approximately 220m from the railway track.
3. NSW Infrastructure SEPP Noise Requirements

The NSW Government Department of Planning and Environment’s (DP&E) “Development near Rail Corridors and Busy Roads – Interim Guideline” provides guidance in relation to mitigation of noise sensitive developments in order to provide a minimum deemed acceptable level of acoustic amenity near road and rail.

The intent of the guideline is and its recommendations are that for residential buildings, the $L_{Aeq}$ noise levels should not exceed the following:

- $35\text{dBA}$ between 10.00am and 7.00am in any bedroom; and
- $40\text{dBA}$ at any time in any other habitable room.

Figure 3-1 provides a guide as to the level of assessment required when noise sensitive developments are located in the vicinity of existing rail lines. Zones A and B are indicative assessment zones where sensitive land-uses are likely to be adversely affected.
Figure 3-1  Acoustic Assessment Zones based on Distance (m) of Noise Sensitive Development from Operational Track

Within Zone A, a full noise assessment should be undertaken. For single dwelling residences in Zone B, the standard mitigation measures consistent with Road Noise Control Treatment Category 2 and Appendix C of the guideline, for development will normally provide adequate mitigation to reduce internal noise levels to an acceptable level. If these measures are adopted as a minimum for single dwelling residences in Zone B, there should be no need for a specialist acoustic assessment.

Extracted from Appendix C of the guideline, Table 3-1 presents the recommended standard construction for any proposed residential development on 1A Brooke Street, Forbes.
### Table 3-1  Recommended Standard Construction for Building Elements

<table>
<thead>
<tr>
<th>Category</th>
<th>Building Element</th>
<th>Standard Construction*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows/Sliding Doors</td>
<td>Openable with minimum 6mm monolithic glass and full perimeter acoustic seals. The acoustic seals can be found on the following URLs:</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.doorseals.com.au">http://www.doorseals.com.au</a></td>
<td></td>
</tr>
<tr>
<td>Frontage Facade</td>
<td>Timber Frame or Cladding Construction:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6mm fibre cement sheeting or weatherboards or plank cladding externally, 90mm deep timber stud or 92mm metal stud, 13mm standard plasterboard internally with R2 insulation in wall cavity.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alternate solution will include a 16mm fibre cement sheeting or weatherboards or plank cladding externally, 90mm deep timber stud or 92mm metal stud, with a 10mm standard plasterboard internally with R2 insulation in wall cavity.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brick Veneer Construction:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>110mm brick, 90mm timber stud frame or 92mm metal stud, minimum 50mm clearance between masonry and stud frame, 10mm standard plasterboard internally.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double Brick Cavity Construction:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 leaves of 110mm brickwork separated by 50mm gap.</td>
<td></td>
</tr>
<tr>
<td>Roof</td>
<td>Pitches concrete or terracotta tile or metal sheet roof with sarking, 10mm plasterboard ceiling fixed to ceiling joists, R2 insulation batts in roof cavity.</td>
<td></td>
</tr>
<tr>
<td>Entry Door</td>
<td>40mm solid core timber door fitted with full perimeter acoustic seals.</td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td>1 layer of 19mm structural floor boards, timber joist on piers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concrete slab floor on ground</td>
<td></td>
</tr>
</tbody>
</table>

* Mohair seals are not considered as adequate seals acoustically.

It should be noted that the Zone B standard mitigation measures are based on having windows and external doors closed, therefore consideration of ventilation requirements for noise-exposed rooms will be required to meet the provisions of the Building Code of Australia and other relevant standards.
In order to fully comply with Clause 86 of Infrastructure SEPP, it is necessary to provide alternative ventilation so that external windows and doors can be kept closed. In this way the indoor noise goals can be met while providing room ventilation that meets the Building Code of Australia. Any mechanical ventilation system that is installed should be acoustically designed such that acoustic performance for the recommended construction are not reduced by any duct or pipe penetrating the building fabric elements. Noise emission to the adjacent property boundaries by any ventilation system shall comply with Council requirements.

The provision of alternative ventilation can be achieved in a number of ways. Some of these are described in principle below. The options outlined have not been approved for this project by a mechanical engineer as complying with the ventilation requirements but are identical to approved systems used on other similar projects.

**Option 1**

Fully ducted air-conditioning with provision included of Outside Air. Many domestic air conditioning systems do not include outside air by default – it must be specified at the time of tendering and ordering. Commercial ducted air-conditioning systems usually do have provision for outside air as a standard feature.

**Option 2**

A proprietary wall-mounted ventilation system, such as Aeropac. Aeropac units are approximately $800 each (per habitable room). Available from Acoustica, phone: 1300 722 825.

**Option 3**

Provision of an attenuated air inlet in an external faced and an oversized exhaust fan in the ensuite or bathroom. *Attenuated air inlet* could be a proprietary unit such as “Silenceair” which is approximately $180 each. Available from [www.silenceair.com](http://www.silenceair.com).

**Option 4**

Similar to Option 3 but with an alternative attenuated air inlet provided by the Builder. This could consist of a simple external air grille in the brick wall, connected to a 1.2m long internally insulated plasterboard bulkhead.

The vibration assessment zone for typical development sites adjacent to rail corridors is shown in Figure 3-2.
Based on the guidelines and our experience, vibration is not expected to be an issue for this Project Site at the given offset distance from the track is more than 220m.

4. Conclusion

Blackett Acoustics has been engaged to conduct an acoustic assessment of the proposed rezoning of 1A Brooke Street, Forbes from IN1 Industrial to R1 General Residential.

Assessment of railway noise intrusion in accordance with the requirements of Development near Rail Corridors and Busy Roads – Interim Guideline” has been conducted. Recommendations contained in this report have been made for the roof and glazing building elements to control train noise ingress from the operational train track to within design levels recommended in the guideline.

Vibration levels from train pass-by are not expected to be an issue for propose development on this site given the offset distance from the track.

We trust this information is sufficient to satisfy your requirements. Please contact us if you have any further queries.

Yours faithfully

Jimi Ang
Principal | B.Eng (Aeronautical) | M.A.A.S
SECTION 59 PLANNING REPORT

Planning proposal details:
PP_2017_FORBE_001_00 to amend Forbes Local Environmental Plan 2013 to rezone land from IN1 General Industrial to R1 General Residential at 1A Brooke Street, Forbes.

Planning proposal summary:
Planning proposal to amend the Forbes Local Environmental Plan 2013 to rezone land from IN1 General Industrial to R1 General Residential at 1A Brooke Street, Forbes.

Date of Gateway determination:
The Gateway determination was issued on the 13 July 2017.

1.0 SUMMARY

The Planning Proposal is not the result of a specific study or report. The owner of land approached Council and preliminary discussions with staff and the Department of Planning and Environment were undertaken. At an Ordinary Council Meeting on the 17 November 2016, Council resolved to support the preparation of a Planning Proposal to amend the Forbes Local Environmental Plan 2013. Refer to Attachment A for a copy of the Council Report.

The proposed provisions in the Planning Proposal will achieve the intended outcomes by:

- Amending the Land Zoning Map LZN_005AB in the Forbes Local Environmental Plan 2013 to show the subject land zoned as R1 General Residential;
- Amending the Minimum Lot Size Map LSZ_005AB in the Forbes Local Environmental Plan 2013 to show the subject land having a minimum lot size for subdivision of 550m²; and
- Amending the Height of Buildings Map – Sheet HOB_005AB in the Forbes Local Environmental Plan 2013 to show the subject land having a maximum building height of 8.5metres.

The key issues raised from the consultation with ARTC and the Department of Planning and Environment, related to the noise and vibration impacts on future development given the proximity of the subject site proposed to be rezoned to the railway line.

The noise and vibration impacts on future development on the subject site will be mitigated through a clause, required by the Department of Planning and Environment to be inserted into the Forbes Development Control Plan 2013 and through the site specific noise and vibration assessment prepared for the site.

The Department of Planning and Environment and ARTC are satisfied that these measures will adequately address the noise and vibration impacts associated with the site being in close proximity to the railway line.
2.0 GATEWAY DETERMINATION

Date gateway determination issued: 13/07/2017
Timeframe for completion of proposal: 12 months (13/07/2018)
Review request: No
Compliance with conditions of Gateway determination: Yes the conditions have been complied with.

3.0 COMMUNITY CONSULTATION

dates of exhibition: 15 of September to the 13 of October 2017,
number of submissions received: No submissions were received,
issues raised during exhibition: No issues raised during the exhibition period, and
responses to issues: no issues received.
4.0 VIEWS OF PUBLIC AUTHORITIES

Consultation with Australian Rail Track Corporation under section 56(2)(d) of the Environmental Planning and Assessment Act 1979 for a period of 21 days was required as a condition of the Gateway Determination for the planning proposal for 1A Brooke Street.

A letter with the planning proposal for 1A Brooke Street was sent to ARTC on the 15 of September 2017, with a response provided to Council on the 16 October 2017. The response forms an attachment to this report. As a part of their response ARTC requested that a site specific noise and vibration assessment be undertaken.

The applicant was requested to prepare a site specific noise and vibration assessment which was received and sent to ARTC on the 23 January 2018. ARTC raised no issues to the site specific noise and vibration assessment within their response on the 2 March 2018.

There are no longer any outstanding issues associated with this planning proposal.

5.0 CONSISTENCY WITH S.117 DIRECTIONS AND OTHER STRATEGIC PLANNING DOCUMENTS

The planning proposal accompanying this report addresses the consistency and inconsistencies with the s117 Directions.

6.0 PARLIAMENTARY COUNSEL OPINION

An opinion is yet to be sought from Parliamentary Counsel. An opinion will be sought on 16 of March 2018.

7.0 OTHER RELEVANT MATTERS

No other relevant matters have been raised or arose subsequent to the Gateway Determination, public exhibition period and the consultation with ARTC.
8.0 MAPPING

Council does not have the technical capability to prepare the updates to the LEP mapping. The mapping that will be required to be updated will be:

- Amending the Land Zoning Map LZN_005AB in the Forbes Local Environmental Plan 2013 to show the subject land zoned as R1 General Residential;
- Amending the Minimum Lot Size Map LSZ_005AB in the Forbes Local Environmental Plan 2013 to show the subject land having a minimum lot size for subdivision of 550m2; and
- Amending the Height of Buildings Map – Sheet HOB_005AB in the Forbes Local Environmental Plan 2013 to show the subject land having a maximum building height of 8.5 metres.

A request will be made for mapping to be prepared on Council's behalf.

9.0 RECOMMENDATION

Council recommends that the plan is to be made as per the planning proposal submitted for the gateway determination.

No amendments are proposed or required.
7 MANAGER COMMUNITY DEVELOPMENT REPORT TO COUNCIL

7.1 COMMUNITY FUNDING PROGRAM DONATION REQUESTS

Report Author: Manager Community Development
Responsible Officer: General Manager

Executive Summary

Council endorsed the Community Funding Policy at the February 2017 meeting. This policy has established defined criteria for funding with a focus on Not For Profit organisations, and a process by which applications will be competitively assessed for inclusion in each year’s council budget.

The budget for donations to the community has been significant and without any defined criteria for how funds are allocated. For 2017-18 for example the budget for Donations and waivers and line items totalled $244,000. A renewed focus on criteria based assessment and alignment with the Community Strategic Plan through the Community Funding Policy has meant that the allocated amount for the 2018-19 Budget is $199,899 distributed amongst 47 community organisations.

This figure is moving closer to other regional council commitments to community contributions, yet it still quite high in comparison. Inverell Shire Council for example has a budget of approximately $102,000, Weddin Shire $10,000 and Bland Shire $58,000 for comparable community projects.

The annual call for support closed on 28 February; 69 applications were received with a total of requests being $442,741. Groups with “line items” as well as applicants for donations and waivers were all asked to apply to demonstrate transparency.

After the closing date all applications were assessed by a panel comprising Senior and Operational staff. Applications were assessed for the contribution of the project/project proponents to the shire, the links of their project to the Community Strategic Plan, the capacity of the group to cover the project needs financially, whether or not there were other sources of funding for the event or project and the quality of their application.

The projects were apportioned a rating – with projects receiving a rating of one being of the highest priority and five being the lowest. The panel has also distributed the levels of support each application should be given based on the above criteria.

Detailed Report

Following are details of recommended funding offers to applicants to the Community Funding Program. Line items are identified. Codes such as SP 2.1 etc refer directly to the outcomes of the Community Strategic Plan.
<table>
<thead>
<tr>
<th>Organisation</th>
<th>Line Item Y/N</th>
<th>Ranking Score</th>
<th>Funding Offer Recommended</th>
<th>Requested</th>
<th>Overall Project Cost</th>
<th>Outcomes of Project/Community Strategic Plan Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forbes &amp; District Historical Society Incorporated</td>
<td>Y</td>
<td>1</td>
<td>$1,620</td>
<td>$1,620</td>
<td>$67,035</td>
<td>Assistance with the moving of machinery exhibits to allow lift installation at the Forbes Museum</td>
</tr>
<tr>
<td>Forben &amp; District Historical Society Incorporated</td>
<td>Y</td>
<td>1</td>
<td>$550</td>
<td>$550</td>
<td>$550</td>
<td>Connecting to the NBN to the Forbes Museum</td>
</tr>
<tr>
<td>Forben &amp; District Historical Society Incorporated</td>
<td>Y</td>
<td>1</td>
<td>$8,000</td>
<td>$8,000</td>
<td>$24,000</td>
<td>Enclose Machinery Display and make it dust &amp; weather proof. Replace gravel floor with concrete slab</td>
</tr>
<tr>
<td>Ootha Rural Fire Brigade</td>
<td></td>
<td>1</td>
<td>$5,000</td>
<td>$7,571</td>
<td>$7,571</td>
<td>Equipping the Ootha Rural Fire Brigade Station</td>
</tr>
<tr>
<td>Forbes College for Seniors Inc</td>
<td></td>
<td>1</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,257.00</td>
<td>Financial support for meetings and courses - uniting church hall booking fee</td>
</tr>
<tr>
<td>Forbes Business Chamber Inc</td>
<td>Y</td>
<td>1</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$41,450</td>
<td>Find It In Forbes Promotion &amp; Christmas Festival</td>
</tr>
</tbody>
</table>

Community Strategic Plan Links:

SP1.1/SP1.3/SP1.5/SP1.6/SP1.8/ET2.2/SP2.4/SP3.9 High value Community Engagement, long term community contribution by this group, high level initiative to instigate other funded projects.

SP1.1/SP1.5/SP1.6/SP1.8/ET2.2/SP2.4/SP3.9 High value Community Engagement, long term community contribution by this group, high level initiative to instigate other funded projects.

SP1.1/SP1.3/SP1.5/SP1.6/SP1.8/ET2.2/SP2.4/SP3.9 High value Community Engagement, long term community contribution by this group, high level initiative to instigate other funded projects.

SP1.3/SP1.5/SP1.6/SP1.7/SP2.3/SP2.4/SP3.3/SP3.7/SP3.9/SP4.2 Community engagement, educational potential, safety and wellbeing, engagement in small community on the Shire boundary, council does have plans to rotate meetings around and this will secure a reasonable venue.

SP1.1/SP1.3/SP1.5/SP1.6/SP1.7/SP2.1/SP2.4 Community engagement, disadvantaged. section of the community, community spirit, complimentary to FSC program of involvement in seniors week, long standing events, highly regarded in the community.

ED3.2/ED3.3/ED4.4/ED4.7/SP1.3/SP1.5/SP2.1 Community engagement, cultural, small business promotion, tourism, successful event for several years, aligns with CBD masterplan project, links well with other Christmas events.
<table>
<thead>
<tr>
<th>Organisation</th>
<th>Line Item</th>
<th>Y/N</th>
<th>Ranking Score</th>
<th>Funding Offer Recommended</th>
<th>Requested</th>
<th>Overall Project Cost</th>
<th>Outcomes of Project/Community Strategic Plan Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forbes Jockey Club</td>
<td>1</td>
<td></td>
<td></td>
<td>$30,000</td>
<td>$60,000</td>
<td>$160,000</td>
<td>Funding to rejuvenate the Jockey Club Grandstand SP1.3/SP2.1/SP2.2/SP2.3/SP2.4/ED4.7/ED6.3/ED2.2/I3.4/I3.1/I4.1/I4.2/I4.3 Lesser funding offer as the committee have some funds available, community engagement, heritage, well maintained grounds, strong committee, part funding with Jockey club to contribute $30K, already received $100,000 grant. This organisation has asked for minimal support in the past.</td>
</tr>
<tr>
<td>Forbes Golfers Association</td>
<td>Y</td>
<td>1</td>
<td></td>
<td>$8,000</td>
<td>$16,000</td>
<td>$33,000</td>
<td>Funding to support the NSW Open Regional Qualifier I3.1/I4.1/I4.2/I4.3/SP3/SP1.5/SP2.1/ED6.3/SP3.3 Recommended part funding - fund ground upgrades but not trophies and awards. Tourism, community engagement, health and wellbeing outcomes.</td>
</tr>
<tr>
<td>Forbes Rodeo Incorporated</td>
<td>1</td>
<td></td>
<td></td>
<td>$2,975</td>
<td>$2,975</td>
<td></td>
<td>Grandstand delivery and removal during event SP1.3/SP1.5/SP1.8/SP2.3/SP2.1/SP2.4/ED4.7/ED6.3/ED4.6/I3.1 Tourism, community engagement, social interaction. High performing event.</td>
</tr>
<tr>
<td>Forbes Central Rural Fire Brigade</td>
<td>1</td>
<td></td>
<td></td>
<td>$2,500</td>
<td>$2,500</td>
<td></td>
<td>Hose drying Pole Installation SP3.3/SP1.3/LG4.2 Important services to the community, strong team environment, health and safety. Market failure with regards to other funding available to this organisation.</td>
</tr>
<tr>
<td>Forbes Rugby League Club</td>
<td>1</td>
<td></td>
<td></td>
<td>$1,500</td>
<td>$3,150</td>
<td></td>
<td>New Defibrillator at Spooner oval SP2.2/SP1.3/SP3.3/SP3.2/SP3.9/SP4.2/I3.1/I3.4 Part funding as will be part of Grant application.</td>
</tr>
<tr>
<td>Sport and Rec Club</td>
<td>1</td>
<td></td>
<td></td>
<td>$1,500</td>
<td>$3,150</td>
<td></td>
<td>New Defibrillator SP2.2/SP1.3/SP3.3/SP3.2/SP3.9/SP4.2/I3.1/I3.4 Part funding as will be part of grant application.</td>
</tr>
<tr>
<td>Organisation</td>
<td>Line Item Y/N</td>
<td>Line Item</td>
<td>Ranking Score</td>
<td>Funding Offer Recommended</td>
<td>Requested</td>
<td>Overall Project Cost</td>
<td>Project Cost</td>
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<td>-------------------------------</td>
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<td>--------------</td>
</tr>
<tr>
<td>Valley FM</td>
<td></td>
<td></td>
<td>1</td>
<td>$3,417</td>
<td>$3,417</td>
<td>$3,923</td>
<td>Outside Broadcast Equipment (internet, cords, microphone setup, CD Player)</td>
</tr>
<tr>
<td>Forbes Riverside Community Gardens</td>
<td></td>
<td></td>
<td>1</td>
<td>$1,400</td>
<td>$1,400</td>
<td>$1,750</td>
<td>Purchase 4 raised garden beds for the elderly and disabled</td>
</tr>
<tr>
<td>Forbes Riverside Community Gardens</td>
<td></td>
<td></td>
<td>1</td>
<td>$1,200</td>
<td>$1,200</td>
<td>$2,400</td>
<td>Riverside Community Garden to run 6 free educational workshops during 2018-19</td>
</tr>
<tr>
<td>Forbes Riverside Community Gardens</td>
<td></td>
<td></td>
<td>1</td>
<td>$1,000</td>
<td>$1,000</td>
<td></td>
<td>The Forbes Riverside Community Gardens are seeking $1000 in funding to help promote the Forbes Scarecrow and Vegetable Garden Competition and to help pay for a professional, independent judge to assess the Vegetable Garden Competition.</td>
</tr>
<tr>
<td>Forbes Family History Group</td>
<td></td>
<td></td>
<td>1</td>
<td>$5,060</td>
<td>$5,060</td>
<td></td>
<td>Purchase a new photo copier</td>
</tr>
</tbody>
</table>
### Manager Community Development Report to Council cont’d

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Line Item Y/N</th>
<th>Ranking Score</th>
<th>Funding Offer Recommended</th>
<th>Requested</th>
<th>Overall Project Cost</th>
<th>Outcomes of Project/ Community Strategic Plan Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forbes Toy Library</td>
<td></td>
<td>1</td>
<td>$1,250</td>
<td>$1,250</td>
<td>$1,250</td>
<td>Purchase STEM Toys for the community SP1.3/SP1.5/SP1.6/SP2.1/SP2.4/SP3.3/SP3.9 Community Engagement, educational, youth and family outcomes, active committee working on grants for the YACC in conjunction with FSC.</td>
</tr>
<tr>
<td>Mixed Bowls Committee</td>
<td></td>
<td>1</td>
<td>$1,000</td>
<td>$1,000</td>
<td></td>
<td>Sponsorship for function (council names on flyer) SP1.3/SP1.5/SP2.1/SP2.2/SP2.3/SP2.4/ED4.7/ED4.8/LG4.5/LG4.6/I4.4 Tourism, health &amp; wellbeing, sport, community engagement, future funding will only be considered through community funding program application</td>
</tr>
<tr>
<td>Havannah House</td>
<td></td>
<td>1</td>
<td>$5,000.00</td>
<td>$8,131.63</td>
<td>$12,931.63</td>
<td>Upgrading Havannah House Kitchen to meet modern health, WHS and food handing standards SP1.3/SP1.5/SP1.7/SP2.4/E4.2/E4.3/I3.1/I3.4 Community engagement, support network, health and wellbeing, shelter, community services. Valuable local organisation catering to the needs of vulnerable people.</td>
</tr>
<tr>
<td>Handicraft Centre</td>
<td>Y</td>
<td>1</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td></td>
<td>Rental Assistance No application due to misunderstanding with regards to their need to apply – continue as line item for 18-19 but request application for next financial year</td>
</tr>
<tr>
<td>Forbes Netball Association Inc</td>
<td></td>
<td>2</td>
<td>$2,000</td>
<td>$8,000</td>
<td></td>
<td>Use of council staff to clean toilets each week and during main carnival, empty bins at courts each week, turn rings around after Saturday comp and before main carnival blow down courts on day of netball carnival SP2.2/SP3.1/SP3.3/SP3.2/SP3.9/SP4.2/I3.1/I3.4 Health &amp; wellbeing, youth, community engagement, tourism, sporting facility Funding offer is for pre large scale event preparation as Group already well supported with Council already cleaning area, maintaining bathrooms/bin. Limited detail, future funding will only be considered through community funding program application</td>
</tr>
<tr>
<td>Northside Chapel</td>
<td></td>
<td>2</td>
<td>$2,000</td>
<td>$7,000</td>
<td>$20,000</td>
<td>Upgrade to a new and larger bus SP1.3/SP1.5/SP1.6/SP2.1/SP2.4/SP4.2 youth, community engagement Council will require confirmation of route and programs provided.</td>
</tr>
<tr>
<td>Organisation</td>
<td>Line Item Y/N</td>
<td>Ranking</td>
<td>Funding Offer Recommended</td>
<td>Requested</td>
<td>Overall Project Cost</td>
<td>Outcomes of Project/ Community Strategic Plan Links</td>
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<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Kalari-Lachlan River Arts Festival</td>
<td>Y</td>
<td>2</td>
<td>$10,000</td>
<td>$15,000</td>
<td>$15,000</td>
<td>Funding Assistance for the event/s of the festival SP2.1/SP1.3/SP1.6/SP2.4/ED4.7/ED6.3 Attendees from across regional NSW, cultural, educational, youth engagement, wellbeing outcomes, Slight reduction in funding for this year as council has been supporting this event for some time</td>
</tr>
<tr>
<td>Forbes Camel Races</td>
<td></td>
<td>2</td>
<td>$2,500</td>
<td>$5,000</td>
<td>$30,000</td>
<td>Sponsorship to help stage the event 2019 SP1.3/SP1.5/SP2.1/SP2.2/SP2.4/ED4.7/ED6.3 Limited detail with no detailed information on where funding will go, future funding will only be considered through community funding program application. Have been funded for some time by council.</td>
</tr>
<tr>
<td>Bedgerabong War Memorial Union Church</td>
<td></td>
<td>2</td>
<td>$8,000</td>
<td>$14,432</td>
<td>$14,432</td>
<td>Ceiling Replacement at the church SP1.1/SP1.5/SP1.6/SP2.2/SP2.4 Organisation has current savings, but good community engagement, social and cultural; outcomes to this project. Work with Encourage group to work with Grants officer to identify funding to cover the entire requested works.</td>
</tr>
<tr>
<td>RedBend Garden</td>
<td></td>
<td>5</td>
<td>$0</td>
<td>$5,000.00</td>
<td></td>
<td>Upgrade to gardens Limited details, recommended not to be funded, future funding will only be considered through community funding program application</td>
</tr>
<tr>
<td>Forbes/Bland Home Modification &amp; Maintenance Service Inc</td>
<td></td>
<td>5</td>
<td>$0</td>
<td>$50,000</td>
<td>$96,000</td>
<td>Funding to support reception and administrative assistance over 2 years Recommendation not to support, cost shifting and not the responsibility of local government, could open doors to other funding support for NGO's</td>
</tr>
<tr>
<td>Forbes Business Chamber Inc</td>
<td>Y</td>
<td>5</td>
<td>$0</td>
<td>$5,000</td>
<td>$11,000</td>
<td>Vacant Shops and Windows Recommendation not to support, this has already been tried with little success, target business may not be interested</td>
</tr>
<tr>
<td>Forbes Business Chamber Inc</td>
<td>Y</td>
<td>5</td>
<td>$0</td>
<td>$5,000</td>
<td>$16,738</td>
<td>Girls Day Out Existing Council &amp; externally run events, no detailed project plan for how these funds will be spent.</td>
</tr>
<tr>
<td>Forbes District Soccer Club</td>
<td></td>
<td>1</td>
<td>$2,300</td>
<td>$2,300</td>
<td>$2,300</td>
<td>Waiver of sporting ground hire fees SP1.3/SP1.5/SP2.1/SP2.2/SP2.3/SP2.4/ED4.7/ED6.3 Strong community engagement, high attendance, Sports tourism driver, health and wellbeing outcomes, strong local sporting group.</td>
</tr>
</tbody>
</table>
## Manager Community Development Report to Council cont’d

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Line Item</th>
<th>Ranking</th>
<th>Funding Offer Recommended</th>
<th>Requested</th>
<th>Overall Project Cost</th>
<th>Outcomes of Project/ Community Strategic Plan Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWA, Forbes Branch</td>
<td>Y/N 1</td>
<td>$3,527.31</td>
<td>$3,527.31</td>
<td>$3,527.31</td>
<td></td>
<td>Waiver of Rates for CWA Hall 2018-19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Large community usage, community engagement, established community group making a significant contribution to the community</td>
</tr>
<tr>
<td>St John's Anglican Church Forbes</td>
<td>Y/N 1</td>
<td>$716</td>
<td>$716</td>
<td>$4,216</td>
<td></td>
<td>Combined Primary Schools Christmas SRE Celebration - hire of Forbes Town Hall with Cooling</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>SP1.1/SP1.3/SP1.5/SP1.7/SP2.1/SP2.4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Community engagement, community spirit, Complimentary to other Christmas events, long standing event, highly regarded</td>
</tr>
<tr>
<td>NSW Small Winemakers Wine Show Committee</td>
<td>Y/N 1</td>
<td>$540</td>
<td>$540</td>
<td>$19,820</td>
<td></td>
<td>Waiver of the Youth and Community Centre Hire fees from 25 Aug/1 Sep</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ED6.3/ED4.7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Tourism, economic development, community engagement, tourism outcomes, professionally run event, only event like this in Western NSW and running for 26yrs</td>
</tr>
<tr>
<td>Forbes Eisteddfod Inc</td>
<td>Y/N 1</td>
<td>$8,200</td>
<td>$8200</td>
<td>$54,940</td>
<td></td>
<td>Waiver of Town Hall Fee and $5000</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SP2.1/SP1.3/SP1.6/SP1.5/SP2.4/ED4.7/ED6.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Attendees from across regional NSW, quality application, health and wellbeing, cultural, educational,</td>
</tr>
<tr>
<td>Rotary Club of Forbes</td>
<td>Y/N 1</td>
<td>$600</td>
<td></td>
<td></td>
<td></td>
<td>Waiver of Town Hall for the 2018 Christmas Tree festival and use of the air con</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SP1.5/SP2.1/SP2.4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Community engagement, community spirit, linked to other community events held at Christmas, educational outcomes</td>
</tr>
<tr>
<td>Parkes &amp; District Neighbourhood &amp; Community Information Centre</td>
<td>Y/N 1</td>
<td>$1,035</td>
<td></td>
<td>$1,035</td>
<td></td>
<td>Waiver of venue hire for the use of the Forbes Town Hall facility to conduct morning teas for the frail aged</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>SP1.1/SP1.5/SP1.3/SP1.6/SP2.1/SP2.4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Engagement with senior citizens, compliments seniors week activities,</td>
</tr>
<tr>
<td>Havannah House</td>
<td>Y/N 1</td>
<td>$500</td>
<td></td>
<td>$12,000</td>
<td></td>
<td>Waiver Town Hall hire fees for Christmas Lunch and use of the Council Gazebo and 50 chairs for the Easter Festival</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SP1.1/SP1.3/SP1.5/SP1.6/SP1.7/SP2.1/SP2.4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Community engagement, vulnerable and disadvantaged persons, community spirit, Complimentary to other community events, long standing event, highly regarded</td>
</tr>
<tr>
<td>Organisation</td>
<td>Line Item Y/N</td>
<td>Ranking Score</td>
<td>Funding Offer Recommended</td>
<td>Requested</td>
<td>Overall Project Cost</td>
<td>Outcomes of Project/Community Strategic Plan Links</td>
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</tr>
<tr>
<td>Macquarie Philharmonia</td>
<td>1</td>
<td>$560</td>
<td>$560</td>
<td></td>
<td></td>
<td>Waiver of Town Hall and heating Fees for 8 hours. Attendees from across regional NSW, cultural, educational, youth engagement, wellbeing outcomes.</td>
</tr>
<tr>
<td>Community Centre Indoor Bowls</td>
<td>1</td>
<td>$993.60</td>
<td>$993.60</td>
<td>$993.60</td>
<td></td>
<td>Fee waiver for the Forbes Youth &amp; Community Centre. SP1.1/SP1.5/SP1.3/SP1.6/SP2.1/SP2.4 engagement with senior citizens, complimentary to. seniors week activities run by FSC.</td>
</tr>
<tr>
<td>Central West Lachlan Landcare Inc</td>
<td>2</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$2,500</td>
<td></td>
<td>Waiver Fee Town Hall. E1.4/E1.5/E1.1/E2.3 Strong project managers, enhancing relationships with environmental groups.</td>
</tr>
<tr>
<td>Forbes Community Health Lachlan Health Service NSW Health</td>
<td>2</td>
<td>$268.80</td>
<td>$268.80</td>
<td></td>
<td></td>
<td>Waiver Fee for the YACC Hire - 2 days a week for 12 weeks to supply childcare while parents participate in exercise program at pool. SP2.1/SP2.3/SP2.4/SP1.7/SP3.6 Local service with strong community engagement, health and wellbeing and educational outcomes for children - note that this is a Government supported project.</td>
</tr>
<tr>
<td>Forbes Amateur Swimming Club Inc</td>
<td>5</td>
<td>$483</td>
<td>$483</td>
<td>$483</td>
<td></td>
<td>Fee waiver, clubhouse lease for 12 months. SP1.3/SP2.4 Health and wellbeing outcomes by the activities of the club. Recommend that ongoing support contingent on building partnerships with other user groups.</td>
</tr>
<tr>
<td>Forbes Handicraft Centre</td>
<td>1</td>
<td>$500</td>
<td>$500</td>
<td></td>
<td></td>
<td>Purchase of promotional teardrop flags. SP2.4/SP1.1/SP1.5/SP2.3 Social, health and wellbeing benefits for volunteers.</td>
</tr>
<tr>
<td>CWA</td>
<td>1</td>
<td>$300</td>
<td>$300</td>
<td></td>
<td></td>
<td>Public Speaking Contest with school students, hosted across the region. SP1.3/SP2.4/SP2.1 Youth, educational, Community engagement, well respected organisation.</td>
</tr>
<tr>
<td>Forbes Diggers Harness Racing</td>
<td>2</td>
<td>$1000</td>
<td>$1000</td>
<td></td>
<td></td>
<td>Sponsorship of Race and preparing track prior to events. SP2.4/SP2.1/SP1.3/SP2.3 Community and social benefits.</td>
</tr>
<tr>
<td>Organisation</td>
<td>Line Item Y/N</td>
<td>Ranking Score</td>
<td>Funding Offer Recommended</td>
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</tr>
<tr>
<td>Forbes Town Band</td>
<td>y</td>
<td>2</td>
<td>$12659</td>
<td>$12659</td>
<td></td>
<td>Conductors cost charged by the Mitchell Conservatorium Lachlan, Community engagement, social outcomes, On proviso that Band has attendance at more Council run events throughout the year including Australia Day, ANZAC Day, Christmas, Citizenship ceremonies</td>
</tr>
<tr>
<td>Western Region Academy of Sport</td>
<td>y</td>
<td>1</td>
<td>$543</td>
<td>$543</td>
<td></td>
<td>Organisational support SP2.3, SP2.1, SP2.2, Youth, health and fitness outcomes</td>
</tr>
<tr>
<td>Forbes Art Society</td>
<td>y</td>
<td>2</td>
<td>$6240</td>
<td>$6240</td>
<td></td>
<td>Rates and Insurance for Playtus Gallery SP1.3, SP1.5, SP2.1, SP2.3, SP2.4, Community, cultural and wellbeing outcomes</td>
</tr>
<tr>
<td>Forbes Learning ladder</td>
<td>3</td>
<td>$5000</td>
<td>$15,000</td>
<td></td>
<td></td>
<td>Air conditioner for childcare facility SP2.2, SP1.3, SP2.3 Recommended that organisation works with Andrew re other grant options</td>
</tr>
<tr>
<td>Forbes Flatlands Cyclo Sportif</td>
<td>3</td>
<td>$2000</td>
<td>$10,000</td>
<td></td>
<td></td>
<td>Cycling event SP2.3, SP2.1, SP1.3, SP2.4 Finding to be used towards volunteer supplies not for administration costs or prize money</td>
</tr>
<tr>
<td>Flatlands Hangliding</td>
<td>y</td>
<td>3</td>
<td>$5000</td>
<td>$15,000</td>
<td></td>
<td>Running costs for this years event SP2.1, SP2.3 Future funding assistance needs to be supported by a post event report and detailed application</td>
</tr>
<tr>
<td>Forbes PA and H</td>
<td>1</td>
<td></td>
<td>$500</td>
<td>$500</td>
<td></td>
<td>Support to host Show girl dinner SP1.3, SP2.3, SP2.4SP2.1, Community engagement, youth, development, educational</td>
</tr>
<tr>
<td>Mitchell Conservatorium</td>
<td>5</td>
<td>$500</td>
<td>$3565</td>
<td></td>
<td></td>
<td>Forbes Shire Primary schools Orchestra Tour SP2.1, SP1.8 Educational, youth engagement</td>
</tr>
<tr>
<td>Red Bend Catholic College</td>
<td>5</td>
<td>$0</td>
<td>$35,000</td>
<td></td>
<td></td>
<td>Support of breakfasts for students 5 days per week Cost shifting - fee paying organisation</td>
</tr>
<tr>
<td>Forbes High School P and C</td>
<td>5</td>
<td>0</td>
<td>$5000</td>
<td></td>
<td></td>
<td>Works on School Grounds for new garden area Covering these costs not Council responsibility – cost shift?</td>
</tr>
<tr>
<td>Forbes Birth to Kinder</td>
<td>1</td>
<td></td>
<td>$1402.50</td>
<td>$1402.50</td>
<td></td>
<td>Fee Waiver Reading Downtown Day - use of Victoria Park &amp; Forbes Town Hall SP1.5, SP2.3, SP2.4, SP2.1, Youth engagement, wellbeing, educational</td>
</tr>
<tr>
<td>Organisation</td>
<td>Line Item</td>
<td>Ranking</td>
<td>Funding Offer</td>
<td>Overall Project Cost</td>
<td>Outcomes of Project/ Community Strategic Plan Links</td>
<td></td>
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<td>--------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Sporting Shooters Association of Australia Forbes Branch</td>
<td>2</td>
<td>$3678.32</td>
<td>$3678.32</td>
<td>Rates waiver</td>
<td>SP1.3, SP2.3, SP2.4, SP2.1 Community engagement and social outcomes</td>
<td></td>
</tr>
<tr>
<td>Mitchell Conservatorium</td>
<td>5</td>
<td>0</td>
<td>$90000</td>
<td>Hall fees – paid to CWA</td>
<td>More clarification required around space requirements could offer the use of existing council facilities or office space – especially if on a part time basis.</td>
<td></td>
</tr>
<tr>
<td>Forbes Fins</td>
<td>5</td>
<td>0</td>
<td>$4,900</td>
<td>Electronic Scoreboard equipment for pool</td>
<td>Council to consider use of pool budget for this item to be used by all clubs/pool patrons</td>
<td></td>
</tr>
<tr>
<td>Forbes High School P and C</td>
<td>5</td>
<td>0</td>
<td>$9,840</td>
<td>Funding of a range of events for students – dance classes attendance at Schools Spectacular</td>
<td>Budget unclear, perceived cost shifting</td>
<td></td>
</tr>
<tr>
<td>Forbes Pony Club</td>
<td>5</td>
<td>$387</td>
<td>$387</td>
<td>Council to undertake Sand levelling at grounds</td>
<td>SP1.3, SP2.3 SP2.4 Lack of detail in application and budget</td>
<td></td>
</tr>
<tr>
<td>Grazing down the Lachlan</td>
<td>1</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>Assistance to run the event</td>
<td>SP1.3/SP2.3/SP2.4/ED8.7 Community Engagement, tourism, well run event Professional committee</td>
<td></td>
</tr>
<tr>
<td>Bedgerabong PA &amp; H Association</td>
<td>1</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td>Assistance with the running of the show</td>
<td>SP1.3/SP2.1/SP2.4, LG18.1 Community - village - engagement, social, educational, youth engagement</td>
<td></td>
</tr>
<tr>
<td>NSW Association of Agriculture Teachers Inc</td>
<td>2</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
<td>Agriculture Teachers Conference in Forbes</td>
<td>ED8.7/ED9.2 Tourism, Educational.</td>
<td></td>
</tr>
</tbody>
</table>
RECOMMENDATION

That Council:

1. endorse the recommendations regarding funding amounts to be donated to the community groups listed to the value of $199,899 sourced from the 2018/19 budget.

2. undertake a review of the Community Funding Program and conduct a workshop in the 2018/19 financial year.

Alignment with Strategic Plan
C3.1: develop Capacity of Community Groups to achieve their goal. C3.1.3: Provide direct financial grants and/or logistical support to community groups across a range of activities.

Financial and Resource Implications
The total amount of funding requested in this report is $199,899 sourced from the 2018-19 Budget, plus in-kind assistance for waiver of Grinstead Oval and South Circle oval hire fees, DA and electricity usage, labour for bunting installation and rubbish bin supply and removal.

Policy Implications
The requests for financial assistance included in this report are in accordance with s356 of the Local Government Act 1993.

Risk Considerations
Nil.

Statutory/Regulatory Implications
Nil.

Consultation conducted
Nil.

Attachments
Nil.
7.2 HEATED POOL UPDATE

Report Author: Manager Community Development
Responsible Officer: General Manager

Executive Summary

The purpose of this paper is to update Councillors on progress with regards to the heated pool.

Detailed Report

Council has been working with the Heated Pool Committee to manage the risk that has been identified at this facility. It is important to note that Council is only involved from the interest of public safety and as the crown land trust manager. Council is not the owner or manager of the facility it continues to be managed by a Community committee, the president of which is David Hodder.

The heated pool remains temporarily closed based on the information in the structural report by structural engineers. Council has approached the structural engineers for follow up advice, to identify a temporary fix to stabilise the facility so that the pool can be reopened if possible. It is anticipated that this report will be available by 9 March.

Council is working with the Forbes Olympic Pool contractors to organise free entry for heated pool members – to be funded by Council. Take up of this offer will probably not be significant as many patrons of the heated pool use this pool for its therapeutic benefits which cannot be found at the Olympic Pool. Another significant user group are children’s swimming squads, the majority of whom already have Olympic Pool season tickets as they are also utilising the Olympic Pool for training.

Council continues to work with the members of the Heated Pool Committee to identify potential sources of funding for a major upgrade or building of a new pool facility. Current estimates for a new 25 metre (instead of existing 16 metre) facility, in the opinion of the Director Engineering and Technical Services, are in the realms of $10 Million.

It should be noted that the heated pool has not been identified in the Community Strategic Plan. There is also no budget allocation for any works at this facility. Any investment for either major repair works or the construction of a new facility needs to be part of a long term plan for this community service, and must be developed in conjunction with the Heated Pool Committee.

RECOMMENDATION

That Council receive and note this information.
Alignment with Strategic Plan
Nil. Externally funded.

Financial and Resource Implications
Nil.

Policy Implications
Nil.

Risk Considerations
Public safety issue.

Statutory/Regulatory Implications
Nil.

Consultation conducted
Structural Engineer.

Attachments
Nil.
## 7.3 GRANTS UPDATE

**Report Author:** Grants Officer  
**Responsible Officer:** General Manager

### Executive Summary

The purpose of this report is to provide an update on the status of grants for the period 2017/18 as required under the Community Strategic Plan.

16 grants pending, total value: $2,517,577.50  
25 applications submitted since July 2017 total value: $2,990,736.70

### Detailed Report

**2017/2018 Successful Grants:**

<table>
<thead>
<tr>
<th>Program</th>
<th>Applicant</th>
<th>Project</th>
<th>Amount</th>
<th>Impact on Council</th>
<th>Aligned with Community Strategic Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Innovation Fund</td>
<td>Council</td>
<td>Smart boards, website upgrade, touch screen kiosks</td>
<td>$74,772.10</td>
<td>$50,000 co contribution, project management</td>
<td>Yes</td>
</tr>
<tr>
<td>Building Better Regions</td>
<td>House With No Steps</td>
<td>Biscuit factory relocation and upgrades</td>
<td>$200,000</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Social Housing Fund</td>
<td>Council</td>
<td>Nelson Park Toilet</td>
<td>$50,000</td>
<td>$63,610.00 co contribution, project management</td>
<td>Yes</td>
</tr>
<tr>
<td>Building Better Regions</td>
<td>Council</td>
<td>Agriculture Strategic Plan</td>
<td>$70,000</td>
<td>$70,000 co contribution, project management</td>
<td>Yes</td>
</tr>
<tr>
<td>Heritage Activation Grant Program</td>
<td>Jockey Club</td>
<td>Grandstand repairs</td>
<td>$100,000</td>
<td>Nil</td>
<td>Yes</td>
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<tr>
<td>Heritage Activation Grant Program</td>
<td>Museum</td>
<td>Elevator Installation</td>
<td>$68,000</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Lake Cowal</td>
<td>Forbes Soccer Association</td>
<td>Seating</td>
<td>$9000</td>
<td>$10,000 co contribution, Project Management</td>
<td>Yes</td>
</tr>
<tr>
<td>Lake Cowal</td>
<td>Forbes Soccer Association</td>
<td>Professional Development Day</td>
<td>$750</td>
<td>Nil</td>
<td>Yes</td>
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</tbody>
</table>
**Manager Community Development Report to Council – cont’d**

<table>
<thead>
<tr>
<th>Program</th>
<th>Applicant</th>
<th>Project</th>
<th>Amount</th>
<th>Impact on Council</th>
<th>Aligned with Community Strategic Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian Cup</td>
<td>Soccer Association</td>
<td>Botanical Gardens Amenities</td>
<td>$146,200</td>
<td>$150,000 co contribution, Project Management</td>
<td>Yes</td>
</tr>
<tr>
<td>Community Building Partnerships</td>
<td>Forbes Men’s Shed</td>
<td>New Men’s Shed</td>
<td>$15,000</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Community Building Partnerships</td>
<td>Triathlon Club</td>
<td>Equipment</td>
<td>$10,000</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Community Building Partnerships</td>
<td>Forbes Historical Society</td>
<td>Concrete floor, machinery display area</td>
<td>$15,000</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Community Building Partnerships</td>
<td>Forbes Arts Society</td>
<td>Grazing Down the Lachlan Shelters</td>
<td>$3,768.00</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Community Building Partnerships</td>
<td>Forbes SSAA</td>
<td>Shelters</td>
<td>$2500</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Stronger Communities Program</td>
<td>Bedgerabong Rec Grounds Trust</td>
<td>New Pavilion</td>
<td>$18,000</td>
<td>Nil</td>
<td>Yes</td>
</tr>
</tbody>
</table>

14 Successful applications during the 2017/2018 Financial Year – Total Value: $764,990.10.

![Bar Chart](chart_url)
Grant funding, both Council and Community by Financial Year

<table>
<thead>
<tr>
<th>Program</th>
<th>Applicant</th>
<th>Project</th>
<th>Amount</th>
<th>Impact on Council</th>
<th>Aligned with Community Strategic Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grandparents Day Grants</td>
<td>Council</td>
<td>Grandparents Day Celebrations</td>
<td>$1000</td>
<td>Event Management</td>
<td>Yes</td>
</tr>
<tr>
<td>CBP</td>
<td>Forbes Sports &amp; Rec Club</td>
<td>New Irrigation System</td>
<td>$20,000</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>CBP</td>
<td>Forbes Triathlon Club</td>
<td>Capital equipment</td>
<td>$10,000</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>CBP</td>
<td>Forbes Golf Association</td>
<td>Golf Carts</td>
<td>$15,000</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>CBP</td>
<td>Historical Society</td>
<td>Concrete floor for machinery display area</td>
<td>$20,000</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>CBP</td>
<td>Mens Shed</td>
<td>Shed Construction</td>
<td>$20,000</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>CBP</td>
<td>Bedgerabong Rec Trust</td>
<td>New multipurpose pavilion</td>
<td>$22,000</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>NSW Water Safety Fund</td>
<td>Council</td>
<td>New Hall Kitchen</td>
<td>$15,000</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Stronger Communities Program</td>
<td>Bedgerabong Rec Trust</td>
<td>New multipurpose pavilion</td>
<td>$20,000</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Clubgrants Cat 3</td>
<td>Golfers Association</td>
<td>Irrigation System Upgrades</td>
<td>$137,900</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Seniors Festival</td>
<td>Council</td>
<td>Community social events</td>
<td>$1200</td>
<td>Event Management</td>
<td>Yes</td>
</tr>
<tr>
<td>Local Sports</td>
<td>Forbes Basketball Association</td>
<td>Purchase of Basketballs and uniforms</td>
<td>$2740</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Local Sports</td>
<td>Forbes Golfers Association</td>
<td>Workshop</td>
<td>$7000</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Local Sports</td>
<td>Sports &amp; Rec</td>
<td>Irrigation System</td>
<td>$25,000</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Stronger Country Communities</td>
<td>House With No Steps</td>
<td>Preschool Renovations</td>
<td>$268,259.18</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Stronger Country Communities</td>
<td>Men’s Shed</td>
<td>Construction of new Men’s Shed</td>
<td>$231,629.57</td>
<td>Men’s Shed may still require a loan to complete project</td>
<td>Yes</td>
</tr>
<tr>
<td>Stronger Country Communities</td>
<td>Bedgerabong Rec Trust</td>
<td>Rec Ground Upgrades</td>
<td>$102,092.28</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Stronger Country Communities</td>
<td>Council</td>
<td>YACC Upgrades</td>
<td>$100,000.00</td>
<td>$47,000 co contribution</td>
<td>Yes</td>
</tr>
<tr>
<td>Regional Sports Infrastructure</td>
<td>Council</td>
<td>Netball Court Redevelopment</td>
<td>$1,253,440</td>
<td>$336460.00 co contribution, already allocated</td>
<td>Yes</td>
</tr>
<tr>
<td>Clubgrants</td>
<td>Soccer Club</td>
<td>Botanical Gardens Amenities and upgrades</td>
<td>$178,335.60</td>
<td>Project Management</td>
<td>Yes</td>
</tr>
<tr>
<td>Clubgrants</td>
<td>Forbes &amp; District Tennis Club</td>
<td>Court resurfacing &amp; roof replacement</td>
<td>$112,862</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Program</td>
<td>Applicant</td>
<td>Project</td>
<td>Amount</td>
<td>Impact on Council</td>
<td>Aligned with Community Strategic Plan</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------</td>
<td>--------------------------------</td>
<td>------------</td>
<td>-------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Clubgrants</td>
<td>Wirrinya Aquatic Club</td>
<td>Amenities upgrades and installation of electricity</td>
<td>$150,078.18</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>Building Better Regions</td>
<td>Soccer Club</td>
<td>Amenities upgrade</td>
<td>$193,000</td>
<td>Project Management</td>
<td>Yes</td>
</tr>
<tr>
<td>Local Sport Defibrillator Program</td>
<td>Forbes Magpies</td>
<td>Defibrillator</td>
<td>$1300</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>RASF Community Kitchen</td>
<td>Forbes North P&amp;C</td>
<td>New kitchen</td>
<td>$20,000</td>
<td>Nil</td>
<td>Yes</td>
</tr>
<tr>
<td>RASF Community Kitchen</td>
<td>Forbes Men's Shed</td>
<td>New kitchen</td>
<td>$20,000</td>
<td>Nil</td>
<td>No</td>
</tr>
</tbody>
</table>

**Alignment with Strategic Plan**

LG2.1: provide leadership through ethical, accountable and legislative decision maker. Ensure elected members are adequately resourced to enable effective representation.

**Financial and Resource Implications**
Nil.

**Policy Implications**
Nil.

**Risk Considerations**
Nil.

**Statutory/Regulatory Implications**
Nil.

**Consultation conducted**
Community consultation.

**Attachments**
Nil.
### 7.4 BOOK EXCHANGE

**Report Author:** Manager Community Development  
**Responsible Officer:** General Manager

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**Executive Summary**

Council has received a request for support to seek external funding for a neighbourhood book exchange.

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**Detailed Report**

Local resident, Kathy Prow, is seeking in principal support from Council to develop a neighbourhood book exchange.

Kathy is seeking the support from Council to enable her to seek grant funding and approach other community organisations, such as the Men’s Shed, to construct the exchanges or supply materials.

The book exchange works on an honesty system, where members of the community or the travelling public add unwanted books and exchange them if desired.

The locations or the quantity of exchanges has not been identified at this stage, but it has been suggested that the overnight rest area or Lions Park would be an ideal location.

Kathy provided photographs of example neighbourhood book exchanges:

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**RECOMMENDATION**

That Council provide Grants Officer support to Kathy Prow to seek external funding for the installation of a book exchange at the overnight rest area.
Alignment with Strategic Plan
LG2.1: Provide leadership through ethical, accountable and legislative decision maker. Ensure elected members are adequately resourced to enable effective representation.
3.11: Parks and gardens are maintained and enhanced.

Financial and Resource Implications
Nil – externally funded.

Policy Implications
Nil.

Risk Considerations
Risk assessment will be required with climbing and falling hazard acknowledged.

Statutory/Regulatory Implications
Nil.

Consultation conducted
Nil

Attachments
Nil.
7.5 UPDATE OF PROGRESS ON COMMUNITY STRATEGIC PLAN (CSP) AND SERVICE LEVEL REVIEW

Report Author: Manager Community Development
Responsible Officer: General Manager

Executive Summary

The purpose of this paper is to update Councillors on progress with regards to the review of the Community Strategic Plan and Levels of Service reviews.

Detailed Report

Council has engaged the assistance of Martin Bass of Local Government NSW to work with Council to undertake a revision and reboot of the Community Strategic Plan to ensure it has captured community needs and values and is compliant with and considers all relevant legislation and planning. There have been changes in the local government sector that need to be reflected in the planning undertaken by Council with the community. Strong planning will stand Council in good stead with regards to not only being strongly representative and highly compliant, but also ensure that Council is able to access the maximum amount of state and federal government support. The Community Strategic Plan will be the key focus document, referred to by all levels of government.

This work with Martin Bass will be undertaken through a revision of all recent consultation with the community to fine-tune a new, more strongly aligned to government priorities version of the Community Strategic Plan. This process will also include extensive consultation with Councillors and staff and will include taking a new version of the plan back out to the community for their input. All sectors of the community will be targeted in tailored engagement events to ensure a whole community view is captured.

As part of this review Martin will also work with Council staff to consult the community on their preferred levels of service in all of council’s delivery areas. This first stage of this consultation will take the form of the establishment of a key reference panel comprised of 15 people from all parts of the Forbes community. This panel will convene to examine and discuss with key staff existing levels of service, asset health and other relevant issues in order to make recommendations for future investment and help to determine the resources required.

To meet deadlines for council such as the confirmation of the staff structure and finalising budgets for the 2018-19 financial year, it has been proposed that the key reference panel will be the first step in the process. This will happen alongside the development of the first draft of the rebooted Community Strategic Plan.

Panel meeting dates will be –

- 27 March 2018
- 17 April 2018
- 1 May 2018

The Community Strategic Plan public final review will be completed by July, 2018.

RECOMMENDATION

That Council receive and note the information.
Alignment with Strategic Plan
LG2.1: Provide leadership through ethical, accountable and legislative decision maker. Ensure elected members are adequately resourced to enable effective representation.

Financial and Resource Implications
Nil.

Policy Implications
Nil.

Risk Considerations
Nil.

Statutory/Regulatory Implications
Nil.

Consultation conducted
Community Precinct Committee members.

Attachments
Minutes of the meeting – refer Appendix 1
HERITAGE COMMITTEE
REPORT TO COUNCIL
PART I
8 HERITAGE ADVISORY COMMITTEE REPORT TO COUNCIL

A meeting of the above Committee was held in the Council Committee Room on Monday 12th February 2018 at 5:30 pm.

| PRESENT | Cr Michelle Herbert (Chair)  
|         | Cr Phyllis Miller OAM (alternate to Cr G Clifton)  
|         | Paul Bennett  
|         | Cr Graham Miller (5:33pm)  
|         | Cr Jenny Webb (5:33pm)  
| APOLOGIES | Cr G Clifton  
|          | Jade McGovern  
|          | Nina Hooper  
|          | (Cr P Miller/Cr M Herbert)  

The Chair acknowledged the Traditional Custodians of the land on which we met today and paid respect to the Elders both past and present.

CONFLICT OF INTEREST  
The Chair asked if any members had a conflict of interest. No conflict of interest in any matter was declared.

MINUTES N/A

8.1 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

8.2 NEW BUSINESS

8.2.1 Terms of Reference

Terms of Reference for the Heritage Advisory Committee were discussed.

The committee considered the appointment of Community Members in accordance with 6.3 of the Terms of Reference.

Kerry Neaylon, Nina Crawford, Mary Laksito and Monica Wren had, 12 months prior, expressed their interest in being part of the Heritage Working Group. These four residents were appointed by Council as members of the Heritage Working Group. The committee felt that due to their prior appointment, the four community members should be invited to nominate as members to the Heritage Advisory Committee.

RECOMMENDATION

That Council:

1. adopt the Terms of Reference for the Heritage Advisory Committee (Cr P Miller / Cr M Herbert); and
2. write to Kerry Neaylon, Nina Crawford, Mary Laksito and Monica Wren who had previously indicated interest as being part of the Heritage Working Group to ascertain if they wish to see nomination to the s355 Heritage Committee (Cr J Webb / Cr P Miller)
8.2.2 Forbes Heritage Festival 2018

The committee was advised that a draft agenda had been prepared for the Heritage Festival, as follows:

- **3 & 4 April** – Judging of Forbes Medal & Heritage Volunteer Award by the Heritage Advisor & Panel
- **5 May** – Open Day at Forbes Family History Group and Forbes Museum
- **8 May** – Awards Night at Town Hall for Forbes Medal & Heritage Volunteer Award, to be combined with Art Society Acquisition Prize. Guest Speaker is currently being sought.
- **9 May** – Heritage Advisor’s Workshop

A committee member requested that the independently-run Doctors Interpretive Panels, which is scheduled to be held on 10 May be included in the program.

The committee also indicated that a children’s art competition should be included and that given the significant staff resources required in organising an art competition that this be limited to a colouring in competition for younger children and a drawing competition for older children based on a heritage theme. The schools would be responsible for delivering the artwork to Council prior to the Heritage Festival Awards Night.

**RECOMMENDATION**

That Council write to the schools asking them to participate in a Heritage drawing and colouring in competition and that Council provide a suitable Find it in Forbes dollar prize 
(Cr J Webb / Cr G Miller)

8.2.3 Heritage Advisor’s Planned Visits

The committee was advised that the Heritage Advisor’s planned visits and future meetings for 2018 were:

- **3 & 4 April 2018**
- **8 & 9 May 2018** (Forbes Medal & Volunteer Award Presentation)
- **3 & 4 July 2018**
- **4 & 5 September 2018**
- **6 & 7 November 2018**

The committee agreed that meetings should be scheduled to coincide with the Heritage Advisor’s visits.

**RECOMMENDATION**

That Council set the 2018 Heritage Advisory Committee meetings on 3 April, 3 July, 4 September and 6 November (if required) 
(Cr J Webb / Cr G Miller).
8.3 BUSINESS ON NOTICE

8.3.1 Lachlan Vintage Village – Heritage Significance

8.4 DATE AND TIME OF NEXT MEETING

The next meeting is scheduled to be held on 3 April 2018 at 5:00 pm in the Council Chambers.

8.5 TIME OF MEETING CLOSURE

The Chair thanked the members for their attendance and closed the meeting at 5:56 pm.
INFRASTRUCTURE COMMITTEE
REPORT TO COUNCIL
PART I
9 INFRASTRUCTURE COMMITTEE REPORT TO COUNCIL

The inaugural meeting of the Infrastructure Committee was held in meeting room 2 on 27 February 2018 commencing at 12:03 pm.

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>APOLOGIES</th>
<th>OBSERVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr S Karaitiana (Chair)</td>
<td>Nil.</td>
<td>Cr J Nicholson (G Miller/S Karaitiana)</td>
</tr>
<tr>
<td>Cr G Miller (Mayor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S Loane (General Manager)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J Zannes (DETS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K Grayson (SAO)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Cornell (record)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Chair acknowledged the Traditional Custodians of the land on which we met today and paid respect to the Elders both past and present.

CONFlict OF INTEREST

The Chair asked if any members had a conflict of interest. No conflict of interest in any matter was declared.

MINUTES

Nil.

9.1 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil - first meeting under new structure.

9.2 NEW BUSINESS

9.2.1 Terms of Reference

The meeting considered the Terms of Reference for the Committee. It was suggested by the Chair that the Committee initially meet on a monthly basis and then reassess frequency once the Committee is established.

The General Manager advised that the Committee could Skype the meeting to enable Councillors to have input remotely, should that be required.

RECOMMENDATION

That Council adopt the Terms of Reference for the Infrastructure Committee.  
(Cr S Karaitiana/Cr G Miller)

9.2.2 Public Toilets at Grinsted Oval

The Director Engineering and Technical Services advised that the Rugby Union Club Committee is required to speak with Council’s Grants Officer for assistance in applying for a grant funding for the project. It was noted that Council remains committed to assisting the Club with the project. It was further noted that prior to any works being undertaken that the scope of works needs to be reported to the Floodplain Committee for assessment.

RECOMMENDATION

That Council receive and note the information in relation to the public toilets at Grinsted Oval.  
(Cr S Karaitiana/Cr G Miller)
9.2.3 Swimming Pool Clubhouse

Discussion ensued in relation to issues surrounding the use of the clubhouse. It was suggested by the General Manager that Council needs to take a simplistic approach to dealing with this matter however noted that it is an operational matter and not one for Council to intervene.

Members discussed the importance of both swimming clubs needing to share the facility however if this outcome can’t be achieved it was suggested the General Manager should communicate with the swimming clubs advising that the facility is for the entire community.

The General Manager make contact with the pool operator in relation to the operations of the Forbes Swimming Club.

RECOMMENDATION

That Council:

1. write to both clubs associated with the Swimming Pool advising of the need for both clubs to come together to discuss any issues relevant to the Swimming Pool;

2. facilitate a meeting between the two clubs to assist in reaching a desired outcome. (Cr G Miller/Cr S Karaitiana)

Cr Nicholson sought clarification in relation to a resolution of Council in 2015 in relation to shade to be installed at the Swimming Pool either by way of shade structures or trees. Commitment given that advice will be provided to Cr Nicholson direct.

9.2.4 Aquatic Area – possible improvements

The meeting was advised that this precinct will be inspected on 5 March 2018 as part of the Shire Tour. It was raised that vehicles are an issue for children safety as there is no parking set out and that this should be looked into as a priority and included in a Master Plan for the area. The plant should also include a scope of what can be done in the precinct and upgrading of the toilet facilities.

Mayor Miller advised that he had spoken with the organisers of the recently held barefoot championship event and has requested them to provide Council with a report in relation to their event. It was further noted that all Stakeholders should be invited to have input into a Master Plan.

Cr Karaitiana raised the potential for the area, including slalom skiing, which would attract more people to the area.

RECOMMENDATION

That Council receive and note the information in relation to the aquatic area possible improvements. (Cr S Karaitiana/Cr G Miller)
9.2.5 Netball Courts – update.

Director Engineering and Technical Services advised that Council has, unsuccessfully, been trying to source a second grant to progress the project. Initially the Forbes Netball Association applied for two grants of $25K and $600K however the overall project cost is $2.103m.

RECOMMENDATION

That Council receive and note the information in relation to netball courts update.
(Cr S Karaitiana/Cr G Miller)

9.2.6 Proposed Cricket nets

The meeting discussed the need for additional cricket nets as the ones at the Botanical Gardens are not accessible for children to walk to. It was suggested that Council remove the basketball courts to another sporting ground for the nets thereby using the current lighting.

The General Manager advised the meeting that this proposed activity should be driven by the Sports Committee, including sourcing grant funding.

RECOMMENDATION

That Council receive and note the information in relation to additional cricket nets.
(Cr S Karaitiana/Cr G Miller)

9.3 BUSINESS ON NOTICE

9.3.1 Aerodrome

The Senior Administration Officer advised that Council had received a new request to purchase or lease a hangar. It was noted that a reconciliation against 2015 EOI will be required to ascertain the available lots. The resolution setting the $15/m² for the 2015 EOI also noted that the price of any future sales be considered by Council.

The subdivision is still to be finalised and the Senior Administration Officer is to go through DA conditions, easements etc. and amend the subdivision plan if necessary. The subdivision plan will then be registered and titles created to enable sales to proceed. The General Manager advised the meeting that Community Title is being considered and that Council needs to discuss this as a matter of urgency as it impacts registration. It was further noted that under community title that everyone would own their title and then pay annual outgoing fee to service roadways, services, and other infrastructure and operations.

General Manager sought agreement in principle to proceed with all those in attendance in agreement.

Senior Administration Officer advised that a timeframe of between 3 and 4 months was achievable to advance the DA and subdivision registration, further that a meeting of the Aerodrome Committee be called once the above work has been progressed to present to the Aerodrome Committee for consultation.
The Director Engineering and Technical Services advised that fifty percent of the detailed design was complete.

General Manager advised that an aerodrome user wants to install bathroom/toilet, however there is an issue with the front of the site being only 6m. It is suggested that common sewage collection, treatment system, and effluent irrigation system is considered.

**RECOMMENDATION**

That Council receive and note the information in relation to the Aerodrome. *(Cr S Karaitiana/Cr G Miller)*

---

**9.4 DATE AND TIME OF NEXT MEETING**

Next meeting – 27 March 2018 commencing at 9am.

**9.5 TIME OF MEETING CLOSURE**

There being no further business the Chair thanked those in attendance and declared the meeting closed at 1:20pm.
LEADERSHIP AND GOVERNANCE
COMMITTEE
REPORT TO COUNCIL
PART I
10 LEADERSHIP AND GOVERNANCE COMMITTEE REPORT TO COUNCIL

A meeting of this committee was held in meeting room 2 at 10:00 am on Thursday 15 February 2018.

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>APOLOGY</th>
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<tbody>
<tr>
<td>Cr S Chau (Chair)</td>
<td>Nil.</td>
</tr>
<tr>
<td>Cr C Roylance</td>
<td></td>
</tr>
<tr>
<td>Cr G Miller</td>
<td></td>
</tr>
<tr>
<td>Mr S Loane (GM)</td>
<td></td>
</tr>
<tr>
<td>K Grayson (SAO)</td>
<td></td>
</tr>
<tr>
<td>C Jayet (MOD)</td>
<td></td>
</tr>
<tr>
<td>J Clarke (EA)</td>
<td></td>
</tr>
</tbody>
</table>

The Chair acknowledged the Traditional Custodians of the land on which we met today and paid respect to the Elders both past and present.

CONFLICT OF INTEREST

The Chair asked if any members had a conflict of interest. No conflict of interest in any matter was declared.

MINUTES

The minutes of the previous meeting were confirmed as correct and adopted by Council.

10.1 BUSINESS ARISING FROM PREVIOUS MINUTES

10.1.1 Committee’s Title, Role and Key Function

Overall the committee agreed to the title, role and key functions of the Leadership and Governance Committee. However, there was concern that some matters referred to the Leadership and Governance Committee may overlap with the Audit Committee’s responsibilities.

It was noted that should any governance issues arise that are outside the scope of the Governance and Leadership Committee then they be referred to the Audit Committee for consideration.

RECOMMENDATION

That Council receive and note the information. (Cr S Chau/Cr C Roylance)

10.1.2 List of Policies

The Senior Administration Officer advised the following internal operational policies had been reviewed and approved by the General Manager for operational control:

1. Prevention of Harassment and Bullying in the Workplace Policy;
2. Injury Management and Return to Work Policy;
3. On Call/Call Out Policy and Procedure.

Asbestos Management Policy: The General Manager advised an internal meeting including two staff members who are retained firemen with NSW Fire and Rescue discussed the Asbestos Blueprint, a guide outlining the roles and responsibilities of government agencies in asbestos regulation.
LEADERSHIP AND GOVERNANCE COMMITTEE REPORT TO COUNCIL cont’d

Council’s draft policy based on the Model Policy released by OLG will be discussed before presenting to Council for consideration.

Credit Card Policy: The General Manager advised ICACs recommendation to issue staff with credit cards as it is easier to trace transactions back to individual officers.

Public Art Policy: This draft policy is currently on hold as the focus of the policy needs to be placed on the selection and management of artworks including risk, liability and safety controls.

Councillors Expenses and Facilities Policy – Better Practice Template: This policy will be reviewed against the template and reported to the March 2018 Council meeting.

RECOMMENDATION

That Council receive and note the information regarding the list of policies. (Cr S Chau/Cr C Roylance)

10.2 NEW BUSINESS

10.2.1 Alignment with Community Strategic Plan (CSP) and Operational Plan

Council is in the process of appointing a LGNSW representative to assist with the review of the CSP framework prior to engaging community input.

Following community input, Council’s service levels will be reviewed to ensure the new structure can accommodate the services required by the community.

RECOMMENDATION

That Council receive and note the information in relation to the Community Strategic Plan framework. (Cr C Roylance/Cr S Chau)

10.2.2 Councillors Training

The Manager Organisational Development addressed the meeting regarding the Local Government Capability Framework designed to develop core knowledge, skills, abilities and other attributes for elected members and local government employees in NSW.

Manager Organisation Development will present further at the next Councillors briefing session.

RECOMMENDATION

That Council provide a presentation regarding the Local Government Capability Framework for elected members and local government employees at the 4 June 2018 Councillors briefing session. (Cr S Chau/Cr C Roylance)
10.2.3 Governance Matters

A report providing a brief on Council’s submission to the NSW Office of Local Government’s draft Model Code of Conduct for Local Councils in NSW was presented to the February Council meeting. The following specific elements were noted within the report:

i). Definition of harassment;

ii). All complaints made against a councillor be directed to OLG, instead of the General Manager, for assessment (instead of only complaints related to breach of pecuniary interest, political donation or integrity of the Code); and

iii). Allowance for redaction of third person personal (private) information from the investigator’s report when it is required to be published in the minutes of a meeting.

Council will lodge its final submission to LGNSW prior to the 16 March 2018 deadline.

RECOMMENDATION

That Council receive and note the information in relation to governance matters.
(Cr S Chau/Cr C Roylance)

10.2.4 Model Code of Meeting Practice

A question was raised regarding deadlines for business paper reports. The General Manager advised the close off date for business paper reports is 15 days following a Council meeting.

Therefore, Councillors should allow enough time for administration purposes when calling Committee meetings to ensure reports can be processed in time to make business paper deadlines.

A similar question was raised regarding Council’s Public Forum policy and when these are required to be submitted to Council. The General Manager advised all Public Forum requests must be received by Council by no later than 5:00 pm the Monday before a Council meeting. All public forum presentations are to be no longer than 5 minutes in duration.

RECOMMENDATION

That Council:

1. note the deadline for business paper reports is 15 days following a Council meeting;

2. review the Public Forum Policy, specifically, to include the new deadline of 5:00 pm on the Monday prior to Council meetings to ensure individual presentations are no longer than 5 minutes.
10.2.5 Sister Council

Discussion regarding the benefits of having a sister council was raised with the following comments:

- Mentoring programs would be advantageous;
- Do we want a sister city?
- If we do than we need to identify suitable communities of interest;
- Recruitment of staff and staff resource opportunities would allow for broader experiences to benefit both Councils eg. Job swapping, cultural change for city council employees.

**RECOMMENDATION**

That Council seek interest in pursuing the Sister City initiative and report back to the March meeting.

10.3 BUSINESS ON NOTICE

Nil.

10.4 DATE AND TIME OF NEXT MEETING

The next meeting of this Committee will be held in meeting room 2 at 10:00 am on Wednesday 2 May 2018.

Please note the ability to attend the meeting via skype will be available on request.
SPORTS COMMITTEE
REPORT TO COUNCIL
PART I
A meeting of this committee was held in meeting room 1 at 6:00 pm on Wednesday 28 February 2018.

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>APOLOGY</th>
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<tbody>
<tr>
<td>Cr J Nicholson (Chair)</td>
<td>Cr P Miller OAM</td>
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<tr>
<td>Cr G Miller</td>
<td>Cr M Herbert</td>
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<tr>
<td>Cr S Karaitiana (Observer)</td>
<td>(Cr G Miller/Cr J Nicholson)</td>
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<td>Mr S Loane (GM)</td>
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<td>Mr J Zannes (DETS)</td>
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<td>Ms N Hooper (MCD)</td>
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<tr>
<td>Mr A Milsom (MEBD)</td>
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<tr>
<td>Cr J Webb (arrived 6:26 pm)</td>
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The Chair acknowledged the Traditional Custodians of the land on which we met today and paid respect to the Elders both past and present.

CONFLICT OF INTEREST

The Chair asked if any members had a conflict of interest. No conflict of interest in any matter was declared.

11.1 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

11.2 NEW BUSINESS

11.2.1 Terms of Reference

Terms of Reference for the Sports Committee were discussed.

Cr Nicholson raised administration support. The General Manager advised support would be provided on a rotating basis from a pool of staff.

RECOMMENDATION

That Council adopt the Terms of Reference for the Sports Committee.

(Cr J Nicholson/Cr S Karaitiana)

11.2.2 Sports Grants Program – Junior and Senior

Cr Nicholson commented that he would like to establish a fund to assist people competing at higher levels. Discussion that Council may need to develop a policy was raised, however it was suggested that this could be addressed within the Community Funding program.

GM suggested that a discussion paper be developed and submitted to the next committee meeting including examples from other Councils.

RECOMMENDATION

That Council receive and note the information regarding the Sports Grants Program.

(Cr J Nicholson/Cr G Miller)
11.2.3 Community Development Grants and Funding Guidelines

Education of sporting groups when applying for grants was discussed.

**RECOMMENDATION**

That Council continue to provide workshops to the community on completing grants with a particular focus on sporting groups. *(Cr G Miller/Cr J Nicholson)*

11.2.5 Sports tourism/event development eg Barefoot Ski Championships

The possibility that Council could extend the eastern side of the Aquatic Centre towards the TSR was raised. The intention is that other competitions may then be accommodated.

DETS will provide a draft plan of the complex at the next committee meeting for discussion.

**RECOMMENDATION**

That Council develop a Master Plan for the western end of the Aquatic Centre. *(Cr G Miller/Cr J Nicholson)*

11.2.6 Volunteers Participation

Discussion that there needs to be a bank of volunteers available for assistance at sporting events was raised. These volunteers would act as ambassadors as well as helping with the event. This occurred and worked well at the last triathlon.

**RECOMMENDATION**

That Council form a bank of sporting event volunteers to assist at various sporting events. *(Cr G Miller/Cr J Nicholson)*

11.2.7 Fees and Charges

A question regarding if our fees and charges are in the ballpark for sporting areas.

MCD talked about fees and charges in relation to the pool. Some need updating to reflect regional averages and some are missing.

DETS is to gather a comparison of sporting field charges from other councils for discussion at the next meeting.

GM will look at probity issues regarding Council setting charges for the pool contractor.
SPORTS COMMITTEE REPORT TO COUNCIL – cont’d

RECOMMENDATION

That Council receive and note the information in relation to Fees and Charges for sporting areas. (Cr S Karaitiana/Cr J Nicholson)

11.2.8 Rolling Works Update

Committee advised it would be good to have a gantt chart at each meeting to show current works. It was noted that difficulties arise with short turnaround between summer and winter sports.

DETS is to provide committee members with a list of the 46 sporting groups in town.

RECOMMENDATION

That Council:

1. provide a gantt chart and update of works at future Sports Committee meetings.
2. invited representatives from rugby union, rugby league, netball and soccer to the next committee meeting to determine their needs for the coming season. (Cr G Miller/Cr J Nicholson)

11.3 BUSINESS ON NOTICE

11.3.1 Soccer Club

A meeting was held with the GM, Mayor and Soccer representatives regarding a new toilet block at Botanical Gardens. The soccer committee have advised that toilets would be better located in the carpark area. They have funds in their bank account and $150,000 would come from a Council grant. The GM said that Council should be the finance manager and the club would manage the construction.

Stage 2 of this project is a meeting room and six showers.

Toilets on the river side need to be revamped. DETS commented that these toilets need to be pumped out regularly during large scale events.

RECOMMENDATION

That Council prepare a Master Plan for the Botanical Gardens. (Cr G Miller/Cr J Nicholson)

11.3.2 Cricket Nets

Cr Karaitiana advised there needs to be some work done on the cricket nets in various locations. Possibly near the netball courts or using part of the croquet field on Halpins Flat.
MCD said that repairs to the nets at Jenny Murphy Park were proposed by the Community Development Team as a way to engage the community and get their ownership.

Picket Fence:

MEBD has spoken to cricket and rugby to get them going on this project. Council will deliver material and the Mayor and Cr Webb offered to cook a BBQ during the construction.

**RECOMMENDATION**

That Council investigate the status of the cricket net project and report back to the next meeting of this committee.

Cr Karaitiana commented that fostering high performing sports performers in town will really put Forbes on the map so having the best facilities in town will foster this.

MEBD commented that Sports tourism is a great opportunity for a town eg. Mudgee’s recent NRL Rugby event.

**Cr S Karaitiana left the meeting at 6:55 pm.**

Another good example of this is the Barefoot Skiing Championships which has the potential to expand and add growth to the town.

**11.4 DATE AND TIME OF NEXT MEETING**

To be scheduled with the Chair, Cr J Nicholson.

**11.5 TIME OF MEETING CLOSURE**

There being no further business the meeting closed at 7:00 pm.
INWARD CORRESPONDENCE
OPEN COUNCIL
PART I
12 INWARD CORRESPONDENCE – OPEN COUNCIL – PART I

12.1 LETTERS OF APPRECIATION

Report Author: Executive Assistant
Responsible Officer: General Manager

Executive Summary

This report provides Council with a brief of letters of appreciation received since the last Council meeting.

Detailed Report

During the exercise of its various functions, Council frequently receives letters of appreciation for services rendered or actions taken by Councillors and staff. The most recently received were from:

1. Gloria Sly and Family – thanking Council sincerely for expressions of sympathy and condolences on the passing of the late Cyril Sly. Cyril was a kind and generous man with a great sense of humour who loved this town and its people. Thank you for all your concern and sympathy.

2. Robyn Rolfe – Email commending Council on the choice of management for this summer season at the Forbes Pool. The current management has lifted the standard enormously and they are doing justice for our valuable asset being the Forbes Town Pool. This has become a clean, refreshing and welcoming area for the community. Lap swimming is now a pleasure for those who wish to use the lap lanes, and the other areas for those who just wish to play are also well managed. It appears that the rules are providing for congenial use by everyone. Long may it continue.

3. Wiradjuri Dreaming Centre Committee – Thanking Council for the donation of 40 chairs, which will be of great benefit to The Hub. I would also like to thank you for the wonderful support you have given the Dreaming Centre over the years.

RECOMMENDATION

That Council receive and note the letters of appreciation.

Alignment with Strategic Plan

LG2.1: Provide leadership through ethical, accountable and legislative decision-making process. Ensure elected members are adequately resourced to enable effective representation.

Financial and Resource Implications

Nil.

Policy Implications

Nil.
Risk Considerations
Nil.

Statutory/Regulatory Implications
Nil.

Consultation conducted
Meetings with Councillors and staff.

Attachments
Nil.

WRITTEN QUESTIONS WITHOUT NOTICE
In accordance with the provisions of the Local Government Act 1993 and Local Government (General) Regulations 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.

In accordance with Section 10A of the Local Government Act 1993 -

**Which parts of a meeting can be closed to the public?**

**S10A Which** parts of a meeting can be closed to the public?

(1). A Council, or a committee of the Council of which all the members are councillors, may close to the public so much of its meeting as comprises:

(a) the discussion of any of the matters listed in subclause (2), or
(b) the receipt or discussion of any of the information so listed;

(2). The matters and information are the following:

(a). personnel matters concerning particular individuals *(other than Councillors)*;
(b). the personal hardship of any resident or ratepayer,
(c). information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting *(or proposes to conduct)* business;
(d). commercial information or 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.
(e). information that would, if disclosed, prejudice the maintenance of law;
(f). matters affecting the security of the Council, Councillors, Council staff or Council property;
(g). advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege;
(h). information concerning the nature and location of a place or an item of Aboriginal significance on community land.
(i). alleged contraventions of any code of conduct requirements applicable under section 440.

(3). A Council, or a committee of the Council of which all the members are Councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

(4). A Council, or a committee of a Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.
CONTENTS OF CONFIDENTIAL BUSINESS PAPER

For the information of the public Council now advises that the following business, in part or in whole, is contained in the Confidential Business Paper which will be dealt with at today’s meeting.

The reason the particular matter is included in the Confidential Business Paper is stated following the description of the item of business.