



AGENDA

ECONOMIC DEVELOPMENT, BUSINESS AND CORPORATE COMMITTEE

11 JUNE 2019

MEMBERSHIP: Councillors J Diffey, V Etheridge, D Grant, D Gumley, A Jones, S Lawrence, G Mohr, K Parker, J Ryan and B Shields.

The meeting is scheduled to commence at .

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EDBC19/21 REPORT OF THE ECONOMIC DEVELOPMENT, BUSINESS AND CORPORATE COMMITTEE - MEETING 13 MAY 2019 (ID19/640)	3
The Committee had before it the report of the Economic Development, Business and Corporate Committee meeting held 13 May 2019.	
EDBC19/22 FINANCIAL ASSISTANCE FOR BINJANG COMMUNITY RADIO RELOCATION (ID19/703)	7
The Committee had before it the report dated 31 May 2019 from the Chief Executive Officer regarding Financial Assistance for Binjang Community Radio Relocation.	
EDBC19/23 QUARTERLY REPORT ON DOCUMENTS EXECUTED UNDER THE POWER OF ATTORNEY (ID19/651)	9
The Committee had before it the report dated 28 May 2019 from the Executive Manager Governance and Internal Control regarding Quarterly Report on Documents Executed Under the Power of Attorney.	
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The Committee had before it the report dated 9 May 2019 from the Executive Manager Governance and Internal Control regarding Draft Petitions Policy.	

EDBC19/25 INVESTMENTS UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - MAY 2019 (ID19/634) 20

The Committee had before it the report dated 3 June 2019 from the Director Corporate Services regarding Investments Under Section 625 of the Local Government Act - May 2019.

EDBC19/26 EVENT INCENTIVE FUNDING - EVENT BID - 2019/2020 (ID19/692)
The Committee had before it the report dated 31 May 2019 from the Manager Economic Development and Marketing regarding Event Incentive Funding - Event Bid - 2019/2020.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason: commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council (Section 10A(2)(d)(ii)).



**DUBBO REGIONAL
COUNCIL**

**Report of the Economic Development,
Business and Corporate Committee -
meeting 13 May 2019**

AUTHOR: Administration Officer - Governance
REPORT DATE: 23 May 2019

The Committee had before it the report of the Economic Development, Business and Corporate Committee meeting held 13 May 2019.

RECOMMENDATION

That the report of the Economic Development, Business and Corporate Committee meeting held on 13 May 2019, be noted.



REPORT
ECONOMIC DEVELOPMENT, BUSINESS AND
CORPORATE COMMITTEE
13 MAY 2019

PRESENT: Councillors V Etheridge, D Grant, D Gumley, A Jones, G Mohr, K Parker, J Ryan and B Shields.

ALSO IN ATTENDANCE:

The Chief Executive Officer (C Devitt), the Executive Manager Governance and Internal Control, the Manager Governance Operations, the Director Corporate Services, the Corporate Asset Specialist, the Director Economic Development and Business (J Howard), the Communications Coordinator, the Director Planning and Environment, the Technical Support Contractor and the Director Community and Recreation.

Councillor B Shields assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.55pm.

**EDBC19/17 REPORT OF THE ECONOMIC DEVELOPMENT, BUSINESS AND CORPORATE
COMMITTEE - MEETING 8 APRIL 2019 (ID19/474)**

The Committee had before it the report of the Economic Development, Business and Corporate Committee meeting held 8 April 2019.

Moved by Councillor D Gumley and seconded by Councillor K Parker

MOTION

That the report of the Economic Development, Business and Corporate Committee meeting held on 8 April 2019, be adopted.

CARRIED

EDBC19/18 INVESTMENTS UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - APRIL 2019 (ID19/539)

The Committee had before it the report dated 1 May 2019 from the Director Corporate Services regarding Investments Under Section 625 of the Local Government Act - April 2019.

Moved by Councillor A Jones and seconded by Councillor J Ryan

MOTION

That the report from the Director Corporate Services dated 1 May 2019 be noted.

CARRIED

Councillor K Parker declared a pecuniary, significant interest in the matter now before the Committee and left the room and was out of sight during the Committee's consideration of this matter. The reason for such interest is that Councillor K Parker an employee of the Dubbo Branch of the Bank of Queensland, a bank that Council has funds invested with.

EDBC19/19 UPDATE OF ASSET MANAGEMENT STRATEGY AND ASSET MANAGEMENT PLANS 2019/2020 (ID19/299)

The Committee had before it the report dated 4 April 2019 from the Director Corporate Services regarding Update of Asset Management Strategy and Asset Management Plans 2019/2020.

Moved by Councillor V Etheridge and seconded by Councillor J Ryan

MOTION

- 1. That the information contained within the report of the Director Corporate Services dated 4 April 2019 be noted.**
- 2. That the draft 2019 Asset Management Strategy be adopted.**
- 3. That each of the following draft 2019 Asset Management Plans be adopted:**
 - a. Building Asset Management Plan**
 - b. Drainage Asset Management Plan**
 - c. Recreation and Open Spaces Asset Management Plan**
 - d. Sewerage Asset Management Plan**
 - e. Transport Asset Management Plan**
 - f. Water Asset Management Plan**

CARRIED

EDBC19/20 LEAVE OF ABSENCE

Requests for leave of absence were received from Councillors J Diffey and S Lawrence who were absent from the meeting due to the personal reasons.

Moved by Councillor A Jones and seconded by Councillor K Parker

MOTION

That such requests for leave of absence be accepted and Councillors J Diffey and S Lawrence be granted leave of absence from this meeting.

CARRIED

The meeting closed at 5.57pm.

.....
CHAIRMAN



DUBBO REGIONAL
COUNCIL

REPORT: Financial Assistance for Binjang Community Radio Relocation

AUTHOR: Chief Executive Officer
REPORT DATE: 31 May 2019
TRIM REFERENCE: ID19/703

EXECUTIVE SUMMARY

Binjang Community Radio was established in Wellington in 2012 and located in Council's facilities adjacent to the Wellington Visitor Information Centre in Cameron Park. The lease agreement was negotiated between the former Wellington Council and Binjang Community Radio for a peppercorn lease amount of \$1 per annum and effectively provided free use of the Council facility for Binjang.

Council now wishes to use the facility to house the Wellington Wiradjuri Tourism Experience and accordingly have requested that Binjang Community Radio vacate the premises by 30 September 2019. It is acknowledged that there will be relocation expenses required by Binjang Community Radio in relocating to a new site and I recommend that Council offer an amount of \$15,000 to Binjang Community Radio to assist with relocation expenses.

FINANCIAL IMPLICATIONS

Funding for this financial assistance will be addressed during the next quarterly budget review.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That Council offer \$15,000 to Binjang Community Radio to assist with relocation expenses in vacating the existing premises.

Michael McMahon
Chief Executive Officer

REPORT

Binjang Community Radio was established in Wellington in 2012 and located in Council's facilities adjacent to the Wellington Visitor Information Centre in Cameron Park. The lease agreement was negotiated between the former Wellington Council and Binjang for a peppercorn lease amount of \$1 per annum and effectively provided free use of the Council facility for Binjang.

Council now wishes to use the facility to house the Wellington Wiradjuri Tourism Experience and accordingly have requested that Binjang Community Radio vacate the premises by 30 September 2019. This exit date will already make it difficult to meet the requirements of the grant funding provided for the Wellington Wiradjuri Tourism Experience however it was important to provide Binjang Community Radio with adequate notice to vacate and .

It is acknowledged that there will be relocation expenses required by Binjang Community Radio in relocating to a new site and I recommend that Council offer an amount of \$15,000 to Binjang Community Radio to assist with relocation expenses.



DUBBO REGIONAL
COUNCIL

REPORT: Quarterly Report on Documents Executed Under the Power of Attorney

AUTHOR: Executive Manager Governance and
Internal Control
REPORT DATE: 28 May 2019
TRIM REFERENCE: ID19/651

EXECUTIVE SUMMARY

At the February 2018 Ordinary meeting of Council held 26 February 2018, Council resolved:

1. *That Council delegate to Michael Gerard McMahon, General Manager, a prescribed power of attorney in accordance with the General Power of Attorney attached to the report as Appendix 1.*
2. *That Council authorise the Mayor and Deputy Mayor to execute the General Power of Attorney under the Common Seal of the Council.*
3. *That the General Manager report to Council every three (3) months on all documents signed under the prescribed Power of Attorney.*

In accordance with point 3 of this resolution, this report provides a listing of documents signed under the Power of Attorney delegated to the Chief Executive Officer from 1 March 2019 to 28 May 2019.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the information contained within the report of the Executive Manager Governance and Internal Control dated 28 May 2019 be noted.

Michael Ferguson

Executive Manager Governance and Internal Control

REPORT

In accordance with point 3 of the resolution, provided below is a listing of documents signed under the Power of Attorney delegated to the Chief Executive Officer for your information from 1 March 2019 to 28 May 2019.

Date Sealed	Details of Document
1/03/2019	Sale contract - Council purchase of Part Lot 100 DP 1172298 - Corner splay of Purvis Lane and Tannery Road
7/03/2019	Sale contract - Closure of walkway between Sturt Circle and Davidson Drive to Laurie Beford Boxall, Sharna Louise Reichelt and Michael Garry Madden
13/03/2019	Deposited Plan Administration Sheet - Land Acquisition for Road Widening - Curra Creek Bridge - Renshaw McGirr Way
19/03/2019	Surrender of former lease at Dubbo City Regional Airport - Royal Flying Doctor Service DP 1235260
19/03/2019	Sale contract - Acquisition of land part lot 10 DP 830226 - 68 Swift Street Wellington - Committee for the Provision of Aged Persons Accommodation Incorporated
26/03/2019	Sale contract - Acquisition of land of part 122 Curra Creek Road Curra Creek - David Stewart
26/03/2019	Approval for Marsdens Law Group to act as Council representative for PEXA Land Transactions
28/03/2019	Subdivison Certificate Release - Walkway closure of walkway linking Sturt Circle and Davidson Drive Dubbo
3/04/2019	Sale contract - Lot 323 Keswick Estate Stage 4 Release 3B to Jaikumar Pandian and Angel Prabhudoss
10/04/2019	Sale contract - Closure of walkway between 36-38 Twickenham Drive Dubbo - Daniel Francis Berry and Christine Elizabeth Margaret Berry.
10/04/2019	Sale contract - Lot 23 DP 1131385 - 6 McGuinn Crescent to Damien McGeough and Ausra McGeough - Moffat Estate Dubbo
10/04/2019	Sale Contract - Closure of walkway between 11-12 Kookaburra Close Dubbo to Garry Anthony Taylor and Vickie Louise Taylor - Lot 143 DP 836154
15/04/2019	Contract - T18-055 - Construction of the Dubbo Cycling Facility - Stanaway Pty Limited trading as David Payne Constructions
26/04/2019	Purchase of land from Ronald and Belinda Blekmore - Part Lot 21 DP 789826 for Execution of Subdivision - Road Widening Muronbung Road upgrade
26/04/2019	Sale contract - Road Widening of Muronbung Road upgrade - Christopher and Cecellia O'Donnell - Lot 1 DP 370294
26/04/2019	Deposited Plan Administration Sheet - Walkway Closure between Sturt Circle and Davidson Drive - Sale to Madden
26/04/2019	Deposited Plan Administration Sheet - Walkway Closure between Sturt Circle and Davidson Drive - Sale to Laurie Boxall and Mrs Sharna Reichelt
21/05/2019	Sale contract - Lot 314 Kewick Estate Stage 4 release 3b to Chris Santos - DP

	1241303
21/05/2019	Sale contract - Road Widening of Muronbung Road upgrade - HASRIC Pty Limited - DP 584826
21/05/2019	Sale contract - Road Widening of Muronbung Road upgrade - Ron Phillip Blekmore and Belinda Jane Blekmore - DP 789826
21/05/2019	Sale contract - Road Widening of Muronbung Road upgrade - Andrew Neville Shearman and Anna Wyan Shearman - DP 754322 and DP 754322
21/05/2019	LD3723 - Sale contract - Road Widening of Muronbung Road upgrade - William Hugh Martel and Gemma Leane Martel - DP 701286 and DP 754284 - Signed by Chief Executive Officer under Power of Attorney 21/05/2019 pursuant to Council resolution 23/04/2019



REPORT: Draft Petitions Policy

AUTHOR: Executive Manager Governance and Internal Control
REPORT DATE: 9 May 2019
TRIM REFERENCE: ID19/583

EXECUTIVE SUMMARY

Although still a relatively small number, Council is receiving an increasing number of petitions in various formats on a number of subjects. It is recommended that Council adopt a petitions policy to ensure the consistent approach to the receiving and consideration of petitions ranging over all of Council's responsibilities.

The draft Petitions Policy as attached to this report as **Appendix 1** has been based on the petitions procedures followed by the NSW Parliament and modified for the use of Dubbo Regional Council.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

Upon adoption of the draft Petitions Policy, it will become a policy of Council.

RECOMMENDATION

That the Draft Petitions Policy as attached to the report of the Executive Manager Governance and Internal Control dated 9 May 2019 be adopted.

Michael Ferguson

Executive Manager Governance and Internal Control

REPORT

Although still a relatively small number, Council is receiving an increasing number of petitions in various formats on a number of subjects. These petitions range from a relatively small number of signatures for a specific localised matter to several thousand signatures in electronic format. It is recommended that Council adopt a petitions policy to ensure the consistent approach to the receiving and consideration of petitions ranging over all of Council's responsibilities. This consistent approach will assist in the validity of the petition as on-line petitions can consist of signatures from outside the local government area from people with no direct relationship to the area and no confirmation of their address. Although this is also true with hard copy signatures, the easy nature of on-line petitions could severely damage the validity of the petition if it consists of many invalid signatures.

The draft Petitions Policy as attached to this report as **Appendix 1** has been based on the petitions procedures followed by the NSW Parliament and modified for the use of Dubbo Regional Council and is now recommended to Council for adoption. It is noted that the petition template will be made available on Council's website in word format for ease of use for people wishing to complete a petition.

Appendices:

[1](#) [↓](#) Draft Petitions Policy



DUBBO
REGIONAL
COUNCIL

COUNCIL POLICY

Petitions

Date 9 May 2019

Council Resolution Date

Clause Number

Responsible Position Executive Manager Governance and Internal Control

Branch Governance and Internal Control

Division Executive Services

Version 1

TRIM Reference Number

Review Period 3 years

Review Date May 2022

Consultation Nil

Document Revision History	
Description	Date
Draft	
Notes	

POLICY

PURPOSE

The purpose of this policy is to determine a consistent approach to the accepting and consideration of petitions received by Council from members of the public.

BACKGROUND AND RELATED LEGISLATION

This policy is based on the procedures and practices of the NSW Parliament in dealing with petitions.

SCOPE

This policy relates to the management of petitions when received by Council.

POLICY

A petition is a request made to Council seeking a particular action. Any person with a direct interest in Dubbo Regional Council such as residents, land owners, business people or in some other capacity may ask Council to change an existing Policy, a decision of Council or take action for a certain purpose or for the benefit of particular persons.

The subject of a petition must be a matter on which the Council has the power to act.

Care is to be taken in the wording of petitions as Council imposes certain requirements on their form and content. The petition should follow the guidelines detailed below.

- Be enclosed in a sealed envelope and addressed to "the Chief Executive Officer" of Dubbo Regional Council.
- Contain the names and addresses of the petitioners and their own original signatures. Any additional requests for information, such as telephone numbers or e-mails, should be clearly listed as optional.
- State the facts which the petitioners wish to bring to the notice of the Council (this is the 'grievance').
- Conclude with a request that the Council do, or do not do, something or take some course of action. Each page of a petition seeking signatures must be headed with the words of the request.
- Be clearly written, typed or printed and not have anything attached to it
- Be respectful, decorous and temperate in its language.

- Be in English, or be accompanied by a translation certified to be correct.
- Be in an original document format, not a postcard, leaflet or the like.

A petition must not:

- Contain irrelevant statements or information, including logos, photos, slogans etc
- Include headings that refer to an individual Councillor or staff member, or which contain photographs of a Councillor or staff member or similar information judged as 'additional' to the subject of the petition
- Contain material of a political campaigning nature.
- Be altered in any way from the petition as signed by the petitioners.

Signatures

- A petition must contain at least one signature
- Every signature must be original hand-writing, and signatures must not be pasted on, photocopied or transferred in any way.
- Every person signing a petition must write their full address after their signature.

Lodgment

- Petitions must be lodged in the format as specified in **Appendix 1** of the Petitions Policy
- Petitions may be lodged at a Council meeting however they are not to be considered or debated unless a resolution of Council is passed to transact the business of the meeting and the chairperson rules it as a matter of urgency in accordance with the Code of Meeting Practice.
- Petitions lodged with Council, either personally through a Councillor or staff member, will be presented to Council for consideration at the next available Ordinary meeting of Council where the agenda has not already been determined.
- Once a petition has been received and registered by Council, an acknowledgement letter will be sent to the person who initiated the petition.

What will happen next?

- Petitions lodged with Council, **containing 25 signatures or more**, will be included on the agenda of the next available Ordinary meeting of Council where the agenda has not already been determined with a recommendation for notation.
- Petitions lodged with Council, **with less than 25 signatures**, will not be placed on a Council meeting agenda and will be managed internally by staff. Councillors will be provided with a copy of these petitions informally for their information.
- Council shall consider the petition and a Councillor will need to move a motion, which will be required to be seconded, to either note the petition as recommended or to act on the petition in some way.

- Only the person who has lodged the petition and has included their contact details on the lodgement form will be advised of the outcome of Council's deliberations.

RESPONSIBILITIES

Executive Manager Governance and Internal Control

APPENDICES

Template for Petition lodgement

DRAFT



DUBBO REGIONAL
COUNCIL

REPORT: Investments Under Section 625 of the Local Government Act - May 2019

AUTHOR: Director Corporate Services
REPORT DATE: 3 June 2019
TRIM REFERENCE: ID19/634

EXECUTIVE SUMMARY

As required by Clause 212 of the Local Government (General) Regulation 2005, set out below are the details of all monies that Council has invested under Section 625 of the Local Government Act as at 31 May 2019.

Investments when placed have been done so in accordance with the Local Government Act, Local Government Regulations and Council's Investment Policy and Strategy. Interest on investments for the month of May 2019 has been accounted for on an accrual basis. This report details investments and annualised returns for the month of May 2019.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

FINANCIAL IMPLICATIONS

Interest earned on investments has been included within Council's 2018/2019 Operational Plan, with total income generated from the Investment Portfolio forecast to be in excess of \$6,600,000.

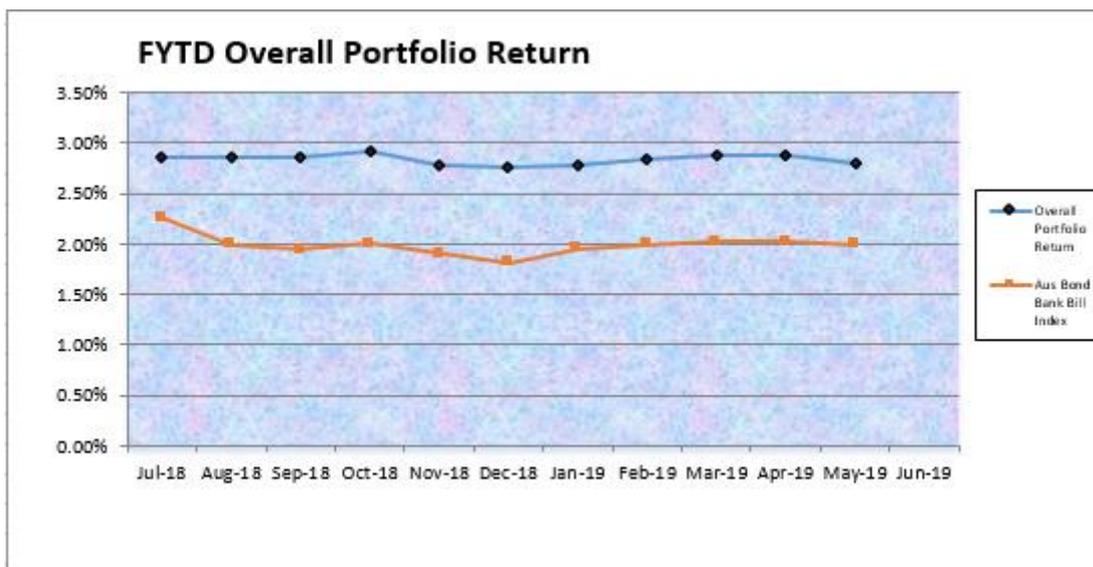
RECOMMENDATION

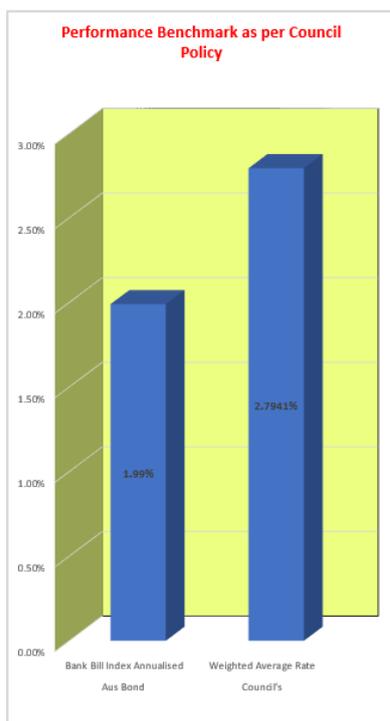
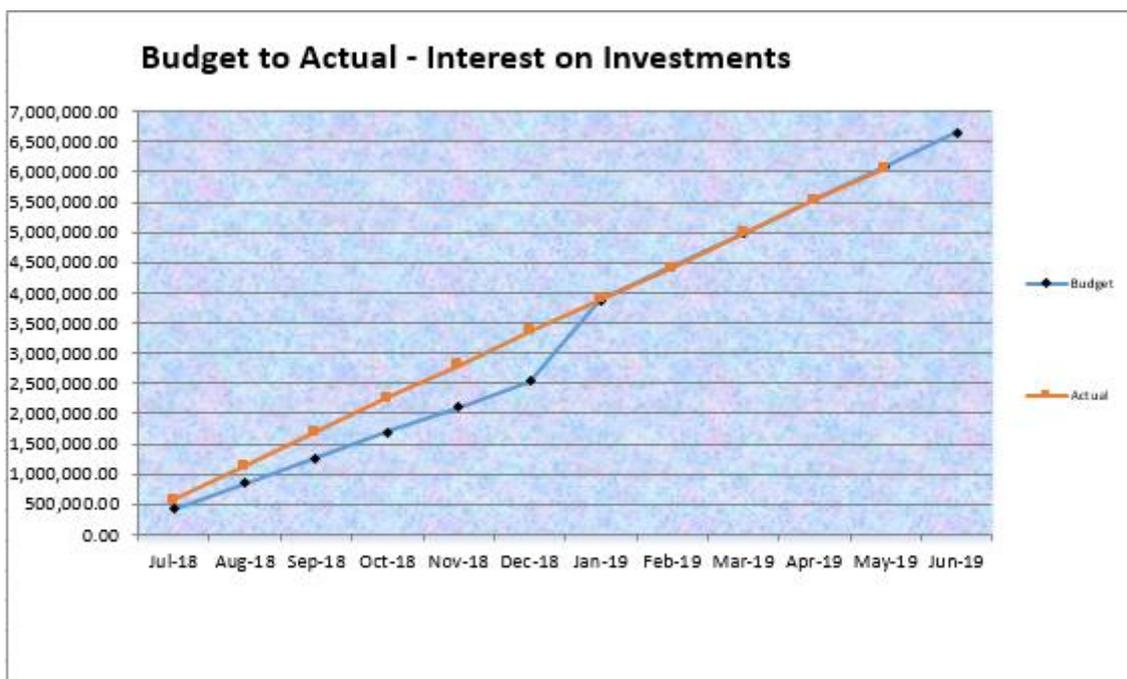
That the report from the Director Corporate Services dated 3 June 2019 be noted.

Craig Giffin

Director Corporate Services

MAY 2019					
	2019	2019	2019	2019	
Investments	Total	Current	Non-Current	Total	
	30/04/2019	Maturity By 30/06/2020	Maturity After 30/06/2020		31/05/2019
Cash & Cash Equivalents					
Cash on Hand and at Bank	\$28,700.00	\$28,700.00	\$0.00	\$28,700.00	
Cash-Equivalent Assets (1)					
- Deposits At Call	\$19,633,156.27	\$27,237,813.76	\$0.00	\$27,237,813.76	
Total Cash & Cash Equivalents	\$19,661,856.27	\$27,266,513.76	\$0.00	\$27,266,513.76	
Investments (Note 6b)					
- Long Term Deposits > 3 Months	\$197,830,281.25	\$90,830,281.25	\$93,500,000.00	\$184,330,281.25	
- NCD's and FRN's > 3 Months	\$17,250,787.13	\$5,250,000.00	\$10,500,787.13	\$15,750,787.13	
- CDO's	\$0.00	\$0.00	\$0.00	\$0.00	
Total Investments	\$215,081,068.38	\$96,080,281.25	\$104,000,787.13	\$200,081,068.38	
TOTAL CASH ASSETS, CASH EQUIVALENTS & INVESTMENTS	\$234,742,924.65	\$123,346,795.01	\$104,000,787.13	\$227,347,582.14	
(1) Those Investments where time to maturity (from date of purchase) is < 3 months					





Investment % Held as per Council Policy

Institution	\$ Invested	% Invested	% Allowable	\$ Allowable
Cash on Hand and at Bank	\$28,700	0.01%		
Cash-Equivalent Assets				
NAB -Sweep Account	\$27,237,814	11.98%	100.00%	\$227,347,582
Direct Investments				
AMP	\$5,750,000	2.53%	20.00%	\$45,469,516
Bank of Queensland	\$20,830,281	9.16%	10.00%	\$22,734,758
Bendigo & Adelaide Bank	\$19,500,000	8.58%	10.00%	\$22,734,758
CBA	\$10,000,000	4.40%	30.00%	\$68,204,275
Macquarie Credit Union	\$1,000,000	0.44%	1.00%	\$2,273,476
NAB	\$56,000,000	24.63%	30.00%	\$68,204,275
St George	\$17,000,000	7.48%	30.00%	\$68,204,275
Suncorp	\$4,000,787	1.76%	20.00%	\$45,469,516
Westpac	\$63,500,000	27.93%	30.00%	\$68,204,275
TOTAL DIRECT INVESTMENTS	\$197,581,068	86.91%		
Grandfathered Investments				
Newcastle Permanent Building Society	\$2,500,000	1.10%		Rated BBB
TOTAL GRANDFATHERED INVESTMENTS	\$2,500,000	1.10%		
TOTAL CASH ASSETS, CASH EQUIVALENTS & INVESTMENTS	\$227,347,582	100.00%		

SUMMARY

Council outperformed the 11am Official Cash Rate market benchmark of 1.50%, with an average annualised return of 1.90% for its At Call investments for the month of May 2019. Council also outperformed the Bloomberg AusBond Bank Bill Index of 1.99% for the month, with an average annualised return of 2.79% for its overall portfolio return, including an average annualised return on Term Deposits and Floating Rate Notes of 2.99%.