
NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 8 JULY 2020
REPORTS TO COUNCIL – GENERAL MANAGER

1. DISCLOSURES BY DESIGNATED PERSONS' RETURN

Author	Director Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.2.8 Implement best practice governance standards, transparent decision making and a strong ethical culture

Executive Summary

This report is presented to Council in accordance with the legislative requirements relating to disclosures of interest for designated persons.

Report

A designated person must make and lodge with the General Manager a return disclosing the designated person's interests within 3 months after becoming a designated person.

Returns lodged with the General Manager must be tabled at the first meeting of the Council after the last day the return is required to be lodged.

Accordingly, the Manager Health Building and Environmental Services has lodged his first return which is hereby tabled.

Financial Implications

Nil

Legal and Regulatory Compliance

Section 440AAA of the Local Government Act 1993
Model Code of Conduct

Risk Management Issues

Compliance with legislative requirements

Internal/External Consultation

Manager Health Building and Environmental Services

Attachments

Nil

RECOMMENDATION

That the information be noted.

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2. LEASE AGREEMENTS – BRIEFING SHED SITE NO 7, HANGAR SITE NO 13, AND HANGAR SITE NO 17

Author	Director Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.3.4 Ensure Council's property assets are monitored and well managed

Executive Summary

This report is presented to Council to consider renewal of the leases for Briefing Shed Site No 7, Hangar Site No 13 and Hangar Site No 17 at the Narromine Aerodrome.

Report

Council has for many years leased the above sites at the Narromine Aerodrome. The existing agreements for each site expired 30 June 2020.

The lessee has requested that new agreements be entered into for a further 3-year term, with Hangar Site No 13 being transferred to the Narromine Gliding Club.

Financial Implications

The proposed commencing rental for each site is as follows:

Briefing Shed Site No 7 – \$72.73 per month (including GST)

Hangar Site No 13 - \$169.33 per month (including GST)

Hangar Site No 17 - \$201.08 per month (including GST)

The rental will be increased by the annual CPI rate every 12 months for the term of the lease.

Legal and Regulatory Compliance

Section 377 of the Local Government provides that Council cannot delegate the fixing of a fee or charge. This must be a resolution of Council.

Lease agreements will need to be entered into for each site.

Risk Management Issues

Lessees are required to take out public liability insurance coverage for the area they lease.

Internal/External Consultation

Discussions between Director Community and Economic Development and Lessee

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2. LEASE AGREEMENTS – BRIEFING SHED SITE NO 7, HANGAR SITE NO 13, AND HANGAR SITE NO 17 (Cont'd)

RECOMMENDATION

That Council enter into three-year lease agreements for the lease of:

1. Briefing Shed Site No 7 at the Narromine Aerodrome at a commencing rental of \$72.73 per month (including GST) with CPI increments applied annually thereafter;
2. Hangar Site No 13 at the Narromine Aerodrome at a commencing rental of \$169.33 per month (including GST) with CPI increments applied annually thereafter;
3. Hangar Site No 17 at the Narromine Aerodrome at a commencing rental of \$201.08 per month (including GST) with CPI increments applied annually thereafter.

3. LEASE OF TRANGIE DOCTORS SURGERY- TRANGIE ACTION GROUP

Author:	Director Governance
Responsible Officer:	General Manager
Link to Strategic Plan:	DP - 1.1.06.01 to collaborate with government and other health service providers to ensure that high quality health care facilities and services are available to Shire residents. Item DP - 1.1.10.10 to support programs for the aged in the community with a healthy lifestyle focus.

Executive Summary

This report is presented to Council to consider renewal of the lease of the Trangie Doctor's Surgery for use by Allied Health, Medical and other Health related professionals.

Report

The Trangie Action Group have leased the Doctor's Surgery in Trangie for the past 12 months at a rental of \$1.00 payable on demand. This entity then sub-leases the facility to accredited health professionals. The Trangie Action Group have requested that the lease be renewed for a further 12 months on the same terms and conditions. Whilst they have not had as many health services visit Trangie as they would have liked, it is hoped that they will be able to generate increased interest from medical and health professionals this year.

3. LEASE OF TRANGIE DOCTORS SURGERY- TRANGIE ACTION GROUP (Cont'd)

The Trangie Action Group is responsible for:

- Taking the bookings for the use of the Surgery by Health professionals.
- Maintaining the bookings diary.
- Undertaking the cleaning and garden care for the Surgery.
- Paying outgoings such as electricity and water.
- Maintaining the key system such that Trangie Action Group members would meet the casual tenant at the start of their visit, welcome them and collect keys at the end of that visit.
- Ensuring the Bona Fides of those utilising the facility including correct accreditations and insurances.

Council insures and maintains the building to its current standard.

Should there be increased availability of visiting health professionals then a more commercial rental might be available to be negotiated in the future.

Financial Implications

It is proposed that the rental remain at \$1.00 payable on demand. Council has a small maintenance budget for the facility.

Legal and Regulatory Compliance

Formal lease to be entered into between Council and the Trangie Action Group.

Risk Management Issues

The lessee is required to maintain public liability insurance over the building during its term of tenure. It is noted that the COVID-19 pandemic has restricted access to allied health professionals.

Internal/ external Consultation

Discussions between the Director Community and Economic Development and Lessee.

RECOMMENDATION

1. That Council renew the agreement with the Trangie Action Group to lease the Doctors Surgery at 61 Dandaloo Street, Trangie, from 1st July 2020 to 30th June 2021, at a rental of \$1 per annum payable on demand.
2. That the Trangie Action Group sub lease the facility only to suitably accredited health professionals with appropriate insurance in place.
3. That a diary system for the sub lease of the facility be maintained by the Trangie Action Group.
4. The Trangie Action Group be responsible for electricity and water usage charges which will be billed by Council.

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4. LEASE OF 35 DERRIBONG STREET, TRANGIE

Author:	Director Governance
Responsible Officer:	General Manager
Link to Strategic Plan:	CSP - 1.1.06 Advocate for appropriate and accessible health services DP – 1.1.6.1 Collaborate with government and other health service providers to ensure that high quality health care facilities and services are available to Shire residents.

Executive Summary

This report is presented to Council to consider renewal of the lease of 35 Derribong Street, Trangie for use by Allied Health, Medical and other Health related professionals.

Report

The Trangie Action Group have leased the premises for a 12-month period at a rental of \$1.00 payable on demand. The entity then sub-leases to an accredited physiologist. The COVID-19 pandemic has impacted the business of the sub-lessee.

The Trangie Action Group are responsible for:

- Taking the bookings for the use of the building by Health professionals.
- Maintaining the bookings diary.
- Undertaking the cleaning and garden care for 35 Derribong Street.
- Paying outgoings such as electricity and water.
- Maintaining the key system such that Trangie Action Group members would meet the casual tenant at the start of their visit, welcome them and collect keys at the end of that visit.
- Ensuring the Bona Fides of those utilising the facility including correct accreditations and insurances.

Council insures and maintains the building to its current standard.

Should there be increased availability of visiting health professionals then a more commercial rental might be available to be negotiated in the future.

Financial Implications

It is proposed that the rental be \$1.00 payable on demand. Council has a small maintenance budget for the facility.

Legal and Regulatory Compliance

Formal lease to be entered into between Council and the Trangie Action Group.

4. LEASE OF 35 DERRIBONG STREET, TRANGIE (Cont'd)

Risk Management Issues

The lessee is required to maintain public liability insurance over the building during its term of tenure.

It should be noted that COVID-19 pandemic has impacted the business of the sub-lessee.

Internal/External Consultation

Discussions between Director Community and Economic Development and Lessee.

RECOMMENDATION

1. That Council enter into a formal agreement with the Trangie Action Group to lease 35 Derribong Street, Trangie, from 15th July 2020 to 30th June 2021, at a rental of \$1 per annum payable on demand.
2. That the Trangie Action Group sub lease the facility only to suitably accredited health professionals with appropriate insurance in place.
3. That a diary system for the sub lease of the facility be maintained by the Trangie Action Group.
4. That the Trangie Action Group be responsible for electricity and water usage charges which will be billed by Council.

Jane Redden
General Manager