



# **Warrumbungle Shire Council**

**Council meeting**

**Thursday, 16 June 2016**

**to be held at the Council Chambers,  
Binnia Street, Coolah**

**commencing at 10.00 am**

## ***Mayor***

Councillor Peter Shinton

## ***Deputy Mayor***

Councillor Murray Coe

## ***COUNCILLORS***

Councillor Gary Andrews

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Victor Schmidt

Councillor Chris Sullivan

Councillor Ron Sullivan

Councillor Denis Todd

## ***MANAGEMENT TEAM***

Steve Loane (General Manager)

Stefan Murru (Director Corporate & Community  
Services)

Kevin Tighe (Director Technical Services)

Leeanne Ryan (Director Development Services)

# Warrumbungle Shire Council

## Vision

Excellence in Local Government

## Mission

We will provide:

- Quality, cost effective services that will enhance our community's lifestyle, environment, opportunity and prosperity.
- Infrastructure and services which meet the social and economic needs and aspirations of the community now and in the future.
- Effective leadership and good governance, by encouraging teamwork, through a dedicated responsible well trained workforce.

## We Value

### Honesty

Frank and open discussion, taking responsibility for our actions

### Integrity

Behaving in accordance with our values

### Fairness

Consideration of the facts and a commitment to two way communication

### Compassion

Working for the benefit and care of our community and the natural environment

### Respect

To ourselves, colleagues, the organisation and the community listening actively and responding truthfully

### Transparency

Open and honest interactions with each other and our community

### Passion

Achievement of activities with energy, enthusiasm and pride

### Trust

Striving to be dependable, reliable and delivering outcomes in a spirit of goodwill

### Opportunity

To be an enviable workplace creating pathways for staff development

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

**NOTICE** is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 16 June 2016 at the Council Chambers, Binnia Street, Coolah commencing at 10.00am

## **AGENDA**

Welcome

Turn Off Mobile Phones

### **Order of Business**

Forum

Apologies

Disclosure of Interest

    Pecuniary Interest

    Non Pecuniary Conflict of Interest

Reports

Matters of Concern

**Reports to be considered in Closed Council**

Item 1C Waste Review Savings to Date

Item 2C Financial Tendering for Supply of Bulk Fuel

Item 3C General Manager Annual Performance Review Report

.....  
**STEVE LOANE**  
**GENERAL MANAGER**

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Matter to be dealt with “in committee”**

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

The items relates to personnel matters and Tenders and are classified CONFIDENTIAL under Section 10A(2)(a) and (c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

- (a) personnel matters concerning particular individuals (other than councillors)
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

### **FURTHER that Council resolve:**

- (a) that Council go into closed committee to consider business relating to personnel matters and commercial information
- (b) that pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of Section 10A(2) (a) and (c) as outlined above
- (c) that the correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act 1993.

.....  
**STEVE LOANE**  
**GENERAL MANAGER**

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### INDEX

Item 1 Minutes of Ordinary Council Meeting – 19 May 2016.....	8
<b>RECOMMENDATION</b> .....	13
Item 2 Minutes of Traffic Advisory Committee Meeting held on 26 May 2016.....	14
<b>RECOMMENDATION</b> .....	17
Item 3 Minutes of Local Emergency Management Committee Meeting – 16 May 2016..	19
<b>RECOMMENDATION</b> .....	21
Item 4 Minutes Bushfire Appeal Advisory Panel – 20 May 2016.....	22
<b>RECOMMENDATION</b> .....	25
Item 5 Notice of Motion – Temporary Fencing along Council Road Reserves .....	26
<b>RECOMMENDATION</b> .....	26
Item 6 Determination of the Local Government Remuneration Tribunal 2016.....	27
<b>RECOMMENDATION</b> .....	29
Item 7 Legal Assistance Bathurst Regional Council.....	30
<b>RECOMMENDATION</b> .....	31
Item 8 Adoption of 2016 Agency Information Guide.....	32
<b>RECOMMENDATION</b> .....	32
Item 9 Adoption of Draft Internal Reporting Policy .....	50
<b>RECOMMENDATION</b> .....	51
Item 10 Council Resolutions Report June 2016.....	72
<b>RECOMMENDATION</b> .....	72
Item 11 Monthly Report from Human Resources – June 2016 .....	73
<b>RECOMMENDATION</b> .....	74
Item 12 Stocktake May 2016 .....	75
<b>RECOMMENDATION</b> .....	76
Item 13 Fit for the Future Financial Criteria Reassessment Update.....	77
<b>RECOMMENDATION</b> .....	78
Item 14 Long Term Financial Plan 2016/17 – 2025/26 .....	79
<b>RECOMMENDATION</b> .....	81
Item 15 Operational Plan and Delivery Program 2016/17 to 2019/20 .....	82
<b>RECOMMENDATION</b> .....	84
Item 16 Mendooran Service Point and Dunedoo Branch Library .....	93
<b>RECOMMENDATION</b> .....	96
Item 17 Bank Reconciliation for the month ending 31 May 2016 .....	97
<b>RECOMMENDATION</b> .....	100
Item 18 Investments and Term Deposits for Month ending 31 May 2016 .....	101
<b>RECOMMENDATION</b> .....	104
Item 19 Rates Report for Month Ending 31 May 2016.....	105
<b>RECOMMENDATION</b> .....	108
Item 20 Montague Bridge on Lewis Lane .....	109
<b>RECOMMENDATION</b> .....	111
Item 21 Crown Road adjoining the properties Glenshea & Pinehurst .....	113
<b>RECOMMENDATION</b> .....	114
Item 22 2015/16 Technical Services Works Program .....	117
<b>RECOMMENDATION</b> .....	117
Item 23 Stocktake Visitor Information Centre - November 2015 – May 2016.....	124
<b>RECOMMENDATION</b> .....	125
Item 24 Addendum to Land Use Strategy and Planning Proposal .....	126
<b>RECOMMENDATION</b> .....	127

**WARRUMBUNGL E SHIRE COUNCIL**

**Ordinary Meeting – 16 June 2016**

---

Item 25 Compulsory Acquisition of Crown Road adjoining Lot 102 DP 1201929 ..... 128  
**RECOMMENDATION** ..... 130  
Item 26 Development Applications ..... 131  
**RECOMMENDATION** ..... 132

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### Item 1 Minutes of Ordinary Council Meeting – 19 May 2016

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Administration & Executive Assistant to GM – Sally Morris and Administration Officer – Erin Player
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

---

**PRESENT:** Cr Peter Shinton (Chairman), Cr Andrews, Cr Capel, Cr Clancy, Cr Coe, Cr Schmidt, Cr C Sullivan, Cr R Sullivan, Cr Todd, General Manager (Steve Loane), Director Corporate & Community Services (Stefan Murru), Director Technical Services (Kevin Tighe) and Director Development Services (Leeanne Ryan).

**In attendance:** Manager Administration and Executive Assistant to the General Manager – Sally Morris (minutes) and Administration Officer – Erin Player (minutes)

#### **Forum**

##### **10.02am**

Ann Peach addressed the meeting regarding a revegetation project along School Creek, Charles Street Coonabarabran.

##### **10.05am**

Todd Roberts addressed the meeting regarding Coona Waste contracts.

##### **10.23am**

Presentation by Andrew Harvey, Chief Executive Officer, Western NSW Primary Health Network on the coordination and planning of primary health care.

##### **10.49am**

Presentation by Ashley Albury, Director Western Region, and Ben Eveleigh, Senior Planner, from Department of Planning & Environment on the draft Central West and ORANA Regional Plan.

##### **11.40am**

Second Quarter Staff Excellence in Achievement award presented to Phil Hensby.

##### **11.42am**

Australia Day Senior Citizen Award presented to Avice Boyden.

##### **11.45am**

**291/1516 RESOLVED** that standing orders be suspended to break for morning tea.

**Schmidt / R Sullivan**  
**The motion was put and carried**

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

12.09pm

**292/1516 RESOLVED** that standing orders be resumed.

**Capel / Schmidt**  
**The motion was put and carried**

**The Mayor called for Declarations of Pecuniary Interest and Non Pecuniary Interest**

No declarations were made.

### REPORTS

**Item 1 Minutes of Ordinary Council Meeting – 21 April 2016**

**293/1516 RESOLVED** that the resolutions contained in the Minutes of the Ordinary Council meeting held on 21 April 2016 be endorsed.

**Capel / Schmidt**  
**The motion was put and carried**

**Councillor Clancy and Councillor Todd recorded their vote against the motion.**

**Item 2 Minutes of Special Council Meeting – 9 May 2016**

**294/1516 RESOLVED** that the resolutions contained in the Minutes of the Special Council meeting held on 9 May 2016 be endorsed.

**C Sullivan / Coe**  
**The motion was put and carried**

**Item 3 Minutes of the Finance and Projects Committee Meeting – 9 May 2016**

**295/1516 RESOLVED** that Council accepts the Minutes of the Finance and Projects Committee Meeting held on 9 May 2016 at Coonabarabran.

**R Sullivan / Schmidt**  
**The motion was put and carried**

**Item 4 Economic Development and Tourism Advisory Committee Meeting Minutes**

**13 April 2016**

**296/1516 RESOLVED:**

1. That the minutes of 13 April 2016 meeting be accepted.
2. That Council writes to the Federal Minister for Tourism, Federal Minister for Education and the Federal Minister for Innovation and Science highlighting the importance of Siding Spring Observatory Exploratory Centre in educating the public about science and astronomy, highlighting that during the bushfire of 2013 community organisations were tasked to SSO as a priority area of action and protection.
3. That the Budget Report for the current year be accepted.
4. That the budget prepared for the 2016-17 financial year be accepted.
5. That Council writes to the Local Member in relation to the media release of 5 April in relation to D NSW supporting regional communities with their tourism initiatives and requesting that the government pursue the release of the Review of Regional Tourism Organisations undertaken in 2015 by D NSW. **Furthermore** that Council suggests that with the demise of Inland NSW Tourism and Hunter Regional Tourism, a new model of Regional Tourism Organisations be established which reflects the needs and interests of the regions and is administered in the regions and not centrally as has been the case with the Inland organisation.
6. That \$100 be reimbursed to Coolah Development Group to offset costs of participation of Greg Piper in the Sydney based Rail Trails Launch.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

7. That Council includes the QR Code for the Visitor Guide in all advertising and promotion undertaken – on Council signage, notice boards, print media advertising and information columns.
8. That Council replace the “No Camping” sign at Nandi Park with a clearer message about the area not being an overnight rest area and that the area is in fact a picnic and rest area for daytime use only.
9. That Council proceeds with a Warrumbungle Lifestyle Showcase over the weekend of 8 and 9 October 2016 and a committee be established to proceed with planning.
10. That Council writes to Destination NSW and TASAC recommending a new category be added to the sign posting manual and that the category be known as **NATURE BASED/ NIGHT TIME ATTRACTION**.
11. That the Manager’s report be received.
12. That a letter of thanks be sent to Anna Tenne for her assistance with photography requirements for the tourism website.

**Schmidt / R Sullivan**  
**The motion was put and carried**

### **Item 5 Minutes of Traffic Advisory Committee Meeting – 28 April 2016**

#### **297/1516 RESOLVED:**

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held at Coonabarabran on 28 April 2016.
2. That request by the Coonabarabran Pony Club to close Reservoir Street and John Street, Coonabarabran for the following events be approved subject to compliance with Council’s Road Closure Policy and referral of the Pony Camp Street Parade application to RMS.
  - Closure of Reservoir Street, Coonabarabran on Sunday, 17 April 2016 and Sunday, 11 December 2016 from 9.00 am to 3.00 pm for the Annual Cross Country One Day Event.
  - Closure of John Street, Coonabarabran on Friday, 23 September 2016 from 3.00 pm to 3.30 pm for the Annual Pony Camp Street Parade.
3. That further investigation and consultation with the property owner of Bugaldie Store be undertaken in relation to request for the installation of a school bus zone and signage **FURTHER** that a report be brought back to the next Traffic Advisory Committee meeting detailing the proposed options.
4. That request by Warrumbungle Eventing to close Reservoir Street, Coonabarabran on Sunday, 31 July 2016 from 9.00 am to 3.00 pm to conduct the Annual Cross Country One Day Event be approved subject to compliance with Council’s Road Closure Policy.
5. That the safety matter regarding the location of the Safe-T-Cam sign on the southern side of the entry to Warrumbungle Quarry on the Newell Highway be referred to RMS Safety and Compliance.
6. That RMS be requested to conduct a Road Safety Audit on the Newell Highway at the Entry / Exit to the Warrumbungle Quarry site.

**Capel / R Sullivan**  
**The motion was put and carried**

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### **Item 6 Notice of Motion – Waste Management Strategy**

**298/1516 A motion was moved by Councillor Clancy seconded by Councillor Todd** that Council conduct a full review and reappraisal of Waste Management Strategy adopted at Council meeting March 2015.

**The motion was put and carried.**

Councillor Todd tabled a letter from Baradine Progress Association being a petition regarding bins at the Baradine Waste Transfer Station.

**299/1516 A motion was moved by Councillor Clancy seconded by Councillor Todd** that Council approve a supplementary vote of \$50,000 to undertake the review and reappraisal of the waste management strategy outlined in the previous motion.

**The motion was put and lost.**

**300/1516 A motion was moved by Councillor Schmidt seconded by Councillor Coe** that the previous motion for a review remains unfunded and that **FURTHERMORE** that a report be brought back to the next Council meeting detailing cost savings to date.

**The motion was put and carried.**

**Schmidt / Coe**

**The motion was put and carried**

**1.01pm**

**301/1516 RESOLVED** that standing orders be suspended to break for lunch.

**C Sullivan / Capel**

**The motion was put and carried**

**2.02pm**

**302/1516 RESOLVED** that standing orders be resumed.

**Capel / Schmidt**

**The motion was put and carried**

At this time the Director Technical Services was absent from the meeting.

### **Item 7 Council Resolutions Report May 2016**

Received.

### **Item 8 Warrumbungle Cobbora Transition Fund Projects Update**

**303/1516 RESOLVED** that Council note progress of the Cobbora Transition Fund projects.

**Sullivan / Capel**

**The motion was put and carried**

### **Item 9 Monthly Report from Human Resources – May 2016**

Received.

### **Item 10 Warrumbungle Shire Council Website Upgrade Project**

Received.

**2.07pm**

Director Technical Services returned to meeting.

### **Item 11 Water Charge Request for Write Off Assessment No 10051803**

**304/1516 RESOLVED** that Council write off the above average sewer usage (\$2,641) and above average water usage (\$6,686) since August for a total write off of \$9,327.

**Schmidt / Clancy**

**The motion was put and carried**

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Item 12 Bank Reconciliation for the month ending 30 April 2016**

**305/1516 RESOLVED** that Council accept the Bank Reconciliation Report for the month ending 30 April 2016.

**Capel / Schmidt**  
**The motion was put and carried**

### **Item 13 Investments and Term Deposits for Month ending 30 April 2016**

**306/1516 RESOLVED** that Council accept the Investments Report for the month ending 30 April 2016.

**Capel / Schmidt**  
**The motion was put and carried**

### **Item 14 Rates Report for Month Ending 30 April 2016**

Received.

### **Item 15 Warrumbungle Pedestrian and Mobility Plan 2015 (PAMP)**

**307/1516 RESOLVED** that the Pedestrian Access Mobility Plan prepared for each town in the Shire is accepted as a final document.

**Andrews / Capel**  
**The motion was put and carried**

### **Item 16 2015/16 Technical Services Works Program – Road Operations, Urban Services & Water Services**

Received.

### **Item 17 Location of the Materials Recovery Facility**

**308/1516 RESOLVED** that Council establish the Materials Recovery Facility at Coonabarabran.

**Schmidt / Andrews**  
**The motion was put and carried**

**Councillors C Sullivan and Coe recorded their vote against the motion.**

### **Item 18 Inland NSW Regional Tourism Organisation Inc**

**309/1516 RESOLVED:**

1. That Council endorses the action of staff re the appointment of a Proxy and directions given for the meeting of Creditors of Inland NSW Regional Tourism Organisation Incorporated held 6 May 2016.
2. That Council requests of Destination NSW what action they will take to ensure that the unspent quarantined funds of \$900,000 are made accessible to support Inland Regional destinations impacted by the demise of the RTO.
3. That the Manager of Economic Development and Tourism continue to work with the Central Inland Destination Management Working Group to positively influence a potential outcome of funding to be directed into the Central Inland region.

**Clancy / Capel**  
**The motion was put and carried**

### **Item 19 Development Applications**

**310/1516 RESOLVED** that Council note the Applications and Certificates Approved, during April 2016, under Delegated Authority.

**Todd / Capel**  
**The motion was put and carried**

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Item 20 Quarterly Budget Review Statement for the Quarter Ending 31 March 2016**

**311/1516 RESOLVED** that Council accept the Quarterly Budget Review Statement for the quarter ending 31 March 2016, and approve the requested supplementary votes for a net value of \$680k resulting in a forecast unrestricted cash surplus of \$838k at year end.

**Schmidt / Clancy**  
**The motion was put and carried**

### **Matters of Concern**

#### **Cr R Sullivan**

- Marks on trees at the Coonabarabran Golf Course are not of cultural significance regarding possible impact for bypass. Need to talk to RMS in Parkes regarding them.

#### **Cr Schmidt**

Nil

#### **Cr Clancy**

- Minutes of MANEX meetings - why aren't they presented to Council? General Manager responded that it is an internal meeting of senior staff and not a committee of council. The meetings deal with operational matters only.

#### **Cr Coe**

- Received a letter from Ross Yeo. Acknowledgement letter not received nor has he had a reply from Director Technical Services. Director Technical Services will bring a report back to Council in June regarding the matter.

#### **Cr C Sullivan**

- Would like it noted that Council will retain the current positions at the Materials Recycling Facility in Dunedoo.

#### **Cr Andrews**

Nil

#### **Cr Capel**

Nil

#### **Cr Todd**

- Hole 7.3km on Gulargambone road, pipe has collapsed.
- Will bring a Notice of Motion to the next Council meeting regarding temporary electric stock fences along Council roads.

#### **Cr Shinton**

Nil

There being no further business the meeting closed at 2.55 pm.

.....  
**CHAIRMAN**

### **RECOMMENDATION**

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 19 May 2016 be endorsed.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### Item 2 Minutes of Traffic Advisory Committee Meeting held on 26 May 2016

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Technical Services Management
<b>Author:</b>	PA to Director Technical Services – Tracy Cain
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	P13 Road networks throughout the shire need to be safe, well-maintained and adequately funded.

---

**PRESENT:** Cr Peter Shinton (Chair), Ms Chantelle Elsley (RMS), Mr Colin Harper (Minister's Representative), Mr Kevin Tighe (Director Technical Services) and Mr Bikram Joshi (Manager Asset & Design).

**APOLOGIES:** Ms Cheyenne O'Brien (RSO), Senior Constable Steven Chaplin (NSW Police Force) and Ms Sharon Grierson (RMS).

**IN ATTENDANCE:** Mrs Tracy Cain (Minute Taker).

#### **CONFIRMATION OF MINUTES**

**55/1516 RECOMMENDED** that the minutes of the Traffic Advisory Committee meeting held on Thursday, 28 April 2016 be confirmed.

**Harper/Shinton**

#### **BUSINESS ARISING FROM THE MINUTES**

The following matters were noted as outstanding:

- Further investigations and site visit to be undertaken of sight distance concerns at the intersection of Digilah Street and Wallaroo Street.
- Council to investigate the preparation of a Rural Bus Stop Policy.
- Alternative treatments to be investigated for discouraging trucks travelling via Binnia Street, Coolah. Traffic counters to be placed at Cunningham and Binnia Streets.
- Black Stump Way – Council request to NHVR that any road in the Warrumbungle Shire that is a 25 metre B Double Route be converted to a 26 metre B Double Route.
- Naming of laneways north and south of Brains Ford, Coonabarabran.
- Baradine Preschool – Installation of 'Children Ahead' warning signs in Barwon Street either side of the Baradine Preschool in accordance with AS1742.9.
- Timor Road School Bus Stops Review.
- No 1 Break Road – NPWS to erect warning signs on No 1 Break Road and that the other issues within their letter be referred to RMS.
- River Road – B Double Field Trial – June Meeting.
- Coonabarabran Driver Reviver – Open and closed sliders for highway sign. Sliders installed on northern and southern approaches. Investigate signage in the immediate vicinity of the VIC (entrance).
- Railway Level Crossing Signage – Council to investigate whether Advance Warning / Stop Signs are located at the Railway Level Crossing on the Binnaway to Coolah Road.
- Pavement Markings – Council to renew 'Look' pavement markings at the roundabout in John Street and in Little Timor Street next to the Coonabarabran Bakery.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### AGENDA ITEMS

- a) Siding Springs Observatory – Request for Speed Limit Review on Observatory Road, Coonabarabran

Reference was made to an email received from the Siding Spring Observatory of 5 May 2016 requesting improvement works on Observatory Road, Coonabarabran.

**56/1516 RECOMMENDED** that Council undertakes an assessment of Speed Advisory Warning Signs on Observatory Road, Coonabarabran.

**Elsley/Harper**

- b) Binnaway Rail Heritage & Preservation Society – Information on Size and Locations for Railway Barracks Accommodation Signage

*Refer to previous Traffic Recommendation No 40/1516 of 25 February 2016.*

Response letter received from the Binnaway Rail Heritage & Preservation Society on 13 May 2016 providing information on proposed size and locations for the installation of Railway Barracks accommodation signage.

**57/1516 RECOMMENDED** that application for the installation of Railway Barracks accommodation signage at the intersections of Warrumbungle Way / Newell Highway and Binnaway Road / Mollyan Road (MR334) be referred to RMS for consideration **FURTHER** that Council advise the Binnaway Rail Heritage & Preservation Society of the option to install signage on private property for proposed locations at the intersection of Coolah Road / Tambar Springs Road, Binnaway Road and Binnaway CBD.

**Harper/Elsley**

- c) Warrumbungle Wheelers – Tour de Warrumbungles Bike Ride Event on Local Roads in Coonabarabran – 27-28 August 2016

**58/1516 RECOMMENDED** that request by the Warrumbungle Wheelers to conduct the Annual Tour de Warrumbungles Bike Ride Event on Saturday, 27 August 2016 and Sunday, 28 August 2016 be approved subject to application being referred to RMS for approval of the State Road component and concurrence from RMS Network and Safety for the Regional Road component **FURTHER** that the Traffic Control Plan be prepared, signed and dated by a qualified person and that the riders be released intermittently from the various starting points.

**Elsley/Harper**

- d) Mendooran Preschool – Bus Policy for Installation of School Bus Zone Signage

*Refer to previous Traffic Recommendation No 44/1516 of 24 March 2016.*

An email was received from the Mendooran Preschool on 16 May 2016 providing a copy of the School Bus Policy and Bus Travel Permission Form. It was confirmed that parents were aware of the Policy and had signed the Permission Form.

It was noted that the Mendooran Preschool Bus Policy should be included in the Rural School Bus Stop Policy for Warrumbungle Shire.

**59/1516 RECOMMENDED** that timed bus zone signs be erected in front of the Mendooran Preschool in Napier Street, Mendooran as per AS1742.11.

**Elsley/Harper**

- e) RSO Report - Installation of School Bus Zone and Signage at the Boundary of Bugaldie Store

*Refer to previous Traffic Recommendation No 51/1516 of 28 April 2016.*

A report prepared by the RSO was presented to the Committee on the various issues and options of installing a School Bus Zone and signage at the boundary of Bugaldie Store.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

**60/1516 RECOMMENDED** that Council install posts to close off the access road to the property frontage of Bugaldie Store, which will allow the property owner to install their own driveway access at the agreed location between the trees on the island as per the attached map **FURTHER** that W6-3 Children Warning signage be installed on approaches to the bus stop area in accordance with AS1742.10.

Harper/Elsely

f) RSO Monthly Report – May 2016

The RSO Monthly Report was received and noted and in particular the following points were discussed:

- Slow Down in Town Project – Speed Trailer located on Box Ridge Road, Ulamambri from 27 April 2016 to 11 May 2016 followed by Traffic Counters. Speed Trailer currently located in Edwards Street, Coonabarabran.
- Promotion of Fatality Free Friday.
- Child Restraint Fitting Day Program - Attendance by RSO at Selection and Installation of Child Restraint Workshop in Dubbo on 18 May 2016.
- Rural School Bus Stop Policy for Warrumbungle Shire to be completed in June 2016.
- Dress Up Your Wheelie Bin Competition held from 19-22 May 2016. Samsung Tablet to be won.
- Attendance at Driver Reviver Barbecue.

### **GENERAL BUSINESS**

Northern and Southern Approaches to Warkton Road Turnoff via the Newell Highway

Concerns were raised regarding the safety of motorists when turning onto Warkton Road via the Newell Highway.

**61/1516 RECOMMENDED** that safety concerns in relation to the northbound and southbound approaches to Warkton Road turnoff via the Newell Highway be referred to the RMS and that Council undertakes a traffic count.

Elsley/Harper

Dunedoo District Development Group – Review of Centre Linemarking on Golden Highway, East of Dunedoo (from Start of 100 km Zone to Property, 'Talbragar Park')

Refer to email received from the Dunedoo District Development Group on 25 May 2016 regarding various road matters in Dunedoo.

It was noted that the RMS were currently undertaking a review of linemarking and signage on the Golden Highway.

**62/1516 RECOMMENDED** that safety concerns in relation to continuous broken lines on the Golden Highway, East of Dunedoo from the start of the 100 km Zone to the property 'Talbragar Park' be referred to RMS for consideration.

Harper/Elsley

Dunedoo District Development Group – Centre Parking in Wallaroo Street between Bolaro and Cobbora Streets

Concerns were raised regarding the poor visibility of oncoming traffic at the intersections of Wallaroo and Digilah Streets and Wallaroo and Cobbora Streets due to the current centre parking.

**63/1516 RECOMMENDED** that Council prepare a sketch map and undertakes a full survey to determine sight distances at the intersections of Wallaroo and Digilah Streets and Wallaroo and Cobbora Streets, Dunedoo with a report to be brought back to the next Traffic Advisory Committee meeting.

Harper/Elsley

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

Dunedoo District Development Group – Proposed Change in Speed Zone on Golden Highway, West of Dunedoo (Intersection of Golden Highway and Avonside North Road)

Safety concerns were raised regarding the existing change in speed from 50 km to 100 km on the Golden Highway, West of Dunedoo and in particular when traffic is turning onto Avonside North Road.

**64/1516 RECOMMENDED** that request for installation of an 80 km Speed Zone between the existing 100 km and 50 km Speed Zones on the Golden Highway heading west out of Dunedoo be referred to RMS for consideration **FURTHER** that, if needed, Council replace the current 50 kph ahead sign with a larger version and that Council advise the Dunedoo District Development Group that Buffer Zones are no longer included in the NSW Speed Zoning Guidelines.

**Elsley/Harper**

There being no further business the meeting closed at 10.02 am.  
The next meeting is to be held on Thursday, 23 June 2016 in the Gallery Meeting Room, Coonabarabran commencing 10.00 am.

.....  
CHAIRMAN

### **RECOMMENDATION**

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held at Coonabarabran on 26 May 2016.
2. That Council undertakes an assessment of Speed Advisory Warning Signs on Observatory Road, Coonabarabran.
3. That application for the installation of Railway Barracks accommodation signage at the intersections of Warrumbungle Way / Newell Highway and Binnaway Road / Mollyan Road (MR334) be referred to RMS for consideration **FURTHER** that Council advise the Binnaway Rail Heritage & Preservation Society of the option to install signage on private property for proposed locations at the intersection of Coolah Road / Tambar Springs Road, Binnaway Road and Binnaway CBD.
4. That request by the Warrumbungle Wheelers to conduct the Annual Tour de Warrumbungles Bike Ride Event on Saturday, 27 August 2016 and Sunday, 28 August 2016 be approved subject to application being referred to RMS for approval of the State Road component and concurrence from RMS Network and Safety for the Regional Road component **FURTHER** that the Traffic Control Plan be prepared, signed and dated by a qualified person and that the riders be released intermittently from the various starting points.
5. That timed bus zone signs be erected in front of the Mendooran Preschool in Napier Street, Mendooran as per AS1742.11.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

6. That Council install posts to close off the access road to the property frontage of Bugaldie Store, which will allow the property owner to install their own driveway access at the agreed location between the trees on the island as per the attached map **FURTHER** that W6-3 Children Warning signage be installed on approaches to the bus stop area in accordance with AS1742.10.
7. That safety concerns in relation to the northbound and southbound approaches to Warkton Road turnoff via the Newell Highway be referred to the RMS and that Council undertakes a traffic count.
8. That safety concerns in relation to continuous broken lines on the Golden Highway, East of Dunedoo from the start of the 100 km Zone to the property 'Talbragar Park' be referred to RMS for consideration.
9. That Council prepare a sketch map and undertakes a full survey to determine sight distances at the intersections of Wallaroo and Digilah Streets and Wallaroo and Cobbora Streets, Dunedoo with a report to be brought back to the next Traffic Advisory Committee meeting.
10. That request for installation of an 80 km Speed Zone between the existing 100 km and 50 km Speed Zones on the Golden Highway heading west out of Dunedoo be referred to RMS for consideration **FURTHER** that, if needed, Council replace the current 50 kph ahead sign with a larger version and that Council advise the Dunedoo District Development Group that Buffer Zones are no longer included in the NSW Speed Zoning Guidelines.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### Item 3 Minutes of Local Emergency Management Committee Meeting – 16 May 2016

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Technical Services Management
<b>Author:</b>	Emergency Services Coordinator – Phil Southwell
<b>CSP Key Focus Area:</b>	Our Natural Environment
<b>Priority:</b>	PI2 The long-term wellbeing of our communities is supported by ongoing provision of high quality health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management

---

<b>CHAIRPERSON</b>	Kevin Tighe	LEMO
<b>PRESENT</b>	David Maher Kel Wise Corey Philip Dave Smith Tony Cole Brad Size Anne Taylor Haley Estreich Tom Mumford Rod Williams	LEOCON REMO RFS SES Dunedoo VRA Coonabarabran NSW F&R Health Coolah Ambulance Coolah VRA Coolah VRA Coolah
<b>MINUTES</b>	Phil Southwell	WSC
<b>APOLOGIES</b>	Cheyne Gasson Phil Lalor Rodney Coombes Anthony Hojel Peter Rootes Stuart Green Bob Cosgrove Barry Johnson	Alt LEOCON SES VRA Coonabarabran NSW F&R VRA Mendooran RFS SES Baradine SES Baradine

#### MINUTES OF PREVIOUS MEETING

The minutes for the previous meeting, was available prior to the meeting and at the meeting for all committee members.

*Minutes accepted Corey Philip / seconded Tony Cole*

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### BUSINESS ARISING

1. Ambulance Matrix – Item Completed.
2. The Shire's Comprehensive Property Addressing (CPA) has started with Council's GIS Officer and Geographical Names Board attending a public meeting at Baradine with the view of combining two localities that have caused mailing and addressing problems. An example, properties that are 10 km out of Baradine are now classified by Government Agencies as living in Teridgerie, previously all known as Baradine.

This will be the first area in the Shire that Council will attempt to change locality names using the new policies of the CPA Regulations. Kevin Tighe indicated that the process was not simple and was time consuming, but other naming problems within the Shire will require consultation with the residents in each of these areas.

The objectives are to reduce the number of localities and have familiar names, more consistent with present known town and village names.

3. An issue raised at the last meeting concerned the informal procedure between Police, Rescue Agencies and the Shire, with regards trees across roads. David Maher (LEOCON) reiterated that the RMS is 'overbearing' in their desire to have roads opened immediately, and Police are required to use all resources available.

Kevin Tighe suggested a 'Flow Chart' listing procedures for different circumstances, which may be of benefit for establishing better communications and reducing duplicate operations.

A Draft 'Flow Chart' will be presented to the committee as a suggestion for consideration.

### AGENDA ITEMS

1. REMO Report (*written Report to be attached to minutes*)

Additional to Report:

- (i) Training information should be forwarded onto all the committee agencies once received.
- (ii) Information on State Government Funding for Clubs used for evacuations to be distributed as required.

2. Contact Lists

Distributed to the meeting for amendments.

3. Events (*summary of events within the Shire*)

1. Coolah Cross Country Run – 17 June 2016;
2. Coonabarabran Horse Expo – 3-4 June 2016;
3. Arts Unlimited Dunedoo – 20 May 2016;
4. State Polo Cross Coolah – 11–13 June 2016;
5. Horse Event – Neilrex to Gulgong Ride – 11–13 June 2016;
6. Coonabarabran Bike Ride - Oxley Hwy – 11–13 June 2016.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **4. The EM Plan**

Phil Lalor was unable to attend and provided an apology. With the help of Kel Wise (REMO) the committee went through the Consequence Management Guide (CMG) for Flood and Storm, supplied to the LEMC from SES.

Various changes and suggestions were added to the CMG's and will be forwarded onto SES prior to our next meeting, with the view of endorsing them at this meeting.

The final CMG for the committee is 'Power Interruption' that will be addressed at the next meeting at Coonabarabran. Invitation to Len Roberts of Essential Energy to discuss power outages will be advantageous.

### **5. EMOS**

Committee decided to postpone the small demonstration to the next meeting due to time constraint.

### **GENERAL BUSINESS**

Corey Philip mentioned that the Emergency Services Golf Day will run once again at Coonabarabran on the 6 August 2016. Further details will be distributed.

### **CORRESPONDENCE**

1. REMO Report;
2. SES - CMG for Flood and Storm from Dubbo;
3. Regional EM Plan Template and various EM Plans from REMO.

### **DATE OF NEXT MEETING:**

The date of the next meeting will be: Monday, 15 August 2016 at Coonabarabran VRA Building following the Rescue Meeting.

### **MEETING CONCLUDED**

As there was no further business the formal part of the meeting concluded at 9.04 pm.

.....  
CHAIRMAN  
KEVIN TIGHE  
LEMO

### **RECOMMENDATION**

That Council notes the minutes from the Local Emergency Management Committee held on 16 May 2016 at Coolah.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### Item 4 Minutes Bushfire Appeal Advisory Panel – 20 May 2016

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	PA to Director Corporate & Community Services – Liz Webster
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF2 The demographic makeup of the community is well-represented in local activities, service delivery and decision-making.

---

**PRESENT:** Peter Shinton (Mayor), Steve Loane (General Manager), John Sawyer (Rotary), Lois Sutton (St Vincent de Paul), Sue Freebairn and Pam Welsh (DPI)

**APOLOGIES:** Cheryl Pope (DPI), Vicki Poyser (ADRA), Glennis Mangan (Disaster Recovery Centre) and Karyn Cain (Centacare)

**RECOMMENDATION:** that the apologies be accepted.

**S Freebairn / L Sutton**

**ATTENDING:** Stefan Murru (Director Corporate and Community Services), and Liz Webster (Minute Taker)

### CONFIRMATION OF MINUTES

**RECOMMENDATION** that the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 18 March 2016 be accepted

**P Welsh/J Sawyer**

### BUSINESS ARISING

None

### Mayors Appeal Reconciliation

Mayors Appeal Donated Funds	\$ 761,873
Restart NSW Grant	\$ 70,000
Interest Earned	\$ 21,426
<b>Total:</b>	<b>\$ 853,299</b>
Less:	
Funds Allocated	\$ 849,911
<b>Available Unallocated Funds</b>	<b>\$ 3,388</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

### Funds Allocated

<b>Mayors Appeal Allocated Funds</b>	<b>\$ 849,911</b>
<b>Less:</b>	
<b>Funds Expended</b>	<b>\$ 617,693</b>
<b>Allocated Funds Remaining</b>	<b>\$ 232,218</b>

### Summary of Allocations

Council provided a break down Mayors Appeal Assistance Payments and agency allocations detailing funds allocated and expended.

<b>Agency Assistance Program</b>	<b>TOTAL</b>	<b>Amount Expended from Mayors Appeal</b>	<b>Funds Remaining</b>
Home Dislocation	\$30,000	\$30,000	-
Roadside & Internal Fencing Materials	\$141,918	\$141,918	-
Home Re-establishment	\$205,000	\$70,000	\$135,000
Shed Rebuild	\$45,000	\$18,000	\$27,000
ADRA	\$26,000	\$26,000	-
Barnados	\$26,000	\$26,000	-
Centacare	\$26,000	\$26,000	-
St Vincent de Paul	\$26,000	\$26,000	-
DPI Fodder	\$12,482	\$12,482	-
Potable Water	\$20,000	\$20,000	-
BlaizeAid Projects	\$101,641	\$101,641	-
BlazeAid Plant Hire & Supplies	\$18,116	\$18,116	-
Community Renewal	\$66,504	\$21,504	\$45,000
Bird Boxes	\$250	\$250	-
Recovery Contribution Pymnt (New Program)	\$35,000	\$35,000	-
Restart NSW Govt	\$65,000	\$44,782	\$20,218
Building Expo	\$5,000	-	\$5,000
<b>Total</b>	<b>\$849,911</b>	<b>\$617,693</b>	<b>\$232,218</b>

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

**RECOMMENDATION** that the Warrumbungle Shire Council Mayors Bushfire Appeal fund status and allocation summary be accepted.

**Carried by Consensus  
Accepted by Consensus**

### **DISPERSAL OF FUNDS POST 30 SEPTEMBER 2016//WINDING UP OF FUND**

Council has now contacted MPES in regard to the development of a dispersal model for the remaining funds and received a Recovery Toolkit in reply. The toolkit does not provide any useful advice on the final dispersal of funds. The Mayor's Fund will decide on a model for the appropriate dispersal of any remaining funds post 30 September 2016.

### **WRITE OFF OF DEVELOPMENT APPLICATION FEES FOR BUSHFIRE AFFECTED PROPERTIES**

The write off of Development Applications for fire affected properties was also discussed, and it was agreed that a recommendation be brought to Council on whether to continue or cease the write off of DAs when the fund is wound up.

### **REQUEST FOR ASSISTANCE/EMERGING ISSUES**

The meeting discusses requests received to date.

**ACTION:** Response to be prepared and sent to applicants advising them application does not meet the Funds guidelines.

### **BUILDING EXPO**

The Building Expo was discussed and it was suggested that Council write to the Coonabarabran Chamber of Commerce and suggest that they take on the Building Expo Initiative going forward as the Mayor's fund will be wound up in January 2017.

**ACTION:** Council to write to the Coonabarabran Chamber of Commerce suggesting that they take on the Building Expo Initiative going forward.

### **GENERAL BUSINESS**

#### **FURTHER DISCUSSION OF FUNDS DISPERSAL**

Items raised in General Business included whether or not the fund could allocate monies to assisting with the installation of Communication infrastructure to assist with communication in the event of another natural disaster.

The establishment of a bursary or the expenditure of fund monies on capital works was also discussed, although it was noted that these items do not fit the fund rules.

It was also noted that the Radio Station has not received any funding to improve their transmission. Fund had preserved \$21,000 to match funding for this project as part of the Restart NSW Grant. If funding not obtained before the fund is wound up these funds will need to be included in the dispersal.

**Meeting closed 10:00 am**

**NEXT MEETING:** to be advised

.....  
**CHAIRPERSON**

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **RECOMMENDATION**

1. That Council endorse the recommendations of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 20 May 2016
2. That the Warrumbungle Shire Council Mayors Bushfire Appeal fund status and allocation summary be accepted.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Item 5 Notice of Motion – Temporary Fencing not permitted along Council Road Reserves**

#### **Notices of Motion**

---

#### **Temporary fencing not permitted along Council Road Reserves**

Cr Todd has advised that at this meeting of Council he intends moving the following Notice of Motion:

*That Warrumbungle Council rule that temporary fencing is not permitted to be erected on Council Road Reserves.*

#### **Rationale**

The erection of temporary standing fences and electric fences be not permitted on Council Road Reserves as due to their close proximity to the roadside they prove to be a significant traffic hazard.

- These fences are very dangerous if stock should stray from their confines and are unable to return to the enclosure they then become a traffic hazard.
- Iron posts have proven to be very dangerous when hit by a vehicle being that they are dark in colour and often difficult to see especially at night time.
- Many of these fences have been erected very close to the road edge providing a significant traffic hazard in that cars, caravans & trucks have nowhere to pull off the road on the verge or to allow for oversized vehicles on the road to be passed with safety.

#### **Other Considerations**

- Temporary style fencing should not be erected in place of permanent fencing and should be a mandatory minimum distance from the road edge to allow for safe pulling off the road by vehicles especially at night.
- Stock signs places on the road should be removed when not in use.
- Electric fences must have adequate signage indicating that they are electrified.

Photographic evidence of some of the temporary fences that are causing concern are available to view as necessary on my iPad at the next Council meeting.

Councillor Denis Todd.

#### **RECOMMENDATION**

For Council's consideration.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### Item 6 Determination of the Local Government Remuneration Tribunal 2016

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Administration and Executive Assistant to GM – Sally Morris
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF 7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity

---

#### **Reason for Report**

The Local Government Remuneration Tribunal has determined an increase to Mayoral and Councillors fees of 2.5 per cent for the 2016/17 financial year, with effect from 1 July 2016.

#### **Background**

The Local Government Remuneration Tribunal is constituted under Chapter 9, Division 4 of the Local Government Act 1993. The Tribunal is responsible for categorising councils, county councils and mayoral offices to determine the minimum and maximum amounts of fees to be paid to councillors, members of county councils and mayors in each category. The Tribunal is required to make a determination by no later than 1 May each year and make a report to the Minister within 7 days of making that determination. The Report is to be published in the Government Gazette and also laid before each House of Parliament. A copy of the determination has been forwarded to Councillors under separate cover.

In accordance with Section 239 of the Local Government Act the Tribunal is required to determine the categories of councils and mayors offices.

#### **Issues**

Determination No 1 is pursuant to section 239 of Categories of Councils and County Councils. The level of fees paid will depend on what category the council is in. Warrumbungle Shire Council is determined as Rural.

Determination No 2 is pursuant to Section 241 of Fees for Councillors and Mayors. *Pursuant to s.241 of the Local Government Act 1993, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2016 are determined as follows:*

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

Table 3: Fees for General Purpose and County Councils				
Category	Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee	
	Minimum	Maximum	Minimum	Maximum
<b>General Purpose Councils</b>				
Principal City	25,670	37,640	157,030	206,620
Major City	17,110	28,240	36,360	82,270
Metropolitan Major	17,110	28,240	36,360	82,270
Metropolitan Centre	12,830	23,950	27,260	63,640
Metropolitan	8,540	18,840	18,180	41,090
Regional Rural	8,540	18,840	18,180	41,090
Rural	8,540	11,290	9,080	24,630
<b>County Councils</b>				
Water	1,700	9,410	3,640	15,460
Other	1,700	5,630	3,640	10,270

\*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

The full Report and Determination of the Local Government Remuneration Tribunal can be found at <http://www.remtribunals.nsw.gov.au/local-government/current-lgrt-determinations>

### Options

In making its determinations the Tribunal is required to have regard to the provision of the existing LG Act. The LG Act prevents the Tribunal from determining any fees for Deputy Mayors and also requires that the tribunal apply the Government's wages policy, which currently provides for a cap on increase of 2.5 per cent.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Financial Considerations**

The Tribunal has reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index, and finds that the full increase of 2.5 per cent available to it is warranted. On that basis, and having regard to the Tribunal's findings, and after taking the views of the Assessors into account, the Tribunal considers that an increase of 2.5 per cent in the fees for Councillors and Mayors is appropriate and so determines.

Council cannot fix a fee higher than the maximum amount as determined by the Tribunal and if Council does not fix a fee, the minimum fee as determined by the Tribunal must be paid.

### **RECOMMENDATION**

That Warrumbungle Shire Council adopts the maximum annual fee of \$11,290 for Councillors and \$24,630 for the Mayor/Chairperson Additional Fee for the 2016/17 financial year effective from 1 July 2016, being in accordance with the determination of the Local Government Remuneration Tribunal under Sections 239 and 241 of the Local Government Act 1993.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### Item 7 Legal Assistance Bathurst Regional Council

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	Manager Administration & Executive Assistant to GM – Sally Morris
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF5 Council has guaranteed access to diverse sources of funding to address its responsibilities in service planning and delivery

---

### Reason for Report

Council is in receipt of a letter from Local Government NSW (LGNSW) seeking Council support towards legal assistance for Bathurst Regional Council by way of a voluntary contribution of \$701.85.

### Background

LGNSW considered a report from the Bathurst Regional Council for legal assistance for legal costs incurred in an appeal to the NSW Court of Appeal relating to the ability of councils to enter into contracts that include fees for services. The application was approved in August 2015 as it complied with the provision of the LGNSW Legal Assistance Policy & Guidelines.

### Issues

Bathurst Regional Council defended the matter before the NSW Court of Appeal. The proceedings challenged Council's jurisdiction to fix fees for services under long-term contracts. The NSW Court of Appeal found against Bathurst Regional Council, identifying that:

*'even when the Local Government Act confers a power in terms upon councils to reach an agreement or arrangement with a landowner, the price it can charge for work performed by it remains subject to Part 10 of Chapter 15. To that extent at least, the 'general power to contract' cannot permit a Council to escape the statutory restrictions upon it'.*

### Options

Council accede to the request of Local Government NSW to provide a financial contribution to Bathurst Regional Council, however, there is no obligation for Council to provide assistance.

### Financial Considerations

LGNSW is seeking a financial contribution of \$701.85. Council has funds available in the Donations budget for the 2015/16 financial year.

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **RECOMMENDATION**

That Council contribute \$701.85 to Local Government NSW to support Bathurst Regional Council towards the legal costs incurred in an appeal to the NSW Court of Appeal from the 2015/16 Donations budget.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Item 8 Adoption of 2016 Agency Information Guide**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Executive Services Administration Officer – Joanne Hadfield
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity.

---

### **Reason for Report**

To seek Council endorsement and adoption of the draft 2016 Agency Information Guide.

### **Background**

Under the Government Information (Public Access) Act, Council must review its Agency Information Guide and adopt a new guide at intervals of not more than twelve (12) months.

The last review of Council's Agency Information Guide was conducted 12 months ago when at Council's ordinary meeting held on 18 June 2015, Council resolved to endorse and adopt the 2015 Agency Information Guide (Resolution 371/1415).

The draft 2016 Agency Information Guide (Attachment 1) is accordingly submitted for Council's endorsement and adoption. A copy will be submitted to the Office of the Information Commissioner once endorsed and the amended document placed on Council's website.

Updates have been made to the previous Guide and relate to the change in personnel, function areas, organisation structure and population and have been highlighted by yellow background.

### **Issues**

Under the Act, the Agency Information Guides are to be reviewed each year by 31 July.

### **Options**

Council can chose to either adopt or not adopt the 2016 Agency Information Guide.

### **Financial Considerations**

Nil

### **RECOMMENDATION**

That Council endorse and adopt the 2016 Agency Information Guide.

**WARRUMBUNGLE SHIRE COUNCIL**

**Ordinary Meeting – 16 June 2016**

---

Attachment 1



**2016**

**DRAFT**

**AGENCY INFORMATION GUIDE**

- B.** Adopted:
- C.** Resolution No:

# WARRUMBUNGL E SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### Contents

Introduction .....	35
Structure and Functions .....	35
Effect of Functions on the Public .....	41
Public Participation in Council's Policy Development.....	42
Various Kinds of Government Information Held By Council .....	43
Kinds of Information Held By The Agency that the Agency Will Make Publicly Available .....	44
Kinds of Information that is Available Free of Charge and those Kinds for which a Charge is Imposed .....	44
Applications For Access To Council's Records Under The Government Information (Public Access) Act 2009 .....	48
The Manner In Which The Agency Will Make Information Publicly Available .....	48
Public Officer – Right to Information Officer.....	49
Office of the Information Commissioner:.....	49

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Introduction**

This document has been issued in accordance with the requirements of Section 20 of the New South Wales Government Information (Public Access) Act 2009 (“the GIPA Act”). It forms the Warrumbungle Shire Council Agency Information Guide.

The information provided in this Agency Information Guide is intended to increase public awareness and access to information held by Council. The Agency Information Guide is required to:

- describe the structure and functions of Council;
- describe the way in which the functions (including the decision making functions) of Council affect members of the public;
- specifies any arrangements that exist to enable members of the public to participate in the formulation of policy and the exercise of Council’s various functions;
- identifies the various kinds of information which Council holds;
- identifies the kinds of information held by Council that Council makes (or will make) publicly available;
- specifies the manner in which the Council makes (or will make) information publicly available
- identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

### **Structure and Functions**

Warrumbungle Shire Council is located in North Western NSW and is the gateway to the Warrumbungle Mountains, Siding Spring Observatory and Coolah Tops.

The Shire has a population of 9,832 and the Council provides services covering an area of 12,380 square kilometres.

Coonabarabran is the administration centre within the Council area, with council chambers also located at Coolah. Services are provided to the districts of Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran.

### **Structure**

Warrumbungle Shire Council is governed by a nine member Council. The elected members comprise the Mayor, Deputy Mayor and seven Councillors. The senior Management team consists of the General Manager and three divisional heads: the Director Technical Services, Director Development Services and Director Corporate and Community Services.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

The current elected members (elected September 2012) are:

### **Mayor**

Councillor Peter **Shinton**

Telephone: (02) 6842 2055

[Peter.Shinton@warrumbungle.nsw.gov.au](mailto:Peter.Shinton@warrumbungle.nsw.gov.au)

### **Deputy Mayor**

Councillor Murray **Coe**

Telephone: (02) 6375 0265

[Murray.Coe@warrumbungle.nsw.gov.au](mailto:Murray.Coe@warrumbungle.nsw.gov.au)

### **Councillors**

Councillor Gary **Andrews**

Telephone: (02) 6844 1893

[Gary.Andrews@warrumbungle.nsw.gov.au](mailto:Gary.Andrews@warrumbungle.nsw.gov.au)

Councillor Anne-Louise **Capel**

Telephone: (02) 6377 4620

[Anne-Louise.Capel@warrumbungle.nsw.gov.au](mailto:Anne-Louise.Capel@warrumbungle.nsw.gov.au)

Councillor Fred **Clancy**

Telephone: (02) 6842 1353

[Fred.Clancy@warrumbungle.nsw.gov.au](mailto:Fred.Clancy@warrumbungle.nsw.gov.au)

Councillor Victor **Schmidt**

Telephone: (02) 6842 1500

[Victor.Schmidt@warrumbungle.nsw.gov.au](mailto:Victor.Schmidt@warrumbungle.nsw.gov.au)

Councillor Chris **Sullivan**

Telephone: (02) 6375 1461

[Chris.Sullivan@warrumbungle.nsw.gov.au](mailto:Chris.Sullivan@warrumbungle.nsw.gov.au)

Councillor Ron **Sullivan**

Telephone: (02) 6842 8226

[Ron.Sullivan@warrumbungle.nsw.gov.au](mailto:Ron.Sullivan@warrumbungle.nsw.gov.au)

Councillor Denis **Todd**

Telephone: (02) 6843 1831

[Denis.Todd@warrumbungle.nsw.gov.au](mailto:Denis.Todd@warrumbungle.nsw.gov.au)

Council's current senior staff are:

Mr Steve Loane

Mr Stefan Murru

Mr Kevin Tighe

Mrs Leeanne Ryan

General Manager

Director Corporate and Community Services

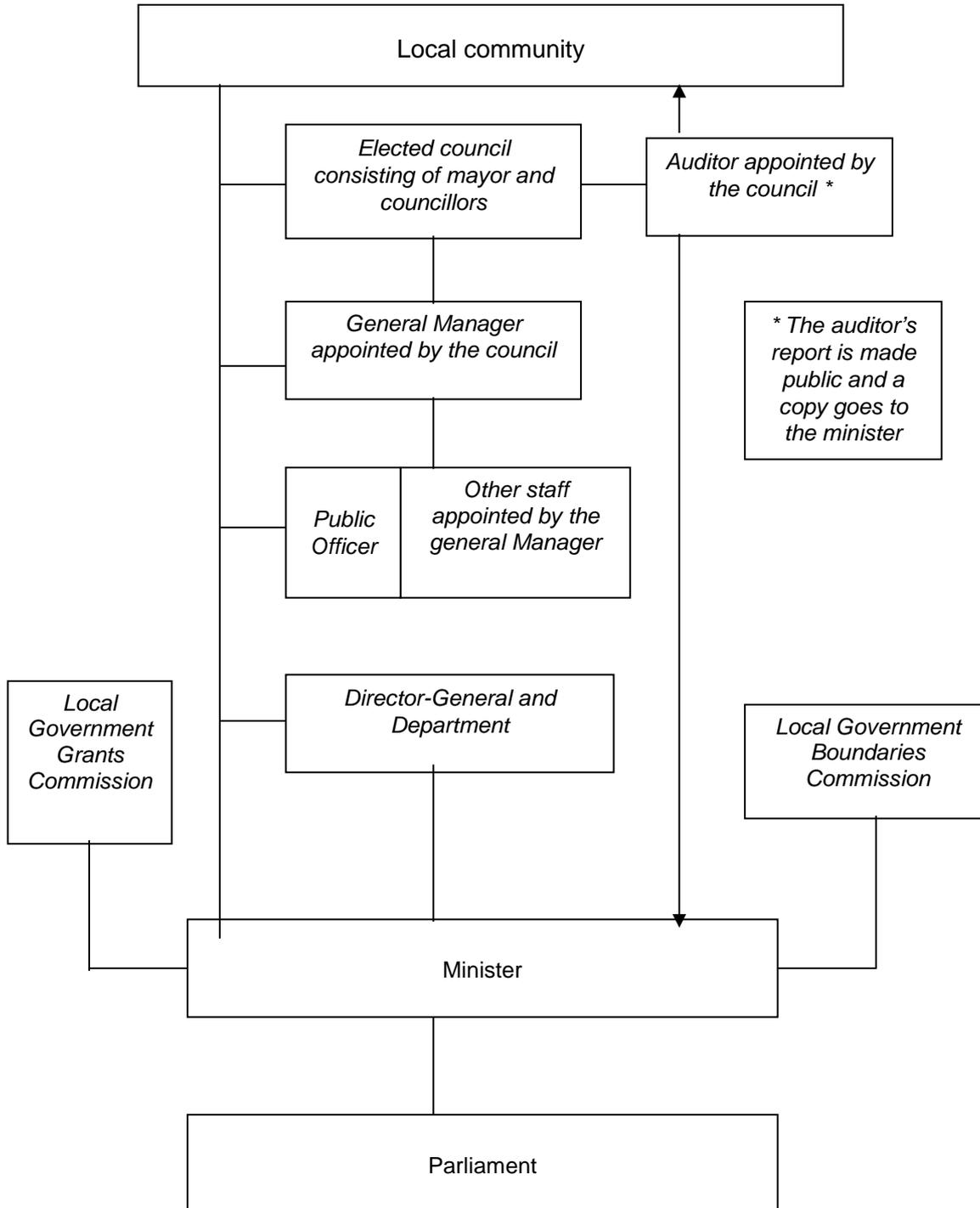
Director Technical Services

Director Development Services

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 June 2016

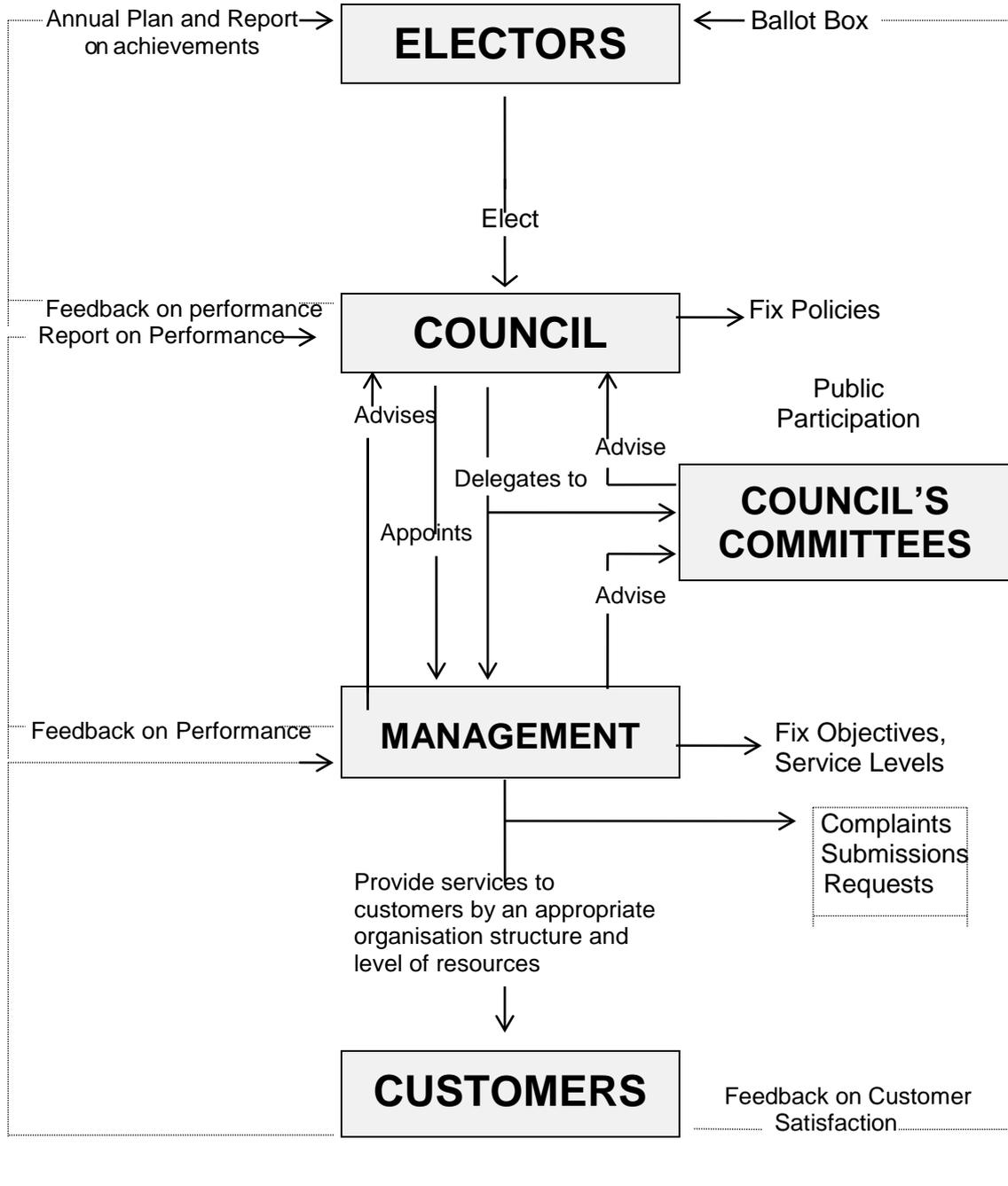
## The system of Local Government



# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 June 2016

## How your Council works



### What this Chart Indicates:

This chart shows you as both an elector and as a customer of Council. It demonstrates the teamwork between Council and management who provide advice for policy development and then implement the policies and objectives decided by the Council. Channels for feedback and responses appear in dotted outlined.

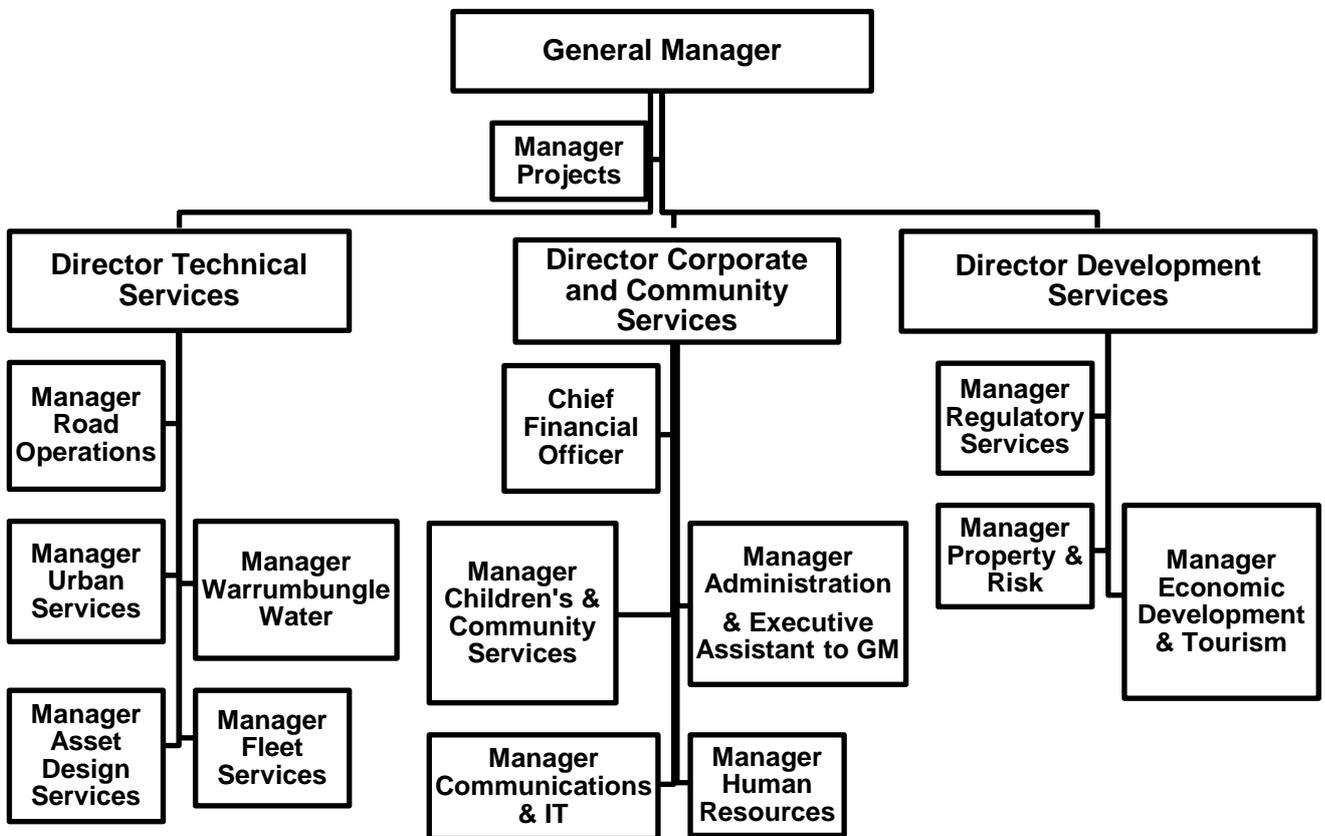
1.

# WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 June 2016

---

## Warrumbungle Shire Council Organisation Structure 2015



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Major Functions**

Warrumbungle Shire Council is responsible for the management of the following principal activities and services provided by Council:

#### **1) Executive Services**

The General Manager is responsible for the day to day care, control and management of all functions of the Organisation, and the outcomes achieved by the divisions, plus:

- Governance
- Corporate Affairs
- Corporation Image and Government Relations
- Community Strategic Plan
- Integrated Planning and Reporting framework
- Management and Leadership
- Community Consultation
- Public Relations
- Legal Services
- Organisation Structure and Development
- Policies, Codes and Delegations
- Public Relations (Annual Report, ceremonies/functions, advertising, promotions)

#### **2) Technical Services**

##### **Public Works/Infrastructure**

- Technical Services Management
- Asset and Design Services
- Road Operations
- Urban Services
- Fleet Services
- Water & Waste Water Services
- Quarry Operations

#### **3) Development Services**

- Development Management
- Regulatory Services
- Warrumbungle Waste
- Property & Risk Management
- Economic Development and Tourism

#### **4) Corporate and Community Services**

- Corporate Services Management
- Financial Services
- Children's & Community Services
- Administration & Customer Services
- Communications & IT Services
- Human Resources Services

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### Effect of Functions on the Public (Section 20(1)(b) – GIPA Act)

Most of Council's functions have a direct impact on members of the public. This impact is summarised below:

- ◇ Council currently employs in excess of 200 people. Staff are members of local communities. Council supports local businesses in a Local Preference Purchasing Policy.
- ◇ Council processes applications dealing with a variety of requests. Applications dealing with land (subdivision and development) and the use of buildings are a large component of Council's activities. Council also receives requests for the opening and/or closure of roads, permission to hold special events and applications to use public facilities.
- ◇ Council is responsible for the monitoring and enforcement of any conditions imposed under its role as a Consent Authority together with enforcement of regulatory conditions which extend to Bush Fire control, animal control and any activities involving public property.
- ◇ Council is responsible for ensuring that the infrastructure and land use zonings are capable of accommodating future growth needs.
- ◇ Council is also responsible for the licensing of public halls, food outlets, caravan parks and companion animals. Monitoring of the approvals to ensure compliance with the licence conditions is an ongoing activity.
- ◇ Libraries, public halls, parks, cemeteries, reserves and swimming pools are some of a wide range of facilities provided by Council.
- ◇ Council is actively seeking to promote economic development with the employment of staff in this area and is actively involved with tourism through the Visitor Information Centre and tourism committee.
- ◇ The provision of waste management, water supply and sewerage services is a major component of Council's budget and these activities have a direct impact on all properties serviced by the various schemes throughout the Shire.
- ◇ Council now has an operational quarry. The purpose of the quarry is to produce aggregates for bitumen sealing and concrete production on a commercial basis.
- ◇ Council provides a range of children's and community service functions including Family Day Care, Connect 5 Children's Services, After School and Vacation Care, Meals on Wheels, Neighbour Aid and Home and Community Care (HACC). Family Day Care co-ordinates family day care and in home care for the shires of Warrumbungle and Gilgandra and attends to childcare needs and educator performance, training and support. Connect 5 Children's Services provides mobile play session groups for 0-5 yrs children who are unable to access other children's services over the five areas of Coonamble, Coolah, Coonabarabran, and Gilgandra. Coonabarabran After School Care (OOSH-Out Of School Hours) operates five days

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

a week during school terms from 3.15-5.30pm.

- ◇ Warrumbungle Community Care co-ordinates, promotes and provides an affordable community transport programme, meals on wheels, respite care and handy person service.
- ◇ Yuluwirri Kids provides preschool and long day care facilities in Coonabarabran.
- ◇ Council's Youth Development Officer assists young people across the Warrumbungle Shire to participate within their communities, to create a culture of empowered and positive youth through capacity building initiatives
- ◇ Warrumbungle Shire Council has developed a close working relationship with the State Member for Barwon (The Hon Kevin Humphries MP) and with the Federal Member for Parkes (The Hon Mark Coultan MP). This working relationship has assisted Council in representations on behalf of the community to both State and Federal Governments with some positive outcomes for the Shire flowing from those representations.

### Public Participation in Council's Policy Development (Section 20(1)(c) – GIPA Act)

Monthly meetings of Council are advertised and attendance by members of the public is encouraged. An open forum time is provided at the commencement of each monthly meeting to allow community members to address Council and senior staff on issues of concern. The opportunity to speak at these public forums is advertised regularly and participants are advised that they may speak for 5 minutes. Each speaker is provided prior to the meeting with a copy of Council's Public Forum Policy and is required to complete and sign a Public Forum Speaker Agreement Form before addressing the meeting. Councillors are encouraged to ask questions at the time of the forum presentation and the Mayor accepts written information that may be provided at that time for distribution to each Councillor.

The Council considers matters referred to it by and through the General Manager from division heads, other organisations (public and private) and constituents of the area. Input from community members in any area of Council's operations is invited and welcomed. Copies of the draft Operational Plan incorporating budget proposals for the ensuing year are placed in each of the libraries for community input and copies are forwarded by mail to community bodies (eg. progress associations) in outlying areas for public comment and seeking further community consultation. Community members may also access documentation on Council's website.

The following committees have community representation and act as advisory bodies to Council:

- ◇ Warrumbungle Shire Tourism and Economic Development Advisory Committee
- ◇ Warrumbungle Shire Council Social Services Advisory Committee
- ◇ Warrumbungle Shire Council Yuluwirri Kids Advisory Committee

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

- ◇ Warrumbungle Aerodromes Advisory Committee
- ◇ Baradine Floodplain Management Advisory Committee
- ◇ Robertson Oval Committee
- ◇ Baradine Memorial Hall Committee
- ◇ Warrumbungle Shire Youth Council
- ◇ Warrumbungle Pedestrian and Mobility Access Advisory Committee
- ◇ Warrumbungle Mayors Bushfire Appeal Advisory Committee
- ◇ Coonabarabran Sporting Complex Advisory Committee
- ◇ Three Rivers Regional Retirement Community Section 355 Committee (TRRRC)

Ordinary meetings of Council are held on the third Thursday of each month commencing at 10.00 am. Monthly Council meetings are held at either Coonabarabran or Coolah Council Chambers. Any change of venue and time is advertised in the local papers.

Special meetings are held for the consideration of specific issues as required.

Both ordinary and special meetings (with the exception of matters which are considered to be of a confidential nature) are open to the public and public attendance at these meetings is invited.

Community Consultation meetings are held every six (6) months at Baradine, Binnaway, Dunedoo, Mendooran, Coolah and Coonabarabran to enable easier access by community members to bring relevant issues before Council through their Progress Associations or Development Groups. These meetings are usually held in April and November and are advertised and promoted to each community.

Any community member or group wishing to address Council at a Council meeting is asked to contact the General Manager or Manager Administration & Executive Assistant to GM to make arrangements for such a deputation.

Items of correspondence can be delivered to the Council Chambers in John Street Coonabarabran or Council Chambers, Coolah or addressed to Council's Administration Centre - The General Manager, Warrumbungle Shire Council, P O Box 191, Coonabarabran 2357.

### **Various Kinds of Government Information Held By Council**

(Section 20(1)(d) – GIPA Act)

The purpose of this section is to describe the various kinds of information that are held by Council.

Council holds a wide range of information, in both hard copy and electronic form in respect of the wide range of functions undertaken by it. That information is contained in:

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

- Files – either physical or electronic
- Policy documents
- General documents

Information included under the heading “General Documents” of this Agency Information Guide may be made available to the public on request unless there is an overriding public interest not to do so.

Some information may require a formal access application in accordance with the Government Information (Public Access) Act.

### **Files**

Council processes incoming and outgoing mail through an electronic Document and Records Management System (InfoXpert). Copies of relevant incoming/outgoing correspondence are kept electronically with hard copies retained in daily correspondence folders, which are archived and dealt with under the provisions of the General Retention & Disposal Authority – Local Government (GD39).

Hard copy files have continued to be maintained for all matters relating to properties, plant and equipment, personnel, roads, financial and some general business of Council.

Council’s files are not available on the website however this information may be made available either by informal release or via an access application, unless there is an overriding public interest against disclosure of the information, in accordance with the provision of GIPA.

Members of the public who require an informal release or an access application can do so by contacting council on 02 6849 2000.

### **Policy Documents**

Council’s Policy Documents are contained in a Register incorporating policies under the headings of: Strategic, Auspice, Management and Staff.

A copy of Council’s Strategic policies can be viewed on Council’s website – <http://www.warrumbungle.nsw.gov.au>

### **General Documents**

The following list of general documents held by Council has been divided into four sections as outlined in the Government Information (Public Access) Regulation 2009:-

1. Information about Council
2. Plans and Policies
3. Information about Development Applications
4. Approvals, Orders and other documents.

### **Kinds of Information Held By The Agency that the Agency Will Make Publicly Available**

(Section 20(1)(e) – GIPA Act)

**AND**

### **Kinds of Information that is Available Free of Charge and those Kinds for which a Charge is Imposed**

(Section 20(1)(g) – GIPA Act)

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

The Government Information (Public Access) Regulation 2009 requires that information contained in the following records held by Council, are to be made publicly available for inspection, free of charge. The public is entitled to inspect these records on Council's website (unless there is an unreasonable additional cost to council to publish these records on the website) and copies may also be inspected at the Administrative Office of the Council at Coonabarabran during ordinary office hours or at any other place as determined by the Council.

Copies can be supplied for reasonable copying charges.

These records are:

### **1. Information about Council**

Information contained in the current version and the most recent previous version of the following records is prescribed as open access information and may be inspected by the public free of charge.

- The model code prescribed under section 440 (1) of the LGA
- Council's adopted Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Community Strategic Plan
- Resourcing Strategy – Long Term Financial Plan, Work Force Management Strategy and Asset Management Plan
- Operational Plan and Delivery Program
- Equal Employment Opportunity Management Plan
- Policy concerning the Payment of Expenses and the Provision of Facilities to Councillors
- Annual Reports of Bodies Exercising Functions Delegated by Council
- Any Codes referred to in the LGA

Information contained in the following records (whenever created) is prescribed as open access information and may be inspected by the public free of charge.

- Returns of the Interests of Councillors, Designated Persons and Delegates
- Agendas and Business Papers for any meeting of Council or any Committee of Council (but not including business papers for matters considered when part of a meeting is closed to the public)
- Minutes of any meeting of Council or any Committee of Council but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting
- Departmental representative reports presented at a meeting of Council in accordance with section 433 of the LGA

Information contained in the current version of the following records is prescribed as open access information and may be inspected by the public free of charge.

- Land Register
- Register of Investments

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

- Register of Delegations
- Register of graffiti removal work kept in accordance with section 13 of the Graffiti Control Act 2008
- Register of current Declarations of Disclosures of Political Donations
- Register of Voting on Planning Matters

### **2. Plans and Policies**

Information contained in the current version and the most recent previous version of the following is prescribed as open access information and may be inspected by the public free of charge.

- Local Policies adopted by Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Contribution Plans made under the Environmental Planning and Assessment Act 1979 applying to land within Council's area

### **3. Information about Development Applications**

Information contained in the following records (whenever created) is prescribed as open access information and may be inspected by the public free of charge.

Development applications (within the meaning of the Environmental Planning and Assessment Act 1979) and any associated information received in relation to a proposed development including the following:

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification documents
- Town Planning Reports
- Submissions received on Development Applications
- Heritage Consultant Reports
- Tree Inspections Consultant Reports
- Acoustic Consultant Reports
- Land Contamination Consultant Reports
- Records of decisions on Development Applications including decisions made on appeal
- Records describing the general nature of documents that council decides are excluded from public view including the plans and internal specifications and configurations for any residential parts of a proposed building and commercially sensitive information if that information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

### **4. Approvals, Orders and Other Documents**

Information contained in the following records (whenever created) is prescribed as open access information and may be inspected by the public free of charge.

- Applications for approvals under Part 1 of Chapter 7 of the LGA and any associated documents received in relation to such an application

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

- Applications for approvals under any other Act and any associated documents received in relation to such an application
- Records of approvals granted or refused, any variation from council policies with reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA
- Orders given under the Authority of any other Act
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979
- Plans of land proposed to be compulsorily acquired by Council
- Compulsory Acquisition Notices
- Leases and Licenses for use of Public Land classified as Community Land

### **Privacy Management Plan**

Council's endorsed Privacy Management Plan (endorsed 21 March 2013) under the terms of the Privacy and Personal Information Protection Act 1998 ("PPIPA") and Health Records and Information Privacy Act 2002 ("HRIPA") provides for the protection of personal information and for the protection of the privacy of individuals.

Local Government Councils are required to collect personal information but must ensure the privacy rights of individuals are not infringed. Council is bound by the terms of the Privacy and Personal Information Protection Act and Health Records and Information Privacy Act and has established procedures to ensure that the provision of information sought from Council meets the requirements of the Act.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Applications For Access To Council's Records Under The Government Information (Public Access) Act 2009**

If you ask for records or documents and you are not able to obtain them, you can apply for them, under the Government Information (Public Access) Act 2009 by:

1. Completing an Access Application. These forms are available at Council's offices or you may apply in writing, supplying all the details required under the GIPA Act. Application forms can also be accessed via the IPC website at <http://www.ipc.nsw.gov.au>
2. Present the form or letter, the appropriate fee and where necessary, identification to either of the Council's offices. Details of procedures, fees and reductions in certain cases can be obtained from Council's office.

### **The Manner In Which The Agency Will Make Information Publicly Available (Section 20(1)(f) – GIPA Act)**

Council has a vast range of information that can be accessed in varying ways. Council will make as much information as possible available by inclusion on Council's website. Other information/records can be inspected at and obtained from Council's Administrative Centre at Coonabarabran between the hours of 8.30am and 4.30pm, Monday to Friday (except public holidays).

### **Access Arrangements**

In most instances, access will be provided to information that is available to members of the public without the need to apply in writing, under the Government Information (Public Access) Act. Access can be obtained by contacting enquiry staff from the relevant division at either Council Chambers.

Enquiries relating to matters of a confidential nature, court proceedings, private affairs or of a legal professional privilege, will be referred to the General Manager as Principal Officer. It may then be necessary to lodge an application under the Government Information (Public Access) Act and the necessary forms will be provided to you.

It should be noted however that 'personal information' relating to individuals may be protected under the Privacy and Personal Information Protection Act, 1998 and may not be able to be made available without the consent of the person concerned.

An initial application fee of \$30.00 is required and dependent on processing time involved, extra charges may also be payable. The application fee covers the first hour of processing time. A further processing charge of \$30.00 per hour may be applicable. If the application is refused, reasons will be given and information provided on how to appeal the decision.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Public Officer – Right to Information Officer**

Mr Stefan Murru, the Director Corporate and Community Services, has been appointed as the Public Officer. Amongst other duties, the Public Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents of the Council.

The Public Officer is also Council's Right to Information Officer and, as such, is responsible for determining applications for access to documents or for the amendment of records. If you have any difficulty in obtaining access to Council documents, you may wish to refer your enquiry to the Public Officer. Also if you would like to amend a document of Council which you feel is incorrect it is necessary to you to make written application to the Public Officer in the first instance.

Enquiries should be directed to:

The General Manager  
Warrumbungle Shire Council  
14-22 John Street  
COONABARABRAN NSW 2357

Postal Address: P O Box 191  
COONABARABRAN NSW 2357

Telephone: 02 6849 2000

Facsimile: 02 6842 1337

Email: [info@warrumbungle.nsw.gov.au](mailto:info@warrumbungle.nsw.gov.au)

Council's website: [www.warrumbungle.nsw.gov.au](http://www.warrumbungle.nsw.gov.au)

Office hours for public access: 8.30 am to 4.30 pm Monday to Friday  
(Excluding public holidays)

Switchboard operates: 8.15 am to 4.30 pm Monday to Friday  
(Excluding public holidays).

### **Office of the Information Commissioner:**

If you require any other advice or assistance about access to information you may contact the Office of the Information and Privacy Commissioner by telephone on 1800 472 679 (free call) or by email at [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)

Office of the Privacy Commissioner  
Industrial Relations Commission Building  
Level 3, 47 Bridge Street  
SYDNEY NSW 2000

Postal Address:  
Office of the Privacy Commissioner  
PO Box R232  
Royal Exchange NSW 1225

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### Item 9 Adoption of Draft Internal Reporting Policy

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Executive Services Administration Officer – Joanne Hadfield
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity.

---

### Reason for Report

To seek Council endorsement to adopt the new draft Internal Reporting Policy.

### Background

Council recognises that Councillors and staff have an important role in ensuring a high ethical standard and enhancing administrative and management practices, and strongly supports disclosures which expose:

- Corrupt conduct;
- Fraud;
- Maladministration;
- Serious and substantial waste of public money, or;
- Breaches of the Government Information (Public Access) Act 2009.

Under section 6D of the Public Interest Disclosures Act 1994 (PID Act), public authorities are required to have a policy and procedures for receiving, assessing and dealing with public interest disclosures (PIDs). The definition of public authorities includes Councils.

In order to meet the requirements of the PID Act and to facilitate Public Interest Disclosures, Council has developed a new draft Internal Reporting Policy. The objective of this policy is to encourage and facilitate public interest disclosures, to ensure that personnel who make such disclosures receive protection from reprisals, and to ensure that matters raised in the disclosures are properly investigated and acted upon.

As prescribed by the PID Act, this policy was developed with due regard to the NSW Ombudsman's guidelines and the model internal reporting policies for local government and replaces the version adopted by Council in November 2011.

### Issues

The Draft Internal Reporting Policy (Attachment 1) is accordingly submitted for Council's endorsement and adoption. The document once endorsed will be placed on Council's website.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

The Draft Internal Reporting Policy has been updated in line with the NSW Ombudsman's guidelines and the model internal reporting policies for local government.

### **Options**

Council can either adopt or not adopt the draft Internal Reporting Policy.

### **Financial Considerations**

Nil

### **RECOMMENDATION**

That Council endorse and adopt the Internal Reporting Policy.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

Attachment 1

	<b>Draft Internal Reporting Policy – Public Interest Disclosures Act 1994</b>
	<b>Strategic</b>

### BACKGROUND

Under section 6D of the Public Interest Disclosures Act 1994 (PID Act), public authorities are required to have a policy and procedures for receiving, assessing and dealing with public interest disclosures (PIDs). The definition of public authorities includes Councils. As prescribed by the PID Act, this policy was developed with due regard to the NSW Ombudsman's guidelines and the model internal reporting policies for local government.

### OBJECTIVE

Council recognises that Councillors and staff have an important role in ensuring a high ethical standard and enhancing administrative and management practices, and strongly supports disclosures which expose:

- Corrupt conduct;
- Fraud;
- Maladministration;
- Serious and substantial waste of public money, or;
- Breaches of the Government Information (Public Access) Act 2009.

The objective of this policy is therefore to encourage and facilitate public interest disclosures, to ensure that personnel who make such disclosure receive protection from reprisals, and to ensure that matters raised in the disclosures are properly investigated and acted upon.

### POLICY STATEMENT

- 1 Council is committed to the aims and objectives of the Public Interest Disclosures Act 1994 (The PID Act).
- 2 The Mayor, General Manager and Council management acknowledge the value and importance of Councillor and staff contributions to high standards of administrative and management practices and strongly endorse reporting of corrupt conduct, fraud, maladministration, serious and substantial waste of public money or government information contravention.
- 3 Council is committed to an effective response to internal disclosures in a way that will protect the identity of the whistle blower, wherever possible and appropriate.
- 4 Council will not tolerate reprisals or retribution against those making legitimate public interest disclosures as prescribed by the PID Act.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Contents**

1.	Purpose and context of the policy	54
2.	Organisational commitment	54
3.	Roles and responsibilities of staff	55
4.	What should be reported?	58
5.	When will a report be protected?	61
6.	How to make a report	61
7.	Can a report be anonymous?	61
8.	Maintaining confidentiality	61
9.	Who can receive a report within the Warrumbungle Shire Council?	62
10.	Who can receive a report outside of the Warrumbungle Shire Council	64
11.	Feedback to the individual who reported wrongdoing	65
12.	Protection against reprisals	66
13.	Support for those reporting wrongdoing	68
14.	Sanctions for making false or misleading disclosures	68
15.	Support for the subject of a report	68
16.	Review	68
17.	More information	69
18.	Flow Chart of Internal Reporting Process	70
19.	Resources	71

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **1. Purpose and context of the policy**

The purpose of this policy is to establish an internal system for staff and Councillors to report wrongdoing without fear and reprisal. The policy sets out who you can report wrongdoing to in Warrumbungle Shire Council, what can be reported and how reports of wrongdoing will be dealt with by Warrumbungle Shire Council.

This policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to raise matters of concern at any time with their supervisors, but also have the option of making a report about a public interest issue in accordance with this policy and the Public Interest Disclosures Act 1994 (PID Act).

The internal reporting system established under this policy is not intended to be used for staff grievances, which should be raised through the Grievance and Dispute Policy. If a staff member makes a report under this policy which is substantially a grievance, the matter will be referred to Human Resources to be dealt with in accordance with the Grievance and Dispute procedure.

The Act aims to encourage and facilitate the disclosure — in the public interest — of corrupt conduct, maladministration and serious and substantial waste in the public sector. This is achieved by:

- enhancing and augmenting established procedures for making disclosures concerning such matters;
- protecting persons from reprisals that might otherwise be inflicted on them because of these disclosures; and
- providing for those disclosures to be properly investigated and dealt with.

The Warrumbungle Shire Council does not tolerate corrupt conduct, maladministration or serious and substantial waste of public money.

This Policy establishes an internal reporting system for the reporting of disclosures of corrupt conduct, maladministration or serious and substantial waste of public money by Warrumbungle Shire Council its staff, and councillors. The system enables such internal disclosures to be made to the Disclosure Co-ordinator (the Human Resources Manager), Nominated Disclosure Officers (the Director Technical Services and Director Corporate and Community Services), the Mayor, and the General Manager.

### **2. Organisational commitment**

Warrumbungle Shire Council is committed to:

- the aims and objectives of the Public Interest Disclosures Act;
- creating a climate of trust, where people are comfortable and confident about reporting wrongdoing;
- encouraging staff to come forward if they are aware of wrongdoing within the council;
- keeping the identity of the person disclosing wrongdoing confidential, where this is possible and appropriate;
- protecting staff who make disclosures from any adverse action motivated by their reports;

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

- dealing with reports thoroughly and impartially and if some form of wrongdoing has been found, taking appropriate action to rectify it;
- keeping staff who make reports informed of their progress and the outcome;
- encouraging staff to report wrongdoing within the council, but respecting any decision to disclose wrongdoing outside the council - provided that disclosure out the council is made in accordance with the provisions of the PID Act;
- ensuring managers and supervisors at all levels in the council understand the benefits of reporting wrongdoing, are familiar with this policy, and aware of the needs of those who report wrongdoing.
- review the policy periodically to ensure it is relevant and effective
- provide adequate resources, to:
  - encourage reports of wrongdoing
  - protect and support those who make them
  - provide training about how to make reports and the benefits of internal reports to the council and the public interest generally
  - properly investigate allegations
  - properly manage any workplace issues that the allegations identify or that result from a report
  - appropriately address any identified problems

This policy recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made by staff, Councillors or independent contactors and volunteers, which disclose corrupt conduct, maladministration, serious and substantial waste, government information contravention or and local government pecuniary interest contravention.

Warrumbungle Shire Council will take all reasonable steps to provide protection to Councillors, staff and independent contractors who make such disclosures, from any detrimental action in reprisal for the making of the disclosure.

### **3. Roles and responsibilities of staff**

This Internal Reporting Policy places responsibilities upon people at all levels within the Warrumbungle Shire Council.

#### **3.1 Employees and independent contractors**

Employees are encouraged to report known or suspected incidences of corrupt conduct, maladministration, serious and substantial waste, government information contravention or a local government pecuniary interest contravention in accordance with this Policy.

All employees of Warrumbungle Shire Council have an important role to play in supporting those who have made legitimate disclosures. They must abstain from any activity that is or could be perceived to be victimisation or harassment of persons who make disclosures. Further, they should protect/maintain the confidentiality of persons they know or suspect to have made disclosures.

Additionally, the behaviour of all Council Staff and Councillors, involved in the internal reporting process must adhere to the Warrumbungle Shire Council Code of Conduct. A breach of the code could result in disciplinary action.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **3.2 Nominated Disclosure Officers**

Nominated Disclosure Officers are responsible for receiving, forwarding and or acting upon disclosures in accordance with the Policy. Nominated Disclosure Officers will:

- clearly explain to persons making disclosures what will happen in relation to the information received;
- when requested, make arrangements to ensure that disclosures can be made privately and discreetly (if necessary away from the workplace);
- reduce to writing and date any disclosures received orally (and have the person making the disclosure sign the document);
- deal with disclosures impartially;
- forward disclosures to the Disclosure Co-ordinator or the General Manager, for assessment;
- take all necessary and reasonable steps to ensure that the identity of persons who make disclosures, and the persons the subject of disclosures, are kept confidential; and
- support persons who make disclosures and protect them from victimisation, harassment or any other form of reprisal.

### **3.3 Disclosure Co-ordinator**

The Disclosure Co-ordinator has a pivotal position in the internal reporting system and acts as a clearing house for disclosures. The Disclosure Co-ordinator will:

- provide an alternative internal reporting channel to Nominated Disclosure Officers and to the General Manager - Warrumbungle Shire Council;
- impartially assess each disclosure to determine:
  - whether the disclosure appears to be a public interest disclosure within the meaning of the Act; and
  - the appropriate action to be taken in relation to the disclosure, for example:
    - no action/decline;
    - the appropriate person to take responsibility for dealing with the disclosure;
    - preliminary or informal investigation;
    - formal investigation;
    - prosecution or disciplinary action;
    - referral to an investigating authority for investigation or other appropriate action; or
    - referral to the police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct).
- consult with the General Manager;
- be responsible for carrying out or co-ordinating any internal investigation arising out of a disclosure, subject to the direction of the General Manager in carrying out his/her functions;
- report to the General Manager on the findings of any investigation and recommended remedial action;
- take all necessary and reasonable steps to ensure that the identity of persons who make disclosures, and persons the subject of the disclosures, are kept confidential;
- support persons who make disclosures and actively protect them from victimisation, harassment or any other form of reprisal; and
- report actual or suspected corrupt conduct to the General Manager in a timely manner to enable that officer to comply with the ICAC Act.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

- provide six-monthly reports to the NSW Ombudsman in accordance with section 6CA of the PID Act.

### **3.4 General Manager**

The General Manager of Warrumbungle Shire Council must ensure that Council has a public *interest disclosures policy*, that the policy designates at least one officer of the Council as being responsible for receiving disclosures on behalf of the Council, that staff are aware of the policy and the protections of the Act and that the authority complies with the policy and the Act.

Disclosures may be made direct to the General Manager, rather than by way of the Internal Reporting System established under this Policy. The General Manager will:

- impartially assess each disclosure to determine:
  - whether the disclosure appears to be a public interest disclosure within the meaning of the Act;
  - the appropriate action to be taken in relation to the disclosure, for example:
    - no action/decline;
    - the appropriate person to take responsibility for dealing with the disclosure;
    - preliminary or informal investigation;
    - formal investigation;
    - prosecution or disciplinary action;
    - referral to an investigating authority for investigation or other appropriate action;or
  - referral to the police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct);
- receive reports from the Disclosure Co-ordinator on the findings of any investigation and any recommendations for remedial action, and determine what action should be taken;
- conduct his/her own investigation if deemed necessary;
- take all necessary and reasonable steps to ensure that the identity of persons who make disclosures, and the persons the subject of disclosures, are kept confidential;
- have primary responsibility for protecting staff who make disclosures, or provide information to any internal or external investigation of a disclosure, from victimisation, harassment or any other form of reprisal;
- be responsible for implementing organisational reform identified as necessary following investigation of a disclosure; and
- report criminal offences to the Police and actual or suspected corrupt conduct to ICAC (unders.11 of the ICAC Act).

### **3.5 The Mayor**

The Mayor may receive internal disclosures from any member of staff of the council, contracted staff or any councillor concerning the General Manager or a councillor. The Mayor will:

- impartially assess each disclosure made to him/her about the General Manager or a councillor to determine:
  - whether the disclosure appears to be a public interest disclosure within the meaning of the Act;
  - the appropriate course of action to be taken in relation to the disclosure (in consultation with the General Manager, if appropriate), for example:
    - no action/decline;
    - the appropriate person to take responsibility for dealing with the disclosure;

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

- preliminary or informal investigation;
  - formal investigation;
  - prosecution or disciplinary action;
  - referral to an investigating authority for investigation or other appropriate action; or
  - referral to the police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct);
  - conduct his/her own investigation if the disclosure is in relation to the General Manager and if deemed necessary.
- refer disclosures to the General Manager for appropriate action if they concern the council's administration, within the day to day responsibilities of the General Manager;
  - protect/maintain the confidentiality of:
    - the identity of persons who make disclosures (unless any of the criteria in s.22 of the Act apply); and
    - the identity of persons the subject of the disclosures (unless disclosure is required to enable the allegations to be investigated or otherwise appropriately dealt with).

**Note:** In making this assessment the Mayor may seek guidance from: the Disclosure Co-ordinator or General Manager (if appropriate); an investigating authority (i.e. the ICAC, or NSW Ombudsman); or the Director-General of the Division of Local Government (Department of Premier and Cabinet).

#### **4. What should be reported?**

You should report any suspected wrongdoing you see within the **Warrumbungle Shire Council**. Reports about the five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, government information contravention, and local government pecuniary interest contravention – will be dealt with under the PID Act as public interest disclosures and according to this policy.

All other wrongdoing or suspected wrongdoing should be reported to a supervisor, to be dealt with in line with the relevant policies. This might include:

- harassment or unlawful discrimination
- practices that endanger the health or safety of staff or the public.

Even if these reports are not dealt with as public interest disclosures, Warrumbungle Shire Council recognises such reports may raise important issues. We will respond to all reports and make every attempt to protect the staff member making the report from reprisal.

#### **a. Corrupt conduct**

Corrupt conduct is the dishonest or partial exercise of official functions by a public official.

For example, this could include:

- the improper use of knowledge, power or position for personal gain or the advantage of others
- acting dishonestly or unfairly, or breaching public trust
- a council official using their position in a way that is dishonest, biased or breaches public trust.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

For more information about corrupt conduct, see the NSW Ombudsman's guideline on [what can be reported](#).

### **b. Maladministration**

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives.

For example, this could include:

- making a decision and/or taking action that is unlawful
- refusing to grant an approval for reasons that are not related to the merits of their application.

For more information about maladministration, see the NSW Ombudsman's guideline on [what can be reported](#).

### **c. Serious and substantial waste in local government**

Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in the loss or wastage of local government money. This includes all revenue, loans and other money collected, received or held by, for or on account of the council.

For example, this could include:

- poor project management practices leading to projects running over time
- having poor or no processes in place for a system involving large amounts of public funds.

For more information about serious and substantial waste, see the NSW Ombudsman's guideline on [what can be reported](#).

### **d. Government information contravention**

A government information contravention is a failure to properly fulfil functions under the *Government Information (Public Access) Act 2009* (GIPA Act).

For example, this could include:

- destroying, concealing or altering records to prevent them from being released
- knowingly making decisions that are contrary to the legislation
- directing another person to make a decision that is contrary to the legislation.

For more information about government information contravention, see the NSW Ombudsman's guideline on [what can be reported](#).

### **e. Local government pecuniary interest contravention**

A local government pecuniary interest contravention is a failure to fulfil certain functions under the *Local Government Act 1993* relating to the management of pecuniary interests. These include obligations to lodge disclosure of interests returns, lodge written declarations and disclose pecuniary interests at council and council committee meetings. A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. For example, this could include:

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

- a senior council staff member recommending a family member for a council contract and not declaring the relationship
- a general manager holding an undisclosed shareholding in a company competing for a council contract
- A Councillors participating in consideration for a DA for a property they or their family have an interest in.

For more information about local government pecuniary interest contravention, see the NSW Ombudsman's guideline on [what can be reported](#).

### **f. Other wrongdoing**

Although reports about the previous four categories of conduct can attract the specific protections of the PID Act, you should report all activities or incidents that you believe are wrong.

For example, these could include:

- harassment or unlawful discrimination
- reprisal action against a person who has reported wrongdoing
- practices that endanger the health or safety of staff or the public.

These types of issues should be reported to a supervisor, in line with the **Warrumbungle Shire Council** 's policies:

- Code of Conduct
- Grievance Policy
- Harassment Policy
- Fraud and Corruption Policy
- GIPA Agency Information Guide

Even if these reports are not dealt with as public interest disclosures, **Council** will consider each matter and make every attempt to protect the staff member making the report from any form of reprisal.

Staff should contact Council's Manager Human Resources or access the Council Intranet to obtain a copy of the staff Grievance Policy, Work Harassment Policy, Code of conduct and other relevant staff policies.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **5. When will a report be protected?**

**Warrumbungle Shire Council** will support any staff who report wrongdoing. For a report to be considered a public interest disclosure, it has to meet all of the requirements under the PID Act.

These requirements are:

- The person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing.
- The report has to be made to a position nominated in this policy (see section 9) or an investigating authority (see section 10).

Reports by staff and councillors will not be considered to be public interest disclosures if they:

- mostly question the merits of government policy, including the policy of the governing body of the council.
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action.

### **6. How to make a report**

You can report wrongdoing in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation.

If a report is made verbally, the person receiving the report must make a comprehensive record of the disclosure and ask the person making the disclosure to sign this record. The individual making the report should keep a copy of this record.

If you are concerned about being seen making a report, ask to meet in a discreet location away from the workplace.

### **7. Can a report be anonymous?**

There will be some situations where you may not want to identify yourself when you make a report.

Although these reports will still be dealt with by the **Warrumbungle Shire Council**, it is best if you identify yourself. This allows us to provide you with any necessary protection and support, as well as feedback about the outcome of any investigation into the allegations.

It is important to realise that an anonymous disclosure may not prevent you from being identified. If we do not know who made the report, it is very difficult for us to prevent any reprisal action.

### **8. Maintaining confidentiality**

The **Warrumbungle Shire Council** realises many staff will want their report to remain confidential.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

This can help to prevent any action being taken against you for reporting wrongdoing.

We are committed to keeping your identity, and the fact you have reported wrongdoing, confidential. However there may be situations where this may not be possible or appropriate. We will discuss with you whether it is possible to keep your report confidential.

If confidentiality cannot be maintained, we will develop a plan to support and protect you from risks of reprisal. You will be involved in developing this plan. You will also be told if your report will be dealt with under the council's code of conduct, as this may mean certain information will have to be tabled at a council meeting.

If you report wrongdoing, it is important that you only discuss your report with those dealing with it.

This will include the disclosures coordinator and the General Manager. In the case of a report about the General Manager, you should only discuss your report with the disclosures coordinator and the Mayor.

Where your complaint is made under the council's Code of Conduct and relates to the General Manager or a Councillor, you may be required to discuss it with a conduct reviewer.

### **9. Who can receive a report within the **Warrumbungle Shire Council**?**

You are encouraged to report general wrongdoing to your supervisor. However the PID Act requires that for a report to be a public interest disclosure, it must be made to a public official in accordance with the council's disclosure procedures. For Warrumbungle Shire Council, this means this policy and any supporting procedures.

Any supervisor who receives a report that they believe may be a public interest disclosure must refer the staff member making the report to one of the positions listed below.

If your report involves a Councillor, you should make it to the General Manager. If your report relates to the General Manager, you should make it to the Mayor.

The following positions are the only staff within the **Warrumbungle Shire Council** who can receive a public interest disclosure.

#### **a. General manager**

You can report wrongdoing directly to the General Manager. The General Manager is responsible for:

- deciding if a report is a public interest disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified.
- ensuring there are systems in place in to support and protect people who report wrongdoing
- dealing with disclosures made under the council's code of conduct in accordance with the council's adopted code of conduct procedures

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

- referring actual or suspected corrupt conduct to the Independent Commission Against Corruption.

Steve Loane  
General Manager  
Warrumbungle Shire Council  
Phone 02 6849 2000  
Fax 02 6842 1337  
Mob 0418 848 593  
Email: [steve.loane@warrumbungle.nsw.gov.au](mailto:steve.loane@warrumbungle.nsw.gov.au)  
Postal address: P O Box 191, Coonabarabran NSW 2357

### **b. Mayor**

If you are making a report about the general manager, you should make your report to the Mayor.

They are responsible for:

- deciding if a report is a public interest disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified.
- dealing with disclosures made under the council's code of conduct in accordance with the council's adopted code of conduct procedures

The Mayor must make sure there are systems in place in the **Warrumbungle Shire Council** to support and protect people who report wrongdoing.

If the report is about the General Manager, the Mayor is also responsible for referring actual or suspected corrupt conduct to the Independent Commission Against Corruption.

Councillor Peter Shinton  
Mayor  
Warrumbungle Shire Council  
Phone 026842 2055  
Fax 026842 2169  
Mob 0428 255 420  
Email: [Peter.Shinton@warrumbungle.nsw.gov.au](mailto:Peter.Shinton@warrumbungle.nsw.gov.au)  
Postal address: P O Box 191, Coonabarabran NSW 2357

### **c. Disclosures coordinator**

The disclosures coordinator has a central role in dealing with reports made by staff, councillors, contractors and volunteers.

They receive them, assess them, and refer them to the people within or contracted by the council to be dealt with appropriately.

Council's Disclosures Coordinator is:

Val Kearnes  
Manager Human Resources  
Phone 02 6849 2000

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

Fax 02 6842 1337  
Mob 0429 928 597  
Email: Val.Kearnes@warrumbungle.nsw.gov.au  
Postal address: P O Box 191, Coonabarabran NSW 2357

### **d. Disclosures officers**

Disclosures officers are responsible for receiving, forwarding and/or dealing with reports made in accordance with this policy.

Council's Disclosures Officers are:

Stefan Murru  
Director Corporate Services and Community Services  
Phone 02 6849 2000  
Fax 02 6842 1337  
Mob 0401 229 225  
Email: Stefan.Murru@warrumbungle.nsw.gov.au  
Postal address: P O Box 191, Coonabarabran NSW 2357

Kevin Tighe  
Director Technical Services  
Phone 02 6849 2000  
Fax 02 6842 1337  
Mob 0417 464 438  
Email: Kevin.Tighe@warrumbungle.nsw.gov.au  
Postal address: P O Box 191, Coonabarabran NSW 2357

### **10. Who can receive a report outside of the **Warrumbungle Shire Council****

Staff and councillors are encouraged to report wrongdoing within the **Warrumbungle Shire Council**, but internal reporting is not your only option. If you follow the guidance below, you can make a public interest disclosure to:

- an investigating authority. If your report is about both the General Manager and the Mayor, you may wish to consider making the report to an investigating authority.
- a Member of Parliament or a journalist, but only in limited circumstances outlined below.

#### **a. Investigating authorities**

The PID Act lists a number of investigating authorities in NSW that staff and councillors can report wrongdoing to and the categories of wrongdoing each authority can deal with. In relation to council, these authorities are:

- the Independent Commission Against Corruption (ICAC) — for corrupt conduct
- the Ombudsman — for maladministration
- the Director-General of the Division of Local Government, Department of Premier and Cabinet — for disclosures about local government agencies
- the Information Commissioner — for disclosures about a government information contravention.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

You should contact the relevant authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

You should be aware that it is very likely the investigating authority will discuss the case with the **Warrumbungle Shire Council**. We will make every effort to assist and cooperate with the investigating authority to ensure the matter is dealt with appropriately and there is a satisfactory outcome. We will also provide appropriate support and assistance to individuals who report wrongdoing to an investigating authority.

### **b. Members of Parliament or journalists**

To have the protections of the PID Act, a person reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- the General Manager
- a person nominated in this policy
- an investigating authority in accordance with the PID Act.

Also, the **Warrumbungle Shire Council** or investigating authority that received the report must have either:

- decided not to investigate the matter
- decided to investigate the matter, but not completed the investigation within six months of the original report
- investigated the matter but not recommended any action as a result
- not told the person who made the report, within six months of the report being made, whether the matter will be investigated.

Most importantly – to be protected under the PID Act – if you report wrongdoing to an MP or a journalist you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true.

If you report wrongdoing to a person or an organisation that is not listed above, you will not be protected under the PID Act. This may mean you will be in breach of legal obligations or our code of conduct – by, for example, disclosing confidential information.

For more information about reporting wrongdoing outside the **Warrumbungle Shire Council**, contact the disclosures coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

### **11. Feedback to the individual who reported wrongdoing**

The individual who reported wrongdoing will be told what is happening in response to their report.

When you make a report, you will be given:

- an acknowledgement that your disclosure has been received
- the timeframe for when you will receive further updates
- the name and contact details of the people who can tell you what is happening.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

The PID Act requires that you are provided with an acknowledgement letter and a copy of this policy within 45 days after you have made your report. We will attempt to get this information to you within two working days from the date you make your report.

After a decision is made about how your report will be dealt with, you will be given:

- information about the action that will be taken in response to your report
- likely timeframes for any investigation
- information about the resources available within **Warrumbungle Shire Council** to handle any concerns you may have
- information about external agencies and services you can access for support.

This information will be given to you within 10 working days from the date you make your report.

During any investigation, you will be given:

- information on the ongoing nature of the investigation
- information about the progress of the investigation and reasons for any delay
- advice if your identity needs to be disclosed for the purposes of investigating the matter, and an opportunity to talk about this.

At the end of any investigation, you will be given:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified
- advice about whether you will be involved as a witness in any further matters, such as disciplinary or criminal proceedings.

Behaviour of all people involved in the PID process needs to adhere to council's code of conduct. A breach of the code of conduct could result in disciplinary action.

### **12. Protection against reprisals**

The PID Act provides protection for people reporting wrongdoing by imposing penalties on anyone who takes detrimental action substantially in reprisal for them making the public interest disclosure. It may also be a breach of the council's code of conduct.

The **Warrumbungle Shire Council** will not tolerate any reprisal action against a person who report wrongdoing. The criminal penalties that can be imposed include imprisonment or fines. Detrimental action is also misconduct that justifies disciplinary action. People who take detrimental action against someone who has made a disclosure can also be required to pay damages for any loss suffered by that person.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to employment

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

- dismissal from, or prejudice in, employment
- disciplinary proceedings.

### **a. Responding to reprisals**

The **Warrumbungle Shire Council** will act to protect those who report wrongdoing from reprisals.

When a report is received, we will ensure that a thorough risk assessment is conducted. This will identify any risks to the member of staff or councillor who reported the wrongdoing, as well as strategies to deal with those risks.

If you believe that detrimental action has been or is being taken against you or someone else who has reported wrongdoing in reprisal for making a report, you should tell your supervisor, the disclosures coordinator or the general manager immediately, or in the case of an allegation of reprisal action by the General Manager, the Mayor.

All supervisors must report any suspicions they have that reprisal action against a staff member is occurring, or any reports that are made to them, to the disclosures coordinator or the general manager, or in the case of an allegation of reprisal by the General Manager, to the Mayor.

If the disclosures coordinator becomes aware of or reasonably suspects that reprisal action is or has been taken against a person who has made a disclosure, they will ensure that the matter is reported under the council's code of conduct and dealt with in accordance with the council's code of conduct procedures.

If you report reprisal action, you will be kept informed of the progress of any investigation and the outcome.

The General Manager may issue specific directions to help protect against reprisals, including:

- issuing warnings to those alleged to have taken reprisal action against the individual who made the disclosure
- relocating the member of staff who made the disclosure or an officer the subject of the allegations within the current workplace
- transferring the member of staff who made the disclosure or the staff member who is the subject of the allegations to another position for which they are qualified
- granting the member of staff who made the disclosure or the subject officer leave of absence during the investigation of the disclosure.

In relation to staff who make reports, such directions will only be made if the member of staff agrees to it. The disclosures coordinator will make it clear to other staff that this action was taken in consultation with the staff member and with management support – and it is not a punishment.

If you have reported wrongdoing and feel that any reprisal action is not being dealt with effectively, contact the Ombudsman, the ICAC, or the Chief Executive of the Division of Local Government – depending on the type of wrongdoing you reported. Contact details for all these investigating authorities are included at the end of this policy.

### **b. Protection against legal action**

If you make a disclosure in accordance with the PID Act, you will not be subject to any liability and no action, claim or demand can be taken against you for making the disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **13. Support for those reporting wrongdoing**

The **Warrumbungle Shire Council** will make sure that staff who have reported wrongdoing, regardless of whether they have made a public interest disclosure, are provided with access to any professional support they may need as a result of the reporting process – such as stress management, counselling services, legal or career advice.

Our Disclosure Officers will provide support for those who report wrongdoing. They are responsible for initiating and coordinating support, particularly to those who are suffering any form of reprisal.

Council also has in place an Employee Assistance Program (EAP) to provide independent confidential Counselling to employees or members of their families. This program is provided to assist employees deal with personal, family and or/work issues that may or could affect employees' quality of life. Your Council's HR Department is able to provide you with contact details for this service. Details about the service are also available on the Council Intranet.

All supervisors must notify the disclosures coordinator if they believe a staff member is suffering any detrimental action as a result of disclosing wrongdoing.

### **14. Sanctions for making false or misleading disclosures**

It is important that all staff and councillors are aware that it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing. It may also be a breach of the council's code of conduct and may result in disciplinary action. In the case of councillors, such disciplinary action may be taken under the misconduct provisions of the Local Government Act 1993 and may include suspension or disqualification from civic office.

### **15. Support for the subject of a report**

**Warrumbungle Shire Council** is committed to ensuring people who are the subject of a report of wrongdoing are treated fairly and reasonably. This includes keeping the identity of any person the subject of a report confidential, where it is practical and appropriate.

If you are the subject of a report, you will be advised of the allegations made against you at an appropriate time and before any adverse findings. At this time you will be:

- treated fairly and impartially
- advised of the details of the allegation
- advised of your rights and obligations under our policies and procedures
- kept informed during any investigation
- given the opportunity to respond to any allegation made against you
- told the result of any investigation

Where the reported allegations against the subject officer are clearly wrong, or have been investigated and unsubstantiated, the subject officer will be supported by Warrumbungle Shire Council. The fact of the allegations and any investigation will be kept confidential unless otherwise agreed to by the subject officer.

### **16. Review**

This policy will be reviewed by council every two years. For any advice or guidance about this review, contact the NSW Ombudsman's Public Interest Disclosures Unit.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

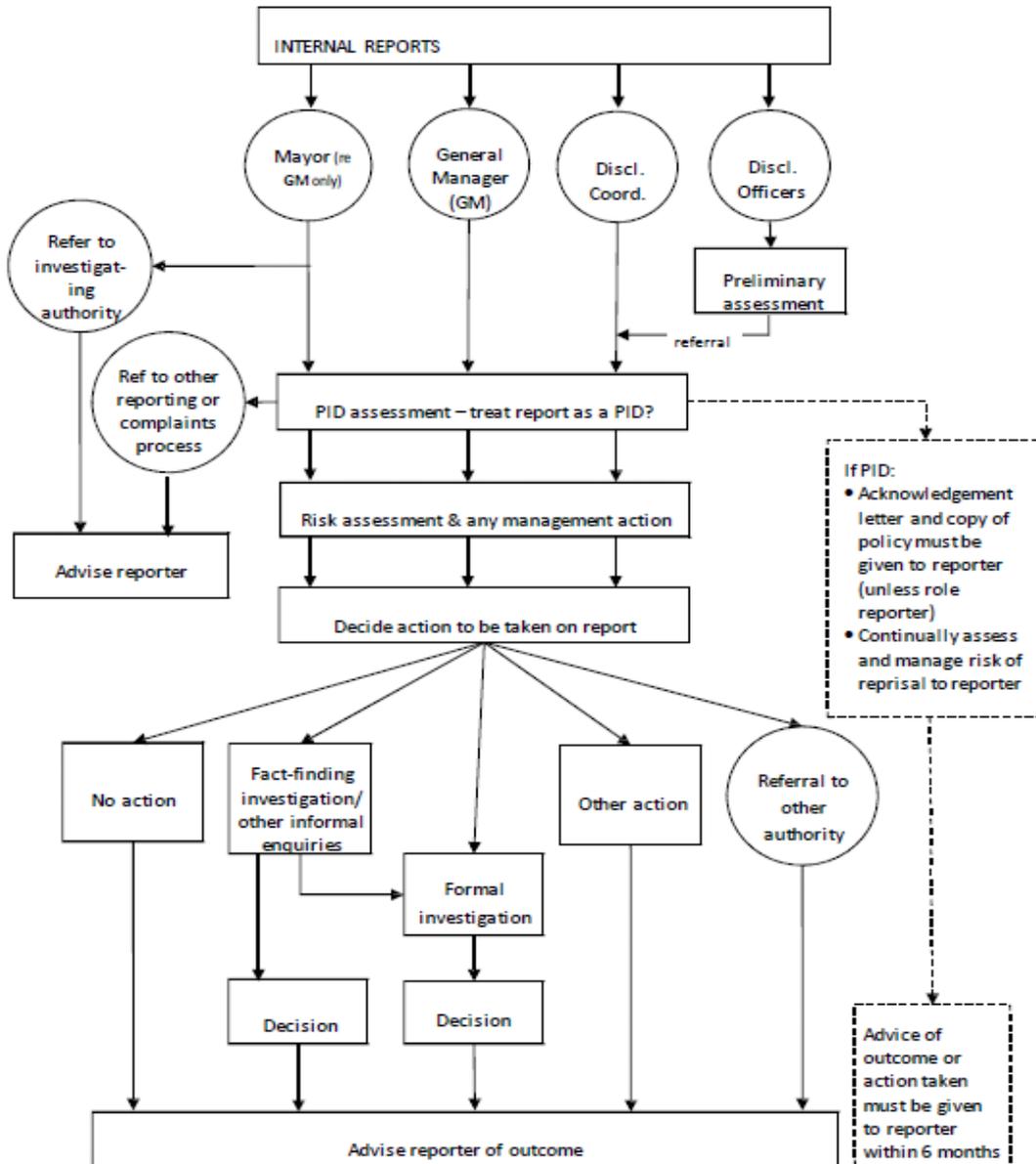
### **17. More information**

More information around public interest disclosures is available on our intranet. Staff and councillors can also access advice and guidance from the disclosures coordinator and the NSW Ombudsman's website at [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au).

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

### 18. Flow Chart of Internal Reporting Process



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **19. Resources**

The contact details for external investigating authorities that staff and councillors can make a public interest disclosure to or seek advice from are listed below.

#### **For disclosures about corrupt conduct:**

Independent Commission Against Corruption (ICAC)  
Phone: 02 8281 5999  
Toll free: 1800 463 909  
Tel. typewriter (TTY): 02 8281 5773  
Facsimile: 02 9264 5364  
Email: [icac@icac.nsw.gov.au](mailto:icac@icac.nsw.gov.au)  
Web: [www.icac.nsw.gov.au](http://www.icac.nsw.gov.au)  
Address: Level 21, 133 Castlereagh Street,  
Sydney NSW 2000

#### **For disclosures about maladministration:**

NSW Ombudsman  
Phone: 02 9286 1000  
Toll free (outside Sydney metro): 1800 451 524  
Tel. typewriter (TTY): 02 9264 8050  
Facsimile: 02 9283 2911  
Email: [nswombo@ombo.nsw.gov.au](mailto:nswombo@ombo.nsw.gov.au)  
Web: [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au)  
Address: Level 24, 580 George Street,  
Sydney NSW 2000

#### **For disclosures about breaches of the GIPA Act:**

Information Commissioner  
Toll free: 1800 472 679  
  
Facsimile: 02 8114 3756  
Email: [ocinfo@oic.nsw.gov.au](mailto:ocinfo@oic.nsw.gov.au)  
Web: [www.oic.nsw.gov.au](http://www.oic.nsw.gov.au)  
Address: Level 11, 1 Castlereagh Street,  
Sydney NSW 2000

#### **For disclosures about council:**

Director-General, Division of Local Government in the Department of Premier and Cabinet  
Phone: 02 4428 4100  
Tel. typewriter (TTY): 02 4428 4209  
Facsimile: 02 4428 4199  
Email: [dlq@dlq.nsw.gov.au](mailto:dlq@dlq.nsw.gov.au)  
Web: [www.dlq.nsw.gov.au](http://www.dlq.nsw.gov.au)  
Address: 5 O'Keefe Avenue, Nowra, NSW 2541

#### **For disclosures about police misconduct:**

Police Integrity Commission (PIC)  
Phone: 02 9321 6700  
Toll free: 1800 657 079  
Facsimile: 02 9321 6799  
Email: [contactus@pic.nsw.gov.au](mailto:contactus@pic.nsw.gov.au)  
Web: [www.pic.nsw.gov.au](http://www.pic.nsw.gov.au)  
Address: Level 3, 111 Elizabeth Street,  
Sydney NSW 2000

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Item 10 Council Resolutions Report June 2016**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Executive Services Administration Officer – Joanne Hadfield
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

---

### **Reason for Report**

The Council Resolution Report includes Council resolutions from August 2014 to May 2016. This report is attached under separate cover. Items completed are noted then deleted from the report in the following month.

### **Background**

The General Manager is responsible for providing the management oversight in relation to all information progressing from appropriate staff to Council via the Business Paper and monthly Council meetings.

Similarly the role of the General Manager is to ensure appropriate information in relation to Council resolutions and deliberations is provided to Directors and relevant staff. After each Council meeting, each Council resolution is allocated to a directorate for responsibility in actioning the particular Council instruction. Directors and Managers then provide feedback to the General Manager as to the progress of these resolutions on a monthly basis.

Resolutions that remain 'In Progress' for a 12 month period will be reported to Council as a separate agenda item with a new Recommendation. This will provide Council staff the opportunity to detail history and issues in the review of outstanding items before Council reconsider the matter.

### **Issues**

This feedback is provided to Council for information purposes.

### **Options**

Nil.

### **Financial Considerations**

Nil.

### **RECOMMENDATION**

For Council's information.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### Item 11 Monthly Report from Human Resources – June 2016

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Human Resources
<b>Authors:</b>	Manager Human Resources – Val Kearnes Learning & Development – Glennis Mangan Acting Workplace Health & Safety – Christine Kennedy
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk

---

#### **Reason for Report**

This report is to inform Council of activities undertaken by the Human Resources Department and provide an update on the status of Staff Recruitment, Training and Workplace Health and Safety (WHS) matters.

#### **Background**

Human Resources are responsible for Recruitment, Learning and Development, Workplace Health and Safety.

Since the last Council Meeting in May 2016 the following positions have been advertised either internally or externally:

- Grader Operator – Coonabarabran – External
- Manager Fleet Services – External
- Teacher – Yuluwirri Kids – External
- Trainee Water Operator Baradine – External
- Trainee Administration Officer Property & Risk – External
- Road Contracts Technical Assistant – Internal
- Trainee Child Carer – 1 Year
- Trainee Plant Operator – Coonabarabran
- 2 Service NSW Officers

The following positions have been filled since last Council meeting:

- Grader Operator
- Manager Fleet Services
- Trainee Administration Officer Property & Risk
- Road Contracts Technical Assistant

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Resignations**

There were no staff resignations from the organisation since the May Council meeting.

### **Issues**

HR continues to ensure there is a pool of experienced and qualified casuals to fill requirements for staff on leave and areas of Council experiencing periods of high work demands.

### **LEARNING AND DEVELOPMENT**

No training was undertaken in May due to busy demands in Technical Services to complete sealing programmes and other capital works before the end of the financial year.

May has been used to plan an extremely heavy training programme for June in order to complete training requirements for all staff before the end of Council's financial year.

### **WORKPLACE HEALTH AND SAFETY**

A total of ten WHS incidents were reported for May 2016. Two have been converted to claims at this time. While this represents an increase in incidents, the positive here is that the incidents are being reported and investigated.

*Workers Compensation and Incidents for May:*

<b>Directorate</b>	<b>Near Misses</b>	<b>Incidents</b>	<b>New Claims</b>
Corporate and Community Services	-	3	-
Executive Services	-	-	-
Development Services	-	1	-
Technical Services	-	4	2

Reports have been given to appropriate Managers and MANEX and required actions to resolve WHS concerns are in progress

An audit has now been conducted by ChemAlert at over 40 locations in the Shire and product details entered into the ChemAlert database software. Supply and HR staff have been trained in using the software and Council's Dangerous Goods Register and Hazardous Chemicals are now up-to-date.

The WHS Officer is currently putting together site packs containing the site Dangerous Goods Register, Hazardous Chemicals Register and Safety Data Sheets (formerly Material Safety Data Sheets) for each location. The Audit Report is expected in the near future containing advice and recommendations regarding Council's ongoing chemical management practices.

### **RECOMMENDATION**

For Council's information.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### Item 12 Stocktake May 2016

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	Senior Accountant – Paul Baker
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF8.1 Council undertakes periodic performances reviews to ensure the effective and efficient management of its assets, finances and workforce and modifies its actions to deliver better outcomes for the community

---

### Reason for Report

To inform Council of the result of the stocktake undertaken in May 2016 for the Coonabarabran, Coolah and Dunedoo stores.

### Background

Financial Services undertook its second stocktake for the year in May. The stocktake included all three (3) stores; being Coolah, Coonabarabran and Dunedoo. Council conducts stocktakes in order to reconcile the physical stock in its stores with what is recorded in Council's accounting system (Authority) and help identify potential issues.

### Issues

The overall stocktake result was a Write On of \$327.15 as detailed below:

Store	Result	Amount
Dunedoo	Write Off	(\$261.40)
Coolah	Write On	\$139.08
Coonabarabran	Write On	\$449.47
<b>Total Write On</b>		<b>\$327.15</b>

### Options

A disparity between Council's stock records in its financial system and Council's stocktake results will mean that there has been a failure of either the system for physically controlling the stock or in the operations for recording the stock

Stock disparities may exist for a number of reasons including:

- Incorrect receipting or issuing of stock;
- Lost, misplaced, damaged or stolen stock
- Returned or replaced.

Stocktakes ensure that any disparities are identified and can then be rectified

### Financial Consideration

An amount of \$327.15 has been identified as needing to be written on as a result of the stocktake.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **RECOMMENDATION**

That Council note the result of the May 2016 Stores Stocktake and approve a stock Write On of \$327.15.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### Item 13 Fit for the Future Financial Criteria Reassessment Update

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Finance
<b>Author:</b>	Director Corporate and Community Services – Stefan Murru
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

---

### Reason for Report

To report to Council on progress on Council's Fit for the Future Financial Criteria reassessment.

### Background

On Monday 2 May 2016 the Office of Local Government released the "Fit for the Future" Financial Criteria Reassessment document. This document details how Councils that did not meet the sustainability, service and infrastructure and efficiency benchmarks can now revise their improvement plans and resubmit them for assessment.

This document required that councils:

- Elect for re-assessment by 16 May 2016; and
- Submit a reassessment proposal to the OLG by 15 July 2016.

In the Special Council meeting held on 9 May 2016 Council resolved (Resolution: 288/1516):

*"that Council nominates for reassessment of its performance against the Fit for the Future Criteria with the OLG by 16 May 2016, and **FURTHERMORE** that a draft reassessment submission be presented to the June Council meeting for Council approval".*

### Issues

Council has now nominated for reassessment and Council's General Manager and Director Corporate and Community Services attended an information session in Sydney on the FFF review process on 7 June 2016.

At the information session in Sydney, it was noted by the OLG that the template they plan to use for the re-assessment is not yet finalised and as the submission date of 15 July 2016 requires a Council resolution, the 15 July deadline is unrealistic and will need to be changed by the OLG. As a result, the OLG will be reviewing the deadline for submission and will get back to affected councils with the new deadline and template as soon as the template is complete.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

As Council is yet to receive the final template, Council will now present the draft reassessment submission to the July Council meeting (assuming the template is received by this date).

### **Options**

Council has no option but to wait for the receipt of the final assessment template with the new submission deadline before proceeding with the review. Assuming that the template is received in June with no adjustment to the 15 July deadline, Council will need to hold an Extraordinary Council meeting early July to meet the deadline. Based on conversations with the OLG It is safe to assume that the final deadline for submission will be moved.

### **Financial Considerations**

Nil

### **RECOMMENDATION**

For Council information.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### Item 14 Long Term Financial Plan 2016/17 – 2025/26

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Finance
<b>Author:</b>	Chief Financial Officer – Lawrence Amato
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF5 - Council is severely burdened by the increasing costs of service provision and asset management and its reliance on grants and other funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

---

#### **Reason for Report**

To present to Council the Warrumbungle Shire 2016/17 Long Term Financial Plan for Council review and endorsement.

#### **Background**

Council is required to review all IP&R Resourcing Strategy documents following the election of a new Council prior to 30 June the following year, and must update their LTFFP annually when developing the Operational Plan. Council has now completed the update of the current LTFFP a copy of which has been provided under separate cover for review and adoption.

Council's LTFFP details Council's external operating environment and the financial challenges Council faces, the forecast level of revenue available to Council over the following ten (10) years, and Council's forecast recurrent and capital expenditure over this time period.

The LTFFP measures Council's expected financial performance based on the information above, and provides a forecast income statement, balance sheet, cash flow statement, and asset movement schedule based on this information. Council's assumptions are reviewed towards the end of the plan by way of a sensitivity analysis, and a set of KPIs are used to measure Council's performance.

The 2016/17 Long Term Financial Plan is structured in the same way as the previous report with the following minor changes:

- Council's sensitivity analysis section has been reviewed and more emphasis has been placed on Fit for the Future adjustments;
- A greater emphasis on comparing Council's overall financial performance under the alternative scenarios (i.e. base, optimistic and pessimistic) has been provided including high level comments on each KPI grouping;
- An analysis detailing the financial position and performance for Council's separate funds including General Fund, Sewer Fund and Water Fund have been provided with greater detail;

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

- The scenario analysis detailing the pessimistic and optimistic assumptions focuses on General Fund in order to demonstrate the effect of Council implementing its Fit for the Future Improvement Action Plan.

The 2016/17 LTFFP also incorporates expected changes resulting from Council's Fit for the Future Improvement Action Plan.

### **Issues**

The LTFFP forecasts that Council's revenue will increase from \$46.985m to \$49.698m over the ten years in the plan, which is a 5.8% increase. While this appears quite a minimal increase, it is largely due to the receipt of substantial capital grant monies in 2015/16. When comparing with the 2016/17 year revenue actually increases by \$10.73m (27.5%). In the same time period, Council's recurrent expenditure has been forecast to increase from \$38.049m to \$46.317m which represents an increase of 21.7%. Capital expenditure is forecast to average \$12.62m per annum over the life of the plan.

Details of the forecast result by fund can be found below:

### **General Fund Result**

- Council's general fund is forecast to make a surplus in every year of the LTFFP;
- General Fund is forecast to meet the Operating Performance Ratio in each year except 2017/18 and 2018/19 as a result of the implementation of Council's FFF IAP;
- Council's general fund cash balance is forecast to increase from around \$5.7m in 2016/17 to \$7m in 2020/21 and to \$14.1m in 2025/26;
- The Fund's cash balance increases by \$8.345m over the life of the plan which represents a 145% increase with the current ratio remaining at an average of 1.39 over the 10 year period and reaching a high of 2.94 in 2025/26;
- Council is forecast to meet the Asset Renewal Ratio for seven out of ten years of the LTFFP, and to expend \$113m on capital works over this time period;
- Council is forecast to repay all loans by the end of the LTFFP;
- Council is forecast to meet all the FFF sustainability benchmarks by 2020/21.

### **Water Fund Result**

- Water Fund generates a surplus of \$0.415m in 2016/17 as a result of capital grant monies for the replacement of bores within three of the Council's towns. The subsequent year results in a deficit of \$291k which slowly reduces over the 10 year period to a surplus of \$273k in 2025/26 (a total deficit of \$0.292m over the life of the LTFFP);
- Water Fund maintains an average cash balance of \$0.480m over the life of the LTFFP and an average current ratio of 7.07 where it reaches a high of 17.50 in 2025/26;
- Council is forecast to repay all water fund loans by the end of the LTFFP;
- Water Fund on average has an asset renewal ratio of 59.70% with a high of 185.10% in 2016/17 and a low of 25.07% in 2025/26. The fund's asset average consumption ratio and asset renewal deficit is 3.04% and \$403k respectively. It generates an asset renewal deficit of \$4.038 and expends \$8.525m on capital over the life of the plan;

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Sewer Fund Result**

- Sewer Fund maintains a steadily improving result over the 10 years reaching a high of \$139k in 2025/26 and a low of (\$94k) in 2019/20 (a total deficit of (\$175k) over the life of the LTFP);
- Sewer Fund's average cash balance is \$3.330m over the plan and its average current ratio is 81.01 and reaches a high of 86.78 in 2025/26;
- Sewer and Water Fund maintain considerably high current ratios compared to General Fund. However, these funds are restricted and consequently cannot be used within General Fund for day to day operations;
- The Sewer Fund has an average asset renewal ratio of 106.01% with a high of 162.52% in 2018/19 and a low of 84.93% in 2016/17. The funds asset average consumption ratio and asset renewal value is 2.43% and \$21k respectively. It generates an asset renewal surplus of \$214k and expends \$4.282m on capital over the life of the plan;
- Council's internal sewer loan will be repaid by the end of the 2020/21 financial year.

### **Options**

Council can either:

- Endorse the LTFP and use the three scenarios provided within the plan for Council discussion and the financial modelling to make informed decisions;
- Review the LTFP and offer suggestions for improvement.

### **Financial Considerations**

Hard decisions made in Council's recent budget process and Fit for the Future (FFF) Improvement Action Plans have resulted in some considerable improvements in Council's forecast financial performance and position over the following ten years.

Council's Improvement Action Plan has already started to show results, with Council expected to meet or come close to meeting all the FFF benchmarks in the 2015/16 financial year. To date Council has implemented savings of \$1.517m in general fund due to the implementation of its FFF IAP, although \$855k of these savings are non-cash reductions in depreciation.

Although Council is definitely trending towards meeting the Fit for the Future benchmarks (as demonstrated by 2015/16 actuals to date) and the forecasts in the LTFP, there is no room for complacency, and Council must remain diligent in its implementation of its FFF Improvement Action Plan.

### **RECOMMENDATION**

That Council endorse the 2016/17 Long Term Financial Plan.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### Item 15 Operational Plan and Delivery Program 2016/17 to 2019/20

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Finance
<b>Author:</b>	Chief Financial Officer – Lawrence Amato
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority / Strategy:</b>	GF5 Council is severely burdened by the increasing costs of service provision and asset management and its reliance on grants and other funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

---

#### **Reason for Report**

To seek Council approval for the adoption of the Warrumbungle Shire Council Operational Plan and Delivery Program 2016/17-2019/20.

#### **Background**

At the May meeting, Council endorsed the draft Warrumbungle Shire Council Operational Plan and Delivery Program 2016/17-2019/20 and placed it on public exhibition for 28 days (**Resolution No 289/1516**) inviting community comment.

Council must now consider this feedback and formally accept the combined Delivery Program (DP) and Operational Plan (OP) which details the principal activities it will undertake to achieve the objectives of the Community Strategic Plan (CSP).

#### **Issues**

Per the practice of many other Councils, Warrumbungle Shire Council has, again, combined its DP and OP into one (1) document.

#### DP Requirements

Council must have a DP detailing the principal activities it will undertake to achieve the objectives of the CSP. This is the point where the community's high level goals are translated into actions, within the available resources ie, assets, financial and staff under the Resourcing Strategy. The DP must be adopted by 30 June in the year following an election, and must go on public exhibition for at least 28 days. The DP should address the full range of Council operations and allocate high level responsibilities for each action.

The General Manager is responsible for ensuring progress reports are provided to Council with respect to the principal activities at least every six (6) months. It is designed as a fixed term plan to align with the Council electoral cycle, and the outgoing council will report to the community on what it has achieved in this regard as per (s404 parts 1-5) of the Local Government Act (1993). The Delivery Program is reviewed every year during the preparation of the annual Operational Plan.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **OP Requirements**

Supporting the DP is an annual sub plan, the OP which details the individual projects and activities to be undertaken within that year. Like the former Management Plan, the OP must have a Statement of Council's Revenue Policy and include a detailed budget for the activities/projects to be completed in the year.

The OP must be adopted before the beginning of each year as part of the DP, after being placed on public exhibition for a minimum of 28 days with detailed maps of each rating category. In deciding on the final OP Council must consider any submissions that have been made concerning the draft plan.

### **Statement of Revenue Policy Requirements**

As per the requirements of s405(2) of the Act, the OP must include a statement of the Council's Revenue Policy for the year covered by the OP. These include;

- a detailed estimate of Council's income and expenditure;
- each ordinary rate and each special rate proposed to be levied;
- each charge proposed to be levied;
- the types of fees proposed to be charged by Council;
- Council's proposed pricing methodology for determining the prices of goods and the approved fees;
- the amounts of any proposed borrowings (other than internal borrowing), the sources from which they are proposed to be borrowed and the means by which they are proposed to be secured.

### **Options**

In accordance with s535 and 496 of the Act, a rate or charge must be made by resolution of Council. The proposed rates and charges are as per Council's Statement of Revenue Policy in Council's OP.

Council's draft OP and DP 2016/17-2019/20 meets the requirements of the Act, and has been placed on public exhibition.

Any submissions from members of the public will be provided to Council prior to the meeting and Councillors comments and feedback is sought for any changes to be made to the draft DP and OP. Council must consider community feedback and formally adopt the combined Delivery Program and Operational Plan.

### **Financial Considerations**

Significant features and deliverables of the 2016/17 – 2019/20 OP and DP include:

- An unrestricted surplus cash budget of \$19k in the 2016/17 financial year;
- A combined unrestricted cash surplus of \$105k over the four years of the Delivery Program, although Council's cash at bank will decrease by \$1.1m over the four years as restricted assets are used to catch up on Council's asset backlog;
- An accrual surplus of \$8.936m in 2016/17 predominately due to the receipt of substantial capital grant monies;
- An ambitious capital program over the four years of \$51.67m;

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

Some of the major capital achievements of the OP and DP include:

- Progress on the new RFS Fire Control Centre in Coonabarabran estimated cost of \$3.05m;
- Construction of Allison Bridge (\$2.1 m)
- Resealing of approximately 106 km of sealed roads (\$3.2m);
- Re-sheeting of approximately 194 km of unsealed roads (\$3.4m);
- Completion of approximately 12km of pavement re-construction, pavement widening and shoulder widening at a cost of \$2.244 m on Regional Roads;
- Completion of approximately 13.2km of pavement re-construction at a cost of \$2.78m on local roads;
- Construction and rehabilitation of over 23km of water and sewer mains at a total cost of \$2.7m;
- Sewer Mains relining of \$556k
- Water & Sewer Telemetry work \$506k
- Construction and rehabilitation of reservoirs and treatment plants at a total cost of \$1.8m including replacement of water treatment clarifier in Baradine (\$961k);
- Plant replacement of \$11.5m;
- Refurbishment of Mendooran Hall, Goolhi Hall, Coonabarabran Hall and Binnaway Hall as well as Coolah VRA Shed and construction of disabled access in Coolah and Baradine (\$413k);
- Expansion of Coonabarabran Native Grove Cemetery (\$50k);
- Construction and rehabilitation of footpaths at a cost of \$600k within towns across the Shire;
- Rehabilitation of existing K&G at a cost of \$200k within towns across the Shire;
- Construction and rehabilitation of culverts and drainage at a cost of \$354k;
- Flood Levee design and construction (\$80k);
- General rehabilitation of town streets including improving street lights, replacing bins, gardens construction of cycleways and planting of trees;
- Improvements to local ovals, parks and swimming pools (\$923k);
- Construction of shire entrance signs (\$20k).
- New Mechanical Recycling Facility at a cost of \$200k

### **RECOMMENDATION**

That subject to further significant submissions Council adopts the Warrumbungle Shire Council Operational Plan and Delivery Program 2016/17 to 2019/20 **FURTHERMORE:**

1. In accordance with s514 of the Local Government Act 1993, Council has declared the category of each parcel of rateable land within its area within one or other of the following categories:
  - Residential
  - Farmland
  - Business
  - Mining
2. In accordance with s535 of the Local Government Act 1993 that Council make and levy the following ordinary rates and annual charges for the 2016/2017 financial year.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

**Residential Rate (sub category Baradine)** ad valorem amount be set at two point four five one cents (\$0.02451) in the dollar plus a base rate amount of one hundred and seventy nine dollars (\$179.00). The amount raised via base amount is equal to 42% of the total levy.

**Residential Rate (sub category Binnaway)** ad valorem amount be set at one point two four six cents (\$0.01246) in the dollar plus a base rate amount of one hundred and thirty one dollars (\$131.00). The amount raised via base amount is equal to 48% of the total levy.

**Residential Rate (sub category Coolah)** ad valorem amount be set at one point three seven three cents (\$0.01373) in the dollar plus a base rate amount of two hundred and twenty eight dollars (\$228.00). The amount raised via base amount is equal to 37% of the total levy

**Residential Rate (sub category Coonabarabran)** ad valorem amount be set at zero point nine three nine cents (\$0.00939) in the dollar plus a base rate amount of two hundred and sixty four dollars (\$264.00). The amount raised via base amount is equal to 43% of the total levy.

**Residential Rate (sub category Dunedoo)** ad valorem amount be set at zero point seven zero seven cents (\$0.00707) in the dollar plus a base rate amount of two hundred and seventy seven dollars (\$277.00). The amount raised via base amount is equal to 49% of the total levy.

**Residential Rate (sub category Mendooran)** ad valorem amount be set at one point eight nine five cents (\$0.01895) in the dollar plus a base rate amount of one hundred and ninety six dollars (\$196.00). The amount raised via base amount is equal to 43% of the total levy.

**Residential Rate (sub category Cobbora)** ad valorem amount be set at zero point four eight five cents (\$0.00485) in the dollar plus a base rate amount of one hundred and twenty four dollars (\$124.00). The amount raised via base amount is equal to 45% of the total levy.

**Residential Rate (sub category Coolabah Estate)** ad valorem amount be set at zero point four four four cents (\$0.00444) in the dollar plus a base rate amount of one hundred and forty two dollars (\$142.00). The amount raised via base amount is equal to 47% of the total levy.

**Residential Rate (sub-category Rural)** ad valorem amount be set at zero point seven six three cents (\$0.00763) in the dollar plus a base rate amount of two hundred and thirty two dollars (\$232.00). The amount raised via base amount is equal to 32% of the total levy.

**Residential Rate (sub category – Village One – Kenebri, Ulamambri, Neilrex, Bugaldie, Rocky Glen, Purlewaugh)** ad valorem amount be set at two point two five four cents (\$0.02254) in the dollar plus a base rate amount of one hundred and nineteen dollars (\$119.00). The amount raised via base amount is equal to 44% of the total levy.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

**Residential Rate (sub category Village Two – Leadville, Merrygoen, Uarbry)** ad valorem amount be set at one point four four three cents (\$0.01443) in the dollar plus a base rate amount of ninety nine dollars (\$99.00). The amount raised via base amount is equal to 46% of the total levy.

**Farmland Rate** ad valorem amount be set at zero point zero zero four four three cents (\$0.00443) in the dollar plus a base rate amount of five hundred and fifty five dollars (\$555.00). The amount raised via base amount is equal to 20% of the total levy.

**Business Rate (sub category Baradine)** ad valorem amount be set at three point four two seven cents (\$0.03427) in the dollar plus a base rate amount of two hundred and sixty four dollars (\$264.00). The amount raised via base rate amount is equal to 42% of the total levy.

**Business Rate (sub category Binnaway)** ad valorem amount be set at two point two eight two cents (\$0.02282) in the dollar plus a base rate amount of two hundred and five dollars (\$205.00). The amount raised via base rate amount is equal to 42% of the total levy.

**Business Rate (sub category Coolah)** ad valorem amount be set at two point seven five zero cents (\$0.02750) in the dollar plus a base rate amount of three hundred and sixty four dollars (\$364.00). The amount raised via base amount is equal to 40% of the total levy.

**Business Rate (sub category Coonabarabran)** ad valorem amount be set at three point zero five five cents (\$0.03055) in the dollar plus a base rate amount of four hundred and thirty six dollars (\$436.00). The amount raised via base amount is equal to 18% of the total levy.

**Business Rate (sub category Dunedoo)** ad valorem amount be set at one point one four zero cents (\$0.01140) in the dollar plus a base rate amount of three hundred and thirty one dollars (\$331.00). The amount raised via base amount is equal to 47% of the total levy.

**Business Rate (sub category Mendooran)** ad valorem amount be set at one point seven two six cents (\$0.01726) in the dollar plus a base rate amount of two hundred dollars (\$200.00). The amount raised via base amount is equal to 38% of the total levy.

**Business Rate (sub category General)** ad valorem amount be set at two point four six two cents (\$0.02462) in the dollar plus a base rate amount of two hundred and ninety three dollars (\$293.00). The amount raised via base amount is equal to 22% of the total levy.

**Business Rate (sub category Village One – Kenebri, Ulamambri, Neilrex, Bugaldie, Rocky Glen, Purlewaugh)** ad valorem amount be set at six point one nine six cents (\$0.06196) in the dollar plus a base rate amount of one hundred and fifty one dollars (\$151.00). The amount raised via base amount is equal to 21% of the total levy.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

**Business Rate (sub category Village Two – Leadville, Merrygoen, Uarbry)** ad valorem amount be set at seven point one zero seven cents (\$0.07107) in the dollar plus a base rate amount of one hundred and seventeen dollars (\$117.00). The amount raised via base amount is equal to 24% of the total levy.

**Mining Rate** ad valorem amount be set at twenty cents (\$0.2000) in the dollar plus a base rate amount of ten thousand dollars (\$10,000.00).

### ***Water Access Charges***

**Mendooran Water Access charge** be set at eight hundred and sixteen dollars (\$816.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Mendooran Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

**Coonabarabran Water Access charge** be set at three hundred and seventy five dollars (\$375.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Coonabarabran Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

**Timor Gravity Main Water access charge** be set at three hundred and seventy five dollars (\$375.00) for all properties connected to the Timor Dam Gravity Main outside of the town boundary.

**Baradine Water access charge** be set at three hundred and seventy five dollars (\$375.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Baradine Water supply and all rural properties not within the town boundary that are connected to or able to be connected to the Baradine Water supply.

**Binnaway Water access charge** be set at three hundred and seventy five dollars (\$375.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Binnaway Water supply and all rural properties not within the town boundary that are connected to or able to be connected to the Binnaway Water supply

**Village Water access charge** be set at three hundred and seventy five dollars (\$375.00) for all properties in the villages of Kenebri, Bugaldie and Merrygoen that are connected to the village water supplies.

**Coolah Water Access charge** be set at three hundred and seventy five dollars (\$375.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Coolah Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

**Dunedoo Water Access charge** be set at three hundred and seventy five dollars (\$375.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Dunedoo Water supply and further any other properties outside the town boundary that are connected to or able to be connected to the water supply.

### ***Water Usage Charges***

**Water Usage Charge** in all areas be set at one dollar and ninety five cents (\$1.95) per kilolitre.

### ***Sewerage Charges***

**User Pay Sewerage Charges Residential Properties - Connected** be set at four hundred and ninety eight dollars (\$498.00)

**User Pay Sewerage Charges Residential Properties – Not Connected** be set at three hundred and nineteen dollars (\$319.00)

**User Pay Sewerage Charges Non-Residential Properties - minimum charge** be set at four hundred and eighty six dollars (\$486.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 20mm water meter size** be set at three hundred and twelve dollars (\$312.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 25mm water meter size** be set at four hundred and eighty seven dollars (\$487.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 32mm water meter size** be set at seven hundred and ninety eight (\$798.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 40mm water meter size** be set at one thousand and two hundred and forty six dollars (\$1,246.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 50mm water meter size** be set at one thousand nine hundred and forty seven dollars (\$1,947.00)

**User Pay Sewerage Charges Non-Residential Properties - Access Charge 80mm water meter size** be set at four thousand nine hundred and eighty four dollars (\$4,984.00)

**User Pay Sewerage Charges Non-Residential Properties- Access Charge 100mm water meter size** be set at seven thousand seven hundred and eighty eight dollars (\$7,788.00)

**User Pay Sewerage Charges Non-Residential Properties – Not Connected** be set at three hundred and twelve dollars (\$312.00)

**User Pay Sewerage Charges Non-Residential Properties - consumption charge** be set at eighty five cents per kL (\$0.85/kL)

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

### **Liquid Trade Waste Charges**

Details of Councils Liquid Trade Waste Fees and Charges can be found in the following table.

<b>Liquid Trade Waste Classifications and Categories</b>	<b>Proposed 2016/17 Charges</b>
<b>Application for Approval to Discharge Trade Waste to Sewer</b>	
- Concurrence Classification A	\$150.00
- Concurrence Classification B	\$150.00
- Concurrence Classification C	\$270.00
- Concurrence Classification S	\$270.00
<b>Annual Trade Waste Fee</b>	
Category 1 Discharger - per year	\$90.00
Category 2 2S Discharger - per year	\$90.00
Category 3 Discharger - per year	\$205.00
<b>Re-Inspection Fee</b>	
- per re-inspection	\$85.00
<b>Trade Waste Usage Charge</b>	
Category 1 Discharger with appropriate pre-treatment	Nil
Category 1 Discharger without appropriate pre-treatment - per kilolitre	\$2.00
Category 2 Discharger with appropriate pre-treatment - per kilolitre	\$2.00
Category 2 Discharger without appropriate pre-treatment - per kilolitre	\$15.00
<b>Trade Waste Usage Charge</b>	
Category 2S - see Tankered Trade Waste Charges below	
Category 3 - see Excess Mass Charges per kilogram below	
<b>Food Waste Disposal Charge</b>	
Based on \$23/bed in 2007/08, indexed. For existing dischargers only.	
- Food Waste Disposal Charge - per bed	\$25.00
<b>Excess Mass Charges per kilogram</b>	
Charges apply for large/industrial dischargers (Charging Category 3) for all wastes that exceed concentration of pollutants in domestic sewage. Formula applies with pollutant rates of charges per kilogram (kg).	
-Aluminium	\$0.73
- Ammonia (as N )	\$2.17
- Arsenic	\$72.00
- Barium	\$36.00
- Biochemical Oxygen Demand (BOD)	\$0.73

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

<b>Liquid Trade Waste Classifications and Categories</b>	<b>Proposed 2016/17 Charges</b>
- Boron	\$0.73
- Bromine	\$14.50
- Cadmium	\$335.00
- Chlorinated Hydrocarbons	\$36.60
- Chlorinated Phenolics	\$1,450.00
- Chlorine	\$1.50
- Chromium	\$24.50
- Cobalt	\$14.80
- Copper	\$14.80
- Cyanide	\$72.00
- Fluoride	\$3.65
- Formaldehyde	\$1.48
- Oil & Grease (Total O&G)	\$1.32
- Herbicides/defoliant	\$718.00
- Iron	\$1.50
- Lead	\$35.00
- Lithium	\$7.30
- Manganese	\$7.30
- Mercaptans	\$72.50
- Mercury	\$2,395.00
- Methylene Blue Active Substances (MBAS)	\$0.73
- Molybdenum	\$0.73
- Nickel	\$24.00
- Nitrogen* (Total Kjeldahl Nitrogen - Ammonia) as N	\$0.20
- Organoarsenic Compounds	\$718.00
- Pesticides general (excludes organochlorines and organophosphates)	\$718.00
- Petroleum Hydrocarbons (non-flammable)	\$2.40
- Phenolic Compounds (non-Chlorinated)	\$7.30
- Phosphorus (Total P)	\$1.50
- Polynuclear Aromatic Hydrocarbons	\$14.60
- Selenium	\$50.50
- Silver	\$1.35
- Sulphate (SO <sub>4</sub> )	\$0.16
- Sulphide	\$1.50
- Sulphite	\$1.62
- Suspended Solids (SS)	\$0.95
- Thiosulphate	\$0.30
- Tin	\$7.20
- Total Dissolved Solids	\$0.06
- Uranium	\$7.20
- Zinc	\$14.60
<b>Non Compliance Charges</b>	
- Non-compliance pH charge	
Value of coefficient K in equation 3 of Trade Waste Policy	\$0.38
<b>Non Compliance Excess Mass Charges - per kilogram (kg)</b>	

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

Liquid Trade Waste Classifications and Categories	Proposed 2016/17 Charges
Applied where a discharge quality fails to comply with approved concentration limits of substances specified in approval conditions. Formula applies with pollutant rates of charges per kg.	
<b>Tankered Waste Charges (Charging Category 2S) – per kilolitre (kL)</b>	
- Chemical Toilet	\$18.00
- Septic Tank and Pan Waste Disposal Charge	
- Effluent	\$3.00
- Septage	\$25.00

3. In accordance with s496 of the Local Government Act, 1993 that Council make and levy the following annual charges for the provision of domestic and non domestic waste management services, and recycling charge for each parcel of rateable land for which the service is available for the year 2016/17.

### ***Base Charge***

**Waste Management Charge on all rateable properties** be set at one hundred dollars (\$100.00).

### ***Additional Usage Charges – Domestic***

**Domestic Waste Charge (Urban – Occupied)** be set at three hundred and twenty five dollars (\$325.00) for the rendering of one (1) weekly service.

**Domestic Waste Charge (Urban – Vacant)** be set at zero dollars (\$0.00)

**Domestic Waste Charge (Rural Run – Used)** be set at three hundred and twenty five dollars (\$325.00) for the rendering of one (1) weekly service.

**Domestic Waste Charge (Rural Run – Not Used)** be set at zero dollars (\$0.00)

### ***Additional Usage Charge – Non Domestic***

**Non Domestic Waste Service charge** be set at three hundred and twenty five dollars (\$325.00) for the rendering of one (1) weekly service.

**Non Domestic Waste – Recycling Charge** be set at two hundred and ten dollars (\$210.00) for the rendering of one (1) weekly service.

4. In accordance with s566 (3) of the Local Government Act 1993, the Council adopt the maximum allowable interest rate of 8.0% as determined by the Minister to apply to all overdue Rates and Charges for the financial year 2016/17.
5. That the schedule of Fees and Charges contained within the Operational Plan and Delivery Program for the financial year 2016-2017 be adopted.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

6. ***Storm Water Levy***

In accordance with s.496A of the Local Government Act 1993, and Sections 125A and 125AA of the Local Government (General) Regulation 2005 that Council make and levy the following annual charges for stormwater management for the 2016/17 financial year for each parcel of rateable land for which the service is available:

**Stormwater Levy Residential** – be set at twenty five dollars (\$25) to be charged against each eligible residential assessment;

**Stormwater Levy Business** – be set at twenty five dollars (\$25) plus an additional twenty five dollars (\$25) for each 350m<sup>2</sup> or part of 350m<sup>2</sup> by which the area of the parcel of land exceeds 350m<sup>2</sup> for eligible business assessments.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Item 16 Mendooran Service Point and Dunedoo Branch Library**

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Children's and Community Services
<b>Author:</b>	Manager Children's and Community Services – Louise Johnson
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI2 The long term wellbeing of our communities is supported by ongoing provision of high quality health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management.

---

#### **Reason for Report**

To seek Council endorsement for a proposal to change the opening hours of Mendooran Service Point to increase staffing levels at Dunedoo Branch Library, and to seek Council endorsement for a proposal to increase the staffing levels at Dunedoo Branch Library.

#### **Background**

Macquarie Regional Library (MRL) is a consortium of three (3) Local Government Areas (LGA's) which provides a Library service to the communities within these LGA's.

The Councils involved in the Macquarie Regional Library Service are Western Plains Regional Council, Narromine Shire Council and Warrumbungle Shire Council.

The Councils have entered into a binding legal Agreement for the provision of library services, the management of the library services by an Executive Council (Western Plains Regional Council) and the staffing of the Macquarie Regional Library Service.

The administrative centre (Regional Office) is co-located with the Dubbo Branch Library.

Western Plains Regional Council is the Executive Council for the Macquarie Regional Library Service, which in itself has no legal standing to employ staff and to manage finances for MRL.

The Macquarie Regional Library Committee consists of two (2) Councillors or appointed members from each Local Government Area.

Each member Council makes a financial contribution to MRL to fund its operations. This funding consists of the transfer of the State Government subsidies to each Council, a per capita fee determined each year by the Library Committee and funds for the payment of the salaries and overheads for the Regional Office staff. The member Councils also contribute a separate amount for salaries and overheads for the staff employed at the Branch Libraries and Service Points within each Council's Local Government Area.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

Each member Council is responsible for the provision and maintenance of a building or buildings to act as the Branch Libraries and Service Points within their Council areas. There are ten (10) library facilities within the Library region which service a population of 65,643.

Branches are located at Dubbo and Wellington in Western Plains Regional Council, Narromine and Trangie in Narromine Shire, and Coolah, Coonabarabran and Dunedoo in Warrumbungle Shire Council. In Warrumbungle Shire Council there are also Service Points at Binnaway and Mendooran and a combined Service Point and Public Service Outlet in Baradine.

MRL also supports a mobile library service run jointly with the TAFE NSW Western Institute, Dubbo Campus.

### Issues

Council has received a proposal from Macquarie Regional Library to change the opening hours of the Mendooran Service Point to increase staffing levels at the Dunedoo Branch Library.

Separate to this, Council has received a further proposal to increase staffing levels at Dunedoo Branch Library.

The opportunity to change the opening hours at the Mendooran Service Point has come about due to the recent resignation of the staff member from the Mendooran service.

Macquarie Regional Library are also keen to increase staffing levels at Dunedoo Branch Library to capitalise on the recent refurbishment of this facility and the increased interest the community is showing in this service.

Current opening hours for Service Points and Branches across the Shire are:

Days	Hours	Total Hours Per Week
<b>Baradine Service Point and Public Service Outlet</b>		
Tuesday	2:00pm – 5:00pm	7.5
Thursday	10:00am – 12:00pm	
Friday	2:00pm – 4:30pm	
<b>Binnaway Service Point</b>		
Friday	1:00pm – 5:00pm	4
<b>Coolah Branch Library</b>		
Monday	10:00am – 5:30pm <sup>^</sup>	31.5
Tuesday	10:00am – 5:30pm	
Wednesday	1:00pm – 5:30pm	
Thursday	10:00am – 5:30pm <sup>^</sup>	
Friday	1:00pm – 5:30pm	
Saturday	10:00am – 12:00pm	

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

<b>Coonabarabran Branch Library</b>		
Monday	10:00am – 1:00pm	35.5
Tuesday	10:00am – 5:30pm	
Wednesday	10:00am – 5:30pm	
Thursday	10:00am – 5:30pm	
Friday	10:00am – 5:30pm	
Saturday	9:30am – 12:00pm	
<b>Dunedoo Branch Library</b>		
Tuesday	10:00am – 5:00pm <sup>^</sup>	21
Thursday	10:00am – 5:00pm <sup>^</sup>	
Friday	10:00am – 5:00pm <sup>^</sup>	
Saturday	10:00am – 12:00pm	
<b>Mendooran Service Point</b>		
Monday	3:00pm – 5:00pm	7
Wednesday	3:00pm – 5:00pm	
Thursday	10:00am – 1:00pm	

<sup>^</sup>Indicates closed for one (1) hour during the day.

Statistics for the Mendooran Service Point (MSP) and Dunedoo Branch Library (DBL) for the last three (3) financial years are provided in the table below.

	2013/14		2014/15		2015/16	
	MSP	DBL	MSP	DBL	MSP	DBL
New Registrations	7	29	10	33	0	26
Visitations	584	15,251	480	21,184	368	11,741
Reference Enquiries	163	1,135	137	937	6	473
Loans	897	6,838	864	5,704	584	5,712
Internet Usage	-	1,856	-	2,428	-	1,510
WiFi Hotspot	-	1,259	-	1,178	-	1,127

In consideration of the above information, the first proposal is to:

- Reduce the operating hours at the Mendooran Service Point from seven (7) hours per week, to four (4) hours per week.
- Open the Mendooran Service Point on a Wednesday or Thursday from 1:00pm – 5:00pm. The day of operation would be dependent on community feedback.
- Employ a Part Time Library Assistant at the Dunedoo Branch Library. The Part Time Library Assistant would be employed to help the Dunedoo Branch Library Officer in the delivery of story time sessions, school holiday activities and other events.

The second proposal is to:

- Increase the hours of the Dunedoo Branch Library Officer from 21 hours per week to 25 hours per week. These additional hours, in conjunction with the appointment of a Part Time Library Assistant, would enable the Branch to:
  - deliver an improved level of service to the Dunedoo community;
  - plan a more wide ranging program of activities and events;
  - undertake outreach services; and,
  - act on new opportunities that have arisen as a result of the refurbishment of the service.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Options**

In relation to the first proposal, Council can:

- Endorse the proposal to change the opening hours of Mendooran Service Point and increase staffing levels at Dunedoo Branch Library;
- Endorse the proposal to change the opening hours of Mendooran Service Point and increase staffing levels at Dunedoo Branch Library with a recommendation as to amendments to be considered;
- Reject the proposal to change the opening hours of Mendooran Service Point and increase staffing level at Dunedoo Branch Library and leave the opening hours and staffing levels as is.

In relation to the second proposal, Council can:

- Endorse the proposal to increase staffing levels at Dunedoo Branch Library;
- Endorse the proposal to increase staffing levels at Dunedoo Branch Library with a recommendation as to amendments to be considered;
- Reject the proposal to increase staffing levels at Dunedoo Branch Library and leave staffing levels as is.

### **Financial Considerations**

There are no financial considerations in regards to the first proposal to move hours from the Mendooran Service Point to the Dunedoo Branch.

For the second proposal, the cost of increasing staffing levels at the Dunedoo Branch Library, for the final two (2) years of the current agreement, would be:

- \$8,100 in 2016/17
- \$8,436 in 2017/18

### **RECOMMENDATION**

1. That Council endorse the proposal to change the opening hours of Mendooran Service Point to increase staffing levels at Dunedoo Branch Library.
2. That Council endorse the proposal to increase the staffing levels at Dunedoo Branch Library.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### Item 17 Bank Reconciliation for the month ending 31 May 2016

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	Supervisor Finance – Lisa Grammer
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

---

#### **Reason for Report**

The following report provided to Council is a summary of Council's monthly bank reconciliation.

#### **Background**

Reconciliations are being completed monthly and balanced, payments and receipts reconcile to the monthly bank statement. They are completed by the Supervisor Finance and signed off by the Chief Financial Officer then referred to the Director Corporate and Community Services for final review as part of Council's Monthly checklist procedures.

#### **Issues**

Outstanding deposits refer to cash amounts recorded in Council's General Ledger that have not yet been deposited at the bank. eg. Direct debit authority receipted in cashbook but not deposited in the physical bank account until the next day.

Unpresented cheques refers to cheques and EFT Payments that have not been processed by the recipient but are recorded as being paid in Council's General Ledger.

#### **Options**

Nil

#### **Financial Considerations**

At Council's request the Trust Fund bank account and Mayors Bushfire Appeal Bank Account has been separated for the purpose of presenting an accurate balance of Council's funds.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

### Summary

Balance per General Ledger – 31 May 2016

<b>General Ledger</b>	<b>Amount</b>
Trust Bank Account	425,798
Bushfire Trust Account	21,700
Bushfire Trust Investment Account	225,144
General Bank Account	988,456
Investment At Call General	10,806,734
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
<b>Total per General Ledger</b>	<b>16,339,832</b>

<b>Bank</b>	<b>Balance</b>
<b>General</b>	
Commonwealth General Account	1,369,348
<b>Total – General</b>	<b>1,369,348</b>
<b>Investments</b>	
Term Deposits	14,678,734
<b>Total Investments</b>	<b>14,678,734</b>
<b>Sub Total WSC Operational Accounts</b>	<b>16,048,082</b>

<b>Trust</b>	
Commonwealth Trust Account	425,628
<b>Total – Trust</b>	<b>425,628</b>
<b>WSC Mayors Bush Fire Appeal Trust</b>	
Commonwealth Mayors Fund General Account	21,700
Commonwealth Mayors Fund Savings Account	225,144
<b>Total - WSC Mayors Bush Fire Appeal Trust</b>	<b>246,844</b>
<b>Total All Bank Accounts</b>	<b>16,720,554</b>
<i>Add:</i>	
Outstanding Deposits - General	354,552
Outstanding Deposits - Trust	170
Outstanding Deposits – WSC Mayors Bushfire Appeal	
<i>Less:</i>	
Unpresented cheques - General	(735,444)
Unpresented cheques - Trust	
Unpresented cheques- WSC Mayors Bushfire Appeal	
<b>Balance adjusted for outstanding deposits &amp; Un-presented cheques (Final Bank Balance)</b>	<b>16,339,832</b>
<b>Variance between Final Bank Balance and General Ledger</b>	<b>-</b>

# **WARRUMBUNGLE SHIRE COUNCIL**

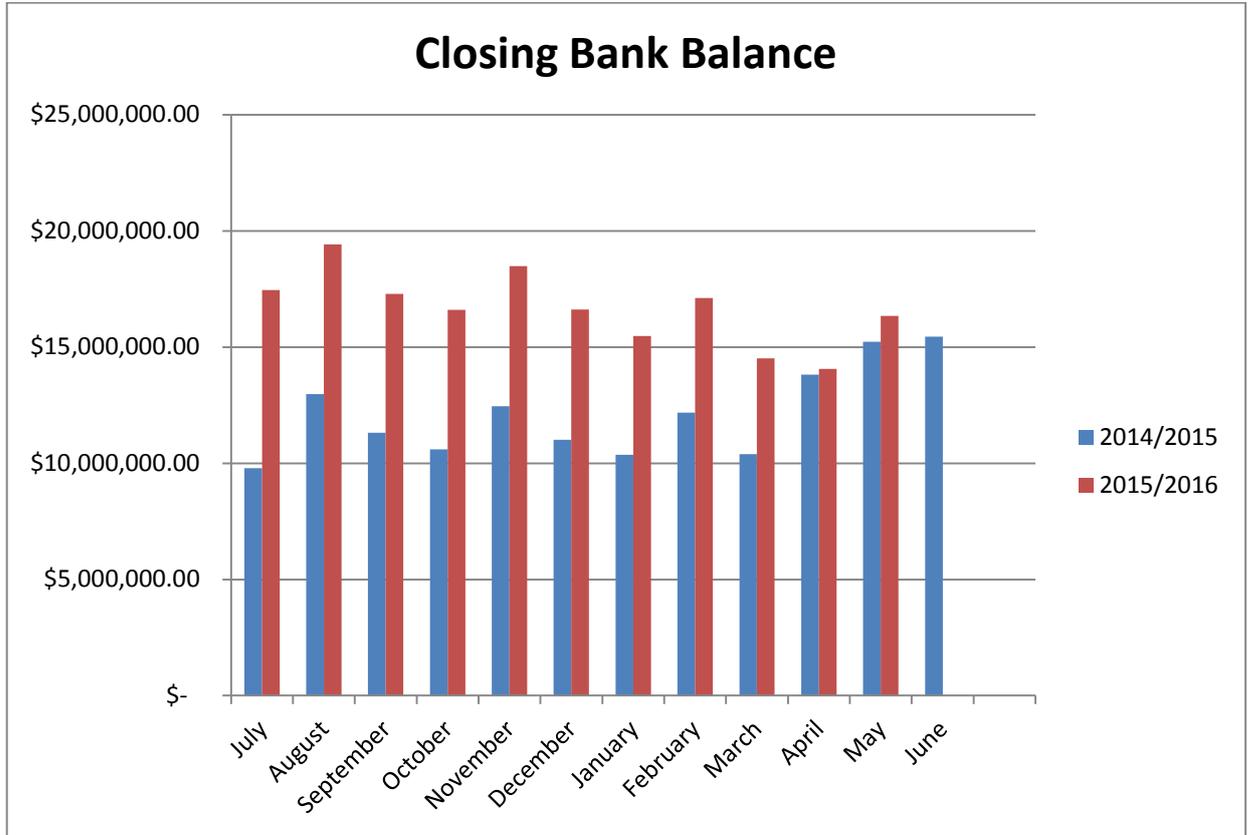
## **Ordinary Meeting – 16 June 2016**

Balance as per Bank Account History as at 31 May 2016

<b>Month</b>	<b>Funds Held in General Account</b>	<b>Funds Held in Trust Account</b>	<b>Mayors Bushfire Appeal Trust Account</b>	<b>Investment</b>	<b>TOTAL</b>	<b>Net of Outstanding Deposits and Un-presented Cheques</b>	<b>End of Month Closing Bank Balance</b>
Jun-15	300,089	269,553	285,549	14,588,295	<b>15,443,486</b>	9,906	<b>15,453,392</b>
July-15	1,206,649	269,553	285,682	15,543,572	<b>17,305,456</b>	141,326	<b>17,446,782</b>
Aug-15	2,078,478	269,553	281,051	16,223,368	<b>18,852,450</b>	559,910	<b>19,412,360</b>
Sep-15	737,774	277,125	276,416	15,956,987	<b>17,248,302</b>	43,169	<b>17,291,471</b>
Oct-15	446,724	283,870	276,758	15,506,080	<b>16,513,432</b>	84,368	<b>16,597,800</b>
Nov-15	317,599	395,362	247,101	16,937,552	<b>17,897,614</b>	581,263	<b>18,478,877</b>
Dec-15	392,311	396,442	247,414	15,510,452	<b>16,546,619</b>	65,208	<b>16,611,827</b>
Jan-16	267,520	399,642	247,705	14,512,055	<b>15,426,922</b>	45,124	<b>15,472,046</b>
Feb-16	1,796,369	425,273	248,008	14,379,019	<b>16,848,669</b>	259,770	<b>17,108,439</b>
Mar-16	2,785,458	425,458	235,300	11,603,595	<b>15,049,811</b>	(532,198)	<b>14,517,613</b>
Apr-16	259,307	425,458	235,300	13,060,493	<b>13,980,558</b>	84,876	<b>14,065,434</b>
May-16	1,369,348	425,628	246,844	14,678,734	<b>16,720,554</b>	(380,722)	<b>16,339,832</b>

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016



### **RECOMMENDATION**

That Council accept the Bank Reconciliation Report for the month ending 31 May 2016.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Item 18 Investments and Term Deposits for Month ending 31 May 2016**

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	Supervisor Finance – Lisa Grammer
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

---

#### **Reason for Report**

As required by Clause 212 of the Local Government (General) Regulation 2005, the details of all monies invested by Council under Section 265 of the Local Government Act 1993 must be reported to Council at each monthly ordinary meeting.

#### **Background**

Council is authorised by S.265 of the Local Government Act (the Act) to invest its surplus funds in the forms of investment notified in an Order of the Minister dated 12 January 2011.

Clause 212 of the Local Government (General ) Regulation 2005 (the Regulation) requires a council to provide a written report to the Ordinary Meeting of Council giving details of all monies invested and a certificate as to whether or not the investments have been made in accordance with the Act, Regulations and Council's Investment Policy.

#### **Issues**

##### ***Comments on Performance for the Month***

##### ***Term Deposits and At Call Accounts***

In accordance with regulatory requirements and Council's Investment Policy, the majority of Council's current investment portfolio continues to be invested in term deposits and at call accounts.

During the month, \$4m of term deposits matured, earning \$34,748 in interest. New placements of \$8m were made and the month end balance was \$9.013m. \$1m was placed with CBA for a period of 94 days at an interest rate of 2.20%, \$1m was placed with NAB for a period of 76 days at an interest rate of 3.05%, \$1m was placed with NAB for a period of 90 days at an interest rate of 3.00%, \$1m was placed with BOQ for a period of 90 days at an interest rate of 2.80%, \$1m was placed with NAB for a period of 123 days at an interest rate of 3.05%, \$1m was placed with NAB for a period of 123 days at an interest rate of 3.05%, \$2m was placed with BOQ for a period of 181 days at an interest rate of 3.00%.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

At call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month net transfers of \$2.393m were made from these accounts and \$11,405 interest was received on the balances in the accounts resulting in a month end "At Call" balance of \$5.679m.

### *Income Return*

The average rate of return on Investments for the month of 2.55% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 2.00% by 0.55% or 27.5%.

On a year to date basis, interest received, and accrued, totals \$342,348 which is 101% of the annual budget (i.e \$2k over Budget).

Depending upon the timing of forecast cash flows, consideration will be given to investing for higher interest yields.

### **Options**

Nil

### **Financial Implications**

Based on the current investment market and Council's current investment holdings and maturity dates, the average rate of return on Council's investment portfolio will continue to exceed the BBSW benchmark rate.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

### Summary

**Table 1: Investment Balances as at 31 May 2016**

Financial Institution	Lodgement Date	Maturity Date	Total Days	Rating	Yield	Amount
<b>At Call Accounts</b>						
NAB Cash Maximiser #	1-May-16	At Call	At Call	AA-	1.99%	1,172,454
ANZ At Call	1-May-16	At Call	At Call	AA-	1.95%	1,025,548
Community Mutual Group	1-May-16	At Call	At Call	-	2.35%	3,208,841
Westpac General at Call	1-May-16	At Call	At Call	AA-	-	22,755
NAB Eftpos At Call	1-May-16	At Call	At Call	AA-	-	249,136
						<b>5,678,734</b>
<b>Term Deposits</b>						
CBA	22-Mar-16	06-Jun-16	90	AA-	2.80%	1,000,000
CBA	10-May-16	20-Jun-16	94	AA-	2.20%	1,000,000
NAB	29-Apr-16	28-Jul-16	76	AA-	3.05%	1,000,000
NAB	11-May-16	09-Aug-16	90	AA-	3.00%	1,000,000
BOQ	31-May-16	29-Aug-16	90	AA-	2.80%	1,000,000
NAB	12-May-16	12-Sep-16	123	AA-	3.05%	1,000,000
NAB	13-May-16	13-Sep-16	123	AA-	3.05%	1,000,000
BOQ	31-May-16	28-Nov-16	181	AA-	3.00%	2,000,000
						<b>9,000,000</b>
<b>TOTAL</b>						<b>14,678,734</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

**Table 2: At Call and Term Deposits - Monthly Movements**

<b>Bank</b>	<b>Opening Balance</b>	<b>Net Placements/ Withdrawals</b>	<b>Interest Accrued/ Received</b>	<b>Closing Balance</b>
NAB Cash Maximiser #	3,668,888	(2,500,000)	3,566	1,172,454
ANZ At Call	1,050,695	(26,807)	1,661	1,025,548
Community Mutual Group	3,202,663		6,178	3,208,841
Westpac General at Call	22,588	167	-	22,755
NAB Eftpos At Call	115,659	133,477	-	249,136
<b>Total at call</b>	<b>8,060,493</b>	<b>(2,393,164)</b>	<b>11,405</b>	<b>5,678,734</b>
BOQ	1,514,737	(1,515,797)	1,060	-
NAB	1,509,959	(1,511,096)	1,137	-
ANZ	1,005,916	(1,007,855)	1,939	-
CBA	1,002,984	-	2,372	1,005,356
CBA	-	1,000,000	1,262	1,001,262
NAB	-	1,000,000	2,583	1,002,583
NAB	-	1,000,000	1,639	1,001,639
BOQ	-	1,000,000	-	1,000,000
NAB	-	1,000,000	1,583	1,001,583
NAB	-	1,000,000	1,500	1,001,500
BOQ	-	2,000,000	-	2,000,000
<b>Total Term deposits</b>	<b>5,033,596</b>	<b>3,965,252</b>	<b>15,075</b>	<b>9,013,923</b>
<b>Total</b>	<b>13,094,089</b>	<b>1,572,088</b>	<b>26,480</b>	<b>14,692,657</b>

### **Certification of Responsible Accounting Officer**

I hereby certify that the investments listed in the report above 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 Investments Policy.

\_\_\_\_\_  
Responsible Accounting Officer

### **RECOMMENDATION**

That Council accept the Investments Report for the month ending 31 May 2016.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Item 19 Rates Report for Month Ending 31 May 2016**

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	Water Officer – Rachael Carlyle
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

---

### **Reason for Report**

To report on Council's monthly rates and annual charges collection performance.

### **Background**

Council levies rates and annual charges on an annual basis commencing in the month of July. Council closely monitors the repayment of these rates and annual charges and measures its debt recovery performance for rates and annual charges through the use of the Rates and Annual Charges Outstanding Ratio.

The Office of Local Government (OLG) recommends (via their accepted benchmark) a ratio of less than 5% for Urban and Coastal Councils and less than 10% for Rural Councils. Council's outstanding ratio as at 30 June 2015 was 8.44% which is below the OLG recommended benchmark.

### **Issues**

The outstanding rates and annual charges ratio as at 31 May 2016 is higher than the 10% benchmark proposed by the OLG at 13.20%. The overall outstanding charges ratio as at 31 May 2016 is 13.75%. This slight increase can be attributed to the 4<sup>th</sup> Instalment falling due at the end of May.

As at 1 July 2015 Council introduced a system that allows Ratepayers the ability to receive and pay their rate notices online, to date 174 ratepayers are utilising this system.

### **Options**

For Council Information

### **Financial Considerations**

A high arrears balance affects Council's cash flow, and represents monies outstanding that Council could be gaining a return on if invested in a term deposit.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

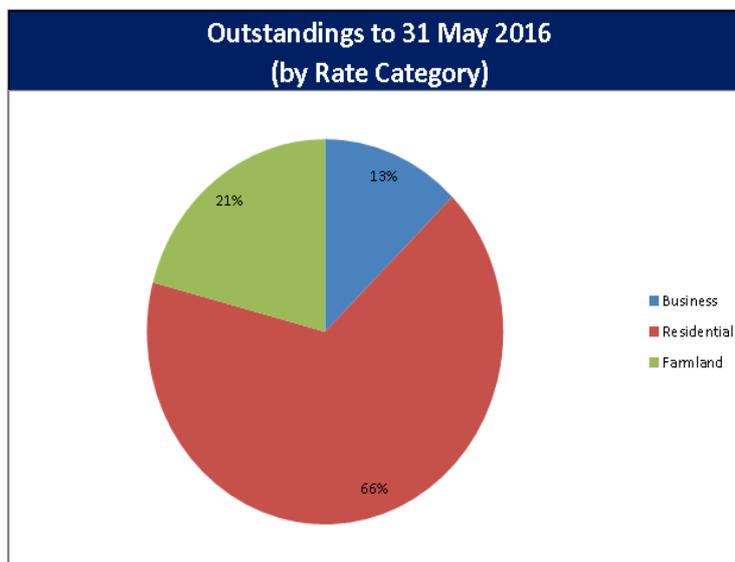
RATE/CHARGE TYPE	RATE ARREARS 2014/15	2015/16 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2015/16	COLLECTION % 2015/16	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	625,471	7,585,971	(167,958)	(13,751)	42,206	42,459	8,114,398	(7,161,604)	952,794	88.26%	952,794	11.74%
Water	198,238	1,341,375	(73,348)	(1,065)	12,739	-	1,477,939	(1,209,869)	268,070	81.86%	268,070	18.14%
Sewerage	67,107	1,027,790	(52,755)	(163)	5,180	-	1,047,159	(914,293)	132,866	87.31%	132,866	12.69%
Trade Waste	-	8,075	-	-	14	-	8,089	(7,494)	595	92.64%	595	7.36%
Garbage	220,480	1,895,935	(110,372)	(1,680)	14,480	-	2,018,843	(1,701,792)	317,051	84.30%	317,052	15.70%
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>1,111,296</b>	<b>11,859,146</b>	<b>(404,433)</b>	<b>(16,659)</b>	<b>74,619</b>	<b>42,459</b>	<b>12,666,428</b>	<b>(10,995,052)</b>	<b>1,671,376</b>	<b>86.80%</b>	<b>1,671,377</b>	<b>13.20%</b>
Sewer Access (Water Billing)	188,605	207,125	-	1,842	4,460	-	402,032	(267,412)	134,620	66.52%	71,452	17.77%
Water Consumption	755,650	1,330,922	-	1,199	25,321	6,735	2,119,827	(1,672,778)	447,049	78.91%	351,211	16.57%
Sewer Consumption	49,044	86,863	-	(2,641)	780	-	134,046	(119,779)	14,267	89.36%	14,788	11.03%
Trade Waste	-	15,678	-	(86)	25	-	15,617	(14,767)	850	94.56%	850	5.44%
<b>TOTAL WATER SUPPLY SERVICES</b>	<b>993,299</b>	<b>1,640,588</b>	<b>-</b>	<b>314</b>	<b>30,586</b>	<b>6,735</b>	<b>2,671,522</b>	<b>(2,074,736)</b>	<b>596,786</b>	<b>77.66%</b>	<b>438,301</b>	<b>16.41%</b>
<b>GRAND TOTAL</b>	<b>2,104,595</b>	<b>13,499,734</b>	<b>(404,433)</b>	<b>(16,345)</b>	<b>105,205</b>	<b>49,194</b>	<b>15,337,950</b>	<b>(13,069,788)</b>	<b>2,268,162</b>	<b>85.21%</b>	<b>2,109,678</b>	<b>13.75%</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

Analysis by Council staff has indicated that of the rates and annual charges outstanding amount, 66% relates to residential properties, while 21% relates to farmland and 13% to business.

See graph to the right, and table of outstanding balances by rate group and rate/charge type below for further details.



Rates Type	Rates levy				Water levy				Grand Total
	General	Domestic Waste	Water Access	Trade Waste	Sewer Access	Water Usage	Sewer Usage	Trade Waste	
<b>Business</b>	109,405	43,633	22,624	595	27,403	47,432	14,788	850	266,730
<b>Residential</b>	409,733	266,865	245,446	-	176,915	303,779	-	-	1,402,738
<b>Farmland</b>	433,656	6,554	-	-	-	-	-	-	440,210
<b>Total</b>	<b>952,794</b>	<b>317,052</b>	<b>268,070</b>	<b>595</b>	<b>204,318</b>	<b>351,211</b>	<b>14,788</b>	<b>850</b>	<b>2,109,678</b>

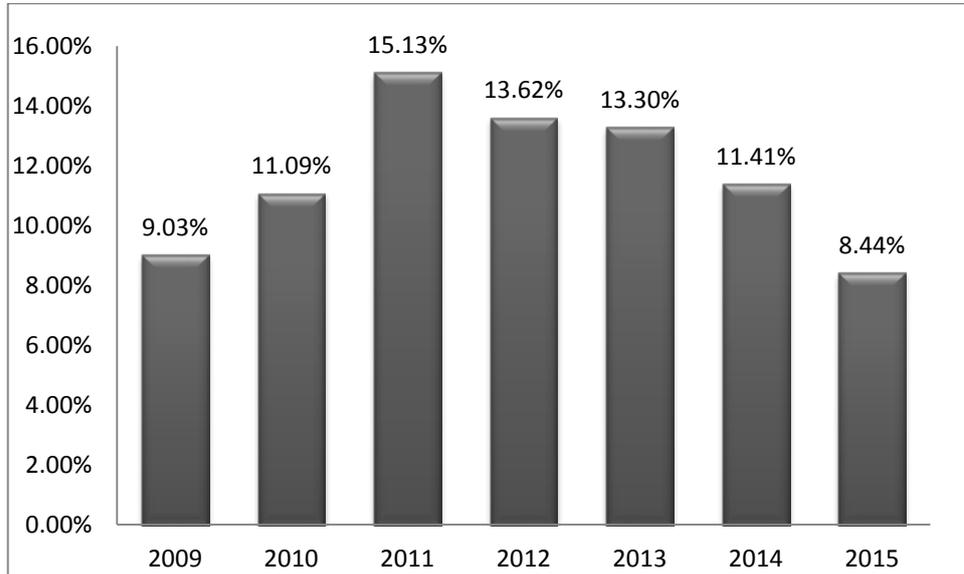
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact Council requesting an arrangement.

Council's historical debt recovery performance as measured by the rates and charges outstanding ratio is detailed in the graph below.

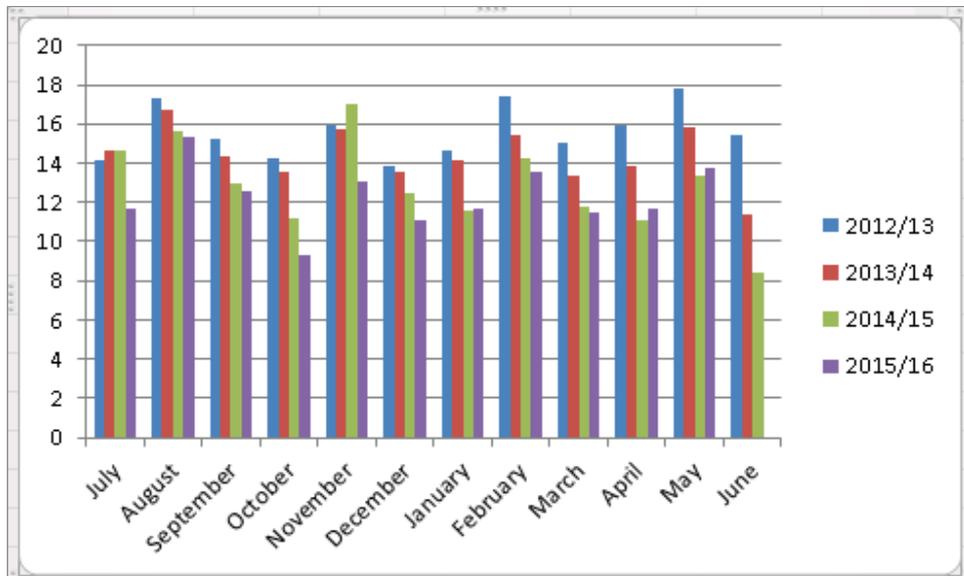
# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

**Graph 1: Ratio by Year**



**Graph 2: Ratio Month by Month**



### **RECOMMENDATION**

For Council's information.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### Item 20 Montague Bridge on Lewis Lane

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Road Operations
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Public Infrastructure & Services
<b>Priority:</b>	P13 Roads throughout the Shire are safe, well-maintained and appropriately funded.

---

### **Purpose**

The purpose of this report is to respond to a resolution by Council in respect of upgrading Lewis Lane and to provide Council with results of preliminary investigation into the project.

### **Background**

Lewis Lane intersects the Golden Highway approximately 3.5km east of Dunedoo. The Lane runs in a north south direction, it crosses the Talbragar River and it intersects with Lawson Park Road approximately 3.8km from the intersection of Lawson Park Road and Digilah Road.

The length of Lewis Lane is 3.4km. The length of Lewis Lane between the Talbragar River and the Golden Highway, which is on the southern side of the river, is 2.4km. The length of Lewis Lane on the northern side of the river that is between the river and Lawson Park Road is 1.0km. The first 1.0km off the Golden Highway is formed and surfaced with road base. The remaining 1.4km section on the southern side of the Talbragar River is partially formed, however there is no road base surfacing. Lewis Lane on the northern side of the river is not formed or constructed at all.

The river crossing of Talbragar River is a low level timber bridge which is thought to have been constructed in 1936. The bridge is a two span bridge, with an overall length of 15.6metres and a width of 5.4metres and a height above river bed of 1.2metres. Water flowing over the bridge has washed away a section of the southern approach to the bridge.

There are three different property owners adjoining Lewis Lane. On the southern side of the Talbragar River the land adjoining the Lane on both sides is owned by one property owner. The properties east and west of Lewis Lane on the northern side of the river have different owners.

Lewis Lane is not currently being used as a through road between Lawson Park Road and the Golden Highway and it is not known when the road was last used as a through road. The detour around Lewis Lane is via Lawson Park Road, Digilah Road and the Golden Highway, which is a distance of 10.4km.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

A map showing the location of Lewis Lane and the location of the bridge is provided in attachment 1.0.

### **Issues**

Travel along the full length of Lewis Lane is currently not physically possible due to the condition of the bridge and the fact that the road is unformed and constructed on the northern side of the river and is unformed and unconstructed on part of the southern side approach. Council will need to allocate funds to upgrade the bridge and form and construct Lewis Lane if reliable travel along the road becomes an objective of Council.

Council should consider the potential economic benefits of upgrading Lewis Lane before funds are committed to the project. The only apparent benefit of upgrading the road is a reduction in travel time between Lawson Park Road and the Golden Highway. If Lewis Lane was trafficable the travel time between Lawson Park Road and the Golden Highway will be reduced by an estimated 5.2 minutes. In terms of economic analysis, the dollar benefits of a reduction in travel time are more significant if travel times for freight are reduced. To quantify the dollar benefits of upgrading Lewis Lane, an estimate of the number of potential freight movements along the road will need to be made.

If freight movements are used to assess the economic merit of upgrading Lewis Lane, then the cost of upgrading the road to allow freight movements must be undertaken. In particular the cost of upgrading the bridge to carry trucks must be made.

The cost of upgrading Lewis Lane on both the northern and southern side to carry trucks must also be made in order to consider economic merits of the proposal. Any upgrading the road must consider the impact that road construction may have on overland stormwater and flood flows. There are a number of low lying waterway crossings of the Lewis Lane corridor, particularly on the northern side of the river, and changes in the height of the ground at Lewis Lane could significantly impact on flood flow direction and velocity.

An assessment of work required to upgrade the bridge has been undertaken. The work involves replacing several timber components of the bridge and construction of a new deck. Until the work is completed it is not possible to obtain a definitive capacity rating of the renewed bridge.

### **Options**

Council has discretion in this matter and Council may wish to pursue any of the following options;

- Undertake further studies to determine benefits of the upgrading the bridge and laneway. Such studies will involve estimation of freight movements along the road and estimation of dollar travel time savings that may be applicable. Also, further studies will assess potential changes in overland flood flows, if road drainage structures are installed, and also the costs of road construction. Whilst further investigations are being undertaken the road and access across the bridge is closed.
- Upgrade the timber bridge only. Upgrading the bridge will allow travel by light vehicles and possibly some trucks. However access to the bridge will only be physically possible during dry times due to the clayey soil on the approach roads.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

- Remove the timber bridge altogether. Removal of the bridge and closing physical access across the river will remove Council's exposure to liability if injury or property damage occurs whilst using the road.

Council should consider the merits of any proposed upgrade project for Lewis Lane and rank the merits against the many other waterway crossing and road upgrade projects on Council list of future works.

Council may wish to continue to collect more data and undertake further preconstruction planning and use this information to make a submission for the funding under the next round of the NSW Government's Fixing Country Roads programme.

Council may wish to commit to removing debris that has built up on the upstream side of Montague bridge, to reduce the risk of further erosion of the river bank and road approaches. Removal of debris requires application to the Department of Primary Industries Fisheries section for a dredging and reclamation permit.

### **Financial Considerations**

There is no budget allocation for either renewal of the timber bridge or upgrading the road surface on Lewis Lane. Council may wish to consider changing allocations to any of the road projects in 2016/17 in order to fund works on Lewis Lane.

The cost of forming the road and placing gravel on the surface of the road in Lewis Lane is estimated to be \$170,000. There is no allowance in this estimate for drainage structures such as pipes and sealed causeways.

The cost to renew the timber bridge is estimated to be \$80,000. This cost is based on assumptions about timber condition in some of the piers and upon assumptions about achievement of load carrying capacity required in the renewed bridge.

For a project to be economical viable in terms of dollars benefits exceeding costs, the project must have a BCR greater than 1.0. A preliminary estimate of the dollar benefits of upgrading Lewis Lane indicates that a Benefit Cost Ratio (BCR) of 1.2 may be achieved if there are at least two(2) truck movements along Lewis Lane every day of the year. Upgrading Lewis Lane will also increase the cost of maintaining Council's rural road network by an estimated \$2,000 per year. Council may wish to obtain more data on expected usage of Lewis Lane and more data on expected costs before committing funds to the project.

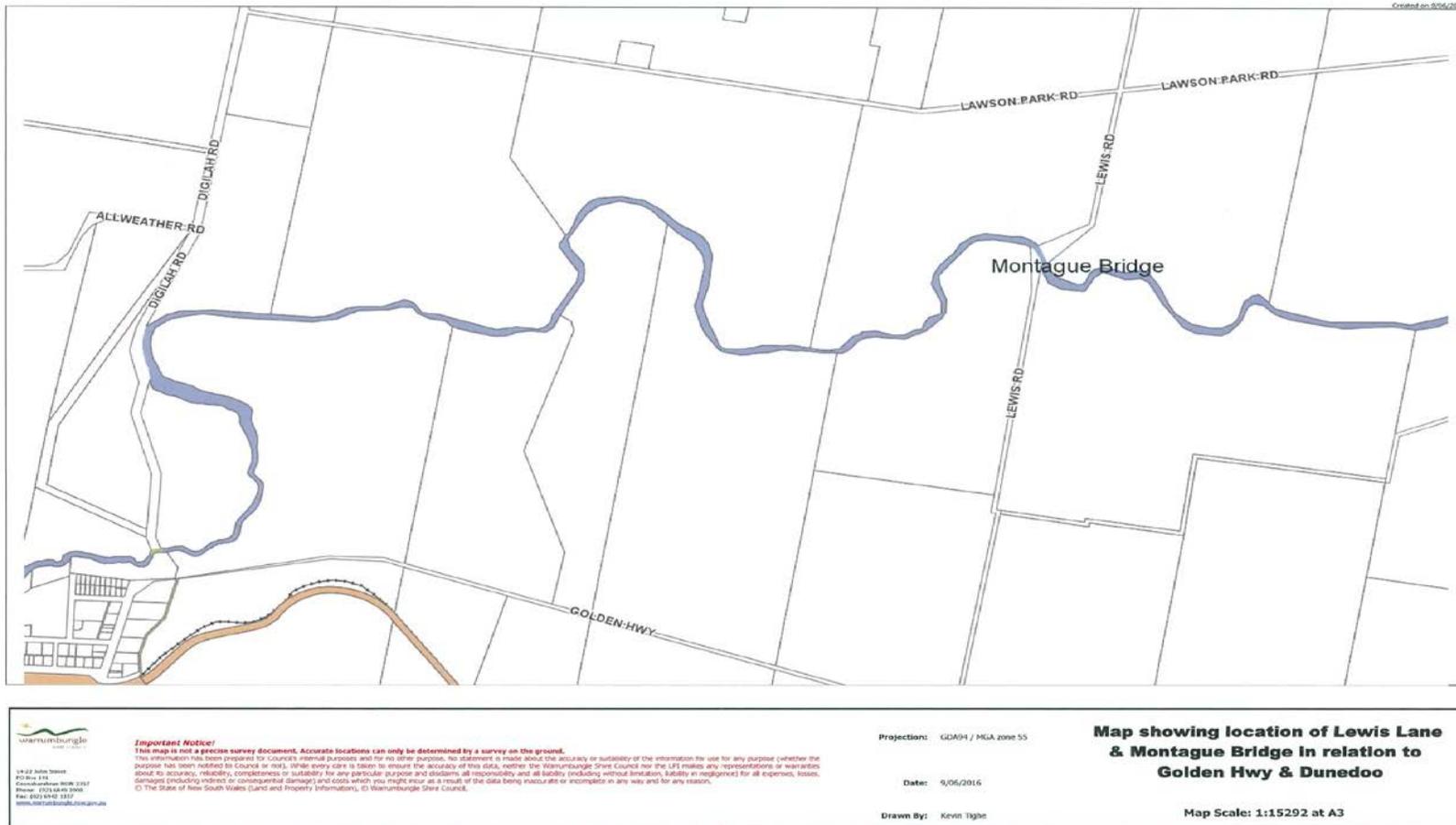
### **RECOMMENDATION**

1. That application is made for funding to upgrade Lewis Lane and Montague Bridge under the next round of Fixing Country Roads program. In the meantime, no upgrade or renewal works are undertaken and further investigation is made to more accurately determine costs and benefits of the project.
2. That existing debris built up against Montague Bridge on Lewis Lane is removed subject to approval from Department of Primary Industries Fisheries section.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

Attachment 1.0 – Map showing location of Lewis Lane & Montague Bridge



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Item 21 Crown Road adjoining the properties Glenshea & Pinehurst**

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Technical Services Management
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Public Infrastructure & Services
<b>Priority:</b>	P15 Council manages its assets and infrastructure to meet the agreed service levels.

---

### **Reason for Report**

The purpose of this report is to respond to a Council request for background information on Council's involvement in a Crown Road closure proposal near the properties 'Glenshea' and 'Pinehurst' on Cobbora Road.

### **Background**

The Crown Road is located between the properties of Pinehurst and Glenshea and intersects with Cobbora Road approximately 7.5km south of the Castlereagh Highway. The length of the Crown road is approximately 450 metres. A map showing the Crown Road and relevant properties is provided in attachment 1.0.

Council has considered several submissions in relation to this Crown Road, the first being on the 16<sup>th</sup> October 2008. The issues have generally related to provision of legal and practical access for the property Wongalee.

A chronology of events & outcomes is provided in attachment 2.0.

### **Issues**

The current issue appears to relate to an opinion that Council provided to Crown Lands on the 14<sup>th</sup> February 2014. The opinion by Council was in response to a number of options being considered by Crown Lands for provision of legal and practical access for the properties 'Wongalee' & 'Pinehurst'. A copy of the opinion by Council has been forwarded to Councillors under separate confidential enclosure.

Glenshea is concerned that the opinion provided to Crown Lands is contrary to Council's general position of not supporting closure of public roads.

It appears that Crown Lands is going to close the Crown Land to enable Wongalee & Pinehurst legal and practical access via an easement or right of carriageway over the corridor. Glenshea appears to object to this situation for reasons that are unclear.

### **Options**

Council has very limited discretion in this matter as the road is under the jurisdiction of the Crown.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Financial Considerations**

Nil.

### **RECOMMENDATION**

That Council take no further action in relation to the Crown Road that adjoins the properties Glenshea and Pinehurst and intersects with Cobbora Road.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

Attachment 1.0 – Map showing location of Crown Road and adjoining properties off Cobbora Road.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

### **Attachment 2.0 – Chronology of events & outcomes.**

<b>Date</b>	<b>Event</b>
16 October 2008	Business Paper Report – Request to Council by Wongalee to undertake works on the Crown Road. Enclosure A
16 August 2012	Business Paper Report – Application to close Crown Road refused by Council. Enclosure B
16 September 2013	Notice from Trade & Investment of an application from the owner of Glenshea to close the Crown Road. Enclosure C
17 September 2013	Ph Call from/to Trade & Investment – regarding Crown Road closure application.
23 Sept 2013	Ph Call from Glenshea, regarding a map showing the Crown Road as a Council road – displayed at Dunedoo depot.
8 Oct 2013	Ph Call from Glenshea, more on map showing road marked as 'Pinegrove Rd'. Glenshea is preparing a submission. Glenshea advised that the map was incorrect.
23 Oct 2013	Ph Call from Crown Lands advising that objections received to application by Glenshea to close Crown Road.
6 Feb 2014	Ph Call from Glenshea who indicated that he was encouraged to lodge a road closure application by local officers from Trade & Investment (Crown Lands).
13 February 2014	Ph Call from Crown Lands regarding options for way forward.
13 February 2014	Email from Trade & Investment (Crown Lands) seeking Council opinion on a range of options. Enclosure D.
17 February 2014	Response from Council to Trade & Investment. Enclosure E.
31 March 2014	Email to Glenshea regarding Council's response 17 February 2014. Enclosure F.
1 April 2014	Email response from Glenshea. Enclosure G.
18 June 2015	The owner of Glenshea addressed Council expressing severe disappointment with Council's decision on the 17 February 2014. Even though Glenshea lodged an application to close the Crown Road, he is critical of Council for allowing it to be closed.
15 April 2016	Letter from Glenshea critical of Council's apparent involvement in closing the Crown Road. No reason provided on why Glenshea now wants the road left as Crown Road other than it closing it appears to contradict Council's position on public road closures. Enclosure H.
Note; Enclosures have been forwarded to Councillors under separate confidential cover.	

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Item 22 2015/16 Technical Services Works Program – Road Operations, Urban Services & Water Services**

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Road Operations & Urban Services
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Public Infrastructure & Services
<b>Priority:</b>	P13 Road networks throughout the Shire need to be safe, well maintained and adequately funded.

---

#### **Reason for Report**

The works program for the technical services division of Council for 2015/16 is presented for information.

#### **Background**

The 2015/16 works program including expenditure until the end of May 2016 for all projects in Technical Services is presented in attachment 1.0. The report includes some of the significant projects commenced in 2014/15 that are ongoing.

Attachment 2.0 contains a list of unsealed roads scheduled for maintenance grading over the next two months. Attachment 2.0 now also contains a list of roads which have been the subject of a maintenance request over the last month.

#### **Issues**

The works program presented in attachment 1.0 contains draft finish dates for each project.

#### **Options**

Council has discretion in relation to the capital works program and the works program in general. However, any changes must include consideration of funding sources, time requirements for pre construction activities, and impact on staff resources.

#### **Financial Considerations**

The works program in attachment 1.0 contains budget allocations and expenditure on the projects.

#### **RECOMMENDATION**

The 2015/16 works program presented in attachment 1.0 and attachment 2.0 is noted for information only.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

### Attachment 1.0 – Technical Services 2015/16 Works Program

Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
<b>Technical Services</b>	<b>Fri 25/11/16</b>	<b>18,580,310</b>	<b>11,341,949</b>	<b>75%</b>
<b>Asset &amp; Design Services</b>	<b>Tue 3/05/16</b>	<b>148,631</b>	<b>111,023</b>	<b>80%</b>
Survey equipment	Tue 3/05/16	12,337	12,337	100%
Eng design software	Thu 14/04/16	14,794	740	10%
Bike Plan	Wed 25/11/15	40,000	20,512	20%
Kerb blister, Edwards/John	Mon 9/11/15	43,592	44,136	100%
Shared path, Edwards	Thu 17/12/15	36,408	31,798	100%
<b>Road Safety Programme</b>	<b>Thu 14/01/16</b>	<b>1,500</b>	<b>1,500</b>	<b>0%</b>
Just Slow Down	Thu 14/01/16	1,500	1,500	100%
Free Cuppa for driver	Thu 14/01/16	0	0	0%
<b>Fleet Services</b>	<b>Fri 27/05/16</b>	<b>2,663,639</b>	<b>2,296,414</b>	<b>70%</b>
Minor plant purchases	Fri 27/05/16	7,662	0	0%
Shed at Coolah depot	Fri 4/03/16	10,000	14,830	30%
Coona Workshop	Tue 22/03/16	25,000	0	0%
Dunedoo depot underground storage	Fri 25/09/15	81,131	81,131	100%
Plant & equipment purchases	Fri 27/05/16	2,539,846	2,200,453	80%
<b>Road Operations</b>	<b>Thu 30/06/16</b>	<b>11,155,578</b>	<b>7,404,950</b>	<b>25%</b>
<b>RMS Work Orders</b>	<b>Fri 29/04/16</b>	<b>1,900,000</b>	<b>1,126,467</b>	<b>80%</b>
Works orders	Fri 29/04/16	1,900,000	1,126,467	80%
<b>Local Roads</b>	<b>Thu 30/06/16</b>	<b>5,861,439</b>	<b>3,815,946</b>	<b>0%</b>
<b>Local Roads reseals</b>	<b>Thu 31/03/16</b>	<b>428,116</b>	<b>165,696</b>	<b>100%</b>
Bugaldie Goorianawa Rd	Thu 31/03/16	42,400	0	0%
Cooks Rd	Thu 31/03/16	26,951	0	0%
Coolah Crk Rd	Thu 31/03/16	13,765	13,765	100%
Digilah East Rd	Thu 31/03/16	30,000	16,730	100%
Spring Ridge Rd	Thu 19/11/15	30,000	3,434	10%
Sir Ivan Dohety Rd	Thu 31/03/16	30,000	14,141	100%
Kanoona Rd	Thu 31/03/16	30,000	18,219	100%
Lawson Park Rd	Thu 31/03/16	30,000	17,594	100%
Premer Tambar Springs Rd *	Thu 31/03/16	60,000	8,065	100%
Maranoa Rd	Thu 31/03/16	35,000	18,824	100%
Sansons Lane	Thu 31/03/16	30,000	15,080	100%
Box Ridge Rd	Thu 31/03/16	70,000	39,844	100%
<b>Local Roads bridges</b>	<b>Thu 30/06/16</b>	<b>3,461,044</b>	<b>2,618,955</b>	<b>80%</b>
Coonagoony bridge	Tue 12/04/16	261,000	132	5%
Orana Road bridge	Wed 23/03/16	626,356	488,430	100%
Ross Crossing bridge	Thu 30/06/16	698,855	186,217	90%
Worrigal Creek bridge(1)	Fri 28/08/15	312,908	363,773	100%
Baradine Creek bridge	Fri 27/11/15	967,000	985,671	100%
Kenebri bridge	Fri 29/01/16	594,925	594,732	100%
<b>Local Road pavements</b>	<b>Wed 29/06/16</b>	<b>1,009,551</b>	<b>488,101</b>	<b>60%</b>
Box Ridge Rd causeway rehab.	Wed 29/06/16	52,500	0	0%
Bugaldie/Goorianawa Rd rehab.	Fri 18/12/15	160,000	13,637	2%
Coolah Ck Rd rehab.	Fri 18/12/15	133,384	133,384	100%
Intersection Digilah/Lockerbie, pipes	Wed 29/06/16	60,000	36,394	0%
Mitchell Springs Rd, erosion control	Fri 29/01/16	16,210	16,210	100%
Neilrex Rd pavement rehab.	Fri 18/12/15	587,457	288,476	60%

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
<b>Local Roads Gravel Resheeting</b>	<b>Fri 24/06/16</b>	<b>962,728</b>	<b>543,194</b>	60%
Box Ridge Rd	Fri 30/10/15	120,000	26,166	10%
Mitchell Springs Rd	Fri 27/11/15	110,000	115,818	100%
Sansons Lane	Fri 27/11/15	55,000	53,758	100%
Uliman Rd	Fri 27/11/15	50,000	9,352	10%
Yuggel Rd	Fri 27/11/15	100,000	25,911	10%
Baradine Showground	Fri 25/09/15	35,000	26,391	75%
Barwon	Fri 25/09/15	30,000	33,917	100%
Narrawa (south)	Fri 25/09/15	60,000	1,728	50%
Orana Rd	Fri 28/08/15	75,000	41,300	60%
Boomley Rd	Fri 27/11/15	150,000	90,196	80%
Merryula Rd	Fri 24/06/16	90,000	85,666	100%
Toorawandi Rd	Fri 24/06/16	40,000	32,991	100%
Carmel Ln	Fri 24/06/16	47,728	0	0%
<b>Regional Roads</b>	<b>Fri 24/06/16</b>	<b>3,394,139</b>	<b>2,462,537</b>	75%
<b>Regional Roads reseals</b>	<b>Thu 31/03/16</b>	<b>374,989</b>	<b>267,179</b>	100%
MR 129 Segs; 255,270,290,295,300*	Thu 31/03/16	292,315	184,505	100%
MR396 Segs; 1470,1580	Thu 31/03/16	82,674	82,674	100%
<b>Pavement Rehab</b>	<b>Fri 26/02/16</b>	<b>1,419,000</b>	<b>984,039</b>	0%
Black Stump Way rehab.	Wed 20/01/16	900,000	955,438	100%
Baradine Rd shlder widening	Fri 26/02/16	169,000	28,601	10%
Timor Rd - Shlder Rehabilitation	Fri 24/06/16	350,000	0	0%
<b>Black Spot programme</b>	<b>Thu 5/05/16</b>	<b>1,074,000</b>	<b>716,783</b>	0%
Black Stump Way, Sth Tambar shlder	Thu 22/10/15	239,000	252,279	100%
Black Stump Way, Sth Coolah, shlder	Wed 2/12/15	335,000	116,288	80%
Baradine Rd, shlder, guardrail	Thu 5/05/16	500,000	348,216	75%
<b>Regional Road Bridges</b>	<b>Fri 24/06/16</b>	<b>526,150</b>	<b>494,536</b>	0%
Mow Creek bridge	Fri 11/09/15	526,150	494,536	100%
<b>Urban Services</b>	<b>Fri 24/06/16</b>	<b>1,692,957</b>	<b>867,427</b>	80%
<b>Ovals</b>	<b>Fri 18/03/16</b>	<b>95,000</b>	<b>39,015</b>	80%
Canteen - Baradine Oval	Fri 18/03/16	70,000	36,000	70%
Sporting precinct master plan	Fri 26/02/16	25,000	0	0%
Netball Courts - Coonabarabran	Fri 25/09/15	0	3,015	0%
<b>Swimming Pools</b>	<b>Fri 27/05/16</b>	<b>77,000</b>	<b>38,162</b>	40%
<b>Baradine</b>	<b>Fri 13/11/15</b>	<b>12,500</b>	<b>4,210</b>	0%
Renewal of pool lights	Fri 13/11/15	12,000	3,940	30%
Renewal of signs	Fri 25/09/15	500	270	100%
<b>Binnaway</b>	<b>Fri 27/05/16</b>	<b>20,500</b>	<b>17,887</b>	0%
Pump Room rehab	Fri 27/05/16	5,000	4,191	100%
Renewal of signs	Fri 25/09/15	500	416	100%
Shade structure	Fri 25/09/15	15,000	13,280	0%
<b>Coolah</b>	<b>Fri 25/09/15</b>	<b>500</b>	<b>274</b>	0%
Renewal of signs	Fri 25/09/15	500	274	100%
<b>Coonabarabran</b>	<b>Fri 25/09/15</b>	<b>25,500</b>	<b>1,141</b>	0%
renewal of signs	Fri 25/09/15	500	274	100%
Hot water installation	Fri 25/09/15	13,000	47	0%
renewals	Fri 25/09/15	12,000	820	5%
<b>Dunedoo</b>	<b>Fri 25/09/15</b>	<b>12,500</b>	<b>12,003</b>	0%

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
Replace filter media	Fri 25/09/15	12,000	11,729	100%
renewal of signs	Fri 25/09/15	500	274	100%
<b>Mendooran</b>	<b>Fri 27/05/16</b>	<b>5,500</b>	<b>2,647</b>	0%
renewal of pumps	Fri 27/05/16	5,000	2,231	100%
renewal of signs	Fri 25/09/15	500	416	100%
<b>Town Streets</b>	<b>Fri 24/06/16</b>	<b>1,520,957</b>	<b>790,250</b>	40%
<b>Baradine</b>	<b>Fri 24/06/16</b>	<b>235,138</b>	<b>53,316</b>	80%
Progress Ass'n - gardens	Fri 28/08/15	5,000	5,000	100%
Flood levee	Fri 24/06/16	200,038	37,261	100%
New garbage bins	Fri 25/09/15	2,000	2,045	100%
Street reseals*	Mon 11/04/16	18,100	5,494	100%
Footpath rehab	Fri 29/04/16	10,000	3,516	50%
<b>Binnaway</b>	<b>Fri 29/01/16</b>	<b>131,950</b>	<b>86,580</b>	80%
Railway Street K&G	Mon 3/08/15	90,750	55,607	100%
Progress Ass'n - gardens	Fri 28/08/15	5,000	5,000	0%
Drainage pipe renewal, Renshaw	Fri 25/09/15	10,000	5,737	100%
Street reseals	Mon 11/04/16	16,200	10,590	100%
Street light	Fri 29/01/16	10,000	9,646	100%
<b>Coolah</b>	<b>Fri 22/04/16</b>	<b>496,902</b>	<b>291,060</b>	70%
Booyamurra St rehab	Fri 11/09/15	341,002	216,012	75%
Cycleway extension	Mon 11/04/16	106,000	49,935	80%
Street Light	Fri 30/10/15	8,000	748	5%
Street reseals	Mon 11/04/16	26,900	24,365	100%
Footpath rehab	Fri 22/04/16	15,000	0	0%
<b>Coonabarabran</b>	<b>Fri 29/04/16</b>	<b>585,136</b>	<b>300,470</b>	70%
Cycleway underpass, bridge	Fri 18/12/15	100,000	77,544	95%
Kerb blister, John/Cassilis	Fri 27/11/15	45,000	228	5%
Cycleway, north of bridge	Fri 26/02/16	160,000	98,131	80%
Footpath rehab, Dalgarno	Fri 29/04/16	20,000	4,278	100%
Pave rehab, Dalgarno St West	Fri 28/08/15	20,000	673	0%
John St. K&G rehab	Wed 26/08/15	83,329	30,219	60%
Nandi Park/Timor Rock toilet	Fri 25/09/15	10,607	4,760	50%
Street reseals*	Mon 11/04/16	86,200	14,023	100%
Shared path, Cooinda	Fri 31/07/15	60,000	70,614	100%
<b>Dunedoo</b>	<b>Fri 27/05/16</b>	<b>39,200</b>	<b>37,850</b>	90%
Footpath rehab	Fri 27/05/16	10,000	13,498	100%
Street reseals	Mon 11/04/16	24,200	24,352	100%
Wallaroo drain. Design	Fri 26/02/16	5,000	0	0%
<b>Mendooran</b>	<b>Fri 29/04/16</b>	<b>32,631</b>	<b>20,974</b>	90%
Footpath rehab.	Fri 29/04/16	10,000	0	0%
Street reseals*	Mon 11/04/16	16,200	7,229	100%
Mendooran Park Toilets	Fri 25/09/15	22,631	20,974	100%
<b>Warrumbungle Water</b>	<b>Fri 25/11/16</b>	<b>2,632,949</b>	<b>539,790</b>	70%
<b>Baradine</b>	<b>Fri 24/06/16</b>	<b>105,944</b>	<b>92,274</b>	50%
Meter replacements	Fri 24/06/16	5,944	6,055	100%
Renewal of treatment plant clarifier	Fri 27/05/16	100,000	86,219	15%
<b>Binnaway</b>	<b>Fri 25/11/16</b>	<b>494,000</b>	<b>15,532</b>	25%
Meter replacements	Fri 24/06/16	5,000	0	0%

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
Renewals water treatment plant	Fri 29/04/16	14,000	5,964	40%
Back up bore	Fri 25/11/16	475,000	9,568	20%
<b>Coolah</b>	<b>Fri 25/11/16</b>	<b>490,200</b>	<b>32,479</b>	25%
Mains extension - removal of dead ends	Thu 24/12/15	40,000	21,740	80%
Meter replacements	Fri 24/06/16	5,000	0	0%
Back up bore	Fri 25/11/16	445,200	10,739	15%
<b>Coonabarabran</b>	<b>Fri 25/11/16</b>	<b>902,906</b>	<b>194,465</b>	20%
meter replacements	Fri 24/06/16	10,000	8,259	70%
Main replacement	Fri 24/06/16	0	8,632	0%
Tools	Fri 24/06/16	3,000	1,356	50%
Water Treatment Plant - pumps	Fri 24/06/16	6,000	2,052	100%
Main extension - Jubilee Street	Fri 30/10/15	66,051	45,450	80%
Mains extension - removal of dead ends	Thu 24/12/15		5,652	0%
Raising Timor Dam wall - study	Fri 25/11/16	600,000	62,015	50%
Timor Dam - Fence repairs	Fri 26/11/15	197,855	46,594	30%
Telemetry upgrade - design	Fri 25/03/16	20,000	14,455	100%
<b>Dunedoo</b>	<b>Fri 24/06/16</b>	<b>217,299</b>	<b>192,476</b>	100%
Tools	Fri 24/06/16	3,000	0	0%
Evans Street - new main	Thu 24/12/15	34,299	34,299	100%
Bullinda Street, reservoir roof	Fri 25/03/16	180,000	158,177	100%
<b>Mendooran</b>	<b>Fri 25/11/16</b>	<b>422,600</b>	<b>12,564</b>	25%
meter replacements	Fri 24/06/16	5,000	2,996	100%
Back up bore	Fri 25/11/16	417,600	9,568	15%
<b>Warrumbungle Sewer</b>	<b>Fri 24/06/16</b>	<b>286,556</b>	<b>122,345</b>	75%
<b>Baradine</b>	<b>Fri 24/06/16</b>	<b>41,191</b>	<b>36,951</b>	90%
Treatment plant component renewal	Fri 24/06/16	10,000	5,760	50%
Pump station odour bed	Fri 25/09/15	31,191	31,191	100%
<b>Coolah</b>	<b>Fri 26/02/16</b>	<b>85,000</b>	<b>25,372</b>	80%
STP renewal	Fri 25/09/15	22,635	22,635	100%
Mains relining	Fri 24/06/16	50,000	0	50%
Grit chamber investigation	Fri 24/06/16	7,365	0	0%
RV dump site	Fri 25/09/15	5,000	2,737	0%
<b>Coonabarabran</b>	<b>Fri 24/06/16</b>	<b>106,225</b>	<b>5,882</b>	5%
Mains relining	Fri 26/02/16	70,000	0	0%
Tools - sewer rods	Fri 24/06/16	3,000	611	0%
Pump station renewal	Fri 26/02/16	33,225	5,271	20%
<b>Dunedoo</b>	<b>Fri 26/02/16</b>	<b>54,140</b>	<b>54,140</b>	100%
Dunedoo STP - renewal of aerator	<b>Fri 25/09/15</b>	54,140	54,140	100%

Notes

\* Awaiting invoices from sealing Contractor

### Attachment 2.0

Completed maintenance grading, year to date.

Road Name	Category	Length	Road Name	Category	Length
Angus	2	8.8	Lawson Park	1	1.2
Avonside East/North	1	4.2	Leaders	2	20.5
Avonside West	2	5.4	Lewis	2	1.2

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

Road Name	Category	Length	Road Name	Category	Length
Baradine Aerodrome	3	0.5	Madigan	3	2.9
Barwon	3	2	Major Mitchell	2	1
Beers	3	0.8	Marona	2	1.3
Bellings	2	3	Masman	3	4.6
Beni Crossing	1	5.5	Merebene	3	1.7
Bimbadeen	3	1.2	Merryula	2	8.7
Boogadah	3	4.21	Mia Mia	2	9.3
Boomley	1	26.2	Mia Mia	2	3
Borah Creek	2	5.8	Miangulliah	2	4.8
Box Ridge	1	11.5	Minemoorang	3	6.5
Brooklyn	1	4.1	Mitchell Spring	1	39.1
Brooks	1	16	Monks	2	1
Bullinda	3	2.6	Morrisseys	1	4.7
Bungabah	3	3.9	Mowrock	3	4.8
Caigain	3	8.1	Mt Hope	1	18.1
Caledonia	1	11.4	Munns	1	14
Carmel Lane	1	2.4	Napier	1	5.5
Cobbora	1	17.9	Narrawa South	3	5.2
Collier	2	2.5	Neilrex	1	7
Creek	3	0.5	Newbank	2	6.1
Cumberdeen	2	3	North IPine Ridge	1	7.5
Cumbil	2	10.3	Oakdale	3	1.7
Dandry	1	11.5	Old Baradine	3	3
Dapper	2	15	Pandora	3	2.5
Dennykymine	1	6.4	Patrick	2	6.3
Digilah	1	8	Pibbon	2	14.7
Dinby	1	3.5	Pine Ridge	1	4
Eagleview	3	1	River	1	9.5
Eastburn	3	2	Ropers	1	10.7
Eckroyds	3	3.5	Salaks	2	8
Fairfield	1	1.4	Sandy Creek	2	21.5
Farifield	1	7.3	Sansons Lane	2	3.3
Finlays	3	14.8	Sherbrooke	3	2
Girragulang	2	1	State Forest		10
Girragulang	2	1.1	Table Top	3	4
Gollan	1	1.3	Tibuc	3	2
Goolma	1	3.2	Tonniges	3	0.5
Guinema	1	30.4	Toorawenah	3	4.8
Guinema Bugaldie	1	5.3	Ulungra	3	1.6
Gum Nut	3	1	Uphills	2	1.4
Hawkers	3	2	Upper Laheys Creek	3	16
Hawkins	3	1	Wattle Springs	2	5.5
Head	3	2	Wingabutta	2	3.3
Hotchkiss	2	2	Wongoni	2	5.2
Iona North	3	1.8	Yaminbah	2	9.8
Keech's	2	4.2	Yearinan	2	2.3
Kennedys	3	5			
Kurrajong North	2	1.5			

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Unsealed Road - Upcoming Grading Maintenance program**

Napier Lane  
Wyuna Road  
Werribee  
Galashiels  
Evans  
Dennykymine Road  
Forans Lane  
Wingabutta Road  
Cumbil Road  
Creenaunes Road

### **Maintenance requests received in the past month for unsealed roads**

Wardens Road  
Borambitty Road  
O'Neills Road  
Yearinan Station Road  
Bourke & Halls Road  
Tibuc Road

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Item 23 Stocktake Visitor Information Centre - November 2015 – May 2016**

<b>Division:</b>	Development Services
<b>Management Area:</b>	Tourism and Economic Development
<b>Author:</b>	Manager Economic Development & Tourism – Aileen Bell
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	G4 Council's governance and organisational Structure reflects the vision, directions and priorities outlined in the CSP

---

#### **Reason for Report**

On 16 May 2016, Financial Services with Visitor Information Centre staff undertook a stocktake of the saleable items stock held at the Coonabarabran Visitor Information Centre.

#### **Background**

Council conducts stocktakes in order to reconcile the physical sales of stock with what is recorded in Council's accounting records system. Stocktakes are an important internal control that ensures the accuracy of Council's stock records and also acts as a process for detecting and preventing fraud.

A disparity between Council's stock records in its financial systems and Council's stocktake results will mean that there has been a failure of either the system for physically controlling the stock or in the operations of recording the stock.

A retail operation such as the VIC will present a different set of issues to an internal stores/depot stock take and discrepancies between stock counts and the stock records may indicate a number of issues for the VIC. "Shrinkage" of stock may be due to lost or misplaced stock, stolen or broken stock or goods wrongly located in the store or shelves. Stocktakes ensure that any disparities are identified and can then be rectified.

#### **Issues**

Difficulties experienced and reported on in previous stock take reports related to the installation of the new cash register have continued and are being addressed when identified. This has included the timing of stock write offs as they occur – damaged and out of date stock; these are being entered onto the Stock Control of the register.

The VIC is dependent on the services of a team of volunteers who are rostered to work in the Centre on a weekly basis and they may incorrectly enter goods sold; they may use the wrong barcode or not know the correct procedures for certain transactions. This results in amazing variations in the stock levels and the requirement for staff at the VIC to clarify the anomalies.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

The actual count of stock presents issues which delay daily operations at the VIC; this required the Centre to be closed for the morning of the count because staff must address all stock control prior to end of day. The half day closure and the compliance of stock control impacts on the routine work and services of the VIC.

### Financial Considerations

The May Stocktake results are as follows:

Opening Stock Value (@20.11.2015)	\$16,484.67
Closing Stock Value (@ 16.05.2016)	\$18,115.03
Gross Sales/Revenue for period	\$24,960.20
Stock purchases for period	\$13,978.67
<b>Stocktake of 16.05.2016 indicates:</b>	
a GAIN of	\$265.34
and a LOSS of	\$387.49
<b>Resulting in a Variance of -\$122.15</b>	

The overall count of stock held resulted in a Nett Loss of \$122.15.

### RECOMMENDATION

That Council notes the results of the November 2015-May 2016 Stocktake at the Coonabarabran Visitor Information Centre and approves a nett stock write-off of \$122.15.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Item 24 Addendum to Land Use Strategy and Planning Proposal**

<b>Division:</b>	Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	Director Development Services – Leeanne Ryan
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority:</b>	RU1 Land use planning across the shire acknowledges the rural character of the area whilst encouraging ecologically sustainable development.

---

### **Reason for Report**

This report seeks a resolution for further investigation of proposed rezoning of land at Dunedoo for large lot residential purposes.

### **Background**

Council has been considering rezoning land owned by Cobbora Holdings Company at Dunedoo and resolved on 21 April 2016 to prepare a planning proposal for land in the vicinity of Avonside West Road and Spring Ridge Road which referred to rezoning specific land to small lot primary production. The intention was to allow for smaller holdings that could also be utilised for large lot residential.

### **Issues**

On 18 May 2016 an inspection was held of the land with Council's consultant Ian Sinclair of Edge Land Planning who has advised that it would be more appropriate to conduct a review of all land around Dunedoo to ensure that all land is assessed for its use for large lot residential lots.

Advice from the Department of Planning suggests that alternative sites should be provided as part of Land Use Strategy Addendum and Planning Proposal in conjunction with the Cobbora Holdings land. It was noted under the previous resolution that Council had not identified any other areas or options for possible rezoning to large lot residential to reinvigorate families to return to Dunedoo as a result of the buy-up of land by the NSW Government.

### **Options**

As proposed alternative options Council should carry out a preliminary assessment of land around Dunedoo to investigate the suitability for large lot residential lots. The Council will have to prepare an addendum to the Warrumbungle Shire Land Use Strategy as well as a planning proposal. These can both be done at the same time with the Addendum to the Land Use Strategy becoming the Planning Proposal.

### **Financial Considerations**

The preparation of the Planning Proposal and Land Use Strategy Addendum will occur in conjunction with the Cobbora Holdings land rezoning proposal. No additional costs are expected.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### **RECOMMENDATION**

That Council resolve to prepare an addendum to the Warrumbungle Shire Council Land Use Strategy to investigate land around Dunedoo for rural small lot living opportunities, and **FURTHERMORE**, that Council proceeds to prepare a Planning Proposal for the rezoning of large lot residential land in accordance with the review of the Land Use Strategy Addendum.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### Item 25 Compulsory Acquisition of Crown Road adjoining Lot 102 DP 1201929

<b>Division:</b>	Development Services
<b>Management Area:</b>	Property and Risk
<b>Author:</b>	Manager Property and Risk – Jennifer Parker
<b>CSP Key Focus Area:</b>	Local Economy
<b>Priority:</b>	LE 5 - The local production of any renewable energy or mining and extractive industries should provide economic benefits to the communities of the Shire

---

### Reason for Report

As part of the long term goal to expand the life of the Coonabarabran Quarry the Crown Road between Lot 1 Deposit 160692 and Lot 102 Deposit Plan 1201959 needs to be acquired.

### Background

Reference is made to a previous business paper regard the proposal to extend the operating life of Warrumbungle Quarry from June 2014. The land immediately adjacent the quarry, Lot 102 DP1201959 being a long narrow strip of land running in a north south direction. The width of the Lot is around 118 metres and the length of the Lot is around 1170metres. However within the Lot is a Crown Road reserve 20 metres wide immediately adjacent the eastern boundary of the quarry. If this Crown road can be purchased, it is then possible to incorporate the land in with Lot 102.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

Warrumbungle Shire Council has received correspondence from Department of Primary Industries, Lands, consenting to the acquisition proceeding under the provision of the Land Acquisition (Just Terms Compensation) Act 1991 (LAJTCA), Section 29(4);

### **29 Acquisition of Crown land**

- (1) *Land may be compulsorily acquired by an authority of the State under this Act even though it is Crown land.*
- (2) *If Crown land is subject to a dedication or reservation that (by virtue of any Act) cannot be removed except by an Act, that land may not be compulsorily acquired. However, this prohibition does not apply if the dedication or reservation is not affected by the compulsory acquisition of the land.*
- (3) *Nothing in this Act affects the acquisition by agreement of Crown land by an authority of the State.*
- (4) *The provisions of Division 1 (Pre-acquisition procedures) and Part 3 (Compensation for acquisition of land) do not apply to the compulsory acquisition of Crown land if the owners of the land have agreed on all relevant matters concerning the compulsory acquisition and the compensation (if any) to be paid for the acquisition.*

### **Issues**

Department of Primary Industries Lands consents to the acquisition proceeding under the provisions of the Land Acquisition (Just Terms Compensation) Act 1991 (LAJTCA) subject to:-

- Consent to acquire is valid for a period of 12 months from the date of their consent and as such the Notice of Acquisition must appear in the Government Gazette within this period;
- Should the acquisition not be finalised within 12 months from the date of this letter, Council will need to reapply for consent and additional administration fees may apply;
- Until such time as the acquisition has been finalised entry upon or use of the Crown land for any purpose will require the written consent of the Department;
- The amount of compensation payable will be that as defined in Section 55 of the LAJTCA and is to be determined by the Valuer General;
- The acquisition is to be completed in accordance with the Native Title Act 1993 and as such Council will need to make our own enquiries to ensure full compliance with the respective requirements;
- Any current Aboriginal Land Claims identified by the Department at the time of consent will be noted, however Council may wish to make your own enquiries with the Office of the Registrar, Aboriginal Land Rights Act 1983 (NSW) to ensure all current claims are identified and appropriately dealt with prior to the acquisition proceeding;

If Council agree, and have satisfied the above matters, a formal claim for compensation by the State of NSW under Section 39 of the LAJTCA will be made.

### **Options**

Council has the option of compulsory acquiring the crown road to expand the working life of the Warrumbungle Quarry.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 June 2016**

---

### **Financial Considerations**

The financial cost for the acquisition includes Legal Cost, surveying costs and the cost to acquire the land from Crown Lands.

The legal costs are estimated to be between \$3,000 and \$5,000 and the cost for the conveyancing is estimated to be \$2,300.

The final cost will include the Valuer Generals determination. It should be noted that based on the Valuer Generals value for the neighbouring property (Lot 102) cost for the land per hectare is \$1411, with the crown road being 2.371ha value is estimated at \$3,345 (this will be subject to market value at the time of the valuation).

The cost implications for the acquisition of this crown road will be approximately \$11,000.

### **RECOMMENDATION**

1. Council acquires the section of Crown Road adjacent to Lot 102 in DP 1201959 pursuant to the provisions of sections 186 and 187 of the Local Government Act 1993.
2. Once acquired the land be classified as Operational Land under the Local Government Act 1993.
3. Authority be granted to the General Manager to make the necessary application to the Minister for Local Government and to pay any compensation in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991.
4. Authority be granted to affix the Common Seal of the Council to any documentation required to effect acquisition of the land.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

### Item 26 Development Applications

**Division:** Development Services

**Management Area:** Regulatory Services

**Author:** PA to Director Development Services – Kelly Dewar

**CSP Key Focus Area:** Rural and Urban Development

**Priority / Strategy:** RU 4 – The attractiveness appearance and amenity of our towns and villages need to be improved

---

### Development Applications (i) Approved – May 2016

Complying Development (Set Criteria) Development Application (Specialised Conditions)	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA 15_2016	08/03/2016	09/05/2016	Sara Mary Fergusson & Todd Forrest Fergusson	13374 Golden Highway	Dunedoo	Single Storey Dwelling	40
DA 21_2016	04/04/2016	18/05/2016	Sianne Mavis Walkington	78 Worrigal Street	Baradine	Installation of manufactured dwelling	15
DA 22_2016	14/04/2016	16/05/2016	Douglas George Hurley	14355 Oxley Highway	Rocky Glenn	New Use of Land/Building	0

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 June 2016

---

DA 23_2016	22/04/2016	19/05/2016	Denise Joyce Peard	22A Bullinda Street	Binnaway	Change of use from Church to Residential	0
------------	------------	------------	--------------------	---------------------	----------	--	---

**\*Development from the January 2013 Wambelong Bushfires**

### **RECOMMENDATION**

That Council note the Applications and Certificates Approved, during May 2016, under Delegated Authority.