



# **Warrumbungle Shire Council**

## **Council meeting**

**Thursday, 16 February 2017**

**to be held at the Council Chambers,  
John Street, Coonabarabran**

**commencing at 8.30am**

***Mayor***

Councillor Peter Shinton

***Deputy Mayor***

Councillor Denis Todd

***COUNCILLORS***

Councillor Kodi Brady

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Ambrose Doolan

Councillor Wendy Hill

Councillor Aniello Iannuzzi

Councillor Ray Lewis

***MANAGEMENT TEAM***

Steve Loane (General Manager)

Michael Jones (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

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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**NOTICE** is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 16 February 2017 at the Council Chambers, John Street, Coonabarabran commencing at 8.30am

# **AGENDA**

Welcome

Turn Off Mobile Phones

## **Order of Business**

Forum

Apologies

Disclosure of Interest

    Pecuniary Interest

    Non Pecuniary Conflict of Interest

Mayoral Minute

Reports

**Reports to be considered in Closed Council**

Item 1C Tenders for Hire of Various Plant Items on a Casual Basis - 2017

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

# **WARRUMBUNGLE SHIRE COUNCIL**

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

- (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 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) (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

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# WARRUMBUNGLA SHIRE COUNCIL

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### Item 1 Mayoral Minute – Monthly Mayoral Commitments

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Councillor Peter Shinton - Mayor
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity

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### Reason for Report

To advise Council of the Mayor's activities during the preceding month.

### Summary

Since the last report to the December meeting, as Mayor I have represented Council as follows:

#### MAYORAL MINUTE - MAYORS ACTIVITY Dec 2016 – Feb 2017

08.12.16	AMRC Exec Meeting in Coonabarabran
08.12.16	Coonabarabran High School Presentation Night
09.12.16	General Managers Review
09.12.16	St John's Presentation Night Baradine
12.12.16	Councillor Training – Code of Conduct
12.12.16	Meet with Kevin Humphries at Coonabarabran Golf Club & Royal Hotel
12.12.16	Coolah Central School Presentation Night
13.12.16	Mendooran Presentation Day
13.12.16	St Lawrences Presentation Night - Coonabarabran
15.12.16	Council Meeting Coolah
15.12.16	Binnaway Central School Presentation Night
16.12.16	Council Works Party
23.12.16	Citizenship Ceremony – Gilbert Clarke



# **WARRUMBUNGLE SHIRE COUNCIL**

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- 01.01.17 Inspect storm damage at Chambers
- 24.01.17 Meeting with General Manager, Director Corporate & Community Services & Manager of Children & Community Services re funding
- 25.01.17 Don Tydd's Funeral - Armidale
- 25.01.17 Met with Australia Day Ambassador – Warwick Nowland
- 26.01.17 Australia Day Celebrations in Binnaway, Baradine and Coonabarabran
- 30.01.17 AMRC VPA Committee Meeting – Gunnedah
- 30.01.17 Welcomed Angus Robinson
- 31.01.17 Geopark Meeting in Coonamble
- 31.01.17 Meeting re Binnaway Rail 100 years
- 03.02.17 Phone contact Kevin Humphries, Mark Coulton, Adam Marshall, Louise Johnson
- 06.01.17 Phone contact with Kevin Humphries – Disability housing.
- 07.02.17 Shire Hall met with Birrang Driving Program Group.
- 07.01.17 Training Workshop – Asset Management with Councillor Doolan & Iannuzzi
- 08.01.17 Finance & Projects Committee, Waste Management Workshop meeting in Coolah

### **RECOMMENDATION**

That the report be noted.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 2 Minutes of Ordinary Council Meeting – 15 December 2016

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Acting Manager Administration and Executive Assistant to the General Manager – Glennis Mangan (minutes) and Administration Officer – Sally Morris (minutes)
<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.

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**PRESENT:** Cr Peter Shinton (Chairman), Cr Capel, Cr Clancy, Cr Doolan, Cr Hill, Cr Lewis and 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:** Acting Manager Administration and Executive Assistant to the General Manager – Glennis Mangan (minutes) and Administration Officer – Sally Morris (minutes).

**APOLOGIES:** Cr Brady and Cr Iannuzzi

**130/1617 RESOLVED** that the apologies of Cr Brady and Cr Iannuzzi be accepted.

**Capel / Todd**

**The motion was put and carried by majority**

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

Nil.

### REPORTS

#### Item 1 Mayoral Minute – Monthly Mayoral Commitments

Received.

#### Item 2 Mayoral Minute – Materials Recovery Facility

**131/1617 A motion was moved by Cr Shinton seconded by Cr Doolan** that Council install a Materials Recovery Facility at the Recycling Centre located at the Coonabarabran Landfill as soon as possible as per the previous decision resolved by Council under Resolution 308/1516 on 19 May 2016.

**The motion was put and carried by majority**

#### Item 3 Minutes of Ordinary Council Meeting – 17 November 2016

**132/1617 RESOLVED** that the resolutions contained in the Minutes of the Ordinary Council meeting held on 17 November 2016 be endorsed.

**Todd / Hill**

**The motion was put and carried by majority**

### Business Arising

General Manager to bring back a report regarding Matters of Concern to the February 2017 Council meeting.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 4 Minutes of Traffic Advisory Committee Meeting held on 24 November 2016**

#### **133/1617 RESOLVED:**

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held at Coonabarabran on 24 November 2016.
2. That application by the Baradine and District Progress Association to close Wellington Street, between Darling Street and Narren Street, on 24 December 2016 between 6.00 pm and 12 midnight be approved subject to compliance with Council's Road Closure Policy.

**Capel / Doolan**

**The motion was put and carried by majority**

### **Item 5 Minutes of Plant Advisory Committee Meeting held on 8 December 2016**

#### **134/1617 RESOLVED:**

1. That Council accepts the Minutes of the Plant Advisory Committee meeting held in Coonabarabran on 8 December 2016.
2. That Council purchase one (1) Komatsu WB97R-5EO Platinum Loader Backhoe from Komatsu Australia Pty Ltd that complies with tender specifications at a price of \$166,768.87 (ex GST) and that Council trade in Plant Item No 82 to Komatsu Australia Pty Ltd for \$35,000.00 resulting in a changeover price of \$131,768.87 being \$8,231.12 under budget.

**Capel / Doolan**

**The motion was put and carried by majority**

### **Item 6 Minutes of Coonabarabran Sporting Complex Advisory Committee Meeting held on 8 December 2016**

#### **135/1617 RESOLVED**

1. That Council accepts the Minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held at Coonabarabran on 8 December 2016.
2. That investigations be undertaken and sketch plans prepared for relocation of all the netball courts to the eastern side of the Youth Club building and that the existing bitumen courts on the western side of the building are converted to a car park.
3. Clarification to be sought of the statement recorded in the Minutes under General Business relating to \$20,000 being made available by the Netball Association to Council for renovation of the timber floor in the Youth Club building.

**Lewis / Todd**

**The motion was put and carried by majority**

#### **Business Arising**

Discussion regarding committee membership and committee charter.

### **Item 7 Minutes of Local Emergency Management Committee Meeting – 22 August 2016**

**136/1617 RESOLVED** that Council notes the minutes from the Local Emergency Management Committee held on 22 August 2016 at Coonabarabran.

**Capel / Todd**

**The motion was put and carried by majority**

### **Item 8 Minutes of Local Emergency Management Committee Meeting – 21 November 2016**

**137/1617 RESOLVED** that Council notes the minutes from the Local Emergency Management Committee held on 21 November 2016 at Coonabarabran.

**Todd / Capel**

**The motion was put and carried by majority**

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 9 Request for Leave of Absence – Councillor Kodi Brady**

**138/1617 RESOLVED** that Council accepts the notification from Councillor Brady and grants a Leave of Absence from the Ordinary December 2016 Council meeting.

**Capel / Hill**

**The motion was put and carried by majority**

### **Item 10 Nominations for Australia Day 2017– Shire Wide Awards**

**139/1617 RESOLVED** for Council's consideration and determination.

**That the following awards be made for presentation on Australia Day 2017:**

- that Council's Citizen of the Year Award be awarded to Wayne "Bomber" Thrift of Coolah
- that Council's Young Citizen of the Year Award be awarded to Lily Abbott of Coonabarabran
- that Council's Sportsperson of the Year Award be awarded to Grant Piper of Coolah
- that Senior Citizen of the Year Award be awarded to Beverley Rayner of Coonabarabran
- that Council's Community Event of the Year Award be awarded to Palliative for People Committee – The Event.

**Capel / Doolan**

Manager Community & Children's Services to bring a report back to Council regarding Australia Day Awards and categories for awards.

### **Item 11 Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors**

**140/1617 RESOLVED** that the Draft Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors be placed on public exhibition, providing public notice of the intention to adopt a policy, and seek public submissions. **FURTHER** that the Policy and any submissions received be considered at the February 2017 Council meeting.

**Capel / Clancy**

**The motion was put and carried by majority**

### **Item 12 Council Resolutions Report December 2016**

Received.

### **Item 13 Monthly Report from Human Resources – November 2016**

Received.

### **Item 14 Fit for the Future Reassessment Result**

**141/1617 RESOLVED** that Council note and receive the report.

**Clancy / Doolan**

**The motion was put and carried by majority**

### **Item 15 Bank Reconciliation for the month ending 30 November 2016**

**142/1617 RESOLVED** that Council accept the Bank Reconciliation Report for the month ending 30 November 2016.

**Todd / Capel**

**The motion was put and carried by majority**

### **Item 16 Investments and Term Deposits for Month ending 30 November 2016**

**143/1617 RESOLVED** that Council accept the Investments Report for the month ending 30 November 2016.

**Clancy / Capel**

**The motion was put and carried by majority**

Director Corporate & Community Services to prepare a report for new Councillor's on the Shares / Investments lost during the Global Financial Crises.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 17 Rates Report for Month Ending 30 November 2016**

Received.

**10.15am**

**144/1617 RESOLVED** that standing orders be suspended to break for morning tea.

**Capel / Todd**

**The motion was put and carried by majority**

**10.40am**

**145/1617 RESOLVED** that standing orders be resumed.

**Hill / Todd**

**The motion was put and carried by majority**

### **Item 18 2016/17 Technical Services Works Program – Road Operations, Urban Services & Water Services**

Received.

### **Item 19 Coolah District Development Group**

**146/1617 RESOLVED** that Council refer the matter back to the Coolah District Development Group for further information regarding possible closure of the line and comments from affected property owners before Council will consider in principle support for the closure of the rail line between Coolah and Craboon.

**Clancy / Lewis**

**The motion was put and carried by majority**

### **Item 20 Stocktake Visitor Information Centre – May 2016 – November 2016**

**147/1617 RESOLVED** that Council notes the results of the May 2016 – November 2016

Stocktake at the Coonabarabran Visitor Information Centre and approves a nett stock write-off of \$59.96

**Hill / Clancy**

**The motion was put and carried by majority**

### **Item 21 National Broadband Network Rollout**

**A motion was moved Councillor Capel seconded Councillor Doolan** that Council facilitates a meeting between NBN, Federal Member for the Electorate of Parkes - Mark Coulton MP, and Federal Minister for Communications – the Hon. Mitch Fifield to discuss the NBN rollout in Coonabarabran.

**148/1617 An amendment was moved by Councillor Lewis seconded by Cr Capel** that Council facilitates a meeting between NBN, Federal Member for the Electorate of Parkes - Mark Coulton MP, and Federal Minister for Communications – the Hon. Mitch Fifield to discuss the NBN rollout in Coonabarabran and **FURTHER** that the invitation be extended to include the Prime Minister, the Hon. Malcolm Turnbull.

**The amendment was put and carried**

**The amendment became the substantive motion and was put and carried.**

### **Item 22 Local Heritage Fund Applications**

**149/1617 RESOLVED** that Council grant \$5,000 from the Warrumbungle Shire Council Local Heritage Fund 2016-2017 as per the recommendations of Council's Heritage Adviser.

**Hill / Todd**

**The motion was put and carried by majority**

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 23 Draft Plan of Management – Community Land**

**150/1617 RESOLVED** that Council adopt the Draft Warrumbungle Shire Council Plan of Management for Community Land 2016.

That the draft plan be placed on public exhibition for not less than 28 days, with submissions received for not less than 42 days from the date of commencement of the public exhibition period in accordance with s38 Local Government Act 1993.

That a public hearing be held in relation to the draft plan of management as per s40A Local Government Act 1993.

**Capel / Lewis**

**The motion was put and carried by majority**

### **Item 24 Development Applications**

**151/1617 RESOLVED** that Council note the Applications and Certificates Approved, during October 2016, under Delegated Authority.

**Todd / Capel**

**The motion was put and carried by majority**

Cr Clancy provided a list of notices of motion to be submitted for February 2017 meeting.

There being no further business the meeting closed at 11.35am.

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**CHAIRMAN**

### **RECOMMENDATION**

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 15 December 2016 be endorsed.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 3 Minutes of the Consultative Advisory Committee Meeting – 6 December 2016

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Human Resources
<b>Authors:</b>	Leigh Ernest – Human Resources Officer
<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

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**PRESENT:** Deanne Britton (Chairperson), Steve Loane, Val Kearnes, Kelly Dewar, Ben Smith

**IN ATTENDANCE:** Val Kearnes (Manager HR), Leigh Ernest (minute taker)

**APOLOGIES:** James O'Malley

#### **10.14AM Meeting Opened**

Dale Oliver was announced as the Consultative Committee DEPA Representative

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the Minutes of the Ordinary Consultative Advisory Committee held on Monday 6 June 2016 be confirmed with the notation that the General Manager be recorded as apology for the meeting.

**Dewar / Smith**

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

##### **1. Item 1 from General Business - Vacant positions on the Consultative Committee**

The issue of vacant positions of the Consultative Committee was to be discussed at the meeting with the Committee seeking clarification from Jamie McKinnon as to the possibility of amending the Consultative Committee Constitution in relation to the number of representative positions, making existing positions more inclusive so as not to affect the formula for reaching a quorum.

The Committee was in agreement that this matter be again placed on the agenda for the next meeting and FURTHERMORE, recommends that the Vice-Chairperson will consult with Jim O'Malley in relation to accepting the role of Southern Representative for both indoor and outdoor.

**Consensus**

##### **2. Item 2 from General Business - Keeping in touch with staff on extended sick leave**

While the Committee was in agreement that Human Resources should endeavour to ensure that an appropriate member of staff makes regular phone contact with staff members who are on extended sick leave, the General Manager advised caution be exercised so as not to invade the personal space of staff and that permission should be obtained from the staff member in relation to ongoing contact.

**Consensus**

# WARRUMBUNGLE SHIRE COUNCIL

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### AGENDA ITEMS

#### 1. Revised Training and Development Policy

The draft Training and Development Policy was provided to the Committee for review and the changes in the policy were discussed.

The Committee was in agreement with and recommends the adoption of the draft Training and Development Policy (Policy Number 38-2015) which was approved by MANEX on 26 October 2016.

**Consensus**

#### 2. Draft Revised Drug and Alcohol Testing Policy

Proposed changes to the policy whereby groups would be selected for testing, in place of individual staff member selection, was put to the Committee for consideration. The Committee was advised that the proposed changes to the existing selection method came at the request of staff in the southern end of the Shire.

A committee member advised that staff believe bulk selection of staff reduces the randomness of selection for testing and unnecessarily places added stress on individuals.

The Committee was in agreement that the issue of proposed changes to the current Drug and Alcohol Testing Policy be held over until it has been reviewed by MANEX.

**Consensus**

#### 3. Vacant positions on the Consultative Committee

The Committee was in Agreement that the issue be held over until the next meeting as the USU Representative (Jamie McKinnon) was not present at the meeting.

**Consensus**

#### 4. Voting and Recording of Consensus Items

A committee member raised the question in relation to the definition of “a genuine consensus” as defined in the constitution, what occurs in the event of non-consensus of an item and how it is recorded in the minutes. Previous Consultative Committee training has provided conflicting information as to whether a consensus refers to ‘all’ committee members or ‘the majority’ of members being in agreement.

Section 4 of the Consultative Committee Constitution states:

##### **4. RECOMMENDATION FOR MAKING PROCUDURES**

- a. *The priority of the committee is to make recommendations based on a genuine consensus. There will be occasions where this is not possible.*
- b. *If it is not possible to arrive at a consensus on a particular item, the recommendation shall note the dissenting views.*
- c. *Any committee member may request that a dissenting position be recorded in the minutes.*

The Committee was in agreement that clarification be sought from Jamie McKinnon (USU Representative) as to the definition of ‘a genuine consensus’.

**Consensus**

### GENERAL BUSINESS

#### 1. New Consultative Committee Member

The Committee officially welcomed Dale Oliver as the Consultative Committee DEPA Representative.



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### **2. Wyatt Grading System**

A Committee member raised the issue of fairness and relevance of the Wyatt grading system used by Council and the ability of the system to keep up with current workforce changes, specifically changes in technology and legislation, and the possibility of Council engaging a consultant to review the system.

The General Manager advised that Council has spoken to Winton Consulting regarding the Wyatt system and the need to undertake a review.

The Committee was in agreement that Council should undertake a review of the Wyatt grading system.

**Consensus**

### **3. Recruitment and Selection Procedures**

A Committee member raised the issue of clarifying the definition of a 'suitable number of applicants', as stated in Council's Permanent Recruitment, Selection and Appointment Procedure, and discussed the changes in essential criteria relating to the Wyatt system and how Council can ensure fairness for applicants in regards to both qualifications and experience.

The General Manager spoke to the Committee on Council's process for shortlisting applicants based on the policy (*procedure excerpt below*) and explained how, at times, advice has been sought from Industrial Relations, or a qualified third party, where a qualification equivalency may not be clear.

Section 2.6 of Council's Permanent Recruitment, Selection and Appointment Procedure states:

#### **2.6. Panel devises interview questions and shortlists applicants**

- a) *The Panel agrees on a shortlist of applicants, based on the attached cull sheet, whereby applicants are given a point rating based on their application in respect of essential and desirable criteria.*
- b) *Applicants are initially short listed according to the essential criteria only. Those who do not meet the essential criteria are eliminated from the process.*
- c) *In some cases a preliminary telephone interview with the applicant, with all Panel members present, may be utilised to assist with interview selection process.*
- d) *Depending on how many people to interview, short listing may continue based on the desirable criteria.*
- e) *Those who least meet these criteria may be eliminated, until a suitable number of applicants are left.*
- f) *The Panel creates behaviour-based, technical and job specific questions with reference to the essential and desirable criteria for the position and the duties outlined in the Job Description. Usually 8 to 10 questions should be sufficient (about ½ to ¾ hour duration for the interview)*
- g) *Questions may be weighted according to importance of responses.*
- h) *Arrange for any tests you will require the interviewee to undertake (e.g. typing, desktop publishing, driving, plant operation etc.). Make sure you give plenty of notice of your requirements.*
- i) *Essential and desirable criteria are weighted according to their importance to the position. (This is really only important when you have so many applicants who meet all the essential criteria and you wish to cull on this criteria).*

The Committee was in agreement that Council's Permanent Recruitment, Selection and Appointment Procedure should be reviewed, in conjunction with a review of the Wyatt grading system.

**Consensus**

# **WARRUMBUNGL E SHIRE COUNCIL**

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### **4. Mandatory Organisational Structure Review**

The General Manager advised that Council will undergo a mandatory review of the Organisational Structure, following the election of the new Council. Managers and directors will be reviewing their directorates and branches, in consultation with supervisors and staff.

**11.01AM**

**Meeting Closed.**

Next meeting to be held on Tuesday 7 March 2017 in Council's Coonabarabran Office - Upstairs Meeting Room.

.....  
**DEANNE BRITTON**

Chairperson

### **RECOMMENDATION**

That Council notes the Minutes of the Consultative Advisory Committee meeting held 6 December 2016 in Coonabarabran.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 4 TRRRC 355 Advisory Committee Minutes – 1 February 2017

<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>	LE4 There are diverse products and services locally available and minimal economic leakage to larger regional areas

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**MEETING OPENED:** 4.55 pm

**PRESENT:** Cr Anne- Louise Capel (Chair), Peter Campbell, Cr Wendy Hill, John Horne, Neville Stanford and Mary Warren

**ATTENDING:** Jennifer Parker (Manager Property and Risk WSC) Aaron Parker (Manager Projects WSC), Michael Jones (Director Corporate and Community Services WSC) Stefan Murru (Corporate and Community Projects WSC) and Lawrence Amato (Chief Financial Officer WSC)

**APOLOGIES:** Steve Loane, Peter Shinton, Sue Stoddart and Marie Hensley

Warren/Campbell

1. **ACCEPTANCE OF THE NOVEMBER 2017 MINUTES.**

Stanford/Hill

2. **BUSINESS ARISING**

- Request for a copy of the Grant Application to be given to Mary Warren.

3. **CAPITAL WORKS UPDATE – Manager Projects – Aaron Parker**

- Clearance Certificate has been given – site is now a “Green Field” site ready for construction
- There is a chance for left over concrete to be used in some sort of rockery and this will be investigated towards the end of the project if any is left.
- Power pole on the property is scheduled to be relocated on 7<sup>th</sup> April 2017.
- The tender documents are ready and will go out on Tuesday to the Market. The Tender is for a “Turn Key” construction.
- Plants for the site are already in the process of growing – to be ready for a mature planting when the construction is completed.
- Infrastructure NSW has been given the new deadline of April next year for completion.
- As at today the spent budget on this project is \$749,985 (16%). The amount of the co-contribution budget being spent thus far is \$12,021.

4. **MANGEMENT PLAN - Manager Property and Risk – Jennifer Parker**

The committee was asked to finalise how they would like to run the access management plan.

# WARRUMBUNGLE SHIRE COUNCIL

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Consensus of the committee is to move away from the Tenancy option and use a three tiered “buy in options”.

Warren/Stanford

5. **BUDGET REQUIREMENTS** - Manager Property and Risk – Lawrence Amato / Jennifer Parker
- The committee workshopped options and scenarios regarding the tiered buy in structures and the effect on the bottom line over twenty years with variation being put forth in both buy in and service cost.
  - The Committee discussed stage three costings and the view to put surplus towards stage three was agreed on.
  - The Committee asked the Chief Financial officer to put forward a scenario with a 25% and \$25,000 “buy in” option forward for consideration. This will go to the next committee meeting with discussion on the breakdown of preferred ratios for buy in to be discussed then.
  - The Committee also asked Council to get more information regarding means testing and the availability to utilise that to ensure that two of the apartments that are set aside for lower socio economic residents are provided to those who need it most
6. **GENERAL BUSINESS**
- No General Business

**NEXT MEETING:** 1 March at 4:30pm  
Old Bank Building Meeting Room  
38-40 Bolaro Street  
Dunedoo NSW 2844

**MEETING CLOSED:** 6:30 pm

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CHAIRPERSON

### **RECOMMENDATION**

That the minutes of the TRRRC 355 Advisory Committee held on 1 February 2017 be accepted and endorsed by Council.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 5 Minutes of the Finance and Projects Committee Meeting – 8 February 2017

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	PA to Director Corporate and Community Services – Liz Webster
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF8 Council undertakes periodic performance 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

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**PRESENT:** Mayor Cr Shinton, Cr Capel, Cr Clancy, Cr Todd (Deputy Mayor), Cr Hill, Cr Lewis, Steve Loane (General Manager), Michael Jones (Director Corporate and Community Services) Kevin Tighe (Director Technical Services), Stefan Murru (Director Corporate and Community Services Special Projects ), Leeanne Ryan (Director Development Services), Lawrence Amato (Chief Financial Officer).

**ATTENDING:** Anna Pham (Graduate Accountant), Liz Webster (Minutes)

1. **APOLOGIES:** Cr Brady, Cr Doolan, Cr Iannuzzi

Capel/Hill

2. **MINUTES**

**RESOLVED** that the minutes of the Finance and Projects Committee meeting held on 7 November 2016 be accepted.

Capel/Hill

**Business Arising**

Council staff advised the meeting that all external Committees had now been advertised.

3. **Quarterly Business Review Statement (QBRS)**

The Chief Financial Officer presented the September QBRS for the Second Quarter. Significant points to note are as follows:

- Council's YTD surplus/ (deficit) from Council's income statement is a surplus of \$4.374m;
- Council is currently forecasting an accrual surplus (per Council's income statement) of \$14.087m at the end of the financial year which represents a \$5.151m increase relative to the original budget;
- Council has currently spent \$4.524m of its proposed \$28.221m (16.03%) capital program;
- Council's cash and investments balance is currently forecast to decrease from \$15.893m to \$10.974m at 30 June 2017, assuming Council's extensive capital program is completed this financial year;
- Council's unrestricted cash and investments balance is \$2.279m as at 31 December 2016;
- Council's unrestricted cash surplus/(deficit) which includes capital expenditure and loan movements, but excludes other balance sheet movements and depreciation is forecast to be a deficit of \$102k in General Fund, a deficit of \$920k in Water Fund and a \$20k deficit in Sewer Fund at year end.

# WARRUMBUNGLE SHIRE COUNCIL

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- It should be noted that the deficits in the Water and Sewer Fund is due to Council having to catch up on a significant capital backlog in these two funds.

Meeting discussed other aspects of Councils QBRs report. Question was raised regarding Yuluwirri Kids facility and whether the facility is self-funded or if Ratepayer funds are used to support the service. It was explained to the meeting that Council's Children's services including Yuluwirri Kids, Connect Five, Family Day Care and Out Of Hours School Care (OOSH) are all running at full cost recovery and are not subsidised by Council.

Also discussed were the Grant Opportunities available to Council for both Sporting and Cultural Facilities available following an announcement from Kevin Humphries MP.

**10:35am** Meeting suspended to break for morning tea.

**10:56am** Meeting resumed.

#### **4. Quarry Accounting Assumptions**

Item was held over until after the February Council Meeting as Councillors wanted to do a walk through of all processes involved in the quarry operations.

#### **5. Internal Audit**

The Internal Audit function and Audit and Risk Management Committees were discussed at the meeting. A history of Internal Audit at WSC as well as future legislative requirements for councils to have an Audit and Risk Management Committee were also discussed.

This matter will be raised at GMAC meeting to be held Friday 10 February 2017. Options to consider are whether Council once again shares the audit resources with other Councils or opts to go it alone.

#### **6. General Business**

Storm Damage to building, Cr Clancy enquired on developments following the initial damage.

Meeting was advised that the Insurance Company has engaged at their own expense a designer to work on rectifying the roofing problem. In the meantime temporary measures have been taken to assist in preventing further damage.

Measures taken include a bilge pump placed on the roof to prevent further flooding, props installed to prevent further sagging.

Once the claim has been determined Council will be advised of the outcome.

There being no further business the Finance and Projects Committee meeting closed at 11:35am.

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CHAIRPERSON

#### **RECOMMENDATION**

That Council accepts the Minutes of the Finance and Projects Committee Meeting held on 8 February 2017 at Coolah.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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### **Item 6 Minutes of Dunedoo Community Consultation Meeting – 21 November 2016**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Children's & Community Services – Louise Johnson
<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.

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**PRESENT:** Cr Peter Shinton (Mayor), Cr Denis Todd (Deputy Mayor), Cr Kodi Brady, Cr Anne-Louise Capel, Cr Fred Clancy, Cr Ambrose Doolan, Cr Wendy Hill, Cr Ray Lewis, Steve Loane (General Manager), Kevin Tighe (Director Technical Services), Leeanne Ryan (Director Development Services), Stefan Murru (Director Corporate & Community Services), Louise Johnson (Manager Children's & Community Services), Peter Colley, Stuart Curtis, Sally Dent, Vicki Dominey, Genevieve Elliott, Margaret Eyles, Lloyd Graham, Sue Graham, Kerry Inder, Fred Murphy, Kylie Rose, Neville Stanford, Chris Sullivan, Nick T, Carol Trengrove, Ken Westerman.

**CHAIR:** Steve Loane (General Manager)

**APOLOGIES:** Cr Aniello Iannuzzi, Barb Smith.

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED:** that the minutes of the Dunedoo Community Consultation Meeting held on 31 March, 2016, be accepted.

**Cr Capel / Chris Sullivan**

#### **BUSINESS ARISING**

##### **Drainage Yarrow and Wallaroo Streets**

An update was sought regarding the drainage on Yarrow and Wallaroo Streets. Council advised that funding has been allocated for these works and a meeting will be held with stakeholders.

##### **Lewis Lane**

Attendees asked for an update on Lewis Lane. Council provided an update noting suitable conditions are required to complete these works.

#### **AGENDA ITEMS**

##### **Made n Grown Markets**

A request was made for support from Council's Manager Economic Development and Tourism to provide support to local events and tourism initiatives in Dunedoo. It was noted that there is a large amount of traffic coming through Dunedoo and the town would like to capitalize on this.

##### **Swan Surgery**

An update was requested on Swan Surgery. Council reiterated their previously stated position and outlined accommodation options in both Dunedoo and Mendooran.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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### **Sale of Cobbora Holdings and State Government Owned Properties**

An enquiry was made in relation to the sale of Cobbora Holdings and the State Government owned properties. Council advised that they are not involved in this and have no influence. If buyers have development enquiries they were encouraged to get in contact with Council's Development Services Team.

### **Hire Fees & Charges, Jubilee Hall**

Attendees raised concerns about the amount for both the bond and the hire of Jubilee Hall. Concerns were also raised about how the hall can be accessed, ie. there is only a single key and this is not being given to the hirers. Council said it would consider feedback and also rectify the situation with access.

Concerns were also raised about items that are missing from the hall that had previously been requested, and the lack of a second coat on the floor which means that there is an issuer with marks on the floor. Attendees also requested information – to be placed in the hall – on how to use the kitchen facilities.

It was discussed, and agreed, that the next Community Consultation Meeting be held at Jubilee Hall.

### **Leadville**

Attendees raised a number of items in relation to Leadville:

- vacant blocks are a fire hazard.
- high usage of toilets in the park – more servicing and maintenance required.
- Garland Street sign has been moved and there is no Leadville sign.
- re-sheeting of roads and cleaning of drains.
- streets and table drains.

### **Final Result 2015/16**

Director Corporate and Community Services, Stefan Murru, provided an overview of Council's end of year result for the 2015/16 financial year.

### **End of Term Report**

Director Corporate and Community Services, Stefan Murru, advised the meeting that Council's *End of Term Report* and *Annual Report* for 2015/16 were now available on Council's website.

### **Capital Program 2016/17**

Director Corporate and Community Services, Stefan Murru, provided an overview of Council's capital program for 2016/17 and distributed booklets with further information on local works.

### **Property Addressing**

Director Corporate and Community Services, Stefan Murru, provided an update on property addressing, which is a *Standing Item* on the *Agenda* for the *Community Consultation Meetings*.

### **Community Services Directory**

Director Corporate and Community Services, Stefan Murru, showed the meeting a copy of the current *Community Services Directory* and advised it is available on Council's website. Council also advised that the *Directory* is currently being updated. Members of the community were encouraged to review the current *Directory* and advise Council of any changes. Changes are to be submitted to Manager Children's and Community Services, Louise Johnson.

### **Communications and Transparency**

Director Corporate and Community Services, Stefan Murru, distributed a survey on Council's communication and advised that the survey is also available on Council's website.



# WARRUMBUNGLE SHIRE COUNCIL

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### **Wind Farm**

Director Development Services, Leeanne Ryan, advised the meeting of a wind farm being planned for near Coolah. A flyer regarding the *Wind Farm* was distributed.

### **Local Heritage Fund**

General Manager, Steve Loane, distributed information and Application Forms for the Local Heritage Fund and advised the group that applications were now being sought.

### **Community Strategic Plan and Disability Inclusion Action Plan**

Director Corporate and Community Services, Stefan Murru, advised the meeting that Council will soon be commencing a review of the *Community Strategic Plan*. The review will include community consultation via a range of methods. Council also advised that they are required to develop a *Disability Inclusion Action Plan*. Council has determined that the Disability Inclusion Action Plan will be integrated into the *Community Strategic Plan*.

### **Community Financial Assistance Donations**

Director Corporate and Community Services, Stefan Murru, advised that the next round of Community Financial Assistance Donations would be released soon.

### **Contaminated Sites**

General Manager, Steve Loane, provided a handout on contaminated sites. Members of the community were asked to review the information and provide feedback to Council on any contaminated sites they were aware of.

### **Emergency Services Levy**

Director Corporate and Community Services, Stefan Murru, advised that from next year the *Emergency Services Levy* (ESL) will be added to rates notices. The ESL is currently included as part of insurance payments. Further information will be made available closer to implementation.

### **Australia Day Awards**

Director Corporate and Community Services, Stefan Murru, provided attendees with information regarding the 2017 Australia Day Awards. Members of the community were encouraged to nominate someone for these awards.

### **Geo Park**

Director Development Services, Leeanne Ryan, distributed a flyer regarding the Warrumbungle Pre-Aspiring UNESCO Global Geopark, a shared project of the Coonamble, Gilgandra and Warrumbungle Shires.

### **Regional Platters and Lifestyle Showcase**

Director Development Services, Leeanne Ryan, distributed flyers regarding a couple of local tourism initiatives being supported by Council – the Regional Platters Workshops and Warrumbungle Lifestyle Showcase Weekend.

### **GENERAL BUSINESS**

#### **Robertson Oval Committee**

Attendees enquired about the Robertson Oval Committee. Council advised that it will be advertised and encouraged people to apply. In the meantime, work is progressing.

#### **Library Sign**

Attendees requested installation of a new library sign.

#### **Waste Management**

Attendees requested an update on the new waste management system.

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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### **Bushfire Hazards**

Concerns were raised regarding the volume of fuel on roadsides. A number of specific areas in Dunedoo and Mendooran were highlights. Council advised they work with the Rural Fire Service in relation to this.

**MEETING CLOSED AT 7:09PM**

### **RECOMMENDATION**

That Council accept the minutes from the Dunedoo Town Committee meeting held on 21 November 2016 at Dunedoo Cold Bank Building.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 7 Minutes of Coolah Community Consultation Meeting – 22 November 2016

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Children's & Community Services – Louise Johnson
<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.

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**PRESENT:** Cr Peter Shinton (Mayor), Cr Denis Todd (Deputy Mayor), Cr Kodi Brady, Cr Anne-Louise Capel, Cr Fred Clancy, Cr Wendy Hill, Steve Loane (General Manager), Kevin Tighe (Director Technical Services), Leeanne Ryan (Director Development Services), Stefan Murru (Director Corporate & Community Services), Louise Johnson (Manager Children's & Community Services), Dianne Clark, Glenn Clark, Sal Edwards, Ernie Fetch, Noel Gilbert, Leonie Hutchinson, Quinton Hutchinson, Karen Leahy, Ted Miller, Kathy Rindfleish, Margaret Vale.

**CHAIR:** Steve Loane (General Manager)

**APOLOGIES:** Cr Aniello Iannuzzi, Cr Ray Lewis.

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED:** that the minutes of the Coolah Community Consultation Meeting held on 6 April, 2016, be accepted.

**Cr Capel / Cr Shinton**

#### **BUSINESS ARISING**

##### **Water Quality**

A concern was raised about the quality of the water in Coolah. Council provided information regarding water testing and other initiatives being undertaken by Council in relation to the water supply.

##### **Cameron Place**

Attendees raised concerns regarding Cameron Place. Council advised they would investigate the issues raised.

##### **Entry to NRMA**

Council were asked about works to fix previously identified issues near the entry to the NRMA site. Council advised that these issues have been fixed.

##### **Bomera Cemetery**

Council was asked about Bomera Cemetery. Council advised there was no money for Bomera Cemetery.

##### **Westpac Bank**

Concerns were raised in relation to the Westpac Bank. Council advised that they had withdrawn their business from Westpac due to their withdrawal from local communities.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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### **Binnia Street Pavement**

Attendees enquired as to who's responsibility is it to ensure the pavement in Binnia Street is clean. Council advised they would look into the current issues and respond as appropriate.

### **Stump 133**

Attendees enquired as to any updates in relation to Stump 133. Council advised that Stump 133 had been referred to Council's Heritage Advisor. Council also advised that funding was not available and encouraged interested people to make an application for funding.

### **Road Widening, Coolah Recreation Ground**

Concerns were raised regarding the width of the road near the entry to Coolah Recreation Grounds. Council acknowledged this issue and noted that significant funding would be required for this work.

### **Binnia Street Median Street**

A number of issues were raised regarding the median strip in Binnia Street. Council noted all issues and concerns raised.

### **Roadside Slashing**

Concerns were raised regarding the height and volume of grass on the roadside. Council acknowledged the concerns and noted recent weather conditions as a contributory factor.

## **AGENDA ITEMS**

### **Main Street Trees**

Council provided an update in relation to the trees in Binnia Street. Attendees requested more attention in maintaining the main street.

### **Coolah Library Garden**

Council to consider a solution for current issues with the garden out the front of the Coolah Library.

### **Security at Coolah Library**

Attendees raised concerns with the security at the Coolah Library and the impact on the Pandora Gallery. Council is currently working with users on this.

### **Recycling Waste Management Centre**

Concerns were raised regarding the recycling and waste management centre, including recent changes. Attendees were encouraged to provide feedback to Council.

### **Alison Bridge and Vinegaroy Road**

An update was sought on works on Alison Bridge and Vinegaroy Road. Council advised that a contractor has been appointed to complete the works on Alison Bridge. Council also advised that works on the Vinegaroy Road project were planned to commence in February. Vinegaroy Road will continue to be included in future funding submissions made by Council.

### **Final Result 2015/16**

Director Corporate and Community Services, Stefan Murru, provided an overview of Council's end of year result for the 2015/16 financial year.

### **End of Term Report**

Director Corporate and Community Services, Stefan Murru, advised the meeting that Council's *End of Term Report* and *Annual Report* for 2015/16 were now available on Council's website.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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### **Capital Program 2016/17**

Director Corporate and Community Services, Stefan Murru, provided an overview of Council's capital program for 2016/17 and distributed booklets with further information on local works.

### **Property Addressing**

Director Corporate and Community Services, Stefan Murru, provided an update on property addressing, which is a *Standing Item* on the *Agenda* for the *Community Consultation Meetings*.

### **Community Services Directory**

Director Corporate and Community Services, Stefan Murru, showed the meeting a copy of the current *Community Services Directory* and advised it is available on Council's website. Council also advised that the *Directory* is currently being updated. Members of the community were encouraged to review the current *Directory* and advise Council of any changes. Changes are to be submitted to Manager Children's and Community Services, Louise Johnson.

### **Communications and Transparency**

Director Corporate and Community Services, Stefan Murru, distributed a survey on Council's communication and advised that the survey is also available on Council's website.

### **Wind Farm**

Director Development Services, Leeanne Ryan, advised the meeting of a wind farm being planned for near Coolah. A flyer regarding the *Wind Farm* was distributed.

### **Local Heritage Fund**

General Manager, Steve Loane, distributed information and Application Forms for the Local Heritage Fund and advised the group that applications were now being sought.

### **Community Strategic Plan and Disability Inclusion Action Plan**

Director Corporate and Community Services, Stefan Murru, advised the meeting that Council will soon be commencing a review of the *Community Strategic Plan*. The review will include community consultation via a range of methods. Council also advised that they are required to develop a *Disability Inclusion Action Plan*. Council has determined that the Disability Inclusion Action Plan will be integrated into the *Community Strategic Plan*.

### **Community Financial Assistance Donations**

Director Corporate and Community Services, Stefan Murru, advised that the next round of Community Financial Assistance Donations would be released soon.

### **Contaminated Sites**

General Manager, Steve Loane, provided a handout on contaminated sites. Members of the community were asked to review the information and provide feedback to Council on any contaminated sites they were aware of.

### **Emergency Services Levy**

Director Corporate and Community Services, Stefan Murru, advised that from next year the *Emergency Services Levy* (ESL) will be added to rates notices. The ESL is currently included as part of insurance payments. Further information will be made available closer to implementation.

### **Australia Day Awards**

Director Corporate and Community Services, Stefan Murru, provided attendees with information regarding the 2017 Australia Day Awards. Members of the community were encouraged to nominate someone for these awards.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Geo Park**

Director Development Services, Leeanne Ryan, distributed a flyer regarding the Warrumbungle Pre-Aspiring UNESCO Global Geopark, a shared project of the Coonamble, Gilgandra and Warrumbungle Shires.

### **Regional Platters and Lifestyle Showcase**

Director Development Services, Leeanne Ryan, distributed flyers regarding a couple of local tourism initiatives being supported by Council – the Regional Platters Workshops and Warrumbungle Lifestyle Showcase Weekend.

### **GENERAL BUSINESS**

#### **Brown Springs Road**

A request was made to have the status of Brown Springs Road upgraded.

#### **Binnia Street**

Attendees thanked Council for the installation of bollards in the main street. Concerns were also raised about other items in the main street including the hand rails in the median strip, paving being both sunken and sticking up, prevention of cars backing into poles holding shop awnings up and the structural integrity of some building awnings. Council noted all concerns and will action as appropriate.

#### **Town Water, Cemetery**

A request was made to install a town water tap in the Anglican section of the cemetery. Council agreed to investigate and action if appropriate.

#### **Rubbish**

Concerns were raised regarding rubbish near the School of Arts Building. Council advised that it would be cleaned up if on Council land, otherwise a letter would be sent.

### **MEETING CLOSED AT 7:05PM**

### **RECOMMENDATION**

That Council accept the minutes from the Coolah Town Committee meeting held on 22 November 2016 at Coolah Council Chambers.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 8 Minutes of Baradine Community Consultation Meeting – 28 November 2016

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Children's & Community Services – Louise Johnson
<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.

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**PRESENT:** Cr Peter Shinton (Mayor), Cr Denis Todd (Deputy Mayor), Cr Kodi Brady, Cr Anne-Louise Capel, Cr Fred Clancy, Kevin Tighe (Director Technical Services), Leeanne Ryan (Director Development Services), Stefan Murru (Director Corporate & Community Services), Louise Johnson (Manager Children's & Community Services), Troy Carey, Lorraine Condon, Liz Cutts, Maxine Finlay, Janet Fitzgerald, Gisela Froehlich, Evelyn Hampton, Jennifer Hotchkiss, Roslyn Kildey, Irene Worrell, Nea Worrell.

**CHAIR:** Kevin Tighe (Director Technical Services)

**APOLOGIES:** Cr Ambrose Doolan, Cr Wendy Hill, Cr Aniello Iannuzzi, Steve Loane (General Manager).

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED:** that the minutes of the Baradine Community Consultation Meeting held on 4 April, 2016, be accepted.

**Ted Hayman / Cr Capel**

#### **BUSINESS ARISING**

##### **Showground Sewerage**

Council are continuing to look in to the provision of sewerage at the Showground. Council has received a quote for this work and is currently looking for cheaper options.

##### **Kenebri Road**

Council advised that they have previously submitted an application for funding but were unsuccessful. There is potential for funding to be sourced in the future. The section near Kenebri was to be dealt with as a matter of urgency.

##### **Lions Park**

Council advised that there is a budget for two (2) concrete paths for Lions Park in the 2016/17 budget.

#### **AGENDA ITEMS**

##### **Final Result 2015/16**

Director Corporate and Community Services, Stefan Murru, provided an overview of Council's end of year result for the 2015/16 financial year. A question was raised about whether or not Council was 'Fit for the Future', Council advised that the outcome of the latest submission was not yet known.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **End of Term Report**

Director Corporate and Community Services, Stefan Murru, advised the meeting that Council's *End of Term Report* and *Annual Report* for 2015/16 were now available on Council's website.

### **Capital Program 2016/17**

Director Corporate and Community Services, Stefan Murru, provided an overview of Council's capital program for 2016/17 for Baradine, and distributed booklets with further information.

### **Property Addressing**

Director Corporate and Community Services, Stefan Murru, provided an update on property addressing, which is a *Standing Item* on the *Agenda* for the *Community Consultation Meetings*. Council advised that work had been undertaken in and around Baradine, and the changes have now been actioned by the Geographical Names Board (GNB).

### **Community Services Directory**

Director Corporate and Community Services, Stefan Murru, showed the meeting a copy of the current *Community Services Directory* and advised it is available on Council's website. Council also advised that the *Directory* is currently being updated. Members of the community were encouraged to review the current *Directory* and advise Council of any changes. Changes are to be submitted to Manager Children's and Community Services, Louise Johnson.

### **Communications and Transparency**

Director Corporate and Community Services, Stefan Murru, distributed a survey on Council's communication and advised that the survey is also available on Council's website.

### **Wind Farm**

Director Development Services, Leeanne Ryan, advised the meeting of a wind farm being planned for near Coolah. A flyer regarding the *Wind Farm* was distributed.

### **Local Heritage Fund**

Director Development Services, Leeanne Ryan, distributed information and Application Forms for the Local Heritage Fund and advised the group that applications were now being sought. The community indicated that people were not keen to apply as they didn't want to match the funding, the form was too complicated and there were no eligible projects for Baradine. Attendees requested a review of the LHF including an increase in the amount of funding available per project. Council recommended that the community consider staging projects to make use of multiple rounds of funding.

### **Community Strategic Plan and Disability Inclusion Action Plan**

Director Corporate and Community Services, Stefan Murru, advised the meeting that Council will soon be commencing a review of the *Community Strategic Plan*. The review will include community consultation via a range of methods. Council also advised that they are required to develop a *Disability Inclusion Action Plan*. Council has determined that the Disability Inclusion Action Plan will be integrated into the *Community Strategic Plan*.

### **Community Financial Assistance Donations**

Director Corporate and Community Services, Stefan Murru, advised that the next round of Community Financial Assistance Donations would be released soon. Attendees provided feedback to be included in a review of the program and associated paperwork. This review will be conducted in 2017.

### **Contaminated Sites**

Director Development Services, Leeanne Ryan, provided a handout on contaminated sites. Members of the community were asked to review the information and provide feedback to Council



# WARRUMBUNGLE SHIRE COUNCIL

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on any contaminated sites they were aware of. Attendees raised concerns regarding a couple of sites in Baradine.

### **Emergency Services Levy**

Director Corporate and Community Services, Stefan Murru, advised that from next year the *Emergency Services Levy* (ESL) will be added to rates notices. The ESL is currently included as part of insurance payments. Further information will be made available closer to implementation.

### **Australia Day Awards**

Director Corporate and Community Services, Stefan Murru, provided attendees with information regarding the 2017 Australia Day Awards. Members of the community were encouraged to nominate someone for these awards.

### **Geo Park**

Director Development Services, Leeanne Ryan, distributed a flyer regarding the Warrumbungle Pre-Aspiring UNESCO Global Geopark, a shared project of the Coonamble, Gilgandra and Warrumbungle Shires.

### **Regional Platters and Lifestyle Showcase**

Director Development Services, Leeanne Ryan, distributed flyers regarding a couple of local tourism initiatives being supported by Council – the Regional Platters Workshops and Warrumbungle Lifestyle Showcase Weekend.

### **Council Website**

It was raised that people felt that Council's website was not user friendly. Director Corporate and Community Services, Stefan Murru, requested specific feedback on the website. It was also proposed that people advise Council of other websites that they do find user friendly.

### **Financial Assistance Donations**

Discussed in Community Financial Assistance Donations.

### **Lions Park**

Paths for Lions Park were discussed earlier in Business Arising. Additional feedback from attendees was that there needs to be hand lotion in the toilets. Council also advised that quotations for the replacement / repair of the shade structure have been called for.

### **Bin sizes at Tip and removal of illegally dumped rubbish**

Attendees provided feedback in relation to the bin sizes, fees and charges and opening times at the tip. Director Development Services, Leeanne Ryan, advised that the current trial would continue until the end of the year, after which a report would be prepared for Council and further decisions made.

Attendees also advised there is a large amount of roadside rubbish in areas around Baradine. Director Development Services, Leeanne Ryan, requested further information so that Council could investigate.

### **Repairs of Coonabarabran Road**

Attendees requested improved signposting and communication regarding the works being undertaken on the Coonabarabran Road. Other works discussed included Maganns Crossing and Todds Crossing.

### **Sewerage for Showground**

Discussed in Business Arising.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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### **Community Car**

Director Corporate and Community Services, Stefan Murru, responded to concerns raised regarding the Warrumbungle Community Care car that is currently garaged in Baradine.

### **Todd's Crossing**

Discussed in Repairs of Coonabarabran Road.

### **RV Friendly Status and Camping at Oval**

The meeting was advised that Baradine's RV Friendly Status has been withdrawn as there is no free camping in Baradine. Options for free camping in Baradine were discussed and will be followed up.

### **Maganns Crossing**

Discussed in Repairs of Coonabarabran Road.

### **Wellington Street – Zoning Information**

Attendees requested information on the current zoning of Wellington Street and raised concerns about former shops being used as residences. Director Development Services, Leeanne Ryan, provided information on current zoning and how this could be changed.

### **Fire Potential for our Region this Coming Season – Burn Offs**

The meeting was advised to discuss with the Rural Fire Service.

### **Sewerage Pump Station**

Attendee advised that the smell started to return in October and has continued since then. Director Technical Services, Kevin Tighe, asked for reports to be made to Council when the smell occurs.

### **PAMP Progress Update**

A number of trips hazards in the main street were raised. These will be investigated.

### **GENERAL BUSINESS**

#### **Access to Public Toilets**

Attendee mentioned that the public toilets in Lions Park are not open early in the day and late at night.

#### **Tennis Club**

Council were asked when the glass in the Tennis Club rooms will be fixed.

#### **Bogan Street**

Council were advised there are still no posts in Bogan Street and that the water on the road is an issue.

#### **Kerbside Pickup**

Council were asked when the next kerbside pickup would occur. Council advised they are hoping this will be able to take place in the next six (6) months.

#### **Skate Park**

Council were asked about the skate park in Coonabarabran and the maintenance of this area. Council advised that the Skate Park was erected by the local Rotary Club and the area it is in is maintained by Council.

#### **Showground Signs**

Attendees felt that more or bigger signs are needed for the Showground, or the current signs need to be placed in new locations.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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### **Swimming Pools**

Attendee asked why Season Tickets can only be paid for in Coonabarabran.

**MEETING CLOSED AT 7:32PM**

### **RECOMMENDATION**

That Council accept the minutes from the Baradine Town Committee meeting held on 28 November 2016 at Baradine RTC.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 9 Minutes of Coonabarabran Community Consultation Meeting – 29 November 2016

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Children's & Community Services – Louise Johnson
<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.

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**PRESENT:** Cr Peter Shinton (Mayor), Cr Denis Todd (Deputy Mayor), Cr Kodi Brady, Cr Anne-Louise Capel, Cr Fred Clancy, Cr Ambrose Doolan, Cr Aniello Iannuzzi, Cr Ray Lewis, Kevin Tighe (Director Technical Services), Leeanne Ryan (Director Development Services), Stefan Murru (Director Corporate & Community Services), Louise Johnson (Manager Children's & Community Services), Donna Burton, Michael Deep, Dianne Dow, Paul Downes, Lynne Estens, Max Estens, Kelly Hawker, Nicole Hunter, Bill Kelly, Peter Morrissey, Debbie Mukhas, John Sawyer, Julie Shinton, Peter Small, Stephen Turner, Juleen Young.

**CHAIR:** Steve Loane (General Manager)

**APOLOGIES:** Cr Wendy Hill.

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED:** that the minutes of the Coonabarabran Community Consultation Meeting held on 29 March, 2016, be accepted.

#### **BUSINESS ARISING**

##### **NBN**

A number of concerns were raised about the introduction of the NBN in Coonabarabran. The question was asked whether Council could organise a meeting to advocate on this issue. It was determined that this issue would be raised at the December Council Meeting.

#### **AGENDA ITEMS**

##### **Final Result 2015/16**

Director Corporate and Community Services, Stefan Murru, provided an overview of Council's end of year result for the 2015/16 financial year.

##### **End of Term Report**

Director Corporate and Community Services, Stefan Murru, advised the meeting that Council's *End of Term Report* and *Annual Report* for 2015/16 were now available on Council's website.

##### **Capital Program 2016/17**

Director Corporate and Community Services, Stefan Murru, provided an overview of Council's capital program for 2016/17 and distributed booklets with further information on local works.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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### **Property Addressing**

Director Corporate and Community Services, Stefan Murru, provided an update on property addressing, which is a *Standing Item* on the *Agenda* for the *Community Consultation Meetings*.

### **Community Services Directory**

Director Corporate and Community Services, Stefan Murru, showed the meeting a copy of the current *Community Services Directory* and advised it is available on Council's website. Council also advised that the *Directory* is currently being updated. Members of the community were encouraged to review the current *Directory* and advise Council of any changes. Changes are to be submitted to Manager Children's and Community Services, Louise Johnson.

### **Communications and Transparency**

Director Corporate and Community Services, Stefan Murru, distributed a survey on Council's communication and advised that the survey is also available on Council's website.

### **Wind Farm**

Director Development Services, Leeanne Ryan, advised the meeting of a wind farm being planned for near Coolah. A flyer regarding the *Wind Farm* was distributed.

### **Local Heritage Fund**

General Manager, Steve Loane, distributed information and Application Forms for the Local Heritage Fund and advised the group that applications were now being sought.

### **Community Strategic Plan and Disability Inclusion Action Plan**

Director Corporate and Community Services, Stefan Murru, advised the meeting that Council will soon be commencing a review of the *Community Strategic Plan*. The review will include community consultation via a range of methods. Council also advised that they are required to develop a *Disability Inclusion Action Plan*. Council has determined that the Disability Inclusion Action Plan will be integrated into the *Community Strategic Plan*.

### **Community Financial Assistance Donations**

Director Corporate and Community Services, Stefan Murru, advised that the next round of Community Financial Assistance Donations would be released soon.

### **Contaminated Sites**

General Manager, Steve Loane, provided a handout on contaminated sites. Members of the community were asked to review the information and provide feedback to Council on any contaminated sites they were aware of.

### **Emergency Services Levy**

Director Corporate and Community Services, Stefan Murru, advised that from next year the *Emergency Services Levy* (ESL) will be added to rates notices. The ESL is currently included as part of insurance payments. Further information will be made available closer to implementation.

### **Australia Day Awards**

Director Corporate and Community Services, Stefan Murru, provided attendees with information regarding the 2017 Australia Day Awards. Members of the community were encouraged to nominate someone for these awards.

### **Geo Park**

Director Development Services, Leeanne Ryan, distributed a flyer regarding the Warrumbungle Pre-Aspiring UNESCO Global Geopark, a shared project of the Coonamble, Gilgandra and Warrumbungle Shires.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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### **Regional Platters and Lifestyle Showcase**

Director Development Services, Leeanne Ryan, distributed flyers regarding a couple of local tourism initiatives being supported by Council – the Regional Platters Workshops and Warrumbungle Lifestyle Showcase Weekend.

### **GENERAL BUSINESS**

#### **2357 Partnerships**

Representatives of 2357 Partnerships introduced the new group and the Community Development Coordinator, Nicole Hunter.

#### **Purlewaugh Road and Billy Kings Crossing**

A request was made for Purlewaugh Road and Billy Kings Crossing to be cleaned out or fixed. Council advised that they have applied for funding through the Fixing Country Roads program but were unsuccessful. The project needs to be developed further and funding sought.

#### **Local Environment Plan**

A question was raised about whether or not tree changers were able to be accommodated in and around Coonabarabran. Council advised that this is being considered.

#### **Footpath**

Concerns were raised regarding the state of the footpath on Cassilis Street in front of the medical practices. Council to investigate.

#### **Public Swimming Pools**

A question was raised about the local swimming pool in relation to fees and opening times.

**MEETING CLOSED AT 6:53PM**

### **RECOMMENDATION**

That Council accept the minutes from the Coonabarabran Town Committee meeting held on 29 November 2016 at Coonabarabran Council Chambers.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 10 Minutes of Binnaway Community Consultation Meeting – 30 November 2016

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Children's & Community Services – Louise Johnson
<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.

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**PRESENT:** Cr Peter Shinton (Mayor), Cr Denis Todd (Deputy Mayor), Cr Anne-Louise Capel, Cr Fred Clancy, Cr Ambrose Doolan, Cr Ray Lewis, Steve Loane (General Manager), Kevin Tighe (Director Technical Services), Stefan Murru (Director Corporate & Community Services), Louise Johnson (Manager Children's & Community Services), George Haley, Marg Haley, Glenn Halliday, Sonya Hancock, Sean Henderson, Malcolm Johnes, Noel Mackay, John Mercer, Pam Southwell, Larry Tolmie.

**CHAIR:** Steve Loane (General Manager)

**APOLOGIES:** Cr Kodi Brady, Cr Wendy Hill, Cr Aniello Iannuzzi, Leeanne Ryan (Director Development Services), Ken White, Gloria Hancock.

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED:** that the minutes of the Binnaway Community Consultation Meeting held on 30 March, 2016, be accepted.

#### **BUSINESS ARISING**

No Business Arising was tabled for discussion.

#### **AGENDA ITEMS**

##### **Final Result 2015/16**

Director Corporate and Community Services, Stefan Murru, provided an overview of Council's end of year result for the 2015/16 financial year.

##### **End of Term Report**

Director Corporate and Community Services, Stefan Murru, advised the meeting that Council's *End of Term Report* and *Annual Report* for 2015/16 were now available on Council's website.

##### **Capital Program 2016/17**

Director Corporate and Community Services, Stefan Murru, provided an overview of Council's capital program for 2016/17 and distributed booklets with further information on local works.

##### **Property Addressing**

Director Corporate and Community Services, Stefan Murru, provided an update on property addressing, which is a *Standing Item* on the *Agenda* for the *Community Consultation Meetings*.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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### **Community Services Directory**

Director Corporate and Community Services, Stefan Murru, showed the meeting a copy of the current *Community Services Directory* and advised it is available on Council's website. Council also advised that the *Directory* is currently being updated. Members of the community were encouraged to review the current *Directory* and advise Council of any changes. Changes are to be submitted to Manager Children's and Community Services, Louise Johnson.

### **Communications and Transparency**

Director Corporate and Community Services, Stefan Murru, distributed a survey on Council's communication and advised that the survey is also available on Council's website.

### **Wind Farm**

General Manager, Steve Loane, advised the meeting of a wind farm being planned for near Coolah. A flyer regarding the *Wind Farm* was distributed.

### **Local Heritage Fund**

General Manager, Steve Loane, distributed information and Application Forms for the Local Heritage Fund and advised the group that applications were now being sought.

### **Community Strategic Plan and Disability Inclusion Action Plan**

Director Corporate and Community Services, Stefan Murru, advised the meeting that Council will soon be commencing a review of the *Community Strategic Plan*. The review will include community consultation via a range of methods. Council also advised that they are required to develop a *Disability Inclusion Action Plan*. Council has determined that the Disability Inclusion Action Plan will be integrated into the *Community Strategic Plan*.

### **Community Financial Assistance Donations**

Director Corporate and Community Services, Stefan Murru, advised that the next round of Community Financial Assistance Donations would be released soon.

### **Contaminated Sites**

General Manager, Steve Loane, provided a handout on contaminated sites. Members of the community were asked to review the information and provide feedback to Council on any contaminated sites they were aware of.

### **Emergency Services Levy**

Director Corporate and Community Services, Stefan Murru, advised that from next year the *Emergency Services Levy* (ESL) will be added to rates notices. The ESL is currently included as part of insurance payments. Further information will be made available closer to implementation.

### **Australia Day Awards**

Director Corporate and Community Services, Stefan Murru, provided attendees with information regarding the 2017 Australia Day Awards. Members of the community were encouraged to nominate someone for these awards.

### **Geo Park**

General Manager, Steve Loane, distributed a flyer regarding the Warrumbungle Pre-Aspiring UNESCO Global Geopark, a shared project of the Coonamble, Gilgandra and Warrumbungle Shires.

### **Regional Platters and Lifestyle Showcase**

General Manager, Steve Loane, distributed flyers regarding a couple of local tourism initiatives being supported by Council – the Regional Platters Workshops and Warrumbungle Lifestyle Showcase Weekend.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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### **GENERAL BUSINESS**

#### **Centenary of Rail in Binnaway**

Council were advised that Binnaway will be celebrating the centenary of rail in 2017.

#### **Sewerage**

An attendee enquired about sewerage in Binnaway. Council reiterated that there was nothing further to report. There is no funding available.

#### **Local Tip**

Attendees raised concerns with the recent changes at the local tip. Council noted the concerns and responded where able. Council advised that there had been significant savings due to the changes and that that had resulted in the Waste Levy being able to be paused. Members of the community were encouraged to continue to provide feedback in relation to this.

#### **Work for the Dole**

A question was raised regarding the possibility of facilitating a Work for the Dole program to assist with things such as roadside rubbish. Council indicated they had previously facilitated a program and it had not been successful.

#### **Development Application at Campground**

A question was raised regarding the progress of the Development Application for the campground. Council advised that they are still waiting on the transfer of the land.

#### **Memorial Hall Kitchen**

Attendees enquired as to the progress of repairs in the kitchen at the Memorial Hall. Council advised that an insurance claim has been made and repairs have commenced. Attendees also expressed concerns regarding communication around hall bookings, indicating that cleaning was not occurring prior to events because bookings are not being communicated.

### **MEETING CLOSED AT 6:28PM**

### **RECOMMENDATION**

That Council accept the minutes from the Binnaway Town Committee meeting held on 30 November 2016 at Binnaway Memorial Hall.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 11 Minutes of Mendooran Community Consultation Meeting – 1 December 2016

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	PA to Director Corporate 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.

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**PRESENT:** Cr Kodi Brady, Cr Anne-Louise Capel, Cr Ambrose Doolan, Cr Wendy Hill, Cr Ray Lewis, Leeanne Ryan (Director Development Services), Stefan Murru (Director Corporate and Community Services), Kevin Tighe (Director Technical Services), Dennis Althofer, Elizabeth Ascher, Michael Ascher, Cliff Carter, Sharon Cleary, Kevin Curtis, Val Dries, Steve Fallon, Heather Foggett, Judy Henderson, Jenny Lloyd, Alison Martin, Jenny Moore, Lesley Sauls, Fred Scriberris, Cameron Walden, John Woodlock, Shirley Zabyne, Frank Geale  
Frank

**APOLOGIES:** Cr Peter Shinton (Mayor), Cr Clancy, Cr Iannuzzi, Cr Todd, Steve Loane (General Manager), Louise Johnson (Manager Children's & Community Services), Bev Bush, Constable Carlton Kopke, Bev Woodman

**CHAIR:** Stefan Murru (Director of Corporate and Community)

**MINUTES:** Stefan Murru (Director of Corporate and Community Services)

#### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the Minutes of the Mendooran Community Consultation meeting, held on 5 April 2016 be accepted.

**Cr Capel / J Lloyd**

#### **BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

#### **AGENDA ITEMS**

##### **Final Result 2015/16**

Director Corporate and Community Services, Stefan Murru, provided an overview of Council's end of year result for the 2015/16 financial year.

##### **End of Term Report**

Director Corporate and Community Services, Stefan Murru, advised the meeting that Council's *End of Term Report* and *Annual Report* for 2015/16 were now available on Council's website.

##### **Capital Program 2016/17**

Director Corporate and Community Services, Stefan Murru, provided an overview of Council's capital program for 2016/17 and distributed booklets with further information on local works.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

---

### **Property Addressing**

Director Corporate and Community Services, Stefan Murru, provided an update on property addressing, which is a *Standing Item* on the *Agenda* for the *Community Consultation Meetings*.

### **Community Services Directory**

Director Corporate and Community Services, Stefan Murru, showed the meeting a copy of the current *Community Services Directory* and advised it is available on Council's website. Council also advised that the *Directory* is currently being updated. Members of the community were encouraged to review the current *Directory* and advise Council of any changes. Changes are to be submitted to Manager Children's and Community Services, Louise Johnson.

### **Communications and Transparency**

Director Corporate and Community Services, Stefan Murru, distributed a survey on Council's communication and advised that the survey is also available on Council's website.

### **Wind Farm**

Director Development Services, Leeanne Ryan, advised the meeting of a wind farm being planned for near Coolah. A flyer regarding the *Wind Farm* was distributed.

### **Local Heritage Fund**

Director Corporate and Community Services, Stefan Murru, distributed information and Application Forms for the Local Heritage Fund and advised the group that applications were now being sought.

### **Community Strategic Plan and Disability Inclusion Action Plan**

Director Corporate and Community Services, Stefan Murru, advised the meeting that Council will soon be commencing a review of the *Community Strategic Plan*. The review will include community consultation via a range of methods. Council also advised that they are required to develop a *Disability Inclusion Action Plan*. Council has determined that the Disability Inclusion Action Plan will be integrated into the *Community Strategic Plan*.

### **Community Financial Assistance Donations**

Director Corporate and Community Services, Stefan Murru, advised that the next round of Community Financial Assistance Donations would be released soon.

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# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

---

### **Regional Platters and Lifestyle Showcase**

Director Development Services, Leeanne Ryan, distributed flyers regarding a couple of local tourism initiatives being supported by Council – the Regional Platters Workshops and Warrumbungle Lifestyle Showcase Weekend.

### **GENERAL BUSINESS**

#### **Town Mowing and Weed Spraying**

A question was raised around the timing and frequency of mowing and spraying around town. Concern that recent rains mean the current program is insufficient and requires a reassessment by council. Alternatives to mowing such as spraying were also discussed.

#### **Slashing along Highway**

Meeting discussed the slashing program along Castlereagh highway. Concern was raised that if the grass is left it can affect visibility.

#### **Cobbora Road B Double access**

Meeting discussed the condition of Cobbora Road. Cr Lewis foreshadowed a motion for next Council meeting that all unsealed roads be closed in rain events and to remain open to local traffic only. Also discussed was the overall condition of the road and the need for further work.

#### **Camping Area**

Meeting discussed camping area and requested more rubbish facilities (bins) be placed in the area, the camping area is a major asset to the community and the community want it to remain an attractive venue for camping.

#### **Naming of piece of infrastructure**

Meeting discussed the possibility of naming the Water Treatment plant the “Charlie Nott Water Treatment Plant” following request received from community member.

#### **Storm Water Levy**

A question was raised about the Storm Water Levy and what the funds are used for and spent in the community.

#### **Safely around School Bus**

A concern was raised regarding safety around the school bus. It was noted other vehicles passing at greater than the 40km per hour speed limit. It was suggested a dash cam be installed into the Council Community Bus.

#### **Corner Yarrow Road & Bandulla Street**

Member of the community request to lease a section of land from Council unfortunately land is not Council land and is Crown Land.

#### **Cemetery**

A question was raised on the work being done at the cemetery. Director of Technical Services, Kevin Tighe confirmed that work has not yet finished and he would have someone looking into the mowing in the Catholic section.

#### **Cars on sides of road**

A question was raised about abandoned vehicles on Cobbora Road. Unfortunately Council is unable to remove these vehicles.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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### **Racecourse Road**

Drainage along Racecourse road was discussed. It was advised that water lays and is unable to drain off. Drainage in Farnell Street was also discussed with water pooling in front of residents homes. Director of Technical Services, Kevin Tighe will arrange an inspection of the area and complete necessary works.

### **Town Park**

The meeting discussed the Mendooran town park and its facilities, including the maintenance of toilets. Also the BBQ area road is in the need of repair. Residents would like to see new play equipment installed. Also the water tank is leaking could this please be fixed as well as the drain.

### **Water pressure and water rates**

Water pressure issues were raised. This is of concern with fire hydrants. Director Technical Services, Kevin Tighe requested residents to contact Council when the pressure drops. A question was raised about the amount paid in water rates.

### **Water tank in Brambil Street**

A question was raised about the water running down the road from the tank on Brambil Street.

### **Pump station in River Street**

A question was raised if the pump station in River Street could be cleaned.

### **Unkempt properties**

A question was raised with regards to unkempt properties in town. Examples include, house with roof blown off, grass over grown and disused cars in peoples yards. Unfortunately Council is unable to do much in these matters.

### **Tar sealing of Bandulla Street**

The question was raised if Council would consider sealing Bandulla Street as the dust is of concern. The sealing of Bandulla Street was not included in this year's budget but can be considered in the upcoming Budget Deliberations in the new year (April 17)

**MEETING CLOSED: 7.26pm**

### **RECOMMENDATION**

That Council accept the minutes from the Mendooran Town Committee meeting held on 1 December 2016 at Mendooran Mechanics Institute.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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### **Item 12 Notice of Motion – Coonabarabran Historical Precinct**

---

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

*That Council undertake a review of the historical precinct of Coonabarabran CBD (Central Business District).*

**CR LEWIS**

#### **RECOMMENDATION**

For Council's consideration.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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### **Item 13 Notice of Motion - Delegations**

---

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

- a) *That the General Manager's delegations regarding legal documents be altered in such a way that the Mayor must co-sign contract, deeds, licences, leases and other legal documents.*
- b) *That the General Manager's delegations regarding complaints and requests be altered in such a way that the word "major" be deleted.*
- c) *That the General Manager's delegations with respect to leases be altered in such a way that short term lease be re-defined as less than or equal to 2 years.*

**CR IANNUZZI**

### **RECOMMENDATION**

For Council's consideration.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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### **Item 14 Notice of Motion – Internal Committees**

---

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

- a) *That only Councillors may have voting rights at internal committees of Warrumbungle Shire Council.*
- b) *That Councillors attending internal committee by telephone or video are able to vote and participate as though they were present in person.*

**CR IANNUZZI**

### **RECOMMENDATION**

For Council's consideration.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 15 Notice of Motion – Voice recording

---

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

*That Council develop a system to voice record all monthly meetings including confidential considerations. All recordings should be retained for reference for a period of 4 years.*

- a) *Minutes of Meetings are currently produced in accordance with OLG requirements.*
- b) *The lack of recorded detail and determination of issues is lost without the opportunity to review and clarify the intent of decisions.*
- c) *Statements made by Councillors and Staff are also lost without this facility.*
- d) *On many occasions we are reliant on memory of proceedings.*
- e) *I acknowledge Councillors should be diligent when compiling Motions to be considered.*

### **Support**

Cr Clancy has the support of Cr Todd

### **CR CLANCY**

### **RECOMMENDATION**

For Council's consideration.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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### **Item 16 Notice of Motion – Warrumbungle Quarry**

---

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

1. *That Council provide a site inspection of Warrumbungle Quarry to establish quality of product, ongoing resources and dispersal of product deemed not suitable for sale. Also any future expansion and site management.*
  - a) Self explanatory
  
2. *That following the site inspection Council conduct a workshop to inform Councillor of account methods deployed when annual profit and loss reports are included in Council's balance sheet and annual reporting.*
  - b) Self explanatory

#### **Support**

Cr Clancy has the support of Cr Todd.

#### **CR CLANCY**

#### **RECOMMENDATION**

For Council's consideration.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

---

### **Item 17 Notice of Motion – Buy Local Policies**

---

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

*That Council review all aspects of its “Buy Local” policies.*

- a) To my knowledge this Policy was adopted many years ago.*
- b) An increase of 5% ie, all up = 10% would be a true reflection of the volatile nature of larger centres discounting.*
- c) A reduction of staff to apply in all instance*

### **Support**

Cr Clancy has the support of Cr Todd.

### **CR CLANCY**

### **RECOMMENDATION**

For Council's consideration.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 18 Matters of Concern

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Administration Services
<b>Author:</b>	Manager Administration and Executive Assistant to GM – Glennis Mangan
<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.

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### Reason for Report

The matter of Questions without Notice or Matters of Concern being re-introduced into the Council business papers was raised at the ordinary December 2016 Council meeting.

There have been concerns raised by Councillors for Questions without Notice or Matters of Concern to be raised at the ordinary council meeting. It is considered that without this Agenda item the public are being denied information and lack of transparency.

The General Manager undertook to bring a report back to the ordinary February Council meeting.

### Background

Council has previously considered this matter at the ordinary Council meeting in February 2009 by way of a Notice of Motion from Councillor Todd, *that Council should re-introduce "General Business" on the Council Agenda. This motion was put and lost.* In May 2009 another Notice of Motion from past Councillor Powell requested *the re-introduction of Questions without Notice at each meeting. The motion was put and lost.*

Further, the matter was again brought forward at the December 2009 Council meeting where it was *resolved that Council place on the monthly business paper an item, Questions and Matters of Urgency with guidelines for practice and Councillor obligation as determined by Council's Code of Meeting Practice and the NSW Local Government (General) Regulations 2005.*

Subsequently, in June 2010 a further report was presented to council that advised of the revised meetings Practice Note (Note 16) which was a result of a Best Practice review. At this meeting it was resolved that, *Council cease to include an item in its meeting agenda titled "Questions without Notice" and include in its meeting agenda an item titled "Questions for Next Meeting".*

The Note is shown below.

# WARRUMBUNGLE SHIRE COUNCIL

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At Council's ordinary September meeting in 2014, a motion was moved Councillor Clancy seconded by Councillor Andrews that Council provide an opportunity for Councillors to raise Matters of Concern at the end of each meeting limited to three (3) questions per Councillor, acknowledging that all provisions in the Code of Meeting Practice must be adhered to. The motion was put and carried.

### **Issues**

The revised Practice Note, Clause 1.4.11 explains that allowing the practice of questions without notice is inconsistent with the provisions of clause 241 (1) of the Local Government (General) Regulation 2005 which requires notice to be given of matters to be raised at council meetings.

The purpose of the notice requirement is to enable all councillors and the public to be aware, by reading the agenda for the meeting, of matters that will be raised at the meeting. This in turn promotes openness and transparency in the conduct of council meetings.

The notice requirement also ensures that questions, when asked, are appropriately recorded and responded to. It should not stifle debate or constrain the asking of questions.

If the subject matter of a question is genuinely urgent and the question is not on the agenda, the question could be raised under clause 241 (3) of the Regulation. That clause allows a matter to be raised before council, despite notice not having been given, if:

- A motion is passed to have the matter brought before the meeting, and
- The matter is ruled by the chairperson to be of great urgency.

It should be borne in mind that a councillor is at liberty to ask a question of another councillor or the general manager about a matter that is on the meeting agenda during the debate on that matter.

The Division considers that it is acceptable for a council to adopt a practice of allowing councillors, just prior to the end of a meeting, to raise questions on the understanding that the answers will be provided at the following meeting.

Such questions should be recorded in the minutes of the meeting. This could be formalised by way of an agenda item "Questions for Next Meeting". This would constitute a means of giving notice of the question for the following meeting, provided that there is sufficient time between the two meetings to meet the notice requirements of clause 241.

### **Clause 241 of the Regulation states:**

- (1) A council must not transact business at a meeting of the council:
  - a) Unless a councillor has given notice of the business in writing within such time before the meeting as is fixed by the council's code of meeting practice or (if the council doesn't not have a code of meeting practice or its code of meeting practice does not fix that time) as is fixed by resolution of the council, and

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- b) *Unless notice of the business has been sent to the councillors in accordance with section 367 of the Act.*
- (2) *Subclause (1) does not apply to the consideration of business at a meeting if the business:*
- a) *Is already before, or directly relates to a matter that is already before, the council, or*
  - b) *Is the election of a chairperson to preside at the meeting as provided by clause 236 (1), or*
  - c) *Is a matter or topic put to the meeting by the chairperson in accordance with clause 243, or*
  - d) *Is a motion for the adoption of recommendations of a committee of the council.*
- (3) *Despite subclause (1), business may be transacted at a meeting of a council even though due notice of the business has not been given to the councillors. However, this can happen only if:*
- a) *A motion is passed to have the business transacted at the meeting, and*
  - b) *The business proposed to be brought forward is ruled by the chairperson to be of great urgency.*
- Such a motion can be moved without notice.*

### **Options**

Council may consider introducing an Agenda item called “Questions for the Next (where practical) Meeting”. These questions should be in writing and submitted at the end of the ordinary council meeting as per clause 1.4.11.

### **Financial Considerations**

Nil.

### **RECOMMENDATION**

That Council introduce a regular item on its ordinary monthly Council meeting Agenda called “Questions for the Next (where practical) Meeting”, as per the advice from the Office of Local Government and clause 1.4.11 of the revised Practice Note.

**FURTHERMORE**, these questions should be limited to three per Councillor and should be submitted in writing at the conclusion of the ordinary meeting.

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### Item 19 Pecuniary Interest Returns

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Administration and Executive Assistant to GM – Glennis Mangan
<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

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### Reason for Report

As part of the public scrutiny of councillors (and designated persons), councillors (and designated persons) are required to prepare and submit a written return identifying their pecuniary interests as per Parts (1) and (3) of Section 449 of the Local Government Act 1993.

*(1) A councillor or designated person must complete and lodge with the General Manager, within 3 months after becoming a councillor or designated person, a return in the form prescribed by the regulations.*

*(3) A councillor or designated person holding that position at 30 June in any year must complete and lodge with the general manager within 3 months after that date a return in the form prescribed by the regulations.*

### Background

In pursuance of Section 449 of the Local Government Act, 1993, the General Manager is required to table the Register of Returns.

### Issues

The register is now tabled.

### Options

Nil

### Financial Considerations

Nil

### RECOMMENDATION

That Council note the tabling of the Register of Disclosures.

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### Item 20 Community Financial Assistance Donation Requests 2016/17 (Round Two)

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	PA to Director Corporate Services – Liz Webster
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority:</b>	CC4 There is a high degree of public involvement in community activities including volunteerism.

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#### **Reason for Report**

To present to Council details of financial assistance requests received under Council's Financial Assistance Grants program, and seek Council's decision as to which requests will receive funding.

#### **Background**

Council has a current Donations Policy that can be found in Council's Operational Plan and Delivery Program 2015/16. The Donations Policy details the process in which donations are made to community and not for profit organisations in the form of either the waiving of rates, fees and charges or assistance of in-kind works or monetary grants. The complete list of 2016/17 donations as per Section 356 of the Local Government Act (1993) is noted in the Operation Plan and Delivery Program pages 194 – 198.

Each year Council holds two rounds of Financial Assistance Grants (one in August and one in February) where community organisations and members of the public are able to submit requests for financial assistance in the form of a monetary grant capped at \$500 per request. Council's Financial Assistance Grant program is usually well subscribed and Council is often unable to fund all requests. The total budget for Financial Assistance Grant requests is \$20k per annum.

Public submissions were sought from December for this second round 2016/17, which was well promoted on Council's website and local media. Council received 20 applications in the second round, totalling \$9,410.

#### **Issues**

Council must now decide on which of the 20 applications to approve. A summary of each request can be found in Appendix 1. Appendix 1 also includes a brief summary of each request to aid in decision making. Council has been provided with a copy of each request under separate cover.

#### Assessment Criteria

The assessment criterion has been prescribed as follows:

*Council will use the following general criteria when considering requests for financial assistance;*



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- *Activities which address gaps in service or community development;*
- *Activities which promote community development in a multicultural context and seek to address issues of access and equity;*
- *Involvement from volunteers and self help initiatives which build upon Council's contribution;*
- *Consumer / use participation in management of services / activities*
- *Innovative and creative approaches to identified needs; and*
- *Activities, which use Council funding to attract further resources.*

*There will be a cap of \$500 for Financial Assistance Grants.*

*Council will give low priority to following types of requests for financial assistance;*

- *Activities/services which do not attempt to become self-supporting where the potential exists through fees or other feasible income – producing activities.*
- *Activities of a purely social nature, which do not address the needs of disadvantaged groups.*
- *Activities which are eligible for support from state- wide or regional parent bodies.*
- *Organisations, which have not observed accountability requirements for past Council assistance.*

### **Options**

Public submissions were sought from December 2016 for this Second Round of the Community Financial Assistance Donations 2016/17 Financial Year. The call for submissions was well promoted on Council's website and in local media. To assist Council in its deliberations, a description of the requests has been included in the listing of submissions.

The following listing of submissions is for Council's consideration and it is noted where an applicant has previously received a Community Financial Assistance Donation in either the 2015/16 or 2016/17 Financial Years. Noted also is if the has been included in Council's Annual Donations for the 2016/17 Financial Year as per the Operational Plan and Delivery Program.

### **Financial Considerations**

Council currently has a total Community Financial Assistance Donations Round 2 budget of \$11,488. Details on how this budget was derived can be found in the table below:

<b>Original Budget per Donations Policy</b>	<b>\$20,000</b>
Less:	
Donations from Round One (1)	(\$8,129)
Cowra Shire Council Legal Costs as per Council Resolution 32/1617	(\$383)
<b>Final amount Available for Distribution</b>	<b><u>\$11,488</u></b>

Any overspend of this amount will need to be funded from Council's General Fund.

### **RECOMMENDATION**

For Council's determination.

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### Community Financial Assistance Donations 2016/17 Round Two (2)

<b>Summary of Submissions Received</b>					
<b>Ref.</b>	<b>Applicant</b>	<b>Amount Requested</b>	<b>Amount Considered</b>	<b>Description of Project</b>	<b>Previous Donation Received 2015/16 &amp; 2016/17 or inclusion in 2016/17 Annual Donations Policy</b>
1	Coonabarabran Showground Trust	\$500	\$500	Repairs to the Showground Cattle Shed	
2	Binnaway PAH & I Association	\$500	\$500	Advertising costs in local papers to promote Event. As well as printing and distribution of Flyers	Annual Donation \$50.00 to Art Prize
3	Dunedoo Bowling Club	Not specified	-	Sponsorship of the Swan Classic Bowls Tournament	
4	Binnaway Rail Heritage and Preservation Group	\$500	\$500	To be used to purchase materials and paint for a mural to be created in the main street of Binnaway (Renshaw?)	
5	Coonabarabran Veteran Golfers	\$500	\$500	Funds to be used to beautify the first tee area	
6	Coonabarabran Bowling Club	\$500	\$500	Sponsorship of the 3 Day Easter Bowls Tournament	
7	Baradine RSL Women's Auxiliary	\$110	\$110	Purchase of RSL Women's Auxiliary Flag	
8	The Mendooran Singers	\$300	\$300	Funds to be used for hall hire, advertising and postage for a proposed concert in Mendooran with the Sydney Male Choir	\$304.00 received in Round One (1) August 2016
9	Dunedoo District & Development Group	\$500	\$500	To provide water safety and swimming lessons to children in Dunedoo	\$500 received in Round Two (2) 2015/16 February 2016
10	Dunedoo Men's Shed Inc.	\$500	\$500	To assist with the cost of a Development application for an extension to the existing building located at the Dunedoo Showground currently used by the Dunedoo Mens Shed Inc	

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Summary of Submissions Received					
Ref.	Applicant	Amount Requested	Amount Considered	Description of Project	Previous Donation Received 2015/16 & 2016/17 or inclusion in 2016/17 Annual Donations Policy
11	Dunedoo Men's Shed Inc.	\$500	\$500	To buy materials to make a welcome sign for the Dunedoo Mens Shed	
12	Dunedoo Preschool and Kindergarten	\$500	\$500	To assist with the cost of running a 2 day Kinesiology course/workshop for preschool and the wider community	
13	Dunedoo Bowling Club	\$500	\$500	To assist in the purchase of shadecloth to provide quality shade areas for our bowlers and also help to encourage more bowlers like school students to participate	
14	Dunedoo Touch Football Club Inc.	\$500	\$500	To purchase an Oztrail 6x3m Gazebo to provide shade for children at the football games when not on the field	
15	Dunedoo Amateur Swimming Club	\$500	\$500	To purchase new BBQ and Esky as existing one is broken. The BBQ is used for carnival and also for our weekly BBQ which is used as a fundraiser.	
16	Dunedoo Central School	\$500	\$500	To assist with the running of a workshop "Art for Youth" which will be open to students from both the Central and St Michaels Schools.	\$500 received in Round One (1) August 2016 \$200 received in Round One (1) August 2016 Annual Donation \$70.00 for Awards Night
17	Mendooran Tennis Club	\$500	\$500	To assist in urgent necessary upgrades to lighting on court two.	\$500.00 received in Round One (1) August 2016
18	Coolah Central School	\$500	\$500	To assist in the purchase of a refrigerated water fountain to encourage students to drink as much water as possible	Annual Donation \$70.00 for Awards Night

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<b>Summary of Submissions Received</b>					
<b>Ref.</b>	<b>Applicant</b>	<b>Amount Requested</b>	<b>Amount Considered</b>	<b>Description of Project</b>	<b>Previous Donation Received 2015/16 &amp; 2016/17 or inclusion in 2016/17 Annual Donations Policy</b>
19	Coolah Central School	\$500	\$500	To assist in with the purchase a automatic watering system for the school fruit and vegie patch.	Annual Donation \$70.00 for Awards Night
20	Dunedoo Polocrosse Club	\$500	\$500	To assist with the purchase of 12 tables to be used for meals at carnivals and fundraisers.	
21	Coonabarabran Swimming Club	\$500	\$500	To assist with the purchase of backstroke flags to be used at Coonabarabran Swimming Pool	
<b>Total</b>		<b>\$9,410</b>	<b>\$9,410</b>		

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 21 Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Administration and Executive Assistant to GM – Glennis Mangan
<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.

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#### **Reason for Report**

Council is required to review its Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors and place the Policy on public exhibition for 28 days. Council determined to place the Policy on public exhibition at its December 2016 Council meeting.

#### **Background**

Under Section 252 of the Local Government Act, Council is required to adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor and the other councillors in relation to discharging the functions of civic office. Under amended legislation this Policy is required to be endorsed within 12 months of each term of council (4 years).

#### **Issues**

The Policy was on exhibition for the nominated 28 days and no public submissions were received. Amendments providing clarification of payment of costs in relation to attendance by a spouse, partner or accompanying person at LGNSW Conference, Roads Congress and ALGA National General Assembly have been included in Section 2.6. Appendix A being the updating of expenses in line with the Australian Tax Office's Taxation Determination TD 2016/13 have been included.

#### **Options**

Council must endorse a Policy for the payment of expenses within 12 months of the new term of each Council.

#### **Financial Considerations**


Provision is made within the budget relating to provision of expenses and facilities to Mayors and Councillors.

#### **RECOMMENDATION**

That Council endorse the following amended Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

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 warrumbungle SHIRE COUNCIL	<b>DRAFT Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors</b>
	<b>Strategic</b>

(Pursuant to Sections 12, 2 3A, 252, 253 and 254 of the Local Government Act and Clauses 217 and 403 of the Local Government (General) Regulation 2005)

### **Part 1 - INTRODUCTION**

#### Title and Commencement of the Policy

This Policy shall be cited as the Policy for the Payment of Expenses and Provision of Facilities to Councillors and is effective from 16 February 2017 and replaces the previous policy titled Policy for the Payment of Expenses and Provision of Facilities to Councillors adopted by Council on 19 November 2015.

#### Purpose of the Policy

The purpose of this Policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by the Councillors. The Policy also ensures that the facilities provided to assist and support the Councillors to carry out their civic functions are reasonable.

#### Objectives and Coverage of the Policy

The objectives of this Policy are to:

- Provide a guide to councillors expenses and facilities
- Outline the process for paying expenses so that they can be properly recorded, reported and audited
- Comply with the guidelines issued by the Office of Local Government.

In this Policy, unless otherwise stated, the expression “Councillor” refers to all Councillors of Warrumbungle Shire Council including the Mayor and Deputy Mayor.

#### Basis of this Policy

The relevant legislative provisions for this policy are set out below. In this legislation the expression “year” means the period from 1 July to the following 30 June.

### **Local Government Act 1993**

- **252 Payment of expenses and provision of facilities**
  - (1) *Within the first 12 months of each term of Council, the Council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision to the, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.*
  - (2) *The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.*

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- (3) *A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.*
- (4) *A council may from time to time amend a policy under this section.*
- (5) *A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.*

- **253 Requirements before policy concerning expenses and facilities can be adopted or amended**

- (1) *A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.*
- (2) *Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.*
- (3) *Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.*
- (4) *(Repealed)*
- (5) *A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.*

### **Part 2 - PAYMENT OF EXPENSES**

#### **Allowances and expenses**

Council does not provide general expense allowances to Councillors. Councillors are entitled to the expenses set out in this policy provided that they satisfy the stated requirements.

This Policy is intended to cover most situations where a Councillor reasonably incurs expenses in discharging the functions of civic office.

The payment of expenses and reimbursement of expenses under this Policy shall only be in respect of costs directly associated with discharging the functions of civic office.

#### **2.1 Establishment of Monetary Limits and Standards**

This policy identifies and publishes monetary limits and standards applicable to the payment of various expenses to Councillors. This allows members of the public to know the expected cost of providing services to Councillors and to make comment during the public consultation phase of making or amending the policy. It also avoids the situation where Councillors incur expenditure that is unforeseen or considered unreasonable by other Councillors and the public.

Monetary limits prescribed in this Policy set out the maximum amount payable in respect of any expense or facility.

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Where a Councillor incurs expenses in the course of discharging their civic office responsibilities, such expenses will be reimbursed. Typical examples of such expenses include:

- Course fees
- Fares / parking / tolls
- Accommodation
- Meals
- Incidentals, including telephone or facsimile charges, internet charges, laundry and dry cleaning etc. while attending conferences, seminars etc.

Wherever possible, every effort should be made to minimise the extent of such expenses to a reasonable level. Furthermore, in the majority of cases course/conference fees and accommodation will be pre-booked, negating the need for out-of pocket expenses to be incurred.

For accommodation or meals that Council has not prepaid, and for incidental expenses, Council will reimburse expenses incurred while attending conferences, seminars or official functions to the limits of the allowances set out in the Australian Tax Office's Taxation Determination TD 2016/13 or such determinations or policies of the Australian Tax Office that supersede it.

The limits will be applied as follows:

- Where Councillors' meals are not prepaid by Council or are not included in the seminar, conference, event or briefing fee, the monetary limits per day for meals are those set out under 'Food and Drink' in Table 3 paragraph 11 of TD 2016/13 (see Appendix A attached) or such determination or policies of the Australian Tax Office that supersede it. (As at July 2016 – Meal Allowance (per day) Breakfast \$34.00; Lunch \$48.00; Dinner \$67.30)
- Where Councillors incur incidental expenses, such as phone call and similar expenses, the monetary limits per day for those expenses are the rates set out under 'Incidentals' in Table 3 of paragraph 11 of TD 2016/13 or such determinations or policies of the Australian Tax Office that supersede it. (As at July 2016 – Incidental Expenses (per day) \$27.25)
- Where Councillors' accommodation expenses are not prepaid by Council or are not included in the seminar, conference, event or briefing fee, the monetary limits per day for those expenses are those set out under 'Accommodation' in Tables 3 and 4 (see Appendix A attached) of paragraph 11 of TD 2016/13 or such determinations or policies of the Australian Tax Office that supersede it.

With the approval of the Mayor and General Manager, a Councillor may expend more than the individual monetary limits per day for meals and incidental expenses, provided that the overall monetary limit per day in that case will be the sum of all of the monetary limits per day for meals and incidental expenses.

On completion of a discretionary trip or attendance, Councillors should provide a written report to Council on the aspects of the attendance that are relevant to Council's business and/or the local community. A report is not required for the LGNSW annual conference.

Where applicable the standard of any equipment, facility or service to be provided shall be to the maximum standard prescribed in this Policy.



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### **2.2 Requirement for receipts**

Council will not reimburse any expenses unless a receipt or tax invoice is produced and the necessary claim forms completed.

### **2.3 Payment of Reimbursed claims**

Councillors are to submit all claims for reimbursement, including all travel expenses, to the General Manager or delegate in a form and manner acceptable to the General Manager in the circumstances to enable full assessment of the claim on a monthly basis and these will be paid with their monthly allowance. Tax invoices and receipts are to be supplied to support claims. All payments to Councillors will be via direct deposit to their nominated bank account. Councillors are to seek reimbursement for their expenses within three (3) months of the expense being incurred.

Should a determination be made that a claim should not be paid, the General Manager shall explain such decision to the Councillor and should the Councillor still believe that the claim should be paid, in part or in full, it shall be considered that a dispute exists.

In the event of a dispute at any time regarding this Policy, the parties to the dispute shall provide a written report on the nature of the dispute. The General Manager shall submit such reports to the next meeting of Council to have the dispute determined by a resolution of Council having regard to this Policy, the Act and any other relevant law. The decision of Council shall be binding on all of the parties.

### **2.4 Accommodation and meal expenses**

Councillors shall be accommodated in the hotel where the conference, seminar, or training course is being held or the nearest hotel to it that is of a similar standard, or as authorised by the host organiser where the conference is not located within the Sydney metropolitan area. Accommodation shall be provided at the rate of a double room.

Such attendance to be confirmed by Council with reimbursement of costs and expenses to be made upon the production of appropriate receipts and/or tax invoices and completion of the required claim forms. Alternatively, accommodation can be booked by Council order form and allowance for incidental expenses as provided under clause (2.5).

### **2.5 Incidental Expenses**

Incidental expenses such as public transport fares, parking fees, phone/fax expenses and expenses incurred as the result of the purchase of refreshments during meetings related to council business or meals not included in the registration fees for conferences or similar functions, will be reimbursed by Council on production by the Councillor of the relevant receipts together with an approved claim form in accordance with Table 3 of paragraph 11 of TD 2016/13 or such determinations or policies of the Australian Tax Office that supersede it. (see clause 2.1).

Council will not meet any expenses for alcohol, cigarettes or personal requirements. Council will not fully fund any activity where the Councillor is not in attendance for at least 90% of the specified activity. Other than in the most exceptional circumstances, where Councillor's expenses have been met by Council but the Councillor does not attend at least 90% of the activity, that Councillor will be required to show cause why they should not reimburse Council for any costs incurred.

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### **2.6 Payment of expenses for spouses, partners and accompanying persons**

In this clause accompanying person means a person who has a close personal relationship with a Councillor and/or provides carer support to the Councillor. Where the attendee is accompanied at a conference or seminar by his or her spouse or partner or accompanying person, the attendee will be required to meet all costs associated with their spouse or partner or accompanying person's travel expenses, additional accommodation expenses, tours and attendance unless otherwise resolved by Council.

Where the attendee is accompanied at the annual LGNSW Conference and/or annual Roads Congress and/or annual ALGA National General Assembly by his or her spouse or partner or accompanying person, Council will meet all costs associated with their spouse or partner or accompanying person's travel expenses, accommodation expenses, tours and attendance.

Council will meet the reasonable costs of spouses and partners or an accompanying person for attendance at official council functions that are of a formal and ceremonial nature. Examples would be Australia Day award ceremonies, citizenship ceremonies and civic receptions. Such functions would be those that a Councillor's or General Manager's spouse, partner or accompanying person could be reasonably expected to attend.

By resolution of Council, costs and expenses incurred by the Mayor, Councillors (or General Manager or nominee) for other events or functions on behalf of their spouse, partner or accompanying person shall be reimbursed if the cost or expense relates specifically to the ticket, meal, travel and accommodation and/or direct cost of attending the function.

### **2.7 Payments in advance**

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home or for the cost of service associated with a civic duty. Councillors must fully reconcile all expenses against the cost of the advance.

Within one (1) week of incurring the cost and/or returning home the Councillor shall submit the details to the General Manager for verification and pay back to Council any unspent money. The level of the supporting documentation is to be commensurate with the nature of the expenditure. The maximum value of a cash advance is \$563.20.

### **2.8 Approval arrangements**

Approval for discretionary trips and attendance at conferences and the like should be where possible, approved by a full meeting of the Council. If this is not possible then the approval should be given jointly by the Mayor and the General Manager. If the Mayor requires approval to travel outside of council meetings it should be given jointly by the Deputy Mayor or another Councillor and the General Manager.

### **2.9 Attendance at seminars and conferences**

Council has allocated \$31,000 to fund attendance at conferences, investigatory delegations and similar events. However, Council may agree to allocate additional funds in specific cases where it decides that there is a benefit to council from the attendance.

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The following seminars, conferences and meetings are endorsed for attendance by council representatives:

- Annual conference of the Local Government NSW (Three (3) Councillors and General Manager)
- Roads Congress (Two (2) Councillors and General Manager)
- OROC meetings
- Country Mayor's Association meetings
- Mining Related Councils (Mayor and General Manager)
- ALGA – National General Assembly Local Government (Canberra) (Mayor and General Manager)

After returning from the conference, Councillors or a member of council staff accompanying the councillor/s, should provide a written report to council on the aspects of the conference relevant to council business and/or the local community.

No written report is required for the Annual Conferences of Local Government NSW.

Requests for attendance at other conferences or seminars should be lodged in writing outlining the benefits for Council.

Council will meet the costs of conference / seminar registration fees including the costs of related official lunches and dinners and associated tours where they are relevant to the business and interests of the Council. Council will also meet the reasonable cost of transportation and accommodation associated with attendance at the conference and Council shall meet the cost of breakfast, lunch and dinner for Councillors where any of the meals are not provided as part of the conference, seminar or training course.

### **2.10 Registration fees**

Registration fees for attendance at Council approved conferences and seminars will be paid by Council. These fees will include the costs of related official lunches and dinners and associated tours where they are relevant to the business and interests of the council.

### **2.11 Travel Expenses**

Council will meet all reasonable costs of transportation to and from conferences and seminars when they are not included in the conference fees. Councillors are entitled to use Taxis provided that the cost of a single trip does not exceed \$150 (including GST) unless approval is granted by the General Manager in exceptional circumstances. All travel by councillors should be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

Travel arrangements can include the use of a private vehicle, public transport, taxis, or travel using a council vehicle. Costs associated with parking fees and road tolls will be refunded on production of a receipt. The driver is personally responsible for all traffic or parking fines incurred while travelling in private or council vehicles on council business.

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Claims for travelling expenses under this Policy shall include details of:

- Date and place of departure
- Date and place of arrival
- Distance travelled
- Fares and parking fees paid
- Amount claimed as travelling allowances
- Total amount of claim

Travel in a Councillor's own vehicle to Council and Committee meetings, formal or social functions or activities or other meetings involving the community whilst representing Council where attendance is approved by the Mayor and/or General Manager is to be paid at the per kilometre rate payable for claims by staff in the Local Government (State) Award.

Where the approved meeting, function or activity is within the Warrumbungle Shire Council boundary, reimbursement shall be on the basis of the distance from the Councillor's principal place of residence (if it is within the Warrumbungle Shire Council boundary) to the venue or, if the Councillor resides outside the Warrumbungle Shire Council boundary, from the Warrumbungle Shire Council boundary to the venue. Where the Councillor uses his/her own vehicle to travel to an approved function that is outside the Warrumbungle Shire Council boundary then council's reimbursement will be based on the total distance travelled from residence to venue and return if the Councillor resides within the Warrumbungle Shire Council boundary. If the Councillor does not reside within the Warrumbungle Shire Council boundary, then Council will reimburse the distance either:

- a) from the Councillor's residence to the venue, or
- b) from the Warrumbungle Shire Council boundary closest to the Councillor's residence to the venue, whichever is the lesser.

Claims for the above expenses require the submission of a claim form signed by the claimant detailing date, distance and reason for journey(s) with such claims to be submitted monthly.

Travel associated with authorised conferences, seminars and meetings may be undertaken by Council vehicle (where available) subject to prior approval by the General Manager, with fuel expenses etc. to be met by Council.

Council will meet the cost of return economy air travel or equivalent payment for attendance at authorised conferences/seminars.

Elected members using private vehicles will be paid the kilometre rate to a maximum payment, which is not to exceed economy class air fares to and from the particular destination.

All travel by Councillors that involves an overnight stay of one or two nights must be authorised in advance by the Mayor and General Manager (or in the event that the Mayor requires approval to travel outside of council meetings approval should be given jointly by the deputy mayor or another councillor and the General Manager.)

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All travel by Councillors that involves an overnight stay of more than two nights must be authorised in advance by the Council.

Where travel for Council business or approved activities outside of the local government area is to be undertaken – arrangements for both travel and accommodation must be made through the General Manager and will be by the most practical method.

Prior approval of travel should generally be required for interstate travel. The application for approval should include full details of the travel, including itinerary, costs and reasons for the travel.

Overseas travel on behalf of council must be approved by a meeting of the full council prior to a councillor undertaking the trip.

### **2.12 Attendance at dinners and other non-council functions**

The costs of attendance by Councillors at dinners and other non-council functions which provide briefings to councillors from key members of the community, politicians and business will only be met by Council when the function is relevant to the council's interests and authorised by Council in advance.

No payment shall be made by Council for attendance by a councillor at any political fundraising event, for any donation to a political party or candidate's electoral fund, or for some other private benefit. Any expenses to be incurred that would be directed towards such events and activities will not be approved for payment.

### **2.13 Gifts**

Where it is appropriate for councillors **to give** a gift or benefit, these gifts and benefits will be of token value and in accordance with council's Code of Conduct.

### **2.14 Training and Educational expenses**

Council will only meet the costs of training or attendance at an educational course that is directly related to the Councillor's civic functions and responsibilities and is approved by Council prior to undertaking such training or attendance. Council has allocated \$5,000 to fund relevant training and educational courses and attendances at briefings.

### **2.15 Telephone and internet expenses**

Except as otherwise set out in this policy, Council will not reimburse Councillors for telephone expenses incurred in using their private/mobile phones for Council business. Phones are available for Councillors' use at the Coolah and Coonabarabran offices of Council.

### **2.16 Mobile telephone**

Council shall meet the cost of a mobile telephone for the Mayor, for which Council shall pay rental and 100% of metered calls charged against that service, to a limit of \$205 per month for Council business calls and \$20 per month for incidental personal calls, provided that the number is available to be given out for general public information.

### **2.17 iPads**

Council shall meet the cost of providing and maintaining a mobile iPad device costs of communication via computer OR provision of an ipad with internet connectivity.

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### **2.18 Insurance Provisions**

Council will maintain adequate insurance against public liability and professional indemnity for matters arising out of Councillors' performance of their civic duties and/or exercise of their council functions.

Council shall pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's insurers, whether defended or not.

### **2.19 Legal Expenses and Obligations**

Council shall, if requested, indemnify or reimburse the reasonable legal expenses to a maximum of \$200,000 of:

- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act; or
- a Councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Act, provided that the outcome of the legal proceedings is favourable to the councillor; or
- a Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter before investigative or review body has proceeded past any initial assessment phase to a formal investigation or review. In the case of a conduct complaint made against a councillor, legal costs will only be made available where a matter has been referred by the General Manager to a conduct reviewer/conduct review committee to make formal enquiries into that matter in accordance with the procedures in the Code of Conduct. In the case of a pecuniary interest or misbehaviour matter legal costs will only be made available where a formal investigation has been commenced by the Division of Local Government. Legal costs must only be provided where the investigative or review body makes a finding that is not substantially unfavourable to the councillor. This can include circumstances in which a matter does not proceed to a finding.

Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act shall be distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly by using knowledge of a proposed rezoning for private gain is not covered by this provision.

Council shall not meet the costs for any legal assistance in respect of legal proceedings initiated by a Councillor in any circumstances.

Council must not meet the legal costs of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

Council shall not meet the costs of any enquiry, investigation or hearing initiated at the request of, or to any legal proceedings taken by, Council itself.

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### **2.20 Special requirements of Councillors – Care and Other Related Expenses**

Council shall meet reasonable expenses associated with any special requirements of a Councillor, such as disability and access needs, in order to discharge the functions of civic office.

Council will meet reasonable costs of facilitating access to council premises, functions and activities where, by reason of disability, care-giver role or other special need, a councillor would not otherwise have equity of access with other councillors. Such support will allow the fullest participation reasonably possible. Council will reimburse the reasonable cost of care arrangements, including childcare expenses and the care of elderly, disabled and/or sick immediate family members of councillors to allow councillors to undertake their council business obligations.

The total amount paid to a Councillor under this provision shall not exceed \$3,000 per year of term.

### **Part 3 – PROVISION OF FACILITIES**

Councillors shall not generally obtain private benefit from the provision of equipment and facilities. However, incidental personal use of Council equipment and facilities may occur from time to time without requiring reimbursement of the cost by a Councillor. No entitlement under this Policy shall be treated as being a private benefit that requires a reduction in the Mayoral fee or the Councillors fee.

Unless otherwise authorised in this Policy, if a Councillor does obtain a private benefit for the use of a facility provided by Council the Councillor shall be invoiced for the amount of the private benefit with repayment to be in accordance with Council's normal terms. The value of the private benefit shall be determined by Council in non-confidential session of a Council meeting.

Equipment, facilities and services provided under this Policy shall not be used to produce election material or for any other political purposes.

### **3.1 Mayoral Expenses, Facilities, Equipment and Services**

The Mayor will be entitled to receive the following benefits:-

- a) Provision of a Council vehicle for appropriate use by the Mayor to carry out his duties as Mayor. Council to meet all costs associated with the provision of the vehicle. The Mayor will have no right of private use of this vehicle with the exception that he may use the vehicle for limited private use travel within the Shire only when attending different functions on the same day.
- b) Secretarial services relating to the discharge of his/her civic functions, including use of official stationery, writing pads, pens, diaries, folders and postage of official correspondence.
- c) Administrative assistance associated with civic functions, meetings and the like.
- d) Office refreshments
- e) Supply of Name Badges, Business Cards, Diaries and Attaché Case.

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### **3.2 Elected Members – Facilities, Equipment and Services**

The Councillors including the Deputy Mayor are entitled to receive the following benefits:-

- a) Use of Council Chambers, telephone and limited hospitality facilities (tea and coffee) for Council business or functions or community consultation.
- b) Secretarial services relating to the discharge of his/her civic functions, including use of official stationery where authorised by Mayor or General Manager.
- c) Postage of official correspondence dealing with Council business.
- d) Access to facsimile and photocopying facilities for Council related business.
- e) Transport to official functions when deputising for the Mayor (ie) Use of Mayoral vehicle if required.
- f) Supply of Name Badges and Note Books.

### **3.3 Bluetts Handbook**

Provide all Councillors with a copy of the Bluetts Handbook after their election.

### **3.4 Policies**

Policies are available on Council's website.

## **Part 4 – OTHER MATTERS**

### **4.1 Acquisition and return of equipment and facilities by Councillors**

At the completion of their term of office, during extended leave of absence or cessation of civic duties, Councillors are to return equipment and other facilities to the General Manager.

At the cessation of their duties, the option to purchase at a fair market price or written down value of equipment previously allocated to Councillors will be subject to determination by Council.

### **4.2 Status of the Policy**

This Policy replaces the previous version of the Policy adopted by Council on 19 November 2015 Minute No. 128/1516.

The Policy shall only be amended at a subsequent meeting of Council, subject to compliance with the Act.



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### Appendix A

<b>Table 3: Employee's annual salary – \$209,001 and above</b>				
<b>Place</b>	<b>Accomm. \$</b>	<b>Food and drink \$</b> B'fast 34.00 Lunch 48.00 Dinner 67.30	<b>Incidental s \$</b>	<b>Total \$</b>
Adelaide	209	149.30	27.25	385.55
Brisbane	257	149.30	27.25	433.55
Canberra	246	149.30	27.25	422.55
Darwin	287	149.30	27.25	463.55
Hobart	195	149.30	27.25	371.55
Melbourne	265	149.30	27.25	441.55
Perth	265	149.30	27.25	441.55
Sydney	265	149.30	27.25	441.55

<b>Table 3: Employee's annual salary – \$209,001 and above</b>				
<b>Place</b>	<b>Accomm. \$</b>	<b>Food and drink \$</b> B'fast 34.00 Lunch 48.00 Dinner 67.30	<b>Incidental s \$</b>	<b>Total \$</b>
Country centres	\$195, or the relevant amount in Table 4 if higher	149.30	27.25	Variable – see Table 4 if applicable

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Country centre	\$	Country centre	\$
Albany (WA)	179	Jabiru (NT)	200
Alice Springs (NT)	150	Kalgoorlie (WA)	159
Bordertown (SA)	135	Karratha (WA)	300
Bourke (NSW)	165	Katherine (NT)	134
Bright (VIC)	152	Kingaroy (QLD)	134
Broome (WA)	260	Kununurra (WA)	202
Bunbury (WA)	155	Mackay (QLD)	161
Burnie (TAS)	160	Maitland (NSW)	152
Cairns (QLD)	153	Mount Isa (QLD)	160
Camarvon (WA)	151	Mudgee (NSW)	135
Castlemaine (VIC)	146	Newcastle (NSW)	165
Chinchilla (QLD)	143	Newman (WA)	195
Christmas Island (WA)	180	Norfolk Island (NSW)	329
Cocos (Keeling) Islands (WA)	285	Northam (WA)	163
Colac (VIC)	138	Orange (NSW)	155
Dalby (QLD)	150	Port Hedland (WA)	260
Dampier (WA)	175	Port Lincoln (SA)	170
Derby (WA)	190	Port Macquarie (NSW)	140
Devonport (TAS)	145	Port Pirie (SA)	150
Emerald (QLD)	156	Roma (QLD)	139
Esperance (WA)	141	Thursday Island (QLD)	200

Country centre	\$	Country centre	\$
Exmouth (WA)	255	Townsville (QLD)	143
Geraldton (WA)	175	Wagga Wagga (NSW)	144
Gladstone (QLD)	187	Weipa (QLD)	138
Gold Coast (QLD)	200	Whyalla (SA)	163
Gosford (NSW)	140	Wilpena-Pound (SA)	167
Halls Creek (WA)	199	Wollongong (NSW)	136
Hervey Bay (QLD)	157	Wonthaggi (VIC)	138
Horn Island (QLD)	200	Yulara (NT)	300

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### POLICY DOCUMENT CONTROL:

Policy		Resolution	Date
Payment of Expenses Policy	Endorsed	233	16 June 2005
Payment of Expenses Policy	Amendment	49	18 August 2005
Payment of Expenses Policy	Amendment	393	18 May 2006
Payment of Expenses Policy	New Policy endorsed	199	17 December 2009
Payment of Expenses Policy	Revised Version	123	21 October 2010
Payment of Expenses Policy	Revised Version	181/1112	24 November 2011
Payment of Expenses Policy	Revised Version – 4	235/1213	21 February 2013
Payment of Expenses Policy	Revised Version – 5	168/1314	21 November 2013
Payment of Expenses Policy	Revised Version – 6	160/1415	20 November 2014
Payment of Expenses Policy	Revised Version – 7	128/1516	19 November 2015
Payment of Expenses Policy	Revised Version – 8		16 February 2017

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### Item 22 Council Resolutions Report February 2017

<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

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### **Reason for Report**

The Council Resolution Report includes Council resolutions from March 2016 to December 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.

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### Item 23 Monthly Report from Human Resources – February 2017

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Human Resources
<b>Authors:</b>	Manager Human Resources – Val Kearnes Learning & Development – Vacant Human Resource Projects Officer – Chris Kennedy Workplace Health & Safety – Mel Chapple
<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

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#### **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 December 2017 the following positions have been advertised either internally or externally:

- Supervisor Water & Waste Water (Coolah)
- Manager Administration & Executive Assistant
- Temporary Asset Management Officer – External
- Director Corporate & Community Services (Temporary)
- Trainee Child Carer
- Environmental Health Officer – External
- Service NSW Officer
- Supervisor Fleet – Coonabarabran - Internal
- Trainee Plant Operator – Coolah
- Manager Road Operations – External
- Plumber – Dunedoo – External
- Supervisor Roads North – Internal

The following positions have been filled since last Council meeting:

- Supervisor Water & Waste Water (Coolah)
- Manager Admin & Executive Assistant
- Asset Management Officer (Temporary)

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- Director Corporate & Community Services (Temporary)
- 2 Trainee Child Carers
- Environmental Health Officer
- Service NSW Officer

### **Resignations**

There have been two resignations from Corporate & Community Services since the December Council meeting.

### **Issues**

No issues.

### **LEARNING AND DEVELOPMENT**

There is currently a vacancy in Learning and Development with the staff member moving into another position within Council.

No training was undertaken in December.

Training undertaken in January – Worksite Traffic Management Plans

Two new trainees were signed up to undertake traineeships in Child Care

### **HR Projects**

#### **Chemical Management**

The Chemical Management Action plan is 90% complete. Remaining items include the installation of chlorine leak detectors at three pools and three water filtration plants in the Shire, however a technical delay has occurred which is currently being addressed by the electrician responsible for installing the detectors. Comprehensive emergency plans are also being prepared for four locations that have manifest quantities of dangerous goods, and should be completed soon.

#### **Echelon**

The Echelon WHS Action Plan is also 94% complete, with a number of items outstanding from various managers.

#### **WHS Management System**

A number of draft procedures have been prepared and are now in consultation with various areas of the organisation, including MANEX, the WHS Committee and other stakeholders. The WHS section of Council's intranet is also being revamped, and content completely reviewed.

#### **Workforce Plan**

Data collection for Council's Workforce Plan 2017 – 2022 is well underway, and the consultation phase is about to begin. This will involve stakeholders from all areas of Council giving input about the challenges and opportunities Council faces in the next several years, and determining workforce strategies and objectives to allow Council to meet them effectively.

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### **WORKPLACE HEALTH AND SAFETY**

There were 4 incidents in the month of December.

#### *Workers Compensation and Incidents for December*

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

### **WORKPLACE HEALTH AND SAFETY**

There were 4 incidents in the month of January.

#### *Workers Compensation and Incidents for January*

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

### **RECOMMENDATION**

For Council's information.

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### Item 24 Yearly and Quarterly Winners of Excellence in Achievement Awards

<b>Division:</b>	Corporate & Community Services
<b>Management Area:</b>	Human Resources
<b>Authors:</b>	Manager Human Resources – Val Kearnes
<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.

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#### **Reason for Report**

Each quarter all staff are asked to nominate a staff member or team who they believe go above and beyond the normal requirements for their position and show excellence in their profession. The Annual Individual Staff and Team Award winners will be chosen from one of the four quarterly award winners.

#### **Background**

These Annual Awards are presented at the Staff End of Year Party held in December.

#### **Issues**

MANEX and Manager Group considered the following staff and teams who were successful in winning Quarterly Awards for their excellence and dedication in their individual and team positions.

#### **Individual Staff Excellence Nominations**

Tyson Galvin – 1<sup>st</sup> Quarter Winner  
Phillip Hensby – 2<sup>nd</sup> Quarter Winner  
Deanne Britton – 3<sup>rd</sup> Quarter Winner  
Joanne Hadfield – 4<sup>th</sup> Quarter Winner

It was decided that the Warrumbungle Shire Council Employee of the Year should be awarded to Joanne Hadfield from Corporate & Community Services in Coonabarabran.

#### **Team Staff Excellence Nominations**

Yuluwirri Kids – 1<sup>st</sup> Quarter Winner  
Coonabarabran Plumbing Crew – 4<sup>th</sup> Quarter Winner

It was decided that the Warrumbungle Shire Council Team Achievement of the Year should be awarded to Coonabarabran Plumbing Crew.

#### **2017 1<sup>st</sup> Quarter Individual Staff Excellence Nominations**

- Geoff Stephenson
- Anna Pham
- Lisa Grammer



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The MANEX team considered all nominations and agreed that the 2017 1<sup>ST</sup> Quarter Staff Excellence in Achievement Award should be awarded to Geoff Stephenson.

### **Options**

- Consideration of decision by MANEX and Manager Group to award the Yearly Individual Staff and Team Achievement Award.
- Consideration of decision by MANEX to award the 1st Quarter Staff Excellence in Achievement Award.

### **Financial Considerations**

The Employee of the Year will receive 5 days special leave to be taken at a time that suits the employee, 'gratis' the following year and the team winning the Team Achievement of the Year will nominate a charity of their choice that they will donate Council's donation of \$500.

One of the four Individual quarterly award winners will be selected in December to receive the Yearly Award. This staff member will be awarded an extra one week's annual leave as their prize. The winner of the yearly Team Achievement Award will nominate their favourite charity to which Council will pay \$500.

### **RECOMMENDATION**

That Council approve the MANEX and Manager's Group nomination of Joanne Hadfield as the Employee of the Year 2016 and the Northern Plumbing Team as the Team Achievement of the Year 2016 winners. Also Council approve MANEX's nomination of Geoff Stephenson as the winner of the 2017 1st Quarter Staff Excellence in Achievement Award, to be presented at this meeting.

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### Item 25 Stocktake November 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

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### Reason for Report

The report has been prepared to inform Council of the result of the stocktake undertaken in November 2016 for the Coonabarabran, Coolah and Dunedoo stores.

### Background

Financial Services undertook its first stocktake for the year in November. The stocktake included all three (3) stores; being Coolah, Coonabarabran and Dunedoo. Council conducts stocktakes in order to reconcile the physical inventory 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 Off of \$632.96 as detailed below:

Store	Result	Amount
Dunedoo	Write Off	385.77
Coolah	Write Off	63.04
Coonabarabran	Write Off	184.15
<b>Total Write Off</b>		<b>\$632.96</b>

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
- Lost, misplaced, damaged or stolen
- Returned or replaced.

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

### Options

Nil

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### **Financial Consideration**

An amount of \$632.96 has been identified as needing to be written off Inventory. This total includes \$308.77 of obsolete or broken stock from the Dunedoo Store.

### **RECOMMENDATION**

That Council note the result of the November 2016 Stores Stocktake and approve a stock Write Off of \$632.96.

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### Item 26 Capital Funds Allocation Strategic Policy

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	Chief Financial Officer – Lawrence Amato
<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

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### Reason for Report

To seek Council endorsement of the revised Capital Funds Allocation Strategic Policy.

### Background

Council has developed policies for a wide range of subjects to ensure consistency in Council's decision making adherence to legislation, and the efficient running of Council operations.

All Council policies fit into one of two broad categories:

- **Strategic Policies** – Policies that set the strategic direction of Council and are endorsed by Council. These include a number of recommended and legislated policies which are required to be approved by the NSW Office of Local Government (OLG);
- **Operational Policies** – Policies that deal purely with operational matters and do not require Council endorsement. These policies include staff policies that deal with staffing, WHS and other HR issues, auspiced policies which relate to auspiced programs and general operational policies that deal with all other operational matters.

To ensure that Council's Strategic Policies remain fit for purpose, Council reviews all its Strategic Policies within 12 months of each Local Government Election. Council endorsed its Capital Funds Allocation Strategic Policy on 21 May 2015. A revised copy of this Strategic Policy is attached in Appendix A for Council review and endorsement.

### Issues

Best practice asset management requires that Council focuses expenditure on maintaining/renewing the assets it currently has to meet current service levels before it spends monies on new assets that will increase Council's long term asset maintenance requirements.

The best way to achieve this objective is to impose a clear rule that excludes wish-list discretionary items from the capital program unless they are grant funded, or reduce Council's long term costs, or they are deliverables as part of an SRV application.

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The attached draft Capital Fund Allocation Strategic Policy aims to ensure:

- Council uses its limited Capital Funds effectively (with regard to current & future community needs and desires);
- Council's long term financial sustainability is considered when allocating Capital Funds;
- Continual improvement in Council's asset management practices through using best practice guidelines on capital expenditure decisions.

This policy proposes that Council adopt the following policy in relation to the allocation of capital funds in all future budget deliberations:

Capital expansion projects in General Fund that are over \$100k will not be included in Council's capital program unless at least one of the following criteria is met:

- The project is a 50% or greater capital grant (or approved community) funded project; or
- The project will reduce Council's long term costs and there is a detailed cost benefit analysis showing why the capital works would reduce Council's cost base; or
- The projects are detailed as a specific deliverable as part of a Special Rates Variation application

### **Options**

Council can either:

- Endorse the attached policy as is; or
- Make adjustments to the policy and endorse the adjusted policy.

The final Council endorsed policy will be placed on public exhibition for a period of 28 days and will be brought back to the March 2017 Council meeting for final adoption.

### **Financial Considerations**

As a result of the Local Government sector and the Office of Local Government's increased emphasis on asset management, one of the main benchmarks used in the Fit for the Future program to measure Council's performance is the Asset Renewal Ratio.

This ratio measures whether Councils spend enough funds on capital renewal relative to depreciation, and shows on paper whether the current capital spend will lead to a deterioration in the condition of Council's assets.

This ratio is measured by dividing capital renewals by depreciation expense, with a figure of less than 100% indicating that Council is not spending enough on renewals.

The attached policy aims to ensure that Council concentrates its capital expenditure on renewals, and that all capital expenditure on capital expansion projects minimizes the whole of lifecycle cost of Council's asset base.

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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Council can no longer afford to keep building new assets when we are unable to maintain our current significant asset base. This policy aims to ensure that limited capital funds are expended in the most effective manner.

### **RECOMMENDATION**

It is recommended that Council endorse the revised Capital Funds Allocation Strategic Policy, and that the Policy be placed on public exhibition for a period of 28 days.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 27 Quarterly Budget Review Statement for the Quarter Ending 31 December 2016

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	Senior Finance Officer – Bianca Dumas
<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

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#### **Reason for Report**

To present a summary of Council's financial position as at the end of the December 2016 quarter.

#### **Background**

The Quarterly Budget Review Statement (QBR) presents a summary of Council's financial position at the end of each quarter. It is the mechanism whereby Councillors and the community are informed of progress against the management plan.

In December 2010 the NSW Division of Local Government developed a set of minimum requirements for reporting the financial position of Council, to facilitate explanations and major variations and recommend changes to the budget for Council approval. The reports also enable the Responsible Accounting Officer (RAO) to indicate if Council will be in a satisfactory financial position at the end of the financial year.

The minimum requirements for the QBR are included in the Code of Accounting Practice and Financial Reporting and form part of the legislative framework in accordance with clause 203 (3) of the Regulations.

The new reporting format came into effect on 1 July 2011. The QBR is composed of, but not limited to, the following budget review (BR) components:

- A statement by the responsible accounting officer on council's financial position at the end of the year based on the information in the QBR (**QBR: Part 2**);
- Budget Review Income and Expenses Statement in one of the following formats (**QBR: Parts 3, 5 & 6**):
  - consolidated
  - by fund (e.g. General Fund; Water Fund; Sewer Fund)
  - by function, activity, program etc. to align with the management plan / operational plan;
- Budget Review Capital Budget (**QBR: Parts 7 & 8**);
- Budget Review Cash and Investments position (**QBR: Part 10**);
- Budget Review Key Performance Indicators (**QBR: Part 12**);
- Budget Review Contracts and Other Expenses (**QBR: Part 13**);

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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The following important financial information has also been provided in addition to the information required as part of the QBRs reporting framework:

- Balance Sheet as at 31 December 2016 (**QBRs: Part 9**);
- A Summary of Results that links the function view of Council's activities back to Council's Income Statement and Cashflow Statement (**QBRs: Part 4**);
- A Loan Movement Schedule (**QBRs: Part 11**).

A copy of Council's first quarter QBRs for the quarter ending 31 December 2016 is provided under separate cover as an Appendix to the February 2017 business paper.

### **Issues**

Significant points to note from Council's December quarter QBRs include:

- Council's YTD surplus/ (deficit) from Council's income statement is a surplus of \$4.374m;
- Council is currently forecasting an accrual surplus (per Council's income statement) of \$14.087m at the end of the financial year which represents a \$5.151m increase relative to the original budget;
- Council has currently spent \$4.524m of its proposed \$28.221m (16.03%) capital program;
- Council's cash and investments balance is currently forecast to decrease from \$15.893m to \$10.974m at 30 June 2017, assuming Council's extensive capital program is completed this financial year;
- Council's unrestricted cash and investments balance is \$2.279m as at 31 December 2016;
- Council's unrestricted cash surplus/(deficit) which includes capital expenditure and loan movements, but excludes other balance sheet movements and depreciation is forecast to be a deficit of \$102k in General Fund, a deficit of \$920k in Water Fund and a \$20k deficit in Sewer Fund at year end.
- It should be noted that the deficits in the Water and Sewer Fund is due to Council having to catch up on a significant capital backlog in these two funds.

The QBRs is Council's opportunity to explain major variations and recommend changes to Council's original budget for Council approval. Explanations for major variations are reported within the QBRs, and Council has also included in the QBRs supplementary votes for approval (total \$1,075k decrease in cash outflows. This is offset by votes for decreased cash inflows of \$1,067k resulting in a \$9k decrease in Council's surplus/(deficit) on an accruals basis):

- Suggested recurrent expenditure increases of \$70k;
- Suggested capital expenditure decreases of \$1,145k;
- An decrease in revenue of \$1,067k;

### **Options**

The suggested supplementary votes for the December quarter results in a \$9k decline in Council's position. Council has two options in regard to the supplementary votes suggested in the December QBRs:

1. Approve the supplementary votes;
2. Approve the suggested supplementary votes but either postpone selected current year capital projects to 2016/17 or reduce recurrent expenditure budgets to reduce Council's forecast deficit.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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### **Financial Considerations**

Council's original cash surplus for the 2016/17 financial year per Council's Operational Plan was \$19k. Council subsequently revoked \$9.704m worth of capital expenditure budgeted for in the 2015/16 financial year (funded from restricted assets) into the 2016/17 financial year leaving the current year forecast surplus/ (deficit) unchanged.

The December QBRS includes net total supplementary votes of \$9k which if approved will result in a forecast unrestricted cash deficit of \$102k in General Fund, a deficit of \$920k in Water Fund and a \$20k deficit in Sewer Fund at year end.

### **Statement by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Warrumbungle Shire Council for the quarter ended 31 December 2016 indicates that Council's projected financial position as at 30 June 2017 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

### **RECOMMENDATION**

That Council accept the Quarterly Budget Review Statement for the quarter ending 31 December 2016, and approve the requested supplementary votes for a net value of \$9k.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 28 Bank Reconciliation for the month ending 31 December 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

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#### **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. E.g. 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 Mayor's Bushfire Appeal (MBA) Bank Account has been separated for the purpose of presenting an accurate balance of Council's funds.

In accordance with the trust rules, the MBA will shortly be wound up and its Bank Account closed.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

### Summary

Balance per General Ledger – 31 December 2016

<b>General Ledger</b>	<b>Amount</b>
Trust Bank Account	320,292
Bushfire Trust Account	1,108
Bushfire Trust Investment Account	202,700
General Bank Account	1,206,391
Investment At Call General	10,194,767
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
<b>Total per General Ledger</b>	<b>15,797,258</b>

<b>Bank</b>	<b>Balance</b>
<b>General</b>	
Commonwealth General Account	1,543,777
<b>Total – General</b>	<b>1,543,777</b>
<b>Investments</b>	
Term Deposits	14,066,767
<b>Total Investments</b>	<b>14,066,767</b>
<b>Sub Total WSC Operational Accounts</b>	<b>15,610,544</b>

<b>Trust</b>	
Commonwealth Trust Account	320,292
<b>Total – Trust</b>	<b>320,292</b>
<b>WSC Mayors Bush Fire Appeal Trust</b>	
Commonwealth Mayors Fund General Account	1,108
Commonwealth Mayors Fund Savings Account	202,700
<b>Total - WSC Mayors Bush Fire Appeal Trust</b>	<b>203,808</b>
<b>Total All Bank Accounts</b>	<b>16,134,644</b>
<i>Add:</i>	
Outstanding Deposits - General	155,000
Outstanding Deposits - Trust	
Outstanding Deposits – WSC Mayors Bushfire Appeal	
<i>Less:</i>	
Unpresented cheques - General	(492,386)
Unpresented cheques - Trust	
Unpresented cheques- WSC Mayors Bushfire Appeal	
<b>Balance adjusted for outstanding deposits &amp; Un-presented cheques (Final Bank Balance)</b>	<b>15,797,258</b>
<b>Variance between Final Bank Balance and General Ledger</b>	<b>-</b>

# WARRUMBUNGLE SHIRE COUNCIL

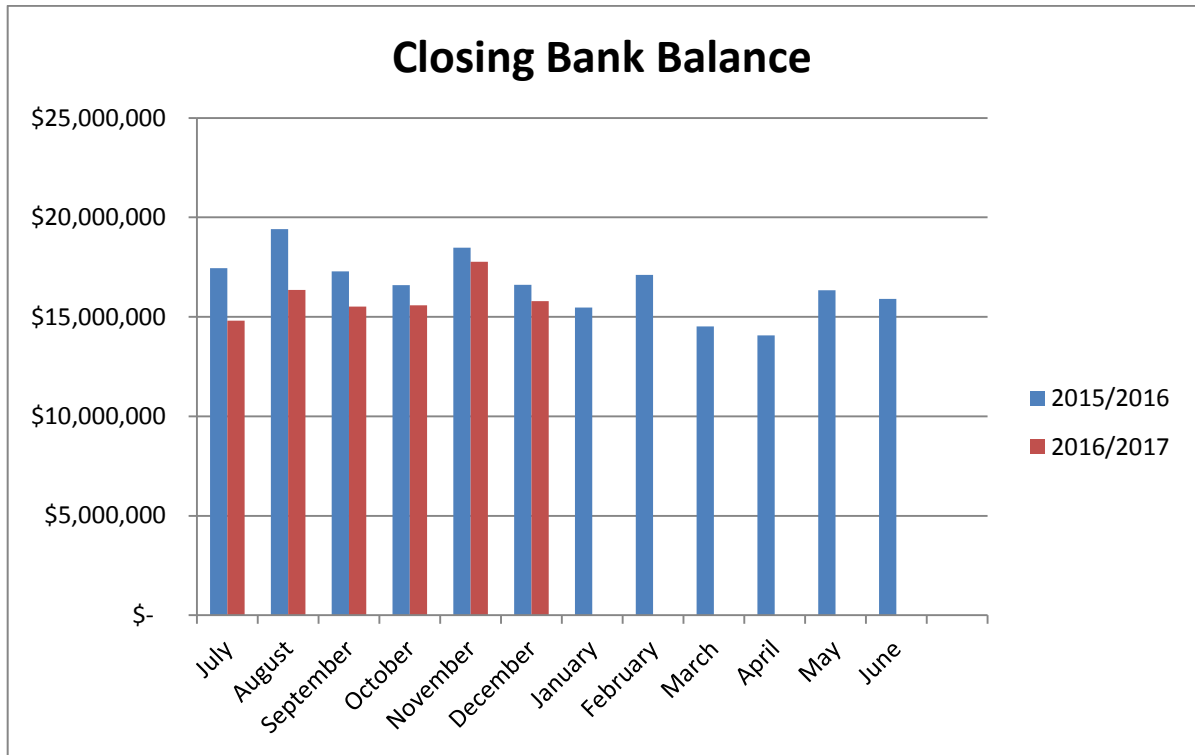
## Ordinary Meeting – 16 February 2017

Balance as per Bank Account History as at 31 December 2016

Month	Funds Held in General Account	Funds Held in Trust Account	Mayors Bushfire Appeal Trust Account	Investment	TOTAL	Net of Outstanding Deposits and Un-presented Cheques	End of Month Closing Bank Balance
Jul-16	1,581,425	311,052	247,373	12,510,106	14,649,956	165,023	14,814,979
Aug-16	2,106,135	313,021	247,624	13,213,693	15,880,473	477,693	16,358,166
Sep-16	1,427,158	319,109	247,855	14,099,006	16,093,128	(582,053)	15,511,075
Oct-16	2,285,751	319,492	203,436	13,138,963	15,947,642	(364,047)	15,583,595
Nov-16	3,643,564	319,542	203,633	13,252,420	17,419,159	344,165	17,763,324
Dec 16	1,543,777	320,292	203,808	14,066,767	16,134,644	(337,386)	15,797,258

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017



### **RECOMMENDATION**

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 29 Bank Reconciliation for the month ending 31 January 2017

<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

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#### **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. E.g. 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 Mayor's Bushfire Appeal (MBA) Bank Account has been separated for the purpose of presenting an accurate balance of Council's funds.

In accordance with the trust rules, the MBA has been wound up and the bank accounts will be closed.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

### Summary

Balance per General Ledger – 31 January 2017

<b>General Ledger</b>	<b>Amount</b>
Trust Bank Account	340,292
Bushfire Trust Account	-
Bushfire Trust Investment Account	-
General Bank Account	2,105,435
Investment At Call General	6,681,042
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
<b>Total per General Ledger</b>	<b>12,998,769</b>

<b>Bank</b>	<b>Balance</b>
<b>General</b>	
Commonwealth General Account	2,459,369
<b>Total – General</b>	<b>2,459,369</b>
<b>Investments</b>	
Term Deposits	10,553,042
<b>Total Investments</b>	<b>10,553,042</b>
<b>Sub Total WSC Operational Accounts</b>	<b>13,012,411</b>

<b>Trust</b>	
Commonwealth Trust Account	340,292
<b>Total – Trust</b>	<b>340,292</b>
<b>WSC Mayors Bush Fire Appeal Trust</b>	
Commonwealth Mayors Fund General Account	-
Commonwealth Mayors Fund Savings Account	-
<b>Total - WSC Mayors Bush Fire Appeal Trust</b>	<b>-</b>
<b>Total All Bank Accounts</b>	<b>13,352,703</b>
<i>Add:</i>	
Outstanding Deposits - General	50,486
Outstanding Deposits - Trust	
Outstanding Deposits – WSC Mayors Bushfire Appeal	
<i>Less:</i>	
Unpresented cheques - General	(404,420)
Unpresented cheques - Trust	
Unpresented cheques- WSC Mayors Bushfire Appeal	
<b>Balance adjusted for outstanding deposits &amp; Un-presented cheques (Final Bank Balance)</b>	<b>12,998,769</b>
<b>Variance between Final Bank Balance and General Ledger</b>	<b>-</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

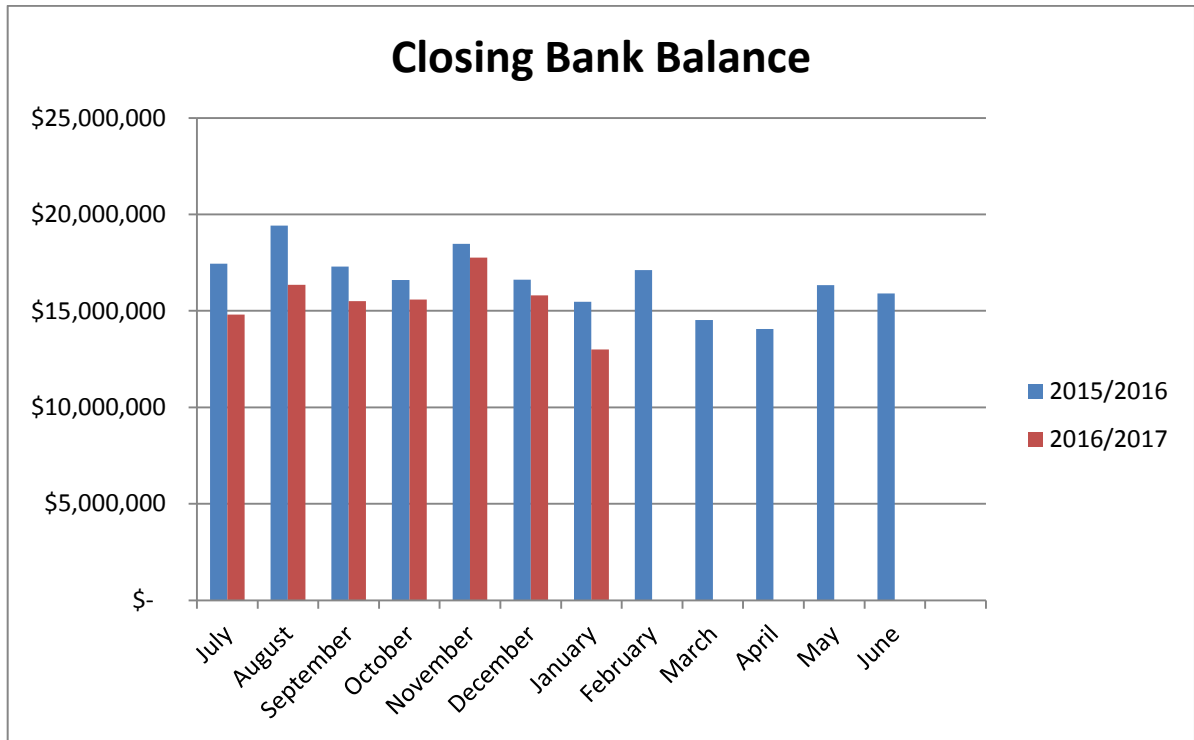
Balance as per Bank Account History as at 31 January 2017

Month	Funds Held in General Account	Funds Held in Trust Account	Mayors Bushfire Appeal Trust Account	Investment	TOTAL	Net of Outstanding Deposits and Un-presented Cheques	End of Month Closing Bank Balance
Jul-16	1,581,425	311,052	247,373	12,510,106	14,649,956	165,023	14,814,979
Aug-16	2,106,135	313,021	247,624	13,213,693	15,880,473	477,693	16,358,166
Sep-16	1,427,158	319,109	247,855	14,099,006	16,093,128	(582,053)	15,511,075
Oct-16	2,285,751	319,492	203,436	13,138,963	15,947,642	(364,047)	15,583,595
Nov-16	3,643,564	319,542	203,633	13,252,420	17,419,159	344,165	17,763,324
Dec 16	1,543,777	320,292	203,808	14,066,767	16,134,644	(337,386)	15,797,258
Jan-17	2,459,369	340,292	-	10,553,042	13,352,703	(353,934)	12,998,769



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017



### **RECOMMENDATION**

That Council accept the Bank Reconciliation Report for the month ending 31 January 2017.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 30 Investments and Term Deposits for Month ending 31 December 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

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#### **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 \$1m worth of term deposits matured, earning Council a total of \$7,534 in interest.

New placements of \$2m were made and the month end balance was \$12.0m. Placements made during the month included:

- \$1m placed with Suncorp for 95 days at 2.66%.
- \$1m placed with BOQ for 124 days at 2.75%.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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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 \$188,308 were made from these accounts and \$2,653 interest was received on the balances in the accounts resulting in a month end "At Call" balance of \$2.060m.

### *Income Return*

The average rate of return on Investments for the month of 2.63% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.78% by 85 points or 47.75%.

On a year to date basis, interest received, and accrued, totals \$163,768 which is 45% of the annual budget.

Depending upon the timing of forecast cash flows, consideration is 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. Depending on interest rate movements Council may need to reconsider it's projected interest revenue.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

**Summary Table 1: Investment Balances as at 31 December 2016**

Financial Institution	Lodgement Date	Maturity Date	Total Days	Rating	Yield	Amount
<b>At Call Accounts</b>						
NAB Cash Maximiser #	1-Dec-16	At Call	At Call	AA-	1.39%	684,783
ANZ At Call	1-Dec-16	At Call	At Call	AA-	1.35%	137
Regional Australia Bank	1-Dec-16	At Call	At Call	Unrated	2.10%	1,226,011
NAB Bpay Account	1-Dec-16	At Call	At Call	AA-	-	148,930
						<b>2,059,861</b>
<b>Term Deposits</b>						
NAB	26-Oct-16	23-Jan-17	89	AA-	2.80%	1,500,000
NAB	25-Oct-16	25-Jan-17	92	AA-	2.80%	1,000,000
Bank of Sydney	31-Oct-16	03-Feb-17	95	Unrated	2.85%	1,000,000
Bank of Sydney	31-Oct-16	03-Feb-17	95	Unrated	2.85%	1,000,000
NAB	09-Nov-16	07-Feb-17	90	AA-	2.70%	1,006,904
NAB	21-Nov-16	21-Feb-17	92	AA-	2.80%	1,500,000
SUNCORP	01-Dec-16	06-Mar-17	95	A+	2.66%	1,000,000
ME BANK	17-Nov-16	17-Mar-17	120	BBB+	2.75%	1,000,000
ME BANK	17-Nov-16	17-Mar-17	120	BBB+	2.75%	1,000,000
AMP	31-Aug-16	29-Mar-17	210	BB-	2.95%	1,000,000
BOQ	01-Dec-16	04-Apr-17	124	A-	2.75%	1,000,000
						<b>12,006,904</b>
<b>TOTAL</b>						<b>14,066,765</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

**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 #	684,058	-	725	684,783
ANZ At Call	79,142	(79,015)	10	137
Community Mutual Group	1,224,093	-	1,918	1,226,011
NAB Eftpos At Call	258,223	(109,293)	-	148,930
<b>Total at call</b>	<b>2,245,516</b>	<b>(188,308)</b>	<b>2,653</b>	<b>2,059,861</b>
AMP	1,006,386	(1,007,534)	1,148	-
NAB	1,504,017	-	3,557	1,507,574
NAB	1,002,754	-	2,372	1,005,126
Bank of Sydney	1,002,336	-	2,414	1,004,750
Bank of Sydney	1,002,336	-	2,414	1,004,750
NAB	1,008,464	-	2,303	1,010,767
NAB	1,501,033	-	3,557	1,504,590
SUNCORP	-	1,000,000	2,180	1,002,180
ME BANK	1,000,977	-	2,329	1,003,306
ME BANK	1,000,977	-	2,329	1,003,306
AMP	1,007,335	-	2,499	1,009,834
BOQ	-	1,000,000	2,254	1,002,254
<b>Total Term deposits</b>	<b>11,036,615</b>	<b>992,466</b>	<b>29,356</b>	<b>12,058,437</b>
<b>Total</b>	<b>13,282,131</b>	<b>804,158</b>	<b>32,009</b>	<b>14,118,298</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 December 2016.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 31 Investments and Term Deposits for Month ending 31 January 2017

<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

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#### **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 \$2.5m worth of term deposits matured, earning Council a total of \$17,299 in interest.

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 \$1.016m were made from these accounts and \$1,904 interest was received on the balances in the accounts resulting in a month end "At Call" balance of \$1.046m.

##### ***Income Return***

The average rate of return on Investments for the month of 2.65% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.77% by 88 points or 49.72%.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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On a year to date basis, interest received, and accrued, totals \$192,698 which is 54.2% of the annual budget.

Depending upon the timing of forecast cash flows, consideration is 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. Depending on interest rate movements Council may need to reconsider it's projected interest revenue.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

**Summary Table 1: Investment Balances as at 31 January 2017**

Financial Institution	Lodgement Date	Maturity Date	Total Days	Rating	Yield	Amount
<b>At Call Accounts</b>						
NAB Cash Maximiser #	1-Jan-17	At Call	At Call	AA-	1.39%	685,557
ANZ At Call	1-Jan-17	At Call	At Call	AA-	1.35%	124
Regional Australia Bank	1-Jan-17	At Call	At Call	Unrated	2.10%	252,140
NAB Bpay Account	1-Jan-17	At Call	At Call	AA-	-	108,316
						<b>1,046,137</b>
<b>Term Deposits</b>						
Bank of Sydney	31-Oct-16	03-Feb-17	95	Unrated	2.85%	1,000,000
Bank of Sydney	31-Oct-16	03-Feb-17	95	Unrated	2.85%	1,000,000
NAB	09-Nov-16	07-Feb-17	90	AA-	2.70%	1,006,904
NAB	21-Nov-16	21-Feb-17	92	AA-	2.80%	1,500,000
SUNCORP	01-Dec-16	06-Mar-17	95	A+	2.66%	1,000,000
ME BANK	17-Nov-16	17-Mar-17	120	BBB+	2.75%	1,000,000
ME BANK	17-Nov-16	17-Mar-17	120	BBB+	2.75%	1,000,000
AMP	31-Aug-16	29-Mar-17	210	BB-	2.95%	1,000,000
BOQ	01-Dec-16	04-Apr-17	124	A-	2.75%	1,000,000
						<b>9,506,904</b>
<b>TOTAL</b>						<b>10,553,041</b>



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

Table 2: At Call and Term Deposits – Monthly Movements

Bank	Opening Balance	Net Placements/ Withdrawals	Interest Accrued/ Received	Closing Balance
NAB Cash Maximiser #	684,783	-	774	685,557
ANZ At Call	137	(15)	2	124
Community Mutual Group	1,226,012	(975,000)	1,128	252,140
NAB Eftpos At Call	148,930	(40,614)	-	108,316
<b>Total at call</b>	<b>2,059,862</b>	<b>(1,015,629)</b>	<b>1,904</b>	<b>1,046,137</b>
NAB	1,507,574	(1,510,241)	2,667	-
NAB	1,005,126	(1,007,058)	1,932	-
Bank of Sydney	1,004,750	-	2,414	1,007,164
Bank of Sydney	1,004,750	-	2,414	1,007,164
NAB	1,010,767	-	2,303	1,013,070
NAB	1,504,590	-	3,557	1,508,147
SUNCORP	1,002,180	-	2,253	1,004,433
ME BANK	1,003,306	-	2,329	1,005,635
ME BANK	1,003,306	-	2,329	1,005,635
AMP	1,009,834	-	2,499	1,012,333
BOQ	1,002,254	-	2,329	1,004,583
<b>Total Term deposits</b>	<b>12,058,437</b>	<b>(2,517,299)</b>	<b>27,026</b>	<b>9,568,164</b>
<b>Total</b>	<b>14,118,299</b>	<b>(3,532,928)</b>	<b>28,930</b>	<b>10,614,301</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 January 2017.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 32 Rates Report for Month Ending 31 December 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 2016 was 8.32% which is below the OLG recommended benchmark.

### **Issues**

The outstanding rates and annual charges ratio as at 31 December 2016 is lower than the 10% benchmark proposed by the OLG at 9.56%. The overall outstanding charges ratio as at 31 December 2016 is 10.32%.

In 2015 Council introduced a system that allows Ratepayers the ability to receive and pay their rate notices online, to date 328 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 February 2017

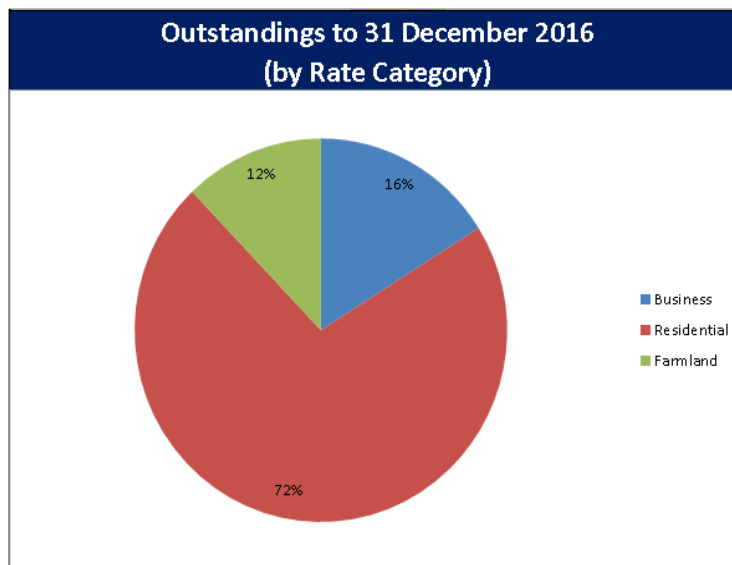
RATE/CHARGE TYPE	RATE ARREARS 2015/16	2016/17 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2016/17	COLLECTION % 2016/17	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	623,133	7,650,227	(164,444)	(2,537)	16,382	85,014	8,207,775	(4,302,721)	3,905,054	52.42%	725,627	8.84%
Water	217,764	1,373,952	(71,859)	(110)	5,298	-	1,525,045	(821,849)	703,196	53.89%	201,461	13.21%
Sewerage	92,180	1,062,883	(51,377)	-	2,337	-	1,106,023	(607,819)	498,204	54.96%	81,717	7.39%
Trade Waste	464	8,665	-	-	12	-	9,141	(5,891)	3,250	64.45%	495	5.42%
Storm Water	-	108,079	-	(1,775)	68	-	106,372	(60,163)	46,209	56.56%	5,320	5.00%
Garbage	248,844	1,899,472	(107,829)	(221)	6,125	-	2,046,391	(1,133,940)	912,451	55.41%	228,626	11.17%
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>1,182,385</b>	<b>12,103,278</b>	<b>(395,509)</b>	<b>(4,643)</b>	<b>30,222</b>	<b>85,014</b>	<b>13,000,747</b>	<b>(6,932,383)</b>	<b>6,068,364</b>	<b>53.32%</b>	<b>1,243,246</b>	<b>9.56%</b>
Sewer Access (Water Billing)	144,631	300,344	-	(229)	1,944	-	446,690	(127,311)	319,379	28.50%	68,900	15.42%
Water Consumption	718,090	1,373,032	-	232	13,434	14,233	2,119,021	(686,057)	1,432,964	32.38%	299,804	14.15%
Sewer Consumption	40,606	139,696	-	-	451	-	180,753	(49,236)	131,517	27.24%	12,530	6.93%
Trade Waste	38,856	26,000	-	-	632	-	65,488	(74,076)	(8,588)	113.11%	6,922	10.57%
<b>TOTAL WATER SUPPLY SERVICES</b>	<b>942,183</b>	<b>1,839,072</b>	<b>-</b>	<b>3</b>	<b>16,461</b>	<b>14,233</b>	<b>2,811,952</b>	<b>(936,680)</b>	<b>1,875,272</b>	<b>33.31%</b>	<b>388,156</b>	<b>13.80%</b>
<b>GRAND TOTAL</b>	<b>2,124,568</b>	<b>13,942,350</b>	<b>(395,509)</b>	<b>(4,640)</b>	<b>46,683</b>	<b>99,247</b>	<b>15,812,699</b>	<b>(7,869,063)</b>	<b>7,943,636</b>	<b>49.76%</b>	<b>1,631,402</b>	<b>10.32%</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

Analysis by Council staff has indicated that of the rates and annual charges outstanding amount, 72% relates to residential properties, while 12% relates to farmland and 16% 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	Storm Water	Sewer Access	Water Usage	Sewer Usage	Trade Waste	
<b>Business</b>	108,061	33,837	17,546	495	1,721	28,945	51,838	12,530	6,922	261,895
<b>Residential</b>	423,704	190,536	183,915	-	3,599	121,672	247,966	-	-	1,171,392
<b>Farmland</b>	193,862	4,253	-	-	-	-	-	-	-	198,115
<b>Total</b>	<b>725,627</b>	<b>228,626</b>	<b>201,461</b>	<b>495</b>	<b>5,319</b>	<b>150,617</b>	<b>299,804</b>	<b>12,530</b>	<b>6,922</b>	<b>1,631,402</b>

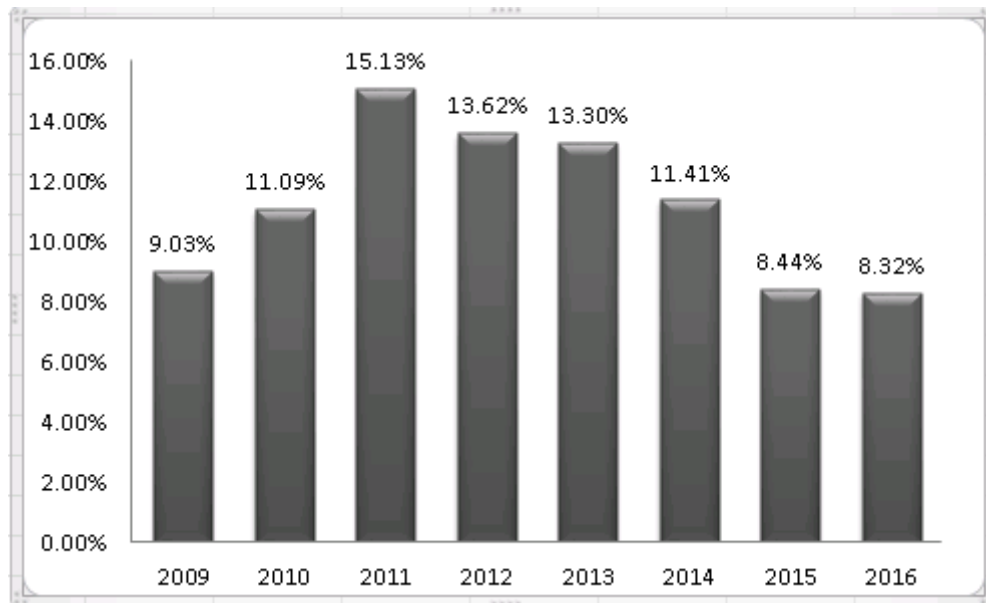
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

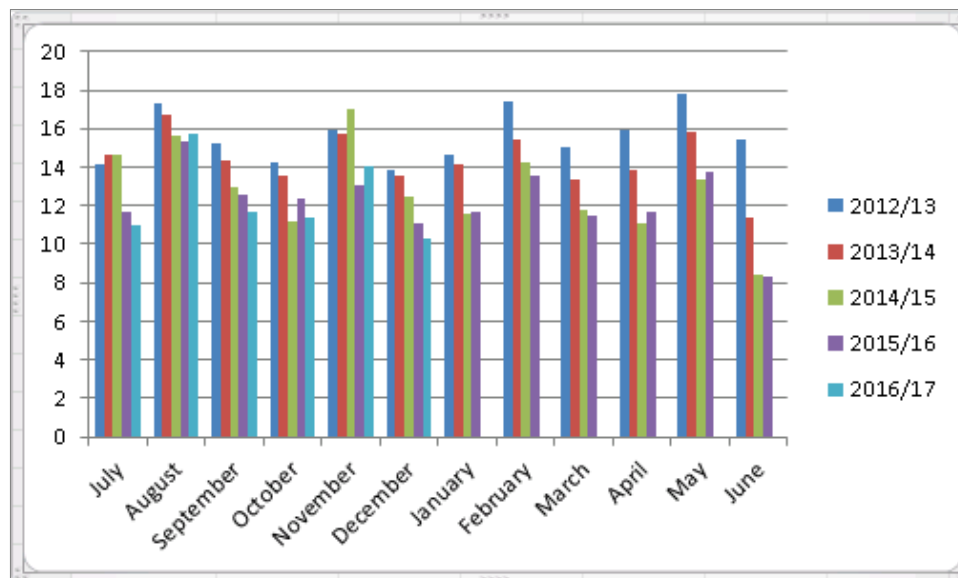
# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

**Graph 1: Ratio by Year**



**Graph 2: Ratio Month by Month**



### **RECOMMENDATION**

For Council's information.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 33 Rates Report for Month Ending 31 January 2017

<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 2016 was 8.32% which is below the OLG recommended benchmark.

### **Issues**

The outstanding rates and annual charges ratio as at 31 January 2017 is lower than the 10% benchmark proposed by the OLG at 8.50%. The overall outstanding charges ratio as at 31 January 2017 is 10.28%.

In 2015 Council introduced a system that allows Ratepayers the ability to receive and pay their rate notices online, to date 333 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 February 2017

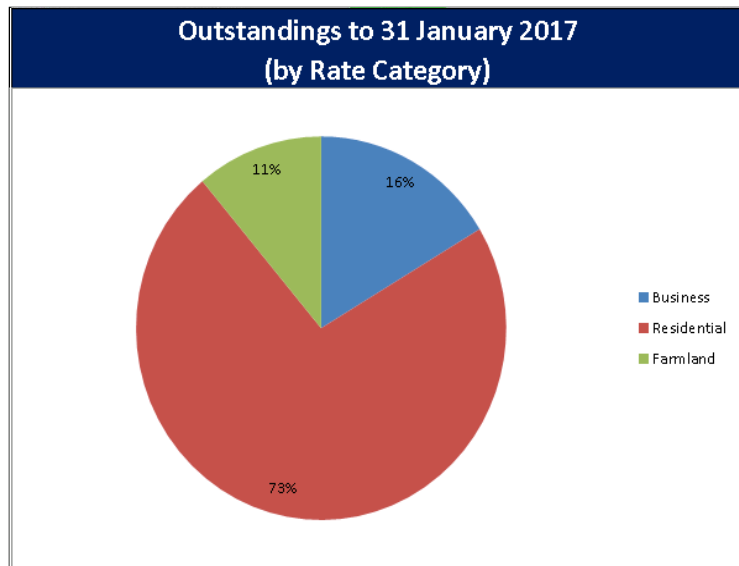
RATE/CHARGE TYPE	RATE ARREARS 2015/16	2016/17 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2016/17	COLLECTION % 2016/17	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	623,133	7,650,227	(163,994)	8,506	22,020	115,992	8,255,884	(4,488,913)	3,766,971	54.37%	642,326	7.78%
Water	217,764	1,373,952	(71,640)	(110)	7,400	-	1,527,366	(855,367)	671,999	56.00%	184,540	12.08%
Sewerage	92,180	1,062,883	(51,224)	-	3,288	-	1,107,127	(629,589)	477,538	56.87%	72,110	6.51%
Trade Waste	464	8,665	-	-	18	-	9,147	(5,974)	3,173	65.31%	447	4.89%
Storm Water	-	108,079	-	(1,775)	130	-	106,434	(62,261)	44,173	58.50%	4,320	4.06%
Garbage	248,844	1,899,472	(107,466)	(524)	8,516	1,022	2,049,864	(1,178,218)	871,646	57.48%	205,925	10.05%
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>1,182,385</b>	<b>12,103,278</b>	<b>(394,324)</b>	<b>6,097</b>	<b>41,372</b>	<b>117,014</b>	<b>13,055,822</b>	<b>(7,220,322)</b>	<b>5,835,500</b>	<b>55.30%</b>	<b>1,109,668</b>	<b>8.50%</b>
Sewer Access (Water Billing)	144,631	300,344	-	(316)	2,304	-	446,963	(169,425)	277,538	37.91%	76,889	17.20%
Water Consumption	718,090	1,373,032	-	(10,421)	15,838	14,266	2,110,805	(832,368)	1,278,437	39.43%	406,089	19.24%
Sewer Consumption	40,606	139,696	-	-	501	-	180,803	(58,758)	122,045	32.50%	21,857	12.09%
Trade Waste	38,856	26,000	-	-	688	-	65,544	(83,488)	(17,944)	127.38%	15,425	23.53%
<b>TOTAL WATER SUPPLY SERVICES</b>	<b>942,183</b>	<b>1,839,072</b>	<b>-</b>	<b>(10,737)</b>	<b>19,331</b>	<b>14,266</b>	<b>2,804,115</b>	<b>(1,144,039)</b>	<b>1,660,076</b>	<b>40.80%</b>	<b>520,260</b>	<b>18.55%</b>
<b>GRAND TOTAL</b>	<b>2,124,568</b>	<b>13,942,350</b>	<b>(394,324)</b>	<b>(4,640)</b>	<b>60,703</b>	<b>131,280</b>	<b>15,859,937</b>	<b>(8,364,361)</b>	<b>7,495,576</b>	<b>52.74%</b>	<b>1,629,928</b>	<b>10.28%</b>

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

Analysis by Council staff has indicated that of the rates and annual charges outstanding amount, 73% relates to residential properties, while 11% relates to farmland and 16% 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	Storm Water	Sewer Access	Water Usage	Sewer Usage	Trade Waste	
<b>Business</b>	53,126	25,298	13,175	447	1,264	50,805	85,248	21,857	15,425	266,645
<b>Residential</b>	411,600	177,531	171,365	-	3,056	98,194	320,841	-	-	1,182,587
<b>Farmland</b>	177,600	3,096	-	-	-	-	-	-	-	180,696
<b>Total</b>	<b>642,326</b>	<b>205,925</b>	<b>184,540</b>	<b>447</b>	<b>4,320</b>	<b>148,999</b>	<b>406,089</b>	<b>21,857</b>	<b>15,425</b>	<b>1,629,928</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.

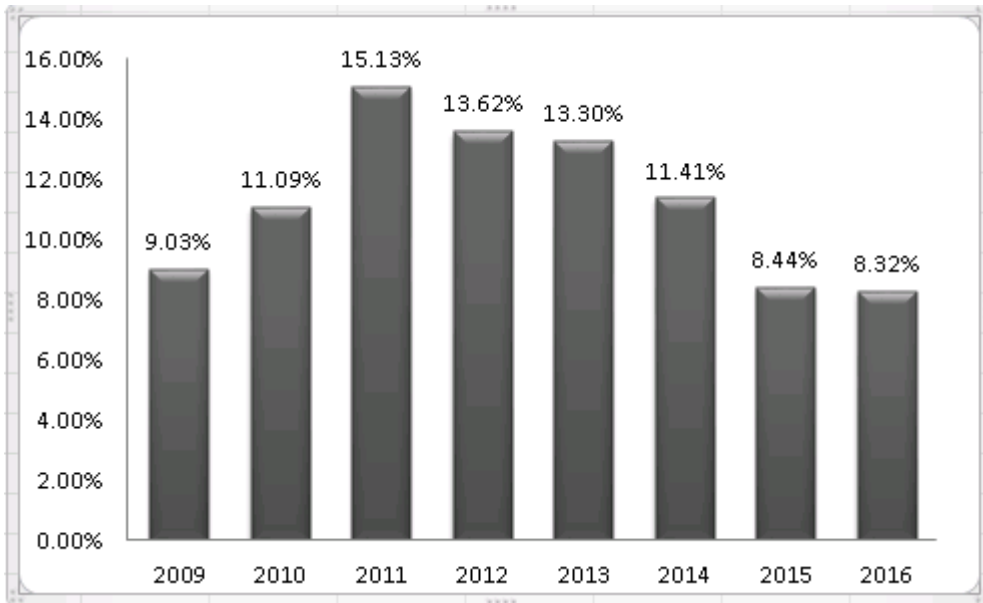
Council's historical debt recovery performance as measured by the rates and charges outstanding ratio is detailed in the graph below.



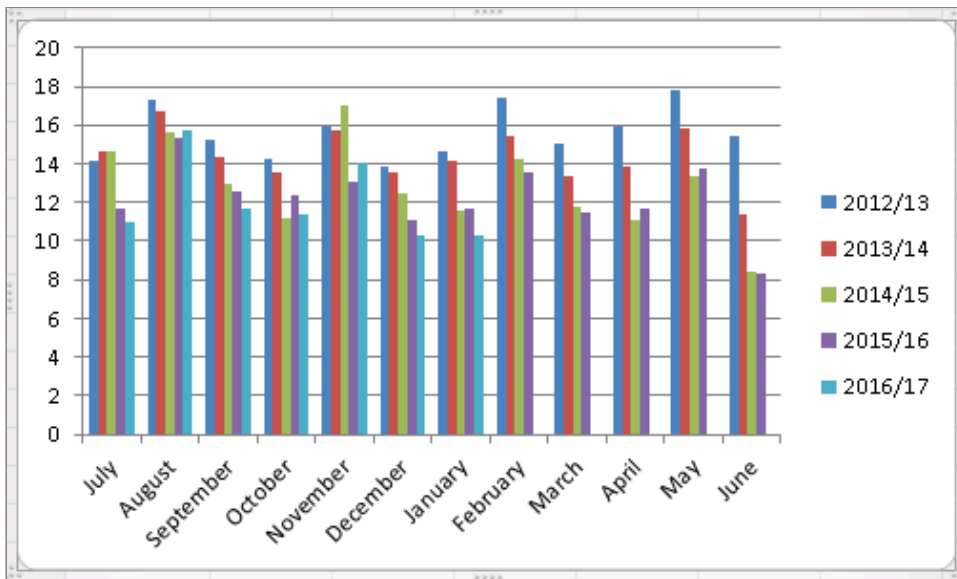
# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

Graph 1: Ratio by Year



Graph 2: Ratio Month by Month



### RECOMMENDATION

For Council's information.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 34 Nominations for Warrumbungle Aerodromes Advisory Committee

<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 and Services
<b>Priority:</b>	P15 Council manages its assets and infrastructure to meet the agreed service levels.

---

#### **Purpose**

The purpose of this report is to finalise community membership of the Warrumbungle Aerodromes Advisory Committee.

#### **Background**

The purpose of the Aerodromes Advisory Committee is to review operating standards that relate to the aerodromes in Baradine, Coolah and Coonabarabran. The Committee also provides advice to Council on ongoing operations and future directions of the aerodromes.

Council confirmed the need for the Committee on the 29<sup>th</sup> September 2016 and appointed Councillor's Todd & Doolan as delegates to the Committee.

Membership of the Committee may include two (2) representatives from each of the communities in Baradine, Coolah and Coonabarabran. The Committee is supported by the Director Technical Services and the Manager Road Operations.

Nominations for community membership have been advertised and individual invitations were sent to previous members.

The following people have responded to the call for nominations;

- Mr Phillip Henbsy (Baradine)
- Mr John Farrell (Baradine)
- Mr David Sturtridge (Coonabarabran)
- Mr Colin Tink (Coonabarabran)

#### **Issues**

There are a number of current projects being worked by the Committee including development of a master plan for future infrastructure renewal and expansion at each aerodrome.

#### **Options**

In accordance with the Charter, Council may select two (2) members from each community from those who have nominated. Council has discretion in relation to this matter and may reduce or increase the number of community delegates.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

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### **Financial Considerations**

The establishment of the Advisory Committee is not expected to have any budgetary impacts.

There is an allocation of \$20,000 in the 2016/17 budget for repainting of the terminal building in Coonabarabran.

### **RECOMMENDATION**

That the following nominations are accepted for membership of the Warrumbungle Aerodromes Committee;

- Mr Phillip Henbsy
- Mr John Farrell
- Mr David Sturtridge
- Mr Colin Tink

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 35 Nominations for the Robertson Oval Advisory Committee

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Urban Services
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Recreation and Open Space
<b>Priority:</b>	R01 The planning and provision of local sports and recreation facilities and parklands reflect community needs and anticipated demographic changes.

---

#### **Purpose**

The purpose of this report is to finalise community membership of the Robertson Oval Advisory Committee

#### **Background**

Council established the Committee to provide advice on current and future infrastructure requirements at the Robertson Oval sporting complex in Dunedoo. A copy of the Committee Charter is provided in attachment 1.0. Council confirmed the need for the Committee on the 29<sup>th</sup> September 2016 and appointed Councillor's Hill & Capel as delegates to the Committee.

Membership of the Committee also includes; Manager Urban Services, Director Technical Services, Co-ordinator Dunedoo Development Group plus four (4) members of the community.

Nominations for community membership have been advertised and individual invitations were sent to previous members.

The following people have responded to the call for nominations;

- Mr Chris Sullivan
- Mr Matthew Guan
- Mrs Monica Foran

#### **Issues**

The current project being worked on by the Committee is development of plans for a new building that may incorporate a range of features including change rooms, toilets, food preparation area, gymnasium and viewing area.

#### **Options**

In accordance with the Charter, Council is required to select four (4) community members to be on the Committee from those who have nominated. Council has discretion in relation to this matter and may reduce or increase the number of community delegates.

# **WARRUMBUNGL E SHIRE COUNCIL**

## **Ordinary Meeting – 16 February 2017**

---

### **Financial Considerations**

The establishment of the Advisory Committee is not expected to have any budgetary impacts.

There is an allocation of \$30,000 in the 2016/17 budget for development of plans for a new amenities building.

### **RECOMMENDATION**

That the following nominations are accepted for membership of the Robertson Oval Advisory Committee;

- Mr Chris Sullivan
- Mr Matthew Guan
- Mrs Monica Foran

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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Attachment 1.0

### **TERMS OF REFERENCE FOR ROBINSON OVAL ADVISORY COMMITTEE**

#### **PURPOSE OF THE COMMITTEE**

Assess the condition and usefulness of the existing amenities buildings at Robinson Oval in Dunedoo and based on existing and potential sport and recreation demands, determine a strategy for the amenities building that best meets the needs of users.

#### **DUTIES**

- Determine current and potential sport and recreation users of the amenities building in Robinson Oval including volume and frequency of use.
- Assess the feasibility of upgrading existing building in terms of benefits and costs.
- Canvass and report on options for management of any upgraded amenities building.
- Liaise with consultants for preparation of any amenities concept plan.
- Confirm extent of Robinson Oval complex by confirming property boundary and determine preferred location of any upgraded amenity facility.
- Investigate and obtain external sources of funding
- Make recommendations to Council on any matter related to amenities building at Robinson Oval.

#### **COMMITTEE STRUCTURE**

- **Membership** – Two Councillors, Director Technical Services, Manager Urban Services, Director Technical Services, Co-ordinator Dunedoo Development Group plus four (4) members of the community.

Council will determine community membership on the Committee following a public call for expressions of interest to be a member of the committee.

- **Secretariat** – Manager Urban Services
- **Meeting Frequency** – Every two months or as determined by the Committee or Council.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

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### Item 36 Annual Code of Conduct Complaints Statistics

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity.

---

#### **Purpose**

Report to Council on code of conduct statistics in accordance with clauses 12.1 and 12.2 of the Model Code Procedures.

#### **Background**

The Office of Local Government requires Council's Complaint Coordinator to report to Council and the Office on code of conduct statistics for the period 1<sup>st</sup> September 2015 – 31 August 2016.

#### **Issues**

The OLG has provided a template for reporting of statistics. The report for the required period is provided in attachment 1.0.

#### **Options**

The report is provided for Council information. Council has no discretion in this matter.

#### **Financial Considerations**

There is no budget impact associated with preparation of the statistics report. The cost of investigating complaints during the period is \$2,750.

#### **RECOMMENDATION**

That the annual Code of Conduct Complaints Statistics report shown in attachment 1.0 is noted as information.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

### Attachment 1.0

Code of Conduct Complaints Statistics report for the period 1<sup>st</sup> September 2015 to 31<sup>st</sup> August 2016.

### Model Code of Conduct Complaints Statistics Warrumbungle Shire Council

#### Number of Complaints

- |     |   |   |
|-----|---|---|
| 1 a | The total number of complaints <b>received</b> in the period about councillors and the General Manager (GM) under the code of conduct | 5 |
| b   | The total number of complaints <b>finalised</b> in the period about councillors and the GM under the code of conduct                  | 4 |

#### Overview of Complaints and Cost

- |     |  |   |
|-----|--|---|
| 2 a | The number of complaints <b>finalised at the outset</b> by alternative means by the GM or Mayor  | 3 |
| b   | The number of complaints <b>referred to the Office of Local Government</b> under a special complaints management arrangement                 | 0 |
| c   | The number of code of conduct complaints <b>referred to a conduct reviewer</b>   | 5 |
| d   | The number of code of conduct complaints <b>finalised at preliminary assessment</b> by conduct reviewer                                      | 1 |
| e   | The number of code of conduct complaints <b>referred back to GM or Mayor</b> for resolution after preliminary assessment by conduct reviewer | 3 |
| f   | The number of finalised code of conduct complaints <b>investigated by a conduct reviewer</b>   | 1 |



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 16 February 2017

### Model Code of Conduct Complaints Statistics Warrumbungle Shire Council

g	The number of finalised code of conduct complaints <b>investigated by a conduct review committee</b>	0
h	The number of finalised complaints investigated where there was found to be <b>no breach</b>	0
i	The number of finalised complaints investigated where there was found to be <b>a breach</b>	1
j	The number of complaints referred by the GM or Mayor <b>to another agency</b> or body such as the ICAC, the NSW Ombudsman, the Office or the Police	0
k	The number of complaints being investigated that are <b>not yet finalised</b>	1
l	The <b>total cost</b> of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	2,750

### Preliminary Assessment Statistics

3	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:	
a	To take no action	1
b	To resolve the complaint by alternative and appropriate strategies	1
c	To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies	1

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- |   |   |
|---|---|
| d To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police | 0 |
| e To investigate the matter   | 2 |
| f To recommend that the complaints coordinator convene a conduct review committee to investigate the matter   | 0 |

### Investigation Statistics

- |  |   |
|--|---|
| 4 The number of investigated complaints resulting in a determination that there was <b>no breach</b> , in which the following recommendations were made: |   |
| a That the council revise its policies or procedures   | 0 |
| b That a person or persons undertake training or other education   | 0 |
| 5 The number of investigated complaints resulting in a determination that there <b>was a breach</b> in which the following recommendations were made:    |   |
| a That the council revise any of its policies or procedures  | 0 |
| b That the subject person undertake any training or other education relevant to the conduct giving rise to the breach                                    | 0 |
| c That the subject person be counselled for their conduct  | 0 |

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d	That the subject person apologise to any person or organisation affected by the breach	0
e	That findings of inappropriate conduct be made public	0
f	In the case of a breach by the GM, that action be taken under the GM's contract for the breach	0
g	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993	0
h	In the case of a breach by a councillor, that the matter be referred to the Office for further action	0
6	Matter referred or resolved after commencement of an investigation under clause 8.20 of the Procedures	0

#### Categories of misconduct

7	The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:	
a	General conduct (Part 3)	0
b	Conflict of interest (Part 4)	0
c	Personal benefit (Part 5)	0

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d Relationship between council officials (Part 6)

1

e Access to information and resources (Part 7)

0

#### Outcome of determinations

8 The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation

0

9 The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by the Office

0

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 37 2016/17 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.

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#### **Reason for Report**

The works program for the technical services division of Council for 2016/17 is presented for information.

#### **Background**

The 2016/17 works program including expenditure until the end of January 2017 for all projects in Technical Services is presented in attachment 1.0.

Attachment 2.0 contains three tables a list of roads that have been graded since the 1<sup>st</sup> July 2016.

#### **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 2016/17 works program presented in attachment 1.0 and attachment 2.0 is noted for information only.

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### Attachment 1.0 – Technical Services 2016/17 Works Program

Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
<b>Technical Services</b>	<b>Thu 06/07/17</b>	<b>22,420,071</b>	<b>5,976,906</b>	<b>20%</b>
<b>Asset &amp; Design Services</b>	<b>Thu 29/06/17</b>	<b>75,018</b>	<b>19,520</b>	<b>10%</b>
Survey equipment	Thu 29/06/17	12,000	0	0%
Eng design software	Thu 29/06/17	25,160	4,897	20%
traffic counters	Thu 29/06/17	7,500	0	0%
Bike Plan	Fri 30/09/16	9,019	9,019	100%
GPS handheld units	Thu 29/06/17	5,239	0	0%
<b>Road Safety Programme</b>	<b>Thu 29/06/17</b>	<b>16,100</b>	<b>5,604</b>	<b>25%</b>
Plan B	Thu 29/06/17	5,000	3,434	69%
Child Restraint	Thu 29/06/17	1,400	320	23%
Wksp Supervisors of L Drivers	Thu 29/06/17	1,200	609	51%
Bike Week	Thu 29/06/17	2,000	1,241	62%
Just Slow Down	Thu 29/06/17	4,000	0	0%
Free Cuppa for driver	Thu 29/06/17	2,500	0	0%
<b>Fleet Services</b>	<b>Thu 29/06/17</b>	<b>2,774,604</b>	<b>1,063,189</b>	<b>15%</b>
Minor plant purchases	Thu 29/06/17	15,000	0	0%
Coona Workshop	Fri 05/05/17	18,000	3,345	20%
Plant & equipment purchases	Thu 29/06/17	2,741,604	1,059,844	30%
<b>Road Operations</b>	<b>Fri 05/05/17</b>	<b>12,066,678</b>	<b>4,006,408</b>	<b>0%</b>
<b>RMS Work Orders</b>	<b>Thu 09/02/17</b>	<b>3,115,000</b>	<b>1,336,010</b>	<b>0%</b>
Heavy Patching	Fri 09/09/16	500,000	581,392	90%
South Merrygoen	Fri 16/12/16	500,000	17,962	5%
Mendooran Widen	Fri 30/09/16	350,000	106,086	100%
Vegetation Control*	Wed 07/09/16	15,000	10,952	100%
North Mendooran Shlr widening*	Wed 05/10/16	35,000	0	0%
West Mendooran Shlr widening*	Fri 14/10/16	115,000	0	0%
Truck Stops Golden Hwy	Thu 29/06/17	500,000	0	0%
Truck Stop Dunedoo	Thu 29/06/17	500,000	0	0%
Resealing program	Thu 29/06/17	600,000	619,618	100%
<b>Local Roads</b>	<b>Fri 28/04/17</b>	<b>3,675,874</b>	<b>1,391,630</b>	<b>0%</b>
<b>Local Roads reseals</b>	<b>Thu 30/03/17</b>	<b>535,537</b>	<b>297,602</b>	<b>0%</b>
Spring Ridge Road	Thu 30/03/17	215,832	2,447	10%
Bugaldie Goorianawa Rd	Thu 30/03/17	42,400	33,673	100%
Baradine Goorianawa Rd (9000)	Thu 30/03/17	57,617	57,617	100%
Ropers rd (17000)	Thu 30/03/17	39,864	39,864	100%
Dandry Rd (2500)	Thu 30/03/17	42,300	42,300	100%
Bingie Grumble Rd (5500)	Thu 30/03/17	20,163	20,163	100%
River Rd (3700)	Thu 30/03/17	7,081	7,081	100%
Digilah East Rd (6000)	Thu 30/03/17	10,000	7,885	50%
Merrygoen Rd (6000)	Thu 30/03/17	13,119	13,119	100%
Kanoona Rd (6000)	Thu 30/03/17	10,000	4,969	50%
Neilrex Rd (12000)	Thu 30/03/17	0	0	0%
Wyuna Rd (5600)	Thu 30/03/17	17,075	17,075	100%
Homeleigh Drive (1800)	Thu 30/03/17	9,458	9,458	100%
Avonside East Rd (6000)	Thu 30/03/17	10,000	1,323	50%
Tongy Rd (12000)	Thu 30/03/17	26,670	26,670	100%
Merryula Rd (6000)	Thu 30/03/17	13,958	13,958	100%

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Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
<b>L R bridges &amp; cwys</b>	<b>Fri 10/03/17</b>	<b>624,998</b>	<b>468,593</b>	0%
Coonagoony bridge	Fri 30/09/16	330,868	313,051	90%
Ross Crossing Bridge - approaches	Fri 22/07/16	161,630	80,291	90%
Box Ridge Rd Cwy	Fri 26/08/16	52,500	8,251	0%
Montague Bridge - repairs	Fri 10/03/17	80,000	67,000	80%
<b>Local Road pavements</b>	<b>Fri 28/04/17</b>	<b>1,911,108</b>	<b>489,836</b>	0%
Bugaldie Goorianawa Pave Rehab	Fri 22/07/16	125,576	95,324	100%
Neilrex Rd - Seal Pave rehab.	Fri 23/09/16	245,472	128,221	80%
Neilrex Rd - unsealed pave rehab.	Fri 28/04/17	200,000	0	0%
Quia Rd - sealed pavement rehab.	Fri 14/10/16	200,000	0	0%
Rotherwood Rd - sealed rehab.	Fri 17/02/17	150,000	0	0%
Turee Vale Rd - sealed pave rehab	Fri 10/03/17	150,000	0	0%
Wyuna Rd - Extension of seal	Fri 23/09/16	200,000	945	0%
Piambra Rd - extension of seal	Mon 12/09/16	300,000	119,148	75%
Beni Xing Rd - safety	Fri 24/03/17	190,060	0	0%
Lawson Park Rd - sealed pave rehab	Fri 31/03/17	150,000	146,198	100%
<b>Local Roads Gravel Resheeting</b>	<b>Thu 30/03/17</b>	<b>604,231</b>	<b>135,599</b>	0%
Box Ridge Rd	Fri 12/08/16	93,561	55,667	70%
Uliman Rd	Fri 19/08/16	40,648	0	0%
Yuggel Rd	Sat 03/09/16	74,089	0	0%
Carmel Lane	Tue 18/10/16	47,728	0	0%
Narrawa (south)	Fri 12/08/16	17,700	773	0%
Boomley Rd	Fri 12/08/16	30,505	8,787	25%
Munns Rd	Fri 11/11/16	122,727	0	0%
Evans Rd	Mon 20/03/17	55,000	10,396	0%
Forans Lane	Thu 30/03/17	75,000	12,703	0%
Wyuna Rd	Fri 28/10/16	47,273	47,273	20%
<b>Regional Roads</b>	<b>Fri 05/05/17</b>	<b>5,255,804</b>	<b>1,278,768</b>	0%
<b>Regional Roads reseals</b>	<b>Fri 30/12/16</b>	<b>615,891</b>	<b>474,422</b>	0%
Reseals - Regional Roads	Fri 30/12/16	615,891	474,422	90%
<b>Pavement Rehab</b>	<b>Fri 27/01/17</b>	<b>994,000</b>	<b>70,416</b>	0%
Black Stump Way rehab.	Fri 27/01/17	800,000	70,416	0%
Baradine Rd Shlder widening	Fri 09/09/16	169,000	0	0%
Intersection Ashby Rd	Fri 05/08/16	25,000	0	0%
<b>Black Spot programme</b>	<b>Fri 16/12/16</b>	<b>1,635,913</b>	<b>410,076</b>	0%
Black Stump Way - Orana Rd	Fri 23/09/16	218,712	62,743	60%
Baradine Rd - Old Baradine Rd	Fri 16/09/16	98,143	137,333	90%
Timor Road - Shlder Rehab	Fri 28/10/16	350,000	186,676	50%
Purlewaugh Rd - Shlder widening	Fri 11/11/16	135,015	3,319	0%
Baradine Rd - widening, guardrail	Fri 16/12/16	665,043	1,255	0%
Vinegaroy Rd - pave rehab	Fri 23/09/16	169,000	18,750	5%
<b>Regional Road Bridges</b>	<b>Fri 05/05/17</b>	<b>2,010,000</b>	<b>323,854</b>	0%
Allison bridge	Fri 05/05/17	2,010,000	323,854	15%
<b>Aerodromes</b>	<b>Fri 01/07/16</b>	<b>20,000</b>	<b>0</b>	0%
Repainting of Coona terminal blding	Fri 01/07/16	20,000	0	0%
<b>Urban Services</b>	<b>Fri 30/06/17</b>	<b>2,593,454</b>	<b>333,200</b>	0%
<b>Parks &amp; Gardens</b>	<b>Thu 01/06/17</b>	<b>138,847</b>	<b>0</b>	0%
<b>Baradine</b>	<b>Thu 04/05/17</b>	<b>33,000</b>	<b>0</b>	0%

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Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
Lions Park - internal path	Thu 04/05/17	15,000	0	0%
Lions Park - from Darling street	Fri 14/04/17	8,000	0	0%
Lions Park - shade renewal	Wed 07/12/16	10,000	0	0%
<b>Binnaway</b>	<b>Thu 02/03/17</b>	<b>20,000</b>	<b>0</b>	0%
Len Guy Park - softfall upgrade	Thu 02/03/17	20,000	0	0%
<b>Coolah</b>	<b>Thu 04/05/17</b>	<b>45,000</b>	<b>0</b>	0%
McMasters Park - path to toilet	Thu 06/04/17	25,000	0	0%
Softfall under playground equip	Thu 04/05/17	20,000	0	0%
<b>Coonabarabran</b>	<b>Thu 01/06/17</b>	<b>5,847</b>	<b>0</b>	0%
Timor Rock toilet	Thu 01/06/17	5,847	0	0%
<b>Dunedoo</b>	<b>Fri 07/10/16</b>	<b>35,000</b>	<b>0</b>	0%
Milling Park Irrigation System	Fri 07/10/16	35,000	0	0%
<b>Ovals</b>	<b>Thu 01/06/17</b>	<b>297,000</b>	<b>55,329</b>	0%
Netball Courts - Coonabarabran	Fri 24/03/17	200,000	3,700	5%
Bowen Oval - canteen bird proofing	Mon 12/09/16	8,000	7,876	0%
Robertson Oval - Amenities	Thu 01/06/17	30,000	0	0%
Baradine Oval Canteen	Fri 23/09/16	34,000	43,753	100%
Master plan	Fri 26/05/17	25,000	0	0%
<b>Swimming Pools</b>	<b>Fri 14/04/17</b>	<b>165,193</b>	<b>3,614</b>	0%
<b>Baradine</b>	<b>Mon 28/11/16</b>	<b>61,060</b>	<b>1,300</b>	0%
Shade structure	Mon 28/11/16	40,000	0	0%
Painting, stage 1 & 2	Fri 23/09/16	11,500	0	0%
Upgrade Kiosk & hot water	Fri 07/10/16	1,500	1,300	100%
Reconnection lights	Fri 30/09/16	8,060	0	0%
<b>Coolah</b>	<b>Fri 07/04/17</b>	<b>67,000</b>	<b>0</b>	0%
Rain tank & pump for irrigation	Fri 07/04/17	4,000	0	0%
Lighting over main pool	Fri 02/12/16	20,000	0	0%
Solar project to heat pool	Fri 31/03/17	43,000	0	0%
<b>Coonabarabran</b>	<b>Fri 07/04/17</b>	<b>31,133</b>	<b>0</b>	0%
Pool repairs	Thu 06/10/16	11,180	0	0%
Rain tank & pump for irrigation	Fri 07/04/17	7,000	0	0%
Hot water facility	Fri 07/10/16	12,953	0	0%
<b>Dunedoo</b>	<b>Fri 16/12/16</b>	<b>5,000</b>	<b>2,314</b>	0%
pool improvements	Fri 16/12/16	5,000	2,314	50%
<b>Mendooran</b>	<b>Fri 14/04/17</b>	<b>1,000</b>	<b>0</b>	0%
Upgrades to club room	Fri 14/04/17	1,000	0	0%
<b>Town Streets</b>	<b>Fri 30/06/17</b>	<b>1,992,414</b>	<b>274,257</b>	0%
<b>Baradine</b>	<b>Fri 30/06/17</b>	<b>109,644</b>	<b>39,003</b>	0%
<b>Street reseals</b>	<b>Fri 01/07/16</b>	<b>48,500</b>	<b>0</b>	0%
Namoi St (2000)	Fri 31/03/17	48,500	0	0%
Darling St (3000)	Fri 31/03/17	0	0	0%
Progress Ass'n - gardens	Mon 03/10/16	5,000	5,000	100%
Flood levee	Fri 30/06/17	33,644	33,644	100%
New garbage bins	Thu 03/11/16	2,500	0	0%
Footpath rehab	Thu 11/05/17	20,000	359	0%
<b>Binnaway</b>	<b>Thu 25/05/17</b>	<b>166,600</b>	<b>5,000</b>	0%
Street reseals	Fri 31/03/17	46,600	0	0%
Progress Ass'n - gardens	Mon 03/10/16	5,000	5,000	0%



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Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
Bullinda Street, new K & G	Fri 14/04/17	55,000	0	0%
Footpath Rehabilitation	Thu 11/05/17	10,000		0%
Shared path - Renshaw St to River	Thu 25/05/17	50,000	0	0%
<b>Coolah</b>	<b>Fri 30/06/17</b>	<b>503,015</b>	<b>53,375</b>	0%
Booyamurra St pave rehab	Fri 25/11/16	120,490	5,901	5%
Cycleway extension	Fri 26/08/16	39,425	39,425	100%
Street reseals	Fri 31/03/17	57,600	0	0%
Footpath rehabilitation	Thu 11/05/17	30,000	3,549	10%
Booyamurra St K&G	Fri 07/04/17	55,000	0	0%
Drainage study	Fri 30/06/17	16,000	0	0%
Street Light	Fri 30/09/16	4,500	4,500	100%
Goddard Street shared path	Thu 25/05/17	180,000	0	0%
<b>Coonabarabran</b>	<b>Thu 08/06/17</b>	<b>723,755</b>	<b>176,879</b>	0%
Cycleway underpass, MJC bridge	Fri 09/09/16	22,456	83	100%
Cycleway north of bridge	Fri 12/08/16	58,168	58,168	100%
Kerb blister, John/Cassilis	Fri 29/07/16	66,128	66,128	100%
Dalgarno, Western end Pave Rehab	Fri 14/10/16	5,593	0	0%
John St., K & G rehab	Fri 28/10/16	53,110	0	0%
Street reseals	Fri 31/03/17	118,300	0	0%
FP Rehab Dalgarno (John/Cowper)	Thu 08/06/17	20,000	0	0%
John ST. K&G rehab	Fri 16/09/16	20,000	0	0%
Street Trees - Cowper	Fri 21/10/16	30,000	0	0%
John Street - asphalt	Mon 28/11/16	10,000	0	0%
Drainage - Belar / Merebene	Fri 09/12/16	70,000	0	0%
Edwards Street - shared path	Fri 28/10/16	250,000	52,500	10%
<b>Dunedoo</b>	<b>Fri 09/06/17</b>	<b>442,800</b>	<b>0</b>	0%
<b>Street reseals</b>	<b>Fri 01/07/16</b>	<b>54,800</b>	<b>0</b>	0%
Talbragar St, Caigan to Bandulla	Fri 31/03/17	54,800	0	0%
Footpath rehab	Thu 08/06/17	20,000	0	0%
Dish - Yarrow at Bandulla, sth side	Fri 19/05/17	18,000	0	0%
Wallaroo St, drainage & sealing	Fri 09/06/17	350,000	0	0%
<b>Mendooran</b>	<b>Thu 08/06/17</b>	<b>46,600</b>	<b>0</b>	0%
Street reseals	Fri 31/03/17	16,600	0	0%
Footpath rehab.	Thu 08/06/17	30,000	0	0%
<b>Warrumbungle Water</b>	<b>Fri 30/06/17</b>	<b>4,284,649</b>	<b>521,710</b>	0%
<b>Baradine</b>	<b>Fri 30/06/17</b>	<b>1,119,722</b>	<b>63,115</b>	0%
Meter replacements	Wed 02/11/16	5,000	110	0%
Mains Narren, Walker to Queen	Wed 31/08/16	80,000	0	0%
Mains - Bligh to Castlereagh	Wed 28/09/16	50,000	18,736	50%
Reservoir Clean	Tue 13/12/16	120,000	43,000	60%
Renewal of treatment plant clarifier	Fri 30/06/17	864,722	1,269	0%
<b>Binnaway</b>	<b>Thu 25/05/17</b>	<b>517,530</b>	<b>20,385</b>	0%
Meter replacements	Thu 03/11/16	5,000	0	0%
Mains Ext - Yeubla St railway	Wed 19/10/16	70,000	17,152	10%
Back up bore	Thu 25/05/17	442,530	3,233	0%
<b>Coolah</b>	<b>Fri 01/07/16</b>	<b>551,396</b>	<b>10,849</b>	0%
Mains ext. Cliff Lane, Erwin St	Wed 14/12/16	70,000	0	0%
Meter replacements	Thu 03/11/16	5,000	6,700	100%

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Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
Standby pumps	Mon 28/11/16	5,000	0	0%
Mains replacement	Mon 27/02/17	60,000	0	0%
Back up bore	Thu 25/05/17	411,396	4,149	0%
<b>Coonabarabran</b>	<b>Fri 30/06/17</b>	<b>1,627,871</b>	<b>362,376</b>	0%
Mains Ext. Castlereagh St	Tue 15/11/16	160,000	27,202	10%
Mains replacement	Tue 13/12/16	50,000	3,500	10%
meter replacements	Thu 03/11/16	10,000	1,866	0%
Timor Fence repairs	Fri 30/06/17	191,261	0	0%
Tools	Fri 30/06/17	3,000	354	0%
Mains ext. Camp St, Namoi - Anne	Thu 02/03/17	60,000	1,493	10%
Mains ext. - under hwy to depot	Mon 08/08/16	60,000	3,500	5%
Raising Timor Dam wall - study	Fri 30/06/17	530,610	198,443	10%
Timor Dam - low level extraction	Fri 30/06/18	140,000	0	0%
Telemetry software	Fri 30/06/17	3,000	0	0%
Timor Dam - replacement of mixer	Tue 13/12/16	120,000	119,562	100%
Telemetry upgrade - all towns	Fri 30/06/17	300,000	6,456	5%
<b>Dunedoo</b>	<b>Thu 29/06/17</b>	<b>53,000</b>	<b>0</b>	0%
Tools	Thu 29/06/17	3,000	0	0%
Main replacement Wargundy st	Tue 07/03/17	50,000	0	0%
<b>Mendooran</b>	<b>Thu 25/05/17</b>	<b>415,130</b>	<b>64,985</b>	0%
mains extension	Fri 14/04/17	30,000	0	0%
Back up bore	Thu 25/05/17	385,130	64,985	20%
<b>Warrumbungle Sewer</b>	<b>Thu 06/07/17</b>	<b>625,668</b>	<b>32,879</b>	0%
<b>Baradine</b>	<b>Thu 06/07/17</b>	<b>10,000</b>	<b>0</b>	0%
Sewage Treat Plant - renewals	Thu 06/07/17	10,000	0	0%
<b>Coolah</b>	<b>Tue 25/10/16</b>	<b>100,000</b>	<b>4,809</b>	0%
Dump site	Fri 30/09/16	0	4,809	100%
Upgrade STP	Thu 29/06/17	50,000	0	0%
Mains relining	Tue 25/10/16	50,000	0	0%
<b>Dunedoo</b>	<b>Thu 29/06/17</b>	<b>82,668</b>	<b>0</b>	0%
Upgrade STP	Thu 29/06/17	50,000	0	0%
Main relining	Thu 29/06/17	32,668	0	0%
<b>Coonabarabran</b>	<b>Fri 30/06/17</b>	<b>433,000</b>	<b>28,070</b>	0%
Mains relining	Tue 22/11/16	100,000	777	0%
Tools - sewer rods	Fri 30/06/17	3,000	0	0%
Pump station renewal	Tue 25/10/16	30,000	9,961	50%
Telemetry upgrade - all towns	Thu 01/12/16	200,000	0	0%
Upgrade STP	Thu 29/06/17	50,000	0	0%
re -keying sewer sites	Fri 30/06/17	50,000	17,332	0%

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### Attachment 2.0

Unsealed Roads - Completed grading maintenance year to date		
Road Name	Category	Length
Albert Wright	3	3
Avonside East & North	1	14.2
Avonside West	2	1.5
Balmoral	3	1.5
Barney's Reef	3	0.5
Beni Crossing	1	6.4
Bingie Grumble	2	2.6
Blackburns	3	1.2
Bolton Creek	2	20
Bourke & Halls	3	11.7
Box Ridge	1	34.5
Brooklyn	1	8.2
Brooks	1	17.6
Bullinda	3	11.4
Burma	3	7.7
Carmichaels (off Timor	3	0.7
Cobbora	1	10.8
Coybil	2	2.9
Cumbil	2	5
Dapper	2	1.3
Daysdale	3	1.6
Dennkymine	1	18.4
Diehm	3	1.3
Digilah	1	17.3
Doganabuganaram	2	6.7
Evans	2	1
Forans	2	3
Gundare	1	2
Homeleigh	3	3.4

Unsealed Roads - Completed grading maintenance year to date		
Road Name	Category	Length
Kanoona	1	1.8
Kerrawah	3	4
Keswick	3	6.1
Lambing Hill	1	1.5
Lawson Park	1	3.3
Lincoln	1	3.5
Lockerbie	2	9.6
Mancers	3	9.9
Maranoa	2	5.5
Mt Hope	1	1.3
Mt Nombi	1	3
Napier	1	4.6
Narrawa	3	5.1
Neilrex	1	1.6
Oban	3	2
Pine Ridge	1	5
Reddens	3	2
Ropers	1	2.6
Ropers	1	6.4
Round Mountain	1	5.9
Sandy Creek	2	6.9
Tibuc	3	2
Ulman	3	1.2
Upper Laheys Creek	3	4.2
Wangmans	2	1.4
Wardens	2	13.8
Willicombes	2	5
Wingabutta	2	11.8
Wyuna	1	13.9
Yuggel	2	9.7

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### Item 38 Amendment to Development Control Plan 2015

<b>Division:</b>	Development Services
<b>Management Area:</b>	Town Planning
<b>Author:</b>	Town Planner – Ashleigh Stewart
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority:</b>	RU1.1 Council conducts periodic reviews of its planning controls to ensure that land use planning supports the long term sustainability of the shires local community and economy.

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### Reason for Report

To recommend adoption of Council's amended Development Control Plan 2015 (DCP2015) after the public exhibition phase.

### Background

Council at its meeting held on 15<sup>th</sup> December 2016 resolved:

### ***Item 30 Review of the Warrumbungle Shire Council Development Control Plan 2016***

***122/1617 RESOLVED*** that Council amend Development Control Plan 2015 as outlined above to enable exhibition for a period of 28 days for public comment.

As advised at Council's meeting on 15 December 2016 the DCP was prepared to support the broad objectives of the Warrumbungle Local Environmental Plan 2013 (WLEP 2013).

The relevant provisions of the DCP are considered by the public when preparing their DAs and by staff in the assessment and determination of development applications received by Council.

The plan has now been operating for 12 months and has been generally well received by the public, designers and applicants. It provides them with Council's development and engineering guidelines which they can view on line. It is also been beneficial for Council staff in applying consistent planning and development controls as adapted by Council when assessing development applications and when advising applicants.

In reviewing the DCP and having regard to working with the plan for the past 12 months a number of amendments to the plan were reported to Council in December 2016. These amendments reflect the design requirements submitted by applicants for certain developments as well as further clarifying the plan provisions.

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### **Issues**

The provisions of Clause 22 of the Environmental Planning and Assessment Regulation 2000 (EP&A Regulation 2000) enable Council to amend a DCP.

Under Clause 18 of the EP&A Regulation 2000 the amended DCP 2015 must be publicly exhibited by giving notice in the local newspaper. It must be exhibited for a minimum period of 28 days.

Any person may make written submission to the Council about the amended development control plan during the submission period.

The amended plans were recently exhibited for a period of over 28 days with written submissions closing on 19<sup>th</sup> January 2017.

At the end of the exhibition period no submissions were received.

### **Options**

Under Clause 21 of the EP&A Regulation 2000 after considering any submission about the amended DCP Council may approve the plan as exhibited or approve the plan with alterations as Council thinks fit or may decide not to proceed with the plan.

Council must give public notice of its decision (within 28 days of its decision) whether to adopt the plan with or without changes or not to proceed with the plan and publish its decision in a local newspaper.

Notice of decision not to proceed with the amended DCP must include Council's reasons for the decision.

The amended development control plan comes into effect on the date that public notice of its decision is given in a local newspaper, or a later date specified in the notice.

### **Financial Considerations**

The development control plan has been prepared by Council's planning staff and will continue to be dealt with by planning staff until adoption or otherwise of the amended DCP by Council.

### **RECOMMENDATION**

That Council adopt the amended Development Control Plan 2015 as exhibited pursuant to Clause 21 of the Environmental Planning & Assessment Regulation 2000 and **FURTHERMORE** place a public notice of its decision to adopt the amended plan in local newspapers.

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### Item 39 Coonabarabran Administration Building & Swimming Pool – Storm Damage

<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>	Public Infrastructure and Services
<b>Priority:</b>	P15 Council manages its assets and infrastructure to meet the agreed service levels

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#### **Reason for Report**

To inform the Council the damage and rectification work being done to repair the damage to the Coonabarabran Administration Office roof which was damaged in a storm on the 1 January 2017.

#### **Background**

On the afternoon of Sunday 1<sup>st</sup> January 2017, at approximately 4:30pm, Coonabarabran had a storm that damaged the main office building at 14-22 John Street and the Coonabarabran Memorial Pool. The storm lasted over half an hour, with between 33ml to 55ml of rain recorded in Coonabarabran.

#### Coonabarabran Administration Centre

As a result of the deluge from the storm, water overflowed from the roof cavity into the Regulatory Services office on the first floor. An investigation of the whole building noted that the ground floor had received water damage in the Finance and Administration section. It was also noted that water had blown under the kitchen door at the rear of the building into the staff kitchen.

Upon closer inspection it was noted that six work stations had been directly impacted by the flooding from the storm. The Administration and Regulatory Services areas had damaged ceilings, desks, carpets and equipment. All these work areas were located in the original part of the Coonabarabran office, built in 1909 and upgraded in 1962.

The main damage to the building sustained in the storm all centred on the area that was upgraded in 1962, with some water damage into the Chamber and the area of the building renovated and extended in 1992.

Contact was made with Council's insurer, Statewide Mutual, to report the incident.

#### Coonabarabran Pool

Coonabarabran Memorial Pool suffered from flooding of storm water unable to get away during the storm, with some pumping systems damaged by the deluge. The pools have been cleaned out and there is the loss of one shade structure on the eastern side of the pool. The cost to clean up this site, repair or replace pumps and extra chemicals used to make the pool water safe are covered under the insurance policy.

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An email received on Wednesday 4<sup>th</sup> January 2017 from Statewide Mutual confirmed the property policy covered Storm Damage “New for Old” to the value of \$5 million.

The insurer sent out an assessor to look at the damage on Friday 6<sup>th</sup> January 2017.

### **Issues**

As the insurance policy covers “New for Old”, Council may only be covered to reinstate the existing building structure design, including internal fitout.

Structural engineers investigated the roof and design of the Coonabarabran office as part of reviewing Asset Management Plan in 2016. It was recommended by the structural engineer that the roof be re-pitched to enable storm water to be moved off the roof to the northern gutter, and remove the box gutter between both sections of the roof. This was taken into account with the new designs commissioned by Council in 2016.

Statewide Mutual notes the building was constructed in 1909 and that the roof was refurbished in 1962. If the proposed replacement or rebuild, whichever is the lesser, triggers a compliance breach of the current Building Codes of Australia (BCA), Statewide Mutual advised by email on 7<sup>th</sup> February 2017 the insurance policy may cover the costs associated with the upgraded design required to meet the BCA.

Alternatively, if the upgraded design is a means to ensure the roof is likely to stand up to severe storm events more effectively, the insurance policy may cover to the extent of a ‘like for like’ roof replacement, potentially leaving a shortfall if the redesigned version building cost are greater than installing a roof with the existing design.

Whilst the roof was scheduled for replacement in two (2) years (2018/19 financial year), if replacement is the only viable option then it represents a rectification of the greater building without depreciation discount (effectively new for old).

However there is the notion of ‘inherent vice’. This means that if a building or section was in such a dilapidated state that it had become non-viable in any event, then a proportionate discount may be applied. There is no indication to suggest that this is a factor in the current claim.

Council is still waiting the insurance assessor’s recommendation to Statewide Mutual, and confirmation on what will be covered with the repairs to the roof from the storm damage.

### **Options**

Nil.

### **Financial Considerations**

The property insurance claims for the storm damage both the Coonabarabran Administration Office, 14-22 John Street, and the Coonabarabran Memorial Pool is one claim. Council is required to pay deductibles (excess) of \$2,000 for each property insurance claim.

If the insurance policy only covers reinstatement of the existing roof, Council will be required to cover the building cost differences to ensure the building is able to withstand

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future storm events, as advised by the structural engineer engaged in 2016, and to meet BCA requirements.

### **RECOMMENDATION**

For Councils Information.



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### Item 40 Development Applications

**Division:** Development Services

**Management Area:** Regulatory Services

**Author:** Administration Officer for Development Services – Kathryn Weatherall

**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

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### Development Applications

#### (i) Approved – December 2016 & January 2017

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
DA69/2016	2/11/2016	2/12/2016	Sean Henderson & Kylie Henderson	Royal Hotel 26-28 Renshaw Street	BINNAWAY	Alterations and Additions to Change of Use - Other	1
DA70/2016	4/11/2016	1/12/2016	Rowan Pettet & Trent Pettet	70 Binnia Street	COOLAH	New Garages/Sheds - Residential	1
DA71/2016	08/11/2016	05/01/2017	Richard William D. Blackman	John Street	COONABARABRAN	New Garages/Sheds - Commercial	0
DA74/2016	23/11/2016	15/12/2016	Warrumbungle Steel Buildings	Drummond Street	COONABARABRAN	New Garages/Sheds - Residential	8

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DA75/2016	28/11/2016	12/12/2016	Phillip Nott & May Nott	101 Booyamurra Street	COOLAH	New Garages/Sheds - Residential	0
DA78/2016	02/12/2016	12/01/2017	Kevin James Curtis	81 Bandulla Street	MENDOORAN	New Garages/Sheds - Residential	0
DA83/2016	7/12/2016	23/12/2016	Picton Bros Investments	10 Ann Street	COONABARABRAN	New Screen Enclosure	0
DA84/2016	8/12/2016	21/12/2016	Reihaneh Pourhamedani	141 Martin Street	COOLAH	Change of Use - Other	0
DA86/2016	14/12/2016	19/12/2016	Country Rose Studio	54 Dalgarno Street	COONABARABRAN	Conversion to Change of Use - Other	0
CD24/2016	06/09/2016	06/01/2017	Dion Olsen & Jodi Joyce Olsen	47A Barwon Street	BARADINE	New Garages/Sheds - Residential	0
CD27/2016	25/11/2016	06/01/2017	Heidi Ann Rookyard	71 Homestead Road	LEADVILLE	New Swimming Pool	0
CD28/2016	13/12/2016	06/01/2017	Mark John Goard	5 Charles Street	COONABARABRAN	New Garages/Sheds - Residential	0
CD1/2017	06/01/2017	09/01/2017	Tracy Kim Rutter	19 Hill Street	COONABARABRAN	New Swimming Pool	0
CD2/2017	20/01/2017	24/01/2017	Darren John Devenish	35 Cowper Street	COONABARABRAN	New Garages/Sheds - Commercial	0

### **\*Development from the January 2013 Wambelong Bushfires**

#### **RECOMMENDATION**

That Council note the Applications and Certificates Approved, during December 2016 and January 2017, under Delegated Authority.