



Warrumbungle Shire Council

Council meeting

Thursday, 16 March 2017

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

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

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 16 March 2017 at the Council Chambers, Binnia Street, Coolah 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

Questions

.....
STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

INDEX

Item 1 Mayoral Minute – Monthly Mayoral Commitments	7
RECOMMENDATION	9
Item 2 Minutes of Ordinary Council Meeting – 16 February 2017	10
RECOMMENDATION	33
Item 3 Minutes of Traffic Advisory Committee Meeting held on 23 February 2017	34
RECOMMENDATION	37
Item 4 Minutes of Plant Advisory Committee Meeting held on 7 March 2017.....	39
RECOMMENDATION	41
Item 5 Minutes of Coonabarabran Sporting Complex Advisory Committee Meeting	42
RECOMMENDATION	43
Item 6 Binnaway and Mendooran Sewerage Scheme	44
RECOMMENDATION	44
Item 7 Coonabarabran Netball Courts	45
RECOMMENDATION	45
Item 8 Mendooran Water Rates.....	46
RECOMMENDATION	46
Item 9 Local Business Stimulation.....	47
RECOMMENDATION	47
Item 10 Orana Arts Inc	48
RECOMMENDATION	49
Item 11 Request for Financial Assistance for Dunedoo Family Medical Service	50
RECOMMENDATION	50
Item 12 Delegations of Authority to the General Manager	51
RECOMMENDATION	53
Item 13 Social Media Investigation	54
RECOMMENDATION	56
Item 14 Progress Report Delivery Program 2016/17 – 2019/20.....	57
RECOMMENDATION	58
Item 15 Section 44 Provision of Council Heavy Plant.....	59
RECOMMENDATION	60
Item 16 Council Owned Land	61
RECOMMENDATION	61
Item 17 Sir Ivan Fire.....	62
RECOMMENDATION	68
Item 18 Council Resolutions Report March 2017.....	69
RECOMMENDATION	69
Item 19 Monthly Report from Human Resources – March 2017	70
RECOMMENDATION	71
Item 20 Minutes from the Macquarie Regional Library Committee.....	72
RECOMMENDATION	72
Item 21 Building Better Regions Fund	73
RECOMMENDATION	75
Item 22 Queen’s Baton Relay.....	76
RECOMMENDATION	78
Item 23 Queen’s Baton Relay – Council Selected Batonbearer Nomination Program....	79
RECOMMENDATION	83
Item 24 Related Party Disclosures Strategic Policy	84
RECOMMENDATION	84

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 25 Rating Strategic Policy	91
RECOMMENDATION	92
Item 26 Bank Reconciliation for the month ending 28 February 2017	99
RECOMMENDATION	102
Item 27 Investments and Term Deposits for Month ending 28 February 2017	103
RECOMMENDATION	106
Item 28 Rates Report for Month Ending 28 February 2017.....	107
RECOMMENDATION	110
Item 29 Naming of Laneways; Coonabarabran, Binnaway & Coolah.....	111
RECOMMENDATION	112
Item 30 Connection of Sewer to Camp Cypress	116
RECOMMENDATION	117
Item 31 Nominations for Warrumbungle Aerodromes Advisory Committee	120
RECOMMENDATION	121
Item 32 2016/17 Technical Services Works Program	122
RECOMMENDATION	122
Item 33 Planning Legislation Update	130
RECOMMENDATION	132
Item 34 Coonabarabran Administration Building & Swimming Pool – Storm Damage .	133
RECOMMENDATION	135
Item 35 Baradine Hall Outstanding Resolution 223/1516.....	136
RECOMMENDATION	136
Item 36 Contaminated Land Policy Review	137
RECOMMENDATION	137
Item 37 Development Applications	141
RECOMMENDATION	142

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 1 Mayoral Minute – Monthly Mayoral Commitments

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

Reason for Report

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

Summary

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

MAYORAL MINUTE - MAYORS ACTIVITY 9 FEBRUARY – 8 MARCH 2017

09.02.17		Citizenship Ceremony for 3
11.02.17	3pm 7pm	Paul Jones Incident Control Fire Dunedoo Paul Jones Incident Control Fire Dunedoo
12.02.17	6.30am 12.30pm 7pm Interview Phone call	Fire Control Centre Fire Control Centre Fire Control Centre Dugald Saunders, ABC Western Plains Shane Fitzsimmons Commissioner RFS
13.02.17	6am 9.30am Interviews 11am 1.30pm	Fire Control Centre – Debrief Drive to Coolah The Project – Annie Reynolds Jean Kelly – ABC Kate Carrigan ABC News Radio Bridgette Bourke – Radio NZ Julie AAP Interviewer Jennifer Hall- Daily Liberal Community Meeting Coolah Drive through Leadville, Uarbry, Tongy Lane, Coolah 5.30pm home
14.02.17		Announcement of Disaster Declaration – Michael Keenam & Troy Grant Meeting with Shane Fitzsimmons Phone call Kevin Humphries half hour

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

	Phone call	Kathy – Mark Coultons Office
	Interviews	Michelle Brown – ABC Dianne 2SM ABC News 24 – Skype – Jo O'Brien Richard Pernot 2DU Fiona Willey – Drive Show – ABC Gavin Coote – ABC Western Plains
	Phone call	Mark Sanders – Essential Energy
15.02.17	Phone call	Troy Grant apology for todays meeting will come Monday and bring Premier
	Interview	Gavin Coote – ABC Western Plains Jennifer Hall – Daily Liberal Kathleen Ferguson – ABC Radio
	Phone call	Mayor Gunnedah – Offering Hay Public Meeting - Coolah
16.02.17	Interview	Gavin Coote – ABC Western Plains Monthly Council Meeting in Coonabarabran
17.02.17	Phone call	Kevin Humphries Mark Coulton Will Gaden Premier visits with Shane Fitzsimmons to Fire Control Centre Coonabarabran Public Meeting – Dunedoo New Fires at Mereotherie and Tallawong
18.02.17	Interview	Dunedoo to welcome Cootamundra Fodder Drive Meet with Mark Coulton Phillipa McDoland – ABC 24 Kathleen Ferguson – ABC Radio Meet with Murray Coe and Wentworth-Browns
20.02.17	Interview Phone call	Kathleen Ferguson – ABC Radio Kevin Humphries re BlazeAid Will Gaden Don Ramsland
21.02.17	Interview Phone Call	Melanie Pearce – ABC Kathleen Ferguson – ABC Radio Will Gaden Wentworth-Browns Meet with Shane Fitzsimmons and Troy Grant
22.02.17		Sir Ivan Fire Public Meeting – Coolah
23.02.17	Interview Phone call	Pre-talk rural addressing meeting Traffic committee meeting Jennifer Hall – Daily Liberal Mark Coulton re RivWest Finance Opening in Dubbo Evette & Shane Palmer re fencing

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

	Interview	Mick Lowther - ABC
24.02.17		RivWest Opening in Dubbo to receive donation to Mayors Fund
	Phone call	Steve Bradshaw Cheryl Pope – MPES Ken Harrison – DIP
25.02.17		Binnaway Show
26.02.17		Sir Ivan Fire Recovery BBQ – Coolah Travelled Moorefield Road to visit fire affected properties
28.02.17		Geopark meeting in Coonabarabran
01.03.17		Executive meeting Assoc Mining Related Councils(AMRC)
02.03.17		General meeting AMRC
03.03.17		Public meeting – Dunedoo
05.03.17		Opening Seniors Week – Mayors BBQ
06.03.17		Meet with Governor of NSW in Coolah
07.03.17		Mayors Bushfire Fund meeting in Coolah
08.03.17		Mark Powell's Funeral Geological Survey of NSW – Dr Kevin Rumming – Stratigraphic Drilling coal resource – Geolical info.

RECOMMENDATION

That the report be noted.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 2 Minutes of Ordinary Council Meeting – 16 February 2017

Division:	Executive Services
Management Area:	Governance
Author:	Administration Officer – Erin Player (minutes), PA to Director Technical Services – Tracy Cain, Casual Administration Assistant – Sally Morris
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

PRESENT: Cr Peter Shinton (Chairman), Cr Capel, Cr Clancy, Cr Iannuzzi, Cr Lewis and Cr Todd, General Manager (Steve Loane), Director Corporate & Community Services (Michael Jones), Corporate & Community Special Projects (Stefan Murru), Director Technical Services (Kevin Tighe) and Director Development Services (Leeanne Ryan).

In attendance: Administration Officer – Erin Player (minutes), PA to Director Technical Services – Tracy Cain, Casual Administration Assistant – Sally Morris

APOLOGIES: Cr Doolan

152/1617 RESOLVED that the apologies of Cr Doolan be accepted.

Lewis / Todd

The motion was put and carried by majority

8.33am

153/1617 RESOLVED that standing orders be suspended for the Mayor to provide information to the meeting on the Sir Ivan Fire.

Capel / Lewis

The motion was put and carried by majority

8.35am

154/1617 RESOLVED that standing orders be resumed.

Capel / Todd

The motion was put and carried by majority

155/1617 A motion was moved by Councillor Capel seconded by Councillor Todd that staff be thanked for the huge support put into fire efforts in relation to the Sir Ivan Fire.

The motion was put and carried by majority

The Mayor called for Declarations of Pecuniary Interest and Non Pecuniary Interest
Nil.

8.36am

Cr Brady joined the meeting.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

REPORTS

Item 1 Mayoral Minute – Monthly Mayoral Commitments

Received.

Item 2 Minutes of Ordinary Council Meeting – 15 December 2016

156/1617 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held on 15 December 2016 be endorsed. Further that it be noted that the Development Applications referred to in the December Business Paper were for the month of November 2016 not October as indicated in the Minutes.

Capel / Lewis

The motion was put and carried by majority

8.44am

Cr Hill joined the meeting.

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

Received.

Item 4 TRRRC 355 Advisory Committee Minutes – 1 February 2017

157/1617 RESOLVED that the minutes of the TRRRC 355 Advisory Committee held on 1 February 2017 be accepted and endorsed by Council.

Iannuzzi/Capel

The motion was put and carried by majority

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

158/1617 RESOLVED that Council accepts the Minutes of the Finance and Projects Committee Meeting held on 8 February 2017 at Coolah.

Lewis / Hill

The motion was put and carried by majority

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

159/1617 RESOLVED that Council accept the minutes from the Dunedoo Town Committee meeting held on 21 November 2016 at Dunedoo Old Bank Building.

Todd / Hill

The motion was put and carried by majority

Business Arising

It was noted that concerns were raised at the meeting on the removal of the large skip bins.

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

160/1617 RESOLVED that Council accept the minutes from the Coolah Town Committee meeting held on 22 November 2016 at Coolah Council Chambers.

Capel / Hill

The motion was put and carried by majority

Business Arising

Cr Doolan was present at the meeting and is to be noted in the minutes.

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

161/1617 RESOLVED that Council accept the minutes from the Baradine Town Committee meeting held on 28 November 2016 at Baradine RTC.

Todd / Clancy

The motion was put and carried by majority

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

162/1617 RESOLVED that Council accept the minutes from the Coonabarabran Town Committee meeting held on 29 November 2016 at Coonabarabran Council Chambers.

Clancy / Brady

The motion was put and carried by majority

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

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

163/1617 RESOLVED that Council accept the minutes from the Binnaway Town Committee meeting held on 30 November 2016 at Binnaway Memorial Hall.

Todd / Capel

The motion was put and carried by majority

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

164/1617 RESOLVED that Council accept the minutes from the Mendooran Town Committee meeting held on 1 December 2016 at Mendooran Mechanics Institute.

Hill / Brady

The motion was put and carried by majority

Business Arising

It was noted that concerns were raised at the meeting regarding overgrown blocks.

Item 12 Notice of Motion – Coonabarabran Historical Precinct

165/1617 A motion was moved by Councillor Lewis seconded by Councillor Todd that Council undertake a review of the heritage conservation area of Coonabarabran CBD (Central Business District) and a response be brought back and be taken to a State level.

The motion was put and carried by majority

Item 13 Notice of Motion – Delegations

166/1617 A motion was moved by Councillor Iannuzzi seconded by Councillor Clancy 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.

The motion was put and carried by majority

167/1617 A motion was moved by Councillor Iannuzzi seconded by Councillor Clancy that the General Manager's delegations regarding complaints and requests be altered in such a way that the word "major" be deleted.

The motion was put and carried by majority

168/1617 A motion was moved by Councillor Iannuzzi seconded by Councillor Todd 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 except for Crown Land.

The motion was put and carried by majority

Item 14 Notice of Motion – Internal Committees

A motion was moved by Councillor Iannuzzi seconded by Councillor Clancy

- 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.

The motion was withdrawn.

169/1617 A motion was moved by Councillor Iannuzzi seconded by Councillor Lewis that the notice of motion regarding Internal Committees be left on the table with a report to be brought back for Council's consideration.

The motion was put and carried by majority

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 15 Notice of Motion – Voice recording

170/1617 A motion was moved by Councillor Clancy seconded by Councillor Todd

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.

FURTHER that a report be brought back to Council with options on how Council meetings will be recorded in the future.

The motion was put and carried by majority

Item 16 Notice of Motion – Warrumbungle Quarry

171/1617 A motion was moved by Councillor Clancy seconded by Councillor Todd

1. *That Council facilitate 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.*
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.*

The motion was put and carried by majority

Item 17 Notice of Motion – Buy Local Policies

172/1617 A motion was moved by Councillor Clancy seconded by Councillor Todd that

Council review all aspects of its "Buy Local" policies and **FURTHER** that a report be brought back to the following Council meeting.

The motion was put and carried by majority

Item 18 Matters of Concern

173/1617 RESOLVED 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.

Hill / Capel

The motion was put and carried by majority

Item 19 Pecuniary Interest Returns

174/1617 RESOLVED that Council note the tabling of the Register of Disclosures.

Iannuzzi / Brady

The motion was put and carried by majority

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

175/1617 RESOLVED that all of the following Financial Assistance grant applications be approved.

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

Ref	Applicant	Amount Provided
1	Coonabarabran Showground Trust	\$500
2	Binnaway PAH & I Association	\$500
4	Binnaway Rail Heritage and Preservation Group	\$500
5	Coonabarabran Veteran Golfers	\$500
6	Coonabarabran Bowling Club	\$500
7	Baradine RSL Women's Auxiliary	\$110
8	The Mendooran Singers	\$300
9	Dunedoo District & Development Group	\$500
10	Dunedoo Men's Shed Inc.	\$500
11	Dunedoo Men's Shed Inc.	\$500

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Ref	Applicant	Amount Provided
12	Dunedoo Preschool and Kindergarten	\$500
13	Dunedoo Bowling Club	\$500
14	Dunedoo Touch Football Club Inc.	\$500
15	Dunedoo Amateur Swimming Club	\$500
16	Dunedoo Central School	\$500
17	Mendooran Tennis Club	\$500
18	Coolah Central School	\$500
19	Coolah Central School	\$500
20	Dunedoo Polocrosse Club	\$500
21	Coonabarabran Swimming Club	\$500
Total		\$9,410

Clancy / Capel

The motion was put and carried by majority

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

176/1617 RESOLVED that Council endorse the following amended Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors with the exclusion of the words "*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.*" in section 2.6 of the Policy.

Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors

(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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

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 of facilities to, 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.*
 - (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 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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

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.

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

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.

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

or partner or accompanying person's travel expenses, additional accommodation expenses, tours and attendance unless otherwise resolved by Council.

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.

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

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.

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

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.)

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

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.

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

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.

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

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.

Appendix A

Table 3: Employee's annual salary – \$209,001 and above				
Place	Accomm. \$	Food and drink \$ B'fast 34.00 Lunch 48.00 Dinner 67.30	Incidental s \$	Total \$
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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

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

Table 4: High cost country centres – accommodation expenses			
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
Carnarvon (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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

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

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	176/1617	16 February 2017

Hill / Brady

The motion was put and carried by majority

Item 22 Council Resolutions Report February 2017

Received.

Item 23 Monthly Report from Human Resources – February 2017

Received.

Item 24 Yearly and Quarterly Winners of Excellence in Achievement Awards

177/1617 RESOLVED that Council approve the MANEX and Managers' 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.

Clancy / Capel

The motion was put and carried by majority

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

10.23am

178/1617 RESOLVED that standing orders be suspended to break for morning tea.

Clancy / Hill

The motion was put and carried by majority

10.48am

179/1617 RESOLVED that standing orders be resumed.

Clancy / Hill

The motion was put and carried by majority

10.48am

The General Manager, Mr Steve Loane and Cr Capel requested leave to allow travel to a meeting with Emergency Services in Coolah regarding the Sir Ivan Fire.

At this time the Director Technical Services (Mr Kevin Tighe) assumed the role of Acting General Manager.

Item 25 Stocktake November 2016

180/1617 RESOLVED that Council note the result of the November 2016 Stores Stocktake and approve a stock Write Off of \$632.96.

Lewis / Todd

The motion was put and carried by majority

Item 26 Capital Funds Allocation Strategic Policy

181/1617 A motion was moved by Councillor Clancy seconded by Councillor Lewis that the amount referred to in the Capital Funds Allocation Strategic Policy increase from \$100k to \$200k as mentioned in the past policy and that the Policy be placed on public exhibition for a period of 28 days.

The motion was put and carried by majority

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

182/1617 RESOLVED 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.

Clancy / Lewis

The motion was put and carried by majority

Item 28 Bank Reconciliation for the month ending 31 December 2016

183/1617 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 31 December 2016.

Clancy / Lewis

The motion was put and carried by majority

Item 29 Bank Reconciliation for the month ending 31 January 2017

184/1617 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 31 January 2017.

Clancy / Lewis

The motion was put and carried by majority

Item 30 Investments and Term Deposits for Month ending 31 December 2016

185/1617 RESOLVED that Council accept the Investments Report for the month ending 31 December 2016.

Iannuzzi / Brady

The motion was put and carried by majority

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

186/1617 RESOLVED that Council accept the Investments Report for the month ending 31 January 2017.

Iannuzzi / Clancy

The motion was put and carried by majority

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 32 Rates Report for Month Ending 31 December 2016

Received.

Item 33 Rates Report for Month Ending 31 January 2017

Received.

Item 34 Nominations for Warrumbungle Aerodromes Advisory Committee

187/1617 RESOLVED 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

Iannuzzi / Clancy

The motion was put and carried by majority

Item 35 Nominations for the Robertson Oval Advisory Committee

188/1617 RESOLVED that the following nominations are accepted for membership of the Robertson Oval Advisory Committee;

- Mr Chris Sullivan
- Mr Matthew Guan
- Mrs Monica Foran

Hill / Iannuzzi

The motion was put and carried by majority

Item 36 Annual Code of Conduct Complaints Statistics

189/1617 RESOLVED that the annual Code of Conduct Complaints Statistics report shown in attachment 1.0 in the Business Paper is noted as information.

Brady / Hill

The motion was put and carried by majority

Item 37 2016/17 Technical Services Works Program – Road Operations, Urban Services & Water Services

Received.

Item 38 Amendment to Development Control Plan 2015

190/1617 RESOLVED 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.

Hill / Brady

The motion was put and carried by majority

Item 39 Coonabarabran Administration Building & Swimming Pool – Storm Damage

191/1617 A motion was moved by Councillor Clancy seconded by Councillor Todd that this item be held over for consideration at the March Council meeting.

The motion was put and carried by majority

Item 40 Development Applications

192/1617 RESOLVED that Council note the Applications and Certificates Approved during December 2016 and January 2017, under Delegated Authority.

Iannuzzi / Hill

The motion was put and carried by majority

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

11.27am

193/1617 RESOLVED that:

- (a) Council go into closed committee to consider business relating to commercial information
- (b) 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) 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.

Clancy / Brady

The motion was put and carried by majority

11.36am

194/1617 RESOLVED that Council move out of closed Committee.

Iannuzzi / Clancy

The motion was put and carried by majority

The following resolutions of Council while the meeting was closed to the public were reported to the meeting by the General Manager.

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

195/1617 RECOMMENDATIONS

1. That tendered rates for casual plant hire for the period 1 March 2017 to 28 February 2018 under the hourly rate schedule be accepted as follows:

Schedule 1.0 – Plant Rate Schedule

Contractor	Plant Type	Tendered Plant Rate (incl GST)		
		"A" Rate \$/hr	"A1" Rate \$/hr	"C" Rate \$/hr
BMR T/as Roadwork Ind	Soil Stabiliser - Wirtgen W200-2014	300.00	360.00	0.00
BMR T/as Roadwork Ind	Profiler - Wirtgen W100F-2007	290.00	350.00	0.00
BMR T/as Roadwork Ind	Lime Spreader Truck - MAN SW20-2013	110.00	132.00	0.00
BMR T/as Roadwork Ind	Wheel Loader - Caterpillar 928GZ-2006	140.00	168.00	0.00
BMR T/as Roadwork Ind	Grader - Caterpillar 12M-2009	145.00	174.00	0.00
BMR T/as Roadwork Ind	Tandem Drum- Caterpillar CB224D-2004	100.00	120.00	0.00
BMR T/as Roadwork Ind	Smooth Drum Roller - Caterpillar C556-2010	100.00	120.00	0.00
BMR T/as Roadwork Ind	Padfoot Roller - Caterpillar C556-2010	100.00	120.00	0.00
BMR T/as Roadwork Ind	Bobcat - S590H-Bobcat	130.00	156.00	0.00
Earth Plant Hire Pty Ltd	Soil Stabiliser - Caterpillar - RM300	418.00	433.00	165.00
Earth Plant Hire Pty Ltd	Soil Stabiliser - Caterpillar - RM300	418.00	433.00	165.00
Earth Plant Hire Pty Ltd	Soil Stabiliser - Caterpillar - RM300	418.00	433.00	165.00
Earth Plant Hire Pty Ltd	Soil Stabiliser - Caterpillar - RM300	418.00	433.00	165.00
Earth Plant Hire Pty Ltd	Soil Stabiliser - Caterpillar - RM500	462.00	477.00	185.00
Earth Plant Hire Pty Ltd	Soil Stabiliser - Caterpillar - RM500	462.00	477.00	185.00
Earth Plant Hire Pty Ltd	Spreader Truck - Volvo/Flocon - FM12	209.00	224.00	90.00
Earth Plant Hire Pty Ltd	Spreader Truck - International			
Earth Plant Hire Pty Ltd	Acco/Flocon	209.00	224.00	90.00
Earth Plant Hire Pty Ltd	Spreader Truck - Inter/Flocon - 235093A	209.00	224.00	90.00
Earth Plant Hire Pty Ltd	Spreader Truck - Mitsubishi Fuso FS5099A	209.00	224.00	90.00

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Contractor	Plant Type	Tendered Plant Rate (incl GST)		
		"A" Rate \$/hr	"A1" Rate \$/hr	"C" Rate \$/hr
Earth Plant Hire Pty Ltd	Tanker - Fowler RX - OOTRIL	0.00	0.00	45.00
Earth Plant Hire Pty Ltd	Tanker - Blue Barker Tri-axle semi - B-Double	0.00	0.00	45.00
Earth Plant Hire Pty Ltd	Tanker - Kockum - Stf3-34 - B-Double	0.00	0.00	45.00
Earth Plant Hire Pty Ltd	Tanker - Gitsham	0.00	0.00	45.00
Earth Plant Hire Pty Ltd	Water Cart - Hino/AGM -FM1JOOA	110.00	125.00	70.00
Earth Plant Hire Pty Ltd	Water Cart - Freightliner CL112	110.00	125.00	70.00
Earth Plant Hire Pty Ltd	Water Cart - International - Acco01A	110.00	125.00	70.00
Earth Plant Hire Pty Ltd	Grader - Caterpillar - 12H	165.00	180.00	70.00
EMS Group Pty Ltd	Roller - Bomag SD 2014 - BW211D	110.00	120.00	30.00
EMS Group Pty Ltd	Loader - Caterpillar 924H	125.00	135.00	45.00
EMS Group Pty Ltd	Loader - Caterpillar 930H	125.00	135.00	45.00
EMS Group Pty Ltd	Loader - Caterpillar 962G	135.00	145.00	55.00
EMS Group Pty Ltd	Excavator - Caterpillar 313CSR	125.00	135.00	45.00
EMS Group Pty Ltd	Excavator - Caterpillar 320DL	130.00	140.00	50.00
EMS Group Pty Ltd	Excavator - Caterpillar 336DL	160.00	170.00	65.00
EMS Group Pty Ltd	Loader - Volvo - L120V	130.00	145.00	50.00
EMS Group Pty Ltd	Possie Track - Caterpillar 247B	100.00	110.00	30.00
EMS Group Pty Ltd	Excavator - Caterpillar - 304C	100.00	110.00	30.00
EMS Group Pty Ltd	Grader - Caterpillar - 140M	140.00	150.00	60.00
EMS Group Pty Ltd	Grader - Caterpillar - 140H	140.00	150.00	50.00
Hollis Agricultural Welding	Bull Dozer - Caterpillar - D9H	385.00	385.00	0.00
Hollis Agricultural Welding	Bull Dozer - Caterpillar - D7H	242.00	242.00	0.00
Hollis Agricultural Welding	Bull Dozer - Caterpillar - D6D	187.00	187.00	0.00
Jacks Hire	Cherry Picker - Genie TZ234/20	0.00	285.00	285.00
Jacks Hire	Kanga Loader DA625	0.00	340.00	340.00
Jacks Hire	Excavator - Bobcat 224		356.00	356.00
Jacks Hire	VSM Boards - A1 Road Line 12/2012	0.00	90.00	90.00
Jacks Hire	VSM Boards - A1 Road Line 12/2012	0.00	90.00	90.00
Jacks Hire	Traffic Lights A1 Road Lines OOTRLR	0.00	85.00	85.00
Jacks Hire	Traffic Lights A1 Road Lines OOTRLR	0.00	85.00	85.00
Jacks Hire	Traffic Lights A1 Road Lines TRAF98A	0.00	85.00	85.00
Jacks Hire	Traffic Lights A1 Road Lines TRAF98A	0.00	85.00	85.00
Jacks Hire	Hifty Height Rider - Nifty - HR10	0.00	350.00	350.00
McEvoy Earthmoving	Wheel Loader - Victory VL470	165.00	0.00	0.00
McEvoy Earthmoving	Grader - John Deere - 670C97A	165.00	0.00	0.00
M & I Plant	Roller - Bomag - BW214	120.00	0.00	0.00
Newbold Bulk Pty Ltd	Roller - tired - Multipac MP2400	121.00	121.00	0.00
Newbold Bulk Pty Ltd	Excavator - Komatsu PC200	132.00	132.00	0.00
Newbold Bulk Pty Ltd	Excavator - Hyundai R55-7A	110.00	110.00	0.00
Newbold Bulk Pty Ltd	FE Loader Case 621B 94A	121.00	121.00	0.00
Newbold Bulk Pty Ltd	Skid Steer Loader - Takeuchi TL230 2012	110.00	110.00	0.00
Newbold Bulk Pty Ltd	Grader - Caterpillar 140H	143.00	143.00	0.00
Remote Tech Land Control	Slope Mover - Dvorak - ILD02 - 2011	203.50	0.00	0.00
Remote Tech Land Control	Slope Mower - Dvorak - ILD02 - 2008	203.50	0.00	0.00
Remote Tech Land	Bobcat - S250	159.50	0.00	0.00

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Contractor	Plant Type	Tendered Plant Rate (incl GST)		
		"A" Rate \$/hr	"A1" Rate \$/hr	"C" Rate \$/hr
Control				
Remote Tech Land				
Control	Skid Steer - Bocat - S250	126.50	0.00	0.00
Jace Russell	Skid Steer - Bocat - S185	0.00	0.00	0.00
Universal Mobile Tower Hire *	Cherry Picker - Holden 10 metre Nifty Lift	171.00	216.00	43.00
Universal Mobile Tower Hire *	Cherry Picker - Mitsubishi - 12 metre Nifty Lift	176.00	221.00	50.00
Universal Mobile Tower Hire *	Cherry Picker - Mercedes - 14 m	187.00	232.00	50.00
Universal Mobile Tower Hire *	Cherry Picker - Mitsubishi - 16 metre Snorkel	187.00	232.00	50.00
Universal Mobile Tower Hire *	Cherry Picker - Isuzu - 18 metre GMJ	204.00	249.00	78.00
Universal Mobile Tower Hire *	Cherry Picker - Isuzu - 19m	204.00	249.00	86.00
Universal Mobile Tower Hire *	Cherry Picker - Isuzu - 19 metre GMJ	204.00	249.00	86.00
Universal Mobile Tower Hire *	Cherry Picker - Isuzu - 23 metre GMJ	208.00	253.00	86.00
Universal Mobile Tower Hire *	Cherry Picker - Tatra - 32 metre Terex	270.00	315.00	100.00
Universal Mobile Tower Hire *	Cherry Picker - Scania - 37 metre Bronto	281.00	326.00	150.00
Universal Mobile Tower Hire *	Cherry Picker - Nissan - 43 metre Aichi	308.00	353.00	0.00
Universal Mobile Tower Hire *	Cherry Picker - MAN - 55 metre Italamec	418.00	463.00	0.00
Western Plant Hire Pty Ltd	Bomag - Roller Smooth/Pad - BW2110-4	104.55	120.23	1,317.50
Western Plant Hire Pty Ltd	Bomag - Roller Smooth/Pad - BW2140H-3	104.55	120.33	1,232.50
Western Plant Hire Pty Ltd	Bomag - Roller Smooth/Pad - BW2160-4	104.55	120.33	1,449.25
Western Plant Hire Pty Ltd	Bomag - Roller Smooth/Pad - BW2190-4	124.10	142.71	1,963.50
Western Plant Hire Pty Ltd	Bomag - Roller Multi - BW24R	113.05	130.00	1,232.50
Western Plant Hire Pty Ltd	Ammann - Roller Multi - AP240	113.05	130.00	1,232.50
Coates Hire	Various Plant & Machinery	Refer Schedule of Rates for Dry Hire		
Conplant Pty Ltd	Various Plant & Machinery	Refer Schedule of Rates for Dry Hire		
FK Gardner -Ezyquip Hire	Various Plant & Machinery	Refer Schedule of Rates		
Kennards Hire	Various Plant & Machinery	Refer Schedule of Rates for Dry Hire		
Premi Air Hire	Various Plant	Refer Schedule of Rates for Dry Hire		
Rollers Australia Pty Ltd	Various Rollers & Machinery	Refer Schedule of Rates		
Sharpe Bros	Various Plant & Machinery	Refer Schedule of Rates		

Notes

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Contractor	Plant Type	Tendered Plant Rate (incl GST)		
		"A" Rate \$/hr	"A1" Rate \$/hr	"C" Rate \$/hr

* **Minimum 8 hours - Universal Mobile Tower Hire**

Notes on Rates

- A Rate – Wet hire rate applicable for operating weekdays.
- A1 Rate – Wet hire rate applicable for operating weekends.
- B Rate – Rate applicable for traveling.
- C Rate – Dry hire rate.

RECOMMENDATIONS (CONT'D)

2. Council advise Contractors that the following rates for supply of trucks under the hourly rate and distance schedule will be accepted for the period 1 March 2017 to 28 February 2018.

Schedule 2.0 – Hourly Rate and Distance Truck Schedule.

Truck Type	GVM (tonnes)	"A" & "A1" Rate (incl GST)			"B" Rate (incl GST)	
		"A"	"A1"	Distance	"B"	Distance
Truck only	21 to 27	\$105.00/hr	\$110.00/hr	\$2.00 / km	\$80.00/hr	\$1.20 / km
Truck & trailer	42 to 53	\$160.00/hr	\$160.00/hr	\$1.00 / km	\$90.00/hr	\$1.00 / km

Truck Type	Capacity (litres)	"A" & "A1" Rate (incl GST)			"B" Rate (incl GST)	
		"A"	"A1"	Distance	"B"	Distance
Water Carts	12,000 – 15,000	\$112.50/hr	\$125/hr	\$0/km	\$80/hr	\$0/km

Notes on Rates

- A Rate – Wet hire rate applicable for operating weekdays.
- A1 Rate – Wet hire rate applicable for operating weekends.
- B Rate – Rate applicable for traveling.
- C Rate – Dry hire rate.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

RECOMMENDATIONS (CONT'D)

3. Council advise Contractors that the following rates for supply of trucks under the float hourly rate and distance schedule will be accepted for the period 1 March 2017 to 28 February 2018.

SCHEDULE 3.0

Contractor	Model	GVM (tonnes)	Rate Tendered		
			"A" Rate (\$/hr) incl GST	"A1" Rate (\$/hr) incl GST	Distance (\$/km) incl GST
BMR T/as Roadwork Industries	Tri Axle Float Trailer 3x8	90.000	66.00	79.20	2.37
BMR T/as Roadwork Industries	Float Trailer 3x8 & 2x8 Dolly	44.000	66.00	79.20	2.37
BMR T/as Roadwork Industries	Tri axle lusty 13.5m deck trailer	45.000	66.00	79.20	2.37
BMR T/as Roadwork Industries	Tri axle extendable step deck trailer	42.000	66.00	79.20	2.37
BMR T/as Roadwork Industries	Tri float LOWAA	50.000	66.00	79.20	2.37
BMR T/as Roadwork Industries	b double side tipper	47.000	60.00	72.00	2.37
Earth Plant Hire Pty Ltd	4900A	24.500	0.00	0.00	0.00
Earth Plant Hire Pty Ltd	Semi Trailer	31.000	0.00	0.00	0.00
McEvoy Earth & Haulage	3 Axle	26.000	165.00	0.00	5.50
Newbold Bulk Haulage Pty Ltd	Hbusch low loader Float 2013 HBT	44.000	143.00	143.00	5.50
River Road Transport *	1997 FH12	23.500	200.00	200.00	3.60
Sharpe Bros	Tri Axle Float		385.00	385.00	0.00
Sharpe Bros	Quad Axle Float		385.00	385.00	0.00

Notes

* **Wet Prime Mover Hire (Truck Only) \$140.00 per hour. Min Charge \$300.00 - River Road Transport**

Notes on Rates

A Rate – Wet hire rate applicable for operating weekdays.

A1 Rate – Wet hire rate applicable for operating weekends.

RECOMMENDATIONS (CONT'D)

4. Council advise Contractors that the following rates for supply of trucks under the quantity and distance schedule for the period 1 March 2017 to 28 February 2018 will be accepted:

SCHEDULE 4.0 – Truck Quantity and Distance Schedule

Haul Length (km)	Rate \$/tonne (incl GST)	Haul Length (km)	Rate \$/tonne (incl GST)
0.5	2.00	19.5	9.19
1.0	2.17	20.0	9.34
1.5	2.33	20.5	9.60
2.0	2.53	21.0	9.78

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Haul Length (km)	Rate \$/tonne (incl GST)	Haul Length (km)	Rate \$/tonne (incl GST)
2.5	2.68	21.5	9.97
3.0	2.86	22.0	10.18
3.5	3.02	22.5	10.38
4.0	3.24	23.0	10.51
4.5	3.42	23.5	10.72
5.0	3.62	24.0	10.91
5.5	3.78	24.5	11.12
6.0	3.97	25.0	11.35
6.5	4.18	25.5	11.52
7.0	4.43	26.0	11.74
7.5	4.54	26.5	11.94
8.0	4.74	27.0	12.15
8.5	4.94	27.5	12.35
9.0	5.13	28.0	12.56
9.5	5.33	28.5	12.76
10.0	5.53	29.0	12.97
10.5	5.71	29.5	13.20
11.0	5.89	30.0	13.37
11.5	6.09	30 - 35	13.97
12.0	6.19	35 - 40	14.57
12.5	6.37	40 - 45	15.18
13.0	6.57	45 - 50	15.78
13.5	6.77	50 - 55	16.38
14.0	6.96	55 - 60	16.98
14.5	7.20	60 - 65	17.59
15.0	7.37	65 - 70	18.19
15.5	7.64	70 - 75	18.79
16.0	7.72	75 - 80	19.40
16.5	7.96	80 - 85	20.00
17.0	8.16	85 - 90	20.60
17.5	8.37	90 - 95	21.21
18.0	8.56	95 - 100	21.81
18.5	8.77	100 - 110	22.81
19.0	8.97	110 - 120	23.82
		120 - 130	24.82

Clancy / Brady

The motion was put and carried by majority

There being no further business the meeting closed at 11.38 am.

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CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 16 February 2017 be endorsed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 3 Minutes of Traffic Advisory Committee Meeting held on 23 February 2017

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	P13 Road networks throughout the shire need to be safe, well-maintained and adequately funded.

PRESENT: Cr Peter Shinton (Chair), Ms Jackie Barry (RMS), Senior Constable Steven Chaplin (NSW Police Force), Mr Kevin Tighe (Director Technical Services), Mr Bikram Joshi (Manager Asset & Design) and Ms Cheyenne O'Brien (RSO).

APOLOGIES: Nil.

CONFIRMATION OF MINUTES

12/1617 RECOMMENDED that the Minutes of the Traffic Advisory Committee meeting held on Thursday, 24 November 2016 be confirmed.

Chaplin/Shinton

BUSINESS ARISING FROM THE MINUTES

- The Road Safety Officer advised that an Officer from RMS visited the Coonabarabran Public School in relation to parking and they are waiting on further information from the School.
- Confirmation was sought on the correct spelling of Warrumbungles Way. That is, is there an 's' on the end of Warrumbungle?

The following matters were noted as outstanding:

- Further investigations and site visit to be undertaken of sight distance concerns at the intersection of Digilah Street and Wallaroo Street.
- Council to investigate the preparation of a Rural Bus Stop Policy.
- Black Stump Way – Council request to NHVR that any road in the Warrumbungle Shire that is a 25 metre B Double Route be converted to a 26 metre B Double Route.
- Naming of laneways north and south of Brains Ford, Coonabarabran.
- No 1 Break Road – NPWS to erect warning signs on No 1 Break Road and that the other issues within their letter be referred to RMS.
- Pavement Markings – Council to renew 'Look' pavement markings at the roundabout in John Street and in Little Timor Street next to the Coonabarabran Bakery.
- Assessment of advisory warnings signs on Observatory Road.
- Installation of bollards in front of Bugaldie Store.

AGENDA ITEMS

- a) Coonabarabran Chamber of Commerce – Review of 2017 Easter Bunny Bazaar Event – 15 April 2017

13/1617 RECOMMENDED that in principle approval is provided to Coonabarabran Chamber of Commerce to close John Street on 15 April 2017 for the Annual Easter Bunny Bazaar street event subject to no changes to the previous approved Traffic Control Plan **FURTHER** the event information be forwarded to RMS Traffic Operations.

Chaplin/Barry

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

- b) Proposed Road Closure for 2017 ANZAC Day Ceremonies in Each Town of the Shire – 25 April 2017

14/1617 RECOMMENDED that approval be given to close the following roads on Tuesday, 25 April 2017 for the purpose of conducting an ANZAC Day March and Ceremony, subject to compliance with guidelines and Road Closure Policy:

- Coolah RSL Sub Branch - Binnia Street between Booyamurra Street and Campbell Street between 10.00 am and 12.30 pm.
- Coonabarabran RSL Sub Branch – John Street between Edwards Street and Essex Street between 10.00 am and 1.00 pm.
- Dunedoo/Leadville RSL Sub Branch – Bolaro Street between Wargundy Street and Merrygoen Street between 10.00 am and 12 noon.
- Mendooran RSL Sub Branch – Bandulla Street between Pampoo Street and Napier Street between 9.00 am and 12 noon.
- Binnaway RSL Sub Branch – Renshaw Street between Bullindah Street and Yarran Street between 9.30 am and 12 noon.
- Baradine RSL Sub Branch – Wellington Street and Narran Street between 10.00 am and 12.30 pm.

FURTHER a copy of each Traffic Control Plan to be forwarded to Luke Hodges, Traffic Operations, Western Region (RMS).

Chaplin/Barry

- c) Coonabarabran RSL – Proposed Closure of John Street for ANZAC Dawn Service – 25 April 2017

15/1617 RECOMMENDED to approve the proposed road closure in John Street at the intersection of Dalgarno Street and John Street on 25 April 2017 from 5.57 am to 6.20 am for the ANZAC Dawn Service, subject to compliance with RMS Guidelines and Council's Road Closure Policy **FURTHER** a copy of the Traffic Control Plan be forwarded to Luke Hodges, Traffic Operations, Western Region (RMS).

Barry/Chaplin

- d) Coonabarabran LALC – Proposed Closure of John Street for National Sorry Day Memorial Walk – 26 May 2017

16/1617 RECOMMENDED that the request by the Coonabarabran Local Aboriginal Lands Council to close John Street between the Tennis Club entrance and the Town Hall on Friday, 26 May 2017 for 15 minutes between 10.30 am and 10.45 am be approved subject to preparation of a Traffic Control Management Plan that involves the NSW Police Force implementing a 'rolling road closure' on the south bound lane between the bridge and the Town Hall and also submission of public liability insurance coverage for the event **FURTHER** that RMS be advised of the proposed road closure event.

Chaplin/Barry

- e) Request for Installation of 'Stop' Sign at the Intersection of Dalgarno Street and Cowper Street, Coonabarabran

17/1617 RECOMMENDED that an assessment be undertaken at the intersection of Dalgarno Street and Cowper Street to determine if conditions are such that warrant installation of a 'Stop' sign or if 'Give Way' continuity road marking is required.

Chaplin/Shinton

- f) Request for Disabled Parking and Access at Council Administration Building in John Street, Coonabarabran

18/1617 RECOMMENDED that the space in Cassilis Street next to the kerb blister be investigated to determine if it is suitable as a space for disabled car parking and as an alternative location, a car parking space in John Street is also investigated.

Chaplin/Shinton

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

- g) Request for Installation of Pick Up / Drop Off Areas on the Neilrex to Merrygoen Road for the School Bus Route

Consideration of this item moved to General Business.

- h) Request for Closure of Reservoir Street, Coonabarabran for the North West Equestrian Expo on 3-4 June 2017

19/1617 RECOMMENDED that the request by North West Equestrian Expo to close Reservoir Street, Coonabarabran on Saturday, 3 June 2017 and Sunday, 4 June 2017 between 9.00 am and 2.30 pm to conduct the Annual Cross Country Event be approved subject to compliance with Council's Road Closure Policy.

Chaplin/Shinton

- i) Request for Installation of 'No Parking' Sign in Cassilis Street, Coonabarabran for Mission Australia Driveway Access

The site was inspected by the Committee.

20/1617 RECOMMENDED that solid white lines on either side of the driveway are marked on the road to delineate the driveway access.

Chaplin/Shinton

- j) Sight Distance Concerns at the Intersection of White Street and Newell Highway, Coonabarabran

21/1617 RECOMMENDED that sight distances are investigated in White Street at the intersection of the Newell Highway to determine if installation of a 'Stop' sign is warranted.

Barry/Chaplin

- k) RSO Monthly Report – February 2017

The RSO Monthly Report was received and noted and in particular the following road safety projects were discussed:

- The outcomes of the 'Plan B' Road Safety Project were outlined:

Number of entries:	<i>Approx. 1100</i>
Top answer:	<i>"have a designated driver" @ 324 entries</i>
2nd top answer:	<i>"walk" @ 268 entries</i>
Number of people reached on Facebook:	<i>Approx. 7,000</i>

- Free Cuppa – The program commences in March 2017. Eight (8) businesses across the Shire have signed up.
- Child Car Seat Checking Day.
- Slow Down on Local Roads.
- Speed Trailer locations.
- Announcement role at Radio 2WCRFM.

LATE ITEMS

Disabled Car Parking Space at the Medical Centre in Cassilis Street

The Committee met on site to inspect proposals for disabled car parking spaces in front of the Coonabarabran Medical Centre.

22/1617 RECOMMENDED that a proposal to create two (2) disabled car parking spaces, parallel to the kerb, in Cassilis Street in front of the Coonabarabran Medical Centre is adopted in principle and is subject to consultation with the two medical centres.

Barry/Shinton

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Request for Parallel Parking in front of 62-64 Binnia Street, Coolah

23/1617 RECOMMENDED that request by the owners of 62–64 Binnia Street Coolah for parallel parking to avoid damage to verandah posts by reversing vehicles is refused on the basis that it will reduce the number of available parking in front of adjoining food shop.

Barry/Shinton

GENERAL BUSINESS

Request for Installation of Pick Up / Drop Off Areas on the Neilrex to Merrygoen Road for the School Bus Route

Following discussion, Council will further investigate the request by bus operators for installation of bus pull over areas along Merrygoen Road. Other options to be investigated include installation of signage.

The following matters were raised without Resolution:

- Binnaway Bike Ride Event – The Committee was advised of a proposal by the Binnaway Community Development Coordinator to conduct a bike ride along various rural roads on 21 September 2017 in conjunction with Bike Week. The Committee recognised that roads involved have very low traffic volumes, however a suitable Traffic Control Plan should be prepared for the event.

There being no further business the meeting closed at 11.45 am.

The next meeting is to be held on Thursday, 23rd March 2017 in the Gallery Meeting Room, Coonabarabran commencing 10.00 am.

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CHAIRMAN

RECOMMENDATION

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held at Coonabarabran on 23 February 2017.
2. That in principle approval is provided to Coonabarabran Chamber of Commerce to close John Street on 15 April 2017 for the Annual Easter Bunny Bazaar street event subject to no changes to the previous approved Traffic Control Plan **FURTHER** the event information be forwarded to RMS Traffic Operations.
3. That approval be given to close the following roads on Tuesday, 25 April 2017 for the purpose of conducting an ANZAC Day March and Ceremony, subject to compliance with guidelines and Road Closure Policy:
 - Coolah RSL Sub Branch - Binnia Street between Booyamurra Street and Campbell Street between 10.00 am and 12.30 pm.
 - Coonabarabran RSL Sub Branch – John Street between Edwards Street and Essex Street between 10.00 am and 1.00 pm.
 - Dunedoo/Leadville RSL Sub Branch – Bolaro Street between Wargundy Street and Merrygoen Street between 10.00 am and 12 noon.
 - Mendooran RSL Sub Branch – Bandulla Street between Pampoo Street and Napier Street between 9.00 am and 12 noon.
 - Binnaway RSL Sub Branch – Renshaw Street between Bullindah Street and Yarran Street between 9.30 am and 12 noon.
 - Baradine RSL Sub Branch – Wellington Street and Narran Street between 10.00 am and 12.30 pm.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

FURTHER a copy of each Traffic Control Plan to be forwarded to Luke Hodges, Traffic Operations, Western Region (RMS).

4. To approve the proposed road closure in John Street at the intersection of Dalgarno Street and John Street on 25 April 2017 from 5.57 am to 6.20 am for the ANZAC Dawn Service, subject to compliance with RMS Guidelines and Council's Road Closure Policy **FURTHER** a copy of the Traffic Control Plan be forwarded to Luke Hodges, Traffic Operations, Western Region (RMS).
5. That the request by the Coonabarabran Local Aboriginal Lands Council to close John Street between the Tennis Club entrance and the Town Hall on Friday, 26 May 2017 for 15 minutes between 10.30 am and 10.45 am be approved subject to preparation of a Traffic Control Management Plan that involves the NSW Police Force implementing a 'rolling road closure' on the south bound lane between the bridge and the Town Hall and also submission of public liability insurance coverage for the event **FURTHER** that RMS be advised of the proposed road closure event.
6. That an assessment be undertaken at the intersection of Dalgarno Street and Cowper Street to determine if conditions are such that warrant installation of a 'Stop' sign or if 'Give Way' continuity road marking is required.
7. That the space in Cassilis Street next to the kerb blister be investigated to determine if it is suitable as a space for disabled car parking and as an alternative location, a car parking space in John Street is also investigated.
8. That the request by North West Equestrian Expo to close Reservoir Street, Coonabarabran on Saturday, 3 June 2017 and Sunday, 4 June 2017 between 9.00 am and 2.30 pm to conduct the Annual Cross Country Event be approved subject to compliance with Council's Road Closure Policy.
9. That solid white lines on either side of the driveway are marked on the road to delineate the driveway access.
10. That sight distances are investigated in White Street at the intersection of the Newell Highway to determine if installation of a 'Stop' sign is warranted.
11. That a proposal to create two (2) disabled car parking spaces, parallel to the kerb, in Cassilis Street in front of the Coonabarabran Medical Centre is adopted in principle and is subject to consultation with the two medical centres.
12. That request by the owners of 62–64 Binnia Street Coolah for parallel parking to avoid damage to verandah posts by reversing vehicles is refused on the basis that it will reduce the number of available parking in front of adjoining food shop.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 4 Minutes of Plant Advisory Committee Meeting held on 7 March 2017

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

PRESENT: Cr Ray Lewis (Chair), Cr Anne-Louise Capel, Cr Ambrose Doolan, Mr Steve Loane (General Manager), Mr Kevin Tighe (Director Technical Services), Mr Michael Jones (Director Corporate Services) and Mr Chris Staniforth (Manager Fleet Services).

APOLOGIES: Steve Loane.

CONFIRMATION OF MINUTES

11/1617 RECOMMENDED that minutes of the Plant Advisory Committee meeting held on Monday, 8 December 2016 be accepted.

Capel/Doolan

BUSINESS ARISING FROM THE MINUTES

- The Committee was advised that the Backhoe has been delivered. Also, the wider slasher has been purchased and is in operation.

AGENDA ITEMS

a) Replacement of Plant Item No 122 – Tipping Truck – Waste Services Coonabarabran
Discussion was had on the merits of installing additional filters on the truck prior to taking delivery.

12/1617 RECOMMENDED that Council purchase one (1) Tipping Truck from JT Fossey Sales Pty Ltd that complies with the tender specifications at a price of \$79,517.00 (ex GST) **FURTHER** that Council trade in Plant Item No 122 to JT Fossey Sales Pty Ltd for \$23,636.00 (ex GST) resulting in a changeover price of \$55,881.00 being \$9,119.00 under budget.

Doolan/Capel

b) Replacement of Plant Item No 136 – Crew Cab Truck – Road Maintenance Services Coonabarabran

13/1617 RECOMMENDED that Council purchase one (1) Fuso FEB71GRW/815 Crew Cab Truck from JT Fossey Sales Pty Ltd that complies with the tender specifications at a price of \$69,100.64 (ex GST) **FURTHER** that Council trade in Plant Item No 136 to JT Fossey Sales Pty Ltd for \$16,363.64 (ex GST) resulting in a changeover price of \$52,737.00 being \$7,737.00 over budget.

Doolan/Capel

c) Replacement of Plant Item No 142 – Tipping Truck with Crane – Urban Services Binnaway
It was noted and discussed that the existing truck was in excellent condition and that the crane has a remaining life of 2 years.

14/1617 RECOMMENDED that replacement of Plant Item No 142, Urban Services Truck Binnaway be deferred for 12 months.

Doolan/Capel

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

- d) Replacement of Plant Item No 195 – FWA Tractor with Loader – Road Operations Maintenance Coolah

15/1617 RECOMMENDED that Council purchase one (1) FWA Tractor with Loader from Peel Valley Machinery that complies with the tender specifications at a price of \$118,836.00 (ex GST) **FURTHER** that Council trade in Plant Item No 195 to Peel Valley Machinery for \$55,000.00 (ex GST) resulting in a changeover price of \$63,836.00 being \$3,836.00 over budget.

Lewis/Doolan

- e) Plant Utilisation Report – 1 July 2016 to 28 February 2017

The Plant Utilisation Report for period 1 July 2016 to 28 February 2017 was presented, discussed and noted by the Committee.

GENERAL BUSINESS

The Committee was advised that the condition of Plant Item No 1180, Garbage Truck continues to deteriorate at an accelerating rate and there is concern about reliability of the truck. The Committee was advised that over the last three months, various repairs and maintenance have been undertaken, including brakes, transmission, fuel rail and electronic console at a cost of around \$6,000.

9.30 AM

Steve Loane joined the meeting.

The year to date expenditure on the truck is \$54,118 and the year to date income is \$55,275.

The Committee was advised that in the foreseeable future the cost of repairs to Plant Item No 1180 is likely to be around \$25,000 as major components such as transmission and power take off are showing signs of failing. The Committee was also advised that the lead time to replace the truck is around 20 weeks.

16/1617 RECOMMENDED that due to the potential unreliability of the existing truck and the lead time for replacement, Plant Item No 1180, Garbage Truck be replaced through the normal tender process.

Lewis/Doolan

The following matters were discussed without Resolution:

- The Committee was advised that nine (9) light vehicles are being offered for sale and trade, and that a personal message was delivered to the local Coonabarabran dealer about the correct method of submitting a quotation.

There being no further business the meeting closed at 9.50 am.

The next meeting is to be held as and when required.

.....
CHAIR

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

RECOMMENDATION

1. That Council accepts the Minutes of the Plant Advisory Committee meeting held in Coonabarabran on 7 March 2017.
2. That Council purchase one (1) Tipping Truck from JT Fossey Sales Pty Ltd that complies with the tender specifications at a price of \$79,517.00 (ex GST) **FURTHER** that Council trade in Plant Item No 122 to JT Fossey Sales Pty Ltd for \$23,636.00 (ex GST) resulting in a changeover price of \$55,881.00 being \$9,119.00 under budget
3. That Council purchase one (1) Fuso FEB71GRW/815 Crew Cab Truck from JT Fossey Sales Pty Ltd that complies with the tender specifications at a price of \$69,100.64 (ex GST) **FURTHER** that Council trade in Plant Item No 136 to JT Fossey Sales Pty Ltd for \$16,363.64 (ex GST) resulting in a changeover price of \$52,737.00 being \$7,737.00 over budget.
4. That replacement of Plant Item No 142, Urban Services Truck Binnaway be deferred for 12 months.
5. That Council purchase one (1) FWA Tractor with Loader from Peel Valley Machinery that complies with the tender specifications at a price of \$118,836.00 (ex GST) **FURTHER** that Council trade in Plant Item No 195 to Peel Valley Machinery for \$55,000.00 (ex GST) resulting in a changeover price of \$63,836.00 being \$3,836.00 over budget.
6. That due to the potential unreliability of the existing truck and the lead time for replacement, Plant Item No 1180, Garbage Truck be replaced through the normal tender process.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 5 Minutes of Coonabarabran Sporting Complex Advisory Committee Meeting held on 22 February 2017

Division:	Technical Services
Management Area:	Urban Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Recreation and Open Space
Priority:	R01 The planning and provision of local sports and recreation facilities and parklands reflect community needs and anticipated demographic changes.

PRESENT: Cr Fred Clancy (Chair), Cr Kodi Brady, Mr Gary McKernan (Boxing), Mr Graeme Watts (Netball), Ms Emmah Varty (Netball), Mr Rob McMillan (Soccer), Mrs Naomi Milsom (CRLFC), Mr Kevin Tighe (Director Technical Services), Mrs Jennifer Parker (Manager Property and Risk) and Mr Harold Sutton (Acting Manager Urban Services).

APOLOGIES: Mrs Melanie Jenner (CJRL&NC) and Mr Shane Weatherall (Manager Urban Services).

CONFIRMATION OF MINUTES

2/1617 RECOMMENDED that the minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held on Thursday, 8 December 2016 be confirmed.

Brady/McMillan

BUSINESS ARISING

- Cr Clancy requested a hard copy version of Council's Draft Plan of Management for Community Land.
- Leasing rail corridor land from John Holland.
- Allocation of space in the oval complex for 'Cross Fit'.

3/1617 RECOMMENDED that further investigation be undertaken by the Netball Association of the claim of \$20,000 being provided to Council from the Association.

Varty/McMillan

AGENDA ITEMS

a) Review of Sketch Plans for the Proposed Netball Courts

The Committee reviewed and discussed at length the various options for the number and configuration of netball courts. The Netball Association stated that all netball courts should be full size and that they should be oriented in a north south direction. Grass courts for playing of netball are not desirable. The Association advise that in order to attract regional competitions to Coonabarabran, at least five (5) hard courts are required.

Discussion took place on the following topics:

- The possibility of modifying the space around the court inside the Youth Club building to create more runoff area.
- Use of bollards to prevent vehicle access on game days.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

- Use of the entrance to the dog track to create an ambulance entrance to the netball courts.
- Another sketch plan is prepared showing five (5) outside hard courts.
- Use of land adjacent to the building to create a car park for use by the RSL.
- Funding availability, the cost of the proposed hard courts and the number of hard courts that will be subject to a funding submission.

Following discussion the Committee made two recommendations in relation to the proposed netball complex.

4/1617 RECOMMENDED that the Master Plan for the netball and car park complex be modified to include five (5) outdoor netball hard courts with each orientated in a north south direction and the car park to be located on the western side of the Youth Club building and provision is made for a small car park to enable RSL members easiest access to their rooms.

Milsom/Brady

5/1617 RECOMMENDED that funding submission under the Australian Government's Building Better Regions Fund be made for four (4) hard courts on the basis of a \$400,000 contribution from Council and a matching contribution from the Australian Government.

Varty/Brady

GENERAL BUSINESS

The Committee then went on an inspection of the court inside the Youth Club building. The Committee was advised that management of activities inside the Youth Club building, and any proposals to modify the internal space in the building, are being investigated by Council in consultation with all users of the building and that such matters were outside the Charter of the Committee.

There being no further business the meeting closed at 6.20 pm.

The next meeting is to be held on Wednesday, 19 April 2017 in Council's Gallery Meeting Room, Coonabarabran Administration Building commencing 5.00 pm.

.....
CHAIRMAN

RECOMMENDATION

1. That Council accepts the Minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held at Coonabarabran on 22 February 2017.
2. That further investigation be undertaken by the Netball Association of the claim of \$20,000 being provided to Council from the Association.
3. That the Master Plan for the netball and car park complex be modified to include five (5) outdoor netball hard courts with each orientated in a north south direction and the car park to be located on the western side of the Youth Club building and provision is made for a small car park to enable RSL members easiest access to their rooms.
4. That funding submission under the Australian Government's Building Better Regions Fund be made for four (4) hard courts on the basis of a \$400,000 contribution from Council and a matching contribution from the Australian Government.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 6 Binnaway and Mendooran Sewerage Scheme

Notices of Motion

Title Name Binnaway and Mendooran Sewerage Scheme

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

“That the Warrumbungle Shire Council be proactive in ensuring that the towns of Binnaway and Mendooran be immediately put on the government list for consideration for construction of a sewerage scheme.”

Support

That the townships of Binnaway and Mendooran be placed on the short list for consideration immediately as a matter of priority.

The present list for consideration contains a number of towns and villages much smaller than Binnaway and Mendooran.

At the recent presentation of a cheque for Coonabarabran, Coolah and Dunedoo sewerage schemes the Member for Barwon, Kevin Humphries, advised councillors that they had to instigate the procedure to have the other towns placed on the list for consideration.

The Warrumbungle Shire may be considered “Fit for the Future” however both Binnaway and Mendooran have no future without a proper sewerage scheme in place and the lack of a proper sewerage scheme is having a detrimental effect on development within the townships.

The new Premier Gladys Berejiklian is on record as stating she intended to improve infrastructure in small country towns.

There is also a health issue to consider with sewerage flowing into the streets during wet times.

It should also be remembered that Mendooran was on the list during the time of the Coolah Shire and this should be considered as a matter of high priority.

Denis Todd
COUNCILLOR

RECOMMENDATION

For Council’s consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 7 Coonabarabran Netball Courts

Notices of Motion

Title Name Coonabarabran Netball Courts

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

“That the Warrumbungle Shire Council agree immediately to proceed with the construction of the proposed new Netball courts and the firm of Dynamic Sports and Court Craft be consulted re the construction being accredited contractors.”

Support

The Warrumbungle Shire Council have an obligation to construct community Netball Courts by an accredited firm as per NSW Netball and Tennis to provide the community with courts of a high standard.

Denis Todd
COUNCILLOR

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 8 Mendooran Water Rates

Notices of Motion

Title Name Mendooran Water Rates

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

“That the fixed Mendooran water charges be brought in line with other villages and towns within the Warrumbungle Shire“

Support

The Mendooran water charges should be reduced to the level of the rest of the other towns within the Warrumbungle Shire.

If the charges were cut by 50% in the 2017-2018 budget and then by 50% in the 2018-2019 budget the burden carried by the ratepayers of Mendooran would be reduced considerably.

The price was fixed prior to the amalgamation of the water and sewerage schemes some years ago.

Mendooran residents are currently paying over \$400.00 per year more than any other town in the Shire. The price of water is restricting development within Mendooran quite considerable and this needs to be rectified.

Denis Todd
COUNCILLOR

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 9 Local Business Stimulation

Notices of Motion

Title Name - Local Business Stimulation

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

“That Council stimulate local business by holding a short, advertised meeting in the towns of Coonabarabran, Coolah and Dunedoo to inform local business owners how they can benefit by becoming both suppliers to and possibly customers of Warrumbungle Council. Specifically the meetings would outline what applicable goods and services that Council purchases and provides, and how to become involved in any tender and quoting process associated with those supplies.”

CR DOOLAN

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 10 Orana Arts Inc

Division:	Executive Services
Management Area:	Governance
Author:	Councillor Anne-Louise Capel
CSP Key Focus Area:	Community & Culture
Priority:	CC3 Our Shire is home to vibrant arts and cultural life of the Shire is promoted and supported as an essential aspect of community well-being

Reason for Report

To report on the outcomes of the Orana Arts Inc. Board Meeting held on 20 January 2017 at Narromine.

Summary of Meeting Outcomes

The Board reviewed and accepted the 2017 budget with a few minor changes.

Arts NSW is to be rebranded as Create NSW which represents the merged agency of Screen NSW and Arts NSW.

The Minister for the Arts, Troy Grant, announced during Artlands Shed Dinner that the state has allocated \$800,000 for regional excellence program for the next four years.

Bogan Shire, as of December 23, has become a member LGA of OA for one year. There is no board representation.

Ben Franklin MLC attended the Nov Regional Arts NSW meeting, he expressed interest in supporting the creation of cultural assets for regional communities, he has requested a list of surplus to current needs government buildings in our regions that could be re-purposed for the arts.

OA has vacated the Old Dubbo Fire station and have offered our support during the transition and with any future cultural and creative support they may desire.

AADO position as been funded via RANSW through Ministry of the Arts. There was an expectation of 5-year funding program, but the networks have been offered one year as of November 2016.

OA has hot desks in Gilgandra at the Visitor Centre, Mudgee at the shared office space of photographer Amber Hooper and Architect Cameron Anderson. The WPCC has also agreed to host a hot desk for OA in which Paris Norton will be based out of and an MOU will be set in place between the WPCC and OA.

AGM set for March 10th, new constitution will be presented incorporated required changes. Community nominations from vacant LGA seats to be appointed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Board accepted the Meeting Dates:

10 March 2017 (AGM & General Meeting) Dubbo Regional Council (or 21st April)

30 June 2017 (General Meeting) Gulgong, MidWestern Region

22 September 2017 (General Meeting) Baradine, Warrumbungle Shire

8 December 2017 (General Meeting) Wellington, Dubbo Regional Council

After meeting, David Sharpe from Generate ran a board review and workshop. The NSW Govt through Regional Arts NSW want the regional boards to change to skill based. Current board comprises from each LGA a LG rep (councillor or designated staff member) one community rep. There are 3 co-opted members. There are currently 6 LGA, one under administration due to amalgamation, Bogan Shire trialling membership (without representation). Different models discussed for Chairperson to proceed with.

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

That Council notes the meeting minutes of the Orana Arts Board Meeting held on 20 January 2017 from Councillor Capel.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 11 Request for Financial Assistance for Dunedoo Family Medical Service

Division:	Executive Services
Management Area:	Executive Services
Author:	Manager Administration and EA to the GM – Glennis Mangan
CSP Key Focus Area:	Local Governance and Finance
Priority:	P12 The long-term wellbeing of our communities is supported by ongoing provision of high quality health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management.

Reason for Report

To advise Council of a request for financial assistance for Dr Hussain Alseneid, the GP who is running the Family Medical Service at Dunedoo. A copy of Dr Alseneid's email is attached under separate cover.

Background

Dr Alseneid advises Council that he has applied for Grant funding for the maximum value of \$300,000 for his medical practice. If successful, Dr Alseneid would be grateful if council could contribute funds to help him match the dollar for dollar criteria.

Issues

As a rule Council does not provide funds for Health practices however, it is always difficult to engage the services of GP's in small country towns.

Options

That Council consider the request of Dr Alseneid.

Financial Considerations

This is not included in Council's Delivery Program.

RECOMMENDATION

That Council decline the request for matching funding for Dr Alseneid.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 12 Delegations of Authority to the General Manager

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

Reason for Report

To report on a rescission motion received from Mayor Peter Shinton, supported by Councillor Capel and Councillor Hill on 21 February for Resolution 166/1617 from the ordinary February 2017 Council Meeting.

Item 13 Notice of Motion – Delegations

166/1617 A motion was moved by Councillor Iannuzzi seconded by Councillor Clancy 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.

The motion was put and carried by majority

Background

In pursuance of Section 335 of the Local Government Act, 1993, the General Manager is generally responsible for the efficient and effective operation of the Council's organisation and for ensuring the implementation, without undue delay, of decisions of the Council.

Functions of the General Manager (extract from Local Government Act 1993 No 30 Chapter 11 Part 2 Section 335)

335 Functions of general manager

The general manager of a council has the following functions:

- (a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,*
- (b) to implement, without undue delay, lawful decisions of the council,*
- (c) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,*
- (d) to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,*
- (e) to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,*

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

- (f) to ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,*
- (g) to exercise any of the functions of the council that are delegated by the council to the general manager,*
- (h) to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,*
- (i) to direct and dismiss staff,*
- (j) to implement the council's workforce management strategy,*
- (k) any other functions that are conferred or imposed on the general manager by or under this or any other Act.*

Note **Function** includes a power, authority and duty. (extract from the dictionary of the Local Government Act 1993). For further reading on '**Function**' please refer to the Interpretation Act 1987 No 15 Part 7 Section 49 Delegation of functions.

The General Manager sought advice from the Local Government Legal in relation to council specific delegations, in particular resolution 166/1617.

Issues

Advice received by Local Government Legal indicates that Resolution 166/1617, as adopted by Council at the February Council meeting is contrary to Section 335 (a) and (b) of the Local Government Act), as follows:

The general manager of a council has the following functions:

- (a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,*
- (b) to implement, without undue delay, lawful decisions of the council,*

Further, Resolutions 167/1617 and 168/1617 below are also covered under Section 334 (a) and Section 22 of the Local Government Act:

167/1617 *A motion was moved by Councillor Iannuzzi seconded by Councillor Clancy that the General Manager's delegations regarding complaints and requests be altered in such a way that the work "major" be deleted.*

168/1617 *A motion was moved by Councillor Iannuzzi seconded by Councillor Todd 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 except for Crown Land.*

Options

Following legal advice, Council rescind its decision to alter the General Manager's delegations regarding legal documents being altered in such a way that the Mayor must co-sign contract, deeds, licences, leases and other legal documents. Furthermore that Council review the General Manager's delegations at a future council meeting.

Financial Considerations

Nil

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

RECOMMENDATION

That Council rescind its decision, Resolution 166/1617, *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.* **FURTHERMORE** that Council review the General Manager's delegations at a future council meeting.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 13 Social Media Investigation

Division:	Executive Services
Management Area:	Governance
Author:	General Manager – Steve Loane
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF8: Council undertakes its organisational, workforce and risk management responsibilities with efficiency and effectiveness.

Reason for Report

To provide Council with a report regarding the investigation into posts made on Social Media alleging misconduct by Council and Council Officers.

Background

Commencing 30 March, 2016, there were a number of posts on Facebook alleging misconduct of Council and Council Officers. The posts have primarily been directed at two (2) senior Council Officers.

These Council Officers requested assistance from Council to have this matter dealt with. Other Council Officers also expressed their concerns in relation to this matter.

At the April 2016 Council Meeting, held on 21 April, 2016, Council resolved:

Item 1C Social Media

285/1516 RESOLVED that Council:

- Support the request from concerned staff members and provide assistance to deal with Facebook posts making defamatory claims against Council and Council Officers.
- That Council engage a private investigator to investigate the allegations on the Facebook post.
- That Council engage an independent internal auditor to investigate the alleged claims.
- That Council endorse and support the actions of council staff.
- That Council strenuously denies the accusations.
- That Council pursue any recommended remedies at law.

Schmidt / R Sullivan
The motion was put and carried

Reports on this matter have been provided to Council at the April, August and October 2016, Council Meetings.

At the October 2016 Council Meeting, held on 20 October, 2016, Council resolved:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 2C Social Media

93/1617 RESOLVED that the report provided to advise Council on the investigation being undertaken into posts made on Social Media alleging misconduct by Council and Council Officers be noted. Upon receipt of the report we wind it up immediately.

Iannuzzi / Lewis

The motion was put and carried

Issues

Following the October Council Meeting, and the resolution of Council, Council sought to receive the final report from Hall and Wilcox who have been engaged to oversee the investigation.

As noted in the October report, Council had received some preliminary information from Hall and Wilcox which was provided by HLB Mann Judd, but was yet to receive any information or feedback from PPB Advisory, beyond that which is contained in the HLB Mann Judd information. The information received by HLB Mann Judd commented primarily on the process conducted and the investigation as a whole.

The preliminary information from HLB Mann Judd was reviewed and further investigation was requested in a number of areas.

Unfortunately there was a delay in this further investigation and information being received from Hall and Wilcox.

It was also noted in the October 2016 report that once both HLB Mann Judd and PPB Advisory provide reports on their investigations, Council will then seek advice from Hall and Wilcox as how best to proceed.

Following the October Council Meeting, Hall and Wilcox advised there had been a delay with the compilation of the final report due to a series of delays which were beyond their control.

These delays were firstly because of one (1) of the groups of experts who had been engaged to assist with the investigation, then with Hall & Wilcox.

Recent delays have been due to Council who have been unable to progress this matter in recent weeks due to the Sir Ivan and Boogadah fires.

Once the recovery work associated with the Sir Ivan Fire is no longer a priority, Council will endeavour to meet with Hall and Wilcox to discuss the final report – pending its availability – and will then provide this report to Council.

Council is required to meet with the lawyers to discuss a number of issues including how the report will be presented to Council.

As previously advised, during the audit procedures three (3) individuals were identified as persons of interest. Two (2) of the persons of interest that were identified are Council staff members and one (1) an elected member.

Given the identification of an elected member as a person of interest, Council needs to receive legal advice on the presentation of the report, as well as other matters that could potentially be a considerable risk to Council.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Council will also need to respond to the contents of the report and prepare a report to show how any actions identified in the report will be dealt with. This will be done in association with Hall and Wilcox to ensure these actions do not place Council at any further risk in relation to this matter.

Options

Nil.

Financial Considerations

Nil.

RECOMMENDATION

That the report provided to Council to provide information regarding the investigation being undertaken into posts made on Social Media alleging misconduct by Council and Council Officers be noted.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 14 Progress Report Delivery Program 2016/17 – 2019/20

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

Reason for Report

The 2016/17 six (6) month progress report of the 2016/17-2019/20 Delivery Program (DP) by the General Manager is presented to Council for consideration. The report provides information on the progress, achievements and challenges of Council's programs and services for the 6 months from 1 July 2016 to 31 December 2016.

Background

As per s404 of the Local Government Act Council must have a Delivery Program which:

- details the principal activities to be undertaken by Council to implement the strategies established by the Community Strategic Plan;
- provides for the resources available under the resourcing strategy; and
- includes a method of assessment to determine the effectiveness of each principal activity.

Council is required to establish a new DP after each ordinary election of Councillors for the 4-year period commencing on 1 July following the election. The current revision of the DP is for the period of 2016/17 to 2019/20 and following a public exhibition period was adopted in June 2016. The General Manager must provide progress reports detailing progress against the DP at least every 6 months. The progress report for the first half of the 2016/17 financial year is now complete and has been attached for Council approval.

Issues

Council's Delivery Program details the principal activities to be undertaken by Council over the four year program, and the outcomes Council is expected to achieve in these four years. The DP also provides costings for each of Council's activities and service levels that can be used to measure Council's performance against DP outcomes.

Services levels have been defined for each outcome under each deliverable within the DP, and Council has developed service level benchmarks in line with SMARTER performance measures (i.e service level benchmarks that are **S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime-bound and subject to **E**valuation and **R**eassessment).

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

It should be noted that service level expectations are subjective, hard to define and differ from individual to individual, and some of the service levels in the current DP may require review at a later date.

Options

Nil

Financial Considerations

Any financial or budget issues related to not meeting service levels are reported in the Quarterly Budget Review Statement for December 2016.

RECOMMENDATION

That Council accepts the 2016/17-2019/20 Delivery Program six (6) month Progress Report to 31 December 2016.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 15 Section 44 Provision of Council Heavy Plant

Division:	Executive Services
Management Area:	Governance
Author:	Manager Administration and EA to the GM – Glennis Mangan
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI 3 Road networks throughout the shire need to be safe, well maintained and adequately funded.

Reason for Report

To advise Council of the situation of the fire damaged roads and the need for remediation following the Sir Ivan Fire.

Background

Following the Sir Ivan Fire there have been requests from the affected community asking for assistance from Council with the clearing of fence lines along fire affected shire roads.

The following information in italics was submitted to the ordinary February meeting in 2013 for the Wambelong and Redbank Fires.

Council is in receipt of various requests from fire affected rural residents for assistance with clearing of fence lines along fire affected shire roads.

Issues

The Blaze Aid organisation is erecting fences with the use of their volunteer labour force. The responsibility for the provision of fencing materials and machinery rests with the property owner. There are some areas where large trees have been severely affected by fire and are deemed to pose a threat to new fence construction by dropping limbs or total collapse.

The request for the provision of heavy plant would be directly to the account of Council. There is some confusion that the cost for this work if granted would be offset by funds from the Mayors Bushfire Appeal. Those funds are not permitted to be used for any Council cost, fee or charge.

Options

The quantum of the request is not quantified and could be quite significant. During deliberations of these requests a cap per property should be considered.

Financial Considerations

As a guide for Councillors the following base rates for heavy plant would apply; Dozer \$220/hour, low loader \$178 /hour, Grader \$131/hour, Loader \$116/hour, Excavator \$143/hour. The values quoted herein are based on if and when the plant is available.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

A decision by Council to provide an in kind contribution for Council plant hire will require approval of the supplementary vote to increase the Donations budget by the amount of the contribution. This will be realised in the QBRS as the third quarterly review and have a negative impact on the 2012/2013 cash flow by that amount, unless savings are sought or projects postponed/removed from the Operational Plan.

Summary

NSW Department Primary Industries has mapped and collated information regarding fire damaged fences. There is 129.152 km of fire damaged fencing comprising 96 separate ownerships.

239/1213 RESOLVED that Council provide a subsidy capped at \$1,000 per property to pay for plant hire to clear road reserves where trees are deemed a threat to new property infrastructure or road users. Conditions to include:

Full road frontage to be treated

Timber stacked on property

Prior assessment by Council

Fences deemed destroyed or damaged beyond repair

Only roads maintained by Council ie: not paper roads

Warrumbungle Shire Council ratepayers

Claimable if work undertaken by private contractor

Increase the Donations Budget by \$70,000

Works to be completed by 30 June 2013

Refer QBRS

RECOMMENDATION

That Council provide a subsidy capped at \$1,000 per property to pay for plant hire to clear road reserves where trees are deemed a threat to new property infrastructure or road users. Conditions to include:

Full road frontage to be treated

Timber stacked on property

Prior assessment by Council

Fences deemed destroyed or damaged beyond repair

Only roads maintained by Council ie: not paper roads

Warrumbungle Shire Council ratepayers

Claimable if work undertaken by private contractor

Increase the Donations Budget by \$70,000

Works to be completed by 30 June 2017

Refer QBRS

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 16 Council Owned Land

Division:	Executive Services
Management Area:	Executive Services
Author:	Manager Administration and EA to the General Manager – Glennis Mangan
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF5 Council has guaranteed access to a diverse source of funding to address its responsibilities in servicing planning and delivery.

Reason for Report

To advise Council of the land owned by Warrumbungle Shire which boundaries with rate payers and which has fencing destroyed by the Sir Ivan Fire.

Background

Council owns a number of parcels of land that are not classified as road reserves or crown land. eg Council owns approximately 360 acres of land at Leadville. The land boundaries with rate payers and was purchased by the old Coolah Shire as a central rubbish cell location. The fencing has been destroyed.

Issues

Nil

Options

BlazeAid is currently in the Shire and is systematically replacing fencing. BlazeAid will provide the labour-force for the construction of fences however; the landowners are responsible for the purchase of all materials needed.

Financial Considerations

Council could contribute half of the cost of the component for the fencing.

RECOMMENDATION

For Council's consideration. Council has been made aware of other parcels of land in a similar situation.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 17 Sir Ivan Fire

Division:	Executive Services
Management Area:	Governance
Author:	General Manager – Steve Loane
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity.

Reason for Report

To provide Council with a report regarding the *Sir Ivan Fire*.

Background

On Friday 10 February 2017 NSW Rural Fire Service (RFS) issued a State-wide Total Fire Ban Declaration for Saturday 11 and Sunday 12 February 2017.

RFS issued 16 pre-emptive Section 44 declarations covering 40 Local Government Areas.

RFS sent emergency pre-emptive alerts to affected communities on Saturday 11 February 2017 telling residents living in bush fire zones to leave that night or early next morning and not to wait for fires due to catastrophic forecast conditions.

Fire Events

On Saturday 11 February 2017, as forecast, catastrophic conditions were observed in the Greater Hunter, Upper Central West Plains, North Western, and Central Ranges.

In addition, catastrophic conditions were also observed in Northern Slopes, Lower Central West Plains and extreme conditions were experienced in the North Coast area with 97 bush and grass fires burning across NSW.

By Sunday 12 February 2017 there were 97 bush and grass fires burning across NSW, subject to Fire Danger Ratings of Catastrophic, Extreme, Severe and Very High with the most significant level being:

- Sir Ivan Fire (Warrumbungle, Upper Hunter and Mid-Western LGAs)
- Binalong Road, Boggabri Fire (Narrabri LGA)
- Pappinburra Road, Lower Pappinburra Fire (Port Macquarie-Hastings LGA)
- White Cedars Road Kains Flat (Mid-Western LGA)
- Spring Hill Road, Dondingalong Fire (Kempsey LGA)

Monday 13 February 2017 saw the continuation of 68 bush and grass fires across NSW. With two remaining at Watch and Act (Sir Ivan Fire and White Cedars Road Kains Flat Fire), with all others at the Advice level.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

On Tuesday 14 February 2016 Natural Disaster Declarations were made for 7 LGAs (see above) with other areas under review.

Issues

Advocacy

Warrumbungle Shire Council has provided strong advocacy throughout this natural disaster. The Mayor and General Manager have been in regular contact with State and Federal representatives as well as representatives from various agencies, services and organisations to ensure that our communities are taken care of.

Asbestos

Asbestos is, and will continue to be, a major issue associated with the Sir Ivan Fire. An Asbestos Sampling Summary from 1 March 2017 shows:

	Properties sampled in the field	Test completed in lab	Asbestos found	No asbestos detected
House	32	32	25	7
Facility	2	2	1	1
Outbuilding	2	2	1	1
Total	36	36	27	9

Communication

Warrumbungle Shire Council has, and continues to, play an important role in relation to communication. Council's primary form of communication during the fire was via Facebook and local networks.

As the fire progressed, and entered the recovery phase, communications have adapted to the needs of the local communities and the agencies, services and organisations involved.

Information is currently being distributed via Facebook, email, Council's website, Twitter, local media and through local networks. Information is also being distributed further at Public Meetings, public facilities such as libraries and post offices, recovery information sessions and local events. Many services, agencies and organisations are also providing support for dissemination of information and are assisting to provide information directly to people affected by the fire at their regular on-farm visits.

As well as the regular communication, the Sir Ivan Recovery Committee has established a Recovery Newsletter for the community with content being provided by key agencies such as Department of Primary Industries, NSW Health, SafeWork NSW and Local Government.

Two editions of the newsletter have been published to date, with a third edition due to be released on 15 March 2017.

Warrumbungle Shire Council has been overseeing the distribution of this newsletter to the community, agencies, services and organisations, local media and other Council's.

The NSW Department of Justice Strategic Communications Team have provided support for local communications and have commended Warrumbungle Shire Council more than once for the communications being undertaken in relation to this natural disaster.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Further to this, the Mayor and General Manager have participated in a large number of interviews to assist the local media to provide updates, as well as to advocate for the needs of our local communities.

Community Engagement

A key form of community engagement both during and following the Sir Ivan Fire has been Public Meetings. Council has organised and facilitated Public Meetings at both Coolah and Dunedoo on the following dates:

- Coolah – Monday 13 February, Wednesday 15 February, Wednesday 22 February, and Wednesday 15 March
- Dunedoo – Friday 17 February, Friday 3 March

The regularity, location and content of the meetings are decided by the local community.

Public Meetings have involved representatives from the following agencies, services and organisations:

- Kevin Humphries, Member for Barwon
- Warrumbungle Shire Council
- Recovery Coordinator
- NSW Rural Fire Service
- NSW Police
- Western NSW Local Health District
- Coolah Multipurpose Service
- Dunedoo Multipurpose Service
- Office of Emergency Management
- Disaster Welfare
- Family and Community Services
- Local Land Services
- Department of Primary Industries
- Department of Premier & Cabinet
- Essential Energy
- SafeWork NSW
- Environmental Protection Authority
- Insurance Council of Australia
- Rural Resilience Program
- Rural Adversity Mental Health Program
- Rural Financial Counselling Service
- Barnados
- Coolah Central School
- Dunedoo Central School
- Country Women's Association
- Caring for Coolah
- St Vincent's de Paul
- Dunedoo Lions Club
- Red Cross
- Adventist Development and Relief Agency
- Anglicare

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

There has been an exceptionally high level of engagement and support from agencies, services and organisations for the Public Meetings with these meetings proving to be very useful for people affected by the fire.

Other community engagement activities have been undertaken by a number of agencies, organisations and services. These activities are supported by Council in whatever way possible.

Disaster Declaration

On Tuesday 14 February 2017 the Natural Disaster Declaration for the Sir Ivan Fire was announced for Warrumbungle Shire.

Minister for Justice Michael Keenan and New South Wales Minister for Emergency Services Troy Grant announced that disaster assistance was to be made available to people affected by the Sir Ivan Fire.

Assistance was to be provided through the jointly-funded Commonwealth-State Natural Disaster Relief and Recovery Arrangements (NDRRA).

This assistance included:

- help for eligible people whose homes or belongings have been damaged;
- support for affected local councils to help with the costs of cleaning up and restoring damaged essential public assets;
- concessional interest rate loans for small businesses, primary producers and non-profit organisations;
- freight subsidies for primary producers; and
- grants to non-profit organisations.

This assistance is available until 14 August 2017.

Impact Assessment

Insurance companies are currently assessing the impacted properties and have commenced engaging licenced contractors to remove the waste.

Agricultural Impacts

The fast moving and severe fire conditions lead to the significant loss of livestock and other animals. During the response animals were assessed by Agriculture and Animal Services Functional Area (AASFA) with animals being treated or destroyed and buried.

Livestock Impact as at 7 March 2017

Stock Type	Assessed	Destroyed	Deceased	Missing	Buried
Sheep	13,959	1,971	2,429	505	2,620
Cattle	2,273	56	477	60	297
Goats	295	90	235	-	255
Horses	6	-	4	2	-
Dogs & cats	1	26	21	-	25
Other (Poultry)	36	36	-	-	-
Other (Alpacas)	-	3	-	-	-
TOTAL	16,750	2,182	3,145	567	3,197

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

In addition AASFA has reported that an estimated 5,700km of fencing has been damaged or destroyed by the Sir Ivan Fire.

In response to the absolute devastation caused, BlazeAid has established volunteer camps to assist the community to rebuild fencing and other structures. Camps have so far been established at Dunedoo and Cassilis showgrounds with a third camp being set up at Coolah from 25 March 2017.

Infrastructure

NSW Rural Fire Service has completed its assessment of areas impacted. At this stage, a total of 35 homes have been confirmed destroyed, with 11 others damaged. A total of 131 outbuildings have been destroyed, with 42 others damaged. 2 facilities (a church and community centre) were also destroyed.

Mayors Fund

On Tuesday 14 February 2017, in response to numerous enquiries, Council established the Warrumbungle Shire Mayor's Bushfire Appeal (Sir Ivan Fire).

The Warrumbungle Shire Mayor's Bushfire Appeal aims to provide a 'one stop shop' where members of the public can donate money to assist victims of the Sir Ivan Fire, while ensuring that all monies donated are used solely on assisting residents who have suffered as a result of this terrible natural disaster.

Following the establishment of the Warrumbungle Shire Mayor's Bushfire Appeal, the Warrumbungle Shire Mayor's Bushfire Appeal Committee has been established to oversee dissemination of the funds raised.

The Committee met for the first time on Tuesday 7 March 2017.

Regional Leadership

Warrumbungle Shire Council has provided significant regional leadership in relation to the Sir Ivan Fire. The Sir Ivan Fire and other local fires affected Warrumbungle Shire, Upper Hunter Shire Council and Mid-Western Regional Council.

Because of the experience of the staff and elected members in Warrumbungle Shire Council involved in the Wambelong Fire, neighbouring Council's have sought advice and expertise in relation to this disaster and the recovery process.

Resources and Equipment

Council committed a large number of resources and equipment to the fighting of the Sir Ivan and Boogadah fires, and continues to commit a number of resources and equipment to assist with the recovery.

Preliminary figures indicate:

Total hours	3,554.50
Total wages	143,587.00
Overtime hours	1,521.30
Overtime wages	84,906.00
Heavy plant ordinary and overtime hours	1,501.50
Heavy plant ordinary and overtime	56,673.80
Council contribution hours	531.70

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Various costs will be covered by the Section 44 and other arrangements, however there will still be a cost to Council.

Sir Ivan Fire Recovery Centre

Evacuation Centre

An Evacuation Centre was initially established at the Coonabarabran Bowling Club. This location was chosen as at this stage the fire was still burning and towns and villages were still at risk.

On Tuesday 13 February 2017, the Evacuation Centre moved to Coolah and set up an Information Point at the Coolah Sporting Club.

Disaster Recovery Centre

The Sir Ivan Fire Recovery Centre was established at the Macquarie Regional Library, Coolah and operated daily from 9:00am until 5:00pm from 18 February until 3 March 2017.

Warrumbungle Shire Council assumed management of the Recovery Centre from 20 February 2017 with a Recovery Centre Manager from Council taking over.

Agencies represented at the Recovery Centre included Disaster Welfare Services, Family and Community Services – Housing, NSW Health, Legal Aid, SafeWork NSW, Department of Primary Industries and the Insurance Council of Australia.

The Centre was visited by 59 households during the two week period it was open to the community.

Recovery Information Point

Following the closure of the Recovery Centre, Warrumbungle Council has opened a Recovery Information Point at the Council Office in Coolah. The Recovery Information Point is staffed by the Recovery Centre Manager who is employed by Council.

Sir Ivan Recovery Committee

A Recovery Committee has been established to oversee the recovery period following the fire. The Sir Ivan Fire Recovery Committee is chaired by Steve Bradshaw, Recovery Coordinator.

The Recovery Committee meets weekly on a Wednesday afternoon. The committee has representatives of state government agencies as well as representatives from the Warrumbungle, Upper Hunter and Mid-Western Councils.

Two Sub-Committees have been formed. The Health and Wellbeing Committee which is chaired by Chris Druce from Western NSW Local Health District and the Agricultural Sub-Committee which is chaired by Ken Harrison from the Department of Industry. Both Sub-Committee's meet every Wednesday following the Recovery Committee Meetings.

Warrumbungle Shire Council has representatives on both Sub-Committees.

Sir Ivan Fire Recovery Coordinator

On 16 February the Minister for Emergency Services, The Honourable Troy Grant MP announced the appointment of retired NSW Police Officer Mr Steve Bradshaw APM as the Recovery Coordinator to support local recovery efforts in the areas affected by the

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Sir Ivan Fire including the Warrumbungle Shire, Upper Hunter and Mid-Western Local Government Areas.

Staff Welfare

During the recovery process Council will have a strong focus on the welfare and wellbeing on staff and others involved in the Sir Ivan Fire. Staff will participate in debriefing sessions as well as being offered support. A number of strategies are currently under consideration. A meeting for all staff involved in the Sir Ivan and Boogadah Fires will be held on 14 March 2017 in Binnaway.

Visits

During and post the Sir Ivan Fire a number of dignitaries have visited Warrumbungle Shire. These have included:

- His Excellency the Governor of NSW, David Hurley, and wife Linda Hurley.
- Premier of NSW, Gladys Berejiklian
- Minister for Emergency Services, Troy Grant
- Member for Parkes, Mark Coulton
- Member for Barwon, Kevin Humphries
- NSW Rural Fire Service Commissioner, Shane Fitzsimmons

The Deputy Prime Minister, Barnaby Joyce, has also visited a landholder in Cassilis who was affected by the fire.

RECOMMENDATION

That Council notes the report provided on the Sir Ivan Fire.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 18 Council Resolutions Report March 2017

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

Reason for Report

The Council Resolution Report includes Council resolutions from March 2016 to February 2017. This report is attached under separate cover. Items completed are noted then deleted from the report in the following month.

Background

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

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

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

Issues

This feedback is provided to Council for information purposes.

Options

Nil.

Financial Considerations

Nil.

RECOMMENDATION

For Council's Information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 19 Monthly Report from Human Resources – March 2017

Division:	Corporate and Community Services
Management Area:	Human Resources
Authors:	Manager Human Resources – Val Kearnes Learning & Development – Vacant Human Resource Projects Officer – Chris Kennedy Workplace Health & Safety – Mel Chapple
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk

Reason for Report

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

Background

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

Since the last Council Meeting in February 2017 the following positions have been advertised either internally or externally:

- Supervisor Fleet – Coonabarabran
- Trainee Plant Operator – Coolah
- Manager Road Operations
- Plumber – Dunedoo
- Supervisor Roads North – Internal
- Tar Patching Operator
- Temporary PA to Director Technical Services
- Learning & Development Co-ordinator

Positions have been filled since last Council meeting:

- Maternity Leave Secondment – Administration Officer/Team Leader

Resignations

There have been two resignations from Technical Services and one from Corporate & Community Services since the February Council meeting.

Issues

No issues.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

LEARNING AND DEVELOPMENT

Training courses undertaken in February include:

- Service NSW
- Water Engineering
- Confined Spaces Training

Several courses were cancelled due to staff requirements at the Sir Ivan fire.

HR Projects

Chemical Management

The Chemical Management Action plan is 94% complete.

Echelon

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

WHS Management System

Work progresses on this very large project with expected completing later on in the year.

WORKPLACE HEALTH AND SAFETY

There were 5 incidents in the month of February.

Workers Compensation and Incidents for February

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

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 20 Minutes from the Macquarie Regional Library Committee

Division:	Corporate and Community Services
Management Area:	Community Services
Author:	Director Corporate and Community Services – Michael Jones
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2 The long-term wellbeing of our communities is supported by ongoing provision of high quality health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management.

Reason for Report

To table to Council the minutes from the Macquarie Regional Library Committee Meeting held on 14th February 2017.

Background

The Warrumbungle Shire currently has 3 libraries (Coonabarabran, Coolah and Dunedoo) and 3 Library Service Centres (Baradine, Binnaway and Mendooran) These 6 libraries facilities are currently managed by the Dubbo Regional Council under contract through the Macquarie Regional Libraries brand. In addition to the Warrumbungle Shire, the Narromine Shire and Dubbo Regional Councils libraries are also managed under this arrangement. A committee representing all parties meets on a regular basis to oversee operations, governance and strategic planning of the libraries.

The Warrumbungle Shire Council is represented by Councillors Hill and Iannuzzi. The Director of Corporate and Community Services – Michael Jones and the Manager Community Services – Louise Johnson are also in attendance.

Issues

Nil

Options

Nil

Financial Considerations

As per the contract.

RECOMMENDATION

Enclosed are the minutes from the last Macquarie Regional Library Committee meeting (14/02/2017) and are for Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 21 Building Better Regions Fund

Division:	Corporate and Community Services
Management Area:	Children's and Community Services
Author:	Manager Children's and Community Services – Louise Johnson
CSP Key Focus Area:	Community and Culture
Priority:	RO1 The planning and provision of local sports and recreation facilities and parklands reflect community needs and anticipated demographic changes.

Reason for Report

To provide Council with a report on the application to the Building Better Regions Fund for construction of the Coonabarabran Netball Complex.

Background

The \$297.7 million Building Better Regions Fund supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future. The program will run over four years from 2016-17 to 2019-20.

The program has been designed to achieve the following outcomes in regional and remote communities:

- create jobs
- have a positive impact on economic activity, including Indigenous economic participation through employment and supplier-use outcomes
- enhance community facilities
- enhance leadership capacity
- encourage community cohesion and sense of identity

The program will fund projects in regional Australia outside the major capital cities of Sydney, Melbourne, Brisbane, Perth, Adelaide, and Canberra.

There are two streams of funding available under the program:

- Infrastructure Projects Stream
- Community Investments Stream

The Infrastructure Projects Stream will support projects which involve the construction of new infrastructure, or the upgrade or extension of existing infrastructure that provide economic and social benefits to regional and remote areas.

The Community Investments Stream will fund community building activities including, but not limited to, new or expanded local events, strategic regional plans, and leadership and capability building activities. These projects will deliver economic and social benefits to regional and remote communities.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Applications for the Infrastructure Projects Stream closed on 28 February 2017.

Applications for the Community Investments Stream close on 31 March 2017.

The minimum grant amount is \$20,000 and the maximum grant amount is \$10 million.

Projects must be completed by 31 December 2019.

The Department of Industry, Innovation and Science is responsible for administering the program on behalf of the Department of Infrastructure and Regional Development.

The program is competitive and applications will be assessed against eligibility and merit criteria and compared to other applications in a funding round.

Decisions on projects to be funded are taken by a Ministerial Panel in consultation with the Australian Government's National Infrastructure Committee of Cabinet.

To be eligible for funding you must be a legal entity, have an Australian Business Number (ABN) and be one of the following entities:

- a local governing body as defined by the *Local Government (Financial Assistance) Act 1995*.
- a not for profit organisation that has been established for at least two years. As a not for profit organisation you must demonstrate your not for profit status through one of the following:
 - Current Australian Charities and Not-for-profits Commission's (ACNC) Registration
 - State or Territory Incorporated Association status
 - Constitutional documents and / or Articles of Association that demonstrate the not-for-profit character of the organisation

In order to be eligible you must also

- be able to demonstrate that you can meet the applicable co-funding requirements
- provide relevant mandatory attachments
- declare you can comply with special regulatory requirements

Co-funding is the cash contribution (excluding in-kind contributions) from sources other than the Commonwealth. Co-funding demonstrates a commitment to the project and shows evidence of community support. Co-funding contributions are considered when assessing applications at the eligibility and merit assessment stage.

The remoteness classification of the project location determines co-funding requirements. The lead applicant in a joint application must make a cash contribution to the project, unless they are seeking an exceptional circumstances co-funding exemption.

Issues

Warrumbungle Shire Council submitted an application for funding under the Building Better Regions Program for construction of the Coonabarabran Netball Complex.

As per the co-funding arrangements, Council was required to submit at least 50% of the budget. An application was made for funding of \$374,500, with Council contributing \$400,000.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

The application was for:

- construction of four (4) netball courts – built as per *Netball Australia Court Specification Guidelines* which form part of the *Official Rules* (dated 2001) of the *International Federation of Netball Associations*
- installation of lighting
- landscaping

It is proposed that the Coonabarabran Netball Complex be constructed on the site of the existing grass netball courts at the rear of the Coonabarabran Sport and Recreation Centre.

It is expected that a decision regarding the funding will be received by the end of this financial year.

RECOMMENDATION

That Council notes the report provided on the on the application to the Building Better Regions Fund for the construction of the Coonabarabran Netball Complex.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 22 Queen's Baton Relay

Division:	Corporate and Community Services
Management Area:	Children's and Community Services
Author:	Manager Children's and Community Services – Louise Johnson
CSP Key Focus Area:	Community and Culture
Priority:	CC3 Our shire is home to a vibrant arts and cultural life which is promoted and supported as an essential aspect of community well-being. [Edited]

Reason for Report

To provide Council with a report on the Queen's Baton Relay.

Background

The Queen's Baton Relay takes a message from Her Majesty The Queen through the Commonwealth to the Opening Ceremony of the Gold Coast 2018 Commonwealth Games.

When the Queen's Baton arrives at the Opening Ceremony on 4 April 2018, Her Majesty's message will be removed from the Baton and read aloud to declare the Gold Coast 2018 Commonwealth Games open.

The GC2018 Relay is the longest and most accessible in history, travelling through the entire Commonwealth for 388 days and 230,000 kilometres.

The Queen's Baton Relay is a Games tradition that celebrates the Commonwealth's diversity, inspires community pride and excites people about the world-class festival of sports and culture to come.

Since the Cardiff 1958 British Empire and Commonwealth Games, the Queen's Baton has carried a message from Her Majesty Queen Elizabeth II calling the Commonwealth's athletes to come together in peaceful and friendly competition.

The GC2018 Queen's Baton Relay started on Commonwealth Day, Monday 13 March 2017.

At Buckingham Palace during a commencement ceremony Her Majesty Queen Elizabeth II will place Her message into the specially-designed Baton and entrust it to the first Batonbearer.

The Baton will visit all Commonwealth nations and territories of Africa, the Americas, the Caribbean, Europe, Asia and Oceania for 288 days before it arrives in Australia.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

The Queen's Baton Relay will share the excitement of the Games with millions of people around the world, shining a light on the Gold Coast, Queensland, Australia and the world-class sporting action to come.

As it is passed between people, the Baton embraces the modern and multicultural Commonwealth of today, engaging with young and old, increasing our sense of connection, our understanding of each other and inspiring learning.

Each host city is responsible for delivering a new design for the Queen's Baton. The distinctive design of the GC2018 Queen's Baton was revealed on 20 November 2016 and captures the boundless energy of the Gold Coast.

Sustainability is a priority for the GC2018 Relay and care has been taken to ensure the Relay leaves positive economic, environmental and social legacies.

Starting in Australia on 25 December 2017, the Queen's Baton will travel for 100 days visiting communities across all states and territories, showcasing Australia's history, culture, traditions, geography and people to the world.

The GC2018 Relay has been designed to be inclusive and open to people of all abilities, giving as many people as possible an opportunity to spend quality time with the Baton. Even the Baton and its accessories are designed with accessibility in mind.

Issues

Coonabarabran has been selected as one of the celebration communities for the Queen's Baton Relay. The announcement of celebration communities was made on Sunday, 5 March 2017.

Coonabarabran is one of only 28 towns in NSW that has been selected as a celebration community.

The Queen's Baton Relay will visit Coonabarabran on 31 January 2018. The Local Working Group (LWG) will work with the Queen's Baton Relay and the Gold Coast 2018 Commonwealth Games Corporation (GOLDOC) to host the Queen's Baton Relay.

3,800 batonbearers are needed to carry the Baton across Australia. GC2018 is calling on people to nominate the local legends in their community, anyone aged 10 years and up, whether they're already accomplished or aspiring to.

Batonbearers are everyday Australians who inspire others to be great. Being a Batonbearer is a unique experience. It's also an opportunity to be involved in the largest event to be staged in Australia in a decade.

From 5 March 2017 until 15 May 2017 nominators can visit gc2018.com/qbr and write 100 words about why the person inspires them.

GC2018 are looking for people who:

- have achieved something extraordinary or inspired others to achieve something extraordinary; or
- have made a significant contribution to either sport, education, the arts, culture, charity or within their community; or

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

- have excelled, or aspire to excel athletically or personally; or
- contribute to a fun, friendly, vibrant and inclusive community.

Batonbearers need to be:

- at least 10 years old as at 25 December 2017; and
- be an Australian citizen or lawfully entitled to reside in Australia during the Relay period (25 December 2017 – 4 April 2018).

Warrumbungle Shire Council has been asked to support the Queen's Baton Relay in a number of ways:

- communication with teams from the Queen's Baton Relay and the Gold Coast 2018 Commonwealth Games Corporation (GOLDOC)
- support of the Local Working Group (LWG)
- promotion of the Queen's Baton Relay
- promotion of the Batonbearer Nomination Program
- facilitation of the Council Selected Batonbearer Program
- provision of facilities and resources for the Queen's Baton Relay
- assistance with organisation of events and activities associated with the Queen's Baton Relay
- liaison with local organisations, services and groups

Communication regarding the Queen's Baton Relay commenced on Sunday, 5 March 2017, in association with the announcement of the celebration communities.

Council provided information to the local community regarding the Queen's Baton Relay, the route and the Batonbearer Nomination Program.

Ongoing communication will continue up until the Queen's Baton Relay is welcomed to Coonabarabran with the next major event the start of the Queen's Baton Relay at Buckingham Palace on 13 March 2017.

Being selected to be a celebration community for the Queen's Baton Relay is a huge coup for Coonabarabran and one which presents the town, the Shire and the broader region with a number of excellent opportunities.

RECOMMENDATION

That Council notes the report provided on the Queen's Baton Relay.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 23 Queen's Baton Relay – Council Selected Batonbearer Nomination Program

Division:	Corporate and Community Services
Management Area:	Children's and Community Services
Author:	Manager Children's and Community Services Louise Johnson
CSP Key Focus Area:	Community and Culture
Priority:	CC3 Our shire is home to a vibrant arts and cultural life which is promoted and supported as an essential aspect of community well-being.

Reason for Report

To seek Council support for the nomination process for Council Selected Batonbearer Nomination Program.

Background

Queen's Baton Relay

The Gold Coast 2018 Queen's Baton Relay Batonbearer Program is a major element of the Queen's Baton Relay (QBR)

Commencing in Australia on 25 December 2017, the Baton will travel for 100 days bringing together everyday Australians to become batonbearers and carry the Baton with pride through Australian Celebration Communities.

Batonbearers will be selected from nominations received through programs including the Council Selected Batonbearer Nomination Program, Community Batonbearer Nomination Program, the Queensland Schools' Batonbearer Nomination Program, Aboriginal and Torres Strait Islander Batonbearer Nomination Program, GC2018 Sponsor Family Program, high profile personalities and the Commonwealth Games Australia

The Council Selected Batonbearer Nomination Program provides host local councils with the opportunity to nominate a community representative to participate as a Batonbearer within their Celebration Community during the Relay.

Batonbearer Information

Approximately 3,800 batonbearers will be given the opportunity to carry the Queen's Baton in Australia.

A Batonbearer will share the dream and carry with pride the spirit of the Games embracing the diversity and values of the Commonwealth. They will inspire others with their passion and commitment to sport and community and be excited to represent and promote the Commonwealth Games.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

The nomination and selection criteria has been established to ensure fairness, equity, and that a wide cross section of the community are given the opportunity to carry the Queen's Baton.

The QBR are looking for people of all abilities to share the dream and become a Batonbearer for the GC2018 Queen's Baton Relay.

A Batonbearer is someone who meets one or more of the following criteria:

- has achieved something extraordinary or inspired others to achieve something extraordinary; and / or
- has made a significant contribution to either sport, education, the arts, culture, charity or within their community; and / or
- has excelled, or aspires to excel athletically or personally; and / or
- contributes to a fun, friendly, vibrant and inclusive community.

Batonbearers must also:

- be a minimum 10 years of age as at 25 December 2017 (start date of the Relay in Australia).
- be Australian Citizens or lawfully entitled to reside in Australia during the Relay period (25 December 2017 – 4 April 2018).

Further to this.

- A nominator is to explain in 100 words or less how the nominee meets one or more of the Batonbearer criteria and why they should become a Batonbearer.

Council Selected Batonbearer Nomination Program

An allocation of Batonbearer positions have been assigned to host local councils of a GC2018 QBR Celebration Community to nominate one (1) community representative per Celebration Community within their council area to participate as a Batonbearer.

Positioning of these batonbearers will be solely at the discretion of the GOLDOC QBR team.

Nominees must meet one or more of the nomination and selection criteria to be considered for a QBR Batonbearer position.

The nomination process opens on Sunday 5 March 2017 and closes at 5:00pm on Friday 2 June 2017. Strictly no nominations will be accepted after this date.

It is strongly recommended for the Council Selected Batonbearer nominee to be a 'local hero' or some unsung community member the council wish to recognise for their achievements and contributions to their local community.

It is likely that high profile past and present Commonwealth, Olympic or 'professional' athletes will be selected through the Commonwealth Games Australia or High Profile programs. To be safe, it is suggested that local communities nominate these people through the Community Batonbearer Nomination Program.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Whilst it is understood that elected Mayors, local councillors or running candidates may be very worthy nominees and may meet the nomination and selection criteria for a Batonbearer, it is not permitted to put forward names of any elected local councillor, host local government worker or member / family member of the local government selection panel as your Council selected nominee. It is also advised not to nominate any family members of publically elected officials to avoid encouraging negative media and public scrutiny.

It is important to note that any travel costs will be at the expense of the successful Batonbearer.

The Council Selected Batonbearer Nomination Program will run concurrently with the Community Batonbearer Nomination Program, details of which can be found at gc2018.com/qbr.

Once the Council Selected Batonbearer Nomination Program closes, all nominees will be notified by GOLDOC by email in July 2017 regarding the next stage of the selection process where they will be required to accept the terms of the Batonbearer Participation Agreement.

Selected nominees will proceed through to a security background check led by the Queensland Police Service. The selected nominees who pass the security background check will be eligible to become batonbearers.

Communications during the selection stage will be with selected nominees only and no communication will be made with councils due to privacy restrictions surrounding the security background check process.

Successful batonbearers will be notified and publically announced in October 2017 to advise them that they have been offered a Batonbearer position in a Celebration Community on a specific date. There will be no ability for batonbearers to change the date or location of their position.

Successful Council Selected batonbearers will be given the opportunity to carry the Baton in their local community on the day the QBR is scheduled to visit.

Final electronic communications to batonbearers will be sent progressively by GOLDOC from November 2017 advising batonbearers of their exact segment position (street level and time details).

A Batonbearer information pack will follow and will contain their Batonbearer uniform and final participation details. Batonbearer information packs will be mailed out directly to the Batonbearer approximately four (4) weeks prior to a batonbearers participation.

The GC2018 Queen's Baton Relay will travel to Australian Celebration Communities from 25 December 2017 to 4 April 2018.

Issues

Council Nomination

As mentioned previously, each host local council of the GC2018 QBR is being given the opportunity to nominate one (1) community representative per Celebration Community within their council area in the Council Selected Batonbearer Nomination Program.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

To submit an eligible nomination, councils are responsible for ensuring the nominations spreadsheet is completed correctly and all necessary approvals are received from the nominee and parent / guardian (if applicable) before the nomination is submitted.

Nominations will not be accepted after the closure of the nomination period at 5:00pm AEST on Friday 2 June 2017.

Nomination Process

A standardised GC2018 Queen's Baton Relay Batonbearer nomination and selection criteria are used across all categories of batonbearers.

Councils should read the nomination and selection criteria and ensure that their selected nominee meets one or more of the criteria. Every nominee must have a story to share with the media if requested. Please note, the nomination story may be provided to the media if your nominee is successful so please ensure it is as true and factually accurate as possible.

Each host local council may only nominate one (1) person per Celebration Community within their council. If a host local council wishes to submit more nominations than the one permitted per Celebration Community, these additional nominations can be made through the Community Batonbearer Nomination Program by Monday 15 May 2017 at gc2018.com/qbr. GOLDOC encourages local councils and communities to make additional nominations through the Community Batonbearer Nomination Program to increase the chance of local participation in the Relay.

Selection of Council Selected Batonbearer

It is proposed that Councillors are involved in the selection of the Council Selected Batonbearer.

In line with the timelines provided by the Queen's Baton Relay the following timelines and actions are proposed:

Task	Date	Responsibility
Approval of Council Selected Batonbearer process	16/3/2017	Councillors
Distribution of Queen's Baton Relay Batonbearer Nomination Form to Councillors	24/3/2017	Council Staff
Submission of Queen's Baton Relay Batonbearer Nomination Form for Council Selected Batonbearer	28/4/2017	Councillors
Preparation of confidential Business Paper regarding selection of Council selected Batonbearer	10/5/2017	Council Staff
Selection of Council Selected Batonbearer	18/5/2017	Councillors
Facilitation of consent of Council Selected Batonbearer	1/6/2017	Council Staff
Submission of Council nomination spreadsheet to the Queen's Baton Relay	2/6/2017	Council Staff

Councillors will be limited to submitting two (2) nominations each.

Please note, the Council Selected Batonbearer Nomination Program cannot be promoted publicly.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Nomination Spreadsheet Submission

Once council has selected their nominee, the nomination spreadsheet is to be completed in full and returned to GOLDOC.

Nominations cannot be submitted without the consent of the nominee and their parent / guardian (if applicable). It is each council's responsibility to ensure that consent is received. The nomination must be submitted to GOLDOC fully completed for a nominee to be eligible to progress to the next stage.

Nominations will not be accepted after 5:00pm Friday 2 June 2017.

Options

Council is requested to support the nomination process for the Council Selected Batonbearer Nomination Program as outlined in this report.

Council has the option to suggest an alternate process or to decline to nominate a Council Selected Batonbearer for the Queen's Baton Relay.

Financial Considerations

There are no financial considerations. The Council Selected Batonbearer Nomination Program will be facilitated using existing Council resources.

RECOMMENDATION

That Council supports the nomination process for the Council Selected Batonbearer Nomination Program.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 24 Related Party Disclosures Strategic Policy

Division:	Corporate and Community Services
Management Area:	Financial Services
Author:	Chief Financial Officer – Lawrence Amato
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

To seek Council endorsement of the Related Party Disclosures 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.

Issues

Under the Local Government Act 2009 and Local Government Regulation 2012, all local governments must produce annual financial statements that comply with Australian Accounting Standards. From 1 July 2016, the Australian Accounting Standards Board amended the AASB 124-Related Party Disclosures to set out that Council's Financial Statement must also contain the necessary disclosures for Related Parties and transactions.

Options

Council can either accept the policy as is or accept the policy with modifications.

Financial Considerations


Nil

RECOMMENDATION

That Council endorses the following policy, Related Parties Disclosures Policy, to be included in the Strategic Policy Register.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

	Related Party Disclosure Policy
	Strategic

Policy Background

Under the Local Government Act 2009 and Local Government Regulation 2012, all local governments must produce annual financial statements that comply with Australian Accounting Standards.

From 1 July 2016, the Australian Accounting Standards Board amended the AASB 124-Related Party Disclosures to set out that Council's Financial Statement must also contain the necessary disclosures for Related Parties and transactions.

Objectives

This policy is to provide guidance on identifying Council's related parties, related party transactions and how to record them in Council's systems and disclose in Council's General Purpose Financial Statements in accordance with AASB 124.

Scope

This policy applies to Key management personnel (KMP) and related parties of Warrumbungle Shire Council.

Policy

1. Identifying Related Parties

Key Management Personnel

Key management personnel (KMP) have been defined for this policy as those who have authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly. These include but are not limited to:

- (a) Mayor;
- (b) Councillors;
- (c) General Manager;
- (d) Directors;

All key management personnel are responsible for self-assessing theirs, their close family members' and their related entities' relationship with Council. All related parties must be included in the self assessment.

Self assessment will be recorded on the Related Party Disclosure form. Transactions with related parties will also be identified through Council's accounts payable, accounts receivable, applications, payroll and document management systems.

Close family members of KMP

Close family members of a KMP are those who may be expected to influence, or be influenced by, the KMP in their dealings with Council. This includes but is not limited to:

- (a) The KMP's children and spouse or domestic partner;
- (b) Children of the KMP's spouse or domestic partner; and
- (c) Dependants of the KMP or the KMP's spouse or domestic partner.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Key management personnel are responsible for identifying their close family members through the self assessment process.

Related Entities to KMP

Related Entities to Key management personnel are identified in this policy as:

- (a) Entities controlled or jointly controlled by a KMP of Council;
- (b) Entities, apart from Council, which a KMP has significant influence over or is a member of the key management personnel of the entities (or of a parent of the entities);
- (c) Entities controlled or jointly controlled by a close family member of a KMP of Council;

Key management personnel are responsible for identifying their related entities through the self assessment process.

Related Entities to Council

An entity is related to Council if any of the following conditions applies:

- (a) The entity and Council are members of the same group;
- (b) The entity is an associate or joint venture of the Council (or an associate or joint venture of a member of a group of which Council is a member);
- (c) The entity is a joint venture of a third entity and Council is an associate of the third entity;
- (d) The entity is a post-employment benefit plan for the benefit of employees of Council or a Council's related entity;
- (e) The entity, or any member of a group of which it is a part, provides key management personnel services to Council.

2. Assessment of Related Party Transactions

2.1. Ordinary Citizen Transaction

Ordinary Citizen Transaction for the purpose of this policy is a transaction that happens between the Council and key management personnel and/or their related parties which satisfy the following criteria:

- (a) Occurs during the course of Council delivering its public service objectives
- (b) Contains no different term to one that are of the general public
- (c) Belongs to a class of transactions that an ordinary citizen of the community would transact with the Council.
- (d) This includes but is not limited to payment of rates for properties owned by the key management personnel and dog registration

Any transaction that are deemed to be ordinary citizen transactions (see above definition) will not be required to be disclosed in the Related Party Disclosure.

Transactions between Council and related parties that would normally be considered ordinary citizen transactions but where the terms and conditions differ from normal practice will not be considered to be an ordinary citizen transaction for the purposes of this policy. These are required to be disclosed as Non-ordinary Citizen Transactions.

2.2. Non-Ordinary Citizen Transactions

A related party transaction for the purpose of this policy is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged. All related party transactions that do not satisfy the definition of an Ordinary Citizen Transaction (see definition in 2.1) are then classified as Non-ordinary Citizen Transactions

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

and must be disclosed as part of the Related Party Disclosure in accordance with AASB 124.

The following are examples of transactions that must be disclosed if they are with a related party and are not an Ordinary Citizen Transaction:

- (a) Purchases or sales of goods (finished or unfinished);
- (b) Purchases or sales of property and other assets;
- (c) Rendering or receiving of services;
- (d) Leases;
- (e) Transfers of research and development;
- (f) Transfers under licence agreements;
- (g) Transfers under finance arrangements (including loans and equity contributions in cash or in kind);
- (h) Provision of guarantees or collateral;
- (i) Commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised); and
- (j) Settlement of liabilities on behalf of Council or by Council on behalf of the related party.

All key management personnel are responsible for self-assessing and disclosing theirs, their close family members' and their related entities' related party transactions with Council. Self assessment will be recorded on the Related Party Disclosure form.

3. Disclosed Information

For each category of related party transactions specified in Section 2.2., Council will disclose the following information in Council's General Purpose Financial Statements:

- (a) The nature of the related party relationship;
- (b) The amount of the transactions;
- (c) The amount of outstanding balances, including commitments, and:
 - (i) Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
 - (ii) Details of any guarantees given or received;
- (d) Provisions for doubtful debts related to the amount of outstanding balances; and
- (e) The expense recognised during the period in respect of bad or doubtful debts due from related parties.

4. Disclosure

For each related party category specified in Section 1, Council will disclose information specified in Section 3 for related party transactions of a similar nature in aggregate except when separate disclosure is necessary for an understanding of the effects of the transactions on the Financial Statements of Council, having regard to the following criteria:

- (a) the nature of the related party relationship;
- (b) the significance of the transaction (individually or collectively) in terms of size or value on Council's Financial Statement.

5. Information Privacy

5.1 Who can access the information

The following persons are permitted to access, use and disclose the information provided in a related party disclosure or contained in a register of related party transactions for the purposes specified in Section 5.2:

- (a) the General Manager;

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

- (b) the Responsible Accounting Officer, the Chief Financial Officer, Director of Corporate and Community Services;
- (c) an Auditor of Council (including an Auditor from the NSW Auditor General's Office);
- (d) Other Officers as delegated by the General Manager.

5.2. Permitted Purposes

Persons specified in Section 5.1 may access, use and disclose information in a related party disclosure or contained in a register of related party transactions for the following purposes:

- (a) to assess and verify the disclosed related party transaction;
- (b) to reconcile identified related party transactions against those disclosed in the related party disclosure or contained in a register of related party transactions;
- (c) to comply with the disclosure requirements of AASB 124;
- (d) to verify compliance with the disclosure requirements of AASB 124.

5.3. Confidential

The following information is classified as confidential and is not available for inspection by or disclosure to the public:

- (a) information (including personal information) provided by a KMP in a related party disclosure; and
- (b) personal information contained in a register of related party transactions.

5.4. Exemption

Council and all persons specified in 5.1 must not use or disclose personal information provided in a related party disclosure or contained in a register of related party transactions for any other purpose or to any other person except those which are specified in this Policy unless a written consent has been obtained from the subject KMP.

6. Related Party Disclosures

In accordance with the policy, KMP must provide a related party disclosure in the form set out in Attachment A by no later than the following periods during a financial year:

- (a) 30 December each year;
- (b) 30 June each year.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Attachment A: Related Party Disclosure Form

Name of Key Management Personnel: _____

Position of Key Management Personnel: _____

Please read Council's **Related Party Disclosure Policy** prior to completing this form, which explains what is a related party transaction and the purposes for which Council is collecting and will use and disclose, the related party information provided by you in this form.

Please complete the table below for each related party transaction with Council that you, or a close family member or any entity related to you:

(a) has previously entered into and which will continue in the 2016/2017 financial year

(b) has entered into in the 2016/2017 financial year.

Related Party's name (Your name or your related party's name)	Related Party's relationship to you	Description of transactions with Council	Date of transaction	Amount (Leave blank if non-monetary)

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Related Party's name (Your name or your related party's name)	Related Party's relationship to you	Description of transactions with Council	Date of transaction	Amount (Leave blank if non-monetary)

Declaration

I _____, _____, declare that to the best of my knowledge,

(Full name)

(Position)

information and belief, as at the date of this declaration, the above list includes all existing related party transactions with Warrumbungle Shire Council involving myself, my close family members, or other related entities to me, that are relevant to the 2016/2017 financial year.

I make this declaration; after reading the Related Party Disclosure Policy of Warrumbungle Shire Council, which details the meaning of the words "related party", "related party transaction", "close family members", "related entities" and the "key management personnel" which I am a part of as well as the purposes for which this information will be used and disclosed.

I permit the Responsible Accounting Officer and the other permitted persons specified in Council's Related Party Disclosure Policy to access and use this information for the purposes specified in that policy.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 25 Rating Strategic Policy

Division:	Corporate and Community Services
Management Area:	Financial Services
Author:	Chief Financial Officer – Lawrence Amato
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

To seek Council endorsement of the revised Rating 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 Rating Strategic Policy on 19 September 2013. A revised copy of this Strategic Policy is attached in Attachment A for Council review and endorsement.

Issues

Over time requirements and expectations relating to Council's collection of Rates change. Whilst in many cases these changes may fit within the scope of the existing policy it is best practice to incorporate major changes and expectations into the actual Policy. The review process also provides the opportunity to adjust the policy to provide clarity or reflect changes in expectations.

The revised policy is relatively unchanged except in the following 2 points:

- It recognises the implementation of the Fire and Emergency Services Levy (FESL) and provides for further, similar charges;
- The policy now mentions and allows (not mandates) the use of water restrictors.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Options

Council can either accept the revised policy as is or accept the policy with modifications.

Financial Considerations

Uncertain.


RECOMMENDATION

That Council endorses the following Rating Policy to be included in the Strategic Policy Register.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Attachment A

	Rating Policy
	Strategic

Purpose

The purpose of this policy is to ensure effective controls, policies and procedures are in place with respect to Council's rating function, collection of overdue rates, and the granting of pensioner concessions.

Objectives of the Policy

The objectives of this policy are:

- To ensure all statutory requirements of the Local Government Act 1993 (hereafter the Act) are adhered to;
- To ensure collection of rates, charges and sundry debtors is carried out in a transparent manner and complies with the Act and other relevant state and federal acts;
- To ensure that all applications for the statutory pensioner concession are:
 - managed equitably and in compliance with current legislation;
 - To ensure that ratepayers experiencing genuine financial difficulties are treated sensitively on a case by case basis and
 - ratepayers are assisted in meeting their rate commitments by providing mutually agreeable alternative repayment plans;
- To ensure that Council minimizes the amount of money owed in respect of overdue rates and charges.

Policy Scope

This policy applies to Council's processing of rates and annual charges, debt collection for rates and annual charges, approval of pensioner rebates, and all other rates and annual charges related issues. This policy does not seek to incorporate the Emergency Services Levy or other fees and charges that may be included in but not part of the Council's revenue.

Background

Roughly 30% of Council's funding is derived from rates and annual charges, and this revenue is used in the provision of a variety of services to the residents of the shire. It is important that Council ensures that all statutory requirements of the Local Government Act are adhered to in Council's making and levying of rates, and that the collection of rates and annual charges is transparent, fair, effective and protected. As an important source of income to fund council's objectives the income from rates and annual charges should fairly imposed and be protected through a process of making payment processing accessible, deterring non payment and debt recovery without causing undue stress or hardship.

Definitions

N/A

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Policy Statement

6.1 Making and Levying of Rates and Charges

Council levies Rates and Charges in accordance with the provisions of the Act and the Local Government (General) Regulations 2005 (hereafter the Regulations), including but not limited to:

- Council must make and levy an ordinary rate for each year on all rateable land in its area (s.494),
- may make and levy a special rate in accordance with Act (s.495);
- make and levy an annual charge for domestic Waste Management (s.496);
- make an annual Stormwater Levy (s.496A);
- make and levy an annual charge for sewerage & drainage services (s.501);
- make and levy an annual charge for non domestic waste services (s.501);
- make and levy an annual charge for any service prescribed by the Regulations (s.501)

Council's current rating structure is determined in accordance with of the Act (s.497) being a rate based on land value, together with a Base Amount. Council issues its annual rates notice to all rateable properties in the Council's area in July of each year for the financial year. Supplementary rate levies may also be issued during the year.

The General Rates notice currently includes but is not limited, to

- all ordinary rates,
- special rates (including the Stormwater levy) and
- annual charges
- State levied annual charges such as the Fire and Emergency Service Levy (and potentially others as yet unknown) as applicable.

Rates and annual charges may be paid by a single instalment or by quarterly instalments. If the payment is made by quarterly instalments, the instalments are payable as follows:

Instalment	Due Date
1	31 August
2	30 November
3	28 February
4	31 May

If the payment is made by a single instalment, the instalment is payable by the 31 August of each year. Council issues instalment notices to those ratepayers who elect to pay by instalments and such notices are issued at least one month prior to the due date for the instalment. Where the Council levies rates and annual charges after an instalment was due, the amount payable is apportioned equally across the remaining instalments.

Council also issues a separate water notice which currently includes but is not limited to:

- access charges – water and sewer
- consumption charges - water, sewer and trade waste

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Water notices are payable as follows:

Water Notice	Due Date
1	31 October
2	31 January
3	30 April
4	31 July

6.2 Payment of Rates

The collection of rates and charges is to be carried out in a transparent manner, and in compliance with the Act and Regulations.

6.2.1 Recovery Action

Recovery action will commence when rates and/or charges are not paid by the due date for each quarterly instalment unless arrangements have been entered into (in writing) to make periodical payments under of the Act (s.564).

Recovery action will commence if other debts (*other than amounts due from Government Departments*) are not paid within thirty (30) days unless arrangements have been entered into.

6.2.2 Agreements for Periodical Payments

Ratepayers who are unable to pay rates and charges and/or water usage charges by the due date, either because of reasons beyond their control or because payment would cause hardship, may apply to enter into an agreement with Council to make periodical payments [henceforth called the 'Agreement']. The payments made under this said agreement should adequately repay the rates and charges levy.

In order for such an agreement to be considered a 'Payment Arrangement' form is to be completed subject to mutual agreement of payment amounts. The ratepayer is to specify the dates and the amounts that are to be paid and an appropriate contact number and address must be supplied to Council. Verbal agreements shall not provide a reprieve from the debt recovery process.

If a ratepayer fails to meet the terms of an agreement, the agreement shall be terminated and the full amount of the outstanding rates and charges and/or water usage and accrued interest shall be due and payable immediately. Recovery action shall be taken immediately for recovery of the amount due and payable.

If a sundry debtor fails to meet the terms of an agreement, the agreement shall be terminated and the full amount of the outstanding sundry debt shall be due and payable immediately. Recovery action shall be taken immediately for recovery of the amount due and payable.

6.2.3 Use of Water Restrictors

In the case of unpaid water and sewer rates and charges, council may install a water flow restrictor. The use of a water flow restrictor shall be determined on the merits of each individual case. The lodgement and removal of a water restrictor will incur a fee as per the Revenue Policy.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

6.2.4 Requests for Write off must be in writing

All applications requesting the writing off of rates, charges, interest and legal fees must be made in writing and may be in either hard or soft copy.

6.2.5 Writing off of Rates, Charges, Interest and Legal Fees

Applications for writing off or rates, charges, interest or Legal fees under the hardship provisions of the Act shall be determined on the merits of each individual case, on the basis of whether or not the hardship criteria have been satisfied by the applicant and a proper opinion can be formed.

6.2.6 Writing Off by Resolution

Rates and/or Charges (including accrued interest) or other debts can be written off by resolution of Council or by delegated authority.

6.2.7 Sale of Land for Overdue Rates

Should all avenues of recovery action be unsuccessful, Council is able, under of the Act (Section 713), to sell land for overdue rates and charges where the rates and charges remain unpaid for a period of more than five years.

6.2.8 Change of Rating Categorization – date of

Should the Rating categorization be changed (for example from Business to Residential) then the effective date of the change will be the beginning of the next Rating Quarter.

The Act and the associated Regulations detail the procedures to be followed should Council choose to follow this course of action.

6.3 Pensioner Concessions

Eligible pensioners are entitled to a statutory pensioner concession provided for under the Act, (s. 575).

6.3.1 Eligibility for Pensioner Concessions

6.3.1.1 Eligible Person

An eligible person must be an eligible pensioner. Eligible pensioners are those who receive any of the following:

- A pension, benefit, or allowance under Chapter 2 of the Social Security Act 1991 (Cth), and hold a pensioner concession card issued by or on behalf of the Commonwealth Government;
- A service pension under part III of the Veterans' Entitlements Act 1986 (Cth) and hold a pensioner concession card issued by or on behalf of the Commonwealth Government;
- A pension from the Commonwealth Department of Veterans' Affairs, who are also eligible for a pensioner concession card from Centrelink;
- A general rate pension adjusted for extreme disablement under section 22(4) of the Veterans' Entitlements Act 1986 (Cth), or a special rate of pension under section 24 of that Act.

6.3.1.2 Other Conditions of Eligibility for Concession include

The pensioner concessions are granted where a pensioner/owner or joint pensioner/owners:

- Occupy a dwelling on the property, for which a concession is

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

sought, as their sole or principal place of abode.

- Rebates are not granted for vacant or unoccupied land;
- Do not reside on the land subject to the rates in respect of which a rebate is claimed during periods of hospitalisation or convalescence (subject to eligibility reviews);
- Where an application is received for a rebate of rates payable on land held in joint ownership, the applicant pensioners are granted a rebate in accordance with the above and in accordance with the proportion of their interest in the premises;
- A rebate is granted to an eligible pensioner where the land is owned by the Estate of a deceased person and is occupied by the eligible pensioner, who is liable for the payment of rates. This is subject to the granting of probate and the production of documentary evidence of a life tenancy agreement by the eligible pensioner.

6.3.1.3 Liable for the Payment of the Rates

The eligible person must be solely liable, or a person jointly liable with one or more other persons for the rates and/or charges levied on that property.

6.3.2 Application for Concession

6.3.2.1 Application Form

The eligible person must fully complete the Pensioner Concession Application Form. Applicants must sign the customer consent, which allows Council to confirm with the appropriate Government agencies, the accuracy of the details provided by the applicant. Applicants who fail to sign this section will not be granted the rebate.

6.3.2.2 Evidence

Evidence in the form of the Pensioner Concession Card provided by Centrelink must be produced as evidence when applying for the concession. A concession can only be provided for the “place of Residence” as listed on the Pensioner Concession Card. If a Pensioner Concession Card is not available then a letter from Centrelink supporting the applicant’s eligibility is sufficient.

A rebate can not be granted without providing sufficient evidence.

6.3.2.3 Confirmation

Council will from time to time seek to confirm eligibility. Eligibility will be sought at least annually through use of the electronic Pensioner Confirmation Service provided by Centrelink.

6.3.3 Applying the Concession

6.3.3.1 Date of Grant

After first day of current financial year

If a person becomes an eligible pensioner after the first day of the current financial year, the amounts of the rebate will be proportioned to the number of full quarters remaining after the day on which the person becomes an eligible pensioner.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Before the first day of current year.

If a person had become an eligible pensioner prior to the start of the financial year they will be eligible only for the full annual rebate for the current financial year. A pensioner concession rebate can not be back dated beyond the start of the current financial year.

6.3.3.2 Value of Rebate

The amounts of the concession available on an annual basis (current as the 1 July 2016) are:

- 1 Up to \$250.00 on all ordinary rates and domestic waste management service charges, and
- 2 Up to \$87.50 on the water supply service charge: and
- 3 Up to \$87.50 on the Sewer Access Charges.

6.3.3.3 Payment Options

Under Council's policy, eligible pensioners have three payment options:

- Pay the full amount of rates as set out on the Rates Notice by the due date; Pay the full amount of the rates as set out on the Rates Notice by four instalments. Details of this option and amounts payable each quarter and the due dates are included on the Rates Notice.
- Special payment arrangements can be made with Council whereby rates are paid over an extended period at an agreed amount. For example, a pensioner may request to pay their rates at \$50.00 per month, ensuring that the agreed amount paid will satisfy the total amount owing for rates.

Responsibilities

Council's Financial Services Branch is responsible for the day to day application of the policy

Associated Documents

N/A

Getting Help

The staff member who can assist with enquiries about the policy

Position: Supervisor of Finance Coolah

Department: Financial Services

Version Control

Review Date: 15/11/2016

Staff Member Responsible for Review: Chief Financial Officer

Policy Name	Version	Resolution	Date
Rating Policy	1	433	18 June 2009
Rating Policy	2	108/1314	19 September 2013
Rating Policy	3		

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 26 Bank Reconciliation for the month ending 28 February 2017

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

Reason for Report

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

Background

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

Issues

Outstanding deposits refer to cash amounts recorded in Council's General Ledger that have not yet been deposited at the bank. 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.

The bank account relating to The Mayor's Bushfire Appeal (Wambelong Fire) was cleared and reconciled in February 2017. The account has been re-activated to accommodate donations from The Mayor's Bushfire Appeal (Sir Ivan Fire) which started on 14 February 2017.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Summary

Balance per General Ledger – 28 February 2017

General Ledger	Amount
Trust Bank Account	340,292
Bushfire Trust Account	102,804
Bushfire Trust Investment Account	-
General Bank Account	2,356,823
Investment At Call General	8,574,285
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
Total per General Ledger	15,246,204

Bank	Balance
General	
Commonwealth General Account	2,306,088
Total – General	2,306,088
Investments	
Term Deposits	12,446,285
Total Investments	12,446,285
Sub Total WSC Operational Accounts	14,752,373

Trust	
Commonwealth Trust Account	340,292
Total – Trust	340,292
WSC Mayors Bush Fire Appeal Trust	
Commonwealth Mayors Fund General Account	100,474
Commonwealth Mayors Fund Savings Account	-
Total - WSC Mayors Bush Fire Appeal Trust	100,474
Total All Bank Accounts	15,193,139
<i>Add:</i>	
Outstanding Deposits - General	731,054
Outstanding Deposits - Trust	-
Outstanding Deposits – WSC Mayors Bushfire Appeal	5,164
<i>Less:</i>	
Unpresented cheques - General	1,315
Unpresented EFT - General	679,004
Unpresented cheques- WSC Mayors Bushfire Appeal	2,834
Balance adjusted for outstanding deposits & Un-presented cheques (Final Bank Balance)	15,246,204
Variance between Final Bank Balance and General Ledger	-

WARRUMBUNGLE SHIRE COUNCIL

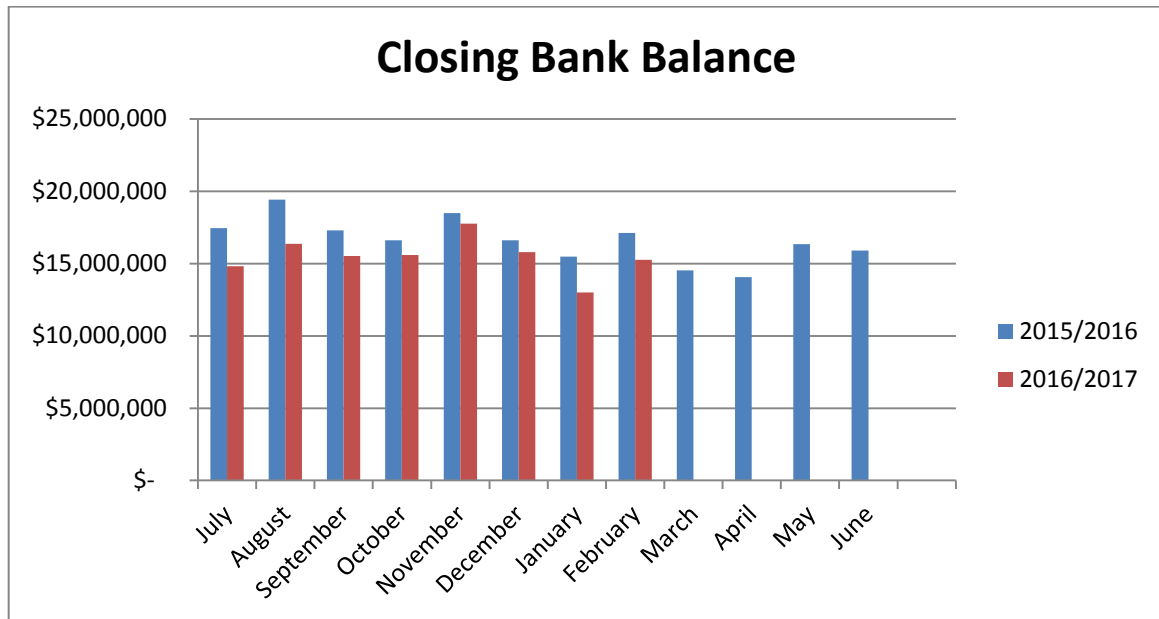
Ordinary Meeting – 16 March 2017

Balance as per Bank Account History as at 28 February 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
Feb-17	2,306,088	340,292	100,474	12,446,285	15,193,139	53,065	15,246,204

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017



RECOMMENDATION

That Council accept the Bank Reconciliation Report for the month ending 28 February 2017.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 27 Investments and Term Deposits for Month ending 28 February 2017

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

Reason for Report

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

Background

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

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

Issues

Comments on Performance for the Month

Term Deposits and At Call Accounts

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

During the month \$4.5m worth of term deposits matured, earning Council a total of \$39,031 in interest.

New placements of \$5m were made and the month end balance was \$12.446m. Placements made during the month included:

- \$1m placed with Bank of Sydney for 91 days at 2.75%.
- \$1m placed with Bank of Sydney for 91 days at 2.75%.
- \$1m placed with NAB for 90 days at 2.60%.
- \$1m placed with Regional Australia Bank for 97 days at 2.63%.
- \$1m placed with Regional Australia Bank for 121 days at 2.66%.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

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 \$1.397m were made from these accounts and \$2,763 interest was received on the balances in the accounts resulting in a month end "At Call" balance of \$2.446m.

Income Return

The average rate of return on Investments for the month of 2.42% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.79% by 63 points or 35.20%.

On a year to date basis, interest received, and accrued, totals \$219,469 which is 61.73% 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 March 2017

Summary

Table 1: Investment Balances as at 28 February 2017

Financial Institution	Lodgement Date	Maturity Date	Total Days	Rating	Yield	Amount
At Call Accounts						
NAB Cash Maximiser #	1-Feb-17	At Call	at call	AA-	1.39%	1,687,862
ANZ At Call	1-Feb-17	At Call	at call	AA-	1.35%	109
Regional Australia Bank	1-Feb-17	At Call	at call	Unrated	2.10%	252,599
NAB Bpay Account	1-Feb-17	At Call	at call	AA-	-	505,715
						2,446,285
Term Deposits						
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
Bank of Sydney	03-Feb-17	05-May-17	91	Unrated	2.75%	1,000,000
Bank of Sydney	03-Feb-17	05-May-17	91	Unrated	2.75%	1,000,000
NAB	21-Feb-17	22-May-17	90	AA-	2.60%	1,000,000
Regional Australia Bank	22-Feb-17	30-May-17	97	Unrated	2.63%	1,000,000
Regional Australia Bank	22-Feb-17	22-Jun-17	121	Unrated	2.66%	1,000,000
						10,000,000
TOTAL						12,446,285

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Table 2: At Call and Term Deposits - Monthly Movements

Bank	Opening Balance	Net Placements/ Withdrawals	Interest Accrued/ Received	Closing Balance
NAB Cash Maximiser #	685,558	-	2,304	1,687,862
ANZ At Call	124	(15)	-	109
Community Mutual Group	252,140	-	459	252,599
NAB Eftpos At Call	108,316	397,399	-	505,715
Total at call	1,046,138	397,384	2,763	2,446,285
Bank of Sydney	1,007,164	(1,007,418)	254	-
Bank of Sydney	1,007,164	(1,007,418)	254	-
NAB	1,013,070	(1,013,608)	538	-
NAB	1,508,147	(1,510,587)	2,440	-
SUNCORP	1,004,433	-	2,035	1,006,468
ME BANK	1,005,635	-	2,104	1,007,739
ME BANK	1,005,635	-	2,104	1,007,739
AMP	1,012,333	-	2,257	1,014,590
BOQ	1,004,583	-	2,104	1,006,687
Bank of Sydney	-	1,000,000	1,878	1,001,878
Bank of Sydney	-	1,000,000	1,878	1,001,878
NAB	-	1,000,000	497	1,000,497
Regional Australia Bank	-	1,000,000	431	1,000,431
Regional Australia Bank	-	1,000,000	436	1,000,436
Total Term deposits	9,568,164	(1,539,030)	19,210	10,048,343
Total	10,614,302	858,354	21,973	12,494,628

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 28 February 2017.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 28 Rates Report for Month Ending 28 February 2017

Division:	Corporate and Community Services
Management Area:	Financial Services
Author:	Water Officer – Rachael Carlyle
CSP Key Focus Area:	Local Governance and Finance
Priority:	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 28 February 2017 is higher than the 10% benchmark proposed by the OLG at 13.37%. The overall outstanding charges ratio as at 28 February 2017 is 13.63%. The increase in the outstanding ratio can be attributed to the 3rd instalment falling due at the end of February.

In 2015 Council introduced a system that allows Ratepayers the ability to receive and pay their rate notices online, to date 339 ratepayers are utilising this system.

Options

For Council's 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 March 2017

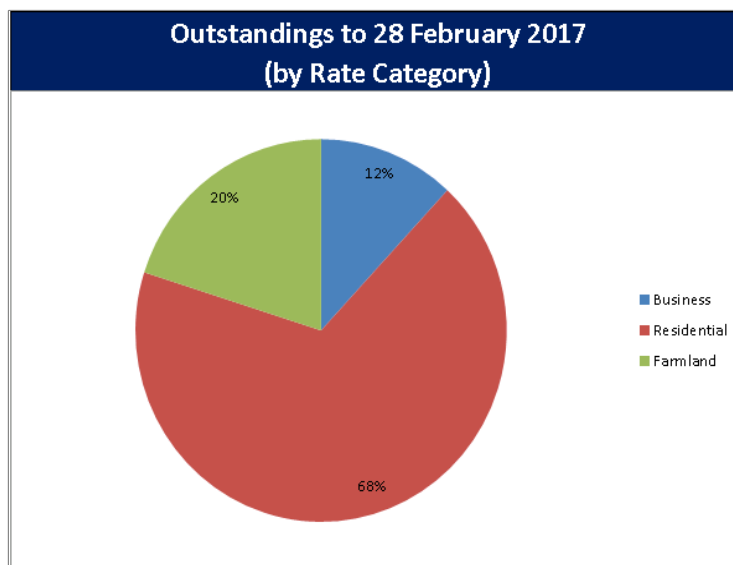
RATE/CHARGE TYPE	RATE ARREARS 2015/16	2016/17 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2016/17	COLLECTION % 2016/17	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	623,133	7,650,227	(164,191)	8,506	22,025	117,119	8,256,819	(5,661,026)	2,595,793	68.56%	1,020,198	12.36%
Water	217,764	1,373,952	(71,772)	(110)	7,401	-	1,527,235	(1,012,381)	514,854	66.29%	265,485	17.38%
Sewerage	92,180	1,062,883	(51,377)	-	3,289	-	1,106,975	(761,425)	345,550	68.78%	137,974	12.46%
Trade Waste	464	8,665	-	-	18	-	9,147	(6,916)	2,231	75.61%	875	9.57%
Storm Water	-	108,079	-	(1,775)	130	-	106,434	(75,668)	30,766	71.09%	10,639	10.00%
Garbage	248,844	1,899,592	(107,570)	(524)	8,516	1,022	2,049,880	(1,400,565)	649,315	68.32%	310,117	15.13%
TOTAL RATES AND ANNUAL CHARGES	1,182,385	12,103,398	(394,910)	6,097	41,379	118,141	13,056,490	(8,917,981)	4,138,509	68.30%	1,745,288	13.37%
Sewer Access (Water Billing)	144,631	300,344	-	(316)	2,355	-	447,014	(186,485)	260,529	41.72%	59,881	13.40%
Water Consumption	718,090	1,373,032	-	(10,421)	16,477	23,982	2,121,160	(914,444)	1,206,716	43.11%	334,154	15.75%
Sewer Consumption	40,606	139,696	-	-	527	-	180,829	(67,718)	113,111	37.45%	12,834	7.10%
Trade Waste	38,856	26,000	-	-	712	-	65,568	(87,110)	(21,542)	132.85%	11,827	18.04%
TOTAL WATER SUPPLY SERVICES	942,183	1,839,072	-	(10,737)	20,071	23,982	2,814,571	(1,255,757)	1,558,814	44.62%	418,696	14.88%
GRAND TOTAL	2,124,568	13,942,470	(394,910)	(4,640)	61,450	142,123	15,871,061	(10,173,738)	5,697,323	64.10%	2,163,984	13.63%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Analysis by Council staff has indicated that of the rates and annual charges outstanding amount, 68% relates to residential properties, while 20% relates to farmland and 12% 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	
Business	72,698	37,881	20,277	875	3,434	34,784	63,057	12,834	11,827	257,667
Residential	520,072	265,093	245,209	-	7,205	163,070	271,097	-	-	1,471,746
Farmland	427,428	7,143	-	-	-	-	-	-	-	434,571
Total	1,020,198	310,117	265,486	875	10,639	197,854	334,154	12,834	11,827	2,163,984

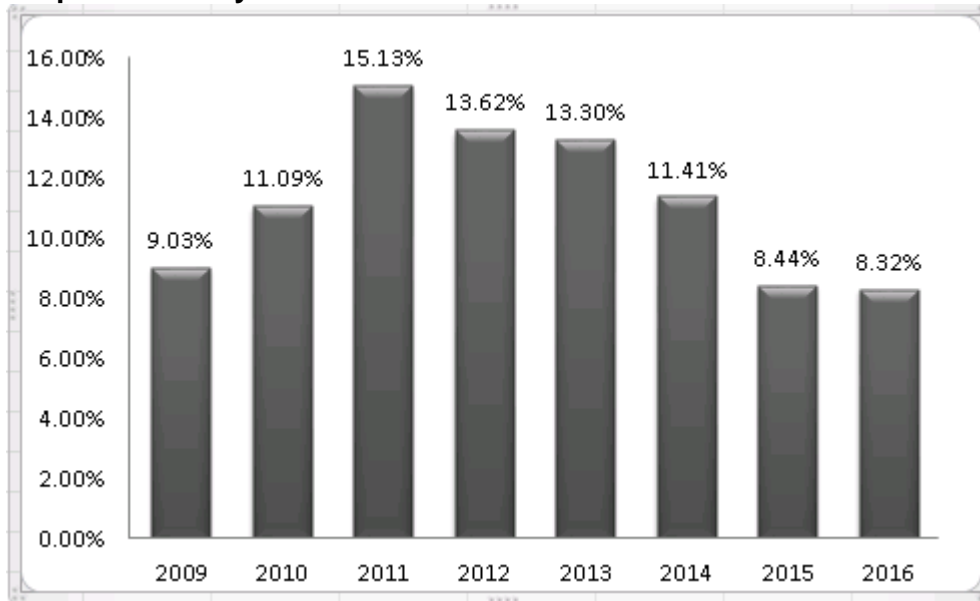
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

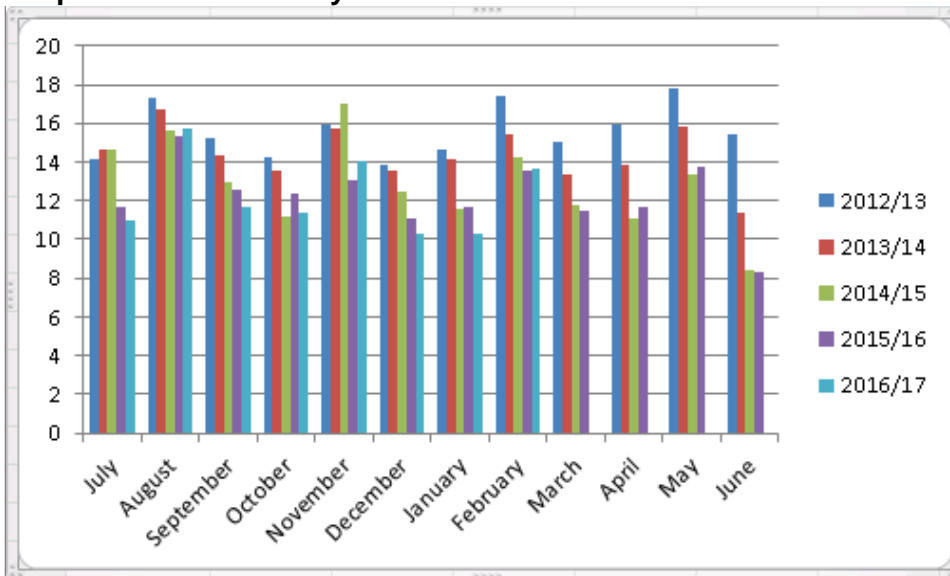
WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Graph 1: Ratio by Year



Graph 2: Ratio Month by Month



RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 29 Naming of Laneways; Coonabarabran, Binnaway & Coolah

Division:	Technical Services
Management Area:	Urban Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Rural & Urban Development
Priority:	RU4 Our towns and villages are characterised by their attractiveness, appearance, safety and amenity.

Purpose

The purpose of this report is to propose names for various laneways and seek feedback from the community.

Background

The following laneways do not have an official name. The laneways are used by motorists and Council has completed infrastructure improvements at various times in the past.

- Laneways either side of Brains Ford in Coonabarabran.
- Laneway off Bullinda Street and between David Street and Renshaw Street in Binnaway
- Laneway off Central Lane and between Goddard Street and Martin Street in Coolah.

Issues

Without an official name, it is difficult to clearly identify the location of the laneways on a map and providing directions may also be confusing.

When naming a road, Council must adhere to guidelines from the GNB. The following are highlighted extracts from the guidelines

- Name duplication within a local government area should be avoided
- Names should be appropriate to the physical, historical or cultural character of the area concerned.
- Names of living persons should not be used.
- Preferred sources for road names include; Aboriginal names, local history, early explorers or settlers and other eminent persons, war/casualty lists and thematic names such as flora, fauna or ships.
- A given name should only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names should generally be avoided.

The Roads Act requires Council to notify Australia Post, the Registrar General and the Surveyor General of the proposed road. In addition, the proposed road name must be advertised in a local newspaper and written submissions invited.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Options

Council has discretion in this matter. There is no 'master list' of road names to which Council has reference.

Financial Considerations

The funds that are required for advertising the proposed road name and erection of a sign are available within current budget allocations.

RECOMMENDATION

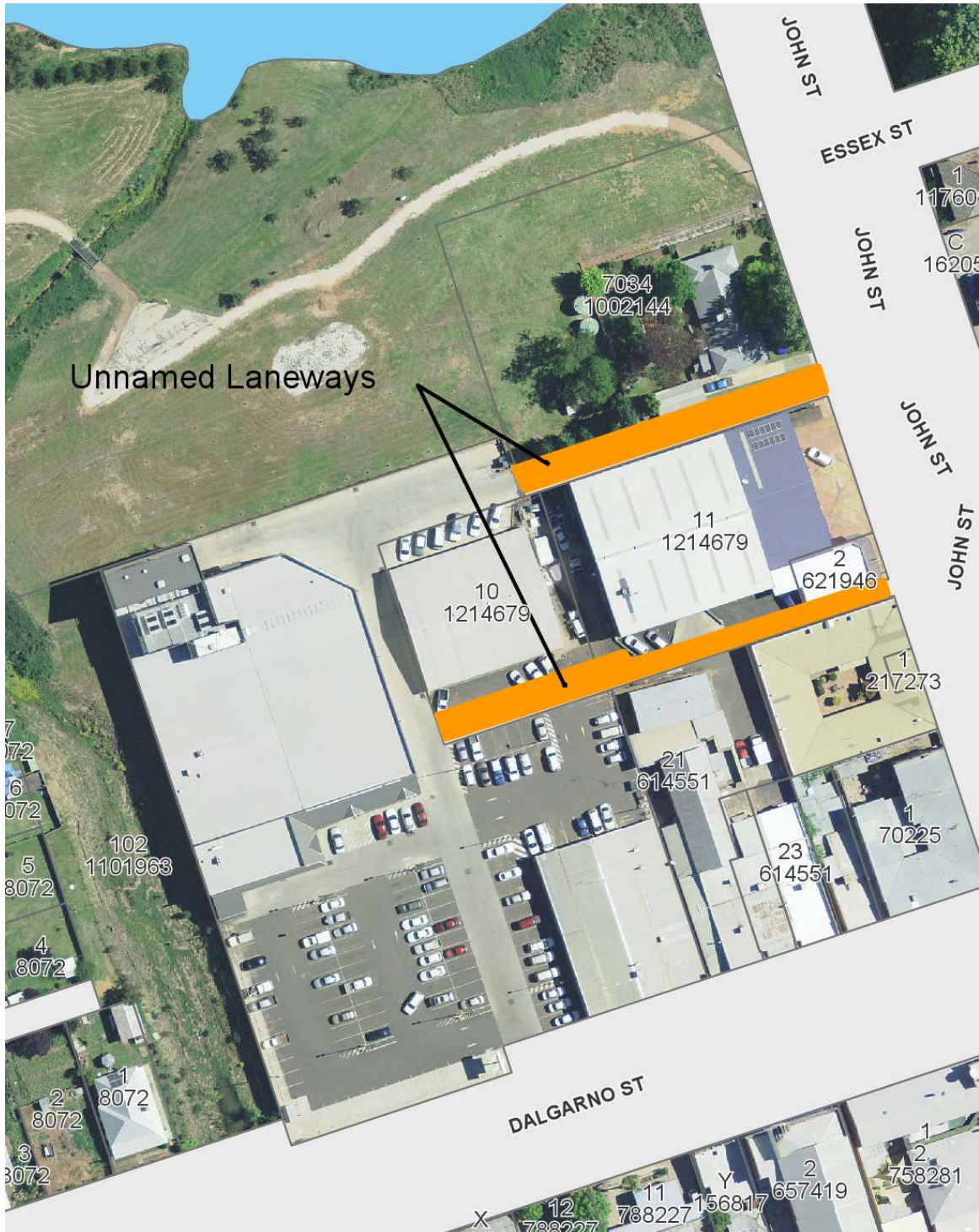
That Council call for submissions for naming of the following laneways:

- Laneways either side of Brains Ford in Coonabarabran.
- Laneway off Bullinda Street and between David Street and Renshaw Street in Binnaway
- Laneway off Central Lane and between Goddard Street and Martin Street in Coolah.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Attachment 1.0 Coonabarabran



WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Binnaway



WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Coolah



WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 30 Connection of Sewer to Camp Cypress

Division:	Technical Services
Management Area:	Water Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Natural Environment
Priority:	NE4 Local natural water resources including waterways and aquifers remain unpolluted

Purpose

The purpose of this report is to provide Council with an update on investigations into the proposal to connect Camp Cypress to the Baradine sewerage system.

Background

Camp Cypress relies on onsite disposal of sewage and the Trust wants Council assistance to connect their system to the town sewerage system.

A presentation was made to Council by the Baradine Showground Trust in July 2016 on the sewerage system at Camp Cypress. More recently, the Trust provided Council with a list of major events that occurred at Camp Cypress in the 2016 calendar year. A copy of that event list has been forwarded to Councillors under separate cover along with a covering letter from the Trust.

Issues

Council engaged a consultant to investigate and design a connection between Camp Cypress and the town system. The Consultant proposed a vacuum pipeline connection in Namoi Street, which takes in a route along Lachlan Street. In effect, the Consultant designed an extension of the existing sewerage system to Camp Cypress. Under this proposal, Council would become responsible for maintenance of the pipeline and the collection tanks, or manholes, within the grounds of Camp Cypress.

The Trust, and Council staff, has made preliminary investigations into another route, one that would provide direct connection between Camp Cypress and the sewage treatment plan, which is commonly known as a pump out system. This more direct route, however involves installation of a pipe line along a series of road corridors that are heavily vegetated. A map showing the location of the proposed pump line is provided in attachment 1.0.

Ownership and management of this proposed pump out system is not clear, for example, who has responsibility for maintenance of the pipe line, the sewer pump(s), and the quality of the effluent being pumped to the treatment plant. Furthermore, more design and investigation is required to determine feasibility of the proposed pipe line route.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Options

Council has discretion in this matter. The vacuum sewer extension option has been designed in detail and construction drawings have been prepared. The cost estimate for the vacuum system option is reasonably well detailed.

Council does not have the benefit of a detailed costed option to construct a pump out system. To support the pump out system proposal the Trust provided Council with indicative costings to purchase materials and install plumbing within the Showground. Not included in these costings are works associated with clearing of trees along the proposed route and installation of the pipeline. However, the Trust has indicated that it may be in a position to provide voluntary labour to excavate, lay and backfill the pipeline.

The length of the proposed pipeline is 2.5km and the route includes 1.2km of Crown Land. Approval from Crown Lands will be required to install infrastructure on Crown Land and furthermore, an environmental assessment on the proposal to clear vegetation will be required.

The reliability of a proposed pump out system should be assessed and given the constant demand for events at Camp Cypress, Council may wish to consider owning and operating a vacuum system connection.

Financial Considerations

There is no budget allocation for the proposal to connect Camp Cypress to the Baradine sewerage system. There is an allocation of \$443,000 in the sewer fund for capital renewal and improvement works, and to date only 10% of that allocation has been expended.

The option to extend the vacuum system to the camp site is estimated to cost around \$240,000.

The indicative cost put forward by the Trust for materials for the pump out system is \$39,200. However, it will be necessary to add the cost of environmental assessment, and the cost of tree removal of trees, to this estimate. It will also be necessary to add the cost of installing the pipe line should voluntary labour no be available as indicated by the Trust. The cost of obtaining an environmental assessment of the road corridor is expected to be around \$20,000.

RECOMMENDATION

That Council undertake further investigations on the feasibility of installing a sewer line along road corridors between Camp Cypress and the sewage treatment plant.

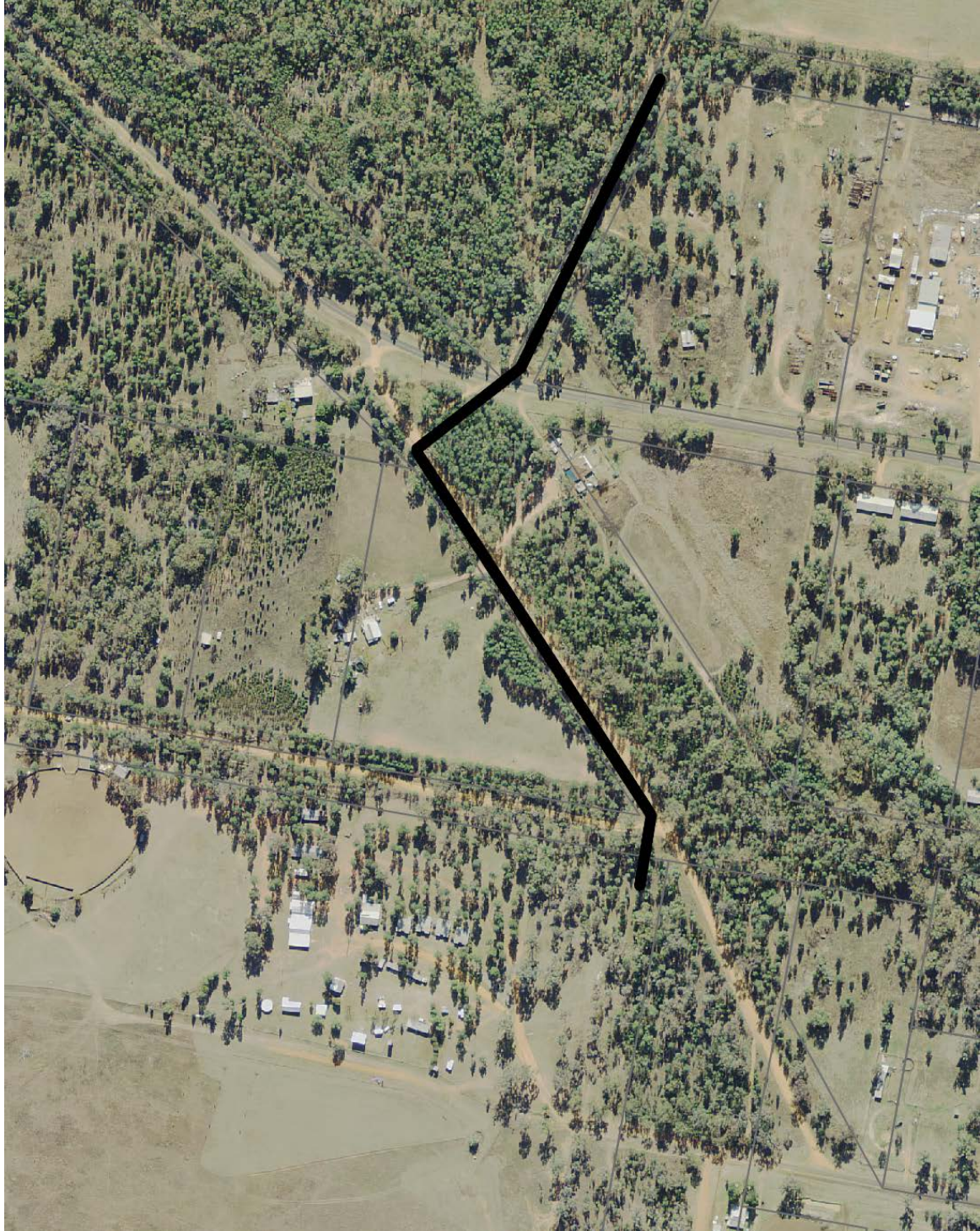
FURTHERMORE a budget allocation of \$20,000 is made for the environmental investigation in 2016/17, which is funded from within the existing allocation for Capital works in 2016/17.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Attachment 1.0 – Location of proposed sewer line connecting Camp Cypress to the Baradine Sewage Treatment Plant.

Southern section



WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Northern section



WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 31 Nominations for Warrumbungle Aerodromes Advisory Committee

Division:	Technical Services
Management Area:	Road Operations
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	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

Council accepted the nomination from four(4) people for membership of the Warrumbungle Aerodrome Advisory Committee on the 16th February 2017. Since then two further nominations have been received, they are;

- Mr Ian Munns (Coonabarabran)
- Mr Grant Piper (Coolah)

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 29th 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.

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

As reported on the 16th February, 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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

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. Council may wish to accept the nomination from Mr Ian Munns as the alternate Coonabarabran delegate.

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 Ian Munns – as an alternate delegate for Coonabarabran
- Mr Grant Piper.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 32 2016/17 Technical Services Works Program – Road Operations, Urban Services & Water Services

Division:	Technical Services
Management Area:	Road Operations & Urban Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	P13 Road networks throughout the Shire need to be safe, well maintained and adequately funded.

Reason for Report

The works program for the technical services division of Council for 2016/17 is presented for information.

Background

The 2016/17 works program including expenditure until the end of February 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 1st July 2016. A list of road maintenance requests and roads scheduled for maintenance over the next two months can also be found in attachment 2.0.

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Attachment 1.0 – Technical Services 2016/17 Works Program

Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
Technical Services	Thu 06/07/17	22,452,798	6,781,244	35%
Asset & Design Services	Thu 29/06/17	75,018	21,520	10%
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%
Road Safety Programme	Thu 29/06/17	16,100	7,604	40%
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	2,000	80%
Fleet Services	Thu 29/06/17	2,774,604	1,063,189	40%
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	40%
Road Operations	Fri 05/05/17	12,099,405	4,655,896	35%
RMS Work Orders	Thu 09/02/17	3,115,000	1,741,478	75%
Heavy Patching	Fri 09/09/16	500,000	790,000	100%
South Merrygoen	Fri 16/12/16	500,000	38,214	15%
Mendooran Widen	Fri 30/09/16	350,000	180,000	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	28,135	30%
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	694,177	100%
Local Roads	Fri 28/04/17	3,708,601	1,539,223	50%
Local Roads reseals	Thu 30/03/17	535,537	291,602	90%
Spring Ridge Road	Thu 30/03/17	218,832	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	4,081	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	14,075	14,075	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%
L R bridges & cwys	Fri 10/03/17	624,998	491,492	80%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
Coonagoony bridge	Fri 30/09/16	330,868	335,950	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	90%
Local Road pavements	Fri 28/04/17	1,911,108	560,105	30%
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	176,621	100%
Beni Xing Rd - safety	Fri 24/03/17	190,060	0	0%
Lawson Park Rd - sealed pave rehab	Fri 31/03/17	150,000	158,994	100%
Local Roads Gravel Resheeting	Thu 30/03/17	636,958	196,024	35%
Box Ridge Rd	Fri 12/08/16	93,561	96,582	100%
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	75%
Munns Rd	Fri 11/11/16	122,727	0	0%
Evans Rd	Mon 20/03/17	55,000	22,665	100%
Forans Lane	Thu 30/03/17	75,000	19,728	100%
Wyuna Rd	Fri 28/10/16	80,000	47,489	50%
Regional Roads	Fri 05/05/17	5,255,804	1,375,195	35%
Regional Roads reseals	Fri 30/12/16	615,891	483,556	100%
Reseals - Regional Roads	Fri 30/12/16	615,891	483,556	100%
Pavement Rehab	Fri 27/01/17	994,000	107,628	30%
Black Stump Way rehab.	Fri 27/01/17	800,000	94,984	10%
Baradine Rd Shlder widening	Fri 09/09/16	169,000	12,644	10%
Intersection Ashby Rd	Fri 05/08/16	25,000	0	0%
Black Spot programme	Fri 16/12/16	1,635,913	410,076	30%
Black Stump Way - Orana Rd	Fri 23/09/16	218,712	62,743	100%
Baradine Rd - Old Baradine Rd	Fri 16/09/16	98,143	137,333	100%
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%
Regional Road Bridges	Fri 05/05/17	2,010,000	373,935	15%
Allison bridge	Fri 05/05/17	2,010,000	373,935	15%
Aerodromes	Fri 01/07/16	20,000	0	0%
Repainting of Coona terminal blding	Fri 01/07/16	20,000	0	0%
Urban Services	Fri 30/06/17	2,593,454	409,905	35%
Parks & Gardens	Thu 01/06/17	138,847	0	0%
Baradine	Thu 04/05/17	33,000	0	0%
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%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
Lions Park - shade renewal	Wed 07/12/16	10,000	0	0%
Binnaway	Thu 02/03/17	20,000	0	0%
Len Guy Park - softfall upgrade	Thu 02/03/17	20,000	0	0%
Coolah	Thu 04/05/17	45,000	0	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%
Coonabarabran	Thu 01/06/17	5,847	0	0%
Timor Rock toilet	Thu 01/06/17	5,847	0	0%
Dunedoo	Fri 07/10/16	35,000	0	0%
Milling Park Irrigation System	Fri 07/10/16	35,000	0	0%
Ovals	Thu 01/06/17	297,000	55,329	10%
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%
Swimming Pools	Fri 14/04/17	165,193	4,309	5%
Baradine	Mon 28/11/16	61,060	1,300	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%
Coolah	Fri 07/04/17	67,000	0	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%
Coonabarabran	Fri 07/04/17	31,133	295	0%
Pool repairs	Thu 06/10/16	11,180	295	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%
Dunedoo	Fri 16/12/16	5,000	2,314	0%
pool improvements	Fri 16/12/16	5,000	2,314	50%
Mendooran	Fri 14/04/17	1,000	400	0%
Upgrades to club room	Fri 14/04/17	1,000	400	0%
Town Streets	Fri 30/06/17	1,992,414	350,267	15%
Baradine	Fri 30/06/17	109,644	39,381	0%
Street reseals	Fri 01/07/16	48,500	378	2%
Namoi St (2000)	Fri 31/03/17	48,500	378	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%
Binnaway	Thu 25/05/17	166,600	9,130	5%
Street reseals	Fri 31/03/17	46,600	4,130	0%
Progress Ass'n - gardens	Mon 03/10/16	5,000	5,000	0%
Bullinda Street, new K & G	Fri 14/04/17	55,000	0	0%
Footpath Rehabilitation	Thu 11/05/17	10,000	0	0%
Shared path - Renshaw St to River	Thu 25/05/17	50,000	0	0%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
Coolah	Fri 30/06/17	503,015	62,324	40%
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	8,949	0%
Footpath rehabilitation	Thu 11/05/17	30,000	3,549	10%
Booyamurra St K&G	Fri 07/04/17	55,000	0	10%
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	5%
Coonabarabran	Thu 08/06/17	723,755	231,945	35%
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	15,531	50%
Street reseals	Fri 31/03/17	118,300	2,899	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	18,182	100%
Street Trees - Cowper	Fri 21/10/16	30,000	0	0%
John Street - asphalt	Mon 28/11/16	10,000	10,400	100%
Drainage - Belar / Merebene	Fri 09/12/16	70,000	0	0%
Edwards Street - shared path	Fri 28/10/16	250,000	60,554	20%
Dunedoo	Fri 09/06/17	442,800	6,890	0%
Street reseals	Fri 01/07/16	54,800	6,890	0%
Talbragar St, Caigan to Bandulla	Fri 31/03/17	54,800	6,890	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%
Mendooran	Thu 08/06/17	46,600	597	0%
Street reseals	Fri 31/03/17	16,600	597	0%
Footpath rehab.	Thu 08/06/17	30,000	0	0%
Warrumbungle Water	Fri 30/06/17	4,284,649	595,840	10%
Baradine	Fri 30/06/17	1,119,722	76,486	5%
Meter replacements	Wed 02/11/16	5,000	110	0%
Mains Narren, Walker to Queen	Wed 31/08/16	80,000	3,527	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	11,113	2%
Binnaway	Thu 25/05/17	517,530	20,385	5%
Meter replacements	Thu 03/11/16	5,000		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	2%
Coolah	Fri 01/07/16	551,396	10,945	5%
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%
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	4,245	2%
Coonabarabran	Fri 30/06/17	1,627,871	403,928	10%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
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	3,195	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	12,127	100%
Raising Timor Dam wall - study	Fri 30/06/17	530,610	230,039	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%
Dunedoo	Thu 29/06/17	53,000	715	0%
Tools	Thu 29/06/17	3,000	0	0%
Main replacement Wargundy st	Tue 07/03/17	50,000	715	0%
Mendooran	Thu 25/05/17	415,130	83,381	5%
mains extension	Fri 14/04/17	30,000	0	0%
Back up bore	Thu 25/05/17	385,130	83,381	20%
Warrumbungle Sewer	Thu 06/07/17	625,668	34,894	0%
Baradine	Thu 06/07/17	10,000	0	0%
Sewage Treat Plant - renewals	Thu 06/07/17	10,000	0	0%
Coolah	Tue 25/10/16	100,000	6,659	0%
Dump site	Fri 30/09/16	0	6,659	100%
Upgrade STP	Thu 29/06/17	50,000	0	0%
Mains relining	Tue 25/10/16	50,000	0	0%
Dunedoo	Thu 29/06/17	82,668	0	0
Upgrade STP	Thu 29/06/17	50,000	0	0%
Main relining	Thu 29/06/17	32,668	0	0%
Coonabarabran	Fri 30/06/17	433,000	28,235	2%
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	165	0%
Upgrade STP	Thu 29/06/17	50,000	0	0%
re-keying sewer sites	Fri 30/06/17	50,000	17,332	50%

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	10
Balmoral	3	1.5
Barney's Reef	3	0.5
Beni Crossing	1	6.4

Unsealed Roads - Completed grading maintenance year to date		
Road Name	Category	Length
Homeleigh	3	3.4
Kanoona	1	1.8
Kerrawah	3	4
Keswick	3	6.1
Lambing Hill	1	1.5
Lawson Park	1	3.3

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Unsealed Roads - Completed grading maintenance year to date		
Road Name	Category	Length
Bingie Grumble	2	2.6
Blackburns	3	1.2
Bolton Creek	2	20
Bourke & Halls	3	11.7
Box Ridge	1	34.5
Box Ridge	1	2.4
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
Eastburns	3	3.1
Evans	2	1
Forans	2	3
Gentle Annie	3	5.6
Gundare	1	2
Heads	3	1.8

Unsealed Roads - Completed grading maintenance year to date		
Road Name	Category	Length
Lincoln	1	3.5
Lockerbie	2	9.6
Mancers	3	9.9
Maranoa	2	5.5
Merebene	3	3
Monks	2	1
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
Uliman	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

Maintenance requests received in December, January & February for unsealed roads
Bellings Rd
Brooklyn Rd
Dennykymine Rd
Dows Ln
Flags Rockedgiel Rd
Gamble Creek Rd
Gentle Annie Rd
Hawkins Lane
Hawkins Rd
Hynds Rd
Kinross Rd
McEvoy's Rd
McGuinness Rd
Merotherie Rd

Unsealed Road - Upcoming Grading Maintenance program
Bellings Rd
Boomley Rd
Flags Rockedgiel Rd
Gentle Annie Rd
Hynds Rd
McEvoy's Rd
Merotherie Rd
Mt Bangalore Rd
Mt Hope Rd
Yarrow Rd

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Maintenance requests received in
December, January & February
for unsealed roads

Mt Hope Rd

Quaker Tommy Rd

Ropers Rd

Salaks Rd

Sansons Ln

Tonniges Rd

Upper Laheys Creek Rd

Wangmans Rd

Unsealed Road - Upcoming
Grading Maintenance program

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 33 Planning Legislation Update

Division:	Development Services
Management Area:	Town Planning
Author:	Town Planner – Ashleigh Stewart
CSP Key Focus Area:	Rural and Urban Development
Priority:	RU1 Land use planning across the shire acknowledges the rural character of the area whilst encouraging ecologically sustainable development.

Reason for Report

To notify Council that the NSW Department of Planning and Environment are making legislative updates to the *Environmental Planning and Assessment Act 1979*.

Background

In 2016, the NSW Department of Planning and Environment commenced consultation with planning stakeholders to devise improvements to the *Environmental Planning and Assessment Act 1979* (the EP&A Act). As a result of this consultation, a number of amendment proposals have been developed, including:

- Community participation: establishing a new part of the Act that consolidates community consultations provisions, and requiring decision-makers to give reasons for their decisions
- Completing the strategic planning framework: through local strategic planning statements, up to date Local Environmental Plans and more consistent and workable Development Control Plans
- Development pathways: changes to the various development pathways and preventing misuse of modifications
- State significant development: through better environmental impact assessment and more effective conditions of consent
- Building provisions: simplified and consolidated building provisions, allowing conditions on construction certificates and ensuring consistency with development approvals
- Elevating the role of design: through new design object in the act, and a Design-Led Planning Strategy
- Enforcement: with the introduction of enforceable undertakings in compliance actions

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

The Department is now seeking stakeholder feedback on the proposals by the end of March 2017. This feedback will inform the preparation of a final Bill for introduction to parliament in early 2017.

Issues

There are several issues for Council in relation to the legislative changes to the Environmental Planning and Assessment Act 1979, which includes the following:

- The Department are proposing to have an online portal where the public can lodge Development Applications, Construction Certificates and Complying Development Applications online. The concern in relation to this is that Council deal with a large proportion of owner builder applicants who do not understand the requirements of what is required for planning and building applications. This as a result will take time away from the Council Officers to assess development applications.
- After the assessment of all development applications it is now proposed that Council officers provide a statement of reasons to the public explaining the reasons why the development was either approved or refused. If the development application is approved or refused by Council it is a requirement that they will need to write a statement of reasons for their decision. Depending on the complexity of the development will depend upon the detail that will be required in the statement of reasons. This could cause legal issues for Council as what is provided in the statement of reasons to the public could be used against Council in court proceedings.
- Councils *Local Environmental Plan (LEP)* is proposed to be reviewed every 5 years. The outcomes of this review will be required to go to the planning minister. To a certain extent this will be a positive thing as Council can make sure that our LEP is always up to date and relevant with current changes within the Shire, however, this will also result in additional costs for Council every 5 years and will require a significant amount of time to be dedicated by Council Officers to review the LEP.
- It is proposed that Building Certifiers can no longer issue interim occupation certificates for construction certificates and complying development certificates. Instead it will be a requirement for an occupation certificate to be issued for each stage of the development.

Options

Nil

Financial Considerations

Nil

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

RECOMMENDATION

That a submission to be made on behalf of Council to the NSW Department of Planning and Environment in relation to the following issues that will affect Council:

- The 'online portal' that will allow Development Applications, Construction Certificates and Complying Development Applications to be lodged online by the public will increase the work load for Council assessing officers;
- A 'statement of reasons' to be provided with all development applications may have legal implications on Council;
- The renewal of Council's *Local Environmental Plan (LEP)* every 5 years will result in financial and work load implications;
- The removal of interim occupation certificates will mean that it will be unclear to the owners and Council as to when the development has been finalised with a final occupation certificate.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 34 Coonabarabran Administration Building & Swimming Pool – Storm Damage

Division:	Development Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	P15 Council manages its assets and infrastructure to meet the agreed service levels

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 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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

An email received on Wednesday 4th 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 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 7th 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

N/A

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.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

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 future storm events, as advised by the structural engineer engaged in 2016, and to meet BCA requirements.

RECOMMENDATION

For Councils Information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 35 Baradine Hall Outstanding Resolution 223/1516

Division:	Development Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Community and Culture
Priority:	CC3 Our shire is home to vibrant arts and cultural life of the shire is promoted and supported as an essential aspect of community well-being.

Reason for Report

To update Council on progress of a Council Resolution that is over 12 months old.

Background

At the ordinary Council Meeting of March 2016, as part of a business paper on the minutes of the Baradine Hall 355 Committee meeting it was resolved that Council would remove and replace the trees at the front of the Baradine Hall with like and an appropriate irrigation system be installed. It was also resolved that Warrumbungle Shire Council to supply the Baradine & District Progress Association a draft MOU/Licence for management of the hall.

Issues

With regards to the trees and irrigation, the hall finished being renovated in December 2016 and since then the staff required to remove and replace the trees plus install an irrigation system have been on extended leave. The pine trees have been ordered and the irrigation installation is scheduled into the upcoming works programme.

The issue of a draft MOU/Licence for the Baradine & District Progress Association has been put on hold until the property has been fully acquired by Warrumbungle Shire Council as resolved in the ordinary Council meeting of September 2016 (resolution 65/1617).

Options

Council has the option to continue with finalising resolution 223/1516.

Financial Considerations

Cost for the replacement of the trees and irrigation will come out of the current budget for Baradine Hall.

RECOMMENDATION

That Council resolve to continue with the goal to remove and replace the trees at the front of the building with like and that an appropriate irrigation system is installed to stop the new trees from suffering from lack of water **FURTHERMORE**, that Warrumbungle Shire Council to supply the Baradine & District Progress Association a draft MOU/Licence for management of the hall when acquisition of Lot 2, Section 23, Deposit Plan 758051 is completed as resolved in 65/1617.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 36 Contaminated Land Policy Review

Division:	Development Services
Management Area:	Regulatory Services
Author:	PA to Director Development Services – Kelly Dewar
CSP Key Focus Area:	Local Government and Finance
Priority:	GF4 Council's governance practices and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

Reason for Report

Council is currently undertaking a review of all Strategic Policies to ensure their relevance and current status.

Background

Council's current Contaminated Lands Policy was endorsed on 19 March 2016 (**Resolution No 278/1415**). An internal review was conducted on 1 April 2016 to include the Central NSW Regional Contaminated Land Policy as an Associated Document.

Issues

As part of the policy review currently being undertaken, Council has an opportunity to review the Contaminated Lands Policy.

Options

Council can either accept the current policy as is or accept the policy with modifications.

Financial Considerations


Nil

RECOMMENDATION

That Council endorses the following Contaminated Lands Policy and it be included in Council's Strategic Policy Register.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

	Contaminated Land Policy
	Strategic

Purpose

The purpose of this Policy is to provide a framework to assist Council, residents and proponents of current and proposed development to respond positively and proactively to contaminated land based hazards and risks, both past and present. The objectives of this Policy will aim to ensure compliance with the requirements of the *Contaminated Land Management Act 1997*, *State Environmental Planning Policy (SEPP) 55 – Remediation of Land 2005*, *Managing Land Contamination: Planning Guidelines 1998* and the *Central NSW Regional Contaminated Land Policy*.

Objectives of the Policy

The objectives of this Policy are:

- To maintain a database of contaminated or potentially contaminated land and any information on remediation, abatement, or site audits of work on contaminated land undertaken in the Warrumbungle Shire Council area.
- Provide information to support decision making and to inform and liaise with the community
- Ensure that appropriate consideration of contamination issues is made during the rezoning and development assessment process.
- Ensure that changes to land use will not increase the risk to health or the environment.

Policy Scope

This policy applies to Councils Development Services Department and will be referenced in planning decisions for all contaminated or potentially contaminated land parcels within the shire area.

Background

This Policy forms the basis for the management of land, which is either contaminated or potentially contaminated, within the Warrumbungle Local Government Area.

The management of contaminated land is a shared responsibility between Office of Environment & Heritage (OEH) (which includes the Environment Protection Authority (EPA), the Department of Planning and Infrastructure (DP&I) and Council. The EPA is the regulatory arm of OEH.

Under the Contaminated Land Management Act, the EPA regulates contaminated sites that pose a significant risk of harm to human health or the environment.

The EPA:

- Regulates the appropriate investigation and clean-up of significantly contaminated land;

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

- Administers the NSW site auditor scheme under Part 4 of the Contaminated Land Management Act;
- Makes or approves guidelines for use in the assessment and remediation of contaminated sites;
- Administers the public record of regulated sites under the Contaminated Land Management Act.

Contaminated or potentially contaminated sites that are not regulated by the EPA will be managed by Warrumbungle Shire Council through land use planning processes, ie., SEPP 55, Warrumbungle LEP 2013.

Under the provisions of this policy, Warrumbungle Shire Council has adopted a framework to manage those sites which are contaminated or potentially contaminated, that do not pose an unacceptable risk to human health or the environment under its current or approved use. The planning and development process will determine what remediation or abatement is required to ensure the land is suitable for a different use. It is important to note that this policy is a land-based policy only.

Part 7A of the Environmental Planning and Assessment Act 1979 (EP&A Act) provides that planning authorities who act substantially in accordance with the SEPP 55 Guidelines are taken to have acted in good faith when carrying out planning functions.

Definitions

Refer to definitions as provided in the attached *Central West Regional Contaminated Land Policy*.

Policy Statement

6.1 Database of Contaminated or Potentially Contaminated Land

Council will develop and maintain a database of contaminated or potentially contaminated land within the local government area. Development of this database will be assisted by a community engagement program to identify contaminated or potentially contaminated land not known to Council. This database may not be a complete list, and will only identify properties known to Council which have a history of contamination, or that have been associated with uses that may have resulted in contamination. Persons should also make their own enquiries or investigations into whether land is contaminated, or potentially contaminated. The Database will also record details of any site remediation or abatement that has been undertaken, validation records, and audits of remediation work. Information regarding individual properties will be located in Council's Database. Any enquiries associated with a property should be checked against information contained within the Council Database.

6.2 Council's Decision Making Process

In determining all rezoning and development applications, Council must consider the possibility of land contamination and the implications it has for any proposed or permissible future uses of the land. A precautionary approach will be adopted as outlined in the attached *Central NSW Regional Contaminated Land Policy* to ensure that any land contamination issues are identified and dealt with early in the planning process.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

6.3 Section 149 Planning Certificates

Section 59(2) of the Contaminated Land Management Act prescribes certain matters to be specified in a section 149(2) planning certificate as noted in the attached Central NSW Regional Contaminated Land Policy.

Responsibilities

Development Services

Associated Documents

This policy should be read in conjunction with the following:

- *Contaminated Land Management Act 1997*
- *Contaminated Land Management Regulation 2013*
- *Environment Planning and Assessment Act 1979*
- *Environment Planning and Assessment Regulation 2000*
- Central NSW Regional Contaminated Land Policy

Getting Help

Position: Manager Regulatory Services
Department: Development Services

Position: Town Planner
Department: Development Services

Position: Environment and Health Officer
Department: Development Services

Version Control

Review Date:

Staff Member Responsible for Review:

Policy Name	Action	Resolution No.	Date
Contaminated Land Policy	<i>Adopted</i>	278/1415	19 March 2015
Contaminated Land Policy	<i>Review</i>		1 April 2016

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

Item 37 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: RU4 The attractiveness appearance and amenity of our towns and villages need to be improved

Development Applications

(i) Approved – February 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
DA70/2016	4/11/2016	17/02/2017	Rowan Pettet & Trent Pettet	70 Binnia Street	COOLAH	New Garages/Sheds - Residential	1
DA72/2016	8/11/2016	8/02/2017	Monteath & Powys Pty Ltd	Tipaminka 1151-1275 Brooks Road	BINNAWAY	New Subdivision	55
DA76/2016	2/12/2016	24/02/2017	MD Designs	36 McEvoy's Road	GOOLHI	New Single Storey Dwelling	58
DA79/2016	7/12/2016	13/02/2017	Warrumbungle Shire Council	Binnia Street	COOLAH	Removal of UPSS	0
DA80/2016	7/12/2016	13/02/2017	Warrumbungle Shire Council	Darling Street	BARADINE	Removal of UPSS	0

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 March 2017

DA81/2016	7/12/2016	13/02/2017	Warrumbungle Shire Council	Dalgarno Street	COONABARABRAN	Removal of UPSS	0
DA82/2016	7/12/2016	13/02/2017	Warrumbungle Shire Council	Bolaro Street	DUNEDOO	Removal of UPSS	0
DA87/2016	23/12/2016	23/02/2017	Taylor Made Buildings	47 Charles Street	COOLAH	New Installation of Manufactured Home	26
DA5/2017	15/02/2017	24/02/2017	Paul Chapman	Elquana 189 Timor Road	COONABARABRAN	New Swimming Pool	1
CDC3/2017	14/02/2017	22/02/2017	Colin Jenkins & Sandra Binns	Coolabah Estate 145 Lawnside Drive	MENDOORAN	New Verandah/Deck - Residential	0
CDC4/2017	14/02/2017	21/02/2017	Picton Bros Investments	Ukebung 1061 Dennykymine Road	MERRYGOEN	New Patio	0

***Development from the January 2013 Wambelong Bushfires**

RECOMMENDATION

That Council note the Applications and Certificates Approved, during February 2017, under Delegated Authority.