



# **Warrumbungle Shire Council**

**Council meeting**

**Thursday, 18 May 2017**

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

**commencing at 8.30 am**

## ***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

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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**NOTICE** is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 18 May 2017 at the Council Chambers, Binnia Street, Coolah commencing at 8.30 am

# **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 for Next Meeting

**Reports to be considered in Closed Council**

Item 1C NSW Rural Fire Headquarters

Item 2C Mayoral Report

Item 3C Waste Management

Item 4C Aged Debtor Account Write Off

Item 5C Queen's Baton Relay – Selection of Council Selected Batonbearer

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

# **WARRUMBUNGLE SHIRE COUNCIL**

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

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

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

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

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

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

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

# WARRUMBUNGLE SHIRE COUNCIL

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# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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### Item 1 Mayoral Minute – Records Management for Councillors

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

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### Reason for Report

To update and advise Councillors of their responsibilities under the State Records Act 1998. Information provided in this report is compiled from information provided in the following documents:

- NSW State Archives and Records - Councillors – Sample Records, Management Policy, Procedures, leaflets and templates;
- NSW State Archives and Records - Sample Records, Management Policy and Procedures for Councillors;
- NSW State Archives and Record – ‘What have records got to do with me’.

Councillors must make and keep full and accurate records of their official activities and the regulatory and best practice requirements they are expected to meet when undertaking duties on behalf of Council. This will assist in improving accountability and provides for transparent decision-making.

### Background

*A State Record is ‘any record made and kept or received and kept, by any person in the course of official functions in a public office, or for any purpose of a public office, or for the use of a public office’ (section 3(1) State Records Act 1998).*

*A Council is identified as a public office under section 3(1) of the Act. Councillors are subject to the Act when they create or receive ‘State Records’ while undertaking business on Council’s behalf. Councillors are not subject to the Act when conducting personal business or business that is unrelated to their role as Councillors.*

*Examples of State records include (but are not limited to);*

- *correspondence, including emails, regarding building and development matters*
- *a petition received from a community group*
- *declarations concerning a Councillor’s pecuniary interests*
- *speech notes made for addresses given at official Council events and*
- *complaints, suggestions or enquiries by rate payers about Council services*

*Examples of records that are not State Records*



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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*Conversely, records which are created, sent or received by Councillors when they are **not** discharging functions of Council are **not** considered to be State Records for the purposes of the State Records Act 1998.*

*Examples of records that are not State records include (but are not limited to);*

- *records relating to political or electoral issues eg lobbying for votes, supportive emails from members of the community regarding elections or political stances*
- *communications regarding matters of personal/general interest rather than Council interest eg information from environmental or other interest groups not specific to issues being considered by Councillors or Council*
- *records relating to attendance at sports functions, church fetes, community functions when the Councillor is not representing Council*
- *personal records of councillors such as personal emails, character references for friends, nomination for awards, letters to local newspapers etc that are not related to Council business.*

*Records are a vital asset to Council. Many records created and received by Councillors have the potential to:*

- *support the work of Councillors and Council's program delivery, management and administration*
- *help Councillors and Council to deliver customer services in an efficient, fair and equitable manner*
- *provide evidence of Councillor's actions and decisions and establish precedents for future decision making and,*
- *protect the rights and interest of the Council, Councillors and its clients and rate payers.*

*Councillors should create and capture full and accurate records of any significant business undertaken in the course of their official duties for Council. Significant business can include:*

- *providing advice, instructions or recommendations*
- *drafts of documents for Council containing significant annotations or submitted for comment of approval by others*
- *correspondence received and sent relating to their work undertaken for Council.*

*Council is responsible for:*

- *creating and capturing records of Council or committee meetings where the Council is secretary*
- *capturing any State records it sends to Councillors regarding Council business.*

*A small percentage of records created and received by Councillors will become archives, part of the cultural resources of the State*

### **Issues**

*In creating records, Councillors will need to ensure that the essential information is recorded. Details of significant advice, commitments etc made during telephone or verbal conversations, or via SMS should be recorded (e.g. time, date, parties involved, summary of discussion, commitments, advise give etc and reasons for them).*

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*Notes in Councillor's diaries are generally not adequate where there are record keeping requirements: they should be converted into a formal file note. These records should be made **as soon as possible** after the event to ensure the information is accurate.*

*Records of Council business that are created or received by Councillors (with the exception of those sent from Council as they are already captured) should be saved into the official Council recordkeeping systems as soon as it is practicable so that Council can assist with their long term management.*

*Confidential conversations/correspondence must still be recorded and registered into Council recordkeeping systems if they refer to council business. There are policies and security controls in place to ensure these records have limited access, but these records may still need to be produced under relevant legislation, eg subpoena or the Government Information (Public Access) Act 2009.*

### **Options**

Council creates a record management policy and procedure for Councillors providing templates for file notes, memos etc.

### **Financial Considerations**

Nil.

### **RECOMMENDATION**

That Councillors comply with the State Records Act by creating and capturing full and accurate records of any business undertaken in the course of their official duties for Council and, commencing in June 2017, provide to each Ordinary monthly Council meeting a complete log of the following:

- *providing advice, instructions or recommendations;*
- *drafts of documents for Council containing significant annotations or submitted for comment of approval by others;*
- *correspondence received and sent relating to their work undertaken for Council;*
- *correspondence, including emails, regarding building and development matters;*
- *a petition received from a community group;*
- *declarations concerning a Councillor's pecuniary interests;*
- *speech notes made for addresses given at official Council events, and*
- *complaints, suggestions or enquiries by rate payers about Council services.*

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **Item 2 Minutes of Ordinary Council Meeting – 20 April 2017**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Administration and Executive Assistant to the General Manager – Glennis Mangan (minutes) and Administration Officer – Tracy Cain (minutes)
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

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**PRESENT:** Cr Peter Shinton (Chairman), Cr Brady, Cr Capel, Cr Clancy, Cr Doolan, Cr Hill, Cr Lewis and Cr Todd, General Manager (Steve Loane), Director Corporate and Community Services (Michael Jones), Director Technical Services (Kevin Tighe) and Director Development Services (Leeanne Ryan).

**In attendance:** Manager Administration and Executive Assistant to the General Manager – Glennis Mangan (minutes) and Administration Officer – Tracy Cain (minutes)

**APOLOGIES:** Cr Iannuzzi

**226/1617 RESOLVED** that the apologies of Councillor Iannuzzi be accepted.

**Capel/Brady**  
**The motion was put and carried by majority**

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

Nil

### **FORUM**

**8.33 am**

Donna Burton from the Coonabarabran Chamber of Commerce addressed Council in relation to small businesses and shopping locally.

### **REPORTS**

**Item 1 Minutes of Ordinary Council Meeting – 16 February 2017**

**227/1617 RESOLVED** that the resolutions contained in the Minutes of the Ordinary Council meeting held on 16 February 2017 be endorsed.

**Capel/Brady**  
**The motion was put and carried by majority**

**8.37 am**

Cr Ray Lewis joined the meeting.

**Business Arising from Minutes of Ordinary Council Meeting – 16 February 2017**

It was noted that the minutes of the February Ordinary Council meeting were not previously endorsed at the March Ordinary Council meeting and that the Resolutions were required to be ratified at the April Ordinary Council meeting.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **Item 2 Minutes of Ordinary Council Meeting – 16 March 2017**

**228/1617 RESOLVED** that the resolutions contained in the Minutes of the Ordinary Council meeting held on 16 March 2017 be endorsed.

**Capel/Doolan**

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

### **Item 3 Minutes of Traffic Advisory Committee Meeting held on 23 March 2017**

#### **229/1617 RESOLVED**

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held at Coonabarabran on 23 March 2017.
2. That 'Bus Route' signs be installed on Tooraweenah Road from Mendooran to Yarragrin Bridge, subject to confirmation of bus route extent, **FURTHER** that reminder signs be included.
3. That the request by Coona Can Do to close Bingie Grumble Road, Coonabarabran on Sunday, 14 May 2017 to conduct the Mother's Day Classic Fun Run/Walk event not be approved, **FURTHER** that Council enter into discussions with the group.

**Capel/Hill**

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

### **Item 4 Minutes Bushfire Appeal Advisory Panel – 7 March 2017**

#### **230/1617 RESOLVED**

1. That Council endorse the recommendations of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 7 March 2017.
2. The following amounts were decided by consensus to be dispersed as Phase 1 funding:
  - \$40,000 to BlazeAid to cover catering costs for Volunteers
  - \$10,000 to be allocated to potable water program being for the cartage, water is supplied by Council at no cost.
  - \$20,000 to be reserved for Community renewal
3. The remaining \$37,282.58 to be allocated at the next meeting to partner agencies to be used for any emerging needs.

**Hill/Brady**

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

### **Item 5 Minutes of the Consultative Advisory Committee Meeting – 7 March 2017**

**231/1617 RESOLVED** that Council notes the Minutes of the Consultative Advisory Committee meeting held 7 March 2017 in Coonabarabran.

**Clancy/Todd**

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

### **Item 6 Minutes of Local Emergency Management Committee Meeting – 20 February 2017**

**232/1617 RESOLVED** that Council notes the minutes from the Local Emergency Management Committee held on 20 February 2017 at Coonabarabran.

**Clancy/Hill**

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

### **Item 7 Weight of Loads Group – Meeting March 2017**

**233/1617 RESOLVED** that minutes from the North West Weight of Loads Group meeting held on the 6 March 2017 are noted.

**Todd/Clancy**

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

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **Item 8 Economic Development and Tourism Advisory Committee Meeting Minutes – 30 March 2017**

#### **234/1617 RESOLVED**

1. That Council accepts the Minutes of the Economic Development and Tourism Advisory Committee meeting held on 30 March 2017 at Binnaway.
2. That once the advertising contract for the Dubbo Airport completes, the WSC withdraw from further promotion.
3. That Council endorses decision to purchase advertising on 2UE at \$1390 and **FURTHERMORE** recommends that advertising be funded from the Mayors Bushfire Appeal or the Office of Emergency Services Management.
4. That the promotions budget for 2017-18 EDT be increased to \$100,000 to fulfil expectations of the wider community.
5. That Sue Brookhouse be engaged to hang the SSO Astrophotography Exhibition at \$25/hour.
6. That Council agrees to the purchase of advertising in Discover Central West for a 12 month period.
7. That the VIC proceed with the purchase of 10,000 pad maps at \$1500 - funded from TP Budget – Contracts.
8. That the VIC proceed with purchase of 1,000 brown craft bags - funded from TP Budget – Advertising.
9. That CMCC be notified immediately of the Noogoora Burr at Billy Kings Creek.
10. That DTS be notified urgently regarding the need to address the dredging and clearing of crossings at Billy Kings Creek to allow waterflow.
11. That the roadside vegetation be assessed particularly the regrowth of suckers.
12. That condition of fire damaged trees on Timor Road be investigated and removed.

**Capel/Clancy**

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

### **Item 9 Minutes from the Castlereagh Macquarie County Council Meeting**

Received.

**A motion was moved by Councillor Clancy** that Council conduct a review into Council's membership with Castlereagh Macquarie County Council.

**The motion lapsed for want of a seconder.**

### **Item 10 Health/Medical Council Committee**

**235/1617 A motion was moved by Councillor Clancy seconded by Councillor Todd** that Council establish a Health/Medical Council committee to respond and report all matters of Health concerns. **FURTHERMORE**, membership of this committee should be drawn from Councillors.

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

**9.47 am**

Cr Brady left the room.

**9.49 am**

Cr Brady re-joined the meeting.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **Item 11 Inspection of Dunedoo Medical Centre**

**236/1617 A motion was moved by Councillor Clancy seconded by Councillor Todd** that an inspection of the Dunedoo Medical Centre be facilitated for all Councillors to establish future expansion and upgrade of the centre. **FURTHERMORE**, that Council's Manager Property and Risk and Project Manager be present at the meeting to provide any advice needed for the Tenant. **The motion was put and carried by majority**

**237/1617 A motion was moved by Councillor Hill seconded by Councillor Doolan** that Councillors visit the Mendooran Community Centre prior to inspecting the Dunedoo Community Centre.

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

### **Item 12 3000 Litre Skip Bins**

**238/1617 A motion was moved by Councillor Todd seconded by Councillor Clancy** that all steel 3,000 litre skip bins be returned to the Coolah, Dunedoo, Binnaway, Mendooran, Ulamambri and Baradine Waste Management sites immediately. **FURTHERMORE**, that tenders or quotes be called for the provision of skip bins, and that Warrumbungle Waste (WSC) submit a bid. **The motion was put and carried by majority**

#### **10.02 am**

Presentation of 2<sup>nd</sup> Team Staff Excellence in Achievement Award to Warrumbungle Waste and Recycling Team.

#### **10.07 am**

Presentation of Local Government Excellence Award to the Community Development Coordinator Program.

#### **10.11 am**

**239/1617 RESOLVED** that standing orders be suspended to break for morning tea.

**Todd/Brady**

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

#### **10.41 am**

**240/1617 RESOLVED** that standing orders be resumed.

**Todd/Brady**

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

### **Item 13 Current Zoning Rules - LEP**

**241/1617 A motion was moved by Councillor Doolan seconded by Councillor Todd** that a workshop be held in the near future and a report be prepared for Council outlining the current zoning rules that govern if a block of land has a building entitlement, and what impacts will arise if the LEP is changed to allow the construction of dwellings on blocks smaller than the current minimum size.

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

### **Item 14 Building Entitlements**

**242/1617 A motion was moved by Councillor Lewis seconded by Councillor Todd** that Council immediately start a review of LEP in regards to lot size rural blocks. **FURTHERMORE**, that a process be started to extinguish native titles in villages to enable development.

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

### **Item 15 Cost Analysis of Coolah Showground and Dunedoo Aged Care Unit Projects**

**243/1617 A motion was moved by Councillor Lewis seconded by Councillor Todd** that Council provide a public statement on the cost analysis of the Coolah Showground work & Dunedoo Aged Care Unit projects at request of constituency.

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

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 16 Council Resolutions Report April 2017**

Received.

### **Business Arising from Council Resolutions Report April 2017**

Resolution No 171/1617 of 16 February 2017 - Item 16 Notice of Motion, Warrumbungle Quarry. Status to be amended to 'In Progress'.

### **Item 17 Monthly Report from Human Resources – April 2017**

Received.

### **Item 18 Second Quarter Excellence in Achievement Award**

**244/1617 RESOLVED** that Council approve MANEX's nomination of the Warrumbungle Waste and Recycling Team as winners of the 2nd Team Staff Achievement Award to be presented at this meeting.

**Capel/Clancy**

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

### **Item 19 Global Financial Crisis (GFC) Impact on Council Investments**

Received.

### **Item 20 Internal Committees**

#### **245/1617 RESOLVED**

- a) That Council adopts the motion that only Councillors may have voting rights at internal committees of Warrumbungle Shire Council and that the WSC Code of Meeting Practice be updated to reflect this.
- b) That Council reject the motion 'That Councillors attending internal committee by telephone or video are able to vote and participate as though they were present in person' because it is deemed to be unlawful and in conflict with Local Government Act 1993 No 30 and Clause 235 of the Regulation.

**Clancy/Lewis**

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

### **Item 21 Mendooran Water Augmentation Scheme Loan Options**

**246/1617 RESOLVED** that Council adopts Option 1 regarding the Mendooran Water Augmentation Scheme repayment time frame.

Option 1, being to spread the existing charge over an additional 2 years (7 remaining years in total) thereby reducing the annual charge on Mendooran residents.

This would decrease the water access charges levy for Mendooran users from approximately \$431 to \$295 per annum.

**Hill/Capel**

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

**247/1617 A motion was moved by Councillor Clancy seconded by Councillor Brady** that all options regarding the Mendooran Water Augmentation Scheme repayment time frame be evaluated by IPART seeking a determination on what Council is permitted to do under their guidelines.

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

### **Item 22 NSW Local Government Excellence Awards**

Received.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 23 Bank Reconciliation for the Month Ending 31 March 2017**

**248/1617 RESOLVED** that Council accept the Bank Reconciliation Report for the month ending 31 March 2017.

**Clancy/Hill**

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

### **Item 24 Investments and Term Deposits for the Month Ending 31 March 2017**

**249/1617 RESOLVED** that Council accept the Investments Report for the month ending 31 March 2017.

**Clancy/Capel**

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

### **Item 25 Rates Report for Month Ending 31 March 2017**

Received.

### **Item 26 Summary of 2015/16 Triple Bottom Line Performance Report for Council's Water Supply and Sewerage Schemes**

Received.

### **Item 27 2016/17 Technical Services Works Program – Road Operations, Urban Services & Water Services**

Received.

### **Item 28 Bush Fire Recovery Assistance**

#### **250/1617 RESOLVED**

1. That Council waive Development Application, Construction Certificate, Inspection and Section 94A fees for those residents who meet all of the following criteria:
  - (a) Have lost their principle place of residence and they meet the LEP requirements that allow construction of a dwelling on that property.
  - (b) Insurance held does not cover the payment of approval related fees.
  - (c) The property has been confirmed by Council to have been destroyed by the February 2017 Sir Ivan fire.
  - (d) That the supplementary vote be referred to the next QBRS meeting.
2. That Council waive tipping fees for receipt of friable asbestos generated by the Sire Ivan Fire and funded by Office of Emergency Management (OEM).

**Doolan/Capel**

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

### **Item 29 Plan of Management – Community Land**

**251/1617 RESOLVED** that Council formally adopt the Warrumbungle Shire Council Plan of Management for Community Land 2016.

**Capel/Hill**

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

### **Item 30 Compulsory Acquisition of Land – Visitor Information Centre Car Park**

**252/1617 RESOLVED** that Council continues the acquisition as resolved previously via Resolutions 123/1213, 217/1314, 312/1415 and 277/1516.

**Capel/Lewis**

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

### **Item 31 Development Applications**

Received.



# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 32 Questions for Next Meeting**

Received.

**12.05 pm**

**253/1617 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.

**Brady/Doolan**

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

**12.21 pm**

**254/1617 RESOLVED** that Council move out of closed Committee.

**Brady/Capel**

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

**12.07 pm**

Councillor Hill left the meeting.

**12.12 pm**

Kevin Tighe left the room.

**12.14 pm**

Kevin Tighe re-joined the meeting.

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

### **Item 1C Waste - Information Report**

Received.

There being no further business the meeting closed at 12.22 pm.

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**CHAIRMAN**

### **RECOMMENDATION**

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 20 April 2017 be endorsed.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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### Item 3 Minutes of Extraordinary Council Meeting – 2 May 2017

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Administration and Executive Assistant to the General Manager – Glennis Mangan (minutes) and Administration Officer – Tracy Cain (minutes)
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

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

**In attendance:** Manager Administration and Executive Assistant to the General Manager – Glennis Mangan (minutes) and Administration Officer – Tracy Cain (minutes)

**APOLOGIES:** Cr Brady

**255/1617 RESOLVED** that the apologies of Councillor Brady be accepted.

**Todd/Hill**

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

### **The Mayor called for individual Declarations of Pecuniary Interest and Non Pecuniary Interest:**

Cr Capel - No  
Cr Clancy - No  
Cr Iannuzzi - No  
Cr Doolan – No  
Cr Lewis - No  
Cr Hill - No  
Cr Todd – No  
Cr Shinton - No

**8.34 am**

**256/1617 RESOLVED** that:

- (a) Council go into closed committee to consider a personnel matter and 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)(a) and (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.

**Capel/Iannuzzi**

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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9.20am

257/1617 RESOLVED that Council move out of closed Committee.

Iannuzzi/Hill

The motion was put and carried by majority

**Item 1E Council's dealings with ICAC since the election of this Council in September 2016**

All documents requested were provided "in confidence". This matter was discussed "in confidence" and no resolution was determined.

There being no further business the meeting closed at 9.20 am.

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**CHAIRMAN**

**RECOMMENDATION**

That the Minutes of the Extraordinary Council meeting held on 2 May 2017 be endorsed.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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### Item 4 Minutes of Traffic Advisory Committee Meeting – 27 April 2017

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

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**PRESENT:** Cr Peter Shinton (Chair), Ms Sharon Grierson (RMS), Senior Constable Steven Chaplin (NSW Police Force), Inspector David Maher (NSW Police Force), Mr Colin Harper (Minister's Representative), Mr Kevin Tighe (Director Technical Services), Mr Bikram Joshi (Manager Asset & Design) and Ms Cheyenne O'Brien (RSO).

**APOLOGIES:** Ms Jackie Barry (RMS)

Chaplin/Harper

**IN ATTENDANCE:** Ms Jennifer Maundrell (Minute Taker)

#### **CONFIRMATION OF MINUTES**

**27/1617 RECOMMENDED** that the Minutes of the Traffic Advisory Committee meeting held on Thursday, 23 March 2017 be confirmed.

Shinton/Grierson

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

- Naming of Laneways – Call for Submissions for the naming of laneways including the laneway north and south of Brains Ford, Coonabarabran has been advertised.
- Bicycle Racks in Front of the Library in John Street, Coonabarabran – further investigation into feasible sites for bicycle racks required before speaking with the Bicycle User Group.
- No 1 Break Road – NPWS requires a resolution from the Traffic Advisory Committee to erect signs. Discussion was held regarding weight limits on roads. Further investigation required.

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.
- Installation of 'Bus Route' signs on Tooraweenah Road from Mendooran to Yarragrin Bridge.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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Inspector David Maher left the meeting at 10.25 am.

### AGENDA ITEMS

- a) Baradine Junior Sports Club – Request for Partial Road Closure of Darling Street Between Masman Street and Walker Street During Home Games in the 2017 Season.

**28/1617 RECOMMENDED** that application by the Baradine Junior Sports Club to close Darling Street, between Masman Street and Walker Street, and Masman Street near the Netball Courts on the following dates for the Club's Junior League and Netball Competition be approved subject to compliance with Council's Road Closure Policy.

- 1 April 2017
- 22 July 2017
- 5 August 2017
- 26 August 2017

**Chaplin/Harper**

- b) Australian Government Mobile Service Centre – Parking Request in Dunedoo, Binnaway and Coolah, 6-8 June 2017.

**29/1617 RECOMMENDED** that approval be given to the Australian Government to park its Mobile Service Centre in the following locations and dates, **FURTHER** that the applicant will need to assess the suitability of each site.

- Bolaro Street, Dunedoo (opposite the Old Bank Building), 6 June 2017, 10.00 am to 4.00 pm;
- Renshaw Street, Binnaway (near Len Guy Park), 7 June 2017, 9.30 am to 4.00 pm;
- Binnia Street, Coolah (in front of Council Chambers), 8 June 2017, 9.00 am to 3.00 pm.

**Harper/Shinton**

- c) Coona-Can-Do – Revised Event Site and Route for Mother's Day Classic Fun Run/Walk Event on Sunday, 14 May 2017.

**30/1617 RECOMMENDED** that application by the Coona-Can-Do Committee to conduct a fun run/walk, including closure of the Horseley Street Weir, on Sunday, 14 May 2017 is approved subject to the following conditions:

- A Traffic Control Plan is prepared for the event;
- The event is covered by public liability insurance;
- Consultation/debrief is held with the Coona-Can-Do Committee after the event.

**Harper/Shinton**

- d) Napier Lane/Purlewaugh Road Intersection – Safety Concern

**31/1617 RECOMMENDED** that further investigation is undertaken on sight distance issues and signs at the intersection of Purlewaugh Road and Napier Lane.

**Grierson/Chaplin**

- e) Mendooran & District Development Group – Request for Additional Pull Over Areas on Mendooran Dubbo Road for Ambulances.

**32/1617 RECOMMENDED** that no action is taken on a request by the Mendooran and District Development Group for Ambulance Pull Over Areas on the Forrest Road due to the general nature of the request.

**Harper/Chaplin**

- f) RSO Monthly Report – April 2017

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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- Free Cuppa for the Driver.
- Child Car Seat Checking Day held 27 April 2017.
- Slow Down on Local Roads campaign to commence in May 2017.
- Bike Skills Workshop.
- Mobility Scooter Workshop.
- Double Demerit campaign during April 2017.
- Speed Trailer and Traffic Counter.

### **LATE ITEMS**

Notification of Mendooran Central School's Cross Country Carnival, 12 May 2017.  
Referred to Council for consultation with the School.

Line Marking Outside Mendooran Central School.

**33/1617 RECOMMENDED** that Council engage with the Safety Around Schools Project Officer to develop a plan for line marking in Brambil Street in front of the Mendooran Central School.

**Grierson/Harper**

### **GENERAL BUSINESS**

Trimming of Trees on the Newell Highway Opposite Dows Lane.

Following discussion, it was determined that Council is responsible for maintenance of the trees and will follow up.

Name of Gazetted Road.

Initial advice from LPI is that the correct name is Warrumbungles Way. Council to pursue correcting signs marked 'Warrumbungle Way'.

Traffic Flow in and out of Native Grove Cemetery.

Council to draw up a plan for one way traffic at the Cemetery.

There being no further business the meeting closed at 12.10 pm.

The next meeting is to be held on Thursday, 25 May 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 27 April 2017.
2. That application by the Baradine Junior Sports Club to close Darling Street, between Masman Street and Walker Street, and Masman Street near the Netball Courts on the following dates for the Club's Junior League and Netball Competition be approved subject to compliance with Council's Road Closure Policy.
  - 1 April 2017;
  - 22 July 2017;
  - 5 August 2017;
  - 26 August 2017.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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3. That approval be given to the Australian Government to park its Mobile Service Centre in the following locations and dates, **FURTHER** that the applicant will need to assess the suitability of each site.
  - Bolaro Street, Dunedoo (opposite the Old Bank Building), 6 June 2017, 10.00 am to 4.00 pm;
  - Renshaw Street, Binnaway (near Len Guy Park), 7 June 2017, 9.30 am to 4.00 pm;
  - Binnia Street, Coolah (in front of Council Chambers), 8 June 2017, 9.00 am to 3.00 pm.
  
4. That application by the Coona-Can-Do Committee to conduct a fun run/walk, including closure of the Horseley Street Weir, on Sunday, 14 May 2017 is approved subject to the following conditions:
  - A Traffic Control Plan is prepared for the event;
  - The event is covered by public liability insurance;
  - Consultation/debrief is held with the Coona-Can-Do Committee after the event.
  
5. That further investigation is undertaken on sight distance issues and signs at the intersection of Purlewaugh Road and Napier Lane.
  
6. That no action is taken on a request by the Mendooran and District Development Group for Ambulance Pull Over Areas on the Forrest Road due to the general nature of the request.
  
7. That Council engage with the Safety Around Schools Project Officer to develop a plan for line marking in Brambil Street in front of the Mendooran Central School.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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### Item 5 Minutes of TRRRC 355 Advisory Committee Meeting – 5 April 2017

<b>Division:</b>	Development Services
<b>Management Area:</b>	Property and Risk
<b>Author:</b>	Manager Property and Risk – Jennifer Parker
<b>CSP Key Focus Area:</b>	Local Economy
<b>Priority:</b>	LE4 There are diverse products and services locally available and minimal economic leakage to larger regional areas

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**MEETING OPENED:** 4.35 pm

**PRESENT:** Cr Anne Louise Capel (Chair), Sally Dent, Cr Wendy Hill, John Horne, Neville Stanford, Sue Stoddart, and Mary Warren

**ATTENDING:** Steve Loane (General Manager Warrumbungle Shire Council (WSC)), Aaron Parker (Manager Projects WSC) Michael Jones (Director Corporate and Community Services WSC) and Lawrence Amato (Chief Financial Officer WSC)

**APOLOGIES:** Peter Shinton, Peter Campbell, Marie Hensley and Jennifer Parker (Manager Property and Risk WSC)

1. **ACCEPTANCE OF THE FEBRUARY MINUTES.**  
N Stanford/M Warren
2. **BUSINESS ARISING**  
Nil
3. **CAPITAL WORKS UPDATE - Manager Projects – Aaron Parker**
  - Power will switch over on Friday, 6 April 2017. Unit Number 10.
  - Tender Site Meeting Held - Four (4) Tenders received after closure, 10 people attended site meeting 7 requests for information received.

**Sally Dent Joined meeting at 4:55pm**

- Borrowing with interest – Treasury Low Interest Borrowing (TCorp)
- Valuer options – Value of Plans estimate cost of valuer \$1.5 - \$2K
- Website – funds available \$4K for Valuer and Website, Website to host off Councils Website.

**RECOMMENDATIONS:** Valuer to be engaged

S Dent/M Warren

**Action:** Aaron to continue to seek information on tenders and options, seeking further participation.

4. **BUDGET REQUIREMENTS – Chief Financial Officer – Lawrence Amato**
  - Two (2) scenarios presented Scenario One 25% of Market Value as Deposit Scenario Two was \$25K as deposit.  
Options available range from deposits required and lower deposits may require increased regular payment as opposed large deposits requiring lower regular payments.

**ACTION:** Lawrence and or Jennifer to present/lookup other market models/presentations.



# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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5. **ELECTRICITY** – Sue Stoddart

- Partnership Forum - Held with both Landcare and Essential Energy Report provided copies to Aaron Parker and Mary Warren

6. **GENERAL BUSINESS**

- Steve Loane – Removal of crushed rock and gravel is part of the Tender.
- Sue Stoddart suggested use of Solar Hot Water Systems, LED lights and battery solar lights for walkways
- Sally Dent suggested Learning Centre in the Retirement Village, advise the meeting of Marie's resignation from Landcare today
- Sally Dent suggested Peter Campbell from the school to liaise with Marie Hensley regarding plans for learning center.

**Action:** Aaron to contact Marie

- John Horne Suggested next meeting to be held prior to 3 May
- Mary Warren expressed concerns project is dragging out. Meeting was advised Aaron has contracts with a 45 day start date clause. Was also noted that Contract to be signed by 30 June 2017 to ensure receipt of Government funding.

**NEXT MEETING:** 3 May 2017, 4:30 Old Bank Building Meeting Room, Dunedoo

**MEETING CLOSED:** 6:05 pm

.....  
CHAIRPERSON

**RECOMMENDATION**

1. That Council accepts the Minutes of the TRRRC 355 Advisory Committee meeting held at Dunedoo on 5 April 2017.
2. Valuer to be engaged.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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### Item 6 Minutes of Bushfire Appeal Advisory Panel Meeting – 12 April 2017

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

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**PRESENT:** Mayor Peter Shinton (Chairperson), Steve Loane (General Manager Warrumbungle Shire Council/WSC), Sue Freebairn (NSW DPI), Peter Manning (Coolah St Vincent de Paul), Chris Sullivan (Dunedoo St Vincent de Paul), Laurie Dawson (BlazeAid), Bronwyn Drew (Caring for Coolah/C4C), Rose Scott (Caring for Coolah/C4C), Joy Beames (Dunedoo CWA)

**ATTENDING:** Glennis Mangan (WSC), Michael Jones (Director Corporate and Community Services WSC), Lisa Grammer (WSC) and Liz Webster (WSC-Minutes)

1. **APOLOGIES:** Irene Osbourne (Anglican Church Dunedoo), Ken Harrison (DPI) and Lisa Grammer (WSC)

**RECOMMENDATION** that the apologies be accepted.

C Sullivan/P Manning

### 2. CONFIRMATION OF THE MINUTES

**RECOMMENDATION** that the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held 7 March 2017 be accepted.

C Sullivan/P Shinton

### BUSINESS ARISING

#### Category C Funding

Since the previous meeting Category C Funding has now been granted.

#### DGR Status

Mayors Fund has now been granted Deductible Gift Recipient (DGR) Status by the ATO.

#### Upper Hunter Mayors Fund

Upper Hunter Council has agreed to moving its Mayors Fund monies to the Warrumbungle Shire Mayor Bushfire Appeal fund, the amount totalling \$4,586 is to be spent on those fire affected persons and areas located in the Upper Hunter Region of the fire ground.

**ACTION:** contact to be made with Upper Hunter and discuss dispersal of the funds (\$4586) to BlazeAid at Cassilis and report back to next meeting.

### 3. GUIDING PRINCIPLES

Guiding principles document was presented to the panel for the panels review and consideration. Only major change from the previous fund is that the General Manager has not voting rights.

**RECOMMENDATION** that the panel accept the Guiding Principles document.

R Scott/L Dawson

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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### 4. TERMS OF REFERENCE

Terms of Reference document was presented to the panel for the panels review and consideration.

**RECOMMENEDATION** that the panel accept the Terms of Reference document.

C Sullivan/J Beames

### 5. PUBLIC FUND RULES

Public Fund Rules document was presented to the Panel for review and consideration. Upon review it was decided that Care for Coolah (C4C) be removed from being a beneficiary as they are not a registered Charity at this present time and their constitution has more focus on Community support rather than support of individuals.

**RECOMMENDATION** that the Public Fund Rules be amended to reflect this change.

L Dawson/C Sullivan

### 6. UPDATE ON FUND STATUS

Meeting advised of current balance of the Mayors fund of \$161,287.

Also discussed as part of the fund update was the administration and dispersal of the potable water allocated funds. It was decided the funds to be administered and distributed by St Vincent de Paul Coolah and Dunedoo jointly. Enquiries regarding deliveries to be directed to Lisa Grammer Disaster Recovery Manager now based at the Coolah Office of the Warrumbungle Shire Council.

**RECOMMENDATION** that the funds allocated for potable water be paid to St Vincent de Paul and be dispensed and administered by St Vincent de Paul Coolah and Dunedoo.

C Sullivan/P Shinton

In addition further funds to be dispersed to the following four Charites are to be as follows

St Vincent de Paul Coolah	\$15,000
St Vincent de Paul Dunedoo	\$15,000
Anglican Church Coolah	\$15,000
Dunedoo CWA	\$15,000

**RECOMMENDATION** that \$15,000 is to be allocated each to St Vincent de Paul Coolah, St Vincent de Paul Dunedoo, Anglican Church Dunedoo and Dunedoo CWA to be used for emerging needs in the community such as infrastructure or other needs presented. In addition funds to be dispersed and administered by the relevant charity and an acquittal form to be supplied.

### 7. REMAINING ALLOCATED ITEMS

Meeting advised arrangements at present no amounts have been paid from the allocated amounts. Laurie Dawson advised an invoice will be forwarded to Council shortly. No requests for potable water have been received as yet.

### 8. REQUESTS FOR ASSISTANCE

Panel was present with three requests for assistance request were discussed and deemed not to meet the fund guidelines. Requests were for events.

### 9. RURAL RESILIENCE PROGRAM – COMMUNITY NEEDS

Sue Freebairn gave feedback received from the community regarding their immediate and emerging needs.

#### a) Asbestos and Waste Charges

Residents are seeking clarification of Asbestos and other non contaminated waste charges. As well what centres are able to accept Asbestos.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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Steve Loane advised that those fire affected residents who were insured Asbestos and Waste Disposal charges do apply depending upon sq. metre of asbestos/waste. The following Waste Centres can accept Asbestos;

- Coonabarabran
- Dubbo
- Mudgee

Uninsured fire affected residents have had the charges waived by the Office of Emergency Management (OEM).

Furthermore Steve also advised the meeting that Council has sought a general waste dispensation from the Environment Protection Authority (EPA) for landholders to dispose of waste (Non Contaminated) on their own property/ies currently Council is still awaiting a decision from the EPA.

### **b) Further items for the consideration of Warrumbungle Shire Council**

- Waiving tip fees for waste from the fires;
- Extension of tip hours especially if a clean up run was organised;
- Investigate the establishing of Grants towards; shed and home rebuilding; replacement of tanks, pumps and pipes.

### **c) Donation of Fencing Materials**

Sue advised the meeting that preference was for cash donations to be made to BlazeAid as they are operating a voucher system and are fully across people's needs as well as having bulk purchasing power and where possible they are purchasing goods locally. . They also have discretion to make grants for household and other items.

### **d) Other areas of concern for consideration of the Mayors Fund were**

- Water quality in dams after run off has washed ash etc. into dams.
- The need for tree re-establishment to replace burnt trees.
- The Mayoral Fund - How is it accessed, what is available, when will details be published - use of various avenues to do this, newsletters etc. There is a need to get this information out.

## **10.COMMUNICATIONS AND PUBLICITY PLANNING**

Meeting was advised that the news letters are being issued weekly and will be in future colour coded so as to be identifiable from the previous issue so as not to be disregarded. Also information will be available in local publications and promoted via social media, council website, Facebook Twitter. Media releases will be prepared for the districts radio stations.

## **11.GENERAL BUSINESS**

### **Golden Highway Re-Development**

An enquiry was made on behalf of concerned residents regarding the Golden Highway redevelopment. Meeting was advised that the RMS had originally deferred the project but had now withdrawn the project in full.

### **Update from Recovery Meeting**

131 Outbuildings  
39 Homes

Assessments are to be carried out by Soil Conservation Office in conjunction with the Public Works Office.

### **Respray of Housings (Cleaning of Retardant)**

To be carried out by NSW Fire and Rescue.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **Fences**

Metal Recycler to come and collect wound up fences.

### **BlazeAid**

No camp located at Coolah working out of Cassilis and Dunedoo.

Two (2) new containers to be used as workshops.

ARTC has donation 400 lengths of Rail line cut and delivered to Dunedoo.

As at present has distributed \$450k of fencing materials if included Cassilis BlazeAid would be easily in excess of 500k.

### **Armatree Auction**

Mayor attended the Armatree Auction and advised \$68.5k –80k raised and will be donated to BlazeAid.

**NEXT MEETING:** 3:30pm Monday 15 May 2017 Coolah Council Chambers

**MEETING CLOSED:** 4:35pm

.....  
**CHAIRPERSON**

### **RECOMMENDATION**

- 1) That Council endorse the recommendations of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held on 12 April 2017.
- 2) That the panel accept the Guiding Principles document.
- 3) That the panel accept the Terms of Reference document.
- 4) That the Public Fund Rules be amended.
- 5) That the funds allocated for potable water be paid to St Vincent de Paul and be dispensed and administered by St Vincent de Paul Coolah and Dunedoo.
- 6) That \$15,000 is to be allocated each to St Vincent de Paul Coolah, St Vincent de Paul Dunedoo, Anglican Church Dunedoo and Dunedoo CWA to be used for emerging needs in the community such as infrastructure or other needs presented. In addition funds to be dispersed and administered by the relevant charity and an acquittal form to be supplied.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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### Item 7 Minutes of Macquarie Regional Library Committee Meeting – 18 April 2017

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

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#### **Reason for Report**

To report to Council on the outcomes from the Macquarie Regional Library Committee Meeting held on Tuesday 18<sup>th</sup> April 2017.

The meeting consisted of two parts:

- The general meeting and
- A review of the FY2018 Financial Budget and Operational Plan.

#### **Background**

The Warrumbungle Shire currently has 3 libraries (Coonabarabran, Coolah and Dunedoo) and 3 Library Service Centres (Baradine, Binnaway and Mendooran).

These 6 Library 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 meet on a regular basis to oversee operations, governance and strategic planning of the Libraries.

The Warrumbungle Shire Council is represented by Councillor Hill. The Director of Corporate and Community Services – Michael Jones and the Manager Community Services were in attendance from an observation perspective only.

The following items are forwarded under separate cover as Enclosures:

- 1) Macquarie Regional Library (MRL) Estimated Detailed Financial Statements
- 2) MRL Statement of Restricted Assets
- 3) MRL Proposed 2017/2018 Fees and Charges
- 4) MRL Draft 2017/2018 Operational Plan
- 5) MRL Draft Budget Report
- 6) MRL Committee Budget Meeting Agenda – 18 April 2017
- 7) MRL Committee Minutes of Budget Meeting – 18 April 2017
- 8) MRL Committee Minutes of Ordinary Meeting – 18 April 2017

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **Issues**

Nil.

### **Options**

Nil.

### **Financial Considerations**

As per the contract.

### **RECOMMENDATION**

The attached minutes, FY2018 Budget and Operational Plan from the last Macquarie Regional Library Committee meeting (18/04/2017) are for Council's information.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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### Item 8 Minutes of Coonabarabran Sporting Complex Advisory Committee Meeting – 19 April 2017

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

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**PRESENT:** Cr Fred Clancy (Chair), Cr Kodi Brady, Mr Gary McKernan (Boxing), Ms Emmah Varty (Netball), Mr Rob McMillan (Soccer), Mr Kevin Tighe (Director Technical Services), Mrs Jennifer Parker (Manager Property and Risk).

**APOLOGIES:** Mrs Melanie Jenner (CJRL&NC), Mrs Naomi Milsom (CRLFC) and Mr Shane Weatherall (Manager Urban Services).

#### **CONFIRMATION OF MINUTES**

**6/1617 RECOMMENDED** that the minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held on Wednesday, 22 February 2017 be confirmed.

**McMillan/McKernan**

#### **BUSINESS ARISING**

- 3/1617 – \$20,000 was provided to Council by NSW Sport & Recreation.
- Master Plan – Discussion took place regarding the master plan and it was decided that there should be no stand alone toilet block.

**7/1617 RECOMMENDED** that an investigation be held into options for utilising toilets inside the multi sports facility for use by the Netball Association.

**McKernan/McMillan**

Discussion took place on the following topics:

- Car park on the western side of the building
- Lease of land from Rail Corp
- All five (5) courts to be marked as combined Netball/Basketball
- Cr Clancy advised that he inspected recently completed courts at Pennant Hills Park
- It was noted that Expressions of Interest will be called for engagement of a consultant to provide specialist advice for design and construction of the netball/basketball courts
- A plan of the whole complex area is prepared and will be presented at the next meeting
- Parking arrangements for greyhound events
- Location of long jump pit – need to consult with schools

**8/1617 RECOMMENDED** that external access to a canteen facility at the Indoor Multi Sports Building is investigated.

**McMillan/Varty**



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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There being no further business the meeting closed at 5.55 pm.

The next meeting is to be held on Wednesday, 28 June 2017 in Council's Gallery Meeting Room, Coonabarabran Administration Building commencing 5.00 pm.

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CHAIRMAN

### **RECOMMENDATION**

1. That Council accepts the Minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held at Coonabarabran on 19 April 2017.
2. That an investigation be held into options for utilising toilets inside the multi sports facility for use by the Netball Association.
3. That external access to a canteen facility at the Indoor Multi Sports Building is investigated.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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### Item 9 Minutes of TRRRC 355 Advisory Committee Meeting – 3 May 2017

<b>Division:</b>	Development Services
<b>Management Area:</b>	Property and Risk
<b>Author:</b>	Manager Property and Risk – Jennifer Parker
<b>CSP Key Focus Area:</b>	Local Economy
<b>Priority:</b>	LE4 There are diverse products and services locally available and minimal economic leakage to larger regional areas

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**MEETING OPENED:** 4.34pm

**PRESENT:** Cr Anne- Louise Capel (Chair), Peter Campbell, Sally Dent, John Horne, Neville Stanford, Sue Stoddart, Mary Warren,

**ATTENDING:** Steve Loane (General Manager WSC), Jennifer Parker (Manager Property and Risk WSC) Aaron Parker (Manager Projects WSC), Michael Jones (Director Corporate and Community Services WSC) and Lawrence Amato (CFO WSC)

**APOLOGIES:** Peter Shinton

**DECLARATION OF PECUNIARY INTERESTS:** Nil

#### 1. ACCEPTANCE OF THE MINUTES APRIL 2017

Warren/Stoddart

#### 2. BUSINESS ARISING

\* Manager Projects confirmed that Marie Hensley would be involved with the landscaping of the project.

\* Power reduction option would not be used for the project as it would incur more cost to the project to include and the buildings have already be designed to utilise power savings through design.

#### 3. CAPITAL WORKS UPDATE – Manager Projects - Aaron Parker

Manager Projects has discussed with both Infrastructure NSW and the Federal funding bodies regarding the hold ups with the projects due to the Tenders being above the grant funding and costings. Both bodies are waiting for Councils final decision on how to go ahead.

Sally Dent arrived at 4:40pm

It was discussed that Manager Projects went back to the Tenders regarding the project and ask for a breakdown on the individual costs to build each building. Aaron is waiting on that information. It was confirmed by the General Manager that any option regarding getting extra funding for the project would have to be presented as a business case to Council and would be presented by the Director of Corporate and Community Services.

#### 4. BUDGET REQUIREMENTS – Chief Financial Officer – Lawrence Amato

The Chief Financial Officer discussed with the Committee options for extra funding. Options being Commercial Loan, T Corp Loan and Internal Council Loan.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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The following motion was put to the Committee by Neville Stanford and seconded by Sue Stoddart;

That Council be approached to fund the intersection requirements put forward by RMS as per design. Motion passed unanimously.

A second motion was put to the Committee by Mary Warren and seconded by John Horne;

That Council be approached for support towards a short term loan funding the difference in the cost to building and the grants. Motion passed unanimously.

A third motion was presented to the Committee by Mary Warren and Seconded by Sue Stoddart;

That Council be approached to approve the lowest tender for the Three Rivers Regional Retirement Community being Boulus Constructions from Armidale. Motion passed unanimously.

### 5. GENERAL BUSINESS

The Units are to be Valued and Marketing to be started after getting legal advice regarding buying off the plan and contract arrangements. Confirmation is also to be conveyed on the amount of funds required to be kept in reserve by the TRRRC when properties have been purchased. Manager Property and Risk will report to Committee regarding this matter next month.

### 6. NEXT MEETING: 1<sup>st</sup> Wednesday of each month – 7<sup>th</sup> June 2017 4:30pm at the Old Bank Building Meeting Room

**MEETING CLOSED:** 6:00pm

.....  
CHAIRPERSON

### RECOMMENDATION

- 1) That Council accepts the Minutes of the TRRRC 355 Advisory Committee meeting held at Dunedoo on 3 May 2017.
- 2) That Council be approached to fund the intersection requirements put forward by RMS as per design.
- 3) That Council be approached for support towards a short term loan funding the difference in the cost to building and the grants.
- 4) That Council be approached to approve the lowest tender for the Three Rivers Regional Retirement Community being Boulus Constructions from Armidale.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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### Item 10 Minutes of Finance and Projects Committee Meeting – 8 May 2017

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Financial Services
<b>Author:</b>	PA to Director Corporate and Community Services – Liz Webster
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF8 Council undertakes periodic performance reviews to ensure the effective and efficient management of its assets, finances and workforce and modifies its actions to deliver better outcomes for the community

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

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

1. **APOLOGIES:** Cr Doolan, Cr Iannuzzi and Cr Lewis (delayed)

**Brady/Hill**

2. **MINUTES**

**RESOLVED** that the minutes of the Finance and Projects Committee meeting held on 8 February 2017.

**Todd/Capel**

#### **Business Arising**

##### **Item 4 Quarry Accounting Assumptions**

Cr Clancy enquired on the progress of the planned site visit to the Quarry

**11:10am** Cr Lewis joined the meeting

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

The Chief Financial Officer presented March QBR Third Quarter.

**RECOMMENDATION:** that the Third Quarter Business Review Statement (QBR) be accepted

**Capel/Brady**

**12:45pm** Meeting suspended to break for lunch.

**1:00pm** Cr Brady advised he had to leave the meeting and would endeavour to return if possible.

**1:10pm** Meeting resumed.

**1:20pm** Cr Lewis left the meeting

**1:30pm** Cr Lewis returned to the meeting

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **4. 2017/18 Budget**

The Chief Financial Officer presented the Draft 2017/18 budget document outlining fees and charges as well as the projected surplus prior to the consideration of the External Budget Submissions..

### **5. External Budget Submissions**

The meeting was presented a listing of the 2017/18 External Budget Submissions the meeting the 2017/18 Budget had an unallocated cash of amount of \$36,000 to be determined. The meeting decided to add to the budget a total of \$131,500 creating a cash deficit of \$95,500 and an overall surplus of \$17,500.

**RECOMMENDATION:** that the draft budget for 2017/18 (Operational Plan and Delivery Program 2017/18 – 2021/22) be amended to included external budget submission totalling an additional amount of \$131,500 therefore creating a creating a cash deficit of \$95,500 and an overall surplus of \$17,500.

**Capel/Hill**

### **6. General Business**

- Goolhi/Mullaley Area
- Coonabarabran Netball Courts
- Medical Premises Dunedoo.

.....  
CHAIRPERSON

**Meeting Closed:** 3:25pm

### **RECOMMENDATION**

1. That Council accepts the Minutes of the Finance and Projects Committee meeting held at Coonabarabran on 8 May 2017.
2. That the Third Quarter Business Review Statement (QBRS) be accepted.
3. That the draft budget for 2017/18 (Operational Plan and Delivery Program 2017/18 – 2021/22) be amended to included external budget submission totalling an additional amount of \$131,500 therefore creating a creating a cash deficit of \$95,500 and an overall surplus of \$17,500.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **Item 11 Warrumbungle Quarry**

#### **Notices of Motion**

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#### **Title Name: Warrumbungle Quarry**

Cr Clancy, with the support of Cr Todd and Cr Lewis, has advised that at this meeting of Council he intends moving the following Notice of Motion:

*“Councillors request Mayor Peter Shinton direct General Manager, Steve Loane, to report details of an event that occurred recently on site at Warrumbungle Quarry.”*

#### **Preamble:**

It is alleged an illegal pump out of casual water resulted in contamination of a stream located on this site.

This action resulted in the EPA being required to access the site over a period of two days to determine any or all breaches of site managed nominated by various Government Agencies. The report should also make mention of any penalties/fines impacting on Warrumbungle Shire Council.

A response to this motion is required as soon as possible.

**FRED CLANCY  
COUNCILLOR**

#### **RECOMMENDATION**

For Council's consideration.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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**Item 12 Rescission of 228/1617**

### **Notices of Motion**

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**Title Name: Rescission of 228/1617**

Cr Iannuzzi, has advised that he wishes to lodge a rescission motion, as presented, at the 18 May 2017 Council meeting:

*“That Council rescinds resolution 228/1617.”*

### **Rationale for this motion**

At the beginning of the March meeting of Council, the Mayor declared, holding a sheet of paper in his hand, ICAC only just permitted him to inform Councillors about a letter he had received from ICAC in December 2016.

Until the minutes of the March meeting of Council contain this important information, I opine that the minutes of the March meeting are incomplete and therefore should not be ratified by Council.

**ANIELLO IANNUZZI  
COUNCILLOR**

### **RECOMMENDATION**

For Council's consideration.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **Item 13 Monthly Mayor's Report**

#### **Notices of Motion**

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#### **Title Name: Monthly Mayor's Report**

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

*“That the monthly report tabled by the Mayor for Council includes as a minimum the following information:*

- 1. A log of all correspondence and meetings between the Mayor and the Office of Local Government;*
- 2. A log of all correspondence and meetings between the Mayor and ICAC;*
- 3. A log of all correspondence and meetings between the Mayor and the IPART;*
- 4. A log of all correspondence and meetings between the Mayor and any elected Member of Parliament (State and Federal);*
- 5. A log of all correspondence and meetings between the Mayor and the vice regals;*
- 6. A log of all correspondence and meetings between the Mayor and the businesspersons that relate to matters of business with a value in excess of \$100000*
- 7. A log of all correspondence and meetings between the Mayor and any senior public servants who work outside of local government.”*

#### **Rationale for this motion:**

The matters discussed at the Extraordinary Meeting of 2 May 2017, highlighted that Councillors are being inadequately informed of important correspondence and activities of the Mayor. Passing this motion will allow Councillors to be better informed and allow them to carry out their functions better.

**ANIELLO IANNUZZI  
COUNCILLOR**

#### **RECOMMENDATION**

For Council's consideration.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **Item 14 Monthly General Manager's Report**

#### **Notices of Motion**

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#### **Title Name: Monthly General Manager's Report**

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

*“That from the June meeting of Council, the General Manager is to table a monthly report that includes as a minimum the following information:*

- 1. A log of all correspondence and meetings between the General Manager and the Office of Local Government;*
- 2. A log of all correspondence and meetings between the General Manager and ICAC;*
- 3. A log of all correspondence and meetings between the General Manager and the IPART;*
- 4. A log of all correspondence and meetings between the General Manager and any elected Member of Parliament (State and Federal);*
- 5. A log of all correspondence and meetings between the General Manager and the vice regals;*
- 6. A log of all correspondence and meetings between the General Manager and the businesspersons that relate to matters of business with a value in excess of \$50000*
- 7. A log of all correspondence and meetings between the the General Manager and Council's lawyers;*
- 8. A log of all correspondence and meetings between the General Manager and any senior public servants who work outside of local government.”*

#### **Rationale for this motion:**

The matters discussed at the Extraordinary Meeting of 2 May 2017, highlighted that Councillors are being inadequately informed of important correspondence and activities of the General Manager. Passing this motion will allow Councillors to be better informed and allow them to carry out their functions better. A key role of Councillors is to provide oversight and set policy.

**ANIELLO IANNUZZI  
COUNCILLOR**

#### **RECOMMENDATION**

For Council's consideration.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **Item 15 Coonabarabran to Mungindi Road**

#### **Notices of Motion**

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#### **Title Name: Coonabarabran to Mungindi Road**

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

“That the Warrumbungle Shire Council seek a meeting with the Narrabri and Walgett Shire Councils regarding the upgrade of the Coonabarabran to Mungindi Road upgrade with a view to seek funding for the completion of this project.

#### **Rationale:**

The Warrumbungle Shire has contributed \$10,000.00 the Narrabri Shire \$20,000.00 and the Walgett Shire \$30,000.00 to the business case and feasibility assessment for this project with the study being completed a few years ago.

The Warrumbungle Shire could use the study to obtain funding for its section of the road MR129 – Coonabarabran to Baradine and road MR329 – Baradine to Gwabegar. This would include obtaining funding for the McGanns Creek (south of Baradine) for widening sections of the road crossing north of Baradine and to replace the sealed section in Kenebri which was constructed in the 1950's and at present is very rough.

The Narrabri Shire has replaced the old wooden bridge over the Baradine Creek at Gwabegar but has 38 km of unsealed road to Pilliga.

The Walgett Shire has gained funding for 32km of sealed road from the study and all bridges have been replaced with concrete bridges so only sealing is required.

The Warrumbungle Shire's section of the road is 85km, Narrabri Shire 45km, and Walgett Shire 175km and the road is sealed apart from 80km.

This road travels through rich farming and grazing country, passes the Graincorp silo at Baradine, the only Silo in operation in the Warrumbungle Shire, Burren Junction and Merrywinebone silos and the Cotton Gin at Merrywinebone.

For tourists the road includes the Pilliga Forest Discovery Centre at Baradine, the Dandry Gorge Sculptures, Pilliga and Burren Junction Bore Baths, the Opal Fields of Lightning Ridge and Grawon as well as fishing in the Namoi and Barwon Rivers. It is also part of the Pilliga, Narrabri, and Coonabarabran tourist loop road and links up with the Warrumbungle Way through Binnaway and Coolah. The drive from St George to Coonabarabran is approximately seven hours with no motel accommodation on this route so motels in Coonabarabran will reap the benefit from travellers needing accommodation.

# **WARRUMBUNGLA SHIRE COUNCIL**

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This road has the full support of The Member for Barwon, Kevin Humphries, and is his number one priority at present so the council is urged to take full benefit of this fact and it is essential to ensure this project is completed as soon as possible.“

**DENIS TODD  
COUNCILLOR**

**RECOMMENDATION**  
For Council's consideration.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **Item 16 Flag Flying Protocol**

#### **Notices of Motion**

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#### **Title Name: Flag Flying Protocol**

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

*“That Council flies all flags according to the protocols set by the Commonwealth Flag Officer, and that any variations from these protocols require the prior approval of a meeting of Council “*

**AMBROSE DOOLAN  
COUNCILLOR**

#### **RECOMMENDATION**

For Council's consideration.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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### Item 17 Delegations of Authority to the General Manager

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

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### Reason for Report

To report on a rescission motion **210/1617** moved by Councillor Doolan and seconded by Cr Lewis that the General Manager's original delegations remain in place until a workshop be conducted with Local Government to enable a comprehensive report be brought back to the May 2017 ordinary Council meeting.

The workshop was subsequently held on the 8 May 2017, facilitated by Councillor Glenn Inglis from Tamworth Regional Council. Councillor Inglis is a trainer with Local Government.

### 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.

### Issues

Council maintains a subscription to the Delegations Database with Local Government Legal that advises Council of changes to Acts and Regulations to ensure compliance and staff delegations

*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,*

# WARRUMBUNGLE SHIRE COUNCIL

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- (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,*
- (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.*

Attached is the Instrument of Delegations to the General Manager and a current list of all Acts and Legislation relevant to the General Manager's delegations as prescribed by Local Government Legal and as resolved by Council on the 20 October 2016  
**Resolution 74/1617.**

Local Government Legal has advised that on 30 November 2016 that the Strata Schemes (Freehold Development) Act 1973 and Strata Schemes (Leasehold Development) Act 1986 and associated Regulations have been repealed and the following legislation came into force:

- *Strata Schemes Development Act 2015*
- *Strata Schemes Development Regulation 2016*
- *Strata Schemes Management Act 2015*
- *Strata Schemes Management Regulation 2016*

### **Options**

Council may choose to review and amend any or part of the Draft Delegations within the provisions of the Act.

### **Financial Considerations**

High exposure to liability and doubtful success in court proceedings.

### **RECOMMENDATION**

That Council delegate to the General Manager the Acts and Regulations as prescribed in this report noting the repeal of the Strata Schemes (Freehold Development) Act 1973 and Strata Schemes (Leasehold Development) Act 1986 and associated Regulations and the inclusion of the new legislation listed below.

- *Strata Schemes Development Act 2015*
- *Strata Schemes Development Regulation 2016*
- *Strata Schemes Management Act 2015*
- *Strata Schemes Management Regulation 2016*

**FURTHERMORE** that any amendments to Acts and Legislation is automatically bestowed to the General Manager however, any new Legislation is to be endorsed by Council.

# WARRUMBUNGLE SHIRE COUNCIL

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### WARRUMBUNGLE SHIRE COUNCIL

#### INSTRUMENT OF DELEGATION TO THE GENERAL MANAGER

On Thursday, 20 October 2016 the Warrumbungle Shire Council (“Council”) resolved that:

1. All previous delegations of the Functions this subject of the Instrument be revoked.
2. The person who from time to time holds the position of General Manager of Council (“General Manager”), being at the date of this instrument Steve Loane, be delegated authority under:
  - 2.1. Section 377 of the LG Act, to exercise and/or behalf on behalf of Council the Council’s Functions under all Acts and Regulations in force and as amended from time to time:
    - a) **Subject to** any condition or limitation on a Function specified in Schedule 1; and
    - b) **Excluding** those functions:
      - i. that are expressly prohibited from delegation as listed under Section 377 of the LG Act;
      - ii. which are expressly required by legislation to be exercised by a resolution of the Council.
  - 2.2. Section 68 of the NW Act, to exercise and/or perform on behalf of Council the Functions of the Council (other than the power of delegation) under the NW Act
3. The General Manager be sub-delegated authority to exercise and/or perform on behalf of Council the Functions delegated to the Council under, and in accordance with, the instrument of delegation to the council set out in **Schedule 2, excluding** those Functions which pursuant to the terms of the delegation to the Council may not be sub-delegated.
4. The General Manager be conferred authority to carry out the Policy Authorities listed in **Schedule 3** and undertake any administrative actions necessary to carry out those Policy Authorities.
5. The General Manager be delegated and Function which is taken to be conferred or imposed on the Council pursuant to section 381(1) of the LG Act.
6. In the absence of the General Manager that a person appointed by resolution to act as General Manager assume all Functions, delegations, and sub-delegations of the General Manager for the period only of the absence of the General Manager unless otherwise resolved by the Council.
7. These delegations and authorities are subject to, and are to be exercised in accordance with:
  - 7.1 the requirements of the relevant Legislation;
  - 7.2 any conditions or limitations set out in **Schedule 1**; and
  - 7.3 any resolution or policy, procedure or budget adopted from time to time by the Council.
8. These delegations and authorities are effective from thy date of the Resolution of the Council and remain in force until amended or revoked by a resolution of the Council.

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9. In this delegation:

“**Acts**” includes legislation enacted by the parliaments of New South Wales and the Commonwealth of Australia;

“**Functions**” means powers, authorities, duties and functions and anything ancillary or related to the exercise or performance thereof.

“**Legislation**” includes an Act of the parliament of New South Wales or of the Commonwealth of Australia and a Regulation under the Act.

“**LG Act**” means the *Local Government Act 1993* as amended.

“**NW Act**” means *Noxious Weeds Act 1993* as amended.

### Schedule 1: Limitations

Part A – Limitations applicable to specific statutory Function (if any)	
Legislation	Limitation (if any)
N/A	N/A
Part B – General Limitations	
N/A	

### Schedule 2: Instruments of Delegation to Council

Delegator	Instrument Name	Date of Instrument
Minister for Planning – EPA Act 1979	Environmental Planning and Assessment Act – Section 59	Wednesday, 21 November 2012
NSW Department of Fair Trading	Plumbing and Drainage Act under Section 21	Thursday, 20 December 2012
Roads and Maritime Services	RMS Delegation to Councils – Regulation of Traffic	Monday, 31 October 2011

### Schedule 3: Policy Authorities

Policy Authority - Administrative
Use of Council Corporate Credit Card to a maximum limit of \$15,000.
Requisition Authority Limit to \$150,000.
To carry out the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with the resolutions of Council.



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To authorise MANEX training, travel and conference costs are approved subject to the Operational Plan budget, professional development opportunities and benefit to Council.

To authorise Staff Time Sheets.

Complaints and Requests – To instruct staff to take any necessary action in connection with any complaints or requests received, subject to all major matters being reported to Council.

### Correspondence of Council

To attend to all correspondence addressed to the Council (except correspondence addressed to the Mayor personally) in any of the following ways:-

- a) deal with it administratively
- b) to refer it to a committee
- c) to refer it direct to Council

### Legal Documents General

To sign any contract, lease, licence, deed, or other legal document, where the execution of such document is necessary to meet legal or Council formalities when such relate to the Council's normal business activities.

### Legal Proceedings – Institution of

- (i) To authorise the issue of Court attendance notices, application notices, subpoenas, the laying of any information or the making of any complaint for the recovery of any penalty or the making of any order for, or in respect of, any offence, nuisance or other matter or thing whatsoever under any Act or instrument which empowers such action to be taken by Council, or its employees and to issue such Court attendance notices, applications notices, subpoenas or to lay any such information or make any such complaint.
- (ii) To order the institution of proceedings for the recovery of any penalty or the making of any order for, or in respect of, any offence, nuisance or other matter or thin whatsoever under any Act or instrument which empowers such action to be taken by Council.
- (iii) To represent Council in all aspects in any proceedings arising out of (i) – (ii) above, before any Public Hearing, Tribunal, Court or Commissions of Inquiry.

### Legal Proceedings – Instruction

- (i) To institute proceedings, issue court attendance notice, application notice, subpoenas, lay any information or make any complaint for the recovery of any penalty of the making of orders in respect of any offence, nuisance or other matter or thing whatsoever under any Act or Instrument which empowers such action to be taken by Council or its employees.
- (ii) To appear and act for Council in the conduct of any action, suit or other legal or proceedings in all Courts.
- (iii) To instruct the Council's Solicitors in the conduct of any action, suit or other legal proceedings in all Courts.

# WARRUMBUNGLE SHIRE COUNCIL

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<p>(iv) To authorise legal and other representation of Council appeals to any Court, Public Hearings, Commissions of Inquiry, Tribunal and for legal proceedings initiated by Council.</p>
<p>Recovery of Monies To authorise the recovery of monies owed to Council that constitute:</p> <ul style="list-style-type: none"><li>a) any sum for damage sustained by it through the person's act or default, and</li><li>b) the costs and expenses incurred by it in remedying that damage, and</li><li>c) the value of anything wasted, misused or unlawfully consumed, diverted or taken by the person.</li></ul>
<p>Variations to Development Standards under Development Plan Control 2015 as per endorsed and adopted plan. Pursuant to resolution 127/1516</p>
<p>Authority to Dispose of Assets</p> <p>Authorise the disposal of assets of value less than \$100,000 (including GST), other than land or assets of potentially historical or cultural significance, and in any case not by donation, in accordance with Council's Disposal of Assets Policy Version 2, 19 September 2013 Resolution 107/1314.</p>
<p>Enter into a short term lease (under 5 years) or licence on behalf of Council, with the Council as lessee or licensee, of land not owned by Council required for operational purposes.</p>
<p>Grant a lease or licence of operational land for a period of less than 10 years.</p>
<p><b>Policy Authority – Financial</b></p>
<p>To be a signatory to the bank accounts of Council.</p>
<p>Expenditure and authorisations – certify the prices and computations on all creditor payments.</p> <p>Authority to sign as the authorising officer on Council's voucher payments for any costs.</p>
<p>Advances – Cash – To fix and vary the level of cash advances.</p>
<p>Cheques/Orders for Goods – Signing – to sign and or to specify the servants authorised to sign cheques and orders for goods of Council.</p>
<p>Accounts – Payments – Authority to pay all accounts as they fall due.</p>

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Authority to write off Rates and Charges up to \$10,000 and to write off debts to Council up to \$500 in accordance with Clause 131 of the Local Government (General) Regulation 2005.

### **Policy Authority – Media**

To make media statements and issue press releases in respect of Council Resolutions and decisions.

### **Policy Authority - Staff**

Salaries – To authorise the payment of the salaries and wages of the employees of Council within the sums voted by Council expenditure thereon.

### **LEGISLATION**

- Aviation Transport Security Act 2004 (Cth)
- Biosecurity Act 2015 (yet to be enacted)
- Boarding House Act 2012
- Building Professional Act 2005
  
- Cemeteries and Crematoria Act 2013
- Children(Protection & Parental Responsibility) Act 1987
- Civil Aviation Act 1988 (Cth)
- Commons Management Act 1989
- Community Land Development Act 1989
- Community Land Management Act 1989
- Companion Animals Act 1998
- Companion Animals Regulation 2008
- Contaminated Land Management Act 1997
- Conveyancing Act 1919
- Crown Lands Act 1989, Crown Lands Regulation 2006, Crown Lands (General Reserves By Laws 2006
  
- Dams Safety Act 1978
- Dangerous Goods ( Road and Rail Transport) Act 2008
- Disability Inclusion Act 2014
  
- Electricity Supply Act 1995
- Environment Planning And Assessment Act 1979
- Environment Planning And Assessment Regulation 2000
  
- Fines Act 1996
- Fire Brigades Act 1989
- Fisheries Management Act 1994
- Fluoridation Of Public Water Supplies Act 1957
- Food Act 2003
  
- Game & Feral Animal Control Act 2002

# **WARRUMBUNGLE SHIRE COUNCIL**

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- Gas Supply Act 1996
- Geographical Names Act 1966
- Government Information (Public Access) Act 2009
- Graffiti Control Act 2008
- Growth Centres (Development Corporations) Act 1974
  
- Heavy Vehicle National Law (NSW) and Heavy Vehicle (Adoption of National Law) Act 2016
- Heritage Act 1977
- Holiday Parks (Long-Term Casual Occupation) Act 2002
- Housing Act 2001
  
- Impounding Act 1993
- Inclosed Land Protection Act 1901
- Independent Pricing & Regulatory Tribunal Act 1992
  
- Land & Environment Court Act 1979
- Land Acquisition (Just Terms Compensation) Act 1991
- Library Act 1939
- Library Regulation 2010
- Liquor Act 2007 And Liquor Regulation 2008
- Local Government Act 1993
- Local Government (General) Regulation 2005
- Local Government (Manufactured Home Estates, Caravan Parks, Camping Ground And Moveable Dwellings) Regulation 2005
- Local Government And Other Authorities (Superannuation) Act 1927
- Local Land Services Act 2013
  
- Major Events Act 2009
  
- Noxious Weeds Act 1993
  
- Ombudsman Act 1974
  
- Pesticides Act 1999
- Pipelines Act 1967
- Protection of the Environment Operations (Clean Air) Regulation 2010
- Protection of the Environment Operations (Waste) Regulation 2005
- Protection of the Environment Operations Act 1997
- Privacy & Personal Information Protection Act 1998
- Public Health Act 2010
- Public Health Regulation 2012
- Public Interest Disclosures Act 1994
- Public Works Act 1912
  
- Real Property Act 1900
- Restricted Premises Act 1943
- Roads Act 1993
- Roads Transport Act 2013

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- Road Transport (General) Regulation 2013
- Rural Fires Act 1997
- Rural Fires Regulation 2013
  
- Service NSW (One Stop Access To Government Services) Act 2013
- State Emergency And Rescue Management Act 1989
- State Emergency Service Act 1989
- State Records Act 1998
- Strata Schemes (Freehold Development) Act 1973
- Strata Schemes (Freehold Development) Regulation 2012
- Strata Schemes (Leasehold Development) Act 1986
- Strata Schemes (Leasehold Development) Regulation 2012
- Strata Schemes Management Act 1996
- Surveying And Spatial Information Act 2002
- Surveillance Devices Act 2007
- Swimming Pools Act 1992
- Swimming Pools Regulation 2008
  
- Tattoo Parlours Act 2012
- Threatened Species Conservation Act 1995
- Transport Administration Act 1988
- Trees (Disputes Between Neighbours) Act 2006
  
- Valuation Of Land Act 1916
  
- Water Management Act 2000
- Water Management (General) Regulation 2011)
- Wilderness Act 1987
- Work Health And Safety Act 2011

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **Item 18 Council Resolutions Report May 2017**

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

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### **Reason for Report**

The Council Resolution Report includes Council resolutions from June 2016 to April 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 – 18 May 2017

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### Item 19 Monthly Report from Human Resources – May 2017

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Human Resources
<b>Authors:</b>	Manager Human Resources – Val Kearnes Learning & Development – Vacant Human Resource Projects Officer – Chris Kennedy Workplace Health & Safety – Mel Chapple
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF8 Council undertakes its organisational, workforce and risk management responsibilities with efficiency and effectiveness

---

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

- Supervisor Workshop – Coonabarabran
- Trainee Plant Operator – Coolah
- Manager Road Operations
- Plumber – Dunedoo
- Tar Patching Operator
- Learning & Development Co-ordinator
- Mechanic
- Admin Officer – Corporate Services
- Truck Operator – Binnaway
- Design Engineer
- Supervisor Water – South
- Tractor Operator – Coolah

Positions have been filled since last Council meeting:

- Plumber Dunedoo
- Tar Patching Operator
- Supervisor Workshop – Coonabarabran

### Resignations

Since the April Council meeting there have been one resignation from Technical Services, Design Engineer and one from Community Services, Trainee Child Carer.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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### Issues

No issues.

### LEARNING AND DEVELOPMENT

Training courses undertaken in April include:

- Conflict Resolution – Dealing with Alcohol & Drug Affected People
- Accident Investigation
- WHS Committee Training

### HR Projects

#### Chemical Management

The Chemical Management Action plan is 98% complete.

#### Workforce Management Plan

A Draft copy of Workforce Management Plan has been completed and will be presented to Manex for their approval.

### WORKPLACE HEALTH AND SAFETY

There was 1 incident and 1 near miss in the month of April.

#### *Workers Compensation and Incidents for April*

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

### RECOMMENDATION

For Council's information.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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### Item 20 Stocktake April 2017

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

---

### Reason for Report

The report has been prepared to inform Council of the result of the stocktake undertaken in April 2017 for the Coonabarabran, Coolah and Dunedoo stores.

### Background

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

### Issues

The overall stocktake result was a Write On of \$267.59 as detailed below:

Store	Result	Amount
Dunedoo	Write Off	25.42
Coolah	Write Off	36.26
Coonabarabran	Write On	(329.27)
Total Write On		267.59

### Options

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

Stock disparities may exist for a number of reasons including:

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

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

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **Financial Consideration**

An amount of \$267.59 has been identified as needing to be written on Inventory. This total includes disposal of \$120.55 of obsolete or broken stock from the Coonabarabran Store.

### **RECOMMENDATION**

That Council note the result of the April 2017 Stores Stocktake and approve a Stock Write On of \$267.59.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **Item 21 Community Strategic Plan 2017-32**

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

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### **Reason for Report**

To seek Council endorsement of the draft Community Strategic Plan (CSP) 2017-32 as is and place on public exhibition for at least 28 days as per the legislative requirements. The Draft CSP 2017-32 is forwarded an Enclosure under separate cover.

### **Background**

Every four years council engages the community for their input and review on the Warrumbungle Shire's Community Strategic Plan. The last review was done in 2012 Over March and April this year, community consultations took place across the Shire and included the 6 towns and 6 villages. These sessions were facilitated by a consultant from Local Government NSW (Martin Bass) who was involved in the original CSP. Comments and feedback were captured at each session and have now been posted on the Council's website.

### **Issues**

Feedback received from engagement confirmed the plan still reflective of community sentiments.

### **Options**

- Endorse the current CSP.
- Reject and seek further community consultation.

### **Financial Considerations**

Nil.

### **RECOMMENDATION**

That Council endorse the Community Strategic Plan (CSP) 2017-32 as is and place on public exhibition for at least 28 days as per the legislative requirements.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

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### Item 22 Quarterly Budget Review Statement for the Quarter Ending 31 March 2017

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

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#### **Reason for Report**

To present a summary of Council's financial position as at the end of the March 2017 quarter.

#### **Background**

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

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

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

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

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

# WARRUMBUNGLE SHIRE COUNCIL

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

- Balance Sheet as at 31 March 2017(**QBRs: Part 9**);
- A Summary of Results that links the function view of Council's activities back to Council's Income Statement and Cashflow Statement (**QBRs: Part 4**);
- A Loan Movement Schedule (**QBRs: Part 11**).

A copy of Council's first quarter QBRs for the quarter ending 31 March 2017 is provided under separate cover as an Appendix to the February 2017 Business Paper.

### Issues

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

- Council's YTD surplus/ (deficit) from Council's income statement is a surplus of \$248k;
- Council is currently forecasting an accrual surplus (per Council's income statement) of \$14.084m at the end of the financial year which represents a \$5.148m increase relative to the original budget;
- Council has currently spent \$8.095m of its proposed \$28.101m (29%) capital program;
- Council's cash and investments balance is currently forecast to decrease from \$15.893m to \$11.091m at 30 June 2017, assuming Council's extensive capital program is completed this financial year;
- Council's unrestricted cash and investments balance is \$2.066m as at 31 March 2017;
- Council's cash surplus / (deficit) which includes capital expenditure and loan movements, but excludes other balance sheet movements and depreciation is forecast to be a deficit of \$148k at year end. This figure includes supplementary votes submitted for approval discussed below as well as revotes of \$9.704m that are to be funded from restricted assets.

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

- Suggested net revenue decrease of \$2k;
- Suggested recurrent expenditure increases of \$Nil;
- Suggested capital expenditure decreases of \$119k;

### Options

The suggested supplementary votes for the December quarter results in a \$117k improvement in Council's position. Council has two options in regard to the supplementary votes suggested in the December QBRs:

1. Approve the supplementary votes;

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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2. Approve the suggested supplementary votes but either postpone selected current year capital projects to 2017/18 or reduce recurrent expenditure budgets to reduce Council's forecast deficit.

### **Financial Considerations**

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

The March QBRS includes net total supplementary votes of \$117k which if approved will result in a forecast cash surplus of \$148k (including RA movements).

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

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

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

### **RECOMMENDATION**

That Council accept the Quarterly Budget Review Statement for the quarter ending 31 March 2017, and approve the requested supplementary votes for a net value of \$117k.

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### Item 23 Operational Plan and Delivery Program 2017/18 to 2020/21

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

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#### **Reason for Report**

To seek Council endorsement of the draft Warrumbungle Shire Council Delivery Program 2018/19 - 2020/21 and Operational Plan 2017/18 and to seek Council approval to place these documents on public exhibition for at least 28 days, to be presented with feedback and community comment at the June 2017 meeting.

#### **Background**

In the 2011/12 Financial Year Council was for the first time required to operate under the DLG's new reporting framework for NSW local government known as the Integrated Planning and Reporting (IP&R) Framework. This new reporting framework replaced the former Management Plan and Social Plan with an integrated framework that includes a Community Strategic Plan, a Delivery Program, an Operational Plan and a Resourcing Strategy.

The Delivery Program under the IP&R Framework is the document where the community's strategic goals are systematically translated into actions. The Delivery Program details the principal activities to be undertaken by the Council to implement the strategies established by the Community Strategic Plan within the resources available under the Resourcing Strategy.

The Delivery Program is a statement of commitment to the community from each newly elected council. In preparing the Delivery Program, Council is accounting for its stewardship of the community's long-term goals, outlining what it intends to do towards achieving these goals during its term of office and what its priorities will be. It is designed as the single point of reference for all principal activities undertaken by Council during its term of office and details all projects and deliverables to be achieved over the following four years (2017/18 – 2020/21). The Delivery Program also provides service level details that Council is to meet in this four year time frame.

Supporting the Delivery Program is an annual Operational Plan which details projects and deliverables to be undertaken in the following year to achieve the commitments made in the Delivery Program.

# WARRUMBUNGLE SHIRE COUNCIL

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The Operational Plan is in effect Council's budget for the following year (2017/18) and also includes Council's Statement of Fees and Charges for the 2017/18 financial year.

### Issues

The preparation of the 2017/18 financial year Operational Plan (Budget) and Delivery Program has been arduous due to:

- Reduced untied revenue due to the Commonwealth's decision to pause the FAGs indexation, indecision on unpausing this indexation and reduced interest revenue as a result of a falling cash rate.
- The need to incorporate Council's Fit for the Future (FFF) Improvement Action Plans and demonstrate Council's strategies to improve its performance against the Sustainability, Infrastructure and Service Management, and Efficiency Criteria.
- A more complex Capital program and Grant funding environment.
- Advent of a number of conflicting priorities such as the introduction of FESL, CSP activity and the Sir Ivan Fire.

To date Council has developed several Improvement Action Plans which implemented will ensure that Council will be FFF. Some of these plans have already been incorporated into the Budget and Delivery Program.

The main features of the 2017/18 Operational Plan and Delivery Program are:

- **A total unrestricted cash deficit of \$8.5k** over the four years;
- **A forecast accrual surplus of \$11.26m** over the four years due predominantly to increased operational grant funding in 2017/18 and the implementation of Council's FFF Improvement Action Plans;
- **A capital program of \$51.75m** over the four years which concentrates on asset renewal over asset expansion, including \$13.66m allocated for the 2017/18 financial year;
- **An increase in total cash from a (December 2016) forecast \$10.98m at year end 2016/17 to \$12.036m in 2020/21;**
- **An increase of \$1.06m in restricted assets** over the four years;
- No further loans are factored into the four year Delivery Program, although Council will spend **\$3.55m over four years on loan repayments**, halving Council's loan balance.

### Options

Council can either:

1. Accept the Warrumbungle Shire Council 2017/18 Operational Plan and 2018/19 – 2020/21 Delivery Program as is with a \$37.88k unrestricted cash deficit; or
2. Make adjustments of at least \$37.88k to either expenditure or revenue to the Warrumbungle Shire Council 2017/18 Operational Plan and 2018/19 – 2020/21 Delivery Program to achieve a balanced unrestricted cash budget in 2017/18.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **Financial Considerations**

The Draft Operational Plan Budget as it currently stands results in an unrestricted cash deficit of \$37.88k in 2017/18.

Whilst a deficit is not recommended, a deficit of \$37.88k is insignificant and immaterial against the Council's projected \$41m in revenue. It is however recommended that Council continue to watch the cash position.

Whilst it is recommended that Council adopt the Operational Plan, Council should not be budgeting for a long term deficit, and must ensure the budget is balanced over the longer term.

### **RECOMMENDATION**

That Council accept the 2017/18 Operational Plan and 2018/19-2020/21 Delivery Program as is and place on public exhibition for at least 28 days as per the legislative requirements.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **Item 24 Bank Reconciliation for the month ending 30 April 2017**

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

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#### **Reason for Report**

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

#### **Background**

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

#### **Issues**

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

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

#### **Options**

Nil

#### **Financial Considerations**

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

The Mayor's Bushfire Appeal bank account has been utilised for the purpose of the Sir Ivan Bushfire which started on the 12th February 2017.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

### Summary

Balance per General Ledger – 30 April 2017

<b>General Ledger</b>	<b>Amount</b>
Trust Bank Account	360,340
Bushfire Trust Account	183,362
Bushfire Trust Investment Account	-
General Bank Account	1,043,293
Investment At Call General	6,829,934
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
<b>Total per General Ledger</b>	<b>12,288,929</b>

<b>Bank</b>	<b>Balance</b>
<b><u>General</u></b>	
Commonwealth General Account	1,028,843
<b>Total – General</b>	<b>1,028,843</b>
<b><u>Investments</u></b>	
Term Deposits	10,701,934
<b>Total Investments</b>	<b>10,701,934</b>
<b>Sub Total WSC Operational Accounts</b>	<b>11,730,777</b>

<b><u>Trust</u></b>	
Commonwealth Trust Account	359,940
<b>Total – Trust</b>	<b>359,940</b>
<b><u>WSC Mayors Bush Fire Appeal Trust</u></b>	
Commonwealth Mayors Fund General Account	180,934
Commonwealth Mayors Fund Savings Account	-
<b>Total - WSC Mayors Bush Fire Appeal Trust</b>	<b>180,934</b>
<b>Total All Bank Accounts</b>	<b>12,271,651</b>
<i>Add:</i>	
Outstanding Deposits - General	178,889
Outstanding Deposits - Trust	400
Outstanding Deposits – WSC Mayors Bushfire Appeal	2,428
<i>Less:</i>	
Unpresented cheques - General	859
Unpresented EFT - General	163,580
Unpresented cheques- WSC Mayors Bushfire Appeal	-
<b>Balance adjusted for outstanding deposits &amp; Un-presented cheques (Final Bank Balance)</b>	<b>12,288,929</b>
<b>Variance between Final Bank Balance and General Ledger</b>	<b>-</b>

# **WARRUMBUNGLE SHIRE COUNCIL**

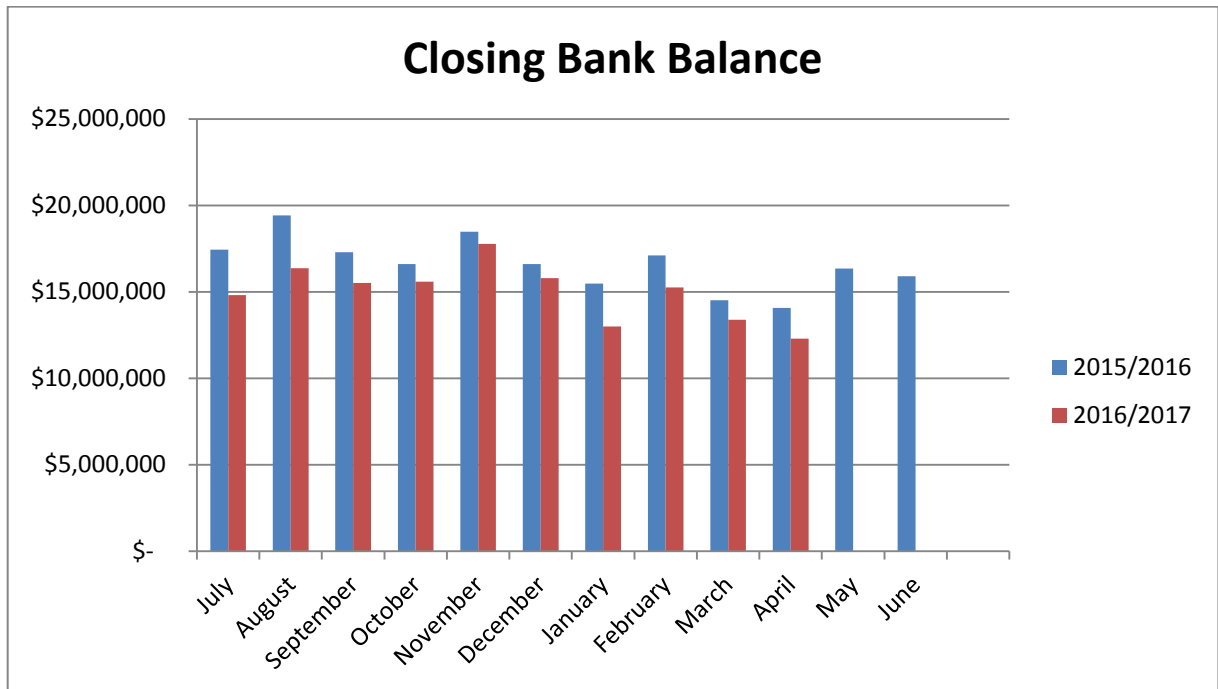
## **Ordinary Meeting – 18 May 2017**

Balance as per Bank Account History as at 30 April 2017

<b>Month</b>	<b>Funds Held in General Account</b>	<b>Funds Held in Trust Account</b>	<b>Mayors Bushfire Appeal Trust Account</b>	<b>Investment</b>	<b>TOTAL</b>	<b>Net of Outstanding Deposits and Un-presented Cheques</b>	<b>End of Month Closing Bank Balance</b>
Jul-16	1,581,425	311,052	247,373	12,510,106	<b>14,649,956</b>	165,023	<b>14,814,979</b>
Aug-16	2,106,135	313,021	247,624	13,213,693	<b>15,880,473</b>	477,693	<b>16,358,166</b>
Sep-16	1,427,158	319,109	247,855	14,099,006	<b>16,093,128</b>	(582,053)	<b>15,511,075</b>
Oct-16	2,285,751	319,492	203,436	13,138,963	<b>15,947,642</b>	(364,047)	<b>15,583,595</b>
Nov-16	3,643,564	319,542	203,633	13,252,420	<b>17,419,159</b>	344,165	<b>17,763,324</b>
Dec 16	1,543,777	320,292	203,808	14,066,767	<b>16,134,644</b>	(337,386)	<b>15,797,258</b>
Jan-17	2,459,369	340,292	-	10,553,042	<b>13,352,703</b>	(353,934)	<b>12,998,769</b>
Feb-17	2,306,088	340,292	100,474	12,446,285	<b>15,193,139</b>	53,065	<b>15,246,204</b>
Mar-17	251,975	341,094	146,655	12,634,179	<b>13,373,903</b>	13,099	<b>13,387,002</b>
Apr-17	1,028,843	359,940	180,934	10,701,934	<b>12,271,651</b>	17,278	<b>12,288,929</b>

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017



### **RECOMMENDATION**

That Council accept the Bank Reconciliation Report for the month ending 30 April 2017.

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## Ordinary Meeting – 18 May 2017

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### Item 25 Investments and Term Deposits for Month ending 30 April 2017

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

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#### **Reason for Report**

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

#### **Background**

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

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

#### **Issues**

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

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

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

During the month \$1m worth of term deposits matured, earning Council a total of \$9,342 in interest.

At call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month net transfers of \$935,989 were made from these accounts and \$3,744 interest was received on the balances in the accounts resulting in a month end "At Call" balance of \$3.702m.

##### *Income Return*

The average rate of return on Investments for the month of 2.21% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.75% by 46 points or 26.29%.

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## **Ordinary Meeting – 18 May 2017**

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On a year to date basis, interest received, and accrued, totals \$273,856 which is 77% 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 its projected interest revenue.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

### Summary

Table 1 Investment Balances as at 30 April 2017

Financial Institution	Lodgement Date	Maturity Date	Total Days	Rating	Yield	Amount
<b>At Call Accounts</b>						
NAB Cash Maximiser #	1-Apr-17	At Call	at call	AA-	1.39%	3,293,068
ANZ At Call	1-Apr-17	At Call	at call	AA-	1.35%	81
Regional Australia Bank	1-Apr-17	At Call	at call	Unrated	2.10%	253,381
NAB Bpay Account	1-Apr-17	At Call	at call	AA-	-	155,404
						<b>3,701,934</b>
<b>Term Deposits</b>						
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
NAB	17-Mar-17	15-Jun-17	90	AA-	2.49%	1,000,000
Bank of Sydney	21-Mar-17	19-Jun-17	90	Unrated	2.60%	1,000,000
Regional Australia Bank	22-Feb-17	22-Jun-17	120	Unrated	2.66%	1,000,000
						<b>7,000,000</b>
<b>TOTAL</b>						<b>10,701,934</b>



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

Table 2 At Call and Term Deposits – Monthly Movements

Bank	Opening Balance	Net Placements/ Withdrawals	Interest Accrued/ Received	Closing Balance
NAB Cash Maximiser #	4,289,711	(1,000,000)	3,357	3,293,068
ANZ At Call	94	(15)	2	81
Community Mutual Group	252,996	-	385	253,381
NAB Eftpos At Call	91,378	64,026	-	155,404
<b>Total at call</b>	<b>4,634,179</b>	<b>(935,989)</b>	<b>3,744</b>	<b>3,701,934</b>
BOQ	1,009,016	(1,009,342)	326	-
Bank of Sydney	1,004,207	-	2,254	1,006,461
Bank of Sydney	1,004,207	-	2,254	1,006,461
NAB	1,002,699	-	2,131	1,004,830
Regional Australia Bank	1,002,659	-	2,156	1,004,815
NAB	1,002,689	-	2,180	1,004,869
Bank of Sydney	1,000,952	-	2,041	1,002,993
Regional Australia Bank	1,000,710	-	2,131	1,002,841
<b>Total Term deposits</b>	<b>8,027,139</b>	<b>(1,009,342)</b>	<b>15,473</b>	<b>7,033,270</b>
<b>Total</b>	<b>12,661,318</b>	<b>(1,945,331)</b>	<b>19,217</b>	<b>10,735,204</b>

### Certification of Responsible Accounting Officer

I hereby certify that the investments listed in the report above have been made in accordance with Section 625 of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulation 2005* and Council's Investments Policy.

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

### RECOMMENDATION

That Council accept the Investments Report for the month ending 30 April 2017.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **Item 26 Rates Report for Month Ending 30 April 2017**

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

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### **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 30 April 2017 is lower than the 10% benchmark proposed by the OLG at 9.59%. The overall outstanding charges ratio as at 30 April 2017 is 12.71%. The slight increase can be attributed to the water notices 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 343 ratepayers are utilising this system.

### **Options**

For Council Information

### **Financial Considerations**

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

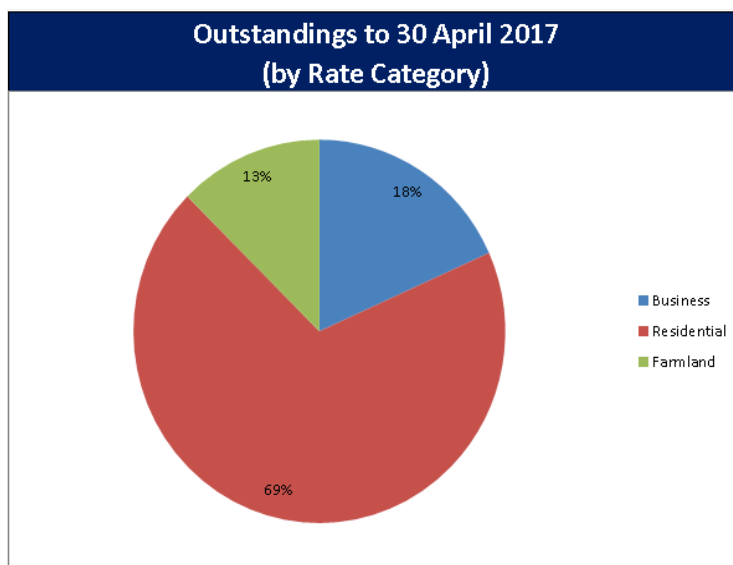
RATE/CHARGE TYPE	RATE ARREARS 2015/16	2016/17 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2016/17	COLLECTION % 2016/17	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	623,133	7,649,345	(164,375)	4,849	31,561	118,427	8,262,940	(6,047,259)	2,215,681	73.19%	682,642	8.26%
Water	217,764	1,373,952	(71,990)	(110)	10,662	-	1,530,278	(1,074,085)	456,193	70.19%	217,601	14.22%
Sewerage	92,180	1,061,950	(51,552)	-	4,921	-	1,107,499	(809,556)	297,943	73.10%	100,026	9.03%
Trade Waste	464	8,665	-	-	29	-	9,158	(7,206)	1,952	78.69%	628	6.86%
Storm Water	-	108,057	-	(1,775)	252	-	106,534	(79,706)	26,828	74.82%	7,491	7.03%
Garbage	248,844	1,899,792	(107,910)	(524)	12,246	511	2,052,959	(1,482,422)	570,537	72.21%	244,947	11.93%
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>1,182,385</b>	<b>12,101,761</b>	<b>(395,827)</b>	<b>2,440</b>	<b>59,671</b>	<b>118,938</b>	<b>13,069,368</b>	<b>(9,500,234)</b>	<b>3,569,134</b>	<b>72.69%</b>	<b>1,253,335</b>	<b>9.59%</b>
Sewer Access (Water Billing)	144,631	300,344	-	(316)	3,296	-	447,955	(209,744)	238,211	46.82%	87,446	19.52%
Water Consumption	718,090	1,373,032	-	(6,765)	22,311	24,181	2,130,849	(1,209,777)	921,072	56.77%	619,954	29.09%
Sewer Consumption	40,606	139,696	-	-	680	-	180,982	(78,259)	102,723	43.24%	37,660	20.81%
Trade Waste	38,856	26,000	-	-	902	-	65,758	(98,002)	(32,244)	149.03%	22,150	33.68%
<b>TOTAL WATER SUPPLY SERVICES</b>	<b>942,183</b>	<b>1,839,072</b>	<b>-</b>	<b>(7,081)</b>	<b>27,189</b>	<b>24,181</b>	<b>2,825,544</b>	<b>(1,595,782)</b>	<b>1,229,762</b>	<b>56.48%</b>	<b>767,210</b>	<b>27.15%</b>
<b>GRAND TOTAL</b>	<b>2,124,568</b>	<b>13,940,833</b>	<b>(395,827)</b>	<b>(4,641)</b>	<b>86,860</b>	<b>143,119</b>	<b>15,894,912</b>	<b>(11,096,016)</b>	<b>4,798,896</b>	<b>69.81%</b>	<b>2,020,545</b>	<b>12.71%</b>

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

Analysis by Council staff has indicated that of the rates and annual charges outstanding amount, 69% relates to residential properties, while 13% relates to farmland and 18% to business.

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



Rates Type	Rates levy					Water levy				Grand Total
	General	Domestic Waste	Water Access	Trade Waste	Storm Water	Sewer Access	Water Usage	Sewer Usage	Trade Waste	
<b>Business</b>	58,572	28,930	16,529	628	2,635	62,210	140,168	37,660	22,150	369,482
<b>Residential</b>	374,885	211,281	201,072	-	4,856	125,262	479,786	-	-	1,397,142
<b>Farmland</b>	249,185	4,736	-	-	-	-	-	-	-	253,921
<b>Total</b>	<b>682,642</b>	<b>244,947</b>	<b>217,601</b>	<b>628</b>	<b>7,491</b>	<b>187,472</b>	<b>619,954</b>	<b>37,660</b>	<b>22,150</b>	<b>2,020,545</b>

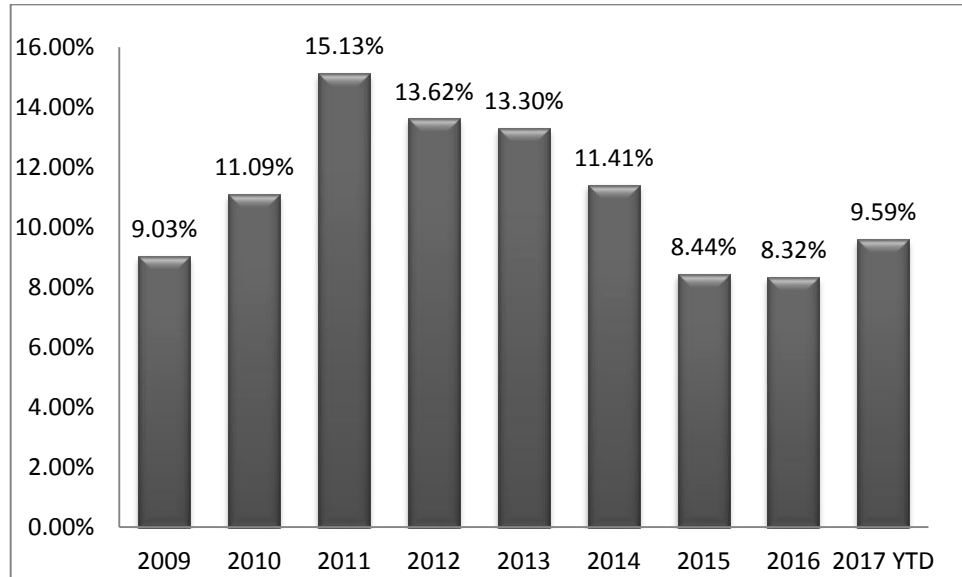
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

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

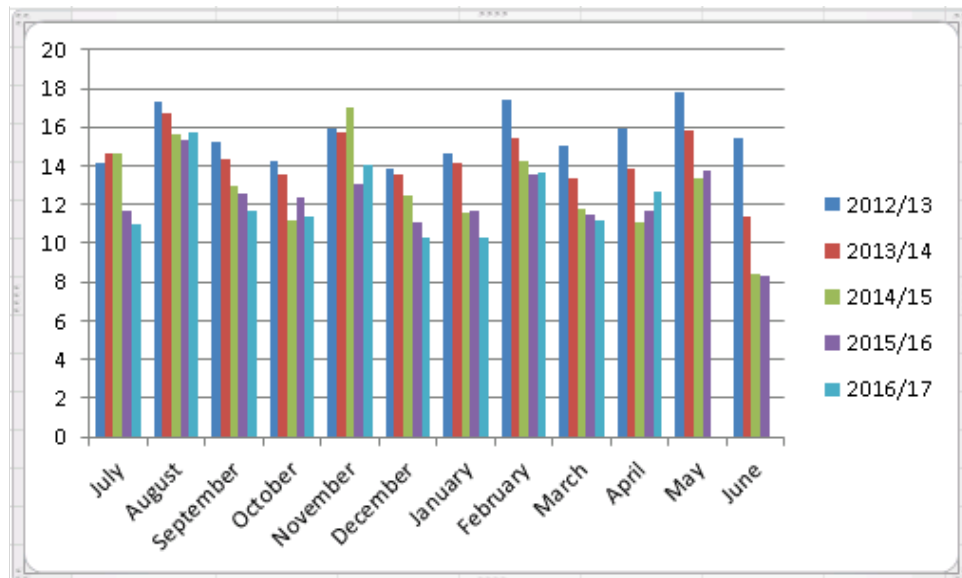
# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

**Graph 1: Ratio by Year**



**Graph 2: Ratio Month by Month**



**RECOMMENDATION**

For Council's information.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 18 May 2017**

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### **Item 27 2016/17 Technical Services Works Program – Road Operations, Urban Services and Water Services**

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

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#### **Reason for Report**

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

#### **Background**

The 2016/17 works program including expenditure until the end of April 2017 for all projects in Technical Services is presented in Attachment 1.0.

Attachment 2.0 contains three tables a list of roads that have been graded since the 1 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 includes a percentage completion of the scope of works 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 – 18 May 2017

### Attachment 1.0 – Technical Services 2016/17 Works Program

Task Name	Budget Allocation (\$)	Expend. (\$)	% complete
<b>Technical Services</b>	<b>22,452,798</b>	<b>9,193,067</b>	60%
<b>Asset &amp; Design Services</b>	<b>75,018</b>	<b>23,807</b>	10%
Survey equipment	12,000	0	0%
Eng design software	25,160	4,897	20%
traffic counters	7,500	0	0%
Bike Plan	9,019	9,019	100%
GPS handheld units	5,239	0	0%
<b>Road Safety Programme</b>	<b>16,100</b>	<b>9,891</b>	75%
Plan B	5,000	3,434	69%
Child Restraint	1,400	559	40%
Wksp Supervisors of L Drivers	1,200	842	70%
Bike Week	2,000	1,241	62%
Just Slow Down	4,000	1,075	27%
Free Cuppa for driver	2,500	2,740	100%
<b>Fleet Services</b>	<b>2,774,604</b>	<b>1,380,913</b>	40%
Minor plant purchases	15,000	0	0%
Coona Workshop	18,000	3,345	20%
Plant & equipment purchases	2,741,604	1,377,568	60%
<b>Road Operations</b>	<b>12,099,405</b>	<b>6,254,148</b>	35%
<b>RMS Work Orders</b>	<b>3,115,000</b>	<b>2,033,478</b>	75%
Heavy Patching	500,000	829,993	100%
South Merrygoen	500,000	182,277	60%
Mendooran Widen	350,000	164,629	100%
Vegetation Control*	15,000	10,952	100%
North Mendooran Shlr widening*	35,000	0	100%
West Mendooran Shlr widening*	115,000	94,128	100%
Truck Stops Golden Hwy	500,000	38,665	50%
Truck Stop Dunedoo	500,000	0	5%
Resealing program	600,000	712,834	100%
<b>Local Roads</b>	<b>3,708,601</b>	<b>1,702,524</b>	50%
<b>Local Roads reseals</b>	<b>535,537</b>	<b>291,602</b>	90%
Spring Ridge Road	218,832	2,447	10%
Bugaldie Goorianawa Rd	42,400	33,673	100%
Baradine Goorianawa Rd (9000)	57,617	57,617	100%
Ropers rd (17000)	39,864	39,864	100%
Dandry Rd (2500)	42,300	42,300	100%
Bingie Grumble Rd (5500)	20,163	20,163	100%
River Rd (3700)	7,081	4,081	100%
Digilah East Rd (6000)	10,000	7,885	50%
Merrygoen Rd (6000)	13,119	13,119	100%
Kanoona Rd (6000)	10,000	4,969	50%
Neilrex Rd (12000)	0	0	0%
Wyuna Rd (5600)	14,075	14,075	100%
Homeleigh Drive (1800)	9,458	9,458	100%
Avonside East Rd (6000)	10,000	1,323	50%
Tongy Rd (12000)	26,670	26,670	100%
Merryula Rd (6000)	13,958	13,958	100%

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

Task Name	Budget Allocation (\$)	Expend. (\$)	% complete
<b>L R bridges &amp; cwys</b>	<b>624,998</b>	<b>511,393</b>	80%
Coonagoony bridge	330,868	338,591	90%
Ross Crossing Bridge - approaches	161,630	82,091	90%
Box Ridge Rd Cwy	52,500	8,251	0%
Montague Bridge - repairs	80,000	82,460	100%
<b>Local Road pavements</b>	<b>1,911,108</b>	<b>659,151</b>	30%
Bugaldie Goorianawa Pave Rehab	125,576	95,324	100%
Neilrex Rd - Seal Pave rehab.	245,472	146,377	80%
Neilrex Rd - unsealed pave rehab.	200,000	0	0%
Quia Rd - sealed pavement rehab.	200,000	0	0%
Rotherwood Rd - sealed rehab.	150,000	0	0%
Turee Vale Rd - sealed pave rehab	150,000	0	0%
Wyuna Rd - Extension of seal	200,000	945	0%
Piambra Rd - extension of seal	300,000	257,511	100%
Beni Xing Rd - safety	190,060	0	0%
Lawson Park Rd - sealed pave rehab	150,000	158,994	100%
<b>Local Roads Gravel Resheeting</b>	<b>636,958</b>	<b>240,378</b>	35%
Box Ridge Rd	93,561	96,582	100%
Uliman Rd	40,648	24,935	100%
Yuggel Rd	74,089	13,253	35%
Carmel Lane	47,728	0	0%
Narrawa (south)	17,700	773	0%
Boomley Rd	30,505	8,787	75%
Munns Rd	122,727	0	0%
Evans Rd	55,000	26,567	100%
Forans Lane	75,000	21,992	100%
Wyuna Rd	80,000	47,489	50%
<b>Regional Roads</b>	<b>5,255,804</b>	<b>2,518,146</b>	35%
<b>Regional Roads reseals</b>	<b>615,891</b>	<b>494,565</b>	100%
Reseals - Regional Roads	615,891	494,565	100%
<b>Pavement Rehab</b>	<b>994,000</b>	<b>374,912</b>	30%
Black Stump Way rehab.	800,000	197,365	25%
Baradine Rd Shlder widening	169,000	157,496	100%
Intersection Ashby Rd	25,000	20,051	100%
<b>Black Spot programme</b>	<b>1,635,913</b>	<b>448,209</b>	30%
Black Stump Way - Orana Rd	218,712	62,743	100%
Baradine Rd - Old Baradine Rd	98,143	139,724	100%
Timor Road - Shlder Rehab	350,000	186,676	50%
Purlewaugh Rd - Shlder widening	135,015	40,316	30%
Baradine Rd - widening, guardrail	665,043	0	0%
Vinegaroy Rd - pave rehab	169,000	18,750	5%
<b>Regional Road Bridges</b>	<b>2,010,000</b>	<b>1,200,460</b>	15%
Allison bridge	2,010,000	1,200,460	15%
<b>Aerodromes</b>	<b>20,000</b>	<b>0</b>	0%
Repainting of Coona terminal blding	20,000	0	0%
<b>Urban Services</b>	<b>2,593,454</b>	<b>831,110</b>	35%
<b>Parks &amp; Gardens</b>	<b>138,847</b>	<b>9,970</b>	0%
<b>Baradine</b>	<b>33,000</b>	<b>5,980</b>	0%
Lions Park - internal path	15,000	0	0%



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

Task Name	Budget Allocation (\$)	Expend. (\$)	% complete
Lions Park - from Darling street	8,000	0	0%
Lions Park - shade renewal	10,000	5,980	20%
<b>Binnaway</b>	<b>20,000</b>	<b>0</b>	<b>0%</b>
Len Guy Park - softfall upgrade	20,000	0	0%
<b>Coolah</b>	<b>45,000</b>	<b>0</b>	<b>0%</b>
McMasters Park - path to toilet	25,000	0	0%
Softfall under playground equip	20,000	0	0%
<b>Coonabarabran</b>	<b>5,847</b>	<b>0</b>	<b>0%</b>
Timor Rock toilet	5,847	0	0%
<b>Dunedoo</b>	<b>35,000</b>	<b>3,990</b>	<b>0%</b>
Milling Park Irrigation System	35,000	3,990	25%
<b>Ovals</b>	<b>297,000</b>	<b>55,329</b>	<b>10%</b>
Netball Courts - Coonabarabran	200,000	3,700	5%
Bowen Oval - canteen bird proofing	8,000	7,876	100%
Robertson Oval - Amenities	30,000	0	0%
Baradine Oval Canteen	34,000	43,753	100%
Master plan	25,000	0	0%
<b>Swimming Pools</b>	<b>165,193</b>	<b>4,309</b>	<b>5%</b>
<b>Baradine</b>	<b>61,060</b>	<b>1,300</b>	<b>0%</b>
Shade structure	40,000	0	0%
Painting, stage 1 & 2	11,500	0	0%
Upgrade Kiosk & hot water	1,500	1,300	100%
Reconnection lights	8,060	0	0%
<b>Coolah</b>	<b>67,000</b>	<b>0</b>	<b>0%</b>
Rain tank & pump for irrigation	4,000	0	0%
Lighting over main pool	20,000	0	0%
Solar project to heat pool	43,000	0	0%
<b>Coonabarabran</b>	<b>31,133</b>	<b>295</b>	<b>0%</b>
Pool repairs	11,180	295	0%
Rain tank & pump for irrigation	7,000	0	0%
Hot water facility	12,953	0	0%
<b>Dunedoo</b>	<b>5,000</b>	<b>2,314</b>	<b>0%</b>
pool improvements	5,000	2,314	50%
<b>Mendooran</b>	<b>1,000</b>	<b>400</b>	<b>0%</b>
Upgrades to club room	1,000	400	0%
<b>Town Streets</b>	<b>1,992,414</b>	<b>761,502</b>	<b>15%</b>
<b>Baradine</b>	<b>109,644</b>	<b>126,542</b>	<b>0%</b>
<b>Street reseals</b>	<b>48,500</b>	<b>87,539</b>	<b>2%</b>
Namoi St (2000)	48,500	378	100%
Darling St (3000)	0	87,161	100%
Progress Ass'n - gardens	5,000	5,000	100%
Flood levee	33,644	33,644	100%
New garbage bins	2,500	0	0%
Footpath rehab	20,000	359	0%
<b>Binnaway</b>	<b>166,600</b>	<b>38,252</b>	<b>5%</b>
Street reseals	46,600	33,252	100%
Progress Ass'n - gardens	5,000	5,000	100%
Bullinda Street, new K & G	55,000	0	0%
Footpath Rehabilitation	10,000		0%

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

Task Name	Budget Allocation (\$)	Expend. (\$)	% complete
Shared path - Renshaw St to River	50,000	0	0%
<b>Coolah</b>	<b>503,015</b>	<b>197,216</b>	<b>40%</b>
Booyamurra St pave rehab	120,490	50,077	70%
Cycleway extension	39,425	39,425	100%
Street reseals	57,600	28,194	100%
Footpath rehabilitation	30,000	8,925	50%
Booyamurra St K&G	55,000	37,818	100%
Drainage study	16,000	0	0%
Street Light	4,500	4,500	100%
Goddard Street shared path	180,000	28,277	20%
<b>Coonabarabran</b>	<b>723,755</b>	<b>347,501</b>	<b>35%</b>
Cycleway underpass, MJC bridge	22,456	83	100%
Cycleway north of bridge	58,168	58,470	100%
Kerb blister, John/Cassilis	66,128	66,253	100%
Dalgarno, Western end Pave Rehab	5,593	0	0%
John St., K & G rehab	53,110	15,531	50%
Street reseals	118,300	67,261	100%
FP Rehab Dalgarno (John/Cowper)	20,000	0	0%
John ST. K&G rehab	20,000	18,182	100%
Street Trees - Cowper	30,000	0	0%
John Street - asphalt	10,000	10,400	100%
Drainage - Belar / Merebene	70,000	0	0%
Edwards Street - shared path	250,000	111,321	40%
<b>Dunedoo</b>	<b>442,800</b>	<b>43,951</b>	<b>0%</b>
<b>Street reseals</b>	<b>54,800</b>	<b>43,951</b>	<b>0%</b>
Talbragar St, Caigan to Bandulla	54,800	43,951	100%
Footpath rehab	20,000	0	0%
Dish - Yarrow at Bandulla, sth side	18,000	0	0%
Wallaroo St, drainage & sealing	350,000	0	0%
<b>Mendooran</b>	<b>46,600</b>	<b>8,040</b>	<b>0%</b>
Street reseals	16,600	8,040	100%
Footpath rehab.	30,000	0	0%
<b>Warrumbungle Water</b>	<b>4,284,649</b>	<b>667,255</b>	<b>10%</b>
<b>Baradine</b>	<b>1,119,722</b>	<b>76,486</b>	<b>5%</b>
Meter replacements	5,000	110	0%
Mains Narren, Walker to Queen	80,000	3,527	10%
Mains - Bligh to Castlereagh	50,000	18,736	50%
Reservoir Clean	120,000	43,000	60%
Renewal of treatment plant clarifier	864,722	11,113	2%
<b>Binnaway</b>	<b>517,530</b>	<b>21,378</b>	<b>5%</b>
Meter replacements	5,000		0%
Mains Ext - Yeubla St railway	70,000	17,338	10%
Back up bore	442,530	4,040	2%
<b>Coolah</b>	<b>551,396</b>	<b>39,435</b>	<b>5%</b>
Mains ext. Cliff Lane, Erwin St	70,000	27,201	0%
Meter replacements	5,000	6,700	100%
Standby pumps	5,000	0	0%
Mains replacement	60,000	0	0%
Back up bore	411,396	5,534	2%

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 18 May 2017

Task Name	Budget Allocation (\$)	Expend. (\$)	% complete
<b>Coonabarabran</b>	<b>1,627,871</b>	<b>435,023</b>	10%
Mains Ext. Castlereagh St	160,000	28,287	10%
Mains replacement	50,000	3,500	10%
meter replacements	10,000	4,321	0%
Timor Fence repairs	191,261	0	0%
Tools	3,000	354	0%
Mains ext. Camp St, Namoi - Anne	60,000	1,493	10%
Mains ext. - under hwy to depot	60,000	16,448	100%
Raising Timor Dam wall - study	530,610	244,204	50%
Timor Dam - low level extraction	140,000	0	0%
Telemetry software	3,000	7,128	0%
Timor Dam - replacement of mixer	120,000	119,562	100%
Telemetry upgrade - all towns	300,000	9,726	5%
<b>Dunedoo</b>	<b>53,000</b>	<b>10,841</b>	0%
Tools	3,000	0	0%
Main replacement Wargundy st	50,000	10,841	50%
<b>Mendooran</b>	<b>415,130</b>	<b>84,092</b>	5%
mains extension	30,000	0	0%
Back up bore	385,130	84,092	20%
<b>Warrumbungle Sewer</b>	<b>625,668</b>	<b>35,834</b>	0%
<b>Baradine</b>	<b>10,000</b>	<b>0</b>	0%
Sewage Treat Plant - renewals	10,000	0	0%
<b>Coolah</b>	<b>100,000</b>	<b>7,599</b>	0%
Dump site	0	7,599	100%
Upgrade STP	50,000	0	0%
Mains relining	50,000	0	0%
<b>Dunedoo</b>	<b>82,668</b>	<b>0</b>	0%
Upgrade STP	50,000	0	0%
Main relining	32,668	0	0%
<b>Coonabarabran</b>	<b>433,000</b>	<b>28,235</b>	2%
Mains relining	100,000	777	0%
Tools - sewer rods	3,000	0	0%
Pump station renewal	30,000	9,961	50%
Telemetry upgrade - all towns	200,000	165	0%
Upgrade STP	50,000	0	0%
re-keying sewer sites	50,000	17,332	50%

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### Attachment 2.0. Maintenance Grading of Unsealed Roads

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
Bingie Grumble	2	2.6
Blackburns	3	1.2
Bolton Creek	2	20
Boomley	1	9
Boomley	1	4
Bourke & Halls	3	11.7
Box Ridge	1	34.9
Brooklyn	1	8.2
Brooks	1	17.6
Bullinda	3	11.4
Burma	3	7.7
Carmichaels (off Timor	3	0.7
Cobbora	1	18.4
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
Flags Rockedgiel	1	11.7
Forans	2	3
Gentle Annie	3	5.6
Gundare	1	2
Heads	3	1.8
Homeleigh	3	3.4

Unsealed Roads - Completed grading maintenance year to date		
Road Name	Category	Length
Hynds	3	3
Kanoona	1	1.8
Kerrawah	3	4
Keswick	3	6.1
Lambing Hill	1	1.5
Lawson Park	1	3.3
Lincoln	1	3.5
Lockerbie	2	9.6
Mancers	3	9.9
Maranoa	2	5.5
Merebene	3	3
Monks	2	1
Mt Bangalore	3	6.5
Mt Hope	1	1.3
Mt Nombi	1	3
Napier	1	4.6
Narrawa	3	5.1
Neilrex	1	1.6
Oban	3	2
Pine Ridge	1	5
Reddens	3	2
Ropers	1	17.3
Ropers	1	1
Round Mountain	1	5.9
Sandy Creek	2	6.9
Tibuc	3	2
Tonniges	3	3.6
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 March & April
A'Becketts Rd
Ameys Rd
Banoon Rd
Bolton Creek Rd
Bugaldie Guinema Rd
Chapmans Ln
Dandry Rd

Unsealed Road - Upcoming Grading Maintenance program
A'Becketts Road
Ameys Road
Dandry Road
Goolhi Road (part)
Keech's Road
Mitchell Springs Road
Quaker Tommy Road

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Maintenance requests received in March & April
Dows Ln
Flags Rockedgiel Rd
Forans Ln
Gamble Creek Rd
Gentle Annie Rd
Guinema Bugaldie Rd
Iona Rd (South)
Keech's Rd
Kennedys Rd
Leaders Rd
Merotherie Rd
Merryula Rd
Mitchell Springs Rd
Moorefield Rd
Morrisseys Rd
Mt Hope Rd
Myall Plains Rd
Napier Ln
Patrick Rd
Quaker Tommy Rd
Ropers Rd
Round Mountain Rd
Sandy Creek Rd
Sansons Ln
Stoney Point Rd
Tonniges Rd
Tothills Rd
Uphills Ln
Wardens Rd
Warkton Rd
Werribee Rd

Unsealed Road - Upcoming Grading Maintenance program
Sanson Lane
Stoney Point Road
Tothills Road
Uphills Rd
Wardens Road
Werribee Road

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### Item 28 Rural Subdivision Policy – Requirements for Electricity

<b>Division:</b>	Development Services
<b>Management Area:</b>	Town Planning
<b>Author:</b>	Town Planner – Ashleigh Stewart
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority:</b>	RU1.1 Council conducts periodic review of its planning instruments to ensure that land use planning supports the long term sustainability of our local communities and our economy.

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### Reason for Report

To recommend rescission of Council's *Rural Subdivision Policy – Requirements for Electricity* as the previously adopted *Development Control Plan 2015* addresses the requirements of electricity for rural subdivisions.

### Background

On the 22 October 2009, Council resolved to adopt a policy called the *Rural Subdivision Policy – Requirements for Water and Electricity*. This policy was amended through a resolution of Council on the 19 September 2013 to remove the previous requirements for water in the policy. The current policy is now called the *Rural Subdivision Policy – Requirements for Electricity*. In this policy the requirements for electricity supply for rural subdivisions are outlined as follows:

*'A basic reticulated power supply must be provided to all newly created lots for residential subdivisions located on land zoned R1, R5 & RU5.*

*The power supply must be provided by the developer and all adjustments to existing utility services made necessary by the development are to be undertaken by the developer at no cost to Council.*

*Prior to the issue of a Subdivision Certificate a notice of arrangement from an accredited service provider must be provided to the Principal Certifying Authority.*

*All necessary easements required with the development must be created and registered on the title in accordance with the requirements of Essential Energy.'*

Since the endorsement of the *Rural Subdivision Policy – Requirements for Electricity* Council adopted a Development Control Plan on the 17 September 2015 called the *Warrumbungle Shire Council – Development Control Plan 2015 (Warrumbungle DCP2015)*. This plan provides guidelines to the community and town planners on acceptable development within Warrumbungle Shire. *Chapter 4 – Subdivision* of the *Warrumbungle DCP 2015* states the following *Subdivision Requirements* for development in the Warrumbungle Shire:

# **WARRUMBUNGLE SHIRE COUNCIL**

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*'All newly created lots in Zones R1, R5, RU5, RU1, B2 and IN1 are to be supplied with reticulated electricity and telecommunication services.*

*Proposed alternative methods of power supply will be considered by Council for subdivision in RU1 Primary Production and R5 Large Lot Residential Zone where the development is more than 1 km from the grid system or the cost to supply electricity exceeds \$30,000.00 per lot subject to a covenant being imposed on the land title stating that the provision of electricity to the allotment is to be provided by the landowner. The approval of alternative methods is at the discretion of Council'*

In addition to this, under the heading *Land Zoned RU5 Village and R1 General Residential – Electricity and Telecommunication services and Easements* it states the following development requirements for subdivisions:

*'Both electricity and telecommunication services are to be provided to each proposed lot at the applicants cost. Council will require underground electricity services in new release areas.'*

*'The applicant is to provide any easements required to facilitate the provision of electricity/sewer/water services and allotment drainage.'*

As indicated above Council's *Warrumbungle DCP 2015* addresses the requirements outlined in the *Rural Subdivision Policy – Requirements for Electricity*. Due to this it is recommended that Council rescind the *Rural Subdivision Policy* as it is not longer required.

### **Issues**

Nil.

### **Options**

Rescind Council's *Rural Subdivision Policy – Requirements for Electricity*.

Alternatively Council could choose to keep the *Rural Subdivision Policy – Requirement for Electricity*. In this instance Council will have two documents that consist of the same requirements for the provision of electricity for rural subdivisions.

### **Financial Considerations**

Nil

### **RECOMMENDATION**

That Council rescind the *Rural Subdivision Policy – Requirements for Electricity* as the requirements of electricity outlined in this policy are addressed in the *Warrumbungle Development Control Plan 2015*.

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### Item 29 Risk Management Policy Review

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

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### Reason for Report

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

### Background

Council's current Risk Management Policy was endorsed on 15 August 2013 (**Resolution 77/1314**). The policy has been updated to reflect changes in the Standards and Responsibility and Accountabilities sections.

### Issues

Nil.

### Options

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

### Financial Considerations

Nil.

### RECOMMENDATION


That Council adopts the modified Risk Management Policy and it be included in Council's Strategic Policy Register.



# WARRUMBUNGLE SHIRE COUNCIL

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### Attachment 1

	<b>Risk Management Policy</b>
	<b>Strategic</b>

### **Purpose**

Risk Management is about the systematic identification, analysis, evaluation, control and monitoring of risks associated with Council activities. It is the application of management policies, procedures and practices to minimise exposure to any losses, penalties or insurance claims. These losses can include but are not limited to public liability, workers compensation, professional responsibilities, property and motor vehicle.

### **Objectives of the Policy**

The objectives of this policy are to minimise Council's exposure to all categories of risks, in all areas of operation. This is to be achieved through an effective and pro-active approach to the management of risk and to ensure that all levels of management and staff are aware of and responsible for the management of risk.

### **Policy Scope**

This policy applies to all areas of Council, all sites and all areas of work at all times.

### **Background**

In December 2010 Council endorsed the previous policy in line with the general methodology specified in International Standard, ISO 31000:2009 – Risk Management – Principles and Guidelines. Councils are required by the Local Government Act, section 382 to have in place risk management to assist in insurance against liability.

### **Definitions**

**Hazard** – A hazard is a source of potential harm or a situation with potential to cause harm

**Risk** – Risk is defined as the chance of something happening that will have an impact upon objectives. Risks are measured in terms of likelihood and consequence. The highest risk level (i.e. the most severe consequences and highest likelihood of occurring) should be controlled or minimised first.

### **Policy Statement**

Council is committed to minimising or eliminating financial or other losses arising from:

- Personal injury to employees and the public;
- Loss or damage to assets of Council or the public;
- Damage to the environment;
- Damage to the reputation of Council.

This will be achieved by implementing a risk management program, but for this to be successful Council will need to ensure:

- Senior Management support of and commitment to the risk management plan

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- Commitment of Management and Staff to risk management
- Commitment of existing staff resources to the management of risk
- Appropriately trained personnel
- Consistently applied procedures to:-
  - Establish the context
  - Identify risks
  - Analyse risks
  - Evaluate risks
  - Treat risks
  - Monitor and review
  - Communicate and consult
  - Audit

### Responsibilities and Accountabilities

- **Council** will support this policy by: -
  - The allocation of appropriate resources for the effective implementation and ongoing review
  - Promptly communicating to the General Manager all risk matters identified by or to them.
- **The General Manager** has overall responsibility and accountability for the implementation of Risk Management across Council by ensuring appropriate resources are allocated to meet Council's Risk Management obligations
- **Directors, Managers and Supervisors** are required to create an environment where managing risk is accepted as the personal responsibility of each employee. They are accountable for the implementation and maintenance of sound Risk Management within their areas of responsibility.
- **All employees** are to be actively involved in the identification assessment and management of risk to the best of their ability. They are responsible for carrying out all activities in a safe manner and in accordance with procedures and to provide assistance in rectification of problems. In particular employees are to bring to the attention of the supervisor, as soon as practicable, any matter that could affect the effectiveness of an adopted risk management procedure.

### Associated Documents

- Risk Management Plan and Procedure
- Warrumbungle Shire's Risk Matrix
- ISO-31000:2009
- Local Government Act 1993 No 30

### Getting Help

Position: Manager Property and Risk  
Department: Development Services

### Version Control

*This policy and related procedures shall be reviewed every two years by the Manager Property and Risk in consultation with MANEX. If any changes occur to work practices or legislation then a review of the Policy and Procedures shall take place.*

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<b>Policy Name</b>	<b>Version</b>	<b>Resolution No.</b>	<b>Date</b>
Risk Management Policy	1	208	16 December 2010
Risk Management Policy	2	77/1314	15 August 2013
Risk Management Policy	3		

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 30 Stocktake Visitor Information Centre – 25 November, 2016 to 28 April 2017

<b>Division:</b>	Development Services
<b>Management Area:</b>	Tourism and Economic Development
<b>Author:</b>	Manager Economic Development & Tourism – Aileen Bell
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	G4 Council's governance and organisational Structure reflects the vision, directions and priorities outlined in the CSP

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#### **Reason for Report**

On 28 April 2017, Financial Services with Visitor Information Centre staff undertook a stocktake of the saleable items stock held at the Coonabarabran Visitor Information Centre.

#### **Background**

Council conducts stocktakes in order to reconcile the physical sales of stock with what is recorded in Council's accounting records system. Stocktakes are an important internal control that ensures the accuracy of Council's stock records and also acts as a process for detecting and preventing fraud.

A retail operation such as the VIC will present a different set of issues to an internal stores/depot stock take and discrepancies between stock counts and the stock records may indicate a number of issues for the VIC. "Shrinkage" of stock may be due to lost, stolen or broken goods. Stocktakes ensure that any disparities are identified and can then be rectified.

#### **Issues**

The VIC is dependent on the services of a team of volunteers who are rostered to work in the Centre on a weekly basis and they may incorrectly enter goods sold; they may use the wrong barcode or, despite regular training, not know the correct procedures for certain transactions. While each volunteer is given a training session and regular updates and reminders on the use of the cash register, the level of skill and accuracy of the practice of using the facility varies. This can result in confusing variations in the stock levels and the requirement for staff at the VIC to clarify the anomalies as they occur and at the end of each working day when balances are taken. At stock take time; despite the daily monitoring, adjustments are required in terms of GAINS and LOSSES.

In a day to day operational sense, the half day closure and the compliance of stock control impacts on the routine work and services of the VIC. The actual count of stock presents issues which delay daily operations at the VIC. To undertake a stock count requires the Centre to be closed for the morning of the count; VIC staff must address all stock control prior to end of day so operations can commence as normal trading from the completion of the count; all stock is reconciled for commencement of trading.

# WARRUMBUNGLE SHIRE COUNCIL

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### Financial Considerations

The April Stocktake results are as follows:

Opening Stock Value (25.11.16)	\$17,251.31
<b>Closing Stock Value (28.04.17)</b>	<b>\$17,342.16</b>
Gross Sales/Revenue for period (25.11.17-28.4.17)	\$21,544.80
Stock purchases for period	\$8,018.94
<b>Stocktake of 28.4.17 indicates:</b>	
a GAIN of	\$54.75
and a LOSS of	\$121.70
<b>Resulting in an OVERALL LOSS of \$66.95</b>	

The overall count of stock held resulted in a Nett Loss of \$66.95

### RECOMMENDATION

That Council notes the results of the November 2016 to April 2017 Stocktake at the Coonabarabran Visitor Information Centre and approves a nett stock write-off of \$66.95.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 31 Development Applications

<b>Division:</b>	Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	Administration Officer for Development Services – Kathryn Weatherall
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority / Strategy:</b>	RU 4 The attractiveness appearance and amenity of our towns and villages need to be improved

### Development Applications

#### (i) Approved – April 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
DA73/2016	22/11/2016	07/04/2017	Aboriginal Lands Council	3 John Street	COONABARABRAN	Refurbishment of Change of Use (Res to Com)	83
DA6/2017	21/02/2017	18/04/2017	Betty Olsen	28 Hotchkiss Road	BARADINE	New Other and Demolition of Demolition	0
CD6/2017	24/03/2017	3/04/2017	Robert Harris	6-8 Railway Street	BARADINE	New Garages/Sheds - Residential	0
CD7/2017	29/03/2017	7/04/2017	Robert Harris	Karingal 541 Tothills Road	COONABARABRAN	New Garages/Sheds - Rural	0

\*Development from the January 2013 Wambelong Bushfires

### RECOMMENDATION

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

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 32 Questions for Next Meeting

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

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### Reason for Report

At the April Ordinary Council meeting, Councillor Denis Todd presented Council with a question for the next meeting. The question with the answer is outlined below.

### Background

At the February 2017 Council meeting it was 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.'* (**Recommendation 173/1617**)

### Question submitted from Councillor Denis Todd

Seedlings growing on roads and bridges need respraying when they are young.

### Response

*Council has a program of roadside maintenance already in place and will develop the program further.*

### Issues

Nil.

### Options

Nil.

### Financial Considerations

Nil.

### RECOMMENDATION

For Council's information.

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**QUESTIONS FOR NEXT MEETING**

Councillor: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

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