



Warrumbungle Shire Council

Council meeting

Thursday, 15 June 2017

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

commencing at 8.30am

Mayor

Councillor Peter Shinton

Deputy Mayor

Councillor Denis Todd

COUNCILLORS

Councillor Kodi Brady

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Ambrose Doolan

Councillor Wendy Hill

Councillor Aniello Iannuzzi

Councillor Ray Lewis

MANAGEMENT TEAM

Steve Loane (General Manager)

Michael Jones (Director Corporate & Community
Services)

Kevin Tighe (Director Technical Services)

Leeanne Ryan (Director Development Services)

Warrumbungle Shire Council

Vision

Excellence in Local Government

Mission

We will provide:

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

We Value

Honesty

Frank and open discussion, taking responsibility for our actions

Integrity

Behaving in accordance with our values

Fairness

Consideration of the facts and a commitment to two way communication

Compassion

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

Respect

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

Transparency

Open and honest interactions with each other and our community

Passion

Achievement of activities with energy, enthusiasm and pride

Trust

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

Opportunity

To be an enviable workplace creating pathways for staff development

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 15 June 2017 at the Council Chambers, John Street, Coonabarabran commencing at 8.30am

AGENDA

Welcome

Turn Off Mobile Phones

Order of Business

Forum

Apologies

Disclosure of Interest

 Pecuniary Interest

 Non Pecuniary Conflict of Interest

Mayoral Minute

Reports

Questions for the Next Meeting

Reports to be considered in Closed Council

Item 1C Waste

Item 2C Minutes of Extraordinary Council Meeting – 9 June 2017

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

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Matter to be dealt with “in committee”

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

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

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

FURTHER that Council resolve:

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

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

INDEX

Item 1 Mayoral Minute – Mayors Activity from 10 May 2017 to 7 June 2017	8
RECOMMENDATION	9
Item 2 Minutes of Ordinary Council Meeting – 18 May 2017	10
RECOMMENDATION	26
Item 3 Minutes of Traffic Advisory Committee Meeting held on 25 May 2017	27
RECOMMENDATION	29
Item 4 Minutes Bushfire Appeal Advisory Panel – 15 May 2017	30
RECOMMENDATION	33
Item 5 Minutes of Plant Advisory Committee Meeting held on 9 June 2017	34
RECOMMENDATION	35
Item 6 Request for Leave of Absence – Councillor Denis Todd	36
RECOMMENDATION	36
Item 7 Adoption of 2017 Agency Information Guide	37
RECOMMENDATION	37
Item 8 Determination of the Local Government Remuneration Tribunal 2017	38
RECOMMENDATION	41
Item 9 Council Resolutions Report June 2017	42
RECOMMENDATION	42
Item 10 Monthly Report from Human Resources – June 2017	43
RECOMMENDATION	44
Item 11 Revised Community Strategic Plan (CSP)	45
RECOMMENDATION	46
Item 12 Draft Disability Inclusion Access Plan (DIAP)	47
RECOMMENDATION	47
Item 13 Long Term Financial Plan 2017/18 – 2026/27	48
RECOMMENDATION	50
Item 14 Operational Plan and Delivery Program 2017/18 to 2020/21	51
RECOMMENDATION	53
Item 15 Bank Reconciliation for the month ending 31 May 2017	62
RECOMMENDATION	65
Item 16 Rates Report for Month Ending 31 May 2017	66
RECOMMENDATION	69
Item 17 Investments and Term Deposits for Month ending 31 May 2017	70
RECOMMENDATION	73
Item 18 Naming of Laneways; Coonabarabran, Binnaway & Coolah	74
RECOMMENDATION	75
Item 19 2016/17 Technical Services Works Program – Road Operations, Urban Services & Water Services	79
RECOMMENDATION	79
Item 20 Compulsory Acquisition of Crown Road adjoining Lot 102 DP 1201959	87
RECOMMENDATION	88
Item 21 2017-2018 to 2018-19 NSW Heritage Grants Program – Local Government Heritage Advisors and Local Heritage Places	89
RECOMMENDATION	89
Item 22 Cemetery Management and Burial Policy Review	90
RECOMMENDATION	90
Item 23 Outdoor Smoke-Free Areas Policy Review	101
RECOMMENDATION	101
Item 24 Development Applications	105

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

RECOMMENDATION	106
Item 25 Questions for the Next Meeting	107
RECOMMENDATION	108
Questions for Next Meeting Form.....	109

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 1 Mayoral Minute – Mayors Activity from 10 May 2017 to 7 June 2017

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

MAYOR MINUTE - MAYORS ACTIVITY 10th May - 7th June 2017

<u>Date</u>	<u>Type</u>	<u>Activity</u>
10.05.17	Phone call	Business Owner re Siding Spring budget
11.05.17	e-mail	Planning Dept re Geopark
	Meeting	Executive meeting AMRC - Broken Hill
12.05.17	Meeting	AMRC meeting - Broken Hill
	e-mail	Land & Water Commissioner re Mining Info
14.05.17	Event	Mothers Day Classic - Breast Cancer walk
	Contact	Concerned Resident re Siding Spring budget
15.05.17	Meeting	Mayors Bushfire meeting - Coolah
	Interview	Reporter - Daily Liberal - re Sir Ivn Fire recovery
16.05.17	Phone call	Geological Society of Australia - report Western Research Institute (WRI) - Geopark
	e-mail	NSW (Chief Geologist) re Geopark proposal
17.05.17	Phone call	from TAFE Tamworth re meeting
	Phone call	Tourism/EDO re Geopark
	Visit	Tourism/EDO re WRI report and discuss possible job cuts at Siding Spring & Ryde
	Letter	Congratulations letter to elderly citizen 100 years
	Phone call	Editor CW Lifestyle Magazine
18.05.17	Meeting	Monthly Council meeting
	Phone call	LLS re changes to (CWRSWMP) Central West Region Strategic Weeds Management Plan
19.05.17	Meeting	Tourism/EDO and editor of CW Lifestyle Magazine.
	Meeting	Staff NPWS to select rock for walls at VIC
	e-mail	to LLS re CWRSWMP
	e-mail	from business man - re illegal parking
	e-mail	to business man re illegal parking
20.05.17	Event	Driver Reviver BBQ Girl Guide Hall - speech
	Event	Central West Lifestyle launch in Gilgandra - speech
22.05.17	e-mail	from business man re illegal parking
23.05.17	Phone call	from LLS re CWRSWMP changes
24.05.17	Event	Meals on Wheels with Break Thru Solutions
	Meeting	to view air photos

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

25.05.17	Meeting	Traffic Committee meeting raised Samios issue
	Phone call	from LLS re CWRSWMP changes
	Report	write report to satisfy Resolution 288/1617 of May 18
26.05.17	March	Sorry Day march
	Phone call	complaint from Coolah resident - re water problem.
	Phone call	from GM AAO re AAO ongoing operations
	Phone call	Contacted Kevin Humphries office re complaint from Coolah resident
29.05.17	e-mail	GM AAO re AAO (European Southern Observatory)
	e-mail	Councillor re Art work on MJ Cain Bridge
	e-mail	Concerned resident re pool
	Interview	with reporter ABC Radio Broken Hill re name change of AMRC
30.05.17	e-mail	to EA and Acting GM re Wambelong Fire Report e-mail
	e-mail	questions to OROC for Premier
31.05.17	Volunteer	Community Drive to Dubbo
	Phone call	from LLS re CWRSWMP Plan
	Phone call	from Director NSW NPWS re no concert in the Park
01.06.17	e-mail	from Vice Chancellor ANU re Lodge at Siding Spring
	Meeting	with Acting GM
	Letter	Hand delivered letter concerned resident re addressing
02.05.17	Meeting	OROC meeting in Dubbo
	Lunch	with Premier and NSW Regional Infrastructure Coordinator, spoke to Premier re Sir Ivan Fire recovery, asbestos, blazeaid, Uarbry Hall rebuild.
		spoke to Regional Infrastructure Coordinator re Uarbry Hall and funding.
	e-mail	from Baradine Health Council
	e-mail	from Director NSW NPWS - no concert.
05.05.17	meeting	with General Manager re addressing and complaints
	Lunch	at Expo with Federal Member for Parkes, talked about Sir Ivan Fire, Uarbry Hall rebuild
06.06.17	e-mail	from Councillor re GM documents
	Phone call	from EO re meeting with Lithgow Mayor and GM
	Visit	EA re GM documents for Councillors
07.06.17	Phone call	to GM Gilgandra re CW Magazine
	Phone call	from GM Gilgandra re CW Magazine
	Phone call	from LLS re weeds app.

RECOMMENDATION

That the report be noted.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 2 Minutes of Ordinary Council Meeting – 18 May 2017

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

PRESENT: Cr Peter Shinton (Chairman), Cr Brady, Cr Capel, Cr Clancy, Cr Doolan, Cr Hill, Cr Iannuzzi, 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:
Nil.

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

FORUM **8.31 am**

Mr Quentin Hutchinson addressed the meeting regarding the Goddard Street Accessibility Project. Mr Hutchinson tabled a Petition.

8.32 am
Cr Iannuzzi joined the meeting.

8.33 am
Cr Brady joined the meeting.

8.35 am
Mr Steve Loane addressed the meeting in relation to a public apology.

REPORTS

Item 1 Mayoral Minute – Records Management for Councillors

258/1617 RESOLVED 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;

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

- 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.

Moved Mayor Shinton

The motion was put and carried by majority

Cr Lewis recorded his vote against the motion.

8.56 am

Cr Doolan left the room.

Item 2 Minutes of Ordinary Council Meeting – 20 April 2017

259/1617 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held on 20 April 2017 be endorsed.

Todd/Capel

The motion was put and carried by majority

8.58 am

Cr Doolan returned to the meeting.

BUSINESS ARISING

Councillor Lewis foreshadowed a motion.

260/1617 The foreshadowed motion was moved by Councillor Lewis seconded Councillor Todd that the General Manager and staff immediately action Resolution No 238/1617 of 20 April 2017.

The motion was put and carried by majority

Item 3 Minutes of Extraordinary Council Meeting – 2 May 2017

261/1617 RESOLVED that the Minutes of the Extraordinary Council meeting held on 2 May 2017 be endorsed.

Hill/Capel

The motion was put and lost

Note: The Minutes of the Extraordinary Council Meeting held on 2 May 2017 remain in suspense.

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

262/1617 RESOLVED:

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 – 15 June 2017

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.

Shinton/Lewis

The motion was put and carried by majority

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

263/1617 RESOLVED:

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.

Hill/Capel

The motion was put and carried by majority

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

264/1617 RESOLVED:

- 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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

- 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.

Hill/Capel

The motion was put and carried by majority

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

265/1617 RESOLVED that the minutes, FY2018 Budget and Operational Plan of the Macquarie Regional Library Committee Meeting held on 18 April 2017 be noted.

Iannuzzi/Hill

The motion was put and carried by majority

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

266/1617 RESOLVED:

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.

Clancy/Todd

The motion was put and carried by majority

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

A motion was moved by Councillor Hill seconded Councillor Capel:

- 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.

Councillor Iannuzzi foreshadowed a motion.

267/1617 The foreshadowed motion was moved by Councillor Iannuzzi seconded Councillor Doolan that the TRRRC 355 Advisory Committee Meeting Minutes of 3 May 2017 be left on the table.

The foreshadowed motion was put and carried by majority

The foreshadowed motion became the substantive motion and was put and carried by majority.

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

268/1617 RESOLVED:

That Council accepts the Minutes of the Finance and Projects Committee meeting held at Coonabarabran on 8 May 2017.

1. That the Third Quarter Business Review Statement (QBRs) be accepted.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

2. 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.

Brady/Hill

The motion was put and carried by majority

Item 11 Warrumbungle Quarry

269/1617 A motion was moved by Councillor Clancy seconded Councillor Lewis that Councillors request Mayor Peter Shinton direct General Manager, Steve Loane, to report details of an event that occurred recently on site at Warrumbungle Quarry.

The motion was put and carried by majority

Item 12 Rescission of 228/1617

The Chair sought concurrence from the Councillors that Item 12 Rescission of 228/1617 be deferred for consideration later in the Agenda pending further advice.

Item 13 Monthly Mayor's Report

270/1617 A motion was moved by Councillor Iannuzzi seconded Councillor Doolan:

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.

The motion was put and carried by majority

Item 14 Monthly General Manager's Report

271/1617 A motion was moved by Councillor Iannuzzi seconded by Councillor Doolan:

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;

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

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 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."

The motion was put and carried by majority

Item 15 Coonabarabran to Mungindi Road

272/1617 A motion was moved by Councillor Todd seconded Councillor Clancy 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.

The motion was put and carried by majority

10.30 am

Cr Brady left the room.

10.32 am

Cr Brady returned to the meeting.

Item 16 Flag Flying Protocol

273/1617 A motion was moved by Councillor Doolan seconded Councillor Lewis 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.

The motion was put and carried by majority

10.33 am

274/1617 RESOLVED that standing orders be suspended to break for morning tea.

Brady/Hill

The motion was put and carried by majority

10.56 am

275/1617 RESOLVED that standing orders be resumed.

Brady/Hill

The motion was put and carried by majority

Item 12 Rescission of 228/1617

General Manager's Note

At the March Ordinary Council meeting the Mayor informed Council that he had now received advice from ICAC, which allowed him to advise Council regarding the subject of Waste Contracts.

276/1617 A rescission motion was moved by Councillor Iannuzzi seconded Councillor Doolan that Council rescinds resolution 228/1617 (16 March 2017).

The motion was withdrawn.

Item 17 Delegations of Authority to the General Manager

277/1617 RESOLVED 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*

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

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

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.
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.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

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.
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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

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.
- (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.

Recovery of Monies

To authorise the recovery of monies owed to Council that constitute:

- a) any sum for damage sustained by it through the person's act or default, and
- b) the costs and expenses incurred by it in remedying that damage, and
- c) the value of anything wasted, misused or unlawfully consumed, diverted or taken by the person.

Variations to Development Standards under Development Plan Control 2015 as per endorsed and adopted plan.

Pursuant to resolution 127/1516

Authority to Dispose of Assets

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.

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.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Grant a lease or licence of operational land for a period of less than 10 years.
Policy Authority – Financial
To be a signatory to the bank accounts of Council.
Expenditure and authorisations – certify the prices and computations on all creditor payments. Authority to sign as the authorising officer on Council's voucher payments for any costs.
Advances – Cash – To fix and vary the level of cash advances.
Cheques/Orders for Goods – Signing – to sign and or to specify the servants authorised to sign cheques and orders for goods of Council.
Accounts – Payments – Authority to pay all accounts as they fall due.
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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

- 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
- 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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

- 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
- 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

Doolan/Hill

The motion was put and carried by majority

Item 18 Council Resolutions Report May 2017

Received.

Item 19 Monthly Report from Human Resources – May 2017

Received.

Item 20 Stocktake April 2017

278/1617 RESOLVED that Council note the result of the April 2017 Stores Stocktake and approve a Stock Write On of \$267.59.

Todd/Hill

The motion was put and carried by majority

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 21 Community Strategic Plan 2017-32

279/1617 RESOLVED 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.

Capel/Todd

The motion was put and carried by majority

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

280/1617 RESOLVED 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.

Doolan/Capel

The motion was put and carried by majority

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

281/1617 RESOLVED 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.

Lewis/Hill

The motion was put and carried by majority

Item 24 Bank Reconciliation for the month ending 30 April 2017

282/1617 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 30 April 2017.

Todd/Hill

The motion was put and carried by majority

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

283/1617 RESOLVED that Council accept the Investments Report for the month ending 30 April 2017.

Hill/Iannuzzi

The motion was put and carried by majority

284/1617 A motion was moved by Councillor Doolan seconded Councillor Capel that Council develop an Ethical Investment Policy.

The motion was put and carried by majority

Item 26 Rates Report for Month Ending 30 April 2017

Received.

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

Received.

Item 28 Rural Subdivision Policy – Requirements for Electricity

285/1617 RESOLVED 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*.

Lewis/Doolan

The motion was put and carried by majority

11.37 am

Director Technical Services left the room.

11.39 am


Director Technical Services returned to the meeting

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 29 Risk Management Policy Review

286/1617 RESOLVED that Council adopts the modified Risk Management Policy and it be included in Council's Strategic Policy Register.

	Risk Management Policy
	Strategic

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
- Commitment of Management and Staff to risk management
- Commitment of existing staff resources to the management of risk
- Appropriately trained personnel

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

- 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.

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

Lewis/Iannuzzi

The motion was put and carried by majority

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

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

287/1617 RESOLVED 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.

Iannuzzi/Hill

The motion was put and carried by majority

Item 31 Development Applications

288/1617 RESOLVED that Council notes the Applications and Certificates Approved, during April 2017, under Delegated Authority.

Doolan/Capel

The motion was put and carried by majority

Item 32 Questions for Next Meeting

Received.

11.42 am

289/1617 RESOLVED that:

- (a) Council go into closed committee to consider business relating to personnel matters 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.

Brady/Doolan

The motion was put and carried by majority

12.10 pm

290/1617 RESOLVED that Council move out of closed Committee.

Capel/Hill

The motion was put and carried by majority

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

Item 1C NSW Rural Fire Headquarters

291/1617 A motion was moved by Councillor Clancy seconded Councillor Lewis that Councillors request Mayor Peter Shinton direct General Manager, Steve Loane, provide an account of a recent event occurring on site of the newly erected NSW Rural Fire Headquarters located in Coonabarabran.

The motion was put and carried by majority

Note: The General Manager and the Director Technical Services gave a verbal report to the Council on this matter.

Item 2C Mayoral Report

292/1617 A motion was moved by Councillor Doolan seconded Councillor Iannuzzi that by 4pm 25 May 2017 the Mayor provide a written report of his contacts with the Independent Commission Against Corruption, the Office of Local Government, legal counsel and Council staff during the period from 16 November 2016 to 2 May 2017 relating to the complaint by Todd Roberts and the referral of that complaint by Council to ICAC.

As a minimum, the report is to contain:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

- Details of all such contacts between the Mayor and any officer of ICAC and/or the Office of Local Government and/or Council staff including telephone conversations, text messages, emails and meetings;
- The names of all such officers;
- The dates and times of any such phone calls, texts, emails or other contacts and meetings;
- Any advice given to the Mayor by officers of ICAC, the OLG, legal counsel or any Council staff in relation to same;
- Any documents, file notes, diary entries or any memoranda prepared by the Mayor or any member of Council staff relating to such contacts not tabled at the Extraordinary Meeting of Council held on 2 May 2017.

The motion was put and carried by majority

Item 3C Waste Management

Abandoned.

12.02 pm

Councillor Doolan left the room.

12.04 pm

Councillor Doolan returned to the meeting.

Item 4C Aged Debtor Account Write Off

293/1617 A motion was moved by Councillor Iannuzzi seconded Councillor Capel that Council writes off the bad debts listed totalling \$17,817.44.

An amendment was moved by Councillor Iannuzzi seconded Councillor Capel that the DVA related expenses be written off.

The amendment was withdrawn

The motion was put and carried by majority

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

294/1617 RESOLVED that the nominations for the Queen's Batonbearer Relay were determined and are embargoed until the release by the Queen's Baton Relay organisers.

Todd/Brady

The motion was put and carried by majority

There being no further business the meeting closed at 12.13 pm.

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CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 18 May 2017 be endorsed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 3 Minutes of Traffic Advisory Committee Meeting held on 25 May 2017

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

PRESENT: Cr Peter Shinton (Chair), Ms Jackie Barry (RMS), Senior Constable Steven Chaplin (NSW Police Force), Mr 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 Sharon Grierson (RMS)

Chaplin/Shinton

IN ATTENDANCE: Ms Jennifer Maundrell (Minute Taker)

CONFIRMATION OF MINUTES

34/1617 RECOMMENDED that the Minutes of the Traffic Advisory Committee meeting held on Thursday, 27 April 2017 be confirmed.

Chaplin/Shinton

BUSINESS ARISING FROM THE MINUTES

- No 1 Break Road – response received from RMS re NPWS request for signage on No 1 Break Road. Responsibility for the road, including installation of warning signs advising of variable road conditions is with NPWS.
- Coona-Can-Do Mother's Day Classic Fun Run/Walk – the event had approximately 50 people in attendance. Council to contact organisers to arrange a debrief meeting of the event.
- Name of Gazetted Road – signs have been ordered showing correct name of 'Warrumbungles Way'.

31/1617 Napier Lane/Purlewaugh Road Intersection – Safety Concern

35/1617 RECOMMENDED that warning signs be upgraded on approach to the intersection of Napier Lane and Purlewaugh Road to include 75 km/hour speed advisory on the eastbound approach, 85 km/hour speed advisory on the westbound approach, and the installation of Road Warning Sign W2/10 'Intersection on Curve' on both approaches.

Chaplin/Barry

33/1617 Line Marking Outside Mendooran Central School

36/1617 RECOMMENDED the installation of timed 'No Stopping' signs and line marking to delineate the bus stopping area in Brambil Street, Mendooran in front of Mendooran Central School, as per sketch presented to Traffic Committee.

Barry/Chaplin

The following matters were noted as outstanding:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

- 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.
- 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.
- Trimming of trees on Newell Highway opposite Dows Lane.
- Traffic Flow in and out of Native Grove Cemetery – Council to draw up plans for one way traffic at the Cemetery.

10.35 AM

Colin Harper joined the meeting.

AGENDA ITEMS

a) Request for Installation of Cyclist Signs at Binnaway

37/1617 RECOMMENDED that 'Cyclist Ahead' warning signs be installed at the end points on Ropers Road, Binnaway and Mollyn Road, Binnaway.

Chaplin/Barry

b) Keegan Downes Memorial Sundowner Handicap Cycling Race – Request for Approval of Coonabarabran to Gunnedah Cycle Event on Saturday, 17 June 2017

38/1617 RECOMMENDED that further investigation is required to determine whether Council has a role in the approval process for the Keegan Downes Memorial Sundowner Handicap Cycling Race **FURTHER** that Council communicate with the event organisers electronically owing to the time constraint of the event being scheduled for Saturday, 17 June 2017.

Barry/Harper

c) RSO Monthly Report – May 2017

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

- Free Cuppa for the Driver.
- Child Car Seat Checking Day.
- Slow Down on Local Roads Campaign.
- Bike Skills Workshop.
- National Road Safety Week.
- RSO Facebook page and regular radio interviews.
- Speed Trailer; it was noted that average speeds post speed trailer installation have dropped. Speed trailer results to be forwarded to Police. Metro Count raw data for Dunedoo and the Newell Highway to be forwarded to RMS.

LATE ITEMS

Line Marking on Dandry Road/Newell Highway Intersection

39/1617 RECOMMENDED that a broken centre line be installed on Dandry Road to delineate lanes at the approach to the intersection of Dandry Road and the Newell Highway.

Chaplin/Harper

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

GENERAL BUSINESS

Complaint re Parking Across Driveway Behind 53 Cassilis Street, Coonabarabran

Discussion was held regarding an email and attached photograph sent by owner of iDental Surgery at 53 Cassilis Street, Coonabarabran, alleging that cars were parking illegally across the driveway entrance to his carpark. The photograph supplied appears to demonstrate a trespassing issue, which should be dealt with by Police, not a parking issue to be dealt with by Council.

Harper Street, Coonabarabran

Discussion was held regarding safety at the entrance to Harper Street. Further investigation is required to determine the need for a fence on the side of the road.

Retirement of Senior Sergeant Malcom Unicomb

It was noted that Senior Sergeant Malcolm Unicomb will retire from the NSW Police Force after 43 years of service. A Passing Out Parade is scheduled in Dalgarno Street on Sunday, 2 July 2017. A Traffic Control Plan and application for road closure for the event will be required.

There being no further business the meeting closed at 11.30 am.

The next meeting is to be held on Thursday, 22 June 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 25 May 2017.
2. That warning signs be upgraded on approach to the intersection of Napier Lane and Purlewaugh Road to include 75 km/hour speed advisory on the eastbound approach, 85 km/hour speed advisory on the westbound approach, and the installation of Road Warning Sign W2/10 'Intersection on Curve' on both approaches.
3. The installation of timed 'No Stopping' signs and line marking to delineate the bus stopping area in Brambil Street, Mendooran in front of Mendooran Central School, as per sketch presented to Traffic Committee.
4. That 'Cyclist Ahead' warning signs be installed at the end points on Ropers Road, Binnaway and Mollyan Road, Binnaway.
5. That further investigation is required to determine whether Council has a role in the approval process for the Keegan Downes Memorial Sundowner Handicap Cycling Race **FURTHER** that Council communicate with the event organisers electronically owing to the time constraint of the event being scheduled for Saturday, 17 June 2017.
6. That a broken centre line be installed on Dandry Road to delineate lanes at the approach to the intersection of Dandry Road and the Newell Highway.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 4 Minutes Bushfire Appeal Advisory Panel – 15 May 2017

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

PRESENT: Mayor Peter Shinton (Chairperson), Steve Loane (General Manager Warrumbungle Shire Council/WSC), Ken Harrison (NSW DPI), Peter Manning (Coolah St Vincent de Paul), Chris Sullivan (Dunedoo St Vincent de Paul), Rose Scott (Caring for Coolah/C4C) and Joy Beames (Dunedoo CWA)

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

1. APOLOGIES: Glennis Mangan(WSC), Laurie Dawson (BlazeAid) and Bronwyn Drew (Caring for Coolah/C4C)

RECOMMENDATION: that the apologies be accepted.

**C Sullivan/R Scott
Carried by All**

1. CONFIRMATION OF THE MINUTES

RECOMMENDATION: that the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held 12 April 2017 be accepted.

**C Sullivan/R Scott
Carried by All**

BUSINESS ARISING

Potable Water

Chris Sullivan advised the meeting costs incurred delivering water one load was \$385 (including GST) the other load was \$770(including GST)..

Upper Hunter Mayors Fund

Upper Hunter Mayors fund gave the Mayors fund a cheque for the amount of \$4,586 being the total of monies held to be used by the Warrumbungle Shire Councils Mayors Bushfire Appeal in the Upper Hunter Area of the fire ground.

2. UPDATE ON FUND STATUS

Meeting advised of current unallocated balance of the Mayors fund of \$62,050.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Mayors Appeal Donated Funds	\$ 192,050
Interest Earned	Nil
Total:	\$ 192,050
Less:	
Funds Allocated	\$ 130,000
Available Unallocated Funds	\$ 62,050

Funds Allocated

Mayors Appeal Allocated Funds	\$ 130,000
Less:	
Funds Expended	\$ 95,000
Allocated Funds Remaining	\$ 35,000

Summary of Allocations

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

Agency Assistance Program	TOTAL	Amount Expended from Mayors Appeal	Funds Remaining
Community Renewal	\$20,000	\$0	\$20,000
Potable Water	\$10,000	\$10,000	,\$0
BlazeAid	\$40,000	\$40,000	\$0
Anglican Church Coolah	\$15,000	\$	\$15,000
St Vincent de Paul Coolah	\$15,000	\$15,000	\$0
St Vincent de Paul Dunedoo	\$15,000	\$15,000	\$0
Dunedoo CWA	\$15,000	\$15,000	\$0
Total	\$130,000	\$95,000	\$35,000

The Meeting was also advised that St Vincent de Paul Dunedoo and Dunedoo CWA had fully expended their allowance of \$15,000. St Vincent de Paul Coolah had only expended some of the potable water amounts at this stage. In addition the meeting was advised Council was awaiting confirmation from the Anglican Church Coolah to proceed with their payment, decision will be advised following May Parish Council meeting.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

3. Update on Teleconference Held With Other Fundraisers

Michael Jones gave the meeting a summary of the teleconference held with other organisations involved in fundraising

Being Sue West from Anglicare

2MG

Pat Ryan NSW Farmers Assoc. and Merriwa Show Society

Ken Harrison DPI

Teleconference was to gain an insight into what other agencies doing and what support being provided as at the date of the meeting the Anglicare and NSW Farmers had not dispersed and funds and were working through the eligibility criteria and how their application processes would be taking shape.

4. REQUESTS FOR ASSISTANCE

External Request for Assistance Received

Panel was presented with a written application for assistance, request were discussed and deemed not to meet the fund guidelines. Request was not for primary place of residence.

Charitable Organisations

Third Round funding to be as follows In addition further funds to be dispersed to the following charities as follows;

St Vincent de Paul Coolah \$10,000

St Vincent de Paul Dunedoo \$10,000

RECOMMENDATION: that the Mayors Fund donation a further \$10,000 each to the St Vincent de Paul Coolah and St Vincent de Paul Dunedoo totalling \$20,000.

R Scott/J Beames

Carried by all

Uarbry

Meeting discussed options for the Community of Uarbry. Committee decided a Community Meeting to be held in Uarbry to discuss the option of building a large skillion roof with tables, chairs BBQ and tank. Proposed project expected to be costed at approx. \$20,000. Project could be jointly and equally funded by the Dunedoo CWA and Mayors Fund (\$10,000 from each fund).

RECOMMENDATION: that matching funding between Warrumbungle Shire Mayors Fund and Dunedoo CWA of \$10,000 each, totalling \$20,000 be provided for a skillion roof structure to be constructed in Uarbry for tables, seating, BBQ and tank for provide a community space in Uarbry. Furthermore a public meeting be held in Uarbry to discuss the proposed structure in Uarbry.

C Sullivan/J Beames

Carried by All

ACTION: Community meeting to be held in Uarbry before the next Mayors Fund meeting.

BlazeAid

Meeting then discussed BlazeAid and it was decided to pay an additional \$10,000 to BlazeAid to cover catering costs for a further two (2) months.

RECOMMENDATION: that the Mayors fund provide a further two (2) months funding to BlazeAid amounting to \$10,000.

J Beames/R Scott

Carried by All

NSW Farmers Alexander Downs Feedlot Fundraiser

An informal request has been received for \$20,000 from the NSW Farmers Alexander Downs feedlot fundraiser. This project has been running at a profit turning each \$1 donated into \$1.50. Meeting decided further information required.

ACTION: Further investigation to be completed and a report to be made at the next meeting.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

5. GENERAL BUSINESS

Information on Where to Access Assistance

Meeting discussed getting information out to the community, was decided that best options for assistance at present was to refer fire affected people to the organisations who have received funds from the Mayors fund, i.e. St Vincent de Paul Coolah, St Vincent de Paul Dunedoo, Dunedoo CWA and Anglican Church Coolah. This information to be included in all future Sir Ivan Newsletters.

St Josephs School Merriwa

Mayor's fund has received a donation from St Josephs School Merriwa Public School totalling \$2,453.80.

NEXT MEETING: 3:00pm Monday 26 June 2017 Dunedoo Jubilee Hall

MEETING CLOSED: 5:11 pm

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CHAIRPERSON

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 5 Minutes of Plant Advisory Committee Meeting held on 9 June 2017

Division:	Technical Services
Management Area:	Fleet Services
Author:	Manager Fleet Services – Chris Staniforth
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk.

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

APOLOGIES: Nil

IN ATTENDANCE: Cr Clancy, Cr Shinton.

CONFIRMATION OF MINUTES

17/1617 RECOMMENDED that minutes of the Plant Advisory Committee meeting held on Tuesday, 7 March 2017 be accepted.

Capel/Doolan

BUSINESS ARISING FROM THE MINUTES

- The Committee was advised that Plant Item 136 (Crew Cab Truck) is being delivered on 9 June. Also, Plant Item 195 (Tractor) has been delivered and Plant Item 122 (tipping truck) is still being built.

AGENDA ITEMS

a) Replacement of Plant Item No 106 – Grader – Road Operations Coolah

18/1617 RECOMMENDED that Council purchase one (1) Motor Grader from Westrac Pty Ltd that complies with the tender specifications at a price of \$356,400.00 (ex GST) **FURTHER** that Council trade in Plant Item No 106 to Westrac Pty Ltd for \$125,000.00 (ex GST) resulting in a changeover price of \$231,400.00 being \$11,400.00 over budget.

Capel/Loane

b) Replacement of Plant Item No 153 – Gravel Truck – Road Operations Coolah

19/1617 RECOMMENDED that Council purchase one (1) Isuzu CXY455 Gravel Truck from Tracserv Pty Ltd Dubbo that complies with the tender specifications at a price of \$178,325.00 (ex GST) fitted with optional Reversing Cameras **FURTHER** that Council trade in Plant Item No 153 to Tracserv Pty Ltd for \$86,364.00 (ex GST).

Doolan/Capel

c) Purchase of a New Pad Foot Roller

20/1617 RECOMMENDED that Council purchase one (1) Bomag BW216PD-5 Pad Foot Roller from Tutt Bryant Equipment for a price of \$169,000.00 (ex GST) which includes the additional warranty options of 48 months/4000hrs.

Doolan/Capel

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

d) Proposed Ten Year Replacement Program

The ten year plant replacement presented to the Committee was noted.

e) Plant Utilisation Report

The plant utilisation report presented to the Committee was noted.

GENERAL BUSINESS

Bogey axle dolly

Discussion took place on the merits of purchasing a bogey axle dolly to complement the bulk water tanker

21/1617 RECOMMENDED that Council investigate and purchase a bogey axle dolly to be used with Council's truck fleet.

Lewis / Loane

The following matters were discussed without resolution:

- Local advertising of trade vehicles in the light vehicle fleet.
- The merits of purchasing a 'jaw' crusher to be used in Council's hard rock quarry as well as any of the gravel pits around the Shire.
- Establishment of generators in depots where fuel is dispensed, which could be used when power supply is not available.

There being no further business the meeting closed at 8.50 am.

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

.....
CHAIR

RECOMMENDATION

1. That Council accepts the Minutes of the Plant Advisory Committee meeting held at Coonabarabran on 15 June 2017.
2. That Council purchase one (1) Motor Grader from Westrac Pty Ltd that complies with the tender specifications at a price of \$356,400.00 (ex GST) **FURTHER** that Council trade in Plant Item No 106 to Westrac Pty Ltd for \$125,000.00 (ex GST) resulting in a changeover price of \$231,400.00 being \$11,400.00 over budget.
3. That Council purchase one (1) Isuzu CXY455 Gravel Truck from Tracserv Pty Ltd Dubbo that complies with the tender specifications at a price of \$178,325.00 (ex GST) fitted with optional Reversing Cameras **FURTHER** that Council trade in Plant Item No 153 to Tracserv Pty Ltd for \$86,364.00 (ex GST).
4. That Council purchase one (1) Bomag BW216PD-5 Pad Foot Roller from Tutt Bryant Equipment for a price of \$169,000.00 (ex GST) which includes the additional warranty options of 48 months/4000 hours.
5. That Council investigate and purchase a bogey axle dolly to be used with Council's truck fleet.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 6 Request for Leave of Absence – Councillor Denis Todd

Division:	Executive Services
Management Area:	Executive Services
Author:	Manager Administration & Executive Assistant – Glennis Mangan
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF6 Support and encourage Councillors in fulfilling their roles as community leaders and in being accessible and actively involved in representing the shire

Reason for Report

Councillor Denis Todd has made a request for Leave of Absence from the Ordinary July 2017 Council meeting.

Background

In reference to the Local Government (Meeting Procedures) Regulations 2005 – Reg 39;

39. Leave of absence

- (1) A councillor, or the mayor on behalf of a councillor, may request leave of absence in respect of one or more meetings.
- (2) A council may decide to grant a request for leave of absence.
- (3) Leave must not be granted retrospectively.
- (4) The purpose of the leave and the period involved are to be recorded in the minutes.

Issues

Nil.

Options

Nil.

Financial Considerations

Nil.

RECOMMENDATION

That Council accepts the notification from Councillor Todd and grants a Leave of Absence from the Ordinary July 2017 Council meeting.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 7 Adoption of 2017 Agency Information Guide

Division:	Executive Services
Management Area:	Governance
Author:	Manager Administration and EA to GM - Glennis Mangan
CSP Key Focus Area:	Local Government and Finance
Priority:	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity.

Reason for Report

Council's Agency Information Guide, which is in accordance with the requirements of Section 20 of the NSW Government Information (Public Access) Act 2009 (GIPA) must be reviewed annually.

Background

At the Ordinary Council meeting held on 16 June 2016, it was resolved to endorse and adopt the 2016 Agency Information Guide (Resolution 319/1516).

Issues

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

Options

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

Financial Considerations

Nil

Summary

The Draft 2017 Agency Information Guide is accordingly submitted for Council's endorsement and adoption. A copy will be submitted to the Office of Information Commissioner once endorsed and the amended document is placed on Council's website.

A copy of the Draft Agency Information Guide has been forwarded to Councillors under separate cover. Updates have been made to the previous Guide and relate to the change in personnel, function areas, organisation structure and population.

RECOMMENDATION

That Council endorses and adopts the 2017 Agency Information Guide **FURTHER**, that a copy of the endorsed 2017 Agency Information Guide be forwarded to the Office of Information Commissioner.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 8 Determination of the Local Government Remuneration Tribunal 2017

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

Reason for Report

The Local Government Remuneration Tribunal has determined an increase to Mayoral and Councillors fees of 2.5 per cent for the 2017/18 financial year, with effect from 1 July 2017.

Background

The Local Government Remuneration Tribunal (the Tribunal) is required to report to the Minister for Local Government by 1 May each year as to its determination of categories and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

Categories

Since the making of the 2016 determination a number of councils have been amalgamated resulting in the creation of 20 new councils. The impact of those structural changes is an overall reduction in the number of councils in NSW from 152 to 128. This significant change has prompted a review of the existing categories and the allocation of councils into each of those categories. In undertaking the review the Tribunal examined the existing categories, a range of statistical and demographic data and considered the views of councils and Local Government NSW. Having regard to that information the Tribunal has determined a categorisation model which differentiates councils for the purpose of categorisation including population, the sphere of the council's economic influence and the degree of regional servicing.

In accordance with section 249 of the Local Government Act 1993 (LG Act) the categories are determined as follows:

Metropolitan	Non-metropolitan
<ul style="list-style-type: none">• <i>Principal CBD</i>	<ul style="list-style-type: none">• <i>Regional City</i>
<ul style="list-style-type: none">• <i>Major CBD</i>	<ul style="list-style-type: none">• <i>Regional Strategic Area</i>
<ul style="list-style-type: none">• <i>Metropolitan Large</i>	<ul style="list-style-type: none">• <i>Regional Rural</i>
<ul style="list-style-type: none">• <i>Metropolitan Medium</i>	<ul style="list-style-type: none">• <i>Rural</i>
<ul style="list-style-type: none">• <i>Metropolitan Small</i>	

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

The determination provides for the retention of five existing categories (some with new titles) and the creation of two new categories. Each council is allocated into one of the categories based on the criteria outlined on pages 12 to 15 of the report.

Amendments to the Local Government Act 1993

The LG Act was amended in July 2016 to insert sub-clauses (3) and (4) into section 242A to clarify the intent of the impact of the government's wages policy on a determination which may change the category of a council as follows:

242A Tribunal to give effect to declared government policy on remuneration for public sector staff

- 1. In making a determination, the remuneration Tribunal is to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the Industrial Relations Act 1996 when making or varying awards or orders relating to the conditions of employment of public sector employees.*
- 2. The policies referred to in subsection (1) do not include any policy that provides for increases in remuneration based on employee-related savings.*
- 3. This section does not apply to a determination by the Remuneration Tribunal that changes the category of a council or mayoral office (whether or not the effect of the change is to increase the range of amounts payable to the councillors and mayor of a council).*
- 4. To avoid doubt, this section extends to a determination of the minimum and maximum amounts payable for a category in existence when the determination is made.*

(Local Government Remuneration Tribunal – Annual Report and Determination)

Issues

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

Determination No 2 is pursuant to Section 241 of Fees for Councillors and Mayors.

Pursuant to s.241 of the Local Government Act 1993, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2017 are determined as follows:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Category		Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils – Metropolitan	Principal CBD	26,310	38,580	160,960	211,790
	Major CBD	17,540	32,500	37,270	105,000
	Metropolitan Large	17,540	28,950	37,270	84,330
	Metropolitan Medium	13,150	24,550	27,940	65,230
	Metropolitan Small	8,750	19,310	18,630	42,120
Category		Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils- Non-metropolitan	Regional City	17,540	30,500	37,270	95,000
	Regional Strategic Area	17,540	28,950	37,270	84,330
	Regional Rural	8,750	19,310	18,630	42,120
	Rural	8,750	11,570	9,310	25,250
County Councils	Water	1,740	9,650	3,730	15,850
	Other	1,740	5,770	3,730	10,530

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

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

Options

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

Financial Considerations

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

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

RECOMMENDATION

That Warrumbungle Shire Council adopts the maximum annual fee of \$11,570 for Councillors and \$25,250 for the Mayor/Chairperson Additional Fee for the 2017/18 financial year effective from 1 July 2017, being in accordance with the determination of the Local Government Remuneration Tribunal under Sections 239 and 241 of the Local Government Act 1993.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 9 Council Resolutions Report June 2017

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

Reason for Report

The Council Resolution Report includes Council resolutions from June 2016 to May 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 – 15 June 2017

Item 10 Monthly Report from Human Resources – June 2017

Division:	Corporate and Community Services
Management Area:	Human Resources
Authors:	Manager Human Resources – Val Kearnes Learning & Development – Vacant Human Resource Projects Officer – Chris Kennedy Workplace Health & Safety – Mel Chapple
CSP Key Focus Area:	Local Governance and Finance
Priority:	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 May 2017 the following positions have been advertised either internally or externally:

- **Trainee Plant Operator – Coolah**
- **Manager Road Operations**
- **Learning & Development Co-ordinator**
- **Mechanic – Coonabarabran**
- **Admin Officer – Corporate Services**
- **Design Engineer**
- **Supervisor Water – South**
- **Tractor Operator - Coolah**

Positions filled since last Council meeting:

- Mechanic – Coonabarabran
- Admin Officer – Corporate Services
- Tractor Operator - Coolah

Resignations

Since the April Council meeting there has been one resignation from Urban Services.

Issues

No issues.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

LEARNING AND DEVELOPMENT

Training courses undertaken in May include:

- InfoXpert Training
- Records Management Training
- Parks Management Level of Service
- Emergency Evacuation Training

HR PROJECTS

Chemical Management

The Chemical Management Action Plan is close to completion.

Emergency Evacuation Plan

Draft Plan completed with training of Wardens undertaken in May. Evacuation drills are planned over the next 6 weeks.

Workforce Management Plan

A Draft copy of Workforce Management Plan has been completed and is being distributed to staff for their comments.

WORKPLACE HEALTH AND SAFETY

There were 6 incidents and 1 near miss in the month of May.

Workers Compensation and Incidents for May

Directorate	Near Misses	Incidents	New Claims
Corporate and Community Services	-	5	-
Executive Services	-	-	-
Development Services	-	-	-
Technical Services	1	1	-

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 11 Revised Community Strategic Plan (CSP)

Division:	Corporate and Community Services
Management Area:	Governance
Author:	Director Corporate and Community Services – Michael Jones
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2 The demographic makeup of the community is well-represented in local activities, service delivery and decision-making.

Reason for Report

That Council endorses the revised Community Strategic Plan (CSP) that has been on public exhibition for 28 days.

Background

Council first created the Community Strategic Plan in 2011, Res 188/1112:

‘Community Strategic Plan 2012-2032 – receive and adopt draft plan to be placed on public exhibition and Q & A sessions and placed on display for a period of 28 day prior to acceptance by Council.’

This was further amended in 2013, Res 297/1112:

‘Community Strategic Plan 2012-2032 – draft plan to be placed on public exhibition.’

Council has completed community consultation meetings across the Shire. These included the towns of Baradine Coonabarabran, Binnaway, Mendooran, Coolah and Dunedoo. In addition the communities of Bugaldie, Purlewaugh, Goolhi, Cobbara, Leadville and Uarbry were also included in the consultation process. The revised CSP has been forwarded to Council under separate cover as an Enclosure.

Issues

Council is required to have completed the CSP by end of September 2017

The CSP has been on exhibition for a period of 28 days from 18 May 2017 to 14 June 2017. At the time of preparing this report Council had not received any written submissions.

Options

Council either endorses or amends the revised Community Strategic Plan (CSP).

Financial Considerations

Nil.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

RECOMMENDATION

That Council receives and adopts the Warrumbungle Shire Community Strategic Plan 2017- 2032.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 12 Draft Disability Inclusion Access Plan (DIAP)

Division:	Corporate and Community Services
Management Area:	Governance
Author:	Director Corporate and Community Services – Michael Jones
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2 The demographic makeup of the community is well-represented in local activities, service delivery and decision-making.

Reason for Report

For Council to endorse the Disability Inclusion Action Plan (DIAP) and then place on public exhibition for a period of 28 days.

Background

In August 2014 the NSW Disability Inclusion Act 2014 was passed. This Act requires Local Government to develop Disability Inclusion Action Plans (DIAP) to help remove barriers and enable people with a disability to participate fully in their communities.

All Councils must prepare a Disability Inclusion Access Plan (DIAP) by 1 July 2017 following community consultation.

Council's DIAP was developed from community consultation meetings held in March and April 2017 in the towns of Baradine, Coonabarabran, Binnaway, Mendooran, Coolah and Dunedoo. The Draft DIAP has been forwarded to Council under separate cover as an Enclosure.

Issues

It is a legislative requirement for Council to have a Disability Inclusion Action Plan in place by 1 July 2017.

Options

- Council can accept the DIAP and place document on display for 28 days for public comment.
- Should Council not endorse the DIAP for public display and comment, then Council would not have met the legislative requirement.

Financial Considerations

The proposed DIAP has a number of actions that will be met through current operational processes. Any additional areas outside current operational processes will be prioritised and funding arrangements will be examined through the normal budget arrangements.

RECOMMENDATION

That Council endorse the Disability Inclusion Action Plan and that the DIAP be placed on public exhibition for a period of 28 days for community comment.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 13 Long Term Financial Plan 2017/18 – 2026/27

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

Reason for Report

To present to Council the Warrumbungle Shire 2017/18 Long Term Financial Plan (LTFP) for Council review and endorsement.

Background

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

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

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

The 2017/18 Long Term Financial Plan is structured in the same way as last year containing the following:

Council's sensitivity analysis section has been reviewed and more emphasis has been placed on Fit for the Future adjustments:

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

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

The 2017/18 LTFP also incorporates expected changes resulting from Council's Fit for the Future Improvement Action Plan.

Issues

The LTFP forecasts that Council's revenue will increase from \$41.580m to \$51.712m over the ten years in the plan, which is a 24% increase. While this appears quite a large increase, it is slightly more than 2% per annum.

Council's recurrent expenditure has been forecast to increase from \$38.772m to \$46.524m which represents an increase of 20.00%. Capital expenditure is forecast to average \$13.542m per annum over the life of the plan.

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

General Fund Result

- Forecast to make a surplus in every year of the LTFP;
- Forecast to meet the Operating Performance Ratio in every year of the LTFP, subject to the implementation of Council's FFF IAP;
- Cash balance is forecast to increase from around \$7.205m in 2016/17 to \$9.495m in 2020/21 and to \$22.590m in 2026/27;
- The Fund's cash balance increases by \$15.459m over the life of the plan which represents a 217% increase with the current ratio remaining at an average of 2.22 over the 10 year period and reaching a high of 3.73 in 2026/27;
- Forecast to meet the Asset Renewal Ratio for seven out of ten years of the LTFP, and to expend \$110m on capital works over this time period;
- Forecast to repay all loans by the end of the LTFP;
- Forecast to meet all the FFF sustainability benchmarks, bar one (Own Source Revenue Ratio) by 2020/21.

Water Fund Result

- Predicts an accrual a deficit of \$429k in 2017/18 as the result of increased Depreciation expenses after the Revaluation in 2016/17 (\$445k). The subsequent year predicts a deficit of \$338k which slowly reduces over the 10 year period to generate a surplus of \$727k in 2026/27 (a total surplus of \$879k over the life of the LTFP);
- Maintains an average cash balance of \$1.123m over the life of the LTFP and an average current ratio of 8.58, reaches a high of 10.47 in 2020/21 before going back to a more leveled ratio of 9.33 in 2026/27;
- Council is forecast to repay all loans by the end of the LTFP;
- On average, the fund has an asset renewal ratio (excluding plant) of 87.22% with a high of 158.47% in 2021/22 and a low of 27.50% in 2017/18. The Fund's asset average consumption ratio and asset renewal deficit is 55.65% and \$152k respectively. It generates an asset renewal deficit of \$1.518m and expends \$14.712m on capital over the life of the plan.;

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Sewer Fund Result

- Starts off with a surplus of \$647k thanks to the expectation of Capital Grant monies (\$839k) to upgrade the Sewage Treatment Plant within three of Council's towns; the surplus then slowly decreases over the 4 years of OPDP. In 2021/22, Sewer Fund makes a small deficit of \$65k as the Capital Grant stops and then improves over the rest of the LTFP to reach a surplus of \$212k in 2026/27 (a total surplus of \$2.496m over the life of the LTFP);
- Average cash balance is \$1.048m over the LTFP and its average current ratio is 19.63 and reaches a high of 33.27 in 2017/18 then drops to a ratio of 23.41 in 2026/27;
- Sewer (and Water) Fund maintains a considerably high current ratio compared to General Fund. However, these funds are restricted and cannot be commandeered;
- The Sewer Fund has an average asset renewal ratio (excluding plant) of 140.96% with a high of 358.39% in 2018/19 and a low of 74.35% in 2020/21. The funds asset average consumption ratio and asset renewal surplus is 41.69% and \$226k respectively. It generates an asset renewal surplus of \$2.256m and expends \$10.672m on capital over the life of the plan;
- Council's internal sewer loan will be repaid by the end of the 2020/21 financial year.

The LTFP has been on exhibition for a period of 28 days from 18 May 2017 to 14 June 2017. At the time of preparing this report Council had not received any written submissions.

Options

Council can either:

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

Financial Considerations

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

Council's Improvement Action Plan has already started to show results, with Council expected to meet or come close to meeting all the FFF benchmarks in this financial year. To date Council's implementation of its FFF IAP, may improve its financial position by over \$1m.

Although Council is definitely trending towards meeting the Fit for the Future benchmarks (as demonstrated by 2016/17 actuals to date) and the forecasts in the LTFP, there is no room for complacency, and Council must remain diligent if it honestly seeks to remain effective and independent.

RECOMMENDATION

That Council endorse the 2017/18 Long Term Financial Plan.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 14 Operational Plan and Delivery Program 2017/18 to 2020/21

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

Reason for Report

To seek Council approval for the adoption of the Warrumbungle Shire Council Operational Plan and Delivery Program 2017/18-2020/21.

Background

At the May meeting, Council endorsed the draft Warrumbungle Shire Council Operational Plan and Delivery Program 2017/18-2020/21 and placed it on public exhibition for 28 days (**Resolution No 281/1617**) inviting community comment.

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

Issues

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

DP Requirements

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

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

OP Requirements

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

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

Statement of Revenue Policy Requirements

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

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

The OPDP has been on exhibition for a period of 28 days from 18 May 2017 to 14 June 2017. At the time of preparing this report Council had not received any written submissions from the public.

Options

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

Council's Draft OP and DP 2017/18-2020/21 meets the requirements of the Act, and has been placed on public exhibition.

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

Financial Considerations

Significant features and deliverables of the 2017/18 – 2020/21 OP and DP include:

- An unrestricted deficit cash budget of \$37.88k in the 2017/18 financial year;
- A combined unrestricted cash deficit of \$8.48k over the four years of the Delivery Program, although Council's cash at bank will increase by \$1.05m over the four years as restricted assets increase by \$1.06m;
- An accrual surplus of \$2.81m in 2017/18 predominately due to the expectation of substantial grant monies;

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

- A capital program over the four years of \$51.75m;
- A \$50 increase per assessment per year in the waste levy provides for future increased waste services.

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

- Continued progress on Waste Water Plant renewals in Coonabarabran, Dunedoo and Coolah (\$5.4m);
- Resealing of approximately 106 km of sealed roads (\$3.2m);
- Re-sheeting of approximately 205 km of unsealed roads (\$3.6m);
- Completion of approximately 47.8 km of pavement re-construction, pavement widening and shoulder widening at a cost of \$8.94m on Regional Roads;
- Completion of approximately 16.9 km of pavement re-construction at a cost of \$3.55m on local roads;
- Sewer Mains relining worth \$773k;
- Construction and rehabilitation of reservoirs and treatment plants (\$600k);
- Operating Plant replacement of \$11.8m;
- Refurbishment of Goolhi , Coonabarabran and Binnaway Halls (\$295k);
- Further expansion of Coonabarabran Native Grove Cemetery (\$50k);
- Construction and rehabilitation of footpaths within towns across the Shire (\$860k);
- Rehabilitation of existing K&G within towns across the Shire (\$465k);
- Construction and rehabilitation of flood & drainage assets at a cost of \$692k;
- Improvements to local ovals, parks and swimming pools (\$580k);
- Footpath renewal and expansion (\$435k).

Adjustments made after public exhibition

Since the OPDP has been placed on public exhibition for community comment, further changes have become mandatory:

- Under A1.8 Other Fees and Charges, Section 603 Certificate price has been affirmed by the OLG to be at \$80.00 (7% increase from the previous price);
(page 159 OPDP)
- Section 1.3. Council's Guiding Principles has been updated as per requirement from recent legislation. (Please see appendix)
(page 6 OPDP)

RECOMMENDATION

That subject to further significant submissions Council resolves to adopt the Warrumbungle Shire Council Operational Plan and Delivery Program 2017/18 to 2020/21
FURTHERMORE:

1. Categorisation of land parcels - In accordance with s514 of the Local Government Act 1993, Council has declared the category of each parcel of rateable land within its area within one or other of the following categories:
 - Residential
 - Farmland
 - Business
 - Mining

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

2. Ordinary Rates & Annual Charges - In accordance with s535 of the Local Government Act 1993 that Council make and levy the ordinary rates and annual charges for the 2017/2018 financial year as outlined in the "Statement of Revenue Policy 2017/18" as per the OPDP 2017/18-2020/21 (per Appendix 2).
3. Waste Charges - In accordance with s496 of the Local Government Act, 1993 that Council make and levy the following annual charges for the provision of domestic and non domestic waste management services, and recycling charge for each parcel of rateable land for which the service is available for the year 2017/18 (per Appendix 3).
4. Interest chargeable on overdue Rates, Fees & Charges - In accordance with s566 (3) of the Local Government Act 1993, the Council adopt the maximum allowable interest rate of 7.5% as determined by the Minister to apply to all overdue Rates and Charges for the financial year 2017/18.
5. Other Fees & Charges - Adopt the schedule of Other Fees and Charges contained within the Operational Plan and Delivery Program for the financial year 2017-2018.
6. Storm Water Levy - In accordance with s.496A of the Local Government Act 1993, and Sections 125A and 125AA of the Local Government (General) Regulation 2005 that Council make and levy the following annual charges for stormwater management for the 2017/18 financial year for each parcel of rateable land for which the service is available:

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

Stormwater Levy Business – be set at twenty five dollars (\$25) plus an additional twenty five dollars (\$25) for each 350m² or part of 350m² by which the area of the parcel of land exceeds 350m² for eligible business assessments.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Appendix 1: Changes to Section 1.3. Council's Guiding Principles

A. Previous version:

1.3. Council's Charter

Section 8 of the Local Government Act 1993 contains a set of principles that are a guide to Council in carrying out its functions. A copy of this Charter is provided below:

- to provide directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively
- to exercise community leadership
- to exercise its functions in a manner that is consistent with and actively promotes the principles of multiculturalism
- to promote and to provide and plan for the needs of children
- to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development
- to have regard to the long term and cumulative effects of its decisions
- to bear in mind that it is the custodian and trustee of public assets and to effectively plan for, account for and manage the assets for which it is responsible
- to engage in long-term strategic planning on behalf of the local community
- to exercise its functions in a manner that is consistent with and promotes social justice principles of equity, access, participation and rights
- to facilitate the involvement of councillors, members of the public, users of facilities and services and council staff in the development, improvement and co-ordination of local government
- to raise funds for local purposes by the fair imposition of rates, charges and fees, by income earned from investments and, when appropriate, by borrowings and grants
- to keep the local community and the State government (and through it, the wider community) informed about its activities
- to ensure that, in the exercise of its regulatory functions, it acts consistently and without bias, particularly where an activity of the council is affected
- to be a responsible employer.

B. New version:

1.3. Council's Guiding Principles

Section 8 of the Local Government Act 1993 contains a set of guiding principles these principles are abridged below:

8A Guiding principles for councils

- (1) Exercise of functions generally
- (2) Decision-making
- (3) Community participation.

8B Principles of sound financial management

The following principles of sound financial management apply to councils:

- (a) Council spending should be responsible and sustainable,
- (b) Councils should invest in responsible and sustainable infrastructure,
- (c) Councils should have effective financial and asset management,
- (d) Councils should have regard to achieving intergenerational equity.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

8C Integrated planning and reporting principles that apply to councils

The following principles for strategic planning apply to the development of the integrated planning and reporting framework by councils. Councils should:

- (a) identify and prioritise key local community needs and aspirations and consider regional priorities.
- (b) identify strategic goals to meet those needs and aspirations.
- (c) develop activities, and prioritise actions, to work towards the strategic goals.
- (d) ensure that the strategic goals and activities to work towards them may be achieved within council resources.
- (e) regularly review and evaluate progress towards achieving strategic goals.
- (f) maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals.
- (g) collaborate with others to maximise achievement of strategic goals.
- (h) manage risks to the local community or area or to the council effectively and proactively.
- (i) make appropriate evidence-based adaptations to meet changing needs and circumstances.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Appendix 2: Ordinary Rates & Annual Charges

In accordance with Section 494 of the Act the following Ordinary Rates will be levied by Council for the 2017/18 financial year:

Description	No Prop	Ad Valorem	Base Rate	Sum of Valuation	Sum of Value	Base Rate %
Residential						
Baradine Residential	331	\$0.024858	\$182	\$3,414,040	\$145,108	42%
Binnaway Residential	247	\$0.012700	\$133	\$2,828,360	\$68,771	48%
Coolah Residential	391	\$0.013800	\$232	\$10,981,180	\$242,248	37%
Coonabarabran Residential	1,174	\$0.009573	\$268	\$44,209,870	\$737,844	43%
Dunedoo Residential	380	\$0.007188	\$282	\$15,478,400	\$218,413	49%
Mendooran Residential	167	\$0.019307	\$199	\$2,332,510	\$78,267	42%
Cobbora Residential	13	\$0.004940	\$126	\$408,290	\$3,655	45%
Coolabah Est. Residential	58	\$0.004502	\$145	\$2,122,800	\$17,967	47%
Rural Residential	875	\$0.007731	\$236	\$56,513,460	\$643,428	32%
Village 1 Residential	120	\$0.022940	\$121	\$816,150	\$33,242	44%
Village 2 Residential	94	\$0.014645	\$101	\$750,090	\$20,479	46%
Total: Residential	3,850			\$139,855,150	\$2,209,422	
Farmland						
Farmland	1,746	\$0.004007	\$564	\$1,001,502,520	\$4,997,394	20%
Total: Farmland	1,746			\$1,001,502,520	\$4,997,394	
Business						
Baradine Business	33	\$0.034920	\$268	\$348,470	\$21,013	42%
Binnaway Business	21	\$0.023257	\$208	\$263,200	\$10,489	42%
Coolah Business	50	\$0.027018	\$370	\$1,042,490	\$46,666	40%
Coonabarabran Business	160	\$0.031155	\$443	\$10,551,350	\$399,607	18%
Dunedoo Business	48	\$0.011620	\$336	\$1,599,640	\$34,716	46%
Mendooran Business	14	\$0.017580	\$203	\$268,610	\$7,564	38%
General Business	39	\$0.025034	\$298	\$1,655,760	\$53,072	22%
Village 1 Business	5	\$0.063000	\$154	\$45,610	\$3,643	21%
Village 2 Business	2	\$0.072300	\$119	\$10,200	\$975	24%
Total: Business	372			\$15,785,330	\$577,746	
Mining						
Mining	-	\$0.230000	\$-	\$-	\$-	0%
Total: Mining	-			\$-	\$-	
Grand Total	5,968			\$1,157,143,000	\$7,784,563	

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Water Access Charges for the 2017/18 Financial Year

The suggested charges for the 2017/18 financial year are detailed in the table below:

Area	No	Access 2016/17	Consumption 2016/17	Access 2017/18	Consumption 2017/18
Mendooran	272	\$816	1.95	\$816	\$2.05
Other	3,073	\$375	1.95	\$399	\$2.05
Total:	3,345				

Area	No of Assessments / consumption	Rate 2017/18	Total Revenue
Access - Mendooran	272	\$816	\$221,952
Access - Other	3,073	\$399	\$1,226,127
Total Access:	3,345		\$1,448,079
Consumption	787,700	\$2.05	\$1,614,785
Total:			\$3,062,864

Sewerage Charges for the 2017/18 Financial Year

The charges for the 2017/18 financial year are detailed in the table below:

Type	No of charges	2016-17 Access	2017-18 Access	Revenue 2017/18
Residential - Connected	2,005	498	505	1,013,467
Residential – Non-Connected	116	319	324	37,560
Total Residential (Access only):	2,121			1,051,027
Non-Residential (Minimum)	-	486	493	-
Sewerage Access – 20mm	289	312	317	91,521
Sewerage Access – 25mm	9	487	494	4,449
Sewerage Access – 32mm	7	798	810	5,670
Sewerage Access – 40mm	29	1,246	1,265	36,685
Sewerage Access – 50mm	24	1,947	1,976	47,424
Sewerage Access – 80mm	3	4,984	5,059	15,177
Sewerage Access – 100mm	5	7,788	7,905	39,525
Not Connected (Minimum)	72	312	317	22,801
Total Non-Residential Access:	438			263,251
Non-residential Consumption		\$ 0.85	\$ 0.86	127,890
Total:	2,559		-	1,442,168

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Appendix 3: Waste Fees & Charges

The charges levied by Council for domestic waste services are made under the provisions of Section 504 of the Local Government Act (1993). The Act specifies that the Council cannot apply the income from ordinary rates towards the cost of providing domestic waste management services. The charges for domestic waste removal have been calculated so as to provide sufficient income to cover the reasonable cost expectations of providing the service.

Description of Waste Service	2016/17 Service Charge	2017/18 Service Charge	No.	Total
Base Charge				
Waste Management Charge on all rateable properties	\$100	\$150	6,091	\$913,650
Additional Usage Charge – Domestic				
Domestic Waste Charge Used (incl. rural run)	\$325	\$325	3,009	\$977,925
Domestic Waste Charge Un-used (incl. rural run)	-	-	-	
Additional Usage Charge – Non Domestic				
Non-Domestic Waste Service	\$325	\$325	742	\$241,150
Recycling Charge	\$210	\$210	340	\$71,400
Total:			10,182	\$2,204,125

Liquid Trade Waste Charges

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

Liquid Trade Waste Classifications and Categories	2017/18 Charges
Application for Approval to Discharge Trade Waste to Sewer	
- Concurrence Classification A	154.00
- Concurrence Classification B	154.00
- Concurrence Classification C	277.00
- Concurrence Classification S	277.00
Annual Trade Waste Fee	
Category 1 Discharger - per year	92.00
Category 2 2S Discharger - per year	92.00
Category 3 Discharger - per year	210.00
Re-Inspection Fee	
- per re-inspection	87.00
Trade Waste Usage Charge	
Category 1 Discharger with appropriate pre-treatment	Nil
Category 1 Discharger without appropriate pre-treatment - per kilolitre	2.00

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Liquid Trade Waste Classifications and Categories	2017/18 Charges
Category 2 Discharger with appropriate pre-treatment - per kilolitre	2.00
Category 2 Discharger without appropriate pre-treatment - per kilolitre	15.00
Category 2S - see Tankered Trade Waste Charges below	
Category 3 - see Excess Mass Charges per kilogram below	
Food Waste Disposal Charge	
Based on \$23/bed in 2007/08, indexed. For existing dischargers only.	
- Food Waste Disposal Charge - per bed	26.00
Excess Mass Charges per kilogram	
Charges apply for large/industrial dischargers (Charging Category 3) for all wastes that exceed concentration of pollutants in domestic sewage. Formula applies with pollutant rates of charges per kilogram (kg).	
- Aluminium	0.75
- Ammonia (as N)	2.22
- Arsenic	74.00
- Barium	37.00
- Biochemical Oxygen Demand (BOD)	0.75
- Boron	0.75
- Bromine	14.86
- Cadmium	343.00
- Chlorinated Hydrocarbons	37.50
- Chlorinated Phenolics	1,486.00
- Chlorine	1.50
- Chromium	25.10
- Cobalt	15.20
- Copper	15.20
- Cyanide	73.80
- Fluoride	3.74
- Formaldehyde	1.52
- Oil & Grease (Total O&G)	1.35
- Herbicides/defoliants	736.00
- Iron	1.50
- Lead	35.90
- Lithium	7.50
- Manganese	7.50
- Mercaptans	74.30
- Mercury	2,455.00
- Methylene Blue Active Substances (MBAS)	0.75
- Molybdenum	0.75
- Nickel	24.60
- Nitrogen* (Total Kjeldahl Nitrogen* - Ammonia) as N	0.20

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Liquid Trade Waste Classifications and Categories	2017/18 Charges
- Organoarsenic Compounds	736.00
- Pesticides general (excludes organochlorines and organophosphates)	736.00
- Petroleum Hydrocarbons (non-flammable)	2.50
- Phenolic Compounds (non-Chlorinated)	7.50
- Phosphorus (Total P)	1.50
- Polynuclear Aromatic Hydrocarbons	15.00
- Selenium	51.80
- Silver	1.40
- Sulphate (SO ₄)	0.16
- Sulphide	1.50
- Sulphite	1.66
- Suspended Solids (SS)	0.97
- Thiosulphate	0.30
- Tin	7.40
- Total Dissolved Solids	0.06
- Uranium	7.40
- Zinc	15.00
Non Compliance Charges	
Non-compliance pH charge	
- Value of coefficient K in equation 3 of Trade Waste Policy	0.38
Non Compliance Excess Mass Charges - per kilogram (kg)	
Applied where a discharge quality fails to comply with approved concentration limits of substances specified in approval conditions. Formula applies with pollutant rates of charges per kg.	
Tankered Waste Charges (Charging Category 2S) – per kilolitre (kL)	
- Chemical Toilet	18.50
Septic Tank and Pan Waste Disposal Charge	
- Effluent	3.10
- Septage	27.00

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 15 Bank Reconciliation for the month ending 31 May 2017

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

Reason for Report

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

Background

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

Issues

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

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

Options

Nil

Financial Considerations

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

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

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Summary

Balance per General Ledger – 31 May 2017

General Ledger	Amount
Trust Bank Account	361,392
Bushfire Trust Account	85,440
Bushfire Trust Investment Account	-
General Bank Account	1,219,427
Investment At Call General	11,435,919
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
Total per General Ledger	16,974,178

Bank	Balance
<u>General</u>	
Commonwealth General Account	1,118,271
Total – General	1,118,271
<u>Investments</u>	
Term Deposits	15,307,919
Total Investments	15,307,919
Sub Total WSC Operational Accounts	16,426,190

<u>Trust</u>	
Commonwealth Trust Account	361,392
Total – Trust	361,392
<u>WSC Mayors Bush Fire Appeal Trust</u>	
Commonwealth Mayors Fund General Account	85,402
Commonwealth Mayors Fund Savings Account	-
Total - WSC Mayors Bush Fire Appeal Trust	85,402
Total All Bank Accounts	16,872,984
<i>Add:</i>	
Outstanding Deposits - General	357,173
Outstanding Deposits - Trust	-
Outstanding Deposits – WSC Mayors Bushfire Appeal	37
<i>Less:</i>	
Unpresented cheques - General	859
Unpresented EFT - General	255,157
Unpresented cheques- WSC Mayors Bushfire Appeal	-
Balance adjusted for outstanding deposits & Un-presented cheques (Final Bank Balance)	16,974,178
Variance between Final Bank Balance and General Ledger	-

WARRUMBUNGLE SHIRE COUNCIL

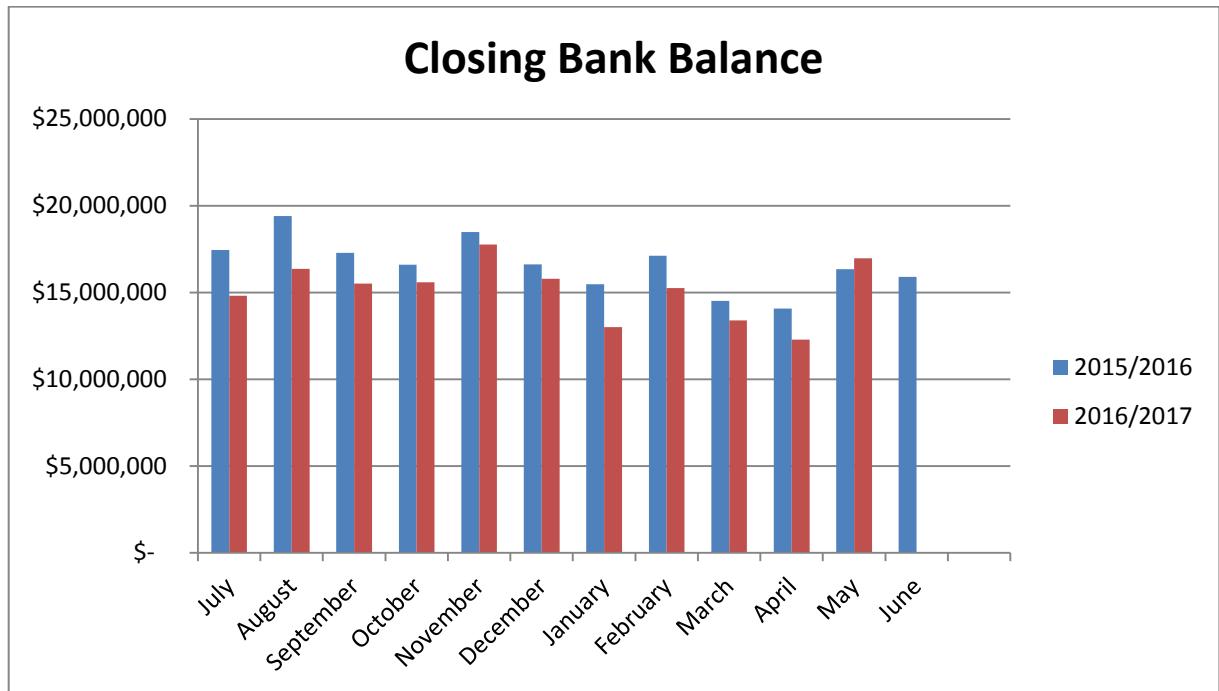
Ordinary Meeting – 15 June 2017

Balance as per Bank Account History as at 31 May 2017

Month	Funds Held in General Account	Funds Held in Trust Account	Mayors Bushfire Appeal Trust Account	Investment	TOTAL	Net of Outstanding Deposits and Un-presented Cheques	End of Month Closing Bank Balance
Jul-16	1,581,425	311,052	247,373	12,510,106	14,649,956	165,023	14,814,979
Aug-16	2,106,135	313,021	247,624	13,213,693	15,880,473	477,693	16,358,166
Sep-16	1,427,158	319,109	247,855	14,099,006	16,093,128	(582,053)	15,511,075
Oct-16	2,285,751	319,492	203,436	13,138,963	15,947,642	(364,047)	15,583,595
Nov-16	3,643,564	319,542	203,633	13,252,420	17,419,159	344,165	17,763,324
Dec 16	1,543,777	320,292	203,808	14,066,767	16,134,644	(337,386)	15,797,258
Jan-17	2,459,369	340,292	-	10,553,042	13,352,703	(353,934)	12,998,769
Feb-17	2,306,088	340,292	100,474	12,446,285	15,193,139	53,065	15,246,204
Mar-17	251,975	341,094	146,655	12,634,179	13,373,903	13,099	13,387,002
Apr-17	1,028,843	359,940	180,934	10,701,934	12,271,651	17,278	12,288,929
May-17	1,118,271	361,392	85,402	15,307,919	16,872,984	101,194	16,974,178

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017



RECOMMENDATION

That Council accepts the Bank Reconciliation Report for the month ending 31 May 2017.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 16 Rates Report for Month Ending 31 May 2017

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

Reason for Report

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

Background

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

The Office of Local Government (OLG) recommends (via their accepted benchmark) a ratio of less than 5% for Urban and Coastal Councils and less than 10% for Rural Councils. Council's outstanding ratio as at 30 June 2016 was 8.32% which is below the OLG recommended benchmark.

Issues

The outstanding rates and annual charges ratio as at 31 May 2017 is higher than the 10% benchmark proposed by the OLG at 12.65%. The overall outstanding charges ratio as at 31 May 2017 is 13.48%. The slight increase can be attributed to the 4th quarter rates falling due at the end of May.

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 – 15 June 2017

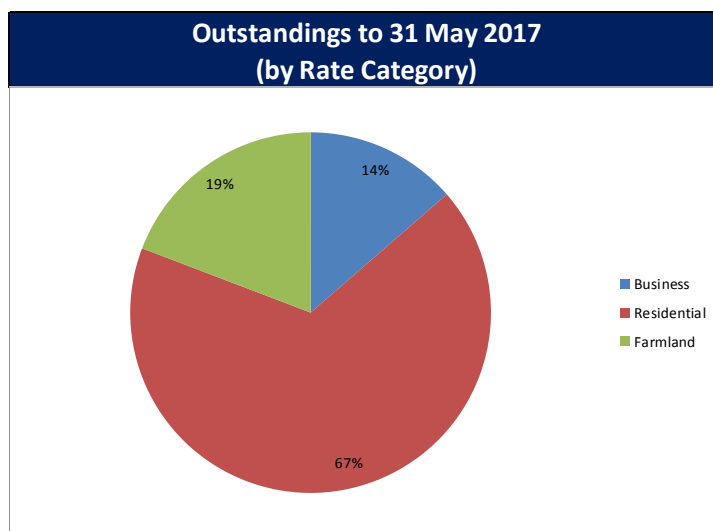
RATE/CHARGE TYPE	2016/17 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2016/17	COLLECTION % 2016/17	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	7,649,345	(165,809)	4,228	31,544	137,908	8,280,349	(7,362,232)	918,117	88.91%	917,598	11.08%
Water	1,373,952	(72,143)	(110)	10,662	-	1,530,125	(1,258,681)	271,444	82.26%	271,443	17.74%
Sewerage	1,061,950	(51,596)	-	4,922	-	1,107,456	(972,145)	135,311	87.78%	135,312	12.22%
Trade Waste	8,665	-	-	29	-	9,158	(8,045)	1,113	87.85%	1,113	12.15%
Storm Water	108,057	-	(1,775)	252	-	106,534	(93,390)	13,144	87.66%	13,143	12.34%
Garbage	1,899,877	(108,257)	(524)	12,246	511	2,052,697	(1,735,579)	317,118	84.55%	317,069	15.45%
TOTAL RATES AND ANNUAL CHARGES	12,101,846	(397,805)	1,819	59,655	138,419	13,086,319	(11,430,072)	1,656,247	87.34%	1,655,678	12.65%
Sewer Access (Water Billing)	300,344	-	(316)	3,377	-	448,036	(235,747)	212,289	52.62%	61,525	13.73%
Water Consumption	1,373,032	-	(6,145)	23,299	24,280	2,132,556	(1,427,135)	705,421	66.92%	403,772	18.93%
Sewer Consumption	139,696	-	-	724	-	181,026	(100,257)	80,769	55.38%	15,706	8.68%
Trade Waste	26,000	-	-	952	-	65,808	(110,978)	(45,170)	168.64%	9,225	14.02%
TOTAL WATER SUPPLY SERVICES	1,839,072	-	(6,461)	28,352	24,280	2,827,426	(1,874,117)	953,309	66.28%	490,228	17.34%
GRAND TOTAL	13,940,918	(397,805)	(4,642)	88,007	162,699	15,913,745	(13,304,189)	2,609,556	83.60%	2,145,906	13.48%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Analysis by Council staff has indicated that of the rates and annual charges outstanding amount, 67% relates to residential properties, while 19% relates to farmland and 14% to business.

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



Rates Type	Rates levy					Water levy				Grand Total
	General	Domestic Waste	Water Access	Trade Waste	Storm Water	Sewer Access	Water Usage	Sewer Usage	Trade Waste	
Business	88,540	41,553	23,532	1,113	4,772	37,626	70,154	15,706	9,225	292,221
Residential	425,379	267,252	247,911	-	8,371	159,211	333,618	-	-	1,441,742
Farmland	403,679	8,264	-	-	-	-	-	-	-	411,943
Total	917,598	317,069	271,443	1,113	13,143	196,837	403,772	15,706	9,225	2,145,906

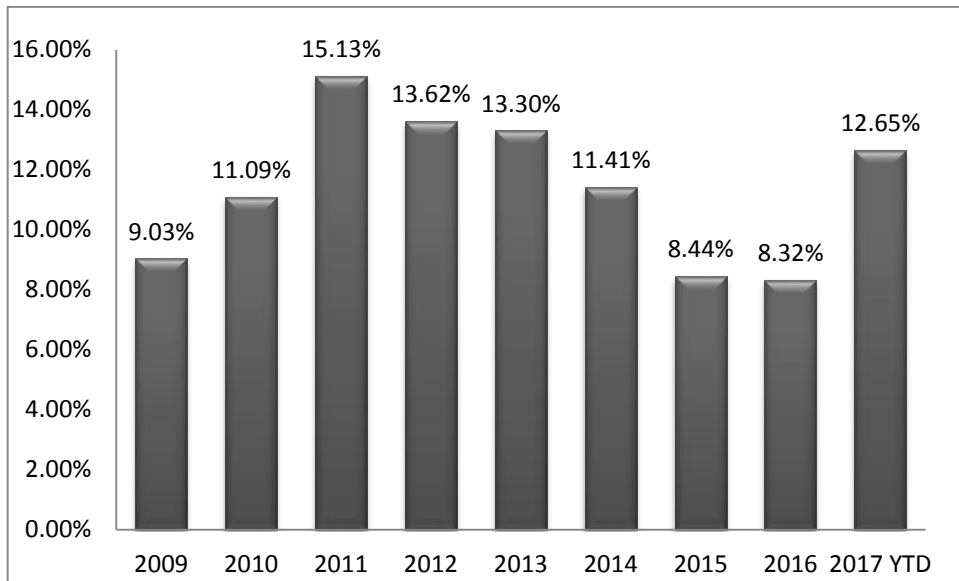
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

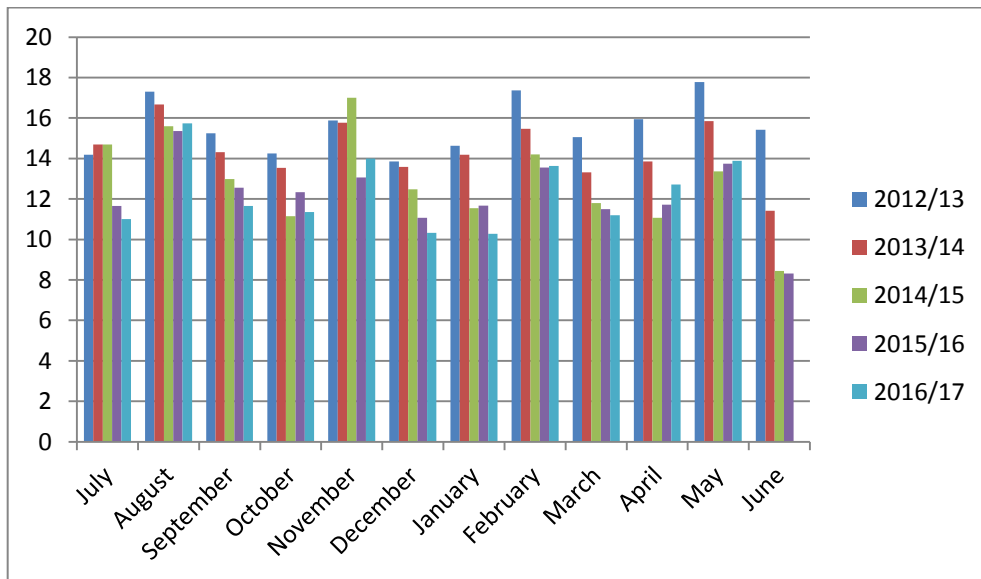
WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Graph 1: Ratio by Year



Graph 2: Ratio Month by Month



RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 17 Investments and Term Deposits for Month ending 31 May 2017

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

Reason for Report

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

Background

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

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

Issues

Comments on Performance for the Month

Term Deposits and At Call Accounts

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

During the month \$4m worth of term deposits matured, earning Council a total of \$27,326 in interest.

New placements of \$7m were made and the month end balance was \$10.023m. Placements made during the month included:

- \$1m placed with CBA for 70 days at 2.31%.
- \$1m placed with Bank of Sydney for 90 days at 2.73%.
- \$1m placed with Bank of Sydney for 90 days at 2.73%.
- \$1m placed with NAB for 92 days at 2.50%.
- \$1m placed with Regional Australia Bank for 90 days at 2.50%.
- \$1m placed with Bank of Queensland for 180 days at 2.65%.
- \$1m placed with Bank of Queensland for 193 days at 2.65%.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

At call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month net transfers of \$1,602m were made from these accounts and \$4,262 interest was received on the balances in the accounts resulting in a month end "At Call" balance of \$5.308m.

In the month of May a new At Call Account was established.

- \$1m placed with T Corp IM Cash At Call at 2.40%

Income Return

The average rate of return on Investments for the month of 2.20% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.74% by 46 points or 26.44%.

On a year to date basis, interest received, and accrued, totals \$307,591 which is 100% 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 – 15 June 2017

Summary

Table 1: Investment Balances as at 31 May 2017

Financial Institution	Lodgement Date	Maturity Date	Total Days	Rating	Yield	Amount
At Call Accounts						
NAB Cash Maximiser #	1-May-17	At Call	At Call	AA-	1.29%	3,796,413
ANZ At Call	1-May-17	At Call	At Call	AA-	1.35%	66
Regional Australia Bank	1-May-17	At Call	At Call	Unrated	2.10%	253,776
NAB Bpay Account	1-May-17	At Call	At Call	AA-	-	257,142
T Corp IM Cash Fund	1-May-17	At Call	At Call	AAA	2.40%	1,000,521
						5,307,918
Term Deposits						
Regional Australia Bank	22-Feb-17	22-Jun-17	120	Unrated	2.66%	1,000,000
NAB	17-Mar-17	15-Jun-17	90	A+ (ST rate)	2.49%	1,000,000
Bank of Sydney	21-Mar-17	19-Jun-17	90	Unrated	2.60%	1,000,000
CBA	22-May-17	31-Jul-17	70	Unrated	2.31%	1,000,000
Bank of Sydney	05-May-17	03-Aug-17	90	Unrated	2.73%	1,000,000
Bank of Sydney	05-May-17	03-Aug-17	90	Unrated	2.73%	1,000,000
Nab	22-May-17	22-Aug-17	92	A+ (ST rate)	2.50%	1,000,000
Regional Australia Bank	30-May-17	28-Aug-17	90	Unrated	2.50%	1,000,000
BOQ	25-May-17	21-Nov-17	180	BBB+	2.65%	1,000,000
BOQ	25-May-17	04-Dec-17	193	BBB+	2.65%	1,000,000
						10,000,000
TOTAL						10,307,918

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Table 2: At Call and Term Deposits - Monthly Movements

Bank	Opening Balance	Net Placements/ Withdrawals	Interest Accrued/ Received	Closing Balance
NAB Cash Maximiser #	3,293,067	500,000	3,346	3,796,413
ANZ At Call	81	(15)		66
Regional Australia Bank	253,381	-	395	253,776
NAB Bpay Account	155,404	101,738	-	257,142
T Corp IM Cash Fund	-	1,000,000	521	1,000,521
Total at call	3,701,933	1,601,723	4,262	5,307,918
Bank of Sydney	1,006,461	(1,006,856)	395	-
Bank of Sydney	1,006,461	(1,006,856)	395	-
NAB	1,004,830	(1,006,625)	1,795	-
Regional Australia Bank	1,004,815	(1,006,989)	2,174	-
Regional Australia Bank	1,004,869	-	2,253	1,007,122
NAB	1,002,993	-	2,109	1,005,102
Bank of Sydney	1,002,841	-	2,202	1,005,043
CBA	-	1,000,000	568	1,000,568
Bank of Sydney	-	1,000,000	1,939	1,001,939
Bank of Sydney	-	1,000,000	1,939	1,001,939
Nab	-	1,000,000	615	1,000,615
Regional Australia Bank	-	1,000,000	68	1,000,068
BOQ	-	1,000,000	434	1,000,434
BOQ	-	1,000,000	434	1,000,434
Total Term Deposits	7,033,270	2,972,674	17,320	10,023,264
Total	10,735,203	4,574,397	21,582	15,331,182

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 accepts the Investments Report for the month ending 31 May 2017.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 18 Naming of Laneways; Coonabarabran, Binnaway & Coolah

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

Purpose

The purpose of this report is to name various laneways.

Background

Council made the following resolution on the 16 March 2017:

***'219/1617 RESOLVED** that Council call for submissions for naming of the following laneways:*

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

The location of the unnamed laneways is shown in the Attachment.

A number of submissions have been received and these have been forwarded to Councillors under separate cover.

Issues

When naming a road, Council must adhere to guidelines from the Geographical Names Board (GNB). The following are highlighted extracts from the guidelines:

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

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Options

Council has discretion in this matter and may wish to refer to reasons provided in the submissions for the names proposed. The following is a summary of submissions received:

Laneways either side of Brains Ford in Coonabarabran.

- Sidney Brain Lane
- Brian Brain Lane
- Right Brain Lane
- Left Brain Lane

Laneway off Bullinda Street and between David Street and Renshaw Street in Binnaway.

- Meyers Lane
- Naseby Lane

Laneway off Central Lane and between Goddard Street and Martin Street in Coolah.

- Sutton Laneway
- Wotton Lane

The proposals for the two lanes either side of the Brains Ford building are similar sounding names and the GNB may have difficulty with approval. However, concerns the GNB may have may be alleviated when it is realised that the lanes are very close to each other and short in length.

Financial Considerations

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

RECOMMENDATION

The following road names are adopted by Council subject to comments that may be received through the notification and advertising process:

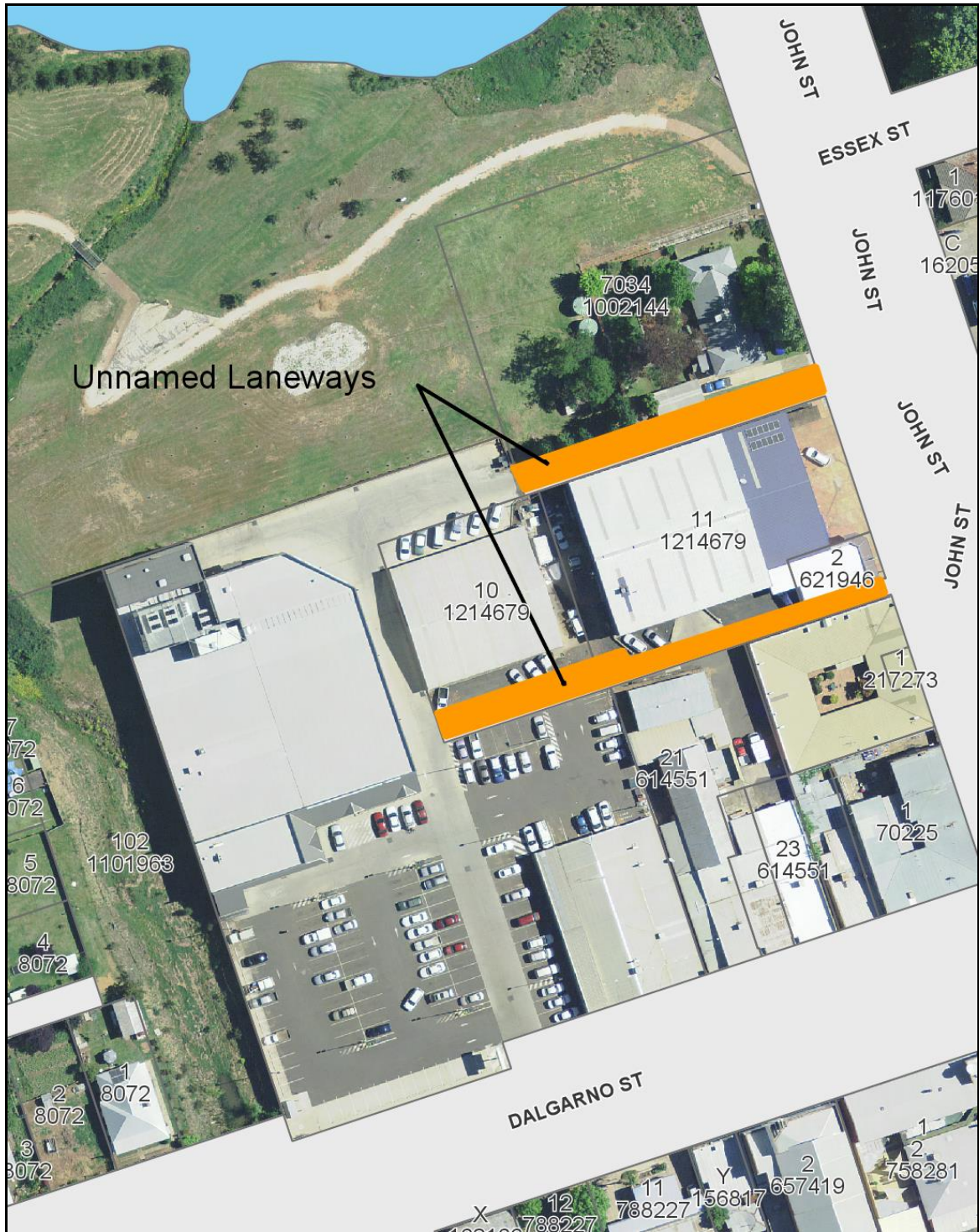
- Laneways either side of Brains Ford in Coonabarabran.
 - **Sidney Brain Lane**
 - **Brian Brain Lane**
- Laneway off Bullinda Street and between David Street and Renshaw Street in Binnaway
 - **Meyers Lane**
- Laneway off Central Lane and between Goddard Street and Martin Street in Coolah.
 - **Wotton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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Attachment 1 – Locality Maps

Coonabarabran



WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Binnaway



WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Coolah



WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 19 2016/17 Technical Services Works Program – Road Operations, Urban Services & Water Services

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

Reason for Report

The Works Program for the Technical Services Division of Council for 2016/17 is presented for information.

Background

The 2016/17 Works Program including expenditure until the end of May 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 – 15 June 2017

Attachment 1.0 – Technical Services 2016/17 Works Program

Task Name	Budget Allocation (\$)	Expend. (\$)	% complete
Technical Services	22,250,334	10,158,346	70%
Asset & Design Services	75,018	23,807	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%
Road Safety Programme	16,100	9,891	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%
Fleet Services	2,774,604	1,630,588	40%
Minor plant purchases	15,000	0	0%
Coona Workshop	18,000	3,345	20%
Plant & equipment purchases	2,741,604	1,627,243	70%
Road Operations	11,896,941	6,866,623	65%
RMS Work Orders	2,912,536	2,136,001	75%
Heavy Patching	829,993	829,993	100%
South Merrygoen	500,000	238,531	60%
Mendooran Widen	164,629	164,629	100%
Vegetation Control	10,952	10,952	100%
West Mendooran Shlr widening	94,128	94,128	100%
Truck Stops Golden Hwy	100,000	38,665	75%
Truck Stop Dunedoo	500,000	46,269	20%
Resealing program	712,834	712,834	100%
Local Roads	3,708,601	1,846,158	50%
Local Roads reseals	535,537	366,921	90%
Spring Ridge Road	171,063	2,447	100%
Bugaldie Goorianawa Rd	58,700	58,700	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)	4,081	4,081	100%
Digilah East Rd (6000)	21,695	21,695	100%
Merrygoen Rd (6000)	13,119	13,119	100%
Kanoona Rd (6000)	19,443	19,443	100%
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)	23,331	23,331	100%
Tongy Rd (12000)	26,670	26,670	100%
Merryula Rd (6000)	13,958	13,958	100%
L R bridges & cwys	624,998	511,393	80%
Coonagoony bridge	330,868	338,591	95%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Task Name	Budget Allocation (\$)	Expend. (\$)	% complete
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%
Local Road pavements	1,911,108	694,461	30%
Bugaldie Goorianawa Pave Rehab	125,576	95,324	100%
Neilrex Rd - Seal Pave rehab.	245,472	147,048	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	1,882	2%
Lawson Park Rd - sealed pave rehab	150,000	191,751	100%
Local Roads Gravel Resheeting	636,958	273,383	35%
Box Ridge Rd	93,561	96,582	100%
Uliman Rd	40,648	24,935	100%
Yuggel Rd	74,089	46,258	100%
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%
Regional Roads	5,255,804	2,884,464	35%
Regional Roads reseals	615,891	494,565	100%
Reseals - Regional Roads	615,891	494,565	100%
Pavement Rehab	994,000	404,453	30%
Black Stump Way rehab.	800,000	306,340	40%
Baradine Rd Shlder widening	169,000	78,062	100%
Intersection Ashby Rd	25,000	20,051	100%
Black Spot programme	1,635,913	680,476	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	115,087	100%
Baradine Rd - widening, guardrail	665,043	157,496	30%
Vinegaroy Rd - pave rehab	169,000	18,750	5%
Regional Road Bridges	2,010,000	1,304,970	15%
Allison bridge	2,010,000	1,304,970	15%
Aerodromes	20,000	0	0%
Repainting of Coona terminal blding	20,000	0	0%
Urban Services	2,593,454	884,204	35%
Parks & Gardens	138,847	14,269	0%
Baradine	33,000	5,980	0%
Lions Park - internal path	15,000	0	0%
Lions Park - from Darling street	8,000	0	0%
Lions Park - shade renewal	10,000	5,980	20%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Task Name	Budget Allocation (\$)	Expend. (\$)	% complete
Binnaway	20,000	0	0%
Len Guy Park - softfall upgrade	20,000	0	0%
Coolah	45,000	0	0%
McMasters Park - path to toilet	25,000	0	0%
Softfall under playground equip	20,000	0	0%
Coonabarabran	5,847	0	0%
Timor Rock toilet	5,847	0	0%
Dunedoo	35,000	8,289	0%
Milling Park Irrigation System	35,000	8,289	25%
Ovals	297,000	55,329	10%
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%
Swimming Pools	165,193	4,309	5%
 Baradine	61,060	1,300	0%
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%
 Coolah	67,000	0	0%
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%
 Coonabarabran	31,133	295	0%
Pool repairs	11,180	295	0%
Rain tank & pump for irrigation	7,000	0	0%
Hot water facility	12,953	0	0%
 Dunedoo	5,000	2,314	0%
pool improvements	5,000	2,314	50%
 Mendooran	1,000	400	0%
Upgrades to club room	1,000	400	0%
Town Streets	1,992,414	810,297	15%
 Baradine	109,644	128,935	0%
Street reseals	48,500	87,539	2%
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	2,393	0%
Footpath rehab	20,000	359	0%
 Binnaway	166,600	38,252	5%
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	0%
Shared path - Renshaw St to River	50,000	0	0%
 Coolah	503,015	213,759	40%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Task Name	Budget Allocation (\$)	Expend. (\$)	% complete
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	44,820	20%
Coonabarabran	723,755	377,360	35%
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	141,180	50%
Dunedoo	442,800	43,951	0%
Street reseals	54,800	43,951	0%
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%
Walloo St, drainage & sealing	350,000	0	0%
Mendooran	46,600	8,040	0%
Street reseals	16,600	8,040	100%
Footpath rehab.	30,000	0	0%
Warrumbungle Water	4,284,649	716,238	10%
Baradine	1,119,722	76,486	5%
Meter replacements	5,000	110	0%
Mains Narren, Walker to Queen	80,000	3,527	30%
Mains - Bligh to Castlereagh	50,000	18,736	100%
Reservoir Clean	120,000	43,000	60%
Renewal of treatment plant clarifier	864,722	11,113	2%
Binnaway	517,530	21,378	5%
Meter replacements	5,000		0%
Mains Ext - Yeubla St railway	70,000	17,338	50%
Back up bore	442,530	4,040	2%
Coolah	551,396	45,345	5%
Mains ext. Cliff Lane, Erwin St	70,000	33,111	40%
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%
Coonabarabran	1,627,871	451,636	10%
Mains Ext. Castlereagh St	160,000	28,956	100%

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Task Name	Budget Allocation (\$)	Expend. (\$)	% complete
Mains replacement	50,000	3,500	10%
meter replacements	10,000	5,369	5%
Timor Fence repairs	191,261	0	0%
Tools	3,000	3,888	100%
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	248,109	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	17,183	5%
Dunedoo	53,000	31,513	0%
Tools	3,000	0	0%
Main replacement Wargundy st	50,000	31,513	50%
Mendooran	415,130	89,880	5%
mains extension	30,000	0	0%
Back up bore	385,130	89,880	20%
Warrumbungle Sewer	625,668	36,886	0%
Baradine	10,000	0	0%
Sewage Treat Plant - renewals	10,000	0	0%
Coolah	100,000	7,615	0%
Dump site	0	7,615	100%
Upgrade STP	50,000	0	0%
Mains relining	50,000	0	80%
Dunedoo	82,668	707	1
Upgrade STP	50,000	707	0%
Main relining	32,668	0	80%
Coonabarabran	433,000	29,271	2%
Mains relining	100,000	777	80%
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	1,036	0%
re -keying sewer sites	50,000	17,332	50%

Attachment 2.0. Maintenance Grading of Unsealed Roads

Unsealed Roads - Completed grading maintenance year to date		
Road Name	Category	Length
Abeckett	2	4.2
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

Unsealed Roads - Completed grading maintenance year to date		
Road Name	Category	Length
Kerrawah	3	4
Keswick	3	6.1
Kurrajong Nth	2	3.1
Lambing Hill	1	1.5
Lawson Park	1	3.3
Lincoln	1	3.5
Lockerbie	2	9.6
Mancers	3	9.9

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Unsealed Roads - Completed grading maintenance year to date		
Road Name	Category	Length
Blackburns	3	1.2
Bolton Creek	2	20
Boogadah	3	2
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	22.8
Coybil	2	2.9
Cumbil	2	5
Dandry	1	6.9
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
Hollymount	2	1
Homeleigh	3	3.4
Hynds	3	3
Iona South	3	2
Kanoona	1	1.8

Unsealed Roads - Completed grading maintenance year to date		
Road Name	Category	Length
Maranoa	2	5.5
Merebene	3	3
Mitchell Spring	1	11
Monks	2	1
Moorefield	2	8.9
Mt Bangalore	3	6.5
Mt Hope	1	1.3
Mt Nombi	1	3
Myall Plains	3	10.4
Napier	1	4.6
Narrawa	3	5.1
Neilrex	1	1.6
Oban	3	2
Pine Ridge	1	5
Quaker Tommy	3	7
Reddens	3	2
Ropers	1	18.3
Round Mountain	1	5.9
Salaks	2	6.1
Sandy Creek	2	6.9
Sanson	1	2
Stoney Point	3	2.2
Tibuc	3	2
Tohills	3	5.8
Tonniges	3	3.6
Uliman	3	1.2
Upper Laheys Creek	3	4.2
Wangmans	2	1.4
Wardens	2	21.2
Warkton	2	3.8
Willicombes	2	5
Wingabutta	2	11.8
Wyuna	1	13.9
Yuggel	2	9.7

Maintenance requests received in April & May
A'Becketts Rd
Ameys Rd
Banoon Rd
Boogadah Rd
Borambitty Rd
Bugaldie Guinema Rd
Digilah Rd
Goolhi Rd
Guinema Bugaldie Rd
Hawkins Lane

Unsealed Road - Upcoming Grading Maintenance program
River Rd
Borambitty Rd
Cenn Cruiach Rd
Guinema Bugaldie Rd
Hawkins Rd
Merryual Rd
Mitchells Springs
Morrisseys Rd
Mt Hope Rd
Nashs Rd

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Maintenance requests received in April & May
Homestead Rd
Hotchkiss Rd
Iona Rd (South)
Keech's Rd
Kennedys Rd
Kurrajong Rd (North)
Lawson Park Rd
Leaders Rd
Locknaw Rd
Merryula Rd
Moorefield Rd
Morrisseys Rd
Mountainside Rd
Mt Hope Rd
Napier Ln
Narangarie Rd
Neible Rd
North Pine Ridge Rd
Patrick Rd
Pine Ridge Rd
Quaker Tommy Rd
River Rd
Salaks Rd
Sandy Creek Rd
Scully Rd
Uphills Ln
Warkton Rd
Werribee Rd

Unsealed Road - Upcoming Grading Maintenance program
Patrick Rd
Pine Ridge Rd
Sanson Lane
Scully Rd

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 20 Compulsory Acquisition of Crown Road adjoining Lot 102 DP 1201959

Division:	Development Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Local Economy
Priority:	LE 5 - The local production of any renewable energy or mining and extractive industries should provide economic benefits to the communities of the Shire

Reason for Report

To provide Council with an update on the acquisition process as resolution remains outstanding for a period greater than 12 months.

Background

At the Ordinary meeting of the Warrumbungle Shire Council on 16 June 2016 Council resolved (333/1516) that:

- '1. Council acquires the section of Crown Road adjacent to Lot 102 DP1201959 pursuant to the provisions of sections 186 and 187 of the Local Government Act 1993.*
- 1. Once acquired the land be classified as Operational Land under the Local Government Act 1993.*
- 2. Authority be granted to the General Manager to make the necessary application to the Minister for Local Government and to pay any compensation in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991.*
- 3. Authority be granted to affix the Common Seal of the Council to any documentation required to effect acquisition of the land.'*

Department of Primary Industries, Lands, consenting to the acquisition proceeding under the provision of the Land Acquisition (Just Terms Compensation) Act 1991 (LAJTCA), Section 29(4);

29 Acquisition of Crown land

- (1) Land may be compulsorily acquired by an authority of the State under this Act even though it is Crown land.*
- (2) If Crown land is subject to a dedication or reservation that (by virtue of any Act) cannot be removed except by an Act, that land may not be compulsorily acquired. However, this prohibition does not apply if the dedication or reservation is not affected by the compulsory acquisition of the land.*
- (3) Nothing in this Act affects the acquisition by agreement of Crown land by an authority of the State.*

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

- (4) *The provisions of Division 1 (Pre-acquisition procedures) and Part 3 (Compensation for acquisition of land) do not apply to the compulsory acquisition of Crown land if the owners of the land have agreed on all relevant matters concerning the compulsory acquisition and the compensation (if any) to be paid for the acquisition.*

Issues

This matter is in the hands of Council's legal counsel to be given to the Office of Local Government for the acquisition approval.

Options

Council has taken steps to proceed with the acquisition with the Department of Crown Lands, however the resolutions remain outstanding. It is recommended that Council continue with the acquisition process.

Financial Considerations

As reported previously, the property is approximately 2.37 ha with an estimated value of approximately \$3,345 (this will be subject to market value at the time of valuation). There are legal costs and surveying costs expected to be approximately \$8,000.

At this point in time, no budgetary allowance has been provided, as it is unknown the timeframe when this matter will be finalised, however Council needs to be mindful that the acquisition of land could be around the abovementioned figure. The financial cost for the acquisition includes Legal Cost, surveying costs and the cost to acquire the land from Crown Lands.

The cost implications for the acquisition of this crown road will be approximately \$11,000.

RECOMMENDATION

That Council continues the acquisition as resolved previously via Resolution 333/1516 of 16 June 2016.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 21 2017-2018 to 2018-19 NSW Heritage Grants Program – Local Government Heritage Advisors and Local Heritage Places

Division:	Development Services
Management Area:	Town Planning
Author:	PA to Director Development Services – Kelly Dewar
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF6.2 – Grant funding is sourced to value add Council funded activities.

Reason for Report

To inform Council of the allocation of grant money through the Office of Environment & Heritage (OEH), NSW Heritage Grants Program for the Local Government Heritage Advisor and Local Heritage Places Grant for the next two years.

Background

The Executive Director approved funding to 78 Councils under the Local Government Heritage Advisors stream with a collective value over the two years of \$1,042,800. Council's application for funding was successful with a grant of up to \$6,000 for both the 2017/2018 and 2018/2019 financial years, funding is based on a \$1 for \$1 formula for both years.

The Executive Director approved funding to 75 Councils under the Local Government Heritage Places stream with a collective value over the two years of \$974,500. Council's application for funding was successful with a grant of up to \$6,000 for both the 2017/2018 and 2018/2019 financial years, funding is based on a \$1 for \$1 formula for both years.

Issues

Nil.

Options

Nil.

Financial Considerations

Council has a budget to cover part of the costs of these two programs, the grant money covers the remainder of the funds required to maintain Heritage Services within the Shire.

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 22 Cemetery Management and Burial Policy Review

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

Reason for Report

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

Background

Council’s current Cemetery Management and Burial Policy was endorsed on 19 February 2015 (**Resolution 254/1415**). The policy has been updated to remove sections no longer relevant to the policy.

Issues

Nil.

Options

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

Financial Considerations


Nil.

RECOMMENDATION

That Council adopts the modified Cemetery Management and Burial Policy and it be included in Council’s Strategic Policy Review.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

 warrumbungle SHIRE COUNCIL	Cemetery Management and Burial Policy
	Strategic

1. Purpose

The purpose of this policy is to outline the management of cemeteries within the Warrumbungle Shire Local Government area.

2. Objectives of the Policy

The objective of this policy is to ensure that the cemeteries under Council's care are maintained and managed professionally and with consideration for the sensitive nature of their purpose.

3. Policy Scope

This Policy applies to all cemeteries memorial gardens and columbarium's administered, operated and maintained by Council in the present and future.

This policy applies to the following cemeteries within the Warrumbungle Shire Council local government area:

- Baradine Cemetery
- Binnaway Cemetery
- Bomera Cemetery*
- Bugaldie Cemetery
- Cobborah Cemetery
- Coolah Cemetery
- Coonabarabran Old Cemetery**
- Denison Town Cemetery*
- Dunedoo Cemetery
- Leadville Cemetery
- Leadville Trust Cemetery #
- Mendooran Cemetery
- Native Grove Cemetery Coonabarabran
- Rocky Glen #
- Turee Vale Cemetery*
- Uarbry Cemetery

* *Historic Cemetery closed to burials*
** *Closed to new burial bookings*
Unmarked Cemeteries

This Policy does not affect the operation of any Regulations under the Public Health Regulations 2012, Part 8, Disposal of Bodies, relating to cemeteries and crematoriums.

4. Background

This policy will take over from the previous policies regarding Cemetery Management and Burial Policy (policy was endorsed by Council 19 February 2015, resolution 254/1415)

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

5. Definitions

Applicant - the person making an application

- for a burial or memorial right
- for a work permit or other Council consent
- for burial or cremation

Appropriate fee - a fee fixed by Council

Cemetery or cemeteries - means an area containing one or more burial places

Burial place - a grave site, vault site, crypt site, memorial site or other place for the disposition or commemoration of the remains of the dead, whether cremated or not.

Burial right - exclusive right of entitlement to a burial place granted by Council to a person or persons.

Council - the Warrumbungle Shire Council

Grantee - the person to whom a right is granted

Monument - any structure, plaque, headstone, masonry, metal work, casting or item placed over, in or around a burial right.

Monument mason - is a tradesman mason or person possessing the skills to carry out monument masonry work.

Pre-need burial right - means a burial right granted prior to need.

Reservations - a pre-need burial right.

Register - the Council's formal repository of data containing all the required details of a burial, cremation, memorial site, inurnment right or burial right.

The Policy - this Policy

6. Policy Statement

6.1. Management of Cemeteries

6.1.1. Planning, conduct and maintenance of cemeteries.

Council will make such provisions as it considers necessary for the following:

- (a) the setting aside of sections for different types and classes of burials;
- (b) the establishment of standards of construction and design of for monuments and structures;
- (c) the size, multiple use and location of burial places;
- (d) interments;
- (e) the erection or installation of structures and the making of inscriptions;
- (f) the carrying out of work by monument masons;
- (g) the qualifications required by, and the security deposits to be lodged by, monument mason;
- (h) the removal, replacement and maintenance of structures;
- (i) the improvement and maintenance of cemeteries;
- (j) the making of arrangements for the care of burial places on an annual or other basis;
- (k) the supply of goods and services incidental to the conduct of burials and other matters relating to cemeteries;
- (l) the conduct of religious or other ceremonies of burial, cremation, disposition or commemoration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

6.2 Refusal to grant exclusive rights of memorials

The Council may refuse to grant an exclusive right of burial to any person if, in the opinion of Council, the grant would create a monopoly or encourage dealings in such rights as a business.

6.3 Register of burial places and cremation

- 6.3.1 A register of burial, as required by the regulations of the Public Health Regulations 2010 and defined in the Cemeteries and Crematoria Act 2013, must be kept in respect of all burial.
- 6.3.2 A register of cremation, as required by the regulations of the Public Health Regulations 2010 and defined in the Cemeteries and Crematoria Act 2013, must be kept in respect of all cremations.
- 6.3.3 A register of pre-need burial rights.
- 6.3.4 Each register, which may be kept in written, printed or electronic form, must contain sufficient information to allow for simple cross-referencing of entries by:
- (a) the name, age and last address of the person whose body or remains have been buried,
 - (b) the date of the person's death,
 - (c) the date of the burial,
 - (d) the section and allotment where the burial has been made,
 - (e) the name of the person (if any) who continues to hold any right of burial in that allotment,
 - (f) the name of the funeral director who transported the body to the cemetery,
 - (g) the fees paid to the cemetery authority for the burial.
- 6.3.5 Each register entry must contain the name and address of the owner of the burial right.
- 6.3.6 Each burial or cremation must be recorded in its respective register immediately after the service.
- 6.3.7 Registers may be amended to remove or correct inaccuracies.
- 6.3.8 The Council must, on application made by any person, make available to the person a copy of any entry made in the burial or cremation registers.
- Such applications shall be made on an approved form
 - Each form shall be limited to a single register entry
 - A fee, as approved by the Council from time to time, may be charged for each application.
- 6.3.9 The registers will be used in any proceedings requiring evidence of the identity of the holder of an exclusive right that has been granted in respect of any burial or memorial site.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

6.4 Certificates of exclusive right of burial

- 6.4.1 The Council will issue to the owner of an exclusive right of burial certificate, clearly showing:
- the owners name and address
 - the amount paid
 - the date of issue
 - A description of the physical location of the grave
 - the terms and conditions under which the certificate is issued.
- 6.4.2 The application for a certificate must be made on a form approved by Council.
- 6.4.3 Any fees relating to the purchase and issue of the certificate must be paid at the time of application.

6.5 Reservations and Purchases of Burial Lots and Niches

Plots are to be purchased and paid for in full at the fee prescribed in Council's Operational Plan and Delivery Program at the time the purchase is made. Council is under no obligation to buy back unwanted pre-purchased lots, however Council's adopted fees and charges may make provision for this to occur.

Niches may be purchased at the fee prescribed by Council's Operational Plan and Delivery Program at the time of purchase. The purchase of a niche is limited to only those available at the time. Council is under no obligation to buy back unwanted pre-purchased niches, however Council's adopted fees and charges may make provision for this to occur.

Reservation applications must be made in writing to Council stating the reason for the reservation. Council is authorised to approve or deny applications based upon insufficient reasons or lack of prepared burial land or any other relevant Council policy.

Council resolved the following at a meeting held 21 May, 2009 (Resolution 407):

That Council adopts the following policy in all dealings relating to the reservation of grave sites in lawn cemeteries within Warrumbungle Shire effective immediately:

- (a) The right of burial reservation fee must be paid at the time of acquisition of the reservation, and*
- (b) Burial rights (reservations) at all lawn cemeteries will only occur when a funeral is to take place, at this time a second adjacent site may be booked, i.e., a maximum of two (2) sites can be reserved with one to be used immediately. In the case of the burial of a child (under 18) two (2) sites immediately adjacent to the deceased child may be reserved, and*
- (c) Double depth grave sites are to be encouraged by Council through appropriate concessional rates for the second interment within a grave site in Council's fees and charges structure.*

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

6.6 Hours of Burial, Cremation and Exhumation

- 6.5.1 Burials, cremations and exhumations shall take place only during the hours approved by Council.

6.7 Order for burials

- 6.7.1 Burials are not to take place unless a Burial Order has been issued by Council.
- 6.7.2 The issue of a burial order shall be in accordance with Legislation.
- 6.7.3 Burial shall be in accordance with the Regulations of the Public Health Regulations 2012 Part 8 Disposal.

6.8 Exhumation

- 6.8.1 Exhumations are not to take place unless
- prior written consent has been obtained from the Director-General of the Department of Health (NSW); and
 - an Order for exhumation has been issued by Council
- 6.8.2 This clause does not apply if an exhumation has been ordered by a Court.

6.9 Miscellaneous

- 6.9.1 A person must **not** do any of the following (within a cemetery)
- (a) damage, deface, interfere with or alter burial places
 - (b) damage, deface, interfere with or alter monuments
 - (c) bury, intern or exhume any human remains, whether cremated or not
 - (d) enter or remain in a cemetery between sunset and sunrise
 - (e) cause or permit an animal that is under the person's control to enter or remain in a cemetery without proper supervision
 - (f) take part in any gathering, meeting or assembly, except for the purpose of religious, research, historical, educational or other ceremony of burial or commemoration; or
 - (g) Engage in trade or commerce or distribute any circulars, advertisements, paper drawn or photographic material.
 - (h) drive a vehicle at a speed of more than 5 kilometres per hour
 - (i) drive a vehicle or a vehicle and trailer having an unladen weight of more than 3 tonnes
 - (j) drive a vehicle through a cemetery for the purpose of travelling between places outside of the cemetery
 - (k) park a vehicle on any known burial place, verge or plantation, or in a manner that is likely to impede traffic
 - (l) teach, learn or practice driving a vehicle
 - (m) camp or reside on any land
 - (n) Possess or consume an alcoholic or intoxicating beverage or substance except from that directly associated with a funeral service.
 - (o) urinate or defecate
 - (p) bring into or leave any rubbish, refuse, scrap metal (including remains of vehicles), rock, soil, sand or any other such substances

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

- (q) remove any dead timber, logs, trees, flora, whether standing or fallen
- (r) kill, capture or in any way interfere with any animal, bird, fish or other fauna, whether native or introduced
- (s) Plant any tree, shrub, herbage or other plant without prior consent. Penalty: Offenders may be prosecuted under Common Law, Statute Law, The Heritage Act 1977, The Health Act (NSW) 2010, The Criminal Code Act 1995.
- (t) Bury any domestic pets or animals within the parameter of the cemetery

6.9.2 Subsection (1.e) does not prevent a person from leading or walking a dog on a leash

6.9.3 Council's written consent is required to legally carry out any act that might otherwise give rise to an offence under this clause.

6.10 Requirements for graves

6.10.1 The dimensions of a grave shall be a minimum of

- 1000mm X 2400mm for adult graves
- 900mm X 1500mm for children's graves;

6.10.2 The number of internments permitted in a grave shall be in strict accordance with the Regulations of the Public Health Regulations (NSW) 2010 and the Cemeteries and Crematoria Act and Regulations.

6.10.3 For the purpose of part 6.10, clause 2:

- prior written consent has been obtained from the Director-General of the Department of Health (NSW) to vary the number of interments.
- Where a coffin containing the deceased remains is interred in a grave, the upper surface of the coffin shall be at a depth not less than that required by the Regulations of the Public Health Regulations 2012 Part 8 Disposal of bodies which is 900mm.

6.10.4 This section does not affect the interment of cremated remains.

6.11 Above ground entombment

All entombments above ground shall be considered on an individual basis upon a written application to Council.

6.12 Monuments and inscriptions

6.12.1 A person shall not, in a cemetery:

- construct or install any monument, memorial, foundation, vault, table, headstone, gravestone, kerbing, railing or other structure, unless it is of:
 - a material and design approved in writing by the Council; and
 - carried out to the standard of workmanship required by the Council
 - constructed in accordance with Australian Standards Association AS4425- "Monuments & Headstones" (1996)

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

- 6.12.2 Make any inscription or carry out any adornment, unless it is approved by the Council and made or carried out to the standard required by the Council.

6.13 Application for the approval

Application for the approval of the Council in accordance with Part 6.12, clause 1 shall:

- 6.13.1 Be made to the Council in writing
- 6.13.2 Be accompanied by sketches, drawings and other particulars of the design that may be required by the Council; and
- 6.13.3 Where the application relates to an inscription, be accompanied by a copy of the proposed inscription

6.14 Trades and contractors

No trade inscription shall be allowed on any masonry work unless approved, in writing, by the Council.

6.15 Monument masons

- 6.15.1 A person shall not carry out any work as a monument mason within a cemetery unless with the written consent of the Council.
- 6.15.2 The Council may issue approval to undertake work as a monument masons to any person it considers to be suitably qualified to undertake such work.
- Any person may apply to work as a monument mason in a cemetery; provide the application is in writing.
- 6.15.3 The Council may suspend or cancel approval of any person by giving notice in writing.
- 6.15.4 This clause shall not apply to employees of Council while engaged in their employment under the instructions of Council

6.16 Removal of structures

- 6.16.1 The Council may;
- remove, demolish, alter or require the removal, demolition or alteration of any structure or any adornment or
 - erase, correct, or require the erasure or correction of wording of any inscription that has been constructed, installed, made or carried out
 - without the written consent of the Council; or
 - otherwise than in accordance with an approval given by Council.
- 6.16.2 Where any work that has been approved is not completed within a reasonable time, the Council may remove or demolish such partially finished work as it deems necessary to preserve the fabric of the cemetery and public safety.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

6.17 Removal and replacement of structures on request

- 6.17.1 Where notice to open a grave or vault for a lawful purpose is given in accordance with Legislation, the Council may arrange after
- the lodgement of proof of ownership
 - the payment of the scheduled fees and related costs.
- 6.17.2 the removal of any part of the structure to enable the safe opening of the grave or vault
- require the grantee or applicant to make good the repair of the structure affected within 14 days of the interment or service date.

6.18 Maintenance of structures

- 6.18.1 The ownership of monuments or other structures is deemed to be with the person or persons (or their heirs & successors) that caused the monument or structure to be constructed:
- The Council shall not be responsible for the upkeep, maintenance, repair etc. of any monument or structure.
 - The owner is responsible for the upkeep, maintenance and repair of the monument.
 - The Council may act to remove any structure which has become dilapidated or unsightly
 - The Council may remove any trees, shrubs or other vegetation from any cemetery where, in its opinion, it is in the interest of the cemetery to do so.

6.19 Unsafe monuments

Any monument identified as posing a safety risk is accorded a category ranking:

CATEGORY	Criteria
1	Monuments over 750mm in height that <ul style="list-style-type: none">• are likely to collapse or fall over at any time• Have significant sections or parts separating from the main monument, irrespective of cause (subsidence, deterioration etc.)
2	Monument 750mm or less in height <ul style="list-style-type: none">• are likely to collapse or fall over at any time• Have significant sections or parts separating from the main monument, irrespective of cause (subsidence, deterioration etc.)
3	Monuments that are affected by subsidence and are leaning by more than 10 degrees, but are otherwise deemed to be in sound condition.

- 6.19.1 Identification and reporting - any identification of unsafe monuments and consequent actions under this clause will be thoroughly documented and supported with photographs. All actions will be recorded against the respective cemetery register entry.
- 6.19.2 Subsidence - where subsidence is evident, Council will fill and compact the ground in the normal manner.
- 6.19.3 Repair of monument
1. Council will not repair monuments. Council will only act to ensure public and employee safety.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

2. Category 1 monuments:

- (a) The area surrounding the monument is to immediately be secured with barriers and danger signs.
- (b) The Council will make reasonable efforts to contact the grantee of the burial right and instruct the grantee to take immediate steps to repair the monument.
- (c) A public notice, clearly identifying the grave
 - indicating Council's intent to make the monument safe unless the grantee acts within seven (7) days
 - reserving Council's right to recover the costs relating to the handling of the monument from the grantee is to be placed in the local press.
- (d) If contact has not been made with the grantee within seven days of the public notice, the Council will take steps to make the monument safe.

Note: Making the monument safe will (usually) consist of laying the headstone face down on the ground of the grave. This method, which preserves the inscription, is recommended by the National Trust.

6.19.4 Category 2

Same as Category 1, except that the notice and action period will be extended from seven (7) to fourteen (14) days.

6.19.5 Category 3

The Council will make reasonable efforts to contact the grantee to the site and instruct the grantee to take steps to repair the monument.

A single public notice, clearly identifying the grave and indicating to the grantee that he or she should take steps to repair the monument will be placed in the local press.

Council will continue to monitor the site until such time as the monument is identified as Category 1 or Category 2.

6.20 Lawn Cemetery Sections

6.20.1 The Council will ensure that it

- maintains, preserves, and repairs lawn cemetery graves
- graves are not enclosed with any railing or kerbing
- cut and plastic flowers provided by families are left at burial places in Lawn Cemeteries
- cut and plastic flowers provided by families are placed in vases of a type approved by Council,
- approved vases are plastic flower vases or urns and metal vases only. Glass jars and other vases will be removed at Council's absolute discretion.
- due to the effects of UV rays, discoloured and worn plastic flowers will be removed from memorials at Council's absolute discretion.
- no headstone, statue or other structure is erected or constructed over a grave in a lawn section
- no tree, shrub or other plant is placed or planted on any grave in a lawn section other than by Council at its absolute discretion.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

- 6.20.2 The Council shall place over each grave in the Lawn Section, as soon as practicable after a burial or interment has taken place in that grave, and upon receipt of written instructions from the grantee, a memorial plaque, of a standard size and type as determined by the Council.
- 6.20.3 The grantee may apply to privately supply and fix a memorial plaque in Lawn Cemetery Sections provided that:
- an application in accordance with part 6.12 of this policy has been lodged with Council
 - all fees as scheduled by Council for the lodgement of the application have been paid
 - the design and type of plaque is consistent with the requirements determined by Council
 - Council has given its written approval.
- 6.20.4 Council will not be liable for the repair, maintenance, upkeep or preservation of any plaque or item placed on a grave in a lawn cemetery under the provisions of part 6.18, clause 1 of this Policy.
- 6.20.5 That the provision of vertical burials in the lawn cemeteries be considered in accordance with cemetery practices.

7. Responsibilities

The Manager Property and Risk will hold responsibility over this policy

8. Associated Documents

Operational Plan and Delivery Program
Cemeteries and Crematoria Act 2013
Public Health Act NSW, 2010
Public Health Regulations 2012 (Part 8 Disposal of bodies)
Human Tissues Act NSW, 1983
Coroners Act NSW, 2009
Birth, Deaths and Marriages Act NSW, 1995
The Heritage Act 1977
Work Health and Safety Act, 2011

9. Version Control

Review Date: When there are relevant legislation changes

Staff Member Responsible for Review: Manager Property and Risk.

Policy Name	Version	Resolution	Date
Cemetery Management and Burial Policy	1	118/1314	19 September 2013
	2	254/1415	19 February 2015
	3		

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 23 Outdoor Smoke-Free Areas Policy Review

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

Reason for Report

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

Background

Council’s current Outdoor Smoke-Free Areas Policy was endorsed on 19 September 2013 (**Resolution 131/1314**). The policy has been updated to reflect the Smoke-free Environment Act 2000: Smoke-Free areas – outdoor public places and the required signage that must be compliant with the Smoke-Free Environment Regulation 2016.

Issues

Council will need to ensure that any Council owned outdoor area that comes under this policy has the appropriate signage displayed as per the Smoke-free Environment Regulation 2016. The signage is available from NSW Health.

Options

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

Financial Considerations


Nil.

RECOMMENDATION

That Council adopts the modified Outdoor Smoke-Free Areas Policy and it be included in Council’s Strategic Policy Register.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

	Outdoor Smoke-Free Areas Policy
	Strategic

1. Objectives of the Policy

The objectives of Warrumbungle Shire Council banning smoking in various Council areas are to:

- Improve the health of community members;
- Improve public amenity and maintenance of Council property;
- Raise community awareness of the issues associated with smoking;
- Provide community leadership in taking measures to protect the health and social wellbeing of the community;
- Minimise cigarette butt pollution on Council owned waterways, parks and other open space areas.

2. Principles

This policy recognises that Council has:

- An obligation to promote public health outcomes where Council provides assets and
- services intended to be of benefit to children and other members of the Community;
- A commitment to improve the natural environment and the amenity of the local area by reducing the amount of cigarette butt litter found in outdoor spaces;
- An understanding that the damaging effects of passive smoking while well documented in regard to indoor areas, is also beginning to emerge in regard to outdoor areas;
- An acknowledgement that the indirect effects of people smoking in an outdoor area
- can result in children playing with and swallowing discarded cigarette butts, cigarette derived particles accumulating on clothing and skin, and smoking causing sensory irritations such as eye watering, coughing, difficulty in breathing or asthma.

3. Policy Scope

This policy applies to:

- Within 10 (ten) metres of all children's playgrounds, youth centre facilities and children's services/childcare centres;
- Within 10 (ten) metres of an organised event, such as a food fair, where food is sold or supplied for consumption at the event;
- An area set aside for or being used by spectators to watch an organised sporting event at a sports ground or other recreational area, but only when an organised sporting event is being held there;
- The platform of a passenger railway;
- At all swimming pool complexes;

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

- A bus stop (to include any area where persons queue or gather when waiting at a bus stop);
- A taxi rank (to include any area where persons queue or gather when waiting at a taxi rank);
- A commercial outdoor dining area;
- Within 4 (four) metres of a pedestrian access point to a public building.

Signage

The smoke-free areas identified in Section 3 of this Policy will be signposted wherever practicable in prominent places. The signage must include the smoking prohibited symbol (or an equivalent symbol) with a diameter of at least 90 millimetres, the words "NO SMOKING" in letters of at least 20 millimetres in height, a reference to the name of the Act and the words "Penalties may apply". Signs must be displayed in such numbers, and in positions of such prominence that they are likely to be seen by a person at a public entrance to, or within, the area. Signage compliant with the Smoke-free Environment Regulation 2016 is available from NSW Health: health.nsw.gov.au/tobacco/Pages/smoke-free-resources.aspx or popresources@doh.health.nsw.gov.au

4. Responsibilities

This policy can be enforced by an "authorised person".

5. Definitions

Authorised Person: For the purpose of this policy NSW Health Authorised Inspectors are deemed to be "authorised persons" and may serve a penalty notice upon any person reasonably suspected of failing to comply with the terms of any notices.

6. Enforcement of Ban

Enforcement of this Policy will be supported by persuasion and self-policing rather than punitive enforcement.

7. Relevant Legislation

Local Government (General) Regulation 2005
Smoke-Free Environment Act 2000
Smoke-Free Environment Regulation 2016
Liquor Act 2007

8. Associated Documents

Staff 4.13 – Smoke Free
Workplace
Policy Strategic 1.15 – Public
Pools
Policy Strategic – Enforcement
Policy

9. Version Control

This policy is subject to regular review at a maximum interval of two years.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Policy Name	Version	Resolution	Date
Outdoor Smoke-Free Areas Policy	1	31	11 March 2010
Outdoor Smoke-Free Areas Policy	2	41	20 May 2010
Outdoor Smoke-Free Areas Policy	3	131/1314	19 September 2013

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 24 Development Applications

Division: Development Services

Management Area: Regulatory Services

Author: Administration Officer for Development Services – Kathryn Weatherall

CSP Key Focus Area: Rural and Urban Development

Priority / Strategy: RU 4 – The attractiveness appearance and amenity of our towns and villages need to be improved

Development Applications

(i) Approved – May 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
DA7/2017	02/03/2017	16/05/2017	Warrumbungle Shire Council	1617 Warrumbungle Way	WEETALIBA	New Commercial Building	5
DA10/2017	04/04/2017	24/05/2017	Rawson Homes	Fairfield 121 Dows Lane	COONABARABRAN	New Installation of Manufactured Home	0
DA11/2017	12/04/2017	31/05/2017	Samuel & Megan Clifton	Penalva 262 Finlays Road	PURLEWAUGH	New Swimming Pool and Extensions to Existing Dwelling	0
DA13/2017	05/05/2017	30/05/2017	Keith Mears	34 Tucklan Street	DUNEDOO	New Garages/Sheds - Residential	15
DA14/2017	08/05/2017	09/05/2017	Nicholas O'NEILL	25 Knight Street	COONABARABRAN	New Garages/Sheds - Residential	0

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 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
DA15/2017	10/05/2017	23/05/2017	Sianne Walkington	76 Worrigal Street	BARADINE	New Garages/Sheds and Verandah/Deck - Residential	0
DA16/2017	11/05/2017	26/05/2017	Picton Bros Investments	6 Cameron Place	COOLAH	New Patio	0
CDC8/2017	21/04/2017	22/05/2017	Aaron & Jennifer Parker	6 Wentworth Avenue	COOLAH	Additions to Existing Dwelling	14

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

RECOMMENDATION

That Council notes the Applications and Certificates Approved, during May 2017, under Delegated Authority.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

Item 25 Questions for the Next Meeting

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

Reason for Report

At the May Ordinary Council meeting, Councillor Denis Todd presented Council with questions for the next meeting. The questions with the answers are 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**)

Questions submitted from Councillor Denis Todd

1. Baradine Cemetery American Burr grass. Ground needs sterilizing (see Agronomist) with spray. Report for next meeting. Water problems with wash under the headstones.

Response

Staff investigated the issue at Baradine Cemetery regarding the American Burr grass. Council has been in touch with Castlereagh Macquarie County Council and have arranged for treatment of the site.

An inspection of the cemetery revealed one headstone had been eroded underneath by water. Council staff will continue to monitor potential wash away issues on site.

2. Rail Freight Alliance meeting in Melbourne. 15 September 2017 – Cr Todd would like to attend.

Response

A Business Paper report will be prepared for the July Ordinary Council meeting.

3. Tree regrowth, suckers growing fast and need poisoning in winter.

Response

Works included in current program of roadside maintenance.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 15 June 2017

4. Street light in Baradine not working. Solar on Lachlan Street and Corner Namoi and Walker Streets.

Response

Under investigation.

Issues

Nil.

Options

Nil.

Financial Considerations

Nil.

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 June 2017



QUESTIONS FOR NEXT MEETING

Councillor: _____

Date: _____

Time: _____

1.

2.

3.
