



# **Warrumbungle Shire Council**

## **Council meeting**

**Thursday, 29 September 2016**

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

**commencing at 3.00 pm**

***Mayor***

To be determined

***Deputy Mayor***

To be determined

***COUNCILLORS***

Councillor Kodi Brady

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Ambrose Doolan

Councillor Wendy Hill

Councillor Aniello Iannuzzi

Councillor Ray Lewis

Councillor Peter Shinton

Councillor Denis Todd

***MANAGEMENT TEAM***

Steve Loane (General Manager)

Stefan Murru (Director Corporate & Community Services)

Kevin Tighe (Director Technical Services)

Leeanne Ryan (Director Development Services)

# Warrumbungle Shire Council

## Vision

Excellence in Local Government

## Mission

We will provide:

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

## We Value

### Honesty

Frank and open discussion, taking responsibility for our actions

### Integrity

Behaving in accordance with our values

### Fairness

Consideration of the facts and a commitment to two way communication

### Compassion

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

### Respect

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

### Transparency

Open and honest interactions with each other and our community

### Passion

Achievement of activities with energy, enthusiasm and pride

### Trust

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

### Opportunity

To be an enviable workplace creating pathways for staff development

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

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**NOTICE** is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 29 September 2016 at the Council Chambers, John Street, Coonabarabran commencing at 3.00pm

# AGENDA

Welcome

Turn Off Mobile Phones

## Order of Business

Forum

Apologies

Disclosure of Interest

    Pecuniary Interest

    Non Pecuniary Conflict of Interest

Reports

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

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# WARRUMBUNGLE SHIRE COUNCIL

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### Item 1 Minutes of Ordinary Council Meeting – 18 August 2016

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

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

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

#### 10.00am

The Mayor called for a minutes silence in memory of the Long Tan 50 year Anniversary.

**APOLOGIES:** Cr Ron Sullivan

**24/1617 RESOLVED** that the apologies of Cr R Sullivan be accepted.

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

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

No declarations were made.

#### **REPORTS**

##### **Item 1 Minutes of Ordinary Council Meeting – 21 July 2016**

**25/1617 RESOLVED** that the resolutions contained in the Minutes of the Ordinary Council meeting held on 21 July 2016 be endorsed.

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

##### **Item 2 Minutes of Traffic Advisory Committee Meeting held on 28 July 2016**

###### **26/1617 RESOLVED:**

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held at Coonabarabran on 28 July 2016.
2. That Council construct a bus pull over area at the intersection at Kerrawah Road and Black Stump Way at the time of the Allison Bridge roadworks.

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3. That the applicant is advised that application through the National Heavy Vehicle Regulator must be made to have the Baradine Road between Bugaldie and Baradine open to Road Train trucks. In the meantime assessment of the proposed route is undertaken.

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

### **Item 3 Minutes of Plant Advisory Committee Meeting held on 21 July 2016**

#### **27/1617 RESOLVED:**

1. That Council accepts the Minutes of the Plant Advisory Committee meeting held in Coonabarabran on 21 July 2016.
2. That Council purchase one (1) Komatsu PC138us-8 Excavator fitted with Rubber Segmented Tracks (Road Liners) and Fleet Management Software from Komatsu Australia Pty Ltd for a price of \$178,628.00 (ex GST) and that Council trade in Plant Item No 91 to Komatsu Australia Pty Ltd for \$58,000.
3. That a 3 axle 18.4 tonne capacity trailer is purchased from Sloanebuilt Trailers Pty Ltd for a price of \$54,527 **FURTHER** that a report is brought back on utilisation of the trailer three months after delivery.
4. That Council purchase one (1) John Deere 1600 Wide Area Mower with four (4) post ROPS and Canopy with Rego Kit from Chesterfield Australia at a price of \$64,704.70 (ex GST) **FURTHER** that Council trade in Plant Item No 216 to Chesterfield Australia for \$17,273.00 (ex GST) resulting in a changeover price of \$47,431.70 being \$2,568.30 under budget.
5. That the Plant Utilisation Report for 2015/16 is noted.

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

### **Item 4 Minutes of the Consultative Advisory Committee Meeting – 2 June 2016**

**28/1617 RESOLVED** that Council notes the Minutes of the Consultative Advisory Committee meeting held 2 June 2016 in Coonabarabran.

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

### **Item 5 Economic Development and Tourism Advisory Committee Meeting Minutes – 2 August 2016**

#### **29/1617 RESOLVED:**

1. That the minutes of 2 August 2016 meeting be accepted
2. That the Budget Report be accepted
3. That Council investigate the escalation of maintenance grading of the Dandry and Borambitty Roads to Pilliga Pottery to ensure the continuity of the Pilliga Pottery.
4. That Council expresses its concern to the Member for Parkes that inland rail offered no economic stimulus to small regional communities and creates another set of difficulties with getting goods to market.
5. That Council endorse the action of the Manager EDT in authorising the use of Worlds Largest Solar System Drive imagery in an authors book – on the understanding that appropriate copyright will be acknowledged.

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6. That Council acknowledges that the October 2016 date set for Lifestyle Showcase is not achievable and Manager EDT to investigate other dates in consultation with CDC's and community groups.
7. That the Manager EDT investigates the attachment of "Welcome to Campers and Caravanners" to the Welcome to Coonabarabran entrance signs and report to next EDT meeting.

**Schmidt / Todd**

**The motion was put and carried**

### **Item 6 Baradine Hall 355 Committee Meeting Minutes 2 August 2016**

#### **30/1617 RESOLVED:**

1. That the minutes of the Baradine Hall Advisory Committee held on 2 August 2016 be accepted and endorsed by Council.
2. That it be noted that Baradine Hall 355 Advisory Committee resolved to support Warrumbungle Shire Council to acquire Lot 2, Section 23, DP758051 to ensure the hall remains an asset of Warrumbungle Shire Council and the Community of Baradine.

**Todd / Clancy**

**The motion was put and carried**

### **Item 7 Notice of Motion – Waste Collection**

#### **31/1617 A motion was moved Councillor Coe seconded Councillor C Sullivan**

that Council immediately replace half the original number of skip bins at all the transfer stations in the shire. If pollution is a problem then cargo nets or lids be fitted for council staff to remove and replace. Furthermore that Council not proceed with the construction of the MERF until the container deposit scheme has been introduced and the feasibility of such an operation is determined.

**The motion was put and carried.**

### **Item 8 Notice of Motion – Waste Management Centres**

The Notice of Motion was withdrawn.

### **Item 9 Notice of Motion – Social Media Resolution No. 285/1516**

The Notice of Motion was withdrawn. It was noted that a confidential Report was provided for Council's consideration.

### **Item 10 Legal Assistance – Cowra Shire Council**

**32/1617 RESOLVED** that Council contributes \$382.68 to Local Government NSW to support Cowra Shire Council towards the legal costs incurred in defending an appeal to the Land and Environment Court from the 2016/17 Donations budget.

**Coe / Capel**

**The motion was put and carried**

### **Item 11 2016 Local Government NSW Annual Conference**

**33/1617 RESOLVED** that the Mayor, General Manager and two (2) Councillors, accompanied by their partners, attend the 2016 LGNSW Conference to be held in Wollongong and that all transport, transfers, accommodation and meals be provided as per the Payment of Expenses and Provision of Facilities to Elected Members Policy.

**Coe / Capel**

**The motion was put and carried**

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

Received.



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11.00am

**34/1617 RESOLVED** that standing orders be suspended to break for morning tea.

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

11.25am

**35/1617 RESOLVED** that standing orders be resumed.

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

### Item 13 Progress Report Delivery Program 2015/16 – 2018/19

**36/1617 RESOLVED** that Council accepts the 2015/16-2018/19 Delivery Program six (6) month Progress Report to 30 June 2016.

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

### Item 14 Community Financial Assistance Donations 2016/17 (Round One)

**37/1617 RESOLVED** that Council approves those applications received that have been determined as listed below totalling \$8,129.07.

Ref.	Applicant	Amount Provided
2	Dunedoo Area Community Group Inc.	\$375.07
4	Coonabarabran PAI & H Assoc.	\$500
6	Mendooran Tennis Club	\$500
7	Coonabarabran DPS	\$500
9	Mendooran Youth Group	\$500
10	Mendooran Sports Groups (Touch football and Cricket)	\$500
11	The Mendooran Singers	\$304
13	Dunedoo Central School – Duke of Edinburgh Group 2016	\$250
14	Mendooran Rodeo Association	\$500
15	Coonabarabran CWA Evening Branch	\$500
16	Binnaway Preschool Inc.	\$500
18	Warrumbungle Domestic Violence Committee Inc.	\$500
21	Dunedoo Tennis Club	\$250
22	Dunedoo Central School	\$200
23	Mullaley Public School	\$250
24	Binnaway Showground Management Committee	\$500
26	Coolah Youth and Community Centre	\$500
30	Friends of Yuluwirri Kids	\$500
31	Baradine Anglican Church Playgroup	\$500
	<b>Total:</b>	<b>\$8,129.07</b>

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

### Item 15 Monthly Report from Human Resources – August 2016

Received.

12.01pm

Cr Shinton left the room. Cr Coe took the chair.

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### Item 16 Bank Reconciliation for the month ending 31 July 2016

**38/1617 RESOLVED** that Council accept the Bank Reconciliation Report for the month ending 31 July 2016.

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

### Item 16a Investments and Term Deposits for Month ending 31 July 2016

**39/1617 RESOLVED** that Council accept the Investments Report for the month ending 31 July 2016.

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

### Item 17 Rates Report for Month Ending 31 July 2016

Received.

### 12.10pm

Cr Shinton returned to the meeting and resumed the chair.

### Item 18 Asset Management and Special Schedule 7

**40/1617 RESOLVED** that Council note progress to date on Asset Management, and supports the employment of a temporary Asset Management Officer to complete the review of Council's Asset Management Plans and assist in the completion of Council's Asset Management Improvement Plan.

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

### Item 19 End of Term Report

**41/1617 RESOLVED** that Council endorse the draft End of Term Report for inclusion in Council's 2015/16 Annual Report and **FURTHERMORE** that the report is embargoed for release until after the Council election on 10 September 2016.

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

The General Manager congratulated elected members and Council staff on their achievements over the past 4 years.

Cr C Sullivan also congratulated staff and Councillors on their achievements.

### Item 20 2015/16 Financial Statements

#### **42/1617 RESOLVED:**

1. That the statement in accordance with Section 413(2)(c) of the Local Government Act 1993, and Clause 215 of the Local Government (General) Regulation 2005, for the General Purpose Financial Statements for the year ending 30 June 2016 be made.
2. That the statement in accordance with the requirements of the Code of Accounting Practice in relation to the Special Purpose Financial Statements for the year ending 30 June 2016 be made.
3. That the statements be signed by the Mayor, Deputy Mayor, the General Manager and the Responsible Accounting Officer.
4. That the General Purpose Financial Statements and Special Purpose Financial Statements be referred to audit per the requirements of Section 413(1) of the Local Government Act 1993.

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

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### **Item 21 2016/17 Technical Services Works Program – Road Operations, Urban Services & Water Services**

Received.

### **Item 22 Development Applications**

**43/1617 RESOLVED** that Council note the Applications and Certificates Approved during July 2016 under Delegated Authority.

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

### **Matters of Concern**

#### **Cr C Sullivan**

- Wallaroo Street in Dunedoo stormwater reconstruction. Could it be brought up in the priority list? DTS responded – it is on the priority list, they have discussed it, and it will be done as a priority.
- Last meeting. Has been very proud to be a councillor of Warrumbungle Shire Council. Achievements have been noted previously. Congratulate the staff as well as the General Manager and Mayor for their work in the last 4 years and their networking.

#### **Cr Capel**

- Thank you for the last four years. Hope to see you for another four.

#### **Cr Coe**

- Thank you to everyone. Thank you for all your input and have really enjoyed it all.

#### **Cr Schmidt**

- Agreed what everyone else said.

#### **Cr Andrews**

- Agreed what everyone else said.

#### **Cr Clancy**

- Agreed what everyone else said.

#### **Cr Todd**

- Why don't we spray road edges? We would save a lot of money on slashing if we sprayed our roads. DTS responded – there are a lot of problems implementing spraying.
- Thank everyone for the last four years.

#### **Cr Shinton**

- Thanked the General Manager for the last four years.
- Thanked senior staff on their excellent job.
- It has been good working with the Councillors for the last 4 years and thanked the Deputy Mayor for his support.

### **12.40pm**

**44/1617 RESOLVED** that:

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

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- (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.

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

**12.41pm**

Director Technical Services, Director Corporate and Community Services, Director Development Services and administration staff left the meeting.

**1.07pm**

**45/1617 RESOLVED** that Council move out of closed Committee.

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

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

**Item 1C Social Media**

**46/1617 RESOLVED** that the report provided to update Council on the investigation being undertaken into posts made on Social Media alleging misconduct by Council and Council Officers is noted.

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

There being no further business the meeting closed at 1.08pm.

.....  
**CHAIRMAN**

**RECOMMENDATION**

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 18 August 2016 be endorsed.

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### Item 2 Minutes of the Finance and Projects Committee Meeting – 12 August 2016

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

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### Minutes of the Warrumbungle Shire Council Finance and Projects Committee Meeting held on Friday 12 August 2016 in the Council Chambers, Coolah commencing at 9.37am.

**PRESENT:** Deputy Mayor Cr Murray Coe, Cr Gary Andrews, Cr Anne-Louise Capel, Cr Fred Clancy, Cr Victor Schmidt, Cr Chris Sullivan, Steve Loane (General Manager), Kevin Tighe (Director Technical Services), Stefan Murru (Director Corporate and Community Services), LeeAnne Ryan (Director Development Services), Lawrence Amato (Chief Financial Officer).

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

1. **APOLOGIES:** Mayor Cr Peter Shinton, Cr Ron Sullivan and Cr Denis Todd  
**Schmidt/Andrews**

2. **MINUTES**

**RESOLVED** that the minutes of the Finance and Projects Committee meeting held on 9 May 2016 be accepted.

**Schmidt/C Sullivan**

#### **Business Arising**

##### **Sealing of floodway on western end of Bandulla Street and River Road**

The Committee discussed the sealing of the floodway on the western end of Bandulla St. This item was presented as an External Budget submission but was not approved in the 2016/17 budget.

#### **Election Locations**

Cr Coe enquired if the Leadville Hall was to be used for the Local Government Elections and if so could it be advertised in the Coolah and Dunedoo Diaries. It was confirmed that Leadville Hall will be used and polling places will be advertised in all local publications.

Cr Clancy raised a query on behalf of Cr Todd, regarding reports being prepared for the following items;

- **Update of Teridgerie Creek Crossing** (Sand being removed from the Crossing).
- **Munns Road Sealing** (Project was not included in the Budget following deliberations).
- **Report of costings of shade structures over playground equipment** (Report to be completed).

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- **Installation of fire fighting tanks at Baradine aerodrome** (Matter is on Agenda for the Aerodrome Committee meeting).

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

The Director Corporate and Community Services presented the QBR for the March quarter.

Significant points noted include:

- Council posted an accrual surplus (including depreciation and other non-cash items) of **\$6.5m**. This is a significant result for Council, and represents the first accrual surplus recorded by Council in over 6 years. The reason for this surplus was two fold:
  - A significant increase in grant funding from other levels of government, including \$7m of capital grants and \$2.1m higher than normal R2R funding;
  - Savings of over \$1.5m as a result of Council's Fit for the Future Improvement Action Plan.
- Council completed a record **\$15.8 worth of capital works** in the 2015/16 financial year. Significant capital achievements in the 2014/2015 financial year include:
  - Completion of a significant amount of the Cobbora Transition Fund projects (\$1.7m);
  - Near completion of the new RFS Fire Control Centre (\$1.92m)
  - A significant spend on Council roads including:
    - \$3.3m on replacing timber bridges and the construction of new bridges at Mow Creek and Orana Crossing;
    - \$2.3m on pavement rehab and blackspots works on regional and local roads
    - \$700k on reseals;
    - \$616k on re-sheeting;
  - \$850k on town streets, ovals and parks including over \$200k on the heavy vehicle bypass in Coolah, numerous footpath projects funded under the Active Transport program and K&G and drainage works;
  - Purchase of \$2.5m in new Plant & Equipment;
  - Water and sewer infrastructure to a total value of \$885k;
  - Other minor works totalling over \$1m.
- Cash & Equivalents have increased by \$320k to \$15.712m in the 2015/16 financial year, with unrestricted cash increasing by \$359k. This increase in unrestricted cash is smaller than Council's unrestricted cash surplus due to \$638k of balance sheet movements that do not go through the P&L but have reduced the quantum of Council's unrestricted cash surplus.

Other items discussed included:

- The Yuluwirri Kids operating result \$17k profit;
- Quarry operating result of \$115k profit this year, total of \$375k for the 3.5 year operating period;
- Family Support Services broke even for the year.

**10:45**

The meeting broke for Morning Tea

**11:10**

The meeting resumed

### 4. Financial Statements

The Chief Financial Officer presented the Financial Statements

**RESOLVED** that the financial Statements presented be accepted.

Capel/Schmidt

**General Business**

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Cr Capel enquired as to what projects are of priority for this financial year 2016/17, Director Corporate and Community Services advised the following;

- Assets to be included into the Authority Financial System;
- Better utilization of the BIZ program;
- Automation of Quarry transactions;
- Fit for the Future – Improve Business Operations;
- Development of individual Asset Management Plans for each asset class;
- Investigate opportunities for investments through TCorp.

Cr Coe enquired if Council could consider requesting the transfer of all paper roads, enclosure permits etc. to Councils control, would this be a worthwhile revenue source, in addition to FAGs Grants Council could collect the annual amount levied by the Dept. of Lands. Director Technical Services raised concerns with legislative changes required.

### **Next Meeting**

To be advised following Local Government Election

There being no further business the Finance and Project Committee meeting closed at 12.30pm.

.....  
CHAIRPERSON

### **RECOMMENDATION**

That Council accepts the Minutes of the Finance and Projects Committee Meeting held on 12 August 2016 at Coolah.

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### Item 3 TRRRC 355 Advisory Committee Minutes – 7 September 2016

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

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**MEETING OPENED:** 4.12 pm

**PRESENT:** Cr Anne Louise Capel (Chair), John Horne, Peter Campbell, Marie Hensley, Sue Stoddart, Cr Chris Sullivan, Steve Loane (General Manager Warrumbungle Shire Council (WSC) and Mary Warren,

**ATTENDING:** Jennifer Parker (Manager Property and Risk WSC) and Aaron Parker (Manager Projects WSC)

**APOLOGIES:** Cr Murray Coe and Sally Dent

Information Packs were provided to all members of the committee which included a copy of the Resolution and Terms of Reference, Retirement Village Act 1999 No 81 and Retirement Villages Regulations 2009.

- 1. TERMS OF REFERENCE** – General Manager – Steve Loane  
Being the first meeting of this new committee the General Manager went through the Terms of Reference for the Three Rivers Regional Retirement Community (TRRRC) 355 committee as resolved by Council in April 2016 (Resolution 264/1516). It was confirmed that all committee members were familiar with the terms of references stipulations. All members of the committee were given a copy of these terms in their information pack.
- 2. LEGISLATION** - Manager Property and Risk – Jennifer Parker  
The Manager Property and Risk discussed the legislation that regulates the operation of all Retirement Villages in New South Wales. All members of the committee have been given copies of the Retirement Villages Act 1999 No 81 and Retirement Village Regulations 2009 as part of their information packs.
- 3. MANAGEMENT PLAN** - Manager Property and Risk – Jennifer Parker  
The Manager Property and Risk discussed the management plan that will be needed to be in place for the operation of the TRRRC Village. The management plans that were submitted with the grant submissions and advice given by other retirement village operators regarding issues with tenancy arrangement and buy in arrangements were discussed. The Manager Property and Risk will forward all members of the committee a copy of the management plan submitted for discussion at the next meeting.



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4. **CAPITAL WORKS UPDATE – Manager Projects - Aaron Parker**

The Manager Projects updated the committee on the progress of the demolition of the old Dunedoo Hospital buildings. It was explained that there had been issues with Class A asbestos being found on site and the weather's impact on the project holding up completion of a green field site being ready for construction. The development application for the buildings should be signed off as soon as the RMS provides their concurrence.

5. **FUTURE BUDGET REQUIREMENTS - Manager Property and Risk – Jennifer Parker**

The Manager Property and Risk brought to the attention of the committee the need to establish a budget for the premises as required under legislation. This budget needs to be available for residents or potential residents to view. It was confirmed that in the first instance the retirement village would be managed by Warrumbungle Shire Council.

6. **ELECTION OF INTERIM CHAIR**

The General Manager of Warrumbungle Shire Council proposed that an Interim Chair be elected to the committee to hold over until the new Council had been elected and it is resolved the Councilors that will be attending this committee.

Cr Anne Louise Capel was elected as interim chair

Loane/Sullivan

7. **GENERAL BUSINESS**

- A licence agreement between WSC and the Dunedoo Central School was discussed by Peter Campbell. The NSW Education Department has confirmed that Dunedoo Central School can act independently on this matter. The Manager Property and Risk will liaise with the Principle, Peter Campbell, regarding their proposed management plan and also a base licence plan for consideration.
- Mary Warren and Peter Campbell discussed the need to ensure that local builders had a chance to tender for the work building the village. The General Manager and Manager Projects confirmed the Council Procurement Policy includes a 5% weighting to trades within the WSC Local Government Area. The Manager Projects will discuss with Councils Manager Communication and IT about advertising expressions of interest in the local papers. It was agreed that local trades will be invited to register their interest.
- Sue Stoddard questioned the buy in price of the apartments in the village. This is yet to be determined.
- Scheduling of the TRRRC 355 Committee Meetings was agreed on. not clash with Dunedoo sale yard schedule and the minutes would also be available for the monthly WSC business paper.

**NEXT MEETING:** 5 October 2016 at 4pm  
Old Bank Building Meeting Room  
38-40 Bolaro Street  
Dunedoo NSW 2844

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 29 September 2016**

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**MEETING CLOSED:** 5:20 pm

### **RECOMMENDATION**

That the minutes of the TRRRC 355 Advisory Committee held on 7 September 2016 be accepted and endorsed by Council.

# WARRUMBUNGLE SHIRE COUNCIL

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### Item 4 Council Committees

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Administration and Executive Assistant to GM – Sally Morris
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

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### Reason for report

To inform Council of the functions and representation of each Committee.

### Background

Council may, by resolution, establish such committees as it considers necessary which consist of the Mayor and/or Councillors as appointed by the Council.

Each committee, be that external or internal, has a specific function, delegated responsibilities by the Council or legislative framework from which to operate.

### Issues

A Councillor who is not a member of a committee of a Council is entitled to attend, and to speak at, a meeting of the committee however is not entitled to give notice of business for inclusion in the agenda for the meeting, move or second a motion at the meeting, or vote at the meeting.

Each committee of a council may regulate its own procedure and must ensure that full and accurate minutes of the proceedings of its meetings are kept and presented to Council for adoption.

The chairperson of each committee of the Council must be: the Mayor, or if the Mayor does not wish to be the chairperson of a committee—a member of the committee elected by the Council, or if Council does not elect such a member—a member of the committee elected by the committee.

The chairperson is to preside at a meeting of a committee of a Council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

If in a report of a committee of the Council distinct recommendations are made, the decision of the Council may be made separately on each recommendation. The recommendations of a committee of Council are, so far as adopted by the Council, resolutions of the Council.

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Council representation on Council committees; either external or internal, is classified as Council approved business. Where a Councillor incurs expenses in the course of discharging their civic office responsibilities, such expenses will be reimbursed as per Council policy – Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

### **Options**

At the commencement of the new Council term the committees and representatives from the elected Council are reviewed and nominated for the full four (4) year Council term.

There are a number of external organisations and regional committees that have voting places in the Charter or Constitution for member Councils. These committees are part of this Council's wider involvement in the region and the majority of these committees have legislative powers creating them or formal agreements between Warrumbungle Shire and other Councils. It is essential that all of these committees have active elected representative involvement. In addition there are committees of Council which have special interest and focus. Some of these committees also have community or business representation to ensure stakeholder involvement in decision making process.

Town meetings are held twice yearly in October/November and April/May, after hours in a two (2) week block, providing an opportunity to share Council information, consult and obtain feedback with the community on local issues. All Councillors may attend any of these meetings with the General Manager and Directors (MANEX), and are encouraged to take the opportunity of acting as chairperson. Recommendations from these meetings are noted by Council and referred to MANEX for action and consideration. Since a designated Councillor representative is not required, the town meeting committees have not been included in the list of Council committees following.

Councillors who are representatives to External Committees are expected to provide a delegates report in writing to the General Manager for presentation to the following Council meeting.

### **Financial Considerations**

Councillor travel reimbursements are budgeted for in the 2016-2017 Operational Plan under Councillor expenses. Where there is a staff member involved, all efforts are made to ensure the Councillor representative can travel with the staff member.

Committee or Organisation membership/subscription or financial contributions where required have all been allocated to the respective management area and budgeted for in the 2016-2017 Operational Plan.

A list of External and Internal committees, with a brief description and required or recommended Councillor representation, follows for Council consideration.

A small number of committees require technical or specialist expertise, in which case the responsible Director who is delegated as Council representative is noted for Council information and approval.

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### **External Committees**

#### **1. Castlereagh Macquarie County Council**

This noxious weeds County Council was formed in 1949 and membership includes Walgett and Coonamble, Warren, Gilgandra and Warrumbungle Shire Councils. The operation of County Councils are legislated by the NSW Local Government Act (1993) Pt 5 and NSW Local Government Regulations (2005). Meetings are held every second month, on a rotational basis so that a meeting is held within each Council area. The budget allocation for the annual member contribution is the responsibility of the Director Development Services.

The Chairperson is elected from the council body.

Two (2) Councillor representatives are required.

#### **2. Macquarie Regional Library (MRL) Service Committee**

The Macquarie Regional Library Service Committee is made up of two (2) Councillors from each of the participating Councils in the MRL Service Agreement. These Councils are Warrumbungle Shire, Western Plains Regional Council and Narromine Shire Council, pursuant to the s121 of the Library Act (1939).

The Administering Council (Western Plains Regional Council) is delegated with function of providing, controlling and managing libraries and library services in the area. The MRL service is managed by the Director of Macquarie Regional Library, employed by Dubbo Regional Council. The Committee adopts an annual Operational Plan including budget, fees and charges and a marketing plan.

Councillors are supported by the Director Corporate and Community Services and Manager Children's and Community Services who attend MRL meetings as a non voting attendee.

Quarterly meetings are held on a rotational basis in each participating Council area, with a special budget meeting held in conjunction with an ordinary meeting held in Dubbo each April.

A Chairperson and Deputy chairperson is elected by the Committee at a Special Meeting held each November.

Two (2) Councillor representatives are required.

#### **3. Castlereagh (changed from Warrumbungle) Bushfire Management Committee (BFMC)**

This committee is required by legislation and is formed under the Rural Fires Act 1997 Sections 50 and 51 and is responsible for preparing, coordinating, reviewing and monitoring the Plans of Operation and Bush Fire Risk Management Plan for the area. The group assists in the coordination of bush fire detection, mitigation, control and suppression and is made up of all stakeholders in Bushfire management including Shire, National Parks, State Forests and landholders.

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The Rural Fire Service conducts and coordinates the Bushfire Management Committee (BFMC) meetings twice yearly with the Mayor as chairperson. Meetings are held at Coonabarabran Rural Fire Service Centre. Council's Emergency Services Coordinator also attends these committee meetings.

The Chairperson is the Mayor of Warrumbungle Shire Council.

The Mayor and the General Manager represent Council.

#### **4. Castlereagh Zone Liaison Committee**

Involving Warrumbungle and Gilgandra Shire Councils this committee was established to monitor and review the Rural Fire Service budget and fire cover operations of the Castlereagh Zone. Meetings are held twice a year and coincide with the BFMC meeting, and the Mayor and General Manager from both shires attend this meeting. This committee is required by legislation and is formed under the Rural Fires Act 1997. Chaired by RFS representative.

The Mayor and General Manager represent Council.

#### **5. Local Emergency Management Committee**

The Local Emergency Management Committee is responsible for the preparation of plans in relation to the prevention of, preparation for, response to and recovery from emergencies in the Warrumbungle Shire Council area.

Council's Emergency Services Coordinator provides the secretariat and meeting support, with the Director Technical Services attending in the delegated role of Local Emergency Management Officer (LEMO).

Members include Police, NSW Fire and Rescue, NSW Ambulance, NSW Rural Fire Service, Volunteer Rescue Association (VRA), State Emergency Service (SES), Western Area Health, DEECWR (formerly National Parks, NSW Industry and Investment (formerly NSW Department of Agriculture), LHPA and Essential Energy.

The LEMC meet on the 3rd Monday in February, May, August and November alternating between Coolah and Coonabarabran.

This committee is required by legislation and is formed under the Emergency Management Act 2005 Section 38.

The LEMO is the Councillor representative, being the Director Technical Services.

Chaired by Director Technical Services.

#### **6. North West Weight of Loads Group**

A collaborative committee of a group of Councils in the northwest region, administered through Moree Plains Shire Council to carry out random weight checks of loaded

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vehicles on Council roads. The aim is to minimise subsequent damage to local roads from overloading.

The Councils involved in the Group are: Moree Plains Shire Council, Warrumbungle Shire Council, Narrabri Shire Council, Gunnedah Shire Council, Glen Innes Severn Shire Council, Gwydir Shire Council, Inverell Shire Council and Dubbo Regional Council.

Moree Plains Shire Council is the administrative council for this committee. There are three (3) meetings held each year in various locations.

Council is represented by one (1) councillor and supported by the Director Technical Services.

The Chairperson is elected from the delegates representing each council.

One (1) Councillor representative is required.

### **7. Central Ranges Natural Gas and Telecommunications Association**

This is a regional committee established in late 1990's involving; Mid Western, Tamworth, Gunnedah, Gilgandra, Liverpool Plains and Warrumbungle Shire Councils. The original purpose was to progress the concept of a natural gas pipeline into the region to service local towns and industry. Whilst a pipeline does traverse through the shire from Dubbo to Tamworth, the planned spurs into several communities including Coonabarabran, Coolah and Dunedoo to service industry and residents has not eventuated. This remains a watching brief in case an opportunity arises. The committee secretariat and financial auspice is provided by Gunnedah Shire Council, and coordinated locally by Manager Economic Development and Tourism.

Office bearers are elected at the annual general meeting held November / December each year.

The Mayor and General Manager represent Council.

### **8. Orana Regional Organisation of Councils**

OROC is an association of 11 member local government areas; Bogan, Bourke, Brewarrina, Cobar, Coonamble, Gilgandra, Narromine, Walgett, Warren, Warrumbungle and Dubbo Regional Council. Each council is represented by two (2) delegates who are entitled to vote. Delegates to the Board are the Mayor (or alternate elected member) and the General Manager. The Executive of the OROC Board includes a Chairperson and two (2) Deputy Chairs. The Executive are elected from among the elected members each year at the Annual General Meeting.

OROC also has a General Managers' Advisory Committee (GMAC) that meets prior to every Board Meeting. GMAC provides advice and recommendations to the Board.

Regional Organisation of Councils (ROC's) are recognised in the NSW Government Destination 2036 draft action plan for local government to facilitate greater resource sharing and cooperation between Council's.

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The Chairperson is chosen from OROC elected members  
The Mayor and General Manager represent Council.

### **9. Warrumbungle Shire Liquor Accord**

The role of Warrumbungle Liquor Accord is to help reduce the harms associated with the misuse of alcohol.

These harms include alcohol related violence and crime, behaviour that annoys and upsets other people, a decline in the safety and the perception of safety of the local area, under-age drinking and non-compliance with liquor licensing legislation.

Meetings are held quarterly or on an as needs basis, in Coonabarabran.

This committee is not required under legislation however is a voluntary industry based partnership working in local communities to introduce practical solutions to liquor related problems. Most Accords include members from the local business community, local councils, Police, government departments and other community organisations.

The executive committee members are elected by members at the annual general meeting.

One (1) Councillor representative is required.

### **10. Newell Highway Task Force**

The Taskforce consists of a group of NSW Councils and other interested organisations, RMS, NSW Police, NRMA and others with an interest in improving road safety and freight access along the Newell Highway. The primary objective to lobby for improved traffic and safety conditions along this important travel route and to achieve through Government action the development and upgrade of the Newell Highway to cater for increasing traffic volumes and to facilitate economic, social and environmental outcomes.

Committee meetings are held quarterly and are usually hosted by one of its member Councils in towns along the Newell. One (1) Councillor representative attends these meeting with the Director Technical Services.

The Chairperson is elected by the Task Force delegates.

One (1) Councillor representative is required.

### **11. Orana Arts Incorporated**

Orana Arts is the Regional Arts Board, which works at a regional and state level to develop vibrant and sustainable communities through arts and cultural activities. Triennial funding is provided by NSW Government and contributions based on population from member Councils; Warrumbungle, Gilgandra, Dubbo, Narromine and Mid-Western. As a member organisation, Warrumbungle Shire Council has one board member seat allocated on Orana Arts Incorporated.



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Key strategic priority areas are:

- Cultural Initiatives, Partnership projects and local community initiatives
- Work with Local Government
- Advocacy
- Training
- Marketing, Promotion and Communications

Meetings are held quarterly in each local government area. The office is based in Gilgandra and Regional Arts Board officers employed to support and implement the activities of the board. Orana Arts budget is the responsibility of the Director of Corporate and Community Services.

The Chairperson is elected annually by the members of Orana Arts Inc.

One (1) Councillor representative is required.

### **12. Central West Environment & Waterways Alliance**

The committee is a collaboration of local government representatives from council's within the Central West Catchment area that meets bi-monthly to discuss means of improving environmental outcomes through joint programs.

The Director Development Services represents Council.

### **13. Association of Mining Related Councils**

The Association of Mining Related Councils represents Local Government in all aspects of mining, including extractive industries, gas exploration, quarries and minerals, as well as their local communities throughout NSW.

The Association's mission is to advocate on behalf of members and their communities on mining related issues and to ensure that mining activity is conducted in accordance with the principles of Ecologically Sustainable Development.

Their role is to:

- Develop policies and legislative changes in conjunction with the government and the industry
- An advocacy on a vast array of issues to ensure effective environmental protection.
- Management and rehabilitation, economic development and harmony
- A fair and equitable return to the community from any mining activity.

The Council is made up of 20 Local Government Areas across New South Wales. Meetings are held on a quarterly basis at venues throughout the region.

The executive committee members are elected by members at the annual general meeting.

The Mayor and General Manager represent Council.

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### **14. Liverpool Range Wind Farm Community Consultation Committee**

An advisory committee established by Epuron, proponents of a 550 turbine wind farm in the Coolah/Cassilis area. The purpose is to ensure local community consultation is appropriately directed concerning the project.

The Meeting schedule and location of meetings will be determined by Epuron. .

This Committee has an independent Chairperson.

One Councillor representative is able to attend the meeting as a voting member and the Director Development Services attends as a staff representative.

One (1) Councillor representative is required

### **15. Geopark Steering Committee**

The committee is a steering committee designed to pursue the preparation of an application to UNESCO to seek recognition of the three LGAS of Warrumbungle, Coonamble and Gilgandra as a Geopark. The Geopark label will provide recognition and acknowledgment of the geology and geomorphological features of the Shire areas, as well as assisting to boost tourism and economic development potentials within the three LGA's.

Representation on the committee is as follows:

RDA Orana – 1 representative that will undertake the role of Chair

Gilgandra Shire Council – 2 representatives

Coonamble Shire Council – 2 representatives

Warrumbungle Shire Council – 2 representatives, plus a person to provide Secretarial duties

NPWS – 2 representatives

Local Aboriginal Land Council – 1 representative from each LGA.

WSC representatives include General Manager and Director Development Services, with secretarial duties provided by Manager Economic Development and Tourism

### **16. Traffic Advisory Committee**

Under the Road Transport (Safety & Traffic Management) Act 1999, Roads and Maritime Services (RMS) is legislated as the organisation responsible for the control of traffic on all roads in New South Wales. In order to deal with the large number and range of traffic related matters effectively, RMS has delegated certain aspects of the control of traffic on local roads to Councils. RMS has retained both the control of traffic on the State's classified road network and the control of traffic signals on all roads.

RMS delegation to Councils limits the types of prescribed traffic control devices and traffic control facilities that Council can authorise and imposes certain conditions on Councils. One of these conditions requires Councils to obtain the advice of RMS and the Police prior to proceeding with any proposal. This is most commonly achieved by Councils establishing a local traffic committee.

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The committee is composed of four formal members each with one vote. These four members are a representative from Council, the Police, and RMS and the Local State Member of Parliament or their nominee. The Committee is supported by the Director Technical Services, Manager Design Services and the Road Safety Officer.

The Traffic Advisory Committee has no decision-making powers and is primarily a technical review committee. It advises the Council on matters for which the Council has delegated authority, being certain prescribed traffic control devices and traffic control facilities.

Council must refer all traffic related matters to the Traffic Advisory Committee prior to exercising its delegated functions. Matters related to State Roads or functions that have not been delegated to the elected Council must be referred directly to RMS or relevant organisation. Such matters must not be referred to the Traffic Advisory Committee.

Council is not bound by the advice given by its Traffic Advisory Committee. However if Council does wish to act contrary to the unanimous advice of the Traffic Advisory Committee or when the advice is not unanimous, it must notify Roads and Maritime Services and NSW Police and wait 14 days before proceeding. An appeal may be lodged by RMS or NSW Police members of the Traffic Advisory Committee when Council wishes to take action either contrary to the unanimous advice of the Traffic Advisory Committee or when the advice is not unanimous.

This appeal is referred to a Regional Traffic Committee (RTC) which operates across the state with meetings generally held in the offices of the local Council. The decision of the RTC is binding on all parties.

Meetings are held on a monthly basis in Coonabarabran with meetings in Coolah or Dunedoo as required.

These meetings are closed to the public.

Councillor representative is the Chairperson

One (1) Councillor representative is required

### **Internal Committees**

#### **17. Plant Advisory Committee**

The committee monitor the operations of Council's fleet of plant and vehicles, budget and plant replacement program. Tender assessments are reviewed and recommendations given to Council. The committee comprises of three (3) Councillor representatives, General Manager, Director of Technical Services and Director Corporate & Community Services. Manager of Fleet attends in an advisory capacity. Meetings are held in Coonabarabran or Coolah on an as needs basis however are generally bi-monthly.

Three (3) Councillor representatives are required.

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### **18. General Manager's Review Committee**

Councillors need to be aware of their obligations under the Local Government Act 1993 and the Local Government Regulations (2005) when recruiting, appointing, reappointing and overseeing general managers. The DLG have developed guidelines issued under section 23A of the LG Act which must be taken into consideration by Council's governing body when exercising council functions related to the recruitment, oversight and performance management of General Managers.

The position of General Manager is pivotal in a Council. It is the interface between the governing body of the elected Councillors, which sets the strategy and monitors the performance of the Council, and the administrative body of the Council, headed by the General Manager, which implements the decisions of the governing body. The relationship between the General Manager and the Councillors is of utmost importance for good governance and a well functioning Council.

The Act requires all councils' governing bodies to appoint a person to be General Manager (section 334). The Guidelines provide a guide and checklist for councillors to refer to when considering:

- the recruitment and appointment of general managers
- re-appointment of general managers or ending contracts
- conducting performance reviews of general managers, and
- engaging in the day to day oversight of general managers.

The review of the General Manager is held in May on an annual basis, and has been facilitated by Local Government Management Solutions (LGMS). Councillors will be invited to attend by LGMS at which time mandatory General Manager review training as per the DLG Guidelines will be provided.

The Mayor chairs this committee and the review is facilitated by an independent industry recognised facilitator.

The Mayor and three (3) Councillors are representatives on this committee.

### **19. Finance and Projects Committee**

The committee reviews prior to presentation to Council the following reports;

- Council's financial statements;
- Quarterly Budget Review Statements (QBRs);
- Long Term Financial Plan;
- Asset Management Plan;
- Council's Capital Program.

The Committee also provides input into Budgets, Revenue Policy and Rates/Charges within annual Operational Plan and four (4) year Delivery Program, and reviews issues raised as part of the external audit process.

It is proposed that the committee will comprise of MANEX, Chief Financial Officer plus a minimum of three (3) Councillors. Meetings will be held on at least a quarterly basis, at the Coonabarabran or Coolah offices. The Mayor chairs the Finance and Projects Committee meetings.

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A minimum of the Mayor and three (3) Councillor representatives are required.

### **20. Warrumbungle Shire Tourism and Economic Development Advisory Committee**

Committee comprises representation from;

- One (1) representative from Warrumbungle Tourism Inc
- Two (2) representatives from (National Parks) Office of Environment & Heritage (Coonabarabran and Baradine)
- One (1) representative from Coonabarabran Chamber of Commerce
- One (1) representative from NSW Farmers
- One (1) representative each from Baradine and Binnaway Progress Association and Dunedoo, Mendooran and Coolah Development Groups.
- One (1) representative from the Local Aboriginal Lands Council
- Two (2) Councillors who co-chair and
- One (1) representative from Coonabarabran 2357 Group
- Manager of Tourism and Economic Development (TED).

Manager TED provides support and coordinates meetings.

The committee provides advice to Council on the implementation of the Tourism and Economic Development Strategies - working with Council staff to achieve these objectives; develops and monitors the promotional budgets for tourism and economic development allocated by Council. The terms of reference for this committee refer to liaison with the community and the provision of advice to Council through recommendations and budget submission.

Meetings are held quarterly in Coonabarabran.

A Councillor representative chairs the committee.

Two (2) Councillor representatives are required.

### **21. Warrumbungle Aerodromes Advisory Committee**

The Committee reviews the operating standards that relate to each or all of the aerodromes, ie, Coonabarabran, Baradine & Coolah. The Committee provides advice to Council on ongoing operations and future directions of the aerodromes.

Meetings are held at least three (3) times per annum and may be on a rotating basis in Baradine, Coonabarabran and Coolah to incorporate an onsite daytime inspection of the local aerodrome.

The Committee comprises two Councillor representatives and may include two(2) community representatives each from Coonabarabran, Baradine & Coolah. The Community representatives must be endorsed by Council. The committee is supported by the Director Technical Services and Manager Road Operations.

A Councillor representative chairs the committee.

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Two (2) Councillor representatives are required.

### **22. Baradine Floodplain Management Advisory Committee**

Council accepted a grant from the Minister for Climate Change, Environment and Commerce for a flood study in Baradine in April 2009. The process involves establishment of a Floodplain Management Advisory Committee to provide local input and feedback.

Committee comprises of one (1) Councillor representative, Director Technical Services, Director Development Services or nominee, SES representatives and three (3) members of the Baradine community. The community representatives must be endorsed by Council. Meetings have been held on an as needs basis to review the plan.

The Councillor representative chairs the committee.

One (1) Councillor is required.

### **23. Robertson Oval Advisory Committee**

Council established a committee to review and assist with the preparation of a strategy document and plans to involve the community along with staff and possibly specialist consultants, to identify current and potential users, demand and frequency of use and importantly operation management of any new facility.

Membership as approved by was to comprise of two (2) Councillors, Manager Urban Services, Director Technical Services, Co-ordinator Dunedoo Development Group plus four (4) members of the community to be endorsed by Council. Meetings will be held every two months or as determined by the Committee or Council when the project commences.

The Councillor representative chairs the committee.

Two (2) Councillors are required.

### **24. Coonabarabran Sporting Complex Advisory Committee**

The Coonabarabran Sporting Complex Advisory Committee was established in 2016. The purpose of the committee is to assess the condition and the usefulness of the existing amenities, buildings and sporting facilities at the Coonabarabran Sporting Complex and to develop a long term strategy in the form of a Master Plan for these facilities based on existing and future sport and recreation demands. The Committee will investigate and obtain external sources of funding and make recommendations to Council on any matter related to improvements of the Sporting Complex

Membership as approved by was to comprise of two (2) Councillors, Director Technical Services, Manager Urban Services, Manager Property and Risk plus four (4) members of the community. Meetings will be held every two months or as determined by the Committee.

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A Councillor representative chairs the committee.

Two (2) Councillors are required.

### **25. Warrumbungle Shire Mayors Bushfire Appeal Advisory Committee**

This committee was established in January 2013 after the devastating fire event in January 2013. The bushfire appeal public fund was established to provide assistance to the victims of the Wambelong and Redbank Natural Disaster events.

**The fund is due to wind up in January 2017.**

### **Section 355 Committee**

#### **26. Three Rivers Regional Retirement Community Advisory Committee**

The Three Rivers Regional Retirement Community Advisory Committee was established in 2016. The roles and objectives of the Committee are:

- It is an Advisory Committee formed to provide a forum for discussion and to make recommendations to Council overseeing the Three Rivers Regional Retirement Community project funded through
  - i) State Government – Restart NSW RNSW290 Three Rivers Regional Retirement Community and Learning Centre
  - ii) Federal Government – National Stronger Regions Fund Round Two (NSRF)
- The role of this Committee is purely advisory and may not commit Council resources. The Committee is to work within the framework of the Community Strategic Plan and does not deal with day to day operational matters. It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any of its members.

Membership as approved by was to comprise of three (3) Councillors, One Staff Representative (General Manager), plus five (5) members of the community endorsed by Council. Meetings to be held will be determined by the Committee as the project proceeds. The Committee will run for the duration of the project

The Chair is to be elected by the committee.

Two (2) Councillors (and the Mayor ex officio) are required.

### **RECOMMENDATION**

For Council's determination.

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### Item 5 Meeting Schedule

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Administration & Executive Assistant to GM – Sally Morris
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity.

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### Reason for Report

To decide Council's meeting schedule for the following 12 months.

### Background

The Local Government Act (1993) s365 stipulates that Council is required to meet at least 10 times each year, each time in a different month. A number of Council Policies relate to meeting practice being: the Model Code of Conduct and Council's Code of Meeting Practice, which refer to the guidelines provided by the Office of Local Government (OLG).

Councillors have an obligation to:

- Act in accordance with Council's Code of Meeting Practice and the Local Government (General) Regulation 2005 during council and committee meetings.
- Show respect to the chair, other Council officials and any members of the public present during council and committee meetings or other formal proceedings of the council.

It has been considered appropriate, in the past, for Council to agree on a 12 month program of proposed meeting dates and venues for the monthly Council meeting.

Warrumbungle Shire Council meetings have traditionally been held on the third Thursday of the month. Whilst the current day time meeting makes it difficult for those Councillors with businesses or full time jobs to participate, driving long distances at night time and the associated risks of hitting kangaroos is the main reason meetings have been held during the day.

The third week of the month is the preferred meeting period, to ensure the timely completion of business papers (including financial reports) for the previous month..

### Issues

The schedule does not include Town Committee meetings, held in November and May each year nor the various Committee meetings, special Council meetings, training, civic functions and other commitments of Councillors.



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### Options

The following meeting schedule is proposed for Council consideration for the next 12 months. It is proposed that meetings will commence at 10.00 am on the third Thursday of each month.

2016

October	Thursday 20	Coolah
November	Thursday 17	Coonabarabran
December	Thursday 15	Coolah

2017

February	Thursday 16	Coonabarabran
March	Thursday 16	Coolah
April	Thursday 20	Coonabarabran
May	Thursday 18	Coolah
June	Thursday 15	Coonabarabran
July	Thursday 20	Coolah
August	Thursday 17	Coonabarabran
September	Thursday 21	Coolah

Council may decide to change parts of the meeting program including:

- Day of the week within the month;
- Meeting time;
- Meeting Venue.

### Financial Considerations

Council meetings are a normal part of the operations of the organisation, and budgeted for in the 2016/17 Operational Plan. This includes travel reimbursement costs of Councillors and catering for meals.

### RECOMMENDATION

That Council adopts the proposed Meeting schedule, being the third Thursday of each month commencing at 10.00am alternating between the Coolah and Coonabarabran Council Chambers as per the following schedule:

2016

October	Thursday 20	Coolah
November	Thursday 17	Coonabarabran
December	Thursday 15	Coolah

2017

February	Thursday 16	Coonabarabran
March	Thursday 16	Coolah
April	Thursday 20	Coonabarabran
May	Thursday 18	Coolah
June	Thursday 15	Coonabarabran
July	Thursday 20	Coolah
August	Thursday 17	Coonabarabran
September	Thursday 21	Coolah

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### Item 6 2016 Local Government NSW Annual Conference

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	Manager Administration and Executive Assistant to GM – Sally Morris
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity

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### Reason for Report

To determine the Councillors who will be attending the LGNSW Annual Conference.

### Background

At Council's August 2016 meeting, a report was considered regarding the Local Government NSW (LGNSW) Annual Conference to be held on Sunday, 16 October to Tuesday, 18 October 2016 at Wollongong. A copy of the draft program has been forwarded to councillors under separate cover.

This event brings together representatives from local government across NSW to provide a forum in which to debate important issues pertinent to local communities. It is the event where local councillors come together to share ideas and debate issues that shape the way we are governed.

The conference also provides the opportunity to hear from state and federal government leaders, business representatives, community groups and academics.

Council's Policy provides for the Mayor, General Manager and two (2) Councillors to attend the LGNSW Conference with their partners.

The Mayor is nominated as the voting delegate on behalf of Warrumbungle Shire Council.

### Issues

In August 2016 Council resolved the following:

#### ***Item 11 2016 Local Government NSW Annual Conference***

***33/1617 RESOLVED*** that the Mayor, General Manager and two (2) Councillors, accompanied by their partners, attend the 2016 LGNSW Conference to be held in Wollongong and that all transport, transfers, accommodation and meals be provided as per the Payment of Expenses and Provision of Facilities to Elected Members Policy.

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

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Following Council's determination, registration has been entered for the General Manager (Steve Loane) and for the Mayor and two (2) Councillors without names being entered for those three registrations. These registrations were undertaken to take advantage of the "early bird" registration fees. The registrations provide for attendance at the President's Opening Reception commencing at 5.00pm on Sunday 16 October 2016.

Accommodation has also been booked to secure availability.

### **It is now necessary for the names of the 2 Councillors, Mayor and accompanying partners to be determined and amendments made to the registrations.**

Partners' tickets have been secured for the Presidents Opening Reception and the Conference Gala Dinner.

#### **Options**

Councillors have discretion in attendance at this conference.

#### **Financial Considerations**

All cancellations and amendments must be advised in writing to the Conference Secretariat, by 4.00pm on Friday 30 September 2016.

#### **RECOMMENDATION**

That the Mayor, Councillor ..... and two (2) Councillors, being Councillor ..... and Councillor ..... accompanied by their partners, attend the 2016 LGNSW Conference to be held in Wollongong on Sunday, 16 October to Tuesday, 18 October 2016.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

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### Item 7 Councillor Training

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Administration and Executive Assistant to GM – Sally Morris
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity

---

### Reason for Report

To present to Council information on Councillor training being carried out by the Office of Local Government and Local Government NSW.

### Background

Notification has been received from the Office of Local Government that they, in collaboration with Local Government NSW (LGNSW), will be conducting “*Hit the Ground Running*” Workshops for councillors following the recent local government elections.

Further information should be available by the end of September.

The one-day workshops will be based on the ‘5 Key Things’ all Councillors need to know in order for them to be effective in their roles.

The workshops are designed to help all Councillors hit the ground running following the September 2016 elections. The workshops provide essential information to support Councillors in serving their community and fulfilling their responsibilities. All Councillors are strongly encouraged to attend.

We are informed that the 2016 program has been updated to include information on how local government reform affects each council, particularly following recent amendments to the *Local Government Act 1993*.

The updated workshop material will also include crucial information for all Councillors on the Model Code of Conduct, Integrated Planning and Reporting framework and the support available to them during their term in relation to learning and professional development.

### Issues

Workshops are due to be conducted across New South Wales and there are two (2) to be held in our region. One is to be held in Tamworth on Thursday, 27 October 2016 and the other in Gilgandra on Wednesday, 9 November 2016.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 29 September 2016**

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### **Options**

Councillors may attend either workshop, and although attendance is not compulsory, attendance by all councillors is highly recommended.

### **Financial Considerations**

Council's budget provides for Councillor training costs. The costs of this training is currently unknown.

### **RECOMMENDATION**

For Councillors' information.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

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### Item 8 2016 National Local Roads and Transport Congress

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	Manager Administration and Executive Assistant to GM Sally Morris
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF4 Council builds strategic relationships with other levels of government to ensure that the shire receives an equitable allocation of resources.

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### **Reason for Report**

To present to Council information on the Australian Local Government Association (ALGA) 2016 National Local Roads and Transport Congress and to nominate a Councillor to attend this event with the Mayor and General Manager.

### **Background**

Council has received notification from the Australian Local Government Association (ALGA) that the 2016 National Local Roads and Transport Congress is to be held in November and Council's attendance is encouraged to show support for the work that ALGA is doing to secure better funding for local government roads and infrastructure.

The Australian Local Government Association is holding the 2016 National Local Roads and Transport Congress this year at Toowoomba in Queensland from 9 -11 November 2016.

The theme is '*Local Infrastructure, Developing Regions*' and will focus on the value and importance of strong regional and local collaboration and how those connections contribute to Australia's economic competitiveness. The full program for the 2016 Congress can be located at [www.alga.asn.au](http://www.alga.asn.au). A copy of the draft program has been forwarded to councillors under separate cover.

### **Issues**

Nil

### **Options**

Council can either register delegates to attend the conference or decide to not register delegates to attend.

### **Financial Considerations**

The cost of standard registration is \$890 (prior to 14 October 2016) per delegate and includes: attendance at all congress sessions, welcome reception, congress dinner, morning tea, lunch and afternoon tea as per the congress program, congress satchel and material.

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 29 September 2016**

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Meals, travel and accommodation are yet to be determined.

### **RECOMMENDATION**

That the Mayor, General Manager and one (1) Councillor (to be nominated), accompanied by their partners, attend the 2016 National Local Roads and Transport Congress in Toowoomba from 9 -11 November 2016.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

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### Item 9 Ambassadors - Australia Day 2017

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	Manager Administration & Executive Assistant to GM – Sally Morris
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority:</b>	CC3 The vibrant arts and cultural life of the shire needs to be promoted and supported as an essential aspect of community well-being.

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### **Reason for report**

Council has been advised that registrations have opened for the 2017 Australia Day Ambassador Program. Council consideration is sought as to whether it wishes to participate in the Australia Day Ambassador Program for the 2017 Australia Day Celebrations.

### **Background**

Each year, the Australia Day Ambassador Program sees more than 150 inspirational Australians speaking about what it truly means to be Australian at events across New South Wales.

The Ambassador Program gives Council and the residents of the Shire the opportunity to meet some inspiring Australians and celebrate our national day with them.

The success of the Australia Day Ambassador Program grows each year thanks largely to the support and enthusiasm of the Ambassadors who volunteer their time and energy to bring an extra element of celebration to Australia Day events, as well as to their host communities.

Australia Day 2016 celebrations included events hosted in Baradine, Coonabarabran, Binnaway, Coolah, Mendooran and Dunedoo. Australia Day Ambassadors were present at the 2016 celebrations with Mr Scott McGregor attending Binnaway, Baradine and Coonabarabran and Mr Paul Featherstone attending Mendooran, Dunedoo and Coolah celebrations.

### **Issues**

The Australia Day Ambassador program is a very popular feature of the day.

### **Options**

Council may choose to select local Ambassadors as opposed to an Ambassador provided by the Australia Day Council.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 29 September 2016**

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### **Financial Considerations**

The total budget allocation for Australia Day in the 2016/17 Operational Plan is \$5,870. This covers the cost of advertising, awards/certificates and frames, donations to each community and hosting of two (2) Australia Day Council Ambassadors.

### **RECOMMENDATION**

That Council participates in the Australia Day Program in 2017 hosting two (2) Ambassadors from the Australia Day Council.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

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### Item 10 Bank Reconciliation for the month ending 31 August 2016

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

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#### **Reason for Report**

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

#### **Background**

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

#### **Issues**

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

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

#### **Options**

Nil

#### **Financial Considerations**

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

### Summary

Balance per General Ledger – 31 August 2016

General Ledger	Amount
Trust Bank Account	313,021
Bushfire Trust Account	21,721
Bushfire Trust Investment Account	225,903
General Bank Account	2,583,828
Investment At Call General	9,341,693
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
<b>Total per General Ledger</b>	<b>16,358,166</b>

Bank	Balance
<b>General</b>	
Commonwealth General Account	2,106,135
<b>Total – General</b>	<b>2,106,135</b>
<b>Investments</b>	
Term Deposits	13,213,693
<b>Total Investments</b>	<b>13,213,693</b>
<b>Sub Total WSC Operational Accounts</b>	<b>15,319,828</b>

<b>Trust</b>	
Commonwealth Trust Account	313,021
<b>Total – Trust</b>	<b>313,021</b>
<b>WSC Mayors Bush Fire Appeal Trust</b>	
Commonwealth Mayors Fund General Account	21,721
Commonwealth Mayors Fund Savings Account	225,903
<b>Total - WSC Mayors Bush Fire Appeal Trust</b>	<b>247,624</b>
<b>Total All Bank Accounts</b>	<b>15,880,473</b>
<i>Add:</i>	
Outstanding Deposits - General	632,750
Outstanding Deposits - Trust	
Outstanding Deposits – WSC Mayors Bushfire Appeal	
<i>Less:</i>	
Unpresented cheques - General	(155,057)
Unpresented cheques - Trust	
Unpresented cheques- WSC Mayors Bushfire Appeal	
<b>Balance adjusted for outstanding deposits &amp; Un-presented cheques (Final Bank Balance)</b>	<b>16,358,166</b>
<b>Variance between Final Bank Balance and General Ledger</b>	<b>-</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

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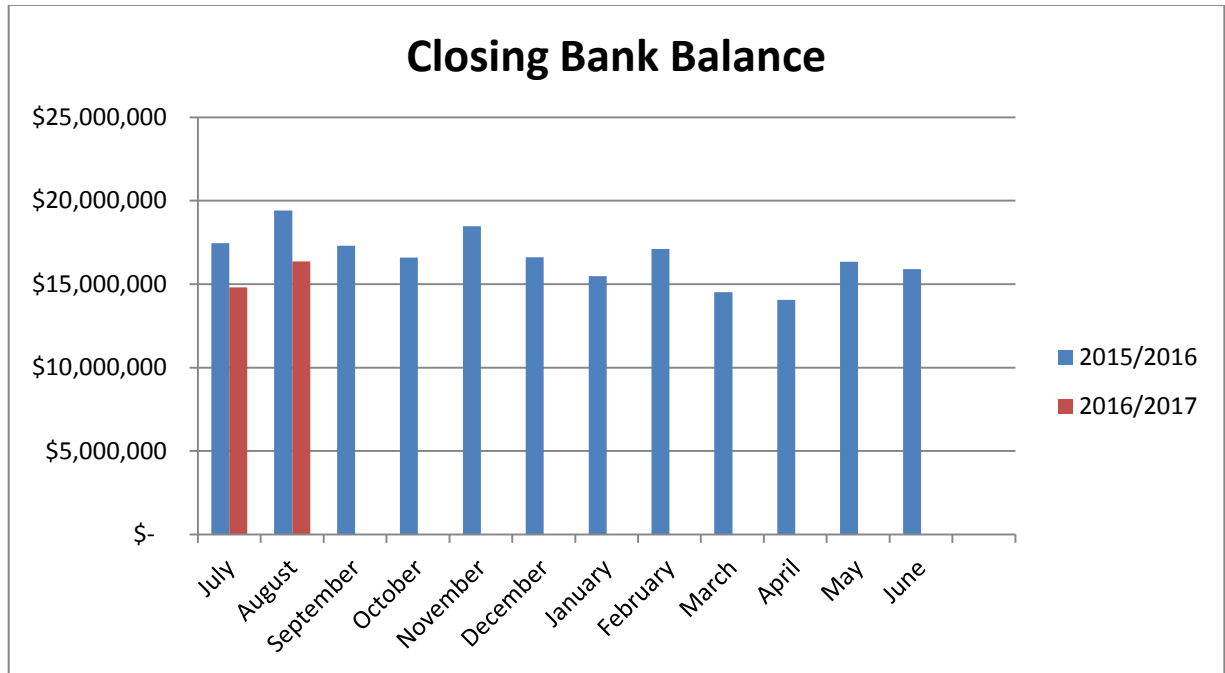
Balance as per Bank Account History as at 31 August 2016

Month	Funds Held in General Account	Funds Held in Trust Account	Mayors Bushfire Appeal Trust Account	Investment	TOTAL	Net of Outstanding Deposits and Un-presented Cheques	End of Month Closing Bank Balance
Jul-16	1,581,425	311,052	247,373	12,510,106	14,649,956	165,023	14,814,979
Aug-16	2,106,135	313,021	247,624	13,213,693	15,880,473	477,693	16,358,166

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

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### RECOMMENDATION

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

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### Item 11 Investments and Term Deposits for Month ending 31 August 2016

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

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#### **Reason for Report**

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

#### **Background**

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

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

#### **Issues**

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

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

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

During the month, \$5m of term deposits matured, earning a total of \$30,893 in interest. New term deposits of \$7m were made and the month end term deposit balance was \$11m. Placements made during the month included:

- \$1m placed with CBA for a period of 40 days at an interest rate of 2.10%;
- \$1m placed with CBA for a period of 60 days at an interest rate of 2.62%;
- \$1.5m placed with CBA for a period of 62 days at an interest rate of 2.60%;
- \$1m placed with NAB for a period of 90 days at an interest rate of 2.80%;
- \$1.5m placed with NAB for a period of 90 days at an interest rate of 2.70%; and
- \$1m placed with AMP for a period of 210 days at an interest rates of 2.95%.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

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At call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month net transfers of \$1.3m were made from these accounts and \$4,993 interest was received on the balances in the accounts resulting in a month end "At Call" balance of \$2.214m.

### *Income Return*

The average rate of return on Investments at month end of 2.59% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.73% by 0.86% or 49.71%.

On a year to date basis, interest received, and accrued, totals \$45,304 which is 12.7% 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 – 29 September 2016

### Summary

Table 1: Investment Balances as at 31 August 2016

Financial Institution	Lodgement Date	Maturity Date	Total Days	Rating	Yield	Amount
<b>At Call Accounts</b>						
NAB Cash Maximiser #	1-July-16	At Call	At Call	AA-	1.64%	679,149
ANZ At Call	1-July-16	At Call	At Call	AA-	1.60%	29,036
Community Mutual Group	1-July-16	At Call	At Call	BBB+	2.10%	1,218,481
NAB Eftpos At Call	1-July-16	At Call	At Call	AA-	-	287,027
						<b>2,213,693</b>
<b>Term Deposits</b>						
NAB	12-May-16	12-Sep-16	123	AA-	3.05%	1,000,000
NAB	13-May-16	13-Sep-16	123	AA-	3.05%	1,000,000
CBA	11-Aug-16	20-Sep-16	40	AA-	2.10%	1,000,000
CBA	11-Aug-16	10-Oct-16	60	AA-	2.62%	1,000,000
CBA	23-Aug-16	24-Oct-16	62	AA-	2.60%	1,500,000
NAB	11-Aug-16	09-Nov-16	90	AA-	2.80%	1,000,000
NAB	23-Aug-16	21-Nov-16	90	AA-	2.70%	1,500,000
BOQ	31-May-16	28-Nov-16	181	A-	3.00%	2,000,000
AMP	31-Aug-16	29-Mar-17	210	BB-	2.95%	1,000,000
						<b>11,000,000</b>
<b>TOTAL</b>						<b>13,213,693</b>



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

Table 2: At Call and Term Deposits - Monthly Movements

Bank	Opening Balance	Net Placements/ Withdrawals	Interest Accrued/ Received	Closing Balance
NAB Cash Maximiser #	1,077,400	(400,000)	1,749	679,149
ANZ At Call	1,027,956	(1,000,000)	1,080	29,036
Community Mutual Group	1,216,317	-	2,164	1,218,481
NAB Eftpos At Call	188,433	98,594	-	287,027
<b>Total at call</b>	<b>3,510,106</b>	<b>(1,301,406)</b>	<b>4,993</b>	<b>2,213,693</b>
NAB	1,007,666	(1,007,521)	(145)	-
NAB	1,006,639	(1,007,397)	758	-
CBA	1,002,961	(1,004,590)	1,629	-
CBA	1,002,841	(1,004,481)	1,640	-
BOQ	1,004,667	(1,006,904)	2,237	-
NAB	1,006,666	-	2,583	1,009,249
NAB	1,006,583	-	2,583	1,009,166
CBA	-	1,000,000	1,148	1,001,148
CBA	-	1,000,000	1,432	1,001,432
CBA	-	1,500,000	852	1,500,852
NAB	-	1,000,000	1,530	1,001,530
NAB	-	1,500,000	885	1,500,885
BOQ	2,010,000	-	5,082	2,015,082
AMP	-	1,000,000	-	1,000,000
<b>Total Term deposits</b>	<b>9,048,023</b>	<b>1,969,107</b>	<b>22,214</b>	<b>11,039,344</b>
<b>Total</b>	<b>12,558,129</b>	<b>667,701</b>	<b>27,207</b>	<b>13,253,037</b>

### Certification of Responsible Accounting Officer

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

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

### RECOMMENDATION

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

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 29 September 2016**

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### **Item 12 Rates Report for Month Ending 31 August 2016**

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

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### **Reason for Report**

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

### **Background**

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

The Office of Local Government (OLG) recommends (via their accepted benchmark) a ratio of less than 5% for Urban and Coastal Councils and less than 10% for Rural Councils. Council's outstanding ratio as at 30 June 2016 was 8.55% which is below the OLG recommended benchmark.

### **Issues**

The outstanding rates and annual charges ratio as at 31 August 2016 is higher than the 10% benchmark proposed by the OLG at 15.40%. The overall outstanding charges ratio as at 31 August 2016 is 15.73%. The increase in this ratio can be attributed to the first rates instalment falling due at the end of August. This increase is considered to be a normal annual fluctuation, and is similar to the outstanding ratio as at 31 August 2015.

In 2015 Council introduced a system that allows Ratepayers the ability to receive and pay their rate notices online, to date 223 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 – 29 September 2016

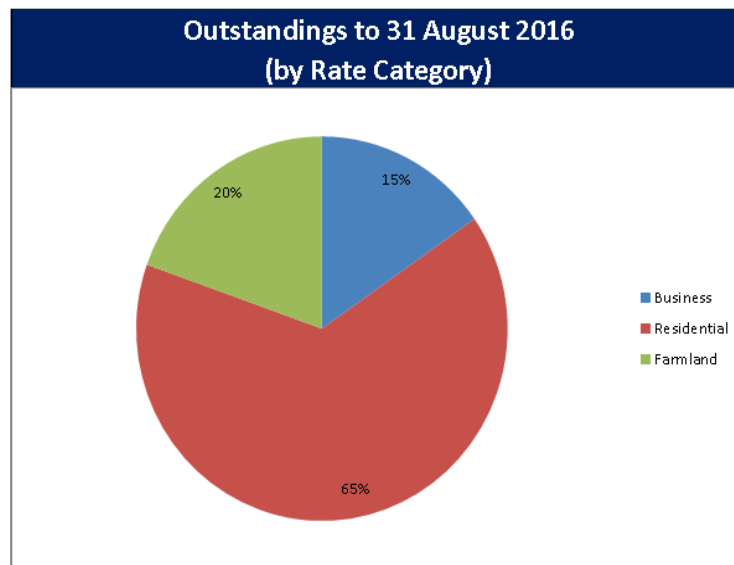
RATE/CHARGE TYPE	RATE ARREARS 2015/16	2016/17 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2016/17	COLLECTION % 2016/17	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	623,133	7,650,871	(163,632)	1,459	6,131	30,460	8,148,422	(1,816,280)	6,332,142	22.29%	1,194,498	14.66%
Water	217,764	1,373,952	(72,056)	(110)	2,103	-	1,521,653	(364,621)	1,157,032	23.96%	292,136	19.20%
Sewerage	92,180	1,062,447	(51,640)	-	909	-	1,103,896	(280,059)	823,837	25.37%	142,211	12.88%
Trade Waste	464	8,665	-	-	4	-	9,133	(3,020)	6,113	33.07%	1,019	11.16%
Storm Water	-	108,388	-	(1,750)	-	-	106,638	(28,454)	78,184	26.68%	8,504	7.97%
Garbage	248,844	1,900,101	(107,749)	(221)	2,409	-	2,043,384	(499,131)	1,544,253	24.43%	352,880	17.27%
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>1,182,385</b>	<b>12,104,424</b>	<b>(395,077)</b>	<b>(622)</b>	<b>11,556</b>	<b>30,460</b>	<b>12,933,126</b>	<b>(2,991,565)</b>	<b>9,941,561</b>	<b>23.13%</b>	<b>1,991,248</b>	<b>15.40%</b>
Sewer Access (Water Billing)	144,631	300,344	-	1,482	708	-	447,165	(69,120)	378,045	15.46%	77,701	17.38%
Water Consumption	718,090	1,373,032	-	(2,461)	4,931	-	2,093,592	(356,049)	1,737,543	17.01%	364,512	17.41%
Sewer Consumption	40,606	139,696	-	-	161	-	180,463	(23,290)	157,173	12.91%	17,478	9.69%
Trade Waste	38,856	26,000	-	-	175	-	65,031	(17,497)	47,534	26.91%	21,534	33.11%
<b>TOTAL WATER SUPPLY SERVICES</b>	<b>942,183</b>	<b>1,839,072</b>	<b>-</b>	<b>(979)</b>	<b>5,975</b>	<b>-</b>	<b>2,786,251</b>	<b>(465,956)</b>	<b>2,320,295</b>	<b>16.72%</b>	<b>481,225</b>	<b>17.27%</b>
<b>GRAND TOTAL</b>	<b>2,124,568</b>	<b>13,943,496</b>	<b>(395,077)</b>	<b>(1,601)</b>	<b>17,531</b>	<b>30,460</b>	<b>15,719,377</b>	<b>(3,457,521)</b>	<b>12,261,856</b>	<b>22.00%</b>	<b>2,472,473</b>	<b>15.73%</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

Analysis by Council staff has indicated that of the rates and annual charges outstanding amount, 65% relates to residential properties, while 20% relates to farmland and 15% to business.

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



Rates Type	Rates levy					Water levy				Grand Total
	General	Domestic Waste	Water Access	Trade Waste	Storm Water	Sewer Access	Water Usage	Sewer Usage	Trade Waste	
<b>Business</b>	135,568	70,340	36,381	1,019	3,684	36,091	56,982	17,478	21,534	379,077
<b>Residential</b>	583,436	273,789	255,755	-	4,820	183,821	307,530	-	-	1,609,151
<b>Farmland</b>	475,494	8,751	-	-	-	-	-	-	-	484,245
<b>Total</b>	<b>1,194,498</b>	<b>352,880</b>	<b>292,136</b>	<b>1,019</b>	<b>8,504</b>	<b>219,912</b>	<b>364,512</b>	<b>17,478</b>	<b>21,534</b>	<b>2,472,473</b>

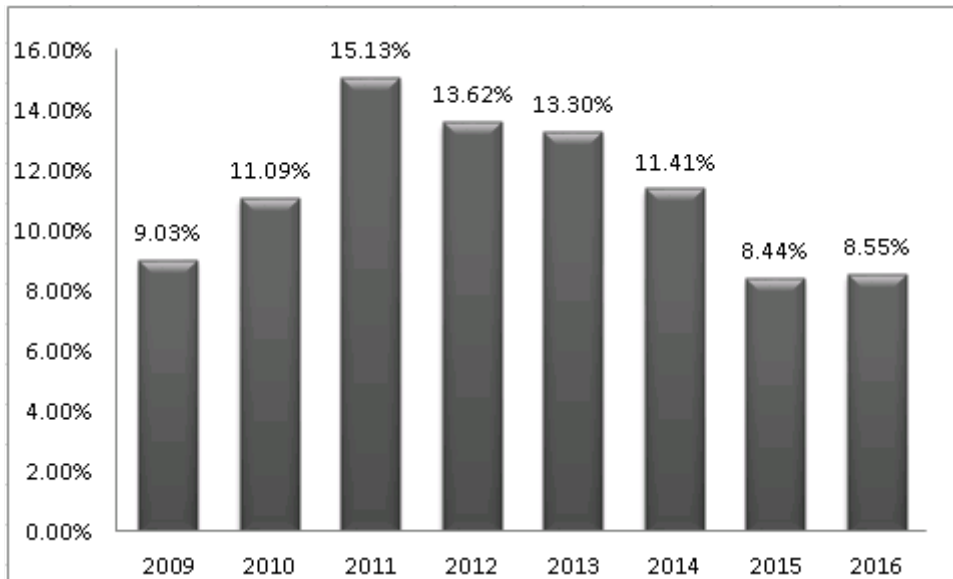
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

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

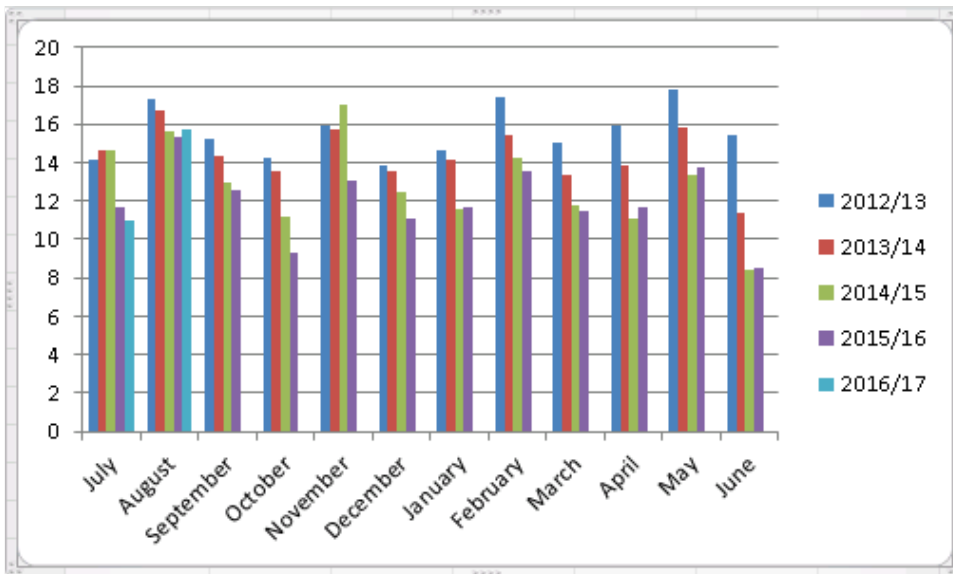
# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

**Graph 1: Ratio by Year**



**Graph 2: Ratio Month by Month**



### **RECOMMENDATION**

For Council's information.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

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### Item 13 Monthly Report from Human Resources – September 2016

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

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#### **Reason for Report**

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

#### **Background**

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

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

- Manager Fleet Services (Re-Advertised)– External
- Supervisor Warrumbungle Water Treatment Plants – External
- Temporary Urban Services Operator Dunedoo – External
- Workplace Health & Safety Officer - External

The following positions have been filled since last Council meeting:

- Temporary Urban Services Operator Dunedoo
- Trainee Administration Officer Property & Risk

#### **Resignations**

There has been one resignation in the organisation since the August Council meeting.

#### **Issues**

HR continues to endeavour to fill staff shortages due to sick and annual leave with casual staff. The depth of qualified and experienced replacements available continues to be an issue for Council.

# WARRUMBUNGLE SHIRE COUNCIL

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### LEARNING AND DEVELOPMENT

The Certificate IV in Leadership and Management has been successfully completed by all 10 staff members enrolled. A BBQ and Presentation was held at TAFE on 25 August where students were presented with their Transcripts by the Institute Director and congratulated by General Manager Steve Loane.

Twenty six staff members undertook the Confined Spaces training at Coonabarabran on 17 and 18 August. TAFE Western provided the training as part of the “Fee Free” courses being funded by the Federal Government.

Other training this month included:

- First Aid;
- RMS Traffic Control ;
- Surface Shot firing;
- Playground Inspection;
- Pavement Stabilisation;
- Civil Construction.

### WORKPLACE HEALTH AND SAFETY

A total of two WHS incidents were reported for August 2016. There were no claims in this period.

#### *Workers Compensation and Incidents for August*

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

Investigations are progressing and will be reviewed by MANEX in due course.

More than 32% of the action items from the ChemAlert audit have been completed as at 31 August, and all action items are expected to be finalised by the end of the 2016 calendar year.

Council has now received the results of the Statecover Audit Report. This comprehensive audit explores a range of issues that are critical to the effective implementation of a WHS management system and the resulting reduction of worker injuries and illnesses.

The annual WHS self-audit is provided as a service from StateCover to assist in the evaluation and monitoring of each council's WHS management system. A verification audit was held last year which confirmed Council's 2014/15 responses.

The audit consists of two main sections:

- **Section 1 - WHS Management System** - This section examines the 14 key elements of a WHS management system including questions on the availability of WHS documentation and the effective implementation of WHS procedures.

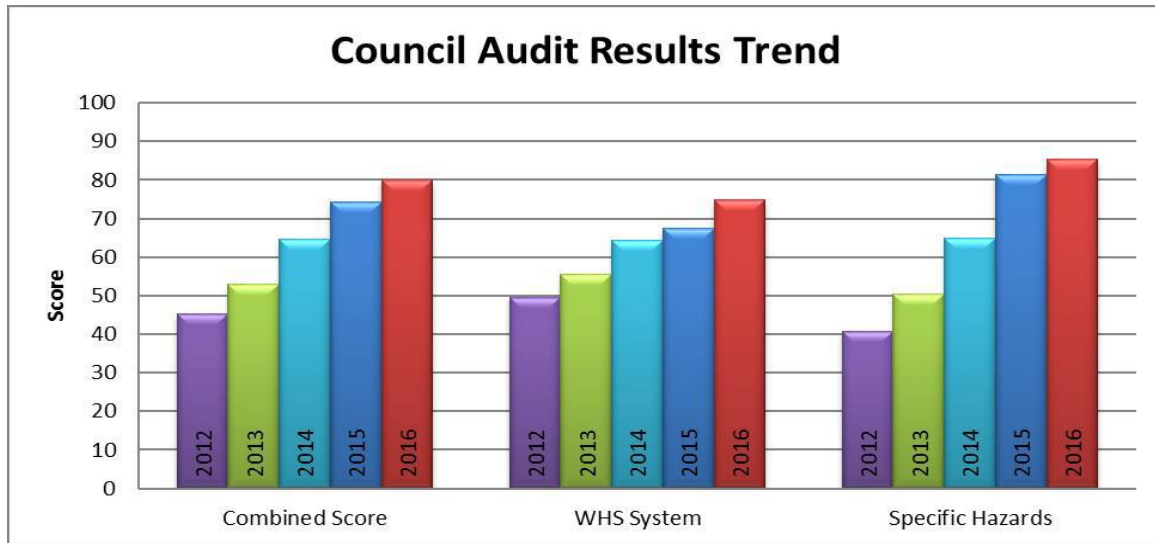
# WARRUMBUNGLE SHIRE COUNCIL

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- **Section 2 - Specific Hazards** – This section examines how well your Council manages 21 common types of hazards that can lead to injury or illness.

Council has improved on last year's audit results in all areas, with Council's performance increasing from 45% compliance in 2011 to 80% compliance in 2016. This is a significant achievement by Council over the last 5 years.

Details of Council's performance can be found in the chart below.

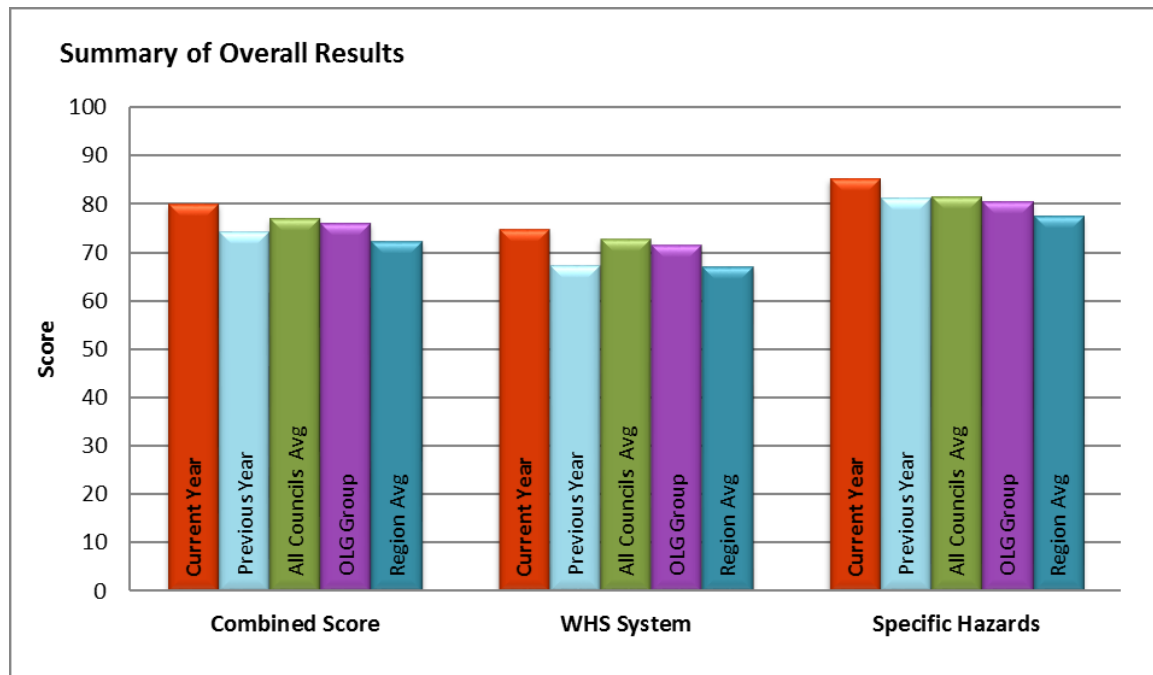


The Statecover Audit also reports Council's performance against its previous year result, and against the average result for all councils, the regional average and the average for all OLG Group 10 councils. Warrumbungle Shire's 2016 performance is higher than each of these comparatives, as demonstrated in the chart below.



# WARRUMBUNGLE SHIRE COUNCIL

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### **RECOMMENDATION**

For Council's information.

# WARRUMBUNGLA SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

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### Item 14 Third Quarter Excellence in Achievement Award

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

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#### **Reason for Report:**

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

#### **Background**

Applications for the 2016 Third Quarter Employee Excellence in Achievement Award closed on June 30, 2016

#### **Issues**

MANEX considered the following staff, nominated by their fellow employees for their excellence and dedication in their individual positions.

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

- Deanne Britton – Supervisor Community Care Co-ordinator (previous nomination)
- Mandy Doolan – Visitor Information Officer
- Leigh Ernest – Human Resource Officer

The MANEX team considered all nominations and agreed that the 3<sup>rd</sup> Quarter Team Excellence in Achievement Award should be awarded to Deanne Britton.

#### **Options**

Consideration of decision by MANEX to award the 3<sup>rd</sup> Quarterly Individual Staff Achievement Award

#### **Financial Considerations**

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

#### **RECOMMENDATION**

That Council acknowledges MANEX's nomination of Deanne Britton as the winner of the 3<sup>rd</sup> Quarterly Staff Achievement Award.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

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### Item 15 Warrumbungle Bike Plan Plan 2016

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Technical Services Management
<b>Author:</b>	Asset and Design Manager – Bikram Joshi
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI 2 The Long-term wellbeing of our communities is dependent on the ongoing provision of high quality services in health and aged care, education, policing and public safety, child, youth and family support, environment protection and land management.

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### **Reason for Report**

A final version of the Warrumbungle Bike Plan for Warrumbungle Shire has been prepared and is presented for consideration by Council for approval and adoption.

### **Background**

Warrumbungle Bike Plan has been developed to represent community requirements for shared paths and similar infrastructure to encourage and allow them to actively commute safely within the six major towns of the Shire. Through understanding community requirements Council can use that information to prioritise and apply for infrastructure funding, such as the NSW Transport Walking and Cycling Program.

Council formed the Warrumbungle Bike Plan Advisory Committee in May 2016. The Advisory Committee consisted of community members, Councillors and Council staff. Community members on the Committee each represented one of the six major towns within the Shire (Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran). The Warrumbungle Bike Plan Advisory Committee held two community consultation meetings for each Town, the first to assist in the development of the Draft Warrumbungle Bike Plan and the second to review the draft and add further comments.

After the community consultation meetings were held the first Draft Warrumbungle Bike Plan was amended and went on public exhibition from 16 May to 13 June, 2016. Whilst on public exhibition, the community endorsed Warrumbungle Bike Plan. RMS reviewed and approved Warrumbungle Bike Plan on 6 September, 2016.

### **Issues**

Recommendations from the second community consultation meetings held on 12 May, 2016 was that Warrumbungle Shire Council accept the Draft Warrumbungle Bike Plan as a final document and consider it in future RMS grant applications.

This Warrumbungle Bike Plan document has been distributed under separate cover to Councillors as an enclosure for the September Council Meeting.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 29 September 2016**

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### **Options**

Council has discretion in this matter and can make changes to the final version of the Warrumbungle Bike Plan document.

### **Financial Considerations**

Estimated costs to construct new infrastructure and cycling routes are based on estimates in 2016. These estimates are shown in the table below:

<b>Priority:</b>	<b>Total Estimated Cost as at 2016</b>
Short Term Plan	\$ 8,104,900
Medium Term Plan	\$ 27,000
Long Term Plan	\$ 23,000
<b>Total Warrumbungle Bike Plan Estimated Cost as at 2016</b>	<b>\$ 8,154,900</b>

### **RECOMMENDATION**

The Warrumbungle Bike Plan prepared for each of the six major towns within the Shire to be accepted as a final document.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

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### Item 16 2016/17 Technical Services Works Program – Road Operations, Urban Services & Water Services

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

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#### **Reason for Report**

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

#### **Background**

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

Attachment 2.0 contains three tables with the following information; a list roads that have been graded since the 1<sup>st</sup> July 2016, a list of roads subject to maintenance requests over the last month and a list of roads scheduled for maintenance over the next two months.

The persistent rainfall in August and September has caused minor to moderate damage to roads throughout the Shire. As a result there has been significant increase in the number of requests received from rural based residents for maintenance repair to roads.

#### **Issues**

The works program presented in attachment 1.0 contains draft finish dates for each project.

#### **Options**

Council has discretion in relation to the capital works program and the works program in general. However, any changes must include consideration of funding sources, time requirements for pre construction activities, and impact on staff resources.

#### **Financial Considerations**

The works program in attachment 1.0 contains budget allocations and expenditure on the projects.

#### **RECOMMENDATION**

The 2016/17 works program presented in attachment 1.0 and attachment 2.0 is noted for information only.

# WARRUMBUNGLE SHIRE COUNCIL

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

Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
<b>Technical Services</b>	<b>Thu 06/07/17</b>	<b>22,117,216</b>	<b>1,668,932</b>	5%
<b>Asset &amp; Design Services</b>	<b>Thu 29/06/17</b>	<b>58,600</b>	<b>3,098</b>	5%
Survey equipment	Thu 29/06/17	12,000	0	0%
Eng design software	Thu 29/06/17	13,000	3,098	20%
traffic counters	Thu 29/06/17	7,500	0	0%
GPS handheld units	Thu 29/06/17	10,000	0	0%
<b>Road Safety Programme</b>	<b>Thu 29/06/17</b>	<b>16,100</b>	<b>0</b>	0%
Plan B	Thu 29/06/17	5,000	0	0%
Child Restraint	Thu 29/06/17	1,400	0	0%
Wksp Supervisors of L Drivers	Thu 29/06/17	1,200	0	0%
Bike Week	Thu 29/06/17	2,000	0	0%
Just Slow Down	Thu 29/06/17	4,000	0	0%
Free Cuppa for driver	Thu 29/06/17	2,500	0	0%
<b>Fleet Services</b>	<b>Thu 29/06/17</b>	<b>2,530,000</b>	<b>496,554</b>	0%
Minor plant purchases	Thu 29/06/17	15,000	0	0%
Plant & equipment purchases	Thu 29/06/17	2,515,000	496,554	5%
<b>Road Operations</b>	<b>Fri 05/05/17</b>	<b>12,065,100</b>	<b>873,095</b>	0%
<b>RMS Work Orders</b>	<b>Thu 09/02/17</b>	<b>2,530,000</b>	<b>275,975</b>	0%
Heavy Patching	Fri 09/09/16	500,000	212,751	5%
South Merrygoen	Fri 16/12/16	500,000	0	0%
Mendooran Widen	Fri 30/09/16	350,000	0	0%
Vegetation Control*	Wed 07/09/16	15,000	10,952	0%
North Mendooran Shlr widening*	Wed 05/10/16	35,000	0	0%
West Mendooran Shlr widening*	Fri 14/10/16	115,000	0	0%
Dunedoo Shlr widening*	Thu 09/02/17	75,000	0	0%
Resealing program	Fri 25/11/16	940,000	52,272	0%
<b>Local Roads</b>	<b>Fri 28/04/17</b>	<b>4,593,274</b>	<b>390,979</b>	0%
<b>Local Roads reseals</b>	<b>Thu 30/03/17</b>	<b>577,937</b>	<b>0</b>	0%
Spring Ridge Road	Thu 30/03/17	0	0	0%
Bugaldie Goorianawa Rd	Thu 30/03/17	42,400	0	0%
Baradine Goorianawa Rd (9000)	Thu 30/03/17	535,537	0	0%
Ropers rd (17000)	Thu 30/03/17	0	0	0%
Bugaldie Goorianawa Rd (6000)	Thu 30/03/17	0	0	0%
Andromeda Way (2500)	Thu 30/03/17	0	0	0%
Bingie Grumble Rd (5500)	Thu 30/03/17	0	0	0%
River Rd (3700)	Thu 30/03/17	0	0	0%
Digilah East Rd (6000)	Thu 30/03/17	0	0	0%
Spring Ridge Rd (6000)	Thu 30/03/17	0	0	0%
Merrygoen Rd (6000)	Thu 30/03/17	0	0	0%
Kanoona Rd (6000)	Thu 30/03/17	0	0	0%
Pine Ridge Rd (4000)	Thu 30/03/17	0	0	0%
Neilrex Rd (12000)	Thu 30/03/17	0	0	0%
Wyuna Rd (5600)	Thu 30/03/17	0	0	0%
Homeleigh Drive (1800)	Thu 30/03/17	0	0	0%
Avonside East Rd (6000)	Thu 30/03/17	0	0	0%
Tongy Rd (12000)	Thu 30/03/17	0	0	0%
Merryula Rd (6000)	Thu 30/03/17	0	0	0%

# WARRUMBUNGLE SHIRE COUNCIL

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Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
<b>L R bridges &amp; cwys</b>	<b>Fri 10/03/17</b>	<b>794,998</b>	<b>196,363</b>	<b>0%</b>
Coonagoony bridge	Fri 30/09/16	260,868	146,765	30%
Ross Crossing Bridge - approaches	Fri 22/07/16	161,630	49,598	70%
Box Ridge Rd Cwy	Fri 26/08/16	52,500	0	0%
Mia Mia Rd - cwy	Fri 20/01/17	60,000	0	0%
Napier Lane(Garrawilla) - cwy	Fri 27/01/17	60,000	0	0%
Napier Lane (Mt Warwick) - cwy	Fri 17/02/17	60,000	0	0%
Quia Rd - cwy	Fri 10/03/17	60,000	0	0%
Leaders Rd - Cwy	Fri 01/07/16	0	0	0%
Montague Bridge - repairs	Fri 10/03/17	80,000	0	0%
<b>Local Road pavements</b>	<b>Fri 28/04/17</b>	<b>2,161,108</b>	<b>125,623</b>	<b>0%</b>
Bugaldie Goorianawa Pave Rehab	Fri 22/07/16	125,576	78,038	100%
Neilrex Rd - Seal Pave rehab.	Fri 23/09/16	245,472	39,140	10%
Gentle Annie Rd - Pavement Rehab	Fri 03/03/17	250,000	0	0%
Neilrex Rd - unsealed pave rehab.	Fri 28/04/17	200,000	0	0%
Quia Rd - sealed pavement rehab.	Fri 14/10/16	200,000	0	0%
Rotherwood Rd - sealed rehab.	Fri 17/02/17	150,000	0	0%
Turee Vale Rd - sealed pave rehab	Fri 10/03/17	150,000	0	0%
Wyuna Rd - Extension of seal	Fri 23/09/16	200,000	945	0%
Piambra Rd - extension of seal	Mon 12/09/16	300,000	0	0%
Beni Xing Rd - safety	Fri 24/03/17	190,060	0	0%
Lawson Park Rd - sealed pave rehab	Fri 31/03/17	150,000	7,500	0%
<b>Local Roads Gravel Resheeting</b>	<b>Thu 30/03/17</b>	<b>1,059,231</b>	<b>68,993</b>	<b>0%</b>
Box Ridge Rd	Fri 12/08/16	93,561	12,160	10%
Uliman Rd	Fri 19/08/16	40,648	0	0%
Yuggel Rd	Sat 03/09/16	74,089	0	0%
Carmel Lane	Tue 18/10/16	47,728	0	0%
Narrawa (south)	Fri 12/08/16	17,700	773	0%
Boomley Rd	Fri 12/08/16	30,505	8,787	25%
Dinby Lane	Tue 25/10/16	50,000	0	0%
Newbank Lane	Fri 04/11/16	70,000	0	0%
Munns Rd	Fri 11/11/16	175,000	0	0%
Coolah airport	Fri 10/03/17	45,000	0	0%
Evans Rd	Mon 20/03/17	55,000	0	0%
Forans Lane	Thu 30/03/17	75,000	0	0%
Wyuna Rd	Fri 28/10/16	150,000	47,273	10%
Bourke & Halls	Wed 21/09/16	45,000	0	0%
Wingabutta Rd	Fri 30/09/16	90,000	0	0%
<b>Regional Roads</b>	<b>Fri 05/05/17</b>	<b>4,921,826</b>	<b>206,141</b>	<b>0%</b>
<b>Regional Roads reseals</b>	<b>Fri 30/12/16</b>	<b>615,891</b>	<b>32,894</b>	<b>0%</b>
Reseals Rd 1	Fri 30/12/16	615,891	32,894	0%
Reseals Rd 2	Fri 30/12/16	0	0	0%
<b>Pavement Rehab</b>	<b>Fri 27/01/17</b>	<b>800,000</b>	<b>10,670</b>	<b>0%</b>
Black Stump Way rehab.	Fri 27/01/17	800,000	10,670	0%
Baradine Rd Shlder widening	Fri 09/09/16	0	0	0%
Intersection Ashby Rd	Fri 05/08/16	0	0	0%
<b>Black Spot programme</b>	<b>Fri 16/12/16</b>	<b>1,495,935</b>	<b>129,572</b>	<b>0%</b>
Black Stump Way - Orana Rd	Fri 23/09/16	218,712	64,814	25%

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Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
Baradine Rd - Old Baradine Rd	Fri 16/09/16	98,143	46,008	50%
Timor Road - Shlder Rehab	Fri 28/10/16	350,000	0	0%
Purlewaugh Rd - Shlder widening	Fri 11/11/16	135,015	0	0%
Baradine Rd - widening, guardrail	Fri 16/12/16	525,065	0	0%
Vinegaroy Rd - pave rehab	Fri 23/09/16	169,000	18,750	0%
<b>Regional Road Bridges</b>	<b>Fri 05/05/17</b>	<b>2,010,000</b>	<b>33,005</b>	0%
Allison bridge	Fri 05/05/17	2,010,000	33,005	0%
<b>Aerodromes</b>	<b>Fri 01/07/16</b>	<b>20,000</b>	<b>0</b>	0%
Repainting of Coona terminal blding	Fri 01/07/16	20,000	0	0%
<b>Urban Services</b>	<b>Fri 30/06/17</b>	<b>3,069,589</b>	<b>184,969</b>	0%
<b>Parks &amp; Gardens</b>	<b>Thu 01/06/17</b>	<b>138,847</b>	<b>0</b>	0%
<b>Baradine</b>	<b>Thu 04/05/17</b>	<b>33,000</b>	<b>0</b>	0%
Lions Park - internal path	Thu 04/05/17	15,000	0	0%
Lions Park - from Darling street	Fri 14/04/17	8,000	0	0%
Lions Park - shade renewal	Wed 07/12/16	10,000	0	0%
<b>Binnaway</b>	<b>Thu 02/03/17</b>	<b>20,000</b>	<b>0</b>	0%
Len Guy Park - softfall upgrade	Thu 02/03/17	20,000	0	0%
<b>Coolah</b>	<b>Thu 04/05/17</b>	<b>45,000</b>	<b>0</b>	0%
McMasters Park - path to toilet	Thu 06/04/17	25,000	0	0%
Softfall under playground equip	Thu 04/05/17	20,000	0	0%
<b>Coonabarabran</b>	<b>Thu 01/06/17</b>	<b>5,847</b>	<b>0</b>	0%
Timor Rock toilet	Thu 01/06/17	5,847	0	0%
<b>Dunedoo</b>	<b>Fri 07/10/16</b>	<b>35,000</b>	<b>0</b>	0%
Milling Park Irrigation System	Fri 07/10/16	35,000	0	0%
<b>Ovals</b>	<b>Thu 01/06/17</b>	<b>297,000</b>	<b>21,700</b>	0%
Netball Courts - Coonabarabran	Fri 24/03/17	200,000	3,700	0%
Bowen Oval - canteen bird proofing	Mon 12/09/16	8,000	0	0%
Robertson Oval - Amenities	Thu 01/06/17	30,000	0	0%
Baradine Oval Canteen	Fri 23/09/16	34,000	18,000	0%
Master plan	Fri 26/05/17	25,000	0	0%
<b>Swimming Pools</b>	<b>Fri 14/04/17</b>	<b>180,193</b>	<b>2,314</b>	0%
<b>Baradine</b>	<b>Mon 28/11/16</b>	<b>61,060</b>	<b>0</b>	0%
Shade structure	Mon 28/11/16	40,000	0	0%
Painting, stage 1 & 2	Fri 23/09/16	11,500	0	0%
Upgrade Kiosk & hot water	Fri 07/10/16	1,500	0	0%
Reconnection lights	Fri 30/09/16	8,060	0	0%
<b>Coolah</b>	<b>Fri 07/04/17</b>	<b>67,000</b>	<b>0</b>	0%
Rain tank & pump for irrigation	Fri 07/04/17	4,000	0	0%
Lighting over main pool	Fri 02/12/16	20,000	0	0%
Solar project to heat pool	Fri 31/03/17	43,000	0	0%
<b>Coonabarabran</b>	<b>Fri 07/04/17</b>	<b>46,133</b>	<b>0</b>	0%
Pool repairs	Thu 06/10/16	26,180	0	0%
Rain tank & pump for irrigation	Fri 07/04/17	7,000	0	0%
Hot water facility	Fri 07/10/16	12,953	0	0%
<b>Dunedoo</b>	<b>Fri 16/12/16</b>	<b>5,000</b>	<b>2,314</b>	0%
pool improvements	Fri 16/12/16	5,000	2,314	0%
<b>Mendooran</b>	<b>Fri 14/04/17</b>	<b>1,000</b>	<b>0</b>	0%
Upgrades to club room	Fri 14/04/17	1,000	0	0%



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Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
<b>Town Streets</b>	<b>Fri 30/06/17</b>	<b>2,453,549</b>	<b>160,955</b>	<b>0%</b>
<b>Baradine</b>	<b>Fri 30/06/17</b>	<b>96,000</b>	<b>38,644</b>	<b>0%</b>
<b>Street reseals</b>	<b>Fri 01/07/16</b>	<b>48,500</b>	<b>0</b>	<b>0%</b>
Namoi St (2000)	Fri 31/03/17	48,500	0	0%
Darling St (3000)	Fri 31/03/17	0	0	0%
Progress Ass'n - gardens	Mon 03/10/16	5,000	5,000	0%
Flood levee	Fri 30/06/17	20,000	33,644	0%
New garbage bins	Thu 03/11/16	2,500	0	0%
Footpath rehab	Thu 11/05/17	20,000	0	0%
<b>Binnaway</b>	<b>Thu 25/05/17</b>	<b>166,600</b>	<b>0</b>	<b>0%</b>
Street reseals	Fri 31/03/17	46,600	0	0%
Progress Ass'n - gardens	Mon 03/10/16	5,000	0	0%
Bullinda Street, new K & G	Fri 14/04/17	55,000	0	0%
Footpath Rehabilitation	Thu 11/05/17	10,000	0	0%
Shared path - Renshaw St to River	Thu 25/05/17	50,000	0	0%
<b>Coolah</b>	<b>Fri 30/06/17</b>	<b>500,840</b>	<b>39,617</b>	<b>0%</b>
Booyamurra St pave rehab	Fri 25/11/16	124,990	3,639	5%
Cycleway extension	Fri 26/08/16	37,250	35,978	90%
Street reseals	Fri 31/03/17	57,600	0	0%
Footpath rehabilitation	Thu 11/05/17	30,000	0	0%
Booyamurra St K&G	Fri 07/04/17	55,000	0	0%
Drainage study	Fri 30/06/17	16,000	0	0%
Goddard Street shared path	Thu 25/05/17	180,000	0	0%
<b>Coonabarabran</b>	<b>Thu 08/06/17</b>	<b>1,200,709</b>	<b>82,694</b>	<b>0%</b>
Cycleway underpass, MJC bridge	Fri 09/09/16	22,456	0	0%
Cycleway north of bridge	Fri 12/08/16	43,244	18,907	80%
Kerb blister, John/Cassilis	Fri 29/07/16	44,272	63,787	90%
Dalgarno, Western end Pave Rehab	Fri 14/10/16	19,327	0	0%
John St., K & G rehab	Fri 28/10/16	53,110	0	0%
Street reseals	Fri 31/03/17	118,300	0	0%
FP Rehab Dalgarno (John/Cowper)	Thu 08/06/17	20,000	0	0%
John ST. K&G rehab	Fri 16/09/16	20,000	0	0%
Street Trees - Cowper	Fri 21/10/16	30,000	0	0%
John Street - asphalt	Mon 28/11/16	10,000	0	0%
Drainage - Belar / Merebene	Fri 09/12/16	70,000	0	0%
Edwards Street - shared path	Fri 28/10/16	250,000	0	0%
RFS Building - Roadworks	Fri 28/10/17	500,000	0	0%
<b>Dunedoo</b>	<b>Fri 09/06/17</b>	<b>442,800</b>	<b>0</b>	<b>0%</b>
<b>Street reseals</b>	<b>Fri 01/07/16</b>	<b>54,800</b>	<b>0</b>	<b>0%</b>
Talbragar St, Caigan to Bandulla	Fri 31/03/17	54,800	0	0%
Footpath rehab	Thu 08/06/17	20,000	0	0%
Dish - Yarrow at Bandulla, sth side	Fri 19/05/17	18,000	0	0%
Wallaroo St, drainage & sealing	Fri 09/06/17	350,000	0	0%
<b>Mendooran</b>	<b>Thu 08/06/17</b>	<b>46,600</b>	<b>0</b>	<b>0%</b>
Street reseals	Fri 31/03/17	16,600	0	0%
Footpath rehab.	Thu 08/06/17	30,000	0	0%
<b>Warrumbungle Water</b>	<b>Fri 30/06/17</b>	<b>3,900,927</b>	<b>111,216</b>	<b>0%</b>
<b>Baradine</b>	<b>Fri 30/06/17</b>	<b>1,096,000</b>	<b>14,167</b>	<b>0%</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

Task Name	Finish Date	Budget Allocation (\$)	Expend. (\$)	% complete
Meter replacements	Wed 02/11/16	5,000	55	0%
Mains Narren, Walker to Queen	Wed 31/08/16	80,000	0	0%
Mains - Bligh to Castlereagh	Wed 28/09/16	50,000	14,112	0%
Renewal of treatment plant clarifier	Fri 30/06/17	961,000	0	0%
<b>Binnaway</b>	<b>Thu 25/05/17</b>	<b>517,530</b>	<b>7,060</b>	0%
Meter replacements	Thu 03/11/16	5,000	0	0%
Mains Ext - Yeubla St railway	Wed 19/10/16	70,000	7,060	10%
Back up bore	Thu 25/05/17	442,530	0	0%
<b>Coolah</b>	<b>Fri 01/07/16</b>	<b>551,396</b>	<b>6,700</b>	0%
Mains ext. Cliff Lane, Erwin St	Wed 14/12/16	40,000	0	0%
Meter replacements	Thu 03/11/16	5,000	6,700	0%
Standby pumps	Mon 28/11/16	5,000	0	0%
Mains Replace. Gilmore Street	Fri 27/01/17	30,000	0	0%
Mains replacement	Mon 27/02/17	60,000	0	0%
Back up bore	Thu 25/05/17	411,396	0	0%
<b>Coonabarabran</b>	<b>Fri 30/06/17</b>	<b>1,267,871</b>	<b>64,836</b>	0%
Mains Ext. Castlereagh St	Tue 15/11/16	100,000	4,089	10%
Mains replacement	Tue 13/12/16	50,000	3,500	0%
meter replacements	Thu 03/11/16	10,000	1,493	0%
Timor Fence repairs	Fri 30/06/17	151,261	0	0%
Tools	Fri 30/06/17	3,000	0	0%
Mains ext. Camp St, Namoi - Anne	Thu 02/03/17	60,000	1,792	10%
Mains ext. - under hwy to depot	Mon 08/08/16	60,000	3,500	0%
Raising Timor Dam wall - study	Fri 30/06/17	530,610	44,006	0%
Telemetry software	Fri 30/06/17	3,000	0	0%
Telemetry upgrade - all towns	Fri 30/06/17	300,000	6,456	0%
<b>Dunedoo</b>	<b>Thu 29/06/17</b>	<b>53,000</b>	<b>0</b>	0%
Tools	Thu 29/06/17	3,000	0	0%
Main replacement Wargundy st	Tue 07/03/17	50,000	0	0%
<b>Mendooran</b>	<b>Thu 25/05/17</b>	<b>415,130</b>	<b>18,453</b>	0%
mains extension	Fri 14/04/17	30,000	0	0%
Back up bore	Thu 25/05/17	385,130	18,453	0%
<b>Warrumbungle Sewer</b>	<b>Thu 06/07/17</b>	<b>493,000</b>	<b>0</b>	0%
<b>Baradine</b>	<b>Thu 06/07/17</b>	<b>10,000</b>	<b>0</b>	0%
Sewage Treat Plant - renewals	Thu 06/07/17	10,000	0	0%
<b>Coolah</b>	<b>Tue 25/10/16</b>	<b>0</b>	<b>0</b>	0%
Mains relining	Tue 25/10/16	0		0%
<b>Coonabarabran</b>	<b>Fri 30/06/17</b>	<b>483,000</b>	<b>0</b>	0%
Mains relining	Tue 22/11/16	100,000		0%
Tools - sewer rods	Fri 30/06/17	3,000	0	0%
Pump station renewal	Tue 25/10/16	30,000		0%
Mains Replacement Rehab	Tue 25/10/16	100,000	0	0%
Telemetry upgrade - all towns	Thu 01/12/16	200,000	0	0%
re -keying sewer sites	Fri 30/06/17	50,000	0	0%

# WARRUMBUNGLE SHIRE COUNCIL

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### Attachment 2.0

Unsealed Roads - Completed grading maintenance year to date		
Road Name	Category	Length
Albert Wright Rd	3	3
Avonside East & North Rd	1	9.8
Balmoral Rd	3	1.5
Barney's Reef Rd	3	0.5
Bingie Grumble Rd	2	2.6
Blackburns Rd	3	1.2
Borah Creek Rd	2	11.5
Carmichaels Ln (Off Timor)	3	0.7
Cobborah Rd	1	10.8
Daysdale Pinaroo Rd	3	1.6
Gundare Rd	1	2
Homeleigh Dr	3	3.3
Kanoona Rd	1	1.8
Kerrawah Rd	3	4
Lawson Park Rd	1	3.3
Mt Hope Rd	1	1.3
Mt Nombi Rd	1	3
Napier Ln	1	4.6
Narrawa Rd (South)	3	5.1
Oban Rd	3	2
Pine Ridge Rd	1	5
Reddens Rd	3	2
Tibuc Rd	3	2
Wardens Rd	2	13.8
Wyuna Rd	1	13.9
Yuggel Rd	2	3.1

Maintenance requests received in the past month for unsealed roads
Avonside West Rd
Bellings Rd
Bingie Grumble Rd
Blackburns Rd
Bolton Creek Rd
Borah Creek Rd
Box Ridge Rd
Brooklyn Rd
Caledonia Rd
Cobborah Rd
Creenaunes Rd
Digilah Rd
Gamble Creek Rd
Guinema Bugaldie Rd
Guinema Rd

Unsealed Road - Upcoming Grading Maintenance program
Blue Springs
Bolton Creek
Borambitty Rd
Bourke & Halls Rd
Brooklyn Rd
Burma Rd
Coybil
Creenaunes Rd
Cumbil Rd
Dandry Rd
Dennykymine Rd
Digilah Rd
Evans Rd
Forans Lane
Gambil Creek

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Maintenance requests received in the past month for unsealed roads
Gundare Rd
Lincoln Rd
Lockerbie Rd
Mancers Rd
Marombi Rd
Mt Hope Rd
Myall Plains Rd
Neible Rd
Oakey Creek Rd
Quaker Tommy Rd
Reddens Rd
Round Mountain Rd
Stoney Point Rd
Tucklan Rd
Turee Vale Rd
Uliman Rd
Walls Rd
Flags Rockedgial Rd
Gowang Rd
All Weather Rd
Burma Rd
Miangully Rd
North Pine Ridge Rd
Lawson Park Rd
Bobella Rd
Walls Rd
Keeches Rd
Tonniges Rd

Unsealed Road - Upcoming Grading Maintenance program
Homestead
Mancers Lane
Marombie Rd
Morrisseys Rd
Orana
Pandora Pass
Ropers Rd
Round Mountain Rd
Turee Vale
Wardens Rd
Wingabutta Rd

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 29 September 2016**

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### **Item 17 Acquisition of Lot 2 Section 23 Deposit Plan 758051 – Part Baradine Hall**

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

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#### **Reason for Report**

Baradine Hall has been built on two separate allotments with only one of these allotments being owned by Council. To rectify ownership issues, Council is required to acquire Lot 2 Section 23 DP 758051 to protect and retain ownership of Baradine Memorial Hall for the community of Baradine.

#### **Background**

Baradine Memorial Hall is sited on two separate allotments being Lot 2 and Lot 4 Section 23 DP 758051. Construction of the Hall started in 1928 with the original building straddling the two allotments. Coonabarabran Shire Council acquired Lot 4 for unpaid rates in 1981 but Lot 2 remained in the name of the original trustees appointed on 11 January 1924 under the Trustees of Schools of Arts Enabling Act of 1902.

Under a Council resolution pertaining to public lands owned by Coonabarabran Shire Council in 1994, both allotments were classified as operational land under the assumed ownership of the Coonabarabran Shire.

In 2014 Council commenced the process of updating the toilets at the hall to align with disability access requirements for civic buildings. In the process of assessing the development application it was noted that Lot 2 was not owned by Council. Further investigations revealed that the owners listed on the title deeds were deceased. Owners consent for the development application had to be authorised by the Department of Primary Industries (DPI), Lands Division due the owners being deceased.

#### **Issues**

Warrumbungle Shire Council owns one half of the Baradine Hall and the other half of the hall remains on title with people entrusted the hall under Trustees of Schools of Arts Enabling Act of 1902 (all deceased). Council has been managing the whole site since the mid 1970's.

Council has been advised by DPI Lands Division to pursue ownership of Lot 2 to ensure the facility remains a community asset for the residents of Baradine.

#### **Options**

Options for Council to consider as given by DPI Lands division are:

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- **Compulsory Acquisition:** Council can lodge an application to compulsorily acquire Lot 2. The application would be considered in line with current policies and if approved compensation would be payable in line with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991. It is acknowledged that this action can often take up to two years or more to complete.
- **Sale of land for unpaid rates:** Council could consider this option in line with Council's policies and legislation. In order for this action to be taken by Council, the current title situation would need to remain in place. Given the circumstances of half the hall being located on Lot 2 and half on Lot 4, it is highly unlikely that the DPI Department would have any objections to the sale of the land by Council. The current balance for unpaid rates on this lot is \$14,383.71.
- **Council to be appointed Trust Manager:** As Council has been responsible for the payment of maintenance and other costs associated with the Baradine Hall, it could be presumed that Council is considered the Trust Manager by the local community and that Council had appointed the Baradine Progress Association to manage the day to day affairs of the hall. In order to formalise this presumption, Council could be appointed Trustee under the provisions of Section 14 of the Trustees of Schools of Arts Enabling Act 1902. This would require steps to be taken to implement such as public meetings, resolutions and advertising.
- **Await introduction of "new" Crown Lands Act:** Under the proposed new Crown Lands legislation it could be expected that Lot 2 may be divested in Council as Community Land (please note: This divestment of Lot 2 may or may not occur under the proposed legislation which has not been finalised and is based on the Crown Lands White Paper recommendations).

### **Financial Considerations**

The financial cost for the acquisition includes legal cost and the cost to acquire the land from Crown Lands.

The legal costs are estimated to be between \$3,000 and \$5,000. The final cost will include the Valuer Generals determination. It should be noted that based on the Valuer Generals value the property (Lot 2) in 2014/15 at \$6,390.00 (any valuation will be subject to market value at the time of the valuation).

### **RECOMMENDATION**

1. That Council acquires Lot 2 Section 23 Deposit Plan 758051 pursuant to the provisions of sections 186 and 187 of the Local Government Act 1993.
2. That once acquired the land be classified as Operational Land under the Local Government Act 1993 then be consolidated with Lot 4 Section 23 Deposit Plan 758051.
3. That authority be granted to the General Manager to make the necessary application to the Minister for Local Government and to pay any compensation in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991.
4. That authority be granted to affix the Common Seal of the Council to any documentation required to effect acquisition of the land.

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## Ordinary Meeting – 29 September 2016

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### Item 18 Assignment of Lease – 2 Digilah Street Dunedoo

<b>Division:</b>	Development Services
<b>Management Area:</b>	Property and Risk
<b>Author:</b>	Manager Property and Risk – Jennifer Parker
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI2 The long-term wellbeing of our communities is dependent on the on going provision of high quality services in health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management

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#### **Reason for Report**

The commercial lease on the property at 2 Digilah Street, Dunedoo is being assigned to a new medical practitioner due the existing lease holder selling his practice and retiring. The deed of assignment of the lease needs to be signed under the Council Seal.

#### **Background**

In late March 2016 Council was informed by the tenant of 2 Digilah Street, Dunedoo that he would be retiring interstate as his business had been sold.

In April 2016 Council was requested by the tenant of 2 Digilah Street, Dunedoo to invoke clause 17 of the lease agreement to assign the lease of the premises to the purchaser of the tenants business. A copy of clause 17 is provided below as follows:

#### **17. ASSIGNMENTS AND OTHER DEALINGS**

The Lessee shall not nor will at any time during the Term assign, transfer, underlet, mortgage, encumber or otherwise dispose of in any way or part with the possession of the Premises or any part thereof or do any act, matter or thing whereby the Premises or any part thereof may be assigned, transferred, underlet, mortgaged or encumbered or the possession thereof parted with for the whole or any part of the Term or assign, transfer, mortgage, encumber or otherwise dispose of the Lease without the previous consent in writing of the Lessor being in each case first had and obtained PROVIDED THAT such consent or approval to such a dealing with a respectable and responsible person shall not be withheld unreasonably or capriciously and PROVIDED FURTHER that as a condition to the giving of such consent or approval the Lessor may require the proposed sub lessee or assignee to enter into a covenant with the Lessor to carry out, observe and perform the terms and conditions herein contained on the part of the Lessee insofar as they are applicable to the circumstances

Relevant checks undertaken by Council's legal representative indicates that the new tenant is a respectable and responsible person.

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### **Issues**

The terms of the existing lease to be assigned is valid from 16 January 2016 to 17 January 2021. The new lessee would take over the lease on 2 Digilah Street premises and garage to the end of this period only.

Pursuant to a Resolution 235/1516 it is noted that the General Manager has delegations to grant a lease or licence over operational land for a period of less than 10 years. On this basis, the General Manager has delegated authority to act under delegation in this matter.

The premises located at 2 Digilah Street, Dunedoo is one of two buildings on Lot 1 Section 2 DP 758364. This land is classed as operational land and as stated in Resolution 261/1415 the site is to be used to ensure certainty for the provision of hard medical infrastructure into the future for the community of Dunedoo.

For this lease to be assigned to the new medical practitioner the Council Seal needs to be affixed. As a legal document it is a requirement under the Local Government Act that such documents have the Council seal.

Under section 683 of the Local Government Act 1993

A document requiring authentication by the council may be sufficiently authenticated without the seal of the council if signed by the general manager or public officer.

In section 400 of the Local Government (General) Regulations 2005

- 4) The seal of a council must not be affixed to a document unless the document relates to the business of the council and the council has resolved (by resolution specifically referring to the document) that the seal be so affixed.
- 5) For the purposes of subclause (4), a document in the nature of a reference or certificate of service for an employee of the council does not relate to the business of the council.

As this lease will be noted on the Title Deeds of the property the assignment deeds need to be signed under the Council seal.

### **Options**

Council has the option to authorise the use of the Council Seal on the deed of assignment to the conclusion of this lease on 17 January 2021.

### **Financial Considerations**

The base rent is \$9,818.18 per annum exclusive of GST with a rental increase by the Consumer Price Index every year after for the term of the lease.

### **RECOMMENDATION**

That Council approves the General Manager and Mayor to complete the deed of assignment and affix Council's Seal to the deed of assignment of lease document for 2 Digilah Street, Dunedoo.



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 29 September 2016

### Item 19 Development Applications

<b>Division:</b>	Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	PA to Director Development Services – Kelly Dewar
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority / Strategy:</b>	RU 4 – The attractiveness appearance and amenity of our towns and villages need to be improved

### Development Applications

#### (i) Approved – August 2016

Complying Development (Set Criteria) Application (Specialised Conditions)	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA 29/2016	02/06/2016	04/08/2016	Taylor Made Building	63-69 Worrigal Street	Baradine	Installation of manufactured dwelling	0
DA 32/2016	16/06/2016	01/08/2016	Bruce Morgan	16 Gilmore Street	Coolah	New residential garage / shed	16
DA 33/2016	20/06/2016	12/08/2016	Frederick Swanson	3 Castlereagh Street	Coonabarabran	Change of use	15
DA 36/2016	18/07/2016	26/08/2016	Warrumbungle Steel Buildings	16 Carrington Lane	Coonabarabran	New residential garage / shed	0
DA 37/2016	18/07/2016	10/08/2016	Warrumbungle Steel Buildings	8-12 Barker Street	Coonabarabran	New residential garage / shed	0

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DA 38/2016	21/07/2016	02/08/2016	Sally Edwards	33-35 Binnia Street	Coolah	Change of use	0
DA 40/2016	25/07/2016	31/08/2016	Taylor Made Buildings	356 Sir Ivan Dougherty Drive	Leadville	Installation of manufactured dwelling	16
DA 44/2016	03/08/2016	11/08/2016	Stewart Rodgers	Reservoir Street	Coonabarabran	Relocation of commercial building – kitchen	7
DA 45/2016	09/08/2016	23/08/2016	Lynne and Peter Featherbe	20 Wellington Street	Baradine	Alterations and additions to commercial building	0
CD 18/2016	21/07/2016	Withdrawn	Darren Mathews	8 Cobborah Street	Dunedoo	New residential garage / shed	0
CD 19/2016	25/07/2016	12/08/2016	Warrumbungle Steel Buildings	170 Lumleys Road	Bugaldie	New rural garage / shed	0
CD 20/2016	25/07/2016	10/08/2016	Warrumbungle Steel Buildings	19 Belar Street	Coonabarabran	New residential garage / shed	0

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

#### **RECOMMENDATION**

That Council note the Applications and Certificates Approved, during August 2016, under Delegated Authority