



Warrumbungle Shire Council

Council meeting

Thursday, 15 February 2018

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

commencing at 8.30 am

Mayor

Councillor Peter Shinton

Deputy Mayor

Councillor Denis Todd

COUNCILLORS

Councillor Kodi Brady

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Ambrose Doolan

Councillor Wendy Hill

Councillor Aniello Iannuzzi

Councillor Ray Lewis

MANAGEMENT TEAM

Leeanne Ryan (Acting General Manager)

Michael Jones (Director Corporate & Community
Services)

Kevin Tighe (Director Technical Services)

Robert Jehu (Acting Director Development Services)

Warrumbungle Shire Council

Vision

Excellence in Local Government

Mission

We will provide:

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

We Value

Honesty

Frank and open discussion, taking responsibility for our actions

Integrity

Behaving in accordance with our values

Fairness

Consideration of the facts and a commitment to two way communication

Compassion

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

Respect

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

Transparency

Open and honest interactions with each other and our community

Passion

Achievement of activities with energy, enthusiasm and pride

Trust

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

Opportunity

To be an enviable workplace creating pathways for staff development

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 February 2018

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 15 February 2018 at the Council Chambers, Binnia Street, Coolah commencing at 8.30 am

AGENDA

Welcome

Turn Off Mobile Phones

Order of Business

Forum

Apologies

Disclosure of Interest

 Pecuniary Interest

 Non Pecuniary Conflict of Interest

Mayoral Minute

Reports

Questions for the Next Meeting

Reports to be considered in Closed Council

Item 43.1 Forensic Audit

Item 43.2 Tenders for Hire of Various Plant Items on a Casual Basis - 2018

Item 43.3 Tender for Supply of Cleaning Services

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LEEANNE RYAN
ACTING GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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Matter to be dealt with “in committee”

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

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

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it.

FURTHER that Council resolve:

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

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LEEANNE RYAN
ACTING GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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WARRUMBUNGLE SHIRE COUNCIL

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Item 1 Mayoral Minute – Mayors Activity and Log of Kilometres Travelled from 3 December 2017 to 7 February 2018

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

MAYOR MINUTE - MAYORS ACTIVITY 3 December 2017 - 7 February 2018

<u>Date</u>	<u>Type</u>	<u>In/Out</u>	<u>Activity</u>
03.12.17	email	In	Vice President LGNSW Lindsay Brown
04.12.17	conference	present	LGNSW Conference
		present	Presidents Opening Reception
	email	in	Acting General Manager (AGM) Notice of Motion NOM)
	email	in	LGNSW Board election
	email	in	Manager RFS re Council forums
	email	in	OROC explaining supervisor of EO by Dubbo/Narromine
	email	in	AMRC draft minutes
	email	in	AGM re NOM
05.12.17	conference	present	LGNSW motions etc
		present	Dinner with OROC Councils
	phone call	out	Lisa Adams accept dinner invite
	email	in	Mayor to Councillors re A Brains response
	email	in	Mayor to Councillors re GM recruitment
	email	in	LGNSW re seating at conference dinner
	email	in	NSW Electoral commission re website redesign
	email	in	St Lawrences re presentation night
	email	in	LGNSW Conference feedback survey
06.12.17	conference	present	LGNSW motions etc
		present	Annual Dinner
	phone call	in	AGM
	email	in	Executive Assistant (EA) re invite to Wambelong 5 years ago
	email	in	AMRC minutes
	email	in	AGM re letter from LG Minister
	email	in	AMRC re invitation to meet with Alison Frame
	email	in	AMRC newsletter
	email	in	RMS re NSW Freight and Ports Plan
07.12.17	Presentation	present	Coonabarabran High School
	email	out	Councillors re GM Selection Panel Short List
08.12.17	meeting	present	LLS CWRWSC in Dubbo
	Presentation	present	St Johns Baradine
	email	in	LGNSW on line survey
09.12.17	meeting		Barnaby Joyce discuss various matters
11.12.17	Presentation	present	Coolah Central School
	meeting	present	Disability Assessment Committee
	email	in	Acting Director Development Services (ADDS) re Geopark update
	email	in	AGM re NOM advice recission required
	email	in	OROC Minutes
	email	in	re meeting with Alison Frame Dept Sec Planning and Environment

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12.12.17	Presentation	present	Mendooran Central School
	Presentation	present	St Lawrences Catholic School
	meeting	present	Chamber Commerce
	email	in	AMRC comments and submission on the new EPA Act
	email	in	Blackadder re GM position
13.12.17	phone call	out	Deputy Mayor Lithgow Wayne McAndrew re AMRC
	email	in	OEH Annual report
	phone call	message	Kevin Humphries re community projects.
14.12.17	meeting	present	Monthly Council meeting
		present	Safework seminar
	email	in	LLS NRM Projects
	phone call	out	Citizen of the Year David Rayner
	phone call	out	Young Citizen of the Year Eugenie Martin
	phone call	out	Sportsperson of the Year Madison May Heywood
	phone call	out	Sportsperson of the year Hayden Maher
	phone call	out	Senior Citizen of the Year Gayle McEvoy
	phone call	out	Cultural Achievement of the Year Joy Pickette
15.12.17	meeting	present	Sydney with DPE Alison Frame
	email	in	Alison Frame Dep Sec Planning
	email	in	Stephen Berry re Councillors involvement in VPA's
	email	in	Mayor of Brewarrina -re no JO
18.12.17	meeting	present	Mayors Fund - Dunedoo
19.12.17	meeting	present	Shortlisting of Candidates for GM position
	phone call	out	Kevin Humphries informing him of Coona water state
	phone call	out/in x 5	Blackadder re interviews
	inspected	present	Gaye Knight re tree on Neate/Yaminbah Streets
	email	out	Blackadder actions at todays meeting
	email	out	Ken Harrison RFS sheds re Uarbry
	email	in	AGM re asbestos in Katoomba
20.12.17	volunteer	present	Meal on Wheels with Break Thru Solutions
	letter	in	Minister for Roads advising \$80k for overdimension route
	letter	in	Advising unsuccessful for Billy Kings Bridges
	email	in	AGM confirming my recission motion decision
	email	in	AGM legal advice re skip bin tender
	attended	present	MANEX Ask for letter re Coona water be written to Minister Blair
21.12.17	voluneer		Community drive to Dubbo
	email	in	LLS CWRSWC approval of memo to CEO
	email	in	copy of letters sent to DPI and Minister that I requested be written
	email	in	AGM re meeting - confidential
	email	in	Donna Burton re AAO
	interview	radio	ABC re asbestos contamination and mental health funding Sir Ivan fire
	email	In/Out	AGM re items requested by Clr Doolan be placed in minutes, OK'd it.
22.12.17	email	in	MERC Newsletter
	email	in	NPWS
	email	in	Clr Iannuzzi corrections
	email	in	LLS CWRWC
	email	in	MERC logo budget
	email	in	motions for the Extraordinary Council meeting legal advice
	email	in	AGM Legal advice re forensic audit
	meeting	present	RFS re new fire shed
25.12.17	email	in	Dog in our pound wants to pick up
	email	in	QBR in Australia

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02.01.18	Meeting		Acting General Manager
	phone call	out	Blackadder
	phone call	in	Blackadder
	phone call	out	Blackadder
03.01.18	phone call	out	Baradine Pre School
	phone call	out	Mendooran Race Club
	phone call	out	Senior Citizens Dunedoo
04.01.18	email	in	AGM requesting leave
	email	in	MERC re actions
08.01.18	email	in	Blackadder one candidate scratched
09.01.18	Meeting		Extraordinary Council Meeting- GM Interviews
	email	in	Cr Doolan re GM Interviews
	email	out	Cr Doolan re GM Interviews
	email	out	Councillors re GM Interviews
	email	in	AGM re addressing and ambulance
10.01.18	Meeting		Coonabarabran Swimming Pool Advisory Committee
	email	out	Councillor re new GM
	email	in	AGM re new GM
	email	in	Blackadder re new GM
	email	in	Blackadder re press release
11.01.18	Meeting		QBR meeting
	phone call	in	Roger Bailey GM
	phone call	out	Kevin Humphries re asbestos
	phone call	out	AGM re asbestos Sir Ivan fire
	phone call	out	Murray Coe
	email	in	AGM re AGM resolution 130/1718
	email	in	AGM re appointment of GM
	email	in	new GM re press release
	email	out	Councillors re press release
13.01.18			Wambelong Fire Anniversary
14.01.18	email	in	Cr Capel re container deposit
16.01.18	phone call	in x 2	ABC radio
	contacted		Invitation to QBR + speech
	email	in	AGM re container deposit
	email	in	CDDG annual report
	email	in	Warwick Giblin re inland railway
	phone call	out	Mark Coulton re drought declarations
17.01.18	email	in	Emmi Mikedakis AAT operations and visit
	email	in	Marnie Ogg invite for the 31 Jan
18.01.18	meeting	present	QBR
19.01.18	phone call	in	ratepayer re drought decaration, fodder/transport rebates
	phone call	out	Kevin Humphries left message re above
20.01.18	phone call	in	Kevin Humphries re drought declaration, fodder, transport rebates etc
	phone call	out	Ratepayer with info trom KH
	phone call	out	Corey Phillips re fire
21.01.18	meeting	present	Public meeting Baradine re fire
22.01.18	phone call	in	AGM re fire
	phone call	in	Nine News - Melissa
	phone call	in	Bob Harris re fire trails
	phone call	out	John Whittal re fire trails near Pilliga Pottery
	briefing	present	Acting Director of Technical Services (ADTS) re water drilling
	phone call	in	Nine News re fire
	phone call	in	AGM re bore at airport
	phone call	out	Lilly re Nine News interview
	letter	out	LGNSW President re Councillor concerns
	email	in	re Public meetings Baradine & Coona re fire
	phone call	out	Marnie Ogg re Dark Sky Park

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23.01.18	meeting	?	Emmi Mikedakis AAT operations
	interview	present	Lilly Win News
	discussion	present	AGM find out from Water Resources potential at airport of finding water
	meeting	present	Baradine Public - re fire
	phone call	in	EmmiMikedakis cancelled meeting
	phone call	in	ABC Sally Bryant re interview tomorrow
24.01.18	volunteer	present	Meals on Wheels with Break Thru Solutions
	meeting	present	Roger Bailey GM
	interview		ABC Sally Bryant
25.01.18	phone call	in	Brooke Kirkman CW Regional Weeds meeting
	phone call	message	Kevin Humphries re Monday
	phone call	in	Donna Rygate re Letter to LGNSW
26.01.18	Awards	present	Binnaway
	Awards	present	Baradine
	Lunch	present	Coona Shire Hall
	Awards	present	Coonabarabran
27.01.18	interview	phone	2WCRFM re Australia Day & QBR
28.01.18	phone call	in	Kevin Humphries re pickup at airport for meeting Baradine
29.01.18	pick up	present	Kevin Humphries Baradine airport
	meeting	present	Baradine Bowling Club re \$180k grant
	phone call	out	Doug Batton re lift to Cobar
	meeting	present	Records Officer re baton relay
	phone call	out	Keith Flood re presentation
	meeting	present	AGM re Cobar workshop
	Phone call	in	CMCC senior weeds officer
30.01.18	meeting	present	Emmi Mikedakis AAO
	email	in	invitation to launch of TAIPAN at UK Schmidt
	email	in	LLS re weeds co-ordinator
	email	in	Marnie Ogg re cancellation of event
	email	in	NPWS re VIC in the Park
	email	out	UK Schmidt non acceptance
	email	in	UK Schmidt
31.01.18	event	present	QBR - Welcome speech
	email	in	A Director of Dev Services re TAIPAN launch
	email	in	Mayors Fund meeting
	email	in	Coona Swimming Pool Advisory Committee
	email	in	Manager of Economic Development & Tourism
	email	in	re QBR event
01.02.18	meeting	present	in Cobar re Joint Organisations formation
	email	in x 2	congratulating re QBR
	email	in	Dept Planning & Environment (DPE) re VPA report
	email	in	AMERC re website changes
	email	in	AMERC meeting
02.02.18	email	in	Gunnedah Mayor re VPA
	email	in	Sir Ivan Fire Recovery Committee minutes
	email	in	AGM re new GM's car
	email	in	AGM re asbestos
	email	in	AMERC draft submission on Solar Energy Guidelines
	email	in	QBR messages
04.02.18	phone call	in	interview with ABC re Sir Ivan Fire
	email	in	Invitation to Leadville Hall
	email	in	re meeting with DPE consultant
05.02.18	Meeting	present	RFS at Zone Control Centre
	email	in	AGM re Sir Ivan Fire clean up
	email	in	Manager of Property & Risk TRRRC meeting
	email	in	Dubbo City GM re JO

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06.02.18	email	in	Lithgow ratepayer re new GM
	email	in	LLS re recruitment Regional Weeds Co-Ordinator
	email	in	RFS re NPWS re-structure
	email	in	Assit Director Development Service re Geopark meeting
	email	in	Letter OLG (A580100)
	email	out	to Councillors re letter OLG (A580100)
	email	in	Clr Capel re Sir Ivan Fire
	email	in	Road Safety Officer re Black Dog Ride - Mendooran
	email	in	PA Director Corporate Services re Mayors Bushfire meeting
	email	in	Clr Lewis re OLG letter
07.02.18	email	in	Clr Iannuzzi re OLG letter
	phone call	in	PA for GM re phone call from Linda Scott LGNSW
	meeting	present	Mayors Bushfire Fund in Coolah
	meeting	present	Coona Swimming Pool Advisory Committee
	meeting	present	AGM re RFS contracts
	meeting	present	2357 Co-ordinator re funding

WARRUMBUNGLE SHIRE COUNCIL

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Mayor's Log of Kilometres Travelled

Date of Journey		Purpose of Journey	Odometer		KM Travelled
Start Date	End Date		Start	Finish	
3-Dec		Shire Hall Cbran	81049	81079	30
3-Dec		Visit Tony Brain	81079	81109	30
4-Dec		Home-Sydney-LGNSW Conference	81109	81600	491
7-Dec		Sydney - Home	81600	82092	492
7-Dec		Home-High School-Home - Coona High School Presentation	82092	82125	33
8-Dec		Home-Dubbo-Home - CWRSW Committee meeting	82125	82441	316
8-Dec		Home-Baradine-Home - Baradine St Johns Presentation night	82441	82556	115
9-Dec		Home-town-home - Collect iPad	82556	82587	31
11-Dec		Home-meeting-home - Assessment Committee	82587	82621	34
11-Dec		Home-Coolah-Home - High School presentation night	82621	82818	197
12-Dec		Home-Mendooran-Home - Higgh School presentation	82818	82991	173
12-Dec		Home-Coona-Home - St Lawrences presentations, Chamber meeting	82991	83024	33
13-Dec		Acting GM meeting, QBR	83024	83058	34
14-Dec		Council meeting	83058	83100	42
15-Dec		Dubbo return - meeting with planning	83100	83440	340
18-Dec		Dunedoo - Bushfire meeting, inspect road, TRRRC	83440	83699	259
19-Dec		Coona - GM Committee, 4 visits to Council, tree inspection	83699	83760	61
20-Dec		Meals on Wheels, Meeting with Acting GM, Manex	83760		
21-Dec		Community driving, meet Acting GM, sign letters		83862	102
22-Dec		Judging Christmas lights	83862	83908	46
23-Dec		Deliver food to Christmas luncheon	83908	83937	29
2-Jan		Meeting with Acting GM, meet with K Tighe re water	83937	83972	35
2-Jan		Packages for councillors	83972	84001	29
3-Jan		Meeting with Acting GM, business paper	84001	84034	33
4-Jan		meeting with M Jones - rates	84034	84063	29
8-Jan		Meeting with Acting GM, set up room for interview, Australia Day	84063	84103	40
9-Jan		GM interviews	84103	84140	37
10-Jan		Acting GM meeting-home-Swimming Pool Advisory body	84140	84190	50
11-Jan		QBR meeting	84190	84224	34
12-Jan		Acting GM meeting-home-afternoon meeting with Acting GM	84224	84284	60
15-Jan		Acting GM meeting, signing documents	84284	84316	32
17-Jan		Acting GM meeting, check letter to LGNSW	84316	84347	31
18-Jan		Meet with Acting GM-home-QBR meeting	84347	84407	60

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20-Jan		Visit drill rig at treatment plant	84407	84444	37
21-Jan		Baradine public meeting - fire	84444	84561	117
22-Jan		Fire Control Centre, meeting with Acting GM	84561	84601	40
23-Jan		TV interview, meet with AAO staff. Public meeting Baradine	84601	84758	157
24-Jan		Meeting GM & Acting GM, Gunnedah for Australia Day party supplies	84258	85008	750
25-Jan		Sign Australia Day documents, food into town	85008	85100	92
26-Jan		Australia Day	85100	85331	231
27-Jan		Australia Day cleanup	85331	85363	32
29-Jan		Pick up Kevin Humphries at Baradine Airport	85363	85550	187
30-Jan		Meeting with Acting GM, visit by AAO staff	85550	85652	102
31-Jan		QBR celebrations	85652	85685	33
1-Feb		Coona-Gilgandra-meeting with OLG in Cobar-Jos	85685	85901	216
5-Feb		Meeting Acting GM, ABC TV interview	85901	85941	40
6-Feb		Meet with Acting GM	85941		-

Total KM travelled for period 3/12/2017-6/2/2018

5392

RECOMMENDATION

That the report be noted.

WARRUMBUNGLE SHIRE COUNCIL

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Item 2 Minutes of Ordinary Council Meeting – 14 December 2017

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

PRESENT: Cr Shinton (Chairperson), Cr Brady, Cr Capel, Cr Clancy, Cr Doolan, Cr Hill, Cr Lewis, Cr Todd, Acting General Manager (Leeanne Ryan), Director Corporate and Community Services (Michael Jones), Director Technical Services (Kevin Tighe) and Acting Director Development Services (Aileen Bell).

In attendance: Manager Administration and Executive Assistant to the General Manager – Glennis Mangan (minutes) and Team Leader Administration – Tracy Cain (minutes).

APOLOGIES: Cr Iannuzzi.

210/1718 RESOLVED that the apologies of Councillor Aniello Iannuzzi be accepted.

Brady/Capel

The motion was put and carried by majority

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

Councillor Capel declared a pecuniary interest in Item 53.1 Liverpool Range Wind Farm due to her interest as a property owner.

REPORTS

Item 1 Mayoral Minute – Mayors Activity from 14 September 2017 to 2 December 2017.

Noted.

Item 2 Minutes of Ordinary Council Meeting – 16 November 2017

211/1718 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held on 16 November 2017 be endorsed.

Todd/Capel

The motion was put and carried by majority

Councillor Doolan requested that the following be recorded in the minutes:

- That Councillor Iannuzzi wrote to the NSW Office of Local Government (OLG) on 12 September 2017 requesting a meeting in relation to the skip bin tender, of which to date a response has not been received.
- That Councillor Doolan wrote to OLG on 3 October 2017 requesting a meeting in relation to the skip bin tender, of which to date a response has also not been received.

WARRUMBUNGLE SHIRE COUNCIL

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Item 3 Minutes of Traffic Advisory Committee Meeting – 23 November 2017

212/1718 RESOLVED:

1. That Council accepts the Minutes of the Traffic Advisory Committee Meeting held at Coonabarabran on Thursday, 23 November 2017.
2. That approximately ten (10) metres of street centre car parking be removed in Wallaroo Street, Dunedoo on the northern side of the intersection of Digilah Street, in line with Australian Standards requirements for sight distance.
3. That 'One Way' traffic advisory signs be installed at the Native Grove Cemetery, Coonabarabran in accordance with enclosed plans.
4. That in principle support is given, subject to the preparation of a Traffic Control Plan, to a request from the Coonabarabran Chamber of Commerce to close Dalgarno Street, Coonabarabran between John Street and the Woolworths carpark entrance on Saturday, 16 December 2017 between 8.00 am and 2.00 pm to facilitate a Christmas street market event.
5. That approval is given to the sign plan enclosed to the Minutes for warning signs at Sand Creek on Tooraweenah Road, subject to inclusion of a pictorial warning sign indicating a narrow causeway.
6. That the 'School Zone' warning sign located in Binnia Street, Coolah at the southern end of Coolah Central School be relocated to a position further south, and that the pictorial 'Children Crossing' warning sign located in Binnia Street, Coolah be relocated to a position on the southern side of driveway access to Coolah Central School.
7. That the Road Safety Officer and RMS Safety around Schools Officer liaise with Coonabarabran High School and seek support for a modified plan for installation of timed 'No Stopping' signs northbound on the Newell Highway opposite the carpark entrances to the School.

Capel/Todd

The motion was put and carried by majority

Item 4 Minutes of Coolah Community Consultation Meeting – 30 October 2017

213/1718 RESOLVED that Council accepts the minutes of the Coolah Community Consultation meeting held 30 October 2017 in the Council Chambers Coolah.

Brady/Todd

The motion was put and carried by majority

Item 5 Minutes of Dunedoo Community Consultation Meeting – 31 October 2017

214/1718 RESOLVED that Council accepts the minutes of the Dunedoo Community Consultation meeting held 31 October 2017 in the Jubilee Hall, Dunedoo.

Hill/Capel

The motion was put and carried by majority

Item 6 Minutes of Robertson Oval Advisory Committee Meeting – 31 October 2017 (Re-submitted)

215/1718 RESOLVED:

1. That Council accepts the Minutes of the Robertson Oval Advisory Committee meeting held at Dunedoo on Tuesday, 31 October 2017.
2. That concept plans for proposed Robertson Oval Amenities Building are placed on exhibition and members of the public invited to make submissions on the plans.

FURTHERMORE, consultation will include a public meeting.

Capel/Hill

The motion was put and carried by majority

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Item 7 Minutes of Coonabarabran Community Consultation Meeting – 7 November 2017

216/1718 RESOLVED that Council accepts the minutes of the Coonabarabran Community Consultation meeting held 7 November 2017 in the Council Chambers Coonabarabran.

Doolan/Brady

The motion was put and carried by majority

Item 8 Minutes of TRRRC 355 Advisory Committee Meeting – 8 November 2017

217/1718 RESOLVED that Council accepts the minutes of the Three Rivers Regional Retirement Community S355 Committee meeting held at Dunedoo on 8 November 2017.

Hill/Capel

The motion was put and carried by majority

Item 9 Minutes of Binnaway Community Consultation Meeting – 13 November 2017

218/1718 RESOLVED that Council accepts the minutes of the Binnaway Community Consultation meeting held 13 November 2017 in the Binnaway Town Hall.

Capel/Brady

The motion was put and carried by majority

219/1718 A motion was moved by Councillor Clancy seconded by Councillor Todd that a report be brought back to Council regarding the costs associated with installing a centre line marking on Mollyan Road.

The motion was put and carried by majority

Item 10 Minutes of Mendooran Community Consultation Meeting – 15 November 2017

220/1718 RESOLVED that Council accepts the minutes of the Mendooran Community Consultation meeting held 15 November 2017 in the Mechanics Institute Mendooran.

Todd/Capel

The motion was put and carried by majority

Item 11 Minutes of Bushfire Appeal Advisory Panel Meeting – 15 November 2017

Received.

Item 12 Minutes of Baradine Community Consultation Meeting – 17 November 2017

221/1718 RESOLVED that Council accepts the minutes of the Baradine Community Consultation meeting held on 17 November 2017 in the Memorial Hall Baradine.

Todd/Doolan

The motion was put and carried by majority

Item 13 Minutes of Local Emergency Management Committee Meeting – 20 November 2017

222/1718 RESOLVED that Council notes the minutes from the Local Emergency Management Committee held on 20 November 2017 at Coolah.

Hill/Doolan

The motion was put and carried by majority

Item 14 Minutes of Coonabarabran Sporting Complex Advisory Committee Meeting – 22 November 2017

223/1718 RESOLVED:

1. That Council accepts the Minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held at Coonabarabran on Wednesday, 22 November 2017.
2. That the long jump pit is moved from the current location near the grass netball courts to No 3 Oval in an area between the southern side of the access road and the boundary fence with No 2 Oval.
3. That the surface of the proposed courts is blue in colour with gold coloured lines for netball and pale blue/silver coloured lines for basketball.

Clancy/Todd

The motion was put and carried by majority

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Item 15 Minutes of Finance and Projects Committee Meeting – 27 November 2017

224/1718 RESOLVED:

1. That Council accepts the Minutes of the Finance and Projects Committee meeting held at Coolah on 27 November 2017.
2. That the First Quarter Business Review Statement (QBRs) be accepted.
3. That the First Quarter Business Review Statement (QBRs) be accepted with the following changes:
 - Increased in Capital Income relating to new RFS Capital plan \$887,498.
 - Decrease in Fags grant as the prepayment from last year is being used this year and an adjustment for an overpayment made last year by the Commonwealth to the State netting to a reduction of \$3,202,278.
 - Removal of a budget increase of \$420,000 relating to the council's contingent support of the TRRRC. The Committee noted that the support is there but is contingent and as such should not be recognised.

Doolan/Hill

The motion was put and carried by majority

Item 16 Minutes of TRRRC 355 Advisory Committee Meeting – 6 December 2017

225/1718 RESOLVED that Council accepts the minutes of the Three Rivers Regional Retirement Community S355 Committee meeting held at Dunedoo on 6 December 2017.

Hill/Capel

The motion was put and carried by majority

Item 17 Coolah Water Quality

226/1718 A motion was moved by Councillor Capel seconded by Councillor Doolan that an investigation is undertaken by Council and a report brought back to Council regarding a solution (and costs) to improve the palatability of the Coolah town water supply and reduce the effects of the mineralisation which is causing hot water elements to break as well as damaging tapware and associated fixtures and fittings.

The motion was put and carried by majority

Item 18 Monthly Report

227/1718 A motion was moved by Councillor Doolan seconded by Councillor Clancy that from the February 2018 meeting of Council, the Mayor is to table a monthly written report that includes as a minimum the following information:

1. A log of all correspondence and meetings between the Mayor and the Office of Local Government, excluding complaints and the reporting of matters that would potentially constitute a public interest disclosure for the purposes of the Public Interest Disclosure Act 1994;
2. A log of all correspondence and meetings between the Mayor and the IPART;
3. A log of all correspondence and meetings between the Mayor and any elected Member of Parliament (State and Federal);
4. A log of all correspondence and meetings between the Mayor and the vice regals;
5. A log of all correspondence and meetings between the Mayor and the businesspersons that relate to matters of business with Warrumbungle Shire Council;
6. A log of all correspondence and meetings between the Mayor and any senior public servants who work outside of local government;
7. A summary of committees that the Mayor chairs or sits on by virtue of his position as a Councillor and/or Mayor of Warrumbungle Shire Council.'

And that the Mayor presents monthly reports as described above covering the months of August, September, October, November and December 2017, as well as January 2018.

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And all reports referred to above are to be submitted at least 8 days before each Ordinary Council meeting in order that they be included in the Council business papers.

The motion was put and carried by majority

Item 19 Records Management for Councillors

The Chair sought concurrence from the Councillors that Item 19 Records Management for Councillors be deferred for consideration at the February Ordinary Council meeting.

Item 20 Independent Legal Advice

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

'In relation to Resolution 209/1718 the instructions given to Hunter Legal be withdrawn forthwith and that Corrs Westgarth Chambers be engaged to seek legal advice with respect to the process, advice and decisions made surrounding the termination of the former General Manager, with the direct brief being agreed upon by Councillors prior to engagement.'

The notice of motion was ruled out of order by the Mayor as Chairperson.

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

'In giving instructions to those solicitors Council shall provide all documents including correspondence to and from legal representatives, any legal documents, all and any internal file notes, memoranda or such other document as Corrs Westgarth Chambers may seek. Additionally Councillors and Council staff shall provide any information sought by those solicitors.'

The notice of motion was ruled out of order by the Mayor as Chairperson.

228/1718 A motion was moved by Councillor Clancy seconded by Councillor Lewis that Warrumbungle Shire Council cease to be a financial member of Local Government NSW (LGNSW).

The motion was put and lost by majority

Councillor Clancy moved a spill on the motion.

The motion was put and lost with Councillors Brady, Capel, Doolan, Hill and Shinton each recording their vote against the motion and Councillors Clancy, Lewis and Todd each recording their vote in favour of the motion.

Item 21 Councillor Anne-Louise Capel Log of Activities Report

Noted.

Item 22 Reports from Delegates

Item 22.1 Australian Local Government Association's National Local Road Congress – 6-8 November 2017 – Councillor Peter Shinton

Received and noted.

Item 23 Correspondence

Item 23.1 Circulars / Newsletters

Received and noted.

9.51 am

Councillor Brady left the room.

9.52 am

Councillor Brady re-joined the meeting.

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Item 24 Councillors' Monthly Travel Claims

Received.

Item 25 Joint Organisations

229/1718 RESOLVED that Council becomes part of a Joint Organisation and **FURTHERMORE** that a report and specific resolutions relating to Council's involvement in a Joint Organisation is provided to the February 2018 Ordinary Council Meeting.

Hill/Brady

The motion was put and carried by majority

Item 26 Service Awards

Received.

Item 27 Three Rivers Regional Retirement Community

230/1718 RESOLVED that Council notes the progress of the Three Rivers Regional Retirement Community Project.

Hill/Capel

The motion was put and carried by majority

Item 28 Council Resolutions Report December 2017

Received.

Item 29 Monthly Report from Human Resources – December 2017

Received.

Item 30 Yearly Excellence in Achievement Awards – Individual and Team

231/1718 RESOLVED that Council notes the Annual Staff Award to Geoff Stephenson, GIS Officer as the Employee of the Year 2017 and the Waste and Recycling Crew as the Team Achievement of the Year 2017.

Brady/Capel

The motion was put and carried by majority

Item 31 Forensic Audit

232/1718 A motion was moved by Councillor Hill seconded by Councillor Doolan that Council endorse a reduced Forensic Audit in scope and date range covering the areas of Corporate Credit Cards, Leave and Entitlements and Third Party Consultants over the last financial year only. **FURTHERMORE** that Council seeks an expression of interest from accounting firms to conduct a reduced scope Forensic Audit with a report brought back to Council to determine the engagement of an accounting firm.

The motion was put and lost by majority

Councillor Doolan moved a spill on the motion

The motion was put and lost with Councillors Brady, Capel, Hill, Shinton and Todd each recording their vote against the motion and Councillors Clancy, Doolan and Lewis each recording their vote in favour of the motion.

10.19 am

233/1718 RESOLVED that standing orders be suspended to break for the following Council staff presentations and morning tea.

- Acknowledgement of Don Dundas as the National Winner of the Aboriginal and Torres Strait Islander Student of the Year.
- Presentation of Council's Annual Staff Excellence Award to GIS Officer, Geoff Stephenson as the Employee of the Year 2017.

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- Presentation of Council's Yearly Team Staff Excellence Award to the Development Services, Waste and Recycling Crew as the Team Achievement of the Year 2017.

Hill/Clancy

The motion was put and carried by majority

10.52 am

234/1718 RESOLVED that standing orders be resumed.

Brady/Clancy

The motion was put and carried by majority

Item 32 Minutes of Macquarie Regional Library Committee Meeting – 14 November 2017

235/1718 RESOLVED that the minutes of the Macquarie Regional Library Committee meeting held on the 14 November 2017 are noted by Council.

Hill/Brady

The motion was put and carried by majority

Item 33 Proposed Adjustment to Locality boundaries for Bomera, Binnaway and Dunedoo (Part 1)

236/1718 RESOLVED that Council take into consideration the objections raised by affected residents for the creation of a new locality of Cobbora. **FURTHERMORE** that Council embark on further investigation and community consultation meetings before resubmitting a proposal to Council and the Geographical Names Board.

Hill/Todd

The motion was put and carried by majority

Item 34 Quarterly Budget Review Statement for the Quarter Ending 30 September 2017

237/1718 RESOLVED that Council accept the Quarterly Budget Review Statement for the quarter ending 30 September 2017, and approve the requested supplementary votes.

Hill/Clancy

The motion was put and carried by majority

Item 35 Request for Change of Category – Rates Assessment No 10016541

238/1718 RESOLVED that Council approve the change of category for Assessment number 10016541, Lot 7, Section 2, DP758668 from Business to Residential from the date the request was received, being 16 August 2017.

Hill/Brady

The motion was put and carried by majority

Item 36 Request for Change of Category – Rates Assessment No 10034213

239/1718 RESOLVED that Council approve the change of category for Assessment number 10034213, Lot 9, DP650591 from Business to Residential from the date the request was received, being 11 August 2017.

Hill/Doolan

The motion was put and carried by majority

Item 37 Request for Change of Category – Rates Assessment No 10060762

240/1718 RESOLVED that Council approve the change of category for Assessment number 10060762, Lot 17, 18, 41, DP750286 from Village 1 Residential to Rural Residential from the date the request was received, being 16 October 2017.

Clancy/Hill

The motion was put and carried by majority

Item 38 Unpaid Rates

Received.

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Item 39 Bank Reconciliation for the Month Ending 30 November 2017

241/1718 RESOLVED that Council accepts the Bank Reconciliation Report for the month ending 30 November 2017.

Capel/Todd

The motion was put and carried by majority

Item 40 Investments and Term Deposits for Month Ending 30 November 2017

242/1718 RESOLVED that Council accepts the Investments Report for the month ending 30 November 2017.

Capel/Hill

The motion was put and carried by majority

Item 41 Rates Report for Month Ending 30 November 2017

Received.

Item 42 Annual Code of Conduct Complaints Statistics

243/1718 RESOLVED that the annual Code of Conduct Complaints Statistics Report for the period 1 September 2016 to 31 August 2017 is noted as information.

Hill/Capel

The motion was put and carried by majority

Item 43 Conversion of Public Road Ownership Status from Crown to Local Government

244/1718 RESOLVED that Council accept the offer by Department of Industry – Lands to transfer a 3.5km section of Crown Road that links Banoon Road to Queensborough Road to Council control.

Lewis/Todd

The motion was put and carried by majority

Item 44 Invitation from Department of Industry – Water to Submit a Business Case for Binnaway Sewerage

245/1718 RESOLVED:

1. That Council lodge a detailed application to NSW Government under the Safe and Secure Water Program for funding to develop a Business Case for the Binnaway Sewerage Project.
2. That a community based Reference Group is established for Binnaway Sewerage Project, subject to a report to Council on a Charter for the proposed group.

Lewis/Todd

The motion was put and carried by majority

Item 45 Rural Road Naming Request – Off Warrumbungles Way, 2.6km South of Newell Highway

246/1718 RESOLVED that the road that intersects with Warrumbungles Way approximately 2.6km south of the Newell Highway is named Anns Lane, subject to consultation in accordance with guidelines from the Geographical Names Board and no objections being received.

Lewis/Brady

The motion was put and carried by majority

Item 46 Selection of Delegates for the Coonabarabran Swimming Pool Advisory Committee

247/1718 A motion was moved by Councillor Brady seconded by Councillor Capel that Council consider the late nomination received for membership of the Coonabarabran Swimming Pool Advisory Committee.

The motion was put and carried by majority

248/1718 RESOLVED that the following nominations are accepted for membership of the Coonabarabran Swimming Pool Advisory Committee:

- Brett England
- Fay Chapman

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- Paula Duggan
- David Hunter
- Narda Abel
- Dianne Dow
- Krista Holmesby

FURTHERMORE, the Committee includes the following two (2) Council delegates:

- Councillor Peter Shinton
- Councillor Ambrose Doolan

Capel/Brady

The motion was put and carried by majority

Item 47 Minutes of Newell Highway Taskforce Meeting – 31 October 2017

249/1718 RESOLVED that the minutes of the Newell Highway Taskforce meeting held on the 31 October 2017 are noted by Council.

Capel/Todd

The motion was put and carried by majority

Item 48 2017/18 Technical Services Works Program – Road Operations, Urban Services and Water Services

Noted.

Item 49 Update on Queen's Baton Relay – 31 January 2018

250/1718 RESOLVED that Council notes the Queen's Baton Relay report and **FURTHERMORE**, that the community celebrations take place on Tuesday, 30 January 2018 and Wednesday, 31 January 2018 at Coonabarabran No 1 Oval.

Doolan/Hill

The motion was put and carried by majority

Item 50 Stocktake VIC – 29 April 2017 – 10 November 2017

251/1718 RESOLVED that Council notes the results of the November 2017 stocktake at the Coonabarabran VIC and approves a nett stock write-off of \$61.41.

Todd/Hill

The motion was put and carried by majority

Item 51 Development Applications

252/1718 RESOLVED that Council notes the Applications and Certificates approved, during November 2017, under Delegated Authority.

Brady/Capel

The motion was put and carried by majority

Item 52 Questions for the Next Meeting

Received.

The Mayor allowed an item of urgent business to be accepted.

253/1718 A motion was moved by Councillor Todd and seconded by Councillor Doolan that the letter of apology tabled from Councillor Clancy to Ms Johnson be accepted by Council.

The motion was put and carried by majority

11.44 am

254/1718 RESOLVED that standing orders be suspended to break for bullying training conducted by Safework NSW.

Capel/Brady

The motion was put and carried by majority

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12.27 pm

255/1718 RESOLVED that standing orders be resumed.

Hill/Brady

The motion was put and carried by majority

12.27 pm

Item 53 Reports to be Considered in Closed Council

The Mayor offered the opportunity to members of the public to make representation as to whether any part of the Council meeting should not be considered in Closed Council.

There was no response from the public.

256/1718 RESOLVED that:

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

Hill/Brady

The motion was put and carried by majority

1.06 pm

257/1718 RESOLVED that Council move out of Closed Committee.

Brady/Lewis

The motion was put and carried by majority

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

12.27 pm

Councillor Capel declared a pecuniary interest in the next item to be considered by Council due to her interest as a property owner and left the room.

Item 53.1 Liverpool Range Wind Farm

258/1718 RESOLVED that Council accept Epuron's final offer per turbine for the proposed Liverpool Range Wind Farm, and **FURTHERMORE** that the draft Voluntary Planning Agreement be finalised for Council's endorsement as part of a further report to be brought back to Council.

Doolan/Brady

The motion was put and carried by majority

12.40 pm

Councillor Capel re-joined the meeting.

Item 53.2 Nominations for Australia Day 2018 – Shire Wide Awards

Australia Day Award – Citizen of the Year

259/1718 A motion was moved by Councillor Clancy seconded by Councillor Shinton that Council's Australia Day 2018 Citizen of the Year Award be awarded to David Rayner of Coonabarabran as per selection from the following nominations:

- David Rayner
- Laurie Dawson – two (2) nominations

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- Joy Beames
- Sue Duggen

The motion was put and carried by majority

Australia Day Award – Young Citizen of the Year

260/1718 A motion was moved by Councillor Clancy seconded by Councillor Capel that Council's Australia Day 2018 Young Citizen of the Year Award be awarded to Eugenie Martin of Coonabarabran as per selection from the following nomination:

- Eugenie Martin

The motion was put and carried by majority

Councillor Doolan declared a non pecuniary interest in the next item to be considered by Council due to his relationship with one of the nominators.

Australia Day Award – Sportsperson of the Year

261/1718 A motion was moved by Councillor Todd seconded by Councillor Capel that Council's Australia Day 2018 Joint Sportsperson of the Year Award be awarded to Madison May Heywood of Coonabarabran and Hayden Maher of Coonabarabran as per selection from the following nominations:

- Madison May Heywood
- Ashur Quaglino
- Hayden Maher
- Jackson Sulter

The motion was put and carried by majority

Australia Day Award – Senior Citizen of the Year

262/1718 A motion was moved by Councillor Lewis seconded by Councillor Capel that Council's Australia Day 2018 Joint Senior Citizen of the Year Award be awarded to Gayle McEvoy of Coonabarabran and Joy Beames of Dunedoo as per selection from the following nominations:

- David Rayner
- Joy Pickette
- Gayle McEvoy
- Joy Beames

The motion was put and carried by majority

Councillor Doolan declared a non pecuniary interest in the next item to be considered by Council due to his position held on the Coonabarabran Jockey Club.

Australia Day Award – Community Event of the Year

263/1718 A motion was moved by Councillor Brady seconded by Councillor Lewis that Council's Australia Day 2018 Joint Community Event of the Year Award be awarded to Baradine Preschool for 'Thank God You're Here' and Mendooran Turf Club for Mendooran Races as per selection from the following nominations:

- Baradine Preschool – Thank God You're Here
- Mendooran Turf Club – Mendooran Races
- Coonabarabran Jockey Club Incorporated – Coona Cup Race Meeting
- Sally Dent and Angela Copeland – BlazeAid Catering
- Tunes on the Turf

The motion was put and carried by majority

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Australia Day Award – Cultural Achievement

264/1718 A motion was moved by Councillor Clancy seconded by Councillor Brady that Council's Australia Day 2018 Cultural Achievement Award be awarded to Joy Pickette of Coonabarabran as per selection from the following nominations:

- Alicia Trainor
- Joy Pickette
- Di Suthons

The motion was put and carried by majority

Item 53.3 Raising Timor Dam Wall Feasibility Study and Concept Design

265/1718 RESOLVED that Public Works Advisory be awarded the contract at a value of \$189,360 to perform the Site Inspection, Feasibility Study, Concept Design and Finite Element Structural Analysis within the frame of the 'Raising Timor Dam Wall Feasibility Study' project.

Clancy/Todd

The motion was put and carried by majority

Item 53.4 Selection of Consultant to Design Baradine Flood Levee

266/1718 RESOLVED that the contract for Detailed Design and Environmental Assessment of Baradine Town Flood Levee is awarded to GHD for a price of \$239,821 (excl GST), subject to extension of time being granted by NSW Office of Environment and Heritage for completion of the project.

Hill/Capel

The motion was put and carried by majority

There being no further business the meeting closed at 1.10 pm.

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CHAIRPERSON

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 14 December 2017 be endorsed.

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Item 3 Minutes of Extraordinary Council Meeting – 9 January 2018

Division:	Executive Services
Management Area:	Governance
Author:	Mayor – Peter Shinton (minutes) and Acting General Manager – Leeanne Ryan (minutes)
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

PRESENT: Cr Shinton (Chairperson), Cr Brady, Cr Capel, Cr Clancy, Cr Doolan, Cr Hill, Cr Iannuzzi, Cr Lewis, Cr Todd, Acting General Manager (Leeanne Ryan).

In attendance: Alan McCormack (Blackadder Associates).

APOLOGIES: Nil.

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

REPORTS

Item 1 Skip Bins

Matter deferred for consideration later in the Agenda.

Item 2 Reports to be Considered in Closed Council

The Mayor offered the opportunity to members of the public to make representation as to whether any part of the Council meeting should not be considered in Closed Council.

There was no response from the public.

8.47 am

267/1718 RESOLVED:

- (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.
- (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/Brady

The motion was put and carried by majority

8.52 am

Leeanne Ryan left the room.

WARRUMBUNGLE SHIRE COUNCIL

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12.50 pm

268/1718 RESOLVED that Council move out of Closed Committee.

Lewis/Capel

The motion was put and carried by majority

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

Item 2.1 Mayoral Minute – Recruitment and Appointment of General Manager

269/1718 RESOLVED:

1. That Roger Bailey, the preferred candidate selected by Council, be offered the position of General Manager and the Mayor and Deputy Mayor be authorised, with advice from the Recruitment Consultant, to finalise negotiations based on the following:
 - a. A three year performance-based contract;
 - b. A total remuneration package within the advertised scale;
 - c. The contract of employment being in accordance with the standard contract required by the Division of Local Government.
2. That the Employment Contract between the Appointee and the Council be executed under the common seal of Council.

Brady/Hill

The motion was put and carried by majority

12.59 pm

Leeanne Ryan re-joined the meeting.

Director Corporate and Community Services and Acting Director Development Services joined the meeting.

Item 1 Skip Bins

A motion was moved by Councillor Lewis seconded by Councillor Todd that the large skip bins be returned to the tips as at 9 January 2018 or as soon as possible.

The motion was put and lost by majority

270/1718 A foreshadowed motion was moved by Councillor Doolan seconded by Councillor Capel that Council correspond with Warrumbungle Plant Hire trading as Coona Waste Disposal immediately to seek their written response within 7 days on their ability to comply with the general conditions of their tender for the Supply of Skip Bin Services and the Transfer of Waste.

Doolan/Capel

The motion was put and carried by majority

There being no further business the meeting closed at 1.56 pm.

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CHAIRPERSON

RECOMMENDATION

That the resolutions contained in the Minutes of the Extraordinary Council meeting held on 9 January 2018 be endorsed.

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Item 4 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – 12 December 2017

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI1 – Public transport alternatives including bus and rail services connect local towns and villages and provide links with other regional centres.

PRESENT: Cr Denis Todd (Chair), Mr Grant Piper (Coolah), Mr Ian Munns (Coonabarabran), Mr David Sturtridge (Coonabarabran), Mr Colin Tink (Coonabarabran), Mr Kevin Tighe (Director Technical Services), Mr Shane Weatherall (Manager Urban Services), Mr Corey Philips (RFS Regional Controller).

APOLOGIES: Cr Ambrose Doolan, Mr John Farrell, Mr Phil Hensby, Mr Stuart Green (RFS)

The Director Technical Services apologised to the meeting for confusion about the location of the meeting.

CONFIRMATION OF MINUTES

2/1718 RECOMMENDED that the Minutes of the Warrumbungle Aerodromes Advisory Committee meeting held on Tuesday, 5 September 2017 be confirmed subject to correction in relation to upgrading of Baradine runway, which was sought by the Gwabegar community and not Narrabri Shire Council.

Tink/Sturtridge

BUSINESS ARISING FROM THE MINUTES

The following matters were noted as outstanding:

- Coonabarabran Aerodrome – quotations should be obtained for lighting the windsock on the western side.
- Baradine Aerodrome – investigation into provision of a turning circle at the eastern end.

AGENDA ITEMS

a) Coonabarabran Aerodrome Non-Directional Beacon Infrastructure

It was confirmed that the Non Directional Beacon at the Coonabarabran Aerodrome is on land owned by Council.

3/1718 RECOMMENDED that Air Services Australia be informed that the decommissioned Non Directional Beacon at the Coonabarabran Aerodrome is of no use to Council and that it should be dismantled and removed off site.

b) Consultation on Interim Guidelines from Environmental Protection Authority on use of Unmanned Aircraft

The Committee noted that existing rules and regulations regarding use of unmanned aircraft or drones around aerodromes appear to be satisfactory.

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GENERAL BUSINESS

Incoming Correspondence – Exit Films re Filming in Baradine for Royal Flying Doctors Commercial

The Committee noted the contents of a letter from Exit Films regarding their positive experiences in Baradine when filming took place for a TV commercial for the Royal Flying Doctor Service.

The following items were discussed without resolution:

Rural Fire Service requirements at each of the Aerodromes

RFS advised the meeting that the Coonabarabran Aerodrome is being developed as the main base for aerial fire fighting activities throughout the Shire. RFS indicate that resourcing requirements for establishment of aerial fighting base are considerable and these resources do not exist in either Baradine or Coolah. The feasibility of establishing aerial fire fighting capabilities at Baradine Aerodrome was discussed at length.

RFS advised that upgrade proposals for Coonabarabran Aerodrome included: establishing more reliable water supply through either a bore or large dam; storage shed, and; an aerial command building.

Public Fuel Facility at Coonabarabran Aerodrome

General discussion was held on the feasibility of establishing a public fuel facility at Coonabarabran aerodrome. It was recognised that lack of a public fuel facility is a significant constraint to utilisation of the aerodrome. However it was also recognised that the cost of establishing and operating a public fuel facility is unlikely to be offset by income received through sales of fuel.

Windsock

It was noted that the windsock at Coonabarabran needs replacing and the pole needs repainting.

There being no further business the meeting closed at 10.55 am.

The next meeting will be held at Coonabarabran Aerodrome on Tuesday, 13 March 2018 commencing 9.30 am.

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CHAIR

RECOMMENDATION

1. That Council accepts the Minutes of the Warrumbungle Aerodromes Advisory Committee meeting held at Coolah on 12 December 2017.
2. That Air Services Australia be informed that the decommissioned Non Directional Beacon at the Coonabarabran Aerodrome is of no use to Council and that it should be dismantled and removed off site.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 February 2018

Item 5 Minutes of Bushfire Appeal Advisory Panel – 18 December 2017

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

PRESENT: Peter Shinton (Mayor WSC), Joy Beames (Dunedoo CWA), Chris Sullivan (Dunedoo St Vincent de Paul) and Ken Harrison (DPI).

ATTENDING: Michael Jones (WSC), Liz Webster (WSC – Minutes).

1. **APOLOGIES:** Peter Manning (St Vincent de Paul, Coolah) Bronwyn Drew (C4C) and Leeanne Ryan (WSC)

RECOMMENDATION: That the apologies be accepted.

**C Sullivan/J Beames
Carried by All**

2. **CONFIRMATION OF THE MINUTES**

RECOMMENDATION: That the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held 15 November 2017 be accepted.

**J Beames/K Harrison
Carried by All**

3. **BUSINESS ARISING**

Media

Mayors Fund needs to publish an update on funds dispersed and remaining. This update to be published in all publications within the Shire, especially the Mendooran, Coolah and Dunedoo districts as well as be included in the Cassilis publication. Information to be also shared via Council's Website, Facebook and Twitter.

Fencing Materials and Uarbry

No further information has been received regarding Uarbry and fencing to date.

Uarbry Hall

To date no confirmation of funds from Department of Premier and Cabinet. Meeting discussed options for the hall, suggestion made to speak to RFS and get possible costing of RFS sheds as they contain toilet and kitchenette facilities. Also suggested that the trustees be contacted to discuss options and for them to liaise direct with Premiers Dept. etc.

ACTION: Letter to be sent from the Mayor to the Trustees regarding the replacement of the hall in Uarbry as well as suggesting they liaise directly with the Premier's Department.

Health and Wellbeing

To be discussed in General Business.

Anniversary Event

To be discussed in Correspondence received.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 February 2018

Asbestos Removal

Issue with uninsured and underinsured structures on properties containing asbestos and the need for removal. EPA had not set a time limit on the clean up. Though the pit will need to close in Coonabarabran. Main issue is the cost of the removal. Many landholders are concentrating on getting livelihood going again and this issue is not being dealt with. Though could cause issues such as contaminated land in the future. Funds left in the Mayors Fund would not be sufficient to resolve the problem. Could Mayors Fund approach Council to seek advice regarding this issue?

4. FUND STATUS REPORT

Total Amount Donated as at 14 November 2017	\$ 200,485
Plus Interest Earned	140
Total Funds Available:	\$ 200,625
Less:	
Funds Allocated by Advisory Panel *** See Table below	***\$ 174,000
Available Unallocated Funds	\$ 26,625

*****Summary of Funds Allocated by Advisory Panel**

Summary of Allocations

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

Agency Assistance Program	TOTAL	Amount Expended from Mayors Appeal	Funds In Reserve
Community Renewal *Health and Well being Event	\$20,000	\$0	\$20,000
Uarbry Skillion Structure	\$10,000	0	\$10,000
Potable Water	\$10,000	\$10,000	\$0
BlazeAid *** (15,000 Payment not paid due to Office of Emergency Management Funding being extended)	\$65,000	\$65,000	\$0
Anglican Church Coolah** (**Funds Returned)	\$0	\$0	\$0
St Vincent de Paul Coolah	\$25,000	\$25,000	\$0
St Vincent de Paul Dunedoo	\$25,000	\$25,000	\$0
Dunedoo CWA	\$15,000	\$15,000	\$0
Anniversary Event	\$4,000		\$4,000
Total	\$174,000	\$140,000	\$34,000

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 February 2018

5. CORRESPONDENCE RECEIVED

Sue Freebairn

Email received advising the Mayors Fund Advisory Panel of the projected budget of the event including \$1,000 for entertainment, catering costs expected to approx. \$4,000 security fencing quotation to come. The Rural Resilience Program has also offered an amount of \$1,500 to assist with costs incurred.

Sue was contacted during the meeting and she advised the panel that the funds available at present should be sufficient as security fencing be donated incurring no or very little cost.

MOTION: A further \$2,000 to be preserved as contingency funds should there be a shortfall of funds to cover costs

C Sullivan/J Beames
Carried by All

6. GENERAL BUSINESS

Health and Wellbeing

Ken Harrison updated the meeting regarding an email received from Camilla Kenny, unfortunately the Funding Application to the Royal Show Society was unsuccessful. The Service would need to be put to tender and to ensure no conflict of interest Dept. of Health could not be the facilitator of the tender process. Suggestion made that Council Auspice the Tender process to ensure no conflict of interest.

MOTION: Committee to approach Acting General Manager of Warrumbungle Shire Council, that Council could auspice the tender process with input from the Health and Wellbeing Committee.

K Harrison/C Sullivan
Carried by All

Furthermore it was noted that Ashely Albury is to write to Council from Health and Wellbeing Committee as chair of Recovery Committee.

NEXT MEETING: 7 February 2018, 2:30pm in the Council Chambers, Coolah.

MEETING CLOSED: 10:22am

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CHAIRPERSON

RECOMMENDATION

For Councils information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 February 2018

Item 6 Minutes of Coonabarabran Swimming Pool Advisory Committee Meeting – 10 January 2018

Division:	Technical Services
Management Area:	Urban Services
Author:	PA to Director Technical Services – Jenni Maundrell
CSP Key Focus Area:	Recreation and Open Space
Priority:	RO1 – The planning and provision of local sports and recreation facilities and parklands reflect community needs and anticipated demographic changes.

PRESENT: Cr Peter Shinton, Narda Abel, Fay Chapman, Dianne Dow, Brett England, Amie Paul, Mr Kevin Tighe (Director Technical Services), Mr Shane Weatherall (Manager Urban Services) and Ms Sharmaine Kennedy (Supervisor Pools).

APOLOGIES: Paula Duggan and Krista Holmesby.

Dow/England

GENERAL BUSINESS

Discussion was held regarding various issues with the existing facilities at the Coonabarabran Memorial Swimming Pool. Problems identified fall into the following categories:

- Amenities
- Pool length
- Condition of pools
- Condition of infrastructure
- Toddler pool/play areas
- Useability of pool for differing needs

General discussion was held regarding needs of pool users. Further investigation is required to determine requirements for competition and training, advice should be sought from Swimming Australia.

Contact to be made with Mid Western and Glen Innes Councils regarding their pool upgrades.

There being no further business the meeting closed at 6.26 pm.

The next meeting will be held in the Gallery Meeting Room on Wednesday, 7 February 2018 commencing 5.00 pm.

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CHAIR

RECOMMENDATION

That Council accepts the Minutes of the Coonabarabran Swimming Pool Advisory Committee meeting held at Coonabarabran on Wednesday, 10 January 2018.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 February 2018

Item 7 Minutes of Finance and Projects Committee Meeting – 1 February 2018

Division:	Corporate and Community Services
Management Area:	Financial Services
Author:	PA to Director Corporate and Community Services – Liz Webster
CSP Key Focus Area:	Local Governance and Finance
Priority:	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

PRESENT: Cr Lewis (Chair) Cr Capel, Cr Clancy, Cr Lewis Cr Doolan, Cr Hill, Robert Jehu (Acting Director Development Services) Michael Jones (Director Corporate and Community Services) Shane Weatherall (Acting Director Technical Services) and Lawrence Amato (Chief Financial Officer).

ATTENDING: Liz Webster (Minutes)

Meeting Opened: 10:25am

1. **APOLOGIES:** Cr Shinton (Mayor), Cr Todd (Deputy Mayor), Cr Brady, Cr Iannuzzi, Cr Doolan (delayed joined the meeting following informal workshop) , Leeanne Ryan (Acting General Manager), Kevin Tighe (Director Technical Services) and Anna Pham (Graduate Accountant)

Capel/Doolan

2. **MINUTES**

RESOLVED That the minutes of the Finance and Projects Committee meeting held on 27 November 2017 be accepted.

Capel/Doolan

Business Arising

- Cr Clancy enquired on an update of the progress of the new more detailed reports for the Business Arms of Council. The CFO advised the new reporting structure and information was still being developed it is hoped the new reports may be provided at the next Finance and Projects meeting.
- Cr Clancy requested information regarding the Service NSW Agencies. Could a report be provided to the next Finance and Projects meeting detailing the volume of transactions and the amount of funds received for each agency?
- Crown Land transfer, Cr Clancy enquired on the progress of the Crown Land being transferred to Council, was it proceeding and how many parcels involved. Meeting was advised by Robert Jehu that action had commenced but actual details remained unknown.

ACTION 1: Detailed report of the Business Arms of Council to be provided to the next Finance and Projects Meeting

ACTION 2: Report on volume of transaction and payments received for both the Coonabarabran and Coolah Service NSW Agencies be provided to the next Finance and Projects Meeting.

ACTION 3: Report regarding the transfer of Crown Land parcels to Council be provided to the next Finance and Projects meeting.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 February 2018

3. Quarterly Business Review Statement (QBR)

Chief Financial Officer presented the August QBR (First Quarter).

RECOMMENDATION: That the First Quarter Business Review Statement (QBR) be accepted with the following changes:

- Amendment of part 4. Summary of Results.
- Amendment of description of feasibility study from Coonabarabran disability accommodation, service and facility feasibility study to Coonabarabran Respite Centre Feasibility Study.
- Decrease in FAGs grants as the prepayment from last year is being used this year and an adjustment for an overpayment made last year by the Commonwealth to the State netting a reduction of \$3,202,278.
- Amendment of headings for part 8 to include R = Rescheduled

Hill/Doolan

4. TRRRC Financial Modelling

Chief Financial Officer presented a draft of two (2) Financial Modelling scenarios on being at 100% capacity after three (3) years and the other at 90% capacity after three (3) years. The modelling was discussed at length and will be presented to the TRRRC 355 Committee of Council.

5. General Business

None.

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CHAIRPERSON

Meeting Closed: 12:12pm

RECOMMENDATION

1. That Council accepts the Minutes of the Finance and Projects Committee meeting held at Coolah on 1 February 2018.
2. That the First Quarter Business Review Statement (QBR) be accepted with the following changes:
 - Amendment of part 4. Summary of Results.
 - Amendment of description of feasibility study from Coonabarabran disability accommodation, service and facility feasibility study to Coonabarabran Respite Centre Feasibility Study.
 - Decrease in FAGs grants as the prepayment from last year is being used this year and an adjustment for an overpayment made last year by the Commonwealth to the State netting a reduction of \$3,202,278.
 - Amendment of headings for part 8 to include R = Rescheduled.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 February 2018

Item 8 Minutes of Plant Advisory Committee Meeting – 6 February 2018

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

PRESENT: Cr Ray Lewis (Chair), Cr Anne-Louise Capel, Cr Ambrose Doolan, Leeanne Ryan (Acting General Manager), Michael Jones (Director Corporate & Community Services), Shane Weatherall (Acting Director Technical Services), and Chris Staniforth (Manager Fleet Services)

APOLOGIES: Kevin Tighe (Director Technical Services)

IN ATTENDANCE: Cr Fred Clancy

CONFIRMATION OF THE MINUTES

1/1718 RECOMMENDED that the Minutes of the Plant Advisory Committee meeting held on Friday, 9 June 2017 be accepted.

Capel/Doolan

BUSINESS ARISING FROM THE MINUTES

- The Acting General Manager queried the length of time between meetings.
- Manager Fleet Services discussed Euro5 specifications and requirements to comply.
- Discussion regarding possible purchase of generators to power pumps for new water supply bores.
- Discussion regarding possible purchase of second hand water cart at a cost of \$20,000 for dust suppression at the quarry, and for road construction and maintenance. Consensus without resolution was to trial a sprinkler system first.

AGENDA ITEMS

a) Replacement of Plant Item No 180 – Garbage Truck

Discussion was held regarding replacement of Plant Item No 180. The Committee was presented with seven (7) tender submissions.

2/1718 RECOMMENDED that Council purchase one (1) Iveco/Bucher Extreme 2350 Gen V – ex demonstrator from Macdonald Johnston that complies with the tender specifications at a price of \$361,536.18 (ex GST), and **FURTHER** that Plant Item No 180 be sent to Pickles Auctions for auction with a reserve price of \$25,000.00 (ex GST).

Capel/Doolan

b) Replacement of Plant Item No 95 – Wheel Loader – Coolah Road Operations

Discussion was held regarding replacement of Plant Item No 95. The Committee was presented with twelve (12) tender submissions.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 February 2018

3/1718 RECOMMENDED that Council purchase one (1) Volvo L110F 2018 with three lever control and E4 tyres from CJD Equipment that complies with the tender specifications at a price of \$360,000.00 (ex GST), and **FURTHER** that Council trade in Plant Item No 95 to CJD Equipment for a price of \$105,000.00 (ex GST).

Doolan/Capel

c) Plant Utilisation Report

The Plant Utilisation Report presented to the Committee was noted.

GENERAL BUSINESS

Installation of GPS Units

Stage one currently in progress, Stage 2 to follow.

Installation of Surveillance Cameras at Depots

Surveillance cameras are being installed at the Coonabarabran, Coolah, and Dunedoo Depots, with seven (7) cameras at each Depot. Cr Capel noted that the focal point of each camera should be monitored regularly to ensure accurate viewing on relevant areas.

Rubbish Collection

Discussion took place regarding rubbish bin collection throughout the Shire, specifically the utilisation of GPS units in rubbish collection trucks.

Light Vehicle Replacement

Toyota Klugers have been ordered locally for the Mayor and the General Manager.

Condition of Existing Fleet

Cr Capel queried the condition of the existing fleet. Manager Fleet Services advised that the current fleet is satisfactory.

Local Purchases

Cr Capel requested to have noted in the Business Paper the number of vehicles purchased locally.

Vehicle Servicing

Cr Lewis queried whether Sainsbury's service any fleet vehicles. Manager Fleet Services advised that all vehicles are serviced at Council Workshops, however any warranty works are undertaken by Sainsbury's.

Cr Capel requested information on whether Council is entitled to carry out warranty work on its own vehicles.

Changeover Times for Light Vehicles

Discussion took place regarding changeover times for light vehicles and whether they should be changed over at approximately 40,000 km for optimum resale. Manager Fleet Services suggested it may be possible for leaseback vehicles; however, due to the additional work required on taxis etc. (installation of radios, flashing beacons etc.) it would create a much higher workload for workshop staff.

Financial Position of Fleet

It is noted that Council's light vehicle fleet is profitable.

There being no further business the meeting closed at 9.10 am.

The next meeting will be held in the Gallery Meeting Room on Tuesday, 3 April 2018.

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CHAIR

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 February 2018

RECOMMENDATION

1. That Council accepts the Minutes of the Plant Advisory Committee meeting held at Coonabarabran on 6 February 2018.
2. That Council purchase one (1) Iveco/Bucher Extreme 2350 Gen V – ex demonstrator from Macdonald Johnston that complies with the tender specifications at a price of \$361,536.18 (ex GST), and **FURTHER** that Plant Item No 180 be sent to Pickles Auctions for auction with a reserve price of \$25,000.00 (ex GST).
3. That Council purchase one (1) Volvo L110F 2018 with three lever control and E4 tyres from CJD Equipment that complies with the tender specifications at a price of \$360,000.00 (ex GST), and **FURTHER** that Council trade in Plant Item No 95 to CJD Equipment for a price of \$105,000.00 (ex GST).

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 February 2018

Item 9 Minutes of TRRRC 355 Advisory Committee Meeting – 7 February 2018

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

MEETING OPENED: 4.25 pm

PRESENT; Cr Anne- Louise Capel (Chair), Sally Dent, John Horne, Fiona Luckhurst, Neville Stanford, Sue Stoddart and Mary Warren.

ATTENDING; Leeanne Ryan (Acting General Manager,) Michael Jones (Director of Corporate and Community Services), Jennifer Parker (Manager Property and Risk WSC) Darren Devenish (Acting Manager Projects WSC).

1. **APOLOGIES:** Cr Peter Shinton and Lawrence Amato.

HILL/WARREN

2. **DECLARATION OF PECUNIARY OR NON PECUNIARY INTEREST**

HORNE/STODDART

3. **CONFIRMATION OF MINUTES**

18/17 RECOMMENDATION: that minutes of the Three Rivers Regional Retirement Community S355 committee meeting on 6 December 2017 be accepted

WARREN/HILL

4. **BUSINESS ARISING**

The committee formally thanked Aaron Parker for all his help and input with the Committee.

The committee would also like to welcome Darren Devenish into Acting Manager Projects.

Dispute – Variation 2 was not paid and Variation 3 has a modification.

Approval of the new School Representative for the Committee will be dealt with during the next month by General Manager

5. **CAPITAL WORKS UPDATE – Acting Manager Projects**

- Units 1, 2 and 3 - Sub-slab works is complete. Sub-floor drainage has been installed. Retaining walls are 10% completed. Rough in plumbing is completed.
- Units 9 and 10 - Frames in construction. The roof is on. 50% of external cladding is installed. Windows are installed. The fire wall is constructed. Plumbing and electricity are roughed in and CC inspections completed.
- Units 11, 12 and 13 - The roof is installed. 50% of external cladding installed. Windows are installed. Internal plumbing and electricity are ready for inspection. Fire walls are constructed. Storm water pipes are 45% complete.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 February 2018

- Unit 14 – Frames are on site. Storm water pipes are 45% complete.
- Units 15 and 16 - The frames are 80% constructed. 50% of the roof is installed. 60% plumbing and electricity are roughed in. Cladding is complete.
- Retaining wall between units 16 and 17 90% complete.
- Unit 17 and 18 – Formwork for slab complete, inspection has been carried out prior to pouring.
- Frames on site for unit 18.
- Sub-slab works for units 25, 26 and 27 are 40% complete. Retaining walls is 60% complete.
- Retention pits is 95% complete.

There has been an issue with site being untidy. The builder has been given a deadline to clean up the site. The banners have been taken down until the fences are fixed.

Acting Manager Projects will get information regarding noise mitigation information to the Committee for the next meeting.

6. **FINANCIAL MODELING** – Director of Community and Corporate Services
Financial modelling was presented to the Committee. The committee had concerns regarding fee structure and has asked that the decision on this be moved to the next meeting with more information presented to the Committee regarding the in Dubbo and Mudgee market for % buy in and management fees. The Committee would also like a clear break down of the pension and living costs.

18/18 RECOMMENDATION: That one week prior to the next meeting a breakdown of current facilities in Dubbo and Mudgee be presented to the Committee with dollar value not percentage shown for clarity. Furthermore that a copy of the finance template be forwarded to them to assist with comparisons.

DENT/STODDART

7. **ADVERTISING AND MARKETING** – Manager Property and Risk and Director of Community and Corporate Services

After an EOI process Vivian Evans was engaged to create the website. It has been requested that Vivian attend the next meeting and provide a demonstration on the website. Vivian is also to be given the email addresses of all Committee members and phone numbers to enable Committee members to provide local input for possible use on the website.

8. **VILLAGE RULES** - Manager Property and Risk.
The committee is to be emailed a copy of the draft Village Rules. A copy of the draft occupancy contract is also to be forwarded to the Committee to ensure the rules don't contradict legislation.

9. **GENERAL**

The committee requested the Acting General Manager to write to Council's Traffic Committee seeking the 50km sign on the eastern side of Dunedoo on the Golden Highway could be relocated further to the east as the committee has concerns regarding vehicles not slowing down prior to Digilah street and the corner before the entrance to the TRRRC.

18/19 RECOMMENDATION: That a letter be written to the Traffic Committee for consultation with RMS to move the 50km zone further back to the east on the Golden Highway and that the double lines be addressed in front of Digilah Street.

WARREN/HILL

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 February 2018

Committee formally thanked Michael Jones for his work on the Committee and wished him luck with his new position in Cowra.

Committee formally thank Leeanne Ryan for her work with the Committee as Acting General Manager for Warrumbungle Shire Council.

An update was given to the Committee regarding the concerns put forward by Sue Stoddard in December. The Committee has been informed that should any of them receive and queries regarding the old Hospital and events related to the Old Hospital that they are to refer them on to the Health Service Manager at Dunedoo MPS Christine Warwicker to attend to.

10. **NEXT MEETING:** First Wednesday of each month – 7 March 2018 4:30pm at the Old Bank Building Meeting Room

MEETING CLOSED: 6:30 pm.

RECOMMENDATION

1. That Council accepts the Minutes of the Three Rivers Regional Retirement Community S355 Committee meeting held at Dunedoo on 7 February 2018.
2. That one week prior to the next meeting a breakdown of current facilities in Dubbo and Mudgee be presented to the Committee with dollar value not percentage shown for clarity. Furthermore that a copy of the finance template be forwarded to them to assist with comparisons
3. That a letter be written to the Traffic Committee for consultation with RMS to move the 50km zone further back to the east on the Golden Highway and that the double lines be addressed in front of Digilah Street

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 February 2018

Item 10 Notice of Motion – Records Management for Councillors (Re-submitted)

Notice of Motion

Title Name: Records Management for Councillors

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

‘That for Councillors to comply with the State Records Act, by creating and capturing full and accurate records of business undertaken in the course of their official duties for council, as of June 2017 they will:

- *Keep a personal record of providing advice, instructions or recommendations;*
- *Keep drafts of documents for Council containing significant annotations or submitted for comment of approval by others;*
- *Use the Council iPads for correspondence received and sent relating to their work undertaken for Council;*
- *Use the Council iPads for correspondence, including emails, regarding building and development matters;*
- *Forward to the Mayor or General Manager within 38 days any petition received from a community group;*
- *Report to Council within 38 days any matters concerning a Councillor’s pecuniary interests;*
- *Keep records of speech notes made for addresses given at official Council events, and*
- *Report to Council within 38 days complaints, suggestions or enquiries by rate payers about Council services*

ANIELLO IANNUZZI
COUNCILLOR

RECOMMENDATION

For Council’s consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 February 2018

Item 11 Notice of Motion – Coona Waste

Notice of Motion

Title Name: Coona Waste

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

‘That Council re-affirm its resolution re large big bin pick up tender and Coona Waste be asked to start ASAP.’

**RAY LEWIS
COUNCILLOR**

RECOMMENDATION

For Council’s consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 February 2018

Item 12 Notice of Motion – Planet Statues Around Shires

Notice of Motion

Title Name: Planet Statues Around Shires

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

'RE: Planet statues around shires.

The above being used as a rest area and camp site at Deringulla, "David Knight Bridge".

When these tourist attractions were installed, Councillors were assured that it was at no cost to council.

So who is looking after them now and at whose cost?'

**RAY LEWIS
COUNCILLOR**

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 15 February 2018

Item 13 Notice of Motion – Submission for Inland Rail

Notice of Motion

Title Name: Submission for Inland Rail

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

‘That the Warrumbungle Shire Council submits a late submission to the Australian Rail Track Corporation.’

RATIONALE

Warrumbungle Shire failed to submit any submissions when Narromine, Gilgandra, Coonamble and the Narrabri Shires all did so.

Points that need to be highlighted in any submission presented:

- This the biggest transport project instigated within the Warrumbungle Shire since the development of the Newell Highway in 1960.
- Maintenance Depot is to be located at Baradine – potentially providing employment for locals.
- The Inland Rail is to have passing loops and connections put in place 10 km from Baradine to join the Baradine–Gwabegar line on the Kenebri Road.
- Baradine has the only working Silo in the Warrumbungle Shire with an 80,000 tonne capacity and will be located only 10 km from the rail line of which existing line is still intact.
- The LEP requires changing to allow small areas of land to be transferred to other parcels of land without restrictions.
- Building entitlements need to be transferable to suit land changes due to subdivision of land being cut by the Inland Rail – without restrictions.
- Ensure that all properties have satisfactory legal road access and all necessary stock & machinery access is provided and that these have been discussed fully with the property owners prior to commencement of any construction and that all legal requirements are met by the Australian Rail Corporation in this regard.
- Ensure that all supplies of water are suitably studied enabling properties to operate at top efficiency.
- That the Warrumbungle Shire assist with supplying technical support, water and materials as needed for the project to promote large development within the Shire.

**DENIS TODD
COUNCILLOR**

RECOMMENDATION

For Council’s consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 February 2018

Item 14 Notice of Motion – Recycling Systems at Waste Management Sites

Notice of Motion

Title Name: Recycling Systems at Waste Management Sites

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

‘That the Warrumbungle Shire implement a recycling system at all Waste Management sites that comprises of a wall with windows insitu for separate bins for household waste and recycling.’

RATIONALE

- This system is currently in use at Coonabarabran and Dunedoo and needs to be implemented in all waste management sites within the Shire.
- The system allows for deposits of rubbish and recycling of small quantities out of hours by local residents.
- This is a budget submission for the 2018/19 financial year.

**DENIS TODD
COUNCILLOR**

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 February 2018

Item 15 Councillor Anne-Louise Capel Log of Activities Report

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

Councillor Anne-Louise Capel Log of Correspondence, meetings, phone calls, discussions, complaints

Dates	Time	Location	role		method	Issue
06-Feb	2.45	Home	Cr	Mayor	Phone	OLG letter, final Sir Ivan Fire Recovery committee meeting Uarbry Hall
06-Feb	8.00 am	Coona	Cr	WSC	meeting	Plant
06-Feb	am	Coona	Cr		person	Uarbry Hall, Digilah Road; asbestos re Sir Ivan
04-Feb	pm	home	Cr	resident	Phone	Uarbry Hall
04-Jan	am	home	Cr	ratepayer	phone	Melrose Rd needs grading
04-Feb	pm	home	Cr	ratepayer	phone	Digilah Rd, sent L. Ryan & I a letter
02-Feb	pm	car	Cr/Sir Ivan	rural support	phone	Asbestos; event ABC
01-Feb	am	Coolah	Cr	WSC	meeting	Finance & Projects
31-Jan	am	Coona	Cr		event	Commonwealth Baton Relay
26-Jan	7.3	Mendooran	Cr	WSC	event	Australia Day, drive ambassador
26-Jan	pm	Dunedoo	Cr	CTF	person	6 street banner poles on ground at Depot
26-Jan	noon	Dunedoo	Cr	WSC	event	Australia Day, drive ambassador

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26-Jan	4.30pm	Coolah	Cr	WSC	event	Church Service, Ambassador
26-Jan	6.00pm	Coolah	Cr	WSC	event	Australia Day,
22-Jan	pm	home	Cr	Mayor	phone	Pilliga Fire for update
15-Jan		Coolah	Cr	CDDG	meeting	CDDG meeting
14-Jan	pm	home	Cr	resident	email	Container scheme - not at Coolah
09-Jan	am	Coona	Cr	WSC	meeting	Extraordinary council meeting & interviews
05-Jan	pm	home	Cr	TRRRC	phone	complaint TRRRC fence & site mess
20-Dec	am	Coolah	Cr	OA	meeting	Coolah Hostel Art meeting
20-Feb	pm	home	EDT chair	WSC	Telecon	Lifestyle showcase planning meeting
19-Dec	10.00 am	Coona	Cr	WSC	w/shop	GM selection panel short listing
14-Dec	8.30 am	Coona	Cr	WSC	Meeting	council meeting
13-Dec	pm	Coolah	Cr	ratepayer	meeting	Street tree causing damage complaint
11-Dec	pm	Coolah	Cr	WSC	event	Coolah presentation night present award
08-Dec	10.00 am	Narromine	Chair	Orana Arts	Meeting	OA general meeting
07-Dec	am	home	Cr	ratepayer	phone	mould smell in Coolah Preschool - contacted WSC
05-Dec	pm	home	Cr	ratepayer	phone	grader hit star pickets

RECOMMENDATION

That the report be noted.

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Item 16 Reports from Delegates

Item 16.1 Local Government NSW (LGNSW) Annual Conference in Sydney – 4-6 December 2017 – Councillor Peter Shinton

The LGNSW Annual Conference was held between Monday December 4 and Wednesday December 6, 2017 at the Hyatt Regency, Sydney and was attended by Councillors Todd, Clancy and me. Some interesting motions were considered and I have listed the ones that attracted my attention:

- a. the competence of private certifiers and the costs to Local Government to make sure that privately certified developments comply with planning instruments and regulations.
- b. Mandatory Independent Hearing and Assessment Panels (IHAPS) in Sydney Councils and the cost being worn by those Councils.
- c. The new proposed State Infrastructure Contributions (SIC) may have impacts on Section 94 contributions and Voluntary Planning Agreements (VPA's).
- d. That the Forestry Corporation NSW make VPA type contributions to Local Government for road maintenance.
- e. Demolition of burnt out houses or factories usually falls on Local Government with no contribution from property owners even though they have collected insurance.
- f. Concerns with the manner in which the NSW Audit Office has managed the value of land under roads and community land (parks, reserves, playing fields. Traditionally these lands have been valued by applying the average unimproved land value of surrounding properties determined by the Valuer General. The Audit Office has determined that these assets are valued at just 10% of the current valuation even though the OLG administered the previous practice. The value of these assets has been reduced by 90% with the associated consequences for Councils Statement of Financial Position.
- g. That ownership and maintenance of RFS Brigade Stations be transferred without compensation to the RFS or Crown. RFS buildings still sit on asset registers of Councils and Councils must account for their depreciation.
- h. That IPART ensures that the rate peg never falls below wage increase rates or the CPI.
- i. That a collapse in the recycled glass market will lead to huge problems for Councils and their communities.
- j. That lack of or poor consultation by the State Government with the Local Government sector has led to backflips and legislation being repealed in numerous cases including 2013 – White paper on planning reforms; 2014 – forced amalgamations; 2015 – 10/50 vegetation Code legislation; 2017 – Fire and Emergency Services Levy (FESL).
- k. A final motion for consideration which tweaked my interest was the changes to the Coal Mine Subsidence Compensation Bill 2017, where active underground mines would be responsible for any surface damage (subsidence) caused by their operations without the cross-subsidisation of their open cut competitors as now happens.

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It is envisaged that in excess of \$14 million annually which has been used to support claims associated with both historic and active underground mines will be returned to the Open Cut operations. The current open cut mine will leave a landscape very different to its pre-mining condition. If the levy is maintained, those open cut operations will support a fund to rehabilitate the land damaged by their operations at no additional cost to them.

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Item 16.2 Orana Arts Inc Meeting at WPCC Board Room – 10 November 2017 – Councillor Anne-Louise Capel

Orana Arts Inc

Meeting: November 10th WPCC Board Room

Present: Cr Capel (Chair), Eleanor Cook, Susan Atkinson, Cr Paine, Cr Naden, Ruth Carney,
Murray Wood, Virginia Handmer

Apologies: Jessica Moore, Cr Lambert, Trudy Everingham

Gilgandra Mayor Doug Batten guest

Governance:

* Executive Director, Consultant Natalie Bramble of Natalie Bramble management met with some stakeholders regarding skill based board structure and constitution review.

Operational:

* Local Govt. NSW research into Arts, Culture and Heritage discussed.

* Destination Network-Country and Outback establishment in Dubbo an opportunity for Orana Arts to establish stronger connection with tourism.

* Executive Director did not attend Regional Arts NSW Meeting as a financial streamline measure

* CASP assessment held in September

* CETA project successful funding.

* Arts of the Threatened Species has received a lot of interest from scientist and artists.

* Artstate Lismore Regional Arts NSW Orana arts did not attend due to streamlining finances.

* Nyngan Flint Workshop had 194 students participate in creative technology workshop.

* Neon Caves collaboration Signal Creative and young women from Wellington had a performance during SpringFest.

* Orana Arts Holiday Theatre Camp at Burrendong Dam had 13 children attend.

* Left Field 2 Project artist showcased in Faith exhibition at Casula Powerhouse.

* CETA (Creative Environment Technology Arts) pilot program Ukerbarley in Coonabarabran successful, OA project Officer was asked to present CETA concept to Southern Tablelands Science Hub, Goulburn Gallery and Mayor.

* July 22 Wellington Level Up workshop

* Soup Session Dubbo 28th October

* New partnership with CSI (Corrective Services) details being finalised.

Finance:

* Orana Arts Cyber hacking update- case remains open, no insurance coverage for this style of fraud.

* Chair to send a letter updating all member councils Mayors and General Managers on Cyber Fraud.

Workshop with Natalie Bramble followed meeting re Governance

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Item 16.3 Orana Arts Inc Meeting in Narromine – 8 December 2017 – Councillor Anne-Louise Capel

Meeting: 8th December 2017 Narromine

Present: Cr Capel (Chair), Eleanor Cook, Ruth Carney, Cr Lambert, Susan Atkinson, Cr Naden, Cr Paine

Apologies: Murray Wood, Jessica Moore, Virginia Handmer

Governance:

*Board members undertook a survey regarding governance.

Operational:

* Motion: Executive Director to draft and send to Chair for approval an Orana Arts response to Local Govt. NSW research Arts culture and Heritage.

* Staging Stories 2 VIP reading at Black Box theatre Nov 11th Dick & Ruth Carney Story full house.

*OA staff met with Australian Museum to discuss partnership for CETA program in 2018. OA has been invited to be part of Australian Museum's Science Summit and talk about CETA.

*CSI Partnership Music program commences January 2018. Hunter Valley region is interested in concept and met with Executive Director.

Finance:

*Budget changes discussed. Changes approved.

*No CPI indexing of triennial funding affects budget as no allowance for wage increases noted.

*Donated Gift Recipient tax status application to ATO to be a priority in 2018 for executive director

* Any payment to a board member for their artistic services to be noted on all future Financial reports for public transparency.

RECOMMENDATION

That the Delegates reports be received and noted.

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Item 17 Correspondence

Item 17.1 Circulars / Newsletters

Circular Details (Office of Local Government)	Title
17-43 / 21 December 2017 / A570745	Boat Trailer Impounding Guidelines for Councils
17-42 / 14 December 2017 / A575423	Changes to Crown Reserve Management Under the Crown Land Management Act 2016
17-41 / 14 December 2017 / A574975	2017-2018 Draft Code of Accounting Practice and Financial Reporting (Update No. 26)

Media/Alert Release Details (Local Government NSW)	Title
Date – 1 February 2018	Local Government Backs Auditor-General's Report
Date – 09 December 2017	New Era for Local Government
Date – 06 December 2017	LGNSW Congratulates Bluett Award Winners

Media Releases – Office of Local Government	Title
Date – 22 December 2017	Transfer of Swimming Pools Regulatory Scheme

Ministerial Media Releases Details (Office of Local Government)	Title
Date – 23 January 2017	Blue Mountains City Council Must Reform
Date – 22 December 2017	More Scrutiny for Blue Mountains City Council
Date – 15 December 2017	New Water Safety Campaign Launched after Drowning Spike Last Summer
Date – 13 December 2017	Blue Mountains City Council Put on Notice

Planning Circulars (Department of Planning)	Title
Date – 29 January 2018	Assessment of Local Infrastructure Contributions Plans by the Independent Pricing and Regulatory Tribunal (IPART)
Date – 16 January 2018	Stepping up Planning and Designing for Better Places: Respecting and Enhancing Local Character
Date – 15 December 2017	Variations to Development Standards

RECOMMENDATION

That the Correspondence for Council be received and noted.

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Item 18 Councillors' Monthly Travel Claims

Division:	Executive Services
Management Area:	Governance
Author:	Acting Manager Administration and Executive Assistant to the General Manager – Chris Kennedy
CSP Key Focus Area:	Local Government Finance
Priority:	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity.

Reason for Report

To provide Council with the travel claims of Councillors for the month of December 2017 and January 2018.

Background

At the Ordinary Council meeting in July it was resolved that, *"all Councillors make public their monthly travel claims effective immediately."* (**Resolution No 10/1718**)

Issues

Nil.

Options

Nil.

Financial Considerations

Nil.

Councillor Monthly Travel Claims

Councillor	Month	Kilometres	\$ per KM	Total Amount (\$)
Cr Shinton	December	630	0.78	491.40
Cr Todd	December	1029	0.78	802.62
Cr Todd	January	244	0.78	190.32
Cr Brady	December	-	-	-
Cr Capel	November (adjustment)	51.03	0.73	37.25
Cr Capel	December	205	0.73	149.65
Cr Clancy	December	968	0.73	706.64
Cr Doolan	December	-	-	-
Cr Hill	December	440	0.68	299.20
Cr Hill	January	220	0.68	149.60
Cr Iannuzzi	December	-	0.78	-
Cr Lewis	December	126	0.78	98.28
Cr Lewis	January	126	0.78	98.28
Total for December:				\$3,023.24

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RECOMMENDATION

For Council's information.

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Item 19 Delegations of Authority to the General Manager

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

Reason for Report

At the Extraordinary Meeting of the Warrumbungle Shire Council on the 14 August 2017 Council resolved to delegate the functions of the General Manager to Mrs Leeanne Ryan in an acting capacity until the appointment of the new General Manager. The new General Manager has now been appointed and will take up the position on the 26 February 2018.

Background

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

Issues

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

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

335 Functions of general manager

The general manager of a council has the following functions:

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

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

Attached is the current Instrument of Delegations to the Acting General Manager dated 19 October 2017 (**Resolution 143/1718**) and a list of all Acts and Legislation relevant to the General Manager's delegations as prescribed by Local Government Legal as at that date.

Local Government Legal has since advised (16 January 2018) that delegable functions under the following Act and Regulations have been added to the Delegations Database:

- Biodiversity Conservation Act 2016
- Biodiversity Conservation Regulation 2016

The Threatened Species Conservation Act has been archived from the Delegations Database because it was repealed by the Biodiversity Conservation Act 2016 and the function under the Strata Schemes Development Regulation 2016 has also been removed from the Delegations Database.

Options

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

Financial Considerations

High exposure to liability and doubtful success in court proceedings.

RECOMMENDATION

That Council delegate to the functions of the General Manager the Acts and Regulations as prescribed in the Delegation to the Acting General Manager dated 19 October 2017 (resolved by Council in **Resolution 143 /1718**) as listed to Mr Roger Bailey from 26 February 2018 noting that the Threatened Species Conservation Act and the Strata Schemes Development Regulation 2016 have both been archived from the Delegations Database and amending the delegation document to include the new legislation:

- Biodiversity Conservation Act 2016
- Biodiversity Conservation Regulation 2016

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

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INSTRUMENT OF DELEGATION TO THE (ACTING) GENERAL MANAGER

On Thursday, 19 October 2017 the Warrumbungle Shire Council ("Council") resolved that:

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

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

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

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

"**LG Act**" means the *Local Government Act 1993* as amended.

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Schedule 1: Limitations

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

Schedule 2: Instruments of Delegation to Council

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

Schedule 3: Policy Authorities

Policy Authority - Administrative
Use of Council Corporate Credit Card to a maximum limit of \$15,000.
Requisition Authority Limit to \$150,000.
To carry out the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with the resolutions of Council.
To authorise MANEX training, travel and conference costs are approved subject to the Operational Plan budget, professional development opportunities and benefit to Council.
To authorise Staff Time Sheets.
Complaints and Requests –To instruct staff to take any necessary action in connection with any complaints or requests received, subject to all major matters being reported to Council.

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Correspondence of Council

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

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

Legal Documents General

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

Legal Proceedings – Institution of

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

Legal Proceedings – Instruction

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

Recovery of Monies

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

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

Variations to Development Standards under Development Plan Control 2015 as per

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endorsed and adopted plan.
Pursuant to resolution 127/1516

Authority to Dispose of Assets

Authorise the disposal of assets of value less than \$100,000 (including GST), other than land or assets of potentially historical or cultural significance, and in any case not by donation, in accordance with Council's Disposal of Assets Policy Version 2, 19 September 2013 Resolution 107/1314.

Enter into a short term lease (under 5 years) or licence on behalf of Council, with the Council as lessee or licensee, of land not owned by Council required for operational purposes.

Grant a lease or licence of operational land for a period of less than 10 years.

Policy Authority – Financial

To be a signatory to the bank accounts of Council.

Expenditure and authorisations – certify the prices and computations on all creditor payments.

Authority to sign as the authorising officer on Council's voucher payments for any costs.

Advances – Cash – To fix and vary the level of cash advances.

Cheques/Orders for Goods – Signing – to sign and or to specify the servants authorised to sign cheques and orders for goods of Council.

Accounts – Payments – Authority to pay all accounts as they fall due.

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

Policy Authority – Media

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

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Policy Authority - Staff

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

LEGISLATION

- Aviation Transport Security Act 2004 (Cth)
- Biosecurity Act 2015
- Boarding House Act 2012
- Building Professional Act 2005

- Cemeteries and Crematoria Act 2013
- Children(Protection & Parental Responsibility) Act 1987
- Civil Aviation Act 1988 (Cth)
- Commons Management Act 1989
- Community Land Development Act 1989
- Community Land Management Act 1989
- Companion Animals Act 1998
- Companion Animals Regulation 2008
- Contaminated Land Management Act 1997
- Conveyancing Act 1919
- Crown Lands Act 1989, Crown Lands Regulation 2006, Crown Lands (General Reserves By Laws 2006

- Dams Safety Act 1978
- Dangerous Goods (Road and Rail Transport) Act 2008
- Disability Inclusion Act 2014

- Electricity Supply Act 1995
- Environment Planning And Assessment Act 1979
- Environment Planning And Assessment Regulation 2000

- Fines Act 1996
- Fire Brigades Act 1989
- Fisheries Management Act 1994
- Fluoridation Of Public Water Supplies Act 1957
- Food Act 2003

- Game & Feral Animal Control Act 2002
- Gas Supply Act 1996
- Geographical Names Act 1966
- Government Information (Public Access) Act 2009
- Graffiti Control Act 2008
- Growth Centres (Development Corporations) Act 1974

- Heavy Vehicle National Law (NSW) and Heavy Vehicle (Adoption of National Law) Act 2016
- Heritage Act 1977

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- Holiday Parks (Long-Term Casual Occupation) Act 2002
- Housing Act 2001

- Impounding Act 1993
- Inclosed Land Protection Act 1901
- Independent Pricing & Regulatory Tribunal Act 1992

- Land & Environment Court Act 1979
- Land Acquisition (Just Terms Compensation) Act 1991
- Library Act 1939
- Library Regulation 2010
- Liquor Act 2007 And Liquor Regulation 2008
- Local Government Act 1993
- Local Government (General) Regulation 2005
- Local Government (Manufactured Home Estates, Caravan Parks, Camping Ground And Moveable Dwellings) Regulation 2005
- Local Government And Other Authorities (Superannuation) Act 1927
- Local Land Services Act 2013

- Major Events Act 2009

- Ombudsman Act 1974

- Pesticides Act 1999
- Pipelines Act 1967
- Protection of the Environment Operations (Clean Air) Regulation 2010
- Protection of the Environment Operations (Waste) Regulation 2005
- Protection of the Environment Operations Act 1997
- Privacy & Personal Information Protection Act 1998
- Public Health Act 2010
- Public Health Regulation 2012
- Public Interest Disclosures Act 1994
- Public Works Act 1912

- Real Property Act 1900
- Restricted Premises Act 1943
- Roads Act 1993
- Roads Transport Act 2013
- Road Transport (General) Regulation 2013
- Rural Fires Act 1997
- Rural Fires Regulation 2013

- Service NSW (One Stop Access To Government Services) Act 2013
- State Emergency And Rescue Management Act 1989
- State Environmental Planning Policy (Vegetation in Non Rural Areas) 2017
- State Records Act 1998
- Strata Schemes Development Act 2015
- Strata Schemes Development Regulation 2016
- Strata Schemes Management Act 2015

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- Strata Schemes Management Regulation 2016
- Surveying And Spatial Information Act 2002
- Surveillance Devices Act 2007
- Swimming Pools Act 1992
- Swimming Pools Regulation 2008

- Tattoo Parlours Act 2012
- Threatened Species Conservation Act 1995
- Transport Administration Act 1988
- Trees (Disputes Between Neighbours) Act 2006

- Valuation Of Land Act 1916

- Water Management Act 2000
- Water Management (General) Regulation 2011)
- Wilderness Act 1987
- Work Health And Safety Act 2011

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Item 20 Community Financial Assistance Donations 2017/18 (Round Two)

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

Reason for Report

Council has a current Donations Policy, as per the Operational Plan 2017/18 whereby donations are made to community and not for profit organisations in the form of waiving of rates, fees and charges or assistance of in-kind works or monetary grants.

Background

The complete list of 2017/18 donations as per Section 356 of the Local Government Act (1993) is noted in the Operational Plan and Delivery Program pages 200 – 204.

Issues

The assessment criterion has been prescribed as follows:

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

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

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

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

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

Options

Public submissions were sought from December 2017 for this second round 2017/18; which was well promoted on Council's website and local media.

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To assist Council in its deliberations, a description of the request has been included in the listing of submissions. The following list of applications received is for Council consideration, notations have been made if the applicant has received either a 2017/18 Annual Donation or a 2017/18 Community Financial Assistance Donation (Round One).

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Round Two (2) Financial Assistance Grants

NB: not in any order of preference

Application Listing					
Ref.	Applicant	Amount Requested	Amount Considered	Description of Project	Previous Donation Received 2017/18 or Inclusion in 2017/18 Operational Plan and Delivery (OPDP) Program's Donations Policy
1	Dunedoo CWA	\$230	\$171	BlazeAid Recognition Sign to be installed on bench seat in main street in front of Westpac Bank area	
2	Coonabarabran CWA Evening Branch	\$500	\$371	Reduction in Rates	2017/18 OPDP Annual Donation of one half of the annual General Waste Charge, Water Access Charge and Sewerage Access Charge totalling \$1,229.85
3	Binnaway Boxing Gym	\$500	\$0	Replacement of Roofing Iron and repairs to ceiling at the Boxing Gym	Donation of \$500 in Round One for equipment
4	Mendooran Common Committee	\$500	\$371	To assist with purchase of materials to construct fences around Mendooran Common	
5	Articulate Festival	\$500	\$371	To be used for the purchase of a Banner to be placed in John Street Coonabarabran to advertise the event	
6	Binnaway Show Society	\$500	\$371	To assist with the purchase and installation of a new air conditioning unit for the Binnaway Showground Pavilion and Kitchen	2017/18 OPDP Annual Donation of \$50 Art Prize
7	Dunedoo and District Historical Society and Museum	\$500	\$371	Outdoor Display Boards	

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Application Listing					
Ref.	Applicant	Amount Requested	Amount Considered	Description of Project	Previous Donation Received 2017/18 or Inclusion in 2017/18 Operational Plan and Delivery (OPDP) Program's Donations Policy
8	Paris Norton ORANA Arts	\$500	\$371	Contemporary Environment Technology and Arts (CETA) – Digital Arts Program	
9	Binnaway Showground Management Committee	\$500	\$371	To cover the November water rates access charges	
10	Coonabarabran Veteran Golfers	\$500	\$0	On going repairs to cart and walking tracks around golf course	Donation of \$500 in Round One for repairs to cart and walking tracks
11	Mendooran VRA	\$500	\$0	To assist with the purchase of a replacement freezer	Donation of \$500 in Round One to assist with the purchase of a laptop
12	Mendooran Polocrosse Club Inc	\$500	\$371	Installation of new steel yards and upgrade existing stables	
13	Coonabarabran Swimming Club	\$500	\$371	To assist with the purchase of weatherproof notice board	
14	Baradine Emergency Hub	\$397	\$295	Replacement of the Computer tower in the front window of the Emergency Hub	
15	Dunedoo Amateur Swimming Club Inc	\$475	\$0	Purchase new software – Meet Manager Active Hy-Tek	Donation of \$500 in Round One for a new equipment shed
16	Dunedoo Lions Club	\$500	\$371	To assist with Development Application Fees for new shed	2017/18 OPDP Annual Donation of \$500 to Dunedoo Lions Club for Art Unlimited
17	Dunedoo Preschool and Kindergarten	\$500	\$0	To assist with the ongoing costs of breakfast club	Donation of \$500 in Round One for the trial of running a breakfast club for Term 4

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Application Listing					
Ref.	Applicant	Amount Requested	Amount Considered	Description of Project	Previous Donation Received 2017/18 or Inclusion in 2017/18 Operational Plan and Delivery (OPDP) Program's Donations Policy
18	Dunedoo and District Development Group	\$500	\$0	Purchase of a microwave to be used at the Jubilee Hall	Two Donations of \$500 each in Round 1: 1. Kickstart the Dunedoo and District Sporting Recognition Project 2. Advertising and promotion of the Dunedoo Bush Poetry Festival
19	Coonabarabran High School	\$500	\$371	Continuation of the Breakfast program	2017/18 OPDP Annual Donation of \$70 for Awards Night
20	Mendooran P & C Committee	\$500	\$371	To assist with the holding a Debutante Ball in the Mendooran Community	
21	Baradine Central School	\$250* or cost	\$185	Purchase of a family season ticket to be raffled off as a fundraiser.	2017/18 OPDP Annual Donation of \$70 for Awards Night
22	Mendooran Bowling Club	Not specified item costs approx. \$3,000	\$371	To assist with the purchase of defibrillator	
23	Baradine Amateur Swimming Club	Not specified	\$371	Request for sponsorship	
24	Centacare Coonabarabran	\$500	\$371	To assist with Wi-Fi installation at the Drop In Centre at the Youth Club	
25	Coonabarabran Bowling Club	Not Specified	\$371	Sponsorship of three (3) day Easter Bowls Tournament	
Total:		\$10,352	\$6,587		

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Council has been provided with a copy of each request which have the Reference Number as listed above, under separate cover.

Financial Considerations

The Financial Assistance Donations has a total annual budget of \$20,000, at present the amount remaining in the 2017/18 budget is \$6,587 after the first round of donations and an additional donation made by Council the Coolah Lions Club. Details are listed below for Councils information:

1	Financial Assistance Donations Budget Financial Year 2018	\$20,000
2	Less Round One Financial Donations 17 August 2017 Resolution 56/1718	\$-12,913
3	Less Adhoc Donation by Council to Coolah Lions Club 16 November 2017 Resolution No 1718	\$-500
4	Balance – Funds remaining for Round 2	\$6,587

Council may either approve or not approve donations.

RECOMMENDATION

For Council's determination.

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Item 21 Joint Organisations of Councils

Division:	Executive Services
Management Area:	Executive Services
Author:	Acting General Manager – Leeanne Ryan
CSP Key Focus Area:	Local Governance and Finance
Priority:	Council builds strategic relationships with other levels of government to ensure that the shire receives an equitable allocation of resources

Reason for Report

In December 2017, Council resolved to become part of a Joint Organisation. It was also resolved a further report with specific resolutions be brought back to the February 2018 Ordinary meeting of Council.

Background

As reported last month, communication has been received from the Office of Local Government (OLG) providing Councils with an opportunity to become part of a Joint Organisation (JO). This matter was discussed at the OROC meeting held on Friday, 1 December 2017, where most OROC member Councils indicated they were in favour of forming a JO.

Further correspondence has been received from OLG (copy enclosed under separate cover) reiterating that JOs are a key part of the Government's commitment to build stronger Councils and improve service delivery and infrastructure across rural and regional NSW.

The *Local Government Amendment (Regional Joint Organisation) Act 2017* commenced on 15 December 2017.

Issues

To ensure Council is part of the JO network, a Council resolution is a critical part of the process to enable groups of Councils to align. The resolution is required to have particular wording to assist the JO area be recommended to the Governor to enable proclamation. A copy of the resolution is to be provided to the Minister for Local Government by 28 February 2018. This allows time for OLG to undertake required processes in order to have JOs in operation by July 2018. This includes allocation of seed funding to help establish each JO under the NSW Government's \$3.3 million commitment.

Members of OROC were recently invited to attend a workshop held at Cobar to discuss JO's. OLG were in attendance to answer any questions that were raised. As a result, most OROC Councils were still in favour of forming a JO. A copy of the power point presentation from the workshop is enclosed under separate cover.

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Options

Council resolved in December to become part of a JO.

There are no identified serious risks associated with the involvement of Council in Joint Organisations. It is possible that there will be additional funding opportunities afforded to Joint Organisations and Council may negate these opportunities if they decide not to be involved.

Financial Considerations

The current fee structure for Joint Organisations is unknown. At this stage, it is unknown what financial implications may arise from the decision to take part in the Joint Organisation. However, it will be hoped that participation would lead to opportunities that provide efficiencies and cost savings for Council, particularly in relation to the use of consultants and regional procurement.

RECOMMENDATION

In accordance with Part 7 of Chapter 12 of the Local Government Act 1993 (**Act**), the Warrumbungle Shire Council resolves:

1. That the Council inform the Minister for Local Government (**Minister**) of the Council's endorsement of the Minister recommending to the Governor the establishment of a Joint Organisation (**Joint Organisation**) in accordance with this resolution.
2. To approve the inclusion of the Council's area in the Joint Organisation's area.
3. That the Joint Organisation be established to cover the Council's area and any one or more of the following Council areas:
 - Bogan Shire Council
 - Bourke Shire Council
 - Brewarrina Shire Council
 - Cobar Shire Council
 - Gilgandra Shire Council
 - Dubbo Regional Council
 - Walgett Shire Council
 - Warren Shire Council
 - Warrumbungle Shire Council
 - Narromine Shire Council
 - Coonamble Shire Council
 - Mid-Western Regional Council
4. That, on expiry of a period of 28 days from the making of this resolution, the General Manager provide the Minister:
 - a) with a copy of this resolution including the date on which Council made this resolution, and
 - b) inform the Minister that this resolution has not been rescinded, for the purpose of the Minister issuing a certificate under section 400P of the Act.

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Item 22 Model Code of Meeting Practice – Consultation Draft

Division:	Executive Services
Management Area:	Executive Services
Author:	Acting Manager Administration and Executive Assistant to the General Manager – Chris Kennedy
CSP Key Focus Area:	Local Governance and Finance
Priority:	Council's governance practices and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

This report is presented to Council to consider the consultation draft of the Model Code of Meeting Practice (enclosed under separate cover), which will replace **Practice Note No 16 Meetings Practice Note** and determine whether we wish to make any submissions to the Office of Local Government. Submissions close on 16 March 2018.

Background

The Model Code of Meeting Practice is made pursuant to section 360 of the *Local Government Act (NSW) 1993* and the *Local Government (General) Regulation 2005*.

Council must adopt a Code of Meeting Practice that incorporates the mandatory provisions of the Model Meeting Code. Council may also adopt non-mandatory provisions and other supplementary provisions, however Council's Code of Meeting Practice must not contain provisions that are inconsistent with the mandatory provisions of the Model Meeting Code.

Issues – Mandatory Provisions

The following mandatory provisions are particularly drawn to Council's attention when determining if it wishes to make any submissions:

- 1 Page 19, 5.2 "*A Councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting*".
- 2 Page 21, 5.18 – 5.20 *Mandatory webcasting of meetings*
These clauses require that all meetings of Council and committees of the Council are webcast, excluding parts of a meeting that are closed to the public under section 10A of the Act.

It is not specified whether the webcast is required to be video as well as audio, or whether the webcast may be livestreamed only or must be available as a recording. Council may determine whether it needs to seek clarification on these points.

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Council must ensure that it has the capacity, resources and skills required to meet the requirements to webcast meetings, and that due notice is provided to attendees (clause 5.20). In addition, advice should be sought on whether the webcasting requirement will adversely impact on Council's data bandwidth and hence its day-to-day operations.

- 3 Page 30, 9.13-9.18 *"A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the questions in accordance with clauses 3.11 and 3.16"*

Issues – Non-Mandatory Provisions

The following non-mandatory provisions are drawn to Council's attention:

- 1 Page 15, 4 *Public forums*

Clause 4.1 sets out that the public forum will be held *"for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting"*

If the non-mandatory public forum provisions are adopted Council may also decide whether to incorporate the existing *WSC Council Meeting Public Forum Policy* (copy enclosed under separate cover) into this section of the Code of Meeting Practice.

- 2 Page 21, 5.21 *Audio recording of meetings*

Council's Resolution 28/1718, made on 20 July 2017, states as follows:

*'That Council receives quotations for the purchase and installation / portable recording equipment in to the Council Chambers in Coonabarabran and Coolah. **FURTHERMORE**, that a policy for audio recording of Council meetings be developed and brought back to Council following the review by the OLG of the Local Government Act 1993 in relation to the Model Code of Meeting Practice.'*

In view of the mandatory webcasting clause, Council may wish to review this recommendation or confirm whether it agrees to use clause 5.21 in lieu of a separate policy.

- 3 Page 30, 10.9 *Motions requiring the expenditure of funds*
Requires that if a motion which would require the expenditure of funds on works and services other than those provided for in the current adopted operational plan must identify the source of funding. If the source of funding is not identified Council must defer consideration pending a report from the General Manager on the availability of funds.

Financial Considerations

The webcasting requirement will have an associated cost, as well as a potential impact on Council's data bandwidth that may create additional costs to overcome.

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RECOMMENDATION

That Council make a submission to the Office of Local Government with regard to the mandatory requirement for webcasting meetings and the significant financial and bandwidth considerations for Rural Councils, and their ability to comply with the requirement.

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Item 23 Panel of Conduct Reviewers

Division:	Executive Services
Management Area:	Executive Services
Author:	Acting General Manager – Leeanne Ryan
CSP Key Focus Area:	Local Government and Finance
Priority:	Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity

Reason for Report

This report is presented to Council to consider and adopt a panel of conduct reviewers as required under the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW (Procedures).

Background

Under the Procedures, the following requirements are prescribed for the purposes of administering the Model Code of Conduct:

- The Council must by resolution establish a panel of conduct reviewers.
- The Council may by resolution enter into an arrangement with one or more other Councils to share a panel of conduct reviewers.
- The panel is to be established following a public expression of interest process.
- An expression of interest for members of the Council's panel of conduct reviewers must, at a minimum, be advertised locally and in the Sydney metropolitan area.
- To be eligible to be a member of a panel of conduct reviewers, a person must as a minimum, meet the following requirements:
 - a) an understanding of local government, and
 - b) knowledge of investigative procedures including but not limited to procedural fairness requirements and the requirements of the Public Interest Disclosures Act 1994, and
 - c) knowledge and experience of one or more of the following:
 - i) investigations, or
 - ii) law, or
 - iii) public administration, or
 - iv) public sector ethics, or
 - v) alternative dispute resolution, and
 - d) meet the eligibility requirements for membership of a panel of conduct reviewers under clause 3.6
- A person is not eligible to be a member of the panel of conduct reviewers if they are:
 - a) a Councillor, or
 - b) a nominee for election as a Councillor, or
 - c) an administrator, or
 - d) an employee of a Council, or

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- e) a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
- f) a nominee for election as a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
- g) a person who has a conviction for an indictable offence that is not an expired conviction.
- A person is not precluded from being a member of the Council's panel of conduct reviewers if they are a member of another Council's panel of conduct reviewers.
- A panel of conduct reviewers established under the Procedures is to have a term of up to four years.
- The Council may terminate the panel of conduct reviewers at any time by resolution.
- When the term of the conduct reviewers concludes or is terminated, the Council must establish a new panel of conduct reviewers in accordance with the requirements of the Procedures.
- A person who was a member of a previous panel of conduct reviewers established by the Council may be a member of subsequent panels of conduct reviewers established by the Council.

During 2013, Council adopted the Model Code of Conduct and resolved to implement with OROC a review of the Conduct Review Panel membership. Council's previous panel of conduct reviewers was established at Council's Ordinary Meeting held 19 September 2013 (**Resolution No 102/1314**). The panel consisted of Chris Gallagher - sole trader; Lee Downes - Investigation Associates Australia; Peter Mulhall - Investigation Associations Australia; Mark Pigram - TQC Solutions; Andrew Fletcher - Andrew Fletcher Consulting; Norman Mann; Monica Kelly - Prevention Partners; Kathy Thane - Train Reaction Pty Ltd; Greg Wright - Wright Associates; Kathy Roach - Sinc Solutions; Kelvin Kenny - O'Connor Marsden and Associates; Paul Crennan - Crennan Legal.

All OROC Councils adopted the above as their Panel of Conduct Reviewers at the time.

Issues

Under the Procedures, a panel of conduct reviewers is to have a term of up to four years. At the conclusion of this term, a new panel must be established in accordance with Part 3 of the Procedures which includes a public expression of interest process.

Expressions of Interest were called for by OROC during July 2017. On closing date, thirteen (13) applications were received being:

Aimee Saaib – O'Connell Workplace Relations
Eden Elliott – Wise Workplace
Rochell Luhr – Nemesis Consultancy Group Pty Ltd
Peta Tumpey – TressCox Lawyers
Robert Lopich – Mediate Today Pty Ltd
Phil O'Toole – Centium Group Pty Ltd
Kath Roach – Sinc Solutions
Andrew Klein – Russell Kennedy Pty Ltd
Chris Stratton – Quadrant Management Systems P/L
Viv Mercer – PKF Forensic and Risk Services
Phil O'Brien – Australian Workplace Training Investigation

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Greg Waters – MSM Loss Management

John Renshaw – O'Connor Marsden and Associates Pty Ltd

A copy of the applications has been provided for Councillors under separate cover.

All applicants were assessed as meeting the eligibility criteria required under the Procedures being:

OROC at its 6 October 2017 Board meeting resolved to adopt the persons listed above as the OROC Regional Code of Conduct Panel and that each individual Council establish their own panel of conduct reviewers.

Under the *Local Government Act 1993* – section 440 (3) – a Council must adopt a code of conduct that incorporates the provisions of the model code. The adopted code may include provisions that supplement the model code. Section 440AA (3) states that a Council must adopt a procedure that incorporates the provision of the model procedure. The adopted procedures may include provisions that supplement the model procedure.

Options

Council must by resolution establish a panel of conduct reviewers. OROC has undertaken the expression of interest process on behalf of its member Councils. All thirteen (13) applications meet the eligibility criteria required under the Procedures. It is now recommended that Council adopts the applicants listed in the report as its Panel of Conduct Reviewers.

Financial Considerations

Hourly rates vary from \$230 to \$490 not including travel expenses.

RECOMMENDATION

That the persons listed as follows be appointed as members to Warrumbungle Shire Council Code of Conduct Panel of Conduct Reviewers.

First	Last	Company
Aimee	Saaib	O'Connell Workplace Relations
Eden	Elliott	Wise Workplace
Rochell	Luhr	Nemesis Consultancy Group Pty Ltd
Peta	Tumpey	TressCox Lawyers
Robert	Lopich	Mediate Today Pty Ltd
Phil	O'Toole	Centium Group Pty Ltd
Kath	Roach	Sinc Solutions
Andrew	Klein	Russell Kennedy Pty Ltd
Chris	Stratten	Quadrant Management Solutions P/L
Viv	Mercer	PKF Forensic and Risk Services
Phil	O'Brien	Australian Workplace Training Investigation
Greg	Waters	MSM Loss Management
John	Renshaw	O'Connor Marsden and Associates Pty Ltd

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Item 24 Progress Report Delivery Program 2017/18 – 2020/21

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

Reason for Report

The 2017/18 six (6) month progress report of the 2017/18-2020/21 Delivery Program (DP) by the General Manager is presented to Council for consideration. The report provides information on the progress, achievements and challenges of Council's programs and services for the 6 months from 1 July 2017 to 31 December 2017.

Background

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

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

Council is required to establish a new DP after each ordinary election of Councillors for the 4-year period commencing on 1 July following the election. The current revision of the DP is for the period of 2017/18 to 2020/21 and following a public exhibition period was adopted in June 2017. The General Manager must provide progress reports detailing progress against the DP at least every 6 months. The progress report for the first half of the 2017/18 financial year is now complete and has been attached for Council approval.

Issues

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

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

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

Options

Nil.

Financial Considerations

Any financial or budget issues related to not meeting service levels are reported in the Quarterly Budget Review Statement for December 2017.

RECOMMENDATION

That Council accepts the 2017/18-2020/21 Delivery Program six (6) month Progress Report to 31 December 2017.

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Item 25 Proposed Councillor Induction and Professional Development Guidelines

Division:	Executive Services
Management Area:	Executive Services
Author:	Acting Manager Administration and Executive Assistant to the General Manager – Chris Kennedy
CSP Key Focus Area:	Local Governance and Finance
Priority:	Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity

Reason for Report

This report is presented to Council to consider the proposed *Councillor Induction and Professional Development Guidelines* (enclosed under separate cover), and to determine whether it wishes to make any submissions to the Office of Local Government. Submissions close on 16 March 2018.

Background

In August 2016, the *Local Government Amendment (Governance and Planning) Act 2016* amended the *Local Government Act 1993*. The prescribed role of Councillors was amended to include in section 232, a responsibility “to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor”. Supporting this change, the amendments allow regulations to be made for induction and other professional development of Councillors; a copy of the proposed regulations are provided in Attachment 1.

The proposed *Councillor Induction and Professional Development Guidelines* will be issued under section 23A of the Local Government Act 1993; Council is required to take any relevant guidelines issued under section 23A into consideration before exercising any of its functions.

Under the guidelines there are three elements:

- ***Pre-election candidate sessions***
To ensure prospective candidates are aware of what will be expected of them. Not mandatory, but encouraged.
- ***Induction program***
Aims to equip Mayors and Councillors with the information they need to perform their role effectively over the first few months and has a particular focus on building positive, collaborative relationships between Councillors and with staff
- ***Professional development program***
To be developed in consultation with all Councillors and delivered over the term of the council to build the skills, knowledge and personal attributes necessary to be an effective Mayor or Councillor.

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Council will be required to report to the Council on the induction and ongoing professional development activities offered to the Mayor and each Councillor and whether they participated in them, and to make this information publicly available on Council's website.

Issues

Resources

In developing the program in line with the *Guidelines*, Council's existing capacity to achieve the requirements should be reviewed. Significant staff time will be required to develop, as well as deliver, an effective Councillor Induction and Professional Development Program, and to regularly review it to maintain relevance. Some staff may require additional upskilling (eg presentation skills).

Councillor Time Commitment

There will be a considerable initial time commitment for Councillors to complete their induction program, and this needs to be clearly defined and advised as well as included in operational planning post-Local Government elections.

Professional Development

In defining Councillors' Professional Development requirements, Council may wish to draw on the **PD in a Box** resource recently developed by LGNSW as part of the Local Government Capability Framework, which is a free and confidential online portal for all NSW Mayors and Councillors to assess their capabilities and create a personal and professional development plan. Council could then deliver professional development aligned to the identified needs of each Councillor. As this is a new resource, it will need to be reviewed against the *Guidelines* and a gap analysis undertaken and addressed if required so that all requirements are met.

Internal Responsibilities

Council needs to determine and document operational responsibility for development and maintenance of the content of the program, and also for running the Councillor Induction and Professional Development Program. It is suggested that this program is best overseen by the Manager Executive Services.

Financial Considerations

Council will need to ensure that it makes adequate provision for the costs associated with its Councillor Induction and Professional Development Program, including:

- ***Pre-election candidate sessions***
Costs associated with delivery of the information session/s, including candidate information packs (page 12 of the *Guidelines*).
- ***Induction program***
Costs associated with face-to-face delivery of extensive content and team building as well as provision of an induction manual and the Councillor Handbook.
A supplementary program also needs to be provided to the Mayor.
Some elements of this induction program may include formal training by professional providers if required, which could add a significant cost to the program.
- ***Professional development program***
Council will need to make provision to support its agreed professional development program for Councillors.

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In the event of a by-election, an induction program must also be delivered by Council for any newly elected Mayor or Councillor who joins as a result of a by-election to fill a casual vacancy.

RECOMMENDATION

That Council make a submission to the Office of Local Government regarding the additional costs to ratepayers that are anticipated to be incurred in providing the Councillor Induction and Professional Development Program.

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Attachment 1

Proposed Amendments to the Local Government (General) Regulation 2005

Councillor Induction and Professional Development Programs

- The general manager is to ensure an induction program is delivered for newly elected and returning councillors and a specialised supplementary induction program for the mayor within six months of their election.
- The general manager is to ensure an ongoing professional development program is delivered for the mayor and each councillor over the term of the council for the purposes of assisting them to acquire and maintain the knowledge and skills necessary to perform their roles.
- The content of the ongoing professional development program to be delivered to the mayor and councillors is to be determined in consultation with the mayor and each councillor and is to have regard to the specific knowledge and skills required by the mayor, each individual councillor and the governing body as a whole to perform their roles.
- Mayors and councillors must make all reasonable efforts to participate in the activities offered to them as part of an induction or ongoing professional development program.
- The general manager is to report to the first council meeting held following the completion of the delivery of the induction program identifying the activities offered to the mayor and each councillor as part of the induction program, and whether or not the mayor and each councillor participated in the activities offered to them.
- The general manager is to report to the first council meeting held following 30 June in each year identifying the ongoing professional development activities offered to the mayor and each councillor in the year to 30 June as part of the professional development program, and whether or not the mayor and each councillor participated in the activities offered to them under the program.
- The general manager is to ensure these reports are published on the council's website.
- The Chief Executive of the Office of Local Government may, at the request of a general manager, exempt the council from the requirement to publish details of induction and ongoing professional development activities offered to the mayor or an individual councillor where he or she is satisfied that there are exceptional circumstances.

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Item 26 Three Rivers Regional Retirement Community – January Update

Division:	Governance
Management Area:	Executive Services
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Local Economy
Priority:	LE4 There are diverse products and services locally available and minimal economic leakage to larger regional centres.

Reason for Report

As resolved at the July Ordinary Council meeting that the financial update of the current project funded by the Restart NSW Cobbora Transition Fund and the Commonwealth Stronger Regions Fund known as the Three Rivers Regional Retirement Community be presented to Council via regular updates(**Resolution 16/1718**).

Background

The Three Rivers Regional Retirement Community Project is funded by:

1. RNSW290 Three Rivers Regional Retirement Community and Learning Centre \$4,500,000
2. Commonwealth Stronger Regions Fund \$2,450,000

The Warrumbungle Three Rivers Regional Retirement Community 355 Committee (TRRRC 355) oversees the progress of this project.

Issues

The Restart NSW Cobbora Transition Fund requires for their Funding Deeds a detail of the scope, budget, and time schedule for each project component. Updates are submitted monthly to Infrastructure NSW (INSW) via an online web portal and are audited by NSW Public Works before reimbursement of funds expended by Council. Monthly updates detail the progress of each project as per the timeline, procurement, risk management and cash flow details executed with the Funding Deeds.

With Commonwealth Stronger Regions, the Funding Deeds also detail the scope, budget, and time schedule for each project component. These updates are submitted monthly to the Federal Department of Regional Programs and Infrastructure via an online web portal and are audited by Assistant Director before reimbursement of funds expended by Council. Monthly updates also detail the progress of each project as per the timeline, procurement, risk management and cash flow details executed with the Funding Deeds.

Update on the project for the last couple of months is as follows:

- Units 1, 2 and 3 - Sub-slab works is complete. Sub-floor drainage has been installed. Retaining walls are 10% completed.

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- Units 9 and 10 - Frames in construction. The roof is on. 50% of external cladding is installed. Windows are installed. The fire wall are constructed. Plumbing and electricity are roughed in and waiting on inspection.
- Units 11, 12 and 13 - The roof is installed. 50% of external cladding installed. Windows are installed. Internal plumbing and electricity are ready for inspection. Fire walls are constructed. Storm water pipes are 45% complete.
- Unit 14 – Frames are on site. Storm water pipes are 45% complete.
- Units 15 and 16 - The frames are 80% constructed. 50% of the roof is installed. 60% plumbing and electricity are roughed in.
- Retaining wall between units 16 and 17 90% complete.
- Unit 17 – Form work for slab complete, waiting to be inspected prior to pouring.
- Frames on site for unit 18.
- Sub-slab works for units 25, 26 and 27 are 40% complete. Retaining walls is 60% complete.
- Retention pits is 95% complete.

Options

Nil.

Financial Considerations

Invoice for reimbursement submitted for December and January for \$150,000 and \$320,598. These invoices covered construction cost for the Primary Contractor and internal staff costs.

The last payment Council received for this project in December and January amounted to \$470,598.79.

Financial Report as at 31 January 2018

Sources of Funds		
Total Grant Funding from Restart NSW	\$4,500,000	
Commonwealth Stronger Regions Fund	\$2,450,000	
Mendooran/Dunedoo Hostel Inc.	\$500,000	
Total External Funding		\$7,450,000
Expenditure to Date		
Acquisition and Remediation of Site	\$899,529	
Boulus Constructions	\$1,114,278	
Salaries, Plant & Other	\$158,188	
Total Fund Expended to date		\$2,171,995
External Funding not yet expended		\$6,310,313

RECOMMENDATION

That Council notes the progress of the Three Rivers Regional Retirement Community Project.

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Item 27 Council Resolutions Report February 2018

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

Reason for Report

The Council Resolution Report includes Council resolutions from May 2017 to January 2018. This report is attached under separate cover. Items completed are noted then deleted from the report in the following month.

Background

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

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

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

Issues

This feedback is provided to Council for information purposes.

Options

Nil.

Financial Considerations

Nil.

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

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Item 28 Monthly Report from Human Resources – February 2018

Division:	Corporate and Community Services
Management Area:	Human Resources
Authors:	Manager Human Resources – Pamela Dickerson
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF8 Council undertakes its organisational, workforce and risk management responsibilities with efficiency and effectiveness

Reason for Report

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

Background

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

Since the last Council Meeting in December 2017 the following positions have been advertised either internally or externally with various completion statuses:

Positions filled since last Council meeting:

- Temporary Finance Officer
- Supply Officer
- WTP / Truck Operator Baradine
- General Manager (*external recruitment*)

Resignations

Since the December Council meeting, the following resignations have been received:

- Manager Projects
- Plumber Coolah
- Director Corporate and Community Services
- Trainee Administration Officer
- Child Carer

Issues

None to report.

HUMAN RESOURCES TEAM REPORT

Learning and Development

Training courses undertaken in December - February:

- Aerodrome Reporting Safety Officer Course – 4 people (February)
- Forklift Training – February (*tbc*)
- Traffic Control Training – February (*tbc*)

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HR Projects

Councillors are reminded to complete their Online Induction.

SafeWork training sessions were conducted in December with a follow up planned for February for anyone who still needs to complete this.

Workplace Health and Safety (WHS)

There were 5 incidents in total for the months of December and January with 0 new Claims. Conducted 6 workplace inspections; 11 action items issued; with 2 items completed.

Workers Compensation and Incidents for February

Directorate	Near Misses	Incidents	New WC Claims
Corporate and Community Services		1	
Executive Services			
Development Services			
Technical Services		4	

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

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Item 29 2018-2021 Macquarie Regional Library Committee Agreement

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

Reason for Report

To seek Council's endorsement for the new Macquarie Regional Library (MRL) Agreement for the period 1 July 2018 to 30 June 2021.

Background

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

These six (6) Libraries facilities are currently managed by the Dubbo Regional Council under contract through the MRL brand. In addition to the Warrumbungle Shire, the Narromine Shire and Dubbo Regional Councils Libraries are also managed under this arrangement. A committee representing all parties meets on a regular basis to oversee operations, governance and strategic planning of the Libraries.

The Warrumbungle Shire Council is represented by Councillors Hill and Iannuzzi. The Director of Corporate and Community Services (Michael Jones) attends in an advisor capacity only.

MRL is seeking Warrumbungle Shire Council to sign a new agreement ahead of the current agreement expiring on 30 June 2018. The new agreement is for a period of three (3) years and a copy is enclosed.

Issues

Nil.

Options

Council can either:

- Sign the new agreement, or
- Look to exit the arrangement with MRL before the 30 June 2018.

Financial Considerations

- As per the new contract – *refer summary comparison to current contract.*

WARRUMBUNGLE SHIRE COUNCIL

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Contract Comparison

	Prior Contract				Proposed Contract		
	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Annual Contributions	\$123,383	\$138,572	\$153,393	\$171,033	\$177,874	\$184,989	\$192,389
Book Vote	\$18,507	\$20,636	\$23,009	\$25,655	\$26,681	\$27,748	\$28,858
Total Cost	\$141,890	\$159,208	\$176,402	\$196,688	\$204,555	\$212,737	\$221,247
Increase on prior year \$		\$17,318	\$17,194	\$20,286	\$7,867	\$8,182	\$8,510
Increase on prior year %		12.2%	10.8%	11.5%	4%	4%	4%

Alternatively, determination not to continue under an Agreement with the MRL will require extensive analyse if Council wishes to continue the same levels of service and offering across the Shire. Furthermore, Council will need to recruit knowledge resources to run such an operation in absence of the MRL.

RECOMMENDATION

That Council endorse the new Macquarie Regional Library Agreement for the period 1 July 2018 to 30 June 2021 **FURTHERMORE**, that Council instructs the Mayor and General Manager to sign the new agreement and add the Council Seal.

WARRUMBUNGLE SHIRE COUNCIL

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Item 30 Quarterly Budget Review Statement for the Quarter Ending 31 December 2017

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

Reason for Report

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

Background

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

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

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

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

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

WARRUMBUNGLE SHIRE COUNCIL

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

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

A copy of Council's first quarter QBRs for the quarter ending 31 December 2017 is provided under separate cover as an Appendix to the February 2018 Business Paper.

Issues

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

- Council's YTD surplus/ (deficit) from Council's income statement is a surplus of \$2.858m;
- Council is currently forecasting an accrual surplus (per Council's income statement) of \$7.243m at the end of the financial year which represents a \$4.739m increase relative to the original budget. *Note: this surplus is reliant on the completion of Council's significant Capital Program;*
- Council has currently spent \$5.769m of its proposed \$26.495m (22%) Capital Program;
- Council's major supplementary votes:-
 - \$580k for Council Offices – Old admin area roof repairs;
 - An increase of \$90k for Allison Bridge Capital Project;
 - An increase of \$80k in Operational budget for Mendooran Water Plant as well as another \$80k to its Capital budget;
 - An increase of \$52k in Corporate Services Management's Salary budget to cover additional expense.
 - Redistribution of a number of Capital Allowances to specific projects;
 - The request to defer a number of Property & Risk's capital projects relating to Public Halls.
- Council's cash and investments balance is currently forecast to decrease from \$16.523m to \$9.307m at 30 June 2018, assuming Council's extensive capital program is completed this financial year;
- Council's unrestricted cash and investments balance is (\$373k) as at 31 December 2017;
- Council's cash surplus/(deficit), which includes capital expenditure and loan movements, but excludes other balance sheet movements and depreciation, is forecast to be a deficit of \$5.481m in General Fund at year end. This figure includes supplementary votes submitted for approval as well as Capital Revotes of \$13.204m;
- Council is currently forecast to report a cash deficit of \$8k in the water fund, and \$2k surplus in the sewer fund;

The QBRs is Council's opportunity to explain major variations and recommend changes to Council's original budget for Council approval. Explanations for major variations are reported within the QBRs, and Council has also included in the QBRs supplementary votes for approval.

WARRUMBUNGLE SHIRE COUNCIL

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Options

The suggested supplementary votes for the December Quarter results in a \$727k decline in Council's General Fund position. Council has two options in regard to the supplementary votes suggested in the December QBRS:

1. Approve the supplementary votes;
2. Approve the suggested supplementary votes but either postpone selected current year capital projects to 2018/19 or reduce recurrent expenditure budgets to reduce Council's forecast year end deficit in General Fund.

Council has now recognised the movement in the Water and Sewer funds separately in the table in the financial considerations section below, and both of these funds are forecast to report an unrestricted cash deficit at year end due to cash savings in these funds being used to catch up on capital works delayed over recent years.

Financial Considerations

Council's original unrestricted cash deficit for the 2017/18 financial year per Council's Operational Plan was \$38k.

Council subsequently revoted capital expenditure and future grants budgeted for in the 2016/17 financial year (with the balance funded from restricted assets) into the 2017/18 financial year.

The December QBRS includes supplementary votes, as well as movements from restricted assets. The final forecast unrestricted cash Surplus/(Deficits) for each fund is detailed in the table below:

Line Item	General	Water	Sewer
Original Budget	(37,936)	-	-
Revotes Revenue	5,345,476	1,332,682	881,601
Revotes Capital	(10,234,096)	(2,658,107)	(311,593)
Revotes Restricted Assets	2,892,756	174,476	(747,872)
Total Revotes	(1,995,864)	(1,150,949)	(177,864)
Revised Budget Post Revotes	(2,033,800)	(1,150,949)	(177,864)
Q1 Revenue Sup Votes	(2,314,780)	-	-
Q1 Expenditure Sup Votes	(320,000)	-	-
Q1 Capital Sup Votes	(85,561)	1,142,452	179,861
Q1 Restricted Asset Movements	-	-	-
Total Revotes	(2,720,341)	1,142,452	179,861
Revised Budget Surplus/(Deficit)	(4,754,141)	(8,497)	1,997
Q2 Revenue Sup Votes	-	-	-
Q2 Expenditure Sup Votes	(105,974)	(80,000)	-
Q2 Capital Sup Votes	(745,360)	(118,000)	-
Q2 Restricted Asset Movements	123,974	198,000	-
Total Revotes	(727,360)	-	-
Revised Budget Surplus/(Deficit)	(5,481,501)	(8,497)	1,997

WARRUMBUNGLE SHIRE COUNCIL

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Statement by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for Warrumbungle Shire Council for the quarter ended 31 December 2017 indicates that Council's projected financial position as at 30 June 2018 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

RECOMMENDATION

That Council accept the Quarterly Budget Review Statement for the quarter ending 31 December 2017 and approve the requested supplementary votes.

WARRUMBUNGLE SHIRE COUNCIL

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Item 31 Bank Reconciliation for the Month Ending 31 December 2017

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

Reason for Report

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

Background

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

Issues

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

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

Options

Nil.

Financial Considerations

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

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 February 2018

Summary

Balance per General Ledger – 31 December 2017

General Ledger	Amount
Trust Bank Account	296,668
Bushfire Trust Account	13,377
Bushfire Trust Investment Account	47,233
General Bank Account	1,347,527
Investment At Call General	10,988,625
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
Total per General Ledger	16,565,430

Bank	Balance
<u>General</u>	
Commonwealth General Account	1,477,875
Total – General	1,477,875
<u>Investments</u>	
Term Deposits	14,860,625
Total Investments	14,860,625
Sub Total WSC Operational Accounts	16,338,500

<u>Trust</u>	
Commonwealth Trust Account	296,668
Total – Trust	296,668
<u>WSC Mayors Bush Fire Appeal Trust</u>	
Commonwealth Mayors Fund General Account	13,377
Commonwealth Mayors Fund Savings Account	47,233
Total - WSC Mayors Bush Fire Appeal Trust	60,610
Total All Bank Accounts	16,695,778
<i>Add:</i>	
Outstanding Deposits - General	101,622
Outstanding Deposits - Trust	-
Outstanding Deposits – WSC Mayors Bushfire Appeal	-
<i>Less:</i>	
Unpresented cheques - General	(2,179)
Unpresented EFT - General	(229,791)
Unpresented cheques- WSC Mayors Bushfire Appeal	-
Balance adjusted for outstanding deposits & Un-presented cheques (Final Bank Balance)	16,565,430
Variance between Final Bank Balance and General Ledger	-

WARRUMBUNGLE SHIRE COUNCIL

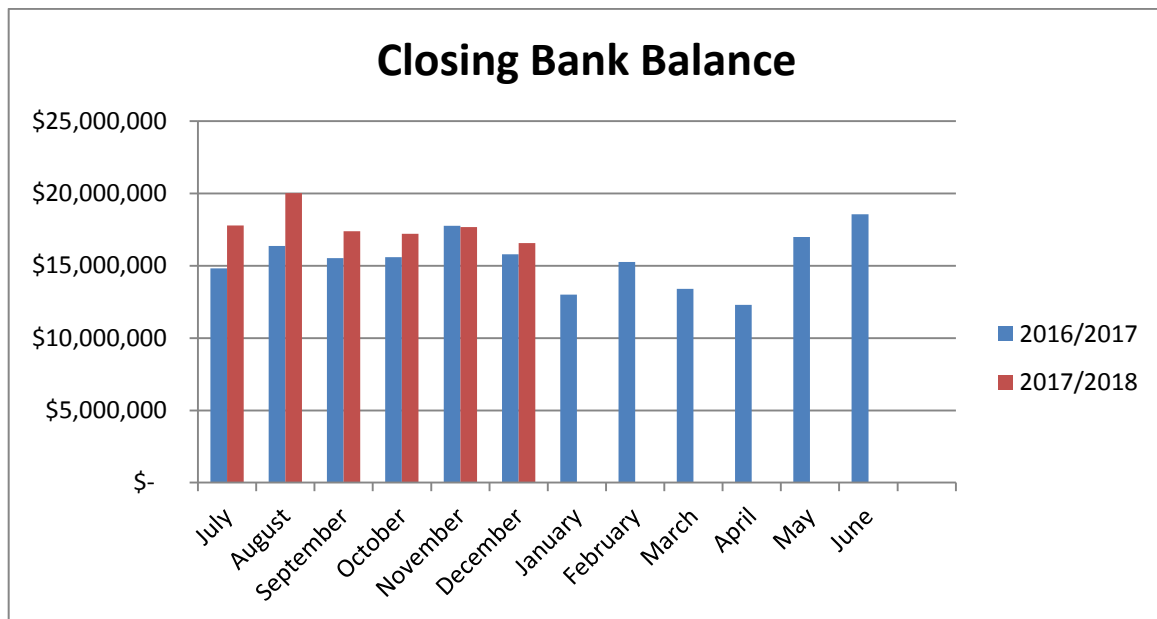
Ordinary Meeting – 16 February 2018

Balance as per Bank Account History as at 31 December 2017

Month	Funds Held in General Account	Funds Held in Trust Account	Mayors Bushfire Appeal Trust Account	Investment	TOTAL	Net of Outstanding Deposits and Un-presented Cheques	End of Month Closing Bank Balance
Jun-17	248,391	347,521	69,642	17,862,756	18,528,310	24,115	18,552,425
Jul-17	1,954,020	348,000	69,715	16,156,553	18,528,288	(742,487)	17,785,801
Aug-17	3,865,910	348,000	50,412	15,355,865	19,620,187	382,990	20,003,177
Sep-17	1,059,957	348,000	50,436	16,639,790	18,098,183	(716,905)	17,381,278
Oct-17	2,145,381	289,168	65,567	15,168,459	17,668,575	(464,378)	17,204,197
Nov-17	412,339	294,468	60,589	16,748,143	17,515,539	148,886	17,664,425
Dec-17	1,477,875	296,668	60,610	14,860,625	16,695,778	(130,348)	16,565,430

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 February 2018



RECOMMENDATION

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 February 2018

Item 32 Bank Reconciliation for the Month Ending 31 January 2018

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

Reason for Report

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

Background

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

Issues

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

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

Options

Nil.

Financial Considerations

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

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 February 2018

Summary

Balance per General Ledger – 31 January 2018

General Ledger	Amount
Trust Bank Account	249,400
Bushfire Trust Account	13,417
Bushfire Trust Investment Account	47,253
General Bank Account	1,774,484
Investment At Call General	9,713,313
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
Total per General Ledger	15,669,867

Bank	Balance
<u>General</u>	
Commonwealth General Account	1,708,650
Total – General	1,708,650
<u>Investments</u>	
Term Deposits	13,585,313
Total Investments	13,585,313
Sub Total WSC Operational Accounts	15,293,963

<u>Trust</u>	
Commonwealth Trust Account	249,400
Total – Trust	249,400
<u>WSC Mayors Bush Fire Appeal Trust</u>	
Commonwealth Mayors Fund General Account	13,417
Commonwealth Mayors Fund Savings Account	47,253
Total - WSC Mayors Bush Fire Appeal Trust	60,670
Total All Bank Accounts	15,604,033
<i>Add:</i>	
Outstanding Deposits - General	199,180
Outstanding Deposits - Trust	-
Outstanding Deposits – WSC Mayors Bushfire Appeal	-
<i>Less:</i>	
Unpresented cheques - General	(476)
Unpresented EFT - General	(132,870)
Unpresented cheques- WSC Mayors Bushfire Appeal	-
Balance adjusted for outstanding deposits & Un-presented cheques (Final Bank Balance)	15,669,867
Variance between Final Bank Balance and General Ledger	-

WARRUMBUNGLE SHIRE COUNCIL

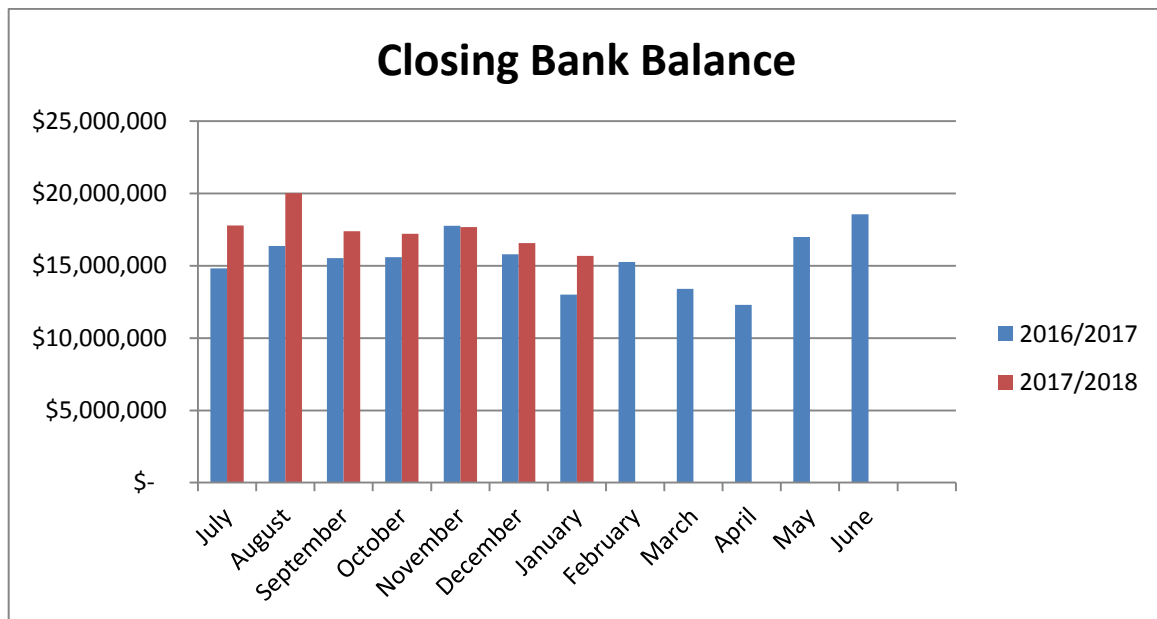
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Balance as per Bank Account History as at 31 January 2018

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
Jun-17	248,391	347,521	69,642	17,862,756	18,528,310	24,115	18,552,425
Jul-17	1,954,020	348,000	69,715	16,156,553	18,528,288	(742,487)	17,785,801
Aug-17	3,865,910	348,000	50,412	15,355,865	19,620,187	382,990	20,003,177
Sep-17	1,059,957	348,000	50,436	16,639,790	18,098,183	(716,905)	17,381,278
Oct-17	2,145,381	289,168	65,567	15,168,459	17,668,575	(464,378)	17,204,197
Nov-17	412,339	294,468	60,589	16,748,143	17,515,539	148,886	17,664,425
Dec-17	1,477,875	296,668	60,610	14,860,625	16,695,778	(130,348)	16,565,430
Jan-18	1,708,650	249,400	60,670	13,585,313	15,604,033	65,834	15,669,867

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 February 2018



RECOMMENDATION

That Council accepts the Bank Reconciliation Report for the month ending 31 January 2018.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 16 February 2018

Item 33 Investments and Term Deposits for the Month Ending 31 December 2017

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

Reason for Report

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

Background

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

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

Issues

Comments on Performance for the Month

Term Deposits and At Call Accounts

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

During the month \$2m worth of term deposits matured, earning Council a total of \$20,289 in interest.

New placements of \$2m were made and the month end balance was \$8m.

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 \$1.895m were made from these accounts and \$7,840 interest was received on the balances in the accounts resulting in a month end "At Call" balance of \$6.861m.

Income Return

The average rate of return on Investments for the month of 1.96% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.81% by 18 points or 8%.

WARRUMBUNGLE SHIRE COUNCIL

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On a year to date basis, interest received, and accrued, totals \$166,648 which is 46% 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

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Summary

Table 1: Investment Balances as at 31 December 2017

Financial Institution	Lodgement Date	Maturity Date	Total Days	Rating	Yield	Amount
At Call Accounts						
NAB Cash Maximiser #	1-Dec-17	At Call	at call	AA-	1.19%	2,913,686
ANZ At Call	1-Dec-17	At Call	at call	AA-	0.75%	754,432
Regional Australia Bank	1-Dec-17	At Call	at call	Unrated	1.75%	1,020,219
NAB Bpay Account	1-Dec-17	At Call	at call	AA-	-	148,036
T Corp IM Cash Fund	1-Dec-17	At Call		0	1.68%	2,024,252
						6,860,625
Term Deposits						
Regional Australia Bank	25-Sep-17	08-Jan-18	105	Unrated	2.40%	1,000,000
ME Bank	22-Aug-17	19-Jan-18	150	Unrated	2.50%	1,000,000
ME Bank	22-Aug-17	19-Jan-18	150	Unrated	2.50%	1,000,000
NAB	25-Sep-17	29-Jan-18	126	AA-	2.53%	1,000,000
Bank of Queensland	21-Nov-17	19-Feb-18	90	BBB+	2.45%	1,000,000
Bank of Queensland	04-Dec-17	05-Mar-18	91	BBB+	2.40%	1,000,000
ME Bank	21-Nov-17	21-Mar-18	120	Unrated	2.45%	1,000,000
Bank of Queensland	18-Dec-17	18-Jun-18	182	BBB+	2.60%	1,000,000
						8,000,000
TOTAL						14,860,625

WARRUMBUNGLE SHIRE COUNCIL

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Table 2: At Call and Term Deposits - Monthly Movements

Bank	Opening Balance	Net Placements/ Withdrawals	Interest Accrued/ Received	Closing Balance
NAB Cash Maximiser #	4,660,289	(1,750,000)	3,397	2,913,686
ANZ At Call	754,357	-	75	754,432
Regional Australia Bank	1,018,705	-	1,514	1,020,219
NAB Bpay Account	293,394	(145,358)	-	148,036
T Corp IM Cash Fund	2,021,398	-	2,854	2,024,252
Total at call	4,660,289	(1,750,000)	3,397	2,913,686
Bank of Queensland	1,013,685	(1,014,012)	327	-
NAB	1,004,966	(1,006,277)	1,311	-
Regional Australia Bank	1,004,328	-	2,033	1,006,361
ME Bank	1,006,830	-	2,117	1,008,947
ME Bank	1,006,830	-	2,117	1,008,947
NAB	1,004,563	-	2,143	1,006,706
Bank of Queensland	1,000,602	-	2,075	1,002,677
Bank of Queensland	-	1,000,000	1,770	1,001,770
ME Bank	1,000,602	-	2,075	1,002,677
Bank of Queensland	-	1,000,000	923	1,000,923
Total Term deposits	8,042,406	(20,289)	16,891	8,039,008
Total	16,790,549	(1,915,647)	24,731	14,899,633

Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

RECOMMENDATION

That Council accepts the Investments Report for the month ending 31 December 2017.

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Item 34 Investments and Term Deposits for the Month Ending 31 January 2018

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

Reason for Report

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

Background

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

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

Issues

Comments on Performance for the Month

Term Deposits and At Call Accounts

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

During the month \$4m worth of term deposits matured, earning Council a total of \$36,186 in interest.

New placements of \$3.5m were made and the month end balance was \$7.5m.

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 \$783k were made from these accounts and \$8,070 interest was received on the balances in the accounts resulting in a month end "At Call" balance of \$6.085m.

Income Return

The average rate of return on Investments for the month of 2% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.77% by 23 points or 13%.

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On a year to date basis, interest received, and accrued, totals \$210,314 which is 58% 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.

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Summary

Table 1: Investment Balances as at 31 January 2018

Financial Institution	Lodgement Date	Maturity Date	Total Days	Rating	Yield	Amount
At Call Accounts						
NAB Cash Maximiser #	1-Jan-18	At Call	at call	AA-	1.19%	2,166,381
ANZ At Call	1-Jan-18	At Call	at call	AA-	0.75%	754,754
Regional Australia Bank	1-Jan-18	At Call	at call	Unrated	1.75%	1,021,735
NAB Bpay Account	1-Jan-18	At Call	at call	AA-	-	114,651
T Corp IM Cash Fund	1-Jan-18	At Call		0	1.70%	2,027,789
						6,085,310
Term Deposits						
Bank of Queensland	21-Nov-17	19-Feb-18	90	BBB+	2.45%	1,000,000
Bank of Queensland	04-Dec-17	05-Mar-18	91	BBB+	2.40%	1,000,000
ME Bank	21-Nov-17	21-Mar-18	120	Unrated	2.45%	1,000,000
CBA	23-Jan-18	23-Apr-18	90	Unrated	2.45%	1,500,000
Bank of Queensland	18-Dec-17	18-Jun-18	182	BBB+	2.60%	1,000,000
AMP	19-Jan-18	23-Jul-18	185	BBB+	2.60%	1,000,001
AMP	19-Jan-18	23-Jul-18	185	BBB+	2.60%	1,000,001
						7,500,002
TOTAL						13,585,312

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Table 2: At Call and Term Deposits - Monthly Movements

Bank	Opening Balance	Net Placements/ Withdrawals	Interest Accrued/ Received	Closing Balance
NAB Cash Maximiser #	2,913,686	(750,000)	2,695	2,166,381
ANZ At Call	754,432	-	322	754,754
Regional Australia Bank	1,020,219	-	1,516	1,021,735
NAB Bpay Account	148,036	(33,385)	-	114,651
T Corp IM Cash Fund	2,024,252	-	3,537	2,027,789
Total at call	6,860,625	(783,385)	8,070	6,085,310
Community Mutual	1,006,361	(1,006,904)	543	-
ME Bank	1,008,947	(1,010,274)	1,327	-
ME Bank	1,008,947	(1,010,274)	1,327	-
NAB	1,006,706	(1,008,734)	2,028	-
Bank of Queensland	1,002,677	-	2,075	1,004,752
Bank of Queensland	1,001,770	-	2,033	1,003,803
ME Bank	1,002,677	-	2,075	1,004,752
CBA	-	1,500,000	803	1,500,803
Bank of Queensland	1,000,923	-	2,202	1,003,125
AMP	-	1,000,001	852	1,000,853
AMP	-	1,000,001	852	1,000,853
Total Term deposits	8,039,008	(536,184)	16,117	7,518,941
Total	14,899,633	(1,319,569)	24,187	13,604,251

Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

RECOMMENDATION

That Council accepts the Investments Report for the month ending 31 January 2018.

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Item 35 Rates Report for the Month Ending 31 December 2017

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

Reason for Report

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

Background

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

The Office of Local Government (OLG) recommends (via their accepted benchmark) a ratio of less than 5% for Urban and Coastal Councils and less than 10% for Rural Councils. Council's outstanding ratio as at 30 June 2017 was 8.88% which is below the OLG recommended benchmark.

Issues

The outstanding rates and annual charges ratio as at 31 December 2017 is higher than the 10% benchmark proposed by the OLG at 10.20%. The overall outstanding charges ratio as at 31 December 2017 is 10.76%.

In 2015 Council introduced a system that allows ratepayers the ability to receive and pay their rate notices online, to date 407 ratepayers are utilising this system.

Options

For Council's information.

Financial Considerations

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

WARRUMBUNGLE SHIRE COUNCIL

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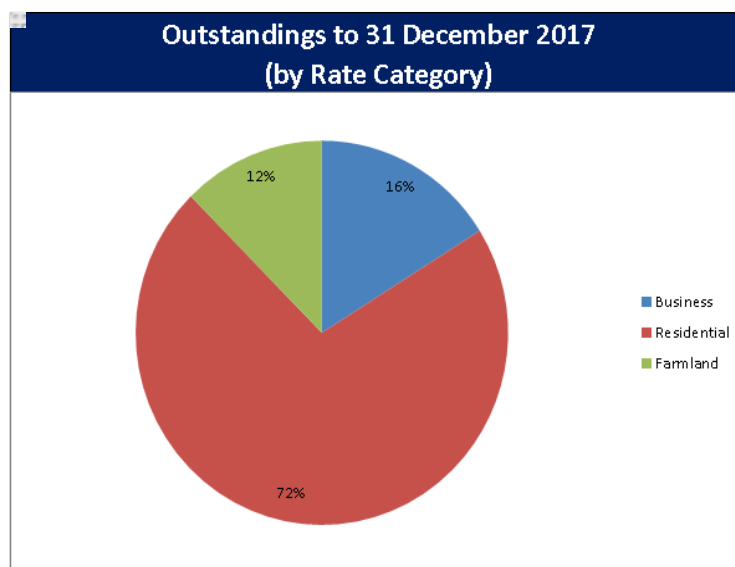
RATE/CHARGE TYPE	RATE ARREARS 2016/17	2017/18 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2017/18	COLLECTION % 2017/18	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	556,582	7,758,161	(164,579)	(11,706)	11,182	70,783	8,220,423	(4,392,042)	3,828,381	53.43%	678,793	8.26%
Water	229,206	1,445,691	(71,411)	(33,303)	6,421	-	1,576,604	(798,137)	778,467	50.62%	248,286	15.75%
Sewerage	103,222	1,077,920	(50,983)	(19)	3,063	-	1,133,203	(599,326)	533,877	52.89%	105,527	9.31%
Trade Waste	876	8,597	-	-	16	-	9,489	(5,257)	4,232	55.40%	1,060	11.17%
Storm Water	9,433	105,901	-	(1)	296	-	115,629	(64,964)	50,665	56.18%	9,929	8.59%
Garbage	258,538	1,903,298	(105,900)	(727)	7,299	-	2,062,508	(1,051,441)	1,011,067	50.98%	293,883	14.25%
TOTAL RATES AND ANNUAL CHARGES	1,157,857	12,299,568	(392,873)	(45,756)	28,277	70,783	13,117,856	(6,911,167)	6,206,689	52.69%	1,337,478	10.20%
Sewer Access (Water Billing)	146,338	232,002	-	15	1,723	-	380,078	(134,521)	245,557	35.39%	65,377	17.20%
Water Consumption	649,131	1,383,671	-	62	12,832	5,536	2,051,232	(675,291)	1,375,941	32.92%	286,226	13.95%
Sewer Consumption	37,413	101,391	-	-	267	-	139,071	(47,873)	91,198	34.42%	10,670	7.67%
Trade Waste	26,699	101,808	-	-	115	-	128,622	(35,797)	92,825	27.83%	1,988	1.55%
TOTAL WATER SUPPLY SERVICES	859,581	1,818,872	-	77	14,937	5,536	2,699,003	(893,482)	1,805,521	33.10%	364,261	13.50%
GRAND TOTAL	2,017,438	14,118,440	(392,873)	(45,679)	43,214	76,319	15,816,859	(7,804,649)	8,012,210	49.34%	1,701,739	10.76%

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Analysis by Council staff has indicated that of the rates and annual charges outstanding amount, 72% relates to residential properties, while 12% relates to farmland and 16% to business.

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



Rates Type	Rates levy					Water levy				Grand Total
	General	Domestic Waste	Water Access	Trade Waste	Storm Water	Sewer Access	Water Usage	Sewer Usage	Trade Waste	
Business	72,565	68,809	38,969	1,060	3,286	35,815	40,564	10,670	1,988	273,726
Residential	399,757	220,090	209,317	-	6,643	135,088	245,662	-	-	1,216,557
Farmland	206,471	4,985	-	-	-	-	-	-	-	211,456
Total	678,793	293,884	248,286	1,060	9,929	170,903	286,226	10,670	1,988	1,701,739

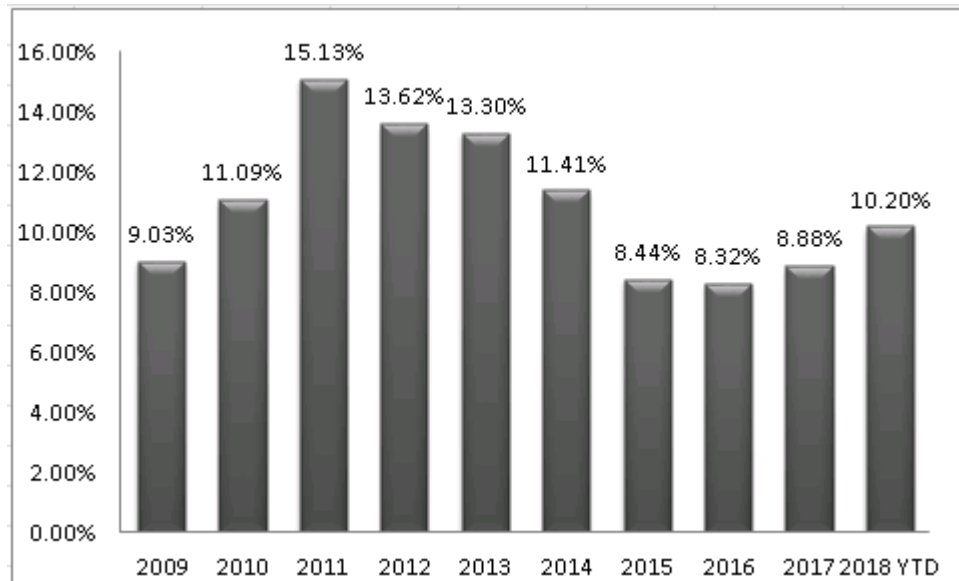
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

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Graph 1: Ratio by Year



RECOMMENDATION

For Council's information.

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Item 36 Rates Report for the Month Ending 31 January 2018

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

Reason for Report

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

Background

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

The Office of Local Government (OLG) recommends (via their accepted benchmark) a ratio of less than 5% for Urban and Coastal Councils and less than 10% for Rural Councils. Council's outstanding ratio as at 30 June 2017 was 8.88% which is below the OLG recommended benchmark.

Issues

The outstanding rates and annual charges ratio as at 31 January 2018 is lower than the 10% benchmark proposed by the OLG at 9.04%. The overall outstanding charges ratio as at 31 January 2018 is 11.94%.

In 2015 Council introduced a system that allows ratepayers the ability to receive and pay their rate notices online, to date 446 ratepayers are utilising this system (an increase of 39 ratepayers from last month).

Options

For Council's information.

Financial Considerations

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

WARRUMBUNGLE SHIRE COUNCIL

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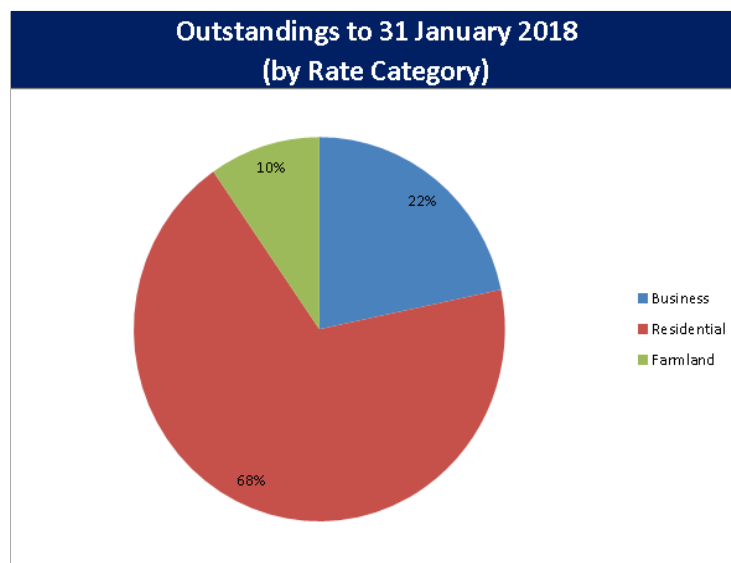
RATE/CHARGE TYPE	RATE ARREARS 2016/17	2017/18 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2017/18	COLLECTION % 2017/18	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	556,582	7,758,161	(165,552)	(8,949)	13,366	72,669	8,226,277	(4,581,907)	3,644,370	55.70%	592,312	7.20%
Water	229,206	1,445,691	(71,892)	(33,303)	7,489	-	1,577,191	(847,859)	729,332	53.76%	226,963	14.39%
Sewerage	103,222	1,077,920	(51,421)	(19)	3,565	-	1,133,267	(638,437)	494,830	56.34%	90,577	7.99%
Trade Waste	876	8,597	-	-	19	-	9,492	(5,592)	3,900	58.91%	843	8.88%
Storm Water	9,433	105,901	-	(1)	344	-	115,677	(68,608)	47,069	59.31%	8,245	7.13%
Garbage	258,538	1,903,453	(106,558)	324	8,506	-	2,064,263	(1,111,902)	952,361	53.86%	267,161	12.94%
TOTAL RATES AND ANNUAL CHARGES	1,157,857	12,299,723	(395,423)	(41,948)	33,289	72,669	13,126,167	(7,254,305)	5,871,862	55.27%	1,186,101	9.04%
Sewer Access (Water Billing)	146,338	232,002	-	15	1,986	-	380,341	(154,896)	225,445	40.73%	96,847	25.46%
Water Consumption	649,131	1,383,671	-	(5,286)	14,799	7,467	2,049,782	(852,824)	1,196,958	41.61%	550,750	26.87%
Sewer Consumption	37,413	101,391	-	-	303	-	139,107	(55,718)	83,389	40.05%	34,037	24.47%
Trade Waste	26,699	101,808	-	-	124	-	128,631	(39,823)	88,808	30.96%	21,064	16.38%
TOTAL WATER SUPPLY SERVICES	859,581	1,818,872	-	(5,271)	17,212	7,467	2,697,861	(1,103,261)	1,594,600	40.89%	702,698	26.05%
GRAND TOTAL	2,017,438	14,118,595	(395,423)	(47,219)	50,501	80,136	15,824,028	(8,357,566)	7,466,462	52.82%	1,888,799	11.94%

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Analysis by Council staff has indicated that of the rates and annual charges outstanding amount, 68% relates to residential properties, while 10% relates to farmland and 22% to business.

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



Rates Type	Rates levy					Water levy				Grand Total
	General	Domestic Waste	Water Access	Trade Waste	Storm Water	Sewer Access	Water Usage	Sewer Usage	Trade Waste	
Business	62,776	64,754	36,588	843	2,744	67,677	119,316	34,037	21,064	409,799
Residential	350,569	198,635	190,375	-	5,501	119,747	431,434	-	-	1,296,261
Farmland	178,967	3,772	-	-	-	-	-	-	-	182,739
Total	592,311	267,161	226,963	843	8,245	187,424	550,750	34,037	21,064	1,888,799

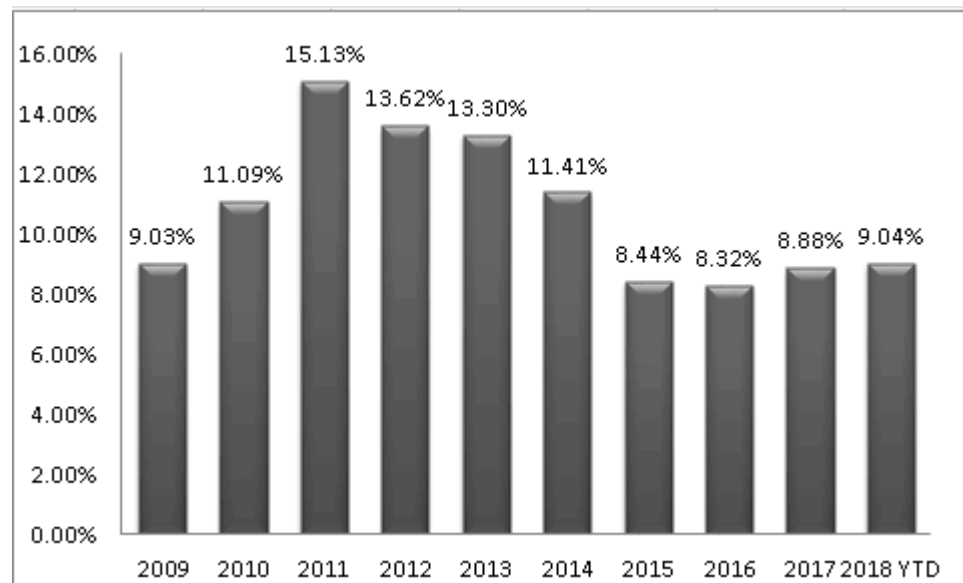
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

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Graph 1: Ratio by Year



RECOMMENDATION

For Council's information.

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Item 37 2017/18 Status Report for the Coonabarabran Water Supply and Associated Projects

Division:	Technical Services
Management Area:	Warrumbungle Water
Author:	Acting Director Technical Services – Shane Weatherall
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	PI7 Communities across the shire are supported by the secure, long term supply of energy and clean water.

Reason for Report

To provide Council with an update on the status of the Coonabarabran water supply and associated projects.

Background

Warrumbungle Shire has recently experienced a severe shortage of rainfall within the catchment of the Timor Dam. Due to this rainfall shortage water levels at Timor Dam have fallen to a critical limit forcing Council to impose Level 5 Water Restrictions on town water users within the Coonabarabran area. The Timor Dam water volume is currently 31.5 percent of capacity as at 5 February 2018.

Because of this shortage of water supply Council have written two (2) letters to Department of Industry to request assistance in the form of funding and management of the situation.

Issues

Council have been working with the Department of Industry to identify issues surrounding water supply. These issues are identified below:

Dead Water Storage - Timor Dam currently has 20% of its capacity that is unable to be accessed due to syphoning issues which prevent gravity drawdown to the supply main.

Bore Water Supply – There are currently 4 production bores that supplement the water supply from Timor Dam. However, these bores only produce up to 50% of the required supply during Level 4 Water Restrictions.

Water Delivery Infrastructure – The Coonabarabran Water Treatment Plant currently does not possess the infrastructure for receipt of water delivery if required.

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Options

Council have received assistance from the Department of Industry in the form of management of the situation and funding. Detailed below is a brief summary of projects that have been initiated to supplement and/or enhance the town water supply:

Dead Water Storage – A pump out system is currently being installed at Timor Dam to access the 20% of dead water that is not accessible at present. This system will now provide access to approximately 220 megalitres of water. The project is anticipated to be completed and operational during week ending 17 February 2018.

Bore Water Supply – Various locations have been identified by the Department of Industry to sink test bores, and drilling has commenced on two (2) of these sites producing favourable outcomes. The test bore at the water treatment plant is currently being converted to a production bore.

Once the test drilling is complete, the higher performing test bores can then be converted into production bores for water supply.

Water Delivery Infrastructure – The provision of infrastructure for any potential raw water delivery was identified by the Department of Industry as an important project to proceed with. This will allow water that is transported from external supplies to be readily received into the Coonabarabran water supply system.

Financial Considerations

Dead Water Storage – Council have applied for funding for this project through the Department of Industry for the amount of \$400,000. The funding application was successful with the condition that the Department of Industry funds 75 % (\$300,000), leaving a cost to Council of 25% (\$100,000).

Bore Water Supply – Council have applied for funding through the Department of Industry for the test drilling operations for the amount of \$200,000. The funding application was successful with the condition that the Department of Industry funds 75% (\$150,000), leaving a cost to Council of 25% (\$50,000).

The provision of funds for the cost of the production bores for water supply is still being sought from the Department of Industry.

Water Delivery Infrastructure – Council have also applied for funding for this project through the Department of Industry. The funding application was successful and is included in the total figure for the dead water storage funding.

RECOMMENDATION

That the report be received and noted.

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Item 38 Coonabarabran Aerodrome Non-Directional Beacon Infrastructure

Division:	Technical Services
Management Area:	Urban Services
Author:	PA to Director Technical Services – Jenni Maundrell
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI5 Council manages its assets and infrastructure to meet the agreed service levels.

Purpose

The purpose of this report is to seek Council determination regarding removal of non-directional beacon infrastructure at Coonabarabran Aerodrome.

Background

The non-directional beacon at Coonabarabran Aerodrome was decommissioned by Air Services Australia. Infrastructure relating to the beacon, including tower, aerials and equipment is of no further use.

Warrumbungle Aerodromes Advisory Committee at its meeting of 12 December 2017 recommended that Air Services Australia be informed that the decommissioned infrastructure is of no use to Council and that it should be dismantled and removed from site.

Issues

Council determination is required to make a request to Air Services Australia to remove the non-directional beacon infrastructure from Coonabarabran Aerodrome.

Options

Council has discretion in this matter.

Financial Considerations

Nil.

RECOMMENDATION

That Air Services Australia be informed that the decommissioned Non Directional Beacon at Coonabarabran Aerodrome is of no use to Council and that it should be dismantled and removed from site by Air Services Australia.

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Item 39 Mendooran Water Quality Incident Review Report Implementation

Division:	Technical Services
Management Area:	Water Services
Author:	Manager Warrumbungle Water – Cornelia Wiebels
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	Communities across the shire are supported by the secure, long term supply of energy and clean water.

Reason for Report

The reason of this report is to inform Council - on a quarterly basis - of the progress in implementing recommendations from the Water Quality Incident Review Report on the Mendooran boil water alert, as per Council **Resolution 196/1718**.

Background

Following the Mendooran boil water alert in June 2017, a Water Quality Incident Review Report was prepared, which is discussed in Item 25 of the November 2017 Business Paper. The final report contained 31 recommendations.

Issues

The below table summarises the 31 recommendations and their implementation status.

Mendooran Incident Debrief Recommendations, Implementation Status and Comments
Recommendation 1:
<i>That online turbidity and chlorine residual monitoring is installed at Mendooran WTP.</i>
Status (R1): An expression of Interest (EOI) was submitted in January 2018 for Safe and Secure (S&S) funding for a 'Mendooran Water Supply Modification Upgrade'. The proposed upgrade includes the installation of further online instrumentation with appropriate feedback control to PLC/SCADA.
Recommendation 2:
<i>The water supply system diagram (Figure 2.1.9 Mendooran System Flow Diagram) from the WSC DWMS (17th Oct 2014) be corrected and updated to accurately reflect the operational arrangement of the Mendooran Water Supply System.</i>
Status (R2): In progress.
Recommendation 3:
<i>That WSC investigates the operational control arrangements with a view to including the Standpipe reservoir level as part of the start/stop control of the clear water pumps, so that either the Coolabah reservoirs or Standpipe reservoirs can start/stop the clear water pumps.</i>

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Mendooran Incident Debrief Recommendations, Implementation Status and Comments

Comments: This recommendation aims to reduce the water age in the reservoirs, mainly the Coolabah ones where consumption is low compared to the reservoir capacity. High water age reduces the level of disinfection potential via the chlorine residual, hence increases the contamination risk.

This recommendation interlinks with *Recommendation 5*.

This recommendation interlinks with *Recommendation 4*: the standpipe reservoir needs to be kept at near full level to supply adequate reticulation pressure. Keeping the reservoir near full however increases the water age in times of low demand.

Status (R3): The current set-up already enables both reservoirs, standpipe and Coolabah, to call for water/start the high lift pumps depending on their levels.

Recommendation 4:

That WSC investigates the installation of an inline booster pumping station on the outlet of the Standpipe reservoir to provide sufficient water pressure for a regular watermain flushing program to be implemented, to improve the water supply system's firefighting capacity and reduce overall water age by only storing water volumes sufficient to meet peak day demands.

Status (R4): The proposed upgrade referred to in *Status (R1)* includes the installation of an inline booster pump downstream of the standpipe reservoir.

Recommendation 5:

That WSC investigates options to reduce water age in the Coolabah rural residential estate water supply zone. This could include isolation of individual reservoirs i.e. Reservoirs No. 1, No. 2 and/or No. 3, on a seasonal basis to only store water volumes sufficient to meet peak day demands.

Status (R5): The proposed upgrade referred to in *Status (R1)* includes a re-design of the chlorine dosing system at the Coolabah reservoir site to implement a recirculation system with a set chlorine concentration.

Recommendation 6:

That WSC review and regularly revise these water supply reticulation plans (Figures 4 & 5) as required to maintain an up to date records.

Status (R6): Ongoing in collaboration with Council's GIS officer.

Recommendation 7:

That WSC review its current organisational structure with a view to ensure that the management of WTP Operators and reporting lines of communication actively support the ongoing implementation of its DWMS and CCPs.

WSC should then formally document the adopted organisational structure, clearly communicating roles and responsibilities of all staff relating to the management of drinking water quality.

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Mendooran Incident Debrief Recommendations, Implementation Status and Comments
Status (R7): In progress.
Recommendation 8:
<i>That the EHO provides a copy of water quality results to WTP Operators at the time of onsite sampling and testing and/or leaves these results at the WTP. Any CCP exceedances or unusual results recorded by the EHO are to be immediately reported to WTP Operators and W&S Manager.</i>
Status (R8): Completed. Comment: Procedure in place to report any non-conforming results.
Recommendation 9:
<i>That WSC staff with NSW Health staff undertake regular, at least annually, familiarisation and/or training in the implementation of NSW Health's drinking water quality incident response protocols.</i>
Status (R9): Outstanding. Comment: Quarterly Drinking Water Management Systems (DWMS) Committee meetings are held involving operational and NSW Health staff. These meetings can be used to facilitate the described training.
Recommendation 10:
<i>That WSC prepare and formally adopts a "Drinking Water Quality Policy" and this policy is then "highly visible, continually communicated, understood and implemented by employees and contractors of the organisation".</i>
Status (R10): Outstanding.
Recommendation 11:
<i>That WSC undertake an annual internal review of its DWMS, using the HH2O revised NSW Health's annual report template and consult their local PHU to develop an appropriate external review/audit frequency.</i>
Status (R11): Outstanding. Comment: The quarterly DWMS Committee meetings are summarised in minutes, which combined can be used to constitute the annual DWMS review report.
Recommendation 12:
<i>That WSC develop and implement a DWMS review and continual improvement program which is regularly reviewed by the Senior Executive Team and reported to Council.</i>
Status (R12): Outstanding. Comment: A DWMS Improvement Plan is existent but requires updating.
Recommendation 13:

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Mendooran Incident Debrief Recommendations, Implementation Status and Comments
<i>That notices received from DPI-Water should be regularly reported to senior management together with an Action Plan, Works Budget and Timeline for the rectification of issues raised during DPI-Water Inspections. This Action Plan information should also be regularly reported back to DPI-Water and NSW Health.</i>
Status (R13): Outstanding.
Recommendation 14:
<i>That WSC urgently develop and implement a regular (weekly/monthly/annual) reservoir integrity inspection and reporting program for the Mendooran water supply system. This inspection and reporting program should be used to develop an Action Plan in order to urgently address all the existing integrity issues at the Mendooran water supply system. Annual reservoir integrity reports to be submitted to DPI-Water in accordance with LWU Circular No. 18.</i>
Status (R14): Outstanding. Comment: The Manager Warrumbungle Water and WHS Officer performed site visits in December 2017 to determine if and how reservoirs can be accessed safely for integrity inspections. The proposed upgrade referred to in <i>Status (R1)</i> includes re-establishment of reservoir integrity.
Recommendation 15:
<i>That WSC liaises with DPI-Water to prepare a program of capital works required to address current water treatment plant and water supply issues identified in this report, with the aim of obtaining funding under the "Safe & Secure Water Program" to complete these works.</i>
Status (R15): DPI Water's Regional Inspector Bruce Lamont was consulted by the Manager Warrumbungle Water prior to the preparation of the S&S EOI for the proposed upgrade referred to in <i>Status (R1)</i> , <i>(R4)</i> and <i>(R5)</i> . The proposed upgrade additionally includes replacement of the hypochlorite dosing system with a liquefied chlorine gas dosing system as well as re-configuration of the potassium permanganate/polyaluminium chloride dosing to allow for adequate contact time.
Recommendation 16:
<i>That WSC review the LMWUA Water Treatment Plant Audit Report for the Mendooran WTP (September 2014), develop an Action Plan and urgently implement any outstanding recommendations. This Action Plan information should also be regularly reported back to DPI-Water.</i>
Status (R16): Outstanding. Comment: The NSW Health funded 'Coonabarabran and Mendooran WTP Audit Reports, City Water Technologies, 2015' and 'Warrumbungle DWMS Implementation Report, Bligh Tanner, 2016' reports have been reviewed and recommendations included in the current DWMS Improvement Plan.

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Recommendation 17:
<i>That WSC review all reservoir inspection reports (2014 and 2017) to develop an Action Plan and urgently implement any outstanding recommendations. This Action Plan information should also be regularly reported back to DPI-Water.</i>
Status (R17): Started. Comment: As part of a Lower Macquarie Water Utilities Alliance (LMWUA) project Council reservoirs were inspected by a contractor in December 2017. A report on design modifications and pricing is outstanding.
Recommendation 18:
<i>That WSC review and update the DWMS and the “DWMS Improvement Plan” is then kept up-to-date, recommended improvements are implemented in the order of identified urgency and progress of the “DWMS Improvement Plan” is reported regularly to the Senior Executive Team and Council.</i> <i>This information should also be passed onto NSW Health and DPI-Water for advice, review and comment.</i> <i>(Noting that actions from many of the other Recommendations in this report would need to be included in this DWMS Improvement Plan)</i>
Status (R18): Outstanding, related to Recommendations 11 and 12.
Recommendation 19:
<i>That WSC review and finalise the DWMS Implementation Report (2016), so that the recommended “Emergency Response Plan” can be utilised for any future incidents and emergencies.</i> <i>It is recommended that an exercise of the incident response plan be organised with the PHU (mid-2018).</i>
Status (R19): Outstanding. Comment: The Emergency Response Protocol (ERP) forms part of Council’s DWMS and interlinks with Council’s Business Continuity Plan (BCP).
Recommendation 20:
<i>That WSC develop and implement a “Drinking Water Quality Monitoring Plan” which formalise staff/role responsibilities, authorities reporting and communication protocols and review existing procedures for sampling and testing. The monitoring plan should be built based on the NSW Health Drinking Monitoring Plan (available on the NSW Health website).</i>
Status (R20): Not started.
Recommendation 21:
<i>A new sampling site be created for the correct monitoring locations in Bandulla Street.</i>

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Mendooran Incident Debrief Recommendations, Implementation Status and Comments
<i>Sample site 123 (57 Bandulla Street) can then be archived.</i>
Status (R21): Outstanding. Comment: To be referred to Regulatory Services for implementation.
Recommendation 22:
<i>That WSC develop and implement procedures for all staff involved in sampling and monitoring which clearly reflect responsibilities in accordance with the DWMS, CCP limits and NSW Health protocols for monitoring water quality incidents. This would include investigations and appropriate remedial actions of any Total Coliform detections and to also follow CCP corrective actions for any free chlorine level exceedances.</i>
Status (R22): Outstanding. Comment: Council's DWMS Critical Control Point (CCP) Reference Guide requires updating, it was last updated in May 2016.
Recommendation 23:
<i>That the onsite sampling and testing conducted by the EHO includes turbidity and these field results are provided to the WTP operators on the same day that FASS samples are collected.</i>
Status (R23): Outstanding. Comment: To be referred to Regulatory Services for implementation.
Recommendation 24:
<i>That WSC finalise draft CCPs provided the DWMS Implementation Report (Bligh Tanner, 2016) and include an additional WTP Final pH CCP</i>
Status (R24): Outstanding, refer to Recommendation 22.
Recommendation 25:
<i>The DWMS CCP summary tables are reviewed, finalised and posted on the noticeboards at the WTP, kept in work vehicles and included in regular training sessions/toolbox talks, incident response protocol/training and included in the water quality monitoring procedures and log sheets.</i>
Status (R25): Outstanding, related to Recommendations 22 and 24.
Recommendation 26:
<i>That WSC update the daily water quality log sheets to include turbidity and temperature, and CCP limits and actions to be taken if the CCP limits are exceeded. This will prompt the WTP operator to take appropriate actions and notifications if results are above the alert or critical limits.</i> <i>That the WTP operators use a simple system, where they colour in the results (using highlighter pens) to identify where the results lie within the CCP ranges.</i>

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Mendooran Incident Debrief Recommendations, Implementation Status and Comments
Status (R26): Outstanding.
Recommendation 27:
<i>That WSC implement a simple “Water Quality Monitoring Incident Report” sheet for WTP operators to complete if any field results fall outside of the ranges set out on the field monitoring log sheets.</i>
Status (R27): Not started.
Recommendation 28:
<i>That the WSC include WTP operators and other staff involved in water supply activities to attend the Drinking Water Quality Meetings.</i>
Status (R28): Ongoing.
Recommendation 29:
<i>That the Human Resources records for relevant staff are reviewed, and that training is undertaken for all water supply operational staff, WTP operators and relief staff to upskill and to be appropriately trained in WTP processes (i.e. DPI-Water Part 1 and 2 as a minimum). It is also recommended that all staff involved with water quality sampling, testing and monitoring, undergo training and are involved in developing procedures for their work tasks.</i>
Status (R29): Outstanding. Comment: To be referred to HR.
Recommendation 30:
<i>That WSC investigate and implements a process of its WTP operators to be certified under the National Certification Framework.</i>
Status (R30): Not started.
Recommendation 31:
<i>That WSC investigate and implement a formalised preventative maintenance program for all the WTP, reticulation and reservoir assets.</i>
Status (R31): Outstanding.

Options

This report is presented for Council’s information only.

Financial Considerations

In relation to the DWMS implementation, NSW Health is providing financial support to help Council meet drinking water quality expectations and standards.

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For instance, consultants have been engaged by NSW Health recently to prepare the Mendooran Water Quality Incident Review Report, to prepare Safe and Secure EOLs for five DWMS related projects, to perform a filter inspection at the Mendooran Water Treatment Plant (WTP), which resulted in significant plant performance improvements, and to facilitate a text message based alarm system for the Mendooran WTP. NSW Health also contributes to the facilitation of the quarterly DWMS Committee meetings, which are chaired by an experienced and qualified consultant.

RECOMMENDATION

That Council receives and notes this quarterly report on the implementation progress of the recommendations within the Mendooran Water Quality Incident Review Report.

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Item 40 2017/18 Technical Services Works Program – Road Operations, Urban Services and Water Services

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

Reason for Report

The Works Program for the Technical Services Division of Council for 2017/18 is presented for information.

Background

The 2017/18 Works Program including expenditure until the end of January 2018 for all projects in Technical Services is presented in Attachment 1.0.

Attachment 2.0 contains three tables: a list of roads that have been graded since the 1 July 2017, a list of road maintenance requests, and roads scheduled for maintenance over the next two months can also be found in Attachment 2.0. The schedule of road maintenance grading will vary depending upon availability of water.

Issues

The Works Program presented in Attachment 1.0 includes a percentage completion of the scope of works for each project.

Options

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

Financial Considerations

The Works Program in Attachment 1.0 contains budget allocations and expenditure on the projects.

RECOMMENDATION

The 2017/18 Works Program presented in Attachment 1.0 and Attachment 2.0 is noted for information only.

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Attachment 1.0 – Technical Services 2017/18 Works Program

Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Technical Services	21,924,626	6,502,959	30%
Asset & Design Services	62,452	4,990	23%
Survey equipment	24,000	0	0%
Eng design software	13,000	1,884	30%
traffic counters	7,500	0	0%
Road Safety Programme	17,952	3,106	25%
Plan B	5,150	0	0%
Child Restraint	1,750	0	0%
Workshop for Supervisors of L Drivers	767	564	80%
Bike Week	2,000	2,015	100%
Just Slow Down on Local Roads	4,000	527	20%
Free Cuppa for driver	2,085	0	0%
Pedestrian & Bike Safety	2,200	0	0%
Fleet Services	3,408,665	1,408,884	42%
Minor plant purchases	15,000	7,427	50%
Plant & equipment purchases	3,224,010	1,401,457	43%
Coona workshop capital items	14,655	0	0%
Traffic light	30,000	0	0%
Plant 30 - light vehicle	35,000	0	0%
New bobcat	90,000	0	0%
Road Operations	10,413,442	4,210,824	40%
RMS Work Orders	2,973,000	1,228,502	35%
Heavy Patching	580,000	0	0%
South Merrygoen	500,000	670,757	95%
South Merrygoen - skew culvert	250,000	111,88	10%
HW 27, Lighthouse Hill, drains/shlders	75,000	0	0%
Vegetation Control*	30,000	0	0%
HW18, Gap drainage improvements	40,000	0	0%
HW27 culvert repairs	130,000	0	0%
HW17, shlder widening, Dows lane	98,000	2,229	0%
HW27, shlder widening, Sullivan street	80,000	0	0%
Dunedoo HV parking bay	250,000	265,443	90%
Truck stopping bay projects	30,000	12,102	80%
Replacement of service signs	5,000	4,715	100%
Resealing program	905,000	264,101	35%
Local Roads	3,969,897	1,317,847	33%
Local Roads reseals	563,915	358,439	64%
Reseal program - TBA	563,915	358,439	64%
L R bridges & cwys	698,432	28,381	5%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Coonagoony bridge	4,183	5,331	100%
Box Ridge Rd - Cwy	44,249	0	0%
Ross Crossing Bridge - approaches	10,000	6,500	70%
Mia Mia Rd - cwy	60,000	0	0%
Napier Lane(Garrawilla) - cwy	60,000	0	0%
Napier Lane (Mt Warwick) - cwy	60,000	0	0%
Quia Rd - cwy	60,000	0	0%
Leaders Rd - Cwy	0	0	0%
Todd's Crossing - Teridgerie Creek	400,000	16,550	10%
Local Road pavements	1,657,311	594,660	36%
Wool Rd Rehabilitation	178,758	204,095	100%
Munns Rd including causeway	250,000	37,993	50%
Gentle Annie Rd - Pavement Rehab	250,000	21,526	9%
Neilrex Rd - unsealed pave rehab.	200,000	0	0%
Neilrex Road - pavement rehab	98,424	0	0%
Rotherwood Rd - sealed rehab.	150,000	6,450	5%
Turee Vale Rd - sealed pave rehab	150,000	35,502	25%
Wyuna Rd - Extension of seal	200,000	158,317	80%
Beni Xing Rd - safety improvemetns	180,129	150,294	100%
Local Roads Gravel Resheeting	1,060,686	336,367	35%
Local Rds resheeting	10,447	12,251	100%
Munns Rd	175,000	96,369	100%
Dinby Lane	50,000	0	0%
Newbank Lane	70,000	0	0%
Tabletop Rd	45,000	30,583	100%
Bourke & Halls Rd	45,000	0	0%
Wingabutta Rd	90,000	0	0%
Hawkins Lane	40,000	0	0%
Hawkins Rd	40,000	0	0%
Wardens Rd	50,000	0	0%
Mt Hope Rd	125,000	84,662	70%
Sandy Ck Rd	120,000	0	0%
Dandry Rd	120,000	0	0%
Carmel Lane	47,728	0	0%
Wyuna Rd	32,511	112,502	100%
Regional Roads	3,466,085	1,661,862	48%
Regional Roads reseals	647,072	79,336	12%
Reseals Rd 1	647,072	79,336	12%
Pavement Rehab	1,645,299	670,781	50%
Black Stump Way rehab.	1,162,725	448,634	60%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Vinegaroy Rd - pave rehab	169,000	5,719	3%
Vinegaroy Rd - pave rehab	150,250	216,428	100%
Timor Rd - Shoulder Rehab	163,324	0	0%
Black Spot programme	507,408	167,477	40%
Baradine Rd - widening, guardrail	507,408	167,477	40%
Regional Road Bridges	654,834	744268	95%
Allison bridge	654,834	744268	95%
Aerodromes	4,660	2,613	100%
Repainting of Coona terminal blding	4,660	2,613	100%
Urban Services	2,267,134	470,552	15%
Parks & Gardens	85,344	46,751	60%
Baradine	27,020	22,553	100%
Lions Park - internal path	15,000	15,063	100%
Lions Park - from Darling street	8,000	7,490	100%
Lions Park - shade renewal	4,020	72	100%
Binnaway	20,000	0	0%
Len Guy Park - softfall upgrade	20,000	0	0%
Coolah	20,000	24,198	100%
McMasters Park - path to toilet	0	0	0%
Softfall under playground equip	20,000	24,198	100%
Dunedoo	8,324	20	100%
Milling Park Irrigation System	8,324	20	100%
Mendooran	10,000	0	0%
Mendooran Park - town water	10,000	0	0%
Ovals	406,767	12045	5%
Netball Courts - Coonabarabran	298,467	5019	5%
Robertson Oval - seat replacement	6,000	0	0%
Robertson Oval - Amenities	27,300	1200	4%
Master plan - each sporting precinct	25,000	0	0%
Coona Oval - reseal roads	50,000	5827	12%
Swimming Pools	223,186	52,740	30%
Baradine	75,500	13,580	18%
Shade structure	40,000	0	0%
Painting, stage 1 & 2	17,500	13,580	100%
Reconnection of lights	8,060	0	0%
Baradine - Pump room rehabilitation	10,000	0	0%
Binnaway	11,000	11,800	80%
Binnaway main pool ladders	8,000	11,800	100%
Removal of large pine tree	3,000	0	0%
Coolah	74,000	10,230	20%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Rain tank & pump for irrigation	4,000	0	0%
Coolah disable chair lift	10,000	0	0%
Water tanks at all pools	60,000	10,230	50%
Coonabarabran	8,000	17,130	80%
Injector dosing system	3,000	0	0%
Rain tank & pump for irrigation	5,000	234	0%
Pool M & R		16,896	100%
Dunedoo	36,686	0	0%
pool improvements	2,686	0	0%
Awning over Canteen area	4,000	0	0%
Amenities roof - polycarbon	30,000	0	0%
Mendooran	18,000	415	40%
Upgrades to club room	1,000	0	0%
Mendooran chemical dosing units	2,000	0	0%
Disable access - pool, toilets	15,000	415	40%
Town Streets	1,551,837	359,016	23%
Baradine	82,960	17,600	30%
Baradine street reseals	18,963	0	0%
Progress Ass'n - gardens	5,000	5,000	100%
Flood levee	20,000	1509	8%
Baradine - street lighting	8,000	0	0%
Footpath rehab	25,997	11,091	50%
Baradine - street trees	5,000	0	0%
Binnaway	187,849	25,562	14%
Street reseals	17,015	4,973	5%
Railway St - K&G	55,000	0	0%
Progress Ass'n - gardens	5,000	5,000	100%
Bullinda Street, new K & G	55,000	0	0%
Footpath Rehabilitation	10,000	0	0%
Shared path - Renshaw St to River	15,834	15,589	100%
Corry Bridge - western approach	0	0	0%
Renshaw St - drainage western end	30,000	0	0%
Coolah	320,705	147,472	25%
Street reseals	28,290	3,203	5%
Street lights Coolah	8,000	0	0%
Footpath rehabilitation	30,000	0	0%
Booyamurra St K&G	70,413	0	0%
Drainage study, Bowen Oval, Goddard & Martin St	16,000	0	0%
Goddard Street shared path	123,002	144,269	95%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Goddard St Drainage - Binnia & Martin	45,000	0	0%
Coonabarabran	484,888	144,721	35%
Cassilis - Robertson to Namoi - new footpath	0	0	0%
Dalgarno - footpath rehabilitation	20,000	0	0%
Dalgarno Street Western end Pave Rehab	19,327	0	0%
John St., K & G rehab	37,579	0	0%
Street reseals	90,508	5,287	5%
Crane St - Pavement Rehab	0	0	0%
John ST. K&G rehab	70,000	0	0%
Street Trees - Cowper St, Edwards - Dalgarno	30,000	0	0%
Street trees - Charles, Edward to Dalgarno	30,000	0	0%
Barker St Drainage pipe	0	0	0%
Pipe design - opposite Yuluwirri	0	0	0%
Drainage - Belar St & Merebene Street	70,000	0	0%
Edwards Street - shared path	117,474	139,434	100%
Dunedoo	428,420	7,570	5%
Wallaroo St - drainage design	350,000	0	0%
Wargundy street drainage design	15,000	0	0%
Street reseals	25,420	2,800	11%
Footpath rehab	20,000	4770	0%
Dish drain - Yarrow st at Bandulla, sth side	18,000	0	0%
Mendooran	47,015	16,091	40%
Street reseals	17,015	0	0%
Footpath rehab.	30,000	16,091	50%
Warrumbungle Water	3,352,607	248,338	8%
Baradine	1,068,657	32,141	15%
Meter replacements	5,000	2,379	30%
Mains replac. Narren, Walker to Queen	52,000	14,669	80%
Removal of dead ends - Bligh to Castlereagh	31,223	0	0%
Renewal of treatment plant clarifier	853,434	0	0%
Baradine Reservoir - clean	77,000	14,995	50%
Water tower - Kenebri	50,000	98	0%
Binnaway	514,847	27,352	20%
Meter replacements	5,000	0	100%
Mains Ext - Andys Lane to Castlereagh	17,000	1,935	5%
Back up bore	385,847	16,521	35%
Relocate services - Renshaw Street	25,000	0	0%
Mains Ext - Innes St, Quandong & Frater	12,000	3,484	29%
Mains Ext - Castlereagh St & Ulinda St	70,000	5,412	5%
Coolah	450,538	67,573	15%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Mains Ext, Cunningham, Campbell to Gilmore	15,000	0	0%
Meter replacements	5,000	2,522	50%
Mains Ext., Central Lane to Martin St	15,000	0	0%
Mains Ext., Lane behind shops. East side to Martin St	10,000	0	0%
Back up bore	405,538	65,051	20%
Coonabarabran	944,678	73,938	10%
meter replacements	5,000	0	0%
Timor Fence repairs / dead storage	210,000	16,391	8%
Tools	5,000	355	5%
Mains ext. - Camp St, Namoi - Anne	50,000	2,934	10%
Mains ext. - Gordon St	50,000	11,060	22%
Raising Timor Dam wall - study	284,733	24,940	20%
Rekeying water sites	50,000	17,332	50%
Telemetry upgrade - all towns	289,945	926	1%
Dunedoo	63,824	33,847	80%
Mains Replac. - Wargundy Street	63,824	33,847	80%
Mendooran	310,063	13,487	10%
Mains Ext. River St, Brambil to Napier	30,000	0	0%
Mains Ext. River St, Farnell to Abbott	18,500	0	0%
Replace water meters	5,000	0	0%
Back up bore	256,563	13,487	10%
Warrumbungle Sewer	2,420,326	159,371	7%
Baradine	23,746	7,650	50%
Baradine pot renewals	20,000	0	0%
Camp Cypress sewer investigation	3,746	7,650	80%
Coolah	355,854	48,655	30%
Mains relining	62,037	34,548	100%
Coolah STP upgrade	243,817	14,107	5%
Sewer Coolah - smoke testing	50,000	0	0%
Coonabarabran	657,259	30,825	20%
Mains relining	123,223	18,143	100%
Pump station renewal	30,000	0	0%
Sewer Coona - smoke testing	60,000	0	0%
Telemetry upgrade - all towns	198,119	1,494	1%
Coona STP upgrade	245,917	11,188	5%
Dunedoo	1,383,468	72,241	10%
Mains relining - laneway, Cobbora & Tucklan	60,000	0	100%
Dunedoo STP upgrade	1,273,468	14,191	10%
Sewer Dunedoo - smoke testing	50,000	58,050	100%

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Attachment 2.0 – Maintenance Grading of Unsealed Roads

Unsealed Roads - Completed grading maintenance year to date			Unsealed Roads - Completed grading maintenance year to date		
Road Name	Category	Length	Road Name	Category	Length
Angus	2	12.4	Kanoona	1	4.5
Avonside east and north	1	3.9	Kennedys	3	5
Banoon	3	4.2	Kerrawah	3	1
Beers	3	0.8	Kilchurn	2	4
Beni	1	4	Lawson Park	1	2.8
Beni Crossing	1	6.3	Leaders	2	13.6
Berdeen	3	5.5	Major Mitchell	2	0.5
Berowra	1	4.6	Mountainside	3	4.2
Bingie Grumble	2	1	Mt Hope	1	10.9
Blackburns	3	1	Mt. Phillip	3	1.1
Bong Bong	3	3	Munns	1	1.2
Boogadah	3	2.6	Napier	1	8
Box Ridge	1	29.7	Narangarie	3	5.8
Brown Springs	3	3.5	Nashs	3	3.3
Burma	3	6.6	Neible	3	5
Creennaunes	2	2	Neilrex	1	6.2
Cumberdeen	3	2.1	North Pine Ridge	1	3.9
Dapper	2	1	Oakey Creek	2	4
Dennykymine	1	26	Patrick	2	8.5
Diehm	3	1.4	Pine Ridge	1	3.6
Eagleview	3	0.9	Railway	3	1.8
Emu	3	0.1	Saltwater	3	2.8
Gamble Creek	2	21.3	Sandy Creek	2	2.7
Gowang	2	4.6	Scully	3	1.1
Grandchester	3	0.5	Tibuc	3	2.2
Guinema	2	18.73	Tooraweenah	3	5.5
Guinema Bugaldie	1	5.5	Walleroo	2	2.6
Gum Nut	3	0.5	Walker	3	1.8
Gundare	3	8	Warrigal	3	2.5
Hawkins	3	1.5	Wyuna	1	6.2
Hickeys	2	5.6	Yaminbah	2	13.9
Homeleigh	3	2	Yarragrin	1	7.5
Homestead	3	7.1	Yattendon	3	1.4
Hotchkiss	2	2.8	Yerinan	2	1
Iona (North)	3	5			

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Maintenance requests received in December & January	Unsealed Road - Upcoming Grading Maintenance program**
Bolton Creek	Avonside West
Brooks	Boltons Creek
Cobborah	Cobborah
Cumbil	Coybil
Dapper	Cumbil Rd
Dows	Dows Lane
Lockerbie	Eastburns
Melrose	Girragulang Rd
Merotherie	Locknaw Rd
Ropers	Lynwood Rd
Saltwater	Melrose Rd
Tonniges	Mooren Rd
Wangmans	Ropers
	Turee Vale

*** Scheduling of road maintenance is now influenced by availability of water.*

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Item 41 Development Applications

Division: Development Services

Management Area: Regulatory Services

Author: Administration Officer for Development Services – Kathryn Weatherall

CSP Key Focus Area: Rural and Urban Development

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

Development Applications

(i) Approved – December 2017 and January 2018

Development Application / Complying Development	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA60/2017	23/11/2017	12/12/2017	Dianne Mulligan	42 Napier Street	MENDOORAN	New Verandah and Extension	1
DA47/2017	06/10/2017	21/12/2017	Rockpoint Pty Ltd	8576 Black Stump Way	TAMBAR SPRINGS	Subdivision	15
DA49/2017	09/10/2017	05/01/2018	Mark Prugger	Gardener Street	COONABARABRAN	New Garages/Sheds - Commercial	29
DA44/2017	21/09/2017	17/01/2018	JNN Investments Pty Ltd	12088 Golden Highway	UARBRY	Sandstone Quarry	60
DA46/2017	05/10/2017	19/01/2018	Rochelle Hynds	1040 Timor Road	COONABARABRAN	New Garages/Sheds - Commercial	84
DA45/2017	05/10/2017	23/01/2018	Rochelle Hynds	1040 Timor Road	COONABARABRAN	New Change of Use (Res to Com)	84
CDC1/2018	11/01/2018	23/01/2018	Andrew Campbell	32 Edwards Street	COONABARABRAN	New Garages/Sheds - Residential	0
DA2/2018	08/01/2018	24/01/2018	Kerry and Robin Vallette	26 Clarke Street	COONABARABRAN	New Patio	0
DA55/2017	24/10/2017	31/01/2018	Cameron Anderson Architects	685 Timor Road	COONABARABRAN	New Single Storey Dwelling	91
CDC2/2018	22/01/2018	25/01/2018	GK Rohr Holdings Pty Ltd	332 Little Timor Street	COONABARABRAN	Demolition of Dwelling	0

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

^ Development from the February 2017 Sir Ivan Bushfires

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RECOMMENDATION

That Council notes the Applications and Certificates approved during December 2017 and January 2018, under Delegated Authority.

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Item 42 Questions for the Next Meeting

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

Reason for Report

The questions and answers are outlined below.

Question 1 – Cr Todd

Asbestos Namoi Street needs urgent removal. Where are we at the moment?

Response

Council has obtained legal advice, and are serving a notice on the owner of the land to remove the asbestos. If no action is forthcoming Council may have to undertake the work and seek to recover costs.

Question 2 – Cr Todd

House for demolition in Kenebri, what progress is being made?

Response

Legal advice has been sought. The registered owner denies ownership and states that the land has been sold. No transfer has been registered. A letter is to be issued.

Question 3 - Cr Lewis

Caigan Road some re-sheeting.

- School bus run and mail run
- Almost 2 years since last graded.

Response

Resheet done approximately 6 years ago; not due for resheet for 6 more years according to Cat 1 resheeting program. Will inspect for maintenance grade.

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Question 4 – Cr Lewis

Irregularity of rubbish pick up and times and bins being left partially emptied.

Response

There has been no irregularity of rubbish pickup. Recycling Services are postponed on public holidays.

Partially emptied bins need to be reported, we have not received any reports of partially emptied bins.

Question 5 – Cr Lewis

Progress on B-Double Route (stock trucks) through Goonoo, any reply from Dubbo City or RMS. Could they go through Old Mendooran Road instead of Brocklehurst.

Response

No response received to date.

Question 6 – Cr Lewis

Progress on stormwater problem - Railway St, Binnaway.

Response

Drainage has been designed and set out. Works will commence when resources are available. Scheduled for March/April.

Question 7 – Cr Lewis

Erosion of road pavement Beni River crossing, insufficient run offs from table drain on new works. Also Piambra Rd in vicinity of Nth Old Piambra Rail Yard.

Response

Works were limited within exclusion zone placed by EHO. Will inspect; unaware of location or issue.

Question 8 – Cr Lewis

Progress Association- dump points.

Response

Signs indicating the nearest dumping sites have been ordered. As Mendooran and Binnaway are on septic they may be unsuitable for establishing a dumping point.

Question 9 – Cr Capel

Street banner poles in Dunedoo Depot from CT Fund, when can they be put in place?

Response

There are no suitable footings in the islands in the main street. Council may need to review this at budget time and determine whether it will allocate funds for completion of these works; the cost of suitable footings would also need to be allowed for.

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Question 10 – Cr Capel

Has WSC been formally informed about Sir Ivan Fire Coronial Inquiry?

Response

Council has not received formal advice of a Sir Ivan Fire Coronial Inquiry.

RECOMMENDATION

For Council's information.

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Item 43 Reports to be Considered in Closed Council RECOMMENDATION

That the confidential reports as listed be considered in a Meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993.

Item 43.1 Forensic Audit

Division: Corporate Services

Author: Director Corporate and Community Services – Michael Jones

7 Confidential Enclosures

Council will determine this matter in part of the Meeting closed to the public pursuant to Section 10A(2)(c) & (d)(i) of the Local Government Act 1993, on the grounds that the matter and information is information that would, if disclosed, confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Summary

The purpose of this report is to provide Council with information relating to the Forensic Audit of Council's finances for the period 1 July 2013 to 30 September 2017; and to recommend proceeding to tender for accounting firms to provide this service.

Item 43.2 Tenders for Hire of Various Plant Items on a Casual Basis - 2018

Division: Technical Services

Author: Director Technical Services – Kevin Tighes

Council will determine this matter in part of the Meeting closed to the public pursuant to Section 10A(2)(c) & (d)(i) of the Local Government Act 1993, on the grounds that the matter and information is information that would, if disclosed, confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Summary

The purpose of this report is to consider and approve tendered rates for Casual Plant Hire for the period 1 March 2018 to 28 February 2019 under the following Schedules:

1. Plant Hourly Schedule
2. Truck Hourly Rate and Distance Schedule
3. Float Transportation – Hourly Rate and Distance Schedule
4. Truck Quantity and Distance Schedule

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Item 43.3 Tender for Supply of Cleaning Services

Division: Corporate and Community Services

Author: Director Corporate and Community Services – Michael Jones

Council will determine this matter in part of the Meeting closed to the public pursuant to Section 10A(2)(c) & (d)(i) of the Local Government Act 1993, on the grounds that the matter and information is information that would, if disclosed, confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Summary

The purpose of this report is to select a successful tenderer to provide contract cleaning services to Council for a three (3) year period commencing on 19 March 2018.