



# **Warrumbungle Shire Council**

## **Council meeting**

**Thursday, 20 July 2017**

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

**commencing at 8.30 am**

## ***Mayor***

Councillor Peter Shinton

## ***Deputy Mayor***

Councillor Denis Todd

## ***COUNCILLORS***

Councillor Kodi Brady

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Ambrose Doolan

Councillor Wendy Hill

Councillor Aniello Iannuzzi

Councillor Ray Lewis

## ***MANAGEMENT TEAM***

Steve Loane (General Manager)

Michael Jones (Director Corporate & Community  
Services)

Kevin Tighe (Director Technical Services)

Leeanne Ryan (Director Development Services)

# Warrumbungle Shire Council

## Vision

Excellence in Local Government

## Mission

We will provide:

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

## We Value

### Honesty

Frank and open discussion, taking responsibility for our actions

### Integrity

Behaving in accordance with our values

### Fairness

Consideration of the facts and a commitment to two way communication

### Compassion

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

### Respect

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

### Transparency

Open and honest interactions with each other and our community

### Passion

Achievement of activities with energy, enthusiasm and pride

### Trust

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

### Opportunity

To be an enviable workplace creating pathways for staff development

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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**NOTICE** is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 20 July 2017 at the Council Chambers, Binnia Street, Coolah commencing at 8.30 am

## **AGENDA**

Welcome

Turn Off Mobile Phones

### **Order of Business**

Forum

Apologies

Disclosure of Interest

    Pecuniary Interest

    Non Pecuniary Conflict of Interest

Mayoral Minute

Reports

Questions for the Next Meeting

Reports to be considered in Closed Council

Item 1C General Manager Annual Performance Review Report

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

# **WARRUMBUNGLE SHIRE COUNCIL**

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

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

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

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

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

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

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

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 1 Mayoral Minute – Mayors Activity from 9 June 2017 to 12 July 2017**

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

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### **MAYOR MINUTE - MAYORS ACTIVITY 9th June - 12th July 2017**

<u>Date</u>	<u>Type</u>	<u>Activity</u>
09.06.17	Visit	Quarry Inspection
	Meeting	Quarry Business Accounting
	Meeting	Extraordinary Council meeting TRRRC
	Phone Call	to Member for Barwon re funding
	Phone Call	to Federal member Parkes re funding
	Meeting	with GM re TRRRC funding
12.06.17	e-mail	from Councillor Todd re GM Review
	e-mail	from Councillor Clancy re GM Review
	e-mail	from Councillor Iannuzzi re GM Review
13.06.17	Meeting	General Managers Review
	Meeting	Coonabarabran Health Council
	e-mail	re Facebook accusations
14.06.17	Meeting	General Manager re Facebook accusations
	Meeting	RMS Parkes - re road widening Dunedoo and Coona Traffic Solutions
	Meeting	Coonabarabran Police re Facebook accusations
15.06.17	Meeting	Council Meeting in Coonabarabran
	phone call	complaint about Cobbora land sales
	e-mail	complaint Cobbora land sales
16.06.17	e-mail	NPWS end of Crooked Mountain Concert
	Meeting	Country Mayors in Sydney
	e-mail	LLS Central West Region Strategic Weeds Management Plan (CWRSWMP) update
17.06.17	e-mail	Cobbora land sale complaint
	e-mail	Confidential - Vice Regal
18.06.17	e-mail	CW Lifestyle Magazine request for letter
19.06.17	workshop	LEP Coonabarabran
	e-mail	NPWS Visitors Information Centre
20.06.17	Luncheon	School Prefects in the Shire
	e-mail	invitation to speak at opening of the Lodge (ANU)
	e-mail	to meet with Regional General Manager TAFE
21.06.17	e-mail	Australian Air Photos - Coonabarabran
	e-mail	ANU re Lodge Opening
	e-mail	complaint roads in Cobbora Village
	Phone call	to GM re roads Cobbora Village
	e-mail	to GM re roads Cobbora Village



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22.06.17	Meeting	Traffic Committee
	Meeting	with ANU representatives
	e-mail	CW Lifestyle Magazine request for letter
	e-mail	President of Country Mayors
	e-mail	to Councillors re legal advice and minutes
	e-mail	Rural Fire Service opening
23.06.17	Opening	New Lodge on Siding Spring - speech
	e-mail	to and from CW Lifestyle magazine
	e-mail	from LG Management Solutions
	e-mail	complaint re Cobbora Land sales
26.06.17	Meeting	Castlereagh Macquarie County Council - Coonamble
	Meeting	Mayors Bushfire Appeal - Dunedoo
27.06.17	Meeting	with General Manager of Lithgow Council re Assoc Mining Related Councils
	e-mail	report from LG Management Solutions re GM review
	e-mail	Vice Regal Confidential
	e-mail	from Mayor Ethridge Shire re Geoparks
	e-mail	to Councillors re minutes
28.06.17	Phone call	from LLS Board Member re responsibility
29.06.17	Meeting	with General Manager TAFE
30.06.17	Phone call	NPWS Visitors Information Centre, office
	e-mail	LLS CWRSWMP released with Biosecurity Act
03.07.17	Attended	NAIDOC week opening - speech
	volunteer	BlazeAid cooking in Dunedoo
	e-mail	Coonabarabran Dead Persons Society book launch -invite to speak
	e-mail	from Councilor Doolan re Martin Bass lecturing at Council meeting
	e-mail	Mens Shed gathering in Baradine
04.07.17	e-mail	resident complaint about security camera
	e-mail	to Councillors re last Council meeting
	e-mail	from Springvale Colliery - AMRC
05.07.17	Meeting	TRRRC meeting in Dunedoo
06.07.17	Attended	Book Launch "Footprints in the Sands of Time" - speech
	Attended	NAIDOC basketball, opening of Drop In Centre
	e-mail	media release AMRC re air monitoring
07.07.17	letter	100 year birthday at Coinda
	e-mail	from LLS re meeting in Dubbo
	e-mail	from Councillor Iannuzzi alleging abuse of Chair's position
10.07.17	e-mail	Castlereagh Macquarie County Council
	e-mail	to LLS regarding meeting in Dubbo
	e-mail	from ANU re new Lodge at Siding Spring
	e-mail	from GM re Tour de OROC
11.07.17	Travelled	to Bourke
	e-mail	from Councillor Capel re Rail Trails
	e-mail	from Councilor Capel re leave of absence
12.07.17	Meeting	with Deputy Premier, Local State Member and Regional Mayors and General Managers

### **RECOMMENDATION**

That the report be noted.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 2 Request for Leave of Absence – Councillor Anne-Louise Capel**

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

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### **Reason for Report**

Councillor Anne-Louise Capel has made a request for Leave of Absence from the Ordinary July 2017 Council meeting.

### **Background**

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

#### **39. Leave of absence**

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

### **Issues**

Nil.

### **Options**

Nil.

### **Financial Considerations**

Nil.

### **RECOMMENDATION**

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

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 3 Minutes of Ordinary Council Meeting – 15 June 2017**

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

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

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

**APOLOGIES:** Director Technical Services, Kevin Tighe.

Cr Lewis advised he would leave the meeting at 11.30 am.

**299/1617 RESOLVED** that the apologies of the Director Technical Services and Cr Lewis be accepted.

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

**The Mayor called for Declarations of Pecuniary Interest and Non Pecuniary Interest**  
No declarations were made.

### **REPORTS**

#### **Item 1 Mayoral Minute – Mayors Activities from 10 May 2017 to 7 June 2017**

Received.

#### **Item 2 Minutes of Ordinary Council Meeting – 18 May 2017**

**300/1617 RESOLVED** that the resolutions contained in the Minutes of the Ordinary Council meeting held on 18 May 2017 be endorsed.

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

**8.32 am**

Cr Brady joined the meeting.

**8.33 am**

Cr Iannuzzi joined the meeting.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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

#### **301/1617 RESOLVED:**

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

**Capel/Hill**

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

### **Item 4 Minutes Bushfire Appeal Advisory Panel – 15 May 2017**

Received.

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

#### **302/1617 RESOLVED:**

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

**Capel/Doolan**

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

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 6 Request for Leave of Absence – Councillor Denis Todd**

**303/1617 RESOLVED** that Council accepts the notification from Councillor Todd and grants a Leave of Absence from the Ordinary July 2017 Council meeting.

**Clancy/Capel**

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

### **Item 7 Adoption of 2017 Agency Information Guide**

**304/1617 RESOLVED** that Council endorses and adopts the 2017 Agency Information Guide **FURTHER**, that a copy of the endorsed 2017 Agency Information Guide be forwarded to the Office of Information Commissioner.

**Brady/Capel**

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

### **Item 8 Determination of the Local Government Remuneration Tribunal 2017**

**305/1617 RESOLVED** that Warrumbungle Shire Council adopts the maximum annual fee of \$11,570 for Councillors and \$25,250 for the Mayor/Chairperson Additional Fee for the 2017/18 financial year effective from 1 July 2017, being in accordance with the determination of the Local Government Remuneration Tribunal under Sections 239 and 241 of the Local Government Act 1993.

**Hill/Lewis**

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

### **Item 9 Council Resolutions Report June 2017**

Received.

### **Item 10 Monthly Report from Human Resources – June 2017**

Received.

### **Item 11 Revised Community Strategic Plan (CSP)**

**306/1617 RESOLVED** that Council receives and adopts the Warrumbungle Shire Community Strategic Plan 2017- 2032.

**Doolan/Capel**

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

**307/1617 A motion was moved by Councillor Clancy and seconded by Councillor Todd** that it be recorded in the Community Strategic Plan that no participation or input was received from Dunedoo.

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

### **Item 12 Draft Disability Inclusion Access Plan (DIAP)**

**308/1617 RESOLVED** that Council endorse the Disability Inclusion Action Plan and that the DIAP be placed on public exhibition for a period of 28 days for community comment.

**Doolan/Capel**

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

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

**309/1617 RESOLVED** that Council endorse the 2017/18 Long Term Financial Plan.

**Lewis/Hill**

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

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

**310/1617 A motion was moved by Councillor Lewis and seconded by Councillor Todd** that Council resolves to adopt the Warrumbungle Shire Council Operational Plan and Delivery Program 2017/18 to 2020/21 **FURTHERMORE:**

# **WARRUMBUNGLE SHIRE COUNCIL**

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1. Categorisation of land parcels - In accordance with s514 of the Local Government Act 1993, Council has declared the category of each parcel of rateable land within its area within one or other of the following categories:
  - Residential
  - Farmland
  - Business
  - Mining
2. Ordinary Rates & Annual Charges - In accordance with s535 of the Local Government Act 1993 that Council make and levy the ordinary rates and annual charges for the 2017/2018 financial year as outlined in the "Statement of Revenue Policy 2017/18" as per the OPDP 2017/18-2020/21 (per Appendix 2).
3. Waste Charges - In accordance with s496 of the Local Government Act, 1993 that Council make and levy the following annual charges for the provision of domestic and non domestic waste management services, and recycling charge for each parcel of rateable land for which the service is available for the year 2017/18 (per Appendix 3).
4. Interest chargeable on overdue Rates, Fees & Charges - In accordance with s566 (3) of the Local Government Act 1993, the Council adopt the maximum allowable interest rate of 7.5% as determined by the Minister to apply to all overdue Rates and Charges for the financial year 2017/18.
5. Other Fees & Charges - Adopt the schedule of Other Fees and Charges contained within the Operational Plan and Delivery Program for the financial year 2017-2018.
6. Storm Water Levy - In accordance with s.496A of the Local Government Act 1993, and Sections 125A and 125AA of the Local Government (General) Regulation 2005 that Council make and levy the following annual charges for stormwater management for the 2017/18 financial year for each parcel of rateable land for which the service is available:

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

Stormwater Levy Business – be set at twenty five dollars (\$25) plus an additional twenty five dollars (\$25) for each 350m<sup>2</sup> or part of 350m<sup>2</sup> by which the area of the parcel of land exceeds 350m<sup>2</sup> for eligible business assessments.

**FURTHERMORE**, that Section 5 of the OPDP Recommendation be amended to reflect the waste management charge on all rateable properties referred to in Appendix 3 – Waste Fees and Charges, remain at \$100 for the 2017/2018 Financial Year.

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

#### **A. Previous version:**

#### **1.3. Council's Charter**

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

- to provide directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively
- to exercise community leadership
- to exercise its functions in a manner that is consistent with and actively promotes the principles of multiculturalism
- to promote and to provide and plan for the needs of children

# **WARRUMBUNGLE SHIRE COUNCIL**

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

### **B. New version:**

#### **1.3. Council's Guiding Principles**

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

#### **8A Guiding principles for councils**

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

#### **8B Principles of sound financial management**

The following principles of sound financial management apply to councils:

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

#### **8C Integrated planning and reporting principles that apply to councils**

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

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 July 2017

### Appendix 2: Ordinary Rates & Annual Charges

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

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



# WARRUMBUNGLE SHIRE COUNCIL

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### Water Access Charges for the 2017/18 Financial Year

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

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

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

### Sewerage Charges for the 2017/18 Financial Year

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

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

# WARRUMBUNGLE SHIRE COUNCIL

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### Appendix 3: Waste Fees & Charges

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

Description of Waste Service	2016/17 Service Charge	2017/18 Service Charge	No.	Total
<b>Base Charge</b>				
Waste Management Charge on all rateable properties	\$100	\$100	6,091	\$609,100
<b>Additional Usage Charge – Domestic</b>				
Domestic Waste Charge Used (incl. rural run)	\$325	\$325	3,009	\$977,925
Domestic Waste Charge Un-used (incl. rural run)	-	-	-	
<b>Additional Usage Charge – Non Domestic</b>				
Non-Domestic Waste Service	\$325	\$325	742	\$241,150
Recycling Charge	\$210	\$210	340	\$71,400
<b>Total:</b>			<b>10,182</b>	<b>\$1,899,575</b>

### Liquid Trade Waste Charges

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

Liquid Trade Waste Classifications and Categories	2017/18 Charges
<b>Application for Approval to Discharge Trade Waste to Sewer</b>	
- Concurrence Classification A	154.00
- Concurrence Classification B	154.00
- Concurrence Classification C	277.00
- Concurrence Classification S	277.00
<b>Annual Trade Waste Fee</b>	
Category 1 Discharger - per year	92.00
Category 2 2S Discharger - per year	92.00
Category 3 Discharger - per year	210.00
<b>Re-Inspection Fee</b>	
- per re-inspection	87.00
<b>Trade Waste Usage Charge</b>	
Category 1 Discharger with appropriate pre-treatment	Nil
Category 1 Discharger without appropriate pre-treatment - per kilolitre	2.00
Category 2 Discharger with appropriate pre-treatment - per kilolitre	2.00
Category 2 Discharger without appropriate pre-treatment - per kilolitre	15.00

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Liquid Trade Waste Classifications and Categories	2017/18 Charges
Category 2S - see Tankered Trade Waste Charges below	
Category 3 - see Excess Mass Charges per kilogram below	
<b>Food Waste Disposal Charge</b>	
Based on \$23/bed in 2007/08, indexed. For existing dischargers only.	
- Food Waste Disposal Charge - per bed	26.00
<b>Excess Mass Charges per kilogram</b>	
Charges apply for large/industrial dischargers (Charging Category 3) for all wastes that exceed concentration of pollutants in domestic sewage. Formula applies with pollutant rates of charges per kilogram (kg).	
- Aluminium	0.75
- Ammonia (as N )	2.22
- Arsenic	74.00
- Barium	37.00
- Biochemical Oxygen Demand (BOD)	0.75
- Boron	0.75
- Bromine	14.86
- Cadmium	343.00
- Chlorinated Hydrocarbons	37.50
- Chlorinated Phenolics	1,486.00
- Chlorine	1.50
- Chromium	25.10
- Cobalt	15.20
- Copper	15.20
- Cyanide	73.80
- Fluoride	3.74
- Formaldehyde	1.52
- Oil & Grease (Total O&G)	1.35
- Herbicides/defoliants	736.00
- Iron	1.50
- Lead	35.90
- Lithium	7.50
- Manganese	7.50
- Mercaptans	74.30
- Mercury	2,455.00
- Methylene Blue Active Substances (MBAS)	0.75
- Molybdenum	0.75
- Nickel	24.60
- Nitrogen* (Total Kjeldahl Nitrogen* - Ammonia) as N	0.20
- Organoarsenic Compounds	736.00
- Pesticides general (excludes organochlorines and organophosphates)	736.00
- Petroleum Hydrocarbons (non-flammable)	2.50

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

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

**9.05 am**

Cr Clancy left the meeting.

**9.06 am**

Cr Clancy re-joined the meeting.

**Item 15 Bank Reconciliation for the month ending 31 May 2017**

**311/1617 RESOLVED** that Council accepts the Bank Reconciliation Report for the month ending 31 May 2017.

**Todd/Brady**

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

**Item 16 Rates Report for Month Ending 31 May 2017**

Received.

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

**312/1617 RESOLVED** that Council accepts the Investments Report for the month ending 31 May 2017.

**Hill/Capel**

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

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### **Item 18 Naming of Laneways; Coonabarabran, Binnaway & Coolah**

**A motion was moved by Councillor Brady and seconded by Councillor Capel** that the following road names are adopted by Council subject to comments that may be received through the notification and advertising process:

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

**313/1617 An amendment was moved by Councillor Clancy and seconded by Councillor Iannuzzi** that the following road names are adopted by Council:

Laneways either side of Brains Ford in Coonabarabran.

- Southern side – **Brains Lane**
- Northern side – **Woos Lane**

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

- **Meyers Lane**

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

- **Wotton Lane**

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

**The amendment became the substantive motion and was put and carried**

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

Received.

**314/1617 A motion was moved by Councillor Lewis and seconded by Councillor Capel** that the Goddard Street, Coolah upgrade be retained as a two-way street in consideration of the emergency services access to the hospital and allowing for cars to park either side without restricting traffic movement.

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

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

**315/1617 RESOLVED** that Council continues the acquisition as resolved previously via Resolution 333/1516 of 16 June 2016.

**Capel/Iannuzzi**

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

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


Received.

### **Item 22 Cemetery Management and Burial Policy Review**

**316/1617 RESOLVED** that Council adopts the modified Cemetery Management and Burial Policy and it be included in Council's Strategic Policy Register.

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	<b>Cemetery Management and Burial Policy</b>
	<b>Strategic</b>

### **1. Purpose**

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

### **2. Objectives of the Policy**

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

### **3. Policy Scope**

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

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

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

*\* Historic Cemetery closed to burials*

*\*\* Closed to new burial bookings*

*# Unmarked Cemeteries*

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

### **4. Background**

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

### **5. Definitions**

**Applicant** - the person making an application

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

**Appropriate fee** - a fee fixed by Council

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

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

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

**Council** - the Warrumbungle Shire Council

**Grantee** - the person to whom a right is granted

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

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

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

**Reservations** - a pre-need burial right.

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

**The Policy** - this Policy

### **6. Policy Statement**

#### **6.1. Management of Cemeteries**

##### **6.1.1. Planning, conduct and maintenance of cemeteries.**

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

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

#### **6.2 Refusal to grant exclusive rights of memorials**

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

#### **6.3 Register of burial places and cremation**

6.3.1 A register of burial, as required by the regulations of the Public Health Regulations 2010 and defined in the Cemeteries and Crematoria Act 2013, must be kept in respect of all burial.

6.3.2 A register of cremation, as required by the regulations of the Public Health Regulations 2010 and defined in the Cemeteries and Crematoria Act 2013, must be kept in respect of all cremations.

6.3.3 A register of pre-need burial rights.

6.3.4 Each register, which may be kept in written, printed or electronic form, must contain sufficient information to allow for simple cross-referencing of entries by:  
(a) the name, age and last address of the person whose body or remains have been buried,

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- (b) the date of the person's death,
- (c) the date of the burial,
- (d) the section and allotment where the burial has been made,
- (e) the name of the person (if any) who continues to hold any right of burial in that allotment,
- (f) the name of the funeral director who transported the body to the cemetery,
- (g) the fees paid to the cemetery authority for the burial.

- 6.3.5 Each register entry must contain the name and address of the owner of the burial right.
- 6.3.6 Each burial or cremation must be recorded in its respective register immediately after the service.
- 6.3.7 Registers may be amended to remove or correct inaccuracies.
- 6.3.8 The Council must, on application made by any person, make available to the person a copy of any entry made in the burial or cremation registers.
  - Such applications shall be made on an approved form
  - Each form shall be limited to a single register entry
  - A fee, as approved by the Council from time to time, may be charged for each application.
  - i. The registers will be used in any proceedings requiring evidence of the identity of the holder of an exclusive right that has been granted in respect of any burial or memorial site.

### **6.4 Certificates of exclusive right of burial**

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

### **6.5 Reservations and Purchases of Burial Lots and Niches**

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

Niches may be purchased at the fee prescribed by Council's Operational Plan and Delivery Program at the time of purchase. The purchase of a niche is limited to only those available at the time. Council is under no obligation to buy back unwanted pre-purchased niches, however Council's adopted fees and charges may make provision for this to occur. Reservation applications must be made in writing to Council stating the reason for the reservation. Council is authorised to approve or deny applications based upon insufficient reasons or lack of prepared burial land or any other relevant Council policy.

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



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

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

### **6.6 Hours of Burial, Cremation and Exhumation**

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

### **6.7 Order for burials**

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

### **6.8 Exhumation**

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

### **6.9 Miscellaneous**

- 6.9.1 A person must **not** do any of the following (within a cemetery)
  - (a) damage, deface, interfere with or alter burial places
  - (b) damage, deface, interfere with or alter monuments
  - (c) bury, intern or exhume any human remains, whether cremated or not
  - (d) enter or remain in a cemetery between sunset and sunrise
  - (e) cause or permit an animal that is under the person's control to enter or remain in a cemetery without proper supervision
  - (f) take part in any gathering, meeting or assembly, except for the purpose of religious, research, historical, educational or other ceremony of burial or commemoration; or
  - (g) Engage in trade or commerce or distribute any circulars, advertisements, paper drawn or photographic material.
  - (h) drive a vehicle at a speed of more than 5 kilometres per hour
  - (i) drive a vehicle or a vehicle and trailer having an unladen weight of more than 3 tonnes
  - (j) drive a vehicle through a cemetery for the purpose of travelling between places outside of the cemetery
  - (k) park a vehicle on any known burial place, verge or plantation, or in a manner that is likely to impede traffic
  - (l) teach, learn or practice driving a vehicle

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- (m) camp or reside on any land
  - (n) Possess or consume an alcoholic or intoxicating beverage or substance except from that directly associated with a funeral service.
  - (o) urinate or defecate
  - (p) bring into or leave any rubbish, refuse, scrap metal (including remains of vehicles), rock, soil, sand or any other such substances
  - (q) remove any dead timber, logs, trees, flora, whether standing or fallen
  - (r) kill, capture or in any way interfere with any animal, bird, fish or other fauna, whether native or introduced
  - (s) Plant any tree, shrub, herbage or other plant without prior consent.  
Penalty: Offenders may be prosecuted under Common Law, Statute Law, The Heritage Act 1977, The Health Act (NSW) 2010, The Criminal Code Act 1995.
  - (t) Bury any domestic pets or animals within the parameter of the cemetery
- 6.9.2 Subsection (1.e) does not prevent a person from leading or walking a dog on a leash
- 6.9.3 Council's written consent is required to legally carry out any act that might otherwise give rise to an offence under this clause.

### **6.10 Requirements for graves**

- 6.10.1 The dimensions of a grave shall be a minimum of
- 1000mm X 2400mm for adult graves
  - 900mm X 1500mm for children's graves;
- 6.10.2 The number of internments permitted in a grave shall be in strict accordance with the Regulations of the Public Health Regulations (NSW) 2010 and the Cemeteries and Crematoria Act and Regulations.
- 6.10.3 For the purpose of part 6.10, clause 2:
- prior written consent has been obtained from the Director-General of the Department of Health (NSW) to vary the number of interments.
  - Where a coffin containing the deceased remains is interred in a grave, the upper surface of the coffin shall be at a depth not less than that required by the Regulations of the Public Health Regulations 2012 Part 8 Disposal of bodies which is 900mm.
- 6.10.4 This section does not affect the interment of cremated remains.

### **6.11 Above ground entombment**

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

### **6.12 Monuments and inscriptions**

- 6.12.1 A person shall not, in a cemetery:
- construct or install any monument, memorial, foundation, vault, table, headstone, gravestone, kerbing, railing or other structure, unless it is of:
    - a material and design approved in writing by the Council; and
    - carried out to the standard of workmanship required by the Council
    - constructed in accordance with Australian Standards Association AS4425- "Monuments & Headstones" (1996)
- 6.12.2 Make any inscription or carry out any adornment, unless it is approved by the Council and made or carried out to the standard required by the Council.

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### **6.13 Application for the approval**

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

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

### **6.14 Trades and contractors**

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

### **6.15 Monument masons**

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

### **6.16 Removal of structures**

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

### **6.17 Removal and replacement of structures on request**

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

### **6.18 Maintenance of structures**

- 6.18.1 The ownership of monuments or other structures is deemed to be with the person or persons (or their heirs & successors) that caused the monument or structure to be constructed:
  - The Council shall not be responsible for the upkeep, maintenance,

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- repair etc. of any monument or structure.
- The owner is responsible for the upkeep, maintenance and repair of the monument.
- The Council may act to remove any structure which has become dilapidated or unsightly
- The Council may remove any trees, shrubs or other vegetation from any cemetery where, in its opinion, it is in the interest of the cemetery to do so.

### **6.19 Unsafe monuments**

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

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

- 6.19.1 Identification and reporting - any identification of unsafe monuments and consequent actions under this clause will be thoroughly documented and supported with photographs. All actions will be recorded against the respective cemetery register entry.
- 6.19.2 Subsidence - where subsidence is evident, Council will fill and compact the ground in the normal manner.
- 6.19.3 Repair of monument
1. Council will not repair monuments. Council will only act to ensure public and employee safety.
  2. Category 1 monuments:
    - (a) The area surrounding the monument is to immediately be secured with barriers and danger signs.
    - (b) The Council will make reasonable efforts to contact the grantee of the burial right and instruct the grantee to take immediate steps to repair the monument.
    - (c) A public notice, clearly identifying the grave
      - indicating Council's intent to make the monument safe unless the grantee acts within seven (7) days
      - reserving Council's right to recover the costs relating to the handling of the monument from the grantee is to be placed in the local press.
    - (d) If contact has not been made with the grantee within seven days of the public notice, the Council will take steps to make the monument safe.  
Note: Making the monument safe will (usually) consist of laying the headstone face down on the ground of the grave. This method, which preserves the inscription, is recommended by the National Trust.
- 6.19.4 Category 2  
Same as Category 1, except that the notice and action period will be extended from seven (7) to fourteen (14) days.

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### **6.19.5 Category 3**

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

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

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

### **6.20 Lawn Cemetery Sections**

#### **6.20.1 The Council will ensure that it**

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

#### **6.20.2 The Council shall place over each grave in the Lawn Section, as soon as practicable after a burial or interment has taken place in that grave, and upon receipt of written instructions from the grantee, a memorial plaque, of a standard size and type as determined by the Council.**

#### **6.20.3 The grantee may apply to privately supply and fix a memorial plaque in Lawn Cemetery Sections provided that:**

- an application in accordance with part 6.12 of this policy has been lodged with Council
- all fees as scheduled by Council for the lodgement of the application have been paid
- the design and type of plaque is consistent with the requirements determined by Council
- Council has given its written approval.

#### **6.20.4 Council will not be liable for the repair, maintenance, upkeep or preservation of any plaque or item placed on a grave in a lawn cemetery under the provisions of part 6.18, clause 1 of this Policy.**

#### **6.20.5 That the provision of vertical burials in the lawn cemeteries be considered in accordance with cemetery practices.**

### **7. Responsibilities**

The Manager Property and Risk will hold responsibility over this policy.

### **8. Associated Documents**

Operational Plan and Delivery Program

Cemeteries and Crematoria Act 2013

Public Health Act NSW, 2010

Public Health Regulations 2012 (Part 8 Disposal of bodies)

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Human Tissues Act NSW, 1983  
Coroners Act NSW, 2009  
Birth, Deaths and Marriages Act NSW, 1995  
The Heritage Act 1977  
Work Health and Safety Act, 2011

### **9. Version Control**

Review Date: When there are relevant legislation changes

Staff Member Responsible for Review: Manager Property and Risk.


<b>Policy Name</b>	<b>Version</b>	<b>Resolution</b>	<b>Date</b>
Cemetery Management and Burial Policy	1	118/1314	19 September 2013
Cemetery Management and Burial Policy	2	254/1415	19 February 2015
Cemetery Management and Burial Policy	3		15 June 2017

**Clancy/Iannuzzi**

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

### **Item 23 Outdoor Smoke-Free Areas Policy Review**

**317/1617 RESOLVED** that Council adopts the modified Outdoor Smoke-Free Areas Policy and it be included in Council's Strategic Policy Register.

	<b>Outdoor Smoke-Free Areas Policy</b>
	<b>Strategic</b>

### **1. Objectives of the Policy**

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

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

### **2. Principles**

This policy recognises that Council has:

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

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### **3. Policy Scope**

This policy applies to:

- Within 10 (ten) metres of all children's playgrounds, youth centre facilities and children's services/childcare centres;
- Within 10 (ten) metres of an organised event, such as a food fair, where food is sold or supplied for consumption at the event;
- An area set aside for or being used by spectators to watch an organised sporting event at a sports ground or other recreational area, but only when an organised sporting event is being held there;
- The platform of a passenger railway;
- At all swimming pool complexes;
- A bus stop (to include any area where persons queue or gather when waiting at a bus stop);
- A taxi rank (to include any area where persons queue or gather when waiting at a taxi rank);
- A commercial outdoor dining area;
- Within 4 (four) metres of a pedestrian access point to a public building.

### **Signage**

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

### **4. Responsibilities**

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

### **5. Definitions**

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

### **6. Enforcement of Ban**

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

### **7. Relevant Legislation**

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

### **8. Associated Documents**

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

### **1. Version Control**

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

# **WARRUMBUNGLE SHIRE COUNCIL**

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<b>Policy Name</b>	<b>Version</b>	<b>Resolution</b>	<b>Date</b>
Outdoor Smoke-Free Areas Policy	1	318	11 March 2010
Outdoor Smoke-Free Areas Policy	2	416	20 May 2010
Outdoor Smoke-Free Areas Policy	3	131/1314	19 September 2013
Outdoor Smoke-Free Areas Policy	4		15 June 2017

**Capel/Clancy**

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

### **Item 24 Development Applications**

**318/1617 RESOLVED** that Council notes the Applications and Certificates approved, during May 2017, under Delegated Authority.

**Todd/Hill**

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

### **Item 25 Questions for the Next Meeting**

Received.

**9.35 am**

**319/1617 RESOLVED** that standing orders be suspended to break for morning tea.

**Capel/Hill**

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

**10.00 am**

**320/1617 RESOLVED** that standing orders be resumed.

**Capel/Hill**

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

Cr Iannuzzi has not returned from morning tea.

**10.01 am**

Presentation by General Manager, Mr Don Ramsland and the Chairperson of Castlereagh Macquarie County Council (CMCC), Mr Doug Batten, regarding the provisions of the new Biosecurity Act 2015 and how this is impacting the County following its introduction on the 1 July 2017.

**10.13 am**

Cr Clancy left the meeting.

**10.14 am**

Cr Clancy re-joined the meeting.

**10.16 am**

Cr Iannuzzi re-joined the meeting.

**10.27 am**

**321/1617 RESOLVED** that:

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

**Capel/Brady**

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



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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**11.26 am**

**322/1617 RESOLVED** that Council move out of closed Committee.

**Brady/Capel**

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

**10.29 am**

Presentation by Martin Bass from Local Government NSW regarding conflict of interest, pecuniary interest and non-pecuniary interest.

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

**10.49 am**

Cr Brady left the meeting.

**10.50 am**

Cr Brady re-joined the meeting.

**A motion without notice to discuss a personnel matter (*pursuant to section 10A(2)(a) of the Local Government Act*) was put by Councillor Clancy.**

**The motion considered in closed session relating to personnel matters was lost.**

**Item 1C Waste**

Received.

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

**323/1617 RESOLVED** that the resolutions contained in the Minutes of the Extraordinary Council meeting held on 9 June 2017 be endorsed.

**Capel/Hill**

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

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

**324/1617 A motion was moved by Councillor Doolan seconded by Councillor Clancy** that the minutes of TRRRC 355 Advisory Committee Meeting – 3 May 2017 be left on the table and be brought back to the July Council meeting with a copy of the tenders to be provided to Councillors.  
**The motion was put and carried by majority**

**325/1617 A motion was moved by Cr Clancy and seconded by Cr Doolan** that the Mayor and General Manager make further representation to the Roads and Maritime Services (RMS) that there will be minimal traffic movements and if in the opinion of the RMS a turning lane is still necessary, that RMS will facilitate the funding.

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

There being no further business the meeting closed at 11.27 am.

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**CHAIRMAN**

### **RECOMMENDATION**

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 15 June 2017 be endorsed.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 4 Minutes of Traffic Advisory Committee Meeting – 22 June 2017**

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

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

**APOLOGIES:** Nil.

#### **CONFIRMATION OF MINUTES**

**40/1617 RECOMMENDED** that the Minutes of the Traffic Advisory Committee meeting held on Thursday, 25 May 2017 be confirmed.

**Chaplin/Shinton**

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

The following amendment to the Minutes was proposed and accepted:

**41/1617 RECOMMENDED** that the Minutes reflect the following amendment to the Outstanding Matter of No 1 Break Road:

*No 1 Break Road – response received from RMS re NPWS request for signage on No 1 Break Road. Responsibility for the road, including installation of warning signs advising of variable road conditions is with NPWS. FURTHERMORE, NPWS are requested to provide details of vehicle types so that enforcement options may be considered.*

**Chaplin/Harper**

#### Line Marking on Dandry Road/Newell Highway Intersection

**42/1617 RECOMMENDED** that a double barrier line or painted median is used to delineate lanes on the approach to the intersection of Dandry Road and the Newell Highway rather than a broken centre line previously recommended.

**Chaplin/Harper**

It was noted that a debrief meeting was held with organisers of the Coona-Can-Do Mother's Day classic fun run/walk, and no changes to traffic management are required.

The following matters were noted as outstanding:

- Further investigations and site visit to be undertaken of sight distance concerns at the intersection of Digilah Street and Wallaroo Street.
- Council to investigate the preparation of a Rural Bus Stop Policy.
- Black Stump Way – Council request to NHVR that any road in the Warrumbungle Shire that is a 25 metre B Double Route be converted to a 26 metre B Double Route.
- Pavement Markings – Council to renew 'Look' pavement markings at the roundabout in John Street and in Little Timor Street next to the Coonabarabran Bakery.
- Assessment of advisory warnings signs on Observatory Road.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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- Installation of bollards in front of Bugaldie Store.
- Installation of 'Bus Route' signs on Toorawenah Road from Mendooran to Yarragrin Bridge
- Trimming of trees on Newell Highway opposite Dows Lane
- Traffic flow in and out of Native Grove Cemetery – Council to draw up plans for one way traffic through the cemetery.
- Installation of warning signs on Purlewaugh Road either side of Napier Lane
- Line Marking outside Mendooran Central School
- Installation of cyclist warning signs on Ropers Road and Mollyan Road.

### **AGENDA ITEMS**

#### a) Coonabarabran Pony Club – John Street Annual Parade, 29 September 2017

**43/1617 RECOMMENDED** that further investigation of a proposal from Coonabarabran Pony Club to conduct a parade in John Street, Coonabarabran on 29 September 2017 is undertaken as the event appears to be a Class 2 event, which should be referred to RMS. A report is brought back for consideration at the next meeting.

**Barry/Harper**

#### b) St Michaels' Primary School, Dunedoo – Request to Change 'No Stopping' Signs in Front of the School in Tucklan Street

**44/1617 RECOMMENDED** that the following changes are made to signs in Tucklan Street Dunedoo:

- Remove – No Parking signs with time limits 8.00 am to 9.00 am & 2.30 pm to 3.30 pm, school days.
- Install – No Stopping signs with time limits 8.00 am to 9.00 am & 2.30 pm to 3.30 pm, school days.

**Barry/Chaplin**

#### c) Warrumbungle Eventing – Request to Close Reservoir Street, Coonabarabran on 30 July 2017

This request is considered a Class 3 event and is referred to Council for consideration.

#### d) RSO Monthly Report – June 2017

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

- Wrap up of 'SLOW DOWN on Local Roads';
- Bike Skills Workshop for Coona Can Do at Binnaway;
- Attendance at Heavy Vehicle Forum in Parkes;
- Speed report on speed trailer located in Dunedoo adjacent Caravan Park. The report indicates that speeds post-trailer are less on average than pre-trailer.

### **GENERAL BUSINESS**

Nil

There being no further business the meeting closed at 10.35 am.

The next meeting is to be held on Thursday, 27 July 2017 in the Gallery Meeting Room, Coonabarabran commencing 10.00 am.

.....  
CHAIRMAN

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **RECOMMENDATION**

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held at Coonabarabran on 22 June 2017.
2. That the Minutes reflect the following amendment to the Outstanding Matter of No 1 Break Road:  
*No 1 Break Road – response received from RMS re NPWS request for signage on No 1 Break Road. Responsibility for the road, including installation of warning signs advising of variable road conditions is with NPWS. **FURTHERMORE**, NPWS are requested to provide details of vehicle types so that enforcement options may be considered.*
3. That a double barrier line or painted median is used to delineate lanes on the approach to the intersection of Dandry Road and the Newell Highway rather than a broken centre line previously recommended.
4. That further investigation of a proposal from Coonabarabran Pony Club to conduct a parade in John Street, Coonabarabran on 29 September 2017 is undertaken as the event appears to be a Class 2 event, which should be referred to RMS. A report is brought back for consideration at the next meeting.
5. That the following changes are made to signs in Tucklan Street, Dunedoo:
  - Remove – No Parking signs with time limits 8.00 am to 9.00 am and 2.30 pm to 3.30 pm, school days;
  - Install – No Stopping signs with time limits 8.00 am to 9.00 am and 2.30 pm to 3.30 pm, school days.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 5 Minutes of Consultative Advisory Committee Meeting – 6 June 2017**

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

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**PRESENT:** James O'Malley (Chairperson), Ben Smith, Jamie McKinnon, Michael Bacon, Dale Oliver

**By Teleconference Link:** Steve Loane, Kelly Dewar

**IN ATTENDANCE:** Val Kearnes (Manager HR), Leigh Ernest (minute taker),

**By Teleconference Link:** Kathryn Weatherall (USU Women's Representative for WSC)

**APOLOGIES:** Deanne Britton

**10.04AM**

**Meeting Opened**

### **CONFIRMATION OF MINUTES**

**RECOMMENDED** that the Minutes of the Ordinary Consultative Advisory Committee held on Monday 7 March 2017 be confirmed.

**Oliver / Dewar**

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

#### **1. Item 1 from General Business - Vacant positions on the Consultative Committee**

The issue of vacant positions on the Consultative Committee, and the Committees ability to form a quorum while the positions remain vacant, was raised with Jamie McKinnon (USU Representative).

The Committee was in agreement that Jamie McKinnon will report back to Val Kearnes, following his review the Consultative Committee Constitution, and that he will address the issue of the Committees vacant representative positions with members at the "Have Your Say" United Services Union meetings, to be held on 8 June 2017 in Coonabarabran and Coolah.

**Consensus**

### **AGENDA ITEMS**

#### **1. Personal Protective Equipment and Clothing Policy**

- a) Ben Smith requested that the phrase "*Peak style baseball caps are not broad brimmed and are not part of Council's uniform and must not be worn by staff at any time.*" be removed from section 6.4.4 of the policy, and wherever else may be referenced, citing additional comments in the policy were not necessary as term 'broad brimmed hat' had already been defined.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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The Committee was in agreement in recommending that the phrase “*Peak style baseball caps are not broad brimmed and are not part of Council’s uniform and must not be worn by staff at any time.*” be removed from Council’s Personal Protective Equipment and Clothing policy.

**Consensus**

- b) Ben Smith requested that beanies be added as a Store item for outdoor staff, as section 6.1.4 of the Personal Protective Equipment and Clothing Policy states “*the wearing of beanies will be permitted in winter until 10am or in extremely cold weather conditions*”.

The committee was in agreement that the request for beanies to be added as a store item for outdoor staff be referred to the Council’s WHS Committee for consideration.

**Consensus**

### **2. Job Descriptions**

Kelly Dewar advised this item was brought before the Committee to seek clarification on what types of changes to a position description should be reviewed by the Consultative Committee.

The Committee discussed the types of changes to a position that fall within the scope of consultative committees, being a change to the terms and conditions of a position. Examples given were changes to hours of work, grades of pay and significant changes in skills steps and duties. A change to the position name only does not need to go before the Committee as it does not affect the terms and conditions of a position.

The Committee was in agreement that where there is a change to the terms and conditions of a position, it should be reviewed by the Consultative Committee.

**Consensus**

### **3. Draft Workforce Plan 2017-2022**

The Draft Workforce Plan 2017-2022 was presented to the Committee for information. The draft plan aims to ensure Council’s workforce meets its expectation in relation to the Delivery Program. The Draft Workforce Plan 2017-2022 will be made available to all staff and feedback is sought before submission to Council in July 2017.

The Committee discussed the anticipated impact on Learning and Development relating to budget, aging workforce and prioritisation of training (i.e. legislative, competency based and professional development). Val Kearnes informed the Committee that Council’s Succession Plan is in Draft form and will be presented to Council.

Kathryn Weatherall questioned why the Draft Workforce Plan contains census data from 2011.

The Committee was in agreement that the Draft Workforce Plan 2017-2022 be made available to staff for review, and feedback, before presentation at the July 2017 meeting of Council.

**Consensus**

### **4. Draft Fatigue Management Policy**

The Draft Fatigue Management Policy was presented to the Committee, outlining Council’s objectives in relation to managing fatigue in the workplace. The draft policy will also be presented at the next meeting of the Work Health and Safety Committee.

The Committee discussed the policy in relation to how can it be enforced, determining when someone is not fit for work and having a conversation with a colleague who may appear fatigued - noting that responsibility lies with individuals to ensure they do not pose a risk to themselves and the community.

The Committee was in agreement with endorsing the Draft Fatigue Management Policy.

**Consensus**

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **GENERAL BUSINESS**

#### **1. New Local Government State Award 2017**

Jamie McKinnon tabled two documents (listed below) and advised the Committee that the new Local Government (State) Award 2017 was available in Draft format on the United Service Union (USU) Website. The USU recommends this Award package to its members.

- i) Local Government (State) Award Update - It's Time to Have Your Say  
Proposed Changes - At a Glance, Update 11 – 5 June 2017 (2 pages)*
- ii) Local Government (State) Award Update - It's Time to Have Your Say  
USU Summary of Proposed Award Variations, Update 10 – 5 June 2017 (4 pages)*

The Committee was informed that USU members will have an opportunity to vote on the proposed Award during meetings being held in June 2017. Meetings for Warrumbungle Shire Council members have been scheduled for 8 June 2017 (Coonabarabran Depot – 7.00am, Coonabarabran Office – 8.30am and Coolah Depot – 3.00pm).

If the majority of members vote in favour of the proposed Award, it is expected to be ratified in the Industrial Relations Commission on 30 June 2017. If this does occur, the Award will become effective from 1 July 2017. Should the majority vote against the proposed Award, negotiations will recommence, with the possibility of lengthy arbitration.

#### **10.30AM**

**There being no further business, the meeting was closed.**

### **RECOMMENDATION**

That Council notes the Minutes of the Consultative Advisory Committee meeting held at Coolah on 6 June 2017.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 6 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – 9 June 2017**

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

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**PRESENT:** Cr Ambrose Doolan, Cr Denis Todd, Mr John Farrell (Baradine), Mr Phillip Hensby (Baradine), Mr Ian Munns (Coonabarabran), Mr David Sturtridge (Coonabarabran), Mr Colin Tink (Coonabarabran), Mr Kevin Tighe (Director Technical Services), Mr Shane Weatherall (Manager Urban Services).

**APOLOGIES:** Mr Grant Piper.

#### **CORRESPONDENCE**

1. Camp Cypress

Letter received from Camp Cypress Ltd, extending an offer of financial support to the Warrumbungle Aerodromes Committee towards upgrading Baradine Airport to a fire fighting suitable airfield.

#### **CONFIRMATION OF MINUTES**

**1/1617 RECOMMENDED** that the minutes of the Warrumbungle Aerodromes Advisory Committee meeting held on Friday, 17 June 2016 be accepted.

**Todd/Tink**

#### **BUSINESS ARISING**

- Aerodrome Weather Information Service advise new telephone number – 02 8302 7515.
- Sucker control, prickly pear at Baradine.
- Council to remove trees over fence at end of Baradine Aerodrome.
- Rabbits undermining water tank foundations at Coonabarabran.

#### **AGENDA ITEMS**

- a) Non-Compliance Notice 714907 – Lack of Means for Pilots to Obtain Surface Wind Information

**2/1617 RECOMMENDED** that quotations be obtained for lighting the windsock on the western side of Coolah Aerodrome **FURTHER** that solar powered LED lighting be included in options.

**Farrell/Sturtridge**

#### **GENERAL BUSINESS**

**3/1617 RECOMMENDED** that an invitation be extended to include a representative from the Rural Fire Service (RFS) on the Warrumbungle Aerodromes Advisory Committee.

**Tink/Hensby**



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### Grass Strip

Following discussion it was recommended that grass should be cut lower in the centre of the grass strip at Coonabarabran.

### Baradine Airstrip

The following matters were discussed:

- Vandalism and theft of lights at the aerodrome during school holidays
- Radio for activation of lights not correctly working
- Kangaroo control. Currently being performed by a volunteer and is sufficient
- Windsock and LED lights upgraded by a voluntary group
- The turning area can get boggy after rainfall.

**4/1617 RECOMMENDED** that investigation is carried out into the provision of a turning circle at the eastern end of Baradine Aerodrome.

**Farrell/Hensby**

### Meeting Schedule

Following discussion it was decided that Warrumbungle Aerodromes Advisory Committee meetings should be held every three months.

### Water Pooling Behind Water Tank at Coonabarabran

The matter was discussed and noted.

There being no further business the meeting closed at 3.55 pm.

The next meeting is to be held on Tuesday, 5 September 2017 at Rural Transaction Centre, Baradine commencing at 8.00 am.

.....  
CHAIRMAN

### **RECOMMENDATION**

1. That Council accepts the Minutes of the Warrumbungle Aerodromes Advisory Committee meeting held at Coonabarabran on 9 June 2017.
2. That quotations be obtained for lighting the windsock on the western side of Coolah Aerodrome **FURTHER** that solar powered LED lighting be included in options.
3. That an invitation be extended to include a representative from the Rural Fire Service (RFS) on the Warrumbungle Aerodromes Advisory Committee.
4. That investigation is carried out into the provision of a turning circle at the eastern end of Baradine Aerodrome.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 7 Minutes of Robertson Oval Advisory Committee Meeting – 19 June 2017**

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Ovals
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF2.1 – Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

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**PRESENT:** Cr Anne Louise Capel, Cr Wendy Hill, Mrs Monica Foran, Mr Matthew Guan, Mr Chris Sullivan, Mr Kevin Tighe (Director Technical Services), Mr Shane Weatherall (Manager Urban Services), Mr Harold Sutton (Temporary Manager Water & Sewerage Operations).

**APOLOGIES:** Nil.

#### **CONFIRMATION OF MINUTES**

**1/1617 RECOMMENDED** that the Minutes of the Robertson Oval Advisory Committee meeting held on Wednesday, 29 June 2016 be accepted.

**Sullivan/Guan**

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

- Sub soil drainage yet to be completed on south west corner of the main oval.
- Sub soil drainage line on northern side of netball court.
- Drainage from kitchen sink to be connected to sewer if physically possible.
- Confirm that both sewer pumps are operational.

#### **AGENDA ITEMS**

##### **a) Plans for the Proposed Amenities Building**

The Committee reviewed initial concept plans prepared by an architect. Discussion occurred on the following points:

- Should the building accommodate male and female change rooms for referees;
- A BBQ area to be included in the plans and the BBQ area should be separate from the Canteen. The BBQ should be located so that volunteer cooks can view the main oval and all playing areas if possible.
- It was noted that the Canteen facility is not to be treated as a kitchen. Also, confirmation is required on whether or not a bar is permissible either attached to the canteen or located away from the canteen.
- Discussion took place on the location of the proposed building in relation to the current building. In the end there was some agreement that the building should be located in accordance with the Robertson Oval master plan previously approved by Council. However, the feasibility of preparing plans for both the eastern side and western side of the oval should be investigated.
- Retaining existing toilets. Alternatively, convert change rooms in existing building into toilets.
- The roads and building should allow for deliveries to the canteen.
- Access to viewing area for disabled persons.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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- The building should include three separate storage rooms that may be used by Rugby League, Rugby Union and Netball. Each storage room should be accessible from outside the building and should be at least 6m x 3m.
- The Home and Away change rooms must be at either end of the building or at least separated by the proposed gym and canteen areas.
- The office in the meeting room is not required.
- The plans should ensure that disabled car parking is available next to the building.

### **GENERAL BUSINESS**

Comment was made that St Michael's School appreciated the work done by Council staff in preparing the oval and complex for the recent school athletics carnival and for providing information documents about the playing fields.

There being no further business the meeting closed around 6.23pm.

The next meeting is scheduled for Monday, 21 August 2017 commencing 5.00 pm.

.....  
CHAIR

### **RECOMMENDATION**

- 1) That Council accepts the Minutes of the Robertson Oval Advisory Committee meeting held at Dunedoo on 19 June 2017.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 8 Minutes of Bushfire Appeal Advisory Panel – 26 June 2017**

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

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**PRESENT:** Mayor Peter Shinton (Chairperson), Sue Freebairn (NSW DPI), Peter Manning (Coolah St Vincent de Paul), Laurie Dawson (BlazeAid), and Joy Beames (Dunedoo CWA)

**ATTENDING** Steve Loane (General Manager WSC)

**1. APOLOGIES:** Michael Jones (WSC), Glennis Mangan(WSC), Lisa Grammer (WSC) and Liz Webster (WSC)

**RECOMMENDATION:** that the apologies be accepted.

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

#### **1. CONFIRMATION OF THE MINUTES BUSINESS ARISING**

##### **Potable Water**

Chris Sullivan advised that St Vinnies Dunedoo has expended some but not all of the potable water funds.

##### **BlazeAid**

Laurie Dawson advised that the \$10,000 for May and June was for maintenance and running costs for BlazeAid and not for catering. Steve Loane stated that this needed to be endorsed.

**RECOMMENDATION :** that the payment of \$10,000 recorded from 15 May 2017 be endorsed as running costs.

**L Dawson/C Sullivan  
Carried by All**

After these corrections the minutes were put for acceptance.

**RECOMMENDATION:** that the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held 15 May 2017 be accepted.

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

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

### **2. UPDATE ON FUND STATUS**

Meeting advised of current unallocated balance of the Mayors fund of \$36,042

**Mayors Appeal Donated Funds** \$ 196,042

**Interest Earned** Nil

**Total:** \$ 196,042

**Less:**

**Funds Allocated** \$ 160,000

**Available Unallocated Funds** \$ 36,042

#### **Funds Allocated**

**Mayors Appeal Allocated Funds** \$ 160,000

**Less:**

**Funds Expended** \$ 130,000

**Allocated Funds Remaining** \$ 30,000

#### **Summary of Allocations**

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

<b>Agency Assistance Program</b>	<b>TOTAL</b>	<b>Amount Expended from Mayors Appeal</b>	<b>Funds Remaining</b>
Community Renewal	\$20,000	\$0	\$20,000
Potable Water	\$10,000	\$10,000	\$0
BlazeAid	\$50,000	\$40,000	\$10,000
Anglican Church Coolah	\$15,000	\$15,000	\$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
<b>Total</b>	<b>\$160,000</b>	<b>\$130,000</b>	<b>\$30,000</b>

### **3. Uarbry Hall Update**

Uarbry Hall: Peter Shinton reported on the meeting with the Premier on June 2 and the conversation about Uarbry and the possibility on offer to build a hall.

This was met favourably and Peter Shinton to have further conversations with Ken Gillespie, Regional Infrastructure Coordinator, Department of Premier and Cabinet .

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **4. Requests for Assistance:**

#### **External Request for Assistance Received**

Request received from Economic Development and Tourism Committee to purchase further advertising on 2UE to promote the regeneration of the communities and the landscape after the Sir Ivan Fire. Sum sought was \$1,390.00 and was sought from both the Mayors Bushfire Appeal and the Office of Emergency Management (OEM). Application was considered by the Advisory Panel and deemed not to meet the guidelines for assistance.

**RECOMMENDATION:** that following consideration the application was deemed not to meet the Mayors Fund guidelines for assistance therefore refused.

**P Manning/J Beames**

### **5. GENERAL BUSINESS**

#### **BlazeAid**

Laurie Dawson advised that volunteers are still there and there is still lots of work to be done and that he is committed. He needs another \$10,000 for maintenance funds for July and August.

**RECOMMENDATION:** that the Mayors fund approve a further \$10,000 to be paid to BlazeAid for maintenance for the months of July and August.

**C Sullivan/P Shinton  
Carried by Consensus**

Steve Loane advised that the Office of Emergency Management (OEM) has approved an increase of funding for catering costs at the BlazeAid Dunedoo base camp to from \$50,000 to a total of \$120,000 as well as being for a further six (6) months meaning the funding has until 1 October 2017 to be expended.

#### **St Vincent de Paul**

St Vincent de Paul Agency advised that the continued dry weather may lead to more requests for potable water.

#### **Contact Details**

Joy Beames stated that there had been a suggestion that a flyer could be developed and sent out with rate notices asking if residents were in agreement for their details to be listed and available in times of emergency such as the fire. Steve Loane advised such a request would have to be in form of an email and the privacy issues must be considered.

**NEXT MEETING:** 2:00pm 31 July 2017 Coolah Council Chambers.

**MEETING CLOSED:** 3:40pm

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#### **CHAIRPERSON**

#### **RECOMMENDATION**

For Council's information.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 9 Minutes of Orana Arts Inc Meeting – 30 June 2017**

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

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### **Reason for Report**

To report on the outcomes of the Orana Arts Inc. Board Meeting held on 30 June 2017 at Gulgong.

### **Summary of Meeting Outcomes**

Orana Arts Inc. General Board Meeting

30 June 2017; Commercial Hotel Gulgong; 10.12am

Present: Anne-Louise Capel, David Dwyer, Eleanor Cook, Alicia Leggett, Susan Atkinson, Sam Paine, Jessica Moore, Virginia Handmer, Ruth Carney, Les Lambert

Apologies: Deidre Naden

- Will Ferguson sculpture: letter of support 'in principal' for public sculpture. David Dwyer clarified where fundraising/sponsorship is at; still have \$5000, Brett Garling to do maquette.
- ED & Natalie Bramble will meet with stakeholders and results from meetings and draft board model will be presented at next board meeting.
- Create NSW Roadshow went to Mudgee, Nyngan, Dubbo with a special meeting of Midwestern Councillors Create NSW was intentionally presented with 3 unique communities that present the diversity of the arts & cultural engagement within Oranaarts LGAs.
- Nyngan: Create NSW Roadshow met with Council staff and Councillors and discussed Nyngan coming back into RA fold, then met community members at BBQ. Create NSW was aware of the shifts in Bogan Shire RA membership and that the region isn't as active due to RA dormancy.
- Regional Cultural Infrastructure through Create NSW funding announcement: \$100 million spread over 4 years, \$25 million a year Concentration on regional infrastructure.

### Governance

Motion passed to amend asset policy document to include the drones, digital devices & robots.

Motion passed to put controls and limitations on use of personal assets with RADO having approval signed off for personal computer use.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Operations**

- Re Fringe benefit tax & car use. Motion passed formalising action that took effective 1st April 2016 the Orana Arts car has been garaged at the Orana Arts office and is not available for private use.
- AADO position for 6 months. Numbers show AADO has workshopped close to 300 people. Acknowledgment of successful funding for our new creative media project under the banner of CETA (Creative Experimental Technology Arts).
- CASP assessment panel is Chair, Eleanor Cook & community rep is Toni Morrison Secretary of Gulgong Arts Council. Assessment is through Smarty grants.
- Orana Arts will oversee the Art of the Threatened Species program with Office of Environment and Heritage to have artist in residence participate in Save Our Species project, WPCC keen to support from initial discussion.
- Theatre Camp at Lake Burrendong aiming for 30 but will be happy with 25.
- Artstate NSW will be hosted by Arts Northern Rivers (Lismore) 30th November to 2 December.
- LFP2 partnership funding applications – knocked back, no feedback yet.
- Regional Theatre application focused on audience development: project tapping into puppetry, drama, playwriting and physical theatre. Link to existing community organisations. EOI will be responded to in the next two months.
- Carved Up by Design working with National Parks to run four-day program in Baradine. Run by Paris Norton-OA admin & project officer.
- Signal Music, supporting workshops for marginalised, indigenous women. Original workshop postponed, Wellington Barnardos runs Beyond Barbed Wire project and has a group of daughters of prisoners that could participate. OA has been in discussions with Wellington Corrective Services around creative programming within the system. Suggest public art outcome discussion with Dubbo Region Council to combat negative effects of gaol.
- Pop-up Flint workshops successful in Nyngan. One in Narromine for seniors and pre-school, program nominated in IDX
- LFP2 dates for Casula Powerhouse exhibition set.

### **Finance**

Fraud: Time line presented. No outcome from police to date. No insurance cover due to nature of fraud. RANSW is investigating Cyber insurance policy for Regional Arts network. All passwords have been changed. New payment policy implemented. Budget will be reviewed. Cyber security training to be undertaken by all staff

### **Options**

Nil.

### **Financial Considerations**

Nil.

### **RECOMMENDATION**

That Council notes the meeting minutes of the Orana Arts Board Meeting held on 30 June 2017.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 10 General Manager's Review Committee**

#### **Notice of Motion**

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#### **Title Name: General Manager's Review Committee**

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

*'That the General Manager's review committee be expanded to include at least 6 Councillors.'*

**ANIELLO IANNUZZI**  
**COUNCILLOR**

#### **RECOMMENDATION**

For Council's consideration.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 11 Approval of Facilitators for General Manager Reviews**

#### **Notice of Motion**

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#### **Title Name: Approval of Facilitators for General Manager Reviews**

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

*‘That Council pre-approves facilitators of future General Manager reviews.’*

**ANIELLO IANNUZZI**  
**COUNCILLOR**

#### **RECOMMENDATION**

For Council’s consideration.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 12 Establishment of Audit Committee**

#### **Notice of Motion**

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#### **Title Name: Establishment of Audit Committee**

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

*‘That an Audit Committee be established by 31 October 2017.’*

**ANIELLO IANNUZZI  
COUNCILLOR**

#### **RECOMMENDATION**

For Council’s consideration.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 13 Councillors Monthly Travel Claims**

#### **Notice of Motion**

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#### **Title Name: Councillors Monthly Travel Claims**

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

*‘That all Councillors make public their monthly travel claims effective immediately.’*

**ANIELLO IANNUZZI  
COUNCILLOR**

#### **RECOMMENDATION**

For Council’s consideration.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 14 Beni Crossing Road**

#### **Notice of Motion**

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#### **Title Name: Beni Crossing Road**

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

*‘That Beni Crossing Road be classified as a State Road, as the vast majority of traffic is not local. Even council gravel trucks on route from the quarry to Dunedoo use the road. There is only one address on the road, Biamble.’*

**RAY LEWIS  
COUNCILLOR**

#### **RECOMMENDATION**

For Council's consideration.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 15 Intersection at Warrumbungle Way and the Black Stump Way**

#### **Notice of Motion**

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#### **Title Name: Intersection at Warrumbungle Way and the Black Stump Way**

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

*‘That the intersection at the Warrumbungle Way and the Blackstump Way just north of blackstump rest area, urgently needs turning lanes when coming from north on Blackstump Way and turning right. All traffic behind has to slow down or stop, there is a lot of traffic on this road.’*

**RAY LEWIS  
COUNCILLOR**

#### **RECOMMENDATION**

For Council’s consideration.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 16 B Double Stock Truck Access**

#### **Notice of Motion**

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#### **Title Name: B Double Stock Truck Access**

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

*‘That permission be given to B Double stock trucks to travel from Mendooran to Brocklehurst via Forest Road. If unloading in the Binnaway, Neilrex or Mendooran area these trucks do not have direct access to wash down facilities at Dubbo and extra costs are passed on to farmers. This could be facilitated by changing Stop sign on railway crossing to “give way” or flashing lights.’*

**RAY LEWIS  
COUNCILLOR**

#### **RECOMMENDATION**

For Council’s consideration.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 17 Councillor Anne-Louise Capel Report**

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

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### **Reason for Report**

To provide Council with an accurate record of business undertaken in the course of official duties. Cr Capel has provided the information attached.

### **Background**

At the May Ordinary Council meeting it was resolved that:

***‘258/1617 RESOLVED that Councillors comply with the State Records Act by creating and capturing full and accurate records of any business undertaken in the course of their official duties for Council and, commencing in June 2017, provide to each Ordinary monthly Council meeting a complete log of the following:***

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

### **Issues**

Nil.

### **Options**

Nil.

### **Financial Considerations**

Nil.



# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **RECOMMENDATION**

That Council accepts the monthly record of business undertaken in the course of official duties by Councillor Anne-Louise Capel.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Attachment: Councillor Anne-Louise Capel Log of Correspondence, Meetings, Phone Calls, Discussions, Complaints**

<b><i>Dates</i></b>	<b><i>Time</i></b>	<b><i>Location</i></b>	<b><i>Role</i></b>	<b><i>Persons</i></b>	<b><i>Method</i></b>	<b><i>Concerning</i></b>
13/06/2017	9.30 am	Coonabarabran	Cr	Review	meeting	GM Review
14/06/2017	11:00 AM	Coonabarabran	Cr	Fiona Morse	conversation	Town Well Rd bio Security & xing damage
18/06/2017	pm	Coolah	Cr	C. white	conversation	Vinegroy road surface complaint
19/06/2017	2pm	Coonabarabran	Cr	w/shop	meeting	LEP
19/06/2017	5pm	Dunedoo	Cr	355	meeting	Robertson Oval
20/06/2017	12.30pm	Coonabarabran	Cr	perfects	lunch	Prefects lunch
21/06/2017	9.30am	Coolah	vol	Ag sub committee	teleconference	sir Ivan Fire Recovery
21/06/2017	1.00pm	Coolah	Vol	Committee	teleconference	sir Ivan Fire Recovery
29/06/2017	am	Coolah	Cr	Greg Piper	conversation	Complaint Moorefield Rd
30/06/2017	10am	Gulgong	Chair	Committee	meeting	Oranaarts meeting
3/7/2017	9.00am	Coolah	Cr/member	CDDG	meeting	Coolah issues
3/7/2017	pm	home	Cr	David Morrissey	return phone call	Beni Xing, Goddard St, Blackburn Hill, Tech Services
5/7/2017	9.30 am	Coolah	Vol	Ag Subcommittee	meeting	sir Ivan Fire Recovery
5/7/2017	12.30pm	Coolah	Vol	Committee	meeting	sir Ivan Fire Recovery debrief
5/7/2017	4.30 pm	Dunedoo	Cr	355	meeting	TRRRC
7/7/2017	9.30 am	Duboo	Chair	Regional Platter	w/shop	Regional Platters moving forward

I have not included any sir Ivan Fire internal communication amongst sub committee or Chair of main committee.

I have not incl. emails to affect people with information re recovery.

I have not included anything through WSC email.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 18 Councillor Wendy Hill Report**

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

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### **Reason for Report**

To provide Council with an accurate record of business undertaken in the course of official duties. Cr Hill has provided the information attached.

### **Background**

At the May Ordinary Council meeting it was resolved that:

***‘258/1617 RESOLVED that Councillors comply with the State Records Act by creating and capturing full and accurate records of any business undertaken in the course of their official duties for Council and, commencing in June 2017, provide to each Ordinary monthly Council meeting a complete log of the following:***

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

### **Issues**

Nil.

### **Options**

Nil.

### **Financial Considerations**

Nil.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **RECOMMENDATION**

That Council accepts the monthly record of business undertaken in the course of official duties by Councillor Wendy Hill.

**Attachment: Councillor Wendy Hill Log of Correspondence, Meetings, Phone Calls, Discussions, Complaints**

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 July 2017

Letter I've been in June 2017

Brumbies & Lady Hill

Friday - 2<sup>nd</sup> June

Phoned Tracy Matthews, to check she's happy with arrangements for her use of Jubilee Hall. No reply. Since spoken with Jennifer Parker + all seems okay.

Monday - 5<sup>th</sup> June

Invited to Dundoo-Mendocoon Health Council Meeting. I was asked about Council involvement in Health issues. I stated we owned buildings but were not getting involved in health. ~~I explained~~ I explained the Mayor & councillors would be visiting the Dundoo Community Centre Surgery in July also the Mendocoon Centre. I was told by the secretary that the building needs updating shortly. The health council would like a doctor to visit Mendocoon once a fortnight. Dr. McCreesh has V.M.O. rights to the Dundoo M.P.S. from Aug '17.

Thursday - 8<sup>th</sup> June

At Dundoo Dist. Dev. Group the monthly meeting there has been discussion around Town, that people will leave their jobs because of the emptying-out of the recycling equipment at the Shire Depot. I'm also very concerned about what's taken place at the Depot.

Tuesday - 13<sup>th</sup> June

Invited to Mendocoon Development Group Meeting. They are happy at present with all the mooring & are delighted people are again staying at the camping area. They are keen to know who owns the lane way behind Central Motors that goes to the P.S.L. If it's Council why isn't it maintained? I think it's private. Said we'd be visiting the Community Centre on Mon. 24<sup>th</sup> July. They need, as do Dundoo, some sort of publication re N.S. 6. Community Services.  
(done 15/6/17)

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 19 General Manager Report**

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

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### **Reason for Report**

To provide Councillors with an updated diary of activities of the General Manager.

### **Background**

At the May Ordinary Council meeting a Notice of Motion was discussed and put and carried by majority.

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

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

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

Some confusion arose that the first of these reports was to appear in the June Agenda. The Resolution clearly states that the log of diary activities would commence from the June meeting. However, a log of the May 2017 activities is included for Councillors information.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Issues**

Nil.

### **Options**

Nil.

### **Financial Considerations**

Nil.

### **RECOMMENDATION**

That Council accepts the General Manager's monthly report.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

### **Attachment: Monthly Report by General Manager**

<b>Date</b>	<b>Contact (Title)</b>	<b>Subject</b>
02/05/17	Councillors and MANEX	Extraordinary Council Meeting - Coonabarabran
02/05/17	Committee	Global Geopark Meeting
03/05/17	Community Members	National Family Day Care Week Breakfast
03/05/17	MANEX	MANEX
03/05/17	MANEX and Managers	Manager's Meeting
03/05/17	Jayne Humphries	Telelink – Sir Ivan's Fire Recovery Committee
03/05/17	Richard Hackett and Mary Diab	Inland Rail
03/05/17	Committee	TRRRC 355 Committee Meeting - Dunedoo
05/05/17	Jock Laurie	Water Supply Issues - Quarry
08/05/17	Committee	Finance and Projects meeting
08/05/17	Glenn Ingliss	Delegations Workshop for Councillors
08/05/17	Glenn Ingliss, Councillors and MANEX	Delegations Workshop for Councillors
09/05/17	Pat Ryan	Meeting held at Merriwa – Sir Ivan Fire Fund
10/05/17	Jayne Humphries	Telelink – Sir Ivan's Fire Recovery Committee
11/05/17	Delegates	Mining Related Meeting – Broken Hill
12/05/17	Delegates	Mining Related Meeting – Broken Hill
15/05/17	OLG	OLG Advice
15/05/17	Jennifer Parker	Insurance Declaration Discussion & Signing
15/05/17	Committee	Mayors Fund Meeting - Coolah
16/05/17	LGNSW	LGNSW Advice
17/05/17	MANEX	MANEX
17/05/17	Michael Jones and Louise Johnson	Disability/ Respite Housing - EOI
17/05/17	Community Members	National Families Week – Yuluwirri Kids Family Disco – Coonabarabran Town Hall
18/05/17	Councillors and MANEX	Council Meeting – Coolah
22/05/17	Staff	Council Meeting Debrief
22/05/17 - 25/05/17	Conference	Attendance at the LG Professionals Congress held in Hobart
26/05/17 - 02/06/17		LEAVE
01/06/17	ICAC	ICAC Advice
06/06/17	Committee	Consultative Committee Meeting - Coolah
06/06/17	EXPO	North West Equestrian Expo – Grand Parade, Coonabarabran Showground
06/06/17	Community Members, MANEX	Community Strategic Plan (CSP) Service Level Meeting – Coonabarabran
07/06/17	Community Members	Mens Shed – Essex Street, Coonabarabran
07/06/17	General Public	Stock Auction – Namoi Street Coonabarabran
07/06/17	MANEX	MANEX – Organisation Review
07/06/17	Jayne Humphries	Sir Ivan's Fire Recovery Committee – Coolah Office
07/06/17	Community Members, MANEX	Community Strategic Plan (CSP) Service Level Meeting – Coolah



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

<b>Date</b>	<b>Contact (Title)</b>	<b>Subject</b>
08/06/17	Workshop	Service - car
08/06/17	Jennifer Parker	Statewide Rebate Distribution
08/06/17	MANEX	MANEX and Business Paper Review Meeting
08/06/17	A & J Parker	Presentation run through for TRRRC presentation to Councillors
08/06/17	OLG	OLG Advice
09/06/17	Committee	Plant Committee Meeting
09/06/17	Councillors and MANEX	Inspection of Warrumbungle Quarry
09/06/17	Councillors and MANEX	Warrumbungle Quarry Business Accounting Workshop
09/06/17	Councillors and MANEX	Working Lunch and TRRRC Workshop
09/06/17	Councillors and MANEX	Extraordinary Council Meeting - Coonabarabran
12/06/17		PUBLIC HOLIDAY
13/06/17	Committee	General Manager's Review
13/06/17	Donna Burton	Bypass
13/06/17	MANEX	MANEX – Organisation Review – 2 <sup>nd</sup> Meeting
13/06/17	OLG	OLG Advice
14/06/17	MANEX	MANEX
14/06/17	RMS Representatives	Phil Standen - TRRRC
15/06/17	Councillors and MANEX	Council Meeting - Coonabarabran
15/06/17	OLG	OLG Advice
15/06/17	Conference Travel	Drive to Sydney for meeting in the morning
16/06/17	Committee	Country Mayors Meeting , Sydney – 9am
19/06/17	Louise Johnson	Signature Required
19/06/17	MANEX	MANEX – Organisation Review – 3rd Meeting
19/06/17	ICAC	ICAC Advice
19/06/17	MANEX	LEP Workshop
20/06/17	School Students, Teachers and Councillors	Prefect Luncheon and presentation of certificates
21/06/17	Kevin Tighe	meeting
21/06/17	MANEX	MANEX
21/06/17	Jayne Humphries	Telelink – Sir Ivan's Fire Recovery Committee
21/06/17	Staff	The Big Button Push - Waste
22/06/17	Josephine Kirchner	GPS Navman
22/06/17	Neville Legge	Changes to Observatory
26/06/17	Phil Standen	RMS – Roads Contract
26/06/17	Teleconference	QBR LWG Meeting
26/06/17	Anthony Ko	Windfarm – Coolah Office
26/06/17	Committee	Mayor Fund Meeting – Jubilee Hall Dunedoo
27/06/17	Monica Kelly	GIPA Training
27/06/17	Monica Kelly	PID Training
27/06/17	MANEX	MANEX – Organisation Review – 4th Meeting
28/06/17	Conference travel	Flight to Sydney from Dubbo 9.45am
28/06/17	Conference	LG Forum in Good Governance – Day 1 - 2pm to 9pm

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

<b>Date</b>	<b>Contact (Title)</b>	<b>Subject</b>
29/06/17	Conference	LG Forum in Good Governance – Day 2 - 9 am to 4pm
29/06/17	Conference travel	Flight from Sydney to Dubbo at 7pm
30/06/17	MANEX	MANEX – Organisation Review – 5th Meeting
30/06/17	Director West RMS	Construction of an upgraded intersection at the entrance to the proposed TRRRC stands firm. The timing can be adjusted to have the work completed prior to occupation rather than before the commencement of the project. There is an opportunity to synchronise works with road widening shoulder work in the 2017/2018 financial year. Therefore council would work in conjunction with RMS to complete the work as a joint project.
30/06/17	Calendar reminder	Process for Director's reviews to commence
01/07/17 Sunday	Ray Lewis	Operational
03/07/17	Ian Scott	NBN
03/07/17	Community members	NAIDOC Week – official opening ceremony, flag raising & smoking ceremony – Coonabarabran Town Hall
03/07/17	BlazeAid Camp – Dunedoo	Assist with evening dinner
04/07/17	Ray Lewis	Operational
04/07/17	Town Planner	Signing of Subdivision Forms
04/07/17	Boral & DTS	Quarry Discussions
04/07/17	Jayne Humphreys	Sir Ivan Fire Recovery Asbestos Debrief – Department of Premier and Cabinet, meeting held in Dubbo commencing 2pm
05/07/17	General Public	Stock Auction – Namoi Street Coonabarabran
05/07/17	Town Planner	Signing of Subdivision Forms
05/07/17	MANEX	MANEX
05/07/17	Jayne Humphries	Sir Ivan's Fire Recovery Committee Debrief – Coolah Office
05/07/17	Committee	TRRRC 355 Committee Meeting - Dunedoo
06/07/17	MANEX	MANEX – Organisation Review –6th Meeting
06/07/17	Staff Matter	LWOP discussion re application
06/07/17	Corey Philip	Sir Ivan Fire matters
06/07/17	Community members	NAIDOC Week – Book launch – Footprints in the Sands of Time – Coonabarabran Information Centre
06/07/17	GMAC Members	Farewell for Ashley Wielinga 6.30pm Dubbo
07/07/17	GMAC Committee	GMAC Meeting, Dubbo Regional Council
10/07/17	Sue Freebairn & Leanne Coroche	Sir Ivan Fire discussion
10/07/17	MANEX	Windfarm Meeting
10/07/17	MANEX	MANEX – Organisation Review –7th Meeting
11/07/17	Mayor, Fred Clancy and Ambrose Doolan	Discussion and emails TRRRC, Martin Bass and operational

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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<b>Date</b>	<b>Contact (Title)</b>	<b>Subject</b>
11/07/17	Delegates	Regional Growth Funding discussion with Deputy Premier – Bourke 7pm
12/07/17	Delegates	Regional Growth Funding Forum – Bourke 9am

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 20 Three Rivers Regional Retirement Centre**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Director Development Services – Leeanne Ryan
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF5 Council has guaranteed access to diverse sources of funding to address its responsibilities in service planning and delivery.

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### **Reason for Report**

To present to Council historical and background information, tenders for consideration and short term funding request for the Three Rivers Regional Retirement Centre (TRRC) project.

### **Background**

The concept of a retirement facility based in Dunedoo has been an ongoing goal for the residents of Dunedoo and surrounds for many years. Initial funds raised by dedicated residents over time have assisted to attract funding to provide capacity for the construction of a retirement centre. To enable Councillors to gain a full understanding of the project, the initial concept and the current project status, the following chronological order of events is provided below demonstrating the importance of this facility to the community and residents of Dunedoo. A copy of all Council reports and minutes listed below is provided under separate cover entitled Enclosure 1.

### **2013**

#### **17 October 2013 – Ordinary Meeting of Council**

A report was presented to Council outlining the NSW Treasurer Mike Baird had announced that the Cobbora Coal project will no longer be developed by state government owned Cobbora Holding Company. The government announced that a \$20 million NSW Restart Cobbora Transition Fund will be made available. Initially \$1 million was allocated to each of the four councils of Dubbo City, Wellington, Mid-Western and Warrumbungle to internally decide how to select projects that will stimulate economic activity and reflect the community's views. The remaining \$16 million was open for applications by Expressions of Interest.

In response to the report, it was resolved:

***'142/1314 RESOLVED that Council will form and lead a community committee to formulate and investigate submissions to the NSW Restart Cobbora Transition Fund.'***

**Moved Cr Capel, seconded Cr R Sullivan. Motion was carried.**

All Councillors present except Cr Shinton.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### 21 November 2013 – Ordinary Meeting of Council

Council endorsed the formation of a S355 Committee called the Warrumbungle Cobbora Transition Fund Committee, with the following terms of reference:

*This is an Advisory Committee, to provide a forum for discussion and make recommendations to Warrumbungle Shire Council to:*

- *Identify and prioritise projects recommended for EOI submission to the Cobbora Transition Fund by 31 January 2014.*
- *Ensure project proposals are coordinated.*
- *Oversee the follow through of any projects that are shortlisted by Infrastructure NSW from the EOI to be submitted with a detailed project application after the EOI by 31 March 2014.*

As a result it was resolved by Council:

**'175/1314 RESOLVED:**

1. ***That Council approves the appointment of the following Councillors, staff and Community representatives;***
  - ***Deputy Mayor Murray Coe and***
  - ***Cr Chris Sullivan***
  - ***General Manager, Steve Loane***
  - ***Gawain Bowman***
  - ***Peter Campbell***
  - ***Sally Dent***
  - ***Todd Ferguson***
  - ***Alison Kensit***
  - ***Angus Stuart***
  - ***Dunedoo District Development Coordinator, Marie Hensley***
2. ***That Council approves the Terms of Reference of the Warrumbungle Cobbora Transition Fund Committee.***
3. ***That Council defer the allocation of the \$1 million until recommendations are received.'***

**Moved Cr Coe, seconded Cr Capel. Motion was carried.**

All Councillors present except Cr Clancy.

After formation of the above committee, meetings were held on a regular basis with recommendations being presented to Council via committee minutes. In relation to the TRRRC project, the following recommendations were moved and carried by the committee and subsequently by Council after the committee minutes were adopted by Council:

28 November 2013 – Committee Meeting – Inaugural meeting of the committee – a presentation on the Dunedoo Aged Care Project and the Old Hospital site was accepted, along with other EOI ideas. **Committee minutes accepted by Council on 19 December 2013 (Resolution 199/1314).** **Moved Cr Coe, seconded Cr C Sullivan.** All Councillors present except Cr Clancy.

5 December 2013 – Committee Meeting – Further discussion on projects including the Old Hospital Site including a recommendation to encompass a Health and Wellness Centre including independent living for aged care and disability accommodation. **Committee minutes accepted by Council on 19 December 2013 (Resolution 199/1314).** **Moved Cr Coe, seconded Cr C Sullivan.** All Councillors present.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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12 December 2013 – Committee Meeting – further discussion on projects and a number of recommendations made as to those projects to be supported through the EOI process. Those in particular relating to the TRRRC are as follows (**Resolution 199/1314**):

***‘That Council correspond with the Minister for Health, Jillian Skinner, and copy correspondence to Kevin Humphries MP and Deputy Premier Andrew Stoner to activate the transfer of the Old Dunedoo Hospital site to Warrumbungle Shire Council.***

***In no particular order, the following projects are recommended for EOI submission; Warrumbungle Gas, The Hub, Aged Care Accommodation, Dunedoo District Infrastructure Revitalisation Project (DDIR)’***

**Minutes accepted and recommendations moved by Council on 19 December 2013. Moved Cr Coe, seconded Cr C Sullivan. The motion was carried.**

All Councillors present.

19 December 2013 – Committee Meeting – Committee was informed that Council had supported all recommendations for EOI unanimously. It was reported that a visit to the Gilgandra aged care facilities run by Gilgandra Shire Council had been undertaken. The concept provides a foundation for developing a Dunedoo region aged self-care facility.

**Minutes accepted by Council on 20 February 2014 (Resolution 245/1314). Moved Cr Coe, seconded Cr C Sullivan. All Councillors present.**

### **2014**

16 January 2014 – Committee Meeting – Committee held lengthy discussions on the aged care project. Draft submission prepared by Dunedoo-Mendooran Aged Hostel Ltd Inc Committee forwarded to consultant to incorporate the information into the EOI submission. Clarification sought on ownership of Old Hospital Site in readiness for development of the Aged Care project. Steve Loane to correspond with Lands Department regarding acquisition of crown land. Murray Coe to clarify with Kevin Humphries the option to transfer direct title to the Dunedoo-Mendooran Aged Hostel Ltd Inc. Project Name to be the Three Rivers Regional Retirement Community (TRRRC).

**Committee minutes accepted by Council on 20 February 2014 (Resolution 245/1314). Moved Cr Coe, seconded Cr C Sullivan. All Councillors present.**

23 January 2014 – Committee Meeting – Advice received by the committee stating that the transfer of the Old Dunedoo Hospital to be followed through pending successful application to the Cobbora Transition Fund for the Three Rivers Retirement Community project. An overview of the project presented by two committee members advised liaison had occurred with consultant. Orana RDA was also approached to contribute to the EOI submission. **Committee minutes accepted by Council on 20 February 2014 (Resolution 245/1314). Moved Cr Coe, seconded Cr C Sullivan. All Councillors present.**

13 March 2014 – Committee Meeting – Committee discussed TRRRC project with consultant Debbie McCowan – requested a meeting with the Aged Care Committee to discuss scope of project; legislative requirements regarding running such a facility. School to clarify their part of the EOI, to see what they want to achieve and cost out the proposal. **Committee minutes accepted by Council on 17 April 2014 (Resolution 309/1314). Moved Cr C Sullivan, seconded Cr Capel. All Councillors present except Cr Shinton.**

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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20 March 2014 – Committee Meeting – Committee was advised that submission deadline had been moved to April 28 2014. Further discussion on the Old Hospital Site including the \$500k tentative allocation out of the initial \$1 million for greenfielding of the site being moved to the full EOI submission. Also lack of response so far in relation to correspondence for acquisition of the Old Hospital Site. Committee members seeking the acquisition process to be streamlined. **Committee minutes accepted by Council on 17 April 2014 (Resolution 310/1314). Moved Cr C Sullivan, seconded Cr Capel.** All Councillors present except Cr Shinton.

27 March 2014 – Committee Meeting – Considerable discussion at the committee meeting on the TRRRC project – clarified that WSC will be the project manager, confirmation of land tenure still required in particular how the ownership will be defined, learning centre component clarified further with educational sector representatives, request a WSC representative be permanently on the Dunedoo Mendooran Aged Care Committee. **Committee minutes accepted by Council on 17 April 2014 (Resolution 311/1314). Moved Cr C Sullivan, seconded Cr Capel.** All Councillors present except Cr Shinton.

3 April 2014 – Committee Meeting – Committee advised the acquisition of the Old Hospital Site needs to be initiated by WSC. Risks associated with the TRRRC project advised to the committee. One being the need for appropriate governance and financial skills of the Dunedoo Mendooran Aged Care Committee for operation of the TRRRC business once the facility is constructed, and a second being the transfer of land title from Crown Lands to a Trustee to hold on behalf of the community. Further discussion was held on the Learning Centre component. WSC is to be the project manager and undertake the administration functions of the construction phase of the project if successful. **Committee minutes accepted by Council on 17 April 2014 (Resolution 312/1314). Moved Cr C Sullivan, seconded Cr Capel.** All Councillors present except Cr Shinton.

10 April 2014 – Committee Meeting – meeting was dominated by discussion on the TRRRC. An update was provided on discussions with the Dunedoo Mendooran Aged Care Committee and consultant Debbie McGowan over clarification of the probity and governance of the project once in operation, and the continued involvement of their committee into the future. Debbie reported on communication from NSW Infrastructure that clarifies the projects asset ownership and management. The TRRRC project is regarded by the state government as a proposal for community infrastructure under public ownership, and as WSC is the project applicant to the CTF, this requires WSC to retain ownership of the assets and also be the holders of the land title on behalf of the community. It was recommended that a S355 committee under the LG Act to enable appropriate probity and governance, as well as providing input from the community, and to ensure continued community involvement into the project. The Dunedoo Mendooran Aged Care Committee all expressed their support. They also indicated they would be forwarding a letter confirming their financial commitment as per the EOI budget submission of \$250,000. **Committee minutes accepted by Council on 17 April 2014 (Resolution 313/1314). Moved Cr C Sullivan, seconded Cr Capel.** All Councillors present except Cr Shinton.

### 17 April 2014 – Ordinary Meeting of Council

A staff report was presented to Council regarding the status of the CTF. A number of recommendations were placed before Council and adopted including the following:

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### ***'319/1314 RESOLVED***

***Warrumbungle Shire Council to be the Project Manager and administration body for the TRRRC and DDIR projects if successful.***

***WSC to establish a 355 Committee under the Local Government Act 1993 for management of the TRRRC project if successful.'***

**Moved Cr C Sullivan, seconded Cr R Sullivan. The motion was carried.**

All Councillors present except Cr Shinton.

### **21 August 2014 – Ordinary Meeting of Council**

A report was presented to Council advising the success of our projects under the Cobbora Transition Fund, and seeking Council approval for the signing and sealing of Restart NSW Funding Deeds. The total funding for projects across Warrumbungle Shire was \$6,766,945. The following resolution was moved:

***'43/1415 RESOLVED That Council approves the General Manager and Mayor to affix Councils Seal, sign and execute the Restart NSW Funding Deeds for:***

- 1. RNSW295 Dunedoo District Infrastructure Revitalisation \$1,846,500***
- 2. RNSW290 Three Rivers Regional Retirement Community and Learning Centre \$4,500,000***
- 3. RNSW300 Mendooran Multipurpose Centre \$133,445***
- 4. RNSW324 Three Rivers Recreation Grounds Upgrade Project \$287,500'***

**Moved Cr Capel, seconded Cr Andrews. The motion was carried.**

All Councillors present except Cr Coe.

At the same Council meeting a further report was considered requesting the acquittal of the current Warrumbungle Cobbora Transition Fund Committee, established under S355 of the LG Act 1993, and to re-establish the Committee with revised Terms of Reference to advise on management of the successful projects funded by the Cobbora Transition Fund. The Terms of Reference included the following delegations to the committee:

*This is an Advisory Committee, to provide a forum for discussion and make recommendations to Warrumbungle Shire Council to oversee the four (4) successful projects from the Cobbora Transition Fund:*

- 1. RNSW295 Dunedoo District Infrastructure Revitalisation*
- 2. RNSW290 Three Rivers Regional Retirement Community and Learning Centre*
- 3. RNSW300 Mendooran Multipurpose Centre*
- 4. RNSW324 Three Rivers Recreation Grounds Upgrade Project*

The following resolution was moved:

***'42/1415 RESOLVED That Council acquits the current committee members of the Warrumbungle Cobbora Transition Fund Committee, and the new Warrumbungle Cobbora Transition Fund Committee be formed with a revised Terms of Reference as amended.'***

**Moved Cr Capel, seconded Cr C Sullivan. The motion was carried.**

All Councillors present except Cr Coe.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### 18 September 2014 – Ordinary Meeting of Council

A staff report updating Council on the lodging of the signed funding deeds and status of the new S355 committee was presented to Council.

***‘98/1415 RESOLVED that Council note the Cobbora Coal Transition Fund Projects and Warrumbungle Cobbora Transition Fund 355 Committee Update.’***

**Moved C Sullivan, seconded Cr Capel. The motion was carried.**

All Councillors present.

### 16 October 2014 – Ordinary Meeting of Council

A report was presented to Council to finalise nominations and Terms of Reference for the new S355 Committee called the Warrumbungle Cobbora Transition Fund Committee.

***‘115/1415 RESOLVED that:***

***Council endorse the revised Terms of Reference for the Warrumbungle Cobbora Transition Committee, and Council to determine the membership of this committee (section 3.A) for:***

- ***Councillor representatives***
- ***Staff representatives – Steve Loane, General Manager***
- ***Number of Community Representatives – the nominees as at 9 October are Sally Dent, Todd Ferguson, Marie Hensley, Wendy Hill, Kylie Rose, Scott Russell, Sue Stoddart, Gus Stuart, Mary Warren and Ken Westerman.’***

**Moved Cr C Sullivan, seconded Cr Capel. The motion was carried.**

All Councillors present.

22 October 2014 – Committee Meeting – Group discussed the new Terms of Reference and projects. In relation to the TRRRC and Learning Centre it was noted land claims were present on both lots on the Old Dunedoo Hospital site. The group was asked to provide specifications for scope of design to be developed for tender. **Committee minutes accepted by Council on 20 November 2014 (Resolution 153/1415). Moved Cr Coe, seconded Cr C Sullivan.** All Councillors present except Cr Capel and Cr R Sullivan.

### 20 November 2014 – Ordinary Meeting of Council

A report was presented to Council advising the status of the projects, and also seeking a change to the community representation on the S355 Committee.

***‘158/1415 RESOLVED that Council note the Cobbora Transition Fund projects update, and endorse the change of one (1) community representative for the Warrumbungle Cobbora Transition Committee as: Replace Ken Westerman with Peter Campbell.’***

**Moved Cr Coe, seconded Cr C Sullivan. The motion was carried.**

All Councillors present except Cr Capel and Cr R Sullivan.

18 November 2014 – Committee Meeting – The TRRRC project was discussed in detail. The Dunedoo Mendooran Aged Hostel committee has offered to pay for the construction of a memorial gazebo – Council to be the owner of the land and buildings. Tender for Design to be scoped by mid December, to be opened from mid January for 21 days.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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Tenders submitted will go to working group for weighting of submissions, this weighting will then be referred to the 355 committee, which will then provide a recommendation to a Council meeting. Demolition of site to be undertaken by Council with a contractor engaged for asbestos removal. Awaiting response from Crown Lands regarding aboriginal land claim. **Committee minutes and recommendations resolved and accepted by Council on 11 December 2014 (Resolution 189/1415). Moved Cr Coe, seconded Cr C Sullivan. The motion was carried.** All Councillors present.

1 December 2014 – Committee Meeting – discussed the projects, but nothing specifically relating to the TRRRC project. **Minutes and recommendations resolved and accepted by Council on 11 December 2014 (Resolution 190/1415). Moved Cr Coe, seconded Cr C Sullivan. The motion was carried.** All Councillors present.

16 December 2014 – Committee Meeting – the group was informed that the EPA had provided approval for on-site burial of demolition material with conditions. **Committee minutes accepted by Council on 19 February 2015 (Resolution 224/1415). Moved Cr Coe, seconded Cr C Sullivan. The motion was carried.** All Councillors present except Cr Todd.

### **2015**

10 February 2015 – Committee Meeting – discussion on the TRRRC and Learning Centre focused on the four submissions and the parameters referred to in the assessment matrix. An update on the land claim was provided. To prepare the site to meet greenfield standards requires demolition of all existing buildings to ensure the contract scope is adhered too. **Committee minutes accepted by Council on 19 February 2015 (Resolution 225/1415). Moved Cr Capel, seconded Cr Coe. The motion was carried.** All Councillors present except Cr Todd.

### 19 February 2015 – Ordinary Meeting of Council

Report presented to Council providing an update on projects. It was noted that the Expressions of Interest for design contract had been advertised and closed 9 February. Four submissions were received by close of business. TRRRC Working Group has assessed the submissions.

***'228/1415 RESOLVED that Council note the Cobbora Transition Fund projects update.'***

**Moved Cr Capel, seconded Cr R Sullivan. The motion was carried.**

All Councillors present except Cr Todd.

10 March 2015 – Committee Meeting – Project Manager following up on referees of two proponents to the EOI submission. Acquisition of the land is still underway. Further scope for the Agricultural Learning Centre/Community Garden component of the project to be considered by interested committee members and provided to the Project Manager. **Committee minutes accepted by Council on 19 March 2015 (Resolution 269/1415). Moved Cr C Sullivan, seconded Cr Capel. The motion was carried.** All Councillors present.

### 19 March 2015 – Ordinary Meeting of Council

Report presented to Council providing an update on projects.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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***'270/1415 RESOLVED that Council note the Cobbora Transition Fund projects update.'***

**Moved Cr Capel, seconded Cr R Sullivan. The motion was carried.**

All Councillors present.

7 April 2015 – Committee Meeting – the committee discussed the EOI Design process for the TRRRC and agreed that the successful proponent be Lewis and Zwart as recommended by the TRRRC Working Group. A wish list developed by the Working Group was forwarded to the Project Manager. It was reported to the group that the land claim had been extinguished and acquisition of the land was proceeding under advice by Hunter Legal. **Committee minutes accepted by Council on 16 April 2015 (Resolution 306/1415). Moved Cr C Sullivan, seconded Cr Capel. The motion was carried.** All Councillors present.

16 April 2015 – Ordinary Meeting of Council

A report was presented to Council providing an update on the status of projects under the CTF. In relation to the TRRRC it was reported that the Working Group and Committee recommend to Council designer Lewis & Zwart following the EOI process, and also that the land claim had been lifted and acquisition was proceeding.

***'307/1415 RESOLVED that Council resolves to accept the committee's recommendation to engage Lewis & Zwart as the designers for the RNSW290 Three Rivers Retirement Community and Learning Centre project.'***

***Council note the Cobbora Transition Fund projects.'***

**Moved Cr C Sullivan, seconded Cr Capel. The motion was carried.**

All Councillors present.

5 May 2015 – Committee Meeting – Discussion occurred over the dwelling design, internal design, including the attractiveness of open plan living area and heating costs to elderly residents. It was recommended that the dwelling design to be a minimum of two bedrooms, and/or two bedrooms plus nook/den. No single bedroom or three bedroom dwellings to be designed. To have four x 2.5 bedroom duplexes, and one three x 2 bedroom or two x 2 bedroom duplexes (for the lower socio-economic/affordable housing market). Note that potential for design of three bedroom dwellings is to be considered for second stage development. **Minutes accepted by Council on 21 May 2015 (Resolution 329/1415). Moved Cr C Sullivan, seconded Cr Coe. The motion was carried.** All Councillors present.

21 May 2015 – Ordinary Meeting of Council

Council was presented a report relating to the CTF projects. The report provided an update on all projects, and recommendations, including one particular recommendation as follows on the design and configuration of the duplexes.

***'329/1415 RESOLVED that Council accepts the following committee recommendations:***

- RNSW 290 TRRRC – Dwelling design to be a minimum of two bedrooms, and/or two bedrooms + nook/den. No single bedroom or three bedroom dwellings to be designed;***

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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- ***To have four x 2.5 bedroom duplexes, and one three x 2 bedroom or two x 2 bedroom duplexes (for the lower socio-economic/affordable housing market). Note that potential for design of three bedroom dwellings is to be considered for second stage development.***

**Moved Cr C Sullivan, seconded Cr Coe. The motion was carried.**

All Councillors present.

2 June 2015 – Committee Meeting – Draft Masterplan prepared by architects Lewis & Zwart with feedback provided by the TRRRC Working Group and CTF Committee.

Compulsory acquisition process underway following legal advice on the extinguishment of native title. **Committee minutes accepted by Council on 18 June 2015**

**(Resolution 366/1415). Moved Cr C Sullivan, seconded Cr R Sullivan. The motion was carried.** All Councillors present.

18 June 2015 – Ordinary Meeting of Council

Report presented to Council providing an update on projects.

***‘367/1415 RESOLVED that Council note progress of the Cobbora Transition Fund projects.’***

**Moved Cr C Sullivan, seconded Cr Capel. The motion was carried.**

All Councillors present.

16 July 2015 – Ordinary Meeting of Council

It was reported to Council that a second Draft Master Plan had been prepared by architects Lewis & Zwart following feedback provided by the TRRRC Working Group. The acquisition of the site was continuing.

***‘08/1516 RESOLVED that Council note progress of the Cobbora Transition Fund projects.’***

**Moved Cr Capel, seconded Cr R Sullivan. The motion was carried.**

All Councillors present except Cr Coe & Cr C Sullivan.

14 July 2015 – Committee Meeting – Lewis & Zwart are completing elevation plans for the TRRRC Working Group to consider at the next meeting. Discussion occurred on the following - budget allocation for greenfield preparation of the site, market value of the dwellings, options for ensuite in floorplan design of units and status of the site acquisition. **Committee minutes accepted by Council on 20 August 2015**

**(Resolution 28/1516). Moved Cr C Sullivan, seconded Cr Capel. The motion was carried.** All Councillors present.

11 August 2015 – Committee Meeting – The group was informed that a licence agreement had been drafted to enable early access of the site to enable preliminary work such as surveying and installation of water and sewerage infrastructure in preparation of a greenfield site. Additional funding of \$2.5 million had been submitted for stage two through the National Stronger Regions Fund, with outcome to be known by December 2015. Working Group have recommended the elevation and site plans prepared by Lewis & Zwart. Units to be part of stage one to be 6-9, 11-14 and 25-27. Layout plans to be placed on public exhibition using the coloured Masterplan, followed by the elevation plans after confirmation of further details. Road noise attenuation proposed with double glazing of windows for units adjacent to the road and appropriate fencing material construction.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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**Committee minutes accepted by Council on 20 August 2015 (Resolution 29/1516). Moved Cr Capel, seconded Cr C Sullivan. The motion was carried. All Councillors present.**

### 20 August 2015 – Ordinary Meeting of Council

An update report on projects was presented to Council, along with a recommendation to adopt the designs presented by the architects.

***'30/1516 RESOLVED that Council note progress of the Cobbora Transition Fund projects, and adopt the layout and three different design plans presented by Lewis & Zwart for the RNSW290 Three Rivers Retirement Community and Learning Centre project.'***

**Moved Cr Capel, seconded Cr C Sullivan. The motion was carried.**  
All Councillors present.

1 September 2015 – Committee Meeting – The meeting was presented with a 3-D walk through demonstration of the design plans to date. The DA for use of the site is waiting on a licence of occupation from the state government prior to submission to Council's planning division. Demolition can then commence. **Committee minutes accepted by Council on 17 September 2015 (Resolution 66/1516). Moved Cr Coe, seconded Cr Capel. The motion was carried. All Councillors present.**

### 17 September 2015 – Ordinary Meeting of Council

Report presented to Council providing an update on projects.

***'67/1516 RESOLVED that Council note progress of the Cobbora Transition Fund projects.'***

**Moved Cr Capel, seconded Cr C Sullivan. The motion was carried. All Councillors present.**

### 15 October 2015 – Ordinary Meeting of Council

Report presented to Council providing an update on projects, indicating that the TRRRC Masterplan was placed on public exhibition from 13 October with an Open House in Dunedoo.

***'95/1516 RESOLVED that Council note progress of the Cobbora Transition Fund projects.'***

**Moved Cr C Sullivan, seconded Cr Capel. The motion was carried.**  
All Councillors present except Cr Shinton and Cr R Sullivan.

10 November 2015 - Committee Meeting – Discussion at the committee addressed the following matters; the temporary licence agreement is completed. Crown lands and Dept of Health have contacted Council to confirm that the property will be designated for community purposes for aged care living. Should the community ever wish to give up the property the land will revert back to NSW Health for them to sell. Demolition DA to be submitted 11 November 2015. Expressions of Interest in the demolition will be sent out when the DA is approved for all or part of the demolition. Design – quantity costings are expected by the end of the month to complete costings for the entire projects. Operational model – Council is in consultation with Debbie McGowan for guidance on aged care living and operational models for the project.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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Committee minutes accepted by Council on 19 November 2015 (Resolution 125/1516). Moved Cr C Sullivan, seconded Cr Capel. The motion was put and carried. All Councillors present except Cr Shinton and Cr Todd.

19 November 2015 – Ordinary Meeting of Council

Report presented to Council providing an update on projects.

***‘126/1516 RESOLVED that Council note progress of the Cobbora Transition Fund projects.’***

Moved Cr Capel, seconded Cr Schmidt. The motion was put and carried. All Councillors present except Cr Shinton and Cr Todd.

At the same meeting, a report was presented to Council to refresh the resolution to compulsorily acquire the Old Dunedoo Hospital site.

***‘141/1516 RESOLVED that:***

- 1. Council notes its prior resolution (Number 265/1112 dated 16 February 2012) regarding the compulsory acquisition of the land described as Lot 148 and 176 in DP754291 in Dunedoo, Parish of Bolaro, County of Lincoln and known as the Dunedoo War Memorial Hospital (Dunedoo Hospital land).***
- 2. Council affirms its prior resolution (Number 265/1112 dated 16 February 2012) and intends to proceed with the compulsory acquisition of the Dunedoo Hospital Land for the public purpose of establishing an aged care facility that includes self care aged accommodation units in a retirement village setting, and agricultural learning centre and associated leisure facilities (including a walk/cycle way) in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.***
- 3. Council make an application to the Minister and the Governor for approval to acquire the Dunedoo Hospital Land described as Lot 148 and 176 in DP754291 in Dunedoo, Parish of Bolaro, County of Lincoln by compulsory process under section 186(1) of the Local Government Act 1993.***
- 4. Council classify the Dunedoo Hospital Land as operational land for the purposes of the Local Government Act 1993.***
- 5. Council cause a covenant be placed on the title to the Dunedoo Hospital Land that restricts the use of the subject land to ‘community purposes’ as described in the instrument creating the covenant.***
- 6. Council requests the Minister for Local Government approve a reduction in the notification period from 90 days to no more than 1 day (by reason of the compulsory acquisition occurring with the concurrence of the owner of the Dunedoo Hospital Land).’***

Moved Cr Capel, seconded Cr C Sullivan. The motion was put and carried. All Councillors present except Cr Shinton and Cr Todd.

17 December 2015 – Ordinary Meeting of Council

Report presented to Council providing an update on projects.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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***‘152/1516 RESOLVED that Council note progress of the Cobbora Transition Fund projects.’***

**Moved Cr C Sullivan, seconded Cr Coe. The motion was put and carried.**

All Councillors present except Cr Clancy.

15 December 2015 – Committee Meeting – The committee was informed an announcement had been made regarding National Stronger Regions Fund (NSRF) of \$2.45 million enabling 10 units and a community centre to be constructed as stage 2. Upon confirmation of DA for demolition, an EOI for contractors will be undertaken with recommendations presented to the February Council meeting, with demolition expected to commence late February 2016. Notice to be placed in Dunedoo Diary for written EOI from members of the public for purchase and removal of nominated items. Three dwelling designs have been confirmed for stage one and stage two construction as per the Master Concept Plan. Discussion over type of dwelling design options for stage two. Operational model – brief summary of options for the operational model was discussed; to cater for a range of socio-economic demographics.

Further discussion was had on the possible need to dissolve the S355 Committee and associated TRRRC Working Group as per Terms of Reference. The Terms of Reference were resolved by Council under section 355 of the LG Act to provide advice to Council for the projects funded by the Cobbora Transition Fund, being RNSW295, RNSW333, RNSW290, RNSW300 and RNSW324. On this basis, it was recommended that the committee be dissolved.

Further to this, it was proposed that a new TRRRC 355 Committee be formed to provide advice to Council specifically on the TRRRC and Outdoor Living Classroom project with funds totally \$7.2 million from:

- Restart NSW (project RNSW290) \$4.5 million
- Co-contribution from the Dunedoo Mendooran Aged Hostel Ltd \$250,000 plus additional funds for the Community Centre (amount to be confirmed)
- National Stronger Regions Fund \$2.45 million.

Nominations for the TRRRC 355 Committee should be advertised in local papers and on Council's website.

***‘183/1516 RESOLVED that Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 15 December 2015 at Dunedoo.***

***That the Warrumbungle Cobbora Transition Fund 355 committee be dissolved at the completion of projects for:***

- ***RNSW295 Dunedoo District Infrastructure Revitalisation Fund,***
- ***RNSW333 Recreational and Sporting and Cultural Facilities Improvement Project,***
- ***RNSW300 Mendooran Multipurpose Centre, and***
- ***RNSW324 Three Rivers Recreation Ground Upgrade Project,***

***with a function at Jubilee Hall in March/April 2016.’***

**Moved Cr Capel, seconded Cr C Sullivan. The motion was put and carried.**

All Councillors present except Cr Clancy.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **2016**

**2 February 2016 – Committee Meeting** – At this meeting it was advised that the NSRF funding is not yet finalised by the Federal body. DA is being progressed for the demolition. When the tender is out for the demolition any items of value will be advertised on eBay under Councils eBay account with notification to the public that this is happening prior to listing. The design has passed all BASIX requirements rating between 5 and 7. The plant issues will be taken to the horticultural advisory group. **Committee minutes accepted by Council on 18 February 2016 (Resolution 184/1516). Moved Cr Capel, seconded Cr C Sullivan. The motion was put and carried.** All Councillors present except Cr Clancy.

### **18 February 2016 – Ordinary Meeting of Council**

A report was presented to Council to formalise the dissolution of the Warrumbungle Cobbora Transition Fund Committee, and to form a new S355 Committee to be called the Three Rivers Retirement Community Advisory Committee.

#### ***‘193/1516 RESOLVED***

- 1. That Council endorse that the Section 355 Three Rivers Regional Retirement Community Advisory Committee be formed, with nominations from community members to be advertised;***
- 2. That Council dissolve the current Warrumbungle Cobbora Transition Fund Committee on the date of formation of the Three Rivers Regional Retirement Community Advisory Committee.’***

**Moved Cr Schmidt, seconded Cr C Sullivan. The motion was put and carried.**  
All Councillors present except Cr Clancy.

**8 March 2016 – Committee Meeting** – Demolition Update – DA for demolition released and approved; items will be placed on eBay for auction from 14 March; advertising for EOI for demolition will be advertised from mid March. The former SES shed will become the site office for the TRRRC project. Design update – architects finalising documentation for stage one and two, with expectation to lodge DA for construction of the TRRRC project. Utilities have been disconnected (water and electricity). **Committee minutes accepted by Council on 17 March 2016 (Resolution 224/1516). Moved Cr Todd, seconded Cr Capel. The motion was put and carried.** All Councillors present.

### **21 April 2016 – Ordinary Meeting of Council**

Report presented to Council providing an update on projects.

#### ***‘263/1516 RESOLVED that Council note progress of the Cobbora Transition Fund projects.’***

**Moved Cr C Sullivan, seconded Cr Schmidt. The motion was put and carried.**  
All Councillors present.

At the same Council meeting a report was presented to Council recommending the formation of a new S355 Committee with the following Terms of Reference – *This is an Advisory Committee, to provide a forum for discussion and make recommendations to Warrumbungle Shire Council to oversee the Three Rivers Regional Retirement Community project funded through:*

- *State Government – Restart NSW RNSW290 Three Rivers Regional Retirement Community and Learning Centre*



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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- *Federal Government – National Stronger Regions Fund Round Two (NSRF)*

As a result the following resolution was moved that also includes the Terms of Reference.

***‘264/1516 RESOLVED that Council forms the Three Rivers Regional Retirement Community Section 355 Advisory Committee (TRRRC) and appoints the following community representatives:***

- *Peter Campbell*
- *Sue Stoddart*
- *Mary Warren*
- *Neville Stanford*
- *John Horne*
- *Sally Dent*
- *Marie Hensley*

***The following staff representative:***

- *Steve Loane, General Manager*

***And the following Councillors to the committee:***

- *Cr Murray Coe*
- *Cr Chris Sullivan*
- *Cr Anne-Louise Capel*

**Moved Cr Capel, seconded Cr C Sullivan. The motion was put and carried.**

All Councillors present.

### 19 May 2016 – Ordinary Meeting of Council

Report presented to Council providing an update on projects. Advising that the DA had been submitted for 21 dwellings under the TRRRC project.

***‘303/1516 RESOLVED that Council note progress of the Cobbora Transition Fund projects.’***

**Moved Cr C Sullivan, seconded Cr Capel. The motion was put and carried.**

All Councillors present.

7 September 2016 – TRRRC 355 Advisory Committee Meeting – being the first inaugural meeting of the new committee the meeting constituents were presented with a copy of the Terms of Reference. Legislation regarding the operation of retirement villages in NSW was discussed and copies of relevant legislation circulated to the group. A management plan needs to be in place for the facility prior to operation to – though it was noted that a plan was submitted with the funding application. Demolition of the old building was discussed. Holdups had occurred with asbestos being found on site as well as wet weather. DA was in progress and awaiting concurrence from RMS. Interim Chair was elected – Cr Capel. **Committee minutes accepted and endorsed by Council on 29 September 2016 (Resolution 53/1617). Moved Cr Capel, seconded Cr Shinton. The motion was put and carried.** All Councillors present except Cr Clancy.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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7 October 2016 – TRRRC 355 Advisory Committee Meeting – Terms of Reference were considered again. Cr Capel was elected as the Chair. A copy of the management plan to be supplied to all committee members. Demolition of the site continues. DA under assessment by planning staff. When site is clear and is “greenfield” tenders will go out for construction. An application for extension of time on grant funds has been requested. It was suggested the name Dunedoo needs to be put into the title of the village.

**Committee minutes accepted and endorsed by Council on 17 November 2016 (Resolution 105/1617). Moved Cr Hill, seconded Cr Todd. The motion was put and carried by majority.** All Councillors present except Cr Capel.

2 November 2016 – TRRRC 355 Advisory Committee Meeting – The inclusion of Dunedoo into the name is to be discussed at the next Community Consultation meeting to be held in Dunedoo. Trees destined to be removed have been removed from the site. DA has been issued. Some matters need to be tidied up before going to tender. Tender will be out for 28 days. A nursery has been set up in Dunedoo to take seedlings to a more advance plant ready for landscaping after construction has been finished. Copy of management plan handed to each member of the committee. Modelling for buy-in was discussed and workshopped, but also, consideration needs to be given to the model that was presented in the initial funding application. The RMS requirements for the road intersection stipulated by RMS (under their referral for the DA) was advised to the committee. Local tradies being able to contribute to the work was discussed – they need to register with the Project Manager – also to be advertised on the Dunedoo sign, and advertisements handed out to Development Groups and Chambers of Commerce.

**Committee minutes accepted and endorsed by Council on 17 November 2016 (Resolution 106/1617). Moved Cr Hill, seconded Cr Clancy. The motion was put and carried by majority.** All Councillors present except Cr Capel.

### **2017**

1 February 2017 – TRRRC 355 Advisory Committee Meeting – Clearance certificate for site has been given. Powerpole on property scheduled for relocation on 7 April. Tender documents have been prepared and ready to go out to the market. Plants for the site are growing. INSW has been given the new deadline of April next year for completion. The committee was asked to finalise the management plan for running of the facility. Consensus of the committee is to move away from the Tenancy option and use a three tiered “buy in options”. The committee then proceeded to workshop options and scenarios relating to buy-in. More information was requested on ratios for buy-in. The committee asked for more information on means testing and the ability to ensure that two apartments are set aside for lower socio economic residents. **Committee minutes accepted and endorsed by Council on 16 February 2017 (Resolution 157/1617). Moved Cr Iannuzzi, seconded Cr Capel. The motion was put and carried by majority.** All Councillors present except Cr Doolan.

5 April 2017 – TRRRC 355 Advisory Committee Meeting – Tender site meeting held – four tenders received, ten people attended the site meeting. Discussion moved around value of the units and the need for a valuer to be engaged. The Project Manager to continue to seek information on tenders and options, seeking further participation. Scenarios for buy-ins was presented by the CFO, scenario 1 being 25% of market value, scenario 2 being \$25K deposit. Options available range from deposits required and lower deposits may require increased regular payment as opposed large deposits requiring lower regular payments.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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Concerns were expressed by members of the committee that the project is dragging out – Project Manager advised the contracts have a 45 day start date clause – also noted that the contract for tender needs to be signed by 30 June 2017 to ensure funding remains. **Committee minutes accepted and endorsed by Council on 18 May 2017 (Resolution 263/1617). Moved Cr Hill, seconded Cr Capel. The motion was put and carried by majority.** All Councillors present.

3 May 2017 – TRRRC 355 Advisory Committee Meeting – Marie Hensley to be involved with the landscaping of the project. Power reduction option would not be used for the project as would incur more cost to the project and the buildings have been designed to utilise power savings through design. Funding bodies had been informed that there were hold ups with the project due to tenders being above the grant funding and costings. Both funding bodies are waiting for Council's final decision on how to go ahead. Project Manager had gone back to tenderers regarding the project and asked for a breakdown on the individual costs to build each building – waiting on that information. The meeting was informed that any option regarding more funding for the project would have to be presented as a business case to Council – to be presented by Director Corporate and Community Services. The CFO discussed options for extra funding – options being Commercial Loan, T Corp Loan and Internal Council Loan. The meeting recommended that Council be approached to fund the intersection requirements put forward by RMS, also that Council be approached regarding a short term loan funding the difference in the cost to building and the grants, and also that Council approve the lowest tender for the TRRRC.

The minutes were presented to the Ordinary Council Meeting held 18 May 2017.

***'A motion was moved by Cr Hill, seconded Cr Capel:***

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

Councillor Iannuzzi foreshadowed a motion.

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

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

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

All Councillors present.

9 June 2017 – TRRRC Workshop and Extraordinary Council Meeting

A closed workshop has held with Councillors to outline the project, including designs and funding shortfalls. A powerpoint presentation was presented to the group, to provide Councillors with greater understanding of the project.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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After the workshop, a Confidential Extraordinary Council meeting was held to further discuss the TRRRC project and tenders. Council also considered the TRRRC 355 Advisory Committee Meeting Minutes from 3 May 2017. The following resolution was moved and carried:

***'297/1617 RESOLVED:***

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

Moved Cr Capel, seconded Cr Hill. The motion was put and lost.

Cr Capel moved a spill on the Motion.

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

A further motion was considered regarding the TRRRC as follows:

***'298/1617 RESOLVED that Council revisit the endorsement of the Minutes of the TRRRC 355 Advisory Committee Meeting of 3 May 2017 at the Ordinary Council meeting on the 15 June 2017 FURTHER:***

- That a break down of the \$899,000 expenditure for the greenfielding of the site be provided by Council's Project Manager.***
- That the Councillors also have access to the tender documents.***
- That the Mayor provide information received from both the Local Members regarding funding deadlines.'***

Moved Cr Doolan, seconded Cr Lewis. The motion was put and carried by majority. All Councillors present.

**15 June 2017 – Ordinary Meeting of Council**

The project was discussed in confidential at the June Ordinary Council Meeting. The following resolutions were moved:

***'323/1617 RESOLVED that the resolutions contained in the Minutes of the Extraordinary Council meeting held on 9 June 2017 be endorsed.'***

Moved Cr Capel, seconded Cr Hill. The motion was put and carried by majority. All Councillors present – Cr Lewis left meeting at 11.30am.

***'324/1617 A motion was moved by Cr Doolan seconded by Cr Clancy that the minutes of TRRRC 355 Advisory Committee Meeting – 3 May 2017 be left on the table and be brought back to the July Council meeting with a copy of the tenders to be provided to Councillors.'***

The motion was put and carried by majority.

All Councillors present – Cr Lewis left meeting at 11.30 am.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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***‘325/1617 A motion was moved by Cr Clancy and seconded by Cr Doolan that the Mayor and General Manager make further representation to the Roads and Maritime Services (RMS) that there will be minimal traffic movements and if in the opinion of the RMS a turning lane is still necessary, that RMS will facilitate the funding.’***

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

All Councillors present – Cr Lewis left meeting at 11.30 am.

### **Issues**

As demonstrated above in the chorological history of the TRRRC project, extensive time has been spent on this project by community members, various committee members, councillors and Council staff.

Throughout the project all minutes from the three committees over the time have been reported to Council, and all recommendations from the committees have been adopted by Council. Council has consistently supported the Cobbora Transition Fund projects throughout the life of the funding, with all milestones set out in the funding agreements being achieved as required.

The committees formed by Council under section 355 of the Local Government Act 1993, are delegated powers through the Terms of Reference and the committee constitution to undertake certain tasks on behalf of Council. In this case, Council has delegated to the TRRRC 355 Advisory Committee the following duties as resolved under **Resolution 264/1516**:

*This is an Advisory Committee, to provide a forum for discussion and make recommendations to Warrumbungle Shire Council to oversee the Three Rivers Regional Retirement Community project funded through*

- *State Government – Restart NSW RNSW290 Three Rivers Regional Retirement Community and Learning Centre*
- *Federal Government – National Stronger Regions Fund Round Two (NSRF)*

On this basis, Council has provided the committee with certain powers to make recommendations to Council. In this case, the committee have recommended that the tender be let, and Council assist with funding shortfalls – ultimately the land is under Council management on behalf of the community, and belongs to the community. Though Council has demonstrated some uncomfortableness with the request for the funding gap to be covered via a loan etc – it is undesirable for Council not to be supportive of their own S355 Committee particularly when all other recommendations put to Council by these various committees over the life of the project have been supported unanimously with no Councillors recording against.

It should be noted that community members working on the committee volunteer their time and do not receive payment for travel or the like.

The project can not proceed unless Council resolves to let the tender and assist with funding shortfalls.

Discussions have occurred with State and Federal Members to seek extensions to key milestones as required under the signed funding deeds. INSW (State government) has agreed to move the funding into the 17/18 financial year.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

The Federal government has agreed to a two (2) month extension only from the end of June 2017, therefore expiring at the end of August 2017.

Discussions with RMS have occurred regarding the cost to upgrade the highway in the vicinity of the main entrance to the site. RMS have indicated they will work with Council to reallocate some funding out of their road widening projects to assist meet the costs of these works. Council's contribution in this regard is \$100K.

### **Options**

Council can either proceed with the project or not.

If Council does not choose to proceed with the project – funding will need to be returned to the state and federal government. It is also unknown whether funds spent to date will need to be reimbursed out of Council's general fund and returned to the government. Community backlash may be an issue after years of work undertaken by the local community becomes unstitched.

If Council proceeds with the project it will gain a very valuable asset that provides for our aging population that has been widely supported by the community.

### **Financial Considerations**

As noted above in the history of the project, during 2017 it was reported by the committee that a small funding shortfall was evident once the tenders were received for the project. The below tables identify possible funding options that could be considered. This section of the report will also display the tenders received.

#### Loan from Council to TRRRC 355 Committee

Assuming recommended tender is endorsed by Council then;

### **Financial Summary**

Item	Amount	Total
Funding		
Restart NSW Cobbora Transition Fund	\$4,503,590	
Commonwealth Stronger Regions Fund	\$2,450,000	
MDACH (1)	\$250,000	
MDACH (2)	\$250,000	
Total Funding		\$7,453,590
Expenditure		
Expenditure to date – Including Acquisition of site, green fielding and design	\$899,529	
RMS Contribution – Contingency	\$100,000	
Tender 4 (assuming lowest tender)	\$6,872,415	
Total Expenditure		\$7,871,944
Short Fall		(\$418,354)

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

**Funding Options - Table**

	Option	Facility/Product	Rate	Fees	Comments
1	Overdraft facility	WSC Bank Account	13.8%	Nil	High Interest Flexible
2	Treasury Corp (TCorp)	Commercial Loan - Minimum of \$1m over 3 years.	3.0% (indicative)	*Complex (See below)	Low interest not flexible. Early exit Fees
3	Major Lender	Commercial Loan	Market	Fees for early repayment	Average interest not flexible High early exit fees
4	Internal Loan	Short term use of the WSC current cash reserves	Charged to project at TCorp rates	None	Low interest Very Flexible No early exit fees

*\*If Council wish to repay the loan earlier then the following scenarios will come into play:*

- (1) interest rate has dropped eg: We borrowed @ 3% and the interest rate is now 2.5%. Council will pay a penalty of 0.5% (which is the difference between 3% and 2.5%) on the remaining balance \*interest rate differential\* term remaining.*
- (2) interest rate has risen eg: Council borrowed @ 3% and the interest rate is now 3.5%. Council's repayment amount may be reduced by an amount calculated using the Benchmark interest rate and remaining loan term at the time of early repayment.*
- (3) Interest rate is unchanged.*

- The recommended course of action would be to utilise an internal loan option (4).
- The internal loan would need to be done on commercial grounds and be charged at commercial rates (TCorp rates). There would be no exit fees for early repayment.
- The amount of the loan being up to **\$420,000.00**.
- Interest earned to Council on \$420k equating to circa \$20k per annum depending on commercial rate agreed.

### Tenders Submitted for the TRRRC

Warrumbungle Shire Council requested tenders for the Construction of the Three Rivers Regional Retirement Village, a project under the Cobbora Transition Funding and the Federal Stronger Regions Grants.

In the meeting of the TRRRC 355 Advisory Committee on the 3 May 2017 it was resolved by the committee to endorse Tenderer Four (4) as they fit Councils Procurement Policy. The areas weighted in final outcome included Lump Sum, Ability to undertake and complete work, Financial Stability and Local Content.

A copy of the tender lump sum and weighting tables are provided below.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 July 2017

### Tender 1

GENERAL

Tendering

#### 2 TENDER FORM

Name of Owner	Warrumbungle Shire Council
Name of project	Proposed Three Rivers Regional Retirement Community Sullivan Street, Dunedoo NSW
<b>Tender – lump sum</b> I/We tender to perform the work for the above project as described in, and in accordance with, the tender documents referenced in the <i>Conditions of tendering</i> and in accordance with the attached <i>Drawings, Specifications and Schedule of rates</i> and for the lump sum (which includes all specified provisional sums) of: <u>Ten Million Six hundred, Sixty Five Thousand Dollars Only</u> Including GST (sum in words) (Figures)\$ <u>10,665,000.00</u> incl. GST	
Name of tenderer	
ABN/ACN	
Telephone	
Facsimile	
Tenderer's address or registered business office address	
Address for service of notices	
Tenderer's bank and branch address	
<b>Execution if tenderer is an individual or unincorporated body</b>	
Tenderer's signature	
Witness' signature	
<b>Execution if tenderer is a company</b> The common seal of the tenderer was affixed in accordance with the Articles of Association	
Director's signature	
Secretary's signature	
OR	
Authorised officer's signature	
Witness' signature	
Date of tender	<u>14, MARCH / 2017</u>

Tree Rivers Regional Retirement Community Warrumbungle Shire Council

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Feb 2017



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 July 2017

### Tender 2

#### GENERAL

#### Tendering

#### 2 TENDER FORM

<b>Name of Owner</b>	Warrumbungle Shire Council
<b>Name of project</b>	Proposed Three Rivers Regional Retirement Community Sullivan Street, Dunedoo NSW
<b>Tender – lump sum</b> I/We tender to perform the work for the above project as described in, and in accordance with, the tender documents referenced in the <i>Conditions of tendering</i> and in accordance with the attached <i>Drawings, Specifications and Schedule of rates</i> and for the lump sum (which includes all specified provisional sums) of:- Twelve million, four hundred and fifty nine thousand, two hundred and sixty seven dollars and seventy cents ..... ..... including GST (sum in words) (Figures) \$12,459,267.70 incl. GST	
<b>Name of tenderer</b>	
<b>ABN/ACN</b>	
<b>Telephone</b>	
<b>Facsimile</b>	
<b>Tenderer's address or registered business office address</b>	
<b>Address for service of notices</b>	
<b>Tenderer's bank and branch address</b>	
<b>Execution if tenderer is an individual or unincorporated body</b>	
Tenderer's signature	
Witness' signature	
<b>Execution if tenderer is a company</b> The common seal of the tenderer was affixed in accordance with the Articles of Association	
Director's sign	
Secretary's signature	
OR	
Authorised officer's signature	
Witness' signature	
<b>Date of tender</b>	14/3/2017 / 20

Tree Rivers Regional Retirement Community Warrumbungle Shire Council

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 July 2017

### Tender 3

#### GENERAL

#### Tendering

#### 2 TENDER FORM

<b>Name of Owner</b>	Warrumbungle Shire Council
<b>Name of project</b>	Proposed Three Rivers Regional Retirement Community Sullivan Street, Dunedoo NSW
<b>Tender – lump sum</b> I/We tender to perform the work for the above project as described in, and in accordance with, the tender documents referenced in the <i>Conditions of tendering</i> and in accordance with the attached <i>Drawings, Specifications and Schedule of rates</i> and for the lump sum (which includes all specified provisional sums) of:- Eleven Million, One Hundred and Ten Thousand, One Hundred and Thirty Four Dollars and Twenty Cents. ..... Including GST (sum in words) (Figures) \$ 11,110,134.20 ..... incl. GST	
<b>Name of tenderer</b>	
ABN/ACN	
Telephone	
Facsimile	
<b>Tenderer's address or registered business office address</b>	
<b>Address for service of notices</b>	
<b>Tenderer's bank and branch address</b>	
<b>Execution if tenderer is an individual or unincorporated body</b>	
Tenderer's signature	
Witness' signature	
<b>Execution if tenderer is a company</b> The common seal of the tenderer was affixed in accordance with the Articles of Association	
Director's signature	
Secretary's signature	
OR	
Authorised officer's signature	
Witness' signature	
<b>Date of tender</b>	14 / 03 / 2017

Tree Rivers Regional Retirement Community Warrumbungle Shire Council

# **WARRUMBUNGLE SHIRE COUNCIL**



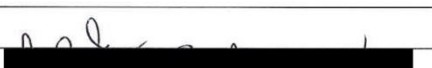

## **Ordinary Meeting – 20 July 2017**

### **Tender 4**

GENERAL

Tendering

#### **2 TENDER FORM**

<b>Name of Owner</b>	Warrumbungle Shire Council
<b>Name of project</b>	Proposed Three Rivers Regional Retirement Community Sullivan Street, Dunedoo NSW
<b>Tender – lump sum</b> I/We tender to perform the work for the above project as described in, and in accordance with, the tender documents referenced in the <i>Conditions of tendering</i> and in accordance with the attached <i>Drawings, Specifications and Schedule of rates</i> and for the lump sum (which includes all specified provisional sums) of:- <b>SEVEN MILLION FIVE HUNDRED FIFTY NINE THOUSAND SIX HUNDRED FIFTY SIX DOLLARS AND FIFTY CENTS XXXXXXXXXXXXXXXXXXXX</b> including GST (sum in words) (Figures)\$ <b>\$7,559,656.50</b> incl. GST	
<b>Name of tenderer</b>	
<b>ABN/ACN</b>	
<b>Telephone</b>	
<b>Facsimile</b>	
<b>Tenderer's address or registered business office address</b>	
<b>Address for service of notices</b>	
<b>Tenderer's bank and branch address</b>	
<b>Execution if tenderer is an individual or unincorporated body</b>	N.A
<b>Tenderer's signature</b>	
<b>Witness' signature</b>	
<b>Execution if tenderer is a company</b> The common seal of the tenderer was affixed in accordance with the Articles of Association	
<b>Director's signature</b>	
<b>Secretary's signature</b>	
OR	
<b>Authorised officer's signature</b>	
<b>Witness' signature</b>	
<b>Date of tender</b>	14 / 03 / 20 17

Tree Rivers Regional Retirement Community Warrumbungle Shire Council

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
Feb 2017

# WARRUMBUNGLE SHIRE COUNCIL








## Ordinary Meeting – 20 July 2017

A three person tender panel reviewed the tenders separately and scored them to give them a non price/lump sum rating;

**Table 1 The lump sum scoring making up 70% of the final total score.**

Tender TRRRC					
Cost Scoring calculation					
Tenderer	Base	Tender 1	Tender 2	Tender 3	Tender 4
Assessed amount		\$9,695,455.00	\$11,326,607.00	\$10,100,122.00	\$6,872,415.00
Average	\$9,498,649.75				
Price score	200.00	97.93	80.76	93.67	127.65
Highest score	200.00				
Normalised score	100.00	48.96	40.38	46.83	63.82
Weighted Score	 <b>70.0</b> 	<b>34.3</b> 	<b>28.3</b> 	<b>32.8</b> 	<b>44.7</b>

**Table 2 The non price scoring making up 30% of the final total score.**

Tender TRRRC							
Assessor	Criteria		Tenderer				
			Tender 1	Tender 2	Tender 3	Tender 4	
Com	Price Criteria	Lump Sum					
	Non Price Criteria	Ability to carry out work	14.1	9.4	15.0	14.6	
		Financial Stability	9.7	6.2	9.7	10.0	
		Local Content	0.0	0.0	3.8	5.0	
	<b>TOTAL</b>		<b>23.8</b>	<b>15.6</b>	<b>28.5</b>	<b>29.6</b>	
	<b>Rank</b>		<b>4</b>	<b>5</b>	<b>2</b>	<b>1</b>	
WSC	Price Criteria	Lump Sum					
	Non Price Criteria	Ability to carry out work	14.7	12.7	15.0	12.9	
		Financial Stability	6.8	6.4	7.9	10.0	
		Local Content	0.0	0.0	3.8	5.0	
	<b>TOTAL</b>		<b>21.5</b>	<b>19.1</b>	<b>26.7</b>	<b>27.9</b>	
	<b>Rank</b>		<b>3</b>	<b>4</b>	<b>2</b>	<b>1</b>	
Staff	Price Criteria	Lump Sum					
	Non Price Criteria	Ability to carry out work	12.2	6.0	15.0	14.5	
		Financial Stability	0.0	0.0	1.3	10.0	
		Local Content	0.0	0.0	3.8	5.0	
	<b>TOTAL</b>		<b>12.2</b>	<b>6.0</b>	<b>20.0</b>	<b>29.5</b>	
	<b>Rank</b>		<b>4</b>	<b>5</b>	<b>2</b>	<b>1</b>	
<b>TOTAL</b>			 <b>57.5</b> 	 <b>40.7</b> 	 <b>75.1</b> 	 <b>87.1</b>	
<b>Rank</b>			<b>3</b>	<b>4</b>	<b>2</b>	<b>1</b>	

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 July 2017

The individual scoring was as follows:

Tender TRRC  
Construction of TRRC

Criteria	Sub Criteria	Sub Criteria Weighting	Weighting	Tenderer									
				Base		Tender 1		Tender 2		Tender 3		Tender 4	
				Score	Adjusted to %	Score	Adjusted to %	Score	Adjusted to %	Score	Adjusted to %	Score	Adjusted to %
Initial Price	Lump sum for construction	100											
	<b>Total (Price Criteria)</b>		<b>70</b>										
Demonstrated ability to meet project budget, timeline and quality	Methodology of execution of works	5		0	80%	4	50%	0	90%	4.5	90%	4.5	
	Understanding of scope	10		0	90%	9	50%	0	90%	9	90%	9	
	Appropriate WH&S system	10		0	90%	9	90%	9	90%	9	90%	9	
	Current project commitments	5		0	50%	0	80%	4	90%	4.5	90%	4.5	
	Identified risk and mitigations	5		0	90%	4.5	50%	0	90%	4.5	80%	4	
	Realistic program for completion	10		0	90%	9	50%	0	90%	9	80%	8	
	Similar works to this project	10		0	80%	8	70%	7	80%	8	80%	8	
	<i>Key personnel experience</i>												
	Project Manager	5		0	90%	4.5	60%	3	90%	4.5	90%	4.5	
	Site Supervisor	10		0	90%	9	70%	7	90%	9	90%	9	
	Design Manager	10		0	50%	0	70%	7	50%	0	50%	0	
	Appropriate quality assurance system	10		0	90%	9	80%	8	90%	9	90%	9	
	Appropriate environmental management system	5		0	90%	4.5	90%	4.5	90%	4.5	90%	4.5	
	Suitability of plant & equipment	5		0	70%	3.5	50%	0	70%	3.5	60%	3	
	<b>Sub total</b>		<b>15</b>	<b>0</b>	<b>74</b>	<b>49.5</b>	<b>79</b>	<b>77</b>					
Financial Stability	Corporate details supplied	20		0	80%	16	60%	12	80%	16	90%	18	
	Independent Audited financial statements	40		0	60%	24	50%	0	60%	24	70%	28	
	Appropriate insurance	40		0	90%	36	90%	36	90%	36	80%	32	
	<b>Sub total</b>		<b>10</b>	<b>0</b>	<b>76</b>	<b>48</b>	<b>76</b>	<b>78</b>					
Local Content	Use of local suppliers	50		0%	0	0%	0	0%	0	0%	0	0	
	Use of local services	50		0%	0	0%	0	0%	0	60%	30	80%	40
	<b>Sub total</b>		<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>	<b>40</b>				
Price Criteria	Lump Sum	Score	70	0.0	34.3	28.3	32.8	44.7					
Non Price Criteria	Ability to carry out work	Score	15	0.0	14.1	9.4	15.0	14.6					
	Financial Stability	Score	10	0.0	9.7	6.2	9.7	10.0					
	Local Content	Score	5	0.0	0.0	0.0	3.8	5.0					
Note: The larger the score the more beneficial the Tender				TOTAL SCORES		0.0	58.1	43.8	61.3	74.3			

### Score Sheet 1 – Committee

Tender TRRC  
Construction of TRRC

Criteria	Sub Criteria	Sub Criteria Weighting	Weighting	Tenderer									
				Base		Tender 1		Tender 2		Tender 3		Tender 4	
				Score	Adjusted to % Weighting	Score	Adjusted to % Weighting	Score	Adjusted to % Weighting	Score	Adjusted to % Weighting	Score	Adjusted to % Weighting
Initial Price	Lump sum for construction	100											
	Total (Price Criteria)		70										
Demonstrated ability to meet project budget, timeline and quality	Methodology of execution of works	5		0	75%	3.75	50%	0	75%	3.75	80%	4	
	Understanding of scope	10		0	90%	9	90%	9	90%	9	60%	6	
	Appropriate WH&S system	10		0	100%	10	75%	7.5	100%	10	100%	10	
	Current project commitments	5		0	75%	3.75	95%	4.75	85%	4.25	90%	4.5	
	Identified risk and mitigations	5		0	90%	4.5	50%	0	85%	4.25	50%	0	
	Realistic program for completion	10		0	90%	9	80%	8	100%	10	60%	6	
	Similar works to this project	10		0	95%	9.5	100%	10	90%	9	100%	10	
	Key personnel experience												
	Project Manager	5		0	100%	5	90%	4.5	100%	5	95%	4.75	
	Site Supervisor	10		0	95%	9.5	90%	9	100%	10	90%	9	
	Design Manager	10		0	90%	9	100%	10	95%	9.5	100%	10	
	Appropriate quality assurance system	10		0	100%	10	90%	9	100%	10	80%	8	
	Appropriate environmental management system	5		0	100%	5	90%	4.5	100%	5	100%	5	
	Suitability of plant & equipment	5		0	0%	0	0%	0	0%	0	0%	0	
	Sub total		15		0	88	76.25	89.75	77.25				
Financial Stability	Corporate details supplied	20		0	0	0	50%	0	75%	15	100%	20	
	Independent Audited financial statements	40		0	70%	28	60%	24	60%	24	100%	40	
	Appropriate insurance	40		0	100%	40	100%	40	100%	40	100%	40	
	Sub total		10		0	68	64	79	100				
Local Content	Use of local suppliers	50		0	0%	0	0%	0	0%	0	0%	0	
	Use of local services	50		0	0%	0	0%	0	60%	30	80%	40	
	Sub total		5		0	0	0	30	40				
Price Criteria	Lump Sum	Score	70	0.0	34.3	28.3	32.8	44.7					
Non Price Criteria	Ability to carry out work	Score	15	0.0	14.7	12.7	15.0	12.9					
	Financial Stability	Score	10	0.0	6.8	6.4	7.9	10.0					
	Local Content	Score	5	0.0	0.0	0.0	3.8	5.0					
Note: The larger the score the more beneficial the Tender				TOTAL SCORES		0.0	55.8	47.4	59.4	72.6			

### Score Sheet 2 WSC Manager

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 July 2017

### Tender TRRRC

#### Construction of TRRRC

Criteria	Sub Criteria	Sub Criteria Weighting	Weighting	Tenderer									
				Base		Tender 1		Tender 2		Tender 3		Tender 4	
				Score %	Adjusted to Weighting	Score %	Adjusted to Weighting	Score %	Adjusted to Weighting	Score %	Adjusted to Weighting	Score %	Adjusted to Weighting
Initial Price	Lump sum for construction	100											
	<b>Total (Price Criteria)</b>		<b>70</b>		<b>\$0.00</b>		<b>\$9,695,455.00</b>		<b>\$11,326,607.00</b>		<b>\$10,100,122.00</b>		<b>\$6,872,415.00</b>
							<b>34.3</b>		<b>28.3</b>		<b>32.8</b>		<b>44.7</b>
Demonstrated ability to meet project budget, timeline and quality	Methodology of execution of works	5			0	50%	0	50%	0	90%	4.5	90%	4.5
	Understanding of scope	10			0	50%	0	50%	0	90%	9	90%	9
	Appropriate WH&S system	10			0	90%	9	70%	7	90%	9	100%	10
	Current project commitments	5			0	80%	4	50%	0	90%	4.5	100%	5
	Identified risk and mitigations	5			0	80%	4	60%	3	90%	4.5	90%	4.5
	Realistic program for completion	10			0	80%	8	50%	0	90%	9	50%	0
	Similar works to this project	10			0	80%	8	70%	7	90%	9	90%	9
	Key personnel experience												
	Project Manager	5			0	90%	4.5	70%	3.5	80%	4	90%	4.5
	Site Supervisor	10			0	90%	9	50%	0	80%	8	90%	9
	Design Manager	10			0	80%	8	50%	0	80%	8	90%	9
	Appropriate quality assurance system	10			0	80%	8	80%	8	80%	8	100%	10
	Appropriate environmental management system	5			0	80%	4	80%	4	80%	4	90%	4.5
	Suitability of plant & equipment	5			0	50%	0	50%	0	50%	0	50%	0
	<b>Sub total</b>		<b>15</b>		<b>0</b>		<b>66.5</b>		<b>32.5</b>		<b>81.5</b>		<b>79</b>
Financial Stability	Corporate details supplied	20			0	50%	0	50%	0	60%	12	80%	16
	Independent Audited financial statements	40			0	50%	0	50%	0	50%	0	100%	40
	Appropriate insurance	40			0	50%	0	50%	0	50%	0	100%	40
	<b>Sub total</b>		<b>10</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>12</b>		<b>96</b>
Local Content	Use of local suppliers	50			0	0%	0	0%	0	0%	0	0%	0
	Use of local services	50			0	0%	0	0%	0	60%	30	80%	40
	<b>Sub total</b>		<b>5</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>30</b>		<b>40</b>
<b>Price Criteria</b>	<b>Lump Sum</b>	<b>Score 70</b>			<b>0.0</b>		<b>34.3</b>		<b>28.3</b>		<b>32.8</b>		<b>44.7</b>
<b>Non Price Criteria</b>	<b>Ability to carry out work</b>	<b>Score 15</b>			<b>0.0</b>		<b>12.2</b>		<b>6.0</b>		<b>15.0</b>		<b>14.5</b>
	<b>Financial Stability</b>	<b>Score 10</b>			<b>0.0</b>		<b>0.0</b>		<b>0.0</b>		<b>1.3</b>		<b>10.0</b>
	<b>Local Content</b>	<b>Score 5</b>			<b>0.0</b>		<b>0.0</b>		<b>0.0</b>		<b>3.8</b>		<b>5.0</b>
Note: The larger the score the more beneficial the Tender				<b>TOTAL SCORES</b>		<b>0.0</b>	<b>46.5</b>	<b>34.2</b>	<b>52.8</b>	<b>74.2</b>			

### Score Sheet 3 Staff

Table 3 – The tally of both Cost and Non Cost scoring

Tender TRRRC											
Assessor		Criteria		Tenderer							
				\$0.00	Tender 1	Tender 2	Tender 3	Tender 4			
Com	Price Criteria	Lump Sum			34.3	28.3	32.8	44.7			
	Non Price Criteria	Ability to carry out work			14.1	9.4	15.0	14.6			
		Financial Stability			9.7	6.2	9.7	10.0			
		Local Content			0.0	0.0	3.8	5.0			
	TOTAL				0.0	58.1	43.8	61.3	74.3		
		Rank			2	3	4	1			
WSC	Price Criteria	Lump Sum			34.3	28.3	32.8	44.7			
	Non Price Criteria	Ability to carry out work			14.7	12.7	15.0	12.9			
		Financial Stability			6.8	6.4	7.9	10.0			
		Local Content			0.0	0.0	3.8	5.0			
	TOTAL				0.0	55.8	47.4	59.4	72.6		
		Rank			3	2	4	1			
Staff	Price Criteria	Lump Sum			34.3	28.3	32.8	44.7			
	Non Price Criteria	Ability to carry out work			12.2	6.0	15.0	14.5			
		Financial Stability			0.0	0.0	1.3	10.0			
		Local Content			0.0	0.0	3.8	5.0			
	TOTAL				0.0	46.5	34.2	52.8	74.2		
		Rank			5	4	3	2	1		
		TOTAL Rank			0.0	160.4	125.5	173.5	221.1		
		Rank			5	4	2	3	1		
Excluded first round											

## Ordinary Meeting – 20 July 2017

WARRUMBUNGLE SHIRE COUNCIL TENDER TRRRRC							
Tenderer					Avg	Max	Min
Tenderer	Tender 1	Tender 2	Tender 3	Tender 4			
<b>Construction</b>							
P1 - Establishment	\$10,000.00	\$10,000.00	\$10,000.00	\$10,300.00	\$10,075.00	\$10,300.00	\$10,000.00
P2 -Site Prep	\$265,000.00	\$1,213,212.00	\$1,670,400.00	\$515,000.00	\$915,903.00	\$1,670,400.00	\$265,000.00
P3 - Concrete Work	\$600,000.00	\$1,637,420.00	\$1,451,230.00	\$772,530.00	\$1,115,295.00	\$1,637,420.00	\$600,000.00
P4 - Walls	\$305,000.00	\$400,040.00	\$751,280.00	\$885,800.00	\$585,530.00	\$885,800.00	\$305,000.00
P5 - Plumbing	\$920,000.00	\$1,512,202.00	\$973,422.00	\$824,000.00	\$1,057,406.00	\$1,512,202.00	\$824,000.00
P6 - Electrical	\$421,000.00	\$1,168,181.00	\$1,115,333.00	\$494,400.00	\$799,728.50	\$1,168,181.00	\$421,000.00
P7 - Tiling	\$240,000.00	\$613,882.00	\$661,906.00	\$236,900.00	\$438,172.00	\$661,906.00	\$236,900.00
P8 - Trusses & roofing	\$4,200,000.00	\$1,833,127.00	\$946,120.00	\$906,400.00	\$1,971,411.75	\$4,200,000.00	\$906,400.00
P9 - PC Items	\$520,000.00	\$79,219.00	\$0.00	\$159,650.00	\$189,717.25	\$520,000.00	\$0.00
P10 - Windows & Doors	\$284,000.00	\$597,670.00	\$449,966.00	\$226,600.00	\$389,559.00	\$597,670.00	\$226,600.00
P11 - Kitchens	\$286,000.00	\$0.00	\$0.00	\$391,400.00	\$169,350.00	\$391,400.00	\$0.00
P12 - Internal fixout	\$875,000.00	\$807,608.00	\$409,188.00	\$550,535.00	\$660,582.75	\$875,000.00	\$409,188.00
P13 - Finishings	\$519,455.00	\$1,204,046.00	\$1,411,277.00	\$648,900.00	\$945,919.50	\$1,411,277.00	\$519,455.00
P14 - Contingency	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00
<b>Grand Total</b>	<b>\$0.00</b>	<b>\$9,695,455.00</b>	<b>\$11,326,607.00</b>	<b>\$10,100,122.00</b>	<b>\$9,498,649.75</b>	<b>\$15,791,556.00</b>	<b>\$4,973,543.00</b>
<b>GST</b>	<b>\$0.00</b>	<b>\$969,545.50</b>	<b>\$1,132,660.70</b>	<b>\$1,010,012.20</b>			
<b>Total Lump Sum</b>	<b>\$0.00</b>	<b>\$10,665,000.50</b>	<b>\$12,459,267.70</b>	<b>\$11,110,134.20</b>			

## RECOMMENDATION

1. That Council extend an internal loan up to \$420,000 to the TRRRC Project to address funding shortfalls.
2. That Council engage Tender 4 as the preferred tender to undertake works as per the Tender Specifications for the TRRRC Project, **FURTHERMORE** that a Contract be entered into with Tender 4 and that the Council Seal and signatures be executed as required.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 21 Minutes of TRRRC 355 Advisory Committee Meeting – 3 May 2017**

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

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**MEETING OPENED:** 4.34pm

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

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

**APOLOGIES:** Peter Shinton

**DECLARATION OF PECUNIARY INTERESTS:** Nil

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

**Warren/Stoddart**

#### **2. BUSINESS ARISING**

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

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

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

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

Sally Dent arrived at 4:40pm

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

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

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



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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

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

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

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

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

That Council be approached to approve the lowest tender for the Three Rivers Regional Retirement Community [REDACTED]. Motion passed unanimously.

### **5. GENERAL BUSINESS**

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

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

**MEETING CLOSED:** 6:00pm

.....  
CHAIRPERSON

### **RECOMMENDATION**

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

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 22 TRRRC 355 Advisory Committee Minutes – 5 July 2017**

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

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#### **MEETING OPENED: 4.30pm**

**PRESENT:** Mayor Peter Shinton (Chair), Cr Anne- Louise Capel, Sally Dent (via phone), Cr Wendy Hill, John Horne, Sue Stoddart and Mary Warren.

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

**APOLOGIES:** Maree Hensley, Neville Stanford and Peter Campbell

#### **1. ACCEPTANCE OF THE MINUTES MAY 2017**

**CAPEL / DENT**

#### **2. BUSINESS ARISING**

It was noted that the May minutes are in suspense. Items regarding a short term loan and the successful tender to be represented to Council at the July meeting in Coolah. The committee was made aware of the standing resolutions since May being Resolution 267/1617 and Resolution 324/1617 from June.

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

No further action is to happen until Council resolves the May Minutes. All tenderers have been contacted and informed of the hold up. NSW funding has been brought into this financial year and the Federal Funding has been given a firm two month extension. The Funding documents and contract prohibit the reduction of units from 21. If alternative funding is not secured there is a real possibility of having to relinquish both parcels of State and Federal funding.

The Manager Projects presented to the Committee the presentation that was given to Council as a work shop prior to the Extraordinary Council Meeting of 9 June 2017.

#### **4. VALUATION – Manager Property and Risk – Jennifer Parker**

The Valuation from Herron Todd White was presented to the Committee with Market Value of the proposed Villas being;

Market Value Range	
3 Bedroom Unit	\$260,000 - \$290,000 (Two hundred and Sixty Thousand
'As If Complete' (Incl. GST)	Dollars – Two Hundred and Ninety Thousand Dollars)

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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Market Value Range

2 Bedroom Unit

'As If Complete' (Incl. GST)

\$210,000 - \$250,000 (Two Hundred and Ten Thousand Dollars – Two Hundred and Fifty Thousand Dollars)

Market Value Range

2.5 Bedroom Unit

'As If Complete' (Incl. GST)

\$220,000 - \$260,000 (Two Hundred and Twenty Thousand Dollars – Two Hundred and Sixty Thousand Dollars)

### **5. GENERAL BUSINESS**

The General Manager has spoken to RMS regarding the intersection and they have agreed to adjust the time when the intersection has to be completed to the end of the project.

- The committee was made aware of Maree Hensley indication that she would be tendering her resignation from the Committee due to work commitments. The committee agreed to replace that position with the vacancy being advertised when formal resignation was received.

**DENT / CAPEL**

- A marketing campaign will commence concurrent with an update to community. The committee agreed to have a stall at the August Dunedoo Farmers Market with flyers about project updates and also Expressions of Interest applications.

**WARREN / DENT**

6. **NEXT MEETING:** 1<sup>st</sup> Wednesday of each month – 2<sup>nd</sup> August 2017 4:30pm at the Old Bank Building Meeting Room.

**MEETING CLOSED:** 5:45pm

.....  
CHAIRPERSON

### **RECOMMENDATION**

- 1) That Council accepts the Minutes of the TRRRC 355 Advisory Committee meeting held at Dunedoo on 5 July 2017.
- 2) That a vacancy in the Three Rivers Regional Retirement Committee be advertised when it is confirmed.
- 3) That Warrumbungle Shire Council commence a marketing campaign to update to community and a stall be present at the August Dunedoo Farmers Market with flyers about project updates and also Expressions of Interest applications.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 23 2017 Local Government NSW Annual Conference**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Executive Services Administration Officer – Joanne Hadfield
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	GF7 Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity.

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#### **Reason for Report**

To determine the Councillors who will be attending the LGNSW Annual Conference. The conference will be held Monday, 4 December to Wednesday, 6 December 2017 at Sydney.

#### **Background**

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

The Conference also provides the opportunities to hear from State and Federal Government leaders, business representatives, community groups and academics.

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

Council's Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors provides for the Mayor, General Manager and two (2) Councillors to attend the LGNSW Conference.

#### **Issues**

Nil.

#### **Options**

Council may nominate two (2) Councillors to attend the Conference with the Mayor and General Manager.

#### **Financial Considerations**

Costs are yet to be determined for the registration fee for the Conference, accommodation, meals, transport and transfers and are to be provided as per the Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

# **WARRUMBUNGL E SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **RECOMMENDATION**

That the Mayor and General Manager be accompanied by two (2) Councillors to attend the 2017 LGNSW Conference to be held in Sydney and that all transport, transfers, accommodation and meals be provided as per the Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 24 2017 National Local Roads and Transport Congress**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Executive Services Administration Officer – Joanne Hadfield
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	GF5.1 Council builds strategic relationships with other levels of government to ensure that the shire receives an equitable allocation of resources.

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#### **Reason for Report**

To nominate a Councillor to attend the Australian Local Government Association (ALGA) 2017 National Local Roads and Transport Congress with the Mayor and General Manager in Albany, Western Australia from the 7–9 November 2017.

#### **Background**

Council has received notification from the Australian Local Government Association (ALGA) that the 2017 National Local Roads and Transport Congress is to be held in November and Council's attendance is encouraged to show support for the work that ALGA is doing to secure better funding for Local Government roads and infrastructure.

Council's Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors provides for the Mayor, General Manager and one (1) Councillor to attend the Australian Local Government Association (ALGA) 2017 National Local Roads and Transport Congress.

This is the Conference that informs and guarantees the continuance of the Roads to Recovery Program.

#### **Issues**

Nil.

#### **Options**

Council may nominate a Councillor to attend the Conference with the Mayor and General Manager.

#### **Financial Considerations**

Costs are yet to be determined for the registration fee for the Conference, accommodation, meals, transport and transfers and are to be provided as per the Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **RECOMMENDATION**

That the Mayor and General Manager be accompanied by a Councillor to attend the Australian Local Government Association (ALGA) 2017 National Local Roads and Transport Congress to be held in Albany, Western Australia and that all transport, transfers, accommodation and meals be provided as per the Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 25 Rail Futures Conference – Melbourne 2017**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	Manager Administration and Executive Assistant to GM – Glennis Mangan
<b>CSP Key Focus Area:</b>	Local Governance and Finance
<b>Priority:</b>	GF1.1 Council build strategic relationships with other levels of government to ensure that the shire receives an equitable allocation of resources

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### **Reason for Report**

Councillor Denis Todd is seeking Council approval to attend the Annual Rail Futures Conference in Melbourne in September 2017.

### **Background**

*The Rail Freight Alliance is made up of Victorian rural, and regional and metropolitan Local Government Councils.*

*The Rail Freight Alliance represents the Local Government Sector in Victoria and adjoining States in freight logistics interests connecting Victoria nationally and internationally.*

*The Alliance was first formed in 1997 due to growing frustration with the lack of rail connectivity both within Victoria and with the neighbouring States and the lack of investment in Victoria's antiquated 19<sup>th</sup> century rail freight system.*

Each year the Rail Freight Alliance holds a Rail Futures Conference. This year the Conference is being held in Melbourne on the 14 and 15 of September 2017 at the Grand Hyatt.

The keynote speakers for this year's Conference include:

- Hon Darren Chester MP, Minister for Infrastructure and Transport
- Hon Anthony Albanese MP, Shadow Minister for Infrastructure
- Senator Janet Rice, Australian Greens

The Conference will be facilitated by MC, Brett de Hoedt.

### **Issues**

Nil.

### **Options**

Nil.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Financial Considerations**

Travel and Accommodation expenses as per Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

### **RECOMMENDATION**

That Council approve Councillor Denis Todd to attend the Rail Futures Conference in Melbourne in September 2017 **FURTHER**, that all travel, meals and accommodation be provided as per the Policy.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 26 Regional Growth Fund Announcement – 12 July 2017**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Executive Services
<b>Author:</b>	General Manager – Steve Loane
<b>CSP Key Focus Area:</b>	Local Government and Finance
<b>Priority:</b>	GF6.2 Grant funding is sourced to value add Council funded activities

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#### **Reason for Report**

To advise Councillors of Warrumbungle Shire Council (WSC) that along with all other Councils in the Barwon Electorate, Warrumbungle Shire was invited to attend the announcement and introduction of the \$1.3 billion Barwon Regional Growth Fund.

#### **Background**

All northern Councils including Narrabri, Coonamble, Walgett, Brewarrina, Bourke, Cobar, Warren, Gilgandra and Warrumbungle were in attendance.

WSC will be in receipt of \$750,000 per year for two years to fund Council projects.

There will also be a funding stream of \$1 billion available for community groups. This funding will be channelled through Council as a gateway and finally assessed by the State Government.

The funding is offered in three tranches during July, August and September.

A webinar will be conducted for Council staff to provide detailed instruction on the funding model.

Please see the press release included here in.

#### **Issues**

N/A

#### **Options**

N/A

#### **Financial Considerations**

N/A

#### **RECOMMENDATION**

For Council's information.

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

**Kevin Humphries** MP  
MEMBER FOR BARWON

### **Invitation**

## **\$1.3 BILLION BARWON REGIONAL GROWTH**

### **FUND BRIEFING**

**Minister John Barilaro**

NSW Deputy Premier and Minister for Small Business

And

**Kevin Humphries**

NSW Member for Barwon

Briefing to all Barwon Council and Regional Development  
Australia committee representatives

**WHEN:** Wednesday, 12 July 2017  
**TIME:** 8.45am – 10.15am  
**WHERE:** Bourke Council chambers  
29 Mitchell Street, Bourke NSW

If you are travelling into Bourke on Tuesday evening Bourke Shire Council  
invite you to join them and Bourke community representatives for  
informal drinks/dinner at The Bridge Inn.

**WHEN:** Tuesday, 11 July 2017  
**TIME:** 7.00pm for 7.30pm  
**WHERE:** The Bridge Inn, Bourke NSW  
**DRESS:** Neat Casual

**RSVP:** Please RSVP to Bourke Shire Council by **Friday 7 July**

Phone: 02 6830 8008

Email: [bourkeshire@bourke.nsw.gov.au](mailto:bourkeshire@bourke.nsw.gov.au)

[barwon@parliament.nsw.gov.au](mailto:barwon@parliament.nsw.gov.au)

[www.kevinhumphries.com.au](http://www.kevinhumphries.com.au)

**Narrabri Office**  
Suite 1, 60 Maitland Street (PO Box 345),  
Narrabri NSW 2390  
ph 02 6792 1422 fax 02 6792 1466

**Cobar Office**  
11 Barton Street (PO Box 99),  
Cobar NSW 2835  
ph 02 6836 3722 fax 02 6836 3811

**Broken Hill Office**  
1/142 Argent St,  
Broken Hill NSW 2880  
ph 08 8087 3315 fax 08 8087 1796



**THE NATIONALS** for Regional NSW

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 July 2017



The Stronger Country Communities Fund is investing in infrastructure projects in regional NSW communities to improve the lives of residents and enhance the attractiveness of these areas as vibrant places to live and work.

**Q What kinds of projects are funded by the Stronger Country Communities Fund?**

**A** Examples of suitable projects include:

- **building new community facilities** (such as parks, playgrounds, walking and cycle pathways)
- **refurbishing existing local facilities** (such as community centres and libraries)
- **enhancing local parks and the supporting facilities** (such as kitchens and toilet blocks).

We will give priority to projects that provide local jobs and support local businesses.

**Q How much can we apply for?**

**A** Each rural and regional local government area will receive a base allocation with additional funding calculated in accordance with population size and a loading that accounts for variation in costs of construction across NSW. The Stronger Country Communities Fund is seeking projects of at least \$100,000, but typically in the range of \$250,000 to \$1 million. Where there is a significant financial co-contribution, larger projects (above \$1 million) will be considered.

**Q Do we need to make a co-contribution?**

**A** No. Councils can apply for full funding but will need to contribute financially if their proposed project is a planned upgrade of existing infrastructure in a forward program of capital works project proposals or if the value of the project is above their allocated funding.

**Q Who can apply?**

**A** All 92 regional local government areas (outside Sydney, Newcastle and Wollongong), Lord Howe Island and the Unincorporated Far West are eligible to apply. State government agencies and non-government organisations can submit eligible community infrastructure projects, in partnership with local councils.

**Q What community consultation is needed?**

**A** Eligible councils are responsible for consulting with their communities and local MPs to identify projects that best meet the community's needs and aspirations. Evidence of consultation activities and findings will need to be provided.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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**Q Can we submit an application for more than one project?**

**A** Yes, you can apply for one project or a suite of projects, as long as the total stays in the range of funding (minimum \$100,000, generally between \$250,000 to \$1 million, or more than \$1 million where there is a significant financial co-contribution).

**Q How do we apply?**

**A** Review the guidelines and liaise with your eligible local council. Local councils are responsible for consulting with the community, prioritising projects and submitting applications.

**Q When do applications open and close?**

**A** For 2017 (Round 1), local government areas have been allocated to tranche A, B or C. You can only apply in your assigned call for application. The schedule is:

- **Tranche A applications**  
open 7 July, close 9 August 2017
- **Tranche B applications**  
open 16 August, close 13 September 2017
- **Tranche C applications**  
open 20 September, close 18 October 2017

Dates for 2018 (round two) are yet to be advised.

**Q How will the applications be assessed?**

**A** The NSW Government will assess the applications through a process that covers:

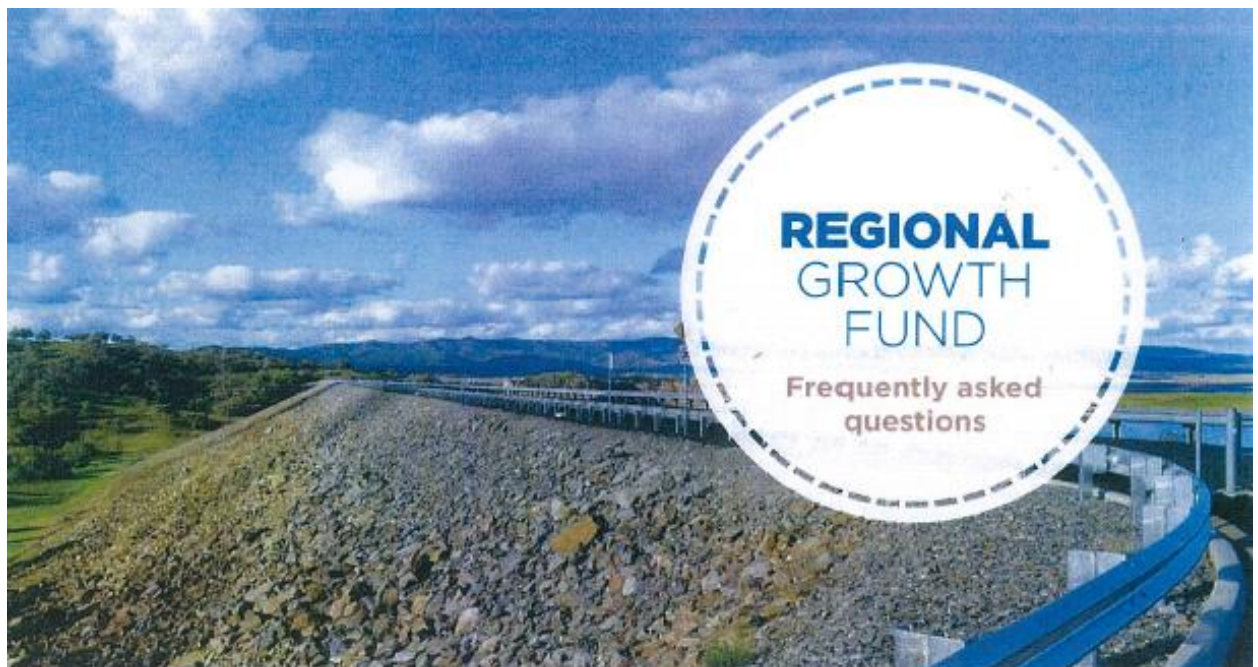
- checking that projects are eligible and meet the program criteria
- evaluating evidence of community consultation carried out by the applicants.

**FOR MORE INFORMATION**

[www.nsw.gov.au/strongercountrycommunities](http://www.nsw.gov.au/strongercountrycommunities)

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 July 2017



### Q What is the Regional Growth Fund?

A Deputy Premier and Minister for Regional NSW John Barilaro has announced a new approach to supporting growth and business potential that means all residents of regional NSW will see the benefits of strong economic management.

To support this new approach, the Deputy Premier's \$1.3 billion Regional Growth Fund has been created to deliver the infrastructure to help regional economies expand and to improve the amenity of people living in the bush and on the coast.

The Regional Growth Fund is made up of the \$1 billion Economic Activation Fund, supporting job creation and business-boosting projects, plus a further \$300 million for projects that improve social amenity. This builds on the \$300 million reserved for the Environment and Tourism Fund.

The Economic Activation Fund consists of these programs:

- **Growing Local Economies** — unlocking economic potential by building or upgrading power, transport and telecommunications links and water and sewerage services
- **Resources for Regions** — supporting the infrastructure needs of mining-affected regional economies

- **Connecting Country Communities** — investing in better mobile phone and internet connectivity to support families living and working in regional areas and drive regional productivity
- **Regional Sports Infrastructure** — supporting participation and high achievement in sport for regional NSW communities by improving facilities.
- These programs are in addition to the \$300 million **Regional Growth - Environment and Tourism Fund** which supports new environmental assets, tourism infrastructure and attractions to drive greater visitation and spend across regional NSW.

### Q Why was this fund created?

A Regional NSW is home to about 40 per cent of the total NSW population and produces about one third of total NSW Gross State Product.

The NSW Government has created the Regional Growth Fund to ensure that regional NSW residents receive their fair share, no matter where they live.

The Economic Activation Fund will enable regional NSW communities to grow their economies, ensure business activity is supported, generate jobs and, most importantly, have the same access to services as people living in cities.



2/6/17/55

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 July 2017



**Q How does this process differ from previous Infrastructure funds?**

**A** The Regional Growth Fund represents a new, more streamlined and responsive approach to investment in NSW. We are adopting a collaborative approach to identifying the strongest projects across our regions, then working with communities to promote strategic and targeted investment in those projects that will have a multiplied effect on business activity, jobs and the standard of living. There will also be significant focus on working with and supporting applicants of strong projects to get these projects moving.

**Q What role will MPs play?**

**A** MPs will drive applications by promoting the funds and the benefits they will provide within local communities, and consult with residents and businesses to identify projects potentially eligible for funding. Once projects are identified, MPs will work with stakeholders to develop business cases for the strongest projects and to facilitate the application process.

**Q Who is eligible?**

**A** Eligible organisations include:

- **Growing Local Economies** – incorporated associations including business, industry and community organisations; cooperatives, educational institutions, and non-government organisations; local government, Aboriginal Land Councils and other Aboriginal groups; infrastructure providers such as power, water and telecommunications firms
- **Resources for Regions** – open to mining-affected communities in local government areas located outside of the Sydney Metropolitan area
- **Connecting Country Communities** – details of eligible organisations will be released soon
- **Regional Sports Infrastructure** – local government, state sporting organisations and community not-for-profit organisations located outside of the Sydney Greater Metropolitan area, Newcastle and Wollongong.

**Q What types of projects could receive funding?**

**A** Examples of eligible projects include:

- **Growing Local Economies** – building or upgrading common-use infrastructure such as electricity and gas supply, improving water security or connecting sewerage services and upgrading transport and telecommunication links.
- **Resources for Regions** – building or upgrading infrastructure such as roads, transport infrastructure, health, education, sewerage and community facilities.
- **Connecting Country Communities** – projects that improve mobile and data coverage such as addressing mobile black spots.
- **Regional Sports Infrastructure** – projects that improve the standard of existing sporting infrastructure in order to promote greater fitness and participation in sport.

**Q Where can applicants register and receive further information?**

**A** Program guidelines and application information will be available at [www.nsw.gov.au/regionalgrowth](http://www.nsw.gov.au/regionalgrowth) from 20 June 2017.

### BACKGROUND

New funding – Regional Growth Fund

**\$1.3b including**

- **\$1b Regional Growth Fund** – Economic Activation (including):
  - Growing Local Economies
  - Resources for Regions
  - Connecting Country Communities
  - Regional Sports Infrastructure
- **\$300m Regional Growth Fund** – Community Amenities (including):
  - Stronger Country Communities \$200m
  - Regional Cultural Fund \$100m

The total value of the new regional NSW funding programs announced in the 2017-18 NSW Budget announcements is \$1.3 billion.

### FOR MORE INFORMATION

[www.nsw.gov.au/regionalgrowth](http://www.nsw.gov.au/regionalgrowth)



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 27 Council Resolutions Report July 2017**

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

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### **Reason for Report**

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

### **Background**

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

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

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

### **Issues**

This feedback is provided to Council for information purposes.

### **Options**

Nil.

### **Financial Considerations**

Nil.

### **RECOMMENDATION**

For Council's information.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 28 Monthly Report from Human Resources – July 2017**

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

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#### **Reason for Report**

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

#### **Background**

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

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

- Trainee Plant Operator – Coolah
- Manager Road Operations
- Learning & Development Co-ordinator
- Design Engineer
- Supervisor Water – South
- Urban Services Operator – Dunedoo

Positions filled since last Council meeting:

- Learning & Development Co-ordinator

#### **Resignations**

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

#### **Issues**

No issues.

#### **LEARNING AND DEVELOPMENT**

Training courses undertaken in May include:

- Traffic Control;
- GIPA & PID Training.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **HR PROJECTS**

In June Council encouraged all staff to participate in skin cancer checks run by Skin Patrol. These skin checks are undertaken every 2 years. While undertaking these skin checks staff were given the opportunity to have a Flue injection.

- 73 staff took advantage of the Skin Patrol over two days:
- 3 staff were referred to their own doctor for suspicious lesions of Basal Cell Carcinoma and 2 staff with suspicions of Squamous Cell Carcinoma.
- 3 patients were found to have moderate to severe sun damage.
- 97% of patients had not had a skin check in the last 12 months.

### **WORKPLACE HEALTH AND SAFETY**

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

#### *Workers Compensation and Incidents for May*

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

### **RECOMMENDATION**

For Council's information.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 29 Bank Reconciliation for the Month Ending 30 June 2017**

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

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#### **Reason for Report**

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

#### **Background**

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

#### **Issues**

Outstanding deposits refer to cash amounts recorded in Council's General Ledger that have not yet been deposited at the bank 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 – 20 July 2017

### Summary

Balance per General Ledger – 30 June 2017

<b>General Ledger</b>	<b>Amount</b>
Trust Bank Account	347,521
Bushfire Trust Account	2,500
Bushfire Trust Investment Account	67,142
General Bank Account	272,506
Investment At Call General	13,990,756
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
<b>Total per General Ledger</b>	<b>18,552,425</b>

<b>Bank</b>	<b>Balance</b>
<b><u>General</u></b>	
Commonwealth General Account	248,391
<b>Total – General</b>	<b>248,391</b>
<b><u>Investments</u></b>	
Term Deposits	17,862,756
<b>Total Investments</b>	<b>17,862,756</b>
<b>Sub Total WSC Operational Accounts</b>	<b>18,111,147</b>

<b><u>Trust</u></b>	
Commonwealth Trust Account	347,521
<b>Total – Trust</b>	<b>347,521</b>
<b><u>WSC Mayors Bush Fire Appeal Trust</u></b>	
Commonwealth Mayors Fund General Account	2,500
Commonwealth Mayors Fund Savings Account	67,142
<b>Total - WSC Mayors Bush Fire Appeal Trust</b>	<b>69,642</b>
<b>Total All Bank Accounts</b>	<b>18,528,310</b>
<i>Add:</i>	
Outstanding Deposits - General	24,952
Outstanding Deposits - Trust	-
Outstanding Deposits – WSC Mayors Bushfire Appeal	-
<i>Less:</i>	
Unpresented cheques - General	(837)
Unpresented EFT - General	-
Unpresented cheques- WSC Mayors Bushfire Appeal	-
<b>Balance adjusted for outstanding deposits &amp; Un-presented cheques (Final Bank Balance)</b>	<b>18,552,425</b>
<b>Variance between Final Bank Balance and General Ledger</b>	<b>-</b>

# **WARRUMBUNGLE SHIRE COUNCIL**

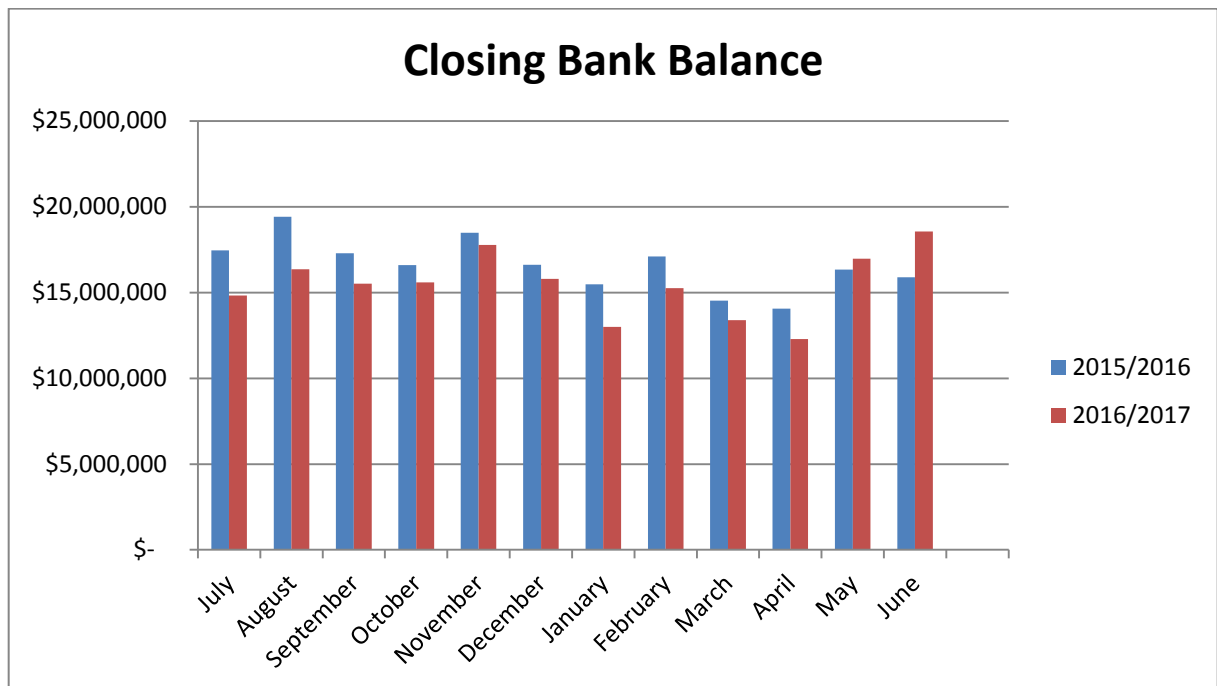
## **Ordinary Meeting – 20 July 2017**

Balance as per Bank Account History as at 30 June 2017

<b>Month</b>	<b>Funds Held in General Account</b>	<b>Funds Held in Trust Account</b>	<b>Mayors Bushfire Appeal Trust Account</b>	<b>Investment</b>	<b>TOTAL</b>	<b>Net of Outstanding Deposits and Un-presented Cheques</b>	<b>End of Month Closing Bank Balance</b>
Jul-16	1,581,425	311,052	247,373	12,510,106	<b>14,649,956</b>	165,023	<b>14,814,979</b>
Aug-16	2,106,135	313,021	247,624	13,213,693	<b>15,880,473</b>	477,693	<b>16,358,166</b>
Sep-16	1,427,158	319,109	247,855	14,099,006	<b>16,093,128</b>	(582,053)	<b>15,511,075</b>
Oct-16	2,285,751	319,492	203,436	13,138,963	<b>15,947,642</b>	(364,047)	<b>15,583,595</b>
Nov-16	3,643,564	319,542	203,633	13,252,420	<b>17,419,159</b>	344,165	<b>17,763,324</b>
Dec 16	1,543,777	320,292	203,808	14,066,767	<b>16,134,644</b>	(337,386)	<b>15,797,258</b>
Jan-17	2,459,369	340,292	-	10,553,042	<b>13,352,703</b>	(353,934)	<b>12,998,769</b>
Feb-17	2,306,088	340,292	100,474	12,446,285	<b>15,193,139</b>	53,065	<b>15,246,204</b>
Mar-17	251,975	341,094	146,655	12,634,179	<b>13,373,903</b>	13,099	<b>13,387,002</b>
Apr-17	1,028,843	359,940	180,934	10,701,934	<b>12,271,651</b>	17,278	<b>12,288,929</b>
May-17	1,118,271	361,392	85,402	15,307,919	<b>16,872,984</b>	101,194	<b>16,974,178</b>
Jun-17	248,391	347,521	69,642	17,862,756	<b>18,528,310</b>	24,115	<b>18,552,425</b>

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**



### **RECOMMENDATION**

That Council accepts the Bank Reconciliation Report for the month ending 30 June 2017.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 30 Investments and Term Deposits for Month Ending 30 June 2017**

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

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#### **Reason for Report**

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

#### **Background**

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

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

#### **Issues**

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

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

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

During the month \$3m worth of term deposits matured, earning Council a total of \$21,296 in interest.

New placements of \$3m were made and the month end balance was \$10m. Placements made during the month included:

- \$1m placed with NAB for 95 days at 2.45%.
- \$1m placed with Regional Australia Bank for 95 days at 2.52%.
- \$1m placed with Bank of Sydney for 154 days at 2.77%.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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At call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month net transfers of \$3.346m were made from these accounts and \$8,707 interest was received on the balances in the accounts resulting in a month end "At Call" balance of \$7.863m.

### *Income Return*

The average rate of return on Investments for the month of 2.18% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.71% by 43 points or 25%.

On a year to date basis, interest received, and accrued, totals \$348,572 which is over the annual budget.

Depending upon the timing of forecast cash flows, consideration is given to investing for higher interest yields.

### **Options**

Nil.

### **Financial Implications**

Based on the current investment market and Council's current investment holdings and maturity dates, the average rate of return on Council's investment portfolio will continue to exceed the BBSW benchmark rate. Depending on interest rate movements Council may need to reconsider its projected interest revenue.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

### **Summary**

**Table 1: Investment Balances as at 30 June 2017**

<b>Financial Institution</b>	<b>Lodgement Date</b>	<b>Maturity Date</b>	<b>Total Days</b>	<b>Rating</b>	<b>Yield</b>	<b>Amount</b>
<b>At Call Accounts</b>						
NAB Cash Maximiser #	1-Jun-17	At Call	At Call	AA-	1.29%	3,000,138
ANZ At Call	1-Jun-17	At Call	At Call	AA-	1.35%	1,750,938
Regional Australia Bank	1-Jun-17	At Call	At Call	Unrated	2.10%	1,004,996
NAB Bpay Account	1-Jun-17	At Call	At Call	AA-	-	103,272
T Corp IM Cash Fund	1-Jun-17	At Call	At Call	AAA	2.40%	2,003,412
						<b>7,862,756</b>
<b>Term Deposits</b>						
CBA	22-May-17	31-Jul-17	70	Unrated	2.31%	1,000,000
Bank of Sydney	05-May-17	03-Aug-17	90	Unrated	2.73%	1,000,000
Bank of Sydney	05-May-17	03-Aug-17	90	Unrated	2.73%	1,000,000
NAB	22-May-17	22-Aug-17	92	A+ (ST rate)	2.50%	1,000,000
Regional Australia Bank	30-May-17	28-Aug-17	90	Unrated	2.50%	1,000,000
NAB	15-Jun-17	18-Sep-17	95	A+ (ST rate)	2.45%	1,000,000
Regional Australia Bank	22-Jun-17	25-Sep-17	95	Unrated	2.52%	1,000,000
Bank Of Sydney	19-Jun-17	20-Nov-17	154	Unrated	2.77%	1,000,000
BOQ	25-May-17	21-Nov-17	180	BBB+	2.65%	1,000,000
BOQ	25-May-17	04-Dec-17	193	BBB+	2.65%	1,000,000
						<b>10,000,000</b>
<b>TOTAL</b>						<b>17,862,756</b>

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

**Table 2: At Call and Term Deposits - Monthly Movements**

<b>Bank</b>	<b>Opening Balance</b>	<b>Net Placements/ Withdrawals</b>	<b>Interest Accrued/ Received</b>	<b>Closing Balance</b>
NAB Cash Maximiser #	3,796,413	(800,000)	3,725	3,000,138
ANZ At Call	66	1,750,000	872	1,750,938
Regional Australia Bank	253,776	750,000	1,220	1,004,996
NAB Bpay Account	257,142	(153,870)	-	103,272
T Corp IM Cash Fund	1,000,521	1,000,000	2,891	2,003,412
<b>Total at call</b>	<b>5,307,918</b>	<b>2,546,130</b>	<b>8,708</b>	<b>7,862,756</b>
Regional Australia Bank	1,004,869	(1,008,745)	3,876	-
NAB	1,002,993	(1,006,140)	3,147	-
Bank of Sydney	1,002,841	(1,006,411)	3,570	-
CBA	1,000,568	-	1,893	1,002,461
Bank of Sydney	1,001,939	-	2,238	1,004,177
Bank of Sydney	1,001,939	-	2,238	1,004,177
NAB	1,000,615	-	2,049	1,002,664
Regional Australia Bank	1,000,068	-	2,049	1,002,117
NAB	-	1,000,000	1,004	1,001,004
Regional Austlia Bank	-	1,000,000	551	1,000,551
Bank Of Sydney	-	1,000,000	833	1,000,833
BOQ	1,000,434	-	2,172	1,002,606
BOQ	1,000,434	-	2,172	1,002,606
<b>Total Term deposits</b>	<b>10,016,700</b>	<b>(21,296)</b>	<b>27,792</b>	<b>10,023,196</b>
<b>Total</b>	<b>15,324,618</b>	<b>2,524,834</b>	<b>36,500</b>	<b>17,885,952</b>

### **Certification of Responsible Accounting Officer**

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

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

### **RECOMMENDATION**

That Council accepts the Investments Report for the month ending 30 June 2017.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 31 Rates Report for Month Ending 30 June 2017**

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

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### **Reason for Report**

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

### **Background**

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

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

### **Issues**

The outstanding rates and annual charges ratio as at 30 June 2017 is lower than the 10% benchmark proposed by the OLG at 8.88%. The overall outstanding charges ratio as at 30 June 2017 is 10.08%.

### **Options**

For Council's information.

### **Financial Considerations**

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 July 2017

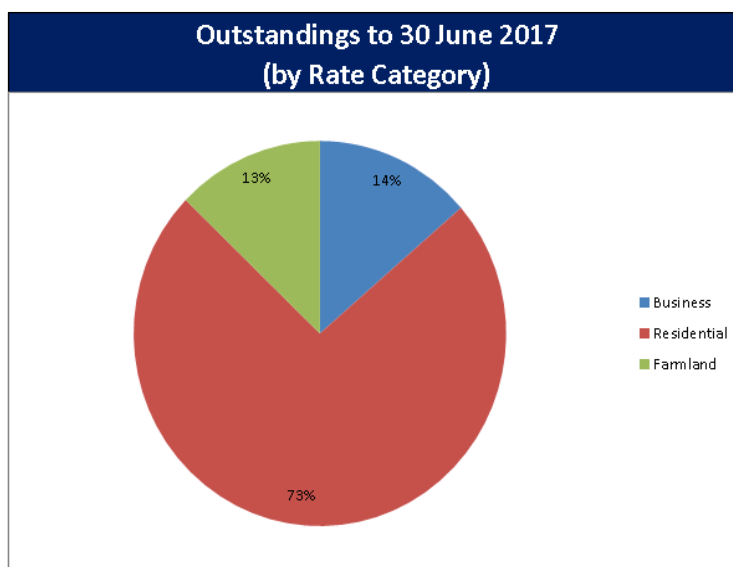
RATE/CHARGE TYPE	RATE ARREARS 2015/16	2016/17 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2016/17	COLLECTION % 2016/17	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	623,133	7,649,345	(165,969)	9,923	40,045	146,423	8,302,900	(7,740,061)	562,839	93.22%	562,839	6.78%
Water	217,764	1,373,952	(72,297)	(233)	13,003	-	1,532,189	(1,302,936)	229,253	85.04%	229,253	14.96%
Sewerage	92,180	1,061,950	(51,640)	(139)	6,073	-	1,108,424	(1,005,178)	103,246	90.69%	103,246	9.31%
Trade Waste	464	8,665	-	-	38	-	9,167	(8,291)	876	90.44%	876	9.56%
Storm Water	-	108,057	-	(1,777)	358	-	106,638	(97,201)	9,437	91.15%	9,436	8.85%
Garbage	248,844	1,899,877	(108,534)	(674)	14,922	511	2,054,946	(1,796,353)	258,593	87.42%	258,592	12.58%
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>1,182,385</b>	<b>12,101,846</b>	<b>(398,440)</b>	<b>7,100</b>	<b>74,439</b>	<b>146,934</b>	<b>13,114,264</b>	<b>(11,950,020)</b>	<b>1,164,244</b>	<b>91.12%</b>	<b>1,164,242</b>	<b>8.88%</b>
Sewer Access (Water Billing)	144,631	232,002	-	(316)	3,972	-	380,289	(233,936)	146,353	61.52%	66,345	17.45%
Water Consumption	718,090	1,383,671	-	(18,130)	27,148	27,289	2,138,068	(1,488,875)	649,193	69.64%	358,007	16.74%
Sewer Consumption	40,606	101,391	-	-	829	-	142,826	(105,414)	37,412	73.81%	10,733	7.51%
Trade Waste	38,856	101,808	-	-	1,018	-	141,682	(114,982)	26,700	81.15%	5,531	3.90%
<b>TOTAL WATER SUPPLY SERVICES</b>	<b>942,183</b>	<b>1,818,872</b>	<b>-</b>	<b>(18,446)</b>	<b>32,967</b>	<b>27,289</b>	<b>2,802,865</b>	<b>(1,943,207)</b>	<b>859,658</b>	<b>69.33%</b>	<b>440,616</b>	<b>15.72%</b>
<b>GRAND TOTAL</b>	<b>2,124,568</b>	<b>13,920,718</b>	<b>(398,440)</b>	<b>(11,346)</b>	<b>107,406</b>	<b>174,223</b>	<b>15,917,129</b>	<b>(13,893,227)</b>	<b>2,023,902</b>	<b>87.28%</b>	<b>1,604,858</b>	<b>10.08%</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 July 2017

Analysis by Council staff has indicated that of the rates and annual charges outstanding amount, 73% relates to residential properties, while 13% relates to farmland and 14% to business.

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



Rates Type	Rates levy					Water levy				Grand Total
	General	Domestic Waste	Water Access	Trade Waste	Storm Water	Sewer Access	Water Usage	Sewer Usage	Trade Waste	
<b>Business</b>	65,413	33,289	19,250	876	3,201	28,610	52,588	10,733	5,531	219,491
<b>Residential</b>	297,024	220,290	210,004	-	6,235	140,981	305,419	-	-	1,179,953
<b>Farmland</b>	200,402	5,012	-	-	-	-	-	-	-	205,414
<b>Total</b>	<b>562,839</b>	<b>258,591</b>	<b>229,254</b>	<b>876</b>	<b>9,436</b>	<b>169,591</b>	<b>358,007</b>	<b>10,733</b>	<b>5,531</b>	<b>1,604,858</b>

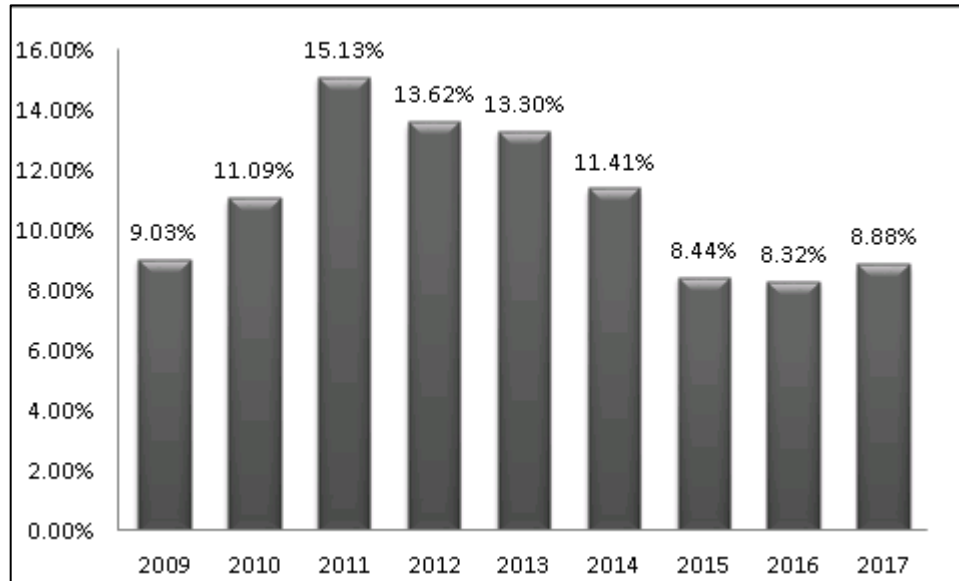
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

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

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

**Graph 1: Ratio by Year**



### **RECOMMENDATION**

For Council's information.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 32 2016 Census of Population and Housing (Census)**

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Children's and Community Services
<b>Author:</b>	Manager Children's and Community Services – Louise Johnson
<b>CSP Key Focus Area:</b>	Community and Culture, Recreation and Open Space and Local Government and Finance
<b>Priority:</b>	CC6: The causes and effects of economic and social disadvantage in communities across the shire are identified and addressed. RO1: The planning and provision of local sports and recreation facilities and parklands reflect community needs and anticipated demographic changes. GF3: The local resource allocation and service provision reflects the needs of our increasingly ageing population.

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### **Reason for Report**

To provide Council with an overview of information released on 27 June 2017 from the 2016 Census of Population and Housing.

### **Background**

The Census of Population and Housing (Census) is Australia's largest statistical collection undertaken by the Australian Bureau of Statistics (ABS). For more than 100 years, the Census has provided a snapshot of Australia, showing how our nation has changed over time, allowing us to plan for the future.

The aim of the Census is to accurately collect data on the key characteristics of people in Australia on Census night and the dwellings in which they live. In 2016, the Census aimed to count close to 10 million dwellings and approximately 24 million people, the largest number counted to date.

The information provided as part of the Census helps estimate Australia's population, which is used to distribute government funds and plan services for your community – housing, transport, education, industry, hospitals and the environment. Census data is also used by individuals and organisations in the public and private sectors to make informed decisions on policy and planning issues that impact the lives of all Australians.

Since the first national Census in 1911, Census data has played an important role in charting Australia's history and shaping its future.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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Information released on 27 June 2017 includes:

- Sex
- Age
- Residential status in non-private dwelling
- Registered marital status
- Aboriginal and/or Torres Strait Islander origin
- Usual residence at Census time
- Australian citizenship
- Country of birth
- Year of arrival in Australia
- Country of birth of parents
- Main language other than English spoken at home
- Proficiency in spoken English
- Ancestry
- Religious Affiliation
- Need for assistance
- Attendance at an educational institution
- Highest year of schooling completed
- Number of children ever born
- Income
- Unpaid work
- Address on Census night
- Family relationship (and Social marital status)
- Number of motor vehicles garaged
- Number of bedrooms
- Tenure type
- Landlord type
- Housing costs
- Dwelling internet connection
- Dwelling structure
- Location of private dwelling
- Type of non-private dwelling

Further information will be released on 17 October 2017, including:

- Internal migration (address of usual residence 1 year ago and 5 years ago)
- Non-school qualification
- Labour force status
- Status in employment
- Occupation
- Public or private employer indicator
- Workplace address (journey to work)
- Industry of employment
- Hours worked
- Method of travel to work

### **Issues**

The following information for Warrumbungle Shire relates to the information released on 27 June 2017 and shows comparisons with data from the 2006 and 2011 Census.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

**Table 1: Total persons by age group – 2006, 2011 and 2016**

	<b>2006</b>	<b>2011</b>	<b>2016</b>
<b>Total persons</b>	9,808	9,589	9,384
<b>Age group</b>			
0-4 years	638	614	466
5-9 years	745	646	625
10-14 years	770	674	588
15-19 years	548	593	488
20-24 years	359	369	390
25-29 years	370	365	384
30-34 years	486	399	370
35-39 years	557	515	416
40-44 years	671	558	488
45-49 years	667	630	565
50-54 years	738	667	693
55-59 years	727	732	721
60-64 years	663	714	739
65-69 years	560	633	744
70-74 years	480	521	612
75-79 years	362	404	458
80-84 years	243	286	335
85 years and over	217	266	305

Table 1 shows that from 2006 to 2016 the population of Warrumbungle Shire has reduced by 424 people. This is a reduction of 4% over the 10 year period. Table 1 also shows that the population of the Shire has reduced by 205 people since the last Census in 2011. This is a 2% reduction in the population of the Shire.

The data shows that there has been a reduction in population numbers in the following age groups, from 2006 – 2016:

- 0-4 years
- 5-9 years
- 10-14 years
- 30-34 years
- 35-39 years
- 40-44 years
- 45-49 years
- 50-54 years
- 55-59 years

Increases in population numbers have occurred in the following age groups:

- 20-24 years
- 25-29 years
- 60-64 years
- 65-69 years
- 70-74 years
- 75-79 years
- 80-84 years
- 85 years and over

The most significant increases have occurred in the older age groups, indicating an ageing population. This change in population demographics will have a significant impact in future years.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

**Table 2: Selected medians and averages – 2006, 2011 and 2016**

	<b>2006</b>	<b>2011</b>	<b>2016</b>
Median age of persons	43	45	49
Median total personal income (\$/weekly)	326	379	479
Median total family income (\$/weekly)	751	867	1,103
Median total household income (\$/weekly)	610	709	875
Median mortgage repayment (\$/monthly)	693	901	923
Median rent (\$/weekly)	100	120	160
Average number of persons per bedroom	0.8	0.8	0.7
Average household size	2.4	2.4	2.3

Table 2 shows that the median age for residents of Warrumbungle Shire has risen two (2) years from the 2011 Census and four (4) years since the 2006 Census. In the same time period, the median age of people in NSW has only increased one (1) year from 37 to 38 years of age.

Table 2 also shows that median incomes have increased over the 10 year period, however expenses such as mortgage repayments and rent have also increased.

The average number of persons per bedroom and average household size had remained relatively stable over the last 10 years.

**Table 3: Aboriginal and Torres Strait Islander people by age – 2006, 2011 and 2016**

	<b>2006</b>	<b>2011</b>	<b>2016</b>
<b>Aboriginal and Torres Strait Islander persons</b>	748	886	917
<b>Age group</b>			
0-4 years	118	129	94
5-9 years	101	121	119
10-14 years	87	121	114
15-19 years	79	85	93
20-24 years	51	61	63
25-29 years	28	41	56
30-34 years	28	36	39
35-39 years	48	36	33
40-44 years	49	53	45
45-49 years	33	50	52
50-54 years	38	44	54
55-59 years	23	33	56
60-64 years	20	20	30
65 years and over	39	52	69

Table 3 shows that the number of people who identify as an Aboriginal and / or Torres Strait Islander person in Warrumbungle Shire increased from 748 in 2006, to 886 in 2011 and 917 in 2016.

The proportion of Aboriginal and Torres Strait Islander people, as a percentage of the total population of the Shire, according to the 2016 Census is 9.8%. In 2006 the percentage was 7.6%, and in 2011 9.2%.

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The following tables show statistics for Warrumbungle Shire (WS) from the 2016 Census in comparison to the Orana and Far West Region (OFWR), the State of New South Wales (NSW) and Australia (AUS).

**Table 4: Community Profile – comparative statistics**

	<b>WS</b>	<b>OFWR</b>	<b>NSW</b>	<b>AUS</b>
Population	9,384	113,779	7,480,228	23,401,892
Percentage of population – male	50%	49.6%	49.3%	49.3%
Percentage of population – female	50%	50.4%	50.7%	50.7%
Median age	49	40	38	38
Average children per family – families with children	2	1.9	1.9	1.8
Average children per family – all families	0.6	0.7	0.8	0.8
Average people per household	2.3	2.4	2.6	2.6
Median weekly household income	\$878	\$1,110	\$1,486	\$1,438
Median weekly personal income	\$479	\$590	\$664	\$662
Median weekly family income	\$1,103	\$1,386	\$1,780	\$1,743
Median monthly mortgage repayments	\$923	\$1,278	\$1,986	\$1,755
Median weekly rent	\$160	\$190	\$380	\$355
Average motor vehicles per dwelling	1.9	1.8	1.7	1.8
Percentage of the population – Aboriginal and / or Torres Strait Islander people	9.8%	16.7%	2.9%	2.8%
Cared for child / children (last two weeks)^	22.4%	25.6%	27.2%	27.6%
Provided unpaid assistance to person with a disability (last two weeks)^	13.1%	11.9%	11.6%	11.3%
Did voluntary work through an organisation or group (last 12 months)^	28.4%	21.4%	18.1%	19.0%
Internet not accessed from dwelling	29.6%	26.1%	14.7%	14.1%
Internet access from dwelling	67.0%	70.2%	82.5%	83.2%

^People aged over 15 years

As can be seen from Table 4:

- The median age in Warrumbungle Shire – 49 years – is significantly higher than the median age for the Orana and Far West Region (40), NSW (38) and Australia (38).
- Income is significantly lower, but expenses such as mortgage repayments and rent are also significantly lower.
- The percentage of Aboriginal and / or Torres Strait Islander people in Warrumbungle Shire is significantly higher than both NSW and Australia, but lower than the Orana and Far West region.
- The percentage of people over the age of 15 years who provided unpaid assistance to person with a disability was higher in Warrumbungle Shire, as was the percentage of people over the age of 15 years who had done voluntary work through an organisation or group in the last 12 months.
- The percentage of people in Warrumbungle Shire who had done voluntary work through an organisation or group in the last 12 months was more than double than that in both NSW and Australia.

# **WARRUMBUNGLE SHIRE COUNCIL**

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Other statistics in Table 4 show that Warrumbungle Shire has a relatively similar community profile in some areas when compared to the Orana and Far West Region, NSW and Australia.

**Table 5: Population profile – comparative statistics**

	<b>WS</b>	<b>OFWR</b>	<b>NSW</b>	<b>AUS</b>
<b>Total persons</b>	9,384	113,779	7,480,228	23,401,892
<b>Percentage of population – age group</b>				
0-4 years	5.0	6.7	6.2	6.3
5-9 years	6.7	7.0	6.4	6.4
10-14 years	6.3	6.2	5.9	6.0
15-19 years	5.2	5.7	6.0	6.1
20-24 years	4.2	5.7	6.5	6.7
25-29 years	4.1	6.3	7.0	7.1
30-34 years	3.9	6.0	7.2	7.3
35-39 years	4.4	5.3	6.7	6.7
40-44 years	5.2	5.8	6.7	6.8
45-49 years	6.0	6.3	6.6	6.8
50-54 years	7.5	6.8	6.5	6.5
55-59 years	7.7	7.1	6.3	6.2
60-64 years	7.9	6.3	5.6	5.6
65-69 years	7.9	5.8	5.1	5.1
70-74 years	6.5	4.6	3.9	3.8
75-79 years	4.9	3.5	2.9	2.8
80-84 years	3.6	2.4	2.1	2.0
85 years and over	3.2	2.4	2.2	2.1

Table 5 again shows that Warrumbungle Shire is home to an ageing population. Warrumbungle Shire has a higher proportion of the population in the following age groups, when compared with the Orana and Far West Region, NSW and Australia:

- 10-14 years
- 50-54 years
- 55-59 years
- 60-64 years
- 65-69 years
- 70-74 years
- 75-79 years
- 80-84 years
- 85 years and over

Table 5 also shows that Warrumbungle Shire has a significantly less proportion of the population in the following age groups, when compared with the Orana and Far West Region, NSW and Australia:

- 0-4 years
- 20-24 years
- 25-29 years
- 30-34 years
- 35-39 years
- 40-44 years

Other age groups are relatively comparative in terms of percentage of the whole population.

More information on the 2016 Census of Population and Housing can be found at via the Australian Bureau of Statistics (ABS) website at [www.abs.gov.au](http://www.abs.gov.au) .

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Community Profile information is available at the State Suburb (SSC) level for:

- Baradine
- Binnaway
- Bugaldie
- Coolah
- Coonabarabran
- Dunedoo
- Goolhi
- Gwabegar
- Kenebri
- Leadville
- Mendooran
- Merrygoen
- Ulamambri

State Suburbs (SSCs) are an ABS approximation of localities gazetted by the Geographical Place Name authority in each State and Territory. SSCs are built from Mesh Blocks (MBs) that form an approximation of Gazetted Localities. SSCs cover most of Australia.

Community Profiles can be found via the Census tab on the Australian Bureau of Statistics (ABS) website at [www.abs.gov.au](http://www.abs.gov.au) .

Community and economic profile information for Warrumbungle Shire can also be access via Council's website at <http://www.warrumbungle.nsw.gov.au/about-the-council/community-and-economic-profile> .

### **Options**

Nil.

### **Financial Considerations**

Nil.

### **RECOMMENDATION**

For Council's information.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 33 Australia Day 2017– Shire Wide Awards**

<b>Division:</b>	Corporate and Community Services
<b>Management Area:</b>	Children's and Community Services
<b>Author:</b>	Manager Children's and Community Services – Louise Johnson
<b>CSP Key Focus Area:</b>	Community and Culture
<b>Priority:</b>	CC3 The vibrant arts and cultural life of the shire needs to be promoted and supported as an essential aspect of community well-being.

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### **Reason for Report**

At the December 2016 Council meeting, Councillors resolved that:

***'139/1617 RESOLVED*** for Council's consideration and determination.

*That the following awards be made for presentation on Australia Day 2017:*

- that Council's Citizen of the Year Award be awarded to Wayne "Bomber" Thrift of Coolah*
- that Council's Young Citizen of the Year Award be awarded to Lily Abbott of Coonabarabran*
- that Council's Sportsperson of the Year Award be awarded to Grant Piper of Coolah*
- that Senior Citizen of the Year Award be awarded to Beverley Rayner of Coonabarabran*
- that Council's Community Event of the Year Award be awarded to Palliative for People Committee – The Event.*

***Capel/Doolan'***

Manager Children's and Community Services to bring a report back to Council regarding Australia Day Awards and categories for awards.

### **Background**

At the October 2016 Council meeting it was resolved (76/1617) that Council administers and presents the following *Warrumbungle Shire Council Australia Day Awards* in 2017:

- Citizen of the Year
- Young Citizen of the Year
- Sportsperson of the Year
- Australia Day Award – Senior Citizen of the Year
- Australia Day Award – Cultural Achievement Award
- Australia Day Award – Community Event of the Year.

Nominations were sought for the Warrumbungle Shire Council Australia Day Awards with a closing date of 2 December, 2016. Councillors were provided with a list of the names of the Nominees by category at the December 2016 Council meeting.

# **WARRUMBUNGLE SHIRE COUNCIL**

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A copy of the Nomination Forms were also provided to Councillors under separate cover for the December 2016 meeting. Councillors were also provided with a list of previous winners for each category.

At the December 2016 Council meeting, Councillors selected the 2017 award winners in line with Guidelines and Criteria distributed with the Nominations Forms.

### **Issues**

The number of nominations and nominees, by category, were as follows:

<b>Category</b>	<b>No. Nominations</b>	<b>No. Nominees</b>
Citizen of the Year	7	6
Young Citizen of the Year	2	2
Sportsperson of the Year	6	6
Australia Day Award – Senior Citizen of the Year	7	6
Australia Day Award – Community Event of the Year	8	7
Australia Day Award – Cultural Achievement Award	0	0

The number of nominations by category and by town is as follows:

<b>Category</b>	<b>Town</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Citizen of the Year	1		3	1		1
Young Citizen of the Year			1	1		
Sportsperson of the Year			3	3		
ADA – Senior Citizen of the Year			2	4		
ADA – Community Event of the Year		1	2	4		
ADA – Cultural Achievement Award						
	<b>1</b>	<b>1</b>	<b>11</b>	<b>13</b>	<b>0</b>	<b>1</b>

1 = Baradine, 2 = Binnaway, 3 = Coolah, 4 = Coonabarabran, 5 = Dunedoo, 6 = Mendooran

Award recipients by town is as follows:

<b>Category</b>	<b>Town</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Citizen of the Year			1			
Young Citizen of the Year				1		
Sportsperson of the Year			1			
ADA – Senior Citizen of the Year				1		
ADA – Community Event of the Year				1		
ADA – Cultural Achievement Award						
	<b>0</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>

1 = Baradine, 2 = Binnaway, 3 = Coolah, 4 = Coonabarabran, 5 = Dunedoo, 6 = Mendooran

### **Options**

Nil.

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### **Financial Considerations**

Nil.

### **RECOMMENDATION**

For Council's information.



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### **Item 34 Buy Local Policy**

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

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### **Reason for Report**

#### **‘Item 17 Notice of Motion – Buy Local Policies**

***172/1617 A motion was moved by Councillor Clancy seconded by Councillor Todd that Council review all aspects of its “Buy Local” policies and FURTHERMORE that a report be brought back to the following Council meeting.’***

Additionally Council reviews all its Strategic Policies within 12 months of each Local Government Election.

### **Background**

Council has developed policies for a wide range of subjects to ensure consistency in Council’s decision making adherence to legislation, and the efficient running of Council operations.

All Council policies fit into one of two broad categories:

- Strategic Policies – Policies that set the strategic direction of Council and are endorsed by Council. These include a number of recommended and legislated policies which are required to be approved by the NSW Office of Local Government (OLG);
- Operational Policies – Policies that deal purely with operational matters and do not require Council endorsement. These policies include staff policies that deal with staffing, WHS and other HR issues, auspiced policies which relate to auspiced programs and general operational policies that deal with all other operational matters.

To ensure that Council’s Strategic Policies remain fit for purpose, Council reviews all its Strategic Policies within 12 months of each Local Government Election.

Council’s current Procurement Policy (including Local Preference Policy) was endorsed on *Resolution 319/1112 – 17 March 2011*. As part of the policy review currently being undertaken, Council has an opportunity to review the Investment Policy.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Issues**

1. Ensuring that Council's revised policy reflects updates in Legislation and Guidelines.
2. The suggestion is that the current "advantage" in the policy for local preference isn't strong enough to support local businesses.

Current policy states the advantage as being:

<b>Dollar Range</b>	<b>% Advantage</b>
Up to \$500	10%
Over \$500	5%

*(Note that purchases over \$150k go through the tender process, which has an allowance for local content.)*

*(Refer attachment – Revised Policy Document)*

The key issue is balancing the support for local business while ensuring value for money in purchases in the eyes of rate payers.

By way of comparison here are some other Councils local preference percentages in the OROC Region.

### **Brewarrina Shire Council**

<b>Dollar Range</b>	<b>% Advantage</b>
Up to \$25,000	10%
\$25,000 to \$50,000	5%
In excess of \$50,000	2.5%

### **Dubbo Regional Council**

<b>Dollar Range</b>	<b>% Advantage</b>
\$5,000 to \$1,000,000	2%

### **Midwestern Regional Council**

<b>Dollar Range</b>	<b>% Advantage</b>
Up to \$5,000	10%
\$5,000 to \$100,000	5%
Over \$100,000	3%

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### Coonamble Shire Council

<b>Dollar Range</b>	<b>% Advantage</b>
Up to \$1,000	10%
\$1,000 to \$5,000	5%
\$5,000 to \$10,000	2.5%

### Narromine Shire Council

<b>Dollar Range</b>	<b>% Advantage</b>
Up to \$50	10%
\$51 to \$2,000	8%
\$2,001 to \$20,000	5%
\$20,001 to \$75,000	3.5%
\$75,001 to \$150,000	3%

### **Options**

- Council endorses the “Current Local Preference Policy” as is, Or
- Council endorses with amendments.

Options include:

#### Option A

An increase in the dollar range to capture the majority of Council purchases.

<b>Dollar Range</b>	<b>% Advantage</b>
Up to \$5,000	10%
Above \$5,001	5%

#### Option B

An increase in the dollar range and additional banding minimising the additional cost at higher level purchases.

<b>Dollar Range</b>	<b>% Advantage</b>
Up to \$5,000	10%
\$5,001 to \$10,000	5%
\$10,001 to \$150,000	3%

#### Option C

A variation on the above.

<b>Dollar Range</b>	<b>% Advantage</b>
Up to \$20,000	10%
\$20,001 to \$75,000	5%
\$75,001 to \$150,000	2.5%

# **WARRUMBUNGLE SHIRE COUNCIL**

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### Option D

Another alternative.

### **Financial Considerations**


- The economic benefit to local businesses,
- The additional cost to the Warrumbungle Shire Council for purchases that meet the policy in favour of local businesses.

### **RECOMMENDATION**

That Council receives the current policy and endorses with an amendment of Option B.

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	<b>Procurement Policy (including Local Preference Policy)</b>
	<b>Strategic</b>

### **1. Purpose**

Warrumbungle Shire Council is committed to providing goods and services that meet the expectations of the community and stakeholders in the Shire at an affordable cost.

### **2. Objectives of the Policy**

The policy aims to ensure Council's procurement of goods and services is legal, ethical and to Council's best advantage. The expected outcomes of this policy are:

- Open and fair competition
- Value for money
- Encouragement of local business
- Enhancement of the local economy
- Ethical behaviour and fair dealing
- Compliance with relevant legislation.

### **3. Policy Scope**

Council procurement covers a wide range of goods and services necessary to discharge its functions and to meet the aspirations of the community it serves. Procurement procedures are undertaken on a daily basis by a wide range of staff employed by Warrumbungle Shire Council. This policy provides overall guidance to those staff members required to acquire goods and services. This policy also provides guidance to elected representatives when they are required to make procurement decisions.

### **4. Background**

Relevant Legislation and Guidelines are:

- a) Local Government Act 1993 No 30
- b) Local Government (General) Regulation 2005 (*as amended*)
- c) Work Health and Safety Act 2011 No 10
- d) Government Information (Public Access) Act 2009
- e) Competition and Consumer Act 2010 (Cth)
- f) Tendering Guidelines for NSW Local Government, NSW Division of Local Government, October 2009.
- g) NSW Government Code of Practice for Procurement, January 2005.

### **5. Definitions**

#### **Procurement**

'All activities involved in acquiring goods or services either outright or by lease (including disposal and lease termination). Includes acquiring consumables, capital equipment, real property, infrastructure, and services under consultancies, professional services, facilities management and construction' (*source DLG Tendering Guidelines for NSW Local Government, October 2009*).

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### **Local Supplier**

1. An organisation that operates from permanently staffed premises within the boundaries of the Warrumbungle Local Government Area and has operated from those premises for a minimum period of three (3) months before submitting a quotation or tender.
2. An organisation that is more than 49.9% owned by an individual (or individuals) that live within the boundaries of the Warrumbungle Local Government Area and has done so for a minimum period of three (3) months before the organisation submits the quotation or tender.

### **6. Policy Statement**

The cost of obtaining and providing goods and services, including disposal of assets, will be determined by either a quotation process or a tender process. Staff and elected representatives will use the process that best meets the objectives of this policy.

In accordance with Section 355 of the Act, Council may choose to engage in joint purchasing arrangements with other councils or groups of councils such as voluntary regional organisations of councils.

Council will give preference to local suppliers where evaluation criteria outlined in Section 6.4 are utilised. Furthermore, all suppliers whether by tender or quotation will be advised of the evaluation criteria and Council's preference to use local suppliers.

### **6.1 Tenders**

Council will seek tenders where required by the Act and when deemed appropriate by the General Manager. The tendering process will follow the guideline document produced by the DLG called 'Tendering Guidelines for NSW Local Government, October 2009'. Particular attention will be paid to the process checklist included in the guidelines.

Clause 166 of the Regulation identifies the types of tendering methods available to Council. Council must decide by resolution whether it is going to use an open or selective tendering process.

#### **6.1.1 Tender Documentation**

Whether open tenders are invited or tenders are invited from a selected list from a call for expression of interest, the following sections will appear in the overall tender document.

- Advertisement
- Information for Tenderers
- Conditions of Tender
- General Conditions of Contract
- Job Specific Requirements (or Services to be Provided)
- Specifications
- Tender Schedules
  - Pricing Schedule
  - Schedule of Insurances
  - Project Schedules
  - Consultants / Contractors Resources.

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The following templates have been developed to assist staff in the tendering process and preparation of tender documentation. The templates are available on Council's intranet.

- Example Advertisement,
- Information for Tenderers
- Include Selection Criteria.
- Condition of Tendering
- Relevant Conditions of Contract

### **6.1.2 Non Refundable Fee for Tender Documents**

The cost of producing a set of tender documentation and advertising a tender will be recovered by the imposition of a nominal fee. The fee will be set by the relevant Officer to recover the expected costs. The fee will be included in the advertisement and will be non refundable.

### **6.1.3 Consideration of Tender Information in Closed Council**

In accordance with Section 10A, if tender information being considered by Council will either prejudice the commercial position of a tender or confer a commercial advantage on a competitor or reveal a trade secret, Council is obligated to consider the matter in closed Council.

### **6.1.4 Invitation to Tender to Recognised Contractors on Council's List**

From the Guidelines, 'Clause 169 of the Regulation allows Council to establish a list of contractors who are interested in tendering for proposed contracts of a special kind'.

'Selective tender lists of recognised contractors are established where there is a continuing workload in a particular category of work and this workload justifies the cost of setting up and maintaining the list.' (*p36 DLG Tendering Guidelines*).

Currently, Warrumbungle Shire Council prepares a list of earthmoving contractors and truck contractors for provision of services to Council. It is expected that in due course other kinds of lists such as trade services will be developed.

'Overall management of the selective tender list system should be designed to give a fair distribution of opportunities to all recognised contractors over time. However, the contractor's past performance is a prime consideration. Other factors that may be taken into account include the location of the work, special requirements of the work, skill level of the contractor and commitments of the contractor.' (*p36 DLG Tendering Guidelines*).

### **6.1.5 Tender by a Regional Procurement Company**

Council may from time to time become a member of one or more procurement companies. The purpose of membership is to join with other councils for procurement to attract price savings for a particular product or service.

The procurement company undertakes the administrative process associated with tendering and Council has the opportunity to procure products and services at the tendered price. However, being a member does not allow Council to delegate its responsibility for determining the outcome of a tender process. That is, Council by resolution is required to formally accept or reject a particular tender proposal by the procurement company.

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### **6.1.6 State Government Procurement Contract**

Council is able to access products and services through providers that are recognised by the State Contracts Control Board and the Commonwealth Department of Administrative Services.

“State Contracts are the principal method of purchasing for Government agencies across New South Wales. Over 100 State Contracts have been approved under the authority of the State Contracts Control Board (SCCB). A complete list and information about all NSW Government State Contracts can be found on the NSW Procurement sister website [www.nswbuy.com.au](http://www.nswbuy.com.au).” (website – [www.nswprocurement.com.au](http://www.nswprocurement.com.au)).

### **6.1.7 Prescribed Organisations**

Local Government Procurement Partnership is a prescribed provider pursuant to Clause 163 of the Regulation.

### **6.2 Quotations**

The cost of obtaining and providing goods and services must be determined by quotation where a tender process is not used. The quotation process must keep in mind the objectives of this policy.

The ordering of any goods or services as a result of quotation must be authorised by a staff member with the appropriate level of delegation.

The scale, complexity and political sensitivity of the procurement will usually determine if formal or informal quotations are sought and the number of quotations. Table 1.0 outlines minimum procedural requirements in relation to procurement by quotation.

**Table 1.0 – Monetary Thresholds for Quotation Procedures**

<b>Purchase Value</b>	<b>Procedure</b>
Purchase value less than \$10,000	Verbal request for quotation permitted however, quotation must be in a documented form. At least one quotation must be received.
Purchase value between \$10,001 and \$70,000	The quotation must be sought by formal request. Documentation associated with the request must include a brief outline of the services to be provided. At least three quotations must be sought and at least one formal quotation must be received.
Purchase value between \$70,001 and \$149,999	The quotation must be sought by formal request. Documentation associated with the request must include a specification or brief for the services, assessment criteria, pricing schedule and closing date. At least three quotations must be sought and at least two quotations must be received in the prescribed format.

### **6.3 Order Splitting**

Purchase Orders must not be split to avoid the monetary thresholds outlined in Table 1.0.



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### **6.4 Evaluation Criteria**

Value for money assessment of tenders and relevant quotations will be based on set performance criteria as well as price. The criteria must be included with documentation made available to potential service providers. The relevant Council officer will establish the criteria and weight them accordingly, however the list of criteria included in Table 2.0 must be included as a minimum. The weighting attached to each criterion will not be made known to potential service providers. A score will be given by the assessment panel against each criterion and when the score and weighting are multiplied out an overall assessment score will be determined.

The evaluation criteria used to assess tenders and relevant quotations must include 'local benefit' criteria as indicated in Table 2.0. Local benefit criteria will have a maximum weighting of 10% of the total evaluation criteria.

**Table 2.0 - Minimum List of Performance Criteria for Assessment of Tenders and Relevant Quotations**

<b>Assessment Criteria</b>	<b>Weighting</b>	<b>Score</b>	<b>Assessment Score</b>
Track record in completion of similar projects.			
Suitability of proposed personnel, plant, equipment and subcontractors.			
Suitability of proposed works methodology.			
Details and logic of the proposed method of works.			
Local Benefit ( <i>maximum weighting 10 points out of 100</i> ).			
Locally sourced materials (grown, manufactured, assembled, made within the Warrumbungle Shire Local Government Area) specific to the contract.			
Locally sourced labour (actual / potential as result of the contract).			
Locally sourced services (eg. fuel, accommodation) as a result of the contract.			
Supplier is a business operating within the Warrumbungle Shire Local Government Area			

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### **6.5 Local Preference**

For all quotations and tenders for the supply of goods, material and / or services for Warrumbungle Shire Council above \$500 a price advantage of 5% is given to local suppliers. That is, in the process of determining the successful supplier, an amount of 5% will be nominally deducted from the local supplier price for the purpose of price comparison only. For goods and services up to the value of \$500 a 10% price advantage will be applied.

### **7. Responsibilities**

Department and staff responsible for the day to day application of the policy eg. enforces the policy.

### **8. Associated Documents**

Other policies, procedures, forms and Council reports eg Workforce Management Plan, Operational Plan and Delivery Program.

### **9. Getting Help**

The staff member/s who can assist with enquiries about the policy.

Position: Directors, Chief Financial Officer.

Department: Corporate and Community Services, Technical Services, Development Services.

### **10. Version Control**

Review Date: This Policy has a life of two (2) years. It will be reviewed in February 2019.

Staff Member Responsible for Review: Director Corporate and Community Services.

<b>Policy Name</b>	<b>Action</b>	<b>Resolution No.</b>	<b>Date</b>
Procurement Policy (including Local Preference Policy)	Endorsed	319	17 March 2011
Procurement Policy (including Local Preference Policy)			

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 35 Disability Inclusion Access Plan (DIAP)**

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

---

### **Reason for Report**

For Council to endorse the Disability Inclusion Action Plan (DIAP) that has been on public exhibition for a period of 28 days.

### **Background**

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

The Draft DIAP has been forwarded under separate cover as an Enclosure.

### **Issues**

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

The DIAP has been on exhibition for a period of 28 days from 16 June 2017 to 13 July 2017.

Feedback has been received and some minor changes have been made to the original document.

### **Options**

Council either endorses or amends the DIAP.

### **Financial Considerations**

Nil.

### **RECOMMENDATION**

That Council receives and adopts the amended Warrumbungle Shire Disability Inclusion Action Plan 2017.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 36 Voice Recording of Council Meetings**

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

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### **Reason for Report**

To provide an update to Council on the progress to *Item 15 Notice of Motion – Voice Recording 170/1617*.

Furthermore, seek approval for the purchase of audio recording equipment for installation in the Coonabarabran and Coolah Council Chambers.

### **Background**

#### ***'Item 15 Notice of Motion – Voice Recording 170/1617***

***A motion was moved by Councillor Clancy seconded by Councillor Todd that Council develop a system to voice record all monthly meetings including confidential considerations. All recordings should be retained for reference for a period of 4 years. FURTHERMORE that a report be brought back to Council with options on how Council meetings will be recorded in the future.'***

### **Issues**

Although there are no requirements that Council record meetings, there are some legislative and administrative considerations which need to be examined prior to a recording of a meeting being undertaken. Guidance on voice recording of council meetings is covered under the following legislation;

- Local Government Act 1993 - S 10A, 375, 703
- Local Government (General) Regulation 2005 - clause 273
- Information Protection Principles (IPP) s 10 (a) – (f)
- Privacy and Personal Information Protection (PPIP) Act.
- Government Information (Public Access) Act 2009 (GIPA) S 8
- State Records Act - General Disposal Authority (GDA 39) S 11
- Surveillance Devices Act 2007

#### **Local Government Act 1993 - S 375 Minutes**

- (1) The council must ensure that full and accurate minutes are kept of the proceedings of a meeting of the council.
- (2) The minutes must, when they have been confirmed at a subsequent meeting of the council, be signed by the person presiding at that subsequent meeting.

# **WARRUMBUNGLE SHIRE COUNCIL**

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Although it is not a legislative requirement, the audio recording will greatly assist staff in the preparation of accurate minutes and ensuring decisions are correctly recorded and verified prior to minutes being confirmed.

### Local Government Act 1993 - S 10A

Refers to confidential / closed meeting matters. It would be an administrative decision as to whether audio recording should occur. It is suggested that this part of the meeting should not be recorded.

### Local Government Act 1993 - S 703 Minutes

Every entry in the minutes of the business transacted at a meeting of the council and purporting to be signed by the person presiding at a subsequent meeting of the council is, until the contrary is proved, evidence:

- (a) that the business as recorded in the minutes was transacted at the meeting, and
- (b) that the meeting was duly convened and held.

Therefore, the statutory record of the minutes are the confirmed minutes and not the audio recording, which will assist in the preparation of the minutes.

### Local Government (General) Regulation 2005 - clause 273

- (1) A person may use a tape recorder to record the proceedings of a meeting of a council or a committee of a council only with the authority of the council or committee.
- (2) A person may, as provided by section 10 (2) (a) or (b) of the Local Government Act, be expelled from a meeting of a council or a committee of a council for using or having used a tape recorder in contravention of this clause.

### Public Notification of Recording of Meetings

#### Surveillance Devices Act 2007

An advice at the council meeting should let all in attendance know that the meeting will be recorded. For example, a notice displaying the information below may be displayed. *'This meeting is being recorded on audio tape for minute-taking purposes'*

Additionally the minutes can provide a notice and the Chairperson can make mention at the point of calling the meeting open.

Advice received suggests that due to the meeting being in a public place and notification provided as to audio recording taking place, this does not breach any legislation. As per Information Protection Principles (IPP) (s 10 (a) – (f) of the Privacy and Personal Information Protection (PPIP) Act).

### Storage

#### State Records General Disposal Authority (GDA 39)

Authorises the destruction of an audio recording of a council meeting, which was recorded for the preparation of the minutes. Recording to be maintained until the minutes have been confirmed. Once this is complete the recording may be destroyed. It would be an administrative decision to keep the recordings for a longer period.

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### Usage and Access

#### Government Information (Public Access) (GIPA) Regulation 2009, Schedule 1

Although the minutes of a council meeting are prescribed open access information, audio tapes are not specified and may therefore not be open access information.

Access to recordings would be considered in accordance with section 8 of the Government Information (Public Access) Act 2009 (GIPA) – informal request to council.

A formal application under GIPA could then be considered by the applicant upon the informal request being denied.

### Installation of recording equipment

A brief has been provided to Tamworth Regional Council IT Support team who are scoping requirements for both the Coonabarabran and Coolah Council Chambers and providing recommendations on hardware and software. It is estimated that this can be achieved in the next 6-8 weeks depending on sourcing and the supply of equipment.

### Audio Recording Policy

A new policy is required for the audio recording of council meetings to provide guidance on such matters as storage, access, and legislative and administrative requirements pertaining to each.

The Office of Local Government (OLG) is reviewing the Local Government Act 1993 in several phases. The phase 1 amendments to the Local Government Act 1993 included new provisions relating to a Model Code of Meeting Practice that will be compulsory. The Code will contain mandatory and non-mandatory provisions and will be based upon the existing meeting rules prescribed in Part 10 of the Local Government (General) Regulation 2005.

OLG is currently developing the code and sought input from the sector in late 2016 on:

- How the current meeting rules prescribed in the Regulation can be improved.
- Any areas of meeting practice that are not currently prescribed that should be prescribed.
- Any examples of better practice that may be incorporated in the non-mandatory provisions of the model meeting code.

It would be prudent that Council waits for the outcome before drafting a policy on this matter so that we meet any new requirements.

### **Options**

Council can either proceed or not proceed with the purchase of recording equipment.

### **Financial Considerations**

Purchase of hardware and software for the recording of Council meetings in Coonabarabran and Coolah Council Chambers is estimated at approximately \$20,000.

Other financial considerations include:

- Additional staff time in managing the recording and storage of voice recordings.
- Additional costs associated with storage.

# **WARRUMBUNGLE SHIRE COUNCIL**

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- Additional staff costs in managing requests to access recordings and potential GIPA request which can be time consuming.

### **RECOMMENDATION**

That Council endorses the approximate spend of \$20,000 for the purchase and installation of recording equipment in to the Council Chambers in Coonabarabran and Coolah. **FURTHERMORE** that a policy for the audio recording of Council meetings be developed and brought back to Council following the review by OLG of the Local Government Act 1993 in relation to the Model Code of Meeting Practice.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 37 Strategic Policy – Signs as Remote Supervision**

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Urban Services
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Recreation and Open Space
<b>Priority:</b>	RO1 – The planning and provision of local sports and recreation facilities and parklands should reflect community needs and future demographic changes.

---

#### **Reason for Report**

To seek Council endorsement of the revised Signs as Remote Supervision Policy.

#### **Background**

Council's current Signs as Remote Supervision Policy was endorsed on 19 September 2017 (**Resolution No. 126/1314**).

#### **Issues**

Council is required to review and endorse all strategic policies every four (4) years or within 12 months of a Local general election.

#### **Options**

Council has discretion in this matter and may wish to change features of the proposed Policy.

#### **Financial Considerations**

Nil

#### **RECOMMENDATION**

That Council endorses the following Signs as Remote Supervision to be included in the Strategic Policy Register.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

	<b>Signs as Remote Supervision Policy</b>
	<b>Strategic</b>

### **1. Purpose**

Council recognises that signs are used to convey various messages to reduce risk associated with a particular activity, service or feature undertaken in a public area. The purpose of this policy is to indicate Council's commitment to use of signs as a form of supervision and how the signs will be managed.

### **2. Objectives of the Policy**

To minimise the risk of injury as a result of activities occurring in a public space, which are not directly supervised or controlled by Council, through the use of signage.

### **3. Policy Scope**

This policy applies to activities that may occur in public swimming pools, parks and reserves.

### **4. Background**

There are many examples of liability claims lodged against Councils throughout NSW based on signage. Claims generally centre on complaints from, or injuries to, third parties due to the absence of appropriate signage, insufficient signage, or the wording or the location of signage being deficient.

### **5. Definitions**

**Supervision** – refers to those activities undertaken in a public space where a Council Officer is in attendance.

**Remote Supervision** – refers to signs which provide information to users of a public space.

### **6. Policy Statement**

Council will manage signage used as remote supervision in accordance with the following principles:

- Council will install and manage signs that are used to provide safety advice in a public space in accordance with principles outlined in the document 'Signs as Remote Supervision Best Practice Manual'.
- Signs that do not meet current best practice and/or Australian Standards shall be replaced as funds permit and in priority order based on risk assessment.

### **7. Responsibilities**

All Managers and Directors within Warrumbungle Shire Council.

### **8. Associated Documents**

- *Local Government Act 1993.*
- AS/NZS 31000:2009.

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- Policy Document – Risk Management.
- Warrumbungle Shire Council's Risk Matrix.

### **9. Getting Help**

Manager Urban Services.

### **10. Version Control**

This policy shall be reviewed every four years by the Director Technical Services.

<b>Policy Name</b>	<b>Version</b>	<b>Resolution</b>	<b>Date</b>
Signs as Remote Supervision Policy	1	19	16 July 2009
Signs as Remote Supervision Policy	2	126/1314	19 September 2013

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 38 Technical Services Strategic Policies**

<b>Division:</b>	Technical Services
<b>Management Area:</b>	Road Operations
<b>Author:</b>	Director Technical Services – Kevin Tighe
<b>CSP Key Focus Area:</b>	Public Infrastructure and Services
<b>Priority:</b>	PI3 – Roads throughout the shire are safe, well-maintained and appropriately funded.

---

### **Reason for Report**

To seek Council endorsement of the revised Road Operations Strategic Policies.

### **Background**

The following policies were endorsed on 19 September 2013:

- Access Across Road Reserves to Properties (**Resolution No 122/1314**);
- Contributions for Kerb & Guttering and Paving (**Resolution No 124/1314**);
- Upgrading of Roads Not Constructed or Maintained by Council (**Resolution No 127/1314**).

### **Issues**

Council is required to review and endorse all strategic policies every four (4) years or within 12 months of a Local General Election.

### **Options**

Council has discretion in this matter and may wish to change features of the proposed policies.

### **Financial Considerations**

Nil.


### **RECOMMENDATION**

That Council endorses the following Policies to be included in the Strategic Policy Register:

- 1) Access Across Road Reserves to Properties;
- 2) Contributions for Kerb & Guttering and Paving; and
- 3) Upgrading of Roads Not Constructed or Maintained by Council.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

	<b>Access Across Road Reserves to Properties Policy</b>
	<b>Strategic</b>

### **1. Purpose**

To clearly define responsibilities for physical access to properties.

### **2. Objectives of the Policy**

The issues of financial contribution, specifications, and approvals regarding property access are clearly defined.

### **3. Policy Scope**

This policy applies where property owners require vehicle access between property boundary and vehicle carriageway. This policy applies to driveway access and pedestrian access in urban areas. This policy also applies to property access in the rural area between vehicle carriageway and property boundary.

This policy also applies to situations where Council has altered levels and/or drainage conditions on the carriageway which have affected property access levels.

### **4. Background**

Council is a roads authority and has responsibility for management of activities and condition of road reserves. The area of land between property adjoining the road reserve and the formed or constructed carriageway may be used as a driveway entrance or exit to the property. The property owner and Council have different roles in relation to management of driveway entrances.

### **5. Definitions**

**Road Reserve** – area of land designated as road and controlled by Council.

**Property Access** – sometimes referred to as driveway, driveway entrance, driveway exit. The area of land used by vehicles to cross between carriageway and property boundary.

**Vehicle Carriageway** – the section of road reserve used for vehicle travel. Where kerb and guttering exists, it is generally the area of road between kerb faces.

**Approved Property Access** – are access crossings either constructed by Council or constructed by the property owner in accordance with specifications and formal approval by Council.

**Unauthorised Access** – are those vehicle crossings that are either:

- 1) Constructed with prior permission and/or not in accordance with Council specifications or;
- 2) Creating an obstruction to a road or stormwater drain.

### **6. Policy Statement**

The property owner is responsible for all costs associated with installation and maintenance of property access between vehicle carriageway and property boundary. Council is not responsible for any costs associated with upgrading or maintenance of property access.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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Any upgrade, repair or maintenance works associated with the property access must first be approved by Council. Council may direct a property owner to undertake repairs to a property access where it can be shown that the access presents a public safety hazard or presents a hazard to the integrity of the road.

Roadworks undertaken by Council that change the condition or level of a property access will be remedied by Council.

The obstruction of drains or gutters with any objects or structures used by the property owner to obtain vehicle access will be considered unauthorised. Unauthorised accesses will be removed by Council staff after the property owner is given twenty eight (28) days notice in writing.

The installation of a second property access by the property owner will not be permitted unless specifically authorised by Council.

### **7. Responsibilities**

The following officers in Council have responsibility for implementation of this policy: Manager Road Operations; Manager Urban Services; Manager Asset & Design and; Director Technical Services.

### **8. Associated Documents**

- *Roads Act 1993.*
- Policy Document – Contributions for Kerb & Guttering and Paving.

### **9. Getting Help**

Manager Urban Services and Manager Road Operations.


### **10. Version Control**

This policy shall be reviewed every four years by the Director Technical Services.

<b>Policy Name</b>	<b>Version</b>	<b>Resolution</b>	<b>Date</b>
Access to Properties	1	116	22 October 2009
Access Across Road Reserves to Properties	2	122/1314	19 September 2013

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

	<b>Contributions for Kerb &amp; Guttering and Paving Policy</b>
	<b>Strategic</b>

### **1. Purpose**

To advise property owners of potential costs where kerb and guttering and footway paving is constructed adjacent to their property.

### **2. Objectives of the Policy**

To recover contributions for the cost of kerb and guttering and footway paving from adjacent property owners.

### **3. Policy Scope**

This policy applies when Council is constructing new kerb and guttering in an urban area.

### **4. Background**

Council has authority under section 217 of the *Roads Act 1993* to recover the cost of constructing any kerbing, guttering or footway paving from adjoining property owners.

### **5. Definitions**

**Kerb and Guttering** – concrete structure generally constructed to control stormwater and define boundary between vehicle carriageway and pedestrian footpath.

**Layback Crossings** – concrete structure to allow vehicles to cross between carriageway and footpath.

**Footway Paving** – constructed path for use by pedestrians. Excludes cycleways and shared cycleway pedestrian facility.

### **6. Policy Statement**

The owner of land adjoining a public road is liable to contribute 50% of the actual cost of constructing or paving any kerb, gutter or footway along the front of the land.

The owner of land adjoining a public road with a secondary frontage is liable to contribute 25% of the actual cost of constructing or paving any kerb, gutter or footway along the secondary frontage of the land.

Costs will be recovered on the basis of lineal length of the property frontage or property secondary frontage. Layback crossings constructed as part of the kerb and guttering works are considered part of the lineal frontage.

Council will not recover any costs associated with constructing footway paving adjacent residential properties.

### **7. Responsibilities**

The following officers in Council have responsibility for implementation of this policy: Manager Road Operations; Manager Asset & Design, and; Director Technical Services.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **8. Associated Documents**

- *Roads Act 1993.*
- Policy Document – Access Across Road Reserves to Properties.

### **9. Getting Help**

Manager Road Operations.


### **10. Version Control**

This policy shall be reviewed every four years by the Director Technical Services.

<b>Policy Name</b>	<b>Version</b>	<b>Resolution</b>	<b>Date</b>
Kerb and Gutter and Layback Crossing	1	129	16 November 2006
Contributions for Kerb & Guttering and Paving	2	124/1314	19 September 2013

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

	<b>Upgrading of Roads Not Constructed or Maintained by Council Policy</b>
	<b>Strategic</b>

### **1. Purpose**

This policy aims to set out the circumstances and procedures under which property owners are able to undertake roadworks on Council public roads within the Warrumbungle Shire Local Government Area.

### **2. Objectives of the Policy**

The expected outcomes of this policy are as follows:

- To allow property owners to provide access to their land at reasonable cost.
- To minimise requests for Council to further upgrade or maintain a road provided by a property owner.
- An understanding by property owners of the conditions under which they are able to undertake roadworks when Council is not in a position to fund the works.
- That roadworks are undertaken in accordance with set guidelines and standards to minimise risk of injury or damage to users of the road.
- To ensure that the effects on the environment are considered and adverse impacts minimised.
- To ensure that de-facto land developers are required to provide a standard of road identical to that required by subdivision.

### **3. Policy Scope**

This policy covers those public roads vested in Council, but not constructed or maintained by Council. Within the Warrumbungle Local Government Area, there are many hundreds of kilometres of road vested in Council but not maintained by Council.

### **4. Background**

These roads often provide the only legal access to an owner's property; however, they are not constructed or maintained by Council. In effect, these unformed roads are 'paper roads' or roads that are simply marked on a map. Often these roads traverse difficult terrain, such as flood prone areas and rocky ridges.

The relevant legal framework is contained in the *Roads Act 1993*.

- Council has no statutory duty to carry out works of construction or repair of public roads, or to keep them in repair (section 71).
- It is an offence to carry out any work on a public road without the consent of Council (section 138).
- Council can give this consent subject to conditions (section 139).
- Council can revoke this consent at any time and for any reason (section 141).
- If the road is a Crown public road, the Land and Property Management Authority will only permit work on the road if Council accepts the road as public road. Council may impose identical conditions to those that would apply to a public road.



# **WARRUMBUNGLE SHIRE COUNCIL**

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### **5. Definitions**

**Crown Roads** – public roads vested in the Crown and managed by the Land and Property Management Authority.

**Council Public Road** – public roads vested and managed by Warrumbungle Shire Council.

**Property Owner** – owner of land within Warrumbungle Shire Council.

### **6. Policy Statement**

If a property owner intends to gain vehicular access to their land along an unformed road, then the following procedures and conditions will apply:

- A written application to undertake roadworks by the property owner on a Council public road must be lodged clearly stating the reasons for the proposal. In the case of a Crown public road, the application must be accompanied by a letter of approval from the Land and Property Management Authority (Department of Lands).
- The application will be assessed and considered by Council at an Ordinary monthly meeting of Council. If an approval is given, the property owner must undertake the works in accordance with the following standard conditions:
  - In the case of access to a single lot or where vehicle movements are likely to be less than 10 per day on average:
    - Width – 4 metres.
    - Depth of compacted gravel – 100mm.
    - Longitudinal grades greater than 1 in 6 are bitumen sealed.
    - Drainage pipes installed to convey 1 in 10 year storm event.
    - Adequate scour protection and table drains are constructed.
  - In the case of access to multiple lots or where vehicle movements are likely to be between 10 and 50 vehicles per day on average:
    - Width – 6 metres.
    - Depth of compacted gravel – 200 mm.
    - Road grades, horizontal and vertical curves designed for a design speed of 60 kph.
    - Longitudinal grades greater than 1 in 6 are bitumen sealed.
    - Drainage pipes installed to convey 1 in 10 year storm event.
    - Adequate scour protection and table drains are constructed.
    - Preparation of road construction plans.
- The upgrading of a road to Council standards does not automatically imply that Council will maintain that road. A formal resolution from Council is required before Council assumes responsibility for maintenance of the road.

### **7. Responsibilities**

The following officers in Council have responsibility for implementation of this policy: Manager Road Operations; Manager Asset & Design, and; Director Technical Services.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **8. Associated Documents**

- *Roads Act 1993.*

### **9. Getting Help**

Manager Road Operations.

### **10. Version Control**

This policy shall be reviewed every four years by the Director Technical Services.

<b>Policy Name</b>	<b>Version</b>	<b>Resolution</b>	<b>Date</b>
Upgrading of Roads Not Constructed or Maintained by Council	1	143	21 October 2010
Upgrading of Roads Not Constructed or Maintained by Council	2	127/1314	19 September 2013

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 39 2016/17 Technical Services Works Program – Road Operations, Urban Services and Water Services**

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

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#### **Reason for Report**

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

#### **Background**

The 2016/17 Works Program including expenditure until the end of June 2017 for all projects in Technical Services is presented in Attachment 1.0.

Attachment 2.0 contains three tables a list of roads that have been graded since the 1 July 2016. A list of road maintenance requests and roads scheduled for maintenance over the next two months can also be found in Attachment 2.0.

#### **Issues**

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

#### **Options**

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

#### **Financial Considerations**

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

#### **RECOMMENDATION**

The 2016/17 Works Program presented in Attachment 1.0 and Attachment 2.0 is noted for information only.

# WARRUMBUNGLE SHIRE COUNCIL

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

Task Name	Budget Allocation (\$)	Expend. (\$)	% complete
<b>Technical Services</b>	<b>21,625,431</b>	<b>11,338,495</b>	70%
<b>Asset &amp; Design Services</b>	<b>75,018</b>	<b>28,294</b>	50%
Survey equipment	12,000	0	0%
Eng design software	25,160	4,897	20%
traffic counters	7,500	0	0%
Bike Plan	9,019	9,019	100%
GPS handheld units	5,239	0	0%
<b>Road Safety Programme</b>	<b>16,100</b>	<b>14,378</b>	100%
Plan B	5,000	4,397	100%
Child Restraint	1,400	1,488	100%
Wksp Supervisors of L Drivers	1,200	1,139	100%
Bike Week	2,000	1,425	100%
Just Slow Down	4,000	3,189	100%
Free Cuppa for driver	2,500	2,740	100%
<b>Fleet Services</b>	<b>2,774,604</b>	<b>1,699,739</b>	60%
Minor plant purchases	15,000	0	0%
Coona Workshop	18,000	3,345	20%
Plant & equipment purchases	2,741,604	1,696,394	70%
<b>Road Operations</b>	<b>11,831,546</b>	<b>7,602,220</b>	65%
<b>RMS Work Orders</b>	<b>2,912,536</b>	<b>2,620,273</b>	90%
Heavy Patching	829,993	829,993	100%
South Merrygoen	500,000	412,639	80%
Mendooran Widen	164,629	164,629	100%
Vegetation Control	10,952	10,952	100%
West Mendooran Shlr widening	94,128	94,128	100%
Truck Stops Golden Hwy	100,000	76,025	90%
Truck Stop Dunedoo	500,000	227,773	50%
Incidents - various	0	91,300	100%
Resealing program	712,834	712,834	100%
<b>Local Roads</b>	<b>3,648,155</b>	<b>1,849,896</b>	50%
<b>Local Roads reseals</b>	<b>535,537</b>	<b>342,977</b>	100%
Spring Ridge Road	187,363	2,447	100%
Bugaldie Goorianawa Rd	42,400	33,673	100%
Baradine Goorianawa Rd (9000)	57,617	58,700	100%
Ropers rd (17000)	39,864	39,864	100%
Dandry Rd (2500)	42,300	42,300	100%
Bingie Grumble Rd (5500)	20,163	20,163	100%
River Rd (3700)	4,081	4,081	100%
Digilah East Rd (6000)	21,695	21,695	100%
Merrygoen Rd (6000)	13,119	13,119	100%
Kanoona Rd (6000)	19,443	19,443	100%
Neilrex Rd (12000)	0	0	0%
Wyuna Rd (5600)	14,075	14,075	100%
Homeleigh Drive (1800)	9,458	9,458	100%
Avonside East Rd (6000)	23,331	23,331	100%
Tongy Rd (12000)	26,670	26,670	100%
Merryula Rd (6000)	13,958	13,958	100%
<b>L R bridges &amp; cwys</b>	<b>636,999</b>	<b>511,393</b>	80%

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 July 2017

Task Name	Budget Allocation (\$)	Expend. (\$)	% complete
Coonagoony bridge	342,869	338,591	95%
Ross Crossing Bridge - approaches	161,630	82,091	95%
Box Ridge Rd Cwy	52,500	8,251	0%
Montague Bridge - repairs	80,000	82,460	100%
<b>Local Road pavements</b>	<b>1,920,102</b>	<b>721,341</b>	30%
Bugaldie Goorianawa Pave Rehab	125,576	95,324	100%
Neilrex Rd - Seal Pave rehab.	245,472	147,048	80%
Neilrex Rd - unsealed pave rehab.	200,000	0	0%
Wool Rd - sealed pavement rehab.	200,000	15,828	20%
Rotherwood Rd - sealed rehab.	150,000	0	0%
Turee Vale Rd - sealed pave rehab	150,000	0	0%
Wyuna Rd - Extension of seal	200,000	945	0%
Piambra Rd - extension of seal	300,000	261,609	100%
Beni Xing Rd - safety	190,060	8,836	2%
Lawson Park Rd - sealed pave rehab	158,994	191,751	100%
<b>Local Roads Gravel Resheeting</b>	<b>555,517</b>	<b>274,185</b>	35%
Box Ridge Rd	93,561	97,384	100%
Uliman Rd	40,648	24,935	100%
Yuggel Rd	74,089	46,258	100%
Carmel Lane	47,728	0	0%
Narrawa (south)	17,700	773	0%
Boomley Rd	30,505	8,787	75%
Munns Rd	122,727	0	0%
Evans Rd	26,567	26,567	100%
Forans Lane	21,992	21,992	100%
Wyuna Rd	80,000	47,489	50%
<b>Regional Roads</b>	<b>5,250,855</b>	<b>3,116,711</b>	35%
<b>Regional Roads reseals</b>	<b>615,891</b>	<b>494,564</b>	100%
Reseals - Regional Roads	615,891	494,564	100%
<b>Pavement Rehab</b>	<b>989,051</b>	<b>513,369</b>	70%
Black Stump Way rehab.	800,000	415,256	70%
Baradine Rd Shlder widening	169,000	78,062	100%
Intersection Ashby Rd	20,051	20,051	100%
<b>Black Spot programme</b>	<b>1,635,913</b>	<b>696,255</b>	50%
Black Stump Way - Orana Rd	218,712	62,743	100%
Baradine Rd - Old Baradine Rd	98,143	140,446	100%
Timor Road - Shlder Rehab	350,000	186,676	50%
Purlewaugh Rd - Shlder widening	135,015	130,144	100%
Baradine Rd - widening, guardrail	665,043	157,496	30%
Vinegaroy Rd - pave rehab	169,000	18,750	5%
<b>Regional Road Bridges</b>	<b>2,010,000</b>	<b>1,412,523</b>	80%
Allison bridge	2,010,000	1,412,523	80%
<b>Aerodromes</b>	<b>20,000</b>	<b>15,340</b>	100%
Repainting of Coona terminal bldg	20,000	15,340	100%
<b>Urban Services</b>	<b>2,276,614</b>	<b>1,098,198</b>	35%
<b>Parks &amp; Gardens</b>	<b>138,847</b>	<b>32,656</b>	0%
<b>Baradine</b>	<b>33,000</b>	<b>5,980</b>	0%
Lions Park - internal path	15,000	0	0%
Lions Park - from Darling street	8,000	0	0%

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 July 2017

Task Name	Budget Allocation (\$)	Expend. (\$)	% complete
Lions Park - shade renewal	10,000	5,980	100%
<b>Binnaway</b>	<b>20,000</b>	<b>0</b>	<b>0%</b>
Len Guy Park - softfall upgrade	20,000	0	0%
<b>Coolah</b>	<b>45,000</b>	<b>0</b>	<b>0%</b>
McMasters Park - path to toilet	25,000	0	0%
Softfall under playground equip	20,000	0	0%
<b>Coonabarabran</b>	<b>5,847</b>	<b>0</b>	<b>0%</b>
Timor Rock toilet	5,847	0	0%
<b>Dunedoo</b>	<b>35,000</b>	<b>26,676</b>	<b>0%</b>
Milling Park Irrigation System	35,000	26,676	100%
<b>Ovals</b>	<b>297,000</b>	<b>59,562</b>	<b>10%</b>
Netball Courts - Coonabarabran	200,000	5,233	5%
Bowen Oval - canteen bird proofing	8,000	7,876	100%
Robertson Oval - Amenities	30,000	2,700	0%
Baradine Oval Canteen	34,000	43,753	100%
Master plan	25,000	0	0%
<b>Swimming Pools</b>	<b>165,193</b>	<b>101,801</b>	<b>5%</b>
<b>Baradine</b>	<b>61,060</b>	<b>1,300</b>	<b>0%</b>
Shade structure	40,000	0	0%
Painting, stage 1 & 2	11,500	0	0%
Upgrade Kiosk & hot water	1,500	1,300	100%
Reconnection lights	8,060	0	0%
<b>Coolah</b>	<b>67,000</b>	<b>56,373</b>	<b>0%</b>
Rain tank & pump for irrigation	4,000	0	0%
Lighting over main pool	20,000	18,000	100%
Solar project to heat pool	43,000	38,373	100%
<b>Coonabarabran</b>	<b>31,133</b>	<b>41,414</b>	<b>0%</b>
Pool repairs	11,180	21,832	100%
Rain tank & pump for irrigation	7,000	6,825	80%
Hot water facility	12,953	12,757	100%
<b>Dunedoo</b>	<b>5,000</b>	<b>2,314</b>	<b>0%</b>
pool improvements	5,000	2,314	50%
<b>Mendooran</b>	<b>1,000</b>	<b>400</b>	<b>0%</b>
Upgrades to club room	1,000	400	40%
<b>Town Streets</b>	<b>1,675,574</b>	<b>904,179</b>	<b>15%</b>
<b>Baradine</b>	<b>96,000</b>	<b>128,935</b>	<b>100%</b>
<b>Street reseals</b>	<b>48,500</b>	<b>87,539</b>	<b>2%</b>
Namoi St (2000)	48,500	378	100%
Darling St (3000)	0	87,161	100%
Progress Ass'n - gardens	5,000	5,000	100%
Flood levee	33,644	33,644	100%
New garbage bins	2,500	2,393	100%
Footpath rehab	6,356	359	20%
<b>Binnaway</b>	<b>166,600</b>	<b>71,530</b>	<b>50%</b>
Street reseals	46,600	33,252	100%
Progress Ass'n - gardens	5,000	5,000	100%
Bullinda Street, new K & G	55,000	0	0%
Footpath Rehabilitation	10,000		0%
Shared path - Renshaw St to River	50,000	33,278	0%

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

Task Name	Budget Allocation (\$)	Expend. (\$)	% complete
<b>Coolah</b>	<b>500,840</b>	<b>220,137</b>	<b>40%</b>
Booyamurra St pave rehab	120,490	50,077	70%
Cycleway extension	39,425	39,425	100%
Street reseals	57,600	29,089	100%
Footpath rehabilitation	30,000	8,925	50%
Booyamurra St K&G	55,000	38,818	100%
Drainage study	16,000	0	0%
Street Light	4,500	4,500	100%
Goddard Street shared path	177,825	49,303	20%
<b>Coonabarabran</b>	<b>772,734</b>	<b>431,586</b>	<b>70%</b>
Cycleway underpass, MJC bridge	83	83	100%
Cycleway north of bridge	58,168	58,470	100%
Kerb blister, John/Cassilis	66,128	66,253	100%
Dalgarno, Western end Pave Rehab	19,327	0	0%
John St., K & G rehab	53,110	15,531	50%
Street reseals	190,325	91,293	100%
FP Rehab Dalgarno (John/Cowper)	5,593	0	0%
John ST. K&G rehab	20,000	18,182	100%
Street Trees - Cowper	30,000	0	0%
John Street - asphalt	10,000	10,400	100%
Drainage - Belar / Merebene	70,000	0	0%
Edwards Street - shared path	250,000	171,374	80%
<b>Dunedoo</b>	<b>92,800</b>	<b>43,951</b>	<b>50%</b>
<b>Street reseals</b>	<b>54,800</b>	<b>43,951</b>	<b>0%</b>
Talbragar St, Caigan to Bandulla	54,800	43,951	100%
Footpath rehab	20,000	0	0%
Dish - Yarrow at Bandulla, sth side	18,000	0	0%
Wallaroo St, drainage & sealing	0	0	0%
<b>Mendooran</b>	<b>46,600</b>	<b>8,040</b>	<b>30%</b>
Street reseals	16,600	8,040	100%
Footpath rehab.	30,000	0	0%
<b>Warrumbungle Water</b>	<b>4,134,649</b>	<b>862,407</b>	<b>25%</b>
<b>Baradine</b>	<b>1,119,722</b>	<b>76,702</b>	<b>10%</b>
Meter replacements	5,000	110	0%
Mains Narren, Walker to Queen	80,000	3,527	80%
Mains - Bligh to Castlereagh	50,000	18,777	100%
Reservoir Clean	120,000	43,000	60%
Renewal of treatment plant clarifier	864,722	11,288	2%
<b>Binnaway</b>	<b>517,530</b>	<b>72,441</b>	<b>10%</b>
Meter replacements	5,000		0%
Mains Ext - Yeubla St railway	70,000	17,338	100%
Back up bore	442,530	55,103	35%
<b>Coolah</b>	<b>551,396</b>	<b>97,848</b>	<b>5%</b>
Mains ext. Cliff Lane, Erwin St	70,000	35,290	40%
Meter replacements	5,000	6,700	100%
Standby pumps	5,000	0	0%
Mains replacement	60,000	0	0%
Back up bore	411,396	55,858	35%
<b>Coonabarabran</b>	<b>1,477,871</b>	<b>450,764</b>	<b>10%</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 20 July 2017

Task Name	Budget Allocation (\$)	Expend. (\$)	% complete
Mains Ext. Castlereagh St	160,000	28,956	100%
Mains replacement	50,000	3,500	10%
meter replacements	10,000	6,729	50%
Timor Fence repairs/dead storage	191,261	0	0%
Tools	3,000	3,888	100%
Mains ext. Camp St, Namoi - Anne	0	1,493	10%
Mains ext. - under hwy to depot	60,000	16,448	100%
Raising Timor Dam wall - study	530,610	245,877	50%
Rekeying water sites	50,000	0	0%
Telemetry software	3,000	7,128	0%
Timor Dam - replacement of mixer	120,000	119,562	100%
Telemetry upgrade - all towns	300,000	17,183	5%
<b>Dunedoo</b>	<b>53,000</b>	<b>36,085</b>	<b>0%</b>
Tools	3,000	0	0%
Main replacement Wargundy st	50,000	36,085	50%
<b>Mendooran</b>	<b>415,130</b>	<b>128,567</b>	<b>5%</b>
mains extension	30,000	0	0%
Back up bore	385,130	128,567	35%
<b>Warrumbungle Sewer</b>	<b>533,000</b>	<b>47,637</b>	<b>0%</b>
<b>Baradine</b>	<b>10,000</b>	<b>6,254</b>	<b>0%</b>
Camp Cypress - sewer line feasibility	10,000	6,254	50%
Sewage Treat Plant - renewals	0	0	0%
<b>Coolah</b>	<b>80,000</b>	<b>9,328</b>	<b>0%</b>
Dump site	0	7,635	100%
Upgrade STP	30,000	1,693	5%
Mains relining	50,000	0	100%
<b>Dunedoo</b>	<b>62,668</b>	<b>707</b>	<b>1</b>
Upgrade STP	30,000	707	0%
Main relining	32,668	0	100%
<b>Coonabarabran</b>	<b>380,332</b>	<b>32,055</b>	<b>2%</b>
Mains relining	100,000	777	100%
Tools - sewer rods	3,000	0	0%
Pump station renewal	30,000	9,961	50%
Telemetry upgrade - all towns	200,000	1,881	0%
Upgrade STP	30,000	2,104	0%
re-keying sewer sites	17,332	17,332	50%

### Attachment 2.0 – Maintenance Grading of Unsealed Roads

Unsealed Roads - Completed grading maintenance year to date		
Road Name	Category	Length
Abeckett	2	4.2
Albert Wright	3	3
Apricot	2	1.5
Avonside East & North	1	14.2
Avonside West	2	10

Unsealed Roads - Completed grading maintenance year to date		
Road Name	Category	Length
Kanoona	1	1.8
Kerrawah	3	4
Keswick	3	6.1
Kurrajong Nth	2	3.1
Lambing Hill	1	1.5



# WARRUMBUNGLE SHIRE COUNCIL

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Unsealed Roads - Completed grading maintenance year to date		
Road Name	Category	Length
Balmoral	3	1.5
Barney's Reef	3	0.5
Beni Crossing	1	6.4
Bingie Grumble	2	2.6
Blackburns	3	1.2
Bolton Creek	2	20
Boogadah	3	2
Boogadah	3	2
Boomley	1	9
Boomley	1	4
Borambitty	1	11.2
Bourke & Halls	3	11.7
Box Ridge	1	34.9
Brooklyn	1	8.2
Brooks	1	17.6
Bullinda	3	11.4
Burma	3	7.7
Cainbil	3	1.4
Carmichaels (off Timor	3	0.7
Cenn Cruiach	3	4
Cobbora	1	22.8
Coybil	2	2.9
Cumbil	2	5
Dandry	1	6.9
Dapper	2	1.3
Daysdale	3	1.6
Dennkymine	1	18.4
Diehm	3	1.3
Digilah	1	17.3
Doganabuganaram	2	6.7
Eastburns	3	3.1
Evans	2	1
Flags Rockedgiel	1	11.7
Forans	2	3
Gentle Annie	3	5.6
Gundare	1	2
Hawker	3	1.5
Heads	3	1.8
Hollymount	2	1
Homeleigh	3	3.4
Honeypot	3	0.5
Hynds	3	3
Iona South	3	2

Unsealed Roads - Completed grading maintenance year to date		
Road Name	Category	Length
Lawson Park	1	3.3
Lincoln	1	3.5
Lockerbie	2	9.6
Mancers	3	9.9
Maranoa	2	5.5
Merebene	3	3
Merryula	2	8.5
Mitchell Spring	1	11
Monks	2	1
Moorefield	2	8.9
Moorefield	2	1.4
Mt Bangalore	3	6.5
Mt Hope	1	1.3
Mt Nombi	1	3
Myall Plains	3	10.4
Napier	1	4.6
Narrawa	3	5.1
Narrawa North	3	2.2
Neilrex	1	1.6
Oban	3	2
Pine Ridge	1	5
Quaker Tommy	3	7
Reddens	3	2
River	1	6.1
Ropers	1	18.3
Round Mountain	1	5.9
Salaks	2	6.1
Sandy Creek	2	6.9
Sanson	1	2
Stoney Point	3	2.2
Tibuc	3	2
Tohills	3	5.8
Tonniges	3	3.6
Toorawandi	2	3.5
Tohills	3	2.4
Uliman	3	1.2
Upper Laheys Creek	3	4.2
Wangmans	2	1.4
Wardens	2	21.2
Warkton	2	3.8
Willicombes	2	5
Wingabutta	2	11.8
Wyuna	1	13.9
Yuggel	2	9.7

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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Maintenance requests received in May & June
Banoon Rd
Bingie Grumble Rd
Boogadah Rd
Borambitty Rd
Digilah Rd
Gamble Creek Rd
Goolhi Rd
Guinema Bugaldie Rd
Hawkins Lane
Homestead Rd
Hotchkiss Rd
Kurrajong Rd (North)
Lawson Park Rd
Leaders Rd
Locknaw Rd
Merryula Rd
Minnedah Rd
Mountainside Rd
Narangarie Rd
Neible Rd
North Pine Ridge Rd
Patrick Rd
Pine Ridge Rd
River Rd
Salaks Rd
Scully Rd
Warrigal Rd

Unsealed Road - Upcoming Grading Maintenance program
Banoon Rd
Bingie Grumble Rd
Gamble Creek Rd
Goolhi Rd
Guinema Bugaldie Rd
Hawkins Rd
Lawson Park Rd
Leaders Rd
Morrisseys Rd
Mt Hope Rd
North Pine Ridge
Patrick Rd
Patrick Rd
Scully Rd
Warrigal Rd

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 40 Council Chambers and Meeting Room Policy Review**

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

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#### **Reason for Report**

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

#### **Background**

Council's current Council Chambers and Meeting Room Policy was endorsed on 18 July 2013 (**Resolution 30/1314**). The policy has been updated to reflect the changes in the availability of rooms for hire.

#### **Issues**

Nil.

#### **Options**

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

#### **Financial Considerations**

Nil.

#### **RECOMMENDATION**

That Council adopts the modified Council Chambers and Meeting Room Policy and it be included in Council's Strategic Policy Review.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

	<b>Council Chambers and Meeting Room Policy</b>
	<b>Strategic</b>

### **1. Purpose**

The purpose of this policy is to identify the usage and access to the Warrumbungle Shire Council's Offices meeting rooms.

### **2. Objectives of the Policy**

The objective of this policy is to clarify the usage and access to the meeting rooms in the Council office buildings.

### **3. Policy Scope**

The policy applies to 14-22 John Street, Coonabarabran and 59 Binnia Street, Coolah and the following meeting rooms:

- Coonabarabran Chambers – when available
- Gallery Meeting Room Coonabarabran (the gallery end of the main chamber that can be cordoned off with the operable wall in the middle of the room)
- Coolah Chambers – when available
- Coolah Office Meeting Room.

### **4. Background**

In the past the Council Chambers has been used as a meeting room for different community groups, this service was offered to the community while there were no other meeting venues available. This practice raised security and risk issues.

Warrumbungle Shire Council provides the following council alternatives at a fee including:

- Coolah School of Arts HACC Meeting Room
- Coonabarabran Community Services Meeting Room
- Dunedoo Old Bank Building Meeting Room and Managers Office
- Mendooran Community Building Meeting Room.

### **5. Policy Statement**

That the Coonabarabran Council Chambers, Coolah Chambers, Coonabarabran Gallery Meeting Room and Coolah Office Meeting Room be used only for directly related Council business, Council committee meetings, Council community meetings, meetings of councillors and/or staff with community representatives and the annual NAIDOC Flag Raising Ceremony. These meeting rooms may also be used by NSW and Federal Government Agencies or visiting Members of Parliament upon request, subject to availability. Bookings are made through the administration offices of Council in Coonabarabran and Coolah.

For any after hours use a designated staff member needs to be in attendance at the meeting at all times and be responsible for security and control of public access within the building.

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### **6. Responsibilities**

The Manager Property and Risk will hold responsibility over this policy.

### **7. Associated Documents**

Warrumbungle Shire Council Meeting Code of Practice.

### **8. Getting Help**

The staff member/s who can assist with enquiries about the Policy:

Position: Manager Property and Risk.

### **9. Version Control**

Review Date: September 2021 or when relevant legislation changes:

Staff Member Responsible for Review: Manager Property and Risk.

<b>Policy Name</b>	<b>Version</b>	<b>Resolution</b>	<b>Date</b>
Council Chambers Usage	1	33	14 August 2007
Council Chambers and Meeting Rooms Usage	2	30/1314	18 July 2013

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

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### **Item 41 Council Residential Property Policy Review**

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

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#### **Reason for Report**

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

#### **Background**

Council's current Council Residential Property Policy was endorsed on 15 August 2013 (**Resolution 76/1314**). The policy has been updated to include the property at 8934 Newell Highway, Coonabarabran.

#### **Issues**

Nil

#### **Options**

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

#### **Financial Considerations**


Nil

#### **RECOMMENDATION**

That Council adopts the modified Council Residential Property Policy and it be included in Council's Strategic Policy Review.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 20 July 2017**

	<b>Council Residential Property Policy</b>
	<b>Strategic</b>

### **1. Purpose**

This policy defines the use and availability of residential properties owned by Warrumbungle Shire Council whilst ensuring that the premises are managed in a professional manner within the relevant legislation.

### **2. Objectives of the Policy**

The objective of this policy is to provide clear guidelines for the purpose and access for rental of Council owned residential properties to ensure that utilisation and return on investment provides the best outcome for Council.

### **3. Policy Scope**

The policy applies to all staff and Visiting Medical Officers (VMO) who have the opportunity to live and rent or manage Council owned residential properties. This policy applies to the following residential properties:

- 4 Irwin Street, Coolah
- 17 Cole Street, Coolah
- 84 Martin Street, Coolah
- 137 Martin Street, Coolah
- 139 Martin Street, Coolah
- 141 Martin Street, Coolah
- 143 Martin Street, Coolah
- 8934 Newell Highway, Coonabarabran

### **4. Background**

The Residential Property Policy was a resolution of Council (76/1314) in August 2013 and has had no other versions since.

Warrumbungle Shire Council owns seven (7) residential properties in the township of Coolah and one (1) property just outside Coonabarabran. These properties are available as an incentive to attract professional staff to work in the shire. The property at 141 Martin Street is provided for the local Doctor who has VMO access to the Coolah Multi Purpose Service (Hospital). All properties are leased at an agreed rental rate with terms and conditions as prescribed in the Residential Tenancies Act 2010 No 42 and Residential Tenancies Regulation 2010.

### **5. Definitions**

‘Council’ means Warrumbungle Shire Council

‘Landlord’ means Warrumbungle Shire Council

‘Residential Properties’ means all properties listed under the Policy Scope

‘Property’ means to property owned in title by Warrumbungle Shire Council

‘Tenant’ means:

# **WARRUMBUNGLE SHIRE COUNCIL**

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- (a) the person who has the right to occupy residential premises under a residential tenancy agreement, or
- (b) the person to whom such a right passes by transfer or operation of the law, or
- (c) a sub-tenant of a tenant, and includes a prospective tenant.

'Staff' means any person employed or contracted by Warrumbungle Shire Council as an employee of Council.

'Visiting Medical Officer' (VMO) means the Doctor who holds the current VMO rights at the local hospital as prescribed by the State Government Health Department.

'Market Rate' means a market appraisal conducted by a qualified Valuer/Real Estate Agent

### **6. Policy Statement**

Staff housing is deemed as a positive recruitment strategy to attract professional staff to work for Warrumbungle Shire Council and live within the shire. Council also appreciates the value of a community provided executive style house for VMO's as part of an attractive package for recruitment of a local Medical Service.

It is a condition that the following terms shall be agreed to in the Warrumbungle Shire Councils Residential Tenancy Agreement prior to occupying premises:

1. The employee agrees to sign a Residential Tenancy Agreement, which will initially be for a term of three (3) months then every 12 months under a new Lease Agreement.
2. That the rent as stated in the agreement be at 'market rate' and subject to increase in line with CPI or valuation adjustment yearly.
3. That on cessation of employment the tenant shall return to the Landlord the premises in a clean and habitable condition within 60 days of termination notice or resignation as per the Residential Tenancy Act 2010.
4. A bond (equivalent to four (4) weeks rent) plus two (2) weeks rent in advance will be paid at the commencement of the Lease Agreement then rent will be paid weekly as a payroll deduction. The bond will be forwarded to the Office of Fair Trading as per the Residential Tenancy Act 2010.
5. That market appraisals will be conducted in July of every second year or when a property is vacated by a qualified Valuer/Real Estate Agent and the rent will be adjusted according to the recommendation of the 'market rate'.
6. All properties will be subject to market rate as assessed by local rural estate property agent.
7. All other conditions of tenancy will be in accordance with the Tenancy Agreement and the Residential Tenancies Act and Regulations.

Priority for staff housing will be given to Directors, Managers and staff where skills shortages exist, who have to relocate to the shire, with provision for other staff to apply to the General Manager to rent a vacant property should the opportunity arise.

### **7. Responsibilities**

The Manager Property and Risk will hold responsibility over this policy

### **8. Associated Documents**

Operational Plan and Delivery Program



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Warrumbungle Shire Council Residential Property Procedures  
Residential Tenancies Act 2010 No 42  
Residential Tenancies Regulation 2010  
Local Government Act 1993 No 20

### **9. Getting Help**

The staff member/s who can assist with enquiries about the policy  
Position: Manager Property and Risk

### **10. Version Control**

Review Date: September 2021 or when relevant legislation changes.  
Staff Member Responsible for Review: Manager Property and Risk

<b>Policy Name</b>	<b>Version</b>	<b>Resolution No.</b>	<b>Date</b>
Residential Property Policy	1	419	26 June 2008
Residential Property Policy	2	76/1314	15 August 2013

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### **Item 42 Increase in Companion Animal Registration Fees**

<b>Division:</b>	Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	PA to Director Development Services – Kelly Dewar
<b>CSP Key Focus Area:</b>	Natural Environment
<b>Priority:</b>	NE 5.2 – Conduct regular community education programs and ensure that information is available regarding responsible domestic animal ownership and management

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### **Reason for Report**

To inform Council of the increase in Companion Animal Registration Fees set by the Office of Local Government.

### **Background**

The Registration Fees for Companion Animals increases each June for the following financial year. The Office of Local Government released the new fees on 26 June 2017. This report is to inform Council of the increased fees to be added into the Fees and Charges for the 2017/2018 financial year.

### **Issues**

The fees and charges for 2017/2018 have already been adopted, however this fee is a legislative fee and Council has no control when the fee changes.

### **Options**

Nil.

### **Financial Considerations**

Council is charged at the new fee rates for any animal registered after 1 July 2017.

The new fees are as follows:

- Desexed animal: \$55 (increase from \$53)
- Animal under 6 months not desexed: \$55 (increase from \$53)
- Non desexed animal: \$201 (increase from \$195)
- Breeder (Recognised) concession: \$55 (increase from \$53)
- Pensioner concession (desexed animal only): \$23 (increase from \$22)
- Pound/Shelter animal 50% discount (desexed): \$27.50 (increase from \$26.50).

### **RECOMMENDATION**

That Council adopts the new Registration Fees as per Legislation.

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### **Item 43 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

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### **Development Applications**

#### **(i) Approved – June 2017**

<b>Complying Development (Set Criteria) Development Application (Specialised Conditions)</b>	<b>Date Lodged</b>	<b>Date Approved</b>	<b>Applicant's Name</b>	<b>Location</b>	<b>Town</b>	<b>Type Of Development</b>	<b>Stop the Clock Referral Days</b>
DA77/2016	02/12/2016	07/06/2017	Warrumbungle Steel Buildings	41-47 Worrigal Street	BARADINE	New Single Storey Dwelling	152
DA17/2017	15/05/2017	15/06/2017	Roach's Hardware	45 Cassilis Street	COONABARABRAN	Storage Racking on concrete slab	0
DA18/2017	17/05/2017	19/06/2017	Terrence Tighe & Patricia Tighe	Koala Crescent	COONABARABRAN	New Residential Garages/Shed with Toilet and Shower	0
DA19/2017	24/05/2017	28/06/2017	Hamish Blackman	Warrigal East 16595 Oxley Highway	COONABARABRAN	New Rural Farm Shed	0
DA20/2017	25/05/2017	26/06/2017	4 Arrow Pty Ltd - Central West Home Improvements	881 Timor Road	COONABARABRAN	New Patio and Garages/Sheds - Residential	0

# **WARRUMBUNGLE SHIRE COUNCIL**

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

### **RECOMMENDATION**

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

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### **Item 44 Questions for the Next Meeting**

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

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### **Reason for Report**

At the June Ordinary Council meeting, Councillors Iannuzzi and Lewis presented Council with questions for the next meeting. The questions and answers are outlined below.

### **Question 1 – Cr Iannuzzi**

Does Mr Mark Anderson have a conflict of interest in performing the GM reviews?

### **Response**

From Mark Anderson

*'My role with LGNSW encompasses many facets and functions. These include:*

*Senior Executive recruitment  
General Manager and Senior Staff performance review facilitation  
Structural reviews  
Organisational Reviews  
Service Reviews  
IP&R Reviews  
Staff engagement surveys  
Special projects*

*If Cr Iannuzzi refers to a possible conflict of interest as the person responsible for the recruitment and appointment of the General Manager and responsible for the General Managers performance reviews, I would make this comment;*

*My role in the executive recruitment of senior staff is one of a facilitator and coordinator. My role is to ensure the council is complying with relevant legislation and the OLG's guidelines with respect to the appointment and oversight of the General Manager and around merit based recruitment principles. I am engaged to manage the advertising process, ensuring potential applicants are fully informed about the council and the position, assist council with shortlisting suitable candidates, coordinate interviews, conduct referee checks and other relevant background checks. At no time in the recruitment process do I make a decision on who council appoints. The recruitment process for the current General Manager included a nominated selection panel for the first round of interviews.*

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*That panel recommended three candidates for a final interview with the full council. The appointment of the General Manager was made by the Council of the day, not by me. I have not voting rights at all in the appointment process. I was asked questions during the post interview discussions, mainly around my industry intelligence and current remuneration levels for GMs. It was entirely the decision of the council to appoint the current GM based on the final interview of three candidates.*

*Part of the contract to assist the council in the recruitment, was to prepare the General Manager's performance review document within 3 months of the GM commencing work with council and facilitating the first mid-term. I assisted the Council of the day and the GM to develop the performance document and I facilitated the first review. I was then asked to assist the council with the facilitation of the GM's performance review process, including assisting in putting the review document together.*

*As a facilitator, my role is to ensure the process meets guidelines of fairness and objectivity. In some council's this is a challenge but I believe I facilitate the process in an unbiased and objective manner.*

*I do not shirk from my responsibilities and I will at times challenge the validity of councillor ratings, be they a high rating or low rating. I always provide an opportunity for councillors to have their say where council has assessed where they have performed well and also where council believes there are areas for improvement. I do this in front of the review committee at the completion of the council's/committee's review. I then provide a detailed report for the Mayor which is tabled at the next Council meeting in closed session.*

*My colleague and I assist council with the facilitation of their GM and Senior Staff across approximately 50 councils. Most of these councils have been using our services for the time I have been doing my job which is now in its tenth year. In my time I have worked with numerous councils and GM's facilitating the performance reviews. I have come across all types of issues which may affect councillors objectivity in the process and Warrumbungle Shire Council is no exception. In saying that, I believe the review process has been fair and unbiased and all councillors are given the opportunity to have input.*

*I am always available to councillors to call me for a discussion, whether that be my facilitation skills or any other matter pertaining to the process. My mobile number is available if Councillors would like to speak to me at any time.*

*I welcome a call from Cr Iannuzzi should he like to have an open and frank conversation with me. That invitation applies to all elected members of any council I would with.*

*I am also happy to provide referees for councils I work with facilitating their GM reviews for Councillors to speak to.*

*I hope this satisfies Cr Iannuzzi' question*

*Regards*

*Mark*

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### **Question 2 – Cr Iannuzzi**

When is the defect in the road on the corner of Charles and Dalgarno Streets to be fixed?

### **Response**

The repair work is on the program to be completed when the concrete crew becomes available. No available contractor.

### **Question 3 – Cr Iannuzzi**

Could we change meeting time to 6 pm or 7 pm?

### **Response**

This requires a report to be brought back to Council for consideration.

### **Question 1 – Cr Lewis**

What is happening with small complaints register?

### **Response**

All complaints are registered through Council's Customer Request Management system. This electronic system is used by all Council staff to record and track contact with customers.

### **Question 2 – Cr Lewis**

Complaints re lack of response to correspondence to Council. Could Council ask for email address to respond electronically?

### **Response**

Council's email system automatically sends a response to all emails. As per Council Policy all other correspondence is acknowledged within 2 days of receipt.

### **Issues**

Nil.

### **Options**

Nil.

### **Financial Considerations**

Nil.

### **RECOMMENDATION**

For Council's information.

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### QUESTIONS FOR NEXT MEETING

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

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

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

1. \_\_\_\_\_

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