



# **Warrumbungle Shire Council**

## **Council meeting**

**Thursday, 17 August 2017**

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

**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 – 17 August 2017**

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**NOTICE** is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 17 August 2017 at the Council Chambers, John Street, Coonabarabran 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 Organisational Structure Review Report – August 2017

Item 2C Tender for the Supply of Skip Bin Services and the Transfer of Waste

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

# **WARRUMBUNGLE SHIRE COUNCIL**

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

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

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

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

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

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

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

# **WARRUMBUNGLE SHIRE COUNCIL**

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# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 1 Mayoral Minute – Mayors Activity from 13 July 2017 to 9 August 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 13th July - 9 August 2017**

<u>Date</u>	<u>Type</u>	<u>Activity</u>
13.07.17	Phone Call	ABC Orange Laura Devay -re Geopark
	e-mail	from GM - CMCC Link established
14.07.17	interview	ABC Orange Laura Devay -re Geopark
	Phone Call	to Manager Tourism -re Geopark
	Phone Call	rate payer re TRRR progress
16.07.17	volunteer	BlazeAid Dinner
17.07.17	Ceremony	Citizenship Ceremony
18.07.17	e-mail	from Citizenship Ceremonies for feedback
19.07.17	volunteer	Meals on Wheels
	e-mail	LG Management Solutions - re structure of review committees
20.07.17	Meeting	Council Meeting in Coolah
	e-mail	Mat Dickerson re Tour de OROC
21.07.17	forum	RMS Dubbo
	Phone Call	to OLG Acting Director General - re contract termination
	e-mail	Doug Gray -re Siding Spring contact list
	e-mail	Councillor Iannuzzi - re ICAC matters not mentioned
	Phone Call	Kevin Humphries - re Coolah Project
22.07.17	e-mail	Country Mayors Agenda
	e-mail	from resident - re Newcrest Gold exploration in Mendooran
	e-mail	AMRC report on VPA
23.07.17	Phone Call	Director of Corporate Services - re transport to medical facilities in Mendooran
24.07.17	inspection	Medical facilities in Mendooran
	e-mail	Councillor Doolan - apology
	e-mail	Vice Regal - Confidential - thank you for advice
25.07.17	training	HUB app
		from Armidale resident -re copy of ICAC findings sent to Gunnedah, Liverpool
	e-mail	Plains & Warrumbungle Shire, Mayors
	Phone Call	from Mayor Liverpool Plains Shire Council (LPSC)
	Phone Call	to Mayor LPSC
	Phone Call	to GM re ICAC report
26.07.17	e-mail	resident re pipes for property access
	e-mail	to GM re access pipes
	phone call	to Director of Technical Services re access pipes
	e-mail	AMRC report
	e-mail	Country Mayors Agenda



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27.07.17	Meeting	Traffic Committee meeting
	e-mail	LLS CWRSWC Agenda
	e-mail	to WSC ICAC Letters for filing
28.07.17	workshop	Stronger Communities Fund
	e-mail	from Councillor Iannuzzi re travel claims and activity logs
30.07.17	e-mail	to Councillor Iannuzzi re travel claims and activity logs
31.07.17	Phone Call	Councillor Doolan re GM contract
	e-mail	Councillor Doolan re Extraordinary Meeting
	e-mail	Councillor Iannuzzi re Notices of Motions
01.08.17	e-mail	BFMC review bushfire danger period
	e-mail	OROC Business Paper
	e-mail	Mendooran DDG re Boiled water concerns
	e-mail	BFMC invite to pre season briefing
	e-mail	LG NSW - Private Privileged Legal Information
	e-mail	Councillor Capel re Dunedoo Caltex DA ?
	e-mail	Director of Environmental Services re DA
	e-mail	CMCC Minutes and meeting notice
02.08.17	e-mail	Scanned letter from Councillor Doolan signed by 4 other Councillors
	e-mail	to Councillors re Extraordinary Meeting
03.08.17	e-mail	from Councillor Iannuzzi - Confidential
	e-mail	LG NSW - Private Privileged Legal Information
	Phone Calls	LG NSW - Private Privileged Legal Information
	e-mail	to GM re Extraordinary Council Meeting
04.08.17	Phone Call	Councillor Capel re Pilliga Discovery Centre
	e-mail	AMRC - Business Papers
05.08.17	attended	Emergency Services Golf Day for the Sir Ivan Fire (speech)
07.07.17	phone call	Councillor Clancy re Extraordinary Meeting
	phone call	to LG NSW - Legal advice
	phone call	from LG NSW - re Extraordinary meeting
	phone call	PA re Extraordinary Meeting
	phone call	Chamber of Commerce President re Expo funding
	e-mail	LG NSW - Private Privileged Legal Information
08.08.17	e-mail	from Councillor Brady - re apology
	e-mail	from PA re Confidential Business Paper
	e-mail	to LG NSW - Confidential
	e-mail	from Councillor Iannuzzi re GM correspondence
	e-mail	to all Councillors re GM correspondence
	phone calls	LG NSW re Extraordinary meeting
09.08.17	e-mail	from LG NSW re amendments to Extraordinary Meeting Business Paper
	Meeting	Geopark
	phone call	to PA re Extraordinary Meeting Business Paper
	e-mail	from AMRC re Minister Roberts attending

### **RECOMMENDATION**

That the report be noted.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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

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

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

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

**APOLOGIES:** Councillor Denis Todd and Councillor Anne-Louise Capel  
**1/1718 RESOLVED** that the apologies of Councillor Denis Todd and Councillor Anne-Louise  
Capel be accepted.

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

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

#### **8.30 am Forum**

Ms Mary Warren of the Dunedoo Mendooran Aged Hostel Committee addressed Council  
regarding the Dunedoo Retirement Village. Ms Warren tabled a petition, letters of support and  
relevant documentation.

#### **8.49 am**

Ms Sue Stoddart of the TRRRC Committee addressed Council regarding the Dunedoo  
Retirement Village.

#### **8.51 am REPORTS**

**Item 1 Mayoral Minute – Mayors Activity Log from 9 June 2017 to 12 July 2017**  
Noted.

**Item 2 Request for Leave of Absence – Councillor Anne-Louise Capel**  
**2/1718 RESOLVED** that Council accepts the notification from Councillor Capel and grants a  
Leave of Absence from the Ordinary July 2017 Council meeting.

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

# **WARRUMBUNGLE SHIRE COUNCIL**

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

**3/1718 RESOLVED** that the resolutions contained in the Minutes of the Ordinary Council meeting held on 15 June 2017 be endorsed.

**Hill/Brady**

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

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

#### **4/1718 RESOLVED:**

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.

**Shinton/Hill**

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

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

Received.

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

#### **5/1718 RESOLVED:**

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.

**Hill/Doolan**

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

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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

**6/1718 RESOLVED** that Council accepts the Minutes of the Robertson Oval Advisory Committee meeting held at Dunedoo on 19 June 2017.

**Lewis/Doolan**

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

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

Minutes left in suspense pending further advice. **FURTHER**, that the Minutes be brought back to the August Ordinary Council meeting.

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

Noted.

**9.07 am**

Cr Doolan left the room.

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

**7/1718 A motion was moved by Councillor Iannuzzi seconded Councillor Clancy** that the General Manager's review committee be expanded to include at least 6 Councillors.

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

**9.11 am**

Cr Doolan re-joined the meeting.

**9.12 am**

Cr Brady left the room.

**9.14 am**

Cr Brady re-joined the meeting.

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

**8/1718 A motion was moved by Councillor Iannuzzi seconded Councillor Clancy** that Council pre-approves facilitators of future General Manager reviews.

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

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

**9/1718 A motion was moved by Councillor Iannuzzi seconded Councillor Clancy** that the establishment of an Audit Committee by 31 October 2017 be left on the table following a report and costings to be brought back to the August Ordinary Council meeting.

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

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

**10/1718 A motion was moved by Councillor Iannuzzi seconded Councillor Clancy** that all Councillors make public their monthly travel claims effective immediately.

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

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

**11/1718 A motion was moved by Councillor Lewis seconded Councillor Iannuzzi** that Council approach RMS to change the status of Beni Crossing Road to a State Road.

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

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

**12/1718 A motion was moved by Councillor Lewis seconded Councillor Clancy** that the upgrade of intersection at the Warrumbungle Way and the Black Stump Way just north of Black Stump Rest Area be investigated with a report to be brought back to Council.

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

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

**13/1718 A motion was moved by Councillor Lewis seconded Councillor Clancy** that Council approach Dubbo Regional Council and relevant authorities to approve B Double access for stock trucks only on Forest Road between Mendooran and Dubbo **FURTHER** that it is requested the stop sign on the railway crossing be replaced with a give way sign or flashing lights.

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

### **Item 17 Councillor Anne-Louise Capel Log of Activities Report**

Noted.

### **Item 18 Councillor Wendy Hill Log of Activities Report**

Noted.

### **Item 19 General Manager Log of Activities Report**

Noted.

### **9.54 am**

**14/1718 RESOLVED** that Council go into Committee to discuss issues raised by Cr Clancy regarding the probity leading to the engagement of and payment to the demolition Contractor for the old Dunedoo Hospital and TRRRC Development.

The Directors and Minute Takers were requested to leave the room.

**Clancy/Doolan**

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

### **10.09 am**

**15/1718 RESOLVED** that Council move out of closed Committee.

**Doolan/Hill**

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

### **10.09 am**

Cr Iannuzzi has not returned to the meeting.

### **10.15 am**

Cr Iannuzzi re-joined the meeting.

### **10.17 am**

Cr Iannuzzi left the room and abstained from voting.

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

#### **16/1718 RESOLVED:**

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 and if required.
3. That the tenderer price will be firm.
4. That the financial information be made available to Council via regular updates.

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5. That Council provide a media release to local newspapers detailing the financial status as to the funding streams.

**Lewis/Hill**

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

**10.18 am**

**17/1718 RESOLVED** that standing orders be suspended to break for morning tea.

**Brady/Hill**

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

**10.37 am**

**18/1718 RESOLVED** that standing orders be resumed.

**Brady/Hill**

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

The General Manager tabled an email received from the Dunedoo District Development Group supporting the construction of the Three Rivers Regional Retirement Centre.

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

#### **19/1718 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 lowest tender for the Three Rivers Regional Retirement Community being Boulus Constructions from Armidale.

**Hill/Doolan**

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

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

#### **20/1718 RESOLVED:**

- 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.

**Hill/Brady**

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

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

**A motion was moved by Councillor Clancy seconded by Councillor Hill** 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.

**This motion was withdrawn.**

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**21/1718 A motion was moved by Councillor Clancy seconded by Councillor Hill** that the nomination of two (2) Councillors to attend the 2017 LGNSW Conference to be held in Sydney in December 2017 be brought back to the next meeting.

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

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

**22/1718 RESOLVED** that the Mayor and General Manager be accompanied by Councillor Todd 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.

**Clancy/Hill**

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

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

**A motion was moved by Councillor Iannuzzi seconded by Councillor Clancy** 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.

**This motion was withdrawn.**

**23/1718 A motion was moved by Councillor Iannuzzi seconded by Councillor Lewis** that approval of Councillor Denis Todd to attend the Rail Futures Conference in Melbourne in September 2017 be brought back to the next meeting.

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

### **Item 26 Regional Growth Fund Announcement – 12 July 2017**

Received.

### **Item 27 Council Resolutions Report July 2017**

Received.

### **Item 28 Monthly Report from Human Resources – July 2017**

Received.

### **Item 29 Bank Reconciliation for the Month Ending 30 June 2017**

**24/1718 RESOLVED** that Council accepts the Bank Reconciliation Report for the month ending 30 June 2017.

**Doolan/Clancy**

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

### **Item 30 Investments and Term Deposits for Month Ending 30 June 2017**

**25/1718 RESOLVED** that Council accepts the Investments Report for the month ending 30 June 2017.

**Hill/Brady**

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

### **Item 31 Rates Report for Month Ending 30 June 2017**

Received.

### **Item 32 2016 Census of Population and Housing (Census)**

Received.

### **Item 33 Australia Day 2017– Shire Wide Awards**

Received.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 34 Buy Local Policy**

**26/1718 RESOLVED** that Council receives the current policy and endorses with an amendment as per the following Option B:

#### Option B

An increase in the dollar range and additional banding minimising the additional cost at higher level purchases.

Dollar Range	% Advantage
Up to \$5,000	10%
\$5,001 to \$10,000	5%
\$10,001 to \$150,000	3%

	<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.



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### **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).

#### 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 obliged 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.

### **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.

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“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.

### **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.

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**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.			
<b>Assessment Criteria</b>	<b>Weighting</b>	<b>Score</b>	<b>Assessment Score</b>
Supplier is a business operating within the Warrumbungle Shire Local Government Area			

### **6.5 Local Preference**

For all quotations and tenders for the supply of goods, material and / or services for Warrumbungle Shire Council up to an amount of \$5,000 a price advantage of 10% is given to local suppliers. Amounts from \$5,001 up to \$10,000 a price advantage of 5% is given to local suppliers. Amounts of \$10,001 to \$150,000 a price advantage of 3% is given to local suppliers. That is, in the process of determining the successful supplier, an amount of 10%, 5% or 3% will be nominally deducted from the local supplier price for the purpose of price comparison only

### **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.

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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) Procurement Policy (including Local Preference Policy)	Endorsed	319	17 March 2011

**Iannuzzi/Hill**

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

**11.04 am**

Cr Clancy left the room.

### **Item 35 Disability Inclusion Access Plan (DIAP)**

**27/1718 RESOLVED** that Council receives and adopts the amended Warrumbungle Shire Disability Inclusion Action Plan 2017.

**Lewis/Iannuzzi**

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

**11.06 am**

Cr Clancy re-joined the meeting.

### **Item 36 Voice Recording of Council Meetings**

**28/1718 RESOLVED** that Council receives quotations for the purchase and installation / portable recording equipment in to the Council Chambers in Coonabarabran and Coolah.


**FURTHERMORE**, that a policy for 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.

**Lewis/Iannuzzi**

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

### **Item 37 Strategic Policy – Signs as Remote Supervision**

**29/1718 RESOLVED** that Council endorses the following Signs as Remote Supervision to be included in the Strategic Policy Register.

	<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.

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### **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.
- 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

Hill/Doolan

The motion was put and carried by majority


### **Item 38 Technical Services Strategic Policies**

**30/1718 RESOLVED** 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**

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	<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.

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.

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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

	<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.



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**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.

### **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

	<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.

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

The expected outcomes of this policy are as follows:

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- 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.

### **2. 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.

### **3. 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.

### **4. 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.

### **5. 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:

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- 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.

### **6. Responsibilities**

The following officers in Council have responsibility for implementation of this policy: Manager Road Operations; Manager Asset & Design, and; Director Technical Services.

### **7. Associated Documents**

- *Roads Act 1993.*

### **8. Getting Help**

Manager Road Operations.

### **9. 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

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


**Item 39 2016/17 Technical Services Works Program – Road Operations, Urban Services and Water Services**  
Received.

### **Item 40 Council Chambers and Meeting Room Policy Review**

**31/1718 RESOLVED** that Council adopts the modified Council Chambers and Meeting Room Policy and it be included in Council's Strategic Policy Review.

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	<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.

### **6. Responsibilities**

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

### **7. Associated Documents**

Warrumbungle Shire Council Meeting Code of Practice.

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### **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

Hill/Brady

The motion was put and carried by majority

### **Item 41 Council Residential Property Policy Review**

**32/1718 RESOLVED** that Council adopts the modified Council Residential Property Policy and it be included in Council's Strategic Policy Review.

	<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.

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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:

- (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.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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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  
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

**Clancy/Brady**

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

### **Item 42 Increase in Companion Animal Registration Fees**

**33/1718 RESOLVED** that Council adopts the new Registration Fees as per Legislation.

**Hill/Brady**

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

### **Item 43 Development Applications**

**34/1718 RESOLVED** that Council notes the Applications and Certificates approved, during June 2017, under Delegated Authority.

**Iannuzzi/Hill**

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

**11.37 am**

Cr Brady left the room.

**11.38 am**

Cr Brady re-joined the meeting.

### **Item 44 Questions for the Next Meeting**

Received.

**11.45 am**

**35/1718 RESOLVED** that:

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

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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

**Brady/Doolan**

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

**12.31 pm**

**36/1718 RESOLVED** that Council move out of closed Committee.

**Hill/Doolan**

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

**The following resolution of Council while the meeting was closed to the public was reported to the meeting by the Mayor.**

### **Item 1C General Manager Annual Performance Review Report**

**37/1718 RESOLVED** that Council accept and endorse:

1. The summary report provided by Mark Anderson Manager, Local Government Management Solutions.
2. That the Council award the General Manager a 2.5% increase in his remuneration based on his performance being assessed as 'Exceeding Expectations'; the increase to take effect from 2 May 2017 being the 12 month anniversary of the General Manager's contract.

**Hill/Doolan**

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

There being no further business the meeting closed at 12.32 pm.

.....  
**CHAIRMAN**

### **RECOMMENDATION**

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



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 3 Minutes of Traffic Advisory Committee Meeting – 27 July 2017**

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

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**PRESENT:** Cr Peter Shinton (Chair), Ms Sharon Grierson (RMS), Mr Kevin Tighe (Director Technical Services), Mr Bikram Joshi (Manager Asset & Design) and Ms Cheyenne O'Brien (RSO).

**APOLOGIES:** Ms Jackie Barry (RMS), Senior Constable Steven Chaplin (NSW Police Force), Mr Colin Harper (Minister's Representative).

**Grierson/Shinton**

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

#### **CONFIRMATION OF MINUTES**

**1/1718 RECOMMENDED** that the Minutes of the Traffic Advisory Committee meeting held on Thursday, 27 July 2017 be confirmed.

**Shinton/Grierson**

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

Agenda Item a) Coonabarabran Pony Club – John Street Annual Parade, 29 September 2017  
Refer to Recommendation 43/1617 of 22 June 2017.

It was noted that RMS approval is required for the closure of John Street for Coonabarabran Pony Club to conduct its annual parade. Council would be responsible for traffic management on the adjoining streets. Application by the Coonabarabran Pony Club to close John Street for its annual street parade on 29 September 2017 to be forwarded to RMS as soon as possible.

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

This item removed from Minutes as it is a Class 3 event and application is referred to Council.

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.
- 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.
- 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 – 17 August 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.
- 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.
- Removal of 'No Parking' signs and installation of 'No Stopping' signs in Tucklan Street, Dunedoo near St Michael's School.

### **AGENDA ITEMS**

- a) Proposed Application Checklist for Organisations Seeking to Close a Public Road for an Event

**2/1718 RECOMMENDED** that in principle agreement is given to drafting a checklist for organisations seeking to close a public road for an event and publishing the checklist on Council's website.

**Grierson/Shinton**

- b) Line Marking on Dandry Road/Newell Highway Intersection

*Refer to Recommendation 42/1617 of 22 June 2017*

**3/1718 RECOMMENDED** that double barrier lines be installed on the Dandry Road approach to the Newell Highway intersection as per the plan presented to the Traffic Advisory Committee.

**Grierson/Shinton**

- c) Traffic Flow in and out of Native Grove Cemetery

**4/1718 RECOMMENDED** that in principle support is given for one way traffic flow at the Native Grove Cemetery in Coonabarabran **FURTHER** that further design for one way traffic at the Native Grove Cemetery is required.

**Grierson/Shinton**

- d) Traffic Counter Data at Baradine, Binnaway and Coolah

Traffic Counter data from Baradine, Binnaway and Coolah was presented by the Road Safety Officer. Report received and noted.

- e) RSO Monthly Report – July 2017

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

- Learner Driver Supervisor Workshop
- Bike Week
- What's Your Plan B? campaign
- Child Car Seat Safety
- Slow Down on Local Roads
- Free Cuppa for the Driver

### **GENERAL BUSINESS**

The following matters were discussed without resolution:

- Disabled car parking throughout the Shire
- Car parking on the Newell Highway outside Coonabarabran High School
- School zones. Sharon Grierson recommended that Council write to RMS at any time to request flashing lights for school zones, i.e. not to wait for an announcement from RMS of upcoming planned installations.

There being no further business the meeting closed at 11.15 am.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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The next meeting is to be held on Thursday, 24 August 2017 in the Gallery Meeting Room, Coonabarabran commencing 10.00 am.

.....  
CHAIR

### **RECOMMENDATION**

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held at Coonabarabran on 27 July 2017.
2. That in principle agreement is given to drafting a checklist for organisations seeking to close a public road for an event and publishing the checklist on Council's website.
3. That double barrier lines be installed on the Dandry Road approach to the Newell Highway intersection as per the plan presented to the Traffic Advisory Committee.
4. That in principle support is given for one way traffic flow at Native Grove Cemetery in Coonabarabran and further, that further design for one way traffic at Native Grove Cemetery is required.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 4 Minutes of Bushfire Appeal Advisory Panel – 26 June 2017 (Re-presented)**

<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 – 17 August 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 – 17 August 2017**

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### **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**

#### **4. 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 – 17 August 2017**

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### **Item 5 Minutes of Coonabarabran Sporting Complex Advisory Committee Meeting – 26 July 2017**

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

---

**PRESENT:** Cr Fred Clancy (Chair), Cr Kodi Brady, Mrs Melanie Jenner (CJRL&NC), Ms Emmah Varty (Netball), Mr Gary McKernan (Boxing), Mr Kevin Tighe (Director Technical Services), Mrs Jennifer Parker (Manager Property & Risk) and Mr Shane Weatherall (Manager Urban Services).

**APOLOGIES:** Mr Rob McMillan (Soccer) and Mrs Naomi Milsom (CRLFC)

#### **CONFIRMATION OF MINUTES**

**1/1718 RECOMMENDED** that the minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held on Wednesday, 19 April 2017 be confirmed.

**Jenner/Brady**

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

Gary McKernan questioned the correct name of the building within the complex formerly known as the Youth Club. The building is the Coonabarabran Sports and Recreational Centre.

The location of long jump pits. Further investigation is required to determine where to locate long jump pits at Coonabarabran Sporting Complex.

PA System. Investigation is required into options for fixed and portable PA systems to reach each of the ovals/playing fields and to give the ability to isolate broadcasts to particular playing fields.

Discussion was held on the following subjects:

- Access to internal toilets through the boxing gym;
- The amenities building for No 3 Oval;
- Netball Courts
  - o What consultants have been engaged, and;
  - o The process for completion.

#### **AGENDA ITEMS**

- a) Upgrade and Renewal Proposals for: Oval Complex; No 3 Oval, and; Sport and Recreation Centre

Discussion was held on various proposals.

#### **GENERAL BUSINESS**

The following matters were discussed without resolution:

- Playground equipment, its location and priority;

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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- Grandstand seating inside the Sport & Recreational Centre. Council's Manager Property & Risk advised that investigation is being held into retractable seating and that existing seating is to be removed;
- Painting of wall. Quote to be obtained;
- Naming of the complex, and;
- Timeframe for construction.

There being no further business the meeting closed at 6.25 pm.

The next meeting will be held on Wednesday, 20 September 2017 in Council's Gallery Meeting Room commencing at 5.00 pm.

.....  
CHAIRMAN

### **RECOMMENDATION**

1. That Council accepts the Minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held at Coonabarabran on 26 July 2017.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 6 Minutes of Bushfire Appeal Advisory Panel – 31 July 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:** Peter Manning (Coolah St Vincent de Paul Acting Chairperson), Ken Harrison (DPI via phone), Joy Beames (Dunedoo CWA), Rose Scott (C4C) and Laurie Dawson (BlazeAid).

**ATTENDING:** Steve Loane (General Manager WSC), Michael Jones (WSC), Lisa Grammer (WSC) and Liz Webster (WSC Minutes).

1. **APOLOGIES:** Peter Shinton, (Mayor WSC), Glennis Mangan (WSC), Chris Sullivan (St Vincent de Paul) and Laurie Dawson (BlazeAid. Delayed).

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

**J Beames/R Scott  
Carried by All**

2. **CONFIRMATION OF THE MINUTES**

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

**P Manning/J Beames\*  
Carried by All**

3. **BUSINESS ARISING**

**Uarbry Hall**

Steve Loane provided an update on the Uarbry Hall/Skillion and advised that further consultation with the Uarbry community required as well as obtaining land to erect structure upon. Further update to be made as time progresses.

4. **CORRESPONDENCE RECEIVED**

Meeting provided with a copy of correspondence received regarding the winding up of Mayors fund.

**RECOMMENDATION:** that a reply is to be sent explaining the terms of the Australian Taxation Office ruling and that the majority of the funds have been dispersed to date and only a small amount remaining for emerging needs.

**K Harrison/P Manning  
Carried by All**

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

### **UPDATE ON FUND STATUS (New Format)**

<b>Total Amount Donated as at 31 July 2017</b>	<b>\$ 199,663</b>
<b>Plus Interest Earned</b>	<b>16</b>
<b>Total Funds Available:</b>	<b>\$ 199,679</b>
<b>Less:</b>	
<b>Funds Allocated by Advisory Panel *** See Table below</b>	<b>***\$ 170,000</b>
<b>Available Unallocated Funds</b>	<b>\$ 29,679</b>

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

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 In Reserve</b>
Community Renewal	\$20,000	\$0	\$20,000
Potable Water	\$10,000	\$10,000	\$0
BlazeAid	\$60,000	\$60,000	\$0
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>\$170,000</b>	<b>\$150,000</b>	<b>\$20,000</b>

### **5. GENERAL BUSINESS**

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

Peter Manning provided a report to the meeting regarding both Coolah and Dunedoo St Vincent de Pauls assistance provided by funding from the mayors fund. Between the two (2) branch the following amount approximately remain (acquittals having been sent 30 July to Council) \$14,000 in the general assistance and approx. \$2,000 in potable water.

Contractor had expressed difficulty in access standpipe on weekends; Council will provide contact number for the supervisor so access can be made when supervisor is completing his rounds on the weekend therefore eliminating call out costs.

#### **Dunedoo CWA**

Joy Beames advised the meeting that Dunedoo CWA have provided funds to cover costs for BlazeAid engineering in the construction of chicken sheds which are being provided to fire affected residents at no cost.

Joy also advised the meeting that to date the Dunedoo CWA distributed the majority of its funds to fencing material and to BlazeAid Engineering.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Acquittals**

Enquiry was made by Ken Harrison on the break up of funds spent and if we had received any indication from the Anglican Church as to the disbursement of their funds to date.

**RECOMMENDATION:** that a table to be presented to the next meeting providing the break up of monies spent to date.

**J Beams/ P Manning  
Carried by All**

**ACTION:** Anglican Church Rev Bowman to be contacted re the disbursement of funds.

### **2:30pm Laurie Dawson from BlazeAid joined the meeting**

#### **BlazeAid**

Laurie Dawson provided updated the meeting an update of current status of BlazeAid projects. Cassilis camp now closed. Currently feeding approximately 40 Volunteers at the Dunedoo Camp. Dunedoo Camp to cut out 22 September 2017.

**RECOMMENDATION:** that an additional \$5,000 be paid to BlazeAid for continued contribution of running costs/expenses.

**J Beames/R Scott  
Carried by All**

#### **Uarbry Shelter**

Meeting discussed land option for the shelter at Uarbry Jennifer Parker WSC Manager of Property and Risk joined the meeting to clarify options available and constraints.

**RECOMMENDATION:** that Council continue to pursue avenues for the acquisition/sourcing of suitable land as well as formally preserve the amount of \$10,000 to be used with in conjunction of Dunedoo CWA's funds (matching the amount of \$10,000) for the construction of a skillion roof structure and picnic tables.

**J Beams/P Manning  
Carried by All**

#### **Uarbry Safety Concerns**

At present no signs indicating the turn to Uarbry and no lighting at intersection, meeting decided that this is not a fire recovery issue.

**NEXT MEETING to be held in Dunedoo date and time to be advised.**

**MEETING CLOSED: 3:00pm**

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**CHAIRPERSON**

#### **RECOMMENDATION**

For Council's information.

# **WARRUMBUNGL SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 7 Minutes of Finance and Projects Committee Meeting – 1 August 2017**

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

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

**ATTENDING:** Liz Webster (Minutes)

1. **APOLOGIES:** Cr Shinton (Mayor) Cr Iannuzzi and Cr Lewis (delayed)

Hill/Capel

2. **MINUTES**

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

Hill/Capel

**Business Arising**

None.

**9:46am Cr Todd left the meeting.**

**9:48am Cr Todd returned to the meeting.**

3. **QUARTERLY BUSINESS REVIEW STATEMENT (QBR)**

Director Corporate and Community Services posted the June QBR (Fourth Quarter).

**9:55am Cr Lewis joined the meeting.**

**10:04am Director Technical Services left the meeting.**

**10:18am Director Technical Services returned to the meeting.**

**RECOMMENDATION:** that the Fourth Quarter Business Review Statement (QBR) be accepted  
Capel/Hill

**10:50am** Meeting suspended for morning tea.

**11:10am** Meeting resumed.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **4. REVOTES**

The total listing of the revotes was presented to the meeting.

**11:30am** Michael Jones advised the meeting he had received an email from Cr Iannuzzi advising he was an apology for the meeting.

**RECOMMENDATION:** that the revotes in full totalling the amount of \$13,203,796 be included in the 2017/18 budget.

**Hill/Lewis**

### **5. GENERAL BUSINESS**

None.

**Meeting Closed:** 11:35am

.....  
CHAIRPERSON

### **RECOMMENDATION**

1. That Council accepts the Minutes of the Finance and Projects Committee meeting held at Coolah on 1 August 2017.
2. That the Fourth Quarter Business Review Statement (QBRS) be accepted.
3. That the revotes in full totalling the amount of \$13,203,796 be included in the 2017/18 budget.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 8 Minutes of Economic Development and Tourism Advisory Committee Meeting – 3 August 2017**

<b>Division:</b>	Development Services
<b>Management Area:</b>	Development and Tourism
<b>Author:</b>	Manager Economic Development and Tourism – Aileen Bell
<b>CSP Key Focus Area:</b>	Local Economy
<b>Priority / Strategy:</b>	LE3 Implementation of a cost effective tourism and marketing campaign aligned to market research

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**Present:** A. Bell, Cr Capel and Brady, J. Young, L Cutts (Baradine Progress), D Burton, K Olsen, N Abels, S Edwards

**Apologies:** L Ryan, A Wherrett, Dunedoo DDG, S Edwards, B Condon, J Mercer.

**Observers:** Nil.

Cr Capel opened the meeting at 1.59pm

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

**Young/Edwards**

**Declaration of Pecuniary and Non Pecuniary Interests:** NIL

The Chairperson welcomed Nada Abels, the 2357 Partnerships Coordinator.

**Minutes of Previous Meeting:** circulated

**18.2 RECOMMENDATION:** that the minutes of March 2017 meeting be accepted

**Young/Edwards**

**Business Arising:**

Previous recommendations to Council agreed to.

**Other Business Arising from the Minutes:** see Manager's Report and General Business

**Financial Report:**

**Total Promotional expenditure to date is \$2,080 of \$100,000**

**18.3 RECOMMENDATION:** that the financial report be accepted.

**Bell/Young**

**Managers Report:**

- Destination NSW new Country and Outback Office in Dubbo
- Shop Locally Campaign/ Why Leave Town Campaign/ Do Yourself A Favour - to raise awareness in mind of residents to consider purchasing locally first campaigns to be implemented; Why Leave Town workshops to be run in Coonabarabran and Coolah/Dunedoo.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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**18.4 RECOMMENDATION: that an invitation be extended to Ashley Watt to present a workshop findings and the in depth findings on shopping locally and FURTHERMORE EDT Funds be used to subsidise the presentation of workshops and to assist communities to move forward on their own Shop Locally campaigns.**

**Abel/Cutts**

- Sydney Caravan and Camping Show - was successful with over 60,000 people in attendance over the 6 days;
- Weeds Council 20<sup>th</sup> Conference – submission completed.
- Geoparks Project - group expressed concern at the delay in submission of application to UNESCO.
- Central West Lifestyle Magazine - previously funded by Executive Services; amazing response; offer to be part of the Collectors Edition to be published in November; participation - a full page advert gives at least 2 stories form the Winter edition.

**18.5 RECOMMENDATION: that Council endorses the actions to have Warrumbungle Shire participate in the Collectors Edition of the Central West Lifestyle Magazine at the cost of \$1,940.**

**Young/Olsen**

- Advertising Purchased

**18.6 RECOMMENDATION: THAT Council endorses the actions of the EDT Manager in the purchase of advertising in Caravanning Australia at \$950.**

**Olsen/Edwards**

- Natural History Symposium – Linnaen Society Conference in 2018 to look at regeneration of Warrumbungles after the bushfire – said to be a living textbook.
- Lifestyle Showcase Promotion: Meeting postponed but decision supported to hold event over the Coona Show weekend. Clear acknowledgement that need to have support of all communities for it to be successful.
- EDO Network Report - received.

**18.7 RECOMMENDATION: that WSC through EDT budget contribute \$2,500 to the EDO Network projects for preparation of a Plan for the Love the Life We Live Project.**

**Olsen/Burton**

**18.8 RECOMMENDATION: that an invitation be extended to Stewart Webster to present to the community on the Regional Economic Plans to be produced.**

**Burton/Olsen**

- Siding Spring Observatory – changes from Federal budget discussed
- NPWS Restructure – discussion on impact to communities
- AVIC - Destination NSW has contracted an agency from QLD to manage accreditation processes
- RailTrails – reported on meeting in Manilla.
- CCIA – RV's Welcome signs - focus on commercial park operators; nominated our towns with caravan parks for inclusion in this project.
- CCIA Advertising - next publication offers of ¼ page advert .. discussion .. if we purchase then on sell to operators

**18.9 RECOMMENDATION: EDT to purchase ¼ page in the 2017-18 publication of CCIA magazine at cost of \$1,970 and operators be invited to contribute \$100 each top off set costs.**

**Edwards/Olsen**

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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- Live and Local Music Events - agreed need to be initiated and driven by the communities; the EDT unit will assist where required.
- Strategic Planning was discussed in the context of the CSP as well .. was agreed to pursue a Tourism and Economic Strategy and implementation Plan but period to cover would depend on advices received.

**18.10 RECOMMENDATION: the Manager EDT to meet with Jenny Rand to discuss and scope out the needs for a new Tourism and Economic Strategy when she is in the region later in August.**

**Young/Burton**

- CASP Funding - selection committee to meet in Coolah in September to assess applications
- Arts Council submitted for funding through Coulton's' Stronger Communities Program for final upgrades to Flix Theatre.
- Passport to the Stars - an astro-tourism trail .. we will maintain a watching brief on this and support the initiative where we can.
- 2UE advertising - another offer of 15x15 second commercials in prime time.

**18.11 RECOMMENDATION: that Council endorses the purchase of advertising on Radio 2UE at cost of \$1,390**

**Olsen/Edwards**

- Events calendar - discussion .. there had been negative comments by community about non promotion of events ..need to have all communities accessing and loading their events so the VIC can authorise them to go live.

**GENERAL BUSINESS:** ParkRun should be part of the community driven activities

1. Regional Platters update given
2. Drone Footage: Naada Abel spoke about the footage posted of the Warrumbungles and was agreed this was a useful method of promotion. The footage was taken by a Graphic Artist from Melbourne; suggestion is we consider putting onto the Warrumbungle Region website to make it a little more dynamic. It was agreed that the Manager negotiate with Luke Mannison for copy of footage; Martin Bass has footage freely available to us as well.
3. Moree YouTube footage examples might be useful to build into Love the Life We Live and Lifestyle Showcase.
4. Several Developments being pursued in the Dunedoo area.
5. Tour de Gorge dates given
6. Open Day at SSO - Sat of long weekend .. load to events calendar..
7. A Database of Coach Tour Operators has been offered to the unit - agreed need to target market more and operators invited to buy into the project .

**18.12 RECOMMENDATION: that the EDT unit purchase the Database of Coach Tour Operators at cost of \$250 and “onsell” to operators at \$25 each**

**Burton/Olsen**

8. Books in Nooks - Uarbry are now providing free books to visitors ..

**The meeting Closed at 4.23 .. next meeting date to be advised**



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **RECOMMENDATION**

1. That Council accepts the Minutes of the Economic Development and Tourism Advisory Committee meeting held at Coonabarabran on 3 August 2017.
2. That the financial report be accepted.
3. That an invitation be extended to Ashley Watt to present a workshop findings and the in depth findings on shopping locally and **FURTHERMORE** EDT Funds be used to subsidise the presentation of workshops and to assist communities to move forward on their own Shop Locally campaigns.
4. That Council endorses the actions to have Warrumbungle Shire participate in the Collectors Edition at the cost of \$1940.
5. That Council endorses the actions of the EDT Manager in the purchase of advertising in the Winter Edition of Caravanning Australia at \$950.
6. That WSC through EDT budget contribute \$2500 to the EDO Network projects for preparation of a Plan for the Love the Life We Live Project.
7. That an invitation be extended to Stewart Webster to present to the community on the Regional Economic Plans to be produced.
8. That WSC purchase ¼ page in the 2017-18 publication of CCIA magazine at cost of \$1970 and operators be invited to contribute \$100 each top off set costs.
9. That the Manager EDT to meet with Jenny Rand to discuss and scope out the needs for a new plan when she is in the region later in August.
10. That Council endorses the purchase of advertising on Radio 2UE at cost of \$1390.
11. That the EDT unit purchase the Database of Coach Tour Operators at cost of \$250 and “onsell” to operators at \$25 each.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 9 All Meetings of Warrumbungle Shire Council - Location**

#### **Notice of Motion**

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#### **Title Name: All Meetings of Warrumbungle Shire Council - Location**

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

*‘Effective immediately, all meetings of Warrumbungle Shire Council be held at the Coonabarabran Council premises.’*

#### **Rationale**

Reason for this motion is the cost of travel, minimising inconvenience to the majority of staff and Councillors and better facilities for recording of meetings, AV projection and confidentiality.

**ANIELLO IANNUZZI**  
**COUNCILLOR**

#### **RECOMMENDATION**

For Council's consideration.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 10 All Meetings of Warrumbungle Shire Council – Commencement Time**

#### **Notice of Motion**

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#### **Title Name: All Meetings of Warrumbungle Shire Council - Commencement Time**

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

*‘Effective immediately, all meetings of Warrumbungle Shire commence no earlier than 5.45 pm.’*

#### **Rationale**

Reason for this motion is to allow Councillors who work to not disrupt their work, as well as promote attendance by working members of the public.

**ANIELLO IANNUZZI  
COUNCILLOR**

#### **RECOMMENDATION**

For Council's consideration.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 11 Progress Report**

#### **Notice of Motion**

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#### **Title Name: Progress Report**

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

*‘Progress report be made available myself and other councillors Re notices of motions raised by me at last meeting.’*

**RAY LEWIS  
COUNCILLOR**

#### **RECOMMENDATION**

For Council’s consideration.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 12 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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### **Monthly Report by the General Manager**

<b>Date</b>	<b>Contact (Title)</b>	<b>Subject</b>
13.07.17	Duty Inspector	Safework NSW
13.07.17	Safework NSW	Provide Safe Workplace
13.07.17		Councillor Engagement
13.07.17	MANEX	MANEX & Business Paper Review
13.07.17	MGR CC's	Signature required
14.07.17		Stronger Country Communities Program Webinar
14.07.17	Observatory Staff	Star Fest
14.07.17	Councillor	Gamble Creek Road
14.07.17		Legal Discussion
14.07.17	Consultant	Windfarm
14.07.17		Roads Discussion
16.07.17 (Sunday)		BlazeAid Dinner – Dunedoo - volunteer
17.07.17	Community members	Citizenship Ceremony
17.07.17	Kevin Humphries Office	Stronger Regions Fund
17.07.17	Resident – Dunedoo	TRRRC
17.07.17	Dept of Industry	
17.07.17	MANEX	Regional Growth Fund Discussion
18.07.17	MANEX	Regional Growth Fund
18.07.17	Narrabri Shire Council	Waste Tenders
18.07.17	Councillor	
18.07.17	Owner	Abattoir Sale
18.07.17	OLG	Advised that Councillor revealed confidential letter
18.07.17	MGR CC's	Meeting
19.07.17	Managers & MANEX	Business Continuity Plan 2017 Testing
19.07.17	MGR HR	Organisation Structure Discussions
19.07.17	MANEX	Regional Growth Fund
20.07.17	Councillors, MANEX, Members of the Public	Council Meeting Coolah
20.07.17	MGR Reg Services	Questions
21.07.17	RMS Dubbo	Funding discussion including TRRRC intersection

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

<b>Date</b>	<b>Contact (Title)</b>	<b>Subject</b>
21.07.17	RFS	RFS Fire Control Centre
21.07.17	Director – Narrabri Shire	Waste Contract
21.07.17	NSW Farmers	Merriwa Feedlot Appeal
24.07.17	Interviews	Road Engineer
24.07.17	Mayor Forbes Council	Recruitment assistance request
24.07.17	Consultant	Wingecarribee Council Risk Advice
25.07.17		Operational
25.07.17 to 28.07.17	Leave to attend ALMA conference	
26.07.17		Sir Ivan Fire Recovery Committee Meeting attended via Teleconference
27.07.17		Review Workshop DOCS
31.07.17	Staff – Coonabarabran Office	July Council Meeting Debrief
31.07.17		Scout HR Assessment
31.07.17		Discussion
31.07.17	Committee meeting	Mayors Bushfire – Coolah Office
01.08.17	Staff - Coolah Office	July Council Meeting Debrief
01.08.17	Committee members	Finance and Projects Meeting
02.08.17	MANEX	Weekly MANEX meeting
02.08.17	Committee members	TRRRC 355 Committee Meeting – Dunedoo
03.08.17	Town Planner	
04.08.17	Delegates	OROC
07.08.17	Panel	Interviews for Dubbo Council
08.08.17	Staff – Coonabarabran Office	Practice Evacuation Drill
08.08.17	LG NSW Lawyer	Staff Matters
08.08.17	Gunnedah Shire Council	Funding Application
09.08.17	Committee members	Global Geopark Steering Committee Meeting
09.08.17	Mark Coulton's Office	Funding – Uarbry Hall
10.08.17	MANEX	MANEX & Business Paper Review

### **RECOMMENDATION**

That Council accepts the General Manager's monthly report.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 13 2017 Local Government NSW Annual Conference (Re-presented)**

<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 SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 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 – 17 August 2017**

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### **Item 14 Councillors' Monthly Travel Claims**

<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 Government 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 the travel claims of Councillors for the month of July.

### **Background**

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

### **Issues**

Nil.

### **Options**

Nil.

### **Financial Considerations**

Nil.

### **Councillor Monthly Travel Claims**

<b>Councillor</b>	<b>Month</b>	<b>Kilometres</b>	<b>\$ per KM</b>	<b>Total Amount (\$)</b>
Cr Shinton	July	-	-	-
Cr Todd	July	-	-	-
Cr Brady	July	190	0.78	\$148.20
Cr Capel	July	-	-	-
Cr Clancy	July	180	0.78	\$140.00
Cr Doolan	July	-	-	-
Cr Hill	July	530	0.68	\$360.40
Cr Iannuzzi	July	170	0.68	\$115.60
Cr Lewis	July	112	0.78	\$87.36
			<b>Total for July</b>	<b>\$851.56</b>

### **RECOMMENDATION**

For Council's information.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 15 Progress Report Delivery Program 2016/17 – 2019/20**

<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 organisation structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

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#### **Reason for Report**

The 2016/17 six (6) month progress report of the 2016/17-2019/20 Delivery Program (DP) by the General Manager is presented to Council for consideration. The report provides information on the progress, achievements and challenges of Council's programs and services for the 6 months from 1 January 2017 to 30 June 2017.

#### **Background**

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

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

Council is required to establish a new DP after each ordinary election of Councillors for the 4 year period commencing on 1 July following the election. The current revision of the DP is for the period of 2016/17 to 2019/20 and following a public exhibition period was adopted in June 2016. The General Manager must provide progress reports detailing progress against the DP at least every 6 months. The progress report for the second half of the 2016/17 financial year is now complete and has been attached for Council approval.

#### **Issues**

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

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

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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

### **Options**

Nil.

### **Financial Considerations**

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

### **RECOMMENDATION**

That Council accepts the 2016/17-2019/20 Delivery Program six (6) month Progress Report to 30 June 2017.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 16 Rail Futures Conference – Melbourne 2017 (Re-presented)**

<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

# **WARRUMBUNGLA SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 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 – 17 August 2017**

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### **Item 17 Strategic Policy – Public Interest Disclosures Act 1994 Internal Reporting Policy**

<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 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**

Council is undertaking a review of all Strategic Policies to ensure their relevance and current status. Council is required to review and endorse all strategic policies every four (4) years or within 12 months of a Local General Election.

#### **Background**

Council's current Public Interest Disclosures Act 1994 Internal Reporting Policy was endorsed on 16 June 2016 (**Resolution 320/1516**).

#### **Issues**

The Public Interest Disclosures Act 1994 Internal Reporting Policy has been updated in line with the NSW Ombudsman's Guidelines and the Model Internal Reporting Policies for Local Government.

#### **Options**


Nil.

#### **Financial Considerations**

Nil.

#### **RECOMMENDATION**

That Council endorses the following Public Interest Disclosures Act 1994 Internal Reporting Policy to be included in the Strategic Policy Register.

	<b>Internal Reporting Policy – Public Interest Disclosures Act 1994</b>
	<b>Strategic</b>

#### **Background**

Under section 6D of the Public Interest Disclosures Act 1994 (PID Act), public authorities are required to have a policy and procedures for receiving, assessing and dealing with public interest disclosures (PIDs).

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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The definition of public authorities includes Councils. As prescribed by the PID Act, this policy was developed with due regard to the NSW Ombudsman's guidelines and the model internal reporting policies for local government.

### **Objective**

Council recognises that Councillors and staff have an important role in ensuring a high ethical standard and enhancing administrative and management practices, and strongly supports disclosures which expose:

- Corrupt conduct;
- Fraud;
- Maladministration;
- Serious and substantial waste of public money, or;
- Breaches of the Government Information (Public Access) Act 2009.

The objective of this policy is therefore to encourage and facilitate public interest disclosures, to ensure that personnel who make such disclosure receive protection from reprisals, and to ensure that matters raised in the disclosures are properly investigated and acted upon.

### **Policy Statement**

- 1 Council is committed to the aims and objectives of the Public Interest Disclosures Act 1994 (The PID Act).
- 2 The Mayor, General Manager and Council management acknowledge the value and importance of Councillor and staff contributions to high standards of administrative and management practices and strongly endorse reporting of corrupt conduct, fraud, maladministration, serious and substantial waste of public money or government information contravention.
- 3 Council is committed to an effective response to internal disclosures in a way that will protect the identity of the whistle blower, wherever possible and appropriate.
- 4 Council will not tolerate reprisals or retribution against those making legitimate public interest disclosures as prescribed by the PID Act.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **1. Purpose and Context of the Policy**

The purpose of this policy is to establish an internal system for staff and Councillors to report wrongdoing without fear and reprisal. The policy sets out who you can report wrongdoing to in Warrumbungle Shire Council, what can be reported and how reports of wrongdoing will be dealt with by Warrumbungle Shire Council.

This policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to raise matters of concern at any time with their supervisors, but also have the option of making a report about a public interest issue in accordance with this policy and the Public Interest Disclosures Act 1994 (PID Act).

The internal reporting system established under this policy is not intended to be used for staff grievances, which should be raised through the Grievance and Dispute Policy. If a staff member makes a report under this policy which is substantially a grievance, the matter will be referred to Human Resources to be dealt with in accordance with the Grievance and Dispute procedure.

The Act aims to encourage and facilitate the disclosure — in the public interest — of corrupt conduct, maladministration and serious and substantial waste in the public sector. This is achieved by:

- enhancing and augmenting established procedures for making disclosures concerning such matters;
- protecting persons from reprisals that might otherwise be inflicted on them because of these disclosures; and
- providing for those disclosures to be properly investigated and dealt with.

The Warrumbungle Shire Council does not tolerate corrupt conduct, maladministration or serious and substantial waste of public money.

This Policy establishes an internal reporting system for the reporting of disclosures of corrupt conduct, maladministration or serious and substantial waste of public money by Warrumbungle Shire Council its staff, and councillors. The system enables such internal disclosures to be made to the Disclosure Co-ordinator (the Human Resources Manager), Nominated Disclosure Officers (the Director Technical Services and Director Corporate and Community Services), the Mayor, and the General Manager.

### **2. Organisational Commitment**

Warrumbungle Shire Council is committed to:

- the aims and objectives of the Public Interest Disclosures Act;
- creating a climate of trust, where people are comfortable and confident about reporting wrongdoing;
- encouraging staff to come forward if they are aware of wrongdoing within the council;
- keeping the identity of the person disclosing wrongdoing confidential, where this is possible and appropriate;
- protecting staff who make disclosures from any adverse action motivated by their reports;
- dealing with reports thoroughly and impartially and if some form of wrongdoing has been found, taking appropriate action to rectify it;

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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- keeping staff who make reports informed of their progress and the outcome;
- encouraging staff to report wrongdoing within the council, but respecting any decision to disclose wrongdoing outside the council - provided that disclosure out the council is made in accordance with the provisions of the PID Act;
- ensuring managers and supervisors at all levels in the council understand the benefits of reporting wrongdoing, are familiar with this policy, and aware of the needs of those who report wrongdoing.
- review the policy periodically to ensure it is relevant and effective
- provide adequate resources, to:
  - encourage reports of wrongdoing
  - protect and support those who make them
  - provide training about how to make reports and the benefits of internal reports to the council and the public interest generally
  - properly investigate allegations
  - properly manage any workplace issues that the allegations identify or that result from a report
  - appropriately address any identified problems

This policy recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made by staff, Councillors or independent contactors and volunteers, which disclose corrupt conduct, maladministration, serious and substantial waste, government information contravention or and local government pecuniary interest contravention.

Warrumbungle Shire Council will take all reasonable steps to provide protection to Councillors, staff and independent contractors who make such disclosures, from any detrimental action in reprisal for the making of the disclosure.

### **3. Roles and Responsibilities of Staff**

This Internal Reporting Policy places responsibilities upon people at all levels within the Warrumbungle Shire Council.

#### **3.1 Employees and Independent Contractors**

Employees are encouraged to report known or suspected incidences of corrupt conduct, maladministration, serious and substantial waste, government information contravention or a local government pecuniary interest contravention in accordance with this Policy.

All employees of Warrumbungle Shire Council have an important role to play in supporting those who have made legitimate disclosures. They must abstain from any activity that is or could be perceived to be victimisation or harassment of persons who make disclosures. Further, they should protect/maintain the confidentiality of persons they know or suspect to have made disclosures.

Additionally, the behaviour of all Council Staff and Councillors, involved in the internal reporting process must adhere to the Warrumbungle Shire Council Code of Conduct. A breach of the code could result in disciplinary action.

#### **3.2 Nominated Disclosure Officers**

Nominated Disclosure Officers are responsible for receiving, forwarding and or acting upon disclosures in accordance with the Policy. Nominated Disclosure Officers will:

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- clearly explain to persons making disclosures what will happen in relation to the information received;
- when requested, make arrangements to ensure that disclosures can be made privately and discreetly (if necessary away from the workplace);
- reduce to writing and date any disclosures received orally (and have the person making the disclosure sign the document);
- deal with disclosures impartially;
- forward disclosures to the Disclosure Co-ordinator or the General Manager, for assessment;
- take all necessary and reasonable steps to ensure that the identity of persons who make disclosures, and the persons the subject of disclosures, are kept confidential; and
- support persons who make disclosures and protect them from victimisation, harassment or any other form of reprisal.

### **3.3 Disclosure Co-ordinator**

The Disclosure Co-ordinator has a pivotal position in the internal reporting system and acts as a clearing house for disclosures. The Disclosure Co-ordinator will:

- provide an alternative internal reporting channel to Nominated Disclosure Officers and to the General Manager - Warrumbungle Shire Council;
- impartially assess each disclosure to determine:
  - whether the disclosure appears to be a public interest disclosure within the meaning of the Act; and
  - the appropriate action to be taken in relation to the disclosure, for example:
    - no action/decline;
    - the appropriate person to take responsibility for dealing with the disclosure;
    - preliminary or informal investigation;
    - formal investigation;
    - prosecution or disciplinary action;
    - referral to an investigating authority for investigation or other appropriate action; or
    - referral to the police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct).
- consult with the General Manager;
- be responsible for carrying out or co-ordinating any internal investigation arising out of a disclosure, subject to the direction of the General Manager in carrying out his/her functions;
- report to the General Manager on the findings of any investigation and recommended remedial action;
- take all necessary and reasonable steps to ensure that the identity of persons who make disclosures, and persons the subject of the disclosures, are kept confidential;
- support persons who make disclosures and actively protect them from victimisation, harassment or any other form of reprisal; and
- report actual or suspected corrupt conduct to the General Manager in a timely manner to enable that officer to comply with the ICAC Act.
- provide six-monthly reports to the NSW Ombudsman in accordance with section 6CA of the PID Act.

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### **3.4 General Manager**

The General Manager of Warrumbungle Shire Council must ensure that Council has a public interest disclosures policy, that the policy designates at least one officer of the Council as being responsible for receiving disclosures on behalf of the Council, that staff are aware of the policy and the protections of the Act and that the authority complies with the policy and the Act.

Disclosures may be made direct to the General Manager, rather than by way of the Internal Reporting System established under this Policy. The General Manager will:

- impartially assess each disclosure to determine:
  - whether the disclosure appears to be a public interest disclosure within the meaning of the Act;
  - the appropriate action to be taken in relation to the disclosure, for example:
    - no action/decline;
    - the appropriate person to take responsibility for dealing with the disclosure;
    - preliminary or informal investigation;
    - formal investigation;
    - prosecution or disciplinary action;
    - referral to an investigating authority for investigation or other appropriate action; or
    - referral to the police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct);
- receive reports from the Disclosure Co-ordinator on the findings of any investigation and any recommendations for remedial action, and determine what action should be taken;
- conduct his/her own investigation if deemed necessary;
- take all necessary and reasonable steps to ensure that the identity of persons who make disclosures, and the persons the subject of disclosures, are kept confidential;
- have primary responsibility for protecting staff who make disclosures, or provide information to any internal or external investigation of a disclosure, from victimisation, harassment or any other form of reprisal;
- be responsible for implementing organisational reform identified as necessary following investigation of a disclosure; and
- report criminal offences to the Police and actual or suspected corrupt conduct to ICAC (unders.11 of the ICAC Act).

### **3.5 The Mayor**

The Mayor may receive internal disclosures from any member of staff of the council, contracted staff or any councillor concerning the General Manager or a councillor. The Mayor will:

- impartially assess each disclosure made to him/her about the General Manager or a councillor to determine:
  - whether the disclosure appears to be a public interest disclosure within the meaning of the Act;
  - the appropriate course of action to be taken in relation to the disclosure (in consultation with the General Manager, if appropriate), for example:
    - no action/decline;

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- the appropriate person to take responsibility for dealing with the disclosure;
- preliminary or informal investigation;
- formal investigation;
- prosecution or disciplinary action;
- referral to an investigating authority for investigation or other appropriate action; or
- referral to the police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct);
- conduct his/her own investigation if the disclosure is in relation to the General Manager and if deemed necessary.
- refer disclosures to the General Manager for appropriate action if they concern the council's administration, within the day to day responsibilities of the General Manager;
- protect/maintain the confidentiality of:
  - the identity of persons who make disclosures (unless any of the criteria in s.22 of the Act apply); and
  - the identity of persons the subject of the disclosures (unless disclosure is required to enable the allegations to be investigated or otherwise appropriately dealt with).

**Note:** *In making this assessment the Mayor may seek guidance from: the Disclosure Co-ordinator or General Manager (if appropriate); an investigating authority (i.e. the ICAC, or NSW Ombudsman); or the Director-General of the Office of Local Government (Department of Premier and Cabinet).*

### **4. What Should be Reported?**

You should report any suspected wrongdoing you see within the Warrumbungle Shire Council. Reports about the five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, government information contravention, and local government pecuniary interest contravention – will be dealt with under the PID Act as public interest disclosures and according to this policy.

All other wrongdoing or suspected wrongdoing should be reported to a supervisor, to be dealt with in line with the relevant policies. This might include:

- harassment or unlawful discrimination
- practices that endanger the health or safety of staff or the public.

Even if these reports are not dealt with as public interest disclosures, Warrumbungle Shire Council recognises such reports may raise important issues. We will respond to all reports and make every attempt to protect the staff member making the report from reprisal.

#### **a. Corrupt Conduct**

Corrupt conduct is the dishonest or partial exercise of official functions by a public official.

For example, this could include:

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- the improper use of knowledge, power or position for personal gain or the advantage of others
- acting dishonestly or unfairly, or breaching public trust
- a council official using their position in a way that is dishonest, biased or breaches public trust.

For more information about corrupt conduct, see the NSW Ombudsman's guideline on what can be reported.

### **b. Maladministration**

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives.

For example, this could include:

- making a decision and/or taking action that is unlawful
- refusing to grant an approval for reasons that are not related to the merits of their application.

For more information about maladministration, see the NSW Ombudsman's guideline on what can be reported.

### **c. Serious and Substantial Waste in Local Government**

Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in the loss or wastage of local government money. This includes all revenue, loans and other money collected, received or held by, for or on account of the council.

For example, this could include:

- poor project management practices leading to projects running over time
- having poor or no processes in place for a system involving large amounts of public funds.

For more information about serious and substantial waste, see the NSW Ombudsman's guideline on what can be reported.

### **d. Government Information Contravention**

A government information contravention is a failure to properly fulfil functions under the *Government Information (Public Access) Act 2009* (GIPA Act).

For example, this could include:

- destroying, concealing or altering records to prevent them from being released
- knowingly making decisions that are contrary to the legislation
- directing another person to make a decision that is contrary to the legislation.

For more information about government information contravention, see the NSW Ombudsman's guideline on what can be reported.

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### **e. Local Government Pecuniary Interest Contravention**

A local government pecuniary interest contravention is a failure to fulfil certain functions under the *Local Government Act 1993* relating to the management of pecuniary interests. These include obligations to lodge disclosure of interests returns, lodge written declarations and disclose pecuniary interests at council and council committee meetings. A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. For example, this could include:

- a senior council staff member recommending a family member for a council contract and not declaring the relationship
- a general manager holding an undisclosed shareholding in a company competing for a council contract
- A Councillor participating in consideration for a DA for a property they or their family have an interest in.

For more information about local government pecuniary interest contravention, see the NSW Ombudsman's guideline on [what can be reported](#).

### **f. Other Wrongdoing**

Although reports about the previous four categories of conduct can attract the specific protections of the PID Act, you should report all activities or incidents that you believe are wrong.

For example, these could include:

- harassment or unlawful discrimination
- reprisal action against a person who has reported wrongdoing
- practices that endanger the health or safety of staff or the public.

These types of issues should be reported to a supervisor, in line with the Warrumbungle Shire Council's policies:

- Code of Conduct
- Grievance and Dispute Policy
- Workplace Bullying and Harassment Policy
- GIPA Agency Information Guide

Even if these reports are not dealt with as public interest disclosures, Council will consider each matter and make every attempt to protect the staff member making the report from any form of reprisal.

Staff should contact Council's Manager Human Resources or access the Council Intranet to obtain a copy of the staff Grievance Policy, Work Harassment Policy, Code of conduct and other relevant staff policies.

## **5. When Will a Report be Protected?**

Warrumbungle Shire Council will support any staff who report wrongdoing. For a report to be considered a public interest disclosure, it has to meet all of the requirements under the PID Act.

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These requirements are:

- The person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing.
- The report has to be made to a position nominated in this policy (see section 9) or an investigating authority (see section 10).

Reports by staff and Councillors will not be considered to be public interest disclosures if they:

- mostly question the merits of government policy, including the policy of the governing body of the council.
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action.

### **6. How to Make a Report**

You can report wrongdoing in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation.

If a report is made verbally, the person receiving the report must make a comprehensive record of the disclosure and ask the person making the disclosure to sign this record. The individual making the report should keep a copy of this record.

If you are concerned about being seen making a report, ask to meet in a discreet location away from the workplace.

### **7. Can a Report be Anonymous?**

There will be some situations where you may not want to identify yourself when you make a report.

Although these reports will still be dealt with by the Warrumbungle Shire Council, it is best if you identify yourself. This allows us to provide you with any necessary protection and support, as well as feedback about the outcome of any investigation into the allegations.

It is important to realise that an anonymous disclosure may not prevent you from being identified. If we do not know who made the report, it is very difficult for us to prevent any reprisal action.

### **8. Maintaining Confidentiality**

The Warrumbungle Shire Council realises many staff will want their report to remain confidential.

This can help to prevent any action being taken against you for reporting wrongdoing.

We are committed to keeping your identity, and the fact you have reported wrongdoing, confidential. However there may be situations where this may not be possible or appropriate. We will discuss with you whether it is possible to keep your report confidential.

If confidentiality cannot be maintained, we will develop a plan to support and protect you from risks of reprisal. You will be involved in developing this plan.



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You will also be told if your report will be dealt with under the council's code of conduct, as this may mean certain information will have to be tabled at a council meeting.

If you report wrongdoing, it is important that you only discuss your report with those dealing with it.

This will include the disclosures coordinator and the General Manager. In the case of a report about the General Manager, you should only discuss your report with the disclosures coordinator and the Mayor.

Where your complaint is made under the council's Code of Conduct and relates to the General Manager or a Councillor, you may be required to discuss it with a conduct reviewer.

### **9. Who Can Receive a Report Within the Warrumbungle Shire Council?**

You are encouraged to report general wrongdoing to your supervisor. However the PID Act requires that for a report to be a public interest disclosure, it must be made to a public official in accordance with the council's disclosure procedures. For Warrumbungle Shire Council, this means this policy and any supporting procedures.

Any supervisor who receives a report that they believe may be a public interest disclosure must refer the staff member making the report to one of the positions listed below.

If your report involves a Councillor, you should make it to the General Manager. If your report relates to the General Manager, you should make it to the Mayor.

The following positions are the only staff within the Warrumbungle Shire Council who can receive a public interest disclosure.

#### **a. General Manager**

You can report wrongdoing directly to the General Manager. The General Manager is responsible for:

- deciding if a report is a public interest disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified.
- ensuring there are systems in place in to support and protect people who report wrongdoing
- dealing with disclosures made under the council's code of conduct in accordance with the council's adopted code of conduct procedures
- referring actual or suspected corrupt conduct to the Independent Commission Against Corruption.

Steve Loane  
General Manager  
Warrumbungle Shire Council  
Phone 02 6849 2000  
Fax 02 6842 1337  
Mob 0418 848 593  
Email: [steve.loane@warrumbungle.nsw.gov.au](mailto:steve.loane@warrumbungle.nsw.gov.au)  
Postal address: P O Box 191, Coonabarabran NSW 2357

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### **b. Mayor**

If you are making a report about the General Manager, you should make your report to the Mayor.

They are responsible for:

- deciding if a report is a public interest disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified.
- dealing with disclosures made under the council's code of conduct in accordance with the council's adopted code of conduct procedures

The Mayor must make sure there are systems in place in the Warrumbungle Shire Council to support and protect people who report wrongdoing.

If the report is about the General Manager, the Mayor is also responsible for referring actual or suspected corrupt conduct to the Independent Commission Against Corruption.

Councillor Peter Shinton  
Mayor  
Warrumbungle Shire Council  
Phone 026842 2055  
Fax 026842 2169  
Mob 0428 255 420  
Email: [Peter.Shinton@warrumbungle.nsw.gov.au](mailto:Peter.Shinton@warrumbungle.nsw.gov.au)  
Postal address: P O Box 191, Coonabarabran NSW 2357

### **c. Disclosures coordinator**

The Disclosures Coordinator has a central role in dealing with reports made by staff, Councillors, contractors and volunteers.

They receive them, assess them, and refer them to the people within or contracted by the Council to be dealt with appropriately.

Council's Disclosures Coordinator is:

Val Kearnes  
Manager Human Resources  
Phone 02 6849 2000  
Fax 02 6842 1337  
Mob 0429 928 597  
Email: [Val.Kearnes@warrumbungle.nsw.gov.au](mailto:Val.Kearnes@warrumbungle.nsw.gov.au)  
Postal address: P O Box 191, Coonabarabran NSW 2357

### **d. Disclosures Officers**

Disclosures Officers are responsible for receiving, forwarding and/or dealing with reports made in accordance with this policy.

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Council's Disclosures Officers are:

Michael Jones  
Director Corporate Services and Community Services  
Phone 02 6849 2000  
Fax 02 6842 1337  
Mob 0417 489 678  
Email: Michael.Jones@warrumbungle.nsw.gov.au  
Postal address: P O Box 191, Coonabarabran NSW 2357

Kevin Tighe  
Director Technical Services  
Phone 02 6849 2000  
Fax 02 6842 1337  
Mob 0417 464 438  
Email: Kevin.Tighe@warrumbungle.nsw.gov.au  
Postal address: P O Box 191, Coonabarabran NSW 2357

### **10. Who Can Receive a Report Outside of the Warrumbungle Shire Council**

Staff and Councillors are encouraged to report wrongdoing within the Warrumbungle Shire Council, but internal reporting is not your only option. If you follow the guidance below, you can make a public interest disclosure to:

- an investigating authority. If your report is about both the General Manager and the Mayor, you may wish to consider making the report to an investigating authority.
- a Member of Parliament or a journalist, but only in limited circumstances outlined below.

#### **a. Investigating Authorities**

The PID Act lists a number of investigating authorities in NSW that staff and Councillors can report wrongdoing to and the categories of wrongdoing each authority can deal with.

In relation to Council, these authorities are:

- the Independent Commission Against Corruption (ICAC) — for corrupt conduct
- the Ombudsman — for maladministration
- the Director-General of the Office of Local Government, Department of Premier and Cabinet — for disclosures about Local Government agencies
- the Information Commissioner — for disclosures about a government information contravention.

You should contact the relevant authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

You should be aware that it is very likely the investigating authority will discuss the case with the Warrumbungle Shire Council. We will make every effort to assist and cooperate with the investigating authority to ensure the matter is dealt with appropriately and there is a satisfactory outcome. We will also provide appropriate support and assistance to individuals who report wrongdoing to an investigating authority.

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### **b. Members of Parliament or Journalists**

To have the protections of the PID Act, a person reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- the General Manager
- a person nominated in this policy
- an investigating authority in accordance with the PID Act.

Also, the Warrumbungle Shire Council or investigating authority that received the report must have either:

- decided not to investigate the matter
- decided to investigate the matter, but not completed the investigation within six months of the original report
- investigated the matter but not recommended any action as a result
- not told the person who made the report, within six months of the report being made, whether the matter will be investigated.

Most importantly – to be protected under the PID Act – if you report wrongdoing to an MP or a journalist you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true.

If you report wrongdoing to a person or an organisation that is not listed above, you will not be protected under the PID Act. This may mean you will be in breach of legal obligations or our code of conduct – by, for example, disclosing confidential information.

For more information about reporting wrongdoing outside the Warrumbungle Shire Council, contact the disclosures coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

### **11. Feedback to the Individual Who Reported Wrongdoing**

The individual who reported wrongdoing will be told what is happening in response to their report.

When you make a report, you will be given:

- an acknowledgement that your disclosure has been received
- the timeframe for when you will receive further updates
- the name and contact details of the people who can tell you what is happening.

The PID Act requires that you are provided with an acknowledgement letter and a copy of this policy within 45 days after you have made your report. We will attempt to get this information to you within two working days from the date you make your report.

After a decision is made about how your report will be dealt with, you will be given:

- information about the action that will be taken in response to your report
- likely timeframes for any investigation
- information about the resources available within Warrumbungle Shire Council to handle any concerns you may have

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- information about external agencies and services you can access for support.

This information will be given to you within 10 working days from the date you make your report.

During any investigation, you will be given:

- information on the ongoing nature of the investigation
- information about the progress of the investigation and reasons for any delay
- advice if your identity needs to be disclosed for the purposes of investigating the matter, and an opportunity to talk about this.

At the end of any investigation, you will be given:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified
- advice about whether you will be involved as a witness in any further matters, such as disciplinary or criminal proceedings.

Behaviour of all people involved in the PID process needs to adhere to council's code of conduct. A breach of the code of conduct could result in disciplinary action.

### **12. Protection Against Reprisals**

The PID Act provides protection for people reporting wrongdoing by imposing penalties on anyone who takes detrimental action substantially in reprisal for them making the public interest disclosure. It may also be a breach of the council's code of conduct.

The Warrumbungle Shire Council will not tolerate any reprisal action against a person who report wrongdoing. The criminal penalties that can be imposed include imprisonment or fines. Detrimental action is also misconduct that justifies disciplinary action. People who take detrimental action against someone who has made a disclosure can also be required to pay damages for any loss suffered by that person.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to employment
- dismissal from, or prejudice in, employment
- disciplinary proceedings.

#### **a. Responding to Reprisals**

The Warrumbungle Shire Council will act to protect those who report wrongdoing from reprisals.

When a report is received, we will ensure that a thorough risk assessment is conducted. This will identify any risks to the member of staff or councillor who reported the wrongdoing, as well as strategies to deal with those risks.

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If you believe that detrimental action has been or is being taken against you or someone else who has reported wrongdoing in reprisal for making a report, you should tell your supervisor, the disclosures coordinator or the general manager immediately, or in the case of an allegation of reprisal action by the General Manager, the Mayor.

All supervisors must report any suspicions they have that reprisal action against a staff member is occurring, or any reports that are made to them, to the disclosures coordinator or the General Manager, or in the case of an allegation of reprisal by the General Manager, to the Mayor.

If the disclosures coordinator becomes aware of or reasonably suspects that reprisal action is or has been taken against a person who has made a disclosure, they will ensure that the matter is reported under the council's code of conduct and dealt with in accordance with the council's code of conduct procedures.

If you report reprisal action, you will be kept informed of the progress of any investigation and the outcome.

The General Manager may issue specific directions to help protect against reprisals, including:

- issuing warnings to those alleged to have taken reprisal action against the individual who made the disclosure
- relocating the member of staff who made the disclosure or an officer the subject of the allegations within the current workplace
- transferring the member of staff who made the disclosure or the staff member who is the subject of the allegations to another position for which they are qualified
- granting the member of staff who made the disclosure or the subject officer leave of absence during the investigation of the disclosure.

In relation to staff who make reports, such directions will only be made if the member of staff agrees to it. The Disclosures Coordinator will make it clear to other staff that this action was taken in consultation with the staff member and with management support – and it is not a punishment.

If you have reported wrongdoing and feel that any reprisal action is not being dealt with effectively, contact the Ombudsman, the ICAC, or the Chief Executive of the Office of Local Government – depending on the type of wrongdoing you reported. Contact details for all these investigating authorities are included at the end of this policy.

### **b. Protection Against Legal Action**

If you make a disclosure in accordance with the PID Act, you will not be subject to any liability and no action, claim or demand can be taken against you for making the disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

### **13. Support for Those Reporting Wrongdoing**

The Warrumbungle Shire Council will make sure that staff who have reported wrongdoing, regardless of whether they have made a public interest disclosure, are provided with access to any professional support they may need as a result of the reporting process – such as stress management, counselling services, legal or career advice.

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Our Disclosure Officers will provide support for those who report wrongdoing. They are responsible for initiating and coordinating support, particularly to those who are suffering any form of reprisal.

Council also has in place an Employee Assistance Program (EAP) to provide independent confidential Counselling to employees or members of their families. This program is provided to assist employees deal with personal, family and or/work issues that may or could affect employees' quality of life.

Your Council's HR Department is able to provide you with contact details for this service. Details about the service are also available on the Council Intranet.

All supervisors must notify the disclosures coordinator if they believe a staff member is suffering any detrimental action as a result of disclosing wrongdoing.

### **14. Sanctions for making false or misleading disclosures**

It is important that all staff and councillors are aware that it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing. It may also be a breach of the Council's Code of Conduct and may result in disciplinary action. In the case of Councillors, such disciplinary action may be taken under the misconduct provisions of the Local Government Act 1993 and may include suspension or disqualification from Civic Office.

### **15. Support for the Subject of a Report**

Warrumbungle Shire Council is committed to ensuring people who are the subject of a report of wrongdoing are treated fairly and reasonably. This includes keeping the identity of any person the subject of a report confidential, where it is practical and appropriate.

If you are the subject of a report, you will be advised of the allegations made against you at an appropriate time and before any adverse findings. At this time you will be:

- treated fairly and impartially
- advised of the details of the allegation
- advised of your rights and obligations under our policies and procedures
- kept informed during any investigation
- given the opportunity to respond to any allegation made against you
- told the result of any investigation.

Where the reported allegations against the subject officer are clearly wrong, or have been investigated and unsubstantiated, the subject officer will be supported by Warrumbungle Shire Council. The fact of the allegations and any investigation will be kept confidential unless otherwise agreed to by the subject officer.

### **16. Review**

This policy will be reviewed by Council on the 15 August 2019. For any advice or guidance about this review, contact the NSW Ombudsman's Public Interest Disclosures Unit.

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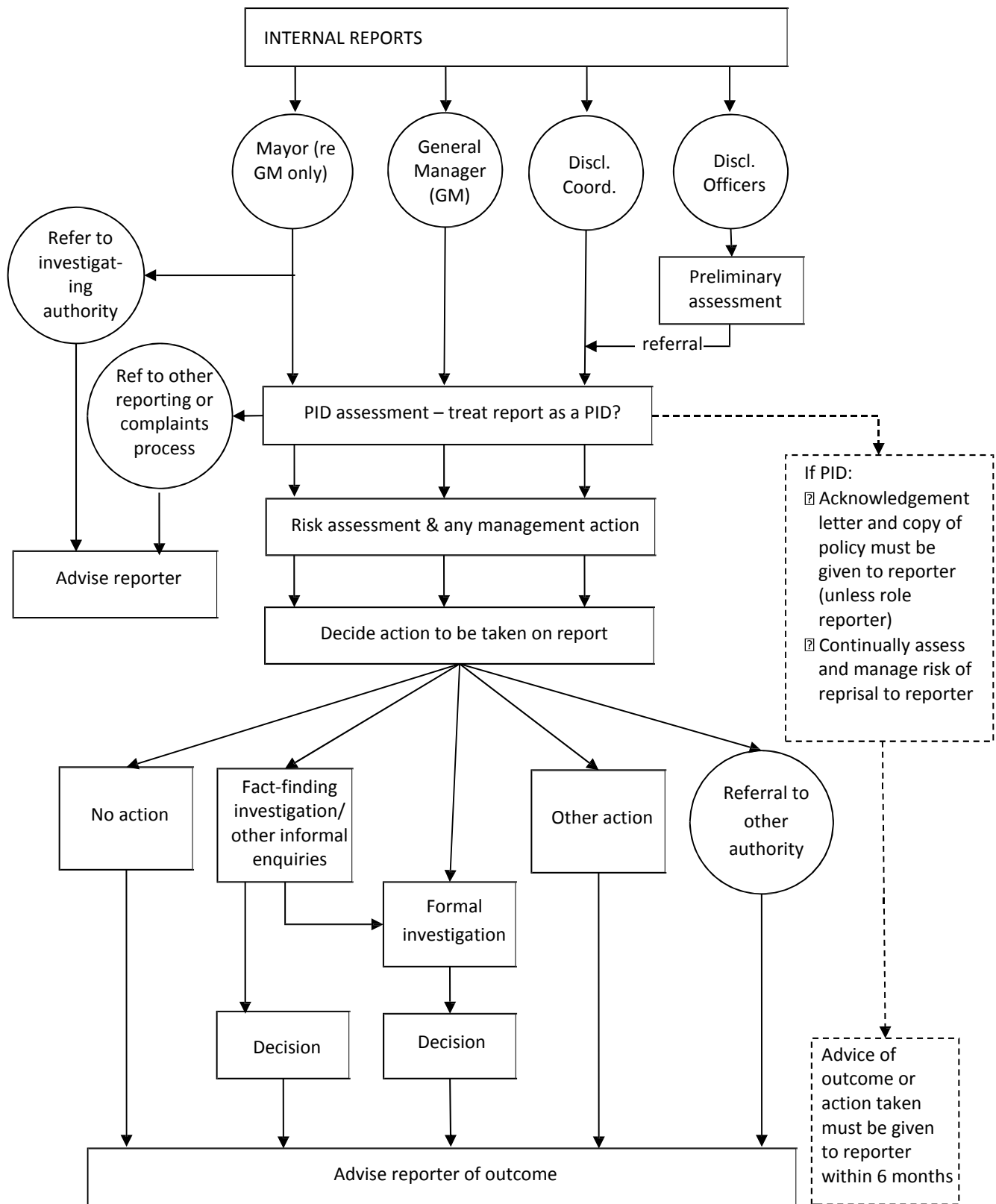
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### **17. More Information**

More information around public interest disclosures is available on our intranet. Staff and Councillors can also access advice and guidance from the Disclosures Coordinator and the NSW Ombudsman's website at [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au).



### 18. Flow Chart of Internal Reporting Process



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### **19. Resources**

The contact details for external investigating authorities that staff and Councillors can make a public interest disclosure to or seek advice from are listed below.

#### **For disclosures about corrupt conduct:**

Independent Commission Against Corruption (ICAC)  
Phone: 02 8281 5999  
Toll free: 1800 463 909  
Tel. typewriter (TTY): 02 8281 5773  
Facsimile: 02 9264 5364  
Email: [icac@icac.nsw.gov.au](mailto:icac@icac.nsw.gov.au)  
Web: [www.icac.nsw.gov.au](http://www.icac.nsw.gov.au)  
Address: 7/255 Elizabeth Street,  
Sydney NSW 2000

#### **For disclosures about maladministration:**

NSW Ombudsman  
Phone: 02 9286 1000  
Toll free (outside Sydney metro): 1800 451 524  
Tel. typewriter (TTY): 02 9264 8050  
Facsimile: 02 9283 2911  
Email: [nswombo@ombo.nsw.gov.au](mailto:nswombo@ombo.nsw.gov.au)  
Web: [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au)  
Address: Level 24, 580 George Street,  
Sydney NSW 2000

#### **For disclosures about breaches of the GIPA Act:**

Information and Privacy Commissioner  
Toll free: 1800 472 679  
Facsimile: 02 8114 3756  
Email: [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)  
Web: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)  
Address: Level 11, 1 Castlereagh Street,  
Sydney NSW 2000

#### **For disclosures about Council:**

Director-General, Office of Local Government in the Department of Premier and Cabinet  
Phone: 02 4428 4100  
Tel. typewriter (TTY): 02 4428 4209  
Facsimile: 02 4428 4199  
Email: [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)  
Web: [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)  
Address: 5 O'Keefe Avenue, Nowra, NSW 2541

#### **For disclosures about police misconduct:**

Police Integrity Commission (PIC)  
Phone: 02 9321 6700  
Toll free: 1800 657 079  
Facsimile: 02 9321 6799  
Email: [contactus@pic.nsw.gov.au](mailto:contactus@pic.nsw.gov.au)  
Web: [www.oipic.nsw.gov.au](http://www.oipic.nsw.gov.au)  
Address: Level 3, 111 Elizabeth Street,  
Sydney NSW 2000

### **Policy Document Control:**

<b>Policy</b>		<b>Resolution</b>	<b>Date</b>
Public Interest Disclosures Act 1994 – Internal Reporting Policy	Endorsed	320/1516	16 June 2016
Public Interest Disclosures Act 1994 – Internal Reporting Policy			17 August 2017

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 18 Strategic Policy – Vision, Mission and Values**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<b>Author:</b>	Manager Administration and EA to General Manager – Glennis Mangan
<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

---

#### **Reason for Report**

Council is undertaking a review of all Strategic Policies to ensure their relevance and current status. Council is required to review and endorse all strategic policies every four (4) years or within 12 months of a Local General Election.

#### **Background**

Council's current Vision, Mission and Values Policy was endorsed on 18 July 2013 (**Resolution 32/1314**).

#### **Issues**

Nil.

#### **Options**


Council can either accept the policy as presented or choose to modify it.

#### **Financial Considerations**

Nil.

#### **RECOMMENDATION**

That Council endorses the following Vision, Mission and Values Policy to be included in the Strategic Policy Register.

	<b>Vision, Mission and Values</b>
	<b>Strategic</b>

#### **Purpose**

Council resolved to develop a vision for the future of Warrumbungle Shire Council that would include the generation of an agreed set of values, principles and goals, by which the future direction and strategies of council would be guided and governed.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Objectives of the Policy**

A shared vision developed by Council, staff and the community should form the foundation of Council's strategic approach and guide long term policy and decision making to sustain the community. Council's mission is a statement about the organisation's reason for existence. The Mission Statement should be unique to Warrumbungle Shire Council and one that is recognised by everybody in the organisation.

Corporate values define the acceptable standards which govern the behaviour of individual employees within the organisation.

### **Policy Scope**

The policy applies to Warrumbungle Shire Council.

### **Legislative Requirements**

Nil.

### **Policy Statement**

#### **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.

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **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.

### **Associated Documents**

Statement of Business Ethics

### **Reviews and Version Control**

Review Date: As needed

Staff Member Responsible for Review: Manager Administration and EA to General Manager

<b>Policy</b>	<b>Version</b>	<b>Resolution</b>	<b>Date</b>
Vision Mission and Values	Version 1	246/1112	19 January 2012
Vision Mission and Values	Version 2	32/1314	18 July 2013
Vision Mission and Values	Version 3		17 August 2017

# **WARRUMBUNGLE SHIRE COUNCIL**

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### **Item 19 Three Rivers Regional Retirement Community**

<b>Division:</b>	Governance
<b>Management Area:</b>	Executive Services
<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 centres.

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#### **Reason for Report**

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

#### **Background**

The Three Rivers Regional Retirement Community Project is funded by:

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

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

#### **Issues**

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

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

Update on the project for the last month is as follows:

- Both Funding bodies confirmed that the funding would be available through to the end of the 2017/2018 financial year.

# **WARRUMBUNGLE SHIRE COUNCIL**

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- Builder engaged and Contracts signed.

### **Options**

Nil.

### **Financial Considerations**

No Invoices for reimbursement will be submitted for August 2017. The last payment Council received for this project was in January and amounted to \$7,600.

Total funds invoiced to INSW for reimbursement to date are \$899,528.91.

### **RECOMMENDATION**

Council note the progress of the Three Rivers Regional Retirement Community project.

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### **Item 20 Council Resolutions Report August 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

---

#### **Reason for Report**

The Council Resolution Report includes Council resolutions from September 2016 to July 2017. This report is enclosed 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.



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### **Item 21 Monthly Report from Human Resources – August 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

---

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

- Trainee Plant Operator – Coolah
- Road Engineer
- Supervisor Baradine
- Urban Services Operator – Dunedoo
- Temp Asset Management Officer

Positions filled since last Council meeting:

- Design Engineer
- Temp Supervisor Water - South

#### **Resignations**

Since the July Council meeting there has been three resignations: one from Human Resources, one from Urban Services and one from Yuluwirri Kids.

#### **Issues**

No issues.

#### **LEARNING AND DEVELOPMENT**

Training courses undertaken in July include:

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1. Chemical Training - Initial Course, and then Re-Certification.
2. Laboratory Skills Training.
3. Cultural Awareness – Childrens Services.

### **HR PROJECTS**

In July Council undertook hearing tests for staff. 105 staff participated with reports yet to be received. This testing takes place every two years to ensure there are up to date base records for staff and is a legislative requirement.

Council's Draft 2017-2022 Workforce Plan is now completed and is attached for Council's consideration.

### **WORKPLACE HEALTH AND SAFETY**

There were 3 incidents and one near miss in the month of July.

#### *Workers Compensation and Incidents for July*

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

### **RECOMMENDATION**

For Council's information.

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### **Item 22 Third Quarter Excellence in Achievement Award**

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

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### **Reason for Report**

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

### **Background**

Applications for the 2017 Third Quarter Employee Excellence in Achievement Award and Team Excellence in Achievement Award closed on 30 June 2017.

### **Issues**

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

### **Individual Excellence Nominations**

- Carla Bailey (Trainee Finance Officer)
- Kerry Clunies-Ross (Service NSW Officer)
- Carol Nasmith (Technical Officer)
- Anna Pham (Graduate Accountant)
- Lisa Grammer (Supervisor Finance Officer)
- Geoff Ford (Manager Road Operations)

### **Team Excellence Nomination**

- Casual Coolah Pool Lifeguards
- Administration Team – Coonabarabran
- Service NSW Team – Coonabarabran
- Technical Services Team - Coonabarabran

The MANEX team considered all nominations and agreed that the 3rd Quarter Individual Excellence in Achievement Award should be awarded to Kerry Clunies-Ross (Service NSW Officer).

### **Options**

Consideration of the decision made by MANEX to award the 3<sup>rd</sup> Quarter Individual Excellence in Achievement Award to Kerry Clunies-Ross.

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### **Financial Considerations**

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

### **RECOMMENDATION**

That Council approve MANEX's nomination of Kerry Clunies-Ross as winner of the 3<sup>rd</sup> Individual Excellence in Achievement Award to be presented at this meeting.

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### **Item 23 Community Financial Assistance Donations 2017/18 (Round One)**

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

---

#### **Reason for Report**

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

#### **Background**

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

#### **Issues**

The assessment criterion has been prescribed as follows:

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

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

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

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

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

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### **Options**

Public submissions were sought from July for this first round 2017/18; which was well promoted on Councils website and local media. To assist Council in its deliberations, a description of the request has been included in the listing of submissions. The following list of applications received is for Council consideration and noted if the applicant has received either a 2017/18/ Annual Donation or a Community Financial Assistance Donation on in 2016/17.

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### **Round One (1) Financial Assistance Grants**

<b>Application Listing</b>					
<b>Ref.</b>	<b>Applicant</b>	<b>Amount Requested</b>	<b>Amount Considered</b>	<b>Description of Project</b>	<b>Previous Donation Received 2016/17 or inclusion in 2017/18 Operational Plan and Delivery Program's Donations Policy</b>
1	Des O'Callaghan	\$500	\$500	Sponsorship of the Long Bike Ride, raising awareness of prostate cancer and men's health.	Nil
2	Creatives Collective	\$167	\$167	Dept. of Fair Trading Fees to register Creatives Collective an incorporated body, Creative Collectives are a group of local artists who identify as having a disability	Nil
3	Mendooran Showground Trust	\$210	\$210	Will be used to reimburse the Mendooran Showground Trust for the purchase of two (2) commercial mats which were purchased for used in the Mendooran Showground Kitchen	Nil
4	Baradine RSL Sub Branch	\$156	\$156	Purchase of four (4) 80 litre tubs to be used for archiving and storage of RSL memorabilia and artefacts	2016/17 Round Two (2) Community Financial Assistance Donation \$110 – Purchase of RSL Auxiliary Flag
5	Coonabarabran Veteran Golfers	\$500	\$500	To be used for the following; 1. Repair cart and foot tracks, 2. Installation of a low mound tee off area. 3. Level an area for junior golf coaching 4. Repair ramp to existing cart track.	2016/17 Round Two (2) Community Financial Assistance Donation \$500 – Beautification of First Tee

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Application Listing					
Ref.	Applicant	Amount Requested	Amount Considered	Description of Project	Previous Donation Received 2016/17 or inclusion in 2017/18 Operational Plan and Delivery Program's Donations Policy
6	Goolhi Hall Committee	\$500	\$500	Repairs to the following; 1. Air conditioner 2. Floor boards outside amenities block 3. Ceiling in Kitchen and Dining areas 4. Repainting of door and window frames	Nil
7	Mendooran Rodeo Association	\$500	\$500	To assist with purchase of cash register costing \$695	2016/17 Round One (1) Community Financial Assistance Donation \$500 – Air-conditioning
8	Coonabarabran Amateur Dramatic Society	\$500	\$500	To purchase portable dimmer together with dimmable audience lights to allow for DMX control of dimmable house lights in the Flix in the Stix Theatre 27-29 John Street Coonabarabran.	Nil
9	Bullinda Bike Busters Inc.	\$500	\$500	Water conservation measures using the spring located on the Bike Track and camping ground	Nil
10	Mendooran Tennis Club	\$500	\$500	To assist with the re-fencing and improvement of the existing fence line.	2016/17 Round Two (2) Community Financial Assistance Donation \$500 – Lighting 2016/17 Round One (1) Community Financial Assistance Donation \$500 - Coaching
11	Coolah Preschool Kindergarten Inc.	\$500	\$500	To be used to install new guttering and painting of the front of the building	Nil
12	Dunedoo and District Development Group	\$500	\$500	Funds to be used to kick start Dunedoo and District Sporting Recognition Project including advertising, research and to study differ types of display configurations e.g. Wall of Fame	2016/17 Round Two (2) Community Financial Assistance Donation \$500- Water Safety Lessons



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Application Listing					
Ref.	Applicant	Amount Requested	Amount Considered	Description of Project	Previous Donation Received 2016/17 or inclusion in 2017/18 Operational Plan and Delivery Program's Donations Policy
13	Dunedoo and District Development Group	\$500	\$500	Advertising and promotion of the Dunedoo Bush Poetry Festival	2017/18 Annual Donation of \$500 to the Dunedoo Bush Poetry Festival 2016/17 Round Two (2) Community Financial Assistance Donation \$500 water safety lessons
14	Dunedoo Preschool and Kindergarten	\$500	\$500	To assist in the running costs of a breakfast club trial	2016/17 Round Two (2) Community Financial Assistance Donation \$500 Kinesiology Course
15	Coonabarabran Business Centre and Computer Hospital	\$500	\$500	Purchase a Rico Theta S 360 Degree Camera that can be used to create new street view imagery for the town, for various tourist attractions and for other attractions near town. Service to be provided free of charge.	Nil
16	St Lawrence's Primary School	\$380	\$380	To be used for Artists fees for a workshop to be held at St Lawrence's Primary school to conduct a song writing workshop with elders and Aboriginal Story custodians to create songs in language for children	2017/18 Annual Donation of \$70 for Annual Awards Presentation
17	<del>Coonabarabran Tennis Club</del>	<del>\$500</del>	<del>\$500</del>	<del>Painting the interior of the Coonabarabran Clubhouse</del>	<b>Withdrawn</b>
18	Binnaway Preschool Inc.	\$500	\$500	To be used to purchase suppliers for the Preschools fundraiser – catering for the Railway Bowls day	2016/17 Round One (1) Community Financial Assistance Donation \$500 - Catering Cost for Fundraiser
19	Coonabarabran CWA Evening Branch	\$500	\$500	To be used as a payment towards Rates	2017/18 Annual Donation of one half annual General Rate, Water Access Charge and Sewerage Access Charge
20	Warrumbungle Arts and Crafts Inc.	\$500	\$500	To assist in paying cost of hiring, erecting and dismantling display frames for art works at art and craft exhibition to be held October 2017	2017/18 Annual Donation of <ul style="list-style-type: none"> <li>Hall Hire for Expo</li> <li>\$1,000 acquisitive prize</li> </ul>

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Application Listing					
Ref.	Applicant	Amount Requested	Amount Considered	Description of Project	Previous Donation Received 2016/17 or inclusion in 2017/18 Operational Plan and Delivery Program's Donations Policy
21	Mendooran Volunteer Rescue Association	\$500	\$500	To assist purchase of laptop and printer	Nil
22	Coolah District Development Group	\$500	\$500	To assist with the payment for professional services by Mike Halliburton to conduct community consultation along the potential Coolah – Dunedoo Rail trail	Nil
23	Coolah Presbyterian Church Hall	\$500	\$500	To be used for professional tree lopping services for safety of public and neighbours	2017/18 Annual Donation of one half of the annual Water Access Charge and Sewerage Access Charge to St James Presbyterian Church Coolah
24	Dunedoo Amateur Swimming Club	\$500	\$500	To be used to assist in the purchase of a new shed to house swimming club equipment	2016/17 Round Two (2) Community Financial Assistance Donation \$500 – BBQ & Esky
25	Baradine Golf Club	\$500	\$500	To be used to replace the cups for sands greens (9 hole golf course)	2017/18 Annual donation of \$500 – (Rates Subsidy).
26	Binnaway Boxing Gym	\$1000 *(Maximum \$500)	\$500	To be used for boxing equipment (from external budget submissions)	Nil
27	Binnaway Progress Association	\$500	\$500	Refurbishment of Pumphouse Camp ground sign (from external budget submissions)	Nil*
28	Lions Club Binnaway	\$500	\$500	Bike Week Doganabuganaram Ride (from external budget submissions)	Nil
29	Coolah Youth and Community Centre	\$500	\$500	Replacement of safety glass panels in the fount doors	Nil
<b>Total:</b>		<b>\$13,413</b>	<b>***\$12.913)</b>		

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

### **Financial Considerations**

The Financial Assistance Grants Round One (1) has a budget of \$10,000.

### **RECOMMENDATION**

For Council's determination.

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### **Item 24 Cost Analysis of Coolah Showground**

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

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### **Reason for Report**

At the Ordinary April 2017 Council Meeting Cr Lewis requested a public statement be issued in relation to the costs surrounding the Coolah Showground Upgrade.

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

### **Background**

The Coolah Showground and Recreation Grounds also known at the Three Rivers Recreation Grounds Upgrade Project consists of the construction of a new high-capacity amenities block, including a unisex disabled facility. Construction of a multi-purpose function building suitable for dining, entertainment, workshops, meetings, classes, exhibitions and undercover event viewing etc as well as upgrading the main entrance of the facility i.e. provision for safe entry of long-vehicle to the venue.

The project as a whole has been overseen and managed by the Coolah Showground and Recreation Ground Reserve Trust, including the acceptance of quotations and the engaging of contractors to complete works. Council did auspice the Cobbora Transition Fund portion of funding received by the Trust of \$287,500, paying invoices as per the agreed terms within the funding agreement.

The Coolah Showground and Recreation Ground Reserve Trust also obtained additional funding from other sources including the Showground and Recreation Ground users groups, the Public Reserve Management Fund and also contributed to the expenses themselves.

Currently the amenities block works have not been completed but the Coolah Showground and Recreation Ground Reserve Trust have applied for further supplementary funding from the Public Reserve Management Fund to complete this project.

Should there be a shortfall in funding it has been indicated that the trust will be accountable and responsible for any excess expenditure.

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All further enquiries regarding this project should be directed to the Coolah Showground and Recreation Ground Reserve Trust.

### **Issues**

Nil.

### **Options**

Nil.

### **Financial Considerations**

Nil.

### **RECOMMENDATION**

For Councils information.

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### **Item 25 Mendooran Water Augmentation Scheme Loan Options Referred to IPART**

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

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#### **Reason for Report**

Council Resolution No 247/1617 of 20 April 2017:

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

#### **Background**

On the 2 June 2017 Council wrote to Anita Payne of the Water Team at IPART. (Forwarded to Council under separate cover as an Enclosure.)

Response from Matthew Edgerton the Executive Director, Water Pricing was received on the 5 July 2017, which directed Council to the Department of Primary Industry (DPI) for guidance in this matter. (Forwarded to Council under separate cover as an Enclosure.)

On the 6 July 2017 PA to Director Corporate and Community Services spoke to Roshan Iyadurai, Manager of Planning & Performance DPI and followed up that conversation with an email. (Forwarded to Council under separate cover as an Enclosure.)

Response from Dilip Dutta, Manager of Utility Planning DPI was received on 27 July 2017. (Forwarded to Council under separate cover as an Enclosure.)

In that email the DPI states:

***‘DPI Water’s Best-Practice Management of Water Supply and Sewerage Guidelines do not contradict with any of the options outlined in this report. Warrumbungle Council, in consultation with the Community may adopt any of these options to reduce this additional charge to the Mendooran water supply customers.’***

#### **Issues**

DPI confirms 4 options do not contradict DPI Water’s Best-Practice Management of Water Supply and Sewerage Guidelines.

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IPART and the DPI make no recommendation as to which option Council should choose.

Additional consideration includes:

- Community feedback indicates that this charge is too high on Mendooran rate payers and is negatively impacting the local economy.
- Any infrastructure spend in the Shire should be paid by the entire Shire and not just one town.
- The rest of the Shire may adversely react to an increase in rates for an arrangement previously agreed to by the Mendooran residents. Any change in the current arrangement would set a precedent, which may be negatively received across the Shire.

### **Options**

- **Option 1**
  - Spread the existing charge over an additional 2 years (7 remaining years in total) thereby reducing the annual charge on Mendooran residents.
  - This would decrease water access charges for Mendooran users from \$431 to \$295 per annum. However the charge would remain in place for an additional 2 years.
- **Option 2**
  - Spread the existing charge over the entire Shire for the current remaining period of 5 years.
  - This would increase water access charges by approximately \$35 per annum per rate payer for the next 5 years.
- **Option 3**
  - Spread the existing charge over the entire Shire for a 7 year period.
  - This would increase water access charges by approximately \$24 per annum per rate payer for the next 7 years.
- **Option 4**
  - The current arrangement remains in place unchanged.

Refer attached calculation for details. *(Forwarded to Council under separate cover as an Enclosure.)*

### **Financial Considerations**

Administration and communication costs associated with changes.

### **RECOMMENDATION**

That Council adopts Option 1 regarding the Mendooran Water Augmentation Scheme repayment time frame.

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

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

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 26 Quarterly Budget Review Statement for the Year Ending 30 June 2017**

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

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#### **Reason for Report**

To present a summary of Council's financial position (Quarterly Budget Review Statement) for the year ended 30 June 2017.

#### **Background**

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

A copy of Council's QBRs for the year ending 30 June 2017 is provided under separate cover as an Appendix to the August 2017 Business Paper.

#### **Issues**

Significant points to note from Council's end of year QBRs include:

- Council's YTD surplus from Council's income statement is \$4.256m. Note that when the prepayment of the FAGS grant (\$3.3m) is removed, the adjusted surplus is \$935k.
- The surplus of \$4.256 was unfavourable to the budget by (\$9.828m). This was driven by a number of factors;
  - Delay in commencement of the TRRRC - \$5.5m.
  - Delay in commencement of Water projects (new bores) - \$2m.
  - Roads to Recovery (R2R) funding delays - \$1.3m.
  - Increase in materials and contracts spend of which \$1.1m relating to state roads delays.
  - Unbudgeted revaluation of water and sewer assets impacting depreciation and impairments - \$600k.
    - It should also be noted that the deficits in the Water and Sewer Fund is due to Council having to catch up on a significant capital backlog in these two funds.
  - Furthermore the level of Capital Works Programs budgeted for did not eventuate and as a result more costs were realised on the profit and loss statement as opposed to the balance sheet as capitalisation.



# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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- Council's cash position improved by \$2.6m to a closing balance of \$18.3m. When adjusted for the \$3.3m FAGS grant prepayment the overall cash movement is negative \$700k. Having said this, the closing cash balance is healthy at a record level of \$18.3m.

Note the financial results are pre audit and may change due to late adjustments. An external audit recently commenced, being conducted by the NSW Auditor General.

### **Options**

Council can either endorse or amend the QBRS.

### **Financial Considerations**

The Finance and Projects Committee recommended that the revotes in full totalling \$13,203,796 be added to the 2017/2018 Budget. *(Forwarded to Council under separate cover as an enclosure along with the minutes from the Finance and Projects Meeting.)*

### **RECOMMENDATION**

That Council endorses the Quarterly Budget Review Statement for the year ending 30 June 2017, and that the revotes in full totalling \$13,203,796 be added to the 2017/2018 Budget.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 27 Bank Reconciliation for the Month Ending 31 July 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 – 17 August 2017**

### **Summary**

Balance per General Ledger – 31 July 2017

<b>General Ledger</b>	<b>Amount</b>
Trust Bank Account	348,000
Bushfire Trust Account	22,602
Bushfire Trust Investment Account	47,113
General Bank Account	1,211,532
Investment At Call General	12,284,554
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
<b>Total per General Ledger</b>	<b>17,785,801</b>

<b>Bank</b>	<b>Balance</b>
<b><u>General</u></b>	
Commonwealth General Account	1,954,020
<b>Total – General</b>	<b>1,954,020</b>
<b><u>Investments</u></b>	
Term Deposits	16,156,553
<b>Total Investments</b>	<b>16,156,553</b>
<b>Sub Total WSC Operational Accounts</b>	<b>18,110,573</b>

<b><u>Trust</u></b>	
Commonwealth Trust Account	348,000
<b>Total – Trust</b>	<b>348,000</b>
<b><u>WSC Mayors Bush Fire Appeal Trust</u></b>	
Commonwealth Mayors Fund General Account	22,602
Commonwealth Mayors Fund Savings Account	47,113
<b>Total - WSC Mayors Bush Fire Appeal Trust</b>	<b>69,715</b>
<b>Total All Bank Accounts</b>	<b>18,528,288</b>
<i>Add:</i>	
Outstanding Deposits - General	56,140
Outstanding Deposits - Trust	-
Outstanding Deposits – WSC Mayors Bushfire Appeal	-
<i>Less:</i>	
Unpresented cheques - General	(797,440)
Unpresented EFT - General	(1,187)
Unpresented cheques- WSC Mayors Bushfire Appeal	-
<b>Balance adjusted for outstanding deposits &amp; Un-presented cheques (Final Bank Balance)</b>	<b>17,785,801</b>
<b>Variance between Final Bank Balance and General Ledger</b>	<b>-</b>

# **WARRUMBUNGLE SHIRE COUNCIL**

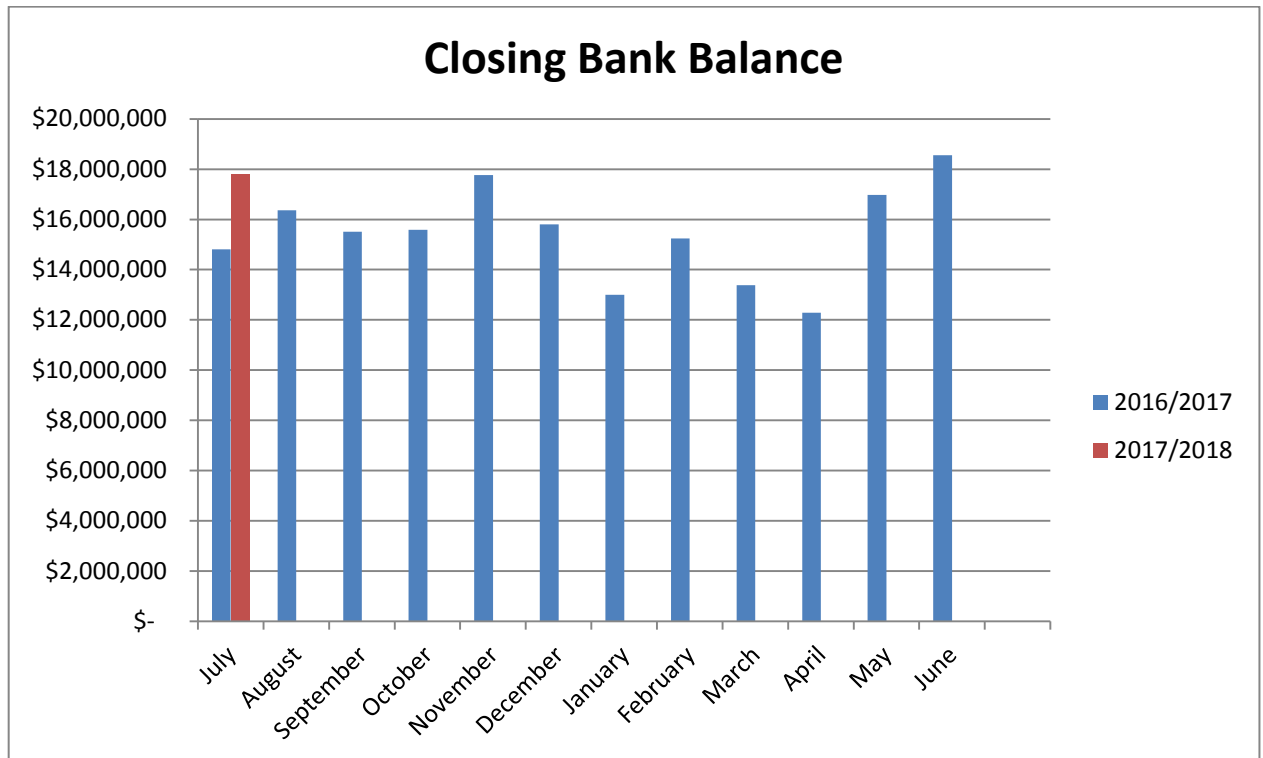
## **Ordinary Meeting – 17 August 2017**

Balance as per Bank Account History as at 31 July 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>
Jun-17	248,391	347,521	69,642	17,862,756	<b>18,528,310</b>	24,115	<b>18,552,425</b>
Jul-17	1,954,020	348,000	69,715	16,156,553	<b>18,528,288</b>	(742,487)	<b>17,785,801</b>

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**



### **RECOMMENDATION**

That Council accept the Bank Reconciliation Report for the month ending 31 July 2017.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 28 Investments and Term Deposits for Month Ending 31 July 2017**

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

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#### **Reason for Report**

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

#### **Background**

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

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

#### **Issues**

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

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

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

During the month \$1m worth of term deposits matured, but was not processed until the month of August.

At call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month net transfers of \$1.714m were made from these accounts and \$8,672 interest was received on the balances in the accounts resulting in a month end "At Call" balance of \$6.157m.

##### ***Income Return***

The average rate of return on Investments for the month of 2.27% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.69% by 58 points or 35%.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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On a year to date basis, interest received, and accrued, totals \$8,956 which is 8% of the annual budget.

Depending upon the timing of forecast cash flows, consideration is given to investing for higher interest yields.

### **Options**

Nil.

### **Financial Implications**

Based on the current investment market and Council's current investment holdings and maturity dates, the average rate of return on Council's investment portfolio will continue to exceed the BBSW benchmark rate. Depending on interest rate movements Council may need to reconsider its projected interest revenue.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

### **Summary**

**Table 1: Investment Balances as at 31 July 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-Jul-17	At Call	At Call	AA-	1.29%	1,251,897
ANZ At Call	1-Jul-17	At Call	At Call	AA-	1.35%	1,751,959
Regional Australia Bank	1-Jul-17	At Call	At Call	Unrated	2.10%	1,006,575
NAB Bpay Account	1-Jul-17	At Call	At Call	AA-	-	138,397
T Corp IM Cash Fund	1-Jul-17	At Call	At Call	AAA	2.40%	2,007,725
						<b>6,156,553</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>16,156,553</b>



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 August 2017

Table 2: At Call and Term Deposits - Monthly Movements

Bank	Opening Balance	Net Placements/ Withdrawals	Interest Accrued/ Received	Closing Balance
NAB Cash Maximiser #	3,000,138	(1,750,000)	1,759	1,251,897
ANZ At Call	1,750,938	-	1,021	1,751,959
Regional Australia Bank	1,004,996	-	1,579	1,006,575
NAB Bpay Account	103,272	35,125	-	138,397
T Corp IM Cash Fund	2,003,412	-	4,313	2,007,725
<b>Total at call</b>	<b>7,862,756</b>	<b>(1,714,875)</b>	<b>8,672</b>	<b>6,156,553</b>
CBA	1,002,461	-	1,957	1,004,418
Bank of Sydney	1,004,177	-	2,312	1,006,489
Bank of Sydney	1,004,177	-	2,312	1,006,489
NAB	1,002,664	-	2,117	1,004,781
Regional Australia Bank	1,002,117	-	2,117	1,004,234
NAB	1,001,004	-	2,075	1,003,079
Regional Australia Bank	1,000,551	-	2,134	1,002,685
Bank Of Sydney	1,000,833	-	2,346	1,003,179
BOQ	1,002,606	-	2,245	1,004,851
BOQ	1,002,606	-	2,245	1,004,851
<b>Total Term deposits</b>	<b>10,023,196</b>	<b>-</b>	<b>21,860</b>	<b>10,045,056</b>
<b>Total</b>	<b>17,885,952</b>	<b>(1,714,875)</b>	<b>30,532</b>	<b>16,201,609</b>

### Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

### RECOMMENDATION

That Council accept the Investments Report for the month ending 31 July 2017.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 29 Rates Report for Month Ending 31 July 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 2017 was 8.88%, which is below the OLG recommended benchmark.

### **Issues**

The outstanding rates and annual charges ratio as at 31 July 2017 is lower than the 10% benchmark proposed by the OLG at 9.18%. The overall outstanding charges ratio as at 31 July 2017 is 10.67%.

In 2015 Council introduced a system that allows Ratepayers the ability to receive and pay their rate notices online, to date 351 ratepayers are utilising this system.

### **Options**

For Council's information.

### **Financial Considerations**

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

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 August 2017

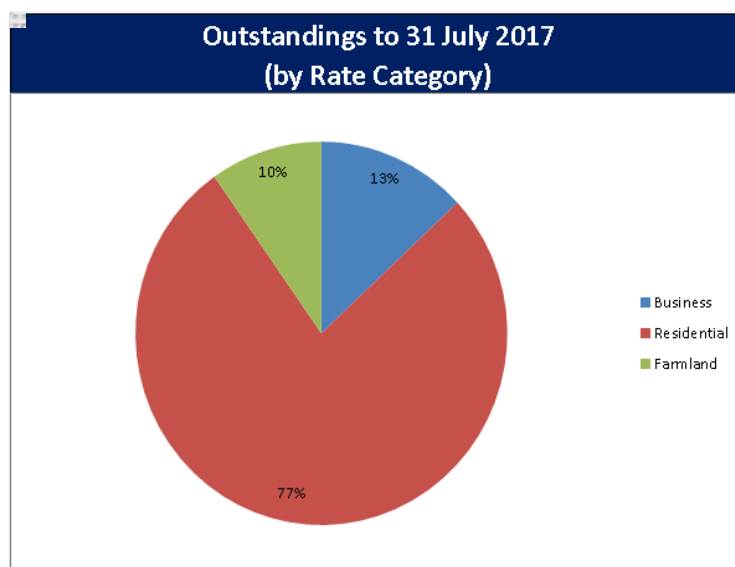
RATE/CHARGE TYPE	RATE ARREARS 2016/17	2017/18 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2017/18	COLLECTION % 2017/18	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	556,582	7,775,703	(161,702)	(1,520)	2,801	33,136	8,205,000	(84,758)	8,120,242	1.03%	696,577	8.49%
Water	229,206	1,445,691	(70,131)	(25)	1,093	-	1,605,834	(105,312)	1,500,522	6.56%	198,475	12.36%
Sewerage	103,222	1,077,596	(50,108)	(19)	517	-	1,131,208	(70,916)	1,060,292	6.27%	80,780	7.14%
Trade Waste	876	8,858	-	-	4	-	9,738	(703)	9,035	7.22%	526	5.40%
Storm Water	9,433	106,113	-	(1)	48	-	115,593	(7,564)	108,029	6.54%	7,048	6.10%
Garbage	258,538	1,901,003	(104,325)	(354)	1,242	-	2,056,104	(122,684)	1,933,420	5.97%	221,526	10.77%
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>1,157,857</b>	<b>12,314,964</b>	<b>(386,266)</b>	<b>(1,919)</b>	<b>5,705</b>	<b>33,136</b>	<b>13,123,477</b>	<b>(391,937)</b>	<b>12,731,540</b>	<b>2.99%</b>	<b>1,204,932</b>	<b>9.18%</b>
Sewer Access (Water Billing)	146,338	232,002	-	15	261	-	378,616	(68,820)	309,796	18.18%	77,794	20.55%
Water Consumption	649,131	1,383,671	-	763	1,884	66	2,035,515	(267,489)	1,768,026	13.14%	384,356	18.88%
Sewer Consumption	37,413	101,391	-	-	39	-	138,843	(24,570)	114,273	17.70%	12,881	9.28%
Trade Waste	26,699	101,808	-	-	28	-	128,535	(21,070)	107,465	16.39%	5,657	4.40%
<b>TOTAL WATER SUPPLY SERVICES</b>	<b>859,581</b>	<b>1,818,872</b>	<b>-</b>	<b>778</b>	<b>2,212</b>	<b>66</b>	<b>2,681,509</b>	<b>(381,949)</b>	<b>2,299,560</b>	<b>14.24%</b>	<b>480,688</b>	<b>17.93%</b>
<b>GRAND TOTAL</b>	<b>2,017,438</b>	<b>14,133,836</b>	<b>(386,266)</b>	<b>(1,141)</b>	<b>7,917</b>	<b>33,202</b>	<b>15,804,986</b>	<b>(773,886)</b>	<b>15,031,100</b>	<b>4.90%</b>	<b>1,685,620</b>	<b>10.67%</b>

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 August 2017

Analysis by Council staff has indicated that of the rates and annual charges outstanding amount, 77% relates to residential properties, while 10% relates to farmland and 13% 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>	57,079	27,855	15,888	526	2,296	43,013	54,883	12,881	5,657	220,078
<b>Residential</b>	478,314	190,408	182,587	-	4,752	115,561	329,473	-	-	1,301,095
<b>Farmland</b>	161,184	3,263	-	-	-	-	-	-	-	164,447
<b>Total</b>	<b>696,577</b>	<b>221,526</b>	<b>198,475</b>	<b>526</b>	<b>7,048</b>	<b>158,574</b>	<b>384,356</b>	<b>12,881</b>	<b>5,657</b>	<b>1,685,620</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.

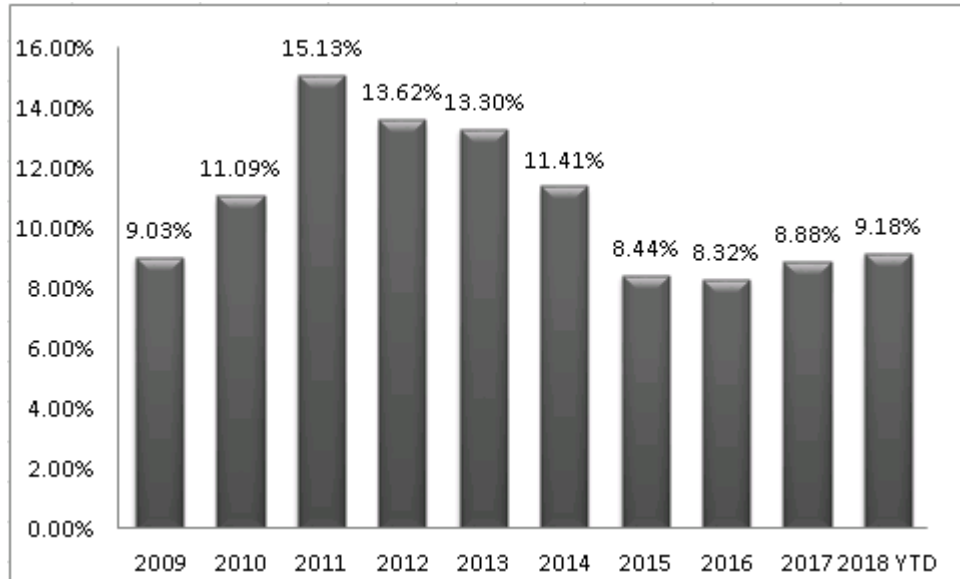
Council's historical debt recovery performance as measured by the rates and charges outstanding ratio is detailed in the graph below.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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**Graph 1: Ratio by Year**



### **RECOMMENDATION**

For Council's information.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 30 Nominations for Baradine Floodplain Management Advisory Committee**

<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>	P15 Council manages its assets and infrastructure to meet the agreed service levels.

---

#### **Purpose**

The purpose of this report is to finalise community membership of the Baradine Floodplain Management Advisory Committee.

#### **Background**

The purpose of the Baradine Floodplain Management Advisory Committee is to assist Council with development of flood risk management plans. The Committee is a forum for the discussion of technical and environmental issues associated with development of strategies to minimise impacts of flooding in Baradine.

The previous Committee assisted Council with the development of the Floodplain Risk Management Plan and the development of a flood levee concept design. The next stage in the overall project is development of detailed design and construction specifications for the proposed levee.

Membership of the Committee may include up to four (4) community representatives from Baradine.

The following people have responded to the call for nominations:

- Mr Peter Munns
- Mr Richard Crawley
- Mr Bob Cosgrove (*representing Baradine SES*).

Mr Crawley was a member of the previous Baradine Floodplain Management Committee.

Council representatives on the Committee include Councillor Denis Todd and Mr Kevin Tighe (Director Technical Services).

In addition the Committee is also required to be represented by an Officer from the Office of Environment & Heritage.

#### **Issues**

Nil.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Options**

Council has discretion in this matter.

### **Financial Considerations**

The establishment of the Advisory Committee is not expected to have any budgetary impacts.

The remaining grant allocation available for completion of the levee design and construction specifications is \$241,365. Council is required to contribute \$34,481 to the design project.

### **RECOMMENDATION**

That the following nominations be accepted for membership of the Baradine Floodplain Management Advisory Committee:

- Mr Peter Munns
- Mr Richard Crawley
- Mr Bob Cosgrove.

# **WARRUMBUNGLE SHIRE COUNCIL**

## **Ordinary Meeting – 17 August 2017**

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### **Item 31 2017/18 Technical Services Works Program – Road Operations, Urban Services & Water Services**

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

---

#### **Reason for Report**

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

#### **Background**

The 2017/18 Works Program including expenditure until the end of July 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 2017. A list of road maintenance requests and roads scheduled for maintenance over the next two months can also be found in Attachment 2.0.

#### **Issues**

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

#### **Options**

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

#### **Financial Considerations**

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

#### **RECOMMENDATION**

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



# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 August 2017

### Attachment 1.0 – Technical Services 2017/18 Works Program

Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
<b>Technical Services</b>	<b>21,738,826</b>	<b>1,782,902</b>	<b>6%</b>
<b>Asset &amp; Design Services</b>	<b>60,452</b>	<b>0</b>	<b>0%</b>
Survey equipment	24,000	0	0%
Eng design software	13,000	0	0%
traffic counters	7,500	0	0%
<b>Road Safety Programme</b>	<b>15,952</b>	<b>0</b>	<b>0%</b>
Plan B	5,150	0	0%
Child Restraint	1,750	0	0%
Workshop for Supervisors of L Drivers	767	0	0%
Bike Week	0	0	0%
Just Slow Down on Local Roads	4,000	0	0%
Free Cuppa for driver	2,085	0	0%
Pedestrian & Bike Safety	2,200	0	0%
<b>Fleet Services</b>	<b>3,408,665</b>	<b>359,296</b>	<b>10%</b>
Minor plant purchases	15,000	2,896	0%
Plant & equipment purchases	3,224,010	356,400	0%
Coona workshop capital items	14,655	0	0%
Traffic light	30,000	0	0%
Plant 30 - light vehicle	35,000	0	0%
New bobcat	90,000	0	0%
<b>Road Operations</b>	<b>10,128,642</b>	<b>976,280</b>	<b>8%</b>
<b>RMS Work Orders</b>	<b>2,688,000</b>	<b>198,652</b>	<b>8%</b>
Heavy Patching	580,000	0	0%
South Merrygoen	500,000	11,726	1%
HW 27, Lighthouse Hill, drains/shlders	75,000	0	0%
Vegetation Control*	30,000	0	0%
HW18, Gap drainage improvements	40,000	0	0%
HW27 culvert repairs	130,000	0	0%
HW17, shlder widening, Dows lane	98,000	0	0%
HW27, shlder widening, Sullivan street	80,000	0	0%
Dunedoo HV parking bay	250,000	186,926	80%
Resealing program	905,000	0	0%
<b>Local Roads</b>	<b>3,969,897</b>	<b>296,378</b>	<b>0%</b>
<b>Local Roads reseals</b>	<b>563,915</b>	<b>0</b>	<b>0%</b>
Reseal program - TBA	563,915	0	0%
<b>L R bridges &amp; cwys</b>	<b>698,432</b>	<b>0</b>	<b>0%</b>
Coonagoony bridge	4,183	0	0%
Box Ridge Rd - Cwy	44,249	0	0%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Ross Crossing Bridge - approaches	10,000	0	0%
Mia Mia Rd - cwy	60,000	0	0%
Napier Lane(Garrawilla) - cwy	60,000	0	0%
Napier Lane (Mt Warwick) - cwy	60,000	0	0%
Quia Rd - cwy	60,000	0	0%
Leaders Rd - Cwy	0	0	0%
Todd's Crossing - Teridgerie Creek	400,000	0	0%
<b>Local Road pavements</b>	<b>1,657,311</b>	<b>296,378</b>	<b>10%</b>
Wool Rd Rehabilitation	178,758	198,093	100%
Munns Rd including causeway	250,000	0	0%
Gentle Annie Rd - Pavement Rehab	250,000	0	0%
Neilrex Rd - unsealed pave rehab.	200,000	0	0%
Neilrex Road - pavement rehab	98,424	0	0%
Rotherwood Rd - sealed rehab.	150,000	0	0%
Turee Vale Rd - sealed pave rehab	150,000	0	0%
Wyuna Rd - Extension of seal	200,000	0	0%
Beni Xing Rd - safety improvements	180,129	98,285	80%
<b>Local Roads Gravel Resheeting</b>	<b>1,050,239</b>	<b>0</b>	<b>0%</b>
Local Rds resheeting	0	0	0%
Munns Rd	175,000	0	0%
Dinby Lane	50,000	0	0%
Newbank Lane	70,000	0	0%
Tabletop Rd	45,000	0	0%
Bourke & Halls Rd	45,000	0	0%
Wingabutta Rd	90,000	0	0%
Hawkins Lane	40,000	0	0%
Hawkins Rd	40,000	0	0%
Wardens Rd	50,000	0	0%
Mt Hope Rd	125,000	0	0%
Sandy Ck Rd	120,000	0	0%
Dandry Rd	120,000	0	0%
Carmel Lane	47,728	0	0%
Wyuna Rd	32,511	0	0%
<b>Regional Roads</b>	<b>3,466,085</b>	<b>478,637</b>	<b>0%</b>
<b>Regional Roads reseals</b>	<b>647,072</b>	<b>0</b>	<b>0%</b>
Reseals Rd 1	647,072	0	0%
<b>Pavement Rehab</b>	<b>1,656,771</b>	<b>235,119</b>	<b>0%</b>
Black Stump Way rehab.	1,174,197	235,119	20%
Vinegaroy Rd - pave rehab	169,000	0	0%
Vinegaroy Rd - pave rehab	150,250	0	0%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Timor Rd - Shoulder Rehab	163,324	0	0%
<b>Black Spot programme</b>	<b>507,408</b>	<b>0</b>	<b>0%</b>
Baradine Rd - widening, guardrail	507,408	0	0%
<b>Regional Road Bridges</b>	<b>654,834</b>	<b>243,518</b>	<b>0%</b>
Allison bridge	654,834	243,518	70%
<b>Aerodromes</b>	<b>4,660</b>	<b>2,613</b>	<b>0%</b>
Repainting of Coona terminal bldg	4,660	2,613	100%
<b>Urban Services</b>	<b>2,478,134</b>	<b>91,071</b>	<b>0%</b>
<b>Parks &amp; Gardens</b>	<b>110,344</b>	<b>12,909</b>	<b>0%</b>
<b>Baradine</b>	<b>27,020</b>	<b>12,909</b>	<b>0%</b>
Lions Park - internal path	15,000	9,091	100%
Lions Park - from Darling street	8,000	3,818	100%
Lions Park - shade renewal	4,020	0	0%
<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>Dunedoo</b>	<b>8,324</b>	<b>0</b>	<b>0%</b>
Milling Park Irrigation System	8,324	0	0%
<b>Mendooran</b>	<b>10,000</b>	<b>0</b>	<b>0%</b>
Mendooran Park - town water	10,000	0	0%
<b>Ovals</b>	<b>406,767</b>	<b>0</b>	<b>0%</b>
Netball Courts - Coonabarabran	298,467	0	0%
Robertson Oval - seat replacement	6,000	0	0%
Robertson Oval - Amenities	27,300	0	0%
Master plan - each sporting precinct	25,000	0	0%
Coona Oval - reseal roads	50,000	0	0%
<b>Swimming Pools</b>	<b>223,186</b>	<b>12,740</b>	<b>0%</b>
<b>Baradine</b>	<b>75,500</b>	<b>0</b>	<b>0%</b>
Shade structure	40,000	0	0%
Painting, stage 1 & 2	17,500	0	0%
Reconnection of lights	8,000	0	0%
Baradine - Pump room rehabilitation	10,000	0	0%
<b>Binnaway</b>	<b>11,000</b>	<b>0</b>	<b>0%</b>
Binnaway main pool ladders	8,000	0	0%
Removal of large pine tree	3,000	0	0%
<b>Coolah</b>	<b>74,000</b>	<b>0</b>	<b>0%</b>
Rain tank & pump for irrigation	4,000	0	0%
Coolah disable chair lift	10,000	0	0%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Water tanks at all pools	60,000	0	0%
<b>Coonabarabran</b>	<b>8,000</b>	<b>12,740</b>	<b>0%</b>
Injector dosing system	3,000	0	0%
Rain tank & pump for irrigation	5,000	0	0%
Pool M & R		12,740	100%
<b>Dunedoo</b>	<b>36,686</b>	<b>0</b>	<b>0%</b>
pool improvements	2,686	0	0%
Awning over Canteen area	4,000	0	0%
Amenities roof - polycarbon	30,000	0	0%
<b>Mendooran</b>	<b>18,000</b>	<b>0</b>	<b>0%</b>
Upgrades to club room	1,000	0	0%
Mendooran chemical dosing units	2,000	0	0%
Disable access - pool, toilets	15,000	0	0%
<b>Town Streets</b>	<b>1,737,837</b>	<b>65,422</b>	<b>0%</b>
<b>Baradine</b>	<b>82,960</b>	<b>11,091</b>	<b>0%</b>
Baradine street reseals	18,963	0	0%
Progress Ass'n - gardens	5,000	0	0%
Flood levee	20,000	0	0%
Baradine - street lighting	8,000	0	0%
Footpath rehab	25,997	11,091	50%
Baradine - street trees	5,000	0	0%
<b>Binnaway</b>	<b>227,849</b>	<b>3,696</b>	<b>0%</b>
Street reseals	17,015	0	0%
Railway St - K&G	55,000	0	0%
Progress Ass'n - gardens	5,000	0	0%
Bullinda Street, new K & G	55,000	0	0%
Footpath Rehabilitation	10,000	0	0%
Shared path - Renshaw St to River	15,834	3,696	50%
Corry Bridge - western approach	40,000	0	0%
Renshaw St - drainage western end	30,000	0	0%
<b>Coolah</b>	<b>390,705</b>	<b>5,850</b>	<b>0%</b>
Street reseals	28,290	0	0%
Street lights Coolah	8,000	0	0%
Footpath rehabilitation	30,000	0	0%
Booyamurra St K&G	70,413	0	0%
Drainage study, Bowen Oval, Goddard & Martin St	16,000	0	0%
Goddard Street shared path	123,002	5,850	5%
Goddard St Drainage - Binnia & Martin	45,000	0	0%
Pavement Rehab - various locations	70,000	0	0%
<b>Coonabarabran</b>	<b>560,888</b>	<b>44,785</b>	<b>0%</b>

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Cassilis - Robertson to Namoi - new footpath	40,000	0	0%
Dalgarno - footpath rehabilitation	20,000	0	0%
Dalgarno Street Western end Pave Rehab	19,327	0	0%
John St., K & G rehab	37,579	0	0%
Street reseals	90,508	0	0%
Crane St - Pavement Rehab	50,000	0	0%
John ST. K&G rehab	70,000	0	0%
Street Trees - Cowper St, Edwards - Dalgarno	30,000	0	0%
Street trees - Charles, Edward to Dalgarno	30,000	0	0%
Barker St Drainage pipe	20,000	0	0%
Pipe design - opposite Yuluwirri	6,000	0	0%
Drainage - Belar St & Merebene Street	70,000	0	0%
Edwards Street - shared path	77,474	44,785	80%
<b>Dunedoo</b>	<b>428,420</b>	<b>0</b>	<b>0%</b>
Wallaroo St - drainage design	350,000	0	0%
Wargundy street drainage design	15,000	0	0%
Street reseals	25,420	0	0%
Footpath rehab	20,000	0	0%
Dish drain - Yarrow st at Bandulla, sth side	18,000	0	0%
<b>Mendooran</b>	<b>47,015</b>	<b>0</b>	<b>0%</b>
Street reseals	17,015	0	0%
Footpath rehab.	30,000	0	0%
<b>Warrumbungle Water</b>	<b>3,302,607</b>	<b>168,108</b>	<b>0%</b>
<b>Baradine</b>	<b>1,068,657</b>	<b>13,317</b>	<b>0%</b>
Meter replacements	5,000	1,648	30%
Mains replac. Narren, Walker to Queen	52,000	11,669	80%
Removal of dead ends - Bligh to Castlereagh	31,223	0	0%
Renewal of treatment plant clarifier	853,434	0	0%
Baradine Reservoir - clean	77,000	0	0%
Water tower - Kenebri	50,000	0	0%
<b>Binnaway</b>	<b>514,847</b>	<b>51,874</b>	<b>0%</b>
Meter replacements	5,000	0	0%
Mains Ext - Andys Lane to Castlereagh	17,000	0	0%
Back up bore	385,847	51,874	35%
Relocate services - Renshaw Street	25,000	0	0%
Mains Ext - Innes St, Quandong & Frater	12,000	0	0%
Mains Ext - Castlereagh St & Ulinda St	70,000	0	0%
<b>Coolah</b>	<b>450,538</b>	<b>47,024</b>	<b>0%</b>
Mains Ext, Cunningham, Campbell to Gilmore	15,000	0	0%
Meter replacements	5,000	0	0%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Mains Ext., Central Lane to Martin St	15,000	0	0%
Mains Ext., Lane behind shops. East side to Martin St	10,000	0	0%
Back up bore	405,538	47,024	20%
<b>Coonabarabran</b>	<b>894,678</b>	<b>28,298</b>	<b>0%</b>
meter replacements	5,000	0	0%
Timor Fence repairs / dead storage	160,000	0	0%
Tools	5,000	0	0%
Mains ext. - Camp St, Namoi - Anne	50,000	0	0%
Mains ext. - Gordon St	50,000	0	0%
Raising Timor Dam wall - study	284,733	10,966	5%
Rekeying water sites	50,000	17,332	50%
Telemetry upgrade - all towns	289,945	0	0%
<b>Dunedoo</b>	<b>63,824</b>	<b>27,595</b>	<b>0%</b>
Mains Replac. - Wargundy Street	63,824	27,595	0%
<b>Mendooran</b>	<b>310,063</b>	<b>0</b>	<b>0%</b>
Mains Ext. River St, Brambil to Napier	30,000	0	0%
Mains Ext. River St, Farnell to Abbott	18,500	0	0%
Replace water meters	5,000	0	0%
Back up bore	256,563	0	0%
<b>Warrumbungle Sewer</b>	<b>2,360,326</b>	<b>188,147</b>	<b>0%</b>
<b>Baradine</b>	<b>23,746</b>	<b>0</b>	<b>0%</b>
Baradine pot renewals	20,000	0	0%
Camp Cypress sewer investigation	3,746	0	0%
<b>Coolah</b>	<b>295,853</b>	<b>59,449</b>	<b>0%</b>
Mains relining	2,036	59,449	100%
Coolah STP upgrade	243,817	0	0%
Sewer Coolah - smoke testing	50,000	0	0%
<b>Coonabarabran</b>	<b>657,259</b>	<b>88,910</b>	<b>0%</b>
Mains relining	123,223	88,910	100%
Pump station renewal	30,000	0	0%
Sewer Coona - smoke testing	60,000	0	0%
Telemetry upgrade - all towns	198,119	0	0%
Coona STP upgrade	245,917	0	0%
<b>Dunedoo</b>	<b>1,383,468</b>	<b>39,788</b>	<b>0%</b>
Mains relining - laneway, Cobbora & Tucklan	60,000	39,788	100%
Dunedoo STP upgrade	1,273,468	0	0%
Sewer Dunedoo - smoke testing	50,000	0	0%

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Unsealed Roads - Completed grading maintenance year to date			Maintenance requests received in May & June	Unsealed Road - Upcoming Grading Maintenance program
Road Name	Category	Length		
Blackburns	3	1	Beni Rd	Banoon Rd
Dennykymine	1	3	Brown Springs Rd	Bingie Grumble Rd
Eagleview	3	0.9	Cumbil Rd	Gamble Creek Rd
Emu	3	0.1	Homestead Rd	Hawkins Rd
Gowang	2	4.6	Hotchkiss Rd	Leaders Rd
Guinema	2	16.03	Morrisseys Rd	Morrisseys Rd
Guinema Bugaldie	1	5.5	Narangarie Rd	Mt Hope Rd
Gum Nut	3	0.5	Patrick Rd	Patrick Rd
Hawkins	3	1.5	Walleroo Rd	Scully Rd
Hickeys	2	5.6		Warrigal Rd
Homestead	3	7.1		
Iona (North)	3	5		
Kanoona	1	4.5		
Kennedys	3	5		
Kerrawah	3	1		
Lawson Park	1	2.8		
Leaders	2	7.4		
Major Mitchell	2	0.5		
Nashs	3	3.3		
North Pine Ridge	1	3.9		
Oakey Creek	2	4		
Pine Ridge	1	3.6		
Tibuc	3	2.2		
Walleroo	2	2.6		
Yaminbah	2	13.9		

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### **Item 32 Enforcement Policy Review**

<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>	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 Enforcement Policy was endorsed on 20 June 2013 (**Resolution 414/1213**). The policy has been updated to reflect any changes in legislation.

### **Issues**

Nil

### **Options**


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

### **Financial Considerations**

Nil

### **RECOMMENDATION**

That Council adopts the modified Enforcement Policy and it be included in Council's Strategic Policy Review.

	<b>Enforcement Policy</b>
	<b>Strategic</b>

### **1. Purpose**

The purpose of this policy is to outline enforcement activities and actions undertaken by Council within the Warrumbungle Shire Local Government Area.

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

The objective of this policy is to:



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- Ensure that Council exercises its regulatory functions consistently and without bias in accordance with its obligations under Section 8 of the Local Government Act 1993;
- Assist those employed by Council in responding promptly, consistently and effectively in relation to allegations of unlawful activity whilst ensuring that principles of natural justice are respected;
- Provide information to all stakeholders about the Council's position in relation to the enforcement of compliance with legislation, including the circumstances which will be taken into account when assessing different enforcement actions.

### **3. Policy Scope**

This policy applies to investigations by Council, about unlawful activity (as defined) or failure to comply with the terms or conditions of approvals and orders and to any enforcement action taken in relation to such breaches.

This policy is applicable to development activity, contamination and pollution control, regulation of parking, control over animals, unauthorised development, food safety, public health safety issues and other regulatory functions for which the Council is the responsible authority.

### **4. Background**

Warrumbungle Shire Council (Council) has a broad range of regulatory and compliance obligations under many pieces of legislation. This includes responsibilities related to public safety, protection of the environment and to exercise control over activities within its Local Government Area.

In recognition of the regulatory responsibilities of all Councils, the NSW Ombudsman in June 2002 published "Enforcement Guidelines for Councils" which included a model enforcement policy. On 22 October 2009 Council adopted the Warrumbungle Shire Enforcement Policy based on these guidelines. Subsequent changes in the duties and function of Council and amendment to legislation have resulted in a review of the previous Enforcement Policy.

This Enforcement Policy reflects the need for the decision making processes of Council's authorised officers to be carried out in a transparent, efficient, fair and consistent manner while having regard to all the circumstances in each case.

### **5. Definitions**

"Unlawful activity" is defined as any activity or work that has been or is being carried out:

- Contrary to the terms or conditions of a development consent, approval, permit or other written authorisation from the Council;
- Contrary to an environmental planning instrument that regulates the activities or work that can be carried out on particular land;
- Contrary to a legislative provision regulating a particular work activity or work; Without a required development consent, approval, permit or the like;
- Contrary to legislation for which the Council is the appropriate regulatory authority.

Unlawful activity also includes any activity, place or structure which is a risk to public health and safety.

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### **6. Policy Statement**

This policy aims to establish clear guidelines for the exercise of the Council's discretion in the context of proactive regulatory action taken and the investigation and pursuit of complaints about unlawful activity. It provides workable guidelines on:

- How to assess whether complaints alleging unlawful activity require investigation;
- Options available to Council for dealing with unlawful activity; and
- How to decide whether enforcement action is warranted and what type of enforcement action is appropriate in the particular circumstances.

### **6.1 Enforcement Principles**

Warrumbungle Shire Council is committed to:

- Acting in the best interests of protecting public health, safety and the environment;
- Ensuring all actions are consistent, fair and impartial;
- Ensuring all actions are without unlawful discrimination;
- Ensuring all enforcement action is in keeping with the relative severity of the offence;
- Ensuring enforcement action is taken against the right person for the correct offence;
- Ensuring that any actual or potential conflict of interest situations are managed in a fair, consistent and impartial manner;
- Disclosing all evidence relevant to the alleged offence, including assisting the Court by providing all necessary information whether or not that information is in favour of Council's case;
- Issuing cautions to the alleged offenders where necessary and appropriate;
- Making cost effective decisions concerning enforcement action having regard to the likely outcome at court;
- Ensuring action is instigated within any relevant specified time frames.

### **6.2 Responsibility**

All Council staff who deal with written and verbal action requests or complaints alleging unlawful activity and those officers who are involved in the enforcement of relevant legislation are responsible for implementing this policy.

All notifications of alleged unlawful activity should be appropriately recorded by the Council's electronic records system as soon as possible upon receipt. Council officers responsible for the investigation of a matter are responsible for keeping a full and complete record of their actions, including reasons for all decisions made in relation to an investigation.

### **6.3 Unlawful Activity and Enforcement Action**

#### **6.3.1 Responding to Complaints**

Council will make every effort to ensure that all Customer Service Requests or complaints about alleged unlawful activity are recorded and actioned in a timely manner by the appropriate staff.

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Confidentiality of information will be dealt with in accordance with Council's Privacy Management Plan and all relevant legislation including the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*.

### **6.3.2 Investigating Unlawful Activities**

All matters regarding alleged unlawful activity will be reviewed to determine whether the matter requires enquiry or investigation. Further enquiries or investigation will not be undertaken where:

- The matter has already been investigated and resolved or it has been determined that no further action will be taken in the absence of new information;
- The Council has no jurisdiction in relation to the matter. In relation to such matters it may be appropriate for Council to bring the matter to the attention of the appropriate regulatory authority. For example SafeWork NSW in relation to workplace safety issues on building sites or the Department of Environment and Heritage in relation to environmental offences;
- The activity is identified as being lawful without the need for an investigation;
- The Council is not the appropriate regulatory authority.

When considering whether a complaint will warrant enquiry or investigation Council will consider a range of factors including:

- Is the complaint premature? Does it relate to some unfinished aspect of work still in progress?;
- On the basis of the information available, is the activity permissible without consent or approval?
- If the activity is permissible with consent, is there a consent in place and have all conditions been complied with?
- Has a development application, building certificate application or other appropriate application been lodged in relation to the activity?
- Is the complaint trivial, frivolous or vexatious?
- What is the extent of the delay between events referred to by the complainant and their notification to Council and reasons given for such delay?
- Is the activity having a significant detrimental effect on the environment or does it constitute a risk to public health, safety and amenity?
- Have there been previous complaints about the subject premises or this person or organisation?
- Does the complaint have special significance in relation to the priorities of Council?
- Given the particular circumstances of the complaint, are there significant resource implications in relation to any investigation and any subsequent enforcement action?
- Overall, is it in the public interest to investigate the complaint?
- Where a decision is made not to investigate a complaint, this decision should be recorded along with the reasons for that decision. The complainant should be advised of the decision and the reasons for making that decision unless such notification is impossible, for example an anonymous complaint.

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### **6.3.3 Taking Enforcement Action**

When determining whether to take enforcement action and the level of enforcement action that is appropriate, in relation to a particular case of verified unlawful activity, officers should consider all the circumstances of the case including:

- The seriousness of the breach, including whether the breach is merely technical or “trivial” in nature;
- When the unlawful activity was carried out and for how long, including whether the breach is continuing;
- The harm or potential harm to the environment or public health, safety or amenity caused by the unlawful activity;
- Would consent have been given if it had been sought;
- The need for general and specific deterrence;
- Whether the breach can be easily remedied;
- Any particular circumstances of hardship affecting the complainant or the person the subject of the complaint;
- Any mitigating or aggravating circumstances;
- Any prior warnings that have been issued to the person or previous enforcement action taken against the person;
- The degree of culpability of the alleged offender;
- Whether an educative approach would be more appropriate than a coercive approach;
- The costs and benefits of taking formal enforcement action as opposed to taking informal or no action;
- The prospects of success if the proposed enforcement action were challenged in court;
- What action would be proportionate and reasonable;
- If a criminal prosecution is contemplated that there is the existence of a *prima facie* case
- What would be in the public interest;
- Any precedent which may be set by not taking enforcement action.

Prior to taking enforcement action, officers should always consider the criteria outlined above in undertaking an objective consideration of the evidence that has been gathered during the course of their investigation. Officers must never allow their actions to be used purely to pursue the agendas of external parties or interest groups and enforcement action must never be undertaken purely as a means of appeasing a virulent complainant in circumstances where that application of the criteria in the Enforcement Policy would otherwise indicate that enforcement action should not be taken.

Where there is sufficient evidence to issue a penalty notice, the officer may instead elect to issue a formal caution if such an approach is considered appropriate under the Caution Guidelines issued by the NSW Attorney General under the *Fines Act 1996*.

### **6.3.4 Options for Dealing with Unlawful Activity**

Where an investigation has been undertaken and that investigation has confirmed an instance of unlawful activity there are a number of options Council can take including but not limited to the following:

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- Taking no action on the basis of a lack of evidence or because it is appropriate having regard to the matters set out in this policy;
- Warning or counselling the person the subject of the investigation to educate them as to the relevant legal requirements;
- Obtaining undertakings from the appropriate person that steps will be taken to address the concerns, for example, the lodging of a development application, within a reasonable period;
- Issue a warning letter indicating that unless certain action is taken, for example certain work is done or activities cease, more formal enforcement action will be taken by Council;
- Serving a notice of intention, followed by an order where appropriate, under relevant legislation requiring works to be done or for a use to cease or to otherwise address the unlawful activity;
- Issue a formal caution in relation to a penalty notice offence under s19A of the *Fines Act 1996* and in accordance with the Caution Guidelines;
- Issue a Penalty Infringement Notice, where available;
- Issue a Court Attendance Notice alleging that an offence has been committed against nominated legislation for determination in the Local Court
- Commence proceedings in the Land and Environment Court to remedy or restrain a breach of legislation, including enforcement action seeking compliance with a statutory order or the commencement of injunctive proceedings where necessary;
- Commence proceedings in the Land and Environment Court for the prosecution of a criminal offence in Class 5 of the court's jurisdiction;
- Carrying out the works specified in an order under the *Local Government Act 1993* or the *Environmental Planning and Assessment Act 1979* at the cost of the person served with the order.

The options outlined above are not mutually exclusive. The approach adopted will be entirely dependant on the individual circumstances of the particular matter, with public safety being the primary concern at all times.

### **6.3.5 Enforcement Priorities**

From time to time different functions of Council will be identified as having the need for enforcement or regulatory action to be focussed on that area. Where a Director in consultation with relevant stakeholders, considers it necessary to identify particular enforcement priorities for their department, he or she may develop a list of proposed enforcement priorities and/or guidelines for enforcement action in relation to particular types of unlawful activity.

## **7. Legislative Requirements**

### **7.1 Delegations**

Council staff may be delegated to initiate various levels of enforcement action under the following Acts and associated Regulations made under these Acts:

- Environmental Planning and Assessment Act 1979
- Local Government Act 1993
- Protection of the Environment Operations Act 1997
- Impounding Act 1993
- Companion Animals Act 1998

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- Roads Act 1993
- Food Act 2003
- Public Health Act 2010
- Swimming Pools Act 1992
- Contaminated Land Management Act 1997
- Biodiversity Conservation Act 2016

### **8. Responsibilities**

The Manager Regulatory Services will hold responsibility over this policy.

### **9. Associated Documents**

Warrumbungle Shire Council - Privacy Management Plan

NSW Attorney General – Caution Guidelines

Environmental Planning and Assessment Act 1979

Local Government Act 1993

Protection of the Environment Operations Act 1997

Impounding Act 1993

Companion Animals Act 1998

Roads Act 1993

Food Act 2003

Public Health Act 2010

Swimming Pools Act 1992

Contaminated Land Management Act 1997

Biodiversity Conservation Act 2016

### **10. Getting Help**

The staff member/s that can assist with enquiries about the policy.

Position: Manager Regulatory Services.

### **11. Version Control**

<b>Policy</b>	<b>Version</b>	<b>Resolution</b>	<b>Date</b>
Enforcement Policy	1	132	22 October 2009
Enforcement Policy	2	417/1213	20 June 2013
Enforcement Policy	3		

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### **Item 33 Local Heritage Places Grants**

<b>Division:</b>	Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	PA to Director Development Services – Kelly Dewar
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority:</b>	Our towns and villages are characterised by their attractiveness, appurtenance, safety and amenity

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### **Reason for Report**

During July 2017 Warrumbungle Shire Council advertised for applications for Council's Local Heritage Places Grant. The grants are to assist with conservation and restoration work. It is recommended that the grants be allocated from the fund based on the recommendations provided by Council's Heritage Advisor.

### **Background**

Council received funding from Office of Environment and Heritage to run the annual Local Heritage Places Grant to assist owners undertake conservation and maintenance works on heritage buildings, items and places within the Shire.

Warrumbungle Shire Council has an established a budget for its Heritage Places Grants and Local Heritage Advisor programs. If Council manages the fund in accordance with the requirements of the Heritage Branch - Department of Planning, that agency will reimburse up to \$6,000 (excl. GST) via a grant at the end of the financial year. This funding is based on a \$1 for \$1 formula.

One of the key requirements is that the fund be dispersed with regard for the recommendations of Council's Heritage Advisor.

After advertising during July, six applications for grants were received for works on the following places:

- Cobbora Courthouse – Cobbora
- Coonabarabran Club – Cassilis Street, Coonabarabran
- 38 Dalgarno Street - Coonabarabran
- "Oban" - Coolah
- Birriwa Homestead – Birriwa
- Royal Hotel – Binnaway

Warrumbungle Shire Council's Heritage Advisor, Peter Duggan, evaluated the applications and has recommended that the grants be dispersed as shown in the table below.

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<b>Property</b>	<b>SHI No.</b>	<b>Applicant</b>	<b>Works</b>	<b>Cost</b>	<b>Request</b>	<b>Recommended</b>
Cobbora Courthouse	Cobbora_01	Penny Stevens	Replace and repair post and rail fence that divides the Cobbora Courthouse and Old Police Station	\$6,940	\$2,800	\$1,000
Coonabarabran Club	CC_03	David Rayner	Restoration of front cement steps and surrounding concrete works and paint front of building	\$5,770	\$500 to \$2,000	\$1,000
38 Dalgarno Street Coonabarabran	Dalgarno_01	Mary Tanner	Restore roof – repair and painting work to roof of residence	\$10,835	\$4,835	\$1,500
‘Oban’ Coolah	Oban_01	Christopher Hallett	Verandah replacement	\$15,500	\$2,000	\$1,000
Birriwa Homestead	Birriwa_02	Mary Salvat	Updating interior door hardware	\$1,842.36	\$500	\$500
Royal Hotel Binnaway	Royal_01	Sean Henderson	Reroof the laundry roof and guttering and flashing	\$3,000	\$1,500	\$1,000
				<b>\$43,887.36</b>	<b>\$12,635</b>	<b>\$6,000</b>

### **Issues**

Nil.

### **Options**

Given that Council has obtained funding and acknowledged the applications it would be unreasonable to not offer the funding to assist with works as per the funding guidelines.

### **Financial Considerations**

Warrumbungle Shire Council has an established annual budget for its Local Heritage Fund and Heritage Advisor programs.

### **RECOMMENDATION**

That Council grant \$6,000 from the Warrumbungle Shire Council Local Heritage Fund 2017-2018 as per the following:

Cobbora Courthouse, Cobbora - \$1,000  
Coonabarabran Club, Coonabarabran - \$1,000  
38 Dalgarno Street, Coonabarabran - \$1,500  
Oban, Coolah - \$1,000  
Birriwa Homestead - \$500  
Royal Hotel, Binnaway - \$1,000.



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### **Item 34 Street Stalls Policy Review**

<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>	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 Street Stalls Policy was endorsed on 17 October 2013 (**Resolution 155/1314**). The policy required minimal changes.

### **Issues**

Nil.

### **Options**


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

### **Financial Considerations**

Nil.

### **RECOMMENDATION**

That Council adopts the modified Street Stalls Policy and it be included in Council's Strategic Policy Review.

	<b>Street Stall Policy</b>
	<b>Strategic</b>

### **1. Purpose**

The purpose of this policy is to give clear guidelines as to Council's requirements and expectations for the use of public footpath areas for activities such as street stalls and raffle ticket selling.

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

This policy will ensure that street stall activities do not adversely impact on residents or business operators, whilst at the same time provides an equitable opportunity for fundraising for all appropriate organisations.

### **3. Policy Scope**

This policy applies to all street stalls and raffle ticket selling conducted within the Warrumbungle Shire.

### **4. Policy Statement**

- i) All applications for a street stall shall be made with Council's application form and submitted at least 14 days prior to the proposed date of the activity and must indicate the times required.
- ii) Any organisation using a public footpath must keep effective public liability insurance cover for a minimum of \$20 million which indemnifies the organisation conducting the fundraising activity and Warrumbungle Shire Council against any claims for injury to person, or damage to property as a result of the fundraising activity.
- iii) Evidence of the public liability insurance cover must be provided with every application.
- iv) Consideration for street stalls will only be given to those located within the central business district of each town and village within the Shire.
- v) Consideration of street stall applications shall include affected shop owners, safety, pedestrian access and amenity.

### **5. Responsibilities**

The policy will be enforced by staff within the Regulatory Services Division.

### **6. Associated Documents**

Application to Place Articles & Items on the Footpath.

### **7. Getting Help**

The staff member who can assist with enquiries about the policy;

*Position:* Development Services Administration Officer  
Compliance Officer

### **8. Version Control**

Staff Member Responsible for Review: Manager of Regulatory Services

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

<b>Policy Name</b>	<b>Version</b>	<b>Resolution No.</b>	<b>Date</b>
Local Approvals Policy	Adopted	210	17 November 2005
Street Stalls Policy	Revised	155	17 October 2013
Street Stalls Policy	Revised		

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### **Item 35 Temporary Grazing 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 Temporary Grazing Policy was endorsed on 19 September 2013 **(Resolution 19/1314)**. The policy has been updated to advise Council grants concurrence for permits not approval. The policy also reflects that Council is the local roads authority and place the onus on Council to grant concurrence on a local basis on all roads including classified roads.

### **Issues**

Nil.

### **Options**

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

### **Financial Considerations**


Nil.

### **RECOMMENDATION**

That Council adopts the modified Temporary Grazing Policy and it be included in Council’s Strategic Policy Register.

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	<b>Temporary Grazing Permit Policy</b>
	<b>Strategic</b>

### **1. Purpose**

The purpose of this policy is to outline management of Temporary Grazing Permits within the Warrumbungle Shire Local Government Area.

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

The objective of this policy is:

- to provide guidelines for the grazing of livestock on Council roads in consultation with Local Land Services
- to outline the provision under which the grazing of livestock will be permitted along Council road reserves.

### **3. Policy Scope**

This policy applies to all temporary grazing applications seeking permits from Local Land Services to graze livestock on local and classified roads within Warrumbungle Shire Council.

### **4. Background**

This policy will replace the previous policy entitled Temporary Grazing Policy (endorsed by Council 20 February 2014).

The policy is required to be updated to align with legislation changes.

### **5. Definitions**

LLS - the Central West Local Land Services (LLS) a district constituted under the Local Lands Services Act 2013;

Classified Road – as defined in the Roads Act 1993;

Council – the Warrumbungle Shire Council;

LLS Act 2013 - Local Land Services Act 2013;

LG Act 1993 - the Local Government Act 1993;

Local Road – any formed road not a Classified Road within the Warrumbungle Shire Council local government area;

Permit - a road side grazing permit issued pursuant to Section 78, Local Land Services Act 2013;

MR – main road;

SR – state road.

### **6. Policy Statement**

The following conditions will apply to any temporary grazing permits issued to utilise local or classified roads within Warrumbungle Shire Council:

#### **6.1 General Conditions**

- a) The issue of a permit for temporary grazing on a road is the responsibility of the LLS.
- b) Council is not authorised to issue temporary grazing permits
- c) A permit may only be issued by LLS:

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- i. For those parts of the road not normally used by road vehicles;  
and
  - ii. With the prior concurrence of Council.
- d) Council will not unreasonably refuse to grant concurrence for a permit. In particular, but without limiting the generality of this provision, Council will, subject to its obligations as the roads authority, provide as much assistance as possible in times of drought or other natural difficulty or disaster.
- e) Council may charge a fee, pursuant to Section 608 LG Act 1993, for the granting of concurrence, but that fee shall be related to the actual cost to the Council of processing an application for the concurrence.
- f) A permit is subject to the conditions prescribed in Section 78 of the LLS Act 2013.
- g) A permit shall be subject to such other conditions as the LLS prescribes, including:
  - i. a requirement for the display of stock warning signs in accordance with Section 78 of the LLS Act 2013; and
  - ii. any conditions stipulated by the Council subject to its concurrence.
- h) Council will stipulate as a condition of its concurrence that the permit holder shall indemnify it from all claims arising as a result of the presence of the stock on the road reserve - the subject of the permit - meaning that Warrumbungle Shire Council must be shown as an Interested Party on the Public Liability Certificate of Currency (to the value of \$20,000,000).
- i) The provisions of Section 78 of the LLS Act 2013 are to be observed strictly.
- j) The LLS will notify, by way of confirmation to Council of the issue of every permit, the name and address of the permit holder, the duration of the permit and the conditions to which the permit is subject.
- k) The LLS will not issue a permit in cases where the Council does not grant concurrence to the issue of the permit.
- l) Concurrence for the issue of a permit will not be given to any landowner unless the permit sought is to land adjacent to the applicant's property.
- m) That the grazing permit be issued for a maximum of 30 days.
- n) That the owner of the stock is to comply with all conditions and requirements of the LLS roadside grazing permit.
- o) The Council is the authorising authority to grant concurrence for temporary grazing permits on classified roads and will only provide concurrence if there is a drought declaration for the region.

### **6.2 Signage and Fencing Requirements**

The following requirements must be followed when a permit has been issued;

- a) That stock warning signs as described in the LLS Act 2013 indicating the presence of stock on the road shall be prominently displayed 200 metres before and after the section of road being used.
- b) Stock signs must be displayed at all times when stock are on or adjacent to a roadway, and remove when stock are no longer present.
- c) That the distance over which stock are being grazed does not exceed 2 kilometres at any one time.
- d) When stock are being moved along the road, warning signs shall be no further than 5km apart.
- e) That at least one person shall be attending the stock at all times.

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- f) That the stock may only be present on a public road during daylight hours.
- g) “Stock Ahead” signs – whatever sign is deemed appropriate by the LLS is to be displayed on one side of the road formation on the oncoming side to the occupied area; monitoring of signs during the day is required to ensure that they give a timely warning and clear display to approaching traffic.
- h) Stock must be under constant surveillance at all times.
- i) Stock are to be kept off the road formation at all times.
- j) At night, stock are to be removed from the road reserve and securely fenced to prevent any livestock from straying onto the road.
- k) In the event of wet weather, all stock are to be removed from the road reserve.
- l) The holder of the permit is to indemnify Council from all claims arising as a result of the presence in the road reserve of the stock subject to the permit – this means that Warrumbungle Shire Council must be shown as an Interested Party on the Public Liability Certificate of Currency.
- m) Temporary fencing must be erected at least 5m from edge of travel lane on local roads and at least 6m on classified roads. This distance is measured between the road edge and any temporary fencing.
- n) At the end of the grazing period, any temporary fencing materials including posts, wires and electric tapes are to be removed from the road reserve. Failure to do this will mean that Council will carry out these works at cost to the person who made application for grazing rights.

### **6.3 Listing of Classified Roads with Warrumbungle Shire**

The classified roads subject to the requirements of this policy are:

MR 129	Purlewaugh Road, Baradine Road
MR 329	Gwabegar Road
MR 4053	Timor Road
MR 396	Warrumbungles Way
MR 55	Black Stump Way
MR 618	Vinegaroy Road
MR 7519	Forest Road
MR 334	Mendooran Road
SR 17	Newell Highway
SR 11	Oxley Highway
SR27	Golden Highway
SR18	Castlereagh Highway

### **7. Responsibilities**

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

### **8. Associated Documents**

WSC Operational Plan and Delivery Program  
Local Land Services Act 2013  
Local Land Services Regulations 2013  
Local Government Act 1993

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### **9. Getting Help**

The staff member/s that 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>Action</b>	<b>Resolution No.</b>	<b>Date</b>
Temporary Grazing Permit Policy	Endorsed	235	16 June 2005
Temporary Grazing Permit Policy	Endorsed	19/1314	19 September 2013
Temporary Grazing Permit Policy	Endorsed		20 February 2014
Temporary Grazing Permit Policy			

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### **Item 36 Warrumbungle Shire Community Heritage Working Group**

<b>Division:</b>	Development Services
<b>Management Area:</b>	Regulatory Services
<b>Author:</b>	Director Development Services – Leeanne Ryan
<b>CSP Key Focus Area:</b>	Rural and Urban Development
<b>Priority:</b>	Our towns and villages are characterised by their attractiveness, appurtenance, safety and amenity

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#### **Reason for Report**

To advise Council of funding received to review our heritage studies across the Shire, and to formalise the establishment of a heritage working group to assist identify heritage and cultural items for inclusion in the study.

#### **Background**

Council applied for funding under the 2017-2018 NSW Heritage Grants Program – Local Government Heritage Planning Studies for \$40,000 from the Office of Environment and Heritage to undertake a review of Council's heritage studies; Council's application for funding was successful.

The funding will assist to review our current heritage studies and include additional heritage and cultural items as identified necessary for inclusion. It is worthy to note that Council currently has two heritage studies from amalgamation of the two Councils; and neither document has been reviewed for many years.

The information obtained from the revised heritage study will be utilised to update Council's Local Environmental Plan (LEP), in particular Schedule 5 where local heritage items of significance are listed. It should be noted that local heritage items cannot be listed in the LEP without the consent of the owner of the heritage item.

#### **Issues**

The funding is on a very tight time schedule – with all works and a final report to be prepared and finalised by 15 May 2018. Council is guided by the requirements of the NSW Office of Environment and Heritage and is required to follow their process to formulate the report and expend the funds.

It is necessary for a working group to be formed (as per Heritage Office guidelines) to assist identify heritage/cultural items for inclusion in the study. Membership to the working group would ideally have a representative from each community and two Councillors. The working group will be coordinated by Council's Heritage Adviser.

To progress the matter within the tight timeframes, advertisements were placed in local newspapers, on the website and social media inviting nominations from the local communities for representation on the working group.



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Nominations for inclusion on the working group were received from the following:

<b>Name</b>	<b>Location</b>
Peter Morrissey	Coonabarabran
David Rayner	Coonabarabran
Roslyn Kildey	Baradine
Troy Rosenberg	Baradine
Marg Haley	Binnaway
John Mercer	Binnaway
Roy Cameron	Coolah
Ernest Fetch	Coolah
Noel Gilbert	Coolah

Ideally the working group should consist of a community member from each community and two councillors. It is noted that no representatives were forthcoming from the communities of Dunedoo and Mendooran. It is also necessary for two councillors to be nominated to the working group. Copies of the nominations are provided under separate cover.

### **Options**

Council has accepted funding and advertised for nominations for the working group so it would be unreasonable for Council not to proceed with this project.

### **Financial Considerations**

Council has obtained funding from the Office of Environment and Heritage to undertake this review. There is no cost to Council as the funding covers the full cost of the review. The works will be undertaken by Council's Heritage Adviser – Mr Peter Duggan.

### **RECOMMENDATION**

That Council nominate two Councillor Representatives to represent Council on the Community Heritage Working Group and **FURTHERMORE**, that Council determine the membership of the Heritage Working Group from the nominations listed.

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### **Item 37 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 – August 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>
12/2017	26/04/2017	10/07/2017	Austam Homes	937 Timor Road	COONABARABRAN	Installation of Manufactured Home	56
21/2017	31/05/2017	10/07/2017	David Hunter	31 Homeleigh Drive	COONABARABRAN	Alterations and Additions to Other	22
22/2017	02/06/2017	04/07/2017	Doreen Sullivan	20 Manus Drive	MENDOORAN	New Sheds - Residential	8
23/2017	08/06/2017	21/07/2017	Taylor Made Buildings	96-98 Booyamurra Street	COOLAH	Installation of Manufactured Home	38
24/2017	20/06/2017	10/07/2017	Picton Bros Investments	11 Little Timor Street	COONABARABRAN	New Patio	0
26/2017	22/06/2017	24/07/2017	Leonie Macbeth	22 Irwin Street	COOLAH	New Home Occupation	12
27/2017	26/06/2017	19/07/2017	Wendy Mason	333 Carmichaels Lane	COONABARABRAN	New Single Storey Dwelling	17
29/2017	05/07/2017	13/07/2017	Robert Adams	154 Ropers Road	BINNAWAY	New Garages - Residential	0

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<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>
31/2017^	13/07/2017	21/07/2017	Graham & Jill Goodman	11880 Golden Highway	UARBRY	New Single Storey Dwelling and New Garages - Residential	4
32/2017	17/07/2017	24/07/2017	GB3 Pty Ltd	Gardener Street	COONABARABRAN	New Garages/Sheds - Commercial	7
33/2017	17/07/2017	26/07/2017	Christopher Dungate	96-98 Booyamurra Street	COOLAH	New Garages/Sheds - Residential /Rural	0
34/2017^	22/07/2017	26/07/2017	Deborah Godwin	69 Moorefield East Road	UARBRY	New Single Storey Dwelling	2
35/2017	24/07/2017	26/07/2017	Terrence & Patricia Tighe	6 Koala Crescent	COONABARABRAN	New Single Storey Dwelling	2
36/2017	25/07/2017	26/07/2017	Stephen Bennett	78-80 Wellington Street	BARADINE	Extension to Existing Dwelling	0

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

**^ Development from the February 2017 Sir Ivan Bushfires**

### **RECOMMENDATION**

That Council notes the Applications and Certificates approved during July 2017 under Delegated Authority.

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### **Item 38 Questions for the Next Meeting – Councillor Todd**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<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, Councillor Todd presented Council with questions for the next meeting. The questions and answers are outlined below.

### **Question 1**

Mendooran water charge. When will the IPART report come back to Council?

### **Response**

A report on this matter is included in the August Business Paper.

### **Question 2**

Binnaway Mendooran Sewerage. Is there any feed back if not we should move ahead and contact members.

### **Response**

The State Government will shortly be announcing a funding scheme called 'Safe and Secure Water Program' and projects like new sewerage schemes in Binnaway and Mendooran appear to be eligible. The funding program is expected to require a matching contribution from Council.

### **Question 3**

Baradine Showground sewerage information. They are waiting for a reply.

### **Response**

An Environmental Consultant from Dubbo has completed field investigations on the proposed sewer line route, and Council is now awaiting the final report.

### **Options**

Nil.

### **Financial Considerations**

Nil.

### **RECOMMENDATION**

For Council's information.

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### **Item 39 Questions for the Next Meeting – Councillor Lewis**

<b>Division:</b>	Executive Services
<b>Management Area:</b>	Governance
<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 July Ordinary Council meeting, Councillor Lewis presented Council with questions for the next meeting. The questions and answers are outlined below.

### **Question**

What is happening with the return of the 3,000 litre skip bins to tips? Notice of Motion did state immediately or ASAP.

### **Response**

Due to expected costing to return the skip bin service to Council's transfer stations, it was necessary as per the Local Government Act 1993 for the service to be tendered (as the expected costs triggered the tendering process).

Tenders have now closed and a report to Council will be presented to the August meeting recommending the preferred tender.

### **Options**

Nil.

### **Financial Considerations**

Nil.

### **RECOMMENDATION**

For Council's information.

# WARRUMBUNGLE SHIRE COUNCIL

## Ordinary Meeting – 17 August 2017

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### QUESTIONS FOR THE NEXT MEETING

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

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

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

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