



Warrumbungle Shire Council

Council meeting

Thursday, 19 October 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

Leeanne Ryan (Acting 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 – 19 October 2017

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 19 October 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 Social Media Investigation

Item 2C Request for Hardship Rate Relief for Assessment No 10017390

.....
LEEANNE RYAN
ACTING GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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Matter to be dealt with “in committee”

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

The items relate to personnel matters and are classified **CONFIDENTIAL** under Section 10A(2)(a) 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.

FURTHER that Council resolve:

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

.....
LEEANNE RYAN
ACTING GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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WARRUMBUNGLE SHIRE COUNCIL

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Item 1 Minutes of Ordinary Council Meeting – 21 September 2017

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

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

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

APOLOGIES:
Nil.

The Mayor called for Declarations of Pecuniary Interest and Non Pecuniary Interest
Councillor Brady declared a non pecuniary interest in Item 47 due to his position on the Coonabarabran Showground Trust.

8.30 am Forum

Mr Cleon Pearson addressed Council regarding the general appearance of Coolah, particularly the southern end that has been neglected.

Ms Carol Richard addressed Council regarding the dying trees in Binnia Street, Coolah. Request for Council to water the trees prior to them dying and requiring replacement.

REPORTS

Item 1 Election of Deputy Mayor

The Acting General Manager declared the position of Deputy Mayor vacant.

The Acting General Manager called for nominations for the position of Deputy Mayor.

The Acting General Manager announced that one nomination had been received for the position of Deputy Mayor, that of Councillor Todd.

The Acting General Manager declared Councillor Todd elected unopposed to the position of Deputy Mayor for the period 21 September 2017 to September 2018.

81/1718 A motion was moved by Councillor Clancy seconded by Councillor Todd that the next Deputy Mayoral Election be held in line with the Mayoral election in September 2018.
The motion was put and carried by majority

WARRUMBUNGLE SHIRE COUNCIL

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Item 2 Mayoral Minute – Mayors Activity from 10 August to 13 September 2017

Noted.

82/1718 A motion was moved by Councillor Iannuzzi seconded by Councillor Capel that the Council Seal be placed on the BlazeAid Volunteers Certificate of Appreciation for presentation on Friday, 22 September 2017.

The motion was put and carried by majority

Item 3 Minutes of Confidential Extraordinary Council Meeting – 14 August 2017

83/1718 RESOLVED that the resolutions contained in the Minutes of the Confidential Extraordinary Council meeting held on 14 August 2017 be endorsed.

Doolan/Clancy

The motion was put and carried by majority

Item 4 Minutes of Ordinary Council Meeting – 17 August 2017

84/1718 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held on 17 August 2017 be endorsed.

Hill/Todd

The motion was put and carried by majority

Business Arising

85/1718 A motion was moved by Councillor Clancy seconded by Councillor Todd that Resolution 74/1718 of 17 August 2017 – *'Item 1C Organisational Structure Review Report – August 2017'* be deferred for discussion in closed committee of the September Ordinary Council meeting.

The motion was put and carried by majority

Item 5 Minutes of Traffic Advisory Committee Meeting – 24 August 2017

86/1718 A motion was moved by Councillor Shinton seconded by Councillor Capel that the minutes of the Traffic Advisory Committee meeting held at Coonabarabran on 24 August 2017 be accepted **with the exception of Item 4.**

1. That Council accepts the Minutes of the Traffic Advisory Committee Meeting held at Coonabarabran on 24 August 2017.
2. That 'No Stopping' signs be installed between two driveway entrances into the car park in Little Timor Street, Coonabarabran and **FURTHER**, that 'No Stopping' signs be reinstated in Little Timor Street adjacent the gated entrance to the hardware store.
3. That four (4) warning signs, being two (2) 'Bus Stop Ahead' signs and two (2) 'Intersection Ahead' signs, be installed in Merotherie Street, Cobbora as an interim measure until investigations into sight distances are complete.
4. That timed 'No Stopping' signs be installed northbound on the Newell Highway in the vicinity of the Coonabarabran High School car parks on a trial basis and, **FURTHER**, that traffic flow be monitored to determine the necessity of extending the 'No Stopping' area.
5. That speed advice for Cobbora Road in Cobbora Village be assessed and speed advisory signs updated.

The motion was put and carried by majority

9.15 am

Cr Brady left the room.

9.17 am

Cr Brady re-joined the meeting.

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Item 6 Minutes of TRRRC 355 Advisory Committee Meeting – 2 August 2017

87/1718 RESOLVED:

1. That Council accepts the Minutes of the Three Rivers Regional Retirement Community S355 Committee Meeting held at Dunedoo on 2 August 2017.
2. That the vacancy in the Three Rivers Regional Retirement Community S355 Committee be advertised.
3. That the domain name for the website be Three Rivers Retirement Community.
4. That Council undertakes advertising and marketing in-house.
5. That an Expression of Interest for Real Estate support to selling off the plan and initial sale of the units be sought through the local government area and surrounding regions.

Hill/Capel

The motion was put and carried by majority

9.27 am

Cr Doolan left the room.

Item 7 Minutes of Macquarie Regional Library Committee Meeting – 8 August 2017

Received.

Item 8 Minutes of Local Emergency Management Committee Meeting – 21 August 2017

Received.

9.32 am

Cr Doolan re-joined the meeting.

Item 9 Minutes of Robertson Oval Advisory Committee Meeting – 21 August 2017

88/1718 RESOLVED that Council accepts the Minutes of the Robertson Oval Advisory Committee meeting held at Dunedoo on Monday, 21 August 2017.

Lewis/Hill

The motion was put and carried by majority

Item 10 Minutes of Warrumbungle Aerodromes Advisory Committee Meeting – 5 September 2017

89/1718 RESOLVED:

1. That Council accepts the Minutes of the Warrumbungle Aerodromes Advisory Committee meeting held at Baradine on 5 September 2017.
2. That quotations be obtained for lighting the windsock on the western side of Coonabarabran Aerodrome **FURTHER** that solar powered LED lighting be included in options.

Todd/Doolan

The motion was put and carried by majority

Item 11 Minutes of TRRRC 355 Advisory Committee Meeting – 6 September 2017

90/1718 RESOLVED:

1. That Council accepts the Minutes of the Three Rivers Regional Retirement Community S355 Committee Meeting held at Dunedoo on 6 September 2017.
2. That a formal thank you is provided to the Councillors for their support of the project and agreement to enable the project to be funded by an internal loan if it is needed to cover any shortfalls.

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3. That committee members Sue Stoddard, Sally Dent and Cr Hill be in attendance at the next market day with plans and expressions of interest flyers to promote the project.
4. That shade cloth advertising banner is purchased advertising the facility.
FURTHERMORE, that the banner be in place by the 22 September 2017 to coincide with the final dinner for Blaze Aid and the Spring Fair.
5. That all Councillors be invited as observers to future Three Rivers Regional Retirement Community S355 Committee meetings.

Hill/Capel

The motion was put and carried by majority

Item 12 Request for Leave of Absence – Councillor Wendy Hill

91/1718 RESOLVED that Council accepts the notification from Councillor Hill and grants a Leave of Absence from the Ordinary November 2017 Council meeting.

Iannuzzi/Todd

The motion was put and carried by majority

Item 13 CCTV for Coonabarabran CBD

92/1718 A motion was moved by Councillor Brady seconded by Councillor Todd that Council report on the cost and complexity of installing Free Wi-Fi and CCTV Cameras in and around the CBD of Coonabarabran.

The motion was put and carried by majority

Item 14 Old Police House Building

93/1718 A motion was moved by Councillor Clancy seconded by Councillor Todd that Council direct the Acting General Manager make enquiries as to the availability of "Old Police House Building" located in John Street adjacent to Mary Jane Cain Bridge as an acquisition for future Arts, Crafts and Cultural pursuits.

The motion was put and carried by majority

Item 15 Three Rivers Retirement Village

94/1718 A motion was moved by Councillor Clancy seconded by Councillor Doolan that when Council is considering conditions attached to their offer to provide the Three Rivers Regional Retirement Community project in Dunedoo, with a facility of \$420,000 to assist with any financial shortcomings to complete the project, a condition be noted ie: All external financial funds must be exhausted before any drawdown on Council's funds will be considered.

The motion was put and carried by majority

Item 16 Social Media Investigation

95/1718 A motion was moved by Councillor Iannuzzi seconded by Councillor Doolan that with respect to the investigation into social media carried out in 2016, the Acting General Manager urgently tables (i) all legal advice received, (ii) all briefs sent to our legal professionals, and (iii) a report on costs incurred by Council **FURTHERMORE**, that the tabling of these reports are to be placed on the Hub for all Councillors with report (iii) to be received by 4pm on 26 September 2017 and reports (i) and (ii) to be received by 4pm on 10 October 2017.

The motion was put and carried by majority

Item 17 Public Toilets Opened at Night

96/1718 A motion was moved by Councillor Todd seconded by Councillor Lewis that one public toilet cubicle be left open at night for users in all towns in the Warrumbungle Shire **FURTHERMORE**, that signage be erected directing the public to the available toilet.

The motion was put and carried by majority

Item 18 Councillor Anne-Louise Capel Log of Activities Report

Noted.

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Item 19 Councillors' Monthly Travel Claims

Received.

Item 20 Ambassadors - Australia Day 2018

97/1718 RESOLVED that Council participates in the Australia Day Program in 2018 hosting two (2) Ambassadors from the Australia Day Council.

Todd/Hill

The motion was put and carried by majority

10.32 am

Cr Brady left the room.

10.34 am

Cr Brady re-joined the meeting.

Item 21 Strategic Policy Review – Code of Conduct

98/1718 RESOLVED that Council adopts the revised Code of Conduct and the Policy is included in the Strategic Policies Register.

Clancy/Brady

The motion was put and carried by majority

10.44 am

99/1718 RESOLVED that standing orders be suspended to break for morning tea.

Brady/Hill

The motion was put and carried by majority

11.09 am

100/1718 RESOLVED that standing orders be resumed.

Brady/Hill

The motion was put and carried by majority

Item 22 Strategic Policy Review – Flying of the Australian and Aboriginal Flags

101/1718 RESOLVED that Council endorses the revised Flying of the Australian and Aboriginal Flags Policy and that the Policy is included in the Strategic Policy Register.

Hill/Brady

The motion was put and carried by majority

Item 23 Strategic Policy Review – Interaction between Councillors and Staff

102/1718 RESOLVED that Council endorses the revised Interaction between Councillors and Staff Policy and that the Policy is included in the Strategic Policy Register.

Clancy/Brady

The motion was put and carried by majority

Item 24 Strategic Policy Review – Statement of Business Ethics

103/1718 RESOLVED that Council endorses the revised Statement of Business Ethics Policy to be included in the Strategic Policy Register.

Capel/Brady

The motion was put and carried by majority

Item 25 Status Report on the Three Rivers Regional Retirement Community Project

104/1718 RESOLVED that Council notes the progress of the Three Rivers Regional Retirement Community Project.

Capel/Brady

The motion was put and carried by majority

Item 26 Council Resolutions Report September 2017

Received.

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Item 27 Monthly Report from Human Resources – September 2017

Received.

Item 28 Rates Exemption – Local Government Act 1993

Received.

105/1718 A motion was moved by Councillor Lewis seconded by Councillor Iannuzzi that in regard to CWA properties not receiving a rate exemption the CWA and all other not for profit organisations be advised that they are able to apply for a donation toward their rates.

The motion was put and carried by majority

Item 29 Update of Financial Assistance Grants Program 2017/2018

106/1718 RESOLVED that Council seek to identify any shortcomings in the current method and make a submission to the Local Government Grants Commission if anything is found

FURTHERMORE, that a consultant be engaged to facilitate preparation of Council's submission in 2018/2019.

Capel/Doolan

The motion was put and carried by majority

Item 30 Strategic Policy Review – Asset Management

107/1718 RESOLVED that Council endorses the revised Asset Management Strategic Policy to be included in the Strategic Policy Register.

Capel/Hill

The motion was put and carried by majority

Item 31 Strategic Policy Review – Capital Funds Allocation

108/1718 RESOLVED that Council endorses the Capital Funds Allocation Policy to be included in the Strategic Policy Register.

Capel/Hill

The motion was put and carried by majority

Item 32 Strategic Policy Review – Disposal of Council Assets

109/1718 RESOLVED that Council endorses the Disposal of Council Assets Policy to be included in the Strategic Policy Register.

Clancy/Hill

The motion was put and carried by majority

Item 33 Strategic Policy Review – Internally Restricted Assets

110/1718 RESOLVED that Council endorses the Internally Restricted Assets Policy to be included in the Strategic Policy Register.

Clancy/Hill

The motion was put and carried by majority

Item 34 Strategic Policy Review – Investment Policy (Including Ethical)

111/1718 RESOLVED that Council endorses the revised Investment Policy (including Ethical) to be included in the Strategic Policy Register.

Capel/Brady

The motion was put and carried by majority

Item 35 Strategic Policy Review – Media Policy – Councillors

112/1718 RESOLVED that Council endorses the Media Policy - Councillors to be included in the Strategic Policy Register.

Brady/Capel

The motion was put and carried by majority

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Item 36 Strategic Policy Review – Public Art

113/1718 RESOLVED that Council endorses the revised Public Art Policy and that it is included in the Strategic Policy Register.

Brady/Capel

The motion was put and carried by majority

Item 37 Bank Reconciliation for the Month Ending 31 August 2017

114/1718 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 31 August 2017.

Doolan/Hill

The motion was put and carried by majority

Item 38 Investments and Term Deposits for Month Ending 31 August 2017

115/1718 RESOLVED that Council accept the Investments Report for the month ending 31 August 2017.

Capel/Hill

The motion was put and carried by majority

Item 39 Rates Report for Month Ending 31 August 2017

Received.

Item 40 Acquisition of Easement for Connection of Sewer to Camp Cypress

116/1718 RESOLVED that application is made to the Department of Primary Industry and Lands, to 'Create an Easement' on part of Crown Reserve Lot 3, Portion 7387, Plan number 873702 being the Baradine Common for the purpose of construction and maintaining a sewer main to the Sewer Ponds on Kenebri Road.

Doolan/Hill

The motion was put and carried by majority

Item 41 Naming of Laneway in Binnaway

A motion was moved by Councillor Lewis seconded by Councillor Hill that the following road name is adopted by Council subject to comments that may be received through the statutory notification and advertising process:

- Laneway off Bullinda Street and between David Street and Renshaw Street in Binnaway:
 - Naseby Lane

117/1718 An amendment was moved by Councillor Clancy seconded by Councillor Doolan that Council reject the decision of the Geographical Names Board and seek to have the laneway off Bullinda Street between David Street and Renshaw Street in Binnaway named Meyers Lane.

The motion was put and lost

The amendment was put and carried

The amendment became the substantive motion and was put and carried by majority

12.02 pm

Cr Brady left the room.

12.04 pm

Cr Brady re-joined the meeting.

Item 42 Naming of Water Treatment Plant at Mendooran

118/1718 RESOLVED that the Water Treatment Plant at Mendooran be named 'Charlie Nott Water Treatment Plant'.

Hill/Lewis

The motion was put and carried by majority

WARRUMBUNGLE SHIRE COUNCIL

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Item 43 Road Naming Request – Allambie Court

119/1718 RESOLVED that Council nominate the name 'Allambie Court' as the official name for access to the St Vincent de Paul units and that consultation is undertaken in accordance with the Roads Act and in particular the owners of No 2 Charles Street are consulted.

Iannuzzi/Brady

The motion was put and carried by majority

Item 44 Strategic Policy Review – Liquid Trade Waste Regulation

120/1718 RESOLVED that Council endorses the revised Policy for Liquid Trade Waste Regulation, and Liquid Trade Waste Frequently Asked Questions.

Iannuzzi/Capel

The motion was put and carried by majority

Item 45 2017/18 Technical Services Works Program – Road Operations, Urban Received.

Item 46 Acquisition of Lot 2, Section 23, Deposited Plan 758051 – Part Baradine Hall

121/1718 RESOLVED:

1. That Council becomes Trustee of the Trust created on Lot 2, Section 23, DP758051.
2. That Council acquires Lot 2, Section 23, DP758051 pursuant to the provisions of Sections 186 and 187 of the Local Government Act 1993.
3. Council make an application to the Minister and the Governor for approval to acquire the land described Lot 2, Section 23, DP758051 under Section 186 and 187 of the *Local Government Act 1993*.
4. That once acquired the land be classified as Operational Land under the Local Government Act 1993 then be consolidated with Lot 4, Section 23, Deposited Plan 758051.
5. Pay any compensation in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991.
6. That the Mayor and General Manager be authorised to affix the Common Seal of the Warrumbungle Shire Council to any documentation required to effect acquisition of the land.

Lewis/Brady

The motion was put and carried by majority

12.39 pm

Councillor Brady declared a non pecuniary interest in the next item to be considered by Council due to his position on the Coonabarabran Showground Trust and left the room.

Item 47 Compulsory Acquisition – Coonabarabran Visitors Information Centre Car Park

122/1718 RESOLVED:

1. Council proceed with the compulsory acquisition of the land described as Lot 589, DP721790 for the purpose of car park in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.
2. Council make an application to the Minister and the Governor for approval to acquire the land described as Lot 589 DP721790 by compulsory process under section 186 of the *Local Government Act 1993*.
3. The land is to be classified as operational land upon acquisition.

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4. That the Mayor and General Manger be authorised to affix the Common Seal of the Warrumbungle Shire Council to any documentation required to effect acquisition of the land.

Capel/Hill

The motion was put and carried by majority

12.40 pm

Cr Brady re-joined the meeting.

Item 48 Compulsory Acquisition – Part Crown Road Adjacent to Lot 102, DP1201959

123/1718 RESOLVED:

1. Council proceed with the compulsory acquisition of the land described Crown Road adjacent to Lot 102, DP1201959 for the purpose of expansion of Warrumbungle Quarry in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.
2. Council make an application to the Minister and the Governor for approval to acquire the land described as Crown Road adjacent Lot 120, DP1201959 by compulsory process under Section 186 of the *Local Government Act 1993*.
3. The land is to be classified as operational land upon acquisition.
4. That the Mayor and General Manger be authorised to affix the Common Seal of the Warrumbungle Shire Council to any documentation required to effect acquisition of the land.

Capel/Clancy

The motion was put and carried by majority

Item 49 LEP Review and Planning Proposal

124/1718 RESOLVED that Council allow Council staff and the NSW Department of Planning and Environment to review the Warrumbungle LEP 2013 and prepare a Planning Proposal for Gateway Determination.

Doolan/Capel

The motion was put and carried by majority

Item 50 Strategic Policy Review – Installation of Manufactured or Relocatable Dwelling or Building

125/1718 RESOLVED that Council adopts the modified Installation of Manufactured or Relocatable Dwelling or Building Policy and it be included in Council's Strategic Policy Review.

Capel/Brady

The motion was put and carried by majority

Item 51 Development Applications

126/1718 RESOLVED that Council notes the Applications and Certificates approved, during August 2017, under Delegated Authority.

Brady/Hill

The motion was put and carried by majority

Item 52 Questions for the Next Meeting

Received.

12.58 pm

127/1718 RESOLVED that:

- (a) Council go into closed committee to consider business relating to personnel matters and commercial information

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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)(a) and(c) as outlined above
- (c) correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act 1993.

Brady/Capel

The motion was put and carried by majority

2.33 pm

128/1718 RESOLVED that Council move out of closed Committee.

Brady/Capel

The motion was put and carried by majority

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

Item 1C Binnaway Saleyards

Received.

Item 2C Proposals for the Recruitment of a General Manager

129/1718 A motion was moved by Councillor Doolan seconded by Councillor Clancy that Council engage Blackadder Associates to undertake the recruitment process of a General Manager.

The motion was put and carried by majority

Item 3C Request for Hardship Rate Relief - Assessment No 10017390

This matter is to be deferred to the October 2017 Ordinary Council meeting following the receipt of further information.

85/1718 A motion was moved by Councillor Clancy seconded by Councillor Todd that Resolution 74/1718 of 17 August 2017 – *'Item 1C Organisational Structure Review Report – August 2017'* be deferred for discussion in closed committee of the September Ordinary Council meeting.

The motion was withdrawn

1.40 pm

Mayor, Peter Shinton requested that staff leave the room.

130/1718 A motion was moved by Councillor Iannuzzi seconded by Councillor Capel that Leanne Ryan remains as Acting General Manager until the position is filled or up until the 31 January 2018.

The motion was put and carried by majority

There being no further business the meeting closed at 2.34 pm.

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CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 21 September 2017 be endorsed.

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Item 2 Minutes of Traffic Advisory Committee Meeting – 28 September 2017

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

PRESENT: Cr Peter Shinton (Chair), Ms Jackie Barry (RMS), Senior Constable Steven Chaplin (NSW Police Force), Mr Colin Harper (Minister's Representative), and Mr Kevin Tighe (Director Technical Services).

APOLOGIES: Mr Bikram Joshi (Manager Asset & Design), Ms Cheyenne O'Brien (Road Safety Officer).

IN ATTENDANCE: Ms Jenni Maundrell (Minute Taker)

CONFIRMATION OF MINUTES

10/1718 RECOMMENDED that the Minutes of the Traffic Advisory Committee meeting held on Thursday, 24 August 2017 be confirmed.

Chaplin/Harper

BUSINESS ARISING FROM THE MINUTES

It was noted that items discussed in General Business should not be presented as a recommendation but rather should be actioned to the Traffic Advisory Committee.

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 is with NPWS. Furthermore, NPWS are requested to provide details of vehicle types so that enforcement options may be considered.
- Assessment of advisory warning signs on Observatory Road.
- Installation of bollards in front of Bugaldie Store.
- Installation of 'Bus Route' signs on Tooraweenah Road from Mendooran to Yarragrin Bridge.
- Installation of warning signs on Purlawaugh Road either side of Napier Lane.
- 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.
- Installation of double barrier lines on the Dandry Road approach to the Newell Highway.
- Design of one way traffic flow at the Native Grove Cemetery, Coonabarabran.

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- Installation of 'No Stopping' signs between the two entrances to the carpark in Little Timor Street, Coonabarabran and reinstatement of 'No Stopping' signs in Little Timor Street adjacent the gated entrance to the hardware store.
- Installation of warning signs in Merotherie Street, Cobbora as an interim measure awaiting completion of sight distance investigations.
- Assessment of speed advice for Cobbora Road, Cobbora and updating of speed advisory signage.

AGENDA ITEMS

- a) Request and Plans for the Installation of Warning Signs at Sand Creek on Tooraweenah Road

Discussion was held regarding a request for installation of warning signs at Sand Creek on Tooraweenah Road. Further investigation is required including: road width and width of culvert; traffic volume; whether any existing signage meets current standards, and; crash history. A report is to be prepared and presented at the next meeting.

- b) Request for 'No Parking' Zone at Rear of 53 Cassilis Street, Coonabarabran
11/1718 RECOMMENDED that 'No Stopping' signs be installed either side of the entrance to a private carpark behind 53 Cassilis Street, Coonabarabran.

Chaplin/Harper

- c) Request for the Installation of 'No Stopping' Signs in Binnia Street, Coolah Outside Coolah Central School

12/1718 RECOMMENDED that 'No Stopping' signs be installed in Binnia Street, Coolah at a distance of six (6) metres either side of the entrance to the student carpark at Coolah Central School.

Chaplin/Harper

- d) Non-Acceptance by Council of Recommendation 8/1718 re Trial of 'No Stopping' Zones Northbound on the Newell Highway, Coonabarabran

Noted.

Chaplin/Harper

LATE ITEMS

Request for Sign Posting at Coolah Indicating Distance to Premer

No action to be taken on a request for sign posting at Coolah indicating distance to Premer as current signage meets Council standards.

Request from Business Connect to Park their Business Bus in John Street, Coonabarabran Outside the Council Administration Building on Monday, 30 October 2017

13/1718 RECOMMENDED that approval is given to Business Connect to park their Business Bus in John Street, Coonabarabran outside the Council Administration Building on Monday, 30 October 2017 between the hours of 8.30 am and 3.30 pm.

Chaplin/Harper

GENERAL BUSINESS

Advisory Signage of One Way Traffic in Essex Street, Coonabarabran

Discussion was held regarding the adequacy of existing signage indicating one way traffic flow in Essex Street, Coonabarabran. Further investigation into upgrading of advisory signage in Essex Street is required and is to be presented to the next meeting.

Vehicles Left with Engines Running at Yuluwirri Kids Long Day Care Centre

Discussion was held regarding people leaving cars running while they enter Yuluwirri Kids Long Day Care Centre. The matter is referred to the Road Safety Officer to liaise with the Nominated Supervisor Yuluwirri Kids.

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Traffic Control Plan for the Queens Baton Relay, Coonabarabran on 31 January 2018
A Traffic Control Plan for the Queens Baton Relay, passing through Coonabarabran on 31 January 2018 is to be prepared and referred to the next meeting.

There being no further business the meeting closed at 11.26 am.

The next meeting is to be held on Thursday, 26 October 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 28 September 2017.
- 2) That 'No Stopping' signs be installed either side of the entrance to a private carpark behind 53 Cassilis Street, Coonabarabran.
- 3) That 'No Stopping' signs be installed in Binnia Street, Coolah at a distance of six (6) metres either side of the entrance to the student carpark at Coolah Central School.
- 4) That approval is given to Business Connect to park their Business Bus in John Street, Coonabarabran outside the Council Administration Building on Monday, 30 October 2017 between the hours of 8.30 am and 3.30 pm.

WARRUMBUNGLE SHIRE COUNCIL

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Item 3 Minutes Bushfire Appeal Advisory Panel – 14 September 2017

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

PRESENT: Joy Beames (Dunedoo CWA), Chris Sullivan (Dunedoo St Vincent de Paul), Peter Shinton (Mayor WSC), Peter Manning (Coolah St Vincent de Paul), Ken Harrison (DPI), Bronwyn Drew (C4C), Rose Scott (C4C) and Laurie Dawson (BlazeAid)

ATTENDING: Michael Jones (WSC)

1. **APOLOGIES:** Leeanne Ryan (Acting General Manager WSC) Laurie Dawson - Delayed (BlazeAid)

RECOMMENDATION: that the apologies be accepted.

**P Manning/C Sullivan
Carried by All**

2. **CONFIRMATION OF THE MINUTES**

RECOMMENDATION: that the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held 31 July 2017 be accepted following the amendment of Joy Beames' surname not

**P Manning/C Sullivan
Carried by All**

3. **BUSINESS ARISING**

Uarbry Shelter

Meeting discussed land availability and possible funding opportunities. Further investigation on acquiring land to be pursued by Jennifer Parker on behalf of Council subject to availability.

Carried by All

4. **CORRESPONDENCE RECEIVED**

Correspondence not received committee decided the request did not meet the Appeals Criteria meeting

Electricity Bill

Laurie Dawson advised the meeting the Dunedoo Showground Trust had received an electricity account for the amount \$18,512.53 and would be expecting further charges of approximately \$6,000. The only consumption would be due to the BlazeAid Camp there has been no other use or user in the Billing period. Joy advised the meeting that Dunedoo CWA would be able to contribute \$5,000 toward the energy costs.

It was also noted Origin Energy have been at the site and rubbish needs to be removed.

WARRUMBUNGLE SHIRE COUNCIL

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RECOMMENDATION: the following actions be carried out Warrumbungle Shire Council to obtain and forward BlazeAid \$15,000, furthermore a letter be written to Origin Energy requesting a contribution of \$5,000.

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

Funding Request

Coolah through Coolah \$50,000 funding application made for mental health. A Mental Health Sub-Committee to be set up.

Anglican Church

Meeting discussed funding and suggested contacting the Anglican Church in regards to the expenditure of its funding allocation and report to be made to next meeting.

RECOMMENDATION: Anglican Church to be contacted prior to the next meeting regarding the status of their expenditure

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

Fund Status

Total Amount Donated as at 13 September 2017 \$ 200,317

Plus Interest Earned 60

Total Funds Available: \$ 200,377

Less:

Funds Allocated by Advisory Panel * See Table below** ***\$ 185,000

Available Unallocated Funds \$ 15,377

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

Summary of Allocations

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

Agency Assistance Program	TOTAL	Amount Expended from Mayors Appeal	Funds In Reserve
Community Renewal	\$20,000	\$0	\$20,000
Uarbry Skillion Structure	\$10,000	0	\$10,000
Potable Water	\$10,000	\$10,000	\$0
BlazeAid	\$65,000	\$60,000	\$5,000
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
Total	\$185,000	\$150,000	\$35,000

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5. GENERAL BUSINESS

Anonymous Letters

Meeting discuss the anonymous letters which are circulating and advised the police have given advices to residents if such correspondence is received care to be taken not to handle the document too much and to make a note of the date and time letter received/found.

Local Land Services

Ken Harrison (DPI) advised the meeting that Local Land Services will be conducting Property Planning workshops and these are expected to be completed by the end of November.

BlazeAid

Laurie Dawson (BlazeAid) advised the meeting BlazeAid would be winding up 22 September 2017 with a dinner to be held in Dunedoo.

St Vincent de Paul – Dunedoo

Peter Manning advised the meeting that a total of \$3455 had been expended in the Potable water fund. A further \$12,885 had been acquitted and there was pending funding of \$7,160 to be expended leaving a balance of \$5,000 remaining.

St Vincent de Paul – Coolah

Chris Sullivan advised the meeting that St Vincent de Paul Coolah had a remaining balance of \$4,000 available for dispersal.

Uarbry Fencing

Bronwyn Drew advised the meeting that approximately 5-6 residents of Uarbry have fencing requirements. Suggestion made that the residents could possibly access materials from BlazeAid and to see what assistance BlazeAid are able to provide or offer prior to leaving. Meeting suggested further consultation be undertaken with the residents of Uarbry regarding emerging needs of their community.

BlazeAid

Acknowledgment made of the contribution made by BlazeAid; a total of 1070 volunteers, 750 kilometres of fencing built, \$1Mil of materials used and finally a contribution of \$2Mil of Labour into the community.

NEXT MEETING: 12 October 2017 in the Warrumbungle Shire Chambers, Coolah

MEETING CLOSED: 3:05pm

.....
CHAIRPERSON

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

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Item 4 Minutes of Coonabarabran Sporting Complex Advisory Committee Meeting – 27 September 2017

Division:	Technical Services
Management Area:	Urban Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Recreation and Open Space
Priority:	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), Mr Gary McKernan (Boxing), Ms Emmah Varty (Netball), Mr Kevin Tighe (Director Technical Services), and Mr Shane Weatherall (Manager Urban Services).

APOLOGIES: Mr Rob McMillan (Soccer).

CONFIRMATION OF MINUTES

2/1718 RECOMMENDED that the minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held on Wednesday, 26 July 2017 be confirmed.

Brady/Varty

BUSINESS ARISING FROM THE MINUTES

Location of the Long Jump Pit

Discussion was held regarding the location of a long jump/triple jump pit. Further investigation required on a potential location alongside the southern road access into No. 3 Oval.

The following matters were noted as outstanding:

- PA System – investigation required.
- Access to internal toilets through the boxing gym.
- Plan for inside of Sports & Recreational Centre to be brought back.

GENERAL BUSINESS

Netball Court Construction

Discussion was held regarding the timeframe for construction of the netball courts. It is noted that there is potential for construction to clash with the netball competition.

Competition Draw for Netball

Investigation required into the draw/timetable for greyhound racing days.

Playground Equipment

Discussion was held regarding the location of playground equipment.

There being no further business the meeting closed at 5.42 pm.

The next meeting will be held on Wednesday, 22 November 2017 in Council's Gallery Meeting Room commencing 5.00 pm.

.....
CHAIR

WARRUMBUNGL E SHIRE COUNCIL

Ordinary Meeting – 19 October 2017

RECOMMENDATION

That Council accepts the Minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held at Coonabarabran on 27 September 2017.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 October 2017

Item 5 TRRRC 355 Advisory Committee Minutes – 4 October 2017

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

MEETING OPENED: 4.30pm

PRESENT; Mayor Peter Shinton (Chair), Cr Anne- Louise Capel, Cr Wendy Hill, John Horne, Sue Stoddart and Mary Warren.

ATTENDING; Michael Jones (Director Corporate and Community Services WSC), Jennifer Parker (Manager Property and Risk WSC), Aaron Parker (Manager Projects WSC) and Lawrence Amato (Chief Financial Officer WSC).

APOLOGIES: Peter Campbell, Sally Dent, Neville Stanford, Leeanne Ryan (Acting General Manager WSC) and Cr Denis Todd.

- 1. CONFIRMATION OF MINUTES**
18/11 RECOMMEDATION: That minutes of the Three Rivers Regional Retirement Community S355 committee meeting on 6 September 2017 be accepted
WARREN / CAPEL
- 2. BUSINESS ARISING**
Shade Cloth Banner is to be installed the morning of 5 October 2017. Expressions of Interest for putting your name on the list to be forwarded to Mary Warren to hand out to an interested party. Nominations for the vacant position on S355 Committee to be advertised in local papers.
- 3. CAPITAL WORKS UPDATE – Manager Projects**
Construction work has started. There is a crusher on site dealing with the piles of material to be utilised as road base. Drainage works on units 9 & 10 have commenced.
- 4. FINANCIAL MODELING - Director Corporate and Community Services and Chief Financial Officer**
5. The committee was presented a basic cash flow for the project going into the next two years (62 weeks) of the construction.
- 6. ADVERTISING AND MARKETING – Manager Property and Risk**
The Expression of Interest for a local Real Estate agent to sell villas off the plans is on hold whilst Council collates the required documentation needed to ensure that legislative requirements are fulfilled.

The Expressions of Interest Form for people wishing to be put on the waiting list will be placed on Council's website.

WARRUMBUNGLE SHIRE COUNCIL

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The requested domain name was not available so the committee was asked to consider other options.

18/12 RECOMMENDATION: That the domain name Dunedooretirement.com.au be secured for the Three Rivers Regional Retirement Community website

HILL / WARREN

7. ADMINISTRATION UPDATE – Manager Property and Risk

Council was advised to consider the following matters with regards to the legislative and administrative requirements and village rules:

- Marketing and other literature
- A Pet Policy
- A contents list of the units
- Floor plans of the units
- Direct Debit forms
- Contact details for next of kin, power of attorney information, medical practitioner; and
- Centrelink's rental assistance may be relevant.

A set of sample village rules is to be forwarded to the Committee prior to the next meeting for their consideration in developing rules for the community.

8. GENERAL BUSINESS

The question was asked regarding the reinforcing mesh in the road base material being crushed on site. The Manager Projects confirmed that the metal was being extracted from the material and would be disposed of separately as waste metal through Council's waste transfer station.

Cr Wendy Hill has put in her apologies for the next meeting.

9. NEXT MEETING: First Wednesday of each month – 1 November 2017, 4:30pm at the Old Bank Building Meeting Room.

MEETING CLOSED: 6:00pm

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CHAIRPERSON

RECOMMENDATION

1. That Council accepts the Minutes of the Three Rivers Regional Retirement Community S355 Committee Meeting held at Dunedoo on 1 October 2017.
2. That the domain name Dunedooretirement.com.au be secured for the Three Rivers Regional Retirement Community website.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 October 2017

Item 6 Councillor Suspension

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

Reason for Report

To provide Council with information from the Office of Local Government in relation to the suspension of a Warrumbungle Shire Councillor, Cr Fred Clancy.

Background

'Warrumbungle Shire Council referred the matter to OLG under the misconduct provisions of the Local Government Act after it formally censured Councillor Clancy for breaching its code of conduct.'

The full Media Release from the Office of Local Government is attached.

Issues

Cr Clancy is suspended from civic office for one month from 16 October 2017.

Options

Nil.

Financial Considerations

Nil.

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

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Attachment – Media Release from Office of Local Government



MEDIA RELEASE

6 October 2017

WARRUMBUNGLE COUNCILLOR SUSPENDED FOR MISCONDUCT

The Office of Local Government (OLG) has suspended a Warrumbungle Shire councillor for misconduct.

Councillor Fred Clancy has been suspended for one month by the Chief Executive of OLG over an incident in which he acted in an aggressive manner towards a female council staff member.

Clr Clancy has also been ordered to apologise in writing to the staff member for his inappropriate behaviour and the apology to be tabled at a council meeting.

OLG found that Clr Clancy was in breach of the council's code of conduct in that he argued "with the council employee in an aggressive manner which included pointing a finger at the face of the employee and speaking in a raised voice whilst in close proximity to the employee".

Clr Clancy has also been ordered to cease engaging in misconduct as he previously received a warning and training for similar conduct.

"I note Clr Clancy has not demonstrated an acknowledgement that his conduct was unacceptable nor an understanding of the impact of his behaviour on the council employee," Acting OLG Chief Executive Tim Hurst said in his Statement of Reasons for taking disciplinary action.

"I am also aware of the imbalance of power and authority between Clr Clancy and the council employee which, in my opinion, exacerbates the breaches of the code of conduct."

Clr Clancy's one month suspension from civic office will take effect from October 16.

Warrumbungle Shire Council referred the matter to OLG under the misconduct provisions of the Local Government Act after it formally censured Clr Clancy for breaching its code of conduct.

All councillors in NSW must comply with their council's code of conduct which sets appropriate standards of behaviour.

The Chief Executive of OLG can suspend a councillor for up to three months for misconduct. Councillors have right of appeal to the NSW Civil and Administrative Tribunal.

The Statement of Reasons for Clr Clancy's suspension can be found on the OLG website at <http://bit.ly/2hQfolm>

Media contact: Mark Nolan 0421 613 720

WARRUMBUNGLE SHIRE COUNCIL

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Item 7 Request for Leave of Absence – Councillor Peter Shinton

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

Reason for Report

Councillor Peter Shinton has made a request for Leave of Absence from the Ordinary November 2017 Council meeting.

Background

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

39. Leave of absence

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

Issues

Nil.

Options

Nil.

Financial Considerations

Nil.

RECOMMENDATION

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 October 2017

Item 8 Unpaid Rates

Notice of Motion

Title Name: Unpaid Rates

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

“That it becomes the policy of the Warrumbungle Shire Council that no legal action for unpaid rates and charges be commenced until telephone contact has been made with the ratepayer concerned. An exemption to this policy can be approved by the General Manager if it is demonstrated that telephone contact has been unable to be made after repeated attempts.”

Rationale

Several ratepayers have expressed concern that their payments have inadvertently been made to the incorrect account thus resulting in an outstanding debt and triggering unnecessary legal advice.

AMBROSE DOOLAN
COUNCILLOR

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLE SHIRE COUNCIL

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Item 9 Forensic Audit

Notice of Motion

Title Name: Forensic Audit

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

‘That Warrumbungle Shire Council commissions a forensic audit of Council finances for the period 1 July 2013 to 30 September 2017. The auditors are to be approved by vote of Council and not a sole decision of the Mayor.’

ANIELLO IANNUZZI
COUNCILLOR

RECOMMENDATION

For Council’s consideration.

WARRUMBUNGLE SHIRE COUNCIL

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Item 10 Recycling Pickups

Notice of Motion

Title Name: Recycling Pickups

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

‘Planned introduction of wheelie bin pick ups for recycling in the shire.

That Councillors be provided with factual information as to how much recycling is being placed in landfill due to pollution in wheelie bins.’

**RAY LEWIS
COUNCILLOR**

RECOMMENDATION

For Council’s consideration.

WARRUMBUNGLE SHIRE COUNCIL

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Item 11 Skip Bins

Notice of Motion

Title Name: Skip Bins

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

‘That Council pursue installation of the big bins at Transfer Stations.’

**RAY LEWIS
COUNCILLOR**

RECOMMENDATION

For Council’s consideration.

WARRUMBUNGLE SHIRE COUNCIL

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Item 12 Road Maintenance

Notice of Motion

Title Name: Road Maintenance

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

‘That Council be provided with updated information on the maintenance program for the roads listed below and the width of Sandy Creek Bridge:

1. *Dennykymine Rd*
2. *Gamble Ck Rd*
3. *Neilrex Road*
4. *Sandy Ck Bridge’*

**RAY LEWIS
COUNCILLOR**

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLE SHIRE COUNCIL

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Item 13 Councillor Anne-Louise Capel Log of Activities Report

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

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

<i>Dates</i>	<i>Time</i>	<i>Location</i>	<i>role</i>		<i>method</i>	<i>concerning</i>
13/09/2017	5.10pm	home	councillor	ratepayer	phone	Address changes Tambar/Coolah 2
21/09/2017	8.30am	Coolah	councillor	Council	meeting	
22/09/2017	5.0pm	Dunedoo	councillor	BlazeAid	dinner	Farewell Dinner Blazeaid
25/09/2017	7.00pm	Coolah	councillor	CDDG	meeting	
26/09/2017			councillor	Directors	email	camping at Coolah Sports Club
27/09/2017	pm	home	councillor	President	Phone	camping at Coolah Sports Club
27/09/01	9.00am	Coona	councillor	MP	meeting	Grants update
27/09/2017	noon	Coona	OA Chair	Creative Collective	meeting	Grants, connections to Pandora G:
28/09/2017	pm	home	councillor	staff	message	could I promote Coolah preview
28/09/2017	3.00pm	Coolah	OA Chair	EO	person	OA restructure, update Casula
28/069/2017	pm	home	councillor	Director	phone	ensure communication release FB
29/09/2017	pm	home	councillor	ratepayer	letter	Naming suggestion Bridge
29/09/2017	pm	home	email	Director	email	forwarding suggestion
30/09/2017	6.00pm	Coolah	councillor		person	Coolah Pol Preview
4/10/2017	4.30pm	Dunedoo	councillor	TRRRC	meeting	TRRRC meeting
5/10/2017	pm	Tamworth	councillor	ratepayer	person	LEP
6/10/2017	am	home	councillor	ratepayer	phone	LEP
7/10/2017	am	Coolah	councillor	ratepayer	person	LEP

RECOMMENDATION

That the report be noted.

WARRUMBUNGLE SHIRE COUNCIL

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Item 14 Councillors' Monthly Travel Claims

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

Reason for Report

To provide Council with the travel claims of Councillors for the month of September.

Background

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

Issues

Nil.

Options

Nil.

Financial Considerations

Nil.

Councillor Monthly Travel Claims

Councillor	Month	Kilometres	\$ per KM	Total Amount (\$)
Cr Shinton	September	-	-	-
Cr Todd	September	302	0.78	235.56
Cr Brady	September	190	0.78	148.20
Cr Capel	September	-	0.78	-
Cr Clancy	September	-	0.78	-
Cr Doolan	September	265	0.78	206.70
Cr Hill	September	90	0.68	61.20
Cr Iannuzzi	September	170	0.68	115.60
Cr Lewis	September	112	0.78	87.36
			Total for September:	\$854.62

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 19 October 2017

Item 15 Delegations of Authority to the Acting General Manager

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

Reason for Report

For Council to delegate to the Acting General Manager the Instrument of Delegation to the General Manager as attached.

This report also includes updated legislation to the Instrument.

Background

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

Issues

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

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

The general manager of a council has the following functions:

- (a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,*
- (b) to implement, without undue delay, lawful decisions of the council,*
- (c) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,*
- (d) to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,*

WARRUMBUNGLE SHIRE COUNCIL

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

Attached is the current Instrument of Delegations to the General Manager and a list of all Acts and Legislation relevant to the General Manager's delegations as prescribed by Local Government Legal.

Local Government Legal has since advised that on the 1 July 2017 The Noxious Weeds Act 1993 was repealed with the Biosecurity Act 2015 being enacted with the following legislation being added to the data base on the 2 August 2017 and 6 September 2017.

- Standard Instrument (Local Environmental Plans) Order 2016 - Preservation of Trees – pursuant to clause 5.9 of the Council's Local Environmental Plan.
- State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017

Options

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

Financial Considerations

High exposure to liability and doubtful success in court proceedings.

RECOMMENDATION

That Council delegate to the Acting General Manager the Acts and Regulations as prescribed in the Delegation to the General Manager noting that The Noxious Weeds Act 1993 was repealed with the Biosecurity Act 2015 being enacted and amending the delegation document to include the new legislation:

- Standard Instrument (Local Environmental Plans) Order 2016 - Preservation of Trees – pursuant to clause 5.9 of the Council's Local Environmental Plan.
- State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017.

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

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INSTRUMENT OF DELEGATION TO THE GENERAL MANAGER

1. All previous delegations of the Functions this subject of the Instrument be revoked.
2. The person who from time to time holds the position of General Manager of Council ("General Manager"), being at the date of this instrument Leeanne Ryan, be delegated authority under:
 - 2.1. Section 377 of the LG Act, to exercise and/or behalf on behalf of Council the Council's Functions under all Acts and Regulations in force and as amended from time to time:
 - a) **Subject to** any condition or limitation on a Function specified in Schedule 1; and
 - b) **Excluding** those functions:
 - i. that are expressly prohibited from delegation as listed under Section 377 of the LG Act;
 - ii. which are expressly required by legislation to be exercised by a resolution of the Council.
 - 2.2. Section 68 of the NW Act, to exercise and/or perform on behalf of Council the Functions of the Council (other than the power of delegation) under the NW Act
3. The General Manager be sub-delegated authority to exercise and/or perform on behalf of Council the Functions delegated to the Council under, and in accordance with, the instrument of delegation to the council set out in **Schedule 2**, **excluding** those Functions which pursuant to the terms of the delegation to the Council may not be sub-delegated.
4. The General Manager be conferred authority to carry out the Policy Authorities listed in **Schedule 3** and undertake any administrative actions necessary to carry out those Policy Authorities.
5. The General Manager be delegated and Function which is taken to be conferred or imposed on the Council pursuant to section 381(1) of the LG Act.
6. In the absence of the General Manager that a person appointed by resolution to act as General Manager assume all Functions, delegations, and sub-delegations of the General Manager for the period only of the absence of the General Manager unless otherwise resolved by the Council.
7. These delegations and authorities are subject to, and are to be exercised in accordance with:
 - 7.1 the requirements of the relevant Legislation;
 - 7.2 any conditions or limitations set out in **Schedule 1**; and
 - 7.3 any resolution or policy, procedure or budget adopted from time to time by the Council.

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8. These delegations and authorities are effective from the date of the Resolution of the Council and remain in force until amended or revoked by a resolution of the Council.

9. In this delegation:

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

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

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

“**LG Act**” means the *Local Government Act 1993* as amended.

“**NW Act**” means *Noxious Weeds Act 1993* as amended.

Schedule 1: Limitations

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

Schedule 2: Instruments of Delegation to Council

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

Schedule 3: Policy Authorities

Policy Authority - Administrative
Use of Council Corporate Credit Card to a maximum limit of \$15,000.
Requisition Authority Limit to \$150,000.
To carry out the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with the resolutions of Council.

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To authorise MANEX training, travel and conference costs are approved subject to the Operational Plan budget, professional development opportunities and benefit to Council.

To authorise Staff Time Sheets.

Complaints and Requests –To instruct staff to take any necessary action in connection with any complaints or requests received, subject to all major matters being reported to Council.

Correspondence of Council

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

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

Legal Documents General

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

Legal Proceedings – Institution of

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

Legal Proceedings – Instruction

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

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Recovery of Monies

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

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

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

Pursuant to resolution 127/1516

Authority to Dispose of Assets

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

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

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

Policy Authority – Financial

To be a signatory to the bank accounts of Council.

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

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

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

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

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

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

Policy Authority – Media

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

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Policy Authority - Staff

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

LEGISLATION

- Aviation Transport Security Act 2004 (Cth)
- Biosecurity Act 2015 (yet to be enacted)
- Boarding House Act 2012
- Building Professional Act 2005
- Cemeteries and Crematoria Act 2013
- Children(Protection & Parental Responsibility) Act 1987
- Civil Aviation Act 1988 (Cth)
- Commons Management Act 1989
- Community Land Development Act 1989
- Community Land Management Act 1989
- Companion Animals Act 1998
- Companion Animals Regulation 2008
- Contaminated Land Management Act 1997
- Conveyancing Act 1919
- Crown Lands Act 1989, Crown Lands Regulation 2006, Crown Lands (General Reserves By Laws 2006
- Dams Safety Act 1978
- Dangerous Goods (Road and Rail Transport) Act 2008
- Disability Inclusion Act 2014
- Electricity Supply Act 1995
- Environment Planning And Assessment Act 1979
- Environment Planning And Assessment Regulation 2000
- Fines Act 1996
- Fire Brigades Act 1989
- Fisheries Management Act 1994
- Fluoridation Of Public Water Supplies Act 1957
- Food Act 2003
- Game & Feral Animal Control Act 2002
- Gas Supply Act 1996
- Geographical Names Act 1966
- Government Information (Public Access) Act 2009
- Graffiti Control Act 2008
- Growth Centres (Development Corporations) Act 1974
- Heavy Vehicle National Law (NSW) and Heavy Vehicle (Adoption of National Law) Act 2016
- Heritage Act 1977

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

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

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

- Major Events Act 2009

- Noxious Weeds Act 1993

- Ombudsman Act 1974

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

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

- Service NSW (One Stop Access To Government Services) Act 2013
- State Emergency And Rescue Management Act 1989
- State Records Act 1998
- Strata Schemes Development Act 2015
- Strata Schemes Development Regulation 2016

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- Strata Schemes Management Act 2015
- Strata Schemes Management Regulation 2016
- Surveying And Spatial Information Act 2002
- Surveillance Devices Act 2007
- Swimming Pools Act 1992
- Swimming Pools Regulation 2008

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

- Valuation Of Land Act 1916

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

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Item 16 General Manager's Review Committee

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

Reason for Report

Following the General Manager's Review in June it was resolved that the General Manager's Review Committee be expanded to include at least 6 Councillors.

Background

General Manager's Review Committee

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

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

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

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

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

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

Currently the Mayor and three (3) Councillors being Councillor Capel, Councillor Doolan and Councillor Lewis are representatives on this committee.

Issues

Council would now like to increase the number of members on the Review Committee from three (3) to six (6).

Options

Council has the option to increase the size of the Committee and may select the additional members.

Financial Considerations

Nil.

RECOMMENDATION

That the General Manager's Review Committee be expanded to include six (6) members of Council. **FURTHERMORE** that Council nominate the extra three (3) Councillors for the Committee Membership.

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Item 17 Meeting Schedule

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

Reason for Report

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

Background

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

Councillors have an obligation to:

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

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

Warrumbungle Shire Council meetings have traditionally been held on the third Thursday of the month, ensuring the timely completion of business papers (including financial reports) for the previous month.

Issues

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

Options

The following meeting schedule below is for Council consideration for the next 12 months. The meetings will commence at 8.30 am on the third Thursday of each month.

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2017

November	Thursday 16	Coolah
December	Thursday 14	Coonabarabran

2018

February	Thursday 15	Coolah
March	Thursday 15	Coonabarabran
April	Thursday 19	Coolah
May	Thursday 17	Coonabarabran
June	Thursday 21	Coolah
July	Thursday 19	Coonabarabran
August	Thursday 16	Coolah
September	Thursday 20	Coonabarabran

Financial Considerations

Council meetings are a normal part of the operation of the organisation, and budgeted for in the 2017/18 Operational Plan. This includes travel reimbursement costs of Councillors and catering for meals.

RECOMMENDATION

That Council adopts the Meeting Schedule, being the third Thursday of each month commencing at 8.30am alternating between the Coolah and Coonabarabran Council Chambers as per the following schedule:

2017

November	Thursday 16	Coolah
December	Thursday 14	Coonabarabran

2018

February	Thursday 15	Coolah
March	Thursday 15	Coonabarabran
April	Thursday 19	Coolah
May	Thursday 17	Coonabarabran
June	Thursday 21	Coolah
July	Thursday 19	Coonabarabran
August	Thursday 16	Coolah
September	Thursday 20	Coonabarabran

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Item 18 Pecuniary Interest Returns

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

Reason for Report

As part of the public scrutiny of Councillors (and designated persons), Councillors (and designated persons) are required to prepare and submit a written return identifying their pecuniary interests as per Parts (1) and (3) of Section 449 of the Local Government Act 1993.

‘(1) A councillor or designated person must complete and lodge with the General Manager, within 3 months after becoming a councillor or designated person, a return in the form prescribed by the regulations.

(3) A councillor or designated person holding that position at 30 June in any year must complete and lodge with the general manager within 3 months after that date a return in the form prescribed by the regulations.’

Background

In pursuance of Section 449 of the Local Government Act, 1993, the General Manager is required to table the Register of Returns.

Issues

The register is now tabled.

Options

Nil.

Financial Considerations

Nil.

RECOMMENDATION

That Council notes the tabling of the Register of Disclosures.

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Item 19 Australia Day 2018

Division:	Executive Services
Management Area:	Executive Services
Author:	Manager Children's and Community Services – Louise Johnson
CSP Key Focus Area:	Community and Culture
Priority:	CC3: Our shire is home to a vibrant arts and cultural life which is promoted and supported as an essential aspect of community well-being. <i>(Edited)</i>

Reason for Report

To provide Council with an overview of plans for Australia Day 2018 and seek support for programs and activities to be implemented as part of annual Australia Day celebrations.

Background

In previous years Council has supported and participated in local Australia Day events in the following ways:

- participation in the *Australia Day Ambassador Program*
- facilitation of the *NSW Local Citizen of the Year Awards*
- provision of funding to support local events
- providing free entry to public swimming pools across the Shire.

Issues

Australia Day Ambassador Program

At Council's September 2017 Meeting, Council resolved to once again participate in the *Australia Day Ambassador Program* in 2018. Council has registered for this program.

NSW Local Citizen of the Year Awards

The *NSW Local Citizen of the Year Awards* for Australia Day 2018 are awarded in the following categories:

- Citizen of the Year
- Young Citizen of the Year
- Sportsperson of the Year
- Australia Day Award.

The *Warrumbungle Shire Council Australia Day Awards* are administered by Warrumbungle Shire Council. In 2018 it is proposed that the awards are awarded in the following categories:

- Citizen of the Year
- Young Citizen of the Year
- Sportsperson of the Year
- Australia Day Award – Senior Citizen of the Year

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- Australia Day Award – Cultural Achievement Award
- Australia Day Award – Community Event of the Year.

Guidelines & Criteria and Nomination Forms for these categories are included in this report for Council's consideration. Further local awards are awarded by local Organising Committees.

Funding Support – Local Events

For a number of years Warrumbungle Shire Council has supported the conduct of Australia Day events in each of the Shire's local towns through the provision of a small contribution of funding. It is proposed that this funding be allocated again in 2018. The funding is provided to assist with costs such as printing, promotion, local awards and catering. Local Organising Committees have indicated that they are finding it more expensive to run these events each year. It is therefore proposed that funding be increased slightly for 2018. It is proposed that the contributions for 2018 be:

- \$600 each for Baradine, Binnaway, Coolah, Dunedoo and Mendooran; and
- \$750 for Coonabarabran.

Funding is provided directly to the Local Organising Committees.

Free Entry to Public Swimming Pools

In previous years, as part of the Australia Day celebrations, Warrumbungle Shire Council has provided free entry to each of the public swimming pools in local towns. It is proposed that this activity be offered again in 2018. In 2017, free access to public swimming pools resulted in above average attendance on Australia Day.

Options

Council is requested to consider ongoing support and participation in local Australia Day events across the Shire including:

- facilitation of the *NSW Local Citizen of the Year Awards*
- provision of funding to local event organisers
- providing free access to public swimming pools across the Shire

Council has the option to participate or not participate in any or all of the programs and activities from previous years.

Financial Considerations

Council has funding allocated in the Executive Services budget to support Australia Day programs and activities. The total budget allocation for Australia Day 2018 is \$5,972. This covers the cost of advertising, awards, certificates and frames, contributions to each community and hosting two (2) Australia Day Ambassadors.

Lost revenue associated with the free access to public swimming pools is estimated to be around \$1,600 for the whole Shire.

RECOMMENDATION

That Council supports and participates in Australia Day 2018 by:

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1. Participating in the *NSW Local Citizen of the Year Awards* by administering and presenting the *Warrumbungle Shire Council Australia Day Awards* in the following categories, as per the attached *Guidelines & Criteria* and *Nomination Forms*:
 - Citizen of the Year
 - Young Citizen of the Year
 - Sportsperson of the Year
 - Australia Day Award – Senior Citizen of the Year
 - Australia Day Award – Cultural Achievement Award
 - Australia Day Award – Community Event of the Year
2. Council provides a contribution of \$600 each to the local Organising Committees in Baradine, Binnaway, Dunedoo, Coolah and Mendooran and \$750 to the Organising Committee in Coonabarabran.
3. Public swimming pools be opened free of charge throughout the Shire on Australia Day 2018.

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Item 20 Three Rivers Regional Retirement Community

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

Reason for Report

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

Background

The Three Rivers Regional Retirement Community Project is funded by:

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

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

Issues

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:

- The builder has taken control of the site.
- Site fencing and site sheds have been established.

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- Surveyors have pegged out the site for construction.

Options

Nil.

Financial Considerations

Invoices for reimbursement have been submitted since the last report for \$5,879.00. The last payment Council received for this project was in January and amounted to \$7,600.

Total funds invoiced for reimbursement to date are \$905,404.91.

RECOMMENDATION

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

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Item 21 Strategic Policy Review – Privacy Management Plan

Division:	Executive Services
Management Area:	Governance
Author:	Manager Administration and Executive Assistant to the General Manager – Glennis Mangan
CSP Key Focus Area:	Local Government and Finance
Priority:	GF4 Council provides 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. The Privacy Management Plan is included in this review process and has been provided as an enclosure.

Background

The Privacy and Personal Information Protection Act 1998 (the PPIPA) requires all Councils to have a Privacy Management Plan.

The Model Privacy Management Plan for Local Government (the Model Plan) was prepared in consultation with the Office of the Privacy Commissioner and the Local Government and Shires Association of NSW in January 2013 and was updated to:

- Incorporate the requirements of the Health Records and Information Act 2002 (the HRIP Act) which commenced on 1 September 2014; and
- Include references to the Government Information (Public Access) Act 2009 (GIPA Act), which commenced on 1 July 2010.

The Model Privacy Management Plan for January 2013 is still the current version with the Office of Local Government NSW.

Issues

No changes have been made to the Privacy Management Plan during the review process.

Options

Nil.

Financial Considerations

Nil.

RECOMMENDATION

That Council adopts the Privacy Management Plan and the Plan be included in the Strategic Policies Register.

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Item 22 Council Resolutions Report October 2017

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

Reason for Report

The Council Resolution Report includes Council resolutions from October 2016 to September 2017. This report is attached under separate cover. Items completed are noted then deleted from the report in the following month.

Background

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

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

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

Issues

This feedback is provided to Council for information purposes.

Options

Nil.

Financial Considerations

Nil.

RECOMMENDATION

For Council's information.

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Item 23 Monthly Report from Human Resources – October 2017

Division:	Corporate and Community Services
Management Area:	Human Resources
Authors:	Manager Human Resources – Val Kearnes Learning and Development – Russell Byrne Human Resource Projects Officer – Chris Kennedy Workplace Health and Safety – Mel Chapple
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF8 Council undertakes its organisational, workforce and risk management responsibilities with efficiency and effectiveness

Reason for Report

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

Background

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

Since the last Council Meeting in September 2017 the following positions have been advertised either internally or externally:

- Temp Road Supervisor South (Internal)
- Waste Recycling Officer - Dunedoo (Internal)
- Apprentice Plumber – (External)
- Temp Urban Services Operator – Dunedoo (External)
- Temp Asset Management Officer – (External)
- Temp Supply Officer – (External)
- WTP/Truck Operator – Baradine (Internal & External)

Positions filled since last Council meeting:

- Temp Asset Management Officer
- Temp Urban Services Operator – Dunedoo
- Waste Recycling Officer (Dunedoo)
- Apprentice Plumber

Resignations

Since the September Council meeting there has been one resignation from Corporate and Community Services.

Issues

No issues.

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LEARNING AND DEVELOPMENT

Training courses undertaken in September include:

1. REMPLAN Training.

HR PROJECTS

In September new policies on Workplace Behaviour, Workplace Complaints and Grievances Procedure and Managing Poor Performance & Misconduct Procedures were finalised. New induction procedure for staff, volunteers, contractors and Councillors are being finalised ready for implementation.

WORKPLACE HEALTH AND SAFETY

There were 3 incidents and 0 near misses in the month of September.

Workers Compensation and Incidents for September

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

RECOMMENDATION

For Council's information.

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Item 24 Local Business Stimulation

Division:	Corporate and Community Services
Management Area:	Corporate Services
Author:	Director of Corporate and Community Services - Michael Jones
CSP Key Focus Area:	Local Economy
Priority:	LE4: There are diverse products and services locally available and minimal economic leakage to larger regional centres.

Reason for Report

To provide Council with an update on Council's plan for engaging the local business community.

'A motion was moved by Councillor Doolan seconded by Councillor Clancy that Council stimulate local business by holding a short, advertised meeting in the towns of Coonabarabran, Coolah and Dunedoo to inform local business owners how they can benefit by becoming both suppliers to and possibly customers of Warrumbungle Council. Specifically the meetings would outline what applicable goods and services that Council purchases and provides, and how to become involved in any tender and quoting process associated with those supplies. (Resolution 207/1617 March 2016)'

Background

Council in conjunction with the Coonabarabran Chamber of Commerce is hosting an evening workshop. The workshop is scheduled for Monday, 16 October 2017 commencing at 5.30 pm and will be held in the Coonabarabran Council Chambers. The workshop will cover such topics:

- Buy Local Procurement Policy
- What Council is purchasing
- Who to contact in Council.

The workshop is structured as an opportunity for local business to ask Council any questions in an informal setting.

Based on the outcome of the pilot workshop it is planned that similar workshops then be conducted in Coolah and potentially Dunedoo in the next couple of months. Furthermore, the Director of Corporate and Community Services is now regularly attending the following community meetings representing Council.

- Coonabarabran Chamber of Commerce
- Baradine Progress Society

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The purpose of attendance is facilitating the flow of information between the community and Council with a focus on work with Council.

The meeting has been advertised in the following media:

- Coonabarabran Times
- Council's website
- Council's Facebook page
- Through the Coonabarabran Chamber of Commerce and their network
- Through the Baradine Progress Society

Issues

Nil.

Options

Nil.

Financial Considerations

Nil.

RECOMMENDATION

That Council notes the progress in stimulating local business.

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Item 25 Proposed Adjustment to Locality Boundaries for Bomera, Binnaway and Dunedoo (Items 1b, 1c and 3)

Division:	Corporate Services
Management Area:	Communications and IT
Author:	GIS Officer – Geoff Stephenson
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2.2 Ensure that local emergency services are equipped trained and prepared to manage natural disasters and critical incidents.

Reason for Report

To update Council on progress on the proposed adjustments to locality boundaries for Bomera, Binnaway and Dunedoo (**Resolution 80/1617 Items 1b, 1c and 3, October 2016**).

- ‘1. That Council proceeds with gazettal of the following:*
 - b. Adjust the locality boundaries of Weetaliba, Box Ridge and Ropers Road to be encompassed in the Localities of Binnaway, Ulamambri and Purlawaugh. Purlawaugh to encompass part of Box Ridge.*
 - c. Adjust the locality boundaries of Bomera to Tambar Springs and Coolah.*
- ‘3. Write to all residents potentially affected by the proposed boundary changes to the localities of Tannabar, Wattle Springs, Dandry and Ulamambri.’*

Background

This document refers specifically to Items 1b, 1c and 3 of Resolution 80/1617, October 2016. Its purpose is to report progress on these items.

The residential property addressing system is a land and property information (LPI) initiative to improve the database accuracy and accessibility of rural roadside and town street addressing. The residential addressing database is utilised by government agencies, utilities and emergency services.

Weetaliba, Ropers Road and part of Box Ridge are serviced by the Binnaway Local Post Offices (LPO's) delivery contracts, and therefore the decision was made to amalgamate them. In addition, Warrumbungle Shire Council has a number of address database inaccuracies and is working with the state agency Geographical Names Board (GNB), with updating the residential address database across the Shire in stages.

In summary, adjustments have been made to the locality boundaries of:

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- Weetaliba, Box Ridge and Ropers Road to be encompassed in the Localities of Binnaway, Ulamambri and Purlewaugh. Purlewaugh to encompass part of Box Ridge, and
- Bomera to Tambar Springs and Coolah.

The revised boundaries were set using the following criteria:

- Current locality boundary
- Mailing data from rates database
- Australia Post delivery contracts
- Keeping assessments together
- Water courses and roads
- Parish maps
- RFS brigade service areas

The process of making these changes involved a lengthy process of community engagement (including mail outs - *Refer Item 3 of Resolution*), collection of feedback followed by a submission to Council.

The request for change was then submitted to the GNB for approval. These changes were approved in June 2017. The final submission then went of public exhibition for 28 days prior to coming into effect.

Enclosure – Locality Boundary Changes Flow Chart

Enclosure – Maps (Binnaway, Purlewaugh and Tambar Springs)

Issues

During the 28 day public exhibition period Council received phone calls and three written submissions. The majority of call contact was seeking clarification of the changes, or to request addressing details to be corrected.

Only two objections were received, from the joint owners of one property. Their request was noted and their reasoning deemed valid for an adjustment. (Property sits on the border of two localities and the adjustment was minor).

A third submission was supportive of the change.

Options

Nil.

Financial Considerations

There are no costs to Council for gazettal of the proposed locality mergers other than staff resources and notifications in local publications.

RECOMMENDATION

That Council notes that the locality boundaries of Weetaliba, Box Ridge and Ropers Road have been encompassed in the localities of Binnaway, Ulamambri and Purlewaugh. **FURTHERMORE** that Purlewaugh now encompasses part of Box Ridge and that the locality boundaries of Bomera have now been encompassed into Tambar Springs and Coolah.

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Item 26 Proposed Adjustment to Locality Boundaries for Bomera, Binnaway and Dunedoo (Item 1d)

Division:	Corporate Services
Management Area:	Communications and IT
Author:	GIS Officer – Geoff Stephenson
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2.2 Ensure that local emergency services are equipped trained and prepared to manage natural disasters and critical incidents.

Reason for Report

To update Council on progress on the proposed adjustments to locality boundaries for Bomera, Binnaway and Dunedoo (**Resolution 80/1617 Item 1d, October 2016**).

'1. That Council proceeds with gazettal of the following:

- d. Rename Merotherie Street and the section of Martin Street that aligns with Cobbora Road to Cobbora Road, so that Cobbora Road consistently traverses from the intersection with Golden Highway through to the Castlereagh Highway intersection in the north.'*

Background

This document refers specifically to Item 1d of Resolution 80/1617, October 2016. Its purpose is to report progress on this item.

Council is responsible for the naming and gazetting of road names and ensuring that road names are geographically unique. The purpose is to prevent confusion for delivery of services, particularly emergency services.

As part of the resolution new street names were chosen from a list of suggestions provided by residents.

- Merotherie Street and the sealed portion of Martin Street to be renamed Cobbora Road.

Issues

Presently the southern portion of unsealed road to the south of the intersection of Martin Street and Merotherie Street (Cobbora Road) is known in the Council Road Registry as "SW of Cobbora Road" and gazetted as Martin Street.

Refer to enclosed map and flow chart which outlines the procedure for the renaming of streets.

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Options

Nil.

Financial Considerations

There are no costs to Council for Gazettal of road names other than staff resources, notifications in local publications and the production and installation of appropriate signage.

RECOMMENDATION

That Council notes the requested name change for Merotherie and Martin Streets to Cobbora Road has been accepted and gazetted by the Geographical Names Board (GNB). **FURTHERMORE** Council now places these proposed name changes on public exhibition for a period of 28 days.

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Item 27 Proposed Adjustment to Locality Boundaries for Bomera, Binnaway and Dunedoo (Item 2)

Division:	Corporate Services
Management Area:	Communications and IT
Author:	GIS Officer – Geoff Stephenson
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2.2 Ensure that local emergency services are equipped trained and prepared to manage natural disasters and critical incidents.

Reason for Report

To update Council on progress on the proposed adjustments to locality boundaries for Bomera, Binnaway and Dunedoo (**Resolution 80/1617 Item 2, October 2016**).

- '2. Confirm new road names for Tucklan, Yarrow and River Streets within the village of Cobbora from a selection of the following names: Curlew, Wren, Dove, Crane, Egret, Phalaris, Lucerne, Clover, Rhodes or Rye and for these new road names to be gazetted. Council nominated Curlew, Wren and Dove.'*

Background

This document refers specifically to Item 2 of Resolution 80/1617, October 2016. Its purpose is to report progress on this item.

Council is responsible for the naming and gazetting of road names and ensuring that road names are geographically unique. The purpose is to prevent confusion for delivery of services, particularly emergency services.

It was learned that the township of Dunedoo and the village of Cobbora had duplicated street names. Both are within the locality of Dunedoo, and their geographic proximity cannot resolve the issue via other means.

It is Council's understanding that due to this overlap, an ambulance was dispatched to the Dunedoo address on Tucklan Street, not the Cobbora address.

As Cobbora has a lower population base, it was determined that changing the street names within the village would create the least amount of disruption for the least amount of people.

As part of the resolution new street names were chosen from a list of suggestions provided by residents:

- Yarrow Street to Curlew Street
- Tucklan Street to Wren Street
- River Street to Dove Street

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Issues

An objection was received from a resident from Cobbora in relation to the chosen street names. They have proposed that the streets should have more culturally specific names.

These street names are:

- River Street to Schoolhouse Street
- Tucklan Street to Cemetery Street
- Yarrow Street to Martintown Street

Refer to enclosed flow chart outlining the procedure for the renaming of streets with addressed residents.

Options

Council has the option to either consider the new submission made by the resident, or continue as per previous decision.

Council may choose to canvas new names from the community.

Financial Considerations

There are no costs to Council for gazettal of road names other than staff resources, notifications in local publications and the production and installation of appropriate signage.

RECOMMENDATION

That Council accepts the suggestion noted below.

These street names are:

- River Street to Schoolhouse Street
- Tucklan Street to Cemetery Street
- Yarrow Street to Martintown Street

FURTHERMORE that Council now places these proposed name changes on public exhibition for a period of 28 days.

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Item 28 Proposed Adjustment to Locality Boundaries for Bomera, Binnaway and Dunedoo (Item 4)

Division:	Corporate Services
Management Area:	Communications and IT
Author:	GIS Officer – Geoff Stephenson
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2.2 Ensure that local emergency services are equipped trained and prepared to manage natural disasters and critical incidents.

Reason for Report

To update Council on progress on the proposed adjustments to locality boundaries for Bomera, Binnaway and Dunedoo (**Resolution 80/1617 Item 4, October 2016**)

'4. Request gazettal of the unnamed road off Baradine Road, Coonabarabran as Jermaine Road.'

Background

This document refers specifically to item 4 of Resolution 80/1617/October 2016. Its purpose is to report progress on this item.

As part of Council's regular procedures is the naming and gazetting of road names.

Enclosures include a Flow Chart detailing the procedure for naming of roads and a Map of the road.

Issues

Nil.

Options

Nil.

Financial Considerations

There are no costs to Council for gazettal of road names other than staff resources, notifications in local publications and the production and installation of appropriate signage.

RECOMMENDATION

That Council notes that the naming and gazettal of Jermaine Road has been completed.

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Item 29 Bank Reconciliation for the Month Ending 30 September 2017

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

Reason for Report

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

Background

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

Issues

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

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

Options

Nil.

Financial Considerations

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

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

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Summary

Balance per General Ledger – 30 September 2017

General Ledger	Amount
Trust Bank Account	348,000
Bushfire Trust Account	3,269
Bushfire Trust Investment Account	47,167
General Bank Account	343,052
Investment At Call General	12,767,790
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
Total per General Ledger	17,381,278

Bank	Balance
<u>General</u>	
Commonwealth General Account	1,059,957
Total – General	1,059,957
<u>Investments</u>	
Term Deposits	16,639,790
Total Investments	16,639,790
Sub Total WSC Operational Accounts	17,699,747

<u>Trust</u>	
Commonwealth Trust Account	348,000
Total – Trust	348,000
<u>WSC Mayors Bush Fire Appeal Trust</u>	
Commonwealth Mayors Fund General Account	3,269
Commonwealth Mayors Fund Savings Account	47,167
Total - WSC Mayors Bush Fire Appeal Trust	50,436
Total All Bank Accounts	18,098,183
<i>Add:</i>	
Outstanding Deposits - General	112,721
Outstanding Deposits - Trust	-
Outstanding Deposits – WSC Mayors Bushfire Appeal	-
<i>Less:</i>	
Unpresented cheques - General	(129,021)
Unpresented EFT - General	(700,605)
Unpresented cheques- WSC Mayors Bushfire Appeal	-
Balance adjusted for outstanding deposits & Un-presented cheques (Final Bank Balance)	17,381,278
Variance between Final Bank Balance and General Ledger	-

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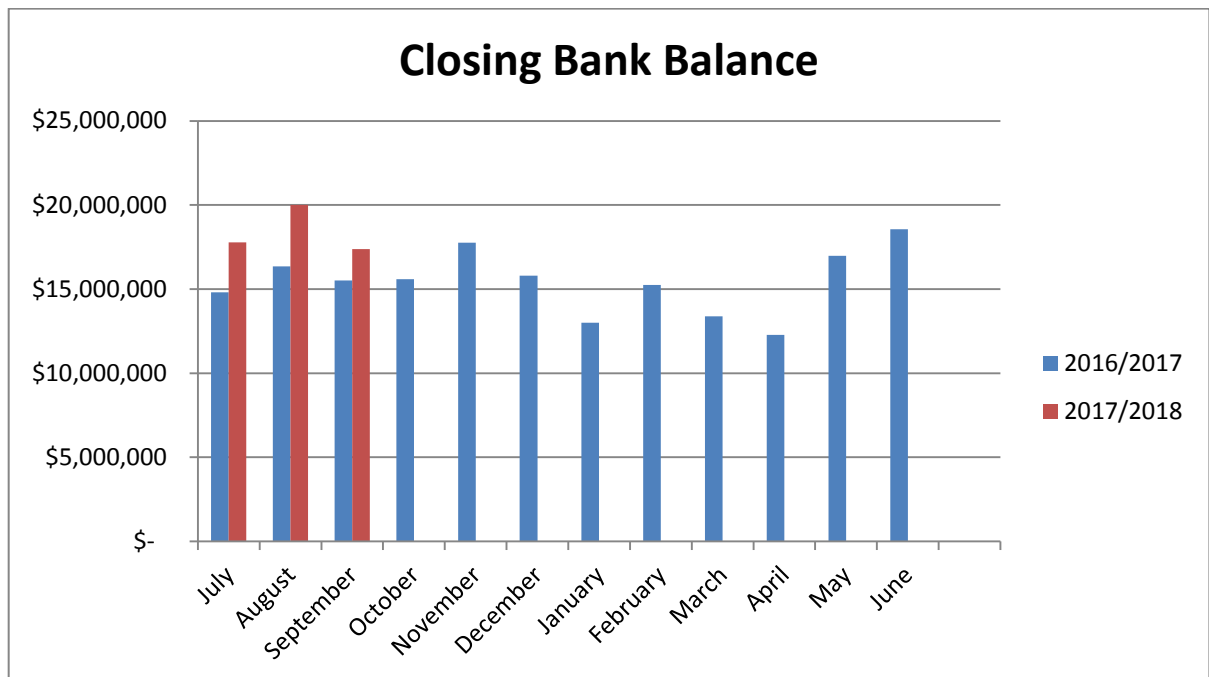
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Balance as per Bank Account History as at 30 September 2017

Month	Funds Held in General Account	Funds Held in Trust Account	Mayors Bushfire Appeal Trust Account	Investment	TOTAL	Net of Outstanding Deposits and Un-presented Cheques	End of Month Closing Bank Balance
Jun-17	248,391	347,521	69,642	17,862,756	18,528,310	24,115	18,552,425
Jul-17	1,954,020	348,000	69,715	16,156,553	18,528,288	(742,487)	17,785,801
Aug-17	3,865,910	348,000	50,412	15,355,865	19,620,187	382,990	20,003,177
Sep-17	1,059,957	348,000	50,436	16,639,790	18,098,183	(716,905)	17,381,278

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RECOMMENDATION

That Council accepts the Bank Reconciliation Report for the month ending 30 September 2017.

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Item 30 Investments and Term Deposits for Month Ending 30 September 2017

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

Reason for Report

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

Background

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

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

Issues

Comments on Performance for the Month

Term Deposits and At Call Accounts

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

During the month \$2m worth of term deposits matured, earning Council a total of \$12,936 in interest.

New placements of \$3m were made and the month end balance was \$10m. Placements made during the month included:

- \$1m placed with NAB for 91 days at 2.49%.
- \$1m placed with Regional Australia Bank for 105 days at 2.40%.
- \$1m placed with NAB for 126 days at 2.53%.

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 \$274,472 were made from these accounts and \$9,453 interest was received on the balances in the accounts resulting in a month end "At Call" balance of \$6.640m.

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Income Return

The average rate of return on Investments for the month of 2.19% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.70% by 49 points or 29%.

On a year to date basis, interest received, and accrued, totals \$107,126 which is 29% of the annual budget.

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

Options

Nil.

Financial Implications

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

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Summary

Table 1: Investment Balances as at 30 September 2017

Financial Institution	Lodgement Date	Maturity Date	Total Days	Rating	Yield	Amount
At Call Accounts						
NAB Cash Maximiser #	1-Sept-17	At Call	at call	AA-	1.29%	2,757,502
ANZ At Call	1-Sept-17	At Call	at call	AA-	0.75%	753,482
Regional Australia Bank	1-Sept-17	At Call	at call	Unrated	2.10%	1,015,762
NAB Bpay Account	1-Sept-17	At Call	at call	AA-	-	99,103
T Corp IM Cash Fund	1-Sept-17	At Call		0	2.40%	2,013,941
						6,639,790
Term Deposits						
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
NAB	22-Aug-17	27-Nov-17	97	A+ (ST rate)	2.43%	1,000,000
Regional Australia Bank	28-Aug-17	28-Nov-17	92	Unrated	2.45%	1,000,000
BOQ	25-May-17	04-Dec-17	193	BBB+	2.65%	1,000,000
NAB	18-Sep-17	18-Dec-17	91	Unrated	2.49%	1,000,000
Regional Australia Bank	25-Sep-17	08-Jan-18	105	Unrated	2.40%	1,000,000
ME Bank	22-Aug-17	19-Jan-18	150	Unrated	2.50%	1,000,000
ME Bank	22-Aug-17	19-Jan-18	150	Unrated	2.50%	1,000,000
NAB	25-Sep-17	29-Jan-18	126	Unrated	2.53%	1,000,000
						10,000,000
TOTAL						16,639,790

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Table 2: At Call and Term Deposits - Monthly Movements

Bank	Opening Balance	Net Placements/ Withdrawals	Interest Accrued/ Received	Closing Balance
NAB Cash Maximiser #	1,253,268	1,500,000	4,234	2,757,502
ANZ At Call	1,752,823	(1,000,000)	659	753,482
Regional Australia Bank	1,014,303	-	1,459	1,015,762
NAB Bpay Account	324,631	(225,528)	-	99,103
T Corp IM Cash Fund	2,010,840		3,101	2,013,941
Total at call	6,355,865	274,472	9,453	6,639,790
NAB	1,005,154	(1,006,377)	1,223	-
Regional Australia Bank	1,004,819	(1,006,559)	1,740	-
Bank Of Sydney	1,005,525		2,270	1,007,795
BOQ	1,007,096		2,172	1,009,268
NAB	1,000,598	-	1,992	1,002,590
Regional Australia Bank	1,000,201	-	2,008	1,002,209
BOQ	1,007,096		2,172	1,009,268
NAB	-	1,000,000	816	1,000,816
Regional Australia Bank	-	1,000,000	328	1,000,328
ME Bank	1,000,615	-	2,049	1,002,664
ME Bank	1,000,615	-	2,049	1,002,664
NAB	-	1,000,000	346	1,000,346
SUB TOTAL TD	9,031,719	987,064	19,165	10,037,948
Total:	15,387,584	1,261,536	28,618	16,677,738

Certification of Responsible Accounting Officer

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

Responsible Accounting Officer

RECOMMENDATION

That Council accepts the Investments Report for the month ending 30 September 2017.

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Item 31 Rates Report for Month Ending 30 September 2017

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

Reason for Report

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

Background

Council levies rates and 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 30 September 2017 is higher than the 10% benchmark proposed by the OLG at 11.49%. The overall outstanding charges ratio as at 30 September 2017 is 12.12%.

In 2015 Council introduced a system that allows Ratepayers the ability to receive and pay their rate notices online, to date 401 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.

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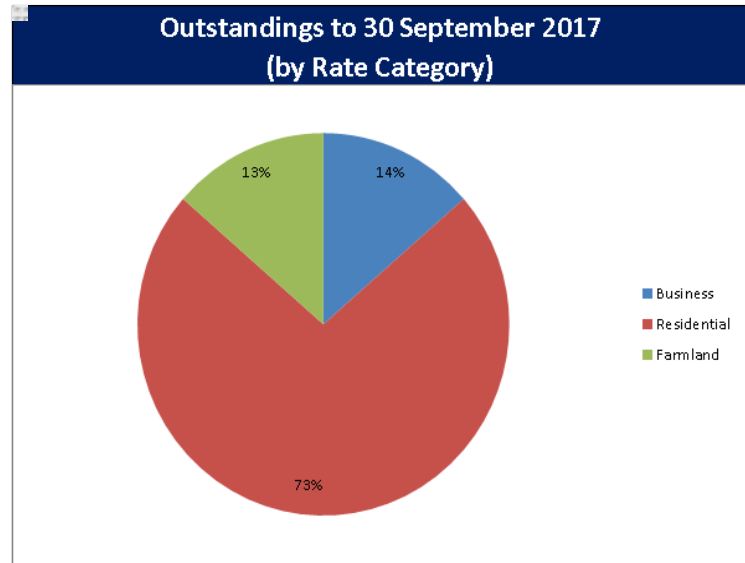
RATE/CHARGE TYPE	RATE ARREARS 2016/17	2017/18 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2017/18	COLLECTION % 2017/18	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	556,582	7,764,558	(163,459)	(8,684)	7,459	45,879	8,202,335	(2,539,050)	5,663,285	30.96%	838,752	10.23%
Water	229,206	1,445,292	(70,809)	(119)	3,216	-	1,606,786	(489,818)	1,116,968	30.48%	253,369	15.77%
Sewerage	103,222	1,077,596	(50,480)	(19)	1,531	-	1,131,850	(353,764)	778,086	31.26%	112,513	9.94%
Trade Waste	876	8,858	-	-	8	-	9,742	(4,108)	5,634	42.17%	779	8.00%
Storm Water	9,433	106,113	-	(1)	146	-	115,691	(41,087)	74,604	35.51%	10,861	9.39%
Garbage	258,538	1,901,107	(105,051)	(596)	3,647	-	2,057,645	(649,899)	1,407,746	31.58%	291,711	14.18%
TOTAL RATES AND ANNUAL CHARGES	1,157,857	12,303,524	(389,799)	(9,419)	16,007	45,879	13,124,049	(4,077,726)	9,046,323	31.07%	1,507,985	11.49%
Sewer Access (Water Billing)	146,338	232,002	-	15	880	-	379,235	(80,700)	298,535	21.28%	67,414	17.78%
Water Consumption	649,131	1,383,671	-	1,978	5,868	656	2,041,304	(353,853)	1,687,451	17.33%	327,853	16.06%
Sewer Consumption	37,413	101,391	-	-	128	-	138,932	(27,297)	111,635	19.65%	10,477	7.54%
Trade Waste	26,699	101,808	-	-	70	-	128,577	(24,051)	104,526	18.71%	3,049	2.37%
TOTAL WATER SUPPLY SERVICES	859,581	1,818,872	-	1,993	6,946	656	2,688,048	(485,901)	2,202,147	18.08%	408,793	15.21%
GRAND TOTAL	2,017,438	14,122,396	(389,799)	(7,426)	22,953	46,535	15,812,097	(4,563,627)	11,248,470	28.86%	1,916,778	12.12%

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Analysis by Council staff has indicated that of the rates and annual charges outstanding amount, 73% relates to residential properties, while 13% relates to farmland and 14% to business.

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



Rates Type	Rates levy					Water levy				Grand Total
	General	Domestic Waste	Water Access	Trade Waste	Storm Water	Sewer Access	Water Usage	Sewer Usage	Trade Waste	
Business	76,869	53,516	31,483	779	3,901	35,268	45,755	10,477	3,049	261,097
Residential	506,976	232,298	221,886	-	6,960	144,659	282,098	-	-	1,394,877
Farmland	254,907	5,897	-	-	-	-	-	-	-	260,804
Total	838,752	291,711	253,369	779	10,861	179,927	327,853	10,477	3,049	1,916,778

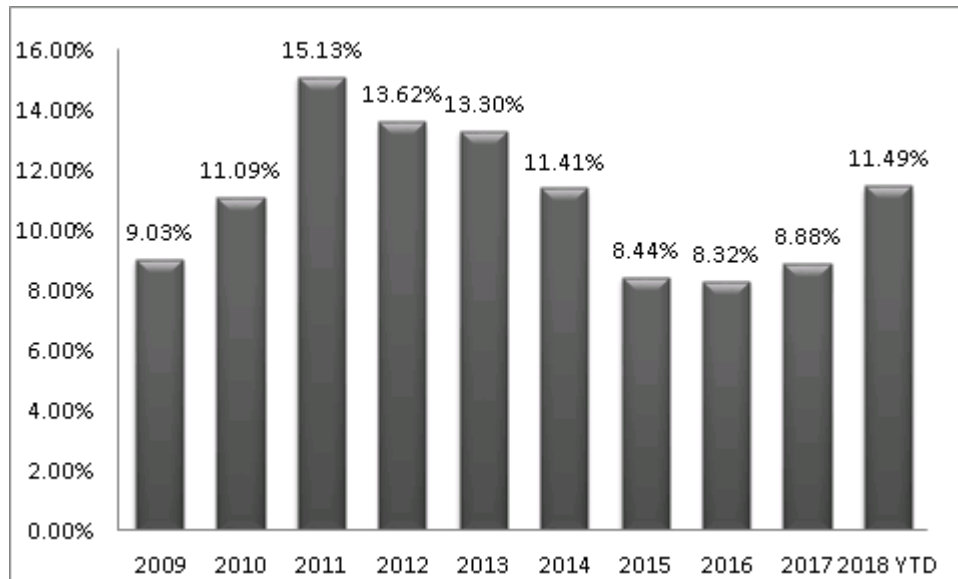
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

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Graph 1: Ratio by Year



RECOMMENDATION

For Council's information.

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Item 32 ARTC Request to Close Fairfield Road at Rail Crossing

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure and services
Priority:	P13. Roads throughout the Shire are safe, well-maintained and appropriately funded.

Purpose

Respond to a request by Australian Rail Track Corporation to close Fairfield Road at the level rail crossing.

Background

Fairfield Road is a 'short cut' road between the Golden Highway at Craboon and Tucklan Road just south of Dunedoo. There are no other formed and maintained public roads that intersect with Fairfield Road and the road is unsealed. The road is 5.1km in length and the Dunedoo Gulgong rail line crosses Fairfield Road 1.1km from the Craboon end. The location of the road relative to Dunedoo is shown in the attachment.

The acute angle at which the road and rail line intersect is a significant safety concern and it means that trains are required to slow to a minimum speed through the level crossing. To improve safety at the crossing and to improve rail freight productivity, Australian Rail Track Corporation (ARTC) has formally requested closure of the road at the level crossing. The alternative to closing the road is realignment and reconstruction of road approaches to the rail line.

Issues

If Fairfield Road is closed at the level crossing, travel distance between the two end points increases by 2.7km. The additional travel distance is unlikely to have a significant impact on the cost of travel for through vehicles as Fairfield Road is unsealed and traffic is required to stop at the level crossing, however, traffic volume on the road is unknown.

Perhaps the most significant impact of closing Fairfield Road will be on those property owners who rely on Fairfield Road for access. There appears to be four (4) different properties that rely on Fairfield Road as their primary access.

A proposal to close a section of public road is subject to processes outlined in the Roads Act and does involve making application to the Minister. The process must involve public consultation.

One section of Fairfield Road will need to be renamed if the road is closed at the rail crossing.

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Council has legal obligation under the Rail Safety National Law (NSW) to enter into an interface agreement with ARTC. Failure to do so may result in Council being subject to orders from the National Rail Safety Regulator.

Options

Council has discretion in this matter, however the options are limited. Council may wish to consider the request by ARTC to close the road at the level crossing by consulting with property owners with a frontage to Fairfield Road and consulting with the public in general. Should Council not wish to pursue the closure option, ARTC will almost certainly request Council contribution towards the cost of realigning Fairfield Road at the intersection.

Financial Considerations

There is no budget allocation for any improvement works on Fairfield Road. The cost to Council associated with closing Fairfield Road at the level crossing is expected to be limited to administration costs and perhaps some contribution to creation of a turnaround area at the rail line.

The cost of realigning the road has not been estimated, however the roadworks will be significant in scope and the project will involve land acquisition.

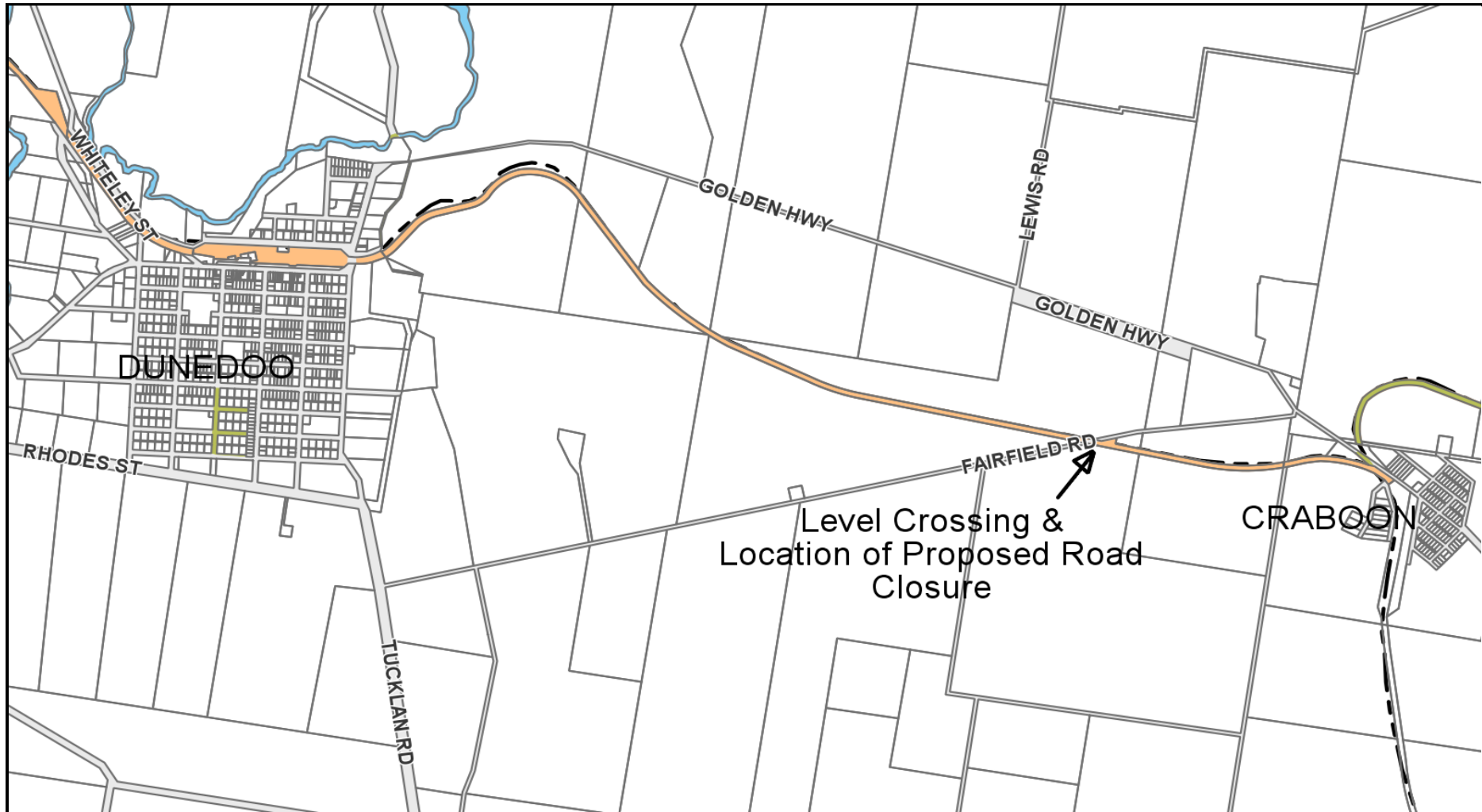
RECOMMENDATION

That the proposal to close the level rail crossing on Fairfield Road is publicly advertised and formal consultation is undertaken with individual owners who have property frontage to Fairfield Road. **FURTHERMORE** that a report is presented to Council on outcomes of these consultation activities.

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Attachment – Location of Fairfield Road Relative to the Rail Level Crossing



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Item 33 2017/18 Technical Services Works Program – Road Operations, Urban Services and Water Services

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

Reason for Report

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

Background

The 2017/18 Works Program including expenditure until the end of September 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. The schedule of road maintenance grading will vary depending upon availability of water.

Issues

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

Options

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

Financial Considerations

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

RECOMMENDATION

That the 2017/18 Works Program presented in Attachment 1.0 and Attachment 2.0 is noted for Council's information only.

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Attachment 1.0 – Technical Services 2017/18 Works Program

Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Technical Services	21,775,826	3,488,062	16%
Asset & Design Services	62,452	2,483	5%
Survey equipment	24,000	0	0%
Eng design software	13,000	0	0%
Traffic counters	7,500	0	0%
Road Safety Programme	17,952	2,483	15%
Plan B	5,150	0	0%
Child Restraint	1,750	0	0%
Workshop for Supervisors of L Drivers	767	468	61%
Bike Week	2,000	2,015	100%
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%
Fleet Services	3,408,665	765,277	10%
Minor plant purchases	15,000	5,991	0%
Plant & equipment purchases	3,224,010	759,286	20%
Coona Workshop capital items	14,655	0	0%
Traffic light	30,000	0	0%
Plant 30 - light vehicle	35,000	0	0%
New Bobcat	90,000	0	0%
Road Operations	10,163,642	1,977,710	15%
RMS Work Orders	2,723,000	479,507	20%
Heavy Patching	580,000	0	0%
South Merrygoen	500,000	173,801	40%
HW 27, Lighthouse Hill, drains/shoulders	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, shoulder widening, Dows Lane	98,000	0	0%
HW27, shoulder widening, Sullivan Street	80,000	0	0%
Dunedoo HV Parking Bay	250,000	278,824	90%
Truck stopping bay projects	30,000	22,167	80%
Replacement of service signs	5,000	4,715	100%
Resealing Program	905,000	0	0%
Local Roads	3,969,897	566,272	15%
Local Roads reseals	563,915	0	0%
Reseal Program - TBA	563,915	0	0%
L R bridges & Causeways	698,432	11,831	5%
Coonagoony Bridge	4,183	5,331	100%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Box Ridge Rd - causeway	44,249	0	0%
Ross Crossing Bridge - approaches	10,000	6,500	70%
Mia Mia Rd - causeway	60,000	0	0%
Napier Lane(Garrawilla) - causeway	60,000	0	0%
Napier Lane (Mt Warwick) - causeway	60,000	0	0%
Quia Rd - causeway	60,000	0	0%
Leaders Rd - causeway	0	0	0%
Todd's Crossing - Teridgerie Creek	400,000	0	0%
Local Road pavements	1,657,311	352,484	10%
Wool Rd Rehabilitation	178,758	207,543	100%
Munns Rd including causeway	250,000	374	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 Crossing Rd - safety improvements	180,129	144,567	100%
Local Roads Gravel Resheeting	1,050,239	201,957	10%
Local Rds resheeting	0	11,271	0%
Munns Rd	175,000	89,529	100%
Dinby Lane	50,000	0	0%
Newbank Lane	70,000	0	0%
Tabletop Rd	45,000	25,120	100%
Bourke & Halls Rd	45,000	0	0%
Wingabutta Rd	90,000	0	0%
Hawkins Lane	40,000	0	0%
Hawkins Rd	40,000	0	0%
Wardens Rd	50,000	0	0%
Mt Hope Rd	125,000	76,037	70%
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%
Regional Roads	3,466,085	929,318	25%
Regional Roads reseals	647,072	0	0%
Reseals Rd 1	647,072	0	0%
Pavement Rehab	1,656,771	433,787	25%
Black Stump Way rehab.	1,174,197	431,500	40%
Vinegaroy Rd - pavement rehab	169,000	1,900	0%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Vinegaroy Rd - pavement rehab	150,250	387	0%
Timor Rd - shoulder Rehab	163,324	0	0%
Black Spot programme	507,408	22,998	10%
Baradine Rd - widening, guardrail	507,408	22,998	10%
Regional Road Bridges	654,834	472,533	70%
Allison Bridge	654,834	472,533	70%
Aerodromes	4,660	2,613	100%
Repainting of Coona terminal building	4,660	2,613	100%
Urban Services	2,478,134	263,045	10%
Parks & Gardens	110,344	12,909	15%
Baradine	27,020	12,909	80%
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%
Binnaway	20,000	0	0%
Len Guy Park - softfall upgrade	20,000	0	0%
Coolah	45,000	0	0%
McMasters Park - path to toilet	25,000	0	0%
Softfall under playground equip	20,000	0	0%
Dunedoo	8,324	0	0%
Milling Park Irrigation System	8,324	0	0%
Mendooran	10,000	0	0%
Mendooran Park - town water	10,000	0	0%
Ovals	406,767	4,498	1%
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	4,498	10%
Swimming Pools	223,186	34,238	30%
Baradine	75,500	0	0%
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%
Binnaway	11,000	11,800	80%
Binnaway main pool ladders	8,000	11,800	100%
Removal of large pine tree	3,000	0	0%
Coolah	74,000	5,542	20%
Rain tank & pump for irrigation	4,000	0	0%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Coolah disable chair lift	10,000	0	0%
Water tanks at all pools	60,000	5,542	5%
Coonabarabran	8,000	16,896	80%
Injector dosing system	3,000	0	0%
Rain tank & pump for irrigation	5,000	0	0%
Pool M & R		16,896	100%
Dunedoo	36,686	0	0%
Pool improvements	2,686	0	0%
Awning over Canteen area	4,000	0	0%
Amenities roof - polycarbon	30,000	0	0%
Mendooran	18,000	0	0%
Upgrades to club room	1,000	0	0%
Mendooran chemical dosing units	2,000	0	0%
Disable access - pool, toilets	15,000	0	0%
Town Streets	1,737,837	211,400	10%
Baradine	82,960	16,542	5%
Baradine street reseals	18,963	0	0%
Progress Association - gardens	5,000	5,000	100%
Flood levee	20,000	451	0%
Baradine - street lighting	8,000	0	0%
Footpath rehab	25,997	11,091	50%
Baradine - street trees	5,000	0	0%
Binnaway	227,849	11,851	5%
Street reseals	17,015	0	0%
Railway St - K&G	55,000	0	0%
Progress Association - gardens	5,000	5,000	100%
Bullinda Street, new K & G	55,000	0	0%
Footpath Rehabilitation	10,000	0	0%
Shared path - Renshaw St to River	15,834	6,851	80%
Corry Bridge - western approach	40,000	0	0%
Renshaw St - drainage western end	30,000	0	0%
Coolah	390,705	73,935	10%
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	73,935	60%
Goddard St Drainage - Binnia & Martin	45,000	0	0%
Pavement Rehab - various locations	70,000	0	0%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Coonabarabran	560,888	92,981	10%
Cassilis - Robertson to Namoi - new footpath	40,000	0	0%
Dalgarno - footpath rehabilitation	20,000	0	0%
Dalgarno Street western end pavement 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	92,981	100%
Dunedoo	428,420	0	0%
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%
Mendooran	47,015	16,091	40%
Street reseals	17,015	0	0%
Footpath rehab.	30,000	16,091	50%
Warrumbungle Water	3,302,607	239,948	0%
Baradine	1,068,657	20,698	5%
Meter replacements	5,000	2,379	30%
Mains replacement. Narren, Walker to Queen	52,000	14,669	80%
Removal of dead ends - Bligh to Castlereagh	31,223	2,522	0%
Renewal of treatment plant clarifier	853,434	0	0%
Baradine Reservoir - clean	77,000	1,030	0%
Water tower - Kenebri	50,000	98	0%
Binnaway	514,847	93,593	20%
Meter replacements	5,000	2,170	0%
Mains Ext - Andys Lane to Castlereagh	17,000	1,935	5%
Back up bore	385,847	81,808	35%
Relocate services - Renshaw Street	25,000	0	0%
Mains Ext - Innes St, Quandong & Frater	12,000	3,484	5%
Mains Ext - Castlereagh St & Ulinda St	70,000	4,196	5%
Coolah	450,538	50,880	15%
Mains Ext, Cunningham, Campbell to Gilmore	15,000	0	0%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Meter replacements	5,000	2,522	0%
Mains Ext., Central Lane to Martin St	15,000	0	0%
Mains Ext., Lane behind shops. east side to Martin	10,000	0	0%
Back up bore	405,538	48,358	20%
Coonabarabran	894,678	34,078	10%
meter replacements	5,000	0	0%
Timor fence repairs / dead storage	160,000	0	0%
Tools	5,000	355	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	15,465	5%
Rekeying water sites	50,000	17,332	50%
Telemetry upgrade - all towns	289,945	926	0%
Dunedoo	63,824	28,496	60%
Mains Replacement - Wargundy Street	63,824	28,496	60%
Mendooran	310,063	12,203	10%
Mains Ext. River St, Brambil to Napier	30,000	0	0%
Mains Ext. River St, Farnell to Abbott	18,500	0	0%
Replace water meters	5,000	0	0%
Back up bore	256,563	12,203	10%
Warrumbungle Sewer	2,360,326	239,599	0%
Baradine	23,746	0	0%
Baradine pot renewals	20,000	0	0%
Camp Cypress sewer investigation	3,746	0	0%
Coolah	295,853	90,491	30%
Mains relining	2,036	82,512	100%
Coolah STP upgrade	243,817	7,979	5%
Sewer Coolah - smoke testing	50,000	0	0%
Coonabarabran	657,259	103,982	30%
Mains relining	123,223	94,132	100%
Pump station renewal	30,000	0	0%
Sewer Coona - smoke testing	60,000	0	0%
Telemetry upgrade - all towns	198,119	674	0%
Coona STP upgrade	245,917	9,176	5%
Dunedoo	1,383,468	45,126	40%
Mains relining - laneway, Cobbora & Tucklan	60,000	37,063	100%
Dunedoo STP upgrade	1,273,468	8,063	5%
Sewer Dunedoo - smoke testing	50,000	0	0%

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Attachment 2.0. Maintenance Grading of Unsealed Roads

Unsealed Roads - Completed grading maintenance year to date			Unsealed Roads - Completed grading maintenance year to date		
Road Name	Category	Length	Road Name	Category	Length
Angus	2	12.4	Iona (North)	3	5
Beers	3	0.8	Kanoona	1	4.5
Beni	1	4	Kennedys	3	5
Berdeen	3	5.5	Kerrawah	3	1
Berowra	1	4.6	Lawson Park	1	2.8
Bingie Grumble	2	1	Leaders	2	7.4
Blackburns	3	1	Leaders	2	6.2
Boogadah	3	2.6	Major Mitchell	2	0.5
Burma	3	6.6	Mountainside	3	4.2
Creenaunes	2	2	Mt Hope	1	2.5
Cumberland	3	2.1	Mt Hope	1	7.9
Dennykymine	1	3	Munns	1	1.2
Diehm	3	1.4	Nashs	3	3.3
Eagleview	3	0.9	North Pine Ridge	1	3.9
Emu	3	0.1	Oakey Creek	2	4
Gowang	2	4.6	Patrick	2	8.5
Guinema	2	18.7	Pine Ridge	1	3.6
Guinema Bugaldie	1	5.5	Railway	3	1.8
Gum Nut	3	0.5	Tibuc	3	2.2
Hawkins	3	1.5	Walleroo	2	2.6
Hickeys	2	5.6	Warrigal	3	2.5
Homestead	3	7.1	Yaminbah	2	13.9
Hotchkiss	2	2.8	Yarragrin	1	7.5

Maintenance requests received in August & September	Unsealed Road - Upcoming Grading Maintenance program**
Homeleigh Dr	Banoon Rd
Gentle Annie	Cumbil Rd
Granchester Rd	Gamble Creek Rd
Gundare Rd	Gentle Annie Rd
Mooren Rd	Girragulang Rd
Neilrex Rd	Grandchester
Turee Vale Rd	Gundare Rd
Walker Rd	Homeleigh Dr
	Locknaw Rd

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Maintenance
requests received in
August & September

Unsealed Road -
Upcoming Grading
Maintenance
program**

Lynwood Rd

Melrose Rd

Mooren Rd

Neible Rd

Neilrex Rd

Queensborough Rd

Scully Rd

Turee Vale

Walker Rd

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

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Item 34 Len Guy Park Boundary Adjustment

Division:	Development Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4.1 Ensure that Council's governance practices, policies and procedures are continuously assessed and revised in reference to the long-term goals of the CSP

Reason for Report

To provide Council with an update on the land transfer and boundary adjustment process relating to Len Guy Park, Binnaway as the current resolution remains outstanding for a period greater than 12 months.

Background

At the Ordinary Meeting of Council on the 17 September 2015 Council resolved **(Resolution No 83/1516)** –

- ‘1. That Council finalise the boundary adjustment to facilitate a walkway between Renshaw Street to Andys Lane through Len Guy Park, Binnaway by adjusting the boundary of Lot 61 DP 532596 with assistance of land transfer from NSW Health and finalise the toilet block encroachment issue by accepting the donation of the land from the owner of Lot B DP 103571 in return for the cost of land transfer fees, surveying and legal fees and erection of a Colorbond® fence at the northern end of Len Guy Park, and*
- 2. That Council allocate budget to complete the land transfers and fencing in the 2015/16 financial year, and*
- 3. That Council authorise the Mayor and the General Manager to affix the Council Seal to complete the boundary adjustment and transfer of this land.’*

Issues

Surveying of the land to accommodate the necessary boundary adjustments has been completed. The transfers of land and boundary adjustments are in progress and relate to 12m² from one property and about 40m² from the other.

Options

As the transfers and boundary adjustments are still in progress they are not deemed to be completed, hence the resolutions remain outstanding. It is recommended that Council continue with the land transfers, boundary adjustments and fencing.

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Financial Considerations

To date, surveying has cost approximately \$5,000. Other expected costs for fencing (approx. \$3,500), land transaction costs and LPI application (approx. \$5,000) are still outstanding.

RECOMMENDATION

That Council continues the process of finalising boundary adjustments, land transfers and fencing relating to Len Guy Park, Binnaway, as previously resolved via Resolution 86/1617.

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Item 35 Road Closure Part Castlereagh Avenue Binnaway for the Pump House Camping Ground Binnaway

Division:	Development Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4.1 Ensure that Council's governance practices, policies and procedures are continuously assessed and revised in reference to the long-term goals of the CSP

Reason for Report

To provide Council with an update on the status of Resolution 57/1415 relating to the Pump House Camping Ground located at Binnaway as the resolution has been outstanding for a period greater than 12 months.

Background

At the Ordinary Meeting of Council on the 21 August 2014 Council resolved (**Resolution No 57/1415**) –

- ‘1. That Council agree to continue to operate the Binnaway Pump House Camp Ground as a Primitive Camping Ground subject to a new DA being approved for this use.*
- 2. The current Licence agreement for the Binnaway Pump House Camp Ground be reviewed.*
- 3. That the Binnaway Pump House Camp Ground land be acquired and determined as operational land.’*

Issues

The current camp ground is located on part of the road reserve associated with Castlereagh Avenue, Binnaway. To formalise an approval for the site to be used as a Primitive Camping Ground the road reserve area needs to be acquired by Council. It is also necessary for a fresh DA to be issued as the previous approval contravened the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulations 2005. The contravention related to the number of camp sites approved for the hectare area available.

Options

Council has commenced implementation of the part road closure through the Department of Lands. Once the part road closure is finalised the remaining resolutions relating to the DA and licence agreement will be completed.

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Financial Considerations

Costs for surveying and road closure application fees have been incurred to date – valued at \$13,257. The DA fees are expected to be in the vicinity of \$871, with the review of the licence condition likely to incur legal fees of approximately \$1,500.

Some work is also likely to be required to ensure the site addresses compliance requirements under the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulations 2005. Works noted to date include necessary upgrades to the septic tank and wastewater disposal system, changes to powered sites, upgrades to fixtures within the amenities ie new basins – works are expected to cost approximately \$5,000. The extra legal cost related to the updating of the Licence Agreement is expected to be approximately \$1,500.

RECOMMENDATION

That Council continues the part road closure of Castlereagh Avenue, Binnaway updating the licence agreement and submitting a Development Application for the Pump House Camp Ground, Binnaway as resolved previously via Resolution 87/1617.

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Item 36 Development Applications

Division: Development Services

Management Area: Regulatory Services

Author: Administration Officer for Development Services – Kathryn Weatherall

CSP Key Focus Area: Rural and Urban Development

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

Development Applications

(i) Approved – September 2017

Complying Development (Set Criteria) Development Application (Specialised Conditions)	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA38/2017^	14/08/2016	7/09/2017	Steven White	Main Street	UARBRY	New Installation of Manufactured Home	23
DA39/2017	04/09/2017	18/09/2017	Warrumbungle Steel Buildings	14 Binnia Street	COOLAH	New Garages/Sheds - Residential	9
DA42/2017	08/09/2017	21/09/2017	Phillip Nott	101 Booyamurra Street	COOLAH	New Carport	0
DA28/2017	04/07/2017	27/09/2017	Dewitt Consulting	2408 Golden Highway	DUNEDOO	New Subdivison	62

^ Development from the February 2017 Sir Ivan Bushfires

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RECOMMENDATION

That Council notes the Applications and Certificates approved, during September 2017, under Delegated Authority.

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Item 37 Questions for the Next Meeting

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

Reason for Report

At the September Ordinary Council meeting, Councillors Clancy, Lewis and Todd presented Council with questions for the next meeting. The questions and answers are outlined below.

Question 1 – Cr Clancy

That Councillors are provided with a suitable copying device and access to an agreed supply of copy paper and that the Ipad Agreement be suitably amended to reflect this change.

Response

Council can move a motion that:

1. Provides budget for the provision of printing devices and printer consumables such as ink cartridges and paper.
2. Furthermore Council can then update the iPad agreements to reflect this change.

Question 2 – Cr Clancy

A report be prepared in respect of TRRRC Retirement Community spelling out conditions attached to the sale of units and dispersal and custody of profits.

Response

Council is guided by comprehensive legalisation in the operation of a retirement village. At this stage of the project these matters have not been finalised. An update will be provided to Council as part of this monthly business papers once determined.

Question 3 – Cr Clancy

Timor Dam. Future works, expansion and storage.

Response

The feasibility of increasing storage at Timor Dam is still being investigated. Several specialist consultants have been engaged to investigate different aspects of a proposal to increase the height of the dam wall. The final report is still some months from completion.

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Question 1 – Cr Lewis

That a General Business Section be returned to our meetings forthwith. Having talked to people from surrounding shires they all have a section of their meetings for General Business discussion in different shapes and forms. Walgett, Coonamble, Gilgandra, Warren and Mid Western.

Response

This matter was reported at the February 2017 Ordinary Council meeting. The need to comply with the Code of Meeting Practice was discussed including the General Business section of a Council meeting which is not permitted under the Regulations.

Question 2 – Cr Lewis

What happened to the solar lights Binnaway Riverside and other locations in Shire where required.

Response

Council has made no resolution regarding installation of solar lights alongside the pathway adjacent to the river in Binnaway. An allocation of \$8,000 has been made for street lighting in both Coolah and Baradine.

Question 3 - Cr Lewis

Council assist Binnaway community in the acquisition of a steam locomotive at the southern entry of town near tennis courts.

Response

More detail is required on this proposal for example, is a locomotive available and at what cost? Council will be aware that train engines that have been removed from park environments because of unacceptable risk, so a risk assessment of this proposal would be required.

Question 1 – Cr Todd

Pensioner Rates. When house owner in nursing home 90% of pension goes to nursing home.

Response

To be eligible for the pensioner rates rebate you have to:

- Reside at the address, and
- Be an owner or part owner of the property.

If a ratepayer goes into a nursing home on a permanent basis, Council will remove their Pensioner Rebate as they are required to live at the premises to receive the rebate. Council is usually notified by a change of address form being lodged by a family member. Once notified, Council then removes the rebate from their assessment and the full amount is payable on the property.

If a rate payer goes into a nursing home for respite (ie, on a short term temporary basis), then Council does not remove the rebate as the rate payer is returning home. If the person doesn't own the house they would not receive the pension rebate.

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Question 2 – Cr Todd

Need a cost of sewerage Baradine sewerage next October meeting.

Response

The cost of connecting Camp Cypress to sewage is still under investigation.

Question 3 – Cr Todd

Electronic notice board for Council meetings in Coolah and Coonabarabran.
(Investigation) Difficult to see in Coolah.

Response

Council can investigate options for the installation of portable monitors for the Coonabarabran and Coolah Council Chambers, with a report to be brought back to the November Council meeting.

Question 4 – Cr Todd

Where are we up to Coona Waste to replace bins?

Response

The skip bin tender is still under investigation by OLG.

Options

Nil.

Financial Considerations

Nil.

RECOMMENDATION

For Council's information.

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QUESTIONS FOR THE NEXT MEETING

Councillor: _____

Date: _____

Time: _____

1. _____

2. _____

3. _____
