



Warrumbungle Shire Council

Council meeting

Thursday, 14 December 2017

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

commencing at 8.30am

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)

Aileen Bell (Acting Director Development Services)

Warrumbungle Shire Council

Vision

Excellence in Local Government

Mission

We will provide:

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

We Value

Honesty

Frank and open discussion, taking responsibility for our actions

Integrity

Behaving in accordance with our values

Fairness

Consideration of the facts and a commitment to two way communication

Compassion

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

Respect

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

Transparency

Open and honest interactions with each other and our community

Passion

Achievement of activities with energy, enthusiasm and pride

Trust

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

Opportunity

To be an enviable workplace creating pathways for staff development

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 14 December 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 53.1 Liverpool Range Wind Farm

Item 53.2 Nominations for Australia Day 2018 – Shire Wide Awards

Item 53.3 Raising Timor Dam Wall Feasibility Study and Concept Design

Item 53.4 Selection of Consultant to Design Baradine Flood Levee

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LEEANNE RYAN
ACTING GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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Matter to be dealt with “in committee”

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

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

- (a) personnel matters concerning particular individuals (other than councillors),
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it.
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret.

FURTHER that Council resolve:

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

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LEEANNE RYAN
ACTING GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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

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

MAYOR MINUTE - MAYORS ACTIVITY 14 September 2017 - 2 December 2017

<u>Date</u>	<u>Type</u>	<u>E-Mail</u>	<u>Activity</u>
14.09.17	TV Interview		Meet with Donald Dundas NSW Student of the Year
15.09.17	e-mail		LLS re WAP funding
	phone call		Jeff McKecknie re abusive letter
	phone call		Tony Joice re Abusive letter
	Meeting		Sir Ivan Fire Mayors Fund
18.09.17	Meeting		Susan Madden & Andrew Mulligan LLS
19.09.17	e-mail		re garbage not collected
	e-mail		Funding for fire affected residents
20.09.18	e-mail		Councillors re Saleyards
21.09.17	21.09-23.09		Confidential series of e-mails from staff and Councillors
22.09.17	Luncheon		Volunteers & Clients (speech)
	Dinner		BlazeAid (speech)
23.09.17	e-mail		Gunnedah re VPA
24.09.17	Luncheon		RFSA Volunteers Family Day in Coolah
25.09.17	phone call		with Kevin Humphries re funding
26.09.17	phone call		Doug Batton/David Neeves re our economic region
	phone call		Rob Smith asking if they can come to meeting with Kevin Humphries
	e-mail		Director Tech Services re Best Practice Management Plan
	e-mail		BFMC minutes
27.09.17	Meeting		with Kevin Humphries
	e-mail	in	re Tour de OROC
	e-mail	out	to AGM who is organising Tour
	e-mail	in	Lions in Dunedoo organising lunch
	e-mail	out	Deed of Settlement
28.09.17	Meeting		Traffic Committee
	e-mail		series re Deed of Settlement (Confidential)
	e-mail	in	NPWS re draft plans of management
	e-mail	in	NPWS plans to reintroduce locally extinct animals
29.09.17	e-mail	out	to WRI invitation (August 29 e-mail)
	e-mail	in	re Water monitoring strategy Alison Frame DPI

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03.10.17	e-mail	in	DPI re water monitoring strategy
	e-mail	in	Confidential - Councillor misconduct
	e-mail	in	RDA re GEOPark
04.10.17	phone call		RSVP to WACCI Opening Night on 18.10.17
	e-mail	in	CMCC Minutes
			re Regional Independent Assessment Plan (RIAP) asking me to nominate
	e-mail	in	(Resource for Regions)
05.10.17	e-mail	in	Blackadder to set an initial meeting date
	e-mail	in	NPWS invitation to Kwiambal
06.10.17	e-mail	in	Notice of Motion from Councillor
08.10.17	e-mail	in	Invitation to Country Mayors
	e-mail	in	Growing Local Economies
	e-mail	in	invite to Volunteer and Client Luncheon
09.10.17	e-mail	in	OLG re suspension
	e-mail	in	invite to GM recruitment workshop Blackadder
	e-mail	out	Mayors Bushfire Appeal, re funding Anniversary gathering
	e-mail	in	meet with RDA Chairman re Geopark
	e-mail	in	AMRC updates
	e-mail	in	Peter Primrose no word on Council rates
	e-mail	in	Geopark sitting fee for consultant
10.10.17	Meeting		AAT in Coona
	TV Interview		Visit to National Park with Alison Dance
	e-mail	in	Power Transmission lines
	e-mail	in	AMRC new members
	e-mail	in	Warwick Giblin re Windfarms
	e-mail	in	LGNSW voting
	e-mail	in	meet with Sam Thompson (Save a mate)
11.10.17	phone call		Ben Pike SMH
	e-mail	in	Warwick Giblin VPA Quantum
	e-mail	in	LLS Central West Regional Weeds changes to documents
	e-mail	in	QBR info
12.10.17	Meeting		Mayors Bushfire meeting Coolah
	e-mail	in	Cancel Geopark meeting
	e-mail	in	Presentation to Val Kearnes
	e-mail	in	Invite to speak at BFCC in Coona
	e-mail	in	Invite to Open and Speak at WACCI
13.10.17	attended		Welcome to Sam Thompson
	e-mail	in	invite to Mayors Bushfire Appeal Panel
	e-mail	in	re Dark Skies and Tourism development
14.10.17	e-mail	in	invitation to meet at Urabry Hall
16.10.147	Meeting		Doing Business with Council - Workshop
	e-mail	in	Funding request for Sir Ivan victims
	e-mail	in	Warwick Giblin road upgrades

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17.10.17	phone call		Don Ramsland re Ability Links NSW
	e-mail	in	LGNSW confirmation of attendance
	e-mail	in	OROC invitation
18.10.17	attended		WACCI Opening Night (Speech)
	phone call		to Paul Cornell re forensic audit
	e-mail	in	from AGM to cancell W. Giblin presentation
	phone call		to GM Uppper Lachlan Shire re windfarms
19.10.17	Meeting		Monthly Council Meeting
	Luncheon		with BFCC Members (welcome speech)
	e-mail	in	invite to Country Mayors
20.10.17	Meeting		with Kath and Nancy Hinton
	Meeting		with Vicki Sturits
	Meeting		with AGM, Narda, Lynda Row and Alison Renolds
23.10.17	attended		Coona Gold Cup Race meeting
	Meeting		at Uarbry Hall
	e-mail	in	invite to meet with Mark Horton Sport & Rec
24.10.17	e-mail	in	request for Mayors report for Annual Report
	e-mail	in	from AGM re Crystal Kingdom report
25.10.17	e-mail	in	from Councillor re Binnaway Saleyards
26.10.17	Meeting		Traffic Committee
	e-mail	in	re Country University
	e-mail	in	call for nominations AMRC
27.10.17	attended		Kwiambal National Park with NPWS
28.10.17	attended		Kwiambal National Park with NPWS
30.10.17	Meeting		with Mark Horton Sport & Rec for QBR
	e-mail	in	Uarbry Hall
31.10.17	workshop		Recruitment workshop with Blackadder
	Meeting		Chamber Commerce
	e-mail	in	LGNSw confirmation of special awards presentation
	e-mail	in	New solar farm Dunedoo
	e-mail	in	SEARS report on solar farm
01.11.17	plane flight		Dubbo to Sydney
02.11.17	plane flight		Sydney to Perth
	e-mail	in	Coolah DDG re GM
	e-mail	in	from Councillor re letter
	e-mail	in	Blackadder requesting information
03.11.17	phone call		from Blackadder for information
	e-mail	in	QBR sports confirmed
	e-mail	in	W Giblin re windfarms
	e-mail	IN	Blackadder draft info package
	e-mail	in	EOI Study for Disability accommodation
	e-mail	in	LGNSW Laws to create JO's
	e-mail	in	Resoures advisory forum invite
	e-mail	in	Blackadder re Forbes New GM
04.11.17	e-mail	in	invite to join Red Toolbox
6.11.17	attended		Welcome function in Albany WA - Roads Congress
	e-mail	in	OROC accommodation for Trangie meeting
	e-mail	in	AMRC meeting
	e-mail	in	CMCC agenda

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07.11.17	Meeting		Roads Congress
	attended		Roads Congress Dinner
	e-mail	in	Finance & Projects meeting
	e-mail	in	Blackadder GM vehicle
	e-mail	in	Councillor re LGNSW
	e-mail	in	TRRRC village rates and new regulations
	e-mail	in	Geopark meeting
08.11.17	Meeting		Roads Congress
09.11.17	travelled		Albany to Perth
	e-mail	in	OROC establish JO information
	e-mail	in	OROC accommodation booked
10.11.17	travelled		Perth to Coonabarabran
13.11.17	Meeting		Geopark meeting in Coonamble
14.11.17	phone call		John Bell Uppper Hunter SHire
	phone call		Warren Devlin - Mayor Etheridge Shire
	phone call		Ken Gillespi re Uarbry Hall
15.11.17	Meeting		Recovery meeting, Sir Ivan Fire
	Meeting		Mayor Fund meeting
16.11.17	Meeting		Executive, AMRC Singleton
	Meeting		AGM AMRC Singleton
17.11.17	e-mail	in	LLS land management reforms
	e-mail	in	Traffic Committee
20.11.17	Meeting		CMCC Gilgandra
	Meeting		MarkCoulton in Coonabarabran
	Meeting		QBR info
	Meeting		with AGM re DA's Dunedoo
	e-mail	in	re Defibrulation grants
	phone call		discuss with 2357 defibrulation grant applications
21.11.17	Radio Interview		ABC Broken Hill re VPA's
	phone call		Phil betts Tamworth Regional Astro trail
	phone call		from Jim Nolan - Broken Hill
	phone call		from Dubbo Regional Council re asbestos
	phone call		to AGM, Project Manager re Stocklen Excavation
	phone call		AGM re DA's Dunedoo
	phone call		to Warren Delvin Mayor Etheridge
	phone call		from GM Dubbo
	Radio Interview		ABC Dubbo re Geopark
22.11.17	phone call		from Project manager re contractor
	attended		signing certificates for Long Service
	Meeting		AGM re QBR, Astro trails, Geopark etc
	phone calls		acceptances to invitations to school presentation nights
	e-mail	in	re EOI for disability housing
	phone call		from Mayor Eurabodalla
	e-mail	in	staff member enquiry re leasing ponds
23.11.17	Meeting		Traffic Committee
	e-mail	in	QBR feature Batonbearers stories
24.11.17	e-mail	in	Xmas Luncheon list
	e-mail	in	Toni Joice leaving Mudgee for Brisbane Waters
	e-mail	in	Donald Dundas success
	e-mail	in	OROC agenda

WARRUMBUNGL SHIRE COUNCIL

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27.11.17	Meeting		Projects and Finance in Coona
	e-mail	in	AGM re letter from rate payer
	phone call		to AGM re letter from rate payer
	e-mail	in	invite to QBR meeting
	e-mail	in	OROC
28.11.17	phone call		to Warren Delvin re Geopark
	e-mail	in	Bourke GM re Sydney meeting
	phone call		to GM Bourke Shire
	phone call		Ashley Aubrey Premiers Dept re Uarbry Hall
	phone call		to GM Bourke Shire
	phone call		from Bourke GM re Far West Local Community Employment Plan
	phone call		from Councillor Clancy re rate payer questions
	e-mail	in	CMCC Minutes
29.11.17	attended		Yuluwirri Graduation celebraton
	phone call		from Kevin Humphries
	e-mail	in	Deputy Premier and Minister for Local Government re invite to form JO
	e-mail	in	Jock Laurie re mining statistics
	e-mail	in	Blackadder re date for shortlisting
30.11.17	attended		OROC Dinner Narromine
	phone call		from Darren Chesters office re Inland Rail announcement
	e-mail	in	meet with Tim Hurst at Conference Tuesday 5 Dec at 4pm
	e-mail	in	Etheridge Shire re sitting fees
01.12.17	Meeting		OROC AGM Narromine
	phone call		St Michaels Dunnedoo re inability to attend
02.12.17	attended		Mayors Christmas Luncheon at Coonabarabran

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Mayor's Log of Kilometres Travelled

Start Date	Purpose of Journey	Odometer Start	Odometer End	Kilometres Business
20/11	CMCC Gil; Coulton, QBR	79787	80011	224
21/11	Meeting AGM; Mayors Office	80011	80043	32
22/11	Signing Certificates, Accept Invites	80043	80078	35
23/11	Traffic Committee; Service	80078	80118	40
24/11	Barron's – Fit new tyres	80118	80135	72
27/11	Projects and Finance Meeting	80135	80190	35
28/11	Meeting AGM	80190	80238	48
29/11	Yuluwirri Graduation	80238	80278	40
	Coona Gunnedah Xmas Party	80278	80493	215
30/11	Coona Trangie OROC	80493	80725	232
1/12	Trangie Coona OROC	80725	80989	264
2/12	Mayors Xmas Party food etc	80989	81049	60
03/12	Shire Hall Clean	81049	81079	30
	Visit Tony Brain	81079	81109	30
04/12	Home Sydney LGNSW Conference	81109		
Total Fuel Costs for November: \$144.60				

RECOMMENDATION

That the report be noted.

WARRUMBUNGLE SHIRE COUNCIL

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Item 2 Minutes of Ordinary Council Meeting – 16 November 2017

Division:	Executive Services
Management Area:	Governance
Author:	Manager Administration and Executive Assistant to the General Manager – Glennis Mangan (minutes) and Administration Officer – 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 Todd (Chairperson), Cr Brady, Cr Capel, Cr Doolan, Cr Iannuzzi, Cr Lewis, Acting General Manager (Leeanne Ryan), Director Corporate and Community Services (Michael Jones), Director Technical Services (Kevin Tighe) and Acting Director Development Services (Aileen Bell).

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

APOLOGIES: Cr Peter Shinton and Cr Wendy Hill.

168/1718 RESOLVED that Council grants a Leave of Absence for Councillor Fred Clancy from the Ordinary November 2017 Council meeting.

Doolan/Iannuzzi

The motion was put and carried by majority

The Deputy Mayor called for Declarations of Pecuniary Interest and Non Pecuniary Interest
Councillor Capel declared a pecuniary interest in Item 29 Liverpool Range Wind Farm due to her interest as a property owner.

8.32 am

Forum

Mr Quinton Hutchinson addressed Council regarding the Lions Christmas Parade, Goddard Street guttering problem and recognition of local fire brigades during the Sir Ivan Fire 2017.

8.35 am

Councillor Brady joined the meeting.

8.41 am

Presentation – 2016/2017 Financial Statements

A presentation was conducted by Mr Geoff Allen, Principal Forsyths Chartered Accountants regarding the 2016/2017 Financial Statements.

Council will determine this matter in part of the Meeting closed to the public pursuant to Section 10A(2)(a) and (d)(i)(ii)(iii) of the Local Government Act 1993, on the grounds that the matter and information are personnel matters concerning particular individuals, commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council and reveal a trade secret.

WARRUMBUNGLE SHIRE COUNCIL

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9.05 am

169/1718 RESOLVED that:

- (a) Council go into Closed Committee to consider business relating to personnel matters and commercial information.
- (b) pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of Section 10A(2)(a) and (d)(i)(ii)(iii) 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.

Lewis/Doolan

The motion was put and carried by majority

9.12 am

170/1718 RESOLVED that Council move out of Closed Committee.

Lewis/Iannuzzi

The motion was put and carried by majority

9.12 am

Councillor Brady left the room.

9.14 am

Councillor Brady re-joined the meeting.

171/1718 A motion was moved by Councillor Capel and seconded by Councillor Doolan that a Delegates Report be included in a section of the Business Paper commencing the December Ordinary Council meeting.

The motion was put and carried by majority

REPORTS

Item 1 Mayoral Minute – Appointment of General Manager

172/1718 RESOLVED:

1. That the Mayor be delegated the tasks as outlined below (items a to f):
 - a) The selection panel is established
 - b) The General Manager position description is current and evaluated in terms of salary to reflect the responsibilities of the position
 - c) The proposed salary range reflects the responsibilities and duties of the position
 - d) The position is advertised in accordance with the requirements of the Act
 - e) The information packages are prepared, and
 - f) Applicants selected for interview are notified.
2. That Council hold an Extraordinary Meeting (date to be determined) to select a preferred candidate following shortlisting of candidates by the selection panel.
3. That the selection panel comprise the Mayor, Deputy Mayor, Councillor Iannuzzi, Councillor Capel and Councillor Lewis assisted by Mr Alan McCormack and / or Mr Terrey Kiss from Blackadder Associates.

Lewis/Capel

The motion was put and carried by majority

WARRUMBUNGLE SHIRE COUNCIL

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Item 2 Minutes of Ordinary Council Meeting – 19 October 2017

173/1718 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held on 19 October 2017 be endorsed.

Capel/Lewis

The motion was put and carried by majority

Councillor Doolan declared a non pecuniary interest in the next item due to his relationship with the Principal of Coonabarabran High School.

Item 3 Minutes of Traffic Advisory Committee Meeting – 26 October 2017

174/1718 RESOLVED:

1. That Council accepts the Minutes of the Traffic Advisory Committee Meeting held at Coonabarabran on Thursday, 26 October 2017.
2. That a 'sign plan' for warning signs at Sand Creek on Tooraweenah Road is prepared and brought back to the next Traffic Advisory Committee meeting. The plan should include signage as per Australian Standards for the conditions, and removal of guideposts from the causeway.
3. That modifications are made to the Traffic Control Plan for the Queen's Baton Relay event to be held in Coonabarabran on 31 January 2018, and **FURTHERMORE** that the modified Traffic Control Plan be sent to the Traffic Advisory Committee electronically.

Lewis/Capel

The motion was put and carried by majority

Item 4 Minutes of Bushfire Appeal Advisory Panel – 12 October 2017

Received.

Item 5 Minutes of Robertson Oval Advisory Committee Meeting – 31 October 2017

A motion was moved by Councillor Capel and seconded by Councillor Iannuzzi

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

175/1718 An amendment was moved by Councillor Brady seconded by Councillor Capel that the Minutes of the Robertson Oval Advisory Committee held at Dunedoo on Tuesday, 31 October 2017 be deferred for endorsement at the December Ordinary Council meeting.

The amendment was put and carried

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

Item 6 Mayor - Monthly Travel – Log of Kilometres

176/1718 A motion was moved by Councillor Iannuzzi seconded by Councillor Lewis that monthly the Mayor provides Council with a log of:

- Kilometres travelled in the Mayor's Council car
- Amount spent on fuel.

The motion was put and carried by majority

Item 7 Independent Legal Advice

Matter deferred for consideration later in the Agenda in Closed Committee.

Council will determine this matter in part of the Meeting closed to the public pursuant to Section 10A(2)(a) and (d)(i) of the Local Government Act 1993, on the grounds that the matter and information are personnel matters concerning particular individuals and commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Item 8 Mayor and GM Expenses

177/1718 A motion was moved by Councillor Iannuzzi seconded by Councillor Lewis that the Mayor and General Manager submit a monthly summary of their Shire related expenses, including credit cards and what the Shire pays on their behalf.

The motion was put and carried by majority

Item 9 Dump Points

178/1718 A motion was moved by Councillor Lewis seconded by Councillor Iannuzzi that Council liaise with relevant committees and investigate options for the establishment of a dump point for caravans in Binnaway and Mendooran. **FURTHERMORE** that signage advising of illegal dumping be erected immediately at these sites.

The motion was put and carried by majority

Item 10 Councillors' Monthly Travel Claims

Received.

Item 11 Draft Model Code of Conduct and Procedures

179/1718 RESOLVED that Council lodges a submission to the Office of Local Government (OLG) regarding the new Model Code of Conduct and Procedures advising SafeWork NSW be consulted on the Code to ensure references to bullying and harassment are included. **FURTHERMORE** that concerns in relation to the following Item 9.14 be included in the submission.

'9.14 You must not disclose information about a complaint you have made under this code or a matter being considered under this code except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.'

Capel/Brady

The motion was put and carried by majority

Item 12 Three River Regional Retirement Section 355 Committee – Vacant Position

180/1718 RESOLVED that Council accept Ms Fiona Luckhurst to fill the vacant position on the Three Rivers Regional Retirement Section 355 Committee subject to the appointment meeting the Regulations of the Act for length of time outside of Council employment.

Capel/Iannuzzi

The motion was put and carried by majority

Item 13 Status Report – Three Rivers Regional Retirement Community

181/1718 RESOLVED that Council notes the progress of the Three Rivers Regional Retirement Community (TRRRC) Project.

Capel/Brady

The motion was put and carried by majority

Item 14 Council Resolutions Report November 2017

Received.

Item 15 Monthly Report from Human Resources – November 2017

Received.

10.32 am

182/1718 RESOLVED that standing orders be suspended to break for morning tea.

Capel/Brady

The motion was put and carried by majority

11.00 am

183/1718 RESOLVED that standing orders be resumed.

Capel/Lewis

The motion was put and carried by majority

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Item 16 2016/2017 Annual Report

184/1718 RESOLVED that Council note the contents of the 2016/2017 Annual Report and that the report be submitted to the Office of Local Government.

Capel/Doolan

The motion was put and carried by majority

Item 17 Audit Committee

185/1718 A motion was moved by Councillor Doolan and seconded by Councillor Iannuzzi that a Sub Committee be set up to investigate the establishment of an Internal Audit Committee and options to partner with other Councils. **FURTHERMORE** that Councillor Doolan be nominated to the Sub Committee with the option to include an additional Councillor.

The motion was put and carried by majority

Item 18 Financial Year 2017 Financial Statements

186/1718 RESOLVED:

1. That the "Statement by Councillors and Management" be signed in accordance with Section 413(2)(c) of the Local Government Act 1993 (as amended), Clause 215 of the Local Government (General) Regulation 2005, for the General Purpose Financial Statements for the year ending 30 June 2017 be made.
2. That the "Statement by Councillors and Management" made pursuant to the Local Government Code of Accounting Practice and Financial Reporting in relation to the Special Purpose Financial Statements for the year ending 30 June 2017 be made.
3. That the statements be signed by the Mayor, Deputy Mayor or a Councillor, the Acting General Manager and the Responsible Accounting Officer.
4. That the General Purpose Financial Statements and Special Purpose Financial Statements be referred to audit per the requirements of Section 413(1) of the Local Government Act 1993.

Capel/Iannuzzi

The motion was put and carried by majority

Item 19 Bank Reconciliation for the Month Ending 31 October 2017

187/1718 RESOLVED that Council accepts the Bank Reconciliation Report for the month ending 31 October 2017.

Iannuzzi/Capel

The motion was put and carried by majority

Item 20 Investments and Term Deposits for Month Ending 31 October 2017

188/1718 RESOLVED that Council accepts the Investments Report for the month ending 31 October 2017.

Iannuzzi/Capel

The motion was put and carried by majority

Item 21 Rates Report for Month Ending 31 October 2017

Received.

11.13 am

The Acting General Manager left the room.

11.15 am

The Acting General Manager re-joined the meeting.

Councillor Capel declared a pecuniary interest in the following presentation on the Liverpool Plains Wind Farm due to her interest as a property owner and left the room.

WARRUMBUNGLE SHIRE COUNCIL

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11.16 am

189/1718 RESOLVED that standing orders be suspended to break for a presentation on the Liverpool Plains Wind Farm.

Doolan/Lewis

The motion was put and carried by majority

11.57 am

190/1718 RESOLVED that standing orders be resumed.

Brady/Doolan

The motion was put and carried by majority

Presentation – Liverpool Plains Wind Farm

A presentation was conducted by Mr Warwick Giblin regarding the Liverpool Plains Wind Farm.

Council will determine this matter in part of the Meeting closed to the public pursuant to Section 10A(2)(a) and (d)(i)(ii)(iii) of the Local Government Act 1993, on the grounds that the matter and information are personnel matters concerning particular individuals, commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council and reveal a trade secret.

11.58 am

191/1718 RESOLVED that:

- (a) Council go into Closed Committee to consider business relating to personnel matters and commercial information
- (b) pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of Section 10A(2)(a), and (d)(i)(ii)(iii) 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.

Doolan/Lewis

The motion was put and carried by majority

12.25 pm

192/1718 RESOLVED that Council move out of Closed Committee.

Doolan/Lewis

The motion was put and carried by majority

12.27 pm

Councillor Brady and Acting General Manager left the room.

12.28 pm

Councillor Capel re-joined the meeting.

12.30 pm

Councillor Brady re-joined the meeting.

12.31 pm

Acting General Manager re-joined the meeting.

Item 22 2018/19 Regional Road REPAIR Program

193/1718 RESOLVED that Council's priority for REPAIR Program funding in 2018/19 and forecast program is as follows:

WARRUMBUNGLE SHIRE COUNCIL

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Project No.	Project Description	Total Project Cost		
		2018/19	2019/20	2020/21
1	Upgrade of intersection between MR55 (Black Stump Way) and MR396 (Warrumbungles Way)	\$800,000		
2	MR55 Segments 28, 29, 30 (South of Coolah) - Rehabilitation including culvert widening, pavement widening and overlay.		\$800,000	
3	MR55 Segments 69, 68, 67 (North of Coolah) - Rehabilitation including culvert widening, pavement widening and overlay.			\$800,000
TOTAL		\$800,000	\$800,000	\$800,000

Lewis/Doolan

The motion was put and carried by majority

Item 23 Coonabarabran Memorial Swimming Pool

194/1718 RESOLVED:

1. That a Coonabarabran Swimming Pool Advisory Committee is established to advise Council on current and future development requirements of the Coonabarabran Memorial Pool.
2. That the Charter outlined in Attachment 1.0 is adopted for the Coonabarabran Swimming Pool Advisory Committee.
3. That two (2) Councillor delegates are appointed to the Coonabarabran Swimming Pool Advisory Committee.
4. Expression of interest is publicly invited for membership of the Coonabarabran Swimming Pool Advisory Committee.

Attachment 1.0

Draft Charter for the Coonabarabran Swimming Pool Advisory Committee

Purpose of the Committee

The purpose of the Advisory Committee would be to assess the condition and usefulness of the existing amenities, buildings and facilities at the Coonabarabran Swimming Pool Complex and develop a long term strategy for upgrade and improvement to these facilities, based on existing and future sport and recreation demands of the Shire.

Duties of the Advisory Committee

- Assistance with determining current status of the complex, including identification of issues that need to be addressed.
- Determining current and potential users of the complex facilities including volume and frequency of use.
- Input into the development a long term strategy for the Swimming Pool Complex in the form of a Master Plan, including cost estimates and priorities for improvements.
- Assistance with engagement of user groups and members of the community to facilitate input into the Master Plan and planned improvements.
- Investigation into, and assistance in obtaining, external sources of funding.
- Making recommendations to Council on matters related to improvements of the Swimming Pool Complex.

WARRUMBUNGLE SHIRE COUNCIL

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Membership of the Advisory Committee would include:

- Two (2) Councillors
- Director Technical Services
- Manager Urban Services
- Supervisor Pools
- Up to four (4) representatives from user groups
- Up to two (2) members from the community.

Secretariat

Manager Urban Services

Meeting frequency

Meetings held every two months or as determined by the Committee or Council.

Capel/Iannuzzi

The motion was put and carried by majority

Councillor Lewis recorded his vote against the motion.

Item 24 Donation of a Street Seat from BlazeAid to the Dunedoo Community

195/1718 RESOLVED that Council accept the proposed seat as a donation from BlazeAid and approve replacement of the existing seat at the proposed site in front of the Supermarket and Real Estate Agent in Bolaro Street, Dunedoo (with current plaque attached).

Iannuzzi/Brady

The motion was put and carried by majority

Item 25 Incident Review Report on the Boil Water Alert Issued for Mendooran

196/1718 RESOLVED that Council receive quarterly reports on progress in implementing recommendations from the Incident Review Report on the Mendooran boil water alert that occurred in June 2017.

Attachment 1.0 – Recommended Actions from the Incident Review Report on the Mendooran Boil Water Alert that Occurred in June 2017.

7 Recommended Actions

There needs to be an increased focus within Council to actively implement the DWMS including; CCP limits, data alerts and trends, notification protocols, as well as process and performance awareness within the W&S operations team.

This approach also needs to be supported with an increased focus upon the DWMS by the senior executive team together with regular compliance reporting to Council.

The recommendations from the incident debrief and review have been summarised in the table below. The table includes a description of the recommended action, with the opportunity for Council to allocate priority, responsibility and timeline for undertaking the action.

Table 1 – Mendooran Incident Debrief Review Action and Recommendation List

Incident Debrief Recommendations

Recommendation 1:

The water supply system diagram (Figure 2.1.9 Mendooran System Flow Diagram) from the WSC DWMS (17th Oct 2014) be corrected and updated to accurately reflect the operational arrangement of the Mendooran Water Supply System.

WARRUMBUNGLE SHIRE COUNCIL

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Incident Debrief Recommendations

Recommendation 2:

That WSC investigates the operational control arrangements with a view to including the Standpipe reservoir level as part of the start/stop control of the clear water pumps, so that either the Coolabah reservoirs or Standpipe reservoirs can start/stop the clear water pumps.

Recommendation 3:

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

Recommendation 4:

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

Recommendation 5:

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

Recommendation 6:

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

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

Recommendation 7:

That the EHO provides a copy of water quality results to WTP Operators at the time of onsite sampling and testing and/or leaves these results at the WTP. Any CCP exceedances or unusual results recorded by the EHO are to be immediately reported to WTP Operators and W&S Manager.

Recommendation 8:

That WSC staff undertake regular, at least annually, familiarisation and/or training in the implementation of NSW Health's drinking water quality incident response protocols.

Recommendation 9:

That WSC prepare and formally adopts a "Drinking Water Quality Policy" and this policy is then "highly visible, continually communicated, understood and implemented by employees and contractors of the organisation".

Recommendation 10:

That WSC undertake an annual internal review of its DWMS, using the HH2O revised NSW Health's annual report template and consult their local PHU to develop an appropriate external review/audit frequency.

WARRUMBUNGLE SHIRE COUNCIL

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Incident Debrief Recommendations

Recommendation 11:

That WSC develop and implement a DWMS review and continual improvement program which is regularly reviewed by the Senior Executive Team and reported to Council.

Recommendation 12:

That notices received from DPI-Water should be regularly reported to Council together with an Action Plan, Works Budget and Timeline for the rectification of all issues raised during DPI-Water WTP Inspections. This Action Plan information should also be regularly reported back to DPI-Water and NSW Health.

Recommendation 13:

That WSC urgently develop and implement a regular (weekly/monthly/annual) reservoir integrity inspection and reporting program for the Mendooran water supply system. This inspection and reporting program should be used to develop an Action Plan in order to urgently address all the existing integrity issues at the Mendooran water supply system.

Annual reservoir integrity reports to be submitted to DPI-Water in accordance with LWU Circular No. 18.

Recommendation 14:

That WSC liaises with DPI-Water to prepare a program of capital works required to address current water treatment plant and water supply issues identified in this report, with the aim of obtaining funding under the "Safe & Secure Water Program" to complete these works.

HH2O can assist WSC with preparing the application for funding.

Recommendation 15:

That WSC review the LMWUA Water Treatment Plant Audit Report for the Mendooran WTP (September 2014), develop an Action Plan and urgently implement any outstanding recommendations. This Action Plan information should also be regularly reported back to DPI-Water.

Recommendation 16:

That WSC review all reservoir inspection reports (2014 and 2017) to develop an Action Plan and urgently implement any outstanding recommendations. This Action Plan information should also be regularly reported back to DPI-Water.

Recommendation 17:

That WSC review and finalise the DWMS and the "DWMS Improvement Plan" is then kept up-to-date, recommended improvements are implemented in the order of identified urgency and progress of the "DWMS Improvement Plan" is reported regularly to the

Senior Executive Team and Council.

This information should also be passed onto NSW Health and DPI-Water for advice, review and comment.

(Noting that actions from many of the other Recommendations in this report would need to be included in this DWMS Improvement Plan)

WARRUMBUNGLE SHIRE COUNCIL

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Incident Debrief Recommendations

Recommendation 18:

That WSC review and finalise the DWMS Implementation Report (2016), so that the recommended “Emergency Response Plan” can be utilised for any future incidents and emergencies.

Recommendation 19:

That WSC develop and implement a “Drinking Water Quality Monitoring Plan” and procedures for sampling and testing, which formalise staff/role responsibilities, authorities reporting and communication protocols.

Recommendation 20:

Water quality monitoring location (123) at 57 Bandulla Street be reviewed and relocated to a more appropriate sampling location.

Recommendation 21:

That WSC finalise draft CCPs provided the DWMS Implementation Report (Bligh Tanner, 2016) and include an additional WTP Final pH CCP

Recommendation 22:

The DWMS CCP summary tables are reviewed, finalised and posted on the noticeboards at the WTP, kept in work vehicles and included in regular training sessions/toolbox talks and included in the water quality monitoring procedures and log sheets.

Recommendation 23:

That WSC update the daily water quality log sheets to include turbidity and temperature, and CCP limits and actions to be taken if the CCP limits are exceeded. This will prompt the WTP operator to take appropriate actions and notifications if results are above the alert or critical limits.

That the WTP operators use a simple system, where they colour in the results (using highlighter pens) to match the results based on CCP limits.

Recommendation 24:

That WSC implement a simple “Water Quality Monitoring Incident Report” sheet for WTP operators to complete if any field results fall outside of the ranges set out on the field monitoring log sheets.

Recommendation 25:

That WSC develop and implement procedures for all staff involved in sampling and monitoring which clearly reflect responsibilities in accordance with the DWMS, CCP limits and NSW Health protocols for monitoring water quality incidents. This would include investigations and appropriate remedial actions of any Total Coliform detections and to also follow CCP corrective actions for any free chlorine level exceedances.

Recommendation 26:

That the onsite sampling and testing conducted by the EHO includes turbidity and these field results are provided to the WTP operators on the same day that FASS samples are collected.

WARRUMBUNGLE SHIRE COUNCIL

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Incident Debrief Recommendations

Recommendation 27:

That the WSC include WTP operators and other staff involved in water supply activities to attend the Drinking Water Quality Meetings. The minutes of these meetings should be incorporated into a quarterly reporting system to the Senior Executive Team and Council.

Recommendation 28:

That the Human Resources records for relevant staff are reviewed, and that training is undertaken for all water supply operational staff, WTP operators and relief staff to upskill and to be appropriately trained in WTP processes (i.e. DPI-Water Part 1 and 2 as a minimum).

It is also recommended that all staff involved with water quality sampling, testing and monitoring, undergo training and are involved in developing procedures for their work tasks.

Recommendation 29:

That WSC investigate and implements a process of its WTP operators to be certified under the NCF.

Recommendation 30:

That WSC investigate and implement a formalised preventative maintenance program for all the WTP, reticulation and reservoir assets.

Capel/Doolan

The motion was put and carried by majority

Item 26 2017/18 Technical Services Works Program – Road Operations, Urban Services and Water Services

Received.

Item 27 Boundary Adjustment between Mid-Western Regional Council and Warrumbungle Shire Council

197/1718 RESOLVED that Council:

1. Receive the property boundary adjustment recommendation of Mid-Western Regional Council on the Council locality boundary adjustment between Warrumbungle Shire Council and Mid-Western Regional Council.
2. Approve the boundary adjustment transferring Lot 1, DP1224727 totalling 1.34ha from Mid-Western Regional Council to Warrumbungle Shire Council.
3. Approve the amendments to rates relating to Lot 1, DP1224727 from the date of the boundary adjustment.
4. Confirms no provision for rates will need to be made in the Council boundary adjustment proclamation.
5. Prepare a proposal for Shire boundary adjustment as per the Local Government Act 1993.
6. Make an application to the Minister for Local Government and Governor for approval for a boundary adjustment.
7. Authority be granted to affix the Common Seal of the Council to any documentation required to effect boundary adjustment.

Brady/Capel

The motion was put and carried by majority

WARRUMBUNGLE SHIRE COUNCIL

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Item 28 Industrial Land Subdivision

198/1718 RESOLVED:

- 1) That Council considers the proposal to subdivide and sell the land in Ulan Street as Industrial blocks.
- 2) That Council allocates \$20,000 for preliminary plans, survey works and valuation of the Industrial land blocks in Ulan Street.
- 3) That Council investigate further costs involved with preparation of the Industrial blocks for selling, such as provision of services, road and drainage works etc.
- 4) A further report be presented to Council (detailing proposed plans) when the costs for development are known.

Brady/Capel

The motion was put and carried by majority

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

Item 29 Liverpool Range Wind Farm

199/1718 RESOLVED that Council notes and receives the Liverpool Range Wind Farm Report. **FURTHERMORE** that Council authorise the Acting General Manager and Mayor to act on behalf of Council in the Voluntary Planning Agreement negotiations with a report to be brought back to Council.

Doolan/Iannuzzi

The motion was put and carried by majority

12.53 pm

Councillor Capel re-joined the meeting.

Item 30 Old Police House Building

Received.

Item 31 Queen's Baton Relay Batonbearers

200/1718 RESOLVED that Council notes the report on the Queen's Baton Relay Batonbearers for Coonabarabran.

Iannuzzi/Brady

The motion was put and carried by majority

Item 32 Recycling – Waste Materials

201/1718 RESOLVED that a media campaign educating the types of items acceptable to be placed in recycling bins is undertaken throughout the Shire.

Brady/Capel

The motion was put and carried by majority

Item 33 Development Applications

202/1718 RESOLVED that Council notes the Applications and Certificates approved, during October 2017, under Delegated Authority.

Capel/Brady

The motion was put and carried by majority

12.57 pm

Councillor Brady left the room.

12.59 pm

Councillor Brady re-joined the meeting.

Item 34 Questions for the Next Meeting

Received.

WARRUMBUNGLE SHIRE COUNCIL

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The Deputy Mayor allowed an item of urgent business to be accepted relating to recognition of local fire brigades during the Sir Ivan Fire 2017.

203/1718 A motion was moved by Councillor Lewis seconded by Councillor Capel that up to \$500 be allocated for the Coolah Lions Club as a contribution to the purchase of plaques for recognition of efforts during the Sir Ivan Fire 2017.

The motion was put and carried by majority

1.07 pm

Item 35 Reports to be Considered in Closed Council

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

There was no response from the public.

204/1718 RESOLVED that:

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

Brady/Doolan

The motion was put and carried by majority

2.20 pm

205/1718 RESOLVED that Council move out of Closed Committee.

Lewis/Doolan

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.

35.1 Crystal Kingdom

A motion was moved by Councillor Brady and seconded by Councillor Capel

1. That Council seeks a valuation of the Crystal Kingdom land and buildings including shop fittings, retail stock and the Minerals of the Warrumbungles Collection.
2. Allocate \$15,000 for valuations required of the Crystal Kingdom complex and Collection.
3. That a further report be presented to Council when valuations of the Crystal Kingdom complex and Collection are known.

The motion was put and lost

206/1718 A motion was moved by Councillor Lewis and seconded by Councillor Iannuzzi that Council take no action on the proposed valuation and purchase of Crystal Kingdom land and buildings including shop fittings, retail stock and the Minerals of the Warrumbungles Collection.

The motion was put and carried by majority

WARRUMBUNGLE SHIRE COUNCIL

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Item 35.2 Purchase of Vehicle GPS Tracking System

207/1718 RESOLVED that purchase of a 'mTrax' vehicle telematics system through Arvia is undertaken with installation of Global Positioning System units in 104 vehicles for a price of \$76,442 over a 12 month period. Funding of the purchase is referred to the next meeting of the Plant Committee for recommendation back to Council

Doolan/Capel

The motion was put and carried by majority

Item 35.3 Skip Bin Tender

A motion was moved by Councillor Capel seconded by Councillor Brady that Council delegate to the General Manager of Narrabri Shire Council the authority to determine the most advantageous tender pursuant to Clause 178(1)(a) of the Local Government Regulation 2005 and accept that tender on behalf of Warrumbungle Shire Council

The motion was put and lost

208/1718 A motion was moved by Councillor Lewis seconded by Councillor Iannuzzi that Council correspond with the Office of Local Government (OLG) advising it is Council's decision not to delegate to the General Manager of Narrabri Shire Council the authority to determine the most advantageous tender on behalf of Warrumbungle Shire Council. **FURTHERMORE**, as per the recommendation of OLG, that Council will be seeking independent legal advice on the skip bin tender and inviting OLG once again, to a meeting with Warrumbungle Shire Council to discuss this matter further.

The motion was put and carried

Councillor Capel recorded her vote against the motion.

2.08 pm

Acting Director Development Services left the room.

2.15 pm

Councillor Brady left the room.

Item 7 Independent Legal Advice

209/1718 A motion was moved by Councillor Iannuzzi seconded by Councillor Lewis that Warrumbungle Shire Council seeks independent legal advice (not LGNSW) about the liability of Councillors, including the Mayor, with respect to the decisions surrounding the termination of the contract of Mr Loane.

The motion was put and carried by majority

2.19 pm

Councillor Brady re-joined the meeting.

2.20 pm

Acting Director Development Services re-joined the meeting

There being no further business the meeting closed at 2.21 pm.

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CHAIRPERSON

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 16 November 2017 be endorsed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

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

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI3 – Road networks throughout the shire need to be safe, well maintained, and adequately funded.

PRESENT: Cr Peter Shinton (Chair), Ms Jackie Barry (RMS), Mr Colin Harper (Community), Mr Kevin Tighe (Director Technical Services), and Mr Bikram Joshi (Manager Asset & Design)

APOLOGIES: Senior Constable Steven Chaplin (NSW Police Force), Ms Cheyenne O'Brien (Road Safety Officer)

Harper/Barry

IN ATTENDANCE: Ms Jenni Maundrell (Minute Taker)

CONFIRMATION OF MINUTES

17/1718 RECOMMENDED that the minutes of the Traffic Advisory Committee meeting held on 26 October 2017 be confirmed.

Shinton/Harper

BUSINESS ARISING FROM THE MINUTES

Amendments to the Traffic Control Plan for the Queen's Baton Relay Event in Coonabarabran on 31 January 2018

Amended Traffic Control Plan to be sent electronically to RMS.

Sight Distance Investigation at the Intersection of Digilah Street and Wallaroo Street, Dunedoo

18/1718 RECOMMENDED that approximately ten (10) metres of street centre car parking be removed in Wallaroo Street, Dunedoo on the northern side of the intersection of Digilah Street, in line with Australian Standards requirements for sight distance.

Barry/Harper

One Way Traffic Flow at the Native Grove Cemetery, Coonabarabran

19/1718 RECOMMENDED that 'One Way' traffic advisory signs be installed at the Native Grove Cemetery, Coonabarabran in accordance with enclosed plans.

Harper/Barry

One Way Traffic Advisory Signage in Essex Street, Coonabarabran

Modification of plans for 'One Way' traffic advisory signs required. Sign plan should include directional signage to the Newell Highway, and the removal of one (1) 'Wrong Way – Go Back' sign from the plan.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Coonabarabran Chamber of Commerce – Request for Partial Closure of Dalgarno Street, Coonabarabran on Saturday, 16 December 2017 to Conduct a Christmas Event

20/1718 RECOMMENDED that in principle support is given, subject to the preparation of a Traffic Control Plan, to a request from the Coonabarabran Chamber of Commerce to close Dalgarno Street, Coonabarabran between John Street and the Woolworths carpark entrance on Saturday, 16 December 2017 between 8.00 am and 2.00 pm to facilitate a Christmas street market event.

Barry/Harper

The following matters were noted as outstanding:

- 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 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.
- 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.
- Installation of 'No Stopping' signs either side of entrance to private carpark behind 53 Cassilis Street, Coonabarabran.
- Installation of 'No Stopping' signs in Binnia Street, Coolah at a distance of 6m either side of the entrance to the student carpark at Coolah Central School.
- Investigation of upgrade of traffic advisory signage in Essex Street, Coonabarabran.
- Burnt out road signage at Uarbry.
- Tongy Lane signposting – determine correct name and amend signs accordingly.

AGENDA ITEMS

a) Warrumbungle Shire Council Quarry – Road Safety Concern near the Quarry

The Committee was presented with correspondence from the Quarry Supervisor expressing concern regarding traffic safety when trucks are entering the Newell Highway from the quarry.

Manager Asset & Design presented sight distance data, together with video footage highlighting the deficiency in sight distance for trucks entering the Newell Highway.

Further investigation into possible solutions required.

b) NSW Rural Fire Service Association – Request for Advocacy of Reduced Speed Limit around Emergency Response Vehicles

The Committee noted correspondence from the New South Wales Rural Fire Service requesting that Council advocate for the introduction of 40 km/hr speed limits around Emergency Response Vehicles.

c) Sign Plan for Sand Creek Causeway on Tooraweenah Road

21/1718 RECOMMENDED that approval is given to the sign plan enclosed to the Minutes for warning signs at Sand Creek on Tooraweenah Road, subject to inclusion of a pictorial warning sign indicating a narrow causeway.

Barry/Harper

WARRUMBUNGLE SHIRE COUNCIL

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d) Plans for Relocation of Signs on Binnia Street, Coolah

22/1718 RECOMMENDED that the 'School Zone' warning sign located in Binnia Street, Coolah at the southern end of Coolah Central School be relocated to a position further south, and that the pictorial 'Children Crossing' warning sign located in Binnia Street, Coolah be relocated to a position on the southern side of driveway access to Coolah Central School.

Harper/Barry

e) Road Safety Officer Monthly Report – November 2017

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

- Free Cuppa for the Driver 2018 campaign
- Pedestrian and Bike Safety – 'Look out before you step out' campaign
- Poster competition
- RSO attending Coonabarabran Drop-In Centre, targeting the use of helmets among teenage cyclists
- Plan B campaign
- Child Car Seat Safety
- Slow Down on Local Roads campaign
- Media, social media, radio interviews
- Speed trailer currently located in Dunedoo.

LATE ITEMS

Timed 'No Stopping' Zone Northbound on the Newell Highway opposite Carpark Entrances at Coonabarabran High School

23/1718 RECOMMENDED that the Road Safety Officer and RMS Safety around Schools Officer liaise with Coonabarabran High School and seek support for a modified plan for installation of timed 'No Stopping' signs northbound on the Newell Highway opposite the carpark entrances to the School.

Barry/Harper

GENERAL BUSINESS

Nil.

There being no further business the meeting closed at 11.35 am.

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Thursday, 22 February 2018 commencing 10.00 am.

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CHAIR

RECOMMENDATION

1. That Council accepts the Minutes of the Traffic Advisory Committee Meeting held at Coonabarabran on Thursday, 23 November 2017.
2. That approximately ten (10) metres of street centre car parking be removed in Wallaroo Street, Dunedoo on the northern side of the intersection of Digilah Street, in line with Australian Standards requirements for sight distance.
3. That 'One Way' traffic advisory signs be installed at the Native Grove Cemetery, Coonabarabran in accordance with enclosed plans.

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4. That in principle support is given, subject to the preparation of a Traffic Control Plan, to a request from the Coonabarabran Chamber of Commerce to close Dalgarno Street, Coonabarabran between John Street and the Woolworths carpark entrance on Saturday, 16 December 2017 between 8.00 am and 2.00 pm to facilitate a Christmas street market event.
5. That approval is given to the sign plan enclosed to the Minutes for warning signs at Sand Creek on Tooraweenah Road, subject to inclusion of a pictorial warning sign indicating a narrow causeway.
6. That the 'School Zone' warning sign located in Binnia Street, Coolah at the southern end of Coolah Central School be relocated to a position further south, and that the pictorial 'Children Crossing' warning sign located in Binnia Street, Coolah be relocated to a position on the southern side of driveway access to Coolah Central School.
7. That the Road Safety Officer and RMS Safety around Schools Officer liaise with Coonabarabran High School and seek support for a modified plan for installation of timed 'No Stopping' signs northbound on the Newell Highway opposite the carpark entrances to the School.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

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

Division:	Executive Services
Management Area:	Governance
Author:	Manager Children's & Community Services – Louise Johnson
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: Cr Kodi Brady, Cr Anne-Louise Capel, Cr Ambrose Doolan, Leeanne Ryan (Acting General Manager), Aileen Bell (Acting Director Development Services), Michael Jones (Director Corporate and Community Services), Kevin Tighe (Director Technical Services), Louise Johnson (Manager Children's and Community Services), Adam Burgess, Kate Burgess, Elly Cook, Sal Edwards, Ernie Fetch, Noel Gilbert, Leonie Hutchinson, Quinton Hutchinson, Mick McLeod, Ted Miller, Kathy Rindfleish, Richard Tanner, Margaret Vale, Jill White, Michael White and Ruth Withers.

CHAIR: Leeanne Ryan, Acting General Manager

APOLOGIES: Cr Peter Shinton, Greg Piper, Carol Richard, Chris Martin, Cr Aniello Iannuzzi, Rose McDonald

PURPOSE OF THE MEETING

Acting General Manager, Leeanne Ryan provided an overview of the purpose of the meeting.

MINUTES OF PREVIOUS MEETING

Minutes of the Community Consultation Meeting held in Coolah on Tuesday, 22 November 2016 were discussed with the following Business Arising.

BUSINESS ARISING

Town Water – Cemetery

Residents sought an update as to whether or not the request to install a town water tap in the Anglican section of the cemetery had been completed. Council indicated they would investigate whether or not this had been completed.

Stump 133

Coolah District Historical Society have secured a grant, with the assistance of Council's Heritage Advisor. A plaque has been purchased but is yet to be mounted.

Vinegaroy Road

Residents enquired as to when works on Vinegaroy Road would commence. Council indicated that signs were to be erected this week and preliminary works would commence soon after.

Coolah Library – Security

It was advised that Pandora Gallery has received funding for security cameras. The cameras are yet to be installed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

COUNCIL PROJECT UPDATES

Australia Day Awards

Director Corporate and Community Services, Michael Jones provided an overview of plans for Australia Day 2018.

Community Financial Assistance Donations

Director Corporate and Community Services, Michael Jones, provided an overview of Council's Financial Assistance Donations and encouraged people to apply in the next round.

Budget Submissions

Director Corporate and Community Services, Michael Jones reminded attendees of the opportunity to have input into Council's budget planning process.

Regional Economic Development Plans

Acting Director Development Services, Aileen Bell provided information regarding the development of Regional Economic Development Plans and encouraged people to take part in upcoming consultations.

COMMUNITY MATTERS OF INTEREST / CONCERN

Update on Shared Bike Path

Residents sought an update on the shared bike path. Council indicated that they don't have funds to complete this work at this stage and any further work would be subject to funding. Council indicated that they will consider improvements to the dirt section. A request was made to Council to consider allocating a small amount of funding to assist with funding applications.

Main Street Footpath – Bird Droppings

Residents raised concerns about the cleanliness of some areas of the footpath in the main street and requested guidance as to whose responsibility this was. Council indicated that these concerns can be reported to Council.

Water Quality – Drinking Water

Concerns were again raised regarding the quality of the drinking water in the town. Council indicated that investigations can be undertaken in to this, however indicated that the water meets water quality standards.

Wind Farm

Councillor Anne-Louise Capel declared her pecuniary interest in this matter and advised the meeting that she doesn't participate in Council discussions regarding this item. The meeting was advised that Epuron took 12 months to do a response to the submissions paper but this has now been released. Council is currently working through the Voluntary Planning Agreement (VPA) process with Epuron. It is understood that the Department of Planning and Environment is getting close to making a decision on this matter.

Mobile Phone Coverage

Residents advised that mobile phone coverage continues to be a key issue and asked is there anything Council can do to assist with mobile phone coverage. Residents were encouraged to report black spots to the Mobile Black Spot Program. The Mobile Black Spot Program, run by the Australian Government, is a program which seeks to improve mobile phone coverage in regional and remote areas.

Main Street Trees

There was extensive discussion around the trees in the main street. Council indicated that professional advice has been sought in relation to the trees. Residents indicated that they felt that if trees were removed that they should be replaced. Council indicated that the stump cannot be removed until it rots a bit more, otherwise it will disturb the road pavement. Residents requested that a report be sent to the local paper to let the community know what is happening with these trees.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Parking – Long Vehicles

Residents indicated that requests have been made previously for signage as to where long vehicles can park in Coolah. The request relates to signage to indicate to people with long vehicles where it is most appropriate for them to park. It was indicated that people feel that tourists / visitors with long vehicles are either parking in inappropriate areas or are not stopping in the town.

Snake Safety Workshop

A resident raised concerns about parents who are concerned about snakes and enquired about whether or not a workshop could be held for parents and children about snake safety.

GENERAL BUSINESS

Goddard Street

An update was requested on works in Goddard Street. Council indicated that the works are progressing now and they hope to be finished by Christmas.

Sir Ivan Fire Recovery

Council enquired as to how people are going following the Sir Ivan Fire and asked whether or not there is anything Council can provide assistance with at this time. Discussion around local events to say thank you and a local event around recovery and art. Concerns raised regarding mobile phone coverage both during and after the fire, including in relation to the BlazeAid volunteers working on properties with no mobile phone coverage. Residents indicated that anonymous letters were still being sent to people affected by the fire, and those who have provided assistance to those affected by the fire. Residents raised a number of concerns for Council to follow up with the Rural Fire Service and NSW Police.

Learn to Ride Track

Coolah District Development Group (CDDG) has established a Sub-Committee to work on the establishment of a multipurpose park, including Learn to Ride bike track, skate park, basketball court, playground equipment and BBQ facilities. Further discussion to occur with Council regarding this.

Coolah Swimming Pool

Residents thanked Council for works undertaken at the Coolah Swimming Pool, including heating of the pool. This has resulted in an increased number of members in the Swimming Club and increased use of the facilities.

Uarbry

Concerns regarding Uarbry were tabled via an email received from a local resident. Concerns raised in the email will be dealt with via Council and also the Sir Ivan Fire Recovery Committee.

Footpaths

Concerns were raised regarding the state of some of the footpaths in Coolah. This will be investigated and rectified as appropriate.

Coolah Home Base

Multiple concerns were raised regarding Coolah Home Base, including drainage, fire risk and the Coolaburragundy River. Council to investigate further and work with relevant Departments and Services to address these issues, where appropriate.

Letter

A letter from Coolah District Development Group was tabled. The letter thanked and commended Council for their assistance both during and post the Sir Ivan Fire. The letter also highlighted discontent regarding the removal of Council's General Manager and the lack of accountability regarding this.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Bowen Oval – Playground Equipment

Residents requested that the playground equipment at Bowen Oval have lights installed to provide light in the playground at night. Residents indicated that they believed there was regulation and standards that required lighting of covered play equipment. Council indicated this will be investigated and appropriate action taken.

Lack of Communication – Removal of General Manager

Residents indicated that the community feel that they haven't been given an explanation as to why Council's General Manager was removed. Residents indicated that the community would like an explanation and felt that they deserved one. Council indicated that they were not in a position to provide this explanation but that this request would be passed on to Mayor Peter Shinton.

Council Communication

Residents questioned what has happened to Council's communication system and commitment. Residents indicated that they had contacted Council numerous times and had not received a response. Council advised what should happen when an email is received by Council. If residents have ongoing concerns regarding this they were advised to use Council's online feedback form, contact Council's Director Corporate and Community Services, Michael Jones, attend a Council Meeting and / or discuss with elected representatives.

Go To Place – Community and Government Services

Members of the community suggested a 'go to place' to help people access and navigate community and government services.

Local Infrastructure

Residents indicated their desire to focus on getting existing and planned local infrastructure sorted. The group indicated that a number of plans have been developed specifically for Coolah.

Large Items Pick Up Day

Enquiries were made as to when the next large items pick up day would be held. Council indicated that this will be scheduled for December.

Meeting Follow Up

Residents enquired as to how will people know about what happened at, and as a result of, this meeting. Council indicated that this will be discussed and considered by Manex as Council agreed that it is too long before the next meeting, in terms of providing updates and reporting back.

MEETING CLOSED: 8:00 pm

RECOMMENDATION

That Council accepts the minutes of the Coolah Community Consultation meeting held 30 October 2017 in the Council Chambers Coolah.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

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

Division:	Executive Services
Management Area:	Governance
Author:	Manager Children's & Community Services – Louise Johnson
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: Cr Kodi Brady, Cr Anne-Louise Capel, Cr Ambrose Doolan, Leeanne Ryan (Acting General Manager), Michael Jones (Director Corporate and Community Services), Kevin Tighe (Director Technical Services), Louise Johnson (Manager Children's and Community Services), Ronald Bowman, Peter Colley, Sue Graham, John Horne, Fiona Luckhurst, Darren Mathews, Sharon Nott, Barb Smith, Ken Westerman.

CHAIR: Leeanne Ryan, Acting General Manager

APOLOGIES: Cr Peter Shinton, Cr Wendy Hill, Cr Ray Lewis, Cr Denis Todd, Aileen Bell, Cr Aniello Iannuzzi

PURPOSE OF THE MEETING

Acting General Manager, Leeanne Ryan provided an overview of the purpose of the meeting.

MINUTES OF PREVIOUS MEETING

Minutes of the Community Consultation Meeting held in Dunedoo on Monday, 21 November 2016 were discussed with the following Business Arising.

BUSINESS ARISING

Jubilee Hall

Discussion was held regarding access to Jubilee Hall. Council advised if this is an ongoing issue to please let them know.

Drainage – Wallaroo Street

Council indicated they are still looking at options for this work. It is expected that the works will be completed in the next 18 months.

Made n Grown Markets

Concerns were raised about support for economic development and tourism strategies in the Southern end of the Shire. Council advised that the new organisational structure includes plans for a new Tourism Officer based in the Southern end of the Shire.

Leadville

Concerns were raised about the water being provided to the hall and the Rural Fire Service shed being from a private supply. This will be investigated and appropriate actions taken.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

COUNCIL PROJECT UPDATES

Australia Day Awards

Director Corporate and Community Services, Michael Jones provided an overview of plans for Australia Day 2018.

Community Financial Assistance Donations

Director Corporate and Community Services, Michael Jones provided an overview of Council's Financial Assistance Donations and encouraged people to apply in the next round.

Budget Submissions

Director Corporate and Community Services, Michael Jones reminded attendees of the opportunity to have input into Council's budget planning process.

Regional Economic Development Plans

Acting General Manager, Leeanne Ryan provided information regarding the development of Regional Economic Development Plans and encouraged people to take part in upcoming consultations.

COMMUNITY MATTERS OF INTEREST / CONCERN

New Bridge and Approaches – Lewis Road

Concerns were raised regarding the approaches to the new bridge. Council indicated that they will fix these issues. It was indicated that these works should be completed prior to Christmas.

Cobbora Road

Residents indicated that the edges of Cobbora Road need to be mowed. This was noted by Council.

GENERAL BUSINESS

Sir Ivan Fire Recovery

Council enquired as to how people are going following the Sir Ivan Fire and asked whether or not there is anything Council can provide assistance with at this time. Discussion around privacy issues raised during the fire, regarding sharing of information and access to this. Further discussion regarding planning done by individual brigades and how this information could be shared.

Heritage Information

Residents indicated that they felt that more could be done to promote the heritage aspects of the towns throughout the Shire. Council indicated they would look into this, in consultation with the Heritage Advisor.

Road Work Signs

A resident raised concerns about road work sign being left lying in the grass on the side of the road. Council will investigate and pick these signs up. Residents were encouraged to report to Council so that they know where these signs were located if they see them.

Merotherie Road

Council were commended on the sharing of resources with Mid Western Regional Council for the grading of Merotherie Road.

Road – Saleyards and Showground

Concerns were raised about the road between the Saleyards and the Showground, in terms of dust and other issues. It was suggested that residents consider a budget submission for these proposed works.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Three Rivers Regional Retirement Community

An update was requested on the Three Rivers Regional Retirement Community (TRRRC). An update was provided indicating that much of the current works were happening underground. Council expected that the construction will be finished in the next 12 months.

E Waste

Council were asked what they are doing about e-waste. Council indicated that e-waste can be taken to the local waste collection and Transfer Station and that it will go to Coonabarabran to be dealt with. Residents requested that this information be promoted.

Jubilee Hall and Old Bank Building

A request was made to have the lights in Jubilee Hall and the Old Bank Building replaced with LED lights. Council to look into this and action as appropriate.

Streaming of Council Meetings

A question was asked regarding the streaming of Council Meetings. It was noted that other Council's currently do this. It was requested that Council look into this. A suggestion was made to perhaps record the meetings and then play them on radio. This suggestion was not well received.

Three Rivers Radio – General Manager Segment

A question was asked regarding when the General Manager will be re-commencing their regular radio chats. It was indicated that this will re-commence when the new General Manager commences.

Container Deposit Scheme

Residents enquired as to what is happening with the container deposit scheme. Council encouraged people to look online for further information in relation to this. Council will also provide further information as it becomes available.

Green Waste – Tip

Residents raised concerns about the build up of green waste at the local tip. Residents indicated that they felt this was a risk, particularly during the fire season. Council indicated they would look into what can be done in relation to this.

ARTC – Fairfield Road

Council advised that ARTC has requested to close Fairfield Road at the crossing. If it's not closed then the other proposal is to change the road and re-align. This request will be put out for public comment. Residents were encouraged to make comment on the proposal. It was raised that Fairfield Road might have a Travelling Stock Route on it.

MEETING CLOSED: 6:50 pm

RECOMMENDATION

That Council accepts the minutes of the Dunedoo Community Consultation meeting held 31 October 2017 in the Jubilee Hall, Dunedoo.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

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

Division:	Technical Services
Management Area:	Ovals
Author:	Director Technical Services – Kevin Tighe
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 Anne-Louise Capel, Ms Monica Foran, Mr Matthew Guan, Mr Kevin Tighe (Director Technical Services), Mr Shane Weatherall (Manager Urban Services), and Mr Harold Sutton (Manager Special Projects Technical Services).

APOLOGIES: Cr Wendy Hill, Mr Chris Sullivan.

CONFIRMATION OF MINUTES

2/1718 RECOMMENDED that minutes of the Robertson Oval Advisory Committee meeting held on Monday, 21 August 2017 be confirmed.

Guan/Foran

BUSINESS ARISING FROM THE MINUTES

It is noted that sink drainage is now in progress.

The following matters were noted as not yet completed:

- Sub soil drainage yet to be completed on south west corner of the main oval.
- Sub soil drainage line on northern side of netball court.
- Confirm that both sewer pumps are operational.

AGENDA ITEMS

a) Updated Plans for the Amenities Building

Plans for the amenities building were reviewed. Specification of glass panels at the gym is required, and clarification of costings (quantity surveyor) is sought from Barnsons.

3/1718 RECOMMENDED that concept plans for proposed Robertson Oval Amenities Building are placed on exhibition and members of the public invited to make submissions on the plans.

FURTHERMORE, consultation will include a public meeting.

Foran/Guan

There being no further business the meeting closed at 5.30 pm.

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CHAIR

RECOMMENDATION

1. That Council accepts the Minutes of the Robertson Oval Advisory Committee meeting held at Dunedoo on Tuesday, 31 October 2017.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

2. That concept plans for proposed Robertson Oval Amenities Building are placed on exhibition and members of the public invited to make submissions on the plans. **FURTHERMORE**, consultation will include a public meeting.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

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

Division:	Executive Services
Management Area:	Governance
Author:	Manager Children's & Community Services – Louise Johnson
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: Cr Kodi Brady, Cr Anne-Louise Capel, Cr Ambrose Doolan, Cr Aniello Iannuzzi, Leeanne Ryan (Acting General Manager), Aileen Bell (Acting Director Development Services), Michael Jones (Director Corporate and Community Services), Kevin Tighe (Director Technical Services), Louise Johnson (Manager Children's and Community Services), Nada Abel, Ian Adams, Joel Amiet, Guy Andrews, Narelle Andrews, Vonda Ashton, Mark Brown, Tony Cole, Mary Cooper, Maree Denman, Dianne Dow, Brett England, Lynne Estens, Max Estens, Betty Evans, Ron Gillis, Zoe Holcombe, David Hunter, Mary Milsom, Loretta Pulham, Allison Reynolds, Lynne Walden, Chris Walton, Karen Weatherall and Michael Wood.

CHAIR: Leeanne Ryan, Acting General Manager

APOLOGIES: Cr Peter Shinton, Cr Denis Todd, Noel Willoughby.

PURPOSE OF THE MEETING

Acting General Manager, Leeanne Ryan provided an overview of the purpose of the meeting.

MINUTES OF PREVIOUS MEETING

Minutes of the Community Consultation Meeting held in Coonabarabran on Tuesday, 29 November 2016 were discussed.

BUSINESS ARISING

Nil.

COUNCIL PROJECT UPDATES

Australia Day Awards

Director Corporate and Community Services, Michael Jones provided an overview of plans for Australia Day 2018.

Council was asked by a local resident if they would consider changing the date on which Australia Day is celebrated.

Community Financial Assistance Donations

Director Corporate and Community Services, Michael Jones provided an overview of Council's Financial Assistance Donations and encouraged people to apply in the next round.

Budget Submissions

Director Corporate and Community Services, Michael Jones reminded attendees of the opportunity to have input into Council's budget planning process.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Regional Economic Development Plans

Acting Director Development Services, Aileen Bell provided information regarding the development of Regional Economic Development Plans and encouraged people to take part in upcoming consultations.

COMMUNITY MATTERS OF INTEREST / CONCERN

National Broadband Network (NBN)

Council was asked if they had had any dealings with other telecommunication providers. Council indicated that they were looking at alternatives to the NBN given limited access in Coonabarabran and that Council's senior staff were to be addressed by representatives from a telecommunications company.

Art and Creativity

A resident spoke about the importance of arts and culture to local communities and asked if Council would commit to an arts and culture strategy. A representative of Council indicated that Council does have a Public Art Policy. It was felt by the community that this had not been well promoted. The representative of Council went on to outline their plans to put a proposal into the budget process to establish a 355 Committee for the whole Shire. Another representative of Council spoke about plans by the Councillors to establish an Arts and Cultural Centre in Coonabarabran. Members of the community indicated they felt that they should be consulted in relation to this. Members of the community were encouraged to get involved in local arts groups. It was asked that a submission be made to Council to progress work in this area.

Coonabarabran Swimming Pool Complex

A representative of the community made a presentation to the meeting regarding the Coonabarabran Swimming Pool complex. It was indicated that many members of the community were in attendance at the meeting to support the call for improvements to the pool. A number of issues were raised in relation to the pool including safety issues, supervision of children and young people, inability to complete swimming lessons properly, fear of the drop off, difficulty in removing injured people from the pool, limited engagement in therapy and other sessions, issues for people with mobility issues, enabling access for more people and limited attractiveness to visitors and tourists. A number of potential solutions were raised and discussed. Council advised that the Coonabarabran Swimming Pool complex is on Council's wish list for infrastructure projects, however significant funding is needed. To apply for this funding, projects need to be shovel ready and have detailed plans in place. Representatives of the community requested that Council establish an Advisory Committee – as per the Coonabarabran Sporting Complex Advisory Committee. This was agreed to by Council. It was requested that a submission be made to Council to progress work in this area.

Disability Services and Access

A resident addressed the meeting regarding their concerns about Coonabarabran not being accessible and inclusive and suggested some ideas to make it more accessible and inclusive. Others spoke about how they found Coonabarabran to be an inclusive community, although there are some obvious physical accessibility issues. Council said they are working on bringing the Disability Inclusion Action Plan (DIAP) to life and will be seeking support from members of the community to do this. Representatives from Breakthru offered to meet with Council staff to take them around town and highlight some of the accessibility issues experienced by people with a disability and their carers.

Encouragement of New Business

Concerns were raised regarding lack of proper process when Council is dealing with businesses. A member of the local business community provided some examples of interactions with Council. Council were asked to be more encouraging to new businesses. Council were also asked to be more transparent, including in regards to timeframes, and to set a service standard. Council committed to a review of this area.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Council Timeframes – Enquiries, Requests and Complaints

Concerns were raised regarding a perceived lack of systems in place for dealing with enquiries, requests and complaints. Council advised that they have in place a Customer Service Charter and a system for managing enquiries, requests and complaints. It was acknowledged that this Charter, and the system, may need to be reviewed, in particular in terms of its implementation. It was also suggested that perhaps the services standard needs to be communicated to the community.

Council – Councillors and Senior Management

Questions were asked regarding how Council works in terms of Councillors and Senior Management.

Council advised that Councillors set the strategic direction and the General Manager operationalises this direction. The General Manager can also provide advice to Council if required. It was also asked how Councillors can make complaints. Council advised that if Councillors have complaints from the community, they can raise these with the General Manager and the Directors. Council advised that there is a Code of Conduct in place for both Councillors and Council staff.

GENERAL BUSINESS

Footpath Cassilis Street – John Street and Charles Street

A question was asked about when the footpath in Cassilis Street, between John Street and Charles Street, will be fixed. Council indicated that these works are in the plan and there is a budget for this work but other works are currently being completed.

Bypass

A question was asked about progress in relation to the bypass. Concerns were raised about ongoing near misses in town with trucks. Council advised that recent advice from the Roads and Maritime Service (RMS) is that they have a program planned to investigate the environmental impacts of a bypass. It is understood that information will come out in the first half of 2018.

Cycle Way and Walking Path

Plans for a cycle way and walking path from the town to Warrumbungle National Park were raised. A local group – made up of representatives from local community groups – is working on securing funding for this project, potentially through regional tourism funding. The group has already applied for a small grant to do a business case to assist with future funding applications.

Toilet Facilities – Cemetery

Representatives from the Coonabarabran DPS, Local & Family History Group, expressed their concerns about the lack of toilet facilities at the cemetery. They requested Council investigate potential facilities such as those at Nandi Park.

John Oxley Rest Area

Residents raised that it is almost 200 years since John Oxley passed through our area. Residents requested that a sign be placed at the site where there was going to be a rest area established to acknowledge this. Council advised that they would speak further with the Coonabarabran DPS, Local & Family History Group regarding a sign and also any celebrations to take place next year.

Encouraging Local Business

Council were asked, by representatives from the Chamber of Commerce to be more proactive in encouraging and supporting local businesses. Council suggested that representatives from Council's Development Services Team attend a Chamber of Commerce Meeting. It was requested that the Chamber of Commerce send an invitation to Council to facilitate this.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Rate Notice

Concerns were raised regarding a rate notice sent out without pensioner discount and subsequent issues with this. Council committed to looking in to this issue.

Dental Surgeries

Council was asked about their position on the Dental Bus that visited a local school recently, given that Coonabarabran is serviced by two (2) dental surgeries. Council advised that they had spoken with both dental surgeries regarding this and had advised NSW Health that we didn't require this service as we would prefer to support our local services. Council confirmed that no permit had been granted to park this bus in town.

Fluoride – Town Water Supply

A question was asked regarding why there is no fluoride in the town water supply. Council advised that the Shire has five (5) water supplies with fluoride set up. There are currently some issues in relation to this. There is no timeline for when this will be fixed. Funding is required to fix the set up. Council is working with NSW Health on this. Council confirmed that the town water supply has had fluoride in the past and will have it in the future.

Economic Development and Tourism Meetings

A question was asked regarding the attendance of Community Development Coordinators at the Economic Development and Tourism Meetings. This meeting was taken on notice by Council with the matter to be investigated further.

MEETING CLOSED: 7:40 pm

RECOMMENDATION

That Council accepts the minutes of the Coonabarabran Community Consultation meeting held 7 November 2017 in the Council Chambers Coonabarabran.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Item 8 Minutes of TRRRC 355 Advisory Committee Meeting – 8 November 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: 4.30 pm

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

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

1. **APOLOGIES:** Cr Peter Shinton, Cr Wendy Hill, Leeanne Ryan, Michael Jones, Cr Denis Todd, Lawrence Amato.

WARREN/CAMPBELL

2. **CONFIRMATION OF MINUTES**
18/13 RECOMMEDATION: that minutes of the Three Rivers Regional Retirement Community S355 committee meeting on 4 October 2017 be accepted.

WARREN/HORNE

3. **BUSINESS ARISING**
None.

4. **CAPITAL WORKS UPDATE – Manager Projects**
Bolus first invoice has come in and has been sent to State and Federal Funding bodies for reimbursement with our November update. The Project Manager confirmed that as part of the GC21 Contract that Council has utilised for this construction – Council has the authority to confirm that all sub contractors have been paid by the primary contractor and this is reflected in the documentation that is presented with the invoices.

The Council Building Inspector has been on site to confirm that the slabs for the first few buildings are correct and as per the engineer's details.

With the winds over the past month the waffle pods had been blown out of the construction zone and Council Staff had to collect them. The cost to staff having to collect them will be charged back to the contractor.

The rubble piles have all been sorted and are ready for crushing down to 20mm lumps to use on site. The steel will be put through Warrumbungle Waste.

Water retention dam is being constructed.

Security Cameras have been installed on site.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

At this stage the building is about a week behind schedule.

5. **ADVERTISING AND MARKETING** – Manager Property and Risk
Articles to update the Community to be drafted for the next month. The article should be put in conjunction with an article about Community Care to define that any extras are to be done through the appropriate channels and are not a part of the TRRRC.
6. **VILLAGE RULES** – Manager Property and Risk
A copy of Village Rules from another local Retirement Village was supplied to the Committee will come back with ideas to start the draft next meeting.
7. **GENERAL BUSINESS**
Consensus to cancel the January meeting as there is no Council meeting and resume in 2018 in February.
8. **NEXT MEETING:** First Wednesday of each month – 6 December 2017, 4:30 pm at the Old Bank Building Meeting Room

MEETING CLOSED: 6:00 pm

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CHAIRPERSON

RECOMMENDATION

That Council accepts the minutes of the Three Rivers Regional Retirement Community S355 Committee meeting held at Dunedoo on 8 November 2017.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

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

Division:	Executive Services
Management Area:	Governance
Author:	Manager Children's & Community Services – Louise Johnson
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: Cr Anne-Louise Capel, Cr Kodi Brady, Cr Ambrose Doolan, Cr Aniello Iannuzzi, Cr Ray Lewis, Leeanne Ryan (Acting General Manager), Aileen Bell (Acting Director Development Services), Michael Jones (Director Corporate and Community Services), Kevin Tighe (Director Technical Services), Louise Johnson (Manager Children's and Community Services) Gary Andrews, Shane Bennett, Matt Cook, Yvonne Doman, Ross Haldeman, George Haley, Marg Haley, Norma Jones, Tim Kemp Bernie McBain, Sharyn Mumford, Stephen Mumford, Natasha Noakes, Lana O'Brien, Colleen O'Brien, Lyn Petherbridge, Annette Peters, Ian Selwyn, Pam Southwell, Bill Tatt, Larry Tolmie, Ron Weir and Ken White,

CHAIR: Leeanne Ryan, Acting General Manager

APOLOGIES: Cr Peter Shinton

PURPOSE OF THE MEETING

Acting General Manager, Leeanne Ryan provided an overview of the purpose of the meeting.

MINUTES OF PREVIOUS MEETING

Minutes of the Community Consultation Meeting held in Binnaway on Wednesday, 30 November 2016 were discussed.

BUSINESS ARISING

Nil.

COUNCIL PROJECT UPDATES

Australia Day Awards

Director Corporate and Community Services, Michael Jones provided an overview of plans for Australia Day 2018.

Community Financial Assistance Donations

Director Corporate and Community Services, Michael Jones provided an overview of Council's Financial Assistance Donations and encouraged people to apply in the next round.

Budget Submissions

Director Corporate and Community Services, Michael Jones reminded attendees of the opportunity to have input in to Council's budget planning process.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Regional Economic Development Plans

Acting Director Development Services, Aileen Bell provided information regarding the development of Regional Economic Development Plans and encouraged people to take part in upcoming consultations.

COMMUNITY MATTERS OF INTEREST / CONCERN

Gamble Creek Road

Residents noted that work has commenced but has not yet been completed. It was commented that work seems to be good. Question was asked about when it will be done again. Council advised that it will be graded as required but as it is a Category 1 road it can be expected to be graded once every 15-18 months.

Oak Valley – Gamble Creek Road

Concerns were raised regarding works in this area. It was requested that works be completed. Council advised that they need advice on this project in relation to soil conservation. Soil Conservation people are currently working on projects with Council. When these projects are finished they can start on this project. The completion of these works is on Council's list. Progress will be reported at the next meeting.

Pumphouse Campground – Septic Problems

Residents highlighted issues with the septic at the Pumphouse Campground. There is no dump point due to there not being sewerage. It was however suggested that there are dump points that don't require sewage. Council will investigate whether or not one of these can be installed.

Mow Rock Brigade

A resident enquired about this as they had heard the funds are there. Council advised that it has had to go to the Roads and Maritime Service (RMS). Council committed to following up to see where this is at.

Softfall – Len Guy Park

Residents raised concerns about the softfall in Len Guy Park needing replacing. Council advised that it was patched 2 years ago, however it does need further patching or replacement. There is a funding allocation of \$20,000 in the budget however, replacement will cost around \$32,000.

Mow Rock Road

Concerns were raised about the state of Mow Creek Road. It was noted that it was graded around two (2) years ago. Council confirmed it is on the list to be graded.

Town Sewerage

Residents asked about any progress in relation to the installation of sewerage in Binnaway. Council advised that the NSW Government has announced the Safe and Secure Water Program. This program will provide co-funding that will target water and sewerage projects in regional NSW to ensure infrastructure meets contemporary standards for water security, public health, environmental and safety outcomes into the future. The program will provide co-funding to successful applicants such as local Councils, water utilities, water corporations and prescribed dam owners for detailed planning and construction activities to install, augment or decommission water and sewerage infrastructure. The program includes an Expression of Interest process followed by a full application. Council has lodged an EOI under this program for sewerage for Binnaway. If successful in the EOI process, Council will commence a full application which will include preparation of a business case and extensive community consultation.

Dip In Road – Renshaw Street and Warrumbungle Way

It was unclear who placed this item on the Agenda. Those in attendance noted that the dip is there to help in slowing people down. It was noted that there is a sign but it might not be as visible as it could be. Council indicated they would check the location and visibility of the sign and move if required.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Illegal Dumping of Waste – Pibbon Road

No one in attendance at the meeting spoke to this item.

Unsealed Roads

Residents highlighted that Ironbark Road is the only road in town not sealed. Residents recommended that this road be sealed. It was suggested that this project be put forward for funding as part of Council's budget process.

Residents also raised concerns about Leader Road. It was reported that there are barriers to double decker stock trucks getting to properties, as well as other issues. Issues are currently being addressed by local landholders.

Concerns were also raised by residents in relation to Box Ridge Road. It was reported that issues with the road are resulting in vehicles being damaged. Council advised that a grader will be heading out to Box Ridge Road this week – subject to water being available. Residents offered to supply water.

Council advised they would discuss the offer to provide water after the meeting.

Council acknowledged the value of local knowledge in addressing these issues and encouraged residents to contact Council to raise and discuss their concerns.

General Manager and Council Business

A number of questions were raised about the dismissal of the former General Manager. Council advised that they would request that the Mayor consider making a statement in relation to this. A question was also asked about the recruitment process for the new General Manager. Council advised that the Councillors had engaged a recruitment company to handle the recruitment of the new General Manager.

A number of further questions were also raised regarding the potential forensic audit, Council's investment strategy, Council's financial position, use of Council plant to complete RMS work and flood zones.

Lobby State Government – Income and Royalties

No one in attendance at the meeting spoke to this item.

GENERAL BUSINESS

Stimulation of Local Business

An email regarding stimulation of local business was discussed.

Skip Bins

Residents enquired as to what was happening with putting the skip bins back at the local tip. Council advised that they are working through the tender process in relation to this.

Drill Sites – Deep Bores

Questions were asked regarding the drill sites for deep bores in Binnaway. Council advised that they received funding to install a back up water supply bore. A bore has been sunk in Binnaway and is working. Further works still to take place in relation to this.

Binnaway New Mollyan Road

Council was asked when the centre lines on the Binnaway New Mollyan Road were going to be re-painted. Council advised that there is a move away from line marking local roads. The community felt that the lines needed to be marked. Council advised that there is currently a traffic counter on there and an assessment will be made following the collection of this data.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Swimming Pool

Council were asked whether the swimming pool will be open for longer hours in the school holidays. Council advised that whatever the times on Council's website is are the opening hours for the pool. There are no plans to change the hours.

Kerb and Guttering

Concerns were raised regarding kerb and guttering in Binnaway. Council provided an overview in relation to where in Binnaway there is funding for kerb and guttering.

George Street and Railway Street

Residents raised concerns about derelict houses which are creating a fire hazard. Council to investigate.

Binnaway Central School

A representative from Binnaway Central School advised that the secondary school has been struggling for numbers. The meeting was advised that there is a meeting being held at the school to discuss this. A number of ideas were discussed regarding boosting numbers in the future.

Signage in Len Guy Park

Residents noted that littering signs need to be updated. Council confirmed that this will be actioned.

Development Application – Pumphouse Campground

Residents enquired as to the progress of the Development Application for the Pumphouse Campground. Council advised that it hasn't started because Council still doesn't own the land.

Community Litter Grants

Council were asked if they had applied for any Community Litter Grants. Council committed to follow this up.

Sport and Recreation Infrastructure

Residents asked about the potential for Council to apply for more funding for sport and recreation infrastructure. Council provided a number of examples about funding that have been applied for, noting that many of the funding programs require a dollar for dollar contribution from Council.

MEETING CLOSED: 7:00 pm

RECOMMENDATION

That Council accepts the minutes of the Binnaway Community Consultation meeting held 13 November 2017 in the Binnaway Town Hall.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

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

Division:	Executive Services
Management Area:	Governance
Author:	Manager Children's & Community Services – Louise Johnson
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: Cr Denis Todd (Deputy Mayor) Cr Anne-Louise Capel, Cr Ray Lewis, Leeanne Ryan (Acting General Manager), Kevin Tighe (Director Technical Services), Aileen Bell (Acting Director Development Services), Michael Jones (Director Corporate and Community Services), Liz Webster (PA to Director Corporate and Community Services), Russell Buchanan, Bev Bush, Cliff Carter, Clem Chapman, Ralph Dixon, Cal Jones, Rusty Jones, Carlton Kopke, Jenny Lloyd, Harley Matthews, Rose Matthews, Jenny Moore, Sydney Sauls, Danielle Sivell, Bob Tiyce, Vivienne Tiyce, June Underwood, John Yeo and Lynette Yeo.

APOLOGIES: Cr Peter Shinton (Mayor), Cr Kodi Brady, Cr Ambrose Doolan, Cr Wendy Hill, Cr Aniello Iannuzzi, Lesley Sauls, Michael Ascher, Louise Johnson (Manager Children's & Community Services).

CHAIR: Leeanne Ryan, Acting General Manager

MINUTES OF PREVIOUS MEETING

Minutes of the Community Consultation Meeting held in Mendooran on Thursday, 1 December 2016 were discussed.

BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

COUNCIL PROJECT UPDATES

Australia Day Awards

Director Corporate and Community Services, Michael Jones provided an overview of plans for Australia Day 2018.

Community Financial Assistance Donations

Director Corporate and Community Services, Michael Jones provided an overview of Council's Financial Assistance Donations and encouraged people to apply in the next round.

Budget Submissions

Director Corporate and Community Services, Michael Jones reminded attendees of the opportunity to have input in to Council's budget planning process.

A number of items were noted as potential items to be included in budget considerations for 2018/19. These items will need to be submitted through the normal processes.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Regional Economic Development Plans

Acting Director Development Services, Aileen Bell provided information regarding the development of Regional Economic Development Plans and encouraged people to take part in upcoming consultations.

COMMUNITY MATTERS OF INTEREST / CONCERN

Bandulla Street – Request for Speed Restriction Signs

Residents raised concerns about travellers not appearing to be adhering to the town speed limit of 50km in Bandulla Street near the river and campground. Council advised that speed zones are not under Council jurisdiction and are set by the Roads and Maritime Service (RMS). Council will discuss with the RMS and, if appropriate, raise in the Traffic Committee.

Storm Water Levy

A question was raised regarding the storm water levy. Council took the question on notice and will investigate further the charging of the levy to Rural Residential and Rural Ratepayers. Residents provided feedback on areas in town where works in relation to this could be undertaken.

Bandulla Street Sealing

The sealing of Bandulla Street was discussed as part of the proposals for projects to be submitted as part of the budget process for 2018/19.

Bandulla Street Mowing

Council was advised that the resident had received an appropriate response earlier that day and did not need to raise the issue further.

Concerns were raised by other residents in regards to mowing and the frequency of the mowing program. Council advised that mowing is completed as required in the summer months. Council also advised that an amount of \$31,000 had been allocated to the 2018/19 budget as well as the following year's budget. These amounts are not subject to change though the implementation may change in accordance with the area's needs.

Repair or Replacement – Play Equipment

Residents requested the repair or replacement of the play equipment in the park. Council advised that the damaged area had been sectioned off. Council also advised that there were no funds in this year's budget to replace the equipment. A representative from Mendooran District Development Group advised the meeting that funding has been applied for new play equipment, including two (2) smaller play units suitable for children with a disability.

Watering System – Mendooran Park

A question was asked about the watering system in the park. Council advised that the pump had been ordered and the new watering system should be in operation in early 2018.

Water Quality

Residents discussed the quality of the water in Mendooran, including questions about the purity of the new bore. Council advised that water from the bore had been tested and results had shown that there was no contamination of the water. Residents also expressed concerns regarding the lack of water pressure during the summer months when demand is higher.

Request for Information

An issue was raised regarding a specific request made to Council. Council requested that the resident provide details of the request and their contact details after the meeting so that this could be followed up.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Water Cost

Residents discussed the cost of water in Mendooran. Council advised that under the Local Government Act services such as water are to be self supporting, meaning the cost of the water treatment plant in Mendooran is to be funded by the residents of that community. Council also advised that the term of the loan has been extended thus reducing the costs charged each financial year. This has resulted in a reduction of the water charge. This reduction is effective this financial year and was backdated to 1 July 2017.

GENERAL BUSINESS

Sand Creek

A resident raised concerns regarding Sand Creek Crossing, including the width of the crossing. Council advised that the concerns had been noted and mentioned that Council had previously taken plans to the Traffic Committee in relation to this. This plan included installation of a Give Way sign. The Traffic Committee determined that the installation of a Give Way sign would increase rather than reduce the risk. Council has placed a traffic counter near the bridge to record the levels of traffic as well as the size of the vehicles. Options to improve the situation were discussed. The matter will be raised again at the Traffic Committee meeting.

Recycling

A rural resident made an enquiry regarding recycling. They noted that the town residents are able to place mixed recycling into the recycling bins, from which materials are returned to the Waste Transfer Station and sorted. However rural residents who wish to recycle must sort all materials before taking them to the Waste Transfer Station otherwise they are charged for their recycling. This question was taken on notice with the matter to be investigated further.

A further question was raised in regards to recycling as some residents have not received the new recycling bins. Residents were advised to either contact Council or provide their details following the meeting so the bins can be delivered.

Pump Station River Street

A resident reported that ground tank gates had been left unlocked. It was also noted that the outside area is overgrown with long grass. Council will investigate and take appropriate action.

Cemetery

It was noted that only part of the cemetery has been mowed. It was requested that the full cemetery be mowed. Council will investigate and take appropriate action.

Denmire Road

A resident advised Council of damage to their vehicle which they believe had been caused by the road. They requested that signs be placed on the road to warn / advise motorists of any risks.

Signs – Mendooran Central School

Residents noted that they believed there had been insufficient consultation with local residents regarding the erection of traffic signs outside Mendooran Central School. Council advised that the matter would return to the Traffic Committee.

Daglish and Abbott Streets

Residents raised concerns about the dust along this road, due to speed, and requested that the speed limit be reduced. Council advised that speed zones are not under Council jurisdiction and are set by the Roads and Maritime Service (RMS). Council will discuss with the RMS and, if appropriate, raise in the Traffic Committee.

MEETING CLOSED: 7:53 pm

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

RECOMMENDATION

That Council accepts the minutes of the Mendooran Community Consultation meeting held 15 November 2017 in the Mechanics Institute Mendooran.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

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

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

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

ATTENDING: Leeanne Ryan (Acting General Manager WSC), Michael Jones (WSC), Liz Webster (WSC – Minutes) and Lyn Dunn (DPI).

1. **APOLOGIES:** Lisa Grammer

RECOMMENDATION: That the apologies be accepted.

C Sullivan/P Manning
Carried by All

2. **CONFIRMATION OF THE MINUTES**

RECOMMENDATION: That the minutes of the Warrumbungle Shire Mayors Bushfire Appeal Advisory Panel Meeting held 12 October 2017 be accepted.

J Beames/K Harrison
Carried by All

3. **BUSINESS ARISING**

Uarbry Skillion/Hall – Meeting with Uarbry Community

Leeanne Ryan provided an update following the community meeting held in Uarbry to discuss replacement of the hall. Consensus was that the community would like to rebuild their hall on the existing site.

Skillion still could go ahead, would be easier for the Fund to complete and would give a possible structure for use until the hall is rebuilt. Michael Jones mentioned the Anglican Church had advised that it was considering selling its land as it had no plans to rebuild the church. Creating an opportunity to purchase land to be used for skillion or other structures.

Anglican Church

Sum of \$15,000 has been returned to the fund and as previously mentioned the Anglican Diocese is open to selling the land the church had been on before the fire.

Fencing Uarbry

Peter Shinton advised the meeting he had spoken to Bob Fenwick and been advised that following the wind up of BlazeAid there had only been 12 posts left at the site following the closure of the BlazeAid Camp

It was suggested the community of Uarbry write to the Mayors Fund requesting materials quantifying the requirements such as number of posts, rolls of wire etc. and the expected cost of the materials, in accordance with the funds rules regarding requests for assistance.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Was also noted the request should be from either a committee or signed by the residents of Uarbry.

ACTION: Bronwyn Drew to follow up request.

Uarbry Signage

As at Tuesday, 14 November 2017 there still had not been directional signage replaced indicating the required turn for Uarbry Village.

Health and Wellbeing

Ken Harrison advised the meeting he had an update regarding the Health and Wellbeing Committee and would discuss in General Business.

4. FUND STATUS REPORT

Total Amount Donated as at 14 November 2017	\$ 200,485
Plus Interest Earned	119
Total Funds Available:	\$ 200,604
Less:	
Funds Allocated by Advisory Panel *** See Table below	***\$ 170,000
Available Unallocated Funds	\$ 30,604

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

Summary of Allocations

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

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

WARRUMBUNGLE SHIRE COUNCIL

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Dunedoo CWA	\$15,000	\$15,000	\$0
Total	\$170,000	\$140,000	\$30,000

5. CORRESPONDENCE RECEIVED

Sue Freebairn

Following being advised of Mayors Funds support in principle, including payment of \$4,000, Sue Freebairn had emailed advising that the event would be for the full fire affected area. Further details to follow.

ACTION: Liz Webster to contact Sue Freebairn and seek further details of the event.

Office of Emergency Management

Letter received advising that the Office of Emergency Management have approved the payment of the Dunedoo PAH&I Association Origin electricity account incurred for the BlazeAid Camp to be included in funding previously granted to cover the catering costs of the Camp.

Joy Beams advised the meeting on behalf of the Dunedoo CWA that the funds previously paid to BlazeAid of \$5,000 be kept by BlazeAid to assist with the payment of the next electricity account received by Dunedoo PAH&I Association as the bulk of the next account would be for the BlazeAid Camp use of the facilities.

6. GENERAL BUSINESS

Health and Wellbeing

Ken Harrison advised the meeting that the Health and Wellbeing Committee are looking at getting longer term mental health support and have advised of two (2) possible projects.

Option One (1)

At a projected cost of \$20,000 one on one support could be provided once a week for a period of twelve (12) months. The service would be provided by Interrelate Dubbo.

Option Two (2)

At an estimated cost of approx. \$5,000 to \$6,000 two psychologists could provide group counselling for multiple individuals/families. The psychologists would be from the Mudgee and Scone areas and be donating their services and the costs would be to cover accommodation and travel expenses.

RECOMMENDATION: That the Mayors Appeal Advisory Panel approve in principal support for the proposals put forward from the Health and Wellbeing Committee and request further information and clarification be provided as well as their preference of preferred program. Noting that funding has been sought from the Royal Agricultural Society and if successful the Mayors Fund's contribution would be amended.

**K Harrison/C Sullivan
Carried by All**

Rural Support

Joy Beans wished to note what a wonderful service the Rural Support team has and continues to provide those fire affected residents.

Media

Michael Jones advised the meeting that information updates were being provided by Louise Johnson (Manger Community and Children's Services WSC) via the newsletter. Future updates will be provided in the various local publications in Dunedoo, Coolah and Cassilis as well as updates on Facebook.

WARRUMBUNGL E SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

NEXT MEETING: 18 December 2017, 9:00 am in the Jubilee Hall, Dunedoo.

MEETING CLOSED: 3:25 pm

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CHAIRPERSON

RECOMMENDATION

For Councils information

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

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

Division:	Executive Services
Management Area:	Governance
Author:	Manager Children's & Community Services – Louise Johnson
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: Leeanne Ryan (Acting General Manager), Michael Jones (Acting Director Corporate and Community Services), Kevin Tighe (Director Technical Services), Louise Johnson (Manager Children's and Community Services), Jane Barry, Linda Buckley, Troy Carey, Liz Cutts, Janet Fitzgerald, Lauren Harris, Hayman, Jean Henley, Ted, Holly, Will King, Ella Prouse, Nikela Stafford, Elain Tansey and Irene Worrell.

CHAIR: Leeanne Ryan, Acting General Manager

APOLOGIES: Cr Peter Shinton, Wendy Hill, Cr Anne-Louise Capel, Aileen Bell, Nea Worrell, Lorainne Condon, Judy Hayman.

PURPOSE OF THE MEETING

Acting General Manager, Leeanne Ryan provided an overview of the purpose of the meeting.

MINUTES OF PREVIOUS MEETING

Minutes of the Community Consultation Meeting held in Baradine on Monday, 28 November 2016 were discussed with the following Business Arising.

BUSINESS ARISING

Thank you for fixing windows at the Tennis Club. Thank you from Tennis Club.

COUNCIL PROJECT UPDATES

Australia Day Awards

Acting Director Corporate and Community Services, Michael Jones provided an overview of plans for Australia Day 2018.

Community Financial Assistance Donations

Acting Director Corporate and Community Services, Michael Jones provided an overview of Council's Financial Assistance Donations and encouraged people to apply in the next round.

Budget Submissions

Acting Director Corporate and Community Services, Michael Jones reminded attendees of the opportunity to have input into Council's budget planning process.

Regional Economic Development Plans

Acting Director Development Services, Aileen Bell provided information regarding the development of Regional Economic Development Plans and encouraged people to take part in upcoming consultations.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

COMMUNITY MATTERS OF INTEREST / CONCERN

Skate Activity Park

A number of residents presented information relating to a proposal to develop a skate activity park in Baradine. The project has been discussed with the community and there has been a need identified. Council was requested to provide support for the project including identifying a location and also support from a staff member of Council. Council commended this project and a location was discussed. Council requested a written submission and indicated once this was received they would allocate a staff member to assist with this project.

Recycling

Concerns were raised about where recycled material goes. Council advised that recycled materials do not go to landfill and provided an overview as to where our recycled materials do go. There was also discussion around the new 240L recycling bins. It was suggested that Council provide a brochure outlining what can be recycled and that this brochure be delivered, via a letter box drop, to residents.

Container Deposit Scheme

Residents enquired as to what is happening with the container deposit scheme. Council encouraged people to look online for further information in relation to this. Council will also provide further information as it becomes available.

Baradine Swimming Pool

Residents requested an update on the shade for the pool. Council advised that there is \$40,000 in this year's budget however this funding will not cover the shade structure that has been selected. Baradine Progress Association is actively seeking additional funding. Concerns were raised regarding how long the funding will remain in Council's budget. It was indicated that this is up to the Councillors. A question was asked about whether the design could be re-assessed. Council indicated that there are a number of options available and an alternative option could be selected.

A question was asked about the pool leaking. Council confirmed that the pool is leaking and at this stage they have been unable to work out how to stop the leak. Once it has been determined how and why the pool is leaking, then Council can develop a plan as to how to fix it.

Residents indicated that umbrellas that were put up at the pool a few years ago are not being used. Council will investigate why this is occurring and action as appropriate.

Concerns were also raised regarding the timing of upcoming swimming lessons. It was requested that these lessons start earlier. Council indicated they would follow this up with a view to having the lessons start earlier in the day, as requested.

Waste Depot – Bins

Residents enquired as to why skip bins had not been put back at the waste depot. Council advised that the tender process is still being worked out.

Kerbside Pickup

Residents enquired as to whether or not there will be a kerbside pick up soon? Council advised that there will be one in the Southern end of the Shire in December and it was likely that Baradine will have one around February 2018. Residents requested information on what can and can't be picked up be provided when the pick up is advertised.

Footpaths

A question was raised regarding what the coloured markings on the footpaths mean. Council advised that this indicates damaged parts of the footpath. The colour is used to highlight the difference in level and also to highlight to Council that it needs to be fixed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Aerodrome – Water Tanks

A question was raised about whether or not there is funding available to put water tanks out at the aerodrome. Council advised that the Rural Fire Service is not looking at putting water tanks at the Baradine aerodrome. It was suggested that if the community wants this to change then they need to speak to the Rural Fire Service.

Showground Sewerage

An update was requested in relation to sewerage being connected to the showground. Council advised that they are continuing to investigate this. Council currently has two (2) options they are looking at. Council has invested funding in to the design of this project. At this stage it is expected that implementation will cost at least \$100,000. It was requested that an update on this project be sent to the Showground Trust and Camp Cyprus.

Coonabarabran Mungindi Road

A local resident indicated they had been doing some follow up regarding the Coonabarabran Mungindi Road. Council indicated that their works on this road not be significant. Council confirmed that there are no unsealed sections on this road in Warrumbungle Shire. Council has previously supported the development of a report in to this work, and has used the report to attempt to get funding for the works, however funding has not yet been secured.

Park

Residents raised concerns about there not being any wheelchair access to the toilets in the park. Council indicated they would investigate this and action as appropriate.

Concerns were also raised about there not being gates. It was requested that gates be installed. It was noted that gates would need to swing both ways to enable wheelchair access.

Other concerns regarding the park were brought up including the need for the play equipment in the park to be fixed, the lack of handwashing liquid in the toilets, the lack of a syringe box and the tree on the edge of the park needing trimming. Council will investigate all these items and action as appropriate.

GENERAL BUSINESS

Creek Clean Up

Residents asked if there were any plans to clean up the creek. It was noted that this issue had been raised previously but that it had not been determined who was responsible – and therefore able – to clean this up. Council indicated that they needed to better understand where this was, and what was being requested, before being able to assess what can be done and who it can be done by.

MEETING CLOSED: 6:40 pm

RECOMMENDATION

That Council accepts the minutes of the Baradine Community Consultation meeting held on 17 November 2017 in the Memorial Hall Baradine.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

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

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Emergency Services Co-ordinator – Phil Southwell
CSP Key Focus Area:	Our Natural Environment
Priority:	P12 The long-term wellbeing of our communities is supported by ongoing provision of high quality health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management

PRESENT: David Maher (LEOCON – Chair), Russell McArthur (alt LEOCON), Steve Knight (NSW F&R), Brad Size (NSW F&R), Rod Williams (VRA Coolah), Glenn Clarke (VRA Coolah), Phil Lalor (SES Dubbo Headquarters), David Smith (SES Dunedoo), Bob Cosgrove (SES Baradine), Corey Philip (RFS), Andrew Young (RFS), Lisa Obst (Ambulance), Phil Southwell (Warrumbungle Shire Council – *Minutes*)

APOLOGIES: Kevin Tighe (LEMO), June Buck (Red Cross), Kel Wise (REMO), Rodney Coombes (VRA Coonabarabran), Sue Berry (Health, Coonabarabran MPS)

CONFIRMATION OF MINUTES

The minutes for the previous meeting were available prior to the meeting and also at the meeting for all committee members.

Philip/Williams

BUSINESS ARISING

Environmental Protection Authority email on Animal Disposal from Motor Vehicle Accidents
See Agenda Item (5).

AGENDA ITEMS

1. Regional Emergency Management Operations Report

Formal report attached to Minutes.

Discussion was held on: Emergency Management Operations System training; Regional Emergency Management Committee meeting and Health Exercise, and; 2018 Schedule of Meetings.

2. Contact Lists

Distributed to the meeting for amendments.

3. Events

- Coolah Christmas Event – 16 December 2017
- Baradine Christmas Event – 24 December 2017
- Coonabarabran Queen's Baton Relay – 31 January 2018
- Cassilis Rodeo – 3 February 2018

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

4. Exercise – Warrumbungle Hightops

Postponed for a fourth time due to Police restructure, and availability of various exercise props until the weekend of 7-8 April 2018. This date to be reconfirmed in the New Year.

5. Stock Disposal from Motor Vehicle Accidents (MVA)

At the last LEMC meeting, an Environmental Protection Authority (EPA) email from Dubbo EPA office dated June 2017 regarding disposal of animals indicated that the preferred method of disposal was burial as close as possible to the MVA site and that this method was acceptable.

Local experience has found that this has not occurred and the EPA has instructed emergency agencies, contractors, and/or Council to transport animal carcasses to waste disposal sites. In this area this has occurred with two MVA incidents.

The LEMC at the August meeting asked for more information from EPA and a further reply from EPA – Dubbo on 28 August 2017 indicated no clear guide to disposal and advised that concerns will be referred to the Disposal of Mass Carcass (DMAC) group.

The email did indicate that the euthanising of stock came under the recent Department of Primary Industry–Local Lands Service guidance material that has recently been reviewed and distributed.

Further information will be distributed once received. *(Both emails attached)*

GENERAL BUSINESS

Emergency Management Plan Booklet

With the completion of the Emergency Management Plan (EM Plan) a booklet containing the plan, Consequence Management Guide, Standard Operating Procedures and maps was distributed to all agencies, both in the Coolah/Dunedoo areas and also previously in the Coonabarabran/Baradine area.

Emergency Operations Centre Set up Standard Operating Procedures (SOP)

A new SOP is in the planning that will provide guidance in setting up the new Emergency Operations Centre (EOC), Coonabarabran for an incident. The SOP will include instructions for the operation of the phones and a dedicated computer.

Correspondence

- Report from REMO
- EPA email incoming

There being no further business the meeting closed at 8.10 pm.

The next meeting will be held at the Coonabarabran Rural Fire Service Building on Monday, 19 February 2018, following the scheduled Rescue Meeting.

.....
CHAIR

RECOMMENDATION

That Council notes the minutes from the Local Emergency Management Committee held on 20 November 2017 at Coolah.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Item 14 Minutes of Coonabarabran Sporting Complex Advisory Committee Meeting – 22 November 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, Ms Emmah Varty (Netball), Mrs Melanie Jenner (CJRL&NC), Mr Rob McMillan (Soccer), Mr Gary McKernan (Boxing), Mr Shane Weatherall (Manager Urban Services), Mr Kevin Tighe (Director Technical Services), Mrs Jennifer Parker (Manager Property & Risk).

APOLOGIES: Cr Kodi Brady.

CONFIRMATION OF MINUTES

3/1718 RECOMMENDED that the minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held on Wednesday, 27 September 2017 be confirmed.

Jenner/Varty

BUSINESS ARISING FROM THE MINUTES

The following matters were noted as outstanding:

- PA System – investigation required.

Repair & Upgrade Works Planned for the Sport & Recreational building

The Committee was given an overview of the scope of works that was included in Council's submission for the Stronger Country Communities Fund. In brief the following items will be addressed if the funding submission is successful:

- Squash court stairs and rails
- Replace clear roof sheeting
- Squash court upstairs infill
- Squash court infill of walls
- Repair NW end of squash court
- Scabble the floor in the squash court
- Squash courts lighting
- Hall air conditioning
- New roof for drop in.
- Seal the building
- Dismantle the grandstands
- New grandstands
- Kitchen stove
- Kitchen fridge
- Kitchen microwave L34 commercial
- Kitchen freezer
- Dishwasher

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

AGENDA ITEMS

a) Master Plan Options – Location of Long Jump Pit

4/1718 RECOMMENDED that the long jump pit is moved from the current location near the grass netball courts to No 3 Oval in an area between the southern side of the access road and the boundary fence with No 2 Oval.

Jenner/Varty

GENERAL BUSINESS

Report on Status of Netball Construction Project

The Committee was advised that construction duration of the proposed netball courts will be at least 6 months and that netball competition will need to be moved to other fields. The No 2 Oval may be used for netball competition however clashes with greyhound racing will need to be avoided. Consultation with the Coonabarabran Greyhound Club will occur when a draw is received from Junior League.

The Committee was advised that preparation of tender documentation for construction of the proposed netball courts is 80% completed. An independent expert Consultant has been engaged to provide advice to Council on design of the netball courts and to provide guidance and advice during construction.

It was noted that Council is yet to receive advice on the funding submission.

The Committee was presented with options for 'towers' for the netball/basketball fields. Also surface colour options were presented to the Committee.

5/1718 RECOMMENDED that the surface of the proposed courts is blue in colour with gold coloured lines for netball and pale blue/silver coloured lines for basketball.

Jenner/Varty

Council staff will determine best option for the playing towers.

The following matters were discussed without resolution:

- It was noted that there are several lights on No 3 Oval that are not working. Also some of the timber railing around No 3 Oval is in poor condition.
- A light netting will be attached to the timber fence on No 3 Oval, on the eastern side, to prevent soccer balls falling into the river.
- Comment was made that the grass surface on No 3 Oval is in excellent condition and has received many favourable comments from visitors.

There being no further business the meeting closed at 6.00pm

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Wednesday, 21 February 2018 commencing 5.00 pm.

.....
CHAIR

RECOMMENDATION

1. That Council accepts the Minutes of the Coonabarabran Sporting Complex Advisory Committee meeting held at Coonabarabran on Wednesday, 22 November 2017.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

2. That the long jump pit is moved from the current location near the grass netball courts to No 3 Oval in an area between the southern side of the access road and the boundary fence with No 2 Oval.
3. That the surface of the proposed courts is blue in colour with gold coloured lines for netball and pale blue/silver coloured lines for basketball.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

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

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

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

ATTENDING: Liz Webster (Minutes)

1. **APOLOGIES:** Cr Brady, Cr Iannuzzi, Cr Brady, Cr Doolan (delayed) and Cr Clancy (will be leaving for an appointment).

Clancy/Todd

2. **MINUTES**

RESOLVED That the minutes of the Finance and Projects Committee meeting held on 1 August 2017 be accepted.

Capel/Hill

Business Arising
None

3. **Quarterly Business Review Statement (QBRs)**

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

9:15 am Cr Doolan joined the meeting.

9:23 am Acting Director Development Services joined the meeting.

10:00 am Cr Clancy left the meeting.

RECOMMENDATION: That the Fourth Quarter Business Review Statement (QBRs) be accepted with the following changes;

- Increased in Capital Income relating to new RFS Capital plan \$887,498.
- Decrease in Fags grant as the prepayment from last year is being used this year and an adjustment for an overpayment made last year by the Commonwealth to the State netting a reduction of \$3,202,278.
- Removal of a budget increase of \$420,000 relating to the Council's contingent support of the TRRRC. The Committee noted that the support is there but is contingent and as such should not be recognised.

Capel/Todd

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

ACTION: Chief Financial Officer to provide more detailed reporting regarding Business Arms of Council.

ACTION: Chief Financial Officer / Director Technical Services to prepare a list of projects awaiting completion to enable prioritisation of projects to be provided to Councillors.

10:35 am Meeting suspended for Morning tea.

11:10 am Meeting resumed.

4. Financial Statements

Chief Financial Officer presented the audited Financial Statements and advised of the process now that the financial statements are audited by the Auditor General as well, this year being the first year.

Hill/Lewis

Acting General Manager advised the meeting that the possibility of Crown Land being transferred to Council resulting in changes to costs and special schedules information. Possibly approximately 80 separate parcels of land.

ACTION: Report to be provided to Council once further information received.

5. General Business

Joint Organisation of Councils

Mayor advised the meeting that the members of OROC need to make a decision regarding whether to form a Joint Organisation of Councils or remain in the current ROC. Funding will only be provided if the decision to change is made now rather than later. Rural Councils are separate and could not remain as current structure

OROC will be meeting Friday 1 December and matter will be discussed further.

.....
CHAIRPERSON

Meeting Closed: 11:42am

RECOMMENDATION

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

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Item 16 Minutes of TRRRC 355 Advisory Committee Meeting – 6 December 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; Cr Anne- Louise Capel (Chair), Peter Campbell, Sally Dent, John Horne, Fiona Luckhurst, Neville Stanford, Sue Stoddart and Mary Warren.

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

1. **APOLOGIES:** Cr Peter Shinton, Sally Dent and Lawrence Amato.

WARREN/HILL

2. **DECLARATION OF PECUNIARY OR NON PECUNIARY INTEREST**
None.

3. **CONFIRMATION OF MINUTES**
18/14 RECOMMENDATION: that minutes of the Three Rivers Regional Retirement Community S355 Committee meeting on 8 November 2017 be accepted.

WARREN/STANFORD

4. **BUSINESS ARISING**
None.

5. **CAPITAL WORKS UPDATE – Manager Projects**
Frames are up for villas 9, 11 and 12. The third Progress Payment Claim has been submitted for \$41,363.45.

Variation one (1) was presented to the Committee – Builder has suggested a change to the type of tanks on the villas from steel to poly enabling a saving of \$11,277 to the project.

18/15 RECOMMENDATION: that the first variation be accepted to change the steel tanks to poly tanks.

WARREN/STANFORD

Variation two (2) was presented to the Committee – this variation is in dispute.

6. Variation three (3) was presented to the Committee – Disused asbestos stormwater piping under ground was discovered when excavating the slab for villa 18. The Contractor has quoted to remove approximately 10 tonnes of piping and surround soil appropriately for \$6,655. Council would only be charged the tonnage that is removed.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

18/16 RECOMMENDATION: that the quote for the removal of the unused asbestos storm pipe be approved and the variation be accepted.

HILL/WARREN

Extension of Time has been accepted for seven (7) wet days in October and November.

Warrumbungle Shire Council's Manager Projects confirmed that there is a disputed payment noted in the last invoice for a sub contractor. This is a dispute between that Contractor and Boulus Constructions and not an issue for Council.

7. **FINANCIAL MODELING** – Chief Financial Officer
Item was postponed due the Chief Financial Officer being unable to attend the meeting. A meeting in late January is to be arranged to address the outstanding matters with the Financial Modeling.
8. **ADVERTISING AND MARKETING** – Manager Property and Risk and Director of Community and Corporate Services
Local Expression of Interest (Eol) has been advertised for design of the website for the Three Rivers Regional Retirement Community. This will be closing on the 20 December 2017.
9. **VILLAGE RULES** - Manager Property and Risk.
A draft Village Rules document will be emailed to all Committee members for consideration and approval at the next meeting.
10. **GENERAL BUSINESS**
Welcome to the Committee to Fiona Luckhurst.

The resignation of Peter Campbell was given to the Acting General Manager as required by the Terms of Reference for the Three Rivers Regional Retirement Community Committee.

The Three Rivers Regional Retirement Community Committee submitted to the Acting General Manager a name of a person considered by the Committee to be a suitable replacement. Alice Mayes is the Agriculture Teacher at Dunedoo Central School. The Acting General Manager took this request on board and will let the Committee know if it is decided to accept the appointment.

Sue Stoddart raised an issue of a confidential nature with the Committee. Mrs. Stoddart will forward the particulars to the Manager Property and Risk to investigate and facilitate an outcome.
11. **NEXT MEETING:** First Wednesday of each month – 7 February 2018, 4:30 pm at the Old Bank Building Meeting Room

MEETING CLOSED: 6:30 pm.

RECOMMENDATION

That Council accepts the minutes of the Three Rivers Regional Retirement Community S355 Committee meeting held at Dunedoo on 6 December 2017.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Item 17 Coolah Water Quality

Notice of Motion

Title Name: Coolah Water Quality

Councillor Capel, with the support of Councillor's Hill and Doolan, has advised that at this meeting of Council she intends moving the following Notice of Motion:

'That an investigation is undertaken by council and a report brought back to council regarding a solution (and costs) to improve the palatability of the Coolah town water supply and reduce the effects of the mineralisation which is causing hot water elements to break as well as damaging tapware and associated fixtures and fittings.'

**ANNE-LOUISE CAPEL
COUNCILLOR**

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Item 18 Monthly Report

Notice of Motion

Title Name: Monthly Report

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

'That from the February 2018 meeting of Council, the Mayor is to table a monthly written report that includes as a minimum the following information:

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

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

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

RATIONALE

Despite very clear requests from Council during Council discussions, the Mayor has not kept Councillors informed about his movements and dealings, making it difficult for Councillors to perform their roles.

ANIELLO IANNUZZI
COUNCILLOR

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Item 19 Records Management for Councillors

Notice of Motion

Title Name: Records Management for Councillors

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

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

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

ANIELLO IANNUZZI
COUNCILLOR

RECOMMENDATION

For Council’s consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Item 20 Independent Legal Advice

Notice of Motion

Title Name: Independent Legal Advice

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

- ‘1. In relation to Resolution 209/1718 the instructions given to Hunter Legal be withdrawn forthwith and that Corrs Westgarth Chambers be engaged to seek legal advice with respect to the process, advice and decisions made surrounding the termination of the former General Manager, with the direct brief being agreed upon by Councillors prior to engagement.*
- 2. In giving instructions to those solicitors Council shall provide all documents including correspondence to and from legal representatives, any legal documents, all and any internal file notes, memoranda or such other document as Corrs Westgarth Chambers may seek. Additionally Councillors and Council staff shall provide any information sought by those solicitors.*
- 3. That WSC cease to be a financial member of LGNSW.’*

ANIELLO IANNUZZI
COUNCILLOR

RECOMMENDATION

For Council's consideration.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Item 21 Councillor Anne-Louise Capel Log of Activities Report

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

Councillor Anne-Louise Capel Log of Correspondence, Meetings, Phone Calls, Discussions, Complaints

Dates	Time	Location	Role		Method	Concerning	
12/10/2017	pm	home	councillor		phone	grants	
				Coona Showground			
16/10/2017	7.00pm	Coolah				Bowen Oval	
18/10/2017	2.00pm	Coona	EDT Chair		meeting	Showcase meeting	
19/10/2017	8.30am	Coona	councillor		meeting		
30/10/2017	5.30pm	Coolah	Councillor	residents	meeting	community	
31/10/2017	11am	Coona	councillor		w/shop 355	GM Recruitment	
31/10/2017	4.30pm	Dunedoo	Chair		meeting	Robertson Oval	
31/10/2017	5.30pm	Dunedoo	councillor	residents	meeting 355	community	
1/11/2017	4.30pm	Dunedoo	chair		meeting	TRRRC	
7/11/2017	5.30pm	Coona	councillor	residents	meeting	community	
8/11/2017	noon	Dunedoo	councillor	volunteers		lunch	volunteers lunch

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

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>Issue</i>
10/11/2017	10:00 AM	Dubbo	Chair	Orana arts	meeting	
13/11/2017	5.30pm	Binnaway	Councillor	residents	meeting	community
15/11/2017	5.30pm	Mendooran	councillor	residents	meeting	community
16/11/017	8.30am	Coolah	Councillor	WSC	meeting	council
16/11/2017	pm	Coolah	Councillor	residents	in person	Piles at Coolah Tiip unsightly
23/11/017	am	home	Councillor	CCS	phone	Invited to present award
24/11/2017	pm	home	councillor	ratepayer	phone	Asbestos burnt house
25/11/2017	am	Coolah	councillor	residents	in person	Recycling Deposit Scheme
27/11/2017	am	Coona	Councillor	F&P	meeting	Finance & projects, QBRS
29/11/2017	2pm	Coona	Councillor	EDT	meeting	Lifestyle Showcase
29/11/2017	7pm	Coolah	Councillor	CYCC	AGM	Independent Chair for AGM
2/12/2017	noon	Coona	Councillor	WSC	Luncheon	Mayors Xmas Party
4/12/2017	pm	home	councillor	residents	phone	layback on curb
5/12/2017	pm	home	Councillor	ratepayer	phone	damaged star pickets
05/12/017	pm	home	Councillor	ratepayer	email	asbestos burnt house update
5/12/2017	pm	Coolah		CDDG	meeting	local development group meeting
6/12/2017	pm	Dunedoo	Councillor	TRRRC	meeting	

RECOMMENDATION

That the report be noted.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Item 22 Reports from Delegates

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

Monday November 6 Councillor Todd and I attended the Presidents welcome reception for the Australian Local Government Association's (ALGA) National Local Roads and Transport Congress held in Albany, W.A.

The Congress which initially started in Moree in 2000 now attracts Councillors and engineers from around the country and is arguably the premier local road and transport conference.

Tuesday November 7 delegates heard that Roads to Recovery (R2R) was introduced by Deputy Prime Minister John Anderson back in 2000 with \$300 million shared between Australian Local Government entities. That has risen to \$400 million today and has delivered over 55,000 projects over that time. Roads are the largest community owned asset in both Australia and New Zealand. The safety of roadworkers on maintenance or construction sites is difficult to control; driver compliance is low and is usually caused by roadwork signs in place but no roadworks or signs left out over night or set up poorly and not to standard. Driver suicide has also been identified as an increasing cause of accidents. We heard from one speaker that there are 2 billion smart phone users 10 years after its introduction and that will increase to 50 billion users by 2020. Speeding on the road network can be measured if you have a smart phone in your car in 200m sections of every road; Autonomous (driverless) vehicles will be on city roads within 10 years and will cause disruption to many industries, including car sales, insurance, licenses, public transport, mobility services, parking stations, policing to name a few.

1300 people died on the nation's roads last year; 60% on regional roads when only 33% of the population live in the regions. The problem is a worldwide phenomenon and is worsening; could be distraction eg. mobile phones or drug driving. Previously the introduction of seat belts, breath testing and radars slowed the spiraling death toll on roads but researchers are at a loss of how to reverse this new trend.

Wednesday November 8 another set of speakers informed us that 70% of Australia's road network are local roads controlled by Local Government. These roads have a value of \$74 billion; 11% are in a poor to very poor state and would cost around \$8 billion to repair.

The introduction of autonomous vehicles is limited in Australia because of our poor supply of reliable positioning technology the accuracy being around plus or minus 5 metres.

We also heard that we have a backlog of over \$633 million in storm water infrastructure and I was surprised that on a show of hands our Shire is one of about 20 Australia wide who have introduced a levy to rectify this backlog.

RECOMMENDATION

That the Delegates reports be received and noted.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 14 December 2017

Item 23 Correspondence

Item 23.1 Circulars / Newsletters

Circular Details (Office of Local Government)	Title
17-40 / 6 December 2017 / A573892	Consultation on the Draft Model Code of Meeting Practice for Local Councils in NSW
17-39 / 6 December 2017 / A573908	Consultation on the Proposed Councillor Induction and Professional Development Guidelines
17-38 / 24 November 2017 / A572139	Update on implementation of the Biodiversity Conservation Act 2016
17-37 / 20 November 2017 / A571321	Local Sport Defibrillator Grant Program
17-36 / 09 November 2017 / A569234	Annual Code of Conduct Complaints Reporting
17-35 / 09 November 2017 / A566474	Special Variation and Minimum Rate Variation Guidelines and Process for 2018/2019
17-34 / 31 October 2017 / A569168	GIPA Contracts Register
17-33 / 30 October 2017 / A569169	GIPA Annual Reporting Obligations
17-32 / 30 October 2017 / A568728	2017 Edition of the Councillor Handbook
17-31 / 24 October 2017 / A564510	Updated Practice Note 15 – Water Safety
17-30 / 23 October 2017 / A565071	Consultation on drafts of the new Model Code of Conduct for Local councils in NSW and associated Procedures
17-29 / 10 October 2017 / A524071	Investment Policy Guidelines – Interim TCorp Waiver
17-28 / 09 October 2017 / A541286	2017-2018 Calendar of Compliance and Reporting Requirements
17-27 / 25 September 2017 / A559732	End of Year Financial Reporting 2016-17
17-26 / 14 September 2017 / A552177	2017 “Hit the Ground Running” Councillor Workshops for councils with elections in September 2017 – promotional flyer and online registrations
17-25 / 07 September 2017 / A563176	Container Deposit Scheme and waster management contracts

Media/Alert Release Details (Local Government NSW)	Title
6 December 2017	Community wants local decisions made locally
6 December 2017	Local Government – Voice of the Community
5 December 2017	Councils arrive at annual Local Government NSW conference
28 November 2017	Rate Cap improved, but its still a slight of hand says Sector.
24 November 2017	Local Government NSW Annual Conference
	Have your say on new Code of Conduct for Councils

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22 November 2017	Don't Play Reno Roulette, warns Local Government NSW
21 November 2017	LGNSW calls for greater library funding
3 November 2017	LGNSW welcomes announcement of new laws to create Joint Organisations
27 October 2017	LGNSW welcomes key changes to GSC's District Plans for Sydney
26 October 2017	Parkes to host local government tourism conference
24 October 2017	LGNSW says Government plans must deliver infrastructure
	Local Government NSW Hosts Inaugural Planning Awards
23 October 2017	Minister's Councillor crackdown a missed opportunity
11 October 2017	LGNSW Excellence in environment awards 2017
6 October 2017	Warrumbungle Councillor Suspended for Misconduct

Ministerial Media Release Details (Office of Local Government)	Title
6 December 2017	Supporting and Strengthening Local Government
23 November 2017	Joint Organisation Legislation passes Parliament
22 November 2017	New Legislation to shake up NSW Water Compliance and Enforcement
14 November 2017	Shining a light on Women in Local Government
3 November 2017	Joint Organisations to bolster regional Councils
23 October 2017	Crackdown on badly behaved Councillors

Planning Circulars (Department of Planning)	Title
17 November 2017	Conditions of consent for fibre-ready facilities and telecommunications infrastructure
20 September 2017	Regulating expansion of schools
19 September 2017	Amendment to provisions for concept (formerly 'staged') development applications

RECOMMENDATION

That the Correspondence for Council be received and noted.

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Item 24 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 November 2017.

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	November	-	-	-
Cr Todd	November	910	0.78	709.80
Cr Brady	November	608	0.78	614.64
Cr Capel	November	-	-	-
Cr Clancy	November	-	0.78	-
Cr Doolan	November	670	0.78	522.60
Cr Hill	November	-	-	-
Cr Iannuzzi	November	330	0.78	257.40
Cr Lewis	November	268	0.78	209.04
			Total for November:	\$2,313.48

RECOMMENDATION

For Council's information.

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Item 25 Joint Organisations

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

Reason for Report

To provide Council with information on Joint Organisations and seek Council's involvement as part of a Joint Organisation (JO).

Background

Correspondence has recently been received from Office of Local Government (OLG) informing the recent passage by the NSW Parliament of the *Local Government Amendment (Regional Joint Organisations) Bill 2017*. This legislation allows for Councils to voluntarily join new Joint Organisations (JOs) to strengthen regional coordination and improve the delivery of important infrastructure and services for communities through:

- strategic planning,
- collaboration,
- shared leadership.

A copy of the correspondence and associated information is attached under separate cover.

Council has been formally invited to nominate to form a JO, and OLG are encouraging commencement of negotiations with the Councils in our planning region.

The following points provide information on JOs:

- A JO is a new entity under the LG Act comprising member Councils in regional NSW to provide a stronger voice for the communities they represent.
- Each JO will comprise at least three member Councils and align with one of the State's strategic growth planning regions. One of the member Council's Mayors will be elected Chairperson and an Executive Officer appointed.
- JOs will transform the way that the NSW Government and local Councils collaborate, plan, set priorities and deliver important projects on a regional scale.
- JOs will provide a forum for Councils, agencies and others to come together and focus on their regional priorities – the things that matter for that region. JOs will help drive the delivery of important regional projects – the infrastructure and services that local communities need.

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- JOs will also provide Councils with a more efficient way to deliver shared services for members and the region. Where member Councils agree, they can choose to share a common approach to services.
- The NSW Government will provide \$3.3 million to support Councils to establish JOs.
- The NSW Government will only support the creation of JOs within existing state planning regions and in regional NSW.
- Councils are invited to nominate to form a JO in their region, and are encouraged to open discussions with their neighbours as soon as possible.
- JO boundaries should; align with one of the State's planning regions, demonstrate a clear community of interest between member Councils and regions, not adversely impact on other Councils or JOs, for example, leaving too few Councils to form a JO, be based around a strong regional centre or centres, be of appropriate size to partner with State, Commonwealth and other partners, consistent with previous Government decisions on JOs.

Issues

At the OROC meeting held on Friday, 1 December 2017 considerable discussion on JOs took place. Points from the discussion include:

- Membership to a JO is voluntary.
- A Council resolution is needed to join a JO.
- JOs to be set up as a body corporate under the LG Act.
- A decision from Council is required by 28/02/18
- If Councils are not part of a JO, funding from State Government may not flow down for new projects.
- State Government would prefer to deal with a JO, not a number of Councils.
- No ongoing funds will be provided at this stage to run a JO, only a one off \$3.3M to set up a JO.
- Legislation to enable the Act is in process of being drafted, this will be via a Regulation.

OLG attended the session and answered questions from the OROC group. As a result the following motion was moved and carried:

'That OROC supports to form a Regional Joint Organisation with the current OROC membership and that each Council resolve their own position by way of a Council resolution prior to the next OROC meeting.'

The majority of Councils at OROC were in favour of becoming part of a JO.

Options

Council needs to resolve whether it seeks to become part of a JO.

At this stage, it is necessary for Council to indicate its intentions. If Council indicates that it does want to become part of a JO, the process will require formalising at the February 2018 Ordinary Council Meeting whereby specific resolutions will be required.

Financial Considerations

N/A.

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RECOMMENDATION

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

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Item 26 Service Awards

Division:	Executive Services
Management Area:	Governance
Author:	Manager Administration and Executive Assistant to the General Manager – Glennis Mangan
CSP Key Focus Area:	Council provides strong civic and regional leadership, and undertakes its governance and service delivery tasks with integrity.
Priority:	Councillors are well supported in fulfilling their role in civic leadership and in being accessible and actively involved in representing the shire.

Reason for Report

To advise Council of the Service Awards Presentation conducted at the Local Government Annual Conference held in Sydney on 4th, 5th and 6th December 2017.

Background

Local Government NSW grants up to three awards for long-serving elected members who meet the eligibility criteria. These awards include:

Outstanding Service

Elected members that have completed a cumulative total of at least 20 years of service to Local Government in NSW.

Certificate of Service

An acknowledgement of the work of retiring or long-serving elected members. Currently serving elected members: completion of three terms (12 years).

Emeritus Mayor

This award is intended to provide ongoing recognition to those who have served six years as a Mayor. Local Government NSW recognises senior members as Emeritus Mayors.

Councillor Peter Shinton was presented with these awards for his long-serving commitment to Warrumbungle Shire and the previous Coonabarabran Shire.

Councillor Shinton has served a total of 22 years with Council commencing in 1995. He has served as Mayor for this Shire since 2004.

Issues

Nil.

Options

Nil.

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Financial Considerations

Nil.

RECOMMENDATION

For Council's information.

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Item 27 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:

- Completion of required site audit and air monitoring - there was no recorded loose fibres and a clearance certificate has been reissued.

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- Slabs for units 9, 10, 11 to 14 have been poured
- Frames on 9 and 10 stood and roofing applied
- Storm water retention dam installed
- Sub surface drainage started

Options

Nil.

Financial Considerations

Invoice for reimbursement submitted for November was for \$201,762. This invoice covered construction cost for the Primary Contractor, purchase of plants for landscaping, asbestos air monitoring, site audit and internal staff costs.

The last payment Council received for this project in November amounted to \$152,362.66.

Financial Report as at 30 November 2017

Sources of Funds		
Total Grant Funding from Restart NSW	\$4,500,000	
Commonwealth Stronger Regions Fund	\$2,450,000	
Mendooran/Dunedoo Hostel Inc.	\$500,000	
Total External Funding		\$7,450,000
Expenditure to Date		
Acquisition and Remediation of site	\$899,529	
Progress payments to Boulus Constructions	\$240,158	
Total Fund Expended to date		\$1,139,687
External Funding not yet expended		\$6,310,313

RECOMMENDATION

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

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Item 28 Council Resolutions Report December 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 March 2017 to November 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 29 Monthly Report from Human Resources – December 2017

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

Reason for Report

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

Background

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

Since the last Council Meeting in November 2017 the following positions have been advertised either internally or externally: None to report.

Positions filled since last Council meeting:

- Temporary Supply Officer Coonabarabran

Resignations

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

- Supply Officer Coonabarabran
- Learning and Development Officer Coonabarabran
- Temporary Manager Water

Issues

No issues.

HUMAN RESOURCES TEAM REPORT

LEARNING AND DEVELOPMENT

Training courses undertaken in November:

- Aeronautical Radio Operators Course
- Rural Fire Services Emergency Response
- Induction – Online – completed by 200 employees and contractors

HR PROJECTS

The Induction Capability Project is continuing, with over 200 staff and contractors completing their inductions to date. The cooperation from both contractors and employees continues to be outstanding.

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This change to Council's induction process has reduced the cost of inductions by approximately 73% on an ongoing basis and reduces Human Resources staff time by approximately 90% per induction.

Councillors are reminded to complete their induction prior to the Council meeting, in preparation for the SafeWork NSW training session.

WORKPLACE HEALTH AND SAFETY

There was 1 incident in the month of November with 0 new Claims. Conducted 3 workplace inspections; 9 action items issued; with 5 items completed.

Workers Compensation and Incidents for November

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

RECOMMENDATION

For Council's information.

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Item 30 Yearly Excellence in Achievement Awards – Individual and Team

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

Reason for Report

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

Background

These Annual Awards are presented in December.

Issues

MANEX and the Manager Group considered the following staff and teams who were successful in winning Quarterly Awards for their excellence and dedication in their individual and team positions.

Individual Employee Excellence Nominations

First Quarter -	Geoff Stephenson
Second Quarter -	No nominations received
Third Quarter -	Kerry Clunies-Ross
Fourth Quarter -	No nominations received

By majority vote, it was agreed that the Warrumbungle Shire Council Employee Excellence in Achievement 2017 is to be awarded to Geoff Stephenson, GIS Officer from Corporate and Community Services in Coonabarabran.

Team Excellence Nominations

First Quarter -	No nominations received
Second Quarter -	Waste and Recycling Crew
Third Quarter -	No nominations received
Fourth Quarter -	No nominations received

It was agreed that the Warrumbungle Shire Council Team Excellence in Achievement 2017 is to be awarded to the Waste and Recycling Crew from the Development Services Division.

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Options

- Consideration of decision by MANEX and Manager Group to award the Yearly Individual Employee Excellence Award 2017.
- Consideration of decision by MANEX and Manager Group to award the Team Excellence in Achievement Award 2017.

Financial Considerations

The Employee of the Year will receive 5 days Special Leave to be taken at a time that suits the employee, 'gratis' the following year and the team winning the Team Achievement of the Year will nominate a charity of their choice that Council will donate \$500 to.

RECOMMENDATION

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

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Item 31 Forensic Audit

Division:	Corporate Services
Management Area:	Corporate Services
Author:	Director of Corporate and Community Services – Michael Jones
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF8 Council undertakes periodic performance reviews to ensure the effective and efficient management of its assets, finances and workforce and modifies its actions to deliver better outcomes for the community.

Reason for Report

To report back to Council on the following motion:

***‘A motion was moved by Councillor Iannuzzi and seconded by Councillor Doolan 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.’
(Resolution 138/1718 of 19 October 2017)***

Background

The motion seeks to have an independent auditor(s) review Council’s finances for the past 4 years. It’s important to note in considering this motion that over the past 4 years:

- Financial Statements have been audited as per Australian Accounting Standards.
- Financial Statements have been audited by independent audit firms who have signed off on a clean bill of health with no reported matters of fraud or wrong doing with last year’s financial statements audited under the NSW Auditor General Department.
- Financial Statements have been reviewed by the Finance and Projects Committee meeting and endorsed by Council.

Issues

Depending on Council’s decision, such a cost for a full Forensic Audit is currently not budgeted for and would potentially have an impact on the current year’s financial results.

Council needs to weigh up the cost of such an investigation and determine if such a cost is justified by any potential benefits.

Council also needs to note that it is unlawful to direct an audit to single out a person or persons in such an exercise. An audit could however be directed to look at an area or level of staff – ie. Managers and above, MANEX, or all Councillors.

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Options

1. A full Forensic Audit of Council finances for the period 1 July 2013 to 30 September 2017.
2. A reduced Forensic Audit in scope and date range. Based on feedback from a number of accounting firms (Forsyths, Luka Group) most fraud perpetrated by staff usually occurs in a small number of areas. The most likely areas being:
 - (a) Corporate Credit Cards,
 - (b) Leave and Entitlements, and
 - (c) Use of third party consultants.

Additionally the date range could also be reduced to cover only the last financial year (2016 / 2017) to keep costs at a minimal level. If anomalies were discovered in last year, then additional years could be investigated in a focused area.

3. Use of soon to be established “Audit Committee” to focus investigation on areas of concern and ensure the correct controls and checks are in place.
4. Do nothing.

Financial Considerations

A summary of the cost estimates for the above four options are:

1. A full Forensic Audit – Estimated at upwards of \$400,000.
2. For a reduced scope on a Forensic Audit estimate is circa \$30,000.
3. Nil. Cost covered in the normal function of the Audit Committee.
4. Nil. No action would be taken.

RECOMMENDATION

That Council endorse a reduced Forensic Audit in scope and date range covering the areas of Corporate Credit Cards, Leave and Entitlements and Third Party Consultants over the last financial year only. **FURTHERMORE** that Council seeks an expression of interest from accounting firms to conduct a reduced scope Forensic Audit with a report brought back to Council to determine the engagement of an accounting firm.

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

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

Reason for Report

To table to Council the minutes from the Macquarie Regional Library Committee meeting held on 14 November 2017 in Dubbo. The minutes have been forwarded to Councillors under separate cover.

Background

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

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

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

Issues

Nil.

Options

Nil.

Financial Considerations

As per the contract.

RECOMMENDATION

That the minutes of the Macquarie Regional Library Committee meeting held on the 14 November 2017 are noted by Council.

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

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 October 2016**)

- ‘1. That Council proceeds with gazettal of the following:
a. Create a new Locality of Cobbora.’*

Background

This document refers specifically to Items 1a. Its purpose is to report progress on this item.

Residents in and around the village of Cobbora had brought to Council’s attention the village of Cobbora was not recognised for postal requirements, but was identified as part of Dunedoo. This raised a number of concerns particularly relating to matters such as insurance and addressing.

It also caused logistical problems in gaining utility services such as telephone or electrical, where the technician would go to Dunedoo (the town) and was unable to locate them, which often necessitated a rescheduling to enable the correct address to be located. Additionally, not being in Dunedoo the town has also lead to deliveries being delayed or misdirected.

In Council determining the new locality of Cobbora a number of criteria were used. These included:

- Current locality boundaries
- Mailing data from rates database
- Australia Post delivery contracts
- Keeping Assessments together
- Water courses and roads – i.e. geographical features/boundaries
- Parish maps
- RFS brigade service areas

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Issues

During the 28 day public exhibition period numerous submissions of objection were received. These objections related to errors in the initial request for comment in 2016, primarily that they had not received this initial notification.

Investigation determined that this was due to a number of factors including incomplete addressing, incorrect assumptions of who needed to be targeted, and the inability for the rates database to allow for targeted mailing via a spatial constraint.

Because of these factors, those residents missed out on a key educational component of the process. That being the understanding that property addressing and mailing addressing can be mutually exclusive. There was also failure to communicate this in the subsequent communications.

A flow chart of the process to change / establish a locality is included in an enclosure.

Options

The options for council are:

1. Continue as originally planned with the currently proposed locality boundaries (*Refer enclosed Map 1*).
2. Take into consideration the residents' concerns and commence further investigation and community consultation.

Financial Considerations

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

RECOMMENDATION

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

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

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

Reason for Report

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

Background

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

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

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

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

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

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

- Balance Sheet as at 30 September 2017 (**QBRs: Part 9**);
- A Summary of Results that links the function view of Council's activities back to Council's Income Statement and Cash Flow Statement (**QBRs: Part 4**);
- A Loan Movement Schedule (**QBRs: Part 11**).

A copy of Council's first quarter QBRs for the quarter ending 30 September 2017 is provided under separate cover as an Appendix to the December 2017 Business Paper.

Issues

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

- Council's YTD surplus/ (deficit) from Council's Income Statement is a surplus of \$5.762m;
- Council is currently forecasting an accrual surplus (per Council's income statement) of \$9.744m at the end of the financial year which represents a \$7.240m increase relative to the original budget. Note: this surplus is reliant on the completion of Council's significant Capital Program;
- Council has currently spent \$2.846m of its proposed \$26.052m (11%) Capital Program;
- Council's major Supplementary votes:-
 - Over \$1m in RFS building projects (Council to contribute 11.7%. RFS contribution of \$890k not included in Sept QBRs);
 - Recognition of \$235k in unbudgeted Executive Salary expense YTD;
 - Recognition of a number of small capital cost over runs;
 - Redistribution of a number of Capital Allowances to specific projects;
 - The request to drop a number of major Water & Sewer Capital Projects.
- Council's cash and investments balance is currently forecast to decrease from \$17.909m to \$12.25m at 30 June 2018, assuming Council's extensive Capital Program is completed this financial year;
- Council's unrestricted cash and investments balance is (\$2.318m) as at 30 September 2017;
- Council's cash surplus/(deficit), which includes capital expenditure and loan movements, but excludes other balance sheet movements and depreciation, is forecast to be a deficit of \$2.859m in General Fund at year end. This figure includes Supplementary Votes submitted for approval as well as Revotes of \$13.204m;
- Council is currently forecast to report a cash deficit of \$8k in the Water Fund, and \$2k surplus in the Sewer Fund.

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

Options

The suggested Supplementary Votes for the September quarter results in a \$826k decline in Council's General Fund position (*excluding RFS capital contribution of \$890k*).

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Council has two options in regard to the Supplementary Votes suggested in the September QBRs:

1. Approve the Supplementary Votes;
2. Approve the suggested Supplementary Votes but either postpone selected current year Capital Projects to 2017/18 or reduce recurrent expenditure budgets to reduce Council's forecast year end deficit in General Fund.

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

Financial Considerations

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

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

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

Line Item	General	Water	Sewer
Original Budget	(37,936)	-	-
Revotes Revenue	5,345,476	1,332,682	881,601
Revotes Capital	(10,234,096)	(2,658,107)	(311,593)
Revotes Restricted Assets	2,892,756	174,476	(747,872)
Total Revotes	(1,995,864)	(1,150,950)	(177,864)
Revised Budget Post Revotes	(2,033,800)	(1,150,950)	(177,864)
Q1 Revenue Sup Votes	-	-	-
Q1 Expenditure Sup Votes	(320,000)	-	-
Q1 Capital Sup Votes	(505,561)	1,142,452	179,861
Q1 Restricted Asset Movements	-	-	-
Total Revotes	(825,561)	1,142,452	179,861
Revised Budget Surplus/(Deficit)	(2,859,361)	(8,498)	1,997

Statement by Responsible Accounting Officer

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

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

RECOMMENDATION

That Council accept the Quarterly Budget Review Statement for the quarter ending 30 September 2017, and approve the requested supplementary votes.

WARRUMBUNGLE SHIRE COUNCIL

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

Division:	Corporate Services
Management Area:	Financial Services
Author:	Rates Officer – Alira Carlyle
CSP Key Focus Area:	Local Government and Finance
Priority:	GF5 Council is severely burdened by the increasing Costs of service provision & asset management and its reliance on grants and other funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

Reason for Report

To seek Council approval for a change of rate categorisation for Assessment number 10016541 from Business to Residential.

Background

Council has received a request from a rate payer, Assessment number 10016541, Lot 7, Section 2, DP758668 requesting a change of rate categorisation from Business to Residential.

The land in question is the rate payer's primary place of residence only and is no longer being used as a business. The owner wishes to have the land re-categorised to Residential for rating purposes.

Issues

Section 516 (1)(a) of the Local Government Act 1993 states that for land to be categorised as Residential its dominant use is for residential accommodation (otherwise than as a hotel, motel, guest-house, backpacker hostel or nursing home or any other form of residential accommodation (not being a boarding house or a lodging house) prescribed by the regulations).

The parcel of land in question being Lot 7, Section 2, DP758668 meets the conditions of S516 (1)(a) as the dominant use of the land is for residential purposes.

Council uses a number of resources to determine the correct categorisation which may include:

- An explanation in writing from the rate payer and/or application form
- A site inspection from a Council employee
- Any Development Application that has been submitted
- Zoning of vacant land

Options

Council can accept the request for re-categorisation from the date the request was received, being 16 August 2017.

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Council can deny the request.

Financial Considerations

Should Council approve the change in categorisation from the 16 August 2017 the result would be a decrease in notional revenue of \$275.34.

RECOMMENDATION

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

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

Division:	Corporate Services
Management Area:	Financial Services
Author:	Rates Officer – Alira Carlyle
CSP Key Focus Area:	Local Government and Finance
Priority:	GF5 Council is severely burdened by the increasing Costs of service provision & asset management and its reliance on grants and other funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

Reason for Report

To seek Council approval for a change of rate categorisation for Assessment number 10016541 from Business to Residential.

Background

Council has received a request from a rate payer, Assessment number 10034213, Lot 9, DP650591 requesting a change of rate categorisation from Business to Residential.

The land in question is the rate payer's primary place of residence only and is no longer being used as a business. The owner wishes to have the land re-categorised to Residential for rating purposes.

Issues

Section 516 of the Local Government Act 1993 states that land to be categorised as Residential it must be a parcel of rateable land valued as one Assessment and its dominant use is for residential purposes. The parcel of land in question, being Lot 9, DP650591 meets these conditions. The dominant use of the land is for residential purposes.

Council uses a number of resources to determine the correct categorisation which may include:

- An explanation in writing from the rate payer and/or application form
- A site inspection from a Council employee
- Any Development Application that has been submitted
- Zoning of vacant land

Options

Council can accept the request for re-categorisation from the date the request was received, being 11 August 2017.

Council can deny the request.

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Financial Considerations

Should Council approve the change in categorisation from the 11 August 2017 the result would be a decrease in notional revenue of \$372.84.

RECOMMENDATION

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

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

Division:	Corporate Services
Management Area:	Financial Services
Author:	Rates Officer – Alira Carlyle
CSP Key Focus Area:	Local Government and Finance
Priority:	GF5 Council is severely burdened by the increasing Costs of service provision & asset management and its reliance on grants and other funding, together with a limited rate base, rate capping and restricted capacity to source income from other areas.

Reason for Report

To seek Council approval for a change of rate categorisation for Assessment number 10060762 from Village 1 Residential to Rural Residential.

Background

Council has received a request from a rate payer, Assessment number 10060762, Lot 17, 18, 41, DP750286 requesting a review of rate categorisation.

The land in question is the rate payer's primary place of residence and is not situated in the village boundary. The owner wishes to have the land categorisation re-evaluated for rating purposes.

Issues

The Local Government Act 1993 dictionary states that land to be categorised as Rural Residential it must be land that:

- (a) Is the site of a dwelling, and
- (b) Is not less than 2 hectares and not more than 40 hectares in area, and
- (c)
 - i) not zoned or otherwise designated for use under an environmental planning instrument, or
 - ii) zoned or otherwise designated for use under such an instrument for non-urban purposes, and
- (d) does not have a significant and substantial commercial purpose or character.

The parcel of land in question, being Lot 17, 18, 41 DP750286 meets these conditions.

Council uses a number of resources to determine the correct categorisation which may include:

- An explanation in writing from the rate payer and/or application form
- A site inspection from a Council employee
- Any Development Application that has been submitted
- Zoning of vacant land

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Options

Council can accept the re-categorisation from the date the request was received, being 16 October 2017.

Council can deny the request.

Financial Considerations

Should Council approve the change in categorisation from the 16 October 2017 the result would be a decrease in notional revenue of \$6.44.

RECOMMENDATION

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

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Item 38 Unpaid Rates

Division:	Corporate and Community Services
Management Area:	Finance
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

To provide Council with a report outlining changes to outstanding rates debt collection practices as per Resolution 137/1718 of 19 October 2017.

Background

At the Ordinary Meeting of Council held on 19 October 2017, Council resolved the following:

‘A motion was moved by Councillor Doolan seconded by Councillor Lewis 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. **FURTHERMORE**, that a report be prepared for Council on how this matter is to be practically implemented.’

Each quarter, Council sends out approximately 7,000 rate notices, with approximately 85% being paid on time, meaning approximately 15% or 600 remain outstanding. Four (4) weeks after the due date, Council's debt collection agency will issue a letter of demand. The issuing of the first debt collection agency letter generally triggers payment, leaving approximately 20 remaining unpaid.

As per resolution 137/1718, an additional step is required to be added to Council's practices, whereby telephone contact is made with the ratepayer prior to the issuing of any debt collection agency letters.

Council's current and proposed processes are detailed in the enclosures provided under separate cover.

Issues

Under legislative requirements Council is required to consider the possibility that any debt collection activity will eventually result in legal action. Council must therefore, record all communication and attempts to do so to defend future litigation.

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Prior to drafting a process forward a number of internal factors were considered including staffing capacity, legal compliance, customer privacy, aggressive and non-courteous responses etc.

Options

Council considered both conducting the telephone calls internally and outsourcing the process.

It was determined that a nominated staff member could carry out the telephone calls and furthermore establish a database of names and telephone numbers; particularly in regards to repeat late payers.

Financial Considerations

There are no additional financial considerations with an existing staff member carrying out the telephone calls. Council will monitor the revised process on a monthly basis and make adjustments as needed to ensure good customer service whilst balancing prudent financial management of outstanding debts to Council.

RECOMMENDATION

For Council's information.

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Item 39 Bank Reconciliation for the Month Ending 30 November 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 November 2017

General Ledger	Amount
Trust Bank Account	296,418
Bushfire Trust Account	13,377
Bushfire Trust Investment Account	47,212
General Bank Account	559,275
Investment At Call General	12,876,143
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
Total per General Ledger	17,664,425

Bank	Balance
<u>General</u>	
Commonwealth General Account	412,339
Total – General	412,339
<u>Investments</u>	
Term Deposits	16,748,143
Total Investments	16,748,143
Sub Total WSC Operational Accounts	17,160,482

<u>Trust</u>	
Commonwealth Trust Account	294,468
Total – Trust	294,468
<u>WSC Mayors Bush Fire Appeal Trust</u>	
Commonwealth Mayors Fund General Account	13,377
Commonwealth Mayors Fund Savings Account	47,212
Total - WSC Mayors Bush Fire Appeal Trust	60,589
Total All Bank Accounts	17,515,539
<i>Add:</i>	
Outstanding Deposits - General	491,719
Outstanding Deposits - Trust	1,950
Outstanding Deposits – WSC Mayors Bushfire Appeal	-
<i>Less:</i>	
Unpresented cheques - General	(1,504)
Unpresented EFT - General	(343,279)
Unpresented cheques- WSC Mayors Bushfire Appeal	-
Balance adjusted for outstanding deposits & Un-presented cheques (Final Bank Balance)	17,664,425
Variance between Final Bank Balance and General Ledger	-

WARRUMBUNGLE SHIRE COUNCIL

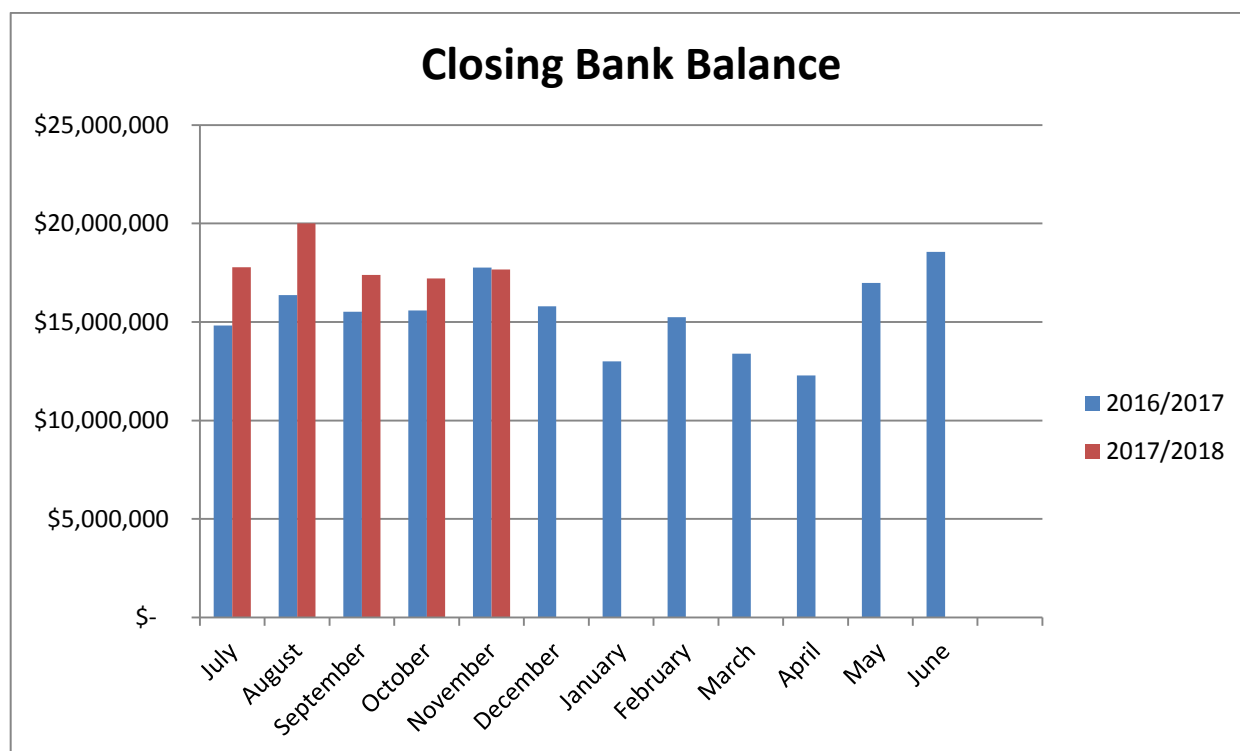
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Balance as per Bank Account History as at 30 November 2017

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

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RECOMMENDATION

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

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Item 40 Investments and Term Deposits for Month Ending 30 November 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 \$4m worth of term deposits matured, earning Council a total of \$37,388 in interest.

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

At call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month net transfers of \$3.573m were made from these accounts and \$6,338 interest was received on the balances in the accounts resulting in a month end "At Call" balance of \$8.748m.

Income Return

The average rate of return on Investments for the month of 2.00% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 1.76% by 24 points or 14%.

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On a year to date basis, interest received, and accrued, totals \$141,656 which is 39% 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 November 2017

Financial Institution	Lodgement Date	Maturity Date	Total Days	Rating	Yield	Amount
At Call Accounts						
NAB Cash Maximiser #	1-Nov-17	At Call	at call	AA-	1.29%	4,660,289
ANZ At Call	1-Nov-17	At Call	at call	AA-	0.75%	754,357
Regional Australia Bank	1-Nov-17	At Call	at call	Unrated	2.10%	1,018,705
NAB Bpay Account	1-Nov-17	At Call	at call	AA-	-	293,394
T Corp IM Cash Fund	1-Nov-17	At Call		0	2.40%	2,021,398
						8,748,143
Term Deposits						
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
Bank of Queensland	21-Nov-17	19-Feb-18	90	Unrated	2.45%	1,000,000
ME Bank	21-Nov-17	21-Mar-18	120	Unrated	2.45%	1,000,000
						8,000,000
TOTAL						16,748,143

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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 #	1,259,058	3,400,000	1,231	4,660,289
ANZ At Call	753,974	-	383	754,357
Regional Australia Bank	1,017,242	-	1,463	1,018,705
NAB Bpay Account	120,049	173,345	-	293,394
T Corp IM Cash Fund	2,018,137	-	3,261	2,021,398
Total at call	5,168,460	3,573,345	6,338	8,748,143
Bank Of Sydney	1,010,141	(1,011,687)	1,546	-
BOQ	1,011,513	(1,013,068)	1,555	-
NAB	1,004,648	(1,006,458)	1,810	-
Regional Australia Bank	1,004,284	(1,006,175)	1,891	-
BOQ	1,011,513	-	2,172	1,013,685
NAB	1,002,925	-	2,041	1,004,966
Regional Australia Bank	1,002,361	-	1,967	1,004,328
ME Bank	1,004,781	-	2,049	1,006,830
ME Bank	1,004,781	-	2,049	1,006,830
NAB	1,002,489	-	2,074	1,004,563
Bank of Queensland	-	1,000,000	602	1,000,602
ME Bank	-	1,000,000	602	1,000,602
Total Term deposits	10,059,436	(2,037,388)	20,358	8,042,406
Total	15,227,896	1,535,957	26,696	16,790,549

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 November 2017.

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Item 41 Rates Report for Month Ending 30 November 2017

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

Reason for Report

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

Background

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

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

Issues

The outstanding rates and annual charges ratio as at 30 November 2017 is higher than the 10% benchmark proposed by the OLG at 12.89%. The overall outstanding charges ratio as at 30 November 2017 is 13.23%.

In 2015 Council introduced a system that allows Ratepayers the ability to receive and pay their rates 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.

WARRUMBUNGLE SHIRE COUNCIL

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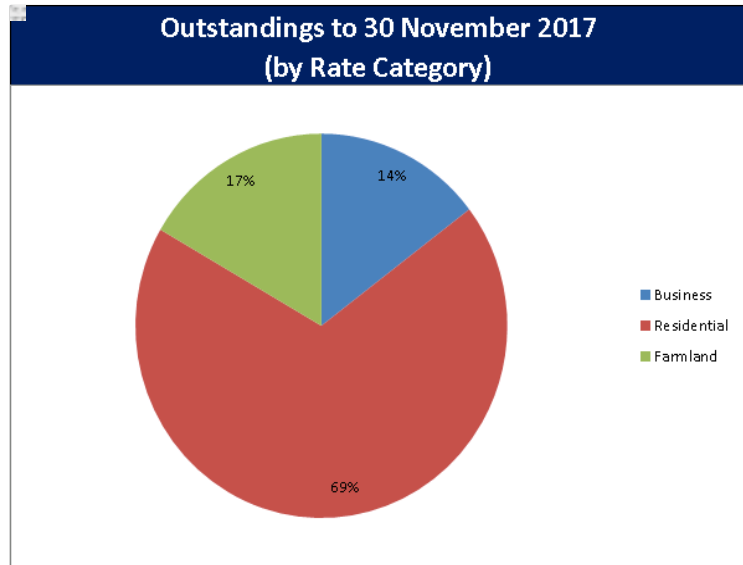
RATE/CHARGE TYPE	RATE ARREARS 2016/17	2017/18 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2017/18	COLLECTION % 2017/18	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	556,582	7,761,715	(164,962)	(11,556)	8,145	61,260	8,211,184	(4,127,716)	4,083,468	50.27%	909,701	11.08%
Water	229,206	1,445,691	(71,454)	(33,303)	4,391	-	1,574,531	(747,638)	826,893	47.48%	287,302	18.25%
Sewerage	103,222	1,077,920	(51,027)	(19)	2,108	-	1,132,204	(562,498)	569,706	49.68%	133,752	11.81%
Trade Waste	876	8,679	-	-	11	-	9,566	(5,108)	4,458	53.40%	1,239	12.95%
Storm Water	9,433	106,050	-	(1)	203	-	115,685	(60,902)	54,783	52.64%	13,059	11.29%
Garbage	258,538	1,903,507	(105,955)	(596)	4,980	-	2,060,474	(988,004)	1,072,470	47.95%	344,164	16.70%
TOTAL RATES AND ANNUAL CHARGES	1,157,857	12,303,562	(393,398)	(45,475)	19,838	61,260	13,103,644	(6,491,866)	6,611,778	49.54%	1,689,217	12.89%
Sewer Access (Water Billing)	146,338	232,002	-	15	1,225	-	379,580	(131,890)	247,690	34.75%	67,510	17.79%
Water Consumption	649,131	1,383,671	-	(219)	10,088	6,149	2,048,820	(638,146)	1,410,674	31.15%	320,959	15.67%
Sewer Consumption	37,413	101,391	-	-	198	-	139,002	(47,193)	91,809	33.95%	11,283	8.12%
Trade Waste	26,699	101,808	-	-	100	-	128,607	(35,695)	92,912	27.76%	2,075	1.61%
TOTAL WATER SUPPLY SERVICES	859,581	1,818,872	-	(204)	11,611	6,149	2,696,009	(852,924)	1,843,085	31.64%	401,827	14.90%
GRAND TOTAL	2,017,438	14,122,434	(393,398)	(45,679)	31,449	67,409	15,799,653	(7,344,790)	8,454,863	46.49%	2,091,044	13.23%

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Analysis by Council staff has indicated that of the rates and annual charges outstanding amount, 69% relates to Residential properties, while 17% 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	86,802	75,487	43,384	1,239	4,592	38,403	42,807	11,283	2,075	306,072
Residential	482,248	261,114	243,918	-	8,467	162,859	278,152	-	-	1,436,758
Farmland	340,651	7,563	-	-	-	-	-	-	-	348,214
Total	909,701	344,164	287,302	1,239	13,059	201,262	320,959	11,283	2,075	2,091,044

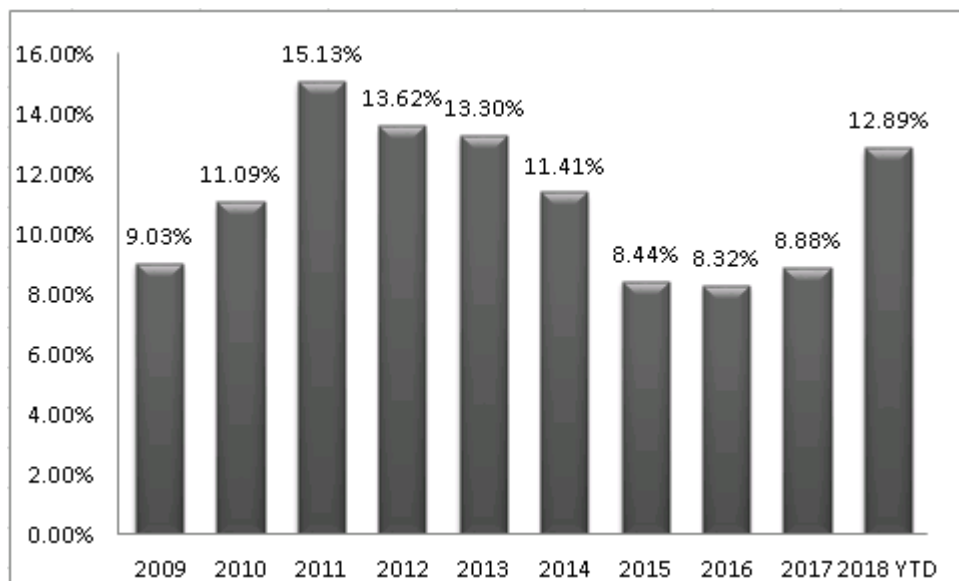
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact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

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

WARRUMBUNGLE SHIRE COUNCIL

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Graph 1: Ratio by Year



RECOMMENDATION

For Council's information.

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Item 42 Annual Code of Conduct Complaints Statistics

Division:	Technical Services
Management Area:	Governance
Author:	Director Technical Services – Kevin Tighe
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.

Purpose

Report to Council on Code of Conduct Statistics in accordance with Clauses 12.1 and 12.2 of the Model Code Procedures.

Background

The Office of Local Government (OLG) requires Council's Complaint Coordinator to report to Council and the Office on Code of Conduct Statistics for the period 1 September 2016 – 31 August 2017.

Issues

The OLG has provided a template for reporting of statistics. The report for the required period is provided in Attachment 1.0.

Options

The report is provided for Council information. Council has no discretion in this matter.

Financial Considerations

There is no budget impact associated with preparation of the Statistics Report. The cost of investigating complaints during the period is \$3,970.

RECOMMENDATION

That the annual Code of Conduct Complaints Statistics Report for the period 1 September 2016 to 31 August 2016 as shown in Attachment 1.0 is noted as information.

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Attachment 1.0

Code of Conduct Complaints Statistics Report for the period 1 September 2016 to 31 August 2017.

Model Code of Conduct Complaints Statistics Warrumbungle Shire Council

Number of Complaints

- | | | | |
|---|---|---|---|
| 1 | a | The total number of complaints received in the period about councillors and the General Manager (GM) under the code of conduct | 2 |
| | b | The total number of complaints finalised in the period about councillors and the GM under the code of conduct | 2 |

Overview of Complaints and Cost

- | | | | |
|---|---|--|---|
| 2 | a | The number of complaints finalised at the outset by alternative means by the GM or Mayor | 0 |
| | b | The number of complaints referred to the Office of Local Government under a special complaints management arrangement | 1 |
| | c | The number of code of conduct complaints referred to a conduct reviewer | 2 |
| | d | The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer | 1 |
| | e | The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer | 0 |
| | f | The number of finalised code of conduct complaints investigated by a conduct reviewer | 2 |
| | g | The number of finalised code of conduct complaints investigated by a conduct review committee | 0 |

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h	The number of finalised complaints investigated where there was found to be no breach	1
i	The number of finalised complaints investigated where there was found to be a breach	1
j	The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police	0
k	The number of complaints being investigated that are not yet finalised	1
l	The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	\$3,970

Preliminary Assessment Statistics

3	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:	
a	To take no action	0
b	To resolve the complaint by alternative and appropriate strategies	0
c	To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies	1
d	To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police	0
e	To investigate the matter	1
f	To recommend that the complaints coordinator convene a conduct review committee to investigate the matter	1

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Investigation Statistics

- 4 The number of investigated complaints resulting in a determination that there was **no breach**, in which the following recommendations were made:
- a That the council revise its policies or procedures 0
- b That a person or persons undertake training or other education 0
- 5 The number of investigated complaints resulting in a determination that there **was a breach** in which the following recommendations were made:
- a That the council revise any of its policies or procedures 0
- b That the subject person undertake any training or other education relevant to the conduct giving rise to the breach 0
- c That the subject person be counselled for their conduct 1
- d That the subject person apologise to any person or organisation affected by the breach 1
- e That findings of inappropriate conduct be made public 1
- f In the case of a breach by the GM, that action be taken under the GM's contract for the breach 0
- g In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 1
- h In the case of a breach by a councillor, that the matter be referred to the Office for further action 1

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- | | | |
|---|--|---|
| 6 | Matter referred or resolved after commencement of an investigation under clause 8.20 of the Procedures | 1 |
|---|--|---|

Categories of misconduct

- 7 The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:

a General conduct (Part 3)

1

b Conflict of interest (Part 4)

0

c Personal benefit (Part 5)

0

d Relationship between council officials (Part 6)

1

e Access to information and resources (Part 7)

0

Outcome of determinations

- 8 The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation

0

- 9 The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by the Office

0

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

Division:	Technical Services
Management Area:	Technical Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI3 – Roads throughout the Shire are safe, well maintained and appropriately funded.

Reason for Report

The reason for this report is to respond to an offer from Department of Industry – Lands to transfer Crown Road to Council control.

Background

An objection was made by Council to close a section of Crown Road that links Banoon Road to Queensborough Road. The objection was made on the grounds that the road provides a linkage between two Council roads and that there is uncertainty about future access requirements for adjoining properties. A copy of the road closure proposal by Department of Industry – Lands is provided in Attachment 1.0. More detail of the proposal is provided in Attachment 2.0.

The Department of Industry – Lands, has now offered to transfer the Crown Road to Council control.

Issues

Council has generally taken the position that public roads, regardless of who has control, should not be closed due to uncertainty about future use and due to uncertainty about the level of consultation with affected property owners.

There is no evidence that adjoining property owners have been adequately consulted by the Department of Industry - Lands. However, Council has not undertaken any consultation regarding a proposal to transfer control from Crown to Council.

No consultation has occurred with Rural Fire Service to determine if retaining a link road in this location is advantageous to Fire management plans.

The length of Crown Road under consideration is approximately 3.5km. Should Council determine to accept responsibility for the road, there is no legal requirement for Council to undertake roadworks on the road. The road length will however be added to Council's lists of road assets which are classed as unformed.

Options

Council has complete discretion in this matter, however taking no action will likely mean that the Crown Road linking Banoon Road to Queensborough Road will be closed.

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Financial Considerations

There are no costs to Council associated with transferring the Crown Road linking Banoon Road with Queensborough Road to Council control.

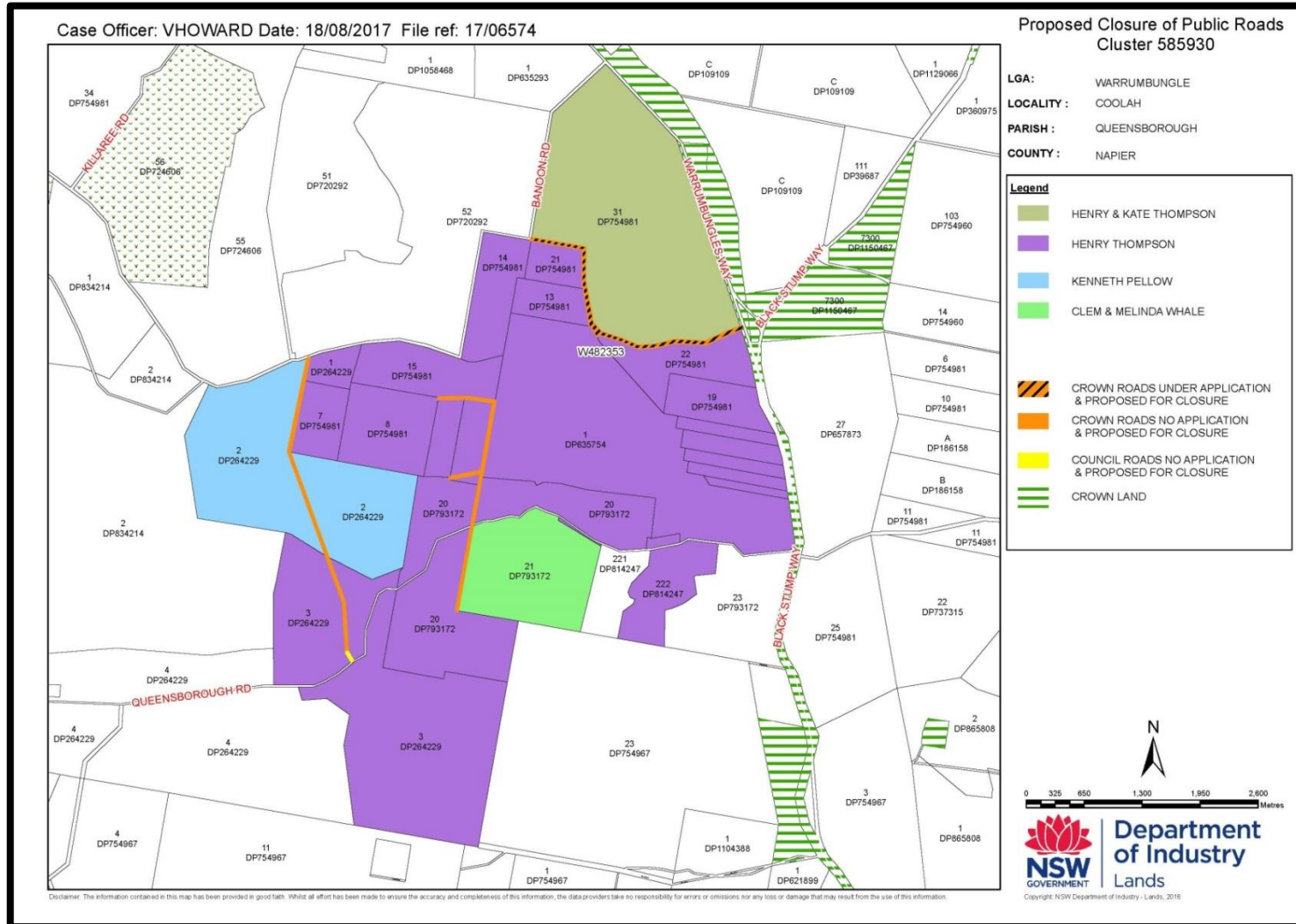
RECOMMENDATION

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

WARRUMBUNGLE SHIRE COUNCIL

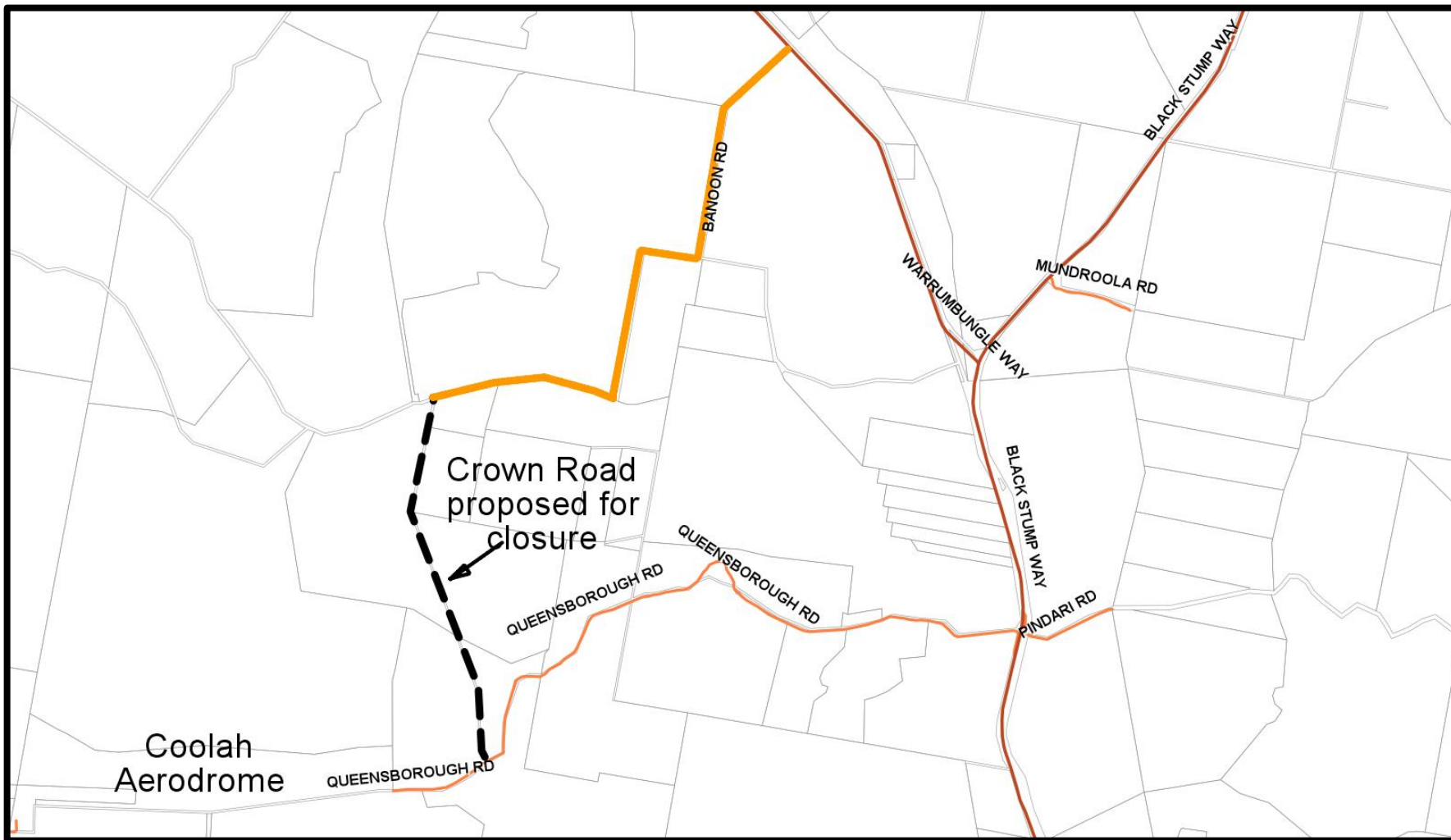
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Attachment 1.0



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Attachment 2.0



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

Division:	Technical Services
Management Area:	Technical Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	P 17 Communities across the Shire are supported the secure, long term supply of energy and clean water.

Reason for Report

To respond to an invitation from NSW Government to lodge a detailed application for development of a Business Case for the Binnaway Sewerage Project.

Background

Applying for funding under the NSW Government's Safe and Secure Water Program (SSWP) is a two stage process. Stage 1 of the process involves submitting an Expression of Interest (EOI) and Stage 2 involves submitting a detailed application. Stage 2 applications may be made for one of the following three phases:

- Phase 1 – project scoping study
- Phase 2 – business case development
- Phase 3 – design and construction

A funding contribution from NSW Government may be available for each of the three phases, however funding is not available for preparation of a detailed application.

Following the submission of an EOI, Council has now been invited to lodge a detailed application for Phase 2 of the Binnaway Sewerage Project, that is, Business Case Development. A copy of the assessment criteria and requirements for making a detailed application for funding for Development of a Business Case has been provided to Councillors under separate cover. The following key issues are to be addressed in the detailed application:

- *Define and demonstrate the strategic need and purpose of the project, either stand alone or as part of wider strategic assessment (e.g. IWCM).*
- *Alignment with local, regional and state strategic plans.*
- *Preliminary options development and high level costing.*
- *Selection of preferred option(s) for more detailed investigation.*
- *Demonstrate that the views of the key stakeholders are/will be considered and addressed*
- *Statutory approval requirements identified*
- *Demonstrated applicant commitment to preferred option(s).*
- *Procurement method and scope of works.*

The invitation to lodge a detailed application will expire in 12 months.

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A Preliminary Options Report for a Sewerage Scheme in Binnaway was completed in February 2016. The report addresses many of the key issues listed above. In particular the report recommends a preferred construction option. A copy of the Business Paper Report to Council on the 17 March 2016 in relation to the Options Report has been forwarded to Councillors under separate cover.

Issues

The Preliminary Options Report completed in February 2016 analysed the technical merits and costs of three options for the sewer collection system, that is, options for transportation of sewage to a treatment plant. Council is yet to demonstrate commitment to any of the technical options as required in a detailed application for a Phase 2 project.

Council's updated Integrated Water Cycle Management (IWCM) Plan is currently being developed as a project through the Lower Macquarie Water Utilities Alliance.

Options

Council has discretion in this matter. The Technical Options Report investigated the following three types of collection systems:

- Conventional gravity
- Modified gravity
- Vacuum system

Of these collection system options, the preferred option is a vacuum system. Council will be aware that a vacuum collection system exists in Baradine.

Another option for collection of sewage is a system called pressure sewerage. The benefits of pressure sewerage appear to be lower construction costs, however there are concerns that ongoing maintenance costs may be higher as the pump out units are located within the property and power for the units is supplied by the property owner. The use of pressure sewerage has been used in a number of towns in the central west, many though with a population of 300 or less.

It is expected that investigation of a pressure sewerage option could be undertaken alongside Development of a Business Case for Binnaway Sewerage.

Should Council decide to lodge a detailed application for Phase 2 funding, a report will be presented to Council on the outcome of the application, when further detail about funding contributions will be considered.

Council may wish to establish a Binnaway Sewerage Reference Group to provide Council with feedback on project issues.

Financial Considerations

Table 1.0 below provides high level cost estimates for various tasks in the proposed Binnaway Sewerage Project. The cost of completing a Business Case for the project is expected to be around \$470,000. Should Council wish to make a detailed application to receive funding for this phase, Council may need to commit to contributing \$117,500, as shown in Table 2.0

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Table 1.0 – High Level Cost Estimates for Binnaway Sewerage

Task	Cost Estimate
Business Case	
Formation of community reference group	\$10,000.00
Investigation preferred collection system	\$100,000.00
Community consultation	\$20,000.00
Preferred site selection	\$100,000.00
Concept design and EIA	\$240,000.00
Sub Total - "Business Case"	\$470,000.00
Design and Construction	
Land acquisition	\$50,000.00
Detailed design	\$450,000.00
Sewerage specifications	\$50,000.00
Tendering & Award	\$10,000.00
Construction - collection system	\$4,500,000.00
Construction - treatment plant	\$1,700,000.00
Commissioning	\$50,000.00
Sub Total - Design & Construction	\$6,810,000.00

Table 2.0 – Potential Financial Contributions to Binnaway Sewerage Project

Project	Project Cost (\$)	NSW State Contribution (\$)	Council Contribution (\$)
Business Case	470,000	352,500	117,500
Design & Construction	6,810,000	5,107,500	1,702,500

Reports to date on the Binnaway Sewerage Project have not attempted to calculate potential cost to property owners should the project proceed. No attempt has been made because there are many funding alternatives that Council will need to consider, including the amount of funding sourced from loans and the amount from restricted asset. Another consideration is the level of sewerage fund subsidy towards the project. If there is no subsidy and connected properties contribute 100% to repayment of a loan to construct the Binnaway Sewer Project, an indication of the likely repayments is provided in the Table 3.0. These repayments may be on top of the annual charge applicable to sewer connected properties, which in 2017/18 is \$505.

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Table 3.0 – Potential Annual Repayments per Property

Loan amount	Interest Rate (Indicative only for six-monthly repayments)	Repayment Period (yrs)	Annual Repayments	Annual Repayments per Property*
\$1,125,000.00	3.15%	10	\$97,041.95	\$342.90
\$1,500,000.00	3.5%	15	\$129,389.26	\$457.21
\$1,750,000.00	3.5%	15	\$150,954.14	\$533.41

** based on 283 property connections*

RECOMMENDATION

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

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

Division:	Technical Services
Management Area:	Urban Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Rural & Urban Development
Priority:	RU4 – Our towns and villages are characterised by their attractiveness, appearance, safety and amenity

Purpose

The purpose of this report is to name a rural road that intersects with Warrumbungles Way.

Background

A request has been received to name a rural road that has not been named. The road has been in existence for at least 20 years and it is located off Warrumbungles Way approximately 2.6km south of the Newell Highway. The road is unsealed and is approximately 1.1km in length. The road services four (4) properties, although two of the properties are owned by the same person. The location of the road is shown diagrammatically in Attachment 1.0.

The request has been received by one of the four property owners. The owner has requested that the road be named in honour of Mrs Ann Savage who owned one of the four properties. One of the other two property owners have attached their name to the letter of request. A copy of the letter of request has been forwarded to Councillors under separate cover.

Issues

The address of the four properties that access the unnamed road is a number on Warrumbungles Way. The owners have not been consulted either by Council or the author of the letter about changing property address.

When naming a road, Council must adhere to guidelines from the Geographical Names Board. The following are highlighted extracts from the guidelines:

- Name duplication within a local government area should be avoided
- Names should be appropriate to the physical, historical or cultural character of the area concerned.
- Names of living persons should not be used.
- Preferred sources for road names include; Aboriginal names, local history, early explorers or settlers and other eminent persons, war/casualty lists and thematic names such as flora, fauna or ships.
- A given name should only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names should generally be avoided.

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The Roads Act requires Council to notify Australia Post, the Registrar General and the Surveyor General of the proposed road. In addition, the proposed road name must be advertised in a local newspaper and written submissions invited.

Options

Council has discretion in this matter. There is no 'master list' of road names that Council may reference.

Financial Considerations

The funds that are required for advertising the proposed road name and erection of a sign are available within current budget allocations.

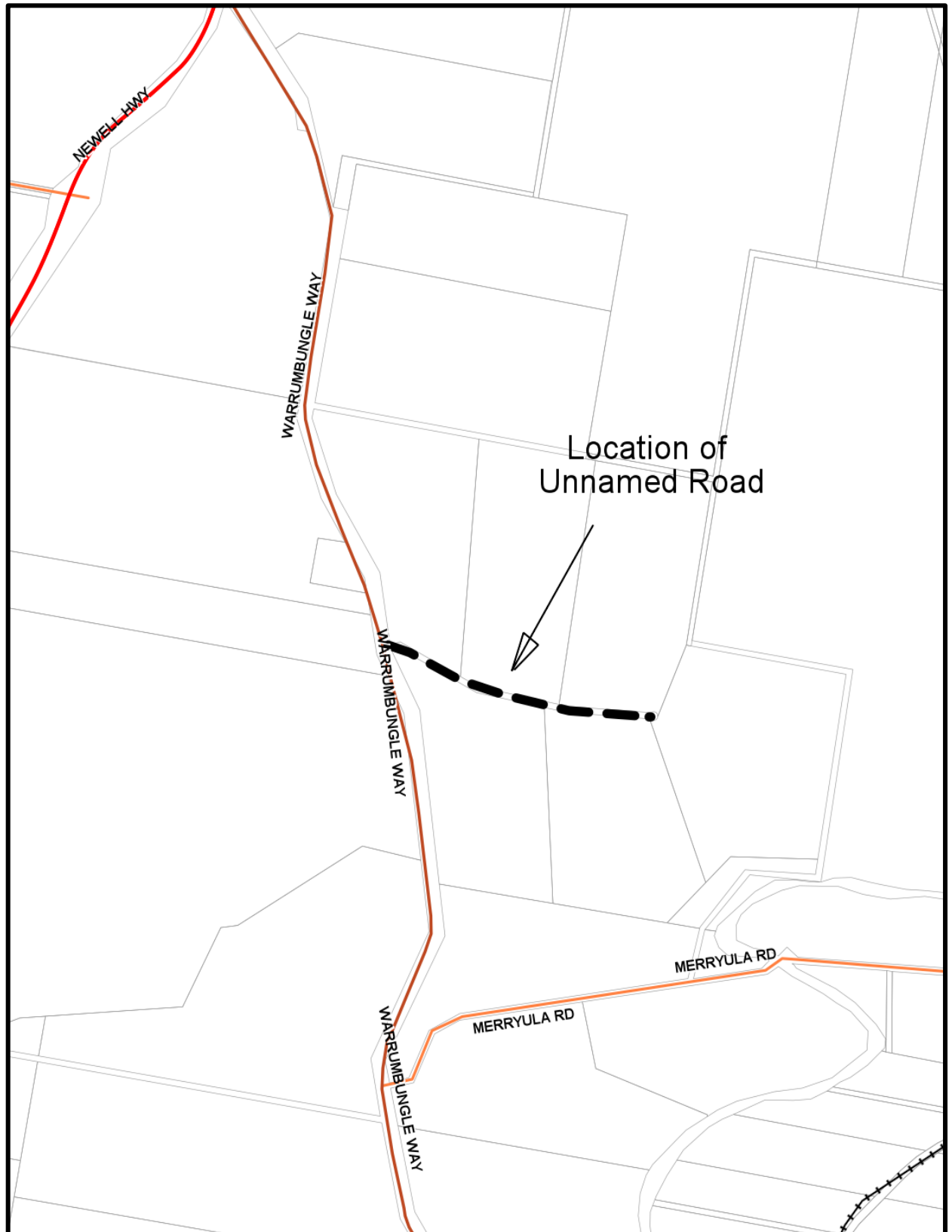
RECOMMENDATION

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

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Attachment 1.0 – Location of Unnamed Road off Warrumbungles Way



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

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.

Purpose

The purpose of this report is to finalise community and Council delegate membership of the Coonabarabran Pool Advisory Committee.

Background

Council resolved to establish a Coonabarabran Swimming Pool Advisory Committee on the 16 November 2017. A copy of the Committee Charter is provided in Attachment 1.0.

Membership of the Committee includes two (2) Councillors, four (4) representatives from user groups and up to two (2) members from the community.

Invitations were sent to the following user groups to nominate a representative to be on the Advisory Committee:

- Coonabarabran Swimming Club
- Aqua Fitness Group
- Break Thru People Solutions
- Coonabarabran Public School
- Coonabarabran High School
- St Lawrence's School
- Premer Public School
- Coonabarabran Rugby League Football Club
- Coonabarabran Rugby Union Club
- Office of Sport Swim and Survive
- Coonabarabran Physical Culture Club
- 2357 Partnerships

In addition a public call to user groups to nominate a delegate was advertised in the Coonabarabran Times, and on Council's website and social media.

The following groups and their nominated delegate have responded to the invitation to be represented on the Committee:

- Coonabarabran Swimming Club – Brett England
- Aqua Fitness Group – Fay Chapman

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- 2357 Partnership – Narda Abel

Individual nominations have been received from the following people:

- Paula Duggan
- David Hunter
- Dianne Dow

Issues

At the Community Consultation Meeting held in Coonabarabran on Tuesday, 7 November 2017, Council received a request from a number of community groups to establish a Council Advisory Committee for the Coonabarabran Memorial Swimming Pool. Speakers at the meeting suggested that the existing pool complex was deficient in a number of areas.

Options

Council has discretion in relation to this matter and may reduce or increase the number of community delegates.

Financial Considerations

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

RECOMMENDATION

That the following nominations are accepted for membership of the Coonabarabran Swimming Pool Advisory Committee:

- Brett England
- Fay Chapman
- Paula Duggan
- David Hunter
- Narda Abel
- Dianne Dow

Furthermore, the Committee includes the following two (2) Council delegates

- <name>
- <name>

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Attachment 1.0

Draft Charter for the Coonabarabran Swimming Pool Advisory Committee

Purpose of the Committee

The purpose of the Advisory Committee would be to assess the condition and usefulness of the existing amenities, buildings and facilities at the Coonabarabran Swimming Pool Complex and develop a long term strategy for upgrade and improvement to these facilities, based on existing and future sport and recreation demands of the Shire.

Duties of the Advisory Committee;

- Assistance with determining current status of the complex, including identification of issues that need to be rectified.
- Determining current and potential users of the complex facilities including volume and frequency of use.
- Input into the development of a long term strategy for the Swimming Pool Complex in the form of a Master Plan, including cost estimates and priorities for improvements.
- Assistance with engagement of user groups and members of the community to facilitate input in to the Master Plan and planned improvements.
- Investigation into, and assistance in obtaining, external sources of funding.
- Making recommendations to Council on matters related to improvements of the Swimming Pool Complex.

Membership of the Advisory Committee would include:

- Two (2) Councillors
- Director Technical Services
- Manager Urban Services
- Supervisor Pools
- Up to four (4) representatives from user groups
- Up to two (2) members from the community

Secretariat

Manager Urban Services

Meeting Frequency

Meetings held every two months or as determined by the Committee or Council.

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

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

Reason for Report

The reason for this report is to present Council with a copy of the minutes from the last meeting of the Newell Highway Taskforce and to highlight issues relevant to Warrumbungle Shire Council.

Background

The Newell Highway Taskforce was established in 2009 by a group of Councils interested in improving safety and travel efficiency on the Newell Highway. Membership of the Taskforce includes the RMS, NRMA, trucking associations and all Councils that are traversed by the Newell Highway in NSW. Warrumbungle Shire Council has been attending meetings of the Taskforce since 2012.

Councillor Denis Todd is Council's delegate on the Taskforce. Councillor Todd along with the Director Technical Services attended the Taskforce meeting in Narrabri on the 31 October 2017.

Issues

The minutes are quite extensive and cover 15 pages, many of which contain schematics. The following is a list of meeting discussion topics. The minutes in full have been forwarded to Councillors under separate cover.

- Presentation from IPWEA Roads & Transport Directorate on methods that may be taken to address the flooding problem on the Newell Highway.
- Roads & Maritime Services Update. This presentation lists all current and planning projects underway on the Newell Highway. Relevant to Warrumbungle is a project titled 'Improvements at Coonabarabran', where environmental investigation and strategic design are expected to be completed by April 2018.
- Newell Highway Promotions Committee Update. Mention was made of new initiatives for promotion of the Newell Highway and the visitor economy, however concern also expressed that the Newell Highway was not specifically mentioned in the 'Future Transport 2056 Draft Tourism and Transport Plan'.
- Regional NSW Services and Infrastructure Plan. This strategic document by NSW Government builds on previous strategies, yet there is scant reference to roads in Western Region other than the Golden Highway. Also, there is only a passing reference in the strategy document to the Inland Rail Project.

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Options

Council has discretion in this matter

Financial Considerations

Nil.

RECOMMENDATION

That the minutes of the Newell Highway Taskforce meeting held on the 31 October 2017 are noted by Council.

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

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

Reason for Report

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

Background

The 2017/18 Works Program including expenditure until the end of November 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

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

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Attachment 1.0 – Technical Services 2017/18 Works Program

Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Technical Services	21,955,826	5,292,627	30%
Asset & Design Services	62,452	4,990	20%
Survey equipment	24,000	0	0%
Eng design software	13,000	1,884	30%
traffic counters	7,500	0	0%
Road Safety Programme	17,952	3,106	25%
Plan B	5,150	0	0%
Child Restraint	1,750	0	0%
Workshop for Supervisors of L Drivers	767	564	80%
Bike Week	2,000	2,015	100%
Just Slow Down on Local Roads	4,000	527	20%
Free Cuppa for driver	2,085	0	0%
Pedestrian & Bike Safety	2,200	0	0%
Fleet Services	3,408,665	1,185,380	40%
Minor plant purchases	15,000	7,427	50%
Plant & equipment purchases	3,224,010	1,177,953	40%
Coona workshop capital items	14,655	0	0%
Traffic light	30,000	0	0%
Plant 30 - light vehicle	35,000	0	0%
New bobcat	90,000	0	0%
Road Operations	10,413,642	3,325,406	35%
RMS Work Orders	2,973,000	1,228,502	35%
Heavy Patching	580,000	0	0%
South Merrygoen	500,000	670,757	95%
South Merrygoen - skew culvert	250,000	9,155	10%
HW 27, Lighthouse Hill, drains/shlders	75,000	0	0%
Vegetation Control*	30,000	0	0%
HW18, Gap drainage improvements	40,000	0	0%
HW27 culvert repairs	130,000	0	0%
HW17, shlder widening, Dows lane	98,000	2,229	0%
HW27, shlder widening, Sullivan street	80,000	0	0%
Dunedoo HV parking bay	250,000	265,443	90%
Truck stopping bay projects	30,000	12,102	80%
Replacement of service signs	5,000	4,715	100%
Resealing program	905,000	264,101	35%
Local Roads	3,969,897	746,482	20%
Local Roads reseals	563,915	0	0%
Reseal program - TBA	563,915	0	0%
L R bridges & cwys	698,432	28,381	5%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Coonagoony bridge	4,183	5,331	100%
Box Ridge Rd - Cwy	44,249	0	0%
Ross Crossing Bridge - approaches	10,000	6,500	70%
Mia Mia Rd - cwy	60,000	0	0%
Napier Lane(Garrawilla) - cwy	60,000	0	0%
Napier Lane (Mt Warwick) - cwy	60,000	0	0%
Quia Rd - cwy	60,000	0	0%
Leaders Rd - Cwy	0	0	0%
Todd's Crossing - Teridgerie Creek	400,000	16,550	10%
Local Road pavements	1,657,311	394,391	25%
Wool Rd Rehabilitation	178,758	204,095	100%
Munns Rd including causeway	250,000	37,993	50%
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	2,009	0%
Beni Xing Rd - safety improvemetns	180,129	150,294	100%
Local Roads Gravel Resheeting	1,050,239	323,710	35%
Local Rds resheeting	0	12,251	0%
Munns Rd	175,000	92,362	100%
Dinby Lane	50,000	0	0%
Newbank Lane	70,000	0	0%
Tabletop Rd	45,000	30,583	100%
Bourke & Halls Rd	45,000	0	0%
Wingabutta Rd	90,000	0	0%
Hawkins Lane	40,000	0	0%
Hawkins Rd	40,000	0	0%
Wardens Rd	50,000	0	0%
Mt Hope Rd	125,000	84,662	70%
Sandy Ck Rd	120,000	0	0%
Dandry Rd	120,000	0	0%
Carmel Lane	47,728	0	0%
Wyuna Rd	32,511	103,852	100%
Regional Roads	3,466,085	1,347,809	31%
Regional Roads reseals	647,072	0	0%
Reseals Rd 1	647,072	0	0%
Pavement Rehab	1,656,771	515,923	50%
Black Stump Way rehab.	1,174,197	448,634	60%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Vinegaroy Rd - pave rehab	169,000	5,719	2%
Vinegaroy Rd - pave rehab	150,250	61,570	80%
Timor Rd - Shoulder Rehab	163,324	0	0%
Black Spot programme	507,408	132,704	40%
Baradine Rd - widening, guardrail	507,408	132,704	40%
Regional Road Bridges	654,834	699,182	95%
Allison bridge	654,834	699,182	95%
Aerodromes	4,660	2,613	100%
Repainting of Coona terminal bldg	4,660	2,613	100%
Urban Services	2,408,134	455,185	15%
Parks & Gardens	110,344	46,751	15%
Baradine	27,020	22,553	80%
Lions Park - internal path	15,000	15,063	100%
Lions Park - from Darling street	8,000	7,490	100%
Lions Park - shade renewal	4,020	0	0%
Binnaway	20,000	0	0%
Len Guy Park - softfall upgrade	20,000	0	0%
Coolah	45,000	24,198	0%
McMasters Park - path to toilet	25,000	0	0%
Softfall under playground equip	20,000	24,198	100%
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	7,637	5%
Netball Courts - Coonabarabran	298,467	3,139	5%
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	52,740	30%
Baradine	75,500	13,580	0%
Shade structure	40,000	0	0%
Painting, stage 1 & 2	17,500	13,580	100%
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	10,230	20%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Rain tank & pump for irrigation	4,000	0	0%
Coolah disable chair lift	10,000	0	0%
Water tanks at all pools	60,000	10,230	50%
Coonabarabran	8,000	17,130	80%
Injector dosing system	3,000	0	0%
Rain tank & pump for irrigation	5,000	234	0%
Pool M & R		16,896	100%
Dunedoo	36,686	0	0%
pool improvements	2,686	0	0%
Awning over Canteen area	4,000	0	0%
Amenities roof - polycarbon	30,000	0	0%
Mendooran	18,000	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	1,667,837	348,057	20%
Baradine	82,960	16,542	30%
Baradine street reseals	18,963	0	0%
Progress Ass'n - gardens	5,000	5,000	100%
Flood levee	20,000	451	5%
Baradine - street lighting	8,000	0	0%
Footpath rehab	25,997	11,091	50%
Baradine - street trees	5,000	0	0%
Binnaway	227,849	25,562	10%
Street reseals	17,015	4,973	5%
Railway St - K&G	55,000	0	0%
Progress Ass'n - gardens	5,000	5,000	100%
Bullinda Street, new K & G	55,000	0	0%
Footpath Rehabilitation	10,000	0	0%
Shared path - Renshaw St to River	15,834	15,589	80%
Corry Bridge - western approach	40,000	0	0%
Renshaw St - drainage western end	30,000	0	0%
Coolah	320,705	141,777	25%
Street reseals	28,290	3,203	5%
Street lights Coolah	8,000	0	0%
Footpath rehabilitation	30,000	0	0%
Booyamurra St K&G	70,413	0	0%
Drainage study, Bowen Oval, Goddard & Martin St	16,000	0	0%
Goddard Street shared path	123,002	138,574	95%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Goddard St Drainage - Binnia & Martin	45,000	0	0%
Coonabarabran	560,888	144,685	35%
Cassilis - Robertson to Namoi - new footpath	40,000	0	0%
Dalgarno - footpath rehabilitation	20,000	0	0%
Dalgarno Street Western end Pave Rehab	19,327	0	0%
John St., K & G rehab	37,579	0	0%
Street reseals	90,508	5,287	5%
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	139,398	100%
Dunedoo	428,420	3,400	5%
Wallaroo St - drainage design	350,000	0	0%
Wargundy street drainage design	15,000	0	0%
Street reseals	25,420	2,800	5%
Footpath rehab	20,000	600	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	221,642	5%
Baradine	1,068,657	32,141	15%
Meter replacements	5,000	2,379	30%
Mains replac. Narren, Walker to Queen	52,000	14,669	80%
Removal of dead ends - Bligh to Castlereagh	31,223	0	0%
Renewal of treatment plant clarifier	853,434	0	0%
Baradine Reservoir - clean	77,000	14,995	50%
Water tower - Kenebri	50,000	98	0%
Binnaway	514,847	33,824	20%
Meter replacements	5,000	8,139	100%
Mains Ext - Andys Lane to Castlereagh	17,000	1,935	5%
Back up bore	385,847	16,070	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	67,120	15%

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Task Name	Budget Allocation (\$)	Expend (\$)	% Complete
Mains Ext, Cunningham, Campbell to Gilmore	15,000	0	0%
Meter replacements	5,000	2,522	50%
Mains Ext., Central Lane to Martin St	15,000	0	0%
Mains Ext., Lane behind shops. East side to Martin St	10,000	0	0%
Back up bore	405,538	64,598	20%
Coonabarabran	894,678	41,781	10%
meter replacements	5,000	0	0%
Timor Fence repairs / dead storage	160,000	0	0%
Tools	5,000	355	5%
Mains ext. - Camp St, Namoi - Anne	50,000	2,934	10%
Mains ext. - Gordon St	50,000	0	0%
Raising Timor Dam wall - study	284,733	20,234	20%
Rekeying water sites	50,000	17,332	50%
Telemetry upgrade - all towns	289,945	926	1%
Dunedoo	63,824	33,740	80%
Mains Replac. - Wargundy Street	63,824	33,740	80%
Mendooran	310,063	13,036	10%
Mains Ext. River St, Brambil to Napier	30,000	0	0%
Mains Ext. River St, Farnell to Abbott	18,500	0	0%
Replace water meters	5,000	0	0%
Back up bore	256,563	13,036	10%
Warrumbungle Sewer	2,360,326	100,024	5%
Baradine	23,746	7,650	50%
Baradine pot renewals	20,000	0	0%
Camp Cypress sewer investigation	3,746	7,650	80%
Coolah	295,853	48,356	30%
Mains relining	2,036	34,548	100%
Coolah STP upgrade	243,817	13,808	5%
Sewer Coolah - smoke testing	50,000	0	0%
Coonabarabran	657,259	30,126	20%
Mains relining	123,223	18,143	100%
Pump station renewal	30,000	0	0%
Sewer Coona - smoke testing	60,000	0	0%
Telemetry upgrade - all towns	198,119	1,494	1%
Coona STP upgrade	245,917	10,489	5%
Dunedoo	1,383,468	13,892	10%
Mains relining - laneway, Cobbora & Tucklan	60,000	0	100%
Dunedoo STP upgrade	1,273,468	13,892	10%
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	Hotchkiss	2	2.8
Beers	3	0.8	Iona (North)	3	5
Beni	1	4	Kanoona	1	4.5
Beni Crossing	1	6.3	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	13.6
Blackburns	3	1	Major Mitchell	2	0.5
Bong Bong	3	3	Mountainside	3	4.2
Boogadah	3	2.6	Mt Hope	1	10.9
Box Ridge	1	19	Munns	1	1.2
Brown Springs	3	3.5	Napier	1	5.3
Burma	3	6.6	Narangarie	3	5.8
Creennaunes	2	2	Nashs	3	3.3
Cumberdeen	3	2.1	Neilrex	1	6.2
Dennykymine	1	26	North Pine Ridge	1	3.9
Diehm	3	1.4	Oakey Creek	2	4
Eagleview	3	0.9	Patrick	2	8.5
Emu	3	0.1	Pine Ridge	1	3.6
Gamble Creek	2	21.3	Railway	3	1.8
Gowang	2	4.6	Scully	3	1.1
Grandchester	3	0.5	Tibuc	3	2.2
Guinema	2	18.73	Tooraweenah	3	5.5
Guinema Bugaldie	1	5.5	Walleroo	2	2.6
Gum Nut	3	0.5	Warrigal	3	2.5
Gundare	3	8	Wyuna	1	6.2
Hawkins	3	1.5	Yaminbah	2	13.9
Hickeys	2	5.6	Yarragrin	1	7.5
Homeleigh	3	2	Yattendon	3	1.4
Homestead	3	7.1	Yerinan	2	1

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Maintenance requests received in October & November	Unsealed Road - Upcoming Grading Maintenance program**
Box Ridge Rd	Banoon Rd
Brown Springs Rd	Chapmans Ln
Homeliegh Dr	Cumbil Rd
ToorawenahRd	Girragulang Rd
Bong Bong Rd	Locknaw Rd
Chapmans	Lynwood Rd
Eastburns Rd	Melrose Rd
Gamble Creek Rd	Mooren Rd
Scully Rd	Neible Rd
Gundare Rd	Tooraweenah Rd
Melrose Rd	Turee Vale
Neible Rd	Walker Rd
Walker Rd	
Avonside East & North	

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

WARRUMBUNGLE SHIRE COUNCIL

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

Division:	Development Services
Management Area:	Economic Development and Tourism
Author:	Acting Manager Economic Development and Tourism – Angela Fairman
CSP Key Focus Area:	Community and Culture
Priority:	CC3 / CC3.1 Work with communities to develop and expand local arts and cultural activities, programs and events

Reason for Report

The reason for this report is to update Council on the progress of the Queen's Baton Relay and community celebration that is being held on Wednesday, 31 January 2018.

Background

The Commonwealth Games Queen Baton Relay will be passing through Coonabarabran on Wednesday, 31 January 2018. Thirteen (13) Baton Bearers have been chosen from across the Warrumbungle Shire, as well as the surrounding towns of Tooraweenah and Gulargambone.

Issues

A working group has been established and will meet fortnightly to ensure the smooth organisation and running of this event.

After the Baton Relay completes its journey through Coonabarabran there will be a community celebration at No 1 Oval. The celebration will consist of local Indigenous dancers, local special guests and community groups from around the Shire showcasing a "Mini Olympics". All members of the Warrumbungle Shire and beyond are welcome to attend this event.

Local business and organisations have been approached to request their participation and support for the day.

Final details for the community celebration after the Relay will be finalised by the end of December 2017 and advertising will begin via social media, local newspapers, local radio stations and on Council's website.

Options

The Baton is coming to Coonabarabran so we can choose to acknowledge it or not. However, Council made a decision some time ago to support this event.

Financial Considerations

Costs for the day have been kept to a minimum by using local people and providers.

WARRUMBUNGL E SHIRE COUNCIL

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RECOMMENDATION

That Council notes the Queen's Baton Relay report and **FURTHERMORE**, that the community celebration takes place on Wednesday, 31 January 2018 at Coonabarabran No 1 Oval.

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

Division:	Development Services
Management Area:	Tourism and Economic Development
Author:	Acting Director Development Services – Aileen Bell
CSP Key Focus Area:	Local Governance and Finance
Priority:	G4 Council's governance and organisational Structure reflects the vision, directions and priorities outlined in the CSP

Reason for Report

To provide the results of the stocktake at the Coonabarabran Visitor Information Centre (VIC).

Background

Council conducts stocktakes, in order to reconcile the physical sales of stock with what is recorded in Council's accounting records system. Stocktakes are an important internal control that ensures the accuracy of Council's stock records and also acts as a process for detecting and preventing fraud.

A retail operation such as the VIC will present a different set of issues to an internal stores/depot stocktake and discrepancies between stock counts and the stock records may indicate a number of issues for the VIC. "Shrinkage" of stock may be due to lost, stolen or broken goods. Stocktakes ensure that any disparities are identified and can then be rectified.

On 10 November, 2017, Financial Services with Visitor Information Centre staff undertook a stocktake of the saleable items stock held at the Coonabarabran Visitor Information Centre. This action requires the closure of the VIC for a half day twice each year.

Issues

The VIC is dependent on the services of a team of volunteers who are rostered to work in the Centre on a weekly basis and from time to time they may incorrectly enter goods sold; they may use the wrong barcode or, despite regular training, not know the correct procedures for certain transactions. While each volunteer is given a training session at induction time and regular updates and reminders on the use of the cash register, the level of skill and accuracy of the practice of using the facility varies. This can result in confusing variations in the stock levels and the requirement for staff at the VIC to clarify the anomalies as they occur and at the end of each working day when balances are taken.

At stocktake time; despite the daily monitoring, adjustments are required in terms of gains and losses.

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In a day to day operational sense, the half day closure and the compliance of stock control impacts on the routine work and services of the VIC and when combined the two half days required each year equal one day (in the Accreditation Agreement for a Level 1 VIC there is an allowance for closure of the VIC for up to two days per year). The actual count of stock presents issues which delay daily operations at the VIC. To undertake a stock count requires the Centre to be closed for the morning of the count; VIC staff must address all stock control prior to end of day so operations can commence as normal trading from the completion of the count; all stock is reconciled for commencement of trading.

Financial Considerations

The November 2017 Stocktake results are as follows:

Opening Stock Value (29.4.17)	\$14,705.65
Closing Stock Value (10.11.2017)	\$16,400.91
Gross Sales/Revenue for period (28.4.17 to 10.11.17)	\$33,587.35
Stock purchases for period	\$18,298.07
Stocktake of 10 November 2017 indicates:	
a GAIN of	\$166.16
and a LOSS of	\$227.57
Resulting in an OVERALL LOSS of	\$ 61.41

The overall count of stock held resulted in a Nett Loss of \$61.41 for the period

RECOMMENDATION

That Council notes the results of the November 2017 stocktake at the Coonabarabran VIC and approves a nett stock write-off of \$61.41.

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Item 51 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 – November 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
DA40/2017	5/09/2017	14/11/2017	Darren Semmler	401 Timor Road	COONABARABRAN	New Single Storey Dwelling	69
DA56/2017	26/10/2017	10/11/2017	Belinda Benson	43 Cobra Street	MENDOORAN	New Garages/Sheds - Residential	1
CDC10/2017	30/10/2017	06/11/2017	Epho Pty Ltd	Namoi Street	COONABARABRAN	New Solar Panels	0
DA54/2017	19/10/2017	17/11/2017	Coonabarabran Golf Club	188 River Road	COONABARABRAN	New Patio	15
DA58/2017	03/11/2017	22/11/2017	Glen & Janette Barkley	66 Little Timor Street	COONABARABRAN	Alterations and Additions to Existing	0
DA8/2017	02/03/2017	22/11/2017	Warrumbungle Shire Council	Warrumbungle Way	BINNAWAY	New Commercial Building	239
DA57/2017	02/11/2017	27/11/2017	Taylor Made Buildings	72 Tucklan Street	DUNEDOO	New Installation of Manufactured Home	15

*Development from the January 2013 Wambelong Bushfires

^ Development from the February 2017 Sir Ivan Bushfires

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RECOMMENDATION

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

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Item 52 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 November Ordinary Council meeting, Councillors Doolan and Todd presented Council with questions for the next meeting. The questions and answers are outlined below.

Question 1 – Cr Doolan

Binnaway Pool. Provided that the Department of Education can develop an MOU with Warrumbungle Shire Council that absolves Council of any legal liability, can trained staff from Binnaway School conduct swimming lessons out of hours at Binnaway Pool?

Response

Binnaway Central School already has in place arrangements with council to conduct swimming lessons in December. These arrangements occur on an annual basis.

Question 2 – Cr Doolan

Some parents of pre-school age children from Binnaway find it convenient to place the children in long day care at Coonabarabran. This can, at times lead onto the children enrolling for school in Coonabarabran, to the detriment of the Binnaway School. Are there viable options to provide this service in Binnaway?

Response

The question about whether or not there are viable options to offer a Long Day Care service in Binnaway would be best discussed with the current childcare provider in Binnaway - Binnaway Preschool. From information provided by Yuluwirri Kids it appears that enrolment numbers from Binnaway would not be sufficient to sustain a Long Day Care Service in Binnaway. However these are only the numbers of children currently enrolled at Yuluwirri Kids and does not include those that are enrolled at Binnaway Preschool or those that are not attending any form of childcare. Any work to assess the viability of offering Long Day Care in Binnaway would need to be funded as a separate project.

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Question 1 – Cr Todd

Baradine Toilet. Need for a door shutter so door is not wide open all the time, similar to the one on Men's' toilet. Signs on door to say open. (All Shire toilets that are open need signage. Very cheap to do so.)

Response

The installation of a door closer on Baradine Lions Park toilet will be undertaken.

Options

Nil.

Financial Considerations

Nil.

RECOMMENDATION

For Council's information.

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Item 53 Reports to be Considered in Closed Council RECOMMENDATION

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

Item 53.1 Liverpool Range Wind Farm

Division: Executive Services

Author: Acting General Manager – Leeanne Ryan

1 Confidential Enclosure

Council will determine this matter in part of the Meeting closed to the public pursuant to Section 10A(2)(d)(i)(ii)(iii) of the Local Government Act 1993, on the grounds that the matter is commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council and reveal a trade secret.

Summary

The purpose of this report is to provide information on negotiations and finalisation of the draft Voluntary Planning Agreement between Council and Epuron in relation to the Liverpool Range Wind Farm.

Item 53.2 Nominations for Australia Day 2018 – Shire Wide Awards

Division: Corporate Services

Author: Manager Children's and Community Services – Louise Johnson

1 Confidential Enclosure

Council will determine this matter in part of the Meeting closed to the public pursuant to Section 10A(2)(a) of the Local Government Act 1993, on the grounds that the matter and information are personnel matters concerning particular individuals (other than Councillors).

Summary

The purpose of this report is to select the winners of the 2018 Warrumbungle Shire Council Australia Day Awards.

Item 53.3 Raising Timor Dam Wall Feasibility Study and Concept Design

Division: Technical Services

**Author: Manager Warrumbungle Water and Sewerage – Special Projects –
Cornelia Wiebels**

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

Summary

The purpose of this report is to select a Consultant to perform the Site Inspection, Feasibility Study, Concept Design and Finite Element Structural Analysis within the frame of the 'Raising Timor Dam Wall Feasibility Study' Project.

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Item 53.4 Selection of Consultant to Design Baradine Flood Levee

Division: Technical Services

Author: Director Technical Services – Kevin Tighe

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

Summary

The purpose of this report is to select a Consultant to provide Council with a Detailed Design and Environmental Assessment of Baradine Town Flood Levee, subject to extension of time being granted by NSW Office of Environment and Heritage for completion of the Project.