



AGENDA FOR ORDINARY COUNCIL MEETING

11th February, 2014

NOTICE IS HEREBY GIVEN pursuant to clause 7 of Council's Code of Meeting Practice that the Ordinary Council Meeting of Walgett Shire Council will be held at the **Walgett Shire Council Chambers** on **11 February, 2014** commencing at 10.00am to discuss the items listed in the Agenda.

Don Ramsland
GENERAL MANAGER

CONFLICT OF INTERESTS

What is a "Conflict of Interests" – A conflict of interests can be two types:

Pecuniary – an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

Non-Pecuniary – a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Local government Act (eg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature.)

Remoteness

A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in Section 448 of the Local Government Act.

Who has a Pecuniary Interest? – A person has a pecuniary interest in a matter if the pecuniary interest is the interest of:

- The person, or
- Another person with whom the person is associated (see below)

Relatives, Partners

A person is taken to have a pecuniary interest in a matter if:

- The person's spouse or de facto partner or a relative of the person has a pecuniary interest in the matter, or
- The person, or a nominee, partners or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter

N.B. "Relative", in relation to a person means any of the following:

- (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the person's spouse.
- (b) the spouse or de facto partners of the person or of a person referred to in paragraph (a)

No Interest in the Matter

However, a person is not taken to have a pecuniary interest in a matter:

- If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative or company of other body, or
- Just because the person is a member of, or is employed by, the Council
- Just because the person is a member of, or a delegate of the Council to, a company or other body that has a pecuniary interest in the matter provided that the person has no beneficial interest in any shares of the company or body.

Disclosure and participation in meetings

- A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
 - (a) At any time during which the matter is being considered or discussed by the Council or Committee, or
 - (b) At any time during which the Council or Committee is voting on any question in relation to the matter.

No Knowledge – A person does not breach this Clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

Participation in Meetings despite Pecuniary Interest (S452 Act)

A Councillor is not prevented from taking part in the consideration or discussion of, or from voting on, any of the matters/questions detailed in Section 452 of the Local Government Act.

Non-Pecuniary Interest – Must be disclosed in meetings.

There are a broad range of options available for managing conflicts & the option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with. Non-Pecuniary conflicts of interest must be dealt with in at least one of the following ways:

- It may be appropriate that no action be taken where the potential for conflict is minimal. However, Councillors should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (eg. Participate in discussion but not in decision making or vice versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (eg. Relinquishing or divesting the personal interest that creates the conflict)
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in S451 of the Local Government Act apply (particularly if you have a significant non-pecuniary interest)

Disclosure to be Recorded (S453 Act)

A disclosure (and the reason/s for the disclosure) made at a meeting of the Council or Council Committee or Sub-Committee must be recorded in the minutes of the meeting.

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## **AGENDA**

### **1. Opening of Meeting**

### **2. Acknowledgement of Traditional Owners**

*I would like to acknowledge the traditional owners of the lands within the Walgett Shire and I would also like to acknowledge the Aboriginal and Torres Strait Islander people who now reside within this Shire.*

### **3. Apologies**

### **4. Welcome to Visitors**

*Mr Les Greene and his wife Catherine will be joining Council for lunch at 12:30pm.*

### **5. Public Forum Presentations**

*(Limited to five minute presentations, and must relate to items listed within the Business Paper)*

### **6. Declaration of Pecuniary/Non Pecuniary Interests**

### **7. Confirmation of Minutes/Matters Arising**

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### **16.2 DIRECTOR PLANNING & REGULATORY SERVICES**

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## **SUPPLEMENTARY REPORT – to be provided**

Retirement – Mr Les Greene

## **17. Close of Meeting**

### **3. Apologies**

Clr Darryl Cooper has indicated he will be away on business and has requested an apology for the February meeting.

| <b>Apologies – 11 February 2014</b>                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <p>That the apology received from Clr Cooper is accepted and a leave of absence granted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

### **4. Welcome to Visitors**

### **5. Public Forum Presentations**

### **6. Declaration of Pecuniary/Non Pecuniary Interests**

## **7. Confirmation of Minutes/Matters Arising**

| <b>Minutes of Council meeting – 17 December 2013</b>                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>1. That the minutes of the Council meeting held 17 December 2013, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**MINUTES OF THE MEETING OF THE WALGETT SHIRE COUNCIL HELD AT WALGETT SHIRE COUNCIL CHAMBERS ON TUESDAY 17<sup>th</sup> December, 2013 AT 10:17 AM**

**PRESENT**

Clr B Murray (Mayor)  
Clr D Cooper  
Clr R Greenaway  
Clr J Keir  
Clr D Lane  
Clr M Martinez  
Clr M Taylor  
Clr L Walford  
Clr I Woodcock  
Don Ramsland (General Manager)  
Stephen Holland (Director Corporate Services)  
Andrew Wilson (Acting Director Planning & Regulatory Services)  
Raju Ranjit (Director Engineering Services)  
Prafulla K.C (Acting Director Urban Infrastructure Services)  
Victoria Renshaw (Minute Secretary)

**Welcome to Visitors**

The Mayor welcomed all visitors to the meeting and acknowledged the traditional owners of the land.

**Public Forum Presentations**

**Mr Robert Sirasch discussed the following;**

- Robert Sirasch outlined his role as a self-employed consultant engineer, currently working with Mr George Mulder.
- Robert Sirasch noted that illegal residences at 6-8 Windlass Avenue have now been sectioned off and are not being currently used.
- A large number of unauthorised structures have been demolished.
- One section is being used as an industrial area, Robert Sirasch advised there is no one living in this section.
- It was confirmed that the original structure was built under a compliant Development Application, however work has been done without a Development Application.
- Robert Sirasch noted that George Mulder is undertaking as much work as he can with limited resources.
- He requested that Council do not issue an order today, as outlined in previous correspondence.
- Robert Sirasch circulated a letter and planning documents that were later distributed to all Councillors and relevant Council staff.

**Mr Greg Rummery & Mr Paul Duncan discussed the following;**

- Greg Rummery outlined the Sporting Clubs long history of providing sporting facilities to Walgett.
- Following the time the club was in administration this year, a trust was formed and 43 residents have assisted in refloating the Club.

- The new management team would like to continue providing sporting facilities to Walgett, however there is considerable cost involved in the maintenance of these facilities.
- Paul Duncan outlined the financial position of the Club.
- Prior to administration the Club reported a loss of \$128,000. The new management team have identified \$250,000 expenditure that as potential cost savings.
- Based on previous figures, approximately \$50,000 to \$60,000 was previously spent on maintenance of the golf course facilities. Approximately the same amount was spent on maintenance of the bowling facilities. A small amount was utilised for maintenance of the tennis courts.
- Management anticipate that they can maintain all three facilities for approximately \$110,000.
- At the moment, a smaller amount is needed to maintain the golf course due to limited rainfall.
- The golf course is currently receiving maintenance assistance from volunteers. Council are also assisting with some mowing.
- Management have researched the possibility of employing a grounds keeping apprentice and using contract staff in order to decrease staffing costs.
- Travels for bowls competitions will also no longer be subsidised.
- Management will focus on promotions that generate income for the Club.
- If the Club are successful in receiving financial assistance from Council, they are willing to report back to Council as to how the money was spent.

**Mr Terry Francis discussed the following;**

- Terry Francis is representing Woodhams in support of their Development Application to place a fuel facility next to the Burren Junction Hotel.
- There is currently no operating fuel facility in Burren Junction.
- The Development Application proposes that a trans tank, 2 pump, diesel fuel system is installed. This service will offer Diesel fuel only.
- The fuel tank is an above ground, double walled tank with concrete pads either side.
- The facility will be located approximately 40 metres inside the Hotel property so a road train can use the facility so that road and footpath users are not impeded.
- It is anticipated that the peak usage time for this facility will be during harvest and cotton carting.

**Superintendent Jim Stewart discussed the following;**

- Supt. Stewart has recently been appointed the new Castlereagh Local Area Commander.
- Supt. Stewart outlined his 34 years of experience as a police officer in the Sydney area.
- Supt. Stewart has made visits to Lightning Ridge, Collarenebri, Goodoga and Coonamble.
- Supt. Stewart's focus as Commander is on reducing crime, and believes an important deterrent is the police addressing matters as soon as they arise.
- In the Shire there is a good police presence at the moment, with numbers currently over strength.
- Supt. Stewart noted that Burren Junction is currently problematic, however the issue is being addressed.



#### **Declaration of Pecuniary/Non Pecuniary Interests**

Cllrs Keir, Greenaway & Martinez declared a Pecuniary Interest in item 26 - Monthly Flood Works from Director Engineering Services as their families are currently operating plants.

#### **Confirmation of Minutes**

##### **12/2013/1 Minutes of Council meeting – 26 November 2013**

#### **Resolved:**

1. That the minutes of the Council meeting held 26 November 2013, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved: Cllr Keir**

**Seconded: Cllr Cooper**

**CARRIED**

#### **Mayoral Minutes**

##### **12/2013/2 Matters for Brief Mention or Information Only from Mayor**

#### **Resolved:**

1. That the matters listed for Brief Mention by the Mayor are received and noted.

**Moved: Cllr Keir**

**Seconded: Cllr Greenaway**

**CARRIED**

#### **Councillors Questions From Last Meeting**

**Cllr Walford**

#### **Question 1**

A Working Party was held last week in Lightning Ridge. About 25 people attended, including representatives from Government Agencies. Some Government Agencies representatives noted that they do not know what will happen regarding their employment in the future.

#### **Response**

Noted.

**Cllr Taylor**

#### **Question 1**

There are holes developing in the bitumen on the Castlereagh Highway near the property "Gowrie" that need attention.

#### **Response**

The Director of Engineering Services to take appropriate action to carry out repairs.

**Question 2**

What is the progress of recovery of unpaid rates for the Carinda Hotel?

**Response**

The Director Corporate Services advised that the matter is in the hands of Council's collection agent. More detail is to be provided in closed session.

**Clr Lane**

**Question 1**

What is the progress of Council upgrading previous Council Agendas and Minutes to the electronic system?

**Response**

The General Manager advised that a report will be prepared for a future Council meeting to discuss.

**Clr Woodcock**

**Question 1**

What is the progress of the Lightning Ridge water samples as previously requested? Clr Woodcock also commented that a new bore at Angledool appears to be having similar problems as the new bore at Lightning Ridge with regards to water quality and flow issues.

**Response**

The Acting Director Urban Infrastructure Services advised that the water samples have been completed and are available to Clr Woodcock on his iPad.

**Clr Keir**

**Question 1**

The Come-By-Chance main street program has been deferred four times. A stretch of bitumen is wearing away and will soon be non-existent.

**Response**

The Director Engineering Services advised that work is due to commence before Christmas.

**Question 2**

Have Council implemented a system for acknowledging incoming correspondence?

**Response**

The Director Corporate Services advised that a system is in place for the records staff to send an acknowledgement to all incoming correspondence. An acknowledgement is also sent to incoming emails.

**Question 3**

Has a request for support been received from the Walgett Sporting Club yet?

**Response**

The General Manager advised that the request has been received and will be the subject of a report to the December meeting.

#### Reports of Committees/Delegates

##### **12/2013/3 Minutes of Health & Safety Committee Meeting – 7 November 2013**

**Resolved:**

1. That the minutes of the Health & Safety Committee Meeting held 7 November 2013, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved: Cllr Lane**

**Seconded: Cllr Walford**

##### **12/2013/4 Minutes of Consultative Committee Meeting – 20 November 2013**

**Resolved:**

1. That the minutes of the Consultative Committee Meeting held 20 November 2013, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved: Cllr Walford**

**Seconded: Cllr Lane**

#### Reports of Officers

##### **12/2013/5 Council's Decision Action Report – December 2013**

**Resolved:**

1. That the Resolution Register for December 2013 be received and noted.

**Moved: Cllr Greenaway**

**Seconded: Cllr Keir**

**CARRIED**

*Cllr Walford left the meeting at 11:17am.*

*Cllr Walford returned to the meeting at 11:21am.*

| <b>12/2013/6 Circulars Received from the Local Government NSW</b>                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1. That the information contained in the weekly circulars numbers 47 - 49 from the Local Government NSW be received and noted.</li> </ol> <p><b>Moved: Clr Lane</b><br/> <b>Seconded: Clr Woodcock</b></p> <p><b>CARRIED</b></p> |

| <b>12/2013/7 Circulars Received from the Division of Local Government – December 2013</b>                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1. That the information contained in the following Departmental circulars 13-49 to 13-52 from the Local Government Division Department of Premier and Cabinet be received and noted.</li> </ol> <p><b>Moved: Clr Cooper</b><br/> <b>Seconded: Clr Lane</b></p> <p><b>CARRIED</b></p> |

| <b>12/2013/8 Monthly Calendar – December 2013 to February 2014</b>                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <p>That Council receive and note the regular monthly calendar for the period December 2013 to February 2014.</p> <p><b>Moved: Clr Greenaway</b><br/> <b>Seconded: Clr Lane</b></p> <p><b>CARRIED</b></p> |

| <b>12/2013/9 Hudson Pear Control Programme - Funding</b>                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1. That Council approach the Castlereagh Macquarie County Council with an offer to provide funds of up to \$30,000 providing that such a contribution is matched either from the County's own resources or from other environmental agency sources.</li> </ol> <p><b>Moved: Clr Greenaway</b><br/> <b>Seconded: Clr Lane</b></p> <p><b>CARRIED</b></p> |
| <b>12/2013/10 Matters for Brief Mention or Information Only – General Manager</b>                                                                                                                                                                                                                                                                                                                                     |

**Resolved:**

That the General Manager's Report on matters for brief mention or information only be received and noted;

1. Betterment Concept
2. PCYC Update
3. Walgett Community College
4. Main Street Planning
5. NSW Health Restructure

**Moved: Cllr Walford**

**Seconded: Cllr Lane**

**CARRIED**

**12/2013/11 CASH ON HAND AND INVESTMENT REPORT AS AT 30 NOVEMBER 2013**

**Resolved:**

1. That the cash on hand and investment report as at 30 November 2013 be received.

**Moved: Cllr Lane**

**Seconded: Cllr Cooper**

**CARRIED**

**12/2013/12 2012/2013 Annual Report**

**Resolved:**

2. That the 2012/2013 Annual Report be received and noted.

**Moved: Cllr Woodcock**

**Seconded: Cllr Greenaway**

**CARRIED**

**12/2013/13 Walgett & Collarenebri Pools – Electrical Works**

**Resolved:**

1. That the report is noted and that LRE be engaged to undertake the electrical upgrade works at the Walgett and Collarenebri pools.

**Moved: Cllr Lane**

**Seconded: Cllr Keir**

**CARRIED**

**12/2013/14 Burren Junction Hall**

**Resolved:**

1. That the report be noted and that the action taken to not take further bookings for the Burren Junction hall be endorsed.
2. That Council hold a public meeting at Burren Junction in the New Year to discuss the future of the hall.

**Moved: Cllr Greenaway**

**Seconded: Cllr Taylor**

**CARRIED**

**12/2013/15 NSW Local Infrastructure Renewal Scheme 2014/2015**

**Resolved:**

That Council submit the following projects under the 2013/2014 round of the LIRS.

1. B57 Black Bridge on Billybingbone Road – Carinda
2. B69 Wanourie Bridge on Brewon Road

**Moved: Cllr Cooper**

**Seconded: Cllr Lane**

**CARRIED**

**12/2013/16 Sale of Land for Unpaid Rates**

**Resolved:**

1. That Council delegate to the General Manager authority to sell the two (2) remaining properties being Assessment 4275 for 49 Montkeila Street, Walgett – Lot 27 DP 230851 and Assessment 57521 for 29 Albert Street, Collarenebri – Lot 16 Section 9 DP 758262 by private treaty in accordance with Section 716 of the *Local Government Act 1993*.
2. That the General Manager be delegated authority to complete the required legal documentation associated with the sale of the properties submitted for sale under Section 713 of the Local Government Act 1993 and to affix the Council Seal where required.

**Moved: Cllr Woodcock**  
**Seconded: Cllr Greenaway**

**CARRIED**

**12/2013/17 Development & Complying Development Certificate Applications**

**Resolved:**

1. That Walgett Shire Council note the report on Development and Complying Development Certificate applications dealt with by Council staff under delegated authority for August, September, October & November 2013.

**Moved: Cllr Woodcock**  
**Seconded: Cllr Walford**

**CARRIED**

**Resolved:**

That Walgett Shire Council resolve to:

1. Approve Development Application DA2013/032 by Terry Francis for a self-service diesel tank on Lot 43 DP 15645 subject to the conditions as listed in the Town Planning Report.

**Moved: Cllr Keir**

**Seconded: Cllr Cooper**

**CARRIED**

**Planning Division**

In favour

Cllr G Murray  
Cllr D Cooper  
Cllr R Greenaway  
Cllr J Keir  
Cllr M Martinez  
Cllr L Walford  
Cllr M Taylor  
Cllr I Woodcock  
Cllr D Lane

Against

Nil

Absent

Nil



**12/2013/19 Public Exhibition of Draft Walgett Shire Development Control Plan 2013**

**Resolved:**

That Walgett Shire Council resolve to:

1. Publicly exhibit the draft Walgett Shire Development Control Plan 2014 for a minimum of 28 days.
2. Undertake public exhibition consultation via;
  - (a) Advertising in Council's newspaper column within the Walgett Spectator and Lightning Ridge News.
  - (b) Notification letters to Council's precinct committees and community working parties.
  - (c) Making digital (PDF) copies of the document available via Council's web site.
  - (d) Making hard copies of the document available at the Council office at Walgett, Council office at Collarenebri and the Library at Lightning Ridge.

**Moved: Clr Greenaway**

**Seconded: Clr Lane**

**CARRIED**

**Planning Division**

In favour

Clr G Murray

Clr D Cooper

Clr R Greenaway

Clr J Keir

Clr M Martinez

Clr L Walford

Clr M Taylor

Clr I Woodcock

Clr D Lane

Against

Nil

Absent

Nil

| 12/2013/20 Matters Generally for Brief Mention or Information only from Director of Planning & Regulatory Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <p>That Walgett Shire Council resolve to:</p> <ol style="list-style-type: none"> <li>1. Receive and note the report by the Director of Planning &amp; Regulatory Services on matters for brief mention, or information only, regarding: <ul style="list-style-type: none"> <li>- Structural integrity of building, 34 Opal St, Lightning Ridge</li> <li>- Rural Residential Land Use Strategy discussion paper</li> <li>- Differential GNSS surveying</li> <li>- Pound dog rehoming.</li> <li>- Grawin Opal Fields locality proposal</li> <li>- Draft Planning Bill</li> </ul> </li> </ol> <p><b>Moved: Cllr Greenaway</b><br/> <b>Seconded: Cllr Lane</b></p> <p><b>CARRIED</b></p> |

*The meeting adjourned for lunch at 12:47pm.*

*The meeting resumed at 1:40pm with all those previously in attendance again present.*

Council's auditor, Mr Gary Motau of Hills Rogers Spencer Steer was in attendance and delivered his Audit Report for the 2012/2013 Financial Year. Mr Motau answered various questions arising from his presentation

| 12/2013/21 2012-2013 Audited Financial Statements and Audit Report                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1. That Council formally receive the Audited Financial Reports together with the Auditor's Reports for the period 1 July 2012 to 30 June 2013.</li> <li>2. That Council extend the time for public submissions in respect of the Audit Report to 31 December 2013.</li> </ol> <p><b>Moved: Cllr Woodcock</b><br/> <b>Seconded: Cllr Keir</b></p> <p><b>CARRIED</b></p> |

**12/2013/22 Development Determination 2013/039**

**Resolved:**

1. That Walgett Shire Council resolve to allow the General Manager to determine Development Application 2013/039 for a water treatment plant on Lots 1-20 Section 18 DP 759036 under delegated authority subject to the recommended conditions of development consent, and a favourable review of the Development Application Assessment Report by an independent planner.

**Moved: Clr Woodcock**  
**Seconded: Clr Walford**

**CARRIED**

**Planning Division**

In favour

Clr G Murray  
Clr D Cooper  
Clr R Greenaway  
Clr J Keir  
Clr M Martinez  
Clr L Walford  
Clr M Taylor  
Clr I Woodcock  
Clr D Lane

Against

Nil

Absent

Nil

**12/2013/23 Closed circuit television (CCTV) in Public Places and Council Premises**

**Resolved:**

That the draft CCTV policy be adopted in principle and placed on public exhibition for 28 days.

**Moved: Clr Woodcock**  
**Seconded: Clr Taylor**

**CARRIED**

| 12/2013/24 RMS – Future Bicycle & Pedestrian Facilities – Funding Application for 2014/2015                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1. That Council note the funding application for future bicycle &amp; pedestrian facilities south of the Barwon River between Castlereagh Highway and Come By Chance Road for an estimated total cost of \$81,000.</li> <li>2. That Council make an application for funding with the funding allocation to be determined at the 2014/2015 Budget Estimates Meeting.</li> </ol> <p><b>Moved: Cllr Cooper</b><br/> <b>Seconded: Cllr Keir</b></p> <p><b>CARRIED</b></p> |

| 12/2013/25 New Heavy Vehicle National Law                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <p>That Council note and accept the New Heavy Vehicle National Law.</p> <p><b>Moved: Cllr Woodcock</b><br/> <b>Seconded: Cllr Walford</b></p> <p><b>CARRIED</b></p> |

| 12/2013/26 Monthly RMCC Works Report from Director Engineering Services – December 2013                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <p>That Council receive and note the monthly RMCC Works Report for December 2013.</p> <p><b>Moved: Cllr Woodcock</b><br/> <b>Seconded: Cllr Cooper</b></p> <p><b>CARRIED</b></p> |

*Cllrs Keir, Martinez & Greenaway declared a pecuniary interest in the following item and left the meeting at 3:06pm.*

**12/2013/27 Monthly Flood Works Report from Director Engineering Services**

**Resolved:**

1. That Council receive and note the monthly flood restoration works report for December 2013.

**Moved: Cllr Lane**

**Seconded: Cllr Walford**

**CARRIED**

*Cllrs Keir, Martinez & Greenaway returned to the meeting at 3:09pm.*

**12/2013/28 Reduced Contract Prices – Big Baroka Bridge & Big Baroka Overflow Bridge**

**Resolved:**

1. That Council note and accept the discounted price of \$584,500 for RFQ 13/015 and \$261,500 for RFQ 13/016.

**Moved: Cllr Lane**

**Seconded: Cllr Martinez**

### **Questions for the next Meeting**

**Clr Taylor**

**Question 1**

Is Council able to approach/be included in new air route opportunities?

**Response**

The General Manager outlined the current position of the Shire in relation to air routes and the issues involved in retaining pilots.

**Question 2**

Has the Lightning Ridge Tourist Association received their quarterly contribution?

**Response**

The General Manager advised that he has advised the Tourist Officer that upon receipt of their invoice for the correct amount Council will make arrangements for the payment.

**Clr Cooper**

**Question 1**

What is happening regarding Weir access issues on the property of Gavin & Linda Schmetzer?

**Response**

The General Manager advised that the matter is now with the Department of Crown Lands for determination. Council have indicated to Crown Lands that Council do not wish for access for regular use, instead requesting for the area to be fenced out.

**Clr Keir**

**Question 1**

Road users are cutting across Gilbert Park to access Albert Street. Can some logs be placed across this area to fence it off?

**Response**

The Acting Director Planning & Regulatory Services advised that temporary fencing is already in place.

**Question 2**

There is a lack of lawn and garden beds at the Walgett Court House. Can Council write to the landowner regarding maintenance?

**Response**

General Manager to write to the Courts Administration Section drawing attention to the issue.

**Clr Greenaway**

**Question 1**

Is Council planning on filling the centre of the artificial airstrip at Rowena with gravel?

**Response**

The Director Engineering Services advised that the airstrip will be sealed for 8 metres but only 6 metres of the remaining road.

**Question 2**

Is cardboard being collected for recycling by the Collarenebri landfill contractor?

**Response**

The Acting Director Urban Infrastructure Services advised that in the past, there was no provision in the contract for a recycling service to be provided. However, the contractors are required to provide an area for the purpose of recycling items.

**Clr Woodcock**

**Question 1**

When will Council staff be available to move the synthetic turf at the Lightning Ridge Bowling Club? Can glue and tape be provided by Council for the task?

**Response**

The Acting Director Urban Infrastructure advised that the task can be undertaken this Thursday and is to provide the glue and tape as requested. The Acting Director Urban Infrastructure Services is to also prepare the necessary risk assessment paperwork.

**Question 2**

What is happening regarding the leash free dog area in Lightning Ridge?

**Response**

The Acting Director Planning & Regulatory Services is to prepare a report for the next Council meeting.

**Question 3**

What is happening regarding work being done at the Lightning Ridge Racetrack?

**Response**

The General Manager advised that arrangements are currently being made for the fence to be re-erected and Council staff are to fix the running rail and gates. The General Manager has been advised by George Mulder that the water line has been dug out and replaced. Council staff are to inspect this work to ensure it has been done correctly. The General Manager noted that a risk assessment had not been carried out before George Mulder undertook this work. The Acting Director Urban Infrastructure Services noted that he was not made aware of this work being undertaken.



**12/2013/29 Move into Closed Session At 3:51PM**

**Resolved:**

That the public be excluded from the meeting pursuant to Sections 10A (2)(c) & (d) of the Local Government Act 1993 on the basis that the items deal with:

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

**Moved: Cllr Greenaway**

**Seconded: Cllr Keir**

**CARRIED**

*Cllrs Cooper, Keir & Murray declared a pecuniary interest in the following item and left the meeting at 3:52pm.*

**12/2013/30 Walgett Sporting Club Inc – Request for Assistance**

**Resolved:**

- 1. That Council provide a one off payment of \$50,000 to the Walgett Sporting Club for the provision of the Club's sporting facilities.
- 2. That the Club provide to Council a detailed breakdown as to how the payment is spent.

**Moved: Cllr Greenaway**

**Seconded: Cllr Taylor**

**CARRIED**

*Cllrs Cooper, Keir & Murray returned to the meeting at 4:08pm*

**12/2013/31 Shared Facilities Proposal – 2WEB**

**Resolved:**

That Council agree to the proposal by 2 WEB to:

- 1. to erect their rebroadcast antennae on the Council water tower closest to Fox Street, Walgett.
- 2. Give Council an undertaking to provide a cable tray on the side of the tower than can be shared jointly by 2WEB and Council.
- 3. provide an air conditioned hut which can be jointly shared by 2WEB and Council.
- 4. provide phone links to the site and meet any ongoing costs.
- 5. In exchange, Council will meet the cost of power to the new facility and an agreement be negotiated and signed between both parties providing for points 1 to 5 above at a peppercorn rental of \$1 per annum subject to a periodic review.

**Moved: Cllr Woodcock**

**Seconded: Cllr Greenaway**



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>12/2013/32 Acting General Manager – Stephen Holland</b><br><br><b>Resolved:</b><br><br>That pursuant to the provisions of Sections 333/335 and 377/378 Mr Stephen Holland act in the position of General Manager during the General Manager's absence on annual leave during January, 2014 and he be delegated the General Manager's full powers and responsibilities for that period.<br><br><b>Moved: Clr Greenaway</b><br><b>Seconded: Clr Walford</b><br><br><b>CARRIED</b>                                                                                                                                                         |
| <b>12/2013/33 Confidential Matters for Brief Mention or Information Only – General Manager</b><br><br><b>Resolved:</b><br><br>That the General Manager's Report on confidential matters for brief mention or information only be received and noted:<br>1. General Managers Performance Review<br>2. Collarenebri Abattoir – provision of water<br>3. Workers Compensation Premium<br><br><b>Moved: Clr Greenaway</b><br><b>Seconded: Clr Keir</b><br><br><b>CARRIED</b>                                                                                                                                                                   |
| <b>12/2013/34 Electronic Council Solution &amp; Improvement</b><br><br><b>Resolved:</b><br><br>1. That Council accept the Tender submitted by Barry Reichelt telecommunications consulting services for \$23,060 plus \$4760 for additional short listing services (excluding GST) for EOI-015 – Design, procurement and project management of unified communications infrastructure.<br><br>2. That Council authorise the transfer of \$10,000 from the forensic study project (11.03823.3629) to the Telecommunications Project Budget (11.0823.3823)<br><br><b>Moved: Clr Lane</b><br><b>Seconded: Clr Taylor</b><br><br><b>CARRIED</b> |

**12/2013/35 Lehman Brothers (Asia) Update**

**Resolved:**

1. That the content of the report be noted.

**Moved: Cllr Cooper**

**Seconded: Cllr Woodcock**

**CARRIED**

**12/2013/36 Damaged Fence Order, 20 Peel Street Walgett**

**Resolved:**

That Walgett Shire Council resolve to:

1. Endorse the quote of \$726.10 provided by Council's Engineering Services for the removal the damaged fence at 20 Peel Street, Walgett and the removal of any subsequent waste to the Walgett refuse depot.
2. That the cost of removing the damaged fence is charged to the owner of the property.

**Moved: Cllr Keir**

**Seconded: Cllr Greenaway**

**CARRIED**

**12/2013/37 Lower Macquarie Water Utilities Alliance: Formal Invitation to Join the Alliance**

**Resolved:**

1. That Council
  - (i) Accept the invitation to join the Lower Macquarie Water Utilities Alliance (LMWUA) and advise the Minister of Water of the decision
  - (ii) Withdraw membership from Water Utilities Resources Sharing Group and inform the member Councils of the decision

**Moved: Cllr Lane**

**Seconded: Cllr Cooper**

**CARRIED**

**12/2013/38 Request for Connection to the Urban Water Supply System (raw) Walgett Graincorp**

**Resolved:**

1. That this item is deferred to the February 2014 Council meeting.
2. That in the interim period the Acting Director Urban Infrastructure Services determines the amount of water needed, who will pay, and if a filtered or unfiltered supply is requested.

**Moved: Cllr Martinez**

**Seconded: Cllr Greenaway**

**CARRIED**

**12/2013/39 Return to Open Session at 4:56pm**

**Resolved:**

1. That Council return to open session.

**Moved: Cllr Greenaway**

**Seconded: Cllr Keir**

**CARRIED**

**12/2013/40 Adoption of Closed Session Reports**

**Resolved:**

That Council adopt the following recommendations of the Closed Committee:

- 1) Walgett Sporting Club – Request for Assistance
- 2) Shared Facilities Proposal – 2WEB
- 3) Acting General Manager – Stephen Holland
- 4) Confidential Matters for Brief Mention or Information Only – General Manager
- 5) Expression of Interest – Communications Infrastructure
- 6) Lehman Bros (Asia) Update
- 7) Damaged Fence – 20 Peel Street Walgett
- 8) Lower Macquarie Water Utilities Alliance
- 9) Request for Connection to the Urban Water Supply

**Moved: Cllr Woodcock**

**Seconded: Cllr Greenaway**

**CARRIED**

**Close of Meeting**

The meeting closed at 4:57pm.

To be confirmed at the meeting of Council to be held on 11 February 2014 at Walgett.

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Mayor

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General Manager

DRAFT

## **8. Reserve Trust Management Committee Reports**

### ***COLLARENEBRI GOLF CLUB – TEMPORARY LICENCE AGREEMENT***

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Karlie Aynsley – Senior Administration Officer  
**FILE NUMBER:** 12/14

---

#### **Summary:**

This report recommends that a temporary licence for a period of one (1) year be issued to the Collarenebri Social Golf Club (CSGC) for part use of the reserve (R82811) for social golf tournaments each Sunday.

#### **Background:**

Walgett Shire Council is the Trust Manager for Crown Reserve (R82811).

CSGC forwarded a letter dated 26 November 2013 to Council outlining that CSGC has formed a committee and have approximately 40 financial members in total. The club is seeking permission for use of the golf course and clubhouse for social golf tournaments each Sunday.

CGC has secured public liability insurance through Hollard Insurance for Public Liability to the value of ten million dollars (\$10,000,000)

#### **Current Position:**

As the Reserve Trust Manager, Council is required to issue a temporary licence to the Collarenebri Golf Club for the use of the reserve. The fee for the temporary licence is \$150.

The Collarenebri Golf Club House is in poor condition due to being unoccupied for some time, resulting from flood damage, vandalism, wasps and swallows nesting. Council has arranged for the swallows nests and wasps to be removed and the vandalised windows have been boarded up.

CSGC has expressed interest in funding and volunteering their time to undertake minor repairs to the clubhouse which will require that the work is undertaken in accordance with Council's requirements for community organisations undertaking work on land owned by or under the control of the Council. Prior to any voluntary work commencing, Council requires that a joint risk assessment be completed and that Council staff oversight the project from commencement to its conclusion. It will be necessary for the property officer to determine the extent of repairs needed (minor/major), and to work together with CSGC to form up a scope of works. It is proposed that a full property inspection report be completed and some works may be able to be done at councils cost depending on what is required. The minimum amount of work to make the building habitable and safe will need to be undertaken before the club will be permitted to use it for its activities.

**Relevant Reference Documents/Policies:**

Land and Property Management Authority Trust Handbook

**Governance issues:**

As reserve trustee the Council must ensure that third party use is authorised in accordance with the Crown Lands legislation.

**Environmental issues:**

There are no identified environmental issues relating to this matter.

**Stakeholders:**

Walgett Shire Council  
Collarenebri Social Golf Club  
Community of Collarenebri and district  
Department of Land and Property Management (LPMA)

**Financial Implications:**

Some funds from council's property maintenance budget may be required with the majority of the work to be done on a volunteer basis by the club. This will be identified when the scope of the work required is determined.

**Alternative Solutions/Options:**

That Council not grant a temporary licence for the use of the golf course reserve.

**Conclusion:**

Council are requested to grant the Collarenebri Social Golf Club a temporary licence for the period of one (1) year for part use of the reserve (R82811) for social golf tournaments each Sunday.

**COLLARENEBRI GOLF CLUB – TEMPORARY LICENCE AGREEMENT****Recommendation:**

1. That a temporary licence for a period of one (1) year be granted to the Collarenebri Golf Club for use of part reserve (R82811) for use of the golf course and clubhouse including but not limited to the following conditions; .  
Provision of evidence of public liability insurance  
The finalisation of a scope of works for renovation of the clubhouse in conjunction with council including a joint risk assessment,  
That occupation of the clubhouse not be approved until it has been made habitable and safe to Council's satisfaction.

**Moved:**

**Seconded:**

**Attachments:**

Recent photographs of Collarenebri Golf Club House  
Insurance Certificate – Business Insurance (Public Liability Coverage)

RECEIVED 02 DEC 2013



## COLLARENEBRI SOCIAL GOLF CLUB

General Manager  
Walgett Shire Council  
Fox Street  
WALGETT NSW 2832

26 November, 2013

Dear Sir

I write to you on behalf of the newly formed Collarenebri Social Golf Club to seek your permission to use the golf club grounds for social golf tournaments each Sunday. As you are aware Collarenebri is only a small community and could only benefit from a club such as this. I am sure it will enhance member's social skills as well as providing additional health benefits as a result of the extra exercise.

We have formed a committee and now have around 40 financial members and interest is still very keen especially from junior members. Their interest is genuine and keen and we intend to work with the local school community to give the students an opportunity to include Golf as a sporting activity. A good junior contingent is the foundation of a successful club.

Eventually we hope to become financially strong to be able to discuss the leasing of this facility from the council.

The club has secured a public liability insurance policy with Hollard Insurance via Insurance broker Ausure in Herbert Street, Moree. A copy of this policy and associated correspondence is attached.

We look forward to your early response so that we may start playing as soon as possible. If you have any queries regarding this our Treasurer Paul Skinner will be happy to discuss this with you. His number is 0428 539 528.

Thank you for your support.

Jamie Chown  
President  
Collarenebri Social Golf Club

P.O. Box 234, COLLARENEBRI NSW 2833





Ausure Insurance Agencies (Moree) | ABN: 14 002 660 219  
Authorised Representative of Ausure Pty Ltd t/as Ausure Insurance Brokers | AFSL: 238433

COPY

### TAX INVOICE

This document will be a tax invoice for GST when payment is made in full

PAGE 1

#### REPRESENTATIVE

Ausure Insurance Agencies (Moree)  
David Paul - AR: 258 985  
PO Box 165  
Moree NSW 2400  
Tel 02 6752 4190  
Fax 02 6752 5825  
Email David.Paul@ausure.com.au

Collarenebri Social Golf Club  
c/- Paul Skinner  
PO Box 234  
Collarenebri NSW 2833

### New Business

#### NOTES:

Invoice date 30-Aug-2013

Invoice number 2815642

|                 |                                                                                                      |
|-----------------|------------------------------------------------------------------------------------------------------|
| TYPE OF POLICY  | Hollard Business                                                                                     |
| THE INSURED     | Collarenebri Social Golf Club                                                                        |
| INSURER         | The Hollard Insurance Company Pty Ltd<br>Po Box A891<br>Sydney South NSW 1235<br>ABN: 78 090 584 473 |
| POLICY NUMBER   | AUS0012390BUS                                                                                        |
| PERIOD OF COVER | From 30/08/2013 to 30/08/2014                                                                        |

| YOUR PREMIUM     |                  |
|------------------|------------------|
| Premium          | \$ 420.00        |
| Underwriter Fee  | \$ 50.00         |
| U/W Fee GST      | \$ 5.00          |
| Fire/ES Levy     | \$ 0.00          |
| GST              | \$ 42.00         |
| Stamp Duty       | \$ 41.58         |
| Broker Fee       | \$ 75.00         |
| Broker Fee GST   | \$ 7.50          |
| <b>TOTAL DUE</b> | <b>\$ 641.08</b> |

#### 5 EASY WAYS TO PAY

1. BPAY - Biler Code 30510. PLEASE USE PAYMENT REFERENCE 2815642
2. CREDIT CARD - Please complete remittance advice and sign. Note: Charges will apply for credit card payments.
3. ONLINE BY CREDIT CARD - Visit <http://www.ausure.com.au/Pay-My-Bill> - Note: Charges will apply for credit card payments.
4. CHEQUE - Please make payable to Ausure Pty Ltd, detach the remittance advice and post to the address below.
5. INSTALMENTS - Premium Finance is available. Please contact your Broker for Terms and Conditions.

X

#### REMITTANCE ADVICE

Please detach slip and return with your credit card or cheque payment to:  
PO Box 165, Moree NSW 2400

CARD (please TICK)    Mastercard ☐    Visa ☐

CARD NO

CARDHOLDERS NAME  EXPIRY

CARDHOLDERS SIGNATURE

Insured: Collarenebri Social Golf Club  
Invoice No. 2815642  
Due Date: 30-Aug-2013  
Policy No. AUS0012390BUS

If payment is made by credit card you will incur a 1.3% credit card fee of \$ 8.33, the total charged to your card will be \$ 649.41. In accordance with standard business practices, receipts will not be issued unless requested.

**TOTAL AMOUNT DUE \$ 641.08**



Ausure Insurance Agencies (Moree) | ABN: 14 002 660 219  
Authorised Representative of Ausure Pty Ltd t/as Ausure Insurance Brokers | www.ausure.com.au | AFSL: 238433



The Holland Insurance Company Pty Limited  
Level 24, 250 George St, Sydney NSW 2000  
ABN 78 090 584 473



3 September 2013

## INSURANCE CERTIFICATE - Business Insurance

Broker : Ausure Insurance Agencies (Moree)  
Address : 54 HEBER STREET  
MOREE NSW 2400

Please read carefully the important notices attached regarding your duty of disclosure. Do not hesitate to contact us with any questions you may have.

The Insured : Collarenebri Social Golf Club  
Address : c/- Paul Skinner, PO Box 234, Collarenebri NSW 2833  
Policy Number : AUS0012390BUS  
Period of Insurance : From 30-Aug-2013 To 30-Aug-2014 at 4.00pm  
Effective Date: 30-Aug-2013

Type of Business : Social Club  
Insured Locations :  
Location 1 Walgett Street Collarenebri

Interested Parties:

### WHAT YOU ARE COVERED FOR

**Building and Contents** - *You do not have cover for this section*

**Business Interruption** - *You do not have cover for this section*

**Business Liability** - *You have cover for this section*

|                          | Sum Insured  |
|--------------------------|--------------|
| Limit of Indemnity       | \$10,000,000 |
| Property in your control | \$0          |

Excess - \$ 500

Special conditions apply to this section, please see 'important notices' section for details.

**Theft** - *You do not have cover for this section*

3-September 2013

**Money** - You do not have cover for this section

**Glass** - You do not have cover for this section

**Portable and Valuable Items** - You do not have cover for this section

**Machinery Breakdown** - You do not have cover for this section

**Electronic Equipment** - You do not have cover for this section

**Goods In Transit** - You do not have cover for this section

**Premium Summary**

| Section                | Premium         | F&ESL         | GST            | Stamp Duty     | Total            |
|------------------------|-----------------|---------------|----------------|----------------|------------------|
| Business Liability     | \$420.00        | \$0.00        | \$42.00        | \$41.58        | \$503.58         |
| <b>Total</b>           | <b>\$420.00</b> | <b>\$0.00</b> | <b>\$42.00</b> | <b>\$41.58</b> | <b>\$503.58</b>  |
| Underwriter Fee        |                 |               |                |                | \$ 50.00         |
| GST on Underwriter Fee |                 |               |                |                | \$ 5.00          |
| <b>Total Premium</b>   |                 |               |                |                | <b>\$ 558.58</b> |

In addition to the exclusions detailed in part 5. "What we do not cover" of the business liability section of this policy we do not cover liability:

1. For personal injury to or damage to property belonging to:
  - Participants in any performance, sport, game, contest or display involving athletic, acrobatic, military or equestrian skills;
  - Participants in any dance, rally or excursion organised by you.
2. Arising out of the use of firearms, missiles of any kind, fireworks, explosives or combustibles
3. Arising out of the use of any amusement or device;
4. Arising directly or indirectly out of, or caused by or in connection with the content of any advertising matter produced by you or on your behalf;
5. Arising directly or indirectly out of, or caused by or in connection with the content of any matter produced or published by you or on your behalf.

## **Important Notices**

### **Your Duty of Disclosure**

We rely on the information you provide us with, to decide whether to insure you and the terms on which we will insure you. To comply with your duty of disclosure when first entering into an insurance contract with us, you must tell us everything you know and that a reasonable person in the circumstances could be expected to tell us, in answer to the questions we ask you, including both on the application form and any verbal questions. This applies to every person insured under the policy.

If you fail in your duty of disclosure we may reduce or deny any claim you make or cancel your policy. If you fraudulently keep information from us or deliberately make false statements we may avoid your contract and treat your insurance as if it never existed.

To comply with your duty of disclosure when you vary, renew, extend, reinstate or replace your policy, you must tell us everything you know, and which a reasonable person in the circumstances could be expected to know, is relevant to our decision to insure you, and if so, on what terms. You do not have to tell us anything that is common knowledge, that we should know through our business, that reduces the risk of a claim or that we tell you we do not need to know.



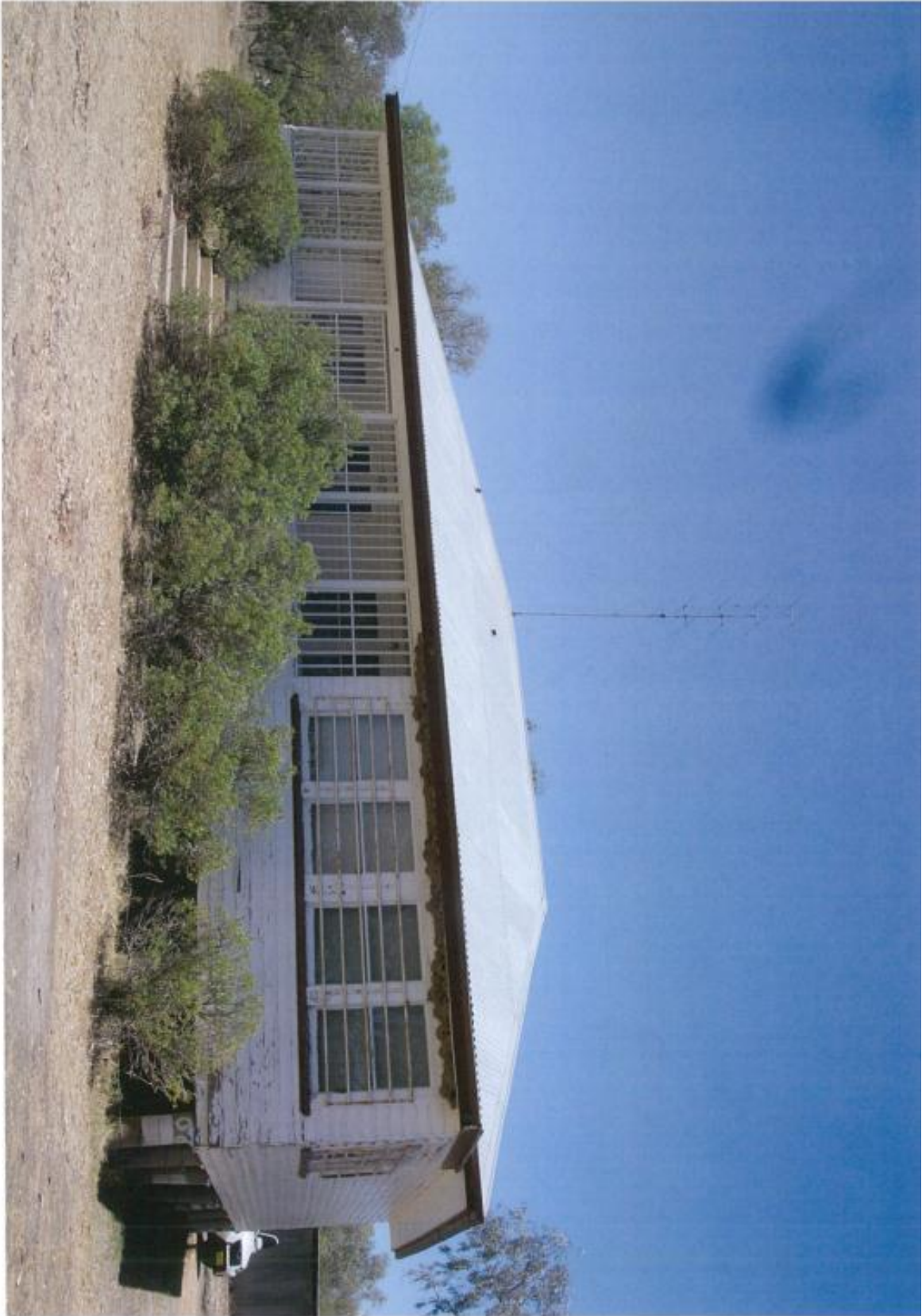


Callaghan stn Golf Club house interior

Plata nana (millareolata) broken glass.







## **WALGETT SHOWGROUND & RACECOURSE – UPGRADE OF FACILITIES**

**REPORTING SECTION:** Corporate and Community Services  
**AUTHOR:** Rebecca Jones – Administrative Assistant  
**FILE NUMBER:** 12/14

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### **Summary:**

This report recommends that Council consider providing in the 2014/15 budget for \$41,250 to accommodate the 'dollar for dollar' funding for further works at the Walgett showground totalling \$82,500 (stage 2) for the Public Reserves Management Fund Program.

### **Background:**

Following consultation with the Show Society and users of the Walgett Showground and Racecourse, it was agreed that Stage 1 of the project should be to replace the grandstand decking and weatherproof of the F.L Moore Grandstand. This would prevent further damage to the secretary's office and jockey's amenities and to prevent new work from being damaged. A quote was obtained from Yeoman's Engineering for \$56,356 to replace the grandstand decking and weatherproof of the F.L Moore Grandstand and was submitted with the application for funding under the Public Reserves Management Fund Program. Council was successful in obtaining funding of \$28,183 with an amount of \$30,000 provided in the current budget for the council's 50% contribution.

### **Current Position:**

The Public Reserves Management Fund Program (PRMFP) offered a supplementary funding round in January 2014.

Following the successful round one application, Council in conjunction with representatives from the Walgett Show Society and Jockey Club, met and decided on the following scope of works for the stage two application. Refurbishment and upgrade of the existing Jockey facilities and to provide a female jockey change and washroom facility at a total estimated cost of \$82,500. An application for this project was lodged and if successful, the Council will need to provide matching 50% funding for the project. The report recommends that Council resolve to consider making provision in the 2014/15 budget for the 'dollar for dollar' contribution to stage 2 of the F.L Moore grandstand project.

This project aligns with Council's Community Strategic Plan 2012-2022 C.12 – "increased participation in administering and supporting recreational and cultural activities, particularly those that cater for the younger and older members of the community".

### **Relevant Reference Documents/Policies:**

Walgett Shire Council – Long Term Financial Plan & Community Strategic Plan 2012-2022

**Governance issues:**

Council administers reserves in accordance with its obligations as Trustee under the Lands Act.

**Environmental issues:**

No environmental issues have been identified in relation to this matter.

**Stakeholders:**

Walgett Shire Council  
Department of Land and Property Management (LPMA)  
Users of the Walgett Showground and Racecourse  
Walgett Shire Residents

**Financial Implications:**

Council will be required to provide matching funding of \$41,250 in the 2014 / 2015 budget for this project, should the latest grant application be successful.

**Alternative Solutions/Options:**

That the project not proceed and the grant is not accepted if offered.

**Conclusion:**

Stage 2 relates to further works to be undertaken at the Walgett Showground and Racecourse. The report informs the Council of the funding application made under the supplementary program and recommends that provision be considered in the 2014/2015 budget for Council's 50% contribution.

| <b>Walgett Showground &amp; Racecourse – Upgrade of Facilities</b>                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>1. That Council considers making provision for \$41,250 in the 2014/15 budget being 50% of the total quoted funds to refurbish/upgrade of the existing male jockey's facilities and the addition of female jockey change and washrooms.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Nil



## ***SCHOOL OF ARTS HALL - BURREN JUNCTION***

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Karlie Aynsley – Senior Administration Officer  
**FILE NUMBER:** 12/14

---

### **Summary:**

Recent facility inspections conducted for the School of Arts Hall at Burren Junction have identified a significant number of building defects. A number of these are safety related and a decision was made to refuse further bookings for the hall late 2013. In a report by Council's Senior Health and Building Surveyor, Andrew Wilson notes that an approximate cost outlining the work required to bring the hall to a satisfactory condition would be in excess of \$500k.

### **Background:**

It has been found that the Burren Junction School of Arts Hall (Heritage) has been purchased by Council in the past and no longer a crown reserve. The building was constructed around 1904 and recent facility inspections have identified a range of significant defects and safety concerns, due to this no new bookings have been taken for the hall due to the state of disrepair.

The Burren Junction School of Arts Hall (Heritage) is listed as an item of Local Environmental Heritage in Schedule 5, Item I5, of the Walgett Local Environmental Plan 2013 (LEP).

Under Clause 5.10 of the LEP, development consent is required for demolishing, moving, or altering the exterior.

Bookings for the School of Arts Hall Burren Junction in the 2012/13 and 2013/14 period were received from the following users:

- Burren Junction Public School previously used the hall for School Assemblies and Concerts.
- A Weekly Yoga Class was held twice a week.
- A Pink Ribbon Ball was held on a yearly basis for 150+ attendee's
- Burren Junction RSL and Burren Junction Hall Committee would hold a yearly ANZAC Day Service for 150+ attendee's
- Various one off users would use the hall for private functions such as funerals, birthdays, anniversaries.

### **Current Position:**

An inspection was undertaken on 18 November 2013 with Andrew Wilson, David Callander and Karlie Aynsley in attendance. This inspection identified that The School of Arts Hall Burren Junction requires extensive work in excess of \$500k in order for the hall to reopen.

Further detailed information in regard to this inspection is attached, it should be noted that this was not identified in Council's Integrated Planning and Reporting process, including Community Strategic Plan and Asset Management Plan, Long Term Financial Plan.

The Burren Junction School of Arts Hall will remain closed until further investigations are carried out and an informed decision made by Council in regard to replacement or refurbishment, due to the insurance risk to Council and the community should the site be accessed.

**Relevant Reference Documents/Policies:**

WH&S Officers report  
Building Inspection Report

**Governance issues:**

The Council is required to ensure that the facility is safe to use and in this regard must comply with a number of legislative and insurance related requirements, such as liability to Council in respect of potential hazard/risk to the community.

**Environmental issues:**

It is considered that there are a number of potential environmental issues resulting from the condition of the hall as it relates to the health and wellbeing of users of this facility, fire and safety along with the existence of asbestos.

**Stakeholders:**

Burren Junction and District community  
Walgett Shire Council

**Financial Implications:**

Council undertaking community consultation may reflect the level of resourcing options made available, in conjunction with relevant Integrated Planning and Reporting framework.

**Alternative Solutions/Options:**

1. Consider the cost to demolish and replace the building on a smaller scale, the estimated cost per square meter would be \$3k, estimated cost of demolition is between \$60k to \$80k. Funding could be sourced from Local Infrastructure Renewal Scheme (LIRS) into the near future to accommodate a number of like projects.
2. Repair the building (heritage), major works would be required and could be in excess of \$500k further detail is indicated in the attached report from Andrew Wilson.
3. Sell the property in its current condition.
4. Not repair or replace the building, demolish and make use of other alternate sites in the community such as: Burren Junction RSL Club, Burren Junction Hotel, Burren Junction CWA hall and Burren Junction Public School hall which can all facilitate the users indicated.

**Conclusion:**

The report recommends that Council consider the information made available and consult with the Burren Junction Community in order to ascertain an agreeable outcome based on community needs in conjunction with Council resourcing strategies/financial framework.

|                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SCHOOL OF ARTS HALL - BURREN JUNCTION</b>                                                                                                                                                                                                                                                                          |
| <b>Recommendation:</b><br><br>That Council consider the information made available and consult with the Burren Junction Community in order to ascertain an agreeable outcome based on community needs in conjunction with Council resourcing strategies/financial framework.<br><br><b>Moved:</b><br><b>Seconded:</b> |

**Attachments:**

Occupational Health and Safety Asset Report dated 18<sup>th</sup> November 2013 (provided under separate cover)

Senior Health and Building Surveyor Report (email attachment)

**From:** Andrew Wilson

**Sent:** Tuesday, 21 January 2014 12:21 PM

**To:** Karlie Aynsley; George McCormick

**Cc:** David Callander

**Subject:** Burren Junction School of arts inspection 18th November 2013, 4/3/758199 5/3/758199, 19-21 Waterloo Street Burren Junction

G'day Karlie and George,

RE: Burren Junction School of arts inspection 18th November 2013, 4/3/758199, 5/3/758199, 19-21 Waterloo Street Burren Junction

Previous reports cited :

- Letter to Alan Nelson, dated 1 June 2007, from Len Smyth
- Occupational Health & Safety assessment inspection report dated 30 October 2009, David Callander
- Occupational Health & Safety assessment inspection report dated 18 November 2013, David Callander

An inspection was undertaken on 18 November 2013 with David Callander and Karlie Aynsley in attendance.

The following items were identified:

1. no current fire safety schedule or annual fire safety statement was located for the building
2. Structural members of the building in parts are in advanced stages of decay eg timber pile thus causing the building to sink in affected parts
3. The roof iron is aged, rusting and in parts, roof capping and sheets are loose and unsecured
4. Wall cladding is in disrepair including rot, broken and missing timber members, raw timber exposed with flaking paint (maybe lead based paint given age of building)
5. Eave soffit is falling out in parts (mostly asbestos cannot be nailed or broken hence removal and replaced with new AC sheeting)
6. Windows are in disrepair and some do not open or cannot be closed
7. Stormwater drainage pipes are broken directing stormwater onto foundations and timber members accelerating decay.
8. Rainwater tank in disrepair
9. Drainage system is in disrepair including septic tank may need to be serviced
10. Stairs accessing the building are in disrepair or been totally removed, the stairs accessing the stage area
11. Differential movement is present between different parts of the structure due to additions over time
12. A major truss member in the roof has been modified hence is causing additional outward stress of the walls within the main hall
13. Exit signs, door panic bars are not operational
14. Electrical wiring has issues including some cables are located in pinch points within the structure
15. Roof lining has masonite ceilings in parts which have been affected by moisture and birds nesting in roof space including timber mouldings rotting and failing
16. Daylight can be seen inside the hall indicating issues with the roof flashings
17. Timber flooring within the building is in disrepair including holes, trip hazards and in parts floor boards are not adequately supported noting within the supper hall/kitchen there is a considerable camber in the floor

18. Safe Fire egress from the backstage area cannot be achieved in event of a fire
19. Stage curtain's in disrepair, new curtains would need to be fire rated in accordance with relevant standards
20. Internal wall linings are in disrepair main hall timber paint may be lead based, Masonite walls affected by moisture and some parts of the walls maybe sheeting containing asbestos
21. Masonry within the kitchen is cracking and in parts and potential risk of collapse if further movement occurs

The above information is a general description of the defects within the building and appear to have been referenced in the previous reports.

#### **Options**

1. Repair the building (heritage) however given my experience as a builder major works would be required and could be in excess of \$500,000 if restumping, levelling, re-roofing including structural repairs to the modified the cut truss, removal of flaking lead based paint, electrical, access, fire safety, disable access and amenities (required upgrade under legislation), kitchen etc. Note Development Consent and Construction Certificate would be required for these works .
2. Cease use of the building, however the building will continue to decay and may need to be demolished in the future (heritage assessment would be required)
3. Demolish and rebuild a new hall (heritage assessment would be required)
4. Sell the property in its current condition

If works are proposed to fix the structure, then the following is warranted:

1. Independent building report
2. Detailed list of proposed works
3. Proposed remediation works relating to lead paint and asbestos
4. Engineering design/certification relating to foundations and truss roof
5. Adequate costing of the projects given the heritage works and remote location

Regards

**Andrew Wilson**  
**Acting Director Planning & Regulatory Services**  
**Walgett Shire Council**

*PO Box 31  
77 Fox Street  
Walgett NSW 2832  
Ph(02) 6828 1399, Fax (02)6828 1608  
Direct line (02) 6828 6128  
Mobile 0419 412 415  
[awilson@walgett.nsw.gov.au](mailto:awilson@walgett.nsw.gov.au)*

**9. Mayoral Minutes – to be circulated at the meeting**

**10. Notice of Motions of Which Notice Has Been Given - Nil**

**11. Presentation of Petitions – Nil**

## **12. Councillors Questions from Last Meeting**

**Clr Taylor**

**Question 1**

Is Council able to approach/be included in new air route opportunities?

**Response**

The General Manager outlined the current position of the Shire in relation to air routes and the issues involved in retaining pilots.

**Question 2**

Has the Lightning Ridge Tourist Association received their quarterly contribution?

**Response**

The General Manager advised that he has advised the Tourist Officer that upon receipt of their invoice for the correct amount Council will make arrangements for the payment.

**Clr Cooper**

**Question 1**

What is happening regarding W eir access issues on the property of Gavin & Linda Schmetzer?

**Response**

The General Manager advised that the matter is now with the Department of Crown Lands for determination. Council have indicated to Crown Lands that Council do not wish for access for regular use, instead requesting for the area to be fenced out.

**Clr Keir**

**Question 1**

Road users are cutting across Gilbert Park to access Albert Street. Can some logs be placed across this area to fence it off?

**Response**

The Acting Director Planning & Regulatory Services advised that temporary fencing is already in place.

**Question 2**

There is a lack of lawn and garden beds at the Walgett Court House. Can Council write to the landowner regarding maintenance?

**Response**

General Manager to write to the Courts Administration Section drawing attention to the issue.

**Clr Greenaway**

**Question 1**

Is Council planning on filling the centre of the emergency airstrip at Rowena with gravel?

**Response**

The Director Engineering Services advised that the airstrip will be sealed for 8 metres but only 6 metres of the remaining road.

**Question 2**

Is cardboard being collected for recycling by the Collarenebri landfill contractor?

**Response**

The Acting Director Urban Infrastructure Services advised that in the past, there was no provision in the contract for a recycling service to be provided. However, the contractors are required to provide an area for the purpose of recycling items.

**Clr Woodcock**

**Question 1**

When will Council staff be available to move the synthetic turf at the Lightning Ridge Bowling Club? Can glue and tape be provided by Council for the task?

**Response**

The Acting Director Urban Infrastructure advised that the task can be undertaken this Thursday and is to provide the glue and tape as requested. The Acting Director Urban Infrastructure Services is to also prepare the necessary risk assessment paperwork.

**Question 2**

What is happening regarding the leash free dog area in Lightning Ridge?

**Response**

The Acting Director Planning & Regulatory Services is to prepare a report for the next Council meeting.

**Question 3**

What is happening regarding work being done at the Lightning Ridge Racetrack?

**Response**

The General Manager advised that arrangements are currently being made for the fence to be re-erected and Council staff are to fix the running rail and gates. The General Manager has been advised by George Mulder that the water line has been dug out and replaced. Council staff are to inspect this work to ensure it has been done correctly. The General Manager noted that a risk assessment had not been carried out before George Mulder undertook this work. The Acting Director Urban Infrastructure Services noted that he was not made aware of this work being undertaken.



### **13. Reports of Committees/Delegates**

#### **13.1 Walgett Shire Council Health & Safety Committee Minutes**

| <b>Minutes of Health &amp; Safety Committee Meeting – 12 December 2013</b>                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>1. That the minutes of the Health &amp; Safety Committee Meeting held 12 December 2013, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

## **MINUTES OF THE MEETING WALGETT SHIRE COUNCIL WORK HEALTH & SAFETY COMMITTEE**

The following are minutes of the Walgett Shire Council Health & Safety Committee Meeting held on Thursday, 12<sup>th</sup> December 2013 in the Council Chambers, commencing at 11.30am.

### **1. PRESENT**

|                 |                                       |
|-----------------|---------------------------------------|
| Dallas Williams | Committee Member (Deputy Chairperson) |
| Barry Maher     | Committee Member                      |
| Don Ramsland    | Management Representative             |
| Ramesh Sharma   | Committee Member                      |
| Rebecca Wilson  | Committee Member                      |
| Bronwyn Newton  | Ex Officio                            |
| David Callander | Secretary                             |

### **2. APOLOGIES**

Prafulla KC  
Raju Ranjit

### **3. MINUTES – 7<sup>TH</sup> NOVEMBER 2013**

The minutes from the meeting held on the 7<sup>th</sup> November 2013 were circulated via email and tabled for endorsement.

The minutes of the Health & Safety Committee Meeting held on 7<sup>th</sup> November 2013 were confirmed and accepted.

Moved: Ms. Bronwyn Newton  
Seconded: Mr Dallas Williams

### **4. BUSINESS ARISING**

#### **4.1 Walgett Works Depot – Steering Committee**

Mr Don Ramsland reported that he has had an initial meeting with Mr Ranjit to review the list and is expecting to hold another meeting early in the new year, when staff have returned following the Christmas break.

#### **Action:**

**The General Manager to convene a steering committee meeting in the new year.**

#### **4.2 First Aid Allowance**

The Committee were advised that Mr Don Ramsland, General Manager has reviewed the First Aid nominations and approved the list as presented.

Mr Callander is to begin inspections of kits and training of First Aid officers in the new year.

**ACTION:**

**Mr David Callander, WHS Officer & Rehabilitation Coordinator will be completing inspections of Council's First Aid kits and ensuring that the First Aid Officer(s) are aware of their role and responsibilities.**

**4.3 Emergency trailer.**

Mr Dallas Williams advised that the trailer construction has commenced by a local manufacturer. Mr Williams presented photos of the partial construction of the trailer and advised that some savings in cost have been made due to an old trailer that is not required for use being given to the manufacturer to modify

**ACTION: Mr Dallas Williams to update progress of construction at next meeting.**

**4.4 Fencing of Lightning Ridge Bore Baths.**

Preliminary discussions have been held, reported Mr Ramsland. Consider a work in progress.

**ACTION: Mr Prafulla KC to report progress to committee at next meeting.**

**4.5 Storage Containers**

The WHS officer is to provide the G.M with an updated list of specifications / requirements for the safe storage of chemicals.

This is considered as ongoing as it takes a bit of time to calculate the quantities required and stored at the smaller depots. The information will be used to calculate the size of storage container required.

**ACTION: Mr Callander to continue to investigate and report back to the committee when the task is completed.**

**4.6 Skin Patrol / skin cancer checks**

G.M has reviewed the information provided in regards to skin patrol and advised WHS Officer approval is given to go ahead.

Discussion was held regarding the importance of this program. Concern was mentioned that council may soon have a series of skin cancer claims

Mr Callander suggested that a survey be conducted to ascertain the interest level.

**ACTION:**

**Mr Callander to survey the staff and present the results at the next meeting.**

**4.7 Documents Register**

WHS Officer has reviewed Wellington Council's Corporate, Legal and Other Requirements register and provide the committee a verbal report.

Mr Callander reported that as there are so many articles about the same things, he has only included single copies of articles where there are instances of multiple reports on the same topic.

Mr Callander reported that the list that has been done only includes copies of what is currently held in WHS. Mr Ramsland suggested that the list be circulated to the other committee members to enable the addition of any other items from the various departments.

**Action:**

**Mr Callander to email the list to all committee members.**

#### **4.8 Roads Policy**

Mr Ramesh Sharma reported that the manual has been completed and will be presented at the February Council meeting for approval / adoption.

**Action: Mr Sharma to forward the manual to the next Council meeting.**

#### **4.9 Out of Service Tag**

Mr Williams presented some examples of lockout tags and explained to the committee how they work and where they would be utilised. Mr Williams indicated that some other styles would be made available for the next meeting.

**Action: Mr Williams to provide the committee with examples of locks at next meeting.**

#### **4.10 Workshop hoists**

Mr Williams reported that quotes had been received in February and forwarded to the General Manager to review before going to the plant committee.

Mr Williams also reported that there is now a newer version of the hoists that were previously investigated by Mr Williams and Mr Leersen.

Mr Ramsland advised that he has not yet received any accurate costings for the hoists and would not be tabling at the plant committee meeting until he has had a chance to review costs.

**Action: Mr Williams and Mr Leersen to provide a costings report to the General Manager.**

#### **4.11 Cleaning out of the strong room**

Ms Rebecca Wilson reported that cataloguing of the stock in the strong room has commenced. Ms Wilson commented as to how much 'rubbish' has just been thrown into the room.

Discussion was held as to what to do with the items in the room. Mr Ramsland will review the final list prior to deciding what to do with the items.

**Action: Ms Wilson to continue cataloguing and present to the G.M for his decision.**

#### **4.12 Aggregate loading area issue.**

Mr Maher reported the steps have been completed. Mr Callander presented some photos of the completed job.



## **5. GENERAL BUSINESS.**

### **5.1 Incident Summary**

The Committee were presented with a summary of all incidents that had been reported during the previous twelve months. Special mention was given to the fact that the majority of reported incidents involved motor vehicles and plant.

### **5.2 Nominations for replacement committee members**

Nominations have again been called for filling of vacancies on the WHS committee with no applications received.

**Actions: Mr Callander to again call for nominations via the newsletter, payslips, email.**

### **5.3 Inspection reports**

An inspection report was presented by Mr Barry Maher on the Collarenebri landfill site.  
An inspection report was presented by Ms Newton & Ms Wilson on the Collarenebri Depot.  
An inspection report was presented by Mr Ramesh Sharma on the skate park at Collarenebri.  
An inspection report was presented by Mr Dallas Williams on the filtration plant in Collarenebri.

**Actions: Mr Callander to collate the reports and present them to the relevant Directors for actioning.**

5.4 The completed neck ties were presented to the committee. Mr Ramsland to hand them to staff at the Christmas function

**Actions: Mr Ramsland to distribute the neck ties**

5.3 Mr Barry Maher reported that two temporary fencing trailers are being constructed. When completed Mr Maher will organise to pick up the fencing panels.

**Actions: Mr Maher to report progress at next meeting.**

5.4 Mr Callander presented an example of a soft floppy hat to the committee for consideration. The hat to be considered as an alternative to the 'akubra' style hat.

**Actions: Mr Callander to investigate the availability of different style hats and to report to the next meeting with recommendations.**

5.5 Mr Callander presented to the committee a couple of pairs of sunglasses that had been provided for a 'trial run' to ascertain their suitability for shire employees. It was decided that Mr Edward Green and Mr James Earl would be asked to participate in the trial and to report back.

**Actions: Mr Callander to approach Mr Green and Mr Earl with the view to them completing a trial period of one month and providing Mr Callander with a report.**

**6. NEXT MEETING**

The next meeting is to be held Thursday, 13<sup>th</sup> February 2014 commencing at 2pm.

**There being no further business the meeting closed at 12:45am**

I advise that in accordance with my delegated authority, the recommendations of the Health & Safety Committee contained in this report are accepted.

Signed: \_\_\_\_\_ Mr Don Ramsland, General Manager

## 13.2 Walgett Shire Council Consultative Committee Minutes

|                                                                     |
|---------------------------------------------------------------------|
| <b>Minutes of Consultative Committee Meeting – 12 December 2013</b> |
|---------------------------------------------------------------------|

**Recommendation:**

1. That the minutes of the Consultative Committee Meeting held 12 December 2013, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:**

**Seconded:**

## **MINUTES OF THE MEETING WALGETT SHIRE COUNCIL CONSULTATIVE COMMITTEE**

The following are minutes of the Walgett Shire Council Consultative Committee Meeting held on Thursday, 12<sup>th</sup> December 2013 in the Walgett Council chambers, meeting commencing at 2.10pm

### **1. PRESENT**

|                  |                                                               |
|------------------|---------------------------------------------------------------|
| Don Ramsland     | Management Representative                                     |
| Julie McKeown    | Committee Member (United Services Union) – Deputy Chairperson |
| Matthew Clarkson | Committee Member (DEPA Representative)                        |
| Dallas Williams  | Committee Member (United Services Union)                      |
| Tony Fuller      | Committee Member (United Services Union)                      |
| Raelene Miller   | Committee Member (United Services Union)                      |
| Bronwyn Newton   | Human Resources Manager                                       |

### **2. APOLOGIES**

|             |                                                      |
|-------------|------------------------------------------------------|
| Prafulla KC | Committee Member (LGEA Representative) – Chairperson |
| Raju Ranjit | Management Representative                            |

### **3. ABSENT**

|           |                           |
|-----------|---------------------------|
| Roy White | Management Representative |
|-----------|---------------------------|

### **4. MINUTES**

The minutes of the Consultative Committee Meeting held on 20<sup>th</sup> November 2013 were confirmed and accepted:-

|           |                  |
|-----------|------------------|
| Moved:    | Julie McKeown    |
| Seconded: | Matthew Clarkson |

### **5. BUSINESS ARISING**

#### **5.1 9 Day Fortnight Agreement**

General Manager advised the Committee that once some resources and time are available that he anticipates to draft a 9 Day Fortnight Agreement for Walgett Shire Council.

### **6. GENERAL BUSINESS**

#### **6.1 Stores Trainee**

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for Stores Trainee was being tabled for endorsement. It was advised this position is currently not on the Organisational Structure and has not been allocated a budget line within this financial year.



The Committee were advised this position is graded as per the Local Government (State) Award 2010 training bands.

The Committee were requested to endorse the Stores Trainee Position Description with the following amendment.

Change point 7 – Essential Criteria to read as follows:-

*"A basic working knowledge of computer applications including MS Excel, MS Word, Email and Internet"*

Add point – Essential Criteria to read as follows:-

*"Willing to undertake a formal qualification such as Local Government Procurement or Business Administration or Financial Services or relevant field"*

**RECOMMENDATION:**

- 1. That the Position Description for the Stores Trainee be endorsed with the above amendments.**
- 2. That the Position of Stores Trainee be added to Council's Organisational Structure in line with Council's other Trainee and Apprentice positions.**

## **6.2 Carpenter**

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for Carpenter was being tabled for endorsement. It was advised this position is currently not on the Organisational Structure and will be offered on a term contract for employment.

The Committee were advised the salary range will be negotiated with the successful employee.

The Committee were advised that Council's Senior Environmental Health & Building Surveyor and Council's WHS Officer and Rehabilitation Coordinator have assisted in reviewing the tabled Position Description.

The Committee were requested to endorse the Carpenter Position Description with the following amendment.

Change point 3 – Desirable Criteria to read as follows:-

*"Basic Welding, Tiling, Concreting, Painting and Plastering experience"*

**RECOMMENDATION:**

- 1. That the Position Description for the Carpenter be endorsed with the above amendment.**

## **6.3 Elect a new Secretary for 2014**

The Committee were provided with Ms Bronwyn Newton, Secretary resignation from the Committee due to her resignation from Council.

Deputy Chairperson, Ms Julie McKeown thanked Ms Bronwyn Newton for her time and input on the Committee.

Nominations were called for a Secretary from the Committee members. No nominations were received. It was agreed that this item be listed on the February 2014 agenda to be further discussed.

It was also noted that assistance from Council can be provided as per the Consultative Committee Constitution.

#### **6.4 Section 355 Committee Report**

The General Manager, Mr Don Ramsland addressed the Committee in relation to the Section 355 Committee being developed between Bourke, Brewarrina and Walgett Council to engage in a shared resources agreement.

The Committee were advised that an agreement has been developed and signed and that the Three General Managers from each respective Council would meet in the New Year to further discuss and commence utilising the arrangement by March 2014.

The Committee were advised The Local Government Independent Review Committee continue to investigate options such as a Regional Authority, Amalgamations or a County Council and it's hoped that by proactively working to engage a shared resources agreement with surrounding local Councils that Council will be able to demonstrate their position in a strong and positive light.

#### **6.5 Team Leader Water & Sewerage**

The Committee were advised the Position Description for Team Leader – Water & Sewerage was not available to be tabled at this meeting therefore will be deferred to the next meeting.

#### **6.6 Training & Conferences**

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the training budget for this financial year is \$150,000.00 and approximately \$130,000.00 has already been spent this financial year.

The Committee were advised some of the training that will be arranged in the near future:-

- First Aid Training
- Report Writing

### **7. NEXT MEETING**

Next Meeting – Thursday, 13<sup>th</sup> February 2014

**There being no further business the meeting closed at 3.00pm**

**Next Meeting of the Consultative Committee Meeting will be held on  
13<sup>th</sup> February 2014 at 2.00pm at the Council Chambers.**

I advise that in accordance with my delegated authority, the recommendations of the Consultative Committee contained in this report are accepted.

Signed: Mr Don Ramsland, General Manager

## **14.1 GENERAL MANAGER**

### ***COUNCIL'S DECISION ACTION REPORT – FEBRUARY 2014***

**REPORTING SECTION:** General Manager

**AUTHOR:** Don Ramsland

**FILE NUMBER:** 10/154

---

#### **Summary:**

This schedule summarises the action taken in respect of matters considered at the previous meeting of Council.

#### **Background:**

Attached is the Resolution Register which summaries outstanding action in respect of all resolutions as well as any other matters raised at previous Meetings which required action.

#### **Current Position:**

Details of Action taken/being taken are flagged for each motion.

#### **Relevant Reference Documents/Policies:**

Resolution Register February 2014

#### **Governance issues:**

Standard procedure dictates that Council resolution should be implemented as soon as practicably be achieved.

#### **Environmental issues:**

Nil

#### **Stakeholders:**

Council and Manex Team

#### **Financial Implications:**

Nil

#### **Alternative Solutions/Options:**

Nil

**Conclusion:**

That the resolutions register be received and noted. It is requested that any queries be raised with the General Manager prior to meeting day facilitate proceedings at the meeting.

|                                                         |
|---------------------------------------------------------|
| <b>Council's Decision Action Report – February 2014</b> |
|---------------------------------------------------------|

**Recommendation:**

That the Resolution Register for February 2014 be received and noted.

**Moved:**

**Seconded:**

**Attachments:**

Resolution Register- February 2014 – to be circulated

## **LOCAL GOVERNMENT WEEKLY RECEIVED FROM THE LOCAL GOVERNMENT NSW – FEBRUARY 2014**

**REPORTING SECTION:** General Manager  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 10/615

---

### **Summary:**

Copies of weekly circulars numbers 50 – 51 for 2013 and 1 – 4 for 2014 received from Local Government NSW since the December Council meeting have been distributed to Councillors.

### **Background:**

The following items in each circular have been flagged by the General Manager as requiring particular attention of councillors:

#### Issue 50

Item 6 – NSW Economic Development Framework – 2014 Priorities  
Item 16 – Inquiry into Regional Air Services in NSW

#### Issue 51

Item 2 – Independent Local Government Review Panel Report - Release

#### Issue 1

Item 2 – Local Government Review Panel & Acts Taskforce – Final Reports Released  
Item 6 – Elsa Dixon Aboriginal Employment Programme

#### Issue 2

Item 9 – BRP Report on Building Certification & Regulation

#### Issue 3

Item 11 – Mobile Coverage Programme

#### Issue 4

Item 8 – Health Transport Campaign

### **Current Position:**

Senior Management Staff and Councillors need to peruse these circulars and raise any matters of interest with the General Manager prior to the Meeting. Staff also have the task of following up and lodging application for grant funding where funding for Council projects may be available.

### **Relevant Reference Documents/Policies:**

Nil

**Governance issues:**

Senior Management Staff and Councillors are requested to review weekly Circulars and keep abreast of Local Government issues occurring at Industry level.

**Environmental issues:**

Nil

**Stakeholders:**

Councillors  
Walgett Shire Council staff

**Financial Implications:**

Nil

**Legal Issues:**

Nil

**Alternative Solutions/Options:**

Not Applicable

**Conclusion:**

Both Senior Management Staff and Councillors need to consider the contents of the various circulars and determine what action, if any, needs to be taken.

| Circulars Received from the Local Government NSW                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the information contained in the weekly circulars numbers 50 – 51 for 2013 and 1 – 4 for 2014 from the Local Government NSW be received and noted.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

**Attachments:**

Nil

## ***CIRCULARS RECEIVED FROM THE LOCAL GOVERNMENT DEPARTMENT OF PREMIER AND CABINET – FEBRUARY 2014***

**REPORTING SECTION:** General Manager  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 10/616

---

### **Summary:**

Copies of circulars received 13-53 to 14-01 from the Local Government Division Department of Premier and Cabinet are attached for Councillors information.

### **Background:**

The General Manager has flagged the following circulars as requiring the particular attention of councillors:

13-52 Swimming Pool Amendment Act 2012 – Implementation  
13-54 Companion Animals Legislation – Implementation  
14-01 Final Reports – Independent Local Government Review Panel and Local Government Acts Taskforce

All circulars have been emailed to Councillors prior to Council meeting.

### **Relevant Reference Documents:**

Nil

### **Governance Issues:**

All circulars have Governance implications. Where necessary the subject of particular circulars will be raised in following reports.

Copies of the briefing papers/discussion papers have been forwarded to all Councillors under separate cover. Councillors need to consider what the long term impacts may be on Local Government generally and Walgett Shire in particular.

### **Environmental issues:**

Nil

### **Stakeholders:**

Councillors  
Walgett Shire Council staff

### **Financial Implications:**

Obviously some circulars will have a financial impact and where this is the case, Councillors particular attention will be drawn to them.



**Legal Issues:**

Nil

**Alternative Solutions/Options:**

Nil

**Conclusion:**

Council will need to comply with the various requirements set out in the circulars.

**Circulars Received from the Division of Local Government – February 2014****Recommendation:**

That the information contained in the following Departmental circulars 13-51 to 14-01 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:**

**Seconded:**

**Attachments:**

Circulars 13-53 to 14-01



|                             |                                                                                              |
|-----------------------------|----------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | 13-53 / 13 December 2013/ A361128                                                            |
| <b>Previous Circular</b>    | 12-40 – Swimming Pools Amendment Act 2012                                                    |
| <b>Who should read this</b> | Councillors / General Managers / Staff responsible for swimming pool inspection programs     |
| <b>Contact</b>              | Development Team / 02 4428 4100 / <a href="mailto:dlg@dlg.nsw.gov.au">dlg@dlg.nsw.gov.au</a> |
| <b>Action required</b>      | Council to prepare for implementation                                                        |

**Preparing for sale and lease provisions for properties with swimming pools that commence on 29 April 2014**

## What's new or changing

To reduce the potential for drowning and near drowning in backyard swimming pools, all properties with a pool that are sold or leased from 29 April 2014 must have a pool compliance certificate. This includes any property with a pool that is on the market for sale as at 29 April 2014. See previous Circular to Councils [12-40](#).

## What this will mean for your council

- It is expected that there will be a significant increase in demand for pool inspections as a consequence of the sale and lease provisions enabled by the Swimming Pools Amendment Act 2012. In particular, demand will increase leading up to 29 April 2014.
- Each council should plan their approach and consider the resources required to carry out inspections. Councils, particularly in areas with high numbers of swimming pools and higher property turnover, may consider resource sharing with neighbouring councils.
- Councils should also commence inspections of pools on premises on which there is multi-occupancy or tourist accommodation, which is also mandatory under the legislation.
- Councils will need to have a system in place to receive applications from property owners requesting a pool inspection and councils will also need to ensure that inspections are conducted in a timely manner (within 10 business days, as per cl 17 of the Swimming Pools Regulation 2008).
- Councils can charge \$150 for the initial inspection and \$100 for the subsequent inspection.
- It is suggested that councils contact local stakeholders, including real estate agents and conveyancers, who may be able to assist with communication to property owners about the sale and lease provisions.
- The Division of Local Government will be undertaking promotional activity to property owners, including the development of resource material. Electronic copies of this material will be sent to councils for local use.

## Key points

- The demand for pool inspections from property owners who wish to sell or lease their properties is going to significantly increase. Councils are strongly encouraged to take a proactive planned approach to meet this demand and assist in helping property owners understand the new requirements.
- An action planning template is attached to assist councils and it is strongly recommended that councils have a clear plan in place for implementation by early February 2014.

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**SAMPLE Action Plan for councils to prepare for impact of sale and lease provisions leading up to 29 April 2014**

| Council:                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Actions required to be undertaken in lead up to 29 April 2014 | <ol style="list-style-type: none"><li>1. Devise a process to receive applications from pool owners for inspections</li><li>2. Implement process to receive applications</li><li>3. Promote process for inspection applications through media/website/social media</li><li>4. Undertake as many inspections as possible (strata properties, pools likely to be on the market...)</li></ol>                                                                                                                                                                                                                                                                |                |
| Resources required to complete identified actions             | <ol style="list-style-type: none"><li>1. Determine likely number of staff required to:<ol style="list-style-type: none"><li>a) Implement inspection application process</li><li>b) Receive and process applications</li><li>c) Carry out inspections and issue compliance certificates</li></ol></li><li>2. Determine likely cost of staffing and other resources required to receive, process and conduct requests for pool inspections</li><li>3. Prioritise resources to ensure pool owners who are selling or leasing their properties from 29 April 2014 have their pools inspected, and compliance certificates issued, in a timely way.</li></ol> |                |
| Risks and management of risks                                 | <ol style="list-style-type: none"><li>1. Identify likely risks for the council</li><li>2. Identify actions to remove, reduce or mitigate against identified risks</li><li>3. Implement actions to appropriately manage risks</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                   |                |
| Stakeholders for consultation, delivery etc                   | <ol style="list-style-type: none"><li>1. Identify key community stakeholders (eg real estate agents, local conveyancers etc)</li><li>2. Prepare a stakeholder engagement strategy that will ensure key stakeholders provide council with intelligence that will support the planning for and prioritisation of swimming pool inspections</li><li>3. Implement stakeholder engagement strategy</li></ol>                                                                                                                                                                                                                                                  |                |
| Priorities and timeframes                                     | <ol style="list-style-type: none"><li>1. Using 29 April 2014 as deadline, prepare a timeframe for the actions of this plan which clearly identifies who will undertake which task each month in the lead up to April, and the resources required to achieve them.</li></ol>                                                                                                                                                                                                                                                                                                                                                                              |                |
| Task                                                          | Responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Timeframe      |
| Taken from right-hand column above ...                        | eg IT Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | eg mid-January |
|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |
|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |



|                             |                                                                                                    |
|-----------------------------|----------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | 13-54 / A360752 / 18 December 2013                                                                 |
| <b>Who should read this</b> | Councillors / General Managers / Companion Animals Staff                                           |
| <b>Contact</b>              | Innovation Team, Tel: 4428 4100, Email: <a href="mailto:dlg@dlg.nsw.gov.au">dlg@dlg.nsw.gov.au</a> |
| <b>Action required</b>      | Council to implement                                                                               |

## Responsible pet ownership funding arrangements

### What's new or changing

- From 1 January 2014, cat and dog registration fees are increasing and from 1 July 2014 will increase annually in line with the Consumer Price Index. Companion Animals Fund remittance arrangements are also changing. This is the first time that registration fees have increased since 2006.
- A range of other initiatives are being rolled out in 2014 to support councils to improve cat and dog management in local areas.

### What this will mean for your council

- Councils will have increased funding and other resources to promote responsible pet ownership locally from 1 January 2014.

### Key points

- The NSW Government is implementing measures to assist councils to deliver responsible pet ownership programs locally through:
  - increases to registration fees from 1 January 2014 and ongoing Consumer Price Index increases from 1 July 2014
  - a new council grants program over three years from 1 July 2014 which will assist councils to proactively manage companion animal issues, including through local micro-chipping and de-sexing programs.
  - a new register, to better encourage responsible cat and dog ownership and reduce the administrative burden on councils.
- The council grants program and register redesign will be funded through the Companion Animals Fund. This will require a temporary decrease in the proportion of registration fees remitted to councils from the Fund of 5% between 2014 and 2016.
- Importantly, these initiatives have been called for by councils to help improve capacity to deliver responsible pet ownership programs locally, and will benefit councils and local communities.
- In real terms, councils will gain an average increase in registration fee revenue of approximately 14% from 1 January 2014 and approximately 18% from 1 July 2014, rising annually in line with CPI each July thereafter.

### Where to go for further information

- Further details about cat and dog registration fee increases are available in Attachment 1 and on the Division's website at <http://www.dlg.nsw.gov.au>.

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**Increase to cat and dog lifetime registration fees and  
restricted/dangerous dog enclosure inspection fees from 1 January 2014**

**What is changing?**

- Amendments to the Companion Animals Regulation 2008, commencing 1 January 2014, will see the first increase to cat and dog lifetime registration fees since 2006.
- The new fees are:
  - Desexed animal: **\$49** (from \$40)
  - Non-desexed animal: **\$182** (from \$150)
  - Breeder concession: **\$49** (from \$40)
  - Pensioner concession (desexed animal only) **\$19** (from \$15).
- Lifetime registration fees will be annually indexed to CPI from 1 July 2014.
- The prescribed maximum fee for council inspections of restricted and dangerous dog enclosures will also increase to **\$150** (from \$100) on 1 January 2014.

**Impact on Companion Animals Register**

- The Companion Animals Register will be modified on 1 January 2014 to allow councils to apply the new lifetime registration fees.
- Initially, both the old and new fee structures will be maintained on the Register to allow councils to correct registration details for existing records and catch up on data entry backlogs (ie: where fees have been receipted before 1 January 2014 but not entered on the Register).
- Councils and registration agents must not apply the old fee for any cat or dog registered on or after 1 January 2014.

**Impact on Lifetime Registration Forms**

- Councils and registration agents must use the *R2 –Lifetime Registration form* for the purposes of accepting cat and dog registrations.
- As fees will be annually indexed to inflation from 1 July 2014, references to the fee amounts have been removed from the updated *R2 – Lifetime Registration form*.
- Councils are requested to download or order the updated form (see below), and to manually cross out the reference to fees on any existing stock of forms they use.

**Where to go for further information**

- The updated fees and *R2 – Lifetime Registration form* can be downloaded from the Division's 'Cats and Dogs' webpage at [www.dlq.nsw.gov.au](http://www.dlq.nsw.gov.au). The form is also available to order (free of charge) from Fuji Xerox DMS. Further information about how to order documents from Fuji Xerox is available under the 'Forms' heading of the 'Cats and Dogs' webpage.
- Technical information relating to the processing of lifetime registration fees is available in the *Guideline on the Exercise of Functions Under the Companion Animals Act*, which also can be downloaded from the Division's website.



|                             |                                                    |
|-----------------------------|----------------------------------------------------|
| <b>Circular Details</b>     | 14-01 / 8 January 2014 / A360988                   |
| <b>Previous Circular</b>    | N/A                                                |
| <b>Who should read this</b> | Councillors / General Managers / All council staff |
| <b>Contact</b>              | Innovation Team - 02 4428 4100                     |
| <b>Action required</b>      | Response to DLG                                    |

### Release of final reports: Independent Local Government Review Panel and Local Government Acts Taskforce

#### What's new or changing

The final reports of the Independent Local Government Review Panel and the Local Government Acts Taskforce have been released.

#### What this will mean for your council

Councils have an opportunity to comment on the final reports of the Panel and the Taskforce. Councils have until Friday, 7 March 2014 to make a written submission.

#### Key points

- The final reports are a significant milestone in the journey towards stronger, more sustainable local government and contain a series of recommendations for reform.
- The NSW Government will consider the final reports over the coming months and prepare its response. Feedback provided by councils and community members in the current round of consultation will help to inform the response.

#### Where to go for further information

Councils are encouraged to take this opportunity to access and review the reports by visiting the Division's website at [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au).

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## ***MONTHLY CALENDAR – FEBRUARY 2014***

**REPORTING SECTION:** General Manager  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 10/22

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### **Summary:**

Monthly calendar of Council activities.

### **Discussion (including issues and background):**

It was resolved at the 28 September 2010 Ordinary meeting of Council to produce a monthly in-house calendar as a central focus point to allow Councillors and senior management staff to plan their activities and spread their work load having regard to upcoming commitments.

It also avoids situations where some Councillors missed meetings or are not aware of when they have been scheduled. In addition, outside organisations have been requested to send meeting notice and minutes direct to Council's various representatives. Where notification is received meeting dates will be listed on the strategic tasks, events and meetings calendar and the representative(s) names flagged.

### **Current Position:**

The calendar for the months of August 2013 to October 2013 is attached. Councillors are requested to raise any queries prior to the meeting.

### **Relevant Reference Documents/Policies:**

Nil

### **Governance issues:**

Good governance centres in part on good communication and forward planning. Councillors are requested to advise the General Manager's Executive Assistant of any coming community or councillor function so as to avoid any clashes of commitments.

### **Environmental issues:**

Not applicable

### **Stakeholders:**

Councillors  
Walgett Shire Council staff

### **Financial Implications:**

Nil



**Alternative Solutions/Options:**

Not applicable

**Conclusion:**

Provided there are no changes it is appropriate to receive and note the information.

**Monthly Calendar –February 2014 to April 2014****Recommendation:**

That Council receive and note the regular monthly calendar for the period February 2014 to April 2014.

**Moved:**

**Seconded:**

**Attachment:**

Calendar for February 2014 to April 2014.

## February 2014

| Date of Meeting     | Time                      | What                                                         | Who                                                                 |
|---------------------|---------------------------|--------------------------------------------------------------|---------------------------------------------------------------------|
| Sat 1 Feb           |                           |                                                              |                                                                     |
| Sun 2 Feb           |                           |                                                              |                                                                     |
| <b>Mon 3 Feb</b>    | <b>10:00am</b>            | <b>OROC Revitalising Local Government Discussion Meeting</b> | <b>Mayor &amp; General Manager</b>                                  |
| Tues 4 Feb          |                           |                                                              |                                                                     |
| Weds 5 Feb          |                           |                                                              |                                                                     |
| Thurs 6 Feb         |                           |                                                              |                                                                     |
| Fri 7 Feb           |                           |                                                              |                                                                     |
| Sat 8 Feb           |                           |                                                              |                                                                     |
| Sun 9 Feb           |                           |                                                              |                                                                     |
| Mon 10 Feb          |                           |                                                              |                                                                     |
| <b>Tues 11 Feb</b>  | <b>10:00am</b>            | <b>Council Meeting – Walgett Shire Council Chambers</b>      | <b>All Councillors &amp; Directors</b>                              |
| Weds 12 Feb         | <b>10:00am</b>            | <b>Western Division Meeting – LG Reform – Cobar</b>          | <b>Mayor &amp; General Manager</b>                                  |
| <b>Thurs 13 Feb</b> | <b>2:00pm</b>             | <b>Workplace Health &amp; Safety Committee Meeting</b>       | <b>General Manager</b>                                              |
| Fri 14 Feb          |                           |                                                              |                                                                     |
| Sat 15 Feb          |                           |                                                              |                                                                     |
| Sun 16 Feb          |                           |                                                              |                                                                     |
| Mon 17 Feb          |                           |                                                              |                                                                     |
| <b>Tues 18 Feb</b>  | <b>TBA</b>                | <b>Joint Seminar – Walgett Bourke &amp; Brewarrina</b>       | <b>Council Representatives</b>                                      |
| <b>Weds 19 Feb</b>  | <b>10:00am</b>            | <b>CMCC Meeting – Coonabarabran</b>                          | <b>Cllrs Greenaway &amp; Woodcock,<br/>General Manager</b>          |
| Thurs 20 Feb        |                           |                                                              |                                                                     |
| Fri 21 Feb          |                           |                                                              |                                                                     |
| Sat 22 Feb          |                           |                                                              |                                                                     |
| Sun 23 Feb          |                           |                                                              |                                                                     |
| Mon 24 Feb          |                           |                                                              |                                                                     |
| <b>Tues 25 Feb</b>  | <b>8:30am</b>             | <b>Special Council Meeting – Review IP+ R documentation</b>  | <b>All Councillors &amp; Directors</b>                              |
| Weds 26 Feb         |                           |                                                              |                                                                     |
| <b>Thurs 27 Feb</b> | <b>11:00am<br/>3:00pm</b> | <b>LEMC Meeting – Walgett<br/>Plant Committee Meeting</b>    | <b>Mayor, General Manager &amp;<br/>Director Corporate Services</b> |
| Fri 28 Feb          |                           |                                                              |                                                                     |

## March 2014

| Date of Meeting      | Time           | What                                                     | Who                                    |
|----------------------|----------------|----------------------------------------------------------|----------------------------------------|
| Sat 1 March          |                |                                                          |                                        |
| Sun 2 March          |                |                                                          |                                        |
| <b>Mon 3 March</b>   | <b>09:00am</b> | <b>Western NSW Councils Annual Conference – Hillston</b> | <b>Mayor &amp; General Manager</b>     |
| <b>Tues 4 March</b>  | <b>09:00am</b> | <b>Western NSW Councils Annual Conference – Hillston</b> | <b>Mayor &amp; General Manager</b>     |
| Weds 5 March         |                |                                                          |                                        |
| Thurs 6 March        | <b>09:30am</b> | <b>REMC Meeting – Dubbo</b>                              | <b>General Manager</b>                 |
| Fri 7 March          |                |                                                          |                                        |
| Sat 8 March          |                |                                                          |                                        |
| Sun 9 March          |                |                                                          |                                        |
| Mon 10 March         |                |                                                          |                                        |
| <b>Tues 11 March</b> | <b>2:00pm</b>  | <b>Special Meeting – GM Performance Review</b>           | <b>All Councillors</b>                 |
| Weds 12 March        |                |                                                          |                                        |
| Thurs 13 March       |                |                                                          |                                        |
| Fri 14 March         |                |                                                          |                                        |
| Sat 15 March         |                |                                                          |                                        |
| Sun 16 March         |                |                                                          |                                        |
| Mon 17 March         |                |                                                          |                                        |
| Tues 18 March        |                |                                                          |                                        |
| Weds 19 March        |                |                                                          |                                        |
| Thurs 20 March       |                |                                                          |                                        |
| Fri 21 March         |                |                                                          |                                        |
| Sat 22 March         |                |                                                          |                                        |
| Sun 23 March         |                |                                                          |                                        |
| Mon 24 March         |                |                                                          |                                        |
| <b>Tues 25 March</b> | <b>10:00am</b> | <b>Council Meeting – Lightning Ridge</b>                 | <b>All Councillors &amp; Directors</b> |
| Weds 26 March        |                |                                                          |                                        |
| Thurs 27 March       |                |                                                          |                                        |
| Fri 28 March         |                |                                                          |                                        |
| Sat 29 March         |                |                                                          |                                        |
| Sun 30 March         |                |                                                          |                                        |
| Mon 31 March         |                |                                                          |                                        |

## April 2014

| Date of Meeting     | Time           | What                                    | Who                                    |
|---------------------|----------------|-----------------------------------------|----------------------------------------|
| Tues 1 April        |                |                                         |                                        |
| Weds 2 April        |                |                                         |                                        |
| Thurs 3 April       |                |                                         |                                        |
| Fri 4 April         |                |                                         |                                        |
| Sat 5 April         |                |                                         |                                        |
| Sun 6 April         |                |                                         |                                        |
| Mon 7 April         |                |                                         |                                        |
| <b>Tues 8 April</b> | <b>2:00pm</b>  | <b>Special Meeting – 2014/15 Budget</b> | <b>All Councillors &amp; Directors</b> |
| Weds 9 April        |                |                                         |                                        |
| Thurs 10 April      |                |                                         |                                        |
| <b>Fri 11 April</b> |                |                                         |                                        |
| Sat 12 April        |                |                                         |                                        |
| Sun 13 April        |                |                                         |                                        |
| Mon 14 April        |                |                                         |                                        |
| Tues 15 April       |                |                                         |                                        |
| Weds 16 April       |                |                                         |                                        |
| Thurs 17 April      |                |                                         |                                        |
| Fri 18 April        |                | <b>Good Friday</b>                      |                                        |
| Sat 19 April        |                | <b>Easter Saturday</b>                  |                                        |
| Sun 20 April        |                | <b>Easter Sunday</b>                    |                                        |
| Mon 21 April        |                | <b>Easter Monday</b>                    |                                        |
| Tues 22 April       | <b>10:00am</b> | <b>Council Meeting – Collarenebri</b>   | <b>All Councillors &amp; Directors</b> |
| Weds 23 April       |                |                                         |                                        |
| Thurs 24 April      |                |                                         |                                        |
| Fri 25 April        |                | <b>ANZAC Day</b>                        |                                        |
| Sat 26 April        |                |                                         |                                        |
| Sun 27 April        |                |                                         |                                        |
| Mon 28 April        |                |                                         |                                        |
| Tues 29 April       |                |                                         |                                        |
| Weds 30 April       |                |                                         |                                        |

## ***‘WELCOME TO THE COMMUNITY’ FUNCTIONS’ WALGETT, COLLARENEBRI AND LIGHTNING RIDGE***

**REPORTING SECTION:** Executive Services  
**AUTHOR:** Megan Glascott – Economic Development Officer  
**FILE NUMBER:** 09/1758

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### **Summary:**

‘Welcome to the Community’ functions will be offered in Walgett, Collarenebri and Lightning Ridge during late February/early March 2014. In line with the Walgett Shire Strategic Community Plan objective C 1.1 – *develop a connected, informed and resilient community*, events will take place over three separate Friday evenings. This report recommends that Council receive and note the information.

### **Background:**

During the 2012 community consultation for development of the Strategic Community Plan, it was apparent that many residents who were ‘new comers’ to the Shire felt that an event or function would assist them to become acquainted with the local services and business owners, and allow for an informal opportunity to ‘get to know’ residents and services in the Shire.

Objective C 1.1 in the Walgett Shire Strategic Community Plan is to “*develop a connected, informed and resilient community*” by “*supporting, resourcing and initiating a range of local activities and projects that increase community participation, capacity and build community connections for all age sectors*”. Hosting ‘Welcome to the Community’ functions in Walgett, Collarenebri and Lightning Ridge, allows both new residents and community representatives who attend the functions to network and recreate in a relaxed atmosphere, building relationships and awareness in our communities.

### **Current Position:**

‘Welcome to the Community’ functions have been booked in Walgett, Collarenebri and Lightning Ridge on the dates following:

- Walgett District Sporting Club – Friday 21<sup>st</sup> February, 5:30pm
- Collarenebri Bowling Club – Friday 28<sup>th</sup> February, 5:30pm
- Lightning Ridge Bowling Club – Friday 7<sup>th</sup> March, 5:30pm

Sporting clubs and service providers will be invited to attend and to submit information to go in to a ‘goody bag’ for each new resident. Direct contact will be made with the clubs / service providers that are deemed to be necessary at the functions to ensure their attendance. Flyers specifically directed at the locations where new residents are likely to frequent (i.e. hospitals, schools, police stations, etcetera), and media releases will be used heavily in the lead up to the functions to maximise attendance. Councillors from each community would be encouraged to attend along with Council’s Senior Management Team.

**Relevant Reference Documents/Policies:**

Walgett Shire Strategic Community Plan – 2012-2022

**Governance issues:**

There are no identified governance issues in relation to this matter.

**Environmental issues:**

There are no identified environmental issues in relation to this matter.

**Stakeholders:**

- Walgett Shire Council
- Walgett Shire Residents
- Service Providers

**Financial Implications:**

A total of \$3,500 for all three functions has been allocated from the *Community Projects* budget.

**Alternative Solutions/Options:**

That Council not undertake the welcome to the community functions.

**Conclusion:**

‘Welcome to the Community’ functions in Walgett, Collarenebri and Lightning Ridge will benefit each community. The project will assist in the development of connected communities, particularly for new residents. New residents will make a range of new connections, which will increase their involvement in the community and in community activities.

| <b>‘Welcome to the Community’ Functions</b>                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Recommendation:</b><br><br>1. That Council receive and note the ‘Welcome to the Community Functions’ Report.<br><br><b>Moved:</b><br><b>Seconded:</b> |

**Attachments:**

Nil

## ***INDEPENDENT LOCAL GOVERNMENT REVIEW PANEL – RELEASE OF FINAL REPORT – CONSIDERATION OF COUNCIL’S POSITION AND SUBMISSION PREPARATION***

**REPORTING SECTION:** General Manager  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:**

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### **Summary:**

To consider the final reports and recommendations of the Independent Local Government Review Panel and Local Government Act Taskforce released on 8 January, 2014 and consider Council's position and the preparation of appropriate submissions in response.

### **Background:**

Councillors have been forwarded copies of the final report of the Independent Local Government Review Panel and in particular the “Strengthening Far West Communities – A Pathway for Change supporting information, which specifically deals with Western New South Wales. The final Report of the Local Government Act Taskforce has also been released.

### **Current Position:**

Councillor Murray and the General Manager attended a special meeting of OROC on Monday 3 February, 2014, when the recommendations made by the Panel were considered in detail. A copy of both the recommendations and the OROC Council's responses are being circulated under separate cover.

It is proposed to use those responses as a basis for Council's own review of the recommendations ahead of Council preparing its own submission in respect of the Panel's Final Report. It is proposed that the review be undertaken during the February meeting. In addition, the Western Division of LGNSW will meet at Cobar on 12 February, 2014 to also consider the Panel's Report and Recommendations.

It is further proposed to conduct a seminar for all the Councillors of the three Councils (Bourke, Brewarrina and Walgett) which comprise the Barwon Darling Coordination Group at Brewarrina on Tuesday 18 February, 2014 to consider advancing this concept. The seminar will be facilitated by Mr Graeme Fleming, who has extensive Local Government management experience.

### **Relevant Reference Documents:**

ILGRP discussion paper “Final Report of the NSW Independent Local Government Review Panel”  
ILGRP discussion paper “Strengthening Far West Communities – A Pathway for Change”  
Supporting ILGRP Volumes 1-3.

**Stakeholders:**

Walgett Shire community, Councillors and staff

**Governance issues:**

Various governance issues are discussed broadly in the body of the reports. However, much reliance is placed on anticipated population declines over the next twenty five years. No consideration has been given at this stage to likely falls in property valuations and their resultant impact on Council's financial viability or the wider business community

**Environmental issues:**

The reports focus on the future of local government in NSW and what the position is likely to be in twenty five years time based on current trends. Little comment, if any, is made on the impact the changes being identified would have on the environmental sustainability of the broader community if they went ahead.

**Financial Implications:**

Yet to be determined but will be impacted by any decision taken.

**Legal Issues:**

Discussed in the ILGR Panel's discussion documents – some proposals would need legislative change.

**Alternative Solutions/Options:**

Do nothing  
Support the ILGRP recommendations  
Put forward alternative solutions/recommendations.

**Conclusion:**

Council is in a position to play a proactive role in the local government reform process going forward. To fail to take appropriate action would squander a valuable opportunity to have some direct input and/or influence into the State Government's determinations following receipt of the Panel's and Taskforce's final reports and recommendations



## **ILGR Panel Discussion Documents – Consideration of Council’s Position**

### **Recommendation:**

That

1. Council review the Independent Local Government Review Panel’s and Taskforce’s Final Reports and supporting documentation
2. Council prepare an appropriate submission commenting on the Recommendations made in the Panel’s and Taskforce’s Final Report.
3. Agree to having a joint seminar for the Councillors from Bourke, Brewarrina and Walgett Shires on Tuesday 18 February, 2014 at Brewarrina to consider advancing the Barwon Darling Coordination Group concept, with the seminar facilitated by Mr Graeme Fleming.

**Moved:**

**Seconded:**

### **Attachments:**

Documentation circulated under separate cover

## **MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION FROM GENERAL MANAGER – FEBRUARY 2013**

**REPORTING SECTION:** Governance

**AUTHOR:** General Manager

**FILE NUMBER:** 000/000

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### **1. 2014 Australia Day Celebrations**

On 26 January 2014 Council held the annual Australia Day celebrations at the Lightning Ridge Bowling Club. The day commenced with a community breakfast, followed by a Welcome to Country by Lightning Ridge resident Rhonda Ashby. The presentation of the Australia Day awards then took place, and a citizenship ceremony for five new citizens to the Shire finished the proceedings. Approximately 200 people attended the breakfast, with many staying on for the awards ceremony.

The 2014 Australia Day Award recipients were as follows;

- Citizen of the Year – Margaret Barrett
- Young Citizen of the Year – Jack Yeomans
- Senior Citizen of the Year – Anne Murray
- Community Event of the Year – Rowena P&C Oktoberfest
- Consistent Community Service for an individual – Robyn Walters
- Sports Team of the Year – Collarenebri Under 17's Bulldogs/ CCS Open Boys Rugby League Team
- Sportsperson of the Year – Patrick O'Brien
- Young Sportsperson of the Year – Maggie Yeomans

The 2014 Australia Day Ambassador was Brad Farmer. Brad centred his speech around the value of diversity across the Australian communities with specific reference to the relevance of this in the Lightning Ridge community. Brad noted the resilience of our communities and noted that this was no more evident than now as people grapple with the effects of prolonged drought. The overall theme of the speech was that we really are a lucky country.

Brad and his friend Zahir arrived in Walgett the day before the event, and were given a welcome pack and town tour by the Acting General Manager. A dinner was also held on the Saturday night for Brad at the Walgett Sporting Club with the Mayor, Mrs Murray and Acting General Manager attending.

### **2. Expression of Interest – REX**

Council lodged an Expression of Interest with Regional Express canvassing the re-instatement of air services to Walgett and Lightning Ridge.

### **3. 2014/15 Operating Plan and Budget Preparation Schedule**

The following draft 2014/15 Operating Plan and Budget Preparation Schedule has now been prepared. You will notice that it is planned to do a couple of things differently when compared with last year.

The first is to have a special council meeting in late February to get our councillors involved in the planning process as early as possible by reviewing and updating them with our current integrated planning and reporting documentation and priorities already identified by the community but allowing them the opportunity to consider and prioritise capital works proposals for 2014/15 to 2017/18.

Second is the need to have the draft 2014/15 Operating Plan and Budget ready for adoption by the Ordinary May meeting. The main aim in doing this is to allow the preparation of the 2013/14 financial statements to commence well before the end of the financial year so as to ensure they are ready for audit early and lodged on time. We will have new auditors and we want to be sure any delays can't be put down to Council's staff or our accounting systems.

Third, it is intended to re-introduce the concept of "community forums" during the public exhibition period for the Operating Plan and Budget. We need an opportunity to keep the community fully informed with regards the restructure of local government and this approach affords us the opportunity to do a number of things at the same time.

Fourth, it is intended for our Finance Manager and Directors to use the capital works template we set up a couple of years ago so as to get our capital works costing as accurate as possible and supported by appropriate documentation like detailed estimates and quotations. No capital items will be considered without the necessary forms and supporting documentation/information.

#### Draft 2014/15 Operating Plan and Budget - Preparation Schedule

|                                     |                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Friday 11 January                   | Finance Manager to review, finalise and circulate a 2014/15 capital works template to all Directors.                                                                                                                                                                                                                                                   |
| Friday 24 January                   | Directors submit draft capital works proposals for 2014/15 to 2017/18 with supporting documentation                                                                                                                                                                                                                                                    |
| Tuesday 4 February                  | General Manager and Directors meet to consider draft capital works proposals for 2014/15 to 2017/18                                                                                                                                                                                                                                                    |
| Tuesday 25 February                 | Special Council meeting to review 2012/2021 Community Strategic Plan, The Resourcing Strategy (incorporating the Long Term Financial Plan, Workforce Management Plan and Asset Management Plans), 2014/2017 Delivery Program incorporating the 2013/14 Operating Plan. To consider and prioritise draft capital works proposals for 2014/15 to 2017/18 |
| Tuesday 4 March                     | Directors to meet with Finance Manager to finalise draft Revenue and Expenditure Budgets for 2014/15                                                                                                                                                                                                                                                   |
| Tuesday 18 March                    | General Manager and Directors meet to consider draft Operational Plan and Budget for 2014/15 including capital works proposals for 2014/15                                                                                                                                                                                                             |
| Tuesday 1 April                     | Draft 2014/15 Operating Plan and Budget, draft rates, charges and fees for 2014/15 and supporting documentation to be finalised.                                                                                                                                                                                                                       |
| Tuesday 8 April                     | Special Council Meeting to adopt draft 2014/15 Operating Plan and Budget and set draft rates, charges and fees for 2014/15.                                                                                                                                                                                                                            |
| Wednesday 8 April to Tuesday 13 May | Public Exhibition Period for 2014/15 Operating Plan and Budget. Tentative Community Forums Schedule to include Burren Junction, Carinda, Collarenebri, Come By                                                                                                                                                                                         |

|                |                                                                                                                                                                                  |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tuesday 13 May | Chance, Cumborah, Grawin, Lightning Ridge, Rowena, and Walgett.<br>2014/15 Operating Plan and Budget – Public submissions will close at 4 pm following public exhibition period. |
| Tuesday 20 May | Ordinary May Council Meeting - Formally adopt 2014/15 Operating Plan and Budget after considering report/submissions received during public exhibition period.                   |

| <b>Matters Generally for Brief Mention or Information Only – General Manager</b>                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <ol style="list-style-type: none"> <li>1. That the matters listed for brief mention or information is received, noted and endorsed.</li> </ol> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

## **14.2 DIRECTOR CORPORATE SERVICES**

### ***CASH ON HAND & INVESTMENT REPORT - DECEMBER***

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Shane Roberts – Senior Finance Officer  
**FILE NUMBER:** 09/1460

#### **Summary:**

This report summarises the cash on hand and investments held by Walgett Shire Council as at 31 December 2013.

#### **Background:**

Walgett Shire Council operates one primary transaction account with the Commonwealth Bank and invests surplus funds to its operational requirements. The level of funds held in the account at any time reflects the outlook in terms of payments to be made in the short term.

#### **Current Position:**

As at 31 December 2013 the operational bank account's balance was \$222,908.94. The reconciliation of this balance is:

#### **Operational Account Bank Reconciliation As at 31 December 2013**

|                                                                 |                       |
|-----------------------------------------------------------------|-----------------------|
|                                                                 | \$                    |
| <b>Opening Ledger Account Balance as at 1 December 2013</b>     | <b>978,695.50</b>     |
| Add: Receipts                                                   | 4,669,844.32          |
| Add: Recalled Investments                                       |                       |
| Less: New Investments                                           |                       |
| Less: Payments                                                  | (5,429,947.54)        |
| <b>Closing Ledger Balance as at 31 December 2013</b>            | <b>218,592.28</b>     |
| <br><b>Balance as per Bank Statement as at 31 December 2013</b> | <br><b>222,908.94</b> |
| Add: Receipts not banked                                        |                       |
| Less: Payments not presented                                    | (4,316.66)            |
| <b>Closing Balance of Bank Account</b>                          | <b>218,592.28</b>     |

1 Term Deposits was recalled to the value of \$500,000.00.

3 new Term Deposits were made to the value of \$1,500,000.00.

1 transfer was made from the BOS account to the value of \$500,000.00.

1 transfer was made to the BOS account to the value of \$700,000.00.

As at 31 December 2013 Walgett Shire Council's investment register's balance was \$16,000,000.00. The balance as per the attached investment report comprised:

|                                                    |                 |
|----------------------------------------------------|-----------------|
| Term Deposits                                      | \$16,000,000.00 |
| Floating Rate Collateralized Debt Obligation (CDO) | \$ 0.00         |

The values for the Floating Rate Collateralized Debt Obligation (CDO) are market values at 30 November 2013 and were supplied by the ANZ Group. The CDO's are at a N/A value. Legal proceedings against Lehman Brothers are in progress to reclaim a portion of the value invested.

|                     |               |
|---------------------|---------------|
| BOS Account Balance | \$ 763,879.62 |
|---------------------|---------------|

**Relevant Reference Documents/Policies:**

|                 |                                                  |
|-----------------|--------------------------------------------------|
| 09/1772-02/0013 | December 2013 bank reconciliation ledger 11.5010 |
| 09/1460-03/0001 | Investments Report to Council 2013/2014          |

**Governance issues:**

Nil

**Environmental issues:**

Nil

**Stakeholders:**

Walgett Shire Council & Residents of Walgett Shire Council

**Financial Implications:**

As per report

**Alternative Solutions/Options:**

Nil

**Conclusion:**

As at 31 December 2013 Walgett Shire Council's total available cash and invested funds were \$16,982,471.90 represented by:

|                                        |                 |
|----------------------------------------|-----------------|
| Reconciled Operational Account Balance | \$ 218,592.28   |
| Investments                            | \$16,000,000.00 |
| BOS Account                            | \$ 763,879.62   |

|                                                                  |
|------------------------------------------------------------------|
| <b>CASH ON HAND AND INVESTMENT REPORT AS AT 31 DECEMBER 2013</b> |
|------------------------------------------------------------------|

**Recommendation:**

1. That the cash on hand and investment report as at 31 December 2013 be received.

**Moved:**

**Seconded:**

**Attachment:**

Cash on Hand and Investment Report



| <u>Investment Institution</u>                               | <u>Type of Investm.</u> | <u>Term</u> | <u>Rate %</u> | <u>Ref</u> | <u>Reset Date</u> | <u>Maturity Date</u> |                        |
|-------------------------------------------------------------|-------------------------|-------------|---------------|------------|-------------------|----------------------|------------------------|
| <b>Term Deposits</b>                                        |                         |             |               |            |                   |                      |                        |
| National Australia Bank                                     | Term Deposit            | 188         | 4.14          | 852/14     |                   | 08-Jan-14            | \$500,000.00           |
| ING                                                         | Term Deposit            | 188         | 4.28          | 853/14     |                   | 08-Jan-14            | \$750,000.00           |
| ING                                                         | Term Deposit            | 209         | 4.09          | 854/14     |                   | 05-Feb-14            | \$500,000.00           |
| Bank of Queensland                                          | Term Deposit            | 182         | 3.90          | 859/14     |                   | 12-Feb-14            | \$500,000.00           |
| ING                                                         | Term Deposit            | 174         | 3.92          | 864/14     |                   | 17-Feb-14            | \$750,000.00           |
| Bankwest                                                    | Term Deposit            | 105         | 3.45          | 875/14     |                   | 15-Jan-14            | \$500,000.00           |
| Suncorp                                                     | Term Deposit            | 98          | 3.60          | 876/14     |                   | 15-Jan-14            | \$500,000.00           |
| Commonwealth Bank                                           | Term Deposit            | 182         | 3.40          | 877/14     |                   | 16-Apr-14            | \$500,000.00           |
| Bank of Queensland                                          | Term Deposit            | 203         | 3.85          | 878/14     |                   | 07-May-14            | \$500,000.00           |
| Bank of Queensland                                          | Term Deposit            | 147         | 3.80          | 879/14     |                   | 19-Mar-14            | \$500,000.00           |
| Newcastle Permanent Building Society                        | Term Deposit            | 84          | 6.60          | 880/14     |                   | 22-Jan-14            | \$500,000.00           |
| Suncorp                                                     | Term Deposit            | 154         | 3.50          | 881/14     |                   | 09-Apr-14            | \$500,000.00           |
| Suncorp                                                     | Term Deposit            | 175         | 3.50          | 882/14     |                   | 30-Apr-14            | \$500,000.00           |
| Bankwest                                                    | Term Deposit            | 273         | 3.50          | 883/14     |                   | 06-Aug-14            | \$500,000.00           |
| Suncorp                                                     | Term Deposit            | 182         | 3.65          | 884/14     |                   | 14-May-14            | \$500,000.00           |
| Newcastle Permanent Building Society                        | Term Deposit            | 105         | 3.60          | 885/14     |                   | 26-Feb-14            | \$500,000.00           |
| Newcastle Permanent Building Society                        | Term Deposit            | 91          | 3.60          | 886/14     |                   | 19-Feb-14            | \$500,000.00           |
| IMB                                                         | Term Deposit            | 182         | 3.50          | 887/14     |                   | 21-May-14            | \$500,000.00           |
| National Australia Bank                                     | Term Deposit            | 217         | 3.77          | 888/14     |                   | 28-May-14            | \$500,000.00           |
| Westpac                                                     | Term Deposit            | 242         | 3.75          | 889/14     |                   | 02-Jul-14            | \$500,000.00           |
| Credit Union Australia                                      | Term Deposit            | 91          | 3.65          | 890/14     |                   | 27-Aug-14            | \$500,000.00           |
| Newcastle Permanent Building Society                        | Term Deposit            | 119         | 3.50          | 891/14     |                   | 05-Mar-14            | \$500,000.00           |
| IMB                                                         | Term Deposit            | 174         | 3.50          | 892/14     |                   | 02-Apr-14            | \$500,000.00           |
| Bank of Queensland                                          | Term Deposit            | 188         | 3.75          | 893/14     |                   | 28-May-14            | \$500,000.00           |
| Bank West                                                   | Term Deposit            | 181         | 3.50          | 894/14     |                   | 11-Jun-14            | \$500,000.00           |
| National Australia Bank                                     | Term Deposit            | 245         | 3.80          | 895/14     |                   | 04-Jun-14            | \$500,000.00           |
| Westpac                                                     | Term Deposit            | 217         | 3.65          | 896/14     |                   | 13-Aug-14            | \$500,000.00           |
| Westpac                                                     | Term Deposit            | 231         | 3.65          | 897/14     |                   | 16-Jul-14            | \$500,000.00           |
| National Australia Bank                                     | Term Deposit            | 182         | 4.08          | 898/14     |                   | 30-Jul-14            | \$1,000,000.00         |
|                                                             |                         |             |               | 899/14     |                   | 18-Jun-14            | \$500,000.00           |
|                                                             |                         |             |               |            |                   |                      | <u>\$16,000,000.00</u> |
| <b>Floating Rates Collateralized Debt Obligations (CDO)</b> |                         |             |               |            |                   |                      |                        |
| Zircon Finance Ltd                                          | Floating Rate CDO       |             | 0.00          |            |                   | 20-Sep-14            | \$0.00                 |
| Morgan Stanley Aces SP                                      | Floating Rate CDO       |             | 0.00          |            | 20-Mar-12         | 20-Jun-15            | \$0.00                 |
| Helium Capital Ltd                                          | Floating Rate CDO       |             | 0.00          |            |                   | 23-Jun-14            | \$0.00                 |
|                                                             |                         |             |               |            |                   |                      | <u>\$0.00</u>          |
|                                                             |                         |             |               |            |                   |                      | <u>\$16,000,000.00</u> |
|                                                             |                         |             |               |            |                   |                      | <u>\$763,879.62</u>    |
|                                                             |                         |             |               |            |                   |                      | <u>\$16,763,879.62</u> |

Term Deposit Ledger Balance  
24 hour Online Bank Account

Note that this is a separate interest bearing account linked with the Main Bank Account  
Investment Report as at 31 December 2013

I hereby certify that the investments shown herein have been invested in accordance with Section 625 of the Local Government Act 1993,  
associated regulations and in accordance with Council's Policies and Procedures.  
Signed

Shane Roberts  
Senior Finance Officer

*Shane* 15/1/14

Prepared and Reconciled by Julie McKeown  
Assistant Rates

*Jameson* 31/12/13.

## **CASH ON HAND & INVESTMENT REPORT - JANUARY**

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Shane Roberts – Senior Finance Officer  
**FILE NUMBER:** 09/1460

### **Summary:**

This report summarises the cash on hand and investments held by Walgett Shire Council as at 31 January 2014.

### **Background:**

Walgett Shire Council operates one primary transaction account with the Commonwealth Bank and invests surplus funds to its operational requirements. The level of funds held in the account at any time reflects the outlook in terms of payments to be made in the short term.

### **Current Position:**

As at 31 January 2014 the operational bank account's balance was \$1,884,783.44. The reconciliation of this balance is:

#### **Operational Account Bank Reconciliation As at 31 January 2014**

|                                                                |                         |
|----------------------------------------------------------------|-------------------------|
|                                                                | \$                      |
| <b>Opening Ledger Account Balance as at 1 January 2014</b>     | <b>218,592.28</b>       |
| Add: Receipts                                                  | 4,024,013.34            |
| Add: Recalled Investments                                      |                         |
| Less: New Investments                                          |                         |
| Less: Payments                                                 | (2,347,712.43)          |
| <b>Closing Ledger Balance as at 31 January 2014</b>            | <b>1,894,893.19</b>     |
| <br><b>Balance as per Bank Statement as at 31 January 2014</b> | <br><b>1,884,783.44</b> |
| Add: Receipts not banked                                       | 10,109.75               |
| Less: Payments not presented                                   |                         |
| <b>Closing Balance of Bank Account</b>                         | <b>1,894,893.19</b>     |

3 Term Deposits were recalled to the value of \$1,500,000.00.

No new Term Deposits were made.

1 transfer was made from the BOS account to the value of \$500,000.00.

No transfers were made to the 24hour online account.

As at 31 January 2014 Walgett Shire Council's investment register's balance was \$14,500,000.00. The balance as per the attached investment report comprised:

|                                                    |                 |
|----------------------------------------------------|-----------------|
| Term Deposits                                      | \$14,500,000.00 |
| Floating Rate Collateralized Debt Obligation (CDO) | \$ 0.00         |

The values for the Floating Rate Collateralized Debt Obligation (CDO) are market values at 31 December 2013 and were supplied by the ANZ Group. The CDO's are at a N/A value. Legal proceedings against Lehman Brothers are in progress to reclaim a portion of the value invested.

|                                |               |
|--------------------------------|---------------|
| 24 Hour Online Account Balance | \$ 265,864.38 |
|--------------------------------|---------------|

#### **Relevant Reference Documents/Policies:**

|                 |                                                 |
|-----------------|-------------------------------------------------|
| 09/1772-02/0014 | January 2014 bank reconciliation ledger 11.5010 |
| 09/1460-03/0001 | Investments Report To Council 2013/2014         |

#### **Governance issues:**

Nil

#### **Environmental issues:**

Nil

#### **Stakeholders:**

Walgett Shire Council  
Residents of Walgett Shire Council

#### **Financial Implications:**

As per report

#### **Alternative Solutions/Options:**

Nil

#### **Conclusion:**

As at 31 January 2014 Walgett Shire Council's total available cash and invested funds were \$16,660,757.57 represented by:

|                                        |                 |
|----------------------------------------|-----------------|
| Reconciled Operational Account Balance | \$ 1,894,893.19 |
| Investments                            | \$14,500,000.00 |
| 24 Hour Online Saver Account           | \$ 265,864.38   |

#### **CASH ON HAND AND INVESTMENT REPORT AS AT 31 JANUARY 2014**

#### **Recommendation:**

1. That the cash on hand and investment report as at 31 January 2014 be received.

**Moved:**

**Seconded:**

Attachment:

| Investment Institution                                      | Type of Investm   | Term | Rate % | Ref    | Reset Date                  | Maturity Date          |
|-------------------------------------------------------------|-------------------|------|--------|--------|-----------------------------|------------------------|
| <b>Term Deposits</b>                                        |                   |      |        |        |                             |                        |
| ING                                                         | Term Deposit      | 209  | 4.09   | 854/14 |                             | 05-Feb-14              |
| Bank of Queensland                                          | Term Deposit      | 182  | 3.90   | 859/14 |                             | 12-Feb-14              |
| ING                                                         | Term Deposit      | 174  | 3.92   | 864/14 |                             | 17-Feb-14              |
| Commonwealth Bank                                           | Term Deposit      | 182  | 3.40   | 877/14 |                             | 16-Apr-14              |
| Bank of Queensland                                          | Term Deposit      | 203  | 3.85   | 878/14 |                             | 07-May-14              |
| Bank of Queensland                                          | Term Deposit      | 147  | 3.80   | 879/14 |                             | 19-Mar-14              |
| Suncorp                                                     | Term Deposit      | 154  | 3.50   | 881/14 |                             | 09-Apr-14              |
| Suncorp                                                     | Term Deposit      | 175  | 3.50   | 882/14 |                             | 30-Apr-14              |
| Bankwest                                                    | Term Deposit      | 273  | 3.50   | 883/14 |                             | 06-Aug-14              |
| Suncorp                                                     | Term Deposit      | 182  | 3.65   | 884/14 |                             | 14-May-14              |
| Newcastle Permanent Building Society                        | Term Deposit      | 105  | 3.60   | 885/14 |                             | 26-Feb-14              |
| Newcastle Permanent Building Society                        | Term Deposit      | 91   | 3.60   | 886/14 |                             | 19-Feb-14              |
| IMB                                                         | Term Deposit      | 182  | 3.50   | 887/14 |                             | 21-May-14              |
| National Australia Bank                                     | Term Deposit      | 182  | 3.77   | 888/14 |                             | 28-May-14              |
| Westpac                                                     | Term Deposit      | 217  | 3.75   | 889/14 |                             | 02-Jul-14              |
| Credit Union Australia                                      | Term Deposit      | 242  | 3.65   | 890/14 |                             | 27-Aug-14              |
| Newcastle Permanent Building Society                        | Term Deposit      | 91   | 3.60   | 891/14 |                             | 05-Mar-14              |
| IMB                                                         | Term Deposit      | 119  | 3.50   | 892/14 |                             | 02-Apr-14              |
| IMB                                                         | Term Deposit      | 174  | 3.50   | 893/14 |                             | 28-May-14              |
| Bank of Queensland                                          | Term Deposit      | 188  | 3.75   | 894/14 |                             | 11-Jun-14              |
| Bank West                                                   | Term Deposit      | 181  | 3.50   | 895/14 |                             | 04-Jun-14              |
| National Australia Bank                                     | Term Deposit      | 245  | 3.80   | 896/14 |                             | 13-Aug-14              |
| Westpac                                                     | Term Deposit      | 217  | 3.65   | 897/14 |                             | 16-Jul-14              |
| Westpac                                                     | Term Deposit      | 231  | 3.65   | 898/14 |                             | 30-Jul-14              |
| National Australia Bank                                     | Term Deposit      | 182  | 4.08   | 899/14 |                             | 18-Jun-14              |
| ING                                                         | Term Deposit      | 182  | 3.55   | 900/14 |                             | 09-Jul-14              |
| Suncorp                                                     | Term Deposit      | 98   | 3.55   | 901/14 |                             | 23-Apr-14              |
|                                                             |                   |      |        |        |                             | <b>\$14,500,000.00</b> |
| <b>Floating Rates Collateralized Debt Obligations (CDO)</b> |                   |      |        |        |                             |                        |
| Zircon Finance Ltd                                          | Floating Rate CDO |      | 0.00   |        | 20-Sep-14                   | \$0.00                 |
| Morgan Stanley Aces SP                                      | Floating Rate CDO |      | 0.00   |        | 20-Mar-12                   | \$0.00                 |
| Helium Capital Ltd                                          | Floating Rate CDO |      | 0.00   |        | 23-Jun-14                   | \$0.00                 |
|                                                             |                   |      |        |        |                             | <b>\$0.00</b>          |
|                                                             |                   |      |        |        | Term Deposit Ledger Balance | \$14,500,000.00        |
|                                                             |                   |      |        |        | 24 hour Online Bank Account | \$285,864.38           |
|                                                             |                   |      |        |        |                             | <b>\$14,785,864.38</b> |

Note that this is a separate interest bearing account linked with the Main Bank Account

Investment Report as at 31 January 2014

I hereby certify that the investments shown herein have been invested in accordance with Section 625 of the Local Government Act 1993, associated regulations and in accordance with Council's Policies and Procedures.

Signed

Shane Roberts  
Senior Finance Officer

Prepared and Reconciled by Julie McKeown  
Assistant Rates

*Julie McKeown* 3/2/14

## **QUARTERLY RATES REPORT – SEPTEMBER TO DECEMBER 2013**

**REPORTING SECTION:** Finance Department  
**AUTHOR:** Jeremy Way – Rates Officer  
**FILE NUMBER:** 00/0000

---

### **Summary:**

In conjunction with Walgett Shire Council becoming more focused on the need for long term financial sustainability, a key performance indicator is that of the outstanding percentage of Rates. A benchmark of 10% or lower has been established as part of the Group 10 Council's (on average), due to the efforts of Rates staff and combined impact of 713 rating sales Council is now on target to reach this benchmark.

### **Background:**

A key performance indicator as part of TCorp independent Local Government Review is Council ability to collect Rates & Charges, measured by measuring the arrears in relation to the total rates levied (%).

A benchmark for Walgett Shire Council, part of the Group 10 Council's, on average has been 10% or lower.

### **Current Position:**

The Annual Financial Statement for year ended 30<sup>th</sup> June 2013 indicate an outstanding rates percentage of 13.46% (Note 13a attached).

Council has undertaken 713 rating sales on an annual basis, which has improved this key performance indicator, demonstrated in the attached September and December quarterly reports.

### **Relevant Reference Documents/Policies:**

Quarterly Outstanding Rates Report – September/December  
Excerpt from Annual Financial Statements 2012/13 – Note 13a

### **Governance issues:**

Council must act in the community's best interest, to ensure adequate service provision is upheld through measures of improving long term financial sustainability. A key area is to show improvement in rates recovery by reducing the outstanding rates percentage to an acceptable benchmarked value.

### **Environmental issues:**

There are no current or future environmental issues known associated with this matter.

**Stakeholders:**

Walgett Shire Council community  
Walgett Shire Council

**Financial Implications:**

In the current climate of Local Government Reform, relevant TCorp investigations are conducted annually, both on Council's Long Term Financial Planning and Annual Financial Statements, in consideration of this it is imperative that Council take a more strategic focus on improvement across a number of Key Performance Indicators such as outstanding rates percentage and coverage ratios.

**Alternative Solutions/Options:**

There are no alternative solutions or options.

**Conclusion:**

The report recommends that Council note the improved outstanding rates percentage and ongoing commitment to improve this key performance indicator.

| QUARTERLY RATES REPORT – SEPTEMBER TO DECEMBER 2013                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>Council note the improved outstanding rates percentage and ongoing commitment to improve this key performance indicator.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

**Attachments:**

Outstanding Rates Report – September/December  
Excerpt of Annual Financial Statements – Note 13a

## Walgett Shire Council

## Notes to the Financial Statements

for the financial year ended 30 June 2013

## Note 13a. Statement of Performance Measurement - Indicators (Consolidated)

| \$ '000                                                                                            | Amounts<br>2013 | Indicator<br>2013 | Prior Periods<br>2012 2011 |        |
|----------------------------------------------------------------------------------------------------|-----------------|-------------------|----------------------------|--------|
| Local Government Industry Indicators - Consolidated                                                |                 |                   |                            |        |
| 1. Unrestricted Current Ratio                                                                      |                 |                   |                            |        |
| Current Assets less all External Restrictions <sup>(1)</sup>                                       | 9,110           | 3.32 : 1          | 2.17                       | 2.13   |
| Current Liabilities less Specific Purpose Liabilities <sup>(2,3)</sup>                             | 2,740           |                   |                            |        |
| 2. Debt Service Ratio                                                                              |                 |                   |                            |        |
| Debt Service Cost                                                                                  | 532             | 2.09%             | 2.23%                      | 0.67%  |
| Income from Continuing Operations<br>(excl. Capital Items & Specific Purpose Grants/Contributions) | 25,510          |                   |                            |        |
| 3. Rates & Annual Charges Coverage Ratio                                                           |                 |                   |                            |        |
| Rates & Annual Charges                                                                             | 7,165           | 18.00%            | 26.49%                     | 26.53% |
| Income from Continuing Operations                                                                  | 39,804          |                   |                            |        |
| 4. Rates, Annual Charges, Interest & Extra Charges Outstanding Percentage                          |                 |                   |                            |        |
| Rates, Annual & Extra Charges Outstanding                                                          | 1,146           | 13.46%            | 13.77%                     | 12.45% |
| Rates, Annual & Extra Charges Collectible                                                          | 8,517           |                   |                            |        |
| 5. Building & Infrastructure Renewals Ratio                                                        |                 |                   |                            |        |
| Asset Renewals <sup>(4)</sup>                                                                      | 2,017           | 54.75%            | 45.10%                     | 89.25% |
| Depreciation, Amortisation & Impairment                                                            | 3,684           |                   |                            |        |

## Notes

<sup>(1)</sup> Refer Notes 6-8 inclusive.

Also excludes any Real Estate &amp; Land for resale not expected to be sold in the next 12 months

<sup>(2)</sup> Refer to Note 10(a).<sup>(3)</sup> Refer to Note 10(a)(ii) - excludes all payables & provisions not expected to be paid in the next 12 months (incl. ELE).<sup>(4)</sup> Asset Renewals represent the replacement &/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance. Asset Renewals include building and infrastructure assets only.



## Quarterly Report - Outstanding Rates as at 30 September 2013

### Report on Rates and Charges - 30 September 2013

|                                     | Sep-13                | Sep-12                |
|-------------------------------------|-----------------------|-----------------------|
| Arrears from previous year          | 1,338,815.52          | 1,383,764.70          |
| Sub Total                           | 1,338,815.52          | 1,383,764.70          |
| <b>Current Year Activity</b>        |                       |                       |
| Legal fees (Including write off's)  | (12,635.60)           | 6,105.40              |
| Adjusted Levy                       | 8,286,391.49          | 7,975,395.86          |
| Interest (Including write off's)    | (30,109.29)           | 24,817.79             |
| Adjustments (Including Write Off's) | (71,578.90)           | 15.00                 |
| Sub Total                           | 8,172,067.70          | 8,006,334.05          |
| Total Arrears and Adjusted Levy     | 9,510,883.22          | 9,390,098.75          |
| Payments                            | (3,908,379.72)        | (3,730,466.50)        |
| Pensioner Concessions - Govt        | (89,416.42)           | (87,023.61)           |
| Pensioner Concessions - Council     | (73,163.27)           | (71,204.60)           |
| Discount                            | (86,877.86)           | (78,456.67)           |
| Special Rebate Council              | 0.00                  | 0.00                  |
| Sub Total                           | (4,157,837.27)        | (3,967,151.38)        |
| <b>Total Remaining Levy</b>         | <b>\$5,353,045.95</b> | <b>\$5,422,947.37</b> |

|                                  | Sep-13                | Sep-12                |
|----------------------------------|-----------------------|-----------------------|
| Current                          | 4,415,306.29          | 4,286,996.56          |
| Arrears                          | 613,424.42            | 768,141.87            |
| Interest b/f from previous years | 159,576.29            | 222,221.72            |
| Current year interest            | 18,204.64             | 24,000.21             |
| Legals                           | 146,534.31            | 121,587.01            |
| <b>Total Remaining Levy</b>      | <b>\$5,353,045.95</b> | <b>\$5,422,947.37</b> |

#### Total YTD Collected

|                                                         | Sep-13 | Sep-12 |
|---------------------------------------------------------|--------|--------|
| Collected YTD % of Levy, Arrears, Interest & Legal Fees | 43.72% | 42.25% |
| Collected YTD % of Levy                                 | 47.83% | 46.59% |

|                                                      |               |               |
|------------------------------------------------------|---------------|---------------|
| <b>Arrears Outstanding % of Total Remaining Levy</b> | <b>11.46%</b> | <b>14.16%</b> |
|------------------------------------------------------|---------------|---------------|

## Quarterly Report - Outstanding Rates as at 31 December 2013

### Report on Rates and Charges - 31 December 2013

|                                                         | Dec-13                       | Dec-12                       |
|---------------------------------------------------------|------------------------------|------------------------------|
| Arrears from previous year                              | 1,339,387.14                 | 1,383,764.70                 |
| Sub Total                                               | <u>1,339,387.14</u>          | <u>1,383,764.70</u>          |
| <b>Current Year Activity</b>                            |                              |                              |
| Legal fees (Including write off's)                      | (2,088.02)                   | 17,141.62                    |
| Adjusted Levy                                           | 8,286,908.60                 | 7,974,785.86                 |
| Interest (Including write off's)                        | (13,287.63)                  | 51,315.76                    |
| Adjustments (Including Write Off's)                     | (71,618.09)                  | 15.00                        |
| Sub Total                                               | <u>8,199,914.86</u>          | <u>8,043,258.24</u>          |
| <i>Total Arrears and Adjusted Levy</i>                  | <u>9,539,302.00</u>          | <u>9,427,022.94</u>          |
| Payments                                                | (5,580,917.39)               | (5,258,979.54)               |
| Pensioner Concessions - Govt                            | (90,386.85)                  | (86,906.74)                  |
| Pensioner Concessions - Council                         | (73,957.32)                  | (71,108.97)                  |
| Discount                                                | (87,272.17)                  | (78,723.25)                  |
| Special Rebate Council                                  | 0.00                         | 0.00                         |
| Sub Total                                               | <u>(5,832,533.73)</u>        | <u>(5,495,718.50)</u>        |
| <b>Total Remaining Levy</b>                             | <u><u>\$3,706,768.27</u></u> | <u><u>\$3,931,304.44</u></u> |
| <hr/>                                                   |                              |                              |
|                                                         | Dec-13                       | Dec-12                       |
| Current                                                 | 2,974,423.14                 | 2,939,452.74                 |
| Arrears                                                 | 446,503.71                   | 637,437.04                   |
| Interest b/f from previous years                        | 112,354.46                   | 192,273.71                   |
| Current year interest                                   | 33,019.75                    | 45,259.22                    |
| Legals                                                  | 140,467.21                   | 116,881.73                   |
| <b>Total Remaining Levy</b>                             | <u><u>\$3,706,768.27</u></u> | <u><u>\$3,931,304.44</u></u> |
| <hr/>                                                   |                              |                              |
| <b>Total YTD Collected</b>                              |                              |                              |
|                                                         | Dec-13                       | Dec-12                       |
| Collected YTD % of Levy, Arrears, Interest & Legal Fees | 61.14%                       | 58.30%                       |
| Collected YTD % of Levy                                 | 68.06%                       | 65.38%                       |
| <b>Arrears Outstanding % of Total Remaining Levy</b>    | <u>12.05%</u>                | <u>16.21%</u>                |

## **WALGETT WAR MEMORIAL PROJECT**

**REPORTING SECTION:** Corporate and Services  
**AUTHOR:** George McCormick – Manager Community Services  
**FILE NUMBER:** 12/14

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### **Summary:**

The Walgett War Memorial Project Committee has been formed to progress the restoration of the War memorial monument. The committee report recommends approval of the request for funding of \$2,000 from council and the conduct of the project in accordance with Council requirements for projects of this nature.

### **Background:**

The Memorial was erected in recognition of the sacrifice by many distinct residents in World War 1 and officially unveiled in June 1922. The erection of the monument resulted from over 3 years of community discussion and involvement and is an important focal point in the identity of Walgett. The Memorial is an important part of Walgett Shire's heritage and an enduring example of 1920's Monument style including its Art Deco lighting.

### **Current Position:**

The War Memorial fondly referred to as "The Man on the Monument" has unfortunately deteriorated over time. A local Walgett War Memorial Project Committee has been formed to undertake a restoration project for the monument. Although structurally sound a restoration is proposed that covers the replacement of the bayonet; re-lettering of names; fixing chips and cracks; strip, repair and is estimated to cost a total of \$10,560. Of this the Sub-Branch is seeking a contribution from Council of \$2,000 with this amount proposed to fund the "fix chips and cracks" component of the project. A quote for the overall project is attached.

As part of its support for the project, the Walgett RSL Sub-Branch is applying to the ANZAC Centenary Grants Program for assistance and is approaching local community groups to contribute to this project. The Monument is a much-loved community and District icon and it is believed that a project such as this would have wide community support.

As the monument is located on a state highway, it will be necessary for a traffic control plan to be prepared and for the project to be referred to the traffic committee when the project scope and timeframe has been firmed up. In addition the council will need to oversight the project and ensure that a joint risk assessment is undertaken in accordance with its requirements for community groups undertaking work on land owned or under the control of council.

### **Relevant Reference Documents/Policies:**

Walgett Shire Council Community Strategic Plan 2012 – 2012  
Letter dated 10 December 2013 and attached quote from Walgett War Memorial Project Committee.

**Governance issues:**

There are no identified governance issues in relation to this matter.

**Environmental issues:**

There are no identified environmental issues in relation to this matter.

**Stakeholders**

Walgett Shire Community, Walgett Shire residents and rate payers,  
Walgett Shire RSL Sub- Branch

**Financial Implications:**

It is recommended that Council's contribution of \$2,000 be funded from the community projects budget number 11.03561.1480.

**Alternative Solutions/Options:**

That Council not support the project and request for funding.

**Conclusion:**

It is believed that this project would have wide community support and the efforts of those residents on the project committee in bringing the project forward are supported. It is recommended that funding of \$2,000 be provided and that the committee be advised of Councils' requirements regarding council supervision and associated matters such as the need for a traffic control plan.

**Walgett War Memorial Restoration Project****Recommendation:**

1. That Council support the monument restoration project and provide funding of \$2,000 from the community projects budget 11.03561.1480.
2. That the project committee be informed of Council's requirements for supervision of the project and the preparation of a risk assessment.

**Moved:****Seconded:****Attachments:**

Letter from Robyn Walters (War Memorial Committee)  
Quote for works on monument (W Larcombe & Son)

George McCormick  
Manager Community Development  
Walgett Shire Council  
PO Box 165  
WALGETT NSW 2832

10<sup>th</sup> December 2013

Dear George

As discussed today and previously I am sending through a quote obtained by the Walgett RSL Sub-Branch to restore the Walgett War Memorial located at the intersection of Fox and Wee Waa Sts – fondly known locally as "The Man on the Monument".

While the RSL – Sub Branch is very appreciative of the measures Walgett Shire takes to maintain and beautify the Monument eg painting, landscaping and Rosemary hedge, it has unfortunately deteriorated over time. Although structurally sound a restoration is proposed that covers the replacement of the bayonet; re-lettering of names; fixing chips and cracks; strip, repair and totals \$10, 560. Of this the Sub-Branch is asking Walgett Shire to contribute \$2,000 to "fix chips and cracks" - if possible.

The Sub-Branch is also applying to the ANZAC Centenary Grants Program for assistance and is approaching local community groups to contribute to this project. Already Walgett Show Society which has a membership of over 140 local families is contributing \$1000 demonstrating community support for this project. We are confident other community groups will contribute as well and we are aiming to raise a total of \$14,000 - \$15,000. Of this \$10,560 will be used to restore the Monument and the remainder will be used for ANZAC Day Centenary Celebrations on 25<sup>th</sup> April 2015.

The Monument is a much-loved community and District icon. It publically represents our community's respect for local soldiers who fought in World War I – some making the "supreme sacrifice". It also represents our respect for their families – many still living in Walgett Shire. The increasing numbers of people attending Walgett ANZAC Day Services can only support the premise that local people would support the restoration of the Memorial. People generally are increasingly becoming more interested in their history and respecting those that fight and protect us.

The Monument is on public display at all times as people travelling through Walgett will almost always drive around it. It is an important feature in Walgett's main streetscape and any restoration can only improve the amenity of this street (Fox Street) and show community pride in Walgett town.

The Memorial was erected by Walgett Shire Council and officially unveiled in June 1922 after over 3 years of community discussion and involvement. The Memorial is an important part of Walgett Shire's heritage and is an enduring example of Monument style of the 1920's as well as Art Deco lighting.

Many thanks for considering this application. Please feel free to contact me with any questions on the number below.

Yours sincerely

Robyn Walters  
on behalf of

Walgett War Memorial Project Committee - David and Jane Hutchinson, David Callandar, David Colless.

"Ashantee"

WALGETT NSW 2832

Home phone: 02 68 284 243

Mobile phone: 0458 284 243

Email: ed.robyn@bigpond.com

**W LARCOMBE  
& SON**  
Funerals and Monuments

6<sup>th</sup> December, 2013

Mr D Hutchinson  
Stuart Town RSL  
By Fax: 6829 4549

Dear Mr Hutchinson

Thank you for the opportunity to provide a quotation for restoration work on the  
Walgett War Memorial.

|                            |                |
|----------------------------|----------------|
| Replace Bayonett.....      | 1000.00        |
| Re lettering of names..... | 1000.00        |
| Fixing chips & cracks..... | 2000.00        |
| Strip, repair & paint..... | 2000.00        |
| Cleaning.....              | 2600.00        |
| Travel/Accommodation.....  | <u>1000.00</u> |

|           |               |
|-----------|---------------|
| Sub total | \$ 9600.00    |
| GST       | <u>960.00</u> |
| Total     | \$ 10,560.00  |

If we can be of any further assistance, please do not hesitate to contact us.

Yours faithfully

*Barbara Carter*

Barbara Carter



# **MANAGER COMMUNITY DEVELOPMENT QUARTERLY REPORT OCTOBER 2013 – DECEMBER 2013**

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** George McCormick – Manager Community Development  
**FILE NUMBER:** 09/1763

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## **Summary:**

During the period October – December 2013 Community Services managed and supported projects related to community engagement, cultural development and recognition, group capacity building, collaborative events, youth & early childhood initiatives.

This report summarises project progress and outcomes of our Community and Youth Development teams, Libraries, Aboriginal Affairs and Healthy Communities Initiative during the period October – December 2013.

## **Background:**

Last quarterly report submitted for the period July - September 2013.

## **Current Position:**

During the reporting period Council's community services team have initiated and supported projects and are partnering in programs, working with service providers as outlined below.

### *Youth Affairs:*

Services are progressing in line with the Walgett Shire Youth Development Youth Strategy 2009 – 2014. The Youth Development team has recorded high Vacation Care attendance numbers across the four programs conducted in Walgett, Lightning Ridge, Collarenebri and Grawin. The team has continued successful partnerships with service providers and organisations in delivery of programs targeting development, leadership, early intervention and health and wellbeing initiatives.

### *After School Activities/ Youth Centres:*

All Youth Centres across the Shire are fully operational. After school care continues to be offered from 3.30pm – 6.30pm at Walgett and 3.00pm – 6.00pm at Lightning Ridge and Collarenebri.

Programs for this period have included activities directly related to meeting and aligning with the National Quality Framework and Standards of children's services including sports orientated games, arts and crafts, healthy cooking options workshops, Wii games, pool/table tennis competitions, waste to art projects, painting, recycling, environmental initiatives and activities.

Youth and Community Development Teams continue to support and partner with local services and organisations to deliver quality, engaging programs for the youth and young people of the Shire. All programming is in consultation with the Walgett Shire's Youth Council.

The Youth Development Team have weekly youth centre programs displayed in each community and promoted through school newsletters, via email, flyers and word of mouth to the wider community.



#### *Vacation Care Services:*

Attendance numbers in the school holiday periods continue to be high, with young people across the shire engaging in action packed programs aimed at diversion, participatory opportunities and skill enhancement through cultural activities, arts and crafts, sporting initiatives, scavenger hunts, movie nights, health and wellbeing programs.

#### *Youth Council:*

The Youth Council input and programming into the holiday programs and daily after school activities continues. It is still ongoing with Youth council members identifying quality activities and initiatives. We believe by encouraging young people's input into programming and decisions making helps to contribute to high attendance numbers at all council run programs.

#### *Friday Night Engagement Program - (externally funded): Walgett:*

Friday Night Engagement Initiative continues along as per the funding agreement and is taking place every second Friday Night and one Saturday a month.

Walgett Shire youth development team facilitate this project with a number of local service providers. Participation and engagement are still high with young people enthusiastically involved in positive recreational activities including t-ball, netball, football, basketball and tabloid sports. Dance parties, movie nights cooking and chill out sessions were held at the youth centre during periods of inclement weather.

#### *Youth Engage, Encourage, Participate Initiatives- YEEPI (externally funded): Collarenebri and Lightning Ridge:*

The YEEPI project funded through the NSW Government Office of Communities continues to meet expected outcomes with more young people stepping up and taking on challenges.

Since the last reporting period, numbers have increased in both centres with Friday night sessions being held at Lightning Ridge and Collarenebri every second Friday night. The young people involved have held brainstorming sessions coming up with activities and skills to help with everyday life and work towards reaching personal and group goals. Activities have included art sessions, health and hygiene, safety, cooking and sporting activities.

#### *Duke of Edinburgh's Program:*

The Duke of Edinburgh's Award is an international leadership in action program and available to all young people aged between fourteen and twenty-five. The program consists of 3 different levels: Bronze, Silver and Gold with all participants electing to start on Bronze. The Award is flexible and is structured so the participants can design their own unique program centered on their interests and passions.

To achieve the award each participant must complete 3 different levels, each level requires the participants to commit to 3 months of at least 1 hour per week plus an additional 3 months of a discipline of their choice these include: Physical-recreation, Skill, volunteering and an adventurous journey.

As our Youth Development Team are now an accredited facilitator of this program twelve (12) young people started their Duke of Edinburgh experience with the assistance of youth workers and NSW Sport and Recreation staff at the Youth council meeting held in Lightning Ridge on 24<sup>th</sup> October.

*Accreditation Walgett Shire Youth Centres:*

The National Quality framework for all Walgett Shire youth centres is progressing with all venues that host vacation care / youth services being approved.

Service approval notifications now displayed in each Centre are as follows:

Collarenebri: SE- 40000739, Walgett: SE- 40000740, Lightning Ridge: SE- 40000742

The next phase of the accreditation process to commence in March involves the educational portion required for each Centre's compliance.

All youth development staff are now in the process of working towards best quality practice and meeting the new standards required.

Quality improvement plans will be submitted by the 9<sup>th</sup> March prior to assessment visits.

*School to Work Initiative:*

Several young people have put in expressions of interest from all three schools with some outstanding applications. All applications have been assessed and interviews will commence at the beginning of term for successful participants.

*Programs:*

The Goodbye Jamie Boyd Theatre production (tackling youth mental illness) implemented on the 25<sup>th</sup> & 26<sup>th</sup> November in Walgett attracted 150 young people from local schools across the Shire. The two sessions held had the young people captivated from start to finish with many asking questions at the completion of the session. World Aids Week 1<sup>st</sup> – 6<sup>th</sup> December conducted with several other local services.

*Up and coming events:*

Youth Week 2014, 4<sup>th</sup> – 13<sup>th</sup> April

Proposed Youth Council AGM 27<sup>th</sup> February 2014

Libraries:

*Walgett Library Opening:*

At the completion of the new Walgett Library extensions and installation of new furnishings twenty-three (23) Councillors from Walgett and surrounding Shires along with dignitaries from State Library were invited to the opening on 6<sup>th</sup> November 2013. The ceremony showcased the successful extensions to the building during a morning tea and an unveiling of a plaque at the front of the Worseley House building took place.

*Preschool literacy:*

The Stories on the Floor early literacy project is continuing at Walgett Library. The library officer engages with children and mothers/carers at Mums and Bubs. This targeted group meet with other service providers weekly.

### *Library Programs:*

Weekly workshops with *Art across the Ages* program are continuing to engage our residents and visitors. Library has offered four (4) Ukulele workshops involving 17 children engaging.

The Goonimoo Play Group visits have also proved popular with 25 children and 19 adults over two days with Christmas activities.

### *After School and Holiday Groups:*

In the period September to December 1539 young people were recorded in attendance at the Walgett Library. Group activities include beading, computer skills, Father's Day craft, and sewing, wood work December Summer Reading Club offers different activities with the theme "Top Secret"

### *Deposit Stations:*

Six visits were accomplished to Deposit Stations and Collarenebri Library for exchange of books.

### Lightning Ridge

#### *After School Activities:*

After school programs are arranged for Wednesday and Thursdays, 1324 children were engaged in various activities including working towards Waste to Art. This program has enhanced the children Art abilities, using research tools available in the library and encouragement through involvement of community members.

#### *Preschool literacy:*

Books and Babies continue on Friday mornings.0-5 age group are using the activity programs available on Tuesday mornings.

Lightning Ridge has installed an impressive display of other language collections.

#### *Visitation:*

| Walgett               | #    | Lightning Ridge       | #    |
|-----------------------|------|-----------------------|------|
| Number of New Patrons | 29   | Number of New Patrons | 17   |
| Items Borrowed        | 2170 | Items Borrowed        | 1864 |
| Number of Visits      | 7027 | Number of Visits      | 455  |
| Information requests  | 24   | Information requests  | 18   |
| Internet Usage        | 1650 | Internet Usage        | 1118 |
| Babies and Books      | 218  | Babies & Books        | 437  |
| After School Programs | 1899 | After School Programs | 1324 |
| WiFi                  | 437  | WiFi                  | 336  |

## *Walgett Shire Healthy Communities Initiative (WSHCI)*

### PROGRAM/UPDATE

On for Young and Old - A variety of fitness and sporting programs have been developed offering participants the opportunity to learn new skills and develop their knowledge relating to healthier lifestyle options through their participation in regular exercise and healthy lifestyle based programs aimed to prevent and reduce chronic disease and illness.

Heart-moves - Heart Foundation Heart-moves has continued throughout the reporting period at the Lightning Ridge Dementia Centre. WSHCI catered for the Seniors Christmas Luncheon at the Dementia Centre and the Heart-moves participants did a demonstration for the fifty plus people attending.

Bootcamp - Sessions, facilitated by a trained instructor, continued to be staged two mornings a week in Lightning Ridge and two evenings a week Walgett. High numbers of participants have been recorded, with in excess of 70 people participating weekly.

Gala Days - HCI has partnered with local services to develop and deliver four HCI Gala Days in Shire communities, Walgett - 9-a-side cricket; Collarenebri - Ping Pong; Cumborah - Tennis and; Lightning Ridge - Multi Sports. 140 participants were recorded throughout the reporting period. Gala Days will continue to be delivered in various community locations during 2014.

Walgett Touch Football - HCI assisted organisers with in-kind support, competition equipment and player uniforms, the competition runs over two nights per week, reporting 80 participants weekly.

Aqua Fitness - Aqua fitness classes in Collarenebri and Walgett have been delivered throughout term four and will continue in term one 2014. Participation numbers have been reported to have risen extensively in Walgett following HCI providing participant entry fee and water during sessions. Instructors have included an additional two sessions to the weekly program to accommodate high participant numbers and to offer flexible delivery times/days.

Community Events - During the reporting period WSHCI supported various community events.

Carers Function - HCI partnered with Lightning Ridge Community Options, Dementia Respite Services and Aboriginal Health workers to host a morning for carers at the Lightning Ridge Home and Community Care Centre (HACC). Carers were show demonstrations by a HCI Instructor on how to do gentle exercises with thermo exercise bands and how to create simple healthy meals. There were twenty carers in attendance.

World Diabetes Awareness Day - HCI assisted Walgett Health Services and Walgett Aboriginal Medical Service to host the event at Number 1 Oval Walgett. HCI provided physical activities and support staff.

### Coordinate & strengthen physical activity options

Outdoor gym equipment - Within this reporting period purchase of equipment has taken place. Delivery and installation will take place in February/March.

Promotion Plan - HCC produced and distributed the WSHCI newsletter.

**Relevant Reference Documents/Policies:**

Walgett Shire Council Community Strategic Plan 2012-2022 , Walgett Shire Council Aboriginal Community Development and Reconciliation Plan 2007 – 2010, Walgett Shire Youth Development Youth Strategy 2009 - 2014.

**Governance issues:**

Nil.

**Environmental issues:**

Nil.

**Stakeholders:**

Walgett Shire community members, organisations and agencies with an interest in the social outcomes of people residing, working in, and visiting, the Walgett Shire.

**Financial Implications:**

Nil.

**Alternative Solutions/Options:**

Not applicable

**Conclusion:**

The Community Development team supported with the Healthy Communities Initiative have progressed projects and programs this quarter in accordance with the Walgett Shire Council Community Strategic Plan, Walgett Shire Council Aboriginal Community Development and Reconciliation Plan 2007 – 2010, Walgett Shire Youth Development Youth Strategy 2009 – 2014.

| <b>Manager Community Development Report October – December 2013</b>                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>1. That the quarterly report for October – December 2013 on Community Development be received and noted.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

**Attachments:**

Nil

## **NEW PUBLIC TOILET – GRAY PARK WALGETT**

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Karlie Aynsley – Senior Administration Officer  
**FILE NUMBER:** 12/14

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### **Summary:**

This report recommends that the existing amenities block in Gray Park be demolished and replaced with a modular design constructed in a new location fronting Euroka St behind the bus stop. It is further recommended that consideration for provision be made in the 2014/2015 budget for this project.

### **Background:**

It is believed that the current public toilet was constructed around 1970 as part of the old RED Scheme. The amenities block is frequently used by bus passengers and tourists passing through Walgett. The existing amenities block in Gray Park has been frequented by drug users and is a target for vandals. The general dilapidated nature of the Gray Park Toilet does not present an attractive image for bus passengers and visitors to Walgett with complaints from travellers a regular occurrence.

### **Current Position:**

The Gray Park toilet it is in poor condition and would be a facility of 'last resort' for most people. A quick internal paint 'makeover' was carried out in 2013 to remove graffiti which has slightly improved the amenity of the toilet, however the basic issue of a poor and outdated facility remains. Council has received numerous complaints in relation to the state of the toilet block. One complainant outlined that 'they were the worst toilets they had ever used in many years of travel throughout Australia'. The poor layout of the current design creates a space which is frequented by vandals and drug users who discard their drug paraphernalia. It also poses security issues, particularly for female users.

The existing amenities block does not offer a disabled facility and does not comply with Universal Access code AS1428.1 for disabled access. An investigation of options for replacement was undertaken with modular designs being a common design in a number of council areas. The public toilet in the Gilgandra CBD is one installation. The outcome of the investigation is that the Modus Burton-3 design is recommended as a replacement for the current Gray Park toilet.

The Modus 'Burton-3' restroom is a modular design made up of three cubicles; one female, one male and a unisex disabled.

A Stainless Steel Knee Operated Wash Hand Basin and Stainless Steel Water Bubbler is located externally and services all cubicles. The toilets are a stainless steel pan with a concealed cistern. The cistern is located in a separate service area which is lockable and will only be accessed by council staff for maintenance and storage of cleaning equipment and materials. Details of the proposed replacement modular toilet are attached. The total estimated cost including demolition of the existing toilet and connection to services is

\$75,000. It is recommended that this be funded from revenue and that consideration be given to provision being made in the 2014 / 2015 budget for this project.

**Relevant Reference Documents/Policies:**

Walgett Shire Community Strategic Plan 2012-2022

**Governance issues:**

There are no identified governance issues relating to this matter.

**Environmental issues:**

The amenities block in its current state poses a potential health hazard from the condition of the facility and use by drug users.

**Stakeholders:**

Walgett Shire residents and visitors  
Walgett Shire Council  
Department of Land and Property Management (LPMA)

**Financial Implications:**

The demolition cost for the toilet block is estimated at \$3,000.  
The total cost for the new Modus Burton-3 Modular toilet is \$71,978.50 including connection to services.

**Alternative Solutions/Options:**

That the status quo remains and that a new toilet block not be constructed.

**Conclusion:**

The existing amenities block in Gray Park is in poor condition and does not meet the needs of visitors and residents. It is recommended that it be demolished and for Council to proceed with the purchase and installation of a Modus 'Burton – 3' modular toilet block.. The new design is compliant with Universal Access code AS1428.1 for disabled access and the new location and design will assist in reducing vandalism through enhanced visibility.

**NEW TOILET BLOCK GRAY PARK, WALGETT**

**Recommendation:**

1. That Council endorse the proposed replacement for the Gray Park toilet being the Modus Burton 3 modular unit.
2. That Council consider making provision in the 2014/2015 budget of an amount of \$75,000 for the demolition of the existing amenities block in Gray Park and the supply and installation of a Modus Burton3 modular unit.

**Moved:**

**Seconded:**

**Attachments:**

Modus Quotation

Gray Park Toilet – Project Cost Estimate

**WALGETT SHIRE COUNCIL  
CORPORATE AFFAIRS DEPARTMENT  
COST ESTIMATES**

**GRAY PARK TOILET**

| Item No.                     | Item Description                                 | Unit | Rate | Quantity | Amount           |
|------------------------------|--------------------------------------------------|------|------|----------|------------------|
| 1                            | Mobilization and establishment on site           | LS   |      |          | 3,000.00         |
| 2                            | Erection                                         | LS   |      |          | 2,800.00         |
| 3                            | Slab                                             | LS   |      |          | 3,400.00         |
| 4                            | Supply building with all superstructure fixtures | LS   |      |          | 39,000.00        |
| 5                            | Plumbing including connection to existing system | LS   |      |          | 2,700.00         |
| 6                            | Electrical works including connection            | LS   |      |          | 3,000.00         |
| 7                            | Building applications                            | LS   |      |          | 3,000.00         |
| <b>Subtotal</b>              |                                                  |      |      |          | <b>56,900.00</b> |
| <b>Add 15% contingencies</b> |                                                  |      |      |          | <b>65,435.00</b> |
| <b>Add 10% GST</b>           |                                                  |      |      |          | <b>71,978.50</b> |
| <b>Total</b>                 |                                                  |      |      |          | <b>71,978.50</b> |



**Karlie Aynsley**

---

**From:** Gavin Cook <Gavin@ModusAustralia.com.au>  
**Sent:** Tuesday, 17 December 2013 4:37 PM  
**To:** Karlie Aynsley  
**Subject:** RE: MODUS QUOTATIONS #MA543 & MA544 Toilet Building options & Estimated Installation Cost.  
**Attachments:** Burton-1 Assembly Instructions.pdf

Good Afternoon Karlie,

As discussed please find estimated cost for installation of Toilet Building options. I have also included some basic assembly instructions for a small building which will give an outline of how they are assembled.

**Yarra-3 Building**

|                                            |                          |
|--------------------------------------------|--------------------------|
| 🔧 Plumbing Pre-lay                         | \$2,600                  |
| 🔧 Pad preparation & pouring of concrete    | \$2,900                  |
| 🔧 Erection of Toilet Building              | \$2,800                  |
| 🔧 Final fitting off of fixtures by plumber | (included in top figure) |
| Total                                      | <b>\$8,300</b>           |

**Yarra-3 Building with Service Area**

|                                            |                          |
|--------------------------------------------|--------------------------|
| 🔧 Plumbing Pre-lay                         | \$2,700                  |
| 🔧 Pad preparation & pouring of concrete    | \$3,400                  |
| 🔧 Erection of Toilet Building              | \$2,800                  |
| 🔧 Final fitting off of fixtures by plumber | (included in top figure) |
| Total                                      | <b>\$8,900</b>           |

Please note: plumbing price is an estimated based on a standard installation with connection to services being nearby. Price for building applications would be additional to this & cost of the building.

If you have any further question please don't hesitate to give me a call.

Best Regards  
**Gavin Cook**  
Sales Manager  
(Director)

1300 945 930

[www.modusaustralia.com.au](http://www.modusaustralia.com.au)

**modus**  
Australia  
TOILET BUILDINGS & RESTROOMS



Restrooms & Toilet Buildings

**P: 1300 945 930**

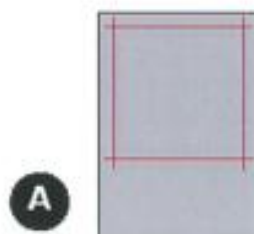
[info@modusaustralia.com.au](mailto:info@modusaustralia.com.au)

[www.modusaustralia.com.au](http://www.modusaustralia.com.au)

## How to Assemble a Modus Restroom

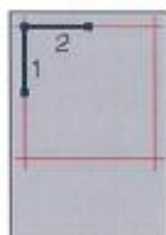


## General Assembly Instructions for a Burton-1 Toilet Building



Plan

- Mark out wall centerlines on concrete pad in according to 'Wall Layout Plan' supplied.
- Mark fixing point centre's & drill 12mm diameter holes to 100mm deep.
- Remove dust from holes. Refer to directions as shown on the chemical anchor tube.
- Place a thread beside each hole.
- Apply chemical anchor into holes & place 10mm s/s threaded rod (125mm long) with 100mm into concrete & 25mm above. Please note: work with one hole at a time as chemical anchor sets quite quickly.



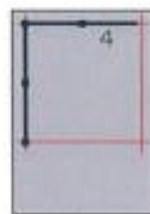
Plan



- Starting at a rear corner put two wall sections together using the appropriate joining channel & bolts provided.
- Then place corner angle over corner thread & align walls with lines on concrete.
- Wind nut & washer onto thread inside base of corner angle. Don't fully tighten.



Plan



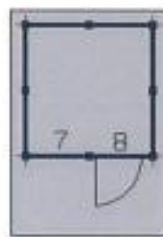
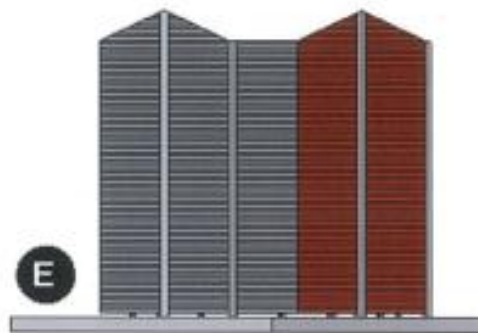
Plan



- Continue placing wall panels as shown & fixing nut & washes to threads. Please Note that wall layout could vary depending on the configuration of the building. Please refer to 'Wall Layout' plan for more specific details



Plan



Plan

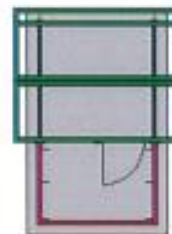




Plan



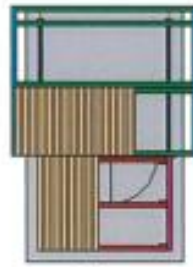
- Place 4 purlins over joining channels & apply bolts in locations provided. Don't fully tighten.
- Bolt barge boards to purlins in locations provided.



Plan



- Place back purlin to clients provided on the barge boards.
- Assemble verandah frame & bolt to fascia of building in positions provided
- Square columns up & fix base plates to the concrete.
- Tightens all fixings.



**Plan**



- Apply roof sheeting with fixings provided.



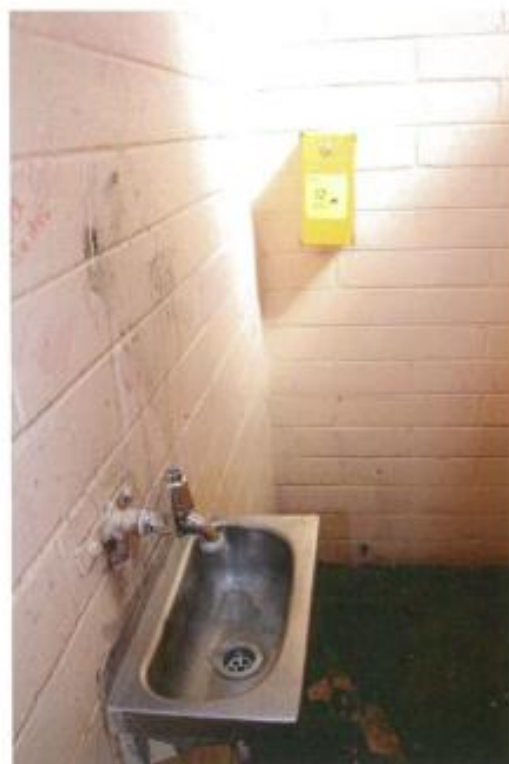
- Fit wall & roof trims.
- Fit internal fixtures.

Photographs of Gray Park Amenities Block









# **AIR CONDITIONING UPGRADE AND REPAIRS – WALGETT SHIRE COUNCIL**

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Karlie Aynsley – Senior Administration Officer  
**FILE NUMBER:** 12/14

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## **Summary:**

This report is to inform the Council of the need to undertake an upgrade of the administration building air conditioning. It notes the age of the current system and identified issues with the ducting. It recommends that Council invite Expressions of Interest for an assessment of the total air conditioning system and options for its replacement. It further recommends that consideration be made for the provision of \$20,000 to be made in the 2014/15 budget for this project.

## **Background:**

Councils existing air conditioning unit is approximately 50 years old and has been identified for replacement/upgrade for some time. In August 2008, following a routine inspection and service, the contractor at the time Hastie Services, advised council of deteriorated internal insulation which exposed a large amount of glass fibres into the air stream through the building. Council invited quotations for the mechanical acoustic insulation repairs and sealing to the air conditioning insulation. Quotes were received from Hasties Services and AM Coil (Aust) Pty Ltd, cost of repairs ranged between \$27,000 and \$36,000. No action has been taken to date regarding repairs to the ducting.

In December 2012, Council also requested a quotation for an Electrical Compliance Upgrade of the air-conditioning switchboard from LRE Services. The estimated cost of the upgrade was \$30,000.

Council currently use Williams & Oriel Services for maintenance and services to the Council building air conditioning. However, there is no formal contract in place.

## **Current Position:**

Some of the issues that have been identified with the current air conditioning system are;

- There is no contract in place for the maintenance and repairs to Council properties
- The existing design is not compliant with the current Code of Practice for Managing Electrical Risks in the Workplace (as outlined in LRE quotation)
- The current design cools and heats the entire building all of the time (office, chambers and RTA)
- Isolating upstairs and RTA would reduce electricity costs substantially
- Current system not working when the outside temperature reaches extreme temperatures
- Current system has only a hot and cold setting only. Would benefit from being able to choose a degree setting.
- When there is a problem with the system the whole building is without air conditioning which was the situation on 3 January when outside temperatures hit 49 degrees +.

Since the current system was installed there have been many improvements in technology and the range of systems available to meet specific purposes. The current system comprises two (2) large compressors that would consume a considerable amount of power. It could reasonably be assumed that any replacement system would be much more efficient and result in a reduction in running costs.

**Relevant Reference Documents/Policies:**

Local Government Act  
Council Purchasing Policy

**Governance issues:**

Council proposes to undertake an EOI process to ensure that competitive quotations are obtained and experience and ability to undertake the project are demonstrated.

**Environmental issues:**

Although there have been no direct health concerns such as asbestos identified in the report, concerns have been expressed about the fibreglass fibres and dust and other contaminants generally finding their way into the office environment. Potential options to upgrade the system could include a number of individual units of different types which may reduce the spread of flu and other illnesses which can be more widely spread by a ducted system.

**Stakeholders:**

Walgett Shire Council, staff and customers.

**Financial Implications:**

This report recommends that an amount of \$20,000 be considered for provision in the 2014/2015 budget for the investigation. The report would require that an estimated cost to upgrade the air conditioning be provided which would form the basis for consideration in future budgets.

**Alternative Solutions/Options:**

That council not endorse the project.

**Conclusion:**

The report is to inform Council of concerns with the current air conditioning system and recommends that consideration for provision be made in the 2014/15 budget for an amount of \$20,000 to conduct an investigation and development of options for the design and upgrade of the administration building air conditioning system.

|                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AIR CONDITIONING UPGRADE AND REPAIRS – WALGETT SHIRE COUNCIL</b>                                                                                                                                                                                                                                                       |
| <p><b>Recommendation:</b></p> <p>That consideration for provision to be made in the 2014/2015 budget for an amount of \$20,000 to conduct an investigation and development of options for the design and upgrade of the administration building air conditioning system.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

LRE Quotation for upgrade of the electrical switchboard dated 2 December 2012.

Hastie Services Quotation dated September 2008.

AM Coil (Aust) Pty Ltd Quotation dated August 2008.

Standard Energy Pty Ltd t/as

**LRE Services**

ABN: 69 079 990 097

30 Harlequin St / PO Box 1841 - LIGHTNING RIDGE NSW 2834

Tel: (02) 6829 0020 - Fax: (02) 6829 4620

Walgett Shire Council

Attn: Fred Coralde

By email: [fcoralde@walgett.nsw.gov.au](mailto:fcoralde@walgett.nsw.gov.au)

2 December 2012

Dear Fred,

**Re: Shire Chambers Building, Fox St Walgett – Electrical Compliance Upgrade**

Please find the following budget estimate for main switchboard upgrade:-

- Supply and install new lighting and power main switchboard with individual residual current protection on all light and power circuits
- Remove all lighting and power non-compliant circuits from air-conditioning switchboard areas and relocate to new main switchboard
- Remove Roads and Traffic Authority circuits from air-conditioning switchboard area and supply and install new circuit breakers and sub-mains as required
- Test complete installation and label all GPOs, light switches and directly-connected appliances with correct circuit numbers corresponding with new main switchboard circuit breakers
- Install new circuits to kitchen area to overcome overloading issues
- All works involving electrical outages to be scheduled outside of business hours
- Safe Work Method Statements to be presented prior to commencement of works
- Strict adherence to NSW Workcover code of practice for work on switchboards/asbestos
- All switchboards and switchboard room to be completely vacuumed clean of all potential asbestos-containing materials, prior to, during and at completion of works
- All personnel to have completed Asbestos Awareness training
- Thermal-imaging of the new switchboard to be carried out on completion of works, and repeated at a period of approximately 14 days after completion
- All circuit breakers to be Terasaki Din Safe 10kA residual current (RCBO) Cat no. DSRCBH or equivalent
- Provision for 100A power factor correction

Budget Estimate (prices Ex-GST)

Initial site appraisals, planning and assessments

Switchboard replacement, labour

Switchboard replacement, materials

Installation compliance testing and labelling, and thermal imaging

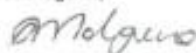
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**BUDGET ESTIMATE**      **\$30,000**

The existing installation is approximately 50 years old, and this upgrade may assist you towards becoming compliant with the new Code of Practice for Managing Electrical Risks in the Workplace. Ideally these works would be scheduled over a 3-day weekend period, eg. Queen's Birthday weekend, 8-10 June 2013, due to the required power outage.

We look forward to discussing this proposal.

Kind regards,



Lauren Molyneux

Administration Officer



**Hastie Services**

- 04.09.08

DU419TL

Walgett Shire council  
Walgett NSW  
**Attention: Danielle Osborne**

**RE A/C Duct insulation repairs and tough coat insulation sealing**

Danielle,

During the recent duct cleaning it was observed and shown to staff on site large amounts of the internal insulation that is was extremely deteriorated and the roof lining insulation had fallen in most areas. This has exposed a large amount of glass wool fibers to the air stream through the building. Entire sheets of insulation have fallen from the roof of the duct and the rest is sagging

Filter catchment bags have been left in place to suppress as much insulation particles in the air stream until the insulation damage is repaired.

We recommend that the fallen roof insulation be reinstated/replaced and the remaining sagging insulation be strapped to ensure the remaining sheets do not continue falling. We will then tough coat all insulated ducting in the system to reseal the surface, repair damaged areas and supply a new air stream. The filter catchment bags can then be removed

This will supply a better quality air flow throughout the building as the damage is restricting the airflow. It will also supply a cleaner, safer air quality around the site

**OPTION 1**

To reinstate the fallen insulation, strap all sagging roof insulation and tough coat all insulated surfaces

**\$35922.70 + GST**

**OPTION 2**

To reinstate the fallen insulation and tough coat all insulated surfaces

**\$27470.30 +GST**

In our opinion the best option is number 2 as all sagged roof insulation will be strapped to avoid insulation sheets falling in the future.

#### Terms and Conditions

- A secure area is required to store equipment while on site.
- A clean air certificate will be issued on receipt of payment
- A accurate schedule of works will be issued after order to commence work is received
- Acceptance of the quotation is also acceptance of the terms and conditions

All work will be carried out to the highest standards possible and in accordance with Australian Standards AS 3666.2 and all health authority and fire department recommendations

The service will cover a 12 month clean air guarantee

Please do not hesitate to call me if you have any questions

*Regards*

**Tim Longmore**

Branch Supervisor

Dubbo Region



**Hastie Services**

19/35 Douglas Mawson Drive

Dubbo NSW 2830

Tel; 0268851628

Mobil; 0408 671787

Fax: 02 68816563

Email: [tim.longmore@hastieservices.com.au](mailto:tim.longmore@hastieservices.com.au)



## **STOCK TAKE VARIANCE FINANCIAL YEAR 2013/14**

**REPORTING SECTION:** Corporate Services

**AUTHOR:** Melissa Tooth – Stores Finance Officer

**FILE NUMBER:**

---

### **Summary:**

This report is to advise Council of the outcome of the stores and materials stocktake held on site at Council stores depot on 6<sup>th</sup> December 2013. The report provides explanations for discrepancies where these have been identified and recommends that the adjustments to the stores subsidiary ledger be approved.

### **Background:**

The Local Government (General) Regulation 2005 requires Council to take all reasonable measures to ensure that the assets owned, or under control of, the Council are properly accounted for. To assist in the control of Council's Stores and Material's assets, a stock take is undertaken annually. Physical counts are performed on all stock items held in the store. The results of the count are then compared to the stock item balances contained in Council's Corporate Database (Authority). If there are any major variances, a physical re-count is usually performed on each item to confirm the original count. Once all counts are completed, a discrepancy report is produced which details the recommended write-off or write-on for the stock take period.

### **Current Position:**

The stock take resulted in a variance of \$-11,366.37 which is reflective of a write-off value for approximately 100 stores items. The main variance for this stocktake was the Bulk Diesel Fuel which was -\$7519.60. Through further investigation, it appears that the discrepancy is with the fuel gauge on the mobile fuel trailers which haven't been calibrated for several years. The gauges will be calibrated during the Christmas close down period and serviced from now on when the vehicles are serviced to rectify this discrepancy.

Stores procedures have improved due to the movement of stock being recorded accurately and procedures to the overall operational activities within the Stores Function being completed correctly. This should continue to improve into the future and is a focus of Finance Department in an ongoing fashion.

The write-off value is approximately 1.77% of the total asset value for stores.

### **Relevant Reference Documents/Policies:**

Local Government (General) Regulation 2005  
Stocktake policy and procedures

### **Governance issues:**

Stocktake policy and procedures are being reviewed and will include the set up and maintenance of stock control at Lightning Ridge and Collarenebri. The appointment of the

Stores Finance Officer and the transfer of Stores operations from Engineering to Corporate Services will facilitate ongoing investigation and corrective action at an administrative level.

**Financial Implications:**

A write off of \$-11,366.37 will be expended in 2013-2014 for the year ended 30 June 2014 as a result of the stock take adjustments

**Alternative Solutions/Options:**

The Council is required to approve the adjustments to the Stores Ledger and subsequent write off of value.

**Conclusion:**

All stocktakes will result in variances across stock items principally as a result of errors and omissions in recording stock receipt issues. The appointment of the Stores Officer and a range of measures, some of which are already implemented, will result in better Stores control and discrepancies as at 30<sup>th</sup> June 2014.

The report recommends that Council approve the write off of stock to the stores ledger and control account.

| STOCK TAKE VARIANCE FINANCIAL YEAR 2013/14                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>1. That Council approve the write off of stock with a total value of \$-11,366.37 to the stores ledger and control account and the adjustments to the Stores Ledger as per the schedule of stock items attached</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |



**Attachments:**

Stocktake Discrepancy Report

Location 1 Walgett

| Bin Number | Stock Item Description                                | Ord Unit | Quantity On Hand | Transaction Quantity | Count Quantity | -----Discrepancy----- | Value   |
|------------|-------------------------------------------------------|----------|------------------|----------------------|----------------|-----------------------|---------|
|            | 314 Y19314 Jumper Polar Fleece 2T Green/Yellow        | EACH     | 10.00            | .00                  | 13.00          | -3.00                 | -95.54  |
|            | 1550 06823586 Foot Valve Strainer 50mm H/Tail         | EACH     | 5.00             | .00                  | 6.00           | -1.00                 | -30.55  |
|            | 1860 04027987 Tape Flagging 25mm x 100m Pink          | EACH     | 19.00            | .00                  | 18.00          | 1.00                  | 4.85    |
|            | 2243 06763933 Repellent Off Skintastic Spray 175ml    | EACH     | .00              | .00                  | 9.00           | -9.00                 | -66.06  |
|            | 2590 03526808 Camlock Coupler H/Shank 50mm            | EACH     | 1.00             | .00                  | 3.00           | -2.00                 | -15.87  |
| A          | 2000 Litter Gripper 100cm Y-Nips                      | EACH     | 12.00            | .00                  | 11.00          | 1.00                  | 71.23   |
| A          | 6778 Work Boots Mongrel                               | EACH     | 26.00            | .00                  | 24.00          | 2.00                  | 154.36  |
| A          | 7449 Goggles Ultravision Clear                        | EACH     | 15.00            | .00                  | 3.00           | 12.00                 | 264.22  |
| A          | 8178 05271462 Pliers Long Nose JBS 200mm              | EACH     | 12.00            | .00                  | 11.00          | 1.00                  | 25.43   |
| A          | 8595 03469316 Shears Lopping Telescopic Cyclone       | EACH     | 7.00             | .00                  | 6.00           | 1.00                  | 49.50   |
| A          | 8618 Shirts Long Sleeve Olive & Blue                  | EACH     | 152.00           | .00                  | 150.00         | 2.00                  | 49.89   |
| A          | 8719 525RAS Strap Ratchet 25mm x 750kg x 5.5mtr       | EACH     | 12.00            | .00                  | .00            | 12.00                 | .00     |
| A          | 9288 Coat Water Proof                                 | EACH     | 7.00             | .00                  | 8.00           | -1.00                 | -53.05  |
| A          | 9301 05500 518 GY Short Drill Green                   | EACH     | 52.00            | .00                  | 54.00          | -2.00                 | -36.08  |
| A 23       | 2030 Drills Sleeper 800 X 18mm                        | EACH     | 23.00            | .00                  | 21.00          | 2.00                  | 440.24  |
| A 4        | 7448 Safety Glasses                                   | EACH     | 128.00           | .00                  | 142.00         | -14.00                | -93.57  |
| A 45       | 7121 Binder Load (Chain Dog)                          | EACH     | 5.00             | .00                  | 6.00           | -1.00                 | -25.08  |
| A 8/9      | 7430 Gloves Rubber                                    | EACH     | 147.00           | .00                  | 154.00         | -7.00                 | -32.69  |
| A 84       | 4115 Stone Rubbing                                    | EACH     | 1.00             | .00                  | .00            | 1.00                  | 15.35   |
| A 84       | 6785 Bolster Brickies 100mm                           | EACH     | 3.00             | .00                  | 4.00           | -1.00                 | -22.60  |
| A 90       | 8162 Chain 4mm                                        | EACH     | 14.00            | .00                  | 11.50          | 2.50                  | 6.38    |
| A 93       | 8232 Puller Steel Post                                | EACH     | 1.00             | .00                  | .00            | 1.00                  | 87.44   |
| A 93       | 8745 Spray Knapsack                                   | EACH     | .00              | .00                  | 2.00           | -2.00                 | -155.06 |
| B          | 3591 Toilet Roll                                      | EACH     | 1140.00          | .00                  | 1185.00        | -45.00                | -24.59  |
| B          | 3592 Toilet Roll Jumbo                                | EACH     | 60.00            | .00                  | 72.00          | -12.00                | -109.29 |
| B          | 3622 Towel Roll                                       | EACH     | 107.00           | .00                  | 106.00         | 1.00                  | 1.62    |
| C          | 100 Clip Hose No 1                                    | EACH     | 11.00            | .00                  | 13.00          | -2.00                 | -3.36   |
| C          | 129 CLIP HOSE NO. 3                                   | EA       | 29.00            | .00                  | 28.00          | 1.00                  | 1.87    |
| C          | 134 Clip Hose No 4                                    | EACH     | 39.00            | .00                  | 40.00          | -1.00                 | -1.77   |
| C          | 420 100BAR2 Lamp LED Trailer Square                   | EACH     | 4.00             | .00                  | 5.00           | -1.00                 | -51.81  |
| C          | 516 Nipple Grease-Straight                            | EACH     | 78.00            | .00                  | 76.00          | 2.00                  | .69     |
| C          | 647 Plug Spark Cjs                                    | EACH     | 9.00             | .00                  | 10.00          | -1.00                 | -2.60   |
| C          | 794 Grease Rubber Rg4                                 | EACH     | 8.00             | .00                  | 9.00           | -1.00                 | -22.06  |
| G          | 1193 Paint Stripe Marking Yellow 350g                 | EACH     | 166.00           | .00                  | 164.00         | 2.00                  | 9.46    |
| G          | 2240 Repellent / Sunblock                             | EACH     | 18.00            | .00                  | 16.00          | 2.00                  | 17.90   |
| G          | 2242 Repellent Bushmans Aerosol 150g                  | EACH     | 88.00            | .00                  | 78.00          | 10.00                 | 148.62  |
| G          | 2923 JOINT MULTIFIT C/1 100MM                         | EA       | 16.00            | .00                  | 17.00          | -1.00                 | -262.55 |
| G          | 3130 EMBLEM STICKERS 300mm*17mm WALGETT SHIRE COUNCIL | EACH     | 73.00            | .00                  | 72.00          | 1.00                  | 14.29   |
| G          | 4563 Sponge Scourer                                   | EACH     | 17.00            | .00                  | 18.00          | -1.00                 | -.95    |
| H          | 3266 Post Steel                                       | EACH     | 364.00           | .00                  | 340.00         | 24.00                 | 97.90   |
| H          | 3273 AGGREGATE (Raw) 7mm                              | M3       | 11.00            | .00                  | 10.00          | 1.00                  | 84.64   |
| H          | 3275 Eco Prime                                        | LTR      | 6100.00          | .00                  | 6200.00        | -100.00               | -91.16  |
| H          | 3276 10mm Precoated Aggregate                         | M3       | 974.98           | .00                  | 975.00         | -.02                  | -1.00   |
| H          | 8637 Peg Survey 10X2X2                                | EACH     | 310.00           | .00                  | 280.00         | 30.00                 | 36.39   |
| H          | 8687 Peg Survey 36X2X1                                | EACH     | 500.00           | .00                  | 450.00         | 50.00                 | 141.50  |
| H          | 8688 Survey Pegs -1.22X25X25                          | EACH     | 100.00           | .00                  | 136.00         | -36.00                | -87.25  |
| I          | 2024 "Drill 7/64""                                    | EACH     | 13.00            | .00                  | 12.00          | 1.00                  | 1.45    |
| I          | 2082 "Drill 13/64""                                   | EACH     | 7.00             | .00                  | 5.00           | 2.00                  | 4.74    |
| I          | 2090 "Drill 7/32""                                    | EACH     | 5.00             | .00                  | 7.00           | -2.00                 | -5.73   |
| I          | 2147 "Drill 19/64""                                   | EACH     | .00              | .00                  | 20.00          | -20.00                | -86.07  |
| I          | 2286 "Drill 3/8""Masonry"                             | EACH     | 6.00             | .00                  | 4.00           | 2.00                  | 29.56   |
| I          | 3961 Disc Cutting 230mm ( 9" )                        | EA       | 12.00            | .00                  | 13.00          | -1.00                 | -12.52  |
| I 41       | 4084 Joiner Nose 12mm                                 | EACH     | 29.00            | .00                  | 28.00          | 1.00                  | 2.83    |

Location 1 Walgett

| Bin Number | Stock Item Description                        | Ord Unit | Quantity On Hand | Transaction Quantity | Count Quantity | -----Discrepancy----- | Value     |
|------------|-----------------------------------------------|----------|------------------|----------------------|----------------|-----------------------|-----------|
| I 86       | 3363 Shackle D 8mm                            | EACH     | 11.00            | .00                  | 9.00           | 2.00                  | 2.36      |
| I 98       | 9590 Split Link 17Mm                          | EACH     | 17.00            | .00                  | 12.00          | 5.00                  | 10.54     |
| J          | 152 Edge Cutting 7' x 8" x 5/8"               | EACH     | 21.00            | .00                  | 20.00          | 1.00                  | 105.00    |
| J 1        | 1523 2ltr Water Bottles                       | EACH     | 18.00            | .00                  | 16.00          | 2.00                  | 37.95     |
| J 5        | 4597 Cartridge Ramset                         | EACH     | .00              | .00                  | 6.00           | -6.00                 | -85.97    |
| J 5        | 5802 "Rivet Pop 3/16 X 1/2""                  | EACH     | 1633.00          | .00                  | 1600.00        | 33.00                 | 3.37      |
| J3         | 2862 "Handle 36"" Hammer"                     | EACH     | 9.00             | .00                  | 8.00           | 1.00                  | 13.97     |
| J3         | 2901 Handle Pick                              | EACH     | 2.00             | .00                  | 3.00           | -1.00                 | -17.07    |
| J3         | 2927 Handle Shovel Long                       | EACH     | 4.00             | .00                  | 11.00          | -7.00                 | -151.18   |
| J3         | 2935 Handle Shovel Short                      | EACH     | 6.00             | .00                  | .00            | 6.00                  | 80.76     |
| L/RID      | 6858 Coldset Blacksmith                       | EACH     | .00              | .00                  | 3.00           | -3.00                 | .00       |
| M          | 997 Gibault Closed Flange 100Mm               | EACH     | .00              | .00                  | 2.00           | -2.00                 | -259.10   |
| M          | 1341 Pipe Sewer Pvc 150Mm                     | EACH     | 21.00            | .00                  | 18.00          | 3.00                  | 31.21     |
| M          | 1766 Bend C/I 100Mm X 11.25 Deg               | EACH     | .00              | .00                  | 2.00           | -2.00                 | -156.00   |
| M          | 2445 Joint Gibault C/I 100 Mm                 | EACH     | 9.00             | .00                  | 14.00          | -5.00                 | -563.19   |
| M          | 2449 Joint Vari-Gibault 150                   | EACH     | 16.00            | .00                  | 17.00          | -1.00                 | -175.88   |
| M          | 2453 "Joint Gibault C/I O/Size 4""            | EACH     | 5.00             | .00                  | 7.00           | -2.00                 | -87.52    |
| M          | 2461 Joint Gibault C/I 150Mm                  | EACH     | 15.00            | .00                  | 14.00          | 1.00                  | 131.50    |
| M          | 2509 Barrel O/S C/I 100Mm                     | EACH     | 9.00             | .00                  | 11.00          | -2.00                 | -20.30    |
| M          | 2885 Pipe Pvc - Pressure 150Mm                | EACH     | 13.90            | .00                  | 13.70          | .20                   | 3.63      |
| M          | 5118 Pipe Gal 20Mm                            | EACH     | 8.30             | .00                  | 14.50          | -6.20                 | -34.23    |
| M          | 5134 Pipe Gal 32Mm                            | EACH     | 22.50            | .00                  | 23.00          | -.50                  | -3.40     |
| M          | 6279 Pipe Copper 19G 25Mm                     | EACH     | 24.80            | .00                  | 22.00          | 2.80                  | 32.08     |
| M          | 6431 Pipe Copper 19G 50Mm                     | EACH     | 4.90             | .00                  | 5.00           | -.10                  | -2.42     |
| N 10       | 5061 Nipple Red Gal 40 X 32Mm                 | EACH     | 9.00             | .00                  | 8.00           | 1.00                  | 4.75      |
| N 23       | 5427 Tee Gal 25Mm                             | EACH     | 10.00            | .00                  | 11.00          | -1.00                 | -2.50     |
| N 27       | 2274 Cap Gal 20Mm                             | EACH     | 10.00            | .00                  | 11.00          | -1.00                 | -1.69     |
| N 53       | 5689 Pipe Piece Gal 150 X 20Mm                | EACH     | 1.00             | .00                  | .00            | 1.00                  | 4.70      |
| Q          | 7409 Bend Sewer Pvc 100MmX45Deg               | EACH     | 2.00             | .00                  | .00            | 2.00                  | 3.06      |
| Q          | 7765 Coupling Sewer PVC 150mm                 | EA       | 7.00             | .00                  | .00            | 7.00                  | 76.30     |
| Q SEW      | 1260 Cap Push On 150Mm                        | EACH     | 18.00            | .00                  | 13.00          | 5.00                  | 18.76     |
| S          | 7060 Petrol Unleaded                          | EACH     | 98.48            | .00                  | 98.00          | .48                   | .65       |
| S          | 8120 Oil Superdualic 46 20ltr                 | LTR      | 20.00            | .00                  | 40.00          | -20.00                | -61.34    |
| S          | 8822 Diesel Bulk                              | LTR      | 6480.40          | .00                  | 14000.00       | -7519.60              | -10746.26 |
| S          | 8896 Petrol Two Stroke                        | EACH     | 49.38            | .00                  | 49.00          | .38                   | .51       |
| U 16       | 4308 Adaptor Valve T/O 25 X 20Mm              | EACH     | 24.00            | .00                  | 25.00          | -1.00                 | -2.75     |
| U 2        | 3506 Adaptor Valve T/O Pvc 25Mm               | EACH     | 28.00            | .00                  | 27.00          | 1.00                  | 4.38      |
| U 35       | 3344 Tee Pvc 20Mm X 20Mm                      | EACH     | 15.00            | .00                  | 14.00          | 1.00                  | .77       |
| U 52       | 4219 Bends Pvc 100Mm X 45 Degree              | EACH     | .00              | .00                  | 2.00           | -2.00                 | -20.17    |
| U 55       | 3213 Plug Screwed Pvc 40Mm                    | EACH     | .00              | .00                  | 7.00           | -7.00                 | -3.01     |
| U 88       | 3019 Tee Pvc 100 X 100Mm                      | EACH     | 1.00             | .00                  | .00            | 1.00                  | 3.87      |
| W          | 7785 Signs - Traffic Signal W3. 3B            | EACH     | 19.00            | .00                  | 18.00          | 1.00                  | 34.89     |
| W          | 9319 Sign Road Work Ahead 72 X 24             | EACH     | 12.00            | .00                  | 13.00          | -1.00                 | -74.00    |
| W          | 9336 Sign T1-3-1 Road Plant Ahead / Next...km | EACH     | 3.00             | .00                  | 2.00           | 1.00                  | 50.00     |
| W          | 9385 Sign Bridge Under Rep 36X24              | EACH     | .00              | .00                  | 2.00           | -2.00                 | .00       |
| W          | 9430 SIGNS - R3-1B-110 SPEED RESTRICTION      | EACH     | 12.00            | .00                  | 13.00          | -1.00                 | -36.27    |
| W          | 9615 T3-13B Sign Gravel Road 1500 x 750       | EACH     | 10.00            | .00                  | 9.00           | 1.00                  | 60.00     |
| Y 115      | 6203 Elbow/Nut For Mc 20Mm                    | EACH     | 33.00            | .00                  | 32.00          | 1.00                  | 4.86      |
| Y 31       | 6326 Union Brass 25Mm                         | EACH     | 7.00             | .00                  | 6.00           | 1.00                  | 3.82      |
| Y 7        | 6588 Union Brass 40Mm                         | EACH     | 2.00             | .00                  | .00            | 2.00                  | 7.29      |
| Y END      | 2657 Hydrant Washer W49                       | EACH     | 24.00            | .00                  | 22.00          | 2.00                  | 18.67     |
| Y END      | 8035 "Insert 6"" 1/16""                       | EACH     | 36.00            | .00                  | 34.00          | 2.00                  | 14.74     |
| Total:     |                                               |          |                  |                      |                |                       | -11366.37 |

## **COMMUNITY ASSISTANCE SCHEME ROUND 2 2013-2014**

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Rebecca Wilson - Administration Services Officer  
**FILE NUMBER:** 12/14

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### **Summary:**

This report relates to applications for financial assistance through the Community Assistance Scheme 2013/2014. This is the second round of requests for financial assistance for the 2013/2014 financial year with four organisations being recommended to receive financial assistance totalling \$2,750.00

### **Background:**

Applications were invited from community organisations for financial assistance under the Community Assistance Scheme. The scheme was advertised Shire, wide, with applications closing 31 January 2014.

Applicants must be non-profit organisations and based in, or affiliated with, Walgett Shire. The max amount per project is \$3,000 and is limited to one donation per organisation per year. The Council reserves the right to part fund applications.

The Community Assistance Scheme objectives are to:

- Support charities and community projects, events and activities which occur within the Walgett Shire area, and are a benefit to the community.
- Foster or support new services, initiatives and resources within the Shire;
- Improve awareness and use of community services and resources within the Shire;
- Encourage increased participation in local community events within the Shire.

### **Current Position:**

An amount of \$10,000 has been provided for in the 2013/2014 budget, to fund eligible applications for donations under Section 356 of the Local Government Act 1993. A total of five Community organisations have submitted applications to be considered for funding in the second round of the 2013/2014 Community Assistance Scheme. A total of \$6,300.00 was allocated in round one.

### **Relevant Reference Documents/Policies:**

WSC Procedures – AFM – Requests for Assistance  
Section 356 Local Government Act 1993  
Local Government (General) Regulation 2005

### **Governance issues:**

Council is able to grant financial assistance to community organisations in accordance with Section 356 of the Local Government Act 1993.

**Environmental issues:**

No environmental issues have been identified in relation to this matter.

**Stakeholders:**

Walgett Shire Council  
Community organisation applicants  
Walgett Shire Community

**Financial Implications:**

A total of \$10,000 is budgeted for the Community Assistance Scheme in 2013/2014. Round 2 applications totalling \$2,750.00 have been recommended for Council approval.

Note: Balance remaining after Round one was \$3,700. However due to additional donations approved by Council outside of the application round only \$2,777.27 remains in the budget for the second round of funding.

**Alternative Solutions/Options:**

That Council resolve to approve or disapprove applications on a different basis to that recommended.

**Conclusion:**

A total of five applications for funding were received under Round 2 of the Community Assistance Scheme. The report recommends that all funding be provided to the applicants at the recommended amount as per the table located on the next page.

**Community Assistance Scheme Donations – Round 2 2013/2014****Recommendation:**

That the following applications be granted financial assistance under Section 356 of the Local Government Act 1993 for the second round of 2013/2014;

| Organisation                                | Project                                                                                                 | Recommended Amount |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------|
| Walgett Little Athletics                    | Educate and train coaches to assist Walgett Little Athletics and to purchase timing/recording equipment | \$1,0000           |
| Walgett RSL Sub-Branch                      | Restoration of the 'Man on the Monument'                                                                | Nil                |
| Barwon District Anglican Church             | To establish a outdoor P.A system in conjunction with Sing Australia who will buy the microphones       | \$1,000.00         |
| Isolated Children's Parents Association Inc | Community trivia evening at the Walgett Sporting Club                                                   | \$250.00           |
| Australian Opal Centre                      | Develop an interpretive display, detailing the story of the proposed Australian Opal Centre Building    | \$500.00           |

**Moved:****Seconded:****Attachments:**

2013/2014 Community Assistance Scheme Schedule.

| Organisation                        | Project                                                                                                 | Cost of Project/<br>Activity | Amount<br>Requested | Previous<br>Funding | Recommended<br>Amount | Program/Activity Outcomes                                                                                                                                          | Comment                                                                                                                                                                      |
|-------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------|---------------------|---------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Walgett Little Athletics            | Educate and train coaches to assist Walgett Little Athletics and to purchase timing/recording equipment | \$3000.00                    | \$1,781.50          | Nil                 | \$1,0000              | Walgett Little A's promotes a fun, active participation. By educating volunteers through the coaching course will eliminate paying people to travel from Narromine | In line with the Community Strategic Plan (refer to point C 1.2) Engaging members of the community particularly young children in physical activity                          |
| Walgett RSL Sub-Branch              | Restoration of the 'Man on the Monument'                                                                | \$16,560.00                  | \$2,000.00          | Nil                 | Nil                   | To improve the much loved community and District icon as it publically represents local soldiers who fought in World War 1 and subsequent wars.                    | As per the report to Council the monument project has been recommended for \$2,000 funding monies through the Community Projects budget                                      |
| Barwon District Anglican Church     | To establish a outdoor P.A system in conjunction with Sing Australia who will buy the microphones       | \$23,000.00                  | \$1,310.00          | Nil                 | \$1,000.00            | The P.A system will benefit the cross-section of the community as it will be used for other outdoor events – church services, funerals, carols by candle light etc | Council is often approached by other business houses seeking use of a P.A system. This community group may be able to help other organisations once they acquire the system. |
| Isolated Children's Parents Ass Inc | Community trivia evening at the Walgett Sporting Club                                                   | \$500.00                     | \$500.00            | \$500.00            | \$250.00              | Opportunity for people across all age groups to engage and participate in a social activity                                                                        | In line with the Community Strategic Plan (refer to point C 1.2) Engaging members of the community young and old.                                                            |
| Australian Opal Centre              | Develop an interpretive display, detailing the story of the proposed Australian Opal Centre Building    | \$1,825.00                   | \$1,200.00          | \$500.00            | \$500.00              | The display will enhance visitor experience to the Black Opal Heritage shed                                                                                        | The project will increase awareness of residents and tourists alike and promote tourism to the District.                                                                     |

|                                                     |                    |                   |  |                   |
|-----------------------------------------------------|--------------------|-------------------|--|-------------------|
| <b>Totals</b>                                       | <b>\$44,885.00</b> | <b>\$6,791.50</b> |  |                   |
| ANNUAL BUDGET                                       |                    |                   |  | \$10,000.00       |
| <b>Allocated in Round 1</b>                         |                    |                   |  | \$6,300.00        |
| Other donations made by Council without application |                    |                   |  | \$922.73          |
| <b>Balance available for Round 2</b>                |                    |                   |  | <b>\$2,777.27</b> |



## **14.3 DIRECTOR PLANNING & REGULATORY SERVICES**

### ***DEVELOPMENT AND COMPLYING DEVELOPMENT CERTIFICATE APPLICATIONS***

**REPORTING SECTION:** Planning and Regulatory Services  
**AUTHOR:** Matt Clarkson, Town Planner  
**FILE NUMBER:** 09/1367-03

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#### **Summary:**

This report provides a summary of the Development and Complying Development Certificate applications recently processed by Council staff under delegated authority.

#### **Background:**

Most Development Applications (DA) lodged with Walgett Shire Council are assessed by Council's Town Planner and/or Director of Planning & Regulatory Services. If appropriate, they are then approved by the Director or General Manager under delegated authority. Only applications recommended for refusal, or where objections have been received from the public, are referred to Council for determination.

Complying Development Certificate (CDC) applications which are compliant with relevant building and development standards are assessed and approved by Council's Senior Health and Building Surveyor, Andrew Wilson, who is a NSW Building Professionals Board Accredited Certifier.

#### **Current position:**

The table following this report provides details of Development Applications (DA) and Complying Development Certificate (CDC) applications recently dealt with under delegated authority by Council staff. Document type 20 represents Development Applications, while document type 24 represents Complying Development Certificates.

#### **Relevant Reference Documents:**

- \* Respective DA and CDC files.
- \* Environmental Planning & Assessment Act 1979.
- \* Environmental Planning and Assessment Regulation 2000.
- \* State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.
- \* State Environmental Planning Policy No 60—Exempt and Complying Development, etc.

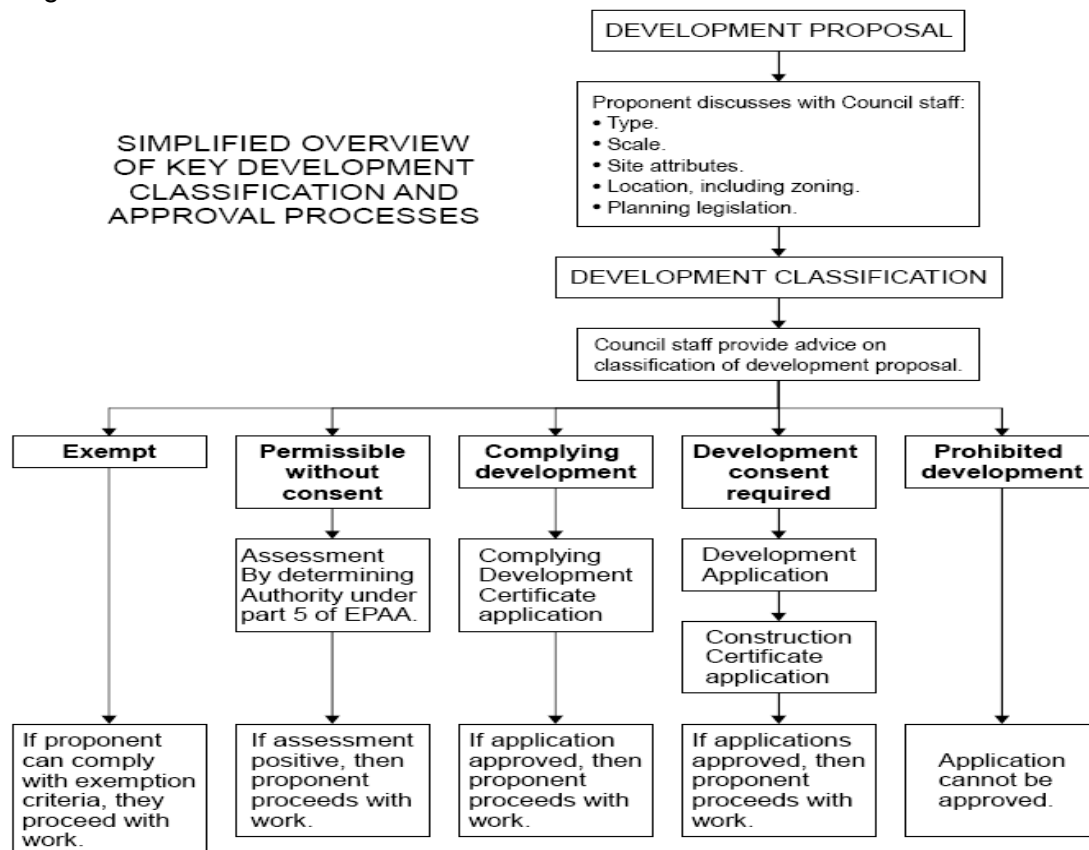
#### **Governance issues:**

DAs: DAs are assessed under against a series of "matters for consideration" specified under section 79C of the Environmental Planning and Assessment Act 1979 and any relevant statutory requirements (such as regulations, Walgett Local Environmental Plan, and State Environmental Planning Policies). Section 80A of the Act provides that Council may impose conditions of development consent. It is appropriate and normal practice to impose

conditions that are related to the nature and scale of the development, as well as the environment in which it will occur.

**CDCs:** Standards for complying development are defined by the relevant State Environmental Planning Policy (SEPP). Sub-section 85A(7) of the Environmental Planning and Assessment Act 1979 provides that Council cannot refuse a CDC application which complies with the relevant development standards and regulatory requirements (eg plans and specifications demonstrate compliance with the Building Code of Australia). Conditions that apply to a CDC are specified by the SEPP under which the application is approved.

A simplified overview of development classification and approval processes is provided in the diagram below.



### Environmental issues:

**DAs:** A Statement of Environmental Effects is required to be lodged with a DA that contains environmental information appropriate for the nature and scale of the development, as well as the setting in which it is proposed to occur. Under statutory requirements, some developments of a large scale and/or proposed for a sensitive area may require significant additional supporting environmental information.

**CDCs:** Complying development is restricted to certain types of land use, particular zones and may be excluded from environmentally sensitive areas, bush fire prone land, etc.

### Stakeholders:

Public, applicants, Council, Department of Planning & Infrastructure.

**Financial implications:**

Part of the costs incurred assessing and inspecting respective developments is recovered from application and inspection fees.

**Alternative solutions/options:**

Nil

**Conclusion:**

It is recommended that Council note the current level of development activity within the Shire.

| <b>Development and Complying Development Certificate Applications</b>                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>1. That Council resolve to note the report on Development and Complying Development Certificate Applications dealt with by Council staff under delegated authority for December 2013 &amp; January 2014.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

**Attachment:**

A - DAs & CDCs approved December 2013 & January 2014

|            |             |                                                                               |                                                                               |         |
|------------|-------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------|
| 01/21/2014 | Parameters: | Date Range: Y<br>Start Date: 1/12/2013<br>End Date: 21/01/2014<br>As At Date: | Document Type: 20<br>Officer: ALL<br>Number of Days: 0<br>Stop The Clock: Yes | Page: 1 |
|------------|-------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------|

| Document                 | Applicant Name / Address                                                   | Development Type<br>Property Address<br>Title Owner                                                                                                                         | Determination               | Determined | Received   |
|--------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------|------------|
| <b>Document Type: 20</b> |                                                                            |                                                                                                                                                                             |                             |            |            |
|                          | <i>Stop the Clock</i>                                                      | <i>Total Elapsed Calendar Days: 426</i><br><i>Calendar Stop Days: 425</i><br><i>Adjusted Calendar Days: 1</i>                                                               |                             |            |            |
| 020/2012/00000037/001    | Mr M Waters<br>Arben Management, 60 Elizabeth<br>street<br>SYDNEY NSW 2000 | 160 Subdivision/Consolidation<br>26 Hope ST WALGETT<br>PT: 53 DP: 750313<br>Walgett Local Aboriginal Lands Council<br><i>There are Multiple Parcels on this application</i> | Approved - Staff Delegation | 16/01/2014 | 01/11/2012 |
| <hr/>                    |                                                                            |                                                                                                                                                                             |                             |            |            |
|                          | <i>Stop the Clock</i>                                                      | <i>Total Elapsed Calendar Days: 87</i><br><i>Calendar Stop Days: 86</i><br><i>Adjusted Calendar Days: 1</i>                                                                 |                             |            |            |
| 020/2013/00000024/001    | Ms N Schulz<br>PO Box 456<br>LIGHTNING RIDGE NSW 2834                      | 70 Class 6 - Shop<br>35 Opal ST LIGHTNING RIDGE<br>LOT: 9 DP: 243526<br>Mr G G & Ms N Schulz                                                                                | Approved - Staff Delegation | 06/12/2013 | 11/09/2013 |
| <hr/>                    |                                                                            |                                                                                                                                                                             |                             |            |            |
|                          | <i>Stop the Clock</i>                                                      | <i>Total Elapsed Calendar Days: 49</i><br><i>Calendar Stop Days: 0</i><br><i>Adjusted Calendar Days: 49</i>                                                                 |                             |            |            |
| 020/2013/00000032/001    | Mr T Francis<br>PO Box 128<br>WALGETT NSW 2832                             | 150 Class 10b - Fence/Antenna/Other<br>63-69 Slacksmith ST BURREN JUNCTION<br>LOT: 43 DP: 15645<br>Craig Lusby Management Pty Ltd                                           | Approved by Council         | 17/12/2013 | 30/10/2013 |
| <hr/>                    |                                                                            |                                                                                                                                                                             |                             |            |            |
|                          | <i>Stop the Clock</i>                                                      | <i>Total Elapsed Calendar Days: 20</i><br><i>Calendar Stop Days: 12</i><br><i>Adjusted Calendar Days: 8</i>                                                                 |                             |            |            |

|            |             |                                                                               |                                                                               |        |
|------------|-------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------|
| 01/21/2014 | Parameters: | Date Range: Y<br>Start Date: 1/12/2013<br>End Date: 21/01/2014<br>As At Date: | Document Type: 20<br>Officer: ALL<br>Number of Days: 0<br>Stop The Clock: Yes | Page:2 |
|------------|-------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------|

| Document                 | Applicant Name / Address                                      | Development Type<br>Property Address<br>Title Owner                                                                   | Determination               | Determined | Received   |
|--------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------|------------|------------|
| <b>Document Type: 20</b> |                                                               |                                                                                                                       |                             |            |            |
| 020/2013/00000035/001    | Taylor Made Buildings Pty Ltd<br>PO Box 989<br>Dubbo NSW 2830 | 10 Class 1a -Single Dwelling/Dual<br>Occupancy<br>7428 Castlereagh HWY WALGETT<br>LOT: 23 DP: 754212<br>Mr H W Harris | Approved - Staff Delegation | 02/12/2013 | 13/11/2013 |
| -----                    |                                                               |                                                                                                                       |                             |            |            |
| <i>Stop the Clock</i>    |                                                               | <i>Total Elapsed Calendar Days: 28</i><br><i>Calendar Stop Days: 2</i><br><i>Adjusted Calendar Days: 26</i>           |                             |            |            |
| 020/2013/00000036/001    | Leconfield Pty Ltd<br>"Leconfield"<br>WALGETT NSW 2832        | 10 Class 1a -Single Dwelling/Dual<br>Occupancy<br>2447 Brewin RD WALGETT<br>LOT: 10 DP: 754176<br>Leconfield Pty Ltd  | Approved - Staff Delegation | 07/01/2014 | 04/12/2013 |
| -----                    |                                                               |                                                                                                                       |                             |            |            |
| <i>Stop the Clock</i>    |                                                               | <i>Total Elapsed Calendar Days: 6</i><br><i>Calendar Stop Days: 0</i><br><i>Adjusted Calendar Days: 6</i>             |                             |            |            |
| 020/2013/00000037/001    | Mr F Galli<br>PO Box 5065<br>LYNEHAM ACT 2602                 | 160 Subdivision/Consolidation<br>12-16 Nobby RD LIGHTNING RIDGE<br>LOT: 2 DP: 263351<br>Mr F Galli                    | Approved - Staff Delegation | 10/12/2013 | 05/12/2013 |
| -----                    |                                                               |                                                                                                                       |                             |            |            |
| <i>Stop the Clock</i>    |                                                               | <i>Total Elapsed Calendar Days: 2</i><br><i>Calendar Stop Days: 0</i><br><i>Adjusted Calendar Days: 2</i>             |                             |            |            |
| 020/2013/00000038/001    | Mrs J Hackett<br>PO Box 534<br>LIGHTNING RIDGE NSW 2834       | 170 Change of Use<br>5-7 Opal ST LIGHTNING RIDGE<br>LOT: 1 SEC: 14 DP: 758612<br>Mr H & Mrs S K Kreller               | Approved - Staff Delegation | 12/12/2013 | 11/12/2013 |
| -----                    |                                                               |                                                                                                                       |                             |            |            |

|            |             |                                                                               |                                                                               |        |
|------------|-------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------|
| 01/21/2014 | Parameters: | Date Range: Y<br>Start Date: 1/12/2013<br>End Date: 21/01/2014<br>As At Date: | Document Type: 20<br>Officer: ALL<br>Number of Days: 0<br>Stop The Clock: Yes | Page:3 |
|------------|-------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------|

| Document                         | Applicant Name / Address                                 | Development Type<br>Property Address<br>Title    Owner                                                                                                                                                                 | Determination                        | Determined | Received   |
|----------------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------|------------|
| <hr/>                            |                                                          |                                                                                                                                                                                                                        |                                      |            |            |
| Document Type: 20                |                                                          |                                                                                                                                                                                                                        |                                      |            |            |
|                                  | Stop the Clock                                           | Total Elapsed Calendar Days: 19<br>Calendar Stop Days: 0<br>Adjusted Calendar Days: 19                                                                                                                                 |                                      |            |            |
| 020/2013/00000039/001            | Mr K Prafulla<br>PO Box 537<br>WALGETT    N.S.W 2832     | 100    Class 8 -Bldg/Lab for Retail<br>Manufacture<br>117 Wee Wee ST WALGETT<br>LOT: 1 SEC: 18 DP: 759036<br>Walgett Shire Council Reserve Trust<br>Management<br><hr/> There are Multiple Parcels on this application | Approved - Staff Delegation          | 07/01/2014 | 13/12/2013 |
| <hr/>                            |                                                          |                                                                                                                                                                                                                        |                                      |            |            |
|                                  | Stop the Clock                                           | Total Elapsed Calendar Days: 14<br>Calendar Stop Days: 0<br>Adjusted Calendar Days: 14                                                                                                                                 |                                      |            |            |
| 020/2013/00000040/001            | Ms N Hewen<br>43 - 45 Wheelers Lane<br>DUBBO    NSW 2830 | 142    Class 10a - Shed<br>Mining    LIGHTNING RIDGE<br>LOT: 39 DP: 1120765 WLL: 16019<br>Mr E V Counsell                                                                                                              | Approved - Staff Delegation          | 09/01/2014 | 18/12/2013 |
| <hr/>                            |                                                          |                                                                                                                                                                                                                        |                                      |            |            |
| Officer: Mr M Clarkson           |                                                          | Average Elapsed Calendar Days: 14.00                                                                                                                                                                                   | Total Elapsed Calendar Days: 651.00  |            |            |
| Number of Applications: 9        |                                                          | Average Calendar Stop Days: 58.33                                                                                                                                                                                      | Total Calendar Stop Days: 525.00     |            |            |
|                                  |                                                          | Average Adjusted Calendar Days: 14.00                                                                                                                                                                                  | Total Adjusted Calendar Days: 126.00 |            |            |
| <hr/>                            |                                                          |                                                                                                                                                                                                                        |                                      |            |            |
| Report Totals & Averages         |                                                          | Average Elapsed Calendar Days: 72.33                                                                                                                                                                                   | Total Elapsed Calendar Days: 651.00  |            |            |
| Total Number of Applications : 9 |                                                          | Average Calendar Stop Days: 58.33                                                                                                                                                                                      | Total Calendar Stop Days: 525.00     |            |            |
|                                  |                                                          | Average Adjusted Calendar Days: 14.00                                                                                                                                                                                  | Total Adjusted Calendar Days: 126.00 |            |            |

## **OFF LEASH AREA FOR DOGS AT LIGHTNING RIDGE**

**REPORTING SECTION:** Planning and Regulatory Services  
**AUTHOR:** Director of Planning & Regulatory Services, Matthew Goodwin  
**FILE NUMBER:** 10/313

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### **Summary:**

Council has received a response from Crown Lands regarding the proposed establishment of an off-leash area for dogs at Lightning Ridge. It is recommended that Council proceed with the establishment of the area over part of the Lions Park.

### **Background:**

At a meeting held on 26 March 2013 Walgett Shire Council resolved to:

1. **Adopt part of Crown Reserve 230076, commonly known as the Lions Park, as its preferred site at Lightning Ridge for a declared off-leash area for dogs.**
2. **Write to the Crown Lands Division of the NSW Department of Primary Industries and seek its agreement for the establishment of an off-leash area for dogs within Crown Reserve 230076, commonly known as the Lions Park, over the area delineated in Attachment B.**

### **Current position:**

Crown Lands responded via a letter dated 13-8-2013 which supports the establishment of the off leash area within the Crown Reserve over the area outlined in red (see Attachment A). The area is rectangular and about 22m wide by 60m long (1,320 square metres).

To proceed with the establishment of the area it would be appropriate to install a minimum of three signs on poles, say 600 by 400mm in size around the perimeter. One sign on the western edge and two on the southern edge, as shown in the diagram below, would provide reasonable coverage. The proposed wording for the signs is as follows:

#### **OFF LEASH AREA FOR DOGS**

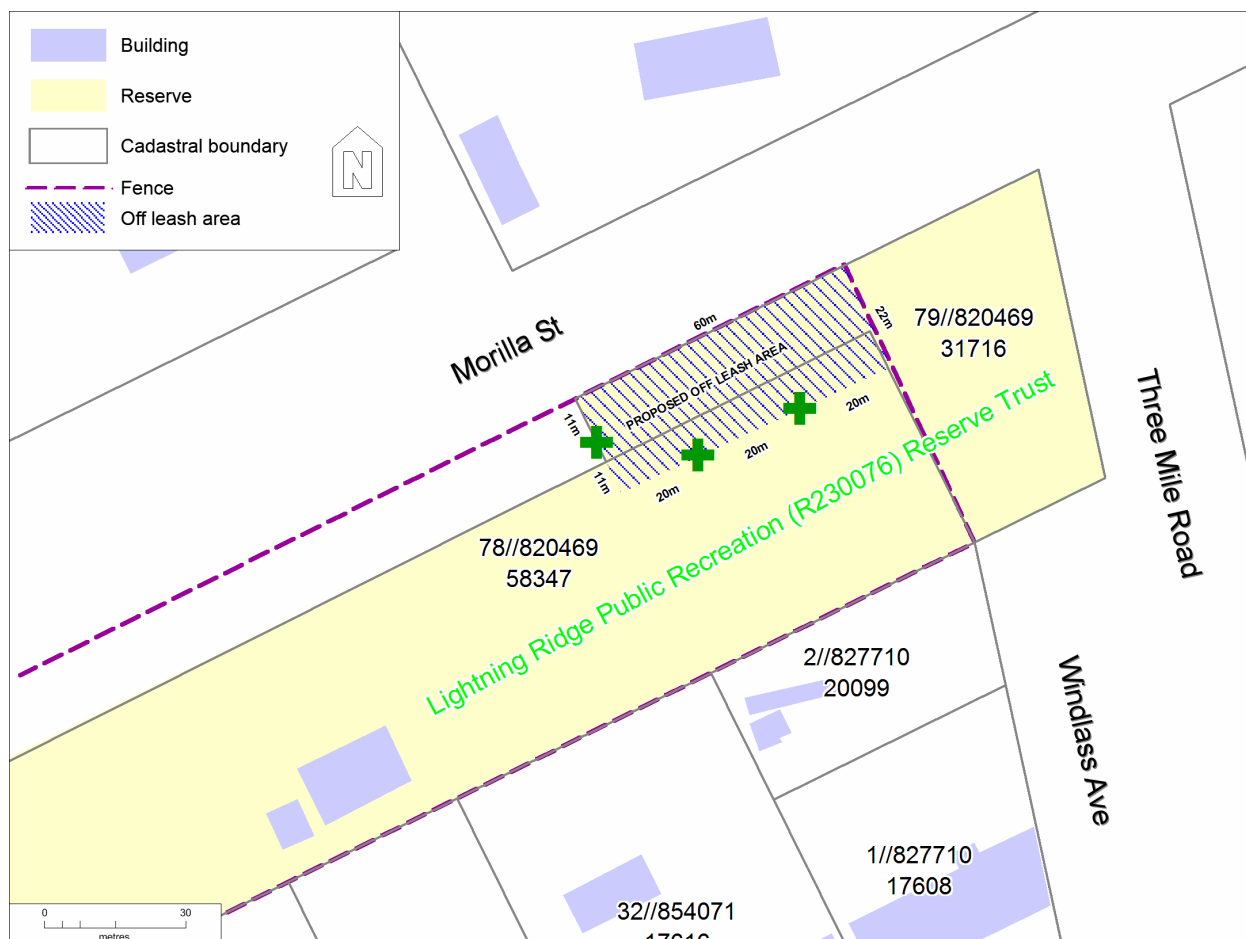
Dogs must be kept under voice control  
within signposted area.

Owners must remove faeces immediately.

Off leash area does not operate during public  
events, such as markets and ANZAC day.

Fines may be issued for breaches.

General Manager, Walgett Shire Council



#### Relevant reference documents/policies:

- Companion Animals Act 1998 & Companion Animals Regulation 2008.
- Crown Lands Act 1989 & Crown Lands Regulation 2006.
- Business paper & minutes for Council meeting held on 18 December 2012.
- Business paper & minutes for Council meeting held on 26 March 2013.

#### Governance issues:

Section 8 of the Local Government Act 1993 establishes Council's charter, which includes:

- to provide directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively
- to exercise community leadership
- to have regard to the long term and cumulative effects of its decisions
- to engage in long-term strategic planning on behalf of the local community
- to exercise its functions in a manner that is consistent with and promotes social justice principles of equity, access, participation and rights



Walgett Shire Council does not have a signposted off-leash area at Lightning Ridge. Sub-section 13(6) of the Companion Animals Act 1998 requires that Council must at all times have at least one public place allocated as an off-leash area.

**Environmental issues:**

No significant issues expected.

**Stakeholders:**

Walgett Shire Council, dog owners at Lightning Ridge, Crown Lands Division.

**Financial Implications:**

It is expected that the costs of manufacturing and installing three off-leash area signs would be about \$1,200 and could be met from the existing Urban Infrastructure budget for Parks and Reserves.

**Alternative solutions/options:**

Not proceed: This option has not been considered or recommended because Council is obligated to provide a designated off-leash area.

An enhanced proposal including fencing & dog waste bins This option has not been considered or recommended because it was not provided for within the 2013-2014 budget and there are limited funds available.

**Conclusion:**

There is a legal and ethical case that Council is obliged to establish and maintain an off leash area for dogs in Lightning Ridge.

**Off Leash Area for Dogs at Lightning Ridge**

**Recommendation:**

That Walgett Shire Council resolve to:

1. Note the response letter from the Crown Lands Division of the NSW Department of Primary Industries dated 13-8-2013 regarding Council's proposed off-leash area for dogs within Crown Reserve 230076, commonly known as the Lions Park, Lightning Ridge.
2. Establish an off-leash area for dogs within Crown Reserve 230076, commonly known as the Lions Park, over the area delineated in red within the Attachment B by erecting three signs around the perimeter.

**Moved:**

**Seconded:**

**Attachment:**

A – 13-8-2013 Response from Crown Lands



RECEIVED 15 AUG 2013

TRIM Reference: DOC13/111978

Mr Don Ramsland  
General Manager  
PO Box 31 Walgett  
WALGETT NSW 2832

Dear Mr Ramsland,

**Proposed Off-Leash Area, Crown Reserve 230076, Lightning Ridge Park**

I refer to your letter dated 4 April 2013, reference MG, DR; 10/313/028, requesting the support of NSW Trade and Investment, Crown Lands for a proposed declared off-leash area for dogs, within the Lightning Ridge Lions Park. I would also like to take this opportunity to apologise for the delayed response to your letter.

Upon inspection of this proposed area, we note that the area, outlined in broken white lines on the diagram you provided, for the proposed off-leash dog area falls partly outside the Lions Park Reserve (R230076).

Crown Lands have no authority over lands which it does not own and therefore, we can only support the proposed activities on the section, of the above proposal, that falls within Crown Land. I have provided two diagrams both showing Lots 78 and 79 of DP 820469, being R230076. The blue outline represents Walgett Shire Council's proposed off-leash dog area and the red outline shows the section of it which constitutes Crown Lands and which we support.

Should you require any further assistance, please do not hesitate to contact me at the Department's Dubbo office on 02 6883 5441 or at [flavia.bartoletti@lands.nsw.gov.au](mailto:flavia.bartoletti@lands.nsw.gov.au).

Yours sincerely,

Flavia Bartoletti  
**Commercial Officer, Far West Area**

13 August 2013

## ***ADOPTION OF WALGETT DEVELOPMENT CONTROL PLAN 2014***

**REPORTING SECTION:** Planning & Regulatory Services

**AUTHOR:** Town Planner, Matt Clarkson

**FILE NUMBER:** 11/380

### **Summary:**

Recently Walgett Shire Council publicly exhibited the draft Walgett Shire Development Control Plan 2014. This report recommends that Council resolve to adopt the publicly exhibited plan.

### **Background:**

At a meeting held on 17 December 2013 Walgett Shire Council considered the draft Walgett Shire Development Control Plan 2014 (DCP) document that had been prepared by Council staff. Council resolved to undertake:

It is proposed that public consultation will be undertaken for a minimum of 28 days via:

- Advertising in Council's newspaper column within the Walgett Spectator and Lightning Ridge News.
- Notification letters to Council's precinct committees and community working parties.
- Making digital (PDF) copies of the document available via Council's web site.
- Making hard copies of the document available at the Council office at Walgett, Council office at Collarenebri and the Library at Lightning Ridge.

### **Current Position:**

Clause 18 of the Environmental Planning and Assessment Regulation 2000 required that the draft DCP be exhibited for a minimum of 28 days.

Walgett Shire Council publicly exhibited the Draft Walgett Development Control Plan 2014 (DCP) from Wednesday 19 December 2013 to Friday 24 January 2014 via:

- Advertising in Council's newspaper column within the Walgett Spectator and Lightning Ridge News.
- Notification letters to Council's precinct committees and community working parties.
- Making digital (PDF) copies of the document available via Council's web site.
- Making hard copies of the document available at the Council office at Walgett, Council office at Collarenebri and the Library at Lightning Ridge.

The only correspondence received in relation to the draft DCP during the exhibition period was a letter from the NSW Department of Trade and Investment, advising that they had no comments in relation to the Draft Walgett Shire Development Control Plan 2014.

It is important to note that the DCP will not apply to any developments that are classified as exempt or complying development under a relevant State Environmental Planning Policy (SEPP), including:

- SEPP Infrastructure 2007.
- SEPP (Exempt and Complying Development Codes) 2008.

- SEPP Affordable Rental Housing 2009.

Clause 21 of the Environmental Planning and Assessment Regulation delineates the last stages of the process for Council to approve the DCP, as follows:

#### **21 Approval of development control plans**

(cf clause 20 of EP&A Regulation 1994)

- (1) After considering any submissions about the draft development control plan that have been duly made, the council:
  - (a) may approve the plan in the form in which it was publicly exhibited, or
  - (b) may approve the plan with such alterations as the council thinks fit, or
  - (c) may decide not to proceed with the plan.
- (2) The council must give public notice of its decision in a local newspaper within 28 days after the decision is made.
- (3) Notice of a decision not to proceed with a development control plan must include the council's reasons for the decision.
- (4) A development control plan comes into effect on the date that public notice of its approval is given in a local newspaper, or on a later date specified in the notice.

#### **Relevant Reference Documents/Policies:**

DCP preparation is regulated by:

- Environmental Planning & Assessment Act 1979.
- Environmental Planning & Assessment Regulation 2000.

Other relevant documents include:

- Planning Circular PS 06-012, New Transitional Arrangements for Development Control Plans, issued 5 May 2006 by Department of Planning.
- Walgett Local Environmental Plan 2014 (gazetted 5-7-2013).
- Walgett Shire Development Control Plan 2013 (adopted 19-2-2013).
- Business papers and minutes for the 17 December 2013 meeting of Council.
- Business papers and minutes for the 19 February 2013 meeting of Council.

#### **Governance issues:**

Council's charter:- Section 8 of the Local Government Act 1993 establishes Council's charter, which includes:

- \* to exercise community leadership
- \* to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development
- \* to have regard to the long term and cumulative effects of its decisions
- \* to engage in long-term strategic planning on behalf of the local community
- \* to exercise its functions in a manner that is consistent with and promotes social justice principles of equity, access, participation and rights

Voting:- Section 375A of the Local Government Act 1993 requires a division to be called when a motion for a planning decision is put at a meeting of the Council, and the names of Councillor's voting for and against the motion must be recorded.

**Environmental issues:**

A DCP is important document which establishes Council's requirements for minimum development standards within the Shire.

**Stakeholders:**

The public, developers, and Walgett Shire Council.

**Financial Implications:**

None.

**Alternative Solutions/Options:**

Do nothing:- This has not been recommended as the DCP would not reflect Council's current minimum development standards.

**Conclusion:**

The Draft Walgett Shire Development Control Plan has been publicly exhibited prior to adoption in accordance with relevant legislative requirements. It reflects the minimum development standards generally required in Walgett Shire.

| Adoption of Walgett Development Control Plan 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p><b>That Walgett Shire Council resolve to:</b></p> <ol style="list-style-type: none"><li>1. Adopt the Walgett Shire Development Control Plan 2014, subject to the amendment allowing 12 months for the removal of existing security shutters.</li><li>2. Request that the General Manager:<ol style="list-style-type: none"><li>(a) Give public notice of Walgett Shire Council's decision to adopt the Walgett Shire Development Control Plan 2014 via advertisements within the Walgett Spectator and Lightning Ridge News.</li><li>(b) Make the Walgett Shire Development Control Plan 2014 publically available via Council's website.</li></ol></li></ol> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |



**Attachments:**

Nil



## 4.9. Commercial & Retail Development

### 4.9.1. Building Setbacks

- No minimum setbacks are specified.
- Side and rear setbacks must meet BCA requirements.

### 4.9.2. Fencing

- Where a street fence is proposed, the section of side boundary fencing located in front of the building setback shall be open or combination of open panels and masonry columns to match front fence.
- Street fencing details are required with DA.
- No barb wire is permitted.
- Solid panel fencing is not permitted forward of the building line.
- In B2 Local Centre zones, forward of the building line, tops of fences shall be loop or rail style, with no spear or arrow style barbs and a maximum height of 1.5 metres.

### 4.9.3. Outdoor Lighting

- Demonstrate compliance with AS/NZS 11583.1 Pedestrian Area (Category P) Lighting and AS4282 Control of Obtrusive Effects of Outdoor Lighting.

### 4.9.4. Outdoor Signage

- A single business premises is permitted to have:
  - one under-awning sign,
  - one top hamper sign, and
  - one fascia sign,
  - that do not project above or beyond that to which it is attached.One of which may be illuminated, but not flashing, moving or floodlit.
- Design and location of signage must be shown on plans with DA.
- Where there is potential for light spill from signage to adjoining properties, all illuminated signage shall be fitted with a timer switch to dim or turn off the light by 11pm each night.
- Signage must comply with SEPP 64 – Advertising and Signage Schedule 1 Assessment Criteria.

### 4.9.5. Design

- Any security measures employed to protect windows or doors facing streets must not have:
  - Bars,
  - Heavy gauge wire mesh (note that 'crimsafe' style meshes are acceptable),
  - Exterior roller shutters.
- ~~Such security measures installed on existing commercial premises are to be removed within 12 months of the issue of a Development Consent for a Change of Use.~~
- Building facades shall be articulated by use of colour, arrangement of elements or by varying materials.
- The design of new buildings must reflect and enhance the existing character of the business precinct.
- Building design must relate to its retail/commercial/office function with quality materials at the pedestrian level. External surfaces on the front façade, except for natural brick and glass, are to be resurfaced within 12 months of the issue of a Development Consent for a Change of Use.

## **UPDATE REGARDING KHANS SUPERMARKET BUILDING DECEMBER-JANUARY 2014**

**REPORTING SECTION:** Planning and Regulatory Services  
**AUTHOR:** Acting Director of Planning & Regulatory Services, Andrew Wilson  
**FILE NUMBER:** 09/1498-08

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### **Summary:**

An order has been issued requiring the landowner of the Khan's IGA supermarket building at Lot 33, DP 752756, 34 Opal Street, Lightning Ridge to provide an engineering assessment of the structural integrity of the building. No satisfactory report has been received. Council has engaged Henry and Hymas Consulting Engineers Pty Ltd to undertake a structural assessment of the structure and provide a report. The inspection will be undertaken on Sunday 16 February 2014.

### **Background:**

- At the ordinary Council meeting on 17 December 2013, it was resolved: *"That Council delegates power to the Mayor & General Manager that upon expiration of the 14 day period, if a report has not been provided Council may approach one of the 5 structural engineers previously quoted and engage them to prepare a report"*.
- 20 December 2013, Council received a letter from Heard McEwan Legal on behalf of Dunpec Pty Ltd – Khan IGA and a report from Neilly Davies Consulting Engineers. The letter indicated they elected not to send Appendix A, B and C referred to in the report to Council. Within this correspondence they proposed interim propping measures of the walls including a preliminary temporary propping diagram (attachment A), however stated within the letter "the engineers are reviewing the temporary propping details". Subsequently Marsdens Law Group requested Heard McEwan Legal to advise when Council would receive the engineers design for temporary propping. and was advised that a design would be provided to Council by 22 January.
- 15 January 2014, Councils Director Planning & Regulatory Services, Matthew Goodwin and Senior Environmental Health and Building Surveyor, Andrew Wilson reviewed the quotations received and made a recommendation to Acting General Manager, Stephen Holland to appoint Henry and Hymas Consulting Engineers Pty Ltd. Henry and Hymas were recommended given the firm has very high levels of experience with design and review related to tilt slab construction.

Stephen Holland approved the appointment of Henry and Hymas Consulting Engineers Pty Ltd and accepted their quotation for the amount of \$12,200+GST. An e-mail of acceptance of the firm's quote dated 18 December 2013 was sent on the 15 January.

- 16 January 2014, a site inspection of the IGA store was undertaken by Andrew Wilson, which showed that no further cracking/movement was observed to the building's current cracks from the previous inspections.
- 16 January 2014, plans were express posted to Henry and Hymas Consulting Engineers Pty Ltd, allowing for a structural review of the plans before the inspection.
- 17 January 2014, additional information regarding the site conditions was provided to Henry and Hymas Consulting Engineers Pty Ltd relating to the inspection the previous day.
- 29 January 2014, David Baird Marsdens Law Group discussed the issues relating to propping design with Heard McEwan Legal and was advised that the temporary propping design would be received late January or in the first week of February.
- 30 January 2014, Henry and Hymas Consulting Engineers Pty Ltd confirmed an inspection date of Sunday 16 February.
- 31 January 2014, a draft "Notice of Entry" was sent to Council's lawyers for review.

#### **Current position:**

As at 31 January, Council is waiting for a response from its lawyers before issuing the notice of entry, however Council's Planning & Regulatory Services staff and Henry and Hymas Consulting Engineers Pty Ltd are proceeding forward with all operational matters relating to undertaking the inspection on Sunday 16 February.

Council's Senior Environmental Health and Building Surveyor will continue to monitor for any evidence that the building is on the verge of catastrophic failure. At this stage, such evidence has not yet been seen. If the situation changes, in a "worst case" scenario it may become necessary to issue an emergency order, as a precautionary measure, which requires:

- Immediate cessation of any further use of the building.
- The establishment of a suitable buffer zone and safety barriers around the building to exclude access by people.

#### **Relevant reference documents/policies:**

- Environmental Planning & Assessment Act 1979.
- State Environmental Planning Policy (Infrastructure) 2007.
- Government Information (Public Access) Regulation 2009.



- Walgett Shire Council Enforcement Policy (Trim record 09/1409/0013).

### **Governance issues:**

This report has been included within the public portion of the Council meeting as it involves an order issued by Council under the Environmental Planning and Assessment Act 1979. Orders are prescribed as “open access” information under schedule 1 of the Government Information (Public Access) Regulation 2009 {see item 4(e)}.

Section 8 of the Local Government Act 1993 establishes Council’s charter, which includes:

- to exercise community leadership
- to exercise its functions in a manner that is consistent with and promotes social justice principles of equity, access, participation and rights
- to keep the local community and the State government (and through it, the wider community) informed about its activities
- to ensure that, in the exercise of its regulatory functions, it acts consistently and without bias, particularly where an activity of the council is affected

### **Environmental issues:**

If the building is structurally inadequate to carry the additional load imposed by the solar panels then there is a significant threat to the safety of building users, passers-by, neighbours and their property.

### **Stakeholders:**

Public, landowner, Walgett Shire Council.

### **Financial Implications:**

If the landowner fails to comply with the order, then Council may incur costs associated with:

- Giving effect to the order.
- Legal action to seek enforcement of the order
- Henry and Hymas Consulting Engineers Pty Ltd fees, currently \$12,200+GST
- Ongoing legal cost, Marsdens Law Group (Council’s lawyers)

### **Alternative solutions/options:**

Do nothing:- Under the circumstances outlined it was inappropriate to do nothing, hence this option was not pursued.

Issue an order requiring immediate cessation of use of the building:- Since becoming aware of the unlawful installation of the solar panels, Council's Senior Environmental Health and Building Surveyor, has undertaken an inspection program to periodically check for any evidence of imminent catastrophic failure. Given that such evidence has not yet been seen, an order requiring immediate cessation of use has not been issued at this time.

**Conclusion:**

The unlawful installation of 368 solar panels on the building roof has created a situation where there may be a significant threat to its structural integrity of the building. Henry and Hymas Consulting Engineers Pty Ltd have been engaged to inspection and supply a report including advice whether the building is:

- a) Structurally adequate and fit for continuing use as a supermarket building.
- b) Not structurally adequate and poses a significant immediate threat to public safety.
- c) Not structurally adequate, but does not pose a significant immediate threat to public safety. If this scenario arises, then Henry and Hymas Consulting Engineers Pty Ltd shall outline of the minimum remediation measures necessary to ensure that the building is fit for ongoing use as a supermarket is also required.

|                                                                 |
|-----------------------------------------------------------------|
| <b>UPDATE REGARDING KHANS SUPERMARKET BUILDING DEC-JAN 2014</b> |
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|                               |
|-------------------------------|
| <p><b>Recommendation:</b></p> |
|-------------------------------|

|                                                      |
|------------------------------------------------------|
| <p><b>That Walgett Shire Council resolve to:</b></p> |
|------------------------------------------------------|

- |                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Receive and note the report by the Acting Director of Planning &amp; Regulatory Services regarding Dunpec Pty Ltd – Khan IGA relating to December 2013 and January 2014 activities.</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

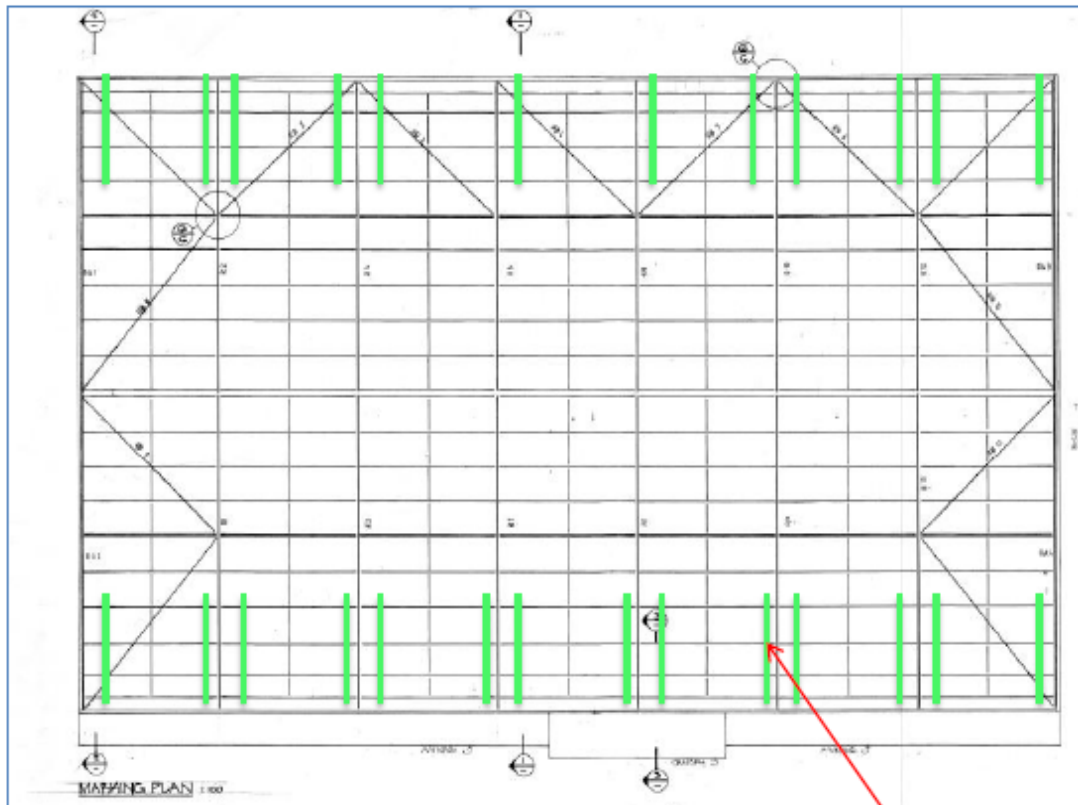
|                      |
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| <p><b>Moved:</b></p> |
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|                         |
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| <p><b>Seconded:</b></p> |
|-------------------------|

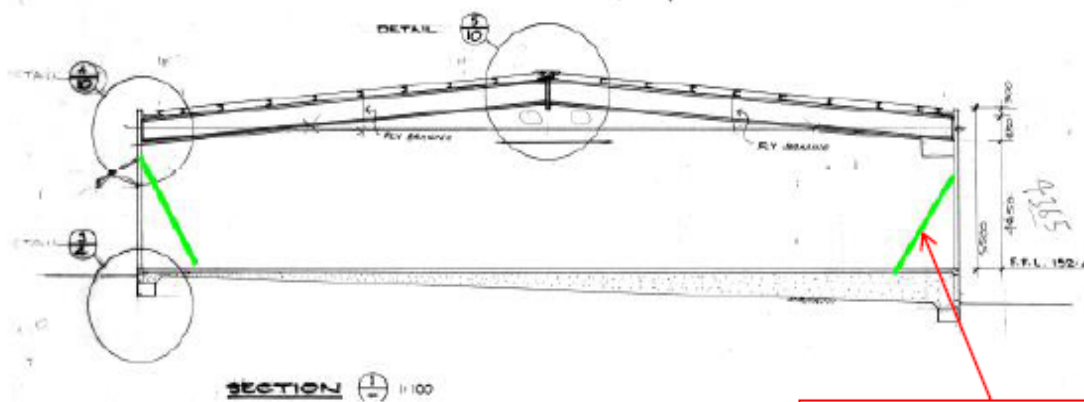
**Attachment:**

Preliminary temporary propping.

### Preliminary Temporary Propping



Temporary Prop, minimum two props required per panel.



Temporary Prop, minimum two props required per panel.

## **MATTERS FOR BRIEF MENTION, PLANNING & REGULATORY SERVICES**

**REPORTING SECTION:** Planning & Regulatory Services  
**AUTHOR:** Matthew Goodwin, Director Planning & Regulatory Services  
**FILE NUMBER:** 10/434

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This report provides notes on items for brief mention, or information only, on more significant matters recently arising in the Planning & Regulatory Services Division since December 2013.

**a) STRUCTURAL INTEGRITY OF BUILDING, 34 OPAL ST, LIGHTNING RIDGE**

On 20 December 2013 Council was provided with a report regarding the structural integrity of the supermarket building at 34 Opal St. The report focused on the walls of the building and does not address all the issues raised in Council's order issued on 28 August 2013.

Four quotes have been received from structural engineering firms to provide a comprehensive assessment of the structural integrity of the building. A firm was engaged by Council on 15 January 2013 to provide that report.

**b) RURAL RESIDENTIAL LAND USE STRATEGY**

The Walgett Rural Residential Land Use Strategy Discussion Paper remains on public exhibition until Monday 10 February 2014.

A public information session was held at the Walgett Shire Council chambers on 17 December 2013 at 5:30pm which was attended by twelve people.

**c) GRAVE OF JIMMY & MARJORIE LITTLE**

At the 26 November 2013 meeting Walgett Shire Council resolved to write to the next of kin of deceased buried in lawn cemetery plots adjoining the grave of Jimmy and Marjorie Little and inform them that Council:

- Was considering amending the boundary of the Church of England lawn and monumental sections so that the grave of Jimmy and Marjorie Little would fall within the Church of England monumental section.
- Would consider any written objections received within 28 days.
- Would proceed with the boundary amendment if no objections were received.

The submission period ended on 6 January 2014 and no written issues or objections were received.

In accordance with Council's resolution on 26 November 2013:

- Letters dated 13 January 2014 were sent to Clarence Ormsby, Dharriwaa Elders Group and Franny Little to inform them that the boundary of the Church of England lawn and monumental sections had been amended so that the grave now falls within the Church of England monumental section, hence a monument consistent with the nature of existing monuments can now be erected on the grave.

- Walgett Cemetery mapping and records have been amended so that the grave of Jimmy and Marjorie Little falls within the Church of England monumental section.

**d) POUND DOG REHOMING**

Nina Hartland of Riverina Pet Rescue continues to arrange for the pick up of unclaimed and surrendered dogs from the Walgett pound. The number of dogs entering the pound remains far higher than the local demand and capacity for re-homing with responsible pet owners.

Riverina Pet Rescue continues to work with animal rescue organisations in southern NSW, Victoria and the ACT to place the animals with new owners. The group publicises its activities via the internet at the following address - <http://www.petrescue.com.au/groups/10030>

Pick ups occurred on:

- 06-12-2013 - 6 dogs
- 17-12-2013 - 6 dogs
- 16-1-2014 – 5 dogs
- 21-1-2014 – 7 dogs
- 28-1-2014 – 8 dogs

The total number of dogs collected by Riverina Pet Rescue from 1 May 2013 to 17 December 2013 is 161. Due to the combined efforts of Riverina Pet Rescue and Council's Regulatory Officer, Ned Kovacevic, Council has only euthanised a very small number of sick, seriously malnourished and/or aggressive dogs since May 2013.

**e) RSPCA COMPANION ANIMAL WELFARE SCHEME**

Each year for the previous seven years, Walgett Shire Council has sponsored the RSPCA Companion Animal Welfare Scheme (CAWS) within Walgett Shire. The CAWS involves the RSPCA, local veterinarian Enid Coupe and Council's Regulatory Officer working together to undertake:

- Targeted subsidised desexing and micro-chipping of dogs.
- Community education with animal owners and schools.

Previously a single CAWS event has been held in the Shire each year. This financial year a CAWS event was held from 26 to 28 November 2013 (60 animals de-sexed) and a second will be held in the first six months of 2014, on dates that will be determined by the RSPCA in the near future.

Council is sponsoring the 2013-2014 CAWS by providing:

- \$10,000 for expenses incurred in undertaking the program.
- Microchips to identify animals treated under the program.
- Regulatory Officer's time and equipment supporting the program.
- Advertising in the Walgett Spectator and Lightning Ridge News.

The CAWS appears to be making a significant contribution to a progressive reduction in the number of dogs impounded by Council on an annual basis.

|                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------|
| <b>Matters Generally for Brief Mention or Information only from Director of Planning &amp; Regulatory Services</b> |
|--------------------------------------------------------------------------------------------------------------------|

**Recommendation:**

That Walgett Shire Council resolves to:

1. Receive and note the report by the Director of Planning & Regulatory Services on matters for brief mention, or information only, regarding:
  - Structural integrity of building, 34 Opal St, Lightning Ridge
  - Rural Residential Land Use Strategy discussion paper
  - Grave of Jimmy & Marjorie Little
  - Pound dog rehoming.
  - RSPCA CAWS program

**Moved:**

**Seconded:**

**Attachments:**

Nil.

## **14.4 DIRECTOR ENGINEERING SERVICES**

### ***MONTHLY RMCC WORKS REPORT FROM DIRECTOR ENGINEERING SERVICES – FEBRUARY 2014***

**REPORTING SECTION:** Engineering Services  
**AUTHOR:** Ramesh Sharma –Roads and Bridges Engineer  
**FILE NUMBER:** 11/211

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#### **Summary:**

The purpose of this report is to inform Council of progress in relation to RMCC works as at January 20, 2014.

#### **Background:**

RMS has awarded a contract of \$6,417,868.37 for the 2013/2014 financial year. The scope of works involved in this contract are:

Resealing, Geo textile work on SH29 west, Shoulder widening on SH29 west, Rehabilitation work on HW29 East Pian creek, Flood Damage works and Routine works.

#### **Current Position:**

One Council team is currently working on heavy patching work on the Castlereagh Highway.

#### **Relevant Reference Documents/Policies:**

Nil

#### **Governance issues:**

Nil

#### **Environmental issues:**

Nil

#### **Stakeholders:**

Walgett Shire  
Walgett Residents

**Financial Implications:**

As at 20 January 2014, \$2,606,349.70 has been spent from a total amount of \$6,417,868.37 as provided in the 2013/2014 budget.

**Alternative Solutions/Options:**

Nil

**Conclusion:**

Council will continue in monitoring the work progress of RMCC to ensure the works complete within the guidelines.

**Monthly RMCC works Report from Director Engineering Services – February 2014****Recommendation:**

That Council receive and note the monthly RMCC works report for February 2014.

**Moved:****Seconded:****Attachment:**

RMCC works summary.



The funding allocations for 2013/2014 RMCC works are \$6,417,868.37. The details are as follows:

| <b>SN</b> | <b>Description</b>                       | <b>Budget</b>          | <b>Expenditure Till<br/>20/01/2014</b> | <b>Status</b>                     |
|-----------|------------------------------------------|------------------------|----------------------------------------|-----------------------------------|
| 1         | Resealing                                | \$ 1,240,000.00        | -                                      | Not started                       |
| 2         | Heavy patching                           | \$ 439,000.00          | \$ 438,417.00                          | Completed                         |
| 3         | SH29 west Geotextile<br>Rehab final seal | \$ 275,483.53          | \$242,034.70                           | 95 %                              |
| 4         | HW29 west widening                       | \$ 728,384.84          | -                                      | Environmental<br>memo<br>received |
| 5         | HW29 east Pian Creek<br>rehab            | \$ 1,050,000.00        | -                                      | Not Started                       |
| 6         | Flood damage                             | \$ 1,500,000.00        | \$ 1,045,863.00                        | 69.72 %                           |
| 7         | Routine works                            | \$ 1,185,000.00        | \$ 880,035.00                          | 74.26 %                           |
|           | <b>TOTAL</b>                             | <b>\$ 6,417,868.37</b> | <b>\$ 2,606,349.7</b>                  | <b>41 %</b>                       |

## ***MONTHLY FLOOD WORKS REPORT FROM DIRECTOR ENGINEERING SERVICES – FEBRUARY 2014***

**REPORTING SECTION:** Engineering Services  
**AUTHOR:** Raju Ranjit - Director Engineering Services  
**FILE NUMBER:** 11/211

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### **Summary:**

The purpose of this report is to inform Council of progress relating to the February 2012 flood restoration works as at 16 January 2014. The report notes that flood restoration works have occurred on Wilby Wilby Road instead of rehabilitation work under the betterment funding programme.

### **Background:**

In December 2011 and February 2012, the Walgett Shire suffered major flood disasters which significantly affected 62 Shire Roads, 7 Regional roads and 3 State Highways. The people of the Walgett, Collarenebri & Lightning Ridge areas were particularly affected and the Shire's infrastructure sustained severe damage.

Roads and Maritime services (RMS) have assessed the flood affected roads and awarded Natural Disaster Assistance (NDA) to the Walgett Shire for the flood damage which involves remediation & reconstruction.

### **Current Position:**

All the flood restoration works have been completed except on Wilby Wilby Road and Beanbri Road. Council has submitted an estimate to Grainflow for a Beanbri Road intersection upgrade. Council has not yet received a response in relation to the Betterment funding application.

### **Relevant Reference Documents/Policies:**

RMS approved schedule

### **Governance issues:**

Nil

### **Environmental issues:**

Nil

### **Stakeholders:**

Walgett Shire Council  
Walgett Residents  
Tourists

**Financial Implications:**

As at 16 January 2014, \$10,669,727.20 has been spent from a total amount of \$11,623,727 provided in the February 2012 flood restoration works programme.

**Alternative Solutions/Options:**

Nil

**Conclusion:**

Council can monitor progress of monthly flood work program by reviewing the attached spread sheets and noting progress to date.

In relation to the betterment funding application for the Wilby Wilby Road, Council has not received a response and the road is currently requiring maintenance from time to time. This is impacting on the available funding which is required to complete the restoration works as soon as possible.

| Monthly flood works Report from Director Engineering Services                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <ol style="list-style-type: none"><li>1. That Council receive and note the monthly flood restoration works report for January 2014.</li><li>2. That Council accepts the proposal to complete the flood restoration works on Wilby Wilby Road.</li></ol> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

**Attachments:**

Flood restoration works progress summary.

Shire Roads

| Item No. |    | Work Order | Description of Works<br>(Road Name) | Amount to be contributed by RMS | Amount to be Contributed by Council | Amount spent by Council | Total Expenditure Up to 16/01/2014 | Total Expenditure Up to 16/01/2014 (RMS) | Progress in % | Status    |
|----------|----|------------|-------------------------------------|---------------------------------|-------------------------------------|-------------------------|------------------------------------|------------------------------------------|---------------|-----------|
| S R      | 1  | 2284       | Franxton Road                       | \$36,769                        |                                     |                         | \$42,847.57                        | \$42,847.57                              | 116.5         | completed |
| S R      | 2  | 2285       | Belarra Lane                        | \$106,061                       |                                     |                         | \$90,571.01                        | \$90,571.01                              | 85.4          | completed |
| S R      | 3  | 2286       | Clarkes Lane                        | \$9,885                         |                                     |                         | \$11,966.97                        | \$11,966.97                              | 121.1         | completed |
| S R      | 5  | 2287       | Cryon Road                          | \$190,907                       |                                     |                         | \$172,878.29                       | \$172,878.29                             | 90.6          | completed |
| S R      | 12 | 2288       | Millie Road                         | \$143,025                       |                                     |                         | \$181,538.75                       | \$181,538.75                             | 126.9         | completed |
| S R      | 13 | 2289       | Woodvale Road                       | \$111,256                       |                                     |                         | \$120,828.19                       | \$120,828.19                             | 108.6         | completed |
| S R      | 14 | 2290       | Baroona Road                        | \$91,346                        |                                     |                         | \$90,885.55                        | \$90,885.55                              | 99.5          | completed |
| S R      | 15 | 2291       | Pokataroo Road                      | \$50,030                        |                                     |                         | \$27,632.16                        | \$27,632.16                              | 55.2          | completed |
| S R      | 16 | 2292       | Mercadool Road                      | \$145,698                       |                                     |                         | \$139,080.34                       | \$139,080.34                             | 95.5          | completed |
| S R      | 19 | 2293       | Springs Road                        | \$3,630                         |                                     |                         | \$3,630.00                         | \$3,630.00                               | 100.0         | completed |
| S R      | 21 | 2294       | Meadow Plains Road                  | \$17,000                        |                                     |                         | \$25,549.09                        | \$25,549.09                              | 150.3         | completed |
| S        | 24 | 2295       | Marlbone Road                       | \$20,716                        |                                     |                         | \$25,438.76                        | \$25,438.76                              | 122.8         | completed |

| Item No. |    | Work Order | Description of Works<br>(Road Name) | Amount to be contributed by RMS | Amount to be Contributed by Council | Amount spent by Council | Total Expenditure Up to 16/01/2014 | Total Expenditure Up to 16/01/2014 (RMS) | Progress in % | Status    |
|----------|----|------------|-------------------------------------|---------------------------------|-------------------------------------|-------------------------|------------------------------------|------------------------------------------|---------------|-----------|
| R        |    |            |                                     |                                 |                                     |                         |                                    |                                          |               |           |
| S        | 27 | 2296       | Colrose Road                        | \$19,456                        |                                     |                         | \$23,444.48                        | \$23,444.48                              | 120.5         | completed |
| S        | 28 | 2297       | Wingadee Road                       | \$10,140                        |                                     | \$812.97                | \$19,079.30                        | \$18,266.33                              | 188.2         | completed |
| S        | 31 | 2298       | Gungalman Road                      | \$39,781                        |                                     |                         | \$30,285.17                        | \$30,285.17                              | 76.1          | completed |
| S        | 38 | 2299       | Wanourie Creek Road                 | \$18,120                        |                                     |                         | \$13,264.08                        | \$13,264.08                              | 73.2          | completed |
| S        | 40 | 2300       | Ginghet Road                        | \$7,061                         |                                     | \$3,912.74              | \$11,680.10                        | \$7,767.36                               | 165.4         | completed |
| S        | 43 | 2301       | Bushs Road                          | \$9,846                         |                                     |                         | \$6,323.59                         | \$6,323.59                               | 64.2          | completed |
| S        | 45 | 2302       | Borehead Road                       | \$7,914                         |                                     |                         | \$1,779.83                         | \$1,779.83                               | 22.5          | completed |
| S        | 48 | 2303       | Boorooma Creek Road                 | \$25,252                        |                                     |                         | \$17,898.83                        | \$17,898.83                              | 70.9          | completed |
| S        | 51 | 2304       | Millencowbah Road                   | \$23,400                        |                                     |                         | \$31,552.59                        | \$31,552.59                              | 134.8         | completed |
| S        | 52 | 2305       | Willis Road                         | \$6,570                         |                                     |                         | \$7,395.32                         | \$7,395.32                               | 112.6         | completed |
| S        | 53 | 2306       | Koomalah Road                       | \$124,044                       |                                     |                         | \$47,398.46                        | \$47,398.46                              | 38.2          | completed |
| S        | 57 | 2307       | Epping Road                         | \$50,889                        |                                     |                         | \$49,370.09                        | \$49,370.09                              | 97.0          | completed |
| S        | 59 | 2308       | Moomin Road                         | \$60,342                        |                                     |                         | \$62,413.51                        | \$62,413.51                              | 103.4         | completed |

| Item No. |    | Work Order | Description of Works<br>(Road Name) | Amount to be contributed by RMS | Amount to be Contributed by Council | Amount spent by Council | Total Expenditure Up to 16/01/2014 | Total Expenditure Up to 16/01/2014 (RMS) | Progress in % | Status    |
|----------|----|------------|-------------------------------------|---------------------------------|-------------------------------------|-------------------------|------------------------------------|------------------------------------------|---------------|-----------|
| R        |    |            |                                     |                                 |                                     |                         |                                    |                                          |               |           |
| S        | 60 | 2309       | Marra Creek Road                    | \$7,512                         |                                     |                         | \$3,300.00                         | \$3,300.00                               | 43.9          | completed |
| S        | 61 | 2310       | Cambo Road                          | \$34,365                        |                                     |                         | \$28,240.46                        | \$28,240.46                              | 82.2          | completed |
| S        | 64 | 2311       | Wimbledon Road                      | \$26,028                        |                                     |                         | \$19,377.31                        | \$19,377.31                              | 74.4          | completed |
| S        | 67 | 2312       | Collarenebri Mission Road           | \$13,000                        |                                     |                         | \$6,387.95                         | \$6,387.95                               | 49.1          | completed |
| S        | 70 | 2313       | Lone Pine Road                      | \$13,980                        |                                     | \$1,718.37              | \$17,096.37                        | \$15,378.00                              | 122.3         | completed |
| S        | 71 | 2314       | Rossmore Lane                       | \$8,100                         |                                     |                         | \$19,855.63                        | \$19,855.63                              | 245.1         | completed |
| S        | 72 | 2315       | Middle Route Road                   | \$17,496                        |                                     |                         | \$11,221.29                        | \$11,221.29                              | 64.1          | completed |
| S        | 73 | 2316       | Miralwyn Road                       | \$10,554                        |                                     |                         | \$10,540.02                        | \$10,540.02                              | 99.9          | completed |
| S        | 77 | 2317       | Nedgera Road                        | \$11,009                        |                                     |                         | \$3,840.00                         | \$3,840.00                               | 34.9          | completed |
| S        | 79 | 2318       | Pagan Creek Road                    | \$5,916                         |                                     |                         | \$5,916.00                         | \$5,916.00                               | 100.0         | completed |
| S        | 85 | 2319       | Tungra Road                         | \$47,510                        |                                     |                         | \$38,956.28                        | \$38,956.28                              | 82.0          | completed |
| S        | 88 | 2320       | Fabians Road                        | \$24,990                        |                                     |                         | \$14,356.87                        | \$14,356.87                              | 57.5          | completed |
| S        | 89 | 2321       | Belaba Road                         | \$17,007                        |                                     |                         | \$15,394.69                        | \$15,394.69                              | 90.5          | completed |

| Item No. |    | Work Order | Description of Works<br>(Road Name)      | Amount to be contributed by RMS | Amount to be Contributed by Council | Amount spent by Council | Total Expenditure Up to 16/01/2014 | Total Expenditure Up to 16/01/2014 (RMS) | Progress in % | Status      |
|----------|----|------------|------------------------------------------|---------------------------------|-------------------------------------|-------------------------|------------------------------------|------------------------------------------|---------------|-------------|
| R        |    |            |                                          |                                 |                                     |                         |                                    |                                          |               |             |
| S        | 90 | 2322       | Fairview Road                            | \$26,436                        |                                     |                         | \$14,791.99                        | \$14,791.99                              | 56.0          | completed   |
| S        | 92 | 2357       | Strathmore Road                          | \$6,360                         |                                     |                         | \$6,105.69                         | \$6,105.69                               | 96.0          | completed   |
| S        | 95 | 2323       | Banarway Crossing Road                   | \$22,360                        |                                     |                         | \$24,271.65                        | \$24,271.65                              | 108.5         | completed   |
| S        | 98 | 2324       | Lorne Road                               | \$72,913                        |                                     |                         | \$77,865.06                        | \$77,865.06                              | 106.8         | completed   |
| S        | 10 | 2325       | Wilby Wilby Road                         | \$1,084,467                     |                                     |                         | \$766,339.48                       | \$766,339.48                             | 70.7          | In progress |
|          |    | 2387       | Kurrajong Road under Wilby Wilby Funding | \$350,000                       |                                     | \$10,000.00             | \$306,041.76                       | \$296,041.76                             | 87.4          | completed   |
| S        | 10 | 2326       | Angledool Road                           | \$244,548                       |                                     |                         | \$258,438.52                       | \$258,438.52                             | 105.7         | completed   |
| S        | 10 | 2327       | Bugilbone Road                           | \$130,824                       |                                     |                         | \$116,081.34                       | \$116,081.34                             | 88.7          | completed   |
| S        | 11 | 2328       | Kurrajong Road                           | \$5,040                         |                                     |                         | \$5,040.00                         | \$5,040.00                               | 100.0         | completed   |
| S        | 11 | 2329       | Narran Lake Road                         | \$20,170                        |                                     | \$4,047.00              | \$26,233.88                        | \$22,186.88                              | 130.1         | completed   |
| S        | 11 | 2330       | Brewon Road                              | \$72,024                        |                                     |                         | \$71,583.71                        | \$71,583.71                              | 99.4          | completed   |
| S        | 11 | 2331       | Binghi Road                              | \$13,168                        |                                     | \$2,639.95              | \$17,360.35                        | \$14,720.40                              | 131.8         | completed   |

| Item No. |         | Work Order | Description of Works<br>(Road Name) | Amount to be contributed by RMS | Amount to be Contributed by Council | Amount spent by Council | Total Expenditure Up to 16/01/2014 | Total Expenditure Up to 16/01/2014 (RMS) | Progress in % | Status      |
|----------|---------|------------|-------------------------------------|---------------------------------|-------------------------------------|-------------------------|------------------------------------|------------------------------------------|---------------|-------------|
| S<br>R   | 11<br>4 | 2332       | Bogewong Road                       | \$24,378                        |                                     |                         | \$19,476.40                        | \$19,476.40                              | 79.9          | completed   |
| S<br>R   | 11<br>5 | 2333       | Aberfoyle Road                      | \$18,266                        |                                     |                         | \$14,781.94                        | \$14,781.94                              | 80.9          | completed   |
| S<br>R   | 11<br>6 | 2334       | Goangra Road                        | \$185,711                       |                                     |                         | \$136,686.27                       | \$136,686.27                             | 73.6          | completed   |
| S<br>R   | 11<br>7 | 2335       | Beanbri Road                        | \$499,530                       |                                     |                         | \$9,563.43                         | \$9,563.43                               | 1.9           | In progress |
| S<br>R   | 11<br>8 | 2336       | Yarraldool Road                     | \$140,365                       |                                     |                         | \$139,941.23                       | \$139,941.23                             | 99.7          | completed   |
| S<br>R   | 12<br>1 | 2337       | Pian Creek Road                     | \$156,948                       |                                     |                         | \$127,932.53                       | \$127,932.53                             | 81.5          | completed   |
| S<br>R   | 12<br>2 | 2338       | Old Burren Road                     | \$54,015                        |                                     |                         | \$91,376.97                        | \$91,376.97                              | 169.2         | completed   |
| S<br>R   | 12<br>3 | 2339       | Rowena Road                         | \$131,288                       |                                     |                         | \$75,917.48                        | \$75,917.48                              | 57.8          | completed   |
| S<br>R   | 12<br>4 | 2340       | Dundee Road                         | \$52,470                        |                                     |                         | \$63,254.18                        | \$63,254.18                              | 120.6         | completed   |
| S<br>R   | 125     | 2341       | Glen Eden Road                      | \$145,997                       |                                     |                         | \$150,200.65                       | \$150,200.65                             | 102.9         | completed   |
| S<br>R   | 12<br>6 | 2406       | Purtles Road                        | \$53,486                        |                                     |                         | \$50,234.41                        | \$50,234.41                              | 93.9          | completed   |
| S<br>R   | 12<br>7 | 2342       | Boora Road                          | \$21,870                        |                                     |                         | \$31,053.89                        | \$31,053.89                              | 142.0         | completed   |
| S<br>R   | 12<br>8 | 2343       | Camerons Lane                       | \$36,389                        |                                     | \$6,000.00              | \$72,765.23                        | \$66,765.23                              | 200.0         | completed   |



| Item No. |     | Work Order | Description of Works<br>(Road Name) | Amount to be contributed by RMS | Amount to be Contributed by Council | Amount spent by Council | Total Expenditure Up to 16/01/2014 | Total Expenditure Up to 16/01/2014 (RMS) | Progress in % | Status    |
|----------|-----|------------|-------------------------------------|---------------------------------|-------------------------------------|-------------------------|------------------------------------|------------------------------------------|---------------|-----------|
| S R      | 129 | 2344       | George Sands Way                    | \$131,640                       |                                     |                         | \$116,228.41                       | \$116,228.41                             | 88.3          | completed |
| S R      | 131 | 2345       | O'Neils Road                        | \$59,754                        |                                     |                         | \$78,426.46                        | \$78,426.46                              | 131.2         | completed |
|          |     | 2346       | Tip Road                            | \$70,200                        |                                     |                         | \$63,214.15                        | \$63,214.15                              | 90.0          | completed |
|          |     |            | Emergency Works                     | \$476,727                       |                                     |                         | \$476,727.00                       | \$476,727.00                             | 100.0         | completed |
|          |     |            | Council's Contribution              | -\$29,000                       | \$29,000                            |                         |                                    |                                          |               |           |
|          |     |            |                                     | <b>\$5,844,947</b>              | <b>\$29,000</b>                     | <b>\$29,131</b>         | <b>\$4,857,149</b>                 | <b>\$4,828,017.93</b>                    | <b>83.1</b>   |           |

#### Regional Roads

| Item No. |       | Work Order | Road name           | Amount to be Contributed by Council | RMS's Contribution | Total Expenditure to 4/10/2013 | %      | Status    |
|----------|-------|------------|---------------------|-------------------------------------|--------------------|--------------------------------|--------|-----------|
| 1        | RR329 | 2347       | MERRYWINE BONE ROAD | N/A                                 | \$3,822,345        | \$3,750,267.56                 | 98.11  | completed |
| 2        | RR333 | 2348       | CARRINDA ROAD       | N/A                                 | \$552,750          | \$693,906.02                   | 125.54 | completed |
| 3        | RR402 | 2349       | GINGIE/LLANILLO     | N/A                                 | \$628,763          | \$586,009.45                   | 93.20  | completed |
| 5        | RR426 | 2350       | SHERMANS WAY        | N/A                                 | \$29,480           | \$13,953.23                    | 47.33  | completed |
| 5        | RR426 | 2351       | RIDGE ROAD          | N/A                                 | \$55,228           | \$55,228.00                    | 100.00 | completed |
| 6        | RR457 | 2352       | GUNDABLOUI ROAD     | N/A                                 | \$348,161          | \$360,362.64                   | 103.50 | completed |

|   |           |      |                |     |                    |                       |               |           |
|---|-----------|------|----------------|-----|--------------------|-----------------------|---------------|-----------|
| 7 | RR7716    | 2353 | COME BY CHANCE | N/A | \$168,578          | \$179,377.19          | 106.41        | completed |
|   | Emergency |      |                |     | \$173,474.11       | \$173,474.11          | 100.00        | completed |
|   |           |      | <b>TOTAL</b>   |     | <b>\$5,778,779</b> | <b>\$5,812,578.20</b> | <b>100.58</b> |           |

| Summary        |                         |                             |               |
|----------------|-------------------------|-----------------------------|---------------|
| Road Hierarchy | Total amount            | Expenditure up to 8/08/2013 | Status        |
| Local Roads    | \$ 5,844,948.00         | \$ 4,857,149                | 82.82%        |
| Regional Roads | \$ 5,778,779.00         | \$ 5,812,578.20             | 100.58%       |
| <b>TOTAL</b>   | <b>\$ 11,623,727.00</b> | <b>\$ 10,669,727.20</b>     | <b>91.79%</b> |

## **14.5 DIRECTOR URBAN INFRASTRUCTURE SERVICES**

### ***MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION FROM DIRECTOR URBAN INFRASTRUCTURE SERVICES***

**REPORTING SECTION:** Urban Infrastructure Services  
**AUTHOR:** Prafulla KC – Acting Director Urban Infrastructure Services  
**FILE NUMBER:** 000

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#### **1. Netwaste Infrastructure Meeting**

On 30 January 2014 Councils Urban Services Coordinator attending a Netwaste Infrastructure meeting in Dubbo. The meeting was held following a survey that took place in 2013 with Councils aligned with Netwaste. The survey focused on waste practices, facilities, illegal dumping and distribution of funding.

The Facilitators will be preparing further documents in an effort to identify areas at each individual Council where proposed forthcoming funding (grant funding applications) can be directed. The minutes from the meeting and further documents are not yet available.

| <b>Matters Generally for Brief Mention or Information Only – Director Urban Infrastructure Services</b>                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>1. That the matters listed for brief mention or information only is received, noted and endorsed.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

**Attachments:**

Nil

**Questions for the next Meeting**

**Confidential Reports/Closed Council meeting**