



AGENDA FOR ORDINARY COUNCIL MEETING

25th November, 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 **Burren Junction RSL Club** on **25 November, 2014** commencing at 10.00am to discuss the items listed in the Agenda.

Please note:

The bus will leave from the back of the Council building at 8:30am.

Don Ramsland
GENERAL MANAGER

WALGETT SHIRE COUNCIL AGENDA

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

### 5. Public Forum Presentations - Nil

*(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

Minutes of Council Meeting 28 October 2014.....pg 6

Minutes of Extra-Ordinary Council Meeting 12 November 2014.....pg 24

### 8. Reserve Trust Management Committee Reports

### 9. Mayoral Minutes

### 10. Motions of which Notice has been given - Nil

### 11. Presentation of Petitions - Nil

### 12. Councillor's Questions from Last Meeting

### 13. Reports of Committees/Delegates

Minutes of Workplace Health and Safety Meeting 6 November 2014.....pg 35

### 14. Reports from Officers

#### 14.1 GENERAL MANAGER

Council's Decision Action Report.....pg 39

Local Government Weekly – November 2014.....pg 59

Circulars from the Local Government Department of Premier & Cabinet – November 2014.....pg 61

Monthly Calendar – October 2014.....pg 67

Mainstreet Beautification Funding.....pg 72

Matters for Brief Mention or Information Only – General Manager.....pg 76

#### 14.2 DIRECTOR CORPORATE SERVICES

Cash on Hand and Investment Report.....pg 78

Quarterly Outstanding Rates Report September 2014.....pg 81

Walgett Shire Community Sharps Initiative.....pg 84

Policy – Procurement and Tendering.....pg 87

Donation Request – Rotary West Tamworth.....pg 102

Matters for Brief Mention or Information Only – Director Corporate Services.....pg 104

September Quarterly Budget Review.....Supplementary

**14.3 DIRECTOR ENGINEERING SERVICES**

Monthly Rural Infrastructure and Support Services Progress Report .....pg 107  
Monthly RMCC Works Report .....pg 110  
RMS Regional Roads Repair Program Applications .....pg 113  
Tenders for Provision of Hired Plant and Minor Works on Casual Basis .....pg 121  
Improvement of Intersection – Opal and Pandora Streets Lightning Ridge .....pg 123

**14.4 DIRECTOR URBAN INFRASTRUCTURE SERVICES**

Spider Brown Oval Status Report.....pg 127

**15. Questions for the Next Meeting**

**16. Confidential Reports/Closed Council Meeting**

**17. Close of Meeting**

**3. Apologies**

**4. Welcome to Visitors**

**5. Public Forum Presentations**

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

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

### **7.1 Minutes of Ordinary Council meeting held 28 October 2014**

| <b>Minutes of Ordinary Council meeting –28 October 2014</b>                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the minutes of the Ordinary Council meeting held 28 October 2014, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

#### **Attachment**

Minutes of Meeting held 28 October 2014



## **MINUTES FOR ORDINARY COUNCIL MEETING**

**28<sup>th</sup> October, 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 was held at the **Walgett Shire Council Chambers** on **28 October 2014** commencing at 10:06am to discuss the items listed in the Agenda.

**ADOPTED:**

Don Ramsland  
**GENERAL MANAGER**

# WALGETT SHIRE COUNCIL AGENDA

## CONFLICT OF INTERESTS

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

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**Remoteness**

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

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**Relatives, Partners**

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- The person, or a nominee, partner 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:

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- 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:
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  - (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.

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- 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.

**MINUTES OF THE ORDINARY MEETING OF THE WALGETT SHIRE COUNCIL HELD AT THE WALGETT SHIRE COUNCIL CHAMBERS ON TUESDAY 28 OCTOBER, 2014 AT 10:06 AM**

**PRESENT**

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

**Apologies - Nil**

**Public Forum Presentations**

**Mr Col Hundy discussed the following:**

- Residents at Lightning Ridge have raised concerns about the Morilla Street upgrade project in Lightning Ridge.
- They believe that the concrete slabs in the area near the bank are too far out on the road, making it difficult for caravans to pass.
- Mr Hundy requested for compost toilets to be made available in Collarenebri near the river.
- Mr Hundy also requested that compost toilets are made available at 3 locations in Lightning Ridge, one near the hospital, another on the 3 Mile Road and the third near the Bowling Club/Cooper's Cottage.
- Mr Hundy suggested that the name "bore baths" in marketing materials be changed to "artesian springs".
- Mr Hundy noted that he believes there are issues with the running of the Lightning Ridge Tourist Association and Lightning Ridge Visitors Information Centre
- Mr Hundy noted that in other towns such as Walgett the Visitors Information Centres are successfully run by Council.
- Mr Hundy noted that the Lightning Ridge to Glengarry Road should be sealed.
- A road should be constructed between the Four and Three Mile Roads. This will bring a lot more tourism to Lightning Ridge.

**Declaration of Pecuniary Interests**

Clr Greenaway declared a Non-Pecuniary Interest in item 17 Development and Complying Development Certificate Applications as his relative has submitted a Development Application.

**Confirmation of Minutes**

**13/2014/1 Minutes of Ordinary Council Meeting – 23 September 2014**

**Resolved:**

That the minutes of the Ordinary Council meeting held 23 September 2014, having been circulated be confirmed as a true and accurate record of that meeting, subject to the words "and staff: being added after the words "General Manager" on page 5.

**Moved:** Clr Keir  
**Seconded:** Clr Murray

**CARRIED**

**13/2014/2 Minutes of Extra- Ordinary Council Meeting – 10 October 2014**

**Resolved:**

That the minutes of the Ordinary Council meeting held 10 October, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:** Clr Cooper  
**Seconded:** Clr Walford

**CARRIED**

**Mayoral Minutes**

**13/2014/3 Matters Generally for Brief Mention or Information only from Mayor**

**Resolved:**

That the matters listed by the Mayor for brief mention or information only be received and noted.

**Moved:** Clr Keir  
**Seconded:** Clr Woodcock

**Reports of Committees/Delegates -**

**13/2014/4 Minutes of Workplace Health & Safety Committee meeting – 9 October 2014**

**Resolved:**

That the minutes of the Workplace Health and Safety Committee meeting held 9 October 2014, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:** Clr Walford  
**Seconded:** Clr Greenaway

**CARRIED**

**Minutes of Local Area Traffic Committee Meeting – 9 October 2014**

This item was held over to allow for recommendations to be included in the minutes of the committee meeting.

**Reports from Officers**

**13/2014/5 Council's Decision Action Report – October 2014**

**Resolved:**

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

**Moved: Clr Greenaway**

**Seconded: Clr Cooper**

**CARRIED**

**13/2014/6 Circulars Received from the Local Government NSW**

**Resolved:**

That the information contained in the weekly circulars numbers 36 – 40 from the Local Government NSW be received and noted.

**Moved: Clr Keir**

**Seconded: Clr Murray**

**CARRIED**

**13/2014/7 Circulars Received from the NSW Office of Local Government – October 2014**

**Resolved:**

That the information contained in the following Departmental circulars 14-24 to 14-27 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved: Clr Walford**

**Seconded: Clr Greenaway**

**CARRIED**

**13/2014/8 Monthly Calendar –October 2014 to December 2014**

**Resolved:**

That Council receive and note the regular monthly calendar for the period October 2014 to December 2014.

**Moved:** Clr Keir  
**Seconded:** Clr Greenaway

**CARRIED**

**13/2014/9 2015 Australia Day Celebrations**

**Resolved:**

That:

1. The Mayor and the following Councillors be members of the 2015 Australia Day Awards Judging panel Clr Murray and Clr Taylor.
2. The Mayor be the chairperson of the Judging panel.
3. The Mayor and Councillors on the Panel be authorised to determine community members of the Panel and to invite community members to join the Panel

**Moved:** Clr Cooper  
**Seconded:** Clr Murray

**CARRIED**

**13/2014/10 Matters Generally for Brief Mention or Information Only General Manager**

**Resolved:**

1. That the matters listed for brief mention or information is received, noted and endorsed.

**Moved:** Clr Greenaway  
**Seconded:** Clr Murray

**CARRIED**

**13/2014/11 Cash on Hand and Investment Report as at 30 September 2014**

**Resolved:**

1. That the cash on hand and investment report as at 30 September 2014 be received.

**Moved:** Clr Cooper  
**Seconded:** Clr Walford

**CARRIED**

**13/2014/12 Community Development Report July – September 2014**

**Resolved:**

That the report for Community Development for July – September 2014 be received and noted.

**Moved:** Clr Keir  
**Seconded:** Clr Woodcock

**CARRIED**

**13/2014/12 Stocktake Variance Financial Year 2014**

**Resolved:**

1. That Council approve the write off of stock with a total value of (\$1,056.12) to the stores ledger and control account and the adjustments to the Stores Ledger as per the schedule of stock items attached.

**Moved:** Clr Greenaway  
**Seconded:** Clr Taylor

**CARRIED**

**13/2014/13 Carinda Swimming Pool**

**Resolved:**

1. That a community meeting be held in Carinda to discuss the operation of the Carinda Pool.
2. That following the community meeting the General Manager and Mayor be delegated authority to take appropriate action.

**Moved:** Clr Keir  
**Seconded:** Clr Walford

**CARRIED**

**13/2014/14 Matters for Brief Mention or Information Only – Director Corporate Services**

**Resolved:**

1. That the information be received and noted.

**Moved:** Clr Greenaway  
**Seconded:** Clr Keir

**CARRIED**

**13/2014/15 Off Leash Area for Dogs at Lightning Ridge**

**Resolved:**

That Walgett Shire Council resolve to:

1. Note the response letter dated 25 September 2014 from NSW Crown Lands indicating that it has no objection to the establishment of an off-leash area for dogs at Lightning Ridge, within Crown Reserve R84117 for public recreation and a racecourse.
2. Proceed with the establishment of an off-leash area for dogs at Lightning Ridge, within Crown Reserve R84117 for public recreation and a racecourse, over the area shown in Attachment A.
3. Request the General Manager to make arrangements for the erection of appropriate signage for the off leash area.

**Moved: Clr Woodcock**

**Seconded: Clr Walford**

**CARRIED**

**13/2014/16 Grants from the Walgett Shire Local Heritage Fund**

**Resolved:**

That Walgett Shire Council resolve to:

1. Disperse \$9,533 from the Walgett Shire Council Local Heritage Fund 2014-2015 in the following manner:
  - (a) \$2,500 to Brian and Kay Gibbons to stabilise the external bathroom at Moongulla, Collarenebri.
  - (b) 1,700 to Anglican Parish of Coonamble to replace windows (stage 1) at the St John the Evangelist Church at Carinda.
  - (c) \$250 to Anglican Parish of Collarenebri upgrade roof drainage on St Johns Anglican Church at Collarenebri.
  - (d) \$3,345 to Anglican Parish of Coonamble to paint the exterior of St Peters Anglican Church, Walgett.
  - (e) \$1,738 to Lightning Ridge Community Church to replace the mains electrical connection of St Peters in the Pines Anglican Church, Cumborah.
2. That Council make an application for a Local Heritage Fund grant for the Burren Junction Hall upgrade project.

**Moved: Clr Greenaway**

**Seconded: Clr Keir**

**CARRIED**

**13/2014/17 Development and Complying Development Certificate Applications**

**Resolved:**

It is recommended that Walgett Shire Council resolve to note the report on Development and Complying Development Certificate applications dealt with by Council staff under delegated authority for September 2014

**Moved: Clr Woodcock**

**Seconded: Clr Murray**

**CARRIED**

**13/2014/18 Western Lands Lease Proposal**

**Resolved:**

That Walgett Shire Council resolve to:

1. Note the letter dated 9 September 2014 from NSW Trade and Investment seeking Council's comments on an application by Tony Cummings for a Western Lands Lease for Business Purposes over Part Lot 1952 DP 763834 (Sheepyard Inn) in the Grawin Opal Fields locality.

2. Write to the Department of Primary Industries and state that Walgett Shire Council has no objection to granting of a Western Lands Lease for Business Purposes (hotel) of up to 3200 square metres over Part Lot 1952 DP 763834 (Sheepyard Inn).

**Moved: Clr Woodcock**

**Seconded: Clr Cooper**

**CARRIED**

**13/2014/19 Matters Generally for Brief Mention or Information only from Director of Planning & Regulatory Services**

**Resolved:**

That Walgett Shire Council resolve to:

1. Receive and note the report by the Director of Planning & Regulatory Services on matters for brief mention, or information only, regarding:
  - Outback Shires Alliance resource sharing initiative
  - Illegal waste dumping.
  - State heritage listing of Collarenebri Aboriginal Cemetery.
  - Pound dog rehoming.
  - Staff movements.
  - 90 Arthur Street Walgett – water leak

**Moved: Clr Martinez**

**Seconded: Clr Murray**

**CARRIED**

**13/2014/20 2014 Local Government National Local Roads and Transport Congress - Tamworth**

**Resolved:**

That Council approve Council staff attending the 2014 Local Government National Roads and Transport Congress and expenses be paid.

**Moved : Clr Woodcock**  
**Seconded: Clr Cooper**

**CARRIED**

**13/2014/21 Monthly Engineering Services Progress report from Director Engineering Services – October 2014**

**Resolved:**

That Council receive and note the Engineering Services monthly work progress report for the period ending 3 October 2014.

**Moved: Clr Keir**  
**Seconded: Clr Woodcock**

**CARRIED**

**13/2014/22 Monthly RMCC works Report from Director Engineering Services – October 2014**

**Resolved:**

That Council receive and note the monthly RMCC works report for the period ending 3 October 2014.

**Moved: Clr Cooper**  
**Seconded: Clr Woodcock**

**CARRIED**

**13/2014/23 Variation of School Bus Routes in Rowena and Collarenebri**

**Resolved:**

That Council receive and approves the proposed School Bus Routes.

**Moved : Clr Greenaway**  
**Seconded: Clr Martinez**

**CARRIED**

**13/2014/24 Matters Generally for Brief Mention or Information Only –Director of Engineering Services**

**Resolved:**

That the matters listed for brief mention or information is received, noted and endorsed.

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

**CARRIED**

**13/2014/25 Upgrade of Morilla Street in Lightning Ridge – Black Spot Program**

**Resolved:**

1. That rear to kerb parking in Morilla Street is retained
2. That bus stop parking hours include no bus parking between the hours of 6:00pm and 9:00pm.

**Moved:** Clr Woodcock  
**Seconded:** Clr Martinez

**CARRIED**

**13/2014/26 Matters Generally for Brief Mention or Information only from Acting Director Urban Infrastructure Services – October 2014**

**Resolved:**

That the matters listed for brief mention or information be received and noted.

**Moved:** Clr Cooper  
**Seconded:** Clr Martinez

**CARRIED**

*The meeting adjourned for lunch at 1:06pm.*

*The meeting resumed after lunch at 1:39pm with all those previously present again present.*

**Questions for the Next Meeting**

**Clr Taylor**

**Question 1**

The Lightning Ridge Bore Baths outside shower block may have a blocked sump. Can this be investigated?

**Response**

The Acting Director Urban Infrastructure Services to investigate.

**Question 2**

Can Council ensure that regular tree watering in Lightning Ridge takes place? Can the Rural Fire Service assist if needed?

**Response**

The Acting Director Urban Infrastructure Services to investigate.

**Question 3**

Can the road verges on roads across the Shire be slashed? If it is not Council's responsibility to do so, can Council request the Roads and Maritimes Services undertake the slashing?

**Response**

The Director Engineering Services to investigate.

**Question 4**

What is the position regarding Hudson Pear eradication funding?

**Response**

The General Manager to investigate.

**Clr Murray**

**Question 1**

I would like to congratulate and thank Council staff for upgrading the fencing at the skate park area in Walgett.

**Response**

Noted.

**Question 2**

Can the area around the Walgett landfill be cleaned as there is some rubbish in the area?

**Response**

The Acting Director Urban Infrastructure Services is to investigate.

**Question 3**

Properties in Walgett appear to not be watering their lawns. Is this a raw water pricing issue?

**Response**

The Director Corporate Services is to investigate.

**Question 4**

Can a roundabout be put in place in Fox Street near the BP?

**Response**

Council is to forward the request to the Local Area Traffic Committee Meeting for consideration.

**Clr Martinez**

**Question 1**

The Lightning Ridge soccer fields are patchy and there are burrs present. Can this be investigated?

**Response**

The Acting Director Urban Infrastructure Services is to investigate.

**Question 2**

Has Council received funding for the Walgett Boat Ramp project?

**Response**

The General Manager advised that Council has obtained funding for the project and work is to be completed by the end of this financial year.

**Clr Greenaway**

**Question 1**

What is the progress of updating the Council Chambers honour boards?

**Response**

The Director Corporate Services advised that the Administrative Services Officer is currently undertaking historical research for this project. Once this has been completed a report will be provided to Council.

**Clr Keir**

**Question 1**

I have received phone calls from residents of Carinda thanking Council for fixing potholes in the town so promptly following their request at the last Council Meeting.

**Response**

Noted.

**Clr Woodcock**

**Question 1**

There are potholes in the lane between Onyx and Brilliant Streets in Lightning Ridge. Can this be investigated?

**Response**

The Director Engineering Services to investigate.

**Question 2**

What is the progress of the Lightning Ridge IGA matter?

**Response**

The Director Planning and Regulatory Services advised that temporary measures are currently in place, with the permanent issues matter being dealt with by Council's solicitor and an update will be provided when available.

**Question 3**

What is the progress of the Lightning Ridge Arts and Crafts Council?

**Response**

The General Manager advised that the Arts and Crafts Council is holding its annual general meeting in November and further information should be available following the meeting.

**Question 4**

What is the progress of Mark Walsh's letter to Council regarding funds for the Lightning Ridge Bore Baths?

**Response**

The General Manager advised that he is currently reviewing letter.

**13/2014/27 Move into Closed Session at 2:00PM**

**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:

- (a) 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)
- (b) 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 Woodcock**

**CARRIED**

**13/2014/28 Council Telephone Upgrade**

**Resolved:**

1. That Council accept the tender from Talkware in the sum of \$136,230.00 for the supply and installation of a Unified Communications system in accordance with the tender specification and the tender response.

2. That Council proceed with upgrading and replacing the current cable network infrastructure and that quotations be invited for this work.

3. That an amount of \$10,000 be transferred from Budget 11.03823.2336 (computer equipment replacement) to Budget 11.03823.3923 (telephone system upgrade).

**Moved: Cllr Keir**

**Seconded: Cllr Cooper**

**CARRIED**

**13/2014/29 Pest Control Council Properties Tender**

**Resolved:**

That the quotation from A1 Pest Control in the sum of \$15,785 including GST for the provision of an annual pest control services in accordance with the council specification be accepted.

**Moved:** Clr Martinez  
**Seconded:** Clr Cooper

**CARRIED**

**13/2014/30 Proposed Closure of Crown Road**

**Resolved:**

It is recommended that Walgett Shire Council resolve to:

1. Note the letter dated 30th September 2014 from Mr Andrew Kerr requesting Council's support to establish a Permanent Practical access.
2. Note the correspondence received on 19th September and 1st October 2014 from Crown Lands regarding the proposal to close Crown Roads within the Walgett Shire.
3. Respond to Crown Lands indicating that Walgett Shire Council:
  - (a) Has not, and does not intend to, maintain any Shire Roads within the Crown Road Corridors proposed to be closed,
  - (b) Has no objection to the proposed Crown Road closures and wishes to relinquish control of any relevant roads.
  - (c) Notes that Mr Andrew Kerr is seeking ongoing legal access from the "Mermdah" homestead to the Castlereagh Highway. It is Council's understanding that this should be able to be achieved via relevant Crown Roads remaining in place, a "right of way" or a similar mechanism.

**Moved:** Clr Woodcock  
**Seconded:** Clr Keir

**CARRIED**

**Planning Division**

**For**

Clr Murray  
Clr Cooper  
Clr Keir  
Clr Woodcock  
Clr Greenaway  
Clr Martinez  
Clr Lane  
Clr Walford  
Clr Taylor

**Against**

Nil

**Absent**

Nil

**13/2014/31 Walgett IGA**

**Resolved:**

That Council advise the Walgett IGA certifier that the external shutters do not meet the conditions of development consent.

**Moved:** Clr Greenaway

**Seconded:** Clr Keir

**CARRIED**

**Planning Division**

**For**

Clr Murray

Clr Cooper

Clr Keir

Clr Woodcock

Clr Greenaway

Clr Martinez

Clr Lane

Clr Walford

**Against**

Clr Taylor

**Absent**

Nil

**13/2014/32 Local Government Reform – NSW Government “Fit for the Future”  
Announcement**

**Resolved:**

That Council prepare a list of questions/issues to be raised at both the meeting on 12 November, 2014 and the forum to be held in Cobar on 2 December, 2014.

**Moved:** Clr Keir

**Seconded:** Clr Greenaway

**CARRIED**

**12/2014/33 Return to Open Session at 3:45pm**

**Resolved:**

1. That Council return to open session.

**Moved:** Clr Woodcock

**Seconded:** Clr Walford

**CARRIED**

**12/2014/34 Adoption of Closed Session Reports**

**Resolved:**

That Council adopt the following recommendation of the Closed Committee:

- 1) Council Telephone Upgrade
- 2) Pest Control Council Properties Tender
- 3) Proposed Closure of Crown Road
- 4) Walgett IGA
- 5) Local Government Reform – NSW Government “Fit for the Future” Announcement

**Moved: Cllr Greenaway**

**Seconded: Cllr Cooper**

**CARRIED**

**Close of Meeting**

The meeting closed at 3:45pm.

To be confirmed at the meeting of Council to be held on 25 November 2014 at Burren Junction.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
General Manager

## 7.2 Minutes of Extra-Ordinary Council meeting held 12 November 2014

### Minutes of Extra-Ordinary Council meeting –12 November 2014

**Recommendation:**

That the minutes of the Extra-Ordinary Council meeting held 12 November 2014, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:**

**Seconded:**

### Attachment

Minutes of Extra-Ordinary Meeting held 12 November 2014



**MINUTES FOR  
EXTRA-ORDINARY COUNCIL  
MEETING**

**12<sup>th</sup> November, 2014**

**NOTICE IS HEREBY GIVEN** pursuant to clause 7 of Council's Code of Meeting Practice that the Extra-Ordinary Council Meeting of Walgett Shire Council was held at the **Walgett Shire Council Chambers** on **12 November, 2014** commencing at 09:07am to discuss the items listed in the Agenda.

**ADOPTED:**

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 445 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.

**MINUTES OF THE EXTRA-ORDINARY MEETING OF THE WALGETT SHIRE COUNCIL HELD AT THE WALGETT SHIRE COUNCIL CHAMBERS ON WEDNESDAY 12 NOVEMBER, 2014 AT 09:07 AM**

**PRESENT**

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

**Apologies**

**14/2014/1 Apologies – 12 November 2014**

**Resolved:**

That the apology received from Councillor Martinez is accepted and a leave of absence granted.

**Moved:** Clr Walford  
**Seconded:** Clr Cooper

**CARRIED**

**Discussion with the Department of Premier and Cabinet and Office of Local Government regarding Local Government Reform**

Allison Morgan, Gerry Collins and Denis O’Dea from the Department of Premier and Cabinet and Karen Legge from the Office of Local Government attended the meeting.

Allison Morgan advised that the Department will be developing a new model for the Far West area. They are not yet sure what the model will look like, and are requesting Council’s support and suggestions in developing the model. The Department are aiming to have three potential models by early 2015. The models will need to take into account that different communities of interest throughout the Far West need to be supported and maintained.

The process will be made up of three phases. Data gathering is now taking place, with the forum in Cobar on 2 December 2014. The Department are aiming to release an issues paper in April 2015 and will also brief state agencies at that time. 30 June 2015 is the deadline for the “Fit for the Future” proposals. In late August/early September 2015 the options paper will be released, with the new model to be implemented in September 2016. Allison noted that the State Government is on board, and the Department will be commencing formal discussions with the Federal Government early in 2015. Allison further noted that Council

## WALGETT SHIRE COUNCIL AGENDA

should still continue ties to other Councils such as OROC. Karen noted that the number of Joint Organisations of Council that will remain has not been determined.

Clr Greenaway queried that if the government changes following next year's election will the reform process change? Clr Greenaway noted that this has impacted on the Local Land Services, who have had a change in structure 3 times recently, which has been costly and ineffective. Karen noted that the opposition Minister for Local Government has not yet commented on their position in regards to the reform process.

Clr Murray noted that only 30% of the Walgett Shire is in the Far West area, with Walgett Shire forming part of the North Western Local Lands Service. What will happen to this service when the Shire forms part of the Far West area? Karen advised that a decision in regards to the Local Lands Service has not been made. Clr Greenaway also noted that Walgett is situated in North Western New South Wales, not the Far West area. Broken Hill is situated such a large distance away from Walgett that it could be in a different state. Clr Keir agreed, further noting that community interest groups in Broken Hill look to areas in South Australia and Victoria for support. Allison advised that the Department realise that the Councils that make up the proposed Far West area have different community interest groups; however they do have some common aspects and shared issues.

Clr Lane suggested that there could possibly be three separate zones within the Far West area. This suggestion was discussed and Karen noted that this feedback is beneficial. Clr Greenaway suggested that state and federal funding should be pooled in the Far West, therefore decisions can be made at a regional/local level. Clr Keir noted that when State or Federal Services come to the Walgett Shire, Walgett Shire Council are not made aware of this. As the third tier of Government Walgett Shire Council should be advised of this.

Andrew Wilson enquired about the unincorporated area and if this will be included in the Far West. Allison confirmed that the unincorporated area is currently included in the Far West area, but options are still on the table regarding if it should be included and how.

Don Ramsland asked at what stage of the process will state agency boundaries be realigned. For example, in regards to the Outback Shires Alliance member Councils, there are differing state districts for policing, health and education. The realigning needs to happen early in the process to ensure a smooth transition. Don further advised that we need service managers on the ground as part of the state organisational structure, and better access to managers. One way in which this is successfully working is with RMS.

*The meeting adjourned for morning tea at 10:38am.*

*The meeting resumed at 11:06am with all those previously present again present.*

Allison summarised the "Far West Councils Discussion Points" document and requested that Councillors provide examples of things that are working well in the Shire. Policing was discussed, in particular police being more visible in the Shire and liaising with both Council and community members. The RMS was noted as another positive, for example when working on the ANZAC Monument restoration project RMS representatives have been easy to communicate with, and a quick resolution was made. The new PCYC, Regional Library Group and Council's ties with the CMCC, OROC and Lower Macquarie Water Alliance were identified as positive.

Stephen Holland noted that in the area of Youth Services Council are doing well, but can be restricted by the State Government Structure, resulting in a lack of visible, on the ground outcomes. Don Ramsland noted that as part of its Speak Up Campaign, Council circulated a copy of its Strategic Plan to 18 State Government Agencies, and only received one meaningful submission in reply. Don further noted that there is an issue in getting staff to

relocate to the Walgett Shire. Secondments were discussed as an alternative employment option. We need place based outcomes rather than fly in fly out service providers. Secondments may be a good way to entice employees to move to the area without having to commit to a permanent move.

Allison requested that Councillors provide examples of instances where Council has had to step in and take on work that it would have otherwise not been involved in. Lobbying and advocating for dental, air and health services were identified. Work Council undertook while the Walgett District Sporting Club was in administration, and when the Walgett IGA burnt down was also identified. Council are also constantly filling the gap due to a lack of charitable organisations in sponsoring events. Council also played a key role in providing support during three recent floods. Council also provides banking and postal services to the town of Collarenebri through the Council Agency Office.

In closing Karen advised that there will be more opportunities to give feedback and requested that Councillors please get in touch with her if they have any further queries.

*The meeting adjourned for lunch at 12:11pm.*

*The meeting resumed at 12:38pm with all those previously present again present, except for Allison, Denis, Gerry and Karen.*

**Reports of Officers**

**14/2014/2 – Review of Development Determination 2014/005 Vaidehi Adhikari**

**Resolved:**

That Walgett Shire Council resolve to:

- a) Amend condition Des30 in the Notice of Development Application Determination by removing reference to exterior roller shutters, and
- b) Add a condition to the Notice of Development Application Determination restricting the hours that the shutters may be closed to:
  - 8:00pm to 6:00am October to March inclusive, and
  - 6:30pm to 6:30am April to September inclusive.

**Moved: Clr Woodcock**

**Seconded: Clr Walford**

**CARRIED**

**Planning Division**

**For**

Clr Cooper

Clr Keir

Clr Woodcock

Clr Greenaway

Clr Martinez

Clr Lane

Clr Walford

**Against**

Clr Murray

**Absent**

Clr Martinez

**Close of Meeting**

The meeting closed at 1:15pm.

To be confirmed at the meeting of Council to be held on 25 November 2014 at Burren Junction.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
General Manager

DRAFT

***MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION ONLY FROM MAYOR***

**REPORTING SECTION:** Governance

**AUTHOR:** Cllr David Lane - Mayor

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This report will be circulated prior to the meeting.

| <b>Matters Generally for Brief Mention or Information only from Mayor</b>                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the matters listed by the Mayor for brief mention or information only be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**10. Motions of which Notice has been given - Nil**

**11. Presentation of Petitions - Nil**

## 12. Questions from Last Meeting

### Clr Taylor

#### **Question 1**

The Lightning Ridge Bore Baths outside shower block may have a blocked sump. Can this be investigated?

#### **Response**

The Acting Director Urban Infrastructure Services advises that Council staff inspected the shower block and found no blockage, nor any water backing up.

#### **Question 2**

Can Council ensure that regular tree watering in Lightning Ridge takes place? Can the Rural Fire Service assist if needed?

#### **Response**

The Acting Director Urban Infrastructure Services advises that regular tree watering in Lightning Ridge is now taking place twice a week, usually on a Monday and Thursday.

#### **Question 3**

Can the road verges on roads across the Shire be slashed? If it is not Council's responsibility to do so, can Council request the Roads and Maritimes Services undertake the slashing?

#### **Response**

The Director Engineering Services advises that slashing is currently being undertaken.

#### **Question 4**

What is the position regarding Hudson Pear eradication funding?

#### **Response**

The General Manager to investigate.

### Clr Murray

#### **Question 1**

I would like to congratulate and thank Council staff for upgrading the fencing at the skate park area in Walgett.

#### **Response**

Noted.

#### **Question 2**

Can the area around the Walgett landfill be cleaned as there is some rubbish in the area?

#### **Response**

The Acting Director Urban Infrastructure Services advises that the area was cleaned on 3 November 2014.

#### **Question 3**

Properties in Walgett appear to not be watering their lawns. Is this a raw water pricing issue?

#### **Response**

The Director Corporate Services is to investigate.

#### **Question 4**

Can a roundabout be put in place in Fox Street near the BP?

#### **Response**

Council is to forward the request to the Local Area Traffic Committee Meeting for consideration.

**Clr Martinez**

**Question 1**

The Lightning Ridge soccer fields are patchy and there are burrs present. Can this be investigated?

**Response**

The Acting Director Urban Infrastructure Services advises that the fields were sprayed on 17 November 2014.

**Question 2**

Has Council received funding for the Walgett Boat Ramp project?

**Response**

The General Manager advised that Council has obtained funding for the project and work is to be completed by the end of this financial year.

**Clr Greenaway**

**Question 1**

What is the progress of updating the Council Chambers honour boards?

**Response**

The Director Corporate Services advised that the Administrative Services Officer is currently undertaking historical research for this project. Once this has been completed a report will be provided to Council.

**Clr Keir**

**Question 1**

I have received phone calls from residents of Carinda thanking Council for fixing potholes in the town so promptly following their request at the last Council Meeting.

**Response**

Noted.

**Clr Woodcock**

**Question 1**

There are potholes in the lane between Onyx and Brilliant Streets in Lightning Ridge. Can this be investigated?

**Response**

The Director Engineering Services to investigate.

**Question 2**

What is the progress of the Lightning Ridge IGA matter?

**Response**

The Director Planning and Regulatory Services advised that temporary measures are currently in place, with the permanent issues matter being dealt with by Council's solicitor and an update will be provided when available.

**Question 3**

What is the progress of the Lightning Ridge Arts and Crafts Council?

**Response**

The General Manager advised that the Arts and Crafts Council is holding its annual general meeting in November and further information should be available following the meeting.

## 13. Reports of Committees/Delegates

### 13.1 Minutes of Workplace Health and Safety Committee meeting held 6 November 2014

| Minutes of Workplace Health & Safety Committee meeting – 6 November 2014                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the minutes of the Workplace Health and Safety Committee meeting held 6 November 2014, 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> |

#### Attachment

Minutes of Meeting held 6 November 2014

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

The following are minutes of the Walgett Shire Council Health & Safety Committee Meeting held on Thursday, 6<sup>th</sup> November 2014 in the Walgett Council Chambers, meeting room commencing at 2 pm.

**1. PRESENT**

|                  |                                       |
|------------------|---------------------------------------|
| Prafulla KC      | Committee Member (Chairperson)        |
| Michael Brayshaw | Committee Member (Deputy Chairperson) |
| Donald Ramsland  | Management Representative             |
| Raju Ranjit      | Management Representative             |
| Rebecca Wilson   | Committee Member                      |
| Sylvester Otumbo | Committee Member                      |
| Michael Dowell   | Committee Member                      |
| Julie McKeown    | HR Representative                     |
| David Callander  | Secretary                             |

**2. APOLOGIES**

Donna Rutley Committee Member

**3. MINUTES –**

The minutes from the meeting held on the 9<sup>th</sup> October 2014 were circulated via email and tabled for endorsement.

The minutes of the Health & Safety Committee Meeting held on 13<sup>th</sup> May 2014 were confirmed and accepted

Moved: Rebecca Wilson  
Seconded: Michael Brayshaw

**4. BUSINESS ARISING**

**4.1 Chemical Lockers**

David has obtained pricing for different size chemical lockers and is to liaise with stores to determine what sizes are required.

Action: David to liaise with Stores to determine locker requirements.

**4.2 Asbestos at Lightning Ridge Depot**

Following an inspection it was found that there is a qty of asbestos located at the LR depot. This has to be removed and transported to the landfill in Walgett.

Action: KC & David to attend Lightning Ridge Depot to determine necessary actions to be taken.

**4.3 Skid Steer proposal**

An in-house training proposal was delivered to the General Manager for endorsement.

Action: General Manager to consider the proposal and report to next meeting.

**4.4 Bullying Policy**

HR to research with the view to updating, a bullying policy put before the committee for recommendation by Mr Barry Maher prior to his resignation. Julie McKeown presented to David Callander notes on changes to the policy prior to this meeting.

Action: David to update and re-present the policy at next meeting

**4.5 Workshop staff being able to inspect fire extinguishers**

Research into the availability of training for workshop staff to be able to inspect and service shires fire extinguishers was conducted by Mr Greg Leersen. The information was presented to the meeting by David Callander. There was not enough information at this stage to be able to make any informed decision. Greg will do some more research and provide more information to the next meeting.

Action: David to liaise with Greg before next meeting.

**4.6 E Tendering Workshop**

An asbestos information session was to be held at the meeting. Unfortunately the E Tendering meeting did not go ahead. When the workshop does happen it is envisaged that a session on asbestos will be presented.

Action: David to attend E Tendering meeting when it happens.

**4.7 Car park lines to be painted.**

This task completed

**4.8 Nominations for Committee Members.**

Donna Rutley took on the role of returning officer and successfully recruited two new members to the committee. The new members were accepted and attended this as their first meeting. The new members are Sylvester Otumbo and Michael Dowell. Welcome to the new members.

**4.9 Raju's email**

Raju was to send around to the members an article on safety that he had come across. Raju asked to re-send it as some did not receive it.

Action: Raju to re-send email

**4.10 Letter to the GM re: depot visits**

A letter from the committee to the General Manager requesting that consideration be given to a senior staff member visiting the depot possibly once a month as a means of up-dating the outdoor staff as to what is happening within the shire.

Action: General Manager to consider depot visits.

**5. OTHER BUSINESS**

**5.1 Incident reports**

David presented the incident reports from the month of October. Discussion was held concerning some of the comments by supervisors not being very constructive. Supervisors are reminded that the idea behind them filling in the incident report with the person making the report is to devise ways and means for the incident to not recur.

**5.2 Asbestos month**

The committee were reminded that November is asbestos awareness month. Posters and flyers have been located in the Library and the VIC. The local hardware store has been approached with the view to having a display at the shop on the official opening day.

**5.3 Committee vacancies**

Two of the three vacancies have been filled. Congratulations to both Michael Dowell and Sylvester Otumbo. There is still room for one more from staff to join the committee.

**5.4 Health Checks**

A list is being put together of those people that would like to have the health checks which include skin checks, general health and flu vaccination. Names are required before the close of business, Friday 14th November as an application for a grant to fund the project is to be submitted. Names are to be given to David Callander.

**Walgett Shire Council Health & Safety Committee**

**Actions listed from minutes**

Actions carried forward

Last meeting date: 6th November

| Action No. | Actions                                                                                                                                                                             | Responsible Person  | Due Date     | Completed Date | Notes / Comments                                                                                                                        |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| 4.1        | Determine Depot requirements for chemical lockers                                                                                                                                   | David, Mark, Mel    |              |                | Work in progress.                                                                                                                       |
| 4.2        | Asbestos removal from LR Depot, inspection follow up                                                                                                                                | David , KC          |              | 7th November   | KC & David travelled to LR. KC to organise Anthony to remove to Walgett landfill.                                                       |
| 4.3        | Skid Steer proposal to the G.M with recommendation from committee                                                                                                                   | David               |              |                | G.M has had initial read. Wants to re- read before making decision                                                                      |
| 4.4        | Bullying Policy to have legislation update applied                                                                                                                                  | David               | next meeting |                | David to update the information provided by Julie. Bring the Policy to next meeting for endoresment                                     |
| 4.5        | Investigate the possibility of workshop staff being trained to inspect and service fire extinguishers                                                                               | David, Greg Leersen | next meeting |                | Greg to do some more research and liaise with David to provide an update at the next meeting.                                           |
| 4.6        | David to speak with Economic Development Officer regarding tagging asbestos session onto E-Tender workshop.                                                                         | David               |              |                | E- Tender workshop did not happen due to the Local Member not being available. David is to tag on to the workshop if it does eventuate. |
| 4.7        | Raju to organise out door staff to paint lines in council cark behind chambers.                                                                                                     | Raju                |              | Completed      |                                                                                                                                         |
| 4.8        | Donna to call for nominations to fill exsting three vacancies on committee                                                                                                          | Donna               |              | Completed      | Donna succesfully recruited two new members to the committee                                                                            |
| 4.9        | Raju to email article on safety                                                                                                                                                     | Raju                |              | Completed      |                                                                                                                                         |
| 4.10.      | A letter to the G.M recommending / requesting that consideration be given to a senior staff,(Director, GM) attend the depot once a month to talk to the boys. Face to a name Staff. | Don                 | next meeting |                |                                                                                                                                         |

## **14.1 GENERAL MANAGER**

### **COUNCIL'S DECISION ACTION REPORT – NOVEMBER 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 this year.

#### **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 this year which required action and are still outstanding. The exception is for the last meeting where items that have been completed are included. Councillors are reminded that any queries should be raised with the General Manager prior to the meeting.

#### **Current Position:**

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

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

Resolution Register November 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.

**Council's Decision Action Report – November 2014**

**Recommendation:**

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

**Moved:**

**Seconded:**

**Attachment:**

Resolution Register- November 2014

**Resolution Actions for Ordinary Meeting 11<sup>th</sup> February 2014**

|                           |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |  |
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| <p>11th February 2014</p> | <p>2/2014/3</p> | <p>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; .<br/>Provision of evidence of public liability insurance<br/>The finalisation of a scope of works for renovation of the clubhouse in conjunction with council including a joint risk assessment,<br/>That occupation of the clubhouse not be approved until it has been made habitable and safe to Council's satisfaction.</p> <p>Moved: Clr Greenaway<br/>Seconded: Clr Lane</p> | <p>Director Corporate Services</p> | <p>11.03.14 Letter forwarded to Club. Meeting with Club reps to progress works.<br/>15.04.14 Awaiting confirmation from former Cr Smith regarding on-site meeting.<br/>20.05.14 Contact made with Committee regarding site meeting to take place.<br/>29.05.14 Site meeting held with Club reps. Awaiting details of work proposed to bring toilets up to standard.<br/>14.07.14 Senior Admin Officer following up.<br/>12.08.14 Matter still being followed up. Advised primary driver of project has left the area.<br/>18.09.14 Further enquiries to be made as to whether sufficient interest in project remains.<br/>10.10.14 Followed up with James Earl. Appears there is minimal local interest in the project.<br/>18.11.14 No further action.</p> | <p>Director Corporate Services</p> |  |
| <p>11th February 2014</p> | <p>2/2014/4</p> | <p>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>Moved: Clr Greenaway<br/>Seconded: Clr Woodcock</p>                                                                                                                                                                                                                                                                                                                    | <p>Director Corporate Services</p> | <p>11.03.14 Capital feasibility document provided to Finance Manager.<br/>15.04.14 Included in draft 14/15 budget.<br/>20.05.14 Awaiting budget determination.<br/>14.07.14 \$57,000 provision made in budget.<br/>12.08.14 Grant approved. Additional budget required at September QBRS.<br/>18.09.14 Meeting to be convened with showground users to firm up design and commence works.<br/>Meeting held 26.09.14. Awaiting plans from the Jockey Club.<br/>18.11.14 Still awaiting plans from Dick James,</p>                                                                                                                                                                                                                                            | <p>Director Corporate Services</p> |  |

**WALGETT SHIRE COUNCIL AGENDA**

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|                    |           |                                                                                                                                                                                                                                                                                                                                                                                                             |                             | regular follow up taking place..                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                             |  |
| 11th February 2014 | 2/2014/5  | <p>That Council consults with the Burren Junction Community in order to ascertain an agreeable outcome based on community needs in conjunction with Council resourcing strategies/financial framework.</p> <p>Moved: Clr Greenaway<br/>Seconded: Clr Lane</p>                                                                                                                                               | Director Corporate Services | <p>11.03.14 Preparation for meeting in progress.<br/>15.04.14 History being researched for meeting.<br/>20.05.14 History not yet finalised.<br/>16.06.14 Matter still being researched.<br/>14.07.14 Public Consultation meeting being held on 16 July 2014.<br/>12.08.14 Report to August Council Meeting.<br/>18.11.14 Project progressing on schedule at this stage.</p>                                                                                                                                                                                                                                                                                                                                          | Director Corporate Services |  |
| 11th February 2014 | 2/2014/19 | <p>1.That Council endorse the proposed replacement or refurbishment the Gray Park toilet block.<br/>2.That Council consider making provision in the 2014/2015 budget of an amount of \$75,000 for the replacement or refurbishment of the existing amenities block in Gray Park<br/>3.That Council also investigate the Walgett caravan park toilets.</p> <p>Moved: Clr Lane<br/>Seconded: Clr Woodcock</p> | Director Corporate Services | <p>11.03.14 Capital feasibility document provided to Finance Manager. Assets Officer requested to prepare a condition assessment for Alex Trevallion Park Toilets (Walgett Caravan Park toilets).<br/>15.04.14 Included in draft 14/15 budget.<br/>20.05.14 Awaiting budget determination. Trevallion Park Toilets review not yet commenced.<br/>16.06.14 Gray Park Toilet project not included in budget. New Property Officer undertaking inspection and report.<br/>14.07.14 Application for 50% funding submitted under the Community Building Partnerships Program.<br/>12.08.14 Awaiting outcome of grant application.<br/>10.10.14 No further update.<br/>18.11.14 Awaiting outcome of grant application.</p> | Director Corporate Services |  |
| 11th February 2014 | 2/2014/20 | <p>That consideration for provision to be made in the 2013/2014 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>Moved: Clr Woodcock</p>                                                                                                                                   | Director Corporate Services | <p>11.03.14 Specifications being developed.<br/>15.04.14 Submissions close 30.04.14.<br/>20.05.14 Tenders received to be considered at June</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Director Corporate Services |  |

**WALGETT SHIRE COUNCIL AGENDA**

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|                    |           | Seconded: Clr Lane                                                                                                                                                                                                                                |                             | meeting.<br>16.06.14 Project working group formed to assess tenders.<br>14.07.14 Project team meeting on 15 July to review tender spec.<br>12.08.14 Tenders due 18 August.<br>10.10.14 Project under review by GM.<br>18.11.14 Project under review.                               |                             |  |
| 11th February 2014 | 2/2014/39 | 1. That the content of the report be noted.<br>2. That the actions of the Acting General Manager to engage Lawyer Piper Alderman under the funding agreement with Bentham IMF Ltd be endorsed.<br><br>Moved: Clr Woodcock<br>Seconded: Clr Taylor | Director Corporate Services | 11.03.14 Matter ongoing.<br>15.04.14 Matter ongoing. Awaiting proof of debt from lawyers.<br>20.05.14 Proof of claim lodged with liquidators by lawyers.<br>14.07.14 Proof of claim admitted by liquidators.<br>12.08.14 Awaiting further update.<br>17.09.14 Public Meeting held. | Director Corporate Services |  |

**Resolution Actions for Ordinary Meeting 25<sup>th</sup> March 2014**

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| 25th March 2014 | 5/2014/24 | 1. That Council Note the letter dated 27 February 2014 from SMK requesting that Council write to Crown Lands asking that control these parts of the reserve be transferred to Council from Crown lands.<br>2. Respond to Crown Lands requesting that Neill Street and the part of Pitt Street that form part of Travelling Stock Reserve 12870 be dedicated to Council control.<br><br>Moved: Clr Greenaway<br>Seconded: Clr Lane | Director Planning & Regulatory Services | Letter sent 27 March to Trade & Investment.<br><br>Advice received 9/9/2014 is that the request is being processed by Crown Lands in Dubbo. Expected to be completed by Christmas.                                                                                                                                     | Director Planning & Regulatory Services | Council action completed |
| 25th March 2014 | 5/2014/35 | That Council consider a provision in the Draft 2014/15 Budget of \$150,000 for a new Unified Communications telephone system and associated data infrastructure upgrade. Subject to funding it is further recommended that Council proceed to stage 2 being the preparation of tender documentation and the calling of tenders.<br><br>Moved: Clr Lane<br>Seconded: Clr Cooper                                                    | Director Corporate Services             | 15.04.14 Included in draft 14/15 budget.<br>20.05.14 Awaiting budget determination.<br>16.06.14 No funds provided in 2014/15 budget.<br>14.07.14 Provision made in final adopted budget.<br>Consultant finalising tender spec.<br>12.08.14 Tender advertised.<br>Tenders closed 09.09.14.<br>Report to October meeting | Director Corporate Services             |                          |

**WALGETT SHIRE COUNCIL AGENDA**

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|  |  |  |  | 18.11.14 Project progressing on schedule. |  |  |
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**Resolution Actions for Ordinary Meeting 29<sup>th</sup> April 2014 held 8 May 2014**

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| 8 May 2014 | 7/2014/13 | <p>That Council undertake negotiations with Transponder Technologies to develop a scope of works and quotation for the supply, installation and commissioning of a Point of Sale system at both the Harlequin St and Onyx St standpipes in Lightning Ridge.</p> <p>Moved: Clr Keir<br/>Seconded: Clr Lane</p> | Director Corporate Services | <p>20.05.14 Awaiting further information.<br/>16.06.14 Request for detailed proposal made again on 16 June.<br/>14.07.14 Detailed proposal to be provided by 16 July 2014 with report to August meeting.<br/>12.08.14 Company has had further discussions with DCS and DUS.<br/>18.09.14 Further clarification on some aspects being sought.<br/>10.10.14 Further discussions held with supplier. Pricing, modelling and further cost benefit analysis required.<br/>18.11.14 No further progress.</p> | Director Corporate Services |  |
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**Resolution Actions for Ordinary Meeting 27<sup>th</sup> May 2014**

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| 27 May 2014 | 8/2014/10 | <p>1. That Council obtain detailed report on cost of running all sporting services in Walgett Shire.<br/>2. That naming rights for the Lightning Ridge Pool are investigated.</p> <p>Moved: Clr Lane<br/>Seconded: Clr Walford</p> | General Manager             | <p>02.06.14 Report being prepared for August 2014 meeting<br/>18.09.14 Deferred to October meeting.<br/>22.10.14 Deferred to November meeting.</p>                                                                                                                     | General Manager             |  |
| 27 May 2014 | 8/2014/12 | <p>That Council approve the disposal of identified e-waste and the Reserve e-waste be engaged to remove and dispose of the e-waste at no cost to Council</p> <p>Moved: Clr Greenaway<br/>Seconded: Clr Lane</p>                    | Director Corporate Services | <p>16.06.14 Project proceedings with next stage to stack and wrap on pallets.<br/>14.07.14 Project progressing.<br/>12.08.14 Project progressing.<br/>18.09.14 Project on hold due to other priorities.<br/>10.10.14 Project on hold. Interest in participating to</p> | Director Corporate Services |  |

**WALGETT SHIRE COUNCIL AGENDA**

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|             |                 |                                                                                                                                                                                                                                                                                                                    |                                               | be sought from Brewarrina and Bourke Councils.<br>18.11.14 Project yet to be progressed.                                                                                                                                                                                                 |                                               |  |
| 27 May 2014 | 8/2014/21       | That the General Manager and Mayor be authorised to negotiate 2-3 year options on suitable land for commercial development in the Walgett CBD and also negotiate in relation to the possible commercial redevelopment of the carpark off Neilly Street, Walgett.<br><br>Moved: Clr Walford<br>Seconded: Clr Taylor | General Manager                               | 15.09.14 Negotiations continuing.<br>22.10.14 Awaiting draft MOU.                                                                                                                                                                                                                        | General Manager                               |  |
| 27 May 2014 | Qs next meeting | Clr Taylor<br>Can Council investigate the possibility of implementing a user pays system at the Burren Junction Bore Baths?<br><br>Response<br>The General Manager advised that investigations will take place as part of Council's review of Shire wide services.                                                 | General Manager                               | 27.05.14 The General Manager advised that investigations will take place as part of Council's review of Shire wide services.<br>15.09.14 Being prepared for October 2014 Meeting.<br>22.10.14 Preparation of report delayed until November meeting.                                      | General Manager                               |  |
| 27 May 2014 | Qs next meeting | Clr Lane<br>There are currently no precinct committees in operation in Lightning Ridge, Walgett and Grawin. Should we encourage residents to get these committees up and running again?                                                                                                                            | General Manager                               | 27.05.14 General Manager to investigate. The General Manager also advised that the Collarenebri Precinct Committee is in the process of being re-established as the Town Improvement Committee.                                                                                          | General Manager                               |  |
| 27 May 2014 | Qs next meeting | Clr Martinez<br>Can 3 grids north of Lightning Ridge on the O'Brien's property be addressed?                                                                                                                                                                                                                       | Director Engineering Services                 | Has been scheduled for inspection( 19/06/2014)<br><br>14.07.14 Received three written quotations for fencing works. As per Grid policy, \$4000 per grid can be contributed towards the removing the grid.<br>12.08.14 Discussion took place with Mr O'Brien and waiting on his response. | Director Engineering Services                 |  |
| 27 May 2014 | Qs next meeting | Clr Cooper<br>Can a potential drainage issue be investigated in the Walgett Cemetery area between the Castlereagh Highway and Carinda Road.                                                                                                                                                                        | Acting Director Urban Infrastructure Services | 20.10.14 Levels taken and design options being investigated.<br>04.11.14 Investigated and new retention pond on the Castlereagh Highway.                                                                                                                                                 | Acting Director Urban Infrastructure Services |  |

**WALGETT SHIRE COUNCIL AGENDA**

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| 27 May 2014 | Qs next meeting | <p>Clr Keir<br/>A ramp on the Pilliga to Walgett road near the cement bridge has collapsed. Can this be investigated/signage placed either side?</p> | Director Engineering Services | <p>Has been inspected on 28/06/2014.<br/>27.05.14 Reduced signage has been installed. Work scheduling is in progress.<br/>11.11.2014- Work will be commencing from 25/11/2014.</p> | Director Engineering Services |  |
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**Resolution Actions for Ordinary Meeting 24<sup>th</sup> June 2014**

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| 24 June 2014 | 9/2014/14       | <p>That Walgett Shire Council resolve to:<br/>1.Note the report on the activities of Walgett Shire Council's Heritage Advisor, Ray Christison, during 2013-2014.<br/>2. Endorse and adopt the following documents, as prepared by Walgett Shire Council's Heritage Advisor, Ray Christison:<br/>(a) Walgett Shire Local Heritage Fund Annual Report 2013-2014.<br/>(b) Walgett Shire Council Heritage Strategic Plan 2014-2017.<br/>3.Endorse submission of the documents to the Heritage Branch of the NSW Department of Planning &amp; Environment.<br/>4.Note that Ray Christison of High Ground Consulting has advised Walgett Shire Council that he will cease providing heritage advisory services as soon as Council can find a replacement advisor.<br/>5.Write to Ray Christison and thank him for his work as Walgett Shire Council's heritage advisor from 2008 until 2014.<br/>6.Seek expressions of interest for a new Heritage Advisor:<br/>(a) Consistent with the document titles "How to Establish a Heritage Advisor Service", published by Heritage Branch, NSW Office of Environment &amp; Heritage, July 2011.<br/>(b) Where feasible, in consultation with the Bourke and Brewarrina Shire Councils as part of a resource sharing initiative of the Outback Shires Alliance.<br/>Moved: Clr Cooper<br/>Seconded: Clr Greenaway</p> | Director Planning & Regulatory Services | <p>Director Planning &amp; Regulatory Services is currently consultation with the Bourke and Brewarrina Shire Councils as part of a resource sharing initiative of the Outback Shires Alliance.<br/>Meeting held 10/9/2014 at Brewarrina to meet with Brewarrina heritage advisor and discuss resource sharing.<br/>31.10.14 Council wrote to Office Environment &amp; Heritage regarding facilitating sharing of Heritage Advisor</p> | Director Planning & Regulatory Services |  |
| 24 June 2014 | Qs next meeting | <p>What is the progress of the fencing and ramps to be installed on Gerard O'Brien's property?<br/>Clr Greenaway</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Director Engineering Services           | <p>24.06.14 The Director Engineering Services advised that Expressions of Interest close on Friday 4 July 2014.<br/>11.09.2014 – Waiting for response.</p>                                                                                                                                                                                                                                                                             | Director Engineering Services           |  |
| 24 June 2014 | Qs next meeting | <p>Does Council currently have a Carpenter on staff?<br/>Clr Greenaway</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | General Manager                         | <p>24.06.14 The General Manager advised that Council do not currently have a Carpenter, however are interested in hiring one. Council's current Building Maintenance Officer does</p>                                                                                                                                                                                                                                                  | General Manager                         |  |

**WALGETT SHIRE COUNCIL AGENDA**

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|              |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                             | undertake small tasks in the main administration building.                                                                                                                                                                                                                                                                                                                                                                             |                                             |  |
| 24 June 2014 | Qs next meeting | What is the progress of the Coonabarabran to Mungindi Road Improvement Programme?<br>Clr Greenaway                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Director Engineering Services               | 24.06.14 The General Manager advised that Council have undertaken a feasibility study and are now waiting for response from Kevin Humphries MP who is coordinating the programme. Director of Engineering is to contact Mr Humphries to investigate where matter is up to.<br><br>14.07.14 Discussed with Mayor of Narrabri Shire Council on 7/7/2014 regarding the project. He will contact with Kevin Humphries for further updates. | Director Engineering Services               |  |
| 24 June 2014 | 9/2014/20       | 1. That Council reject both Graincorp Walgett and Southern Game Meat Pty Ltd's request to connect to the filtered water connection.<br>2. Negotiate with the business houses to share the cost of upgrading the production capacity of the under construction filtration plant and meet the cost of pipe work. The pipe work has to comply with WSA Water Supply Code of Australia<br>3. Negotiate contract based water rates to these business houses to recover the cost of plant upgrading and extending the water mains to these business houses.<br><br>Moved: Clr Cooper<br>Seconded: Clr Keir | Director Urban Infrastructure Services      | 18.11.14 No further action required.                                                                                                                                                                                                                                                                                                                                                                                                   | Director Urban Infrastructure Services      |  |
| 24 June 2014 | 9/2014/21       | 1. That the General Manager be authorised to take the necessary steps to resolve outstanding Title issues.<br>2. That Council draft a Memorandum of Understanding regarding the development and exchange of the Neilly Street Carpark.<br><br>Moved: Clr Greenaway<br>Seconded: Clr Keir                                                                                                                                                                                                                                                                                                             | General Manager                             | 15.09.14 All owners contacted and in process of arranging transfers.<br>21.10.14 Solicitors advise matter nearing resolution.                                                                                                                                                                                                                                                                                                          | General Manager                             |  |
| 24 June 2014 | 9/2014/22       | 1. That a detailed review of Council's staff housing stock be carried out in the 2014/15 financial year with a view to preparing not only not only a routine maintenance programme but also a capital upgrade and replacement programme as well.<br>2. Further that Council reaffirm the approach of transferring the income from any property sales to a cash backed reserve to provide for future property development.<br>3. Council obtain quotes for upgrade of work to the 6 Vaughn Place property and undertake work as necessary.                                                            | General Manager/Director Corporate Services | 14.07.14 Matter referred to Property Officer to obtain work schedule and cost.<br>12.08.14 Awaiting report from builder.<br>18.09.14 Review ongoing, tenders advertised for refurbishment of 6 Vaughn Place.<br>10.10.14 Quotations being                                                                                                                                                                                              | General Manager/Director Corporate Services |  |

**WALGETT SHIRE COUNCIL AGENDA**

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|  |  | Moved: Clr Woodcock<br>Seconded: Clr Greenaway |  | obtained. |  |  |
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**Resolution Actions for Ordinary Meeting 22<sup>nd</sup> July 2014**

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| 22 July 2014 | 10/2014/16             | 1. That repairs to the existing lights on the western towers be undertaken at an estimated cost of \$10,000 subject to unspent funds being brought forward from the 2013/2014 Parks and Reserves Capital Maintenance Vote.<br>2. That an application be submitted under the Sport and Recreation Facility Development Program for 50% funding of a total upgrade of the Spider Brown Oval lights and if successful, that matching funding be provided from Parks and Reserves Capital Maintenance Vote in the 2015 / 2016 Budget.<br><br>Moved: Clr Walford<br>Seconded: Clr Lane | Director Corporate Services                   | 12.08.14 LRE to undertake lightning repairs.<br>18.09.14 Work completed, funding program not yet open.<br>10.10.14 Application being developed. Program open and closes on 31 October 2014. | Director Corporate Services                   |  |
| 22 July 2014 | Questions next meeting | The Lightning Ridge Bore Baths are currently closed for two hours in the morning for cleaning. Bore Baths users would prefer that this closure for cleaning takes place between 12:00pm and 2:00pm instead. Can this be investigated?<br>Response<br>The Acting Director Urban Infrastructure Services to investigate.<br><br>Clr Lane                                                                                                                                                                                                                                            | Acting Director Urban Infrastructure Services | 12.08.14 Potential change of hours canvassed with regular users who oppose a change in hours.<br>18.11.14 Not a feasible option.                                                            | Acting Director Urban Infrastructure Services |  |
| 22 July 2014 | Questions next meeting | Can the Pilliga to Burren Junction road be graded?<br>Response<br>The Director Engineering Services to investigate.<br><br>Clr Lane                                                                                                                                                                                                                                                                                                                                                                                                                                               | Director Engineering Services                 | Completed on 08/09/2014                                                                                                                                                                     | Director Engineering Services                 |  |
| 22 July 2014 | Questions next meeting | There are parts of fencing, doors and windows missing from a house on the corner of Morilla and Gem Streets which looks untidy. Can Council issue an order for the property to be tidied up?<br>Response<br>The Director Planning & Regulatory Services to investigate<br><br>Clr Lane                                                                                                                                                                                                                                                                                            | Director Planning & Regulatory Services       | The residence is boarded up, ongoing investigation, monitoring by P&R staff is occurring currently.<br>8/9/2014. . Owner has advised that unsecured buildings will be made secure.          | Director Planning & Regulatory Services       |  |
| 22 July 2014 | Questions next meeting | The change room floor at the Lightning Ridge Bore Baths becomes slippery and a user has fallen. There are also loose floor tiles and drainage issues. Can work be done to resolve these issues?<br>Response<br>The Director Corporate Services advised that the Property Officer is in the process of organising a non-slip flooring to be installed as an interim measure.<br><br>Clr Woodcock                                                                                                                                                                                   | General Manager                               | 12.08.14 Anti-slip coating purchased and to be applied by urban services staff.<br>22.10.14 New tiles etc have been laid in men's dressing shed.                                            | General Manager                               |  |

**WALGETT SHIRE COUNCIL AGENDA**

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| 22 July 2014 | Questions next meeting | The Outback Arts Committee has requested that a public meeting be held to discuss the future of the Lightning Ridge Arts and Crafts Committee. Can this be arranged?<br>Response<br>General Manager to investigate.<br><br>Clr Keir                                                                                                                                                                                                                                                              | General Manager                               | 15.09.14 Contact made with president AGM in November.                                                                                                                                                                                 | General Manager                               |  |
| 22 July 2014 | Questions next meeting | Does Council currently own a mobile kitchen?<br>Response<br>The General Manager advised that Council does own a mobile kitchen which is kept at the Depot. Some work will need to be done before it is able to be used.<br><br>Clr Greenaway                                                                                                                                                                                                                                                     | Director Corporate Services                   | 12.08.14 Unit to be made roadworthy in first instance.<br>18.09.15 Report to September meeting.<br>10.10.14 Refurbishment of unit proceeding.<br>18.11.14 Project on track.                                                           | Director Corporate Services                   |  |
| 22 July 2014 | Questions next meeting | What is the progress of works to be undertaken at the Lightning Ridge IGA?<br>Response<br>The Director Planning & Regulatory Services advised that propping has been put in place and an engineer has approved this propping. Council recently wrote to the IGA owner requesting information regarding permanent propping with no response. The Director Planning & Regulatory Services will follow up response.<br><br>Clr Cooper                                                               | Director Planning & Regulatory Services       | Ongoing correspondence between Council and IGA owner relating to permeant propping, currently no indication as to when design shall be completed by Engineers.<br><br>As at 7.11.14 ongoing correspondence between owner and Council. | Director Planning & Regulatory Services       |  |
| 22 July 2014 | 10/2014/24             | 1. That Council receive and note the report and consider the waste management facilities opening hours.<br>2. That Council conduct a consumer survey to establish the times consumers use the facilities to see if the actual hours of operation need to be varied rather than the length of time the facilities are open.<br>3. That Council conduct an education campaign for the users of all waste management facilities within the Shire.<br><br>Moved: Clr Walford<br>Seconded: Clr Cooper | Acting Director Urban Infrastructure Services | 12.08.14 Education campaign underway, potential survey to go out with next newsletter to residents.<br>18.11.14 Education campaign progressing re illegal dumping.                                                                    | Acting Director Urban Infrastructure Services |  |

**Resolution Actions for Ordinary Meeting 26<sup>th</sup> August 2014**

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| 26 August 2014 | 11/2014/4 | That the General Manager investigate the most appropriate or opportune timing for withdrawal from the Weight of Loads Committee, and that Council advise the Weights of Loads Committee that Council will be withdrawing membership of the organisation at that time.<br><br>Moved: Clr Lane<br>Seconded: Clr Greenaway | General Manager | 15.09.14 Constitution to be reviewed to determine process required. | General Manager |  |
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**WALGETT SHIRE COUNCIL AGENDA**

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| 26 August 2014 | 11/2014/11 | <p>1. That Council receive and note the General Manager's Report in respect of fund balances held at 30 June 2014 this report, confirm the amount of \$4213641.52 shown as internally restricted reserves and endorse the carried forward expenditure of \$828,052.00 (General Fund), \$274,110.00 (Water Funds), \$350,000.00 (Sewerage Funds) and \$69,607 (Waste Funds).</p> <p>2. Further, that a report be prepared outlining what courses of action are available to Council to utilise Minor Fund surpluses to address Council's infrastructure backlog and improve its future sustainability.</p> <p>Moved: Clr Greenaway<br/>Seconded: Clr Lane</p>                                                                                    | General Manager                             | <p>1. No further action required.<br/>2. Currently being investigated.</p>                                                                                                                                                                 | General Manager                             |  |
| 26 August 2014 | 11/2014/12 | <p>That Council convene a meeting of all the stakeholders involved with the Lightning Ridge Racecourse and Spider Brown Oval Complex to agree on a list of projects to be undertaken and then setting a reasonable time frame in which to prepare a strategic plan for the complex in order to both attract funding and carry out the works involved.</p> <p>Moved: Clr Lane<br/>Seconded: Clr Greenaway</p>                                                                                                                                                                                                                                                                                                                                    | General Manager                             | <p>15.09.14 Meetings held report to September meeting.</p>                                                                                                                                                                                 | General Manager                             |  |
| 26 August 2014 | 11/2014/13 | <p>That That Council consider the revised draft Memorandum of Understanding and determine whether or not it is keen on proceeding with the concept and, if so, how to best further the development of the "whole of community" in partnership with key local organisations.</p> <p>Moved: Clr Lane<br/>Seconded: Clr Keir</p>                                                                                                                                                                                                                                                                                                                                                                                                                   | General Manager                             | <p>15.09.14 MOU discussions arranged.<br/>22.10.14 Discussions ongoing.</p>                                                                                                                                                                | General Manager                             |  |
| 26 August 2014 | 11/2014/17 | <p>1.The Draft Annual Financial Reports for 2013/2014 be referred to Council's Auditor.<br/>2.The Mayor, another Councillor, the General Manager and Finance Manager be authorised to sign the necessary Financial Statements.<br/>3.On receipt of the Audited Report, a copy be forwarded to the Department of Local Government and the Australian Bureau of Statistics.<br/>4.Council delegate to the General Manager the authority to set the date at which the Auditor's report and the Financial Statements be presented to the public, additionally be reviewed/adopted by Council formally as required, subject to Section 418 of the Local Government Act 1993 requirements.</p> <p>Moved: Clr Greenaway<br/>Seconded: Clr Woodcock</p> | Director Corporate Services/General Manager | <p>18.09.14 Auditors were on site week of 8 September including review of initial draft statements.<br/>10.10.14 Final adjustments to statements proceeding.<br/>7.11.14 Statements finalised and lodged with Office Local Government.</p> | Director Corporate Services/General Manager |  |
| 26 August 2014 | 11/2014/21 | <p>That Council advise the Burren Junction community that if a partnership arrangement can be established between the Burren Junction community and the Department of Education with regards to the Burren Junction School of Arts Hall, Council will:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Director Corporate Services                 | <p>Meeting at Burren Junction held 17.09.14<br/>10.10.14 Further community meeting held 17.09.14. Scope of works</p>                                                                                                                       | Director Corporate Services                 |  |

**WALGETT SHIRE COUNCIL AGENDA**

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|----------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------|-----------------|--|
|                |            | <p>1. Consider re-opening the main hall for restricted use after completing repairs estimated to cost \$67,000 including the replacement of guttering.</p> <p>2. Hold a further community meeting at Burren Junction on Thursday 17 September 2014 at 5:30pm at the Burren Junction RSL.</p> <p>3. Apply for heritage funding grants to carry out necessary renovations to the hall.</p> <p>Moved: Clr Greenaway<br/>Seconded: Clr Lane</p> |                 | <p>to be developed by working group before meeting at Burren Junction.<br/>18.11.14 Project progressing on schedule.</p> |                 |  |
| 26 August 2014 | 11/2014/35 | <p>1. That the Mayor and General Manager be delegated authority to accept offers for Lot 157 DP 882747, and Lot 156 DP 882747 in Council's Industrial Subdivision, and that any necessary documentation be executed under the Common Seal of Council.</p> <p>2. That the proceeds of sale be transferred to Council's Property Development Reserve.</p> <p>Moved: Clr Lane<br/>Seconded: Clr Cooper</p>                                     | General Manager | 15.09.14 Negotiations continuing.                                                                                        | General Manager |  |

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**Resolution Actions for Ordinary Meeting 23<sup>rd</sup> September 2014**

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|-------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------|-----------------------------|--------------------|
| 23 September 2014 | 12/2014/14 | <p>1. Council operations close for the three days Monday 29th to Wednesday 31st inclusive and Friday 2 January 2015 and the General Manager make satisfactory arrangements for the maintenance of essential services and provision of emergency call out services.</p> <p>2. The closedown be effectively notified to residents along with details of essential service and emergency call out arrangements.</p> <p>3. Note the Outdoor Staff shutdown period from Friday 19 December, 2014 to Monday 12 January 2015.</p> <p>Moved: Clr Cooper<br/>Seconded: Clr Lane</p> | General Manager             | 24.09.14 Action to initiate closedowns etc have been finalised.        | General Manager             | 17.11.14 Completed |
| 23 September 2014 | 12/2014/17 | <p>1. As the Lightning Ridge Bore Baths perimeter fencing has now been completed at a cost of \$ 23,030 providing a saving of \$16,970 that this amount be transferred to the Contingency Account in 2014/15.</p> <p>2. In turn, that an amount of \$8,000 (est) be transferred from the Contingency Account to undertake the urgent improvement works to the Lightning Ridge Bore Baths change rooms, showers and toilets.</p> <p>Moved: Clr Woodcock<br/>Seconded: Clr Lane</p>                                                                                          | General Manager             | 30.09.14 Appropriate provisions being made in 1 <sup>st</sup> QTR QBRS | General Manager             | 18.11.14 Completed |
| 23 September 2014 | 12/2014/18 | <p>1. That Council adopt a budget of \$35,100 to carry out the works identified above within the current year and that appropriate amendments be made to the 2014/15 Operating Plan and Budget in conjunction with the September, 2014 QBRS.<br/>And further that Council's Asset Management staff work with key</p>                                                                                                                                                                                                                                                       | Director Corporate Services | 18.11.14 To be included in September QBRS.                             | Director Corporate Services |                    |

**WALGETT SHIRE COUNCIL AGENDA**

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|                                    |                     | <p>stakeholders to prepare a strategic plan for the complex which includes detailed cost estimates and identifies funding sources for the proposed capital works programme</p> <p>Moved: Clr Lane<br/>Seconded: Clr Cooper</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                             |                                                                                                                   |                             |                 |                      |  |                           |                 |           |  |                           |                     |         |  |                           |                    |                     |  |                                    |                |                 |  |                 |                                                                                                         |                 |  |
| 23 September 2014                  | 12/2014/19          | <p>1. That Council adopt the following roster for the Lions Park Lightning Ridge Sunday Markets:</p> <table border="0"> <tr> <td>Dates</td> <td>Event Co-ordinator</td> </tr> <tr> <td>1st Sunday of Every Month</td> <td>Lightning Ridge</td> </tr> <tr> <td>Community Radio Inc.</td> <td></td> </tr> <tr> <td>2nd Sunday of Every Month</td> <td>United Hospital</td> </tr> <tr> <td>Auxiliary</td> <td></td> </tr> <tr> <td>3rd Sunday of Every Month</td> <td>Royal Flying Doctor</td> </tr> <tr> <td>Service</td> <td></td> </tr> <tr> <td>4th Sunday of Every Month</td> <td>Historical Society</td> </tr> <tr> <td>Trust/LR Mens' Shed</td> <td></td> </tr> <tr> <td>5th Sunday of every Month (2 p.a.)</td> <td>Rotary Club of</td> </tr> <tr> <td>Lightning Ridge</td> <td></td> </tr> </table> <p>2. Further that the Historical Society Trust share its allocated date with the Lightning Ridge Mens' Shed group who would undertake the BBQ on behalf of the Trust and that on any month were there wasn't a fifth Sunday that the Historical Society Trust and Rotary Club of Lightning Ridge would share the 4th Sunday rotating alternatively.</p> <p>3. It is also a condition that dogs not be allowed to be taken to the Sunday Markets.</p> <p>Moved: Clr Martinez<br/>Seconded: Clr Lane</p> | Dates                       | Event Co-ordinator                                                                                                | 1st Sunday of Every Month   | Lightning Ridge | Community Radio Inc. |  | 2nd Sunday of Every Month | United Hospital | Auxiliary |  | 3rd Sunday of Every Month | Royal Flying Doctor | Service |  | 4th Sunday of Every Month | Historical Society | Trust/LR Mens' Shed |  | 5th Sunday of every Month (2 p.a.) | Rotary Club of | Lightning Ridge |  | General Manager | <p>24.09.14 Regulatory signs in place.<br/>22.10.14 Advice of market arrangements to be circulated.</p> | General Manager |  |
| Dates                              | Event Co-ordinator  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |                                                                                                                   |                             |                 |                      |  |                           |                 |           |  |                           |                     |         |  |                           |                    |                     |  |                                    |                |                 |  |                 |                                                                                                         |                 |  |
| 1st Sunday of Every Month          | Lightning Ridge     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |                                                                                                                   |                             |                 |                      |  |                           |                 |           |  |                           |                     |         |  |                           |                    |                     |  |                                    |                |                 |  |                 |                                                                                                         |                 |  |
| Community Radio Inc.               |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |                                                                                                                   |                             |                 |                      |  |                           |                 |           |  |                           |                     |         |  |                           |                    |                     |  |                                    |                |                 |  |                 |                                                                                                         |                 |  |
| 2nd Sunday of Every Month          | United Hospital     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |                                                                                                                   |                             |                 |                      |  |                           |                 |           |  |                           |                     |         |  |                           |                    |                     |  |                                    |                |                 |  |                 |                                                                                                         |                 |  |
| Auxiliary                          |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |                                                                                                                   |                             |                 |                      |  |                           |                 |           |  |                           |                     |         |  |                           |                    |                     |  |                                    |                |                 |  |                 |                                                                                                         |                 |  |
| 3rd Sunday of Every Month          | Royal Flying Doctor |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |                                                                                                                   |                             |                 |                      |  |                           |                 |           |  |                           |                     |         |  |                           |                    |                     |  |                                    |                |                 |  |                 |                                                                                                         |                 |  |
| Service                            |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |                                                                                                                   |                             |                 |                      |  |                           |                 |           |  |                           |                     |         |  |                           |                    |                     |  |                                    |                |                 |  |                 |                                                                                                         |                 |  |
| 4th Sunday of Every Month          | Historical Society  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |                                                                                                                   |                             |                 |                      |  |                           |                 |           |  |                           |                     |         |  |                           |                    |                     |  |                                    |                |                 |  |                 |                                                                                                         |                 |  |
| Trust/LR Mens' Shed                |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |                                                                                                                   |                             |                 |                      |  |                           |                 |           |  |                           |                     |         |  |                           |                    |                     |  |                                    |                |                 |  |                 |                                                                                                         |                 |  |
| 5th Sunday of every Month (2 p.a.) | Rotary Club of      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |                                                                                                                   |                             |                 |                      |  |                           |                 |           |  |                           |                     |         |  |                           |                    |                     |  |                                    |                |                 |  |                 |                                                                                                         |                 |  |
| Lightning Ridge                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |                                                                                                                   |                             |                 |                      |  |                           |                 |           |  |                           |                     |         |  |                           |                    |                     |  |                                    |                |                 |  |                 |                                                                                                         |                 |  |
| 23 September 2014                  | 12/2014/22          | <p>That Council consider inviting local residents to register their interest in participating drought relief employment projects as a means to being able to justify the funding for such projects.</p> <p>Moved: Clr Greenaway<br/>Seconded: Clr Walford</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | General Manager             | <p>22.10.14 Advertisements, forms and press releases being drafted.</p>                                           | General Manager             |                 |                      |  |                           |                 |           |  |                           |                     |         |  |                           |                    |                     |  |                                    |                |                 |  |                 |                                                                                                         |                 |  |
| 23 September 2014                  | 12/2014/24          | <p>1. That the Council accept the \$20,000 grant offered by the NSW Government of Communities Sport and Recreation Grant Funding for the upgrade of the Lightning Ridge netball courts lighting and;</p> <p>2. That provision be made in the September QBRs for the project funding of \$40,000 to be offset by grant income of \$20,000 (bet cost \$20,000) and Council's contribution being by way of transfer from the Recreation and Capital Maintenance Vote.</p> <p>Moved: Clr Woodcock<br/>Seconded: Clr Lane</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Director Corporate Services | <p>10.10.14 Project to be progressed in accordance with Council resolution.<br/>18.11.14 Project progressing.</p> | Director Corporate Services |                 |                      |  |                           |                 |           |  |                           |                     |         |  |                           |                    |                     |  |                                    |                |                 |  |                 |                                                                                                         |                 |  |
| 23 September 2014                  | 12/2014/25          | <p>That:</p> <ol style="list-style-type: none"> <li>Council note the content of the report.</li> <li>A hire charge of \$100 per day be set for use of the unit.</li> <li>The unit is only available for hire by community organisation.</li> <li>The hire income be receipted into the general ledger and that income be journalled back to the plant fund.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Director Corporate Services | <p>10.10.14 Arrangements progressing and hire form being developed.<br/>18.11.14 Project progressing.</p>         | Director Corporate Services |                 |                      |  |                           |                 |           |  |                           |                     |         |  |                           |                    |                     |  |                                    |                |                 |  |                 |                                                                                                         |                 |  |

**WALGETT SHIRE COUNCIL AGENDA**

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|                   |                 | <p>5. That the hire charge for functions held at the Burren Junction Hall be covered by Council during the period that the Burren Junction Hall kitchen is unavailable.</p> <p>6. That a bond of \$200 be set for the use of the unit.</p> <p>Moved: Clr Greenaway<br/>Seconded: Clr Taylor</p>                                                                                                                 |                                               |                                                                                                                       |                                               |  |
| 23 September 2014 | 12/2014/26      | <p>1. That the content of the report be noted.</p> <p>2. That the quotation from Douglas Bros for supply and installation of new front fence at the Walgett Masonic Lodge at an estimated cost of \$7,700.00 be accepted and that it be funded from B/L 11.03056.4081 Recreation and Culture Capital Maintenance.</p> <p>Moved: Clr Lane<br/>Seconded: Clr Taylor</p>                                           | Director Corporate Services                   | 10.10.14 Project proceeding and DA lodged.<br>18.11.14 DA approved, awaiting contractor.                              | Director Corporate Services                   |  |
| 23 September 2014 | 12/2014/35      | <p>That Council endorse the recommendation to remove three Athol Pines trees from Opal Street Lightning Ridge. And further;</p> <p>1. Suitable trees are planted to replace the Athol Pine Trees</p> <p>2. An irrigation system be installed to water the replacement trees.</p> <p>3. Council advertise for quotations to remove the 3 Athol Pine trees.</p> <p>Moved: Clr Lane<br/>Seconded: Clr Martinez</p> | Acting Director Urban Infrastructure Services | 22.10.14 Project underway<br>18.11.14 Project to be undertaken by A1 Tree Services, completion date 15 December 2014. | Acting Director Urban Infrastructure Services |  |
| 23 September 2014 | Qs next meeting | Opal FM have been unsuccessful in obtaining ongoing funding. Can Council look into giving financial assistance to Opal FM?<br>Clr Taylor                                                                                                                                                                                                                                                                        | General Manager                               | 23.09.14 GM requested further info from Opal FM                                                                       | General Manager                               |  |
| 23 September 2014 | Qs next meeting | The Black Queen in Lightning Ridge will shortly be closing. Can Council give assistance to the Black Queen in order for them to stay open?<br>Clr Taylor                                                                                                                                                                                                                                                        | General Manager                               | 24.09.14 General Manager to contact owners.                                                                           | General Manager                               |  |
| 23 September 2014 | Qs next meeting | Can a report be prepared for the next meeting regarding how many Grants Officers does Council currently have and how many grants were applied for and received in the last 2 months?<br>Clr Taylor                                                                                                                                                                                                              | General Manager                               | 23.10.14 Report deferred until November meeting.                                                                      | General Manager                               |  |
| 23 September 2014 | Qs next meeting | Can a report be prepared for the next meeting regarding an update for on the Council Tourism Brochure?<br>Clr Lane                                                                                                                                                                                                                                                                                              | General Manager                               | 22.10.14 New brochure in draft format. Report delayed until November meeting.                                         | General Manager                               |  |
| 23 September 2014 | Qs next meeting | There is a drainage issue in Peel Street, Walgett between Arthur and Euroka Streets with water and scum in the gutters. Can this be investigated?<br>Clr Cooper                                                                                                                                                                                                                                                 | Acting Director Urban Infrastructure Services | 18.11.14 Investigation complete, pipe and bits to be installed.                                                       | Acting Director Urban Infrastructure Services |  |

**WALGETT SHIRE COUNCIL AGENDA**

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| 23 September 2014 | Qs next meeting | The Carinda to Walgett Road is in poor condition where geotextile has been applied. Can this be investigated?<br>Clr Cooper                                                        | Director Engineering Services                 | 11.11.2014 – Work has commenced.                                                                                                                                                                                                                                                                                                                                                 | Director Engineering Services                 |  |
| 23 September 2014 | Qs next meeting | Could the lack of drainage on the western side of Narran Street in Collarenebri be investigated?<br>Clr Greenaway                                                                  | Acting Director Urban Infrastructure Services | 17.11.14 Report to the December Council meeting.                                                                                                                                                                                                                                                                                                                                 | Acting Director Urban Infrastructure Services |  |
| 23 September 2014 | Qs next meeting | Ratepayers have reported that they are not receiving replies to their emails and letters to Council. Could this be investigated?<br>Clr Greenaway                                  | Director Corporate Services                   | 10.10.14 Coordinator Information Services requested to ensure acknowledgement protocols remain in place.<br>18.11.14 Arrangements are in place.                                                                                                                                                                                                                                  | Director Corporate Services                   |  |
| 23 September 2014 | Qs next meeting | Why did Council not use a contractor for the works being carried out on the Gundabloui Road and instead have Council staff travel to and from the site every day?<br>Clr Greenaway | Director Engineering Services                 | 23.09.14 The Director Engineering Services advised that Council staff were not travelling to and from the site each day, instead they remained in the area and received a Camping Allowance. Council staff were engaged to undertake the work as they were suitably skilled. However, towards the end of the project some issues arose which resulted in staff having to travel. | Director Engineering Services                 |  |
| 23 September 2014 | Qs next meeting | There are a high number of wandering dogs in Lightning Ridge. Can this be investigated?<br>Clr Martinez                                                                            | Director Planning & Regulatory Services       | 26.09.14 Acting Director requested Council's Ranger to undertake increased regular patrols in Lightning Ridge.<br>7.11.14 Completed with ongoing surveillance by Council's Regulatory Officer.                                                                                                                                                                                   | Director Planning & Regulatory Services       |  |
| 23 September 2014 | Qs next meeting | About 50% of the trees in Pandora Street Lightning Ridge have died due to drought. Can Council ensure that the remaining trees are adequately watered?<br>Clr Martinez             | Acting Director Urban Infrastructure Services | 18.11.14 Watering of trees in Pandora Street taking place twice a week on Mondays and Thursdays.                                                                                                                                                                                                                                                                                 | Acting Director Urban Infrastructure Services |  |

**WALGETT SHIRE COUNCIL AGENDA**

**Resolution Actions for Ordinary Meeting 28 October 2014**

|                 |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                         |                                                                                                          |                                         |                                                    |
|-----------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------------------|
| 28 October 2014 | 13/2014/13 | <p>1. That a community meeting be held in Carinda to discuss the operation of the Carinda Pool.</p> <p>2. That following the community meeting the General Manager and Mayor be delegated authority to take appropriate action.</p> <p>Moved: Clr Keir<br/>Seconded: Clr Walford</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Director Corporate Services             | 18.11.14 Meeting held and local contact is Carinda Service Station.                                      | Director Corporate Services             |                                                    |
| 28 October 2014 | 13/2014/15 | <p>1. Note the response letter dated 25 September 2014 from NSW Crown Lands indicating that it has no objection to the establishment of an off-leash area for dogs at Lightning Ridge, within Crown Reserve R84117 for public recreation and a racecourse.</p> <p>2. Proceed with the establishment of an off-leash area for dogs at Lightning Ridge, within Crown Reserve R84117 for public recreation and a racecourse, over the area shown in Attachment A.</p> <p>3. Request the General Manager to make arrangements for the erection of appropriate signage for the off leash area.</p> <p>Moved: Clr Woodcock<br/>Seconded: Clr Walford</p>                                                                                                                                                                                                                                                                                   | Director Planning & Regulatory Services | 7.11.14 Email sent asking Acting Director Urban Infrastructure to action resolution.                     | Director Planning & Regulatory Services |                                                    |
| 28 October 2014 | 13/2014/16 | <p>1. Disperse \$9,533 from the Walgett Shire Council Local Heritage Fund 2014-2015 in the following manner:</p> <p>(a) \$2,500 to Brian and Kay Gibbons to stabilise the external bathroom at Moongulla, Collarenebri.</p> <p>(b) 1,700 to Anglican Parish of Coonamble to replace windows (stage 1) at the St John the Evangelist Church at Carinda.</p> <p>(c) \$250 to Anglican Parish of Collarenebri upgrade roof drainage on St Johns Anglican Church at Collarenebri.</p> <p>(d) \$3,345 to Anglican Parish of Coonamble to paint the exterior of St Peters Anglican Church, Walgett.</p> <p>(e) \$1,738 to Lightning Ridge Community Church to replace the mains electrical connection of St Peters in the Pines Anglican Church, Cumborah.</p> <p>2. That Council make an application for a Local Heritage Fund grant for the Burren Junction Hall upgrade project.</p> <p>Moved: Clr Greenaway<br/>Seconded: Clr Keir</p> | Director Planning & Regulatory Services | <p>1. Grant offer letters sent 29.10.14</p> <p>2. In progress</p>                                        | Director Planning & Regulatory Services | <p>1. Completed 29.10.14</p> <p>2. In progress</p> |
| 28 October 2014 | 13/2014/18 | <p>That Walgett Shire Council resolve to:</p> <p>1. Note the letter dated 9 September 2014 from NSW Trade and Investment seeking Council's comments on an application by Tony Cummings for a Western Lands Lease for Business Purposes over Part Lot 1952 DP 763834 (Sheepyard Inn) in the Grawin Opal Fields locality.</p> <p>2. Write to the Department of Primary Industries and state that Walgett Shire Council has no objection to granting of a Western Lands Lease for Business Purposes (hotel) of up to 3200 square metres over Part Lot 1952 DP 763834 (Sheepyard Inn).</p> <p>Moved: Clr Woodcock<br/>Seconded: Clr Cooper</p>                                                                                                                                                                                                                                                                                           | Director Planning & Regulatory Services | Letter sent 3 November 2014, to Bruce Flood Property Services Officer Crown Lands Division (West Region) | Director Planning & Regulatory Services | Completed 03.11.14                                 |

**WALGETT SHIRE COUNCIL AGENDA**

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| 28 October 2014 | 13/2014/23      | That Council receive and approves the proposed School Bus Routes.<br>Moved :Clr Greenaway<br>Seconded: Clr Martinez                                                                                          | Director Engineering Services                 | No further action is required                                                                             | Director Engineering Services                 | Completed on 29.10.2014 |
| 28 October 2014 | 13/2014/25      | 1. That rear to kerb parking in Morilla Street is retained<br>2. That bus stop parking hours include no bus parking between the hours of 6:00pm and 9:00pm.<br>Moved: Clr Woodcock<br>Seconded: Clr Martinez | Director Engineering Services                 | No further action is required                                                                             | Director Engineering Services                 | Completed on 29.10.2014 |
| 28 October 2014 | Qs next meeting | The Lightning Ridge Bore Baths outside shower block may have a blocked sump. Can this be investigated?<br>Clr Taylor                                                                                         | Acting Director Urban Infrastructure Services | 17.11.14 Acting Director requested staff inspect shower block, who did not find a blockage.               | Acting Director Urban Infrastructure Services | 17.11.14 Completed      |
| 28 October 2014 | Qs next meeting | Can Council ensure that regular tree watering in Lightning Ridge takes place? Can the Rural Fire Service assist if needed?<br>Clr Taylor                                                                     | Acting Director Urban Infrastructure Services | 17.11.14 Regular tree watering occurring, twice weekly basis, usually on Monday and Thursday.             | Acting Director Urban Infrastructure Services |                         |
| 28 October 2014 | Qs next meeting | Can the road verges on roads across the Shire be slashed? If it is not Council's responsibility to do so, can Council request the Roads and Maritimes Services undertake the slashing?<br>Clr Taylor         | Director Engineering Services                 | Work is in progress                                                                                       | Director Engineering Services                 |                         |
| 28 October 2014 | Qs next meeting | What is the position regarding Hudson Pear eradication funding?<br>Clr Taylor                                                                                                                                | General Manager                               | 3.11.14 Report being prepared for November Council meeting.                                               | General Manager                               |                         |
| 28 October 2014 | Qs next meeting | Can the area around the Walgett landfill be cleaned as there is some rubbish in the area?<br>Clr Murray                                                                                                      | Acting Director Urban Infrastructure Services |                                                                                                           | Acting Director Urban Infrastructure Services | Completed on 3.11.14    |
| 28 October 2014 | Qs next meeting | Properties in Walgett appear to not be watering their lawns. Is this a raw water pricing issue?<br>Clr Murray                                                                                                | Director Corporate Services                   | 18.11.14 Analysis of issue yet to be determined.                                                          | Director Corporate Services                   |                         |
| 28 October 2014 | Qs next meeting | Can a roundabout be put in place in Fox Street near the BP?<br>Clr Murray                                                                                                                                    | Director Engineering Services                 | 28.10.14 Council is to forward the request to the Local Area Traffic Committee Meeting for consideration. | Director Engineering Services                 |                         |

**WALGETT SHIRE COUNCIL AGENDA**

|                 |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                               |                                                                                                                                                                                                                                                             |                                               |  |
|-----------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--|
| 28 October 2014 | Qs next meeting | The Lightning Ridge soccer fields are patchy and there are burrs present. Can this be investigated?<br>Clr Martinez                                                                                                                                                                                                                                                                                                                                                                                                               | Acting Director Urban Infrastructure Services | 18.11.14 Spraying burrs took place on 17.11.14                                                                                                                                                                                                              | Acting Director Urban Infrastructure Services |  |
| 28 October 2014 | Qs next meeting | What is the progress of updating the Council Chambers honour boards?<br>Clr Greenaway                                                                                                                                                                                                                                                                                                                                                                                                                                             | Director Corporate Services                   | 28.10.14 The Director Corporate Services advised that the Administrative Services Officer is currently undertaking historical research for this project. Once this has been completed a report will be provided to Council.<br>18.11.14 Matter progressing. | Director Corporate Services                   |  |
| 28 October 2014 | Qs next meeting | There are potholes in the lane between Onyx and Brilliant Streets in Lightning Ridge. Can this be investigated?<br>Clr Woodcock                                                                                                                                                                                                                                                                                                                                                                                                   | Acting Director Urban Infrastructure Services | 18.11.14 Work planned to start week starting 24.11.14                                                                                                                                                                                                       | Acting Director Urban Infrastructure Services |  |
| 28 October 2014 | Qs next meeting | What is the progress of the Lightning Ridge IGA matter?<br>Clr Woodcock                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Director Planning & Regulatory Services       | Letter sent 16 October 2014 requesting confirmation of who has been appointed as the engineer and expected time frame for completion of permanent remediation works.                                                                                        | Director Planning & Regulatory Services       |  |
| 28 October 2014 | Qs next meeting | What is the progress of the Lightning Ridge Arts and Crafts Council?<br>Clr Woodcock                                                                                                                                                                                                                                                                                                                                                                                                                                              | General Manager                               | 28.10.14 The General Manager advised that the Arts and Crafts Council is holding its annual general meeting in November and further information should be available following the meeting                                                                   | General Manager                               |  |
| 28 October 2014 | Qs next meeting | What is the progress of Mark Walsh's letter to Council regarding funds for the Lightning Ridge Bore Baths?<br>Clr Woodcock                                                                                                                                                                                                                                                                                                                                                                                                        | General Manager                               | 28.10.14 The General Manager advised that he is currently reviewing letter.<br>18.11.14 Letter forwarded to Mark Walsh in relation to possible funding.                                                                                                     | General Manager                               |  |
| 28 October 2014 | 13/2014/28      | 1. That Council accept the tender from Talkware in the sum of \$136,230.00 for the supply and installation of a Unified Communications system in accordance with the tender specification and the tender response.<br>2. That Council proceed with upgrading and replacing the current cable network infrastructure and that quotations be invited for this work.<br>3. That and amount of \$10,000 be transferred from Budget 11.03823.2336 (computer equipment replacement) to Budget 11.03823.3923 (telephone system upgrade). | Director Corporate Services                   | 18.11.14 Project on schedule                                                                                                                                                                                                                                | Director Corporate Services                   |  |

**WALGETT SHIRE COUNCIL AGENDA**

|                 |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                         |                                                                                                |                                         |                                  |
|-----------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------|
|                 |            | Moved: Clr Keir<br>Seconded: Clr Cooper                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                         |                                                                                                |                                         |                                  |
| 28 October 2014 | 13/2014/29 | That the quotation from A1 Pest Control in the sum of \$15,785 including GST for the provision of an annual pest control services in accordance with the council specification be accepted.<br><br>Moved: Clr Martinez<br>Seconded: Clr Cooper                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Director Corporate Services             | 18.11.14 Contractor engaged.                                                                   | Director Corporate Services             |                                  |
| 28 October 2014 | 13/2014/30 | It is recommended that Walgett Shire Council resolve to:<br>1. Note the letter dated 30th September 2014 from Mr Andrew Kerr requesting Council's support to establish a Permanent Practical access.<br>2. Note the correspondence received on 19th September and 1st October 2014 from Crown Lands regarding the proposal to close Crown Roads within the Walgett Shire.<br>3. Respond to Crown Lands indicating that Walgett Shire Council:<br>(a) Has not, and does not intend to, maintain any Shire Roads within the Crown Road Corridors proposed to be closed,<br>(b) Has no objection to the proposed Crown Road closures and wishes to relinquish control of any relevant roads.<br>(c) Notes that Mr Andrew Kerr is seeking ongoing legal access from the "Merndah" homestead to the Castlereagh Highway. It is Council's understanding that this should be able to be achieved via relevant Crown Roads remaining in place, a "right of way" or a similar mechanism.<br><br>Moved: Clr Woodcock<br>Seconded: Clr Keir | Director Planning & Regulatory Services | Crown Lands advised 29.11.14, Kerrs notified 30/11/14. Director Planning & Regulatory Services | Director Planning & Regulatory Services | Completed 30.11.14.              |
| 28 October 2014 | 13/2014/31 | That Council advise the Walgett IGA certifier that the external shutters do not meet the conditions of development consent.<br><br>Moved: Clr Greenaway<br>Seconded: Clr Keir                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Director Planning & Regulatory Services | Letter sent 29/10/2014                                                                         | Director Planning & Regulatory Services | Completed 29.10.14               |
| 28 October 2014 | 13/2014/32 | That Council prepare a list of questions/issues to be raised at both the meeting on 12 November, 2014 and the forum to be held in Cobar on 2 December, 2014.<br><br>Moved: Clr Keir<br>Seconded: Clr Greenaway                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | General Manager                         | 11.11.14 List of issues prepared.                                                              | General Manager                         | 11.11.14 List of issues prepared |

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

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

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### **Summary:**

Copies of weekly circulars numbers 41-43 received from Local Government NSW since the October 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 41

Item 3: LGNSW Annual Conference – Record of Decisions  
Item 4: NSW Local Government HR Metrics Benchmarking Reports  
Item 8: Child-Safe Sports Sessions – October and November 2014  
Item 13: Inaugural Mayor's Weekend – Sydney in November

#### Issue 42

Item 3: Asbestos Awareness Month Starts Tomorrow  
Item 5: Successful Implementation of Policy Initiatives – Guide Available  
Item 6: LGNSW 2014-2015 Remuneration Survey – Invitation to Participate  
Item 10: Agricultural Competitiveness Green Paper  
Item 15: Local Infrastructure Renewal Scheme – Round Three Outcomes  
Item 19: Regional Aviation Services Report Released

#### Issue 43

Item 10: New Flying-fox Camp Management Policy for Comment  
Item 15: Fixing Country Roads – Councils Called to Submit Full Applications

### **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**

**Recommendation:**

That the information contained in the weekly circulars numbers 41 – 43 from the Local Government NSW be received and noted.

**Moved:**

**Seconded:**

**Attachments:**

Nil

***CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT – NOVEMBER 2014***

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

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**Summary:**

Copies of circulars received 14-28 to 14-30 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:

Circular 14-28: Release of Fit for the Future Self-Assessment Tool, Templates and Guidance Material  
Circular 14-29: Sale and Lease Provisions for Properties with Swimming Pools Commence on 29 April 2015  
Circular 14-30: Announcement of Joint Organisation Pilots

**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 NSW Office of Local Government – November 2014**

**Recommendation:**

That the information contained in the following Departmental circulars 14-28 to 14-30 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:**

**Seconded:**

**Attachments:**

Circulars 14-28 to14-30

|                             |                                                                                                                    |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 14-28 / Date 31 October 2014 / Doc ID A400453                                                          |
| <b>Previous Circular</b>    | 14-23                                                                                                              |
| <b>Who should read this</b> | Councillors / General Managers                                                                                     |
| <b>Contact</b>              | One Stop Shop – <a href="mailto:onestopshop@fitforthefuture.nsw.gov.au">onestopshop@fitforthefuture.nsw.gov.au</a> |
| <b>Action required</b>      | Council to Implement                                                                                               |

## Release of Fit for the Future Self-Assessment Tool, Templates and Guidance material

### What's new or changing

- The Fit for the Future Self-Assessment Tool, Templates and Guidance material to help councils prepare their Fit for the Future Proposals have been released.

### What this will mean for your council

- Councils can continue working on their Fit for the Future Proposals, for submission by 30 June 2015.

### Key points

- The Templates have been provided in PDF format. All Fit for the Future Proposals will be submitted online, with the online version and functionality available in early 2015.
- Councils should work on preparing their Proposal by considering scale and capacity using the Panel recommendations as a starting point.
- The Guidance material will assist councils in determining which of the two templates to complete.
- A third template, for those councils that decide to adopt the Rural Council model, will be available following further development and consultation.
- The OLG will be conducting a workshop series in November to assist councils in using the tools and guidance material. Details of dates and venues will be released shortly.

### Where to go for further information

- Further information is available on the Fit for the Future website: [www.fitforthefuture.nsw.gov.au](http://www.fitforthefuture.nsw.gov.au)



**Steve Orr**  
Acting Chief Executive  
Office of Local Government

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 44 913 630 046

|                             |                                                                                                   |
|-----------------------------|---------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 14-29 / Date 7 November 2014 / A399638                                                |
| <b>Previous Circular</b>    | 13-53 / 13 December 2013 / A361128                                                                |
| <b>Who should read this</b> | Councillors / General Managers / Staff responsible for swimming pool inspection programs          |
| <b>Contact</b>              | Program Delivery Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Council to prepare for Implementation                                                             |

## Sale and lease provisions for properties with swimming pools commence on 29 April 2015 – don't leave it until the last moment

### What's new or changing

- From 29 April 2015 properties with a swimming pool that are to be sold or leased must have a certificate of compliance.

### What this will mean for your council

- Councils will experience an increase in requests for certificates of compliance for swimming pool barriers.
- Councils should ensure that they have adequate resources available to meet the increase in demand.
- Councils are encouraged to promote awareness of the sale and lease provisions within their community, the legal fraternity, real estate agents and conveyancers.

### Key points

- Anecdotal evidence from councils suggests that a very high percentage of pools fail the first inspection.
- It can take up to 90 days before a child resistant barrier is brought up to standard and a certificate of compliance can be issued.
- Councils are encouraged to be pro-active and liaise with local solicitors, real estate agents and conveyancers regarding swimming pool compliance.
- Councils are encouraged to ensure that they have appropriate systems, processes and resources in place to respond to inspection requests from property owners.
- The NSW Government is working with Royal Life Saving NSW to promote pool safety through the public 'Be Pool Safe' campaign. This campaign aims to help reduce child death and injury by promoting both pool barrier inspections and adult supervision of children. From November 2014 there will be more 'Be Pool Safe' messages in the community.
- Royal Life Saving NSW has developed a range of resources for councils to use as part of the 'Be Pool Safe' campaign. Royal Life Saving NSW will provide more information which will be sent directly to Councils in early November 2014.
- The Building Professionals Board is establishing a new category (E1) of private certifier to enable suitably qualified people to complete a course and

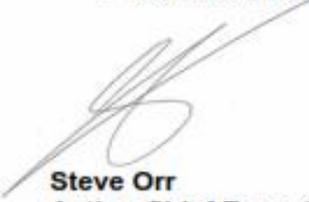
Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
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T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 44 913 630 046

2

offer a swimming pool barrier inspection service. This will complement council inspections and increase the number of people who can conduct swimming pool inspections and issue certificates of compliance.

**Where to go for further information**

- Visit the Office of Local Government's website at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).



**Steve Orr**  
**Acting Chief Executive**  
**Office of Local Government**

|                             |                                                                                             |
|-----------------------------|---------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 14-30 / Date 12 November 2014 / A399226                                         |
| <b>Previous Circular</b>    | 14-24 and 14-23                                                                             |
| <b>Who should read this</b> | Councillors / General Managers / ROCs                                                       |
| <b>Contact</b>              | Innovation Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| <b>Action required</b>      | For information                                                                             |

## Announcement of Joint Organisation Pilots

### What's new or changing

- The Minister for Local Government has announced the regional groupings of councils that will assist the NSW Government to pilot Joint Organisations, a key component of the Fit for the Future package to strengthen local government.
- The five groups of councils that will pilot Joint Organisations throughout 2015 are: the Central West, Hunter, Illawarra, Namoi and Riverina regions.

### What this will mean for your council

- All councils outside of Greater Sydney will be a member of a Joint Organisation from September 2016.
- The pilots will ensure a robust yet flexible Joint Organisation model is developed through collaboration between the State Government and local councils, and inform the approach to implementation.

### Key points

- Eleven applications, covering 14 regions, were received from across regional NSW.
- Given the strong interest in participating in a pilot expressed by councils, as well as the high quality of the applications, the Government will consider the possibility of initiating further pilots prior to the proposed State-wide roll out in 2016.
- The pilots will commence shortly, with a series of workshops to help initiate the process.

### Where to go for further information

- Further information about Joint Organisations and the pilot process is available in the publication, [Joint Organisations: A roadmap for intergovernmental collaboration in NSW](#), available at: [www.fitforthefuture.nsw.gov.au](http://www.fitforthefuture.nsw.gov.au).



**Steve Orr**  
Acting Chief Executive  
Office of Local Government

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 44 913 630 046

## **MONTHLY CALENDAR – NOVEMBER 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 November 2014 to January 2015 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 – November 2014 to January 2015**

**Recommendation:**

That Council receive and note the regular monthly calendar for the period November 2014 to January 2015.

**Moved:**

**Seconded:**

**Attachment:**

Calendar for October 2014 to January 2015

## November 2014

| <b>Date of Meeting</b> | <b>Time</b>    | <b>What</b>                                                      | <b>Who</b>                                         |
|------------------------|----------------|------------------------------------------------------------------|----------------------------------------------------|
| Sat 1 Nov              |                |                                                                  |                                                    |
| Sun 2 Nov              |                |                                                                  |                                                    |
| Mon 3 Nov              |                |                                                                  |                                                    |
| Tues 4 Nov             |                |                                                                  |                                                    |
| Weds 5 Nov             |                |                                                                  |                                                    |
| <b>Thurs 6 Nov</b>     | <b>10:00am</b> | <b>Walgett LEMC Meeting – Council Chambers</b>                   | <b>General Manager</b>                             |
| Fri 7 Nov              |                |                                                                  |                                                    |
| Sat 8 Nov              |                |                                                                  |                                                    |
| Sun 9 Nov              |                |                                                                  |                                                    |
| Mon 10 Nov             |                |                                                                  |                                                    |
| Tues 11 Nov            |                |                                                                  |                                                    |
| <b>Weds 12 Nov</b>     | <b>9:00am</b>  | <b>Fit for Future Discussions – Walgett</b>                      | <b>All Councillors and Senior Management Staff</b> |
| Thurs 13 Nov           |                |                                                                  |                                                    |
| Fri 14 Nov             |                |                                                                  |                                                    |
| Sat 15 Nov             |                |                                                                  |                                                    |
| Sun 16 Nov             |                |                                                                  |                                                    |
| Mon 17 Nov             |                |                                                                  |                                                    |
| Tues 18 Nov            |                |                                                                  |                                                    |
| Weds 19 Nov            |                |                                                                  |                                                    |
| Thurs 20 Nov           |                |                                                                  |                                                    |
| <b>Fri 21 Nov</b>      | <b>9:00am</b>  | <b>OROC Meeting - Dubbo</b>                                      | <b>General Manager &amp; Mayor</b>                 |
| Sat 22 Nov             |                |                                                                  |                                                    |
| Sun 23 Nov             |                |                                                                  |                                                    |
| Mon 24 Nov             |                |                                                                  |                                                    |
| <b>Tues 25 Nov</b>     | <b>10:00am</b> | <b>Council Meeting – Burren Junction</b>                         | <b>All Directors &amp; Councillors</b>             |
| Weds 26 Nov            |                |                                                                  |                                                    |
| <b>Thurs 27 Nov</b>    | <b>TBC</b>     | <b>Barwon Darling CWAG - Narrabri<br/>HACC Meeting - Walgett</b> | <b>General Manager<br/>Clr Keir</b>                |
| <b>Fri 28 Nov</b>      |                |                                                                  |                                                    |
| Sat 29 Nov             |                |                                                                  |                                                    |
| Sun 30 Nov             |                |                                                                  |                                                    |

**WALGETT SHIRE COUNCIL AGENDA**

**December 2014**

| <b>Date of Meeting</b> | <b>Time</b>    | <b>What</b>                                                                      | <b>Who</b>                                                                                            |
|------------------------|----------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Mon 1 Dec</b>       | <b>6:30pm</b>  | <b>Combined Churches Carols in the Park</b>                                      | <b>Walgett Councillor - TBC</b>                                                                       |
| <b>Tues 2 Dec</b>      | <b>9:00am</b>  | <b>Fit for the Future Meeting – Cobar</b>                                        | <i>Mayor, Deputy Mayor &amp; General Manager</i>                                                      |
| <b>Weds 3 Dec</b>      | <b>9:00am</b>  | <b>Fit for the Future Workshop - Dubbo</b>                                       | <i>Mayor, Deputy Mayor &amp; General Manager</i>                                                      |
| Thurs 4 Dec            |                |                                                                                  |                                                                                                       |
| <b>Fri 5 Dec</b>       | <b>9:00am</b>  | <b>REMC Meeting – Dubbo (Farewell REMO)<br/>Outback Arts Meeting - Coonamble</b> | <b>General Manager<br/>Clr Keir</b>                                                                   |
| Sat 6 Dec              |                |                                                                                  |                                                                                                       |
| Sun 7 Dec              |                |                                                                                  |                                                                                                       |
| Mon 8 Dec              |                |                                                                                  |                                                                                                       |
| <b>Tues 9 Dec</b>      | <b>8:00am</b>  | <b>GM Performance Review</b>                                                     | <b>All Councillors</b>                                                                                |
| Weds 10 Dec            |                |                                                                                  |                                                                                                       |
| <b>Thurs 11 Dec</b>    | <b>10:00am</b> | <b>Local Area Traffic Committee Meeting – Walgett</b>                            | <b>Director Engineering Services,<br/>Clrs Keir, Martinez and<br/>Woodcock</b>                        |
| <b>Fri 12 Dec</b>      | <b>TBA</b>     | <b>West Tamworth Rotary Community Functions</b>                                  | <b>Walgett Community</b>                                                                              |
| Sat 13 Dec             |                |                                                                                  |                                                                                                       |
| Sun 14 Dec             |                |                                                                                  |                                                                                                       |
| Mon 15 Dec             |                |                                                                                  |                                                                                                       |
| <b>Tues 16 Dec</b>     | <b>10:00am</b> | <b>Council Meeting – Walgett</b>                                                 | <b>All Directors &amp; Councillors</b>                                                                |
| <b>Weds 17 Dec</b>     | <b>10:00am</b> | <b>CMCC Meeting – Coonamble<br/>NWSP Cooperative Library Meeting - Moree</b>     | <b>General Manager, Clr<br/>Woodcock, Clr Greenaway<br/>Director Corporate Services,<br/>Clr Keir</b> |
| <b>Thurs 18 Dec</b>    | <b>TBC</b>     | <b>HACC Meeting – Walgett</b>                                                    | <b>Clr Keir</b>                                                                                       |
| <b>Fri 19 Dec</b>      |                | <b>Outdoor Staff Closedown</b>                                                   |                                                                                                       |
| Sat 20 Dec             |                |                                                                                  |                                                                                                       |
| Sun 21 Dec             |                |                                                                                  |                                                                                                       |
| Mon 22 Dec             |                |                                                                                  |                                                                                                       |
| Tues 23 Dec            |                |                                                                                  |                                                                                                       |
| Weds 24 Dec            |                |                                                                                  |                                                                                                       |
| <b>Thurs 25 Dec</b>    |                | <b>Christmas Day</b>                                                             |                                                                                                       |
| <b>Fri 26 Dec</b>      |                | <b>Boxing Day</b>                                                                |                                                                                                       |
| Sat 27 Dec             |                |                                                                                  |                                                                                                       |
| <b>Sun 28 Dec</b>      |                |                                                                                  |                                                                                                       |
| <b>Mon 28 Dec</b>      |                | <b>Council Office Closed</b>                                                     |                                                                                                       |
| <b>Tues 30 Dec</b>     |                | <b>Council Office Closed</b>                                                     |                                                                                                       |
| <b>Weds 31 Dec</b>     |                | <b>Council Office Closed</b>                                                     |                                                                                                       |

**WALGETT SHIRE COUNCIL AGENDA**

**January 2015**

| <b>Date of Meeting</b> | <b>Time</b> | <b>What</b>                                 | <b>Who</b> |
|------------------------|-------------|---------------------------------------------|------------|
| Thurs 1 Jan            |             |                                             |            |
| Fri 2 Jan              |             |                                             |            |
| Sat 3 Jan              |             |                                             |            |
| Sun 4 Jan              |             |                                             |            |
| Mon 5 Jan              |             |                                             |            |
| Tues 6 Jan             |             |                                             |            |
| Weds 7 Jan             |             |                                             |            |
| Thurs 8 Jan            |             |                                             |            |
| Fri 9 Jan              |             |                                             |            |
| Sat 10 Jan             |             |                                             |            |
| Sun 11 Jan             |             |                                             |            |
| Mon 12 Jan             |             |                                             |            |
| Tues 13 Jan            |             |                                             |            |
| Weds 14 Jan            |             |                                             |            |
| <b>Thurs 15 Jan</b>    |             |                                             |            |
| Fri 16 Jan             |             |                                             |            |
| Sat 17 Jan             |             |                                             |            |
| Sun 18 Jan             |             |                                             |            |
| <b>Mon 19 Jan</b>      |             |                                             |            |
| <b>Tues 20 Jan</b>     |             |                                             |            |
| Weds 21 Jan            |             |                                             |            |
| Thurs 22 Jan           |             |                                             |            |
| <b>Fri 23 Jan</b>      |             |                                             |            |
| Sat 24 Jan             |             |                                             |            |
| <b>Sun 25 Jan</b>      | <b>TBC</b>  | <b>Australia Day Celebrations - Walgett</b> |            |
| Mon 26 Jan             |             |                                             |            |
| Tues 27 Jan            |             |                                             |            |
| <b>Weds 28 Jan</b>     |             |                                             |            |
| <b>Thurs 29 Jan</b>    |             |                                             |            |
| <b>Fri 30 Jan</b>      |             |                                             |            |
| <b>Sat 31 Jan</b>      |             |                                             |            |

## **NATIONAL STRONGER REGIONS FUND – MAINSTREET MAKEOVERS**

**REPORTING SECTION:** Executive  
**AUTHOR:** Don Ramsland General Manager  
**FILE NUMBER:** 000/000

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### **Summary:**

To enable Council to endorse action being taken to lodge an application for the National Stronger Regions Fund.

### **Background:**

Applications for the National Stronger Regions Fund were called on 01 October 2014 and close on 28 November 2014.

Because of the short lead time in submitting an application, it is recommended that Council update and re-lodge the concept put forward for Round 3 and Round 5 of the Regional Development Australia Fund – “*Walgett Shire – Main Street Makeovers*”.

### **Current Position:**

The following case study explains the logic behind Council’s application.

#### ***CASE STUDY - WALGETT SHIRE - MAINSTREET MAKEOVERS***

Walgett Shire Council wishes to undertake major “main street” upgrade programmes in its three main towns of Collarenebri, Lightning Ridge and Walgett. All three towns have been impacted in recent years by severe drought and the withdrawal of government services which has in turn contributed to diminished employment prospects, loss in population and gradual downsizing of the local commercial sectors in each location.

At the same time social problems as a result of poor literacy and numeracy levels, unemployment and drug and alcohol dependence have contributed to social problems and a general loss of amenity within each “town centre.” This, in turn, further impacts on the viability and sustainability of local business and the local economy in each town.

### **WHO:**

The ability to undertake main street upgrade programmes with the assistance of National Stronger Regions Funding would assist in giving these communities a greater focus and amenity.

Council wishes to implement a programme to progressively upgrade the appearance of the main streets in each of the three centres as this has been identified by each of the communities as one of the most effective, ongoing ways of addressing a range of economic and community in each centre in both the short and longer term.

Council has been working with a number of State and Federal Agencies through NSW Premier and Cabinet to better co-ordinate and target services to the objectives and strategies identified in Council’s ten year Community Strategic Plan.

At the same time, Council has enlisted the support and active involvement by a range of local organisations including Local Aboriginal Land Councils, Community Working Parties, service organisations coupled with leading local identities and business houses.

WHAT:

The project involves the laying of pavers in the main CBD of each town, coupled with extensive landscaping/beautification through the replacement of existing flower beds and poor stormwater drainage with more suitable garden beds, kerb and gutters, safety bollards, storm water drainage, underground irrigation and more appropriate and hardy native street trees.

At the same time, an extensive makeover of main street commercial premises involving replacement of existing bars on windows and doors with modern more effective and efficient security screening, an upgrade of the existing CCTV in Walgett and painting of premises in appropriate colours would be undertaken through a partnership with property owners, a leading paint company and security/insurance service providers.

A more inviting atmosphere would be created for passing tourists by the erection of a series of banner poles at the main entrances to each CBD and the provision of permanent banner brackets along the entire length of each CBD to hold flags and promotional banners advertising local events and attractions which would be changed at regular intervals throughout the year.

HOW:

By initiating a raft of town beautification, economic development, employment generation and tourism strategies as part of an overall "*Main Street Makeover Project*" over a five year timeframe, local employment and business prospects will be considerably enhanced.

As an example, this would involve Walgett Shire establishing a construction/maintenance team of three people in each of the three towns. Nine new full-time equivalent jobs would be created to undertake paving, landscaping, irrigation and other town beautification projects.

It is envisaged that approximately 30% of these positions would be targeted at local youth who would be encouraged to take up training opportunities by way of apprenticeships and traineeships.

At the same time, other small business and employment opportunities would be created in the commercial sector to undertake ongoing building upgrades including new security measures encouraging "taking down the bars," provision of modern security screening, painting and building maintenance.

Local businesses, which would also be supported during the construction process by the purchase of materials and equipment, would be encouraged to also provide employment opportunities for local youth.

Council estimates that during the construction phase some \$150,000 will be injected into the local economy of each town and this will translate to an ongoing amount of \$50,000 annually.

WHY:

Like most smaller, more isolated centres the major population centres in Walgett Shire of Collarenebri, Lightning Ridge and Walgett are all experiencing ongoing financial hardship as a result of the severe drought and the gradual withdrawal of State and Federal Government Services over the last ten to twenty years which has seen the population of each centre also diminishing impacting directly on the economic viability of each town.

Providing attractive commercial business districts in each town will boost the economic sustainability of existing small business operators reducing the likelihood of any further closures and also provide new stimulus for the further development of the developing tourism sector which will be the lifeblood of such centres in the years ahead.

Each centre also has a large Aboriginal population. There is a need to focus on alleviating ongoing disadvantage and social issues through increased local amenity by developing and expanding business, enhanced employment prospects for our diverse communities in each town.

Council believes that there is a need to simultaneously address the economic viability and sustainability in the three towns identified. However, as a smaller, more remote local

government authority Walgett Shire does not have the financial resources to achieve this outcome alone. It is intended that the National Stronger Regions Funding will be matched where appropriate by Council's own funds or those of other agencies to fast track the community's identified objectives in the Community Strategic Plan for the town centres in each town to be improved.

**WHEN:**

The project consists of a five year programme commencing 1 July 2015 to be completed by 30 June 2020. Milestones are to be identified for each financial year with paving, kerb and gutter and irrigation elements being targeted as first priority for completion by 30 September 2015. Landscaping would be completed by 31 January 2016 and tree planting finalised by April 2016.

Provision of banner poles and brackets, coupled with upgraded CCTV infrastructure would be completed by 30 September 2017.

Local business houses would be encouraged to improved building security in year 1 with a start to "taking down the bars" being made by 28 February 2015. Repainting of premises would also be undertaken on an "opportunity basis" commencing in the first year of the project.

**Relevant Reference Documents/Policies:**

National Stronger Regions Fund Guidelines

**Governance issues:**

There is always some conjecture as to whether or not applications for projects should be lodged for major infrastructure grants without proper planning and the identification of whole of life and recurrent maintenance costs. However, in this instance it is believed these costs are entirely manageable within Council's existing budget allocations or with some minor fine tuning of existing allocations.

**Environmental issues:**

Any environmental issues will be fully developed if and when the project is formally approved for grant funding.

**Stakeholders:**

Walgett Shire  
Communities of Lightning Ridge, Collarenebri and Walgett

**Financial Implications:**

Council currently has \$160,000 allocated for each of the three identified towns. The funding gained through the National Stronger Regions fund will supplement this, to make the later stages of the project viable.

Contributions would be sought from the commercial sector and other government agencies. This breakdown of in kind/agency support could increase offsetting Council's contribution as the project proceeds.

**Alternative Solutions/Options:**

Not apply and fund this concept from Council's own funds over a longer period  
Lodge an application for an alternative project. However, time constraints would make it

very difficult to lodge an appropriate application that would meet the Round 5 criteria.

**Conclusion:**

The opportunity is being taken to prepare an application which will involve a number of elements in relation to the upgrade of the main streets in our three main towns of Collarenebri, Lightning Ridge and Walgett. It is recommended that the action being in preparing and submitting the application be endorsed.

**National Stronger Regions Fund – Expression of Interest – Main Street Makeovers**

**Recommendation:**

That the action being taken by the General Manager in preparing and submitting an application for National Stronger Regions Fund – “*Main Street Makeovers*” be endorsed.

**Moved:**

**Seconded:**

**Attachments:**

Nil

**MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION  
FROM GENERAL MANAGER – OCTOBER 2014**

**REPORTING SECTION:** General Manager  
**AUTHOR:** Don Ramsland  
**FILE NUMBER:** 000/000

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**1. Restart NSW Water Security for Regions Funding – Walgett Weir Fishway**

Council submitted an Expression of Interest for funding for the Walgett Weir Fishway Project as part of the Restart NSW Water Security for Regions 2014-2015 Fund.

Council is now proceeding with the previously approved project to upgrade the Walgett Weir by raising the wall by 1 metre and also develop a Fish Hatchery at a suitable location. Correspondence from Infrastructure NSW advises that the project was unsuccessful as other projects submitted were of a higher priority for shortlisting for funding in this round. A list of the shortlisted projects is available from the Infrastructure NSW website [www.insw.com](http://www.insw.com).

**2. New Shire Wide Tourism Brochure**

The new Shire Wide Tourism Brochure will go to the printers in January, 2015 and be launched by the end of February, 2015. 70,000 brochures are being printed with provision for a run on of 30,000 copies. It is anticipated the brochure stock will last two years before reprinting is necessary.

At present there is reluctance by some advertisers in the Lightning Ridge area to take out paid advertisements and this matter will be raised with the Lightning Ridge Tourism Association early next week. Prospective advertisers will also be canvassed a second time.

**3. Opal FM – Funding Position**

**4. Black Queen Tourist Facility**

The operators of the Black Queen Tourist Facility at Lightning Ridge have ceased operations for the summer months in accordance with their standard practice and are said to be staying in Sydney. It has not been possible as yet to determine what their future intentions with regards the facility will be, whether they will relocate the attraction or put it up for sale. Council staff will continue to endeavor to contact the operators and determine what assistance can be offered to retain the attraction in Lightning Ridge.

**5. Hudson Pear Funding**

Hudson Pear funding at Lightning Ridge is the responsibility of the Castlereagh Macquarie County Council in its capacity as the Local Control Authority for noxious weed control in the five shires which constitute it.

The County Council has sourced ongoing funding for control programmes from various sources and has also instituted the reformation of the Hudson Pear Task. An

amount of \$25,000 has now been sourced through the North West LLS in addition to funds secured in 2013/14. Some funding has also been sourced for local miners' associations to also carryout control programmes, but this will be subject to more strict monitoring conditions.

The Strategic/Risk Analysis is now in final draft form and is expected to be signed off shortly. This analysis is expected to be the basis for all future control initiatives/programmes.

**6. PCYC Facility – Appointment of Manager**

Advice is to hand that M/s Amanda Cheal has been appointed to the position of PCYC Manager and will take up the appointment early in the New Year. Council is seeking advice as to when the demountable building to be used as part of the PCYC facility will be relocated to Walgett. Council has offered to make its staff available to undertake an inspection of the building prior to relocation if required.

**7. Lightning Ridge Arts and Crafts – Annual General Meeting**

The long awaited Annual General Meeting of the Lightning Ridge Arts and Crafts Centre has been scheduled for Sunday 23 November, 2014 commencing at 3:00pm at the Centre in Pandora Street, Lightning Ridge.

The current President has flagged an intention to seek re-election.

**8. REMC – Desktop Planning Exercise**

Councillors are advised that the Central West Region Emergency Management Committee will be conducting a desk top exercise at its meeting on Friday 5 December, 2014 "*Exercise Castlereagh*" which will involve simulated accident on the Castlereagh Highway at Angledool involving a tourist coach and a stock transport.

**9. Supplementary Reports**

Supplementary reports in respect of the following are currently in preparation and will be circulated prior to the meeting:

- (i) Grants and grants officer concept
- (ii) Cost of running all sporting facilities within the Walgett Shire
- (iii) Review of Shire Wide services running costs
- (iv) Asbestos disposal at the Walgett Landfill.

| <b>Matters Generally for Brief Mention or Information Only General Manager</b>                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>1. That the matters listed for brief mention or information is received, noted and endorsed.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

**14.2 DIRECTOR CORPORATE SERVICES**

***CASH ON HAND & INVESTMENT REPORT***

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Shane Roberts – Senior Finance Officer  
**FILE NUMBER:** 09/1460-03

**Summary:**

This report summarises the cash on hand and investments held by Walgett Shire Council as at 31 October 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 October 2014 the operational bank account's balance was \$924,217.08. The reconciliation of this balance is:

**Operational Account Bank Reconciliation  
 As at 31 October 2014**

|                                                            |                   |
|------------------------------------------------------------|-------------------|
|                                                            | \$                |
| <b>Opening Ledger Account Balance as at 1 October 2014</b> | <b>318,909.48</b> |
| Add: Receipts                                              | 3,510,379.99      |
| Add: Recalled Investments                                  |                   |
| Less: New Investments                                      |                   |
| Less: Payments                                             | (2,919,118.50)    |
| <b>Closing Ledger Balance as at 31 October 2014</b>        | <b>910,170.97</b> |
| <br>                                                       |                   |
| <b>Balance as per Bank Statement as at 31 October 2014</b> | <b>924,217.08</b> |
| Add: Receipts not banked                                   | 1,786.05          |
| Less: Payments not presented                               | (15,832.16)       |
| <b>Closing Balance of Bank Account</b>                     | <b>910,170.97</b> |

1 Term Deposit was recalled to the value of \$500,000.00.  
 No new Term Deposits were made.  
 3 transfers were made from the BOS account to the value of \$1,700,000.00.  
 No transfers were made to the BOS account.

**WALGETT SHIRE COUNCIL AGENDA**

As at 31 October 2014 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 September 2014 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.

|                                       |                 |
|---------------------------------------|-----------------|
| Business Online Saver Account Balance | \$ 1,599,755.83 |
|---------------------------------------|-----------------|

**Relevant Reference Documents/Policies:**

|                 |                                                 |
|-----------------|-------------------------------------------------|
| 09/1772-02/0024 | October 2014 bank reconciliation ledger 11.5010 |
| 09/1460-03/0015 | Investments Report To Council 2014/2015         |

**Governance issues:**

Nil

**Environmental issues:**

Nil

**Stakeholders:**

Walgett Shire Council, Residents of the Walgett Shire.

**Financial Implications:**

As per report

**Alternative Solutions/Options:**

Nil

**Conclusion:**

As at 31 October 2014 Walgett Shire Council's total available cash and invested funds were \$18,509,926.80 represented by:

|                                        |                         |
|----------------------------------------|-------------------------|
| Reconciled Operational Account Balance | \$ 910,170.97           |
| Investments                            | \$16,000,000.00         |
| BOS Account                            | <u>\$ 1,599,755.83</u>  |
| Total                                  | <u>\$18,509,9926.80</u> |

**Cash on Hand and Investment Report as at 31 October 2014**

**Recommendation:**

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

**Moved:**

**Seconded:**

| <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>                                        |                         |             |               |            |                   |                      |                        |
| Newcastle Permanent Building Society                        | Term Deposit            | 259         | 3.50          | 904/14     |                   | 05-Nov-14            | \$500,000.00           |
| Suncorp                                                     | Term Deposit            | 266         | 3.55          | 908/14     |                   | 21-Jan-15            | \$500,000.00           |
| Bank of Queensland                                          | Term Deposit            | 273         | 3.67          | 909/14     |                   | 04-Feb-15            | \$500,000.00           |
| Suncorp                                                     | Term Deposit            | 196         | 3.60          | 910/14     |                   | 26-Nov-14            | \$500,000.00           |
| Bank of Queensland                                          | ELE - Term Dep          | 272         | 3.72          | 913/14     |                   | 18-Feb-15            | \$500,000.00           |
| National Australia Bank                                     | Term Deposit            | 168         | 3.63          | 915/14     |                   | 12-Nov-14            | \$500,000.00           |
| National Australia Bank                                     | Term Deposit            | 154         | 3.61          | 918/14     |                   | 19-Nov-14            | \$500,000.00           |
| ING                                                         | Term Deposit            | 189         | 3.55          | 922/15     |                   | 14-Jan-15            | \$750,000.00           |
| IMB                                                         | Term Deposit            | 187         | 3.50          | 923/15     |                   | 21-Jan-15            | \$500,000.00           |
| Westpac                                                     | Term Deposit            | 181         | 3.75          | 925/15     |                   | 14-Jan-14            | \$500,000.00           |
| Suncorp                                                     | Term Deposit            | 174         | 3.45          | 929/15     |                   | 28-Jan-15            | \$1,000,000.00         |
| Bank of Queensland                                          | Term Deposit            | 188         | 3.60          | 930/15     |                   | 11-Feb-15            | \$500,000.00           |
| Westpac                                                     | Term Deposit            | 272         | 3.60          | 931/15     |                   | 06-May-15            | \$500,000.00           |
| National Australia Bank                                     | Term Deposit            | 202         | 3.65          | 932/15     |                   | 25-Feb-15            | \$500,000.00           |
| National Australia Bank                                     | Term Deposit            | 203         | 3.65          | 933/15     |                   | 04-Mar-15            | \$500,000.00           |
| Bank of Queensland                                          | Term Deposit            | 203         | 3.53          | 934/15     |                   | 11-Mar-15            | \$500,000.00           |
| Credit Union Australia                                      | Term Deposit            | 203         | 3.15          | 935/15     |                   | 18-Mar-15            | \$500,000.00           |
| Newcastle Permanent Building Society                        | Term Deposit            | 91          | 3.40          | 936/15     |                   | 26-Nov-14            | \$500,000.00           |
| ING                                                         | Term Deposit            | 203         | 3.55          | 937/15     |                   | 25-Mar-14            | \$500,000.00           |
| Newcastle Permanent Building Society                        | Term Deposit            | 91          | 3.35          | 938/15     |                   | 10-Dec-14            | \$500,000.00           |
| Bank of Queensland                                          | Term Deposit            | 196         | 3.60          | 939/15     |                   | 01-Apr-15            | \$500,000.00           |
| Newcastle Permanent Building Society                        | Term Deposit            | 96          | 3.35          | 940/15     |                   | 17-Dec-14            | \$500,000.00           |
| IMB                                                         | Term Deposit            | 140         | 3.40          | 941/15     |                   | 18-Feb-15            | \$500,000.00           |
| Westpac                                                     | Term Deposit            | 182         | 3.40          | 942/15     |                   | 08-Apr-15            | \$500,000.00           |
| ING                                                         | Term Deposit            | 63          | 3.02          | 943/15     |                   | 17-Dec-15            | \$750,000.00           |
| Bankwest                                                    | Term Deposit            | 84          | 3.40          | 944/15     |                   | 07-Jan-15            | \$500,000.00           |
| IMB                                                         | Term Deposit            | 91          | 3.40          | 945/15     |                   | 21-Jan-15            | \$500,000.00           |
| Bankwest                                                    | Term Deposit            | 91          | 3.40          | 946/15     |                   | 28-Jan-15            | \$1,000,000.00         |
| Bankwest                                                    | Term Deposit            | 70          | 3.35          | 947/15     |                   | 07-Jan-15            | \$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-Jun-15            | \$0.00                 |
|                                                             |                         |             |               |            |                   |                      | <u>\$0.00</u>          |
|                                                             |                         |             |               |            |                   |                      | <u>\$16,000,000.00</u> |
|                                                             |                         |             |               |            |                   |                      | <u>\$1,599,755.83</u>  |
|                                                             |                         |             |               |            |                   |                      | <u>\$17,599,755.83</u> |

Note that this is a separate interest bearing account linked with the Main Bank Account investment Report as at 31 October 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 Kate Anderson  
Finance Officer

Term Deposit Ledger Balance \$16,000,000.00  
24 hour Online Bank Account \$1,599,755.83  
\$17,599,755.83



## **QUARTERLY OUTSTANDING RATES REPORT – SEPTEMBER 2014**

**REPORTING SECTION:** Finance Department  
**AUTHOR:** Jeremy Way – Rates Officer  
**FILE NUMBER:** 12/183

---

### **Summary:**

With successive Section 713 sale of land for overdue rates processes undertaken and an increased focus in developing debt recovery, the percentage of outstanding rates and charges has continued to improve. This can be demonstrated in the comparative of September 2013 figure being 11.46% when compared to September 2014 being 9.98%.

Council aimed to achieve a benchmark of 10% or lower and this was achieved at 30 June 2014 and this report indicates that gains continue to be made.

### **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:**

Council has undertaken 713 rating sales on an annual basis and will hold another rating sale in current rating year. These sales along with an increased focus on debt recovery has improved the percentage of outstanding rates and charges, demonstrated in the attached September 2014 quarterly report. As at 30 September, 2014 collections stood at 47.83% of 2014/15 levy and 43.72% of total amounts outstanding.

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

Quarterly Report - Outstanding Rates Report as at 30 September 2014

### **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 associated with this matter.

### **Stakeholders:**

Walgett Shire Council community  
Walgett Shire Council

**Financial Implications:**

The recovery of rates and charges is a key performance indicator that is analysed by external bodies such as Treasury Corp in conjunction with the Local Government Review Panel. Efforts to improve and lower the levels of outstanding rates and charges will strengthen Walgett Shire Council long term financial position, a view to aim for the benchmark of 10%.

**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 Outstanding Rates Report – September 2014**

**Recommendation:**

That Council note the improved outstanding rates percentage and ongoing commitment to improve this key performance indicator.

**Moved:**

**Seconded:**

**Attachments:**

Quarterly Report - Outstanding Rates Report as at 30 September 2014

WALGETT SHIRE COUNCIL AGENDA

| <b>Quarterly Report - Outstanding Rates as at 30 September 2014</b> |  |                       |                       |
|---------------------------------------------------------------------|--|-----------------------|-----------------------|
| <b>Report on Rates and Charges - 30 September 2014</b>              |  |                       |                       |
|                                                                     |  | <b>Sep-14</b>         | <b>Sep-13</b>         |
| Arrears from previous year                                          |  | 836,128.94            | 1,338,815.52          |
| <b>Sub Total</b>                                                    |  | <b>836,128.94</b>     | <b>1,338,815.52</b>   |
| <b>Current Year Activity</b>                                        |  |                       |                       |
| Legal fees (Including write offs)                                   |  | 7,013.20              | (12,635.60)           |
| Adjusted Levy                                                       |  | 8,479,641.12          | 8,286,391.49          |
| Interest (Including write off's)                                    |  | 14,158.55             | (30,109.29)           |
| Adjustments (Including Write Off's)                                 |  | (7,920.04)            | (71,578.90)           |
| <b>Sub Total</b>                                                    |  | <b>8,492,892.83</b>   | <b>8,172,067.70</b>   |
| <b>Total Arrears and Adjusted Levy</b>                              |  | <b>9,329,021.77</b>   | <b>9,510,883.22</b>   |
| Payments                                                            |  | (3,923,563.16)        | (3,908,379.72)        |
| Pensioner Concessions - Govt                                        |  | (91,568.73)           | (89,416.42)           |
| Pensioner Concessions - Council                                     |  | (74,924.10)           | (73,163.27)           |
| Discount                                                            |  | (88,505.58)           | (86,877.86)           |
| Special Rebate Council                                              |  | (16,003.30)           | 0.00                  |
| <b>Sub Total</b>                                                    |  | <b>(4,194,564.87)</b> | <b>(4,157,837.27)</b> |
| <b>Total Remaining Levy</b>                                         |  | <b>\$5,134,456.90</b> | <b>\$5,353,045.95</b> |
| Current                                                             |  | 4,375,992.32          | 4,415,306.29          |
| Arrears                                                             |  | 512,329.35            | 613,424.42            |
| Interest b/f from previous years                                    |  | 123,452.62            | 159,576.29            |
| Current year interest                                               |  | 13,223.92             | 18,204.64             |
| Legals                                                              |  | 109,458.69            | 146,534.31            |
| <b>Total Remaining Levy</b>                                         |  | <b>\$5,134,456.90</b> | <b>\$5,353,045.95</b> |
| <b>Variance</b>                                                     |  | <b>\$0.00</b>         | <b>-\$0.00</b>        |
| <b>Total YTD Collected</b>                                          |  |                       |                       |
| Collected YTD % of Levy, Arrears, Interest & Legal Fees             |  | 44.96%                | 43.72%                |
| Collected YTD % of Levy                                             |  | 46.20%                | 47.83%                |
| <b>Arrears Outstanding % of Total Remaining Levy</b>                |  | <b>9.98%</b>          | <b>11.46%</b>         |

## **WALGETT SHIRE COMMUNITY SHARPS INITIATIVE**

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

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### **Summary:**

This report is to inform the Council of work undertaken with other agencies to implement an infrastructure and information plan to manage the disposal of sharps. It also informs Council of funding obtained to provide new needle disposal bins in the three towns in the shire and a program for them to be regularly monitored and serviced.

### **Background:**

The ongoing issue of needle usage and unsafe methods of disposal across the Shire has been of major concern to residents, and Council for some time. Council has been in discussions with Local and State services to explore options and initiatives to develop an effective response to the issue of appropriate needle disposal across the shire. This has involved working closely with Western NSW Health, Walgett Aboriginal Medical Service, NSW Police, Far West Medicare Local and Community Sharps NSW to strengthen awareness on the need for effective management of sharps generated in the communities across the Shire. Fundamental to this is an increase in the availability and maintenance of needle bins in public spaces and a community education program to highlight the significance of the issue in the community.

In relation to people / services that deal with the collection of the sharps (in particular Council works staff) the program would include training for those dealing directly with the discarded needles.

### **Current Position:**

Council has been successful with a grant submission to the NSW Ministry of Health to fund two stages of the three stage Walgett Shire Community Sharps Program. The project plan and grant funding from the Community Sharps Management Program NSW will support the sharps initiative by combining infrastructure and awareness activities including supply of bins and distribution of Community Sharps NSW awareness resources and disposal promotional stickers.

The plan covers the following priority areas;

**Safe Disposal** – increase in facilities; community awareness/education and appropriate location of dispensing and disposal facilities.

The grant funds will provide Council with (9) nine sharps disposal containers in the communities of Walgett, Lightning Ridge and Collarenebri, plus three spares.

Urban Infrastructure staff will maintain and service the bins as per the following service plan. A service / monitoring schedule of bins will be implemented to provide data on the frequency and volume of needle disposals across the various sites. It is expected that there will be a decline in the number of inappropriately disposed sharps following the implementation of this project.

**Urban Infrastructure service plan – needle bins**

| <b>Bins locations</b>                                                                                                                                      | <b>Collection</b>                                                                                                                 | <b>Measurements</b>                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <p><b>Walgett : 3 sites</b></p> <p>Gray Park Toilets</p> <p>Trevallion Park Toilets</p> <p>Montkeila St Toilets</p>                                        | <p>To be emptied / serviced daily on cleaning routines of amenities.</p> <p>If bins are damaged to be replaced as a priority.</p> | <p>Monitoring of number of needles,</p> <p>Report to Manger Community Development for feedback to NSW Health</p> |
| <p><b>Lightning Ridge : 5 sites</b></p> <p>Visitor Info Centre Toilets</p> <p>Bore Baths Toilets</p> <p>Lions Park Toilets</p> <p>Harlequin St Toilets</p> | <p>To be emptied / serviced daily on cleaning routines of amenities</p> <p>If bins are damaged to be replaced as a priority.</p>  | <p>Monitoring of number of needles</p> <p>Report to Manger Community Development for feedback to NSW Health</p>  |
| <p><b>Collarenebri : 2 sites</b></p> <p>Lions Park Toilet Block</p> <p>Collarenebri Sports Oval Toilets</p>                                                | <p>To be emptied / serviced daily on cleaning routines of amenities</p> <p>If bins are damaged to be replaced as a priority.</p>  | <p>Monitoring of number of needles</p> <p>Report to Manger Community Development for feedback to NSW Health</p>  |

**Promotion** - Printing costs associated with advertising throughout the community to increase awareness of the need for safe disposal of sharps is also provided in the funding. This material will be distributed throughout the shire by Council and partner agencies.

**Staff Training** - A key element on the holistic program is ensuring that staff handling the sharps undertakes accredited training in areas of disposal and collection. The costs associated with training for approximately (50) fifty Council employees (outdoor staff, youth workers, WH&S staff) has been arranged through a regional application to the funding body.

**Relevant Reference Documents/Policies:**

Walgett Shire Council Community Strategic Plan 2012-2022.

**Governance issues:**

Council would ensure that all relevant staff attend this training and that the service schedule for collection of needles and monitoring of disposal bins is undertaken.

**Environmental issues:**

The disposal of sharps into dedicated bins will reduce the incidence of these items being inappropriately discarded in parks and around other public areas.

**Stakeholders:**

Walgett Shire residents

**Financial Implications:**

Total grant funding of \$7,445.00 has been provided for the purchase of the bins and promotional activities. Installation costs of bins in identified areas is provided for within the Urban Infrastructure budget.

**Alternative Solutions/Options:**

N/A

**Conclusion:**

It is believed that the Walgett Shire Community Sharps Program Initiative will make a positive contribution to minimizing potential hazards such as injuries from discarded sharps. It involves working in partnership with our communities, services and local agencies to educate and create awareness around appropriate needle usage and disposal in addition to the installation of additional bins..

| <b>Walgett Shire Community Sharps Initiative</b>                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council receive and note the Community Sharps Initiative Report.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Nil

## ***POLICY – PROCUREMENT AND TENDERING***

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Stephen Holland Director Corporate Services  
**FILE NUMBER:** 12/14

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### **Summary:**

Council's current policy and procedures have been reviewed in conjunction with those from other councils. A new Policy and Policy Procedure has been developed and it is recommended that they be adopted.

### **Background:**

Council's current purchasing arrangements are supported by the 'Purchasing Policy and Procedures adopted 19 June 2007 and AFM Quotation & Tender Thresholds dated 1 December 2009. The Corporate Credit Card Policy and Procedures (Adopted 15 May 2007) is a separate policy which oversees the use of Council credit cards and has not been reviewed at this stage.

### **Current Position:**

The policies in place at Gunnedah and Liverpool Plains Shire Councils were reviewed with the Gunnedah Council Procurement and Tendering Policy and Management Directive being used as a template for the development of a revised document for Walgett. The Policy is the overarching document that outlines the principles and standards that the Council will practice when undertaking its procurement of goods and services whether through a formal tender process, or request for quotations.

The Policy Procedure is the operational document that details the purchasing thresholds and the procedures that attach to each. A key element is the establishment of a Contractor / Provider Register for the various trades and services within the shire. It is proposed that advertisements be placed inviting registration with council, part of which will include providing details of public liability and workers compensation insurance. Requests for quotations will be emailed to all those on the register and for projects estimated in excess of \$50,000 but under the tender threshold of \$150,000. The Policy Procedure also provides for projects under the \$150,000 threshold to be processed as a formal tender where it is believed that an enhanced outcome can be achieved. There is currently draft legislation to increase the tender threshold to \$250,000.

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

W.S.C - AFM Quotation and Tender Thresholds (1 December 2009)  
WSC – Purchasing Policy and Procedures (15 May 2007)  
Gunnedah Shire Council Procurement and Tendering Policy and Management Directive.  
Local Government Act  
Local Government (General) Regulation (2005)  
Tendering Guidelines for NSW Local Government, October 2009  
Independent Commission Against Corruption Act (1988)

**Governance issues:**

The adoption of a Policy and Policy Procedure to oversight the conduct of council's procurement activities is directed at enhancing accountability and transparency.

**Environmental issues:**

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

**Stakeholders:**

Walgett Shire Council and residents.  
Suppliers and contractors who transact business with the council.

**Financial Implications:**

In addition to achieving improved governance, the policy and management directive are also directed at achieving 'best value for money' outcomes for the council.

**Alternative Solutions/Options:**

That Council amend or reject the documents as presented.

**Conclusion:**

The Procurement and Tendering Policy and Policy Procedure are intended to achieve enhanced governance and 'value for money' outcomes for the council. The report recommends that they be adopted and that the WSC AFM Quotation and Tender Thresholds and WSC Purchasing Policy and Procedures be rescinded.

| <b>Policy – Procurement and Tendering</b>                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the WSC AFM Quotation and Tender Thresholds and WSC Purchasing Policy and Procedures be rescinded.</p> <p>That the Procurement and Tendering Policy and Policy Procedure be adopted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Procurement and Tendering policy  
Procurement and Tendering Management Directive

# COUNCIL POLICY



|                    |                           |
|--------------------|---------------------------|
| <b>Policy Name</b> | PROCUREMENT AND TENDERING |
|--------------------|---------------------------|

|                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Purpose</b></p> <p>The purpose of the Procurement and Tendering Policy is to document Council's procurement principles and set out the standard by which Council will conduct its procurement activities.</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                            |                                                                                                                                                                           |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dates</b>               | Policy or amendment approved      25 Nov 2014<br>Policy or amendment takes effect      25 Nov 2014<br>Policy is due for review      25 Nov 2016                           |
| <b>Approved by</b>         | General Manager                                                                                                                                                           |
| <b>Adopted by</b>          | Walgett Shire Council, at its Ordinary Meeting of Council held on 25 Nov 2014<br>Minute number:                                                                           |
| <b>Responsible Officer</b> | Director Corporate Services                                                                                                                                               |
| <b>Relevant to</b>         | Walgett Shire Council Elected Members, Staff and Volunteers. Suppliers and Contractors to Walgett Shire Council and the general public.                                   |
| <b>Superseded Policies</b> | AMF – Purchasing Policy adopted 15 July 2008<br>AMF – Quotation & Tender Thresholds adopted 15 Dec 2009                                                                   |
| <b>Related documents</b>   | Procurement and Tendering Procedures<br>Walgett Shire Council Code of Conduct<br>DLG Tendering Guidelines for NSW Local Government                                        |
| <b>Related legislation</b> | Local Government Act 1993<br>Competition Policy Reform (NSW) Act 1995<br>Independent Commission Against Corruption Act 1988<br>Local Government (General) Regulation 2005 |
| <b>File number</b>         |                                                                                                                                                                           |

# WALGETT SHIRE COUNCIL AGENDA

## Contents

1. Purpose
2. Scope
3. Definitions
4. Policy principles
5. Policy statement
6. Accountability, roles and responsibilities
7. Acknowledgements
8. Version control and change history

### 1. Purpose

The purpose of this Procurement and Tendering Policy is to document Council's principles and set out the standard by which Council will conduct these activities. All activities will be carried out in accordance with the associated legislation, Council Policies, Management Directives, processes and Office of Local Government (OLG) Guidelines and Circulars.

### 2. Scope

- 2.1 This Procurement and Tendering Policy applies to all procurement processes and activities undertaken by Council, including purchasing, ordering, tendering and the entering of contracts.

The Procurement and Tendering Policy applies to anyone who undertakes or is involved in procurement and tendering activities. This includes Councillors, staff, contractors and delegates.

### 3. Definitions

| Term                      | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Best Value</b>         | Best value in Procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none"><li>• Considering local availability</li><li>• Contribution to the advancement of the Council's priorities</li><li>• Non-cost factors such as fitness for purpose, quality, service and support; and</li><li>• Cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding maintaining and disposing of the goods, services or works</li></ul> |
| <b>Probity</b>            | Within Local Government, the word 'probity' is used in a general sense to mean 'good process'. A Procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset. These procedures need to ensure that all potential suppliers are treated equitably.                                                                                                                                                                     |
| <b>Procurement</b>        | Procurement is the whole process of acquisition of external goods, services and works.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Social Procurement</b> | Social Procurement uses Procurement processes and purchasing power to generate positive social outcomes at a local level in addition to the delivery of cost efficient goods, services and works.                                                                                                                                                                                                                                                                                                                                                                                          |

|                  |                                                                                                                                                  |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tendering</b> | The process of invitation by Council for the acquisition of goods and services in accordance with the Local Government (General) Regulation 2005 |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|

**4. Policy Principles**

4.1 The objective of this policy is to provide clear direction when conducting Procurement and Tendering activities through the application of five key principles;

4.1.1 Probity, Accountability and Transparency

Council values the highest ethical and professional standards in its business dealings. Procurement and tendering activities will be conducted through a transparent process that is verifiable.

Council will employ consistency in all stages of the procurement and tendering process, respecting the rights of tenderers and contractors, including confidentiality and the expectation to be treated fairly at all stages of the procurement process.

4.1.2 Value for Money

Council strives to achieve value for money in its procurement activities. Council will select goods, services and suppliers that represent the best overall value for Council; not necessarily the lowest priced confirming offer.

Value for money includes factors such as risk based approach, promotion of market competitiveness through quoting and tendering, benchmarking suppliers and quality of goods and service procurement co-operatives that can demonstrate high levels of integrity inline with Council’s own policies and guidelines.

4.1.3 Open and Effective Competition

Council recognises the commercial and economic benefits of open and effective competition. Council will encourage healthy competition in the markets from which it purchases.

4.1.4 Ethical Behaviour and Fair Treatment

Council officers engaged in procurement and tendering activities will at all times undertake their duties in an ethical and impartial manner.

Council officers must ensure that policy principles are reflected throughout the procurement and tendering process including activities as buying without prejudice, effective communication and provision of information to all suppliers, declaring any conflicts of interest and adhere to the Code of Conduct.

Canvassing of Councillors and Staff during a formal tendering quotation process will automatically disqualify that supplier.

4.1.5 Health and Safety

Council is committed to protecting human health, safety and welfare. Council will ensure that its procurement and tendering activities protect health, safety and welfare of its elected members, staff, volunteers, customers, contractors and the general public.

**5. Policy Statement**

**5.1 Policy Purpose**

The Procurement and Tendering activities require accountability for the spend of Council funds which is justified, planned and transparent. Goods and services procured must be 'fit for purpose' and represent value for money while being socially responsible and ensuring probity in the procurement process.

**5.1.1 Procurement Strategy**

Developing a procurement strategy and adopting appropriate principles, policies and procedures for all goods, services and works of Council, will enhance the achievement of Council objectives such as sustainable and social procurement; bottom-line cost savings, innovation and more effective services for communities.

**5.1.2 Corporate Strategy**

Support the Council's corporate strategies, aims and objectives including, but not limited to those related to sustainability, protection of the environment, and corporate social responsibility;

- Take a long term strategic view of procurement needs while continually assessing, reviewing and auditing its procedures, strategy and objectives;
- Provide a robust and transparent audit trail which ensure that procurement is delivered on time, within cost constraints and that the needs of end users are reasonably met;
- Ensure procurement is conducted in an impartial, fair and ethical manner;
- Achieve value for money and quality in the acquisition of goods and services;
- Ensure that risk is identified, assessed and managed at all stages of the procurement process;
- Use strategic procurement practices and innovative solutions to promote continuous improvement and best value, in particular marking use of collaboration and partnership opportunities;
- Use social procurement to enhance sustainable and strategic procurement to effectively contribute towards building stronger communities and meeting the wider social objectives of the Council;
- Comply with legislation, corporate policies or other requirements, ensuring that all staff responsible for procurement and contract management are made aware of the relevant legislative requirements, Council standards and practices.

## WALGETT SHIRE COUNCIL AGENDA

### 6. Accountability, roles and responsibilities

#### 6.1. Authorisation – General Manager

Is responsible for the setting of annual purchasing delegations of staff through official instrument.

#### 6.2. Responsible Officer – Director Corporate Services

Is the officer accountable for managing policy compliance and initiating the policy review process. They will also have the responsibility for all aspects of policy implementation, unless appropriately delegated to another officer.

#### 6.3. Compliance and Reporting – Finance Officer - Stores

Is responsible to provide awareness and training on the policy, monitor policy and related policy procedure and internal control compliance.

### 7. Acknowledgements

- 7.1 The following acknowledgements are made recognising organisations or documents that have provided a basis, instructive comment or templates that have been used to develop Council's Procurement and Tendering Policy:

- (a) Procurement and Tendering Policy – Gunnedah Shire Council
- (b) Tendering Guidelines for NSW Local Government, NSW Department of Premier and Cabinet Division of Local Government, October 2009

### 8. Version control and change history

| Date             | Version | Approved by & resolution No | Amendment                                      |
|------------------|---------|-----------------------------|------------------------------------------------|
| 25 November 2014 | Draft   |                             | Council meeting for consideration and adoption |

# POLICY PROCEDURE



|                    |                           |
|--------------------|---------------------------|
| <b>Policy Name</b> | PROCUREMENT AND TENDERING |
|--------------------|---------------------------|

|                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Objective</b></p> <p>To ensure the system of tenders and quotes encourages integrity and established standards of equity and transparency and value for money.</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                            |                                                                                                                                                                           |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dates</b>               | Directive or amendment approved      25 Nov 2014<br>Directive or amendment takes effect      25 Nov 2014<br>Directive is due for review                  25 Nov 2016      |
| <b>Approved by</b>         | General Manager                                                                                                                                                           |
| <b>Endorsed by</b>         | Walgett Shire Council, at its Ordinary Meeting of Council held on 25 Nov 2014<br>Minute number:                                                                           |
| <b>Responsible Officer</b> | Finance Officer Stores                                                                                                                                                    |
| <b>Relevant to</b>         | All Employees                                                                                                                                                             |
| <b>Superseded Policies</b> | Walgett Shire Council Policy & Procedures<br>AFM Quotation & Tender Thresholds                                                                                            |
| <b>Related documents</b>   | Procurement and Tendering Policy<br><br>DLG Tendering Guidelines for NSW Local Government                                                                                 |
| <b>Related legislation</b> | Local Government Act 1993<br>Competition Policy Reform (NSW) Act 1995<br>Independent Commission Against Corruption Act 1988<br>Local Government (General) Regulation 2005 |
| <b>File number</b>         |                                                                                                                                                                           |

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4. Policy principles
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6. Accountability, roles and responsibilities
7. Acknowledgements
8. Ethical behaviour and fair treatment
9. Version control and change history

**1. Purpose**

The purpose of this Procurement and Tendering Directive is to document Council's guidelines and requirements in relation to the conduct of procurement and tendering activities by staff on behalf of and for Council.

**2. Scope**

This Management Directive applies in full to all employees and details procedures to be used in all purchasing by Council employees. It is intended to ensure that competition exists in all purchasing activities and that they are carried out in an open and transparent manner in accordance with Council policy and legislative requirements.

The Procurement and Tendering Policy applies to anyone who undertakes or is involved in procurement and tendering activities. This includes Councillors, staff, contractors and delegates.

**3. Definitions**

**Employees this Directive applies to** - all staff

**Tenders** – works exceeding the specified amount in Section 55 of the Local Government Act (currently \$150,000).

**Quotations** – work exceeding \$500 in value but less than that specified as a tender

**Quotation Documents** – invitation to tender and guidelines, specification, recommendation selection criteria, any other relevant information.

**4. Management Directive Principles**

**4.1 General**

An urgent delivery component is included as part of the selection criteria and weighting table which is utilised as a guide in the tender selection process. This component includes distance to suppliers and service providers.

Contracts should be effected only with incorporated companies. Tenders or quotes which are to result in a contract must show the companies ABN, CAN and date of incorporation or make a clear statement of intention to incorporate prior to signing a contract.

## WALGETT SHIRE COUNCIL AGENDA

It is preferred that this rule be applied to all procurement. However purchase orders, but not contracts, may be placed on unincorporated organisations provided:

- The supplier has an ABN, unless extraordinary circumstances prevail (ie hobby);
- The supplier is registered for GST, unless extraordinary circumstances prevail (ie hobby);
- The total value is less than \$50,000;
- It is a lump sum purchase or project;
- The service to be provided is not primarily labour hire;
- The particular supplier is used intermittently.

The exact procure to be used will depend on value of goods and service to be purchased.

### 4.2 Tenders

For works with a value exceeding that specified in Section 55 of the Local Government Act (currently \$150,000) an open or selective tendering shall be used in accordance with Local Government (General) Regulation 2005 and including:

- (a) All tenders will be reported to Council for a decision
- (b) The report to Council will be compiled by the relevant Director utilising the services of an evaluation panel and utilising Table 1 recommended selection criteria and weighting.
- (c) A financial evaluation report be obtained for the preferred tender
- (d) The report to Council will be a confidential item to be considered in closed session

### 4.3 Quotations

For the purpose of effective distribution and maximising opportunity, Council will maintain an up to date register of qualified providers/contractors for the respective trades and industry types. Council will advertise six monthly to invite registration on the Provider/Contractor Register (Pro-forma attached).

4.3.1 **For works exceeding \$50,000 in value but less than that specified as a Tender**, a special quotation process shall be undertaken utilising the following procedure:

- (a) Each quote will be allocated a tender/quote number (RFT/RFQ) by the Information Services Section. The number will be entered into the tender/quote register and is to be quoted on all documentation relating to that quote.
- (b) The officer initiating the purchase shall prepare a brief specification detailing quantity, quality and timing of the works/services/goods to be supplied, include copies of relevant insurance certificates (i.e. public liability and workers compensation). This document will not be as complex as a tender specification.

## WALGETT SHIRE COUNCIL AGENDA

- (c) The specification shall be sent directly to:
- Any person requesting the information
  - By email to all Provider/Contractors on the Register
- (d) A pre special quote meeting may be arranged where the intended works, goods or services are difficult to define or it is determined that specific clarification will support an enhanced outcome
- (e) Quotes will be received under tender box conditions and suppliers are to be advised of the following procedure:
- A closing date will be specified, normally 21 days but not less than seven days after the supplier would receive the invitation to quote
  - Quotes are to be sealed in an envelope marked with the tender/quote number and placed in the tender box or mailed in time to be placed in the tender box prior to the specified date. Quotes may also be received by fax.
  - As soon as a tender/quote is received at the Council Offices and recognised as such, it is to be placed in the tender box.
  - Where an envelope containing a quote which is not marked as required above, and is therefore opened in the normal process of mail handling, the quote and the envelope are to be sealed into another envelope by the person dealing with the mail, properly endorsed with the tender/quote number, marked 'Opened in Error', signed and dated and placed immediately in the tender box.
  - In a case where a quote is submitted by fax or email, it is to be sealed in an envelope by the person dealing with the fax or email, endorse with the tender/quote number, marked 'Received by Fax/email' marked with the time and date of receipt, signed and placed in the tender box.
  - Any person likely to open mail or attend to the faxes at any time is to be instructed that the contents of any such opened quotes are to remain absolutely confidential and are not to be divulged to any person whatsoever.
  - All quotes received by the closing time shall be opened at or after closing time by the Information Services representative and two (2) witnesses and recorded in the tender/quote register. Prices will not be publicly disclosed.
  - The custody of the register and the keys to the tender box are to be the responsibility of the Coordinator Information Services and the tender box is located in the public foyer for ready access.

**WALGETT SHIRE COUNCIL AGENDA**

- (f) Quotes via internet  
 For the purposes of this procedure it is acceptable to obtain quotes via the internet including email provided:
- A copy of each quote is retained in Council's records management system
  - Each quote contains at least the following information:
    - Name of Supplier
    - Internet address of supplier
    - Specification of equipment to be supplied
    - Make and model of each item of equipment
    - Price
- (g) A written assessment will be prepared as to which quote is the most advantageous and purchase will be effected by a purchase order. The 'Recommended Selection Guide' and their respective weightings shown below are to be used as a guide.

**Table 1 – Recommended Selection Criteria and Weighting**

| CRITERIA                | PLANT EQUIPMENT VEHICLES | SUPPLY OF OTHER-MATERIALS CONSUMABLES | PLANT EQUIPMENT HIRE AND OTHER SERVICES | CONSULTANCIES | INFRASTRUCTURE CONSTRUCTION | SALE OF SURPLUS MATERIAL ETC |
|-------------------------|--------------------------|---------------------------------------|-----------------------------------------|---------------|-----------------------------|------------------------------|
| Capability              | 70                       | 60                                    | 55                                      | 55            | 50                          | 0                            |
| Relevant experience     | 20                       | 15                                    | 10                                      | 25            | 20                          | 0                            |
| Quality and safety      | 5                        | 20                                    | 30                                      | 15            | 20                          | 0                            |
| Urgent service delivery | 5                        | 5                                     | 5                                       | 5             | 10                          | 0                            |
|                         | 100                      | 100                                   | 100                                     | 100           | 100                         | 0                            |

The financial benefit is a separate issue to the evaluation of quotations by the selection criteria. All selection criteria are weighted then scored for each quote to arrive at a gross score. The gross score is then divided by the tendered amount to give a score per dollar. The score per dollar and budgetary compliance are in the final items used to compare quotation. The quotation giving Walgett Shire Council the best outcome within budgetary constraints is then selected.

- (h) All records will be retained and available for scrutiny but will not be available to the public as they will contain confidential information.
- (i) Where appropriate, suppliers should be required to provide evidence of relevant insurances including but not limited to Public Liability in sum of \$20m (minimum) and Workers Compensation/Personal Accident.
- (j) As soon as practicable after selecting a supplier and placing an order the ordering officer shall also advise all unsuccessful quoter's of the decision.

## WALGETT SHIRE COUNCIL AGENDA

The following information may be disclosed:

- The successful quoter's name,
- Description of selected goods if applicable
- Reasons for selection

Under no circumstances should any commercial in confidence information be disclosed.

4.3.2 **Where the value of goods is less than \$50,000 but exceeds \$5,000**, written quotes shall be obtained by emailing the request for quotation and specification to all those recorded on the Provider/Contractor Register. The quotes and the evaluation as the most advantageous to Council must be recorded in Council's Records Management System.

4.3.3 **Where the value of goods is greater than \$500 but less than \$5,000**, written quotes shall be obtained if possible by emailing the request for quotation and specification to all those recorded on the Provider/Contractor Register. The quotes and the evaluation as the most advantageous to Council must be recorded in Council's Records Management System.

4.3.4 Variations:

- The General Manger has authority to approve variations to contracts during progress of works in accordance within the delegated authority to the General Manager. Any variation exceeding this limit shall be presented to Council for consideration.
- If a variation is made to the works after the order has been placed, an additional order shall be completed and a record of the reasons kept.

4.3.5 In all cases, goods or services purchased under a purchasing scheme approved for Local Government in NSW shall be deemed to comply with these requirements, details of such purchase shall also be recorded (ie State Government contracts, Regional Procurement Initiative, OROC).

4.3.6 In no case shall procurement of works/goods/services be artificially split into smaller purchases in order to reduce procedure requirements specified above.

4.3.7 In cases of emergency, or where it can be demonstrated that there is only one supplier, the General Manager may approve purchases which are not in accordance with the above providing records are written up as soon as practicable explaining the circumstances and the action taken.

4.3.8 The lower limits specified should be considered as guidelines and where appropriate more rigorous standards may be applied. For example, if there is potential benefit in public tendering for works with less than \$150,000 in value, then this document does not preclude that action.

4.3.9 Table 2 summarises the protocol to be followed in all purchasing decisions based on the value of the purchase.

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### Table 2 – Summary of Purchasing Protocol

Policy Procedure - Procurement and Tendering

**WALGETT SHIRE COUNCIL AGENDA**

| ESTIMATED COST OF ITEM/PROJECT  | MINIMUM PROCESS | AUTHORITY                       | COMMENTS                                         |
|---------------------------------|-----------------|---------------------------------|--------------------------------------------------|
| Over \$100,000                  | Tender          | Decision by Council             | See Information Services for Registration Number |
| Over \$20,000 (under \$100,000) | Special Quote   | Decision by GM if within budget | See Information Services Registration Number     |
| Over \$5,000 (under \$20,000)   | Quote           | Decision by GM if within budget | Quotes sought from Provider/Contractor Register  |
| Over \$500 (under \$5,000)      | Quote           |                                 | Quotes sought from Provider/Contractor Register  |
| Under \$500                     | Common sense    |                                 | Ensure value for money                           |

4.3.10 All purchases must be made by completing a Council order. Every order must contain the following information:

- Name and address of supplier
- Description of goods and services
- Costing job number
- Price quotes
- Signed and dated by Authorising Officer

**5. Management Directive Statement**

Council procurement practices will comply with the Local Government Act 1993, the Local Government (General) Regulation 2005, Competition Policy Reform (NSW) Act 199, as well as other acts, regulations, codes, policies, practice notes or other documents published by either State or Federal Government Authorities relating to tenders or quotes (eg Competition Policy).

Any conflict of interest and pecuniary interest is to be disclosed immediately. Any person with a conflict of interest will not take part in the processes of tender specification preparation or evaluation.

Tenders and quotes will be prepared in an endeavour to maximise:

- Competition
- Participation by local and other suppliers
- Value for money, quality goods and services to residents and ratepayers
- Accountability and cost efficiency to Council and respondents

Reports to Council will be confidential and considered in closed session.

**6. Accountability, roles and responsibilities**

The General Manager, Directors and Managers are to ensure management directive compliance.

- 6.1. Responsible Officer**  
Finance Officer Stores

## WALGETT SHIRE COUNCIL AGENDA

### 6.2. Responsibility/ Responsible Officer

All employees

### 7. Acknowledgements

- 7.1 The following acknowledgements are made recognising organisations or documents that have provided a basis, instructive comment or templates that have been used to develop Council's Management Directive:

- (a) Management Directive – Gunnedah Shire Council
- (b) Tendering Guidelines for NSW Local Government, NSW Department of Premier and Cabinet Division of Local Government, October 2009

### 8. Ethical Behaviour and Fair Treatment

#### 8.1 Ethical Behaviour and Fair Treatment

Council officers engaged in procurement and tendering activities will at all times undertake their duties in an ethical and impartial manner.

Council officers must ensure that policy principles are reflected throughout the procurement and tendering process including activities as buying without prejudice, effective communication and provision of information to all suppliers, declaring any conflicts of interest and adhere to the Code of Conduct.

Canvassing of Councillors and staff during a formal tendering quotation process will automatically disqualify that supplier.

### 9. Version control and change history

| Date             | Version | Approved by & resolution No                   | Amendment                                            |
|------------------|---------|-----------------------------------------------|------------------------------------------------------|
| 25 November 2014 | 1       | Council meeting<br>25 Nov 2014<br>Minutes No. | Council meeting for<br>consideration and<br>adoption |

## ***DONATION REQUEST – ROTARY CLUB OF WEST TAMWORTH***

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

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### **Summary:**

Council has received a booking from the Rotary Club of West Tamworth to hold a community Christmas Event at the Walgett Showground. They have requested that Council waive the licence and hire fee for the reserve. This report recommends that the licence and hire fees be waived and that this be funded from the community assistance scheme budget 11.01010.1403.

### **Background:**

As Trustee, Council is required to report usage of the reserve to the Crown Lands Department and to account for the payment of the licence fees. Where requests to waive licence fees are approved, Council is requested to transfer funding from its budget to the Crown Lands Account.

Temporary Licences are charged at \$150.00 and are valid for a period of 12 months, which allows unlimited use of the reserve during that period.

### **Current Position:**

Council has received a booking from Rotary Club of West Tamworth to host a community Christmas Event at the Walgett Racecourse and Showgrounds on 12 December 2014. As it is situated on a Crown Reserve (D520009), a temporary licence is required.

Council understands that they will provide a Christmas Dinner to the Walgett Community, and sell limited liquor. Council has advised the Rotary Club that they will need to ensure all liquor licencing requirements are met.

A booking form has been forwarded to the Rotary Club of West Tamworth, with a request for the booking form to be completed and returned, together with a copy of their Public Liability Insurance.

Council has been requested to give a donation equivalent to the licence and hire fees of \$282.95 and it is recommended that Council agree to the request.

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

Walgett Shire Council's list of Fees and Charges for hiring Halls, Showgrounds, Sportsgrounds – adopted June 2014 by Council.

### **Governance issues:**

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

**Environmental issues:**

No environmental issues have been identified.

**Stakeholders:**

Walgett Shire Council  
Department of Lands and Property Management (LPMA)

**Financial Implications:**

Should Council approve the donation, payment of \$282.95 into the reserves trust account would be made from the Community Assistance Scheme budget.

**Alternative Solutions/Options:**

Council does not approve the donation request and Rotary Club of West Tamworth is required to make a payment of \$282.95 to Council for the Temporary Licence and hire fees.

**Conclusion:**

Council has been requested to support the Rotary Club of West Tamworth Christmas Party event by waiving the licence and hire fees. This report recommends that a donation of \$282.95 equivalent to the licence and hire fees be made.

**Donation Request – Rotary Club of West Tamworth**

**Recommendation:**

That Council approve the request to waive the licence and hire fees payable by the Rotary Club of West Tamworth amounting to \$282.95 and that this can be funded from the Community Assistance Scheme Budget.

**Moved:**

**Seconded:**

**Attachments:**

Nil

**MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION  
ONLY FROM DIRECTOR CORPORATE SERVICES – NOVEMBER 2014**

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Stephen Holland – Director Corporate Services  
**FILE NUMBER:** 12/14

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**2014 NSW LOCAL GOVERNMENT / DEPARTMENT OF SPORT AND RECREATION  
FORUM**

The Annual 2014 Local Government/Sport and Recreation Forum was hosted by Walgett Shire Council and delivered in partnership with NSW Office of Sport in Lightning Ridge on 29th and 30th October. Approximately thirty (30) delegates from across NSW attended the two day forum.

The forum provided an opportunity for Local Government/Sporting representatives to meet and share information on projects and initiatives that are related to sport and recreation projects and initiatives that may be of interest and/or benefit to other Councils across NSW.

Each year the forum has a different theme with this year's theme being: 'Communities Digging Deep - connecting diversity through common ground'.

The staging of the Annual Local Government Forum in the Walgett Shire was a first in the (14) fourteen years the event has been running and the benefits from hosting the forum were considerable, offering our Council representatives the opportunity to showcase our Shire and the Lightning Ridge community to an audience of State wide delegates, all of whom rated the experience as informative, unique and enjoyable. The forum demonstrated local community spirit other towns and cities strive to achieve.

**BURREN JUNCTION HALL**

Council staff met with the Burren Junction members of the working group at Burren Junction on Tuesday 28 October to go over the work required to have the hall operational for the school end of year activity on 15 December. The design of the partition wall to separate the supper room from the main hall was shown to the group and they were advised of the electrical work and plumbing work on the toilets that was proposed. From the discussions it was agreed that the community members would undertake any painting required with council supplying the paint.

By email on 4 November the working group through Philip Powell has been advised that arrangements have been put in place for the electrical and plumbing work to be commenced and that a quotation request for the building work (partition and repairs to doors etc) has been forwarded to local builders. The quotations are required by 14 November with the work to be completed no later than 5 December.

**Matters for Brief Mention or Information Only – Director Corporate Services**

**Recommendation:**

1. That the information is received and noted.  
2014 NSW Local Government/Department of Sport and Recreation Forum  
Burren Junction Hall

**Moved:**

**Seconded:**

**Attachments:**

Nil

***SUPPLEMENTARY REPORT – SEPTEMBER 2014 QUARTERLY  
BUDGET REVIEW***

**REPORTING SECTION:** Corporate Services

**AUTHOR:** Bradley Pascoe – Finance Manager

**FILE NUMBER:**

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This report will be circulated prior to the meeting and a hardcopy will be provided at the meeting.

14.4 DIRECTOR ENGINEERING SERVICES

***MONTHLY RURAL INFRASTRUCTURE AND SUPPORT SERVICE  
PROGRESS REPORT FROM DIRECTOR ENGINEERING SERVICES –  
NOVEMBER 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 the Engineering Services work progress as at 6 November, 2014.

**Background:**

A budget of \$15.47 Million (including RMCC work) has been allocated to the Rural Infrastructure and Support Services team for capital & maintenance works, fleet management and engineering administration for the 2014/2015 financial year.

**Current Position:**

The Gundalbouli Road (RR457) project was completed on 20/10/2014. Council has three construction teams currently working in the following areas;

Team 1 – Castlereagh Highway (north of Lightning Ridge)  
Team 2- Merrywinebone Road near Burren Junction  
Team 3 – Cumberland Road near Carinda

Inspection works on highways and shire roads are in progress.

**Relevant Reference Documents/Policies:**

2014/15 Operational Plan and Budget.

**Governance issues:**

Due processes are followed on a routine basis i.e. procurement and tendering.

**Environmental issues:**

Various environmental issues are assessed on a project by project basis to ensure any environmental legislation is complied with.

**Stakeholders:**

Walgett Shire  
Walgett Shire Residents

**Financial Implications:**

As at 6 November 2014, \$4,081,277 has been spent from a total amount of \$15,474,662 allocated for 2014/2015 budget.

**Alternative Solutions/Options:**

Nil

**Conclusion:**

Council will continue to monitor the work progress of all the activities to ensure the works are completed within the guidelines and project estimates.

**Monthly Rural Infrastructure and Support Service Progress report from Director Engineering Services – November 2014**

**Recommendation:**

That Council receive and note the Engineering Services monthly work progress report for September 2014.

**Moved:**

**Seconded:**

**Attachment:**

2014/2015 Budget allocations up the 6<sup>th</sup> November 2014

The Rural Infrastructure and Support Services 2014/2015 budget allocations for Capital and Maintenance works are as follows:

| <b>Ledger Item</b>                        | <b>Actuals,<br/>Committed and<br/>Oncost up to 6<br/>September 2014</b> | <b>Budget</b>       | <b>% Budget</b> |
|-------------------------------------------|-------------------------------------------------------------------------|---------------------|-----------------|
| Engineering Administration                | \$123,069                                                               | \$223,618           | 55%             |
| Emergency Services (RFS * SES)            | \$143,316                                                               | \$315,000           | 45%             |
| Enforcement of Regulations                | \$7206                                                                  | \$20,000            | 36%             |
| Fleet Operations                          | \$772,929                                                               | \$2,432,716         | 32%             |
| Local Roads Operations                    | \$26249                                                                 | \$52,000            | 50%             |
| Local Roads Maintenance                   | \$244,481                                                               | \$683,000           | 36%             |
| Regional Roads Operations                 | \$33,558                                                                | \$841,044           | 4%              |
| Regional Roads Maintenance                | \$264,121                                                               | \$695,427           | 38%             |
| Walgett Depot Renewal and<br>Improvements | \$1,124                                                                 | \$187,192           | 1%              |
| Fleet Renewal and Improvement             | \$23,979                                                                | \$1,400,00          | 2%              |
| <b>Total</b>                              | <b>\$1,640,032</b>                                                      | <b>\$ 5,449,997</b> | <b>30%</b>      |

**MONTHLY RMCC WORKS REPORT FROM DIRECTOR  
ENGINEERING SERVICES – NOVEMBER 2014**

**REPORTING SECTION:** Engineering Services  
**AUTHOR:** Raju Ranjit –Director Engineering Services  
**FILE NUMBER:** 11/211

---

**Summary:**

The purpose of this report is to inform Council of progress relating to the RMCC works as at 3 October 2014.

**Background:**

RMS has awarded Council a contract of \$3,390,000.00 for 2014/2015. The scope of works involved in this contract are:

Resealing, Heavy Patching, HW 12 Mt Brandon Widening and Routine works.

**Current Position:**

One Council team is currently working on HW18 North near Angledool.

**Relevant Reference Documents/Policies:**

Nil

**Governance issues:**

Nil

**Environmental issues:**

Nil

**Stakeholders:**

Walgett Shire  
Walgett Residents

**Financial Implications:**

As at 6 November 2014, \$633,464.65 has been spent from a total amount of \$3,390,000.00, provided in the 2014/2015 budget.

**Alternative Solutions/Options:**

Nil

**Conclusion:**

Council will continue to monitor the work progress of RMCC to ensure the works complete within the guidelines.

**Monthly RMCC works Report from Director Engineering Services – November 2014**

**Recommendation:**

That Council receive and note the monthly RMCC works report for November 2014.

**Moved:**

**Seconded:**

**Attachments:**

RMCC works summary.

**WALGETT SHIRE COUNCIL AGENDA**

The funding allocations for 2014/2015 RMCC works are \$ 3,390,000.00. The details are as follows:

| <b>SN</b> | <b>Description</b>           | <b>Budget</b>          | <b>Expenditure Till<br/>4/09/2014</b> | <b>Status</b> |
|-----------|------------------------------|------------------------|---------------------------------------|---------------|
| 1         | Resealing                    | \$ 1,030,000.00        |                                       |               |
| 2         | Heavy patching               | \$ 500,000.00          | \$304,229                             | 60.84%        |
| 3         | HW 12 Warrambool<br>Widening | \$ 700,000.00          |                                       |               |
| 4         | Routine works                | \$ 1,160,000.00        | \$329,235.65                          | 28.38%        |
|           | <b>TOTAL</b>                 | <b>\$ 3,390,000.00</b> | <b>\$ 633,464.65</b>                  | <b>18.67%</b> |

## ***RMS - REGIONAL ROADS REPAIR PROGRAM-APPLICATIONS FOR 2015/2016***

**REPORTING SECTION:** Engineering Services  
**AUTHOR:** Raju Ranjit – Director Engineering Services  
**FILE NUMBER:** 11/211

---

### **Summary:**

Roads and Maritime Services have invited applications for the 2015/2016 Regional Roads Repair Program. This report recommends Council to note the lodgement of an application by Walgett Shire Council.

### **Background:**

The Regional Roads Repair Program is one of two programs under which the State Government assists Councils in the management of their Regional Road Infrastructure. The other program is the Regional Road Block Grant Program which includes a supplementary component to replace the former 3 x 3 Council Determined Program.

The Objective of the Regional Roads Repair Program is to provide additional assistance to Council in undertaking larger works of rehabilitation and development on Regional Roads to minimise the long term maintenance costs of these roads commensurate with their function and usage.

Roads and Maritime Services have invited applications for the 2015/2016 Regional Roads REPAIR Program .The deadline for submissions for the program is Friday 28 November 2014.

The proposed projects based on priority basis in the application are:

1. Rehabilitation of failed geotextile pavement (outer wheel path) by removing and replacing with 200 mm thick road base and sealing with two coats on the Carinda Road (RR333). The proposed section is Ch 0+900 (Bait Street) km to 64+800 km and the estimated total cost is \$910,000.
2. Rehabilitation of failed geotextile pavement (outer wheel path) by removing and replacing with 200 mm thick road base and sealing with two coats on the Gingi Road (RR402). The proposed section is Ch 15+090 km (SH29) km to 18+496 km and the estimated total cost is \$340,000.
3. Reconstruction and sealing with 200 mm thick road base overlay for 4 km in length x 7m seal width on the Come By Chance Road (RR7716). The estimated total cost is \$924,000
4. Reconstruction and sealing with 200 mm thick road base overlay for 4 km in length x 7m seal width on the Ridge Road (RR426) from the Collarenebri Road end. The estimated total cost is \$924,000

## WALGETT SHIRE COUNCIL AGENDA

The total maximum Roads and Maritime Services (RMS) contribution available to each Council is \$400,000 and is on a 1:1 funding basis.

### **Current Position:**

Council received \$400,000 to reconstruct a 4.5 km reach on Gundabloui Road under the 2014/2015 Repair Program. The Project was completed in October 2014.

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

Request for proposals, Regional Roads REPAIR Program 2015/2016

### **Governance issues:**

Nil

### **Environmental issues:**

Road safety

### **Stakeholders:**

Walgett Shire Council, residents and other road users

### **Financial Implications:**

Management Plan 2015/2016

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

Do nothing

### **Conclusion:**

The cut off score varies every year for the program. It is therefore unlikely, but not impossible, for any of these projects to be successful projects. If one or more of these projects is similarly submitted in the 2016/2017 funding application, it will attract a 3 point bonus. Hence this submission is beneficial even if is unsuccessful as it places Council in a better position in the next year's funding round.

**RMS Regional Roads Repair Program – Applications for 2015/2016**

**Recommendation:**

That Council note the applications for funding of the projects :

1. Rehabilitation of failed geotextile pavement (outer wheel path) by removing and replacing with 200 mm thick road base and sealing with two coats on the Carinda Road (RR333). The proposed section is Ch 0+900 (Bait Street) km to 64+800 km and the estimated total cost is \$910,000.
2. Rehabilitation of failed geotextile pavement (outer wheel path) by removing and replacing with 200 mm thick road base and sealing with two coats on the Gingi Road (RR402). The proposed section is Ch 15+090 km (SH29) km to 18+496 km and the estimated total cost is \$340,000.
3. Reconstruction and sealing with 200 mm thick road base overlay for 4 km in length x 7 m seal width on Come By Chance Road (RR7716) near the Pilliga end. The estimated total cost is \$ 924,000
4. Reconstruction and sealing with 200 mm thick road base overlay for 4 km in length x 7 m seal width on the Ridge Road (RR426) near the Collarenebri end . The estimated total cost is \$924,000

**Moved:**

**Seconded:**

**Attachments:**

Letter from RMS requesting proposal for the Regional Roads Repair Program



Transport  
Roads & Maritime  
Services

SF2014/082216

The General Manager  
Walgett Shire Council  
PO Box 31  
WALGETT NSW 2832

Dear Sir/Madam

**Regional Roads REPAIR Program 2015/2016**

The purpose of this letter is to request proposals for projects for inclusion in the 2015/16 Regional Roads REPAIR Program.

Submissions are now invited, and a copy of the project proposal form to be submitted, in respect of each nominated project is enclosed. The last date for submissions for the 2015/16 program is **Friday, 28 November 2014**.

Road and Bridge projects will be critically reviewed by the Technical Sub-Committee and will be selected for funding using the point system already established. Funding allocations to projects will be made on a dollar-for-dollar basis. The total maximum Roads and Maritime Services (RMS) contribution available to each council is \$400,000.

As previously agreed by the Regional Consultative Committee, the following process will be adopted to assess the merits of projects submitted for consideration:

- RMS to undertake initial assessment of both bridge and road proposals submitted;
- Individual councils will be notified by the RMS of the initial assessment;
- Any appeals to that assessment will be considered by a committee comprising of the RMS Asset Manager, Regional Local Government Programs Coordinator and representatives of the following councils:

|                 |                           |                                  |
|-----------------|---------------------------|----------------------------------|
| Eastern Group:  | Cowra<br>Mid Western      | George Ridley<br>Sally Mullinger |
| Northern Group: | Gilgandra<br>Warrumbungle | Rolly Lawford<br>Kevin Tighe     |
| Western Group:  | Forbes<br>Parkes          | Ray Graham<br>Ben Howard         |

Councils are encouraged to provide as much hard data as necessary to support their application. In the instance when no hard data is available, a reasonably estimated figure would be appreciated, preferably with photographic evidence. In the past, a few proposals omitted some mandatory information on the assessment sheet. This makes the assessment process difficult and may lead to incorrect assumptions being made and lower points being allocated than justified

Roads and Maritime Services

51 - 55 Currajong Street Parkes NSW 2870  
PO Box 334 Parkes NSW 2870  
[www.rms.nsw.gov.au](http://www.rms.nsw.gov.au) | 13 17 82

## WALGETT SHIRE COUNCIL AGENDA

With regards to receiving points for supporting regional tourism; the following applies:

Proposals will be awarded two points if the project is located on a TASAC approved Regional Tourist Drive.

Tourist Drives that currently attract two points in Western Region are as follows:

- Tooraweenah to Coonabarabran via Warrumbungles - (MR205 & TO4053)
- Narrabri to Inverell via Bingara - (MR133)
- Hartley - Jenolan Caves - Oberon - Kelso - (MR253)
- Mudgee - Rylstone - Kandos - Glen Davis - Capertee - (Part of MR215)
- Kelso - Sofala - Hill End - Mudgee - (MR 216)
- Ilford - Sofala - Hill End - Mudgee - (MR216)
- Orange - Stuart Town - Wellington - (MR573)

For a proposal to be awarded one point, proponents must submit a case that the project is located on a route that attracts tourist traffic. The criteria to be adopted are:

- one point would be awarded if there is a TASAC approved major attraction on the route, OR
- one point would be awarded if there is a non-TASAC approved major Regional Tourist Attraction on the route AND supporting information is provided such as:
  - evidence of visitation numbers
  - evidence of advertising in local or regional press
  - photographic evidence of tourist infrastructure such as viewing platforms, car parks (including capacity of), toilets (including disabled toilets), etc
  - hard traffic data demonstrating increase in traffic during tourist seasons
  - adjoining council also supports the proposal

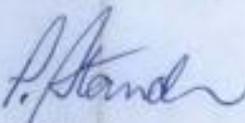
The onus is on the proponent council to justify the award of a point based on documented evidence. The TSC will then determine which roads attract a point based on the information submitted.

A TASAC approved major attraction must be highly accessible to the public. Any attraction should be open 11 months of the year and open five days a week (which must include Saturday and Sunday) and be open at least 6hrs per day.

For the purpose of consistency and simplicity, calculation of BCR for roads projects should be based on SIMCBA (December 2009), which was provided to Council in Excel spreadsheet format previously in October 2012. This spreadsheet provides updated figures for both travel time costs and accident costs. A copy of SIMCBA Code Descriptions has also been enclosed to assist Councils to select the appropriate input parameters when using SIMCBA.

If you have any enquires, please contact Harley Tom on T02 6861 1476 or by emailing [Harley.J.Tom@rms.nsw.gov.au](mailto:Harley.J.Tom@rms.nsw.gov.au).

Yours faithfully



Phil Standen  
Asset Manager  
Western

24.10.14

## Regional Roads "REPAIR" Program Project Proposal Form - 2015/16

FOR USE BY  
RMS  
WESTERN REGION  
COUNCILS

**(Separate form for each project)**

Tick one box only for each selection.

**PROJECT DETAILS**

1. Council \_\_\_\_\_ Council Reference No. \_\_\_\_\_

2. **Location** *(Pl. specify this year's location only. Future years' details are optional)*

Road Number: \_\_\_\_\_ Road Name: \_\_\_\_\_

Project Start: \_\_\_\_\_ (km) Project End: \_\_\_\_\_ (km)

From/Origin *(town or place name)*: \_\_\_\_\_

*(Pl. also include the name of the feature from where the start and end chainage for this project are measured -e.g. the feature should be a major intersecting road or a bridge abut. #1).*

Towards *(town or place name)*: \_\_\_\_\_

3. **Location Sketch** *(attach sketch of work site)*

4. **Project Description** *(Scope of work to be clearly defined - e.g. widen shoulders 1m both side, 150mm overlay total width etc.).*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **Nature of Project** Rehabilitation  or Development

*(Note: Rehabilitation - is work which extends the life of the existing road assets.*

*Development - is work that develops the road system to increase capacity and/or safety, and improves performance.)*

6. **Total Project Cost** *(Council and RMS shares)* \$ \_\_\_\_\_

7. **Project Duration** *(includes EIS, REF, design, construction)* \_\_\_\_\_ weeks

8. **Construction Time** Earliest possible start date \_\_\_\_\_

9. **Funding Profile**

Funds sought from RMS in 2015/2016 \$ \_\_\_\_\_

*(RMS Maximum total amount: \$400,000 per Council)*

10. **Financial Commitment**

Will Council provide funds to meet 50% of Total Project Cost? Yes  No

Maximum amount of Council's funds *(ie. Council's share)* available in 2015/2016 is

\$ \_\_\_\_\_

**WALGETT SHIRE COUNCIL AGENDA**

**4. Geometric safety or seal deficiency**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                         |   |                                          |   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|---|------------------------------------------|---|
| <b>Rectifies existing seal or formation width deficiency</b> (these points are not applicable for <u>unsealed</u> roads)<br><br>Actual seal width _____ m Route desired width _____ m<br><br>Actual formation width _____ m Route desired width _____ m                                                                                                                                                                                                       | <b>Seal</b>                                                             |   | <b>Formation</b>                         |   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | > 6.5m<br><input type="checkbox"/>                                      | 0 | > 8.5m <input type="checkbox"/>          | 0 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | >6.0 to<br>6.5m <input type="checkbox"/>                                | 1 | >8.0 to 8.5m<br><input type="checkbox"/> | 1 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 5.5 to<br>6.0m <input type="checkbox"/>                                 | 2 | 7.5 to 8.0m<br><input type="checkbox"/>  | 2 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <5.5m<br><input type="checkbox"/>                                       | 3 | <7.5m<br><input type="checkbox"/>        | 3 |
| <b>Rectifies geometry or safety deficiency</b> (excluding width and type of surface)<br>Nature of deficiency _____<br>(e.g. <b>Major:</b> Over 20% length of the project, correction improves design speed by 20 km/h or results in the centre line being moved at least 3m at the mid-point of a horizontal curve; <b>Minor:</b> If super-elevation is improved by at least 3 % over 20% length of project). Please provide longitudinal sectional drawings. | No <input type="checkbox"/>                                             |   |                                          | 0 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Minor part of project <input type="checkbox"/>                          |   |                                          | 2 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Major part of project <input type="checkbox"/>                          |   |                                          | 4 |
| <b>Unsealed road serving community with no alternative sealed access</b><br>Name of community _____<br><br>Population of _____ in _____ (year)<br>Source of data _____                                                                                                                                                                                                                                                                                        | Adjacent rural residents or<br>Population < 20 <input type="checkbox"/> |   |                                          | 1 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 20 to < 50 <input type="checkbox"/>                                     |   |                                          | 2 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 50 to < 100 <input type="checkbox"/>                                    |   |                                          | 3 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 100 to 150 <input type="checkbox"/>                                     |   |                                          | 4 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | > 150 <input type="checkbox"/>                                          |   |                                          | 5 |
| <b>Seals missing seal link between towns</b> (% of gap represents the % of the unsealed section to be sealed as part of the project)<br>Seal _____ km out of a gap of _____ km between _____ and _____ (town or place names)                                                                                                                                                                                                                                  | < 10% of gap <input type="checkbox"/>                                   |   |                                          | 0 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 10% to < 40% <input type="checkbox"/>                                   |   |                                          | 2 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 40% to < 70% <input type="checkbox"/>                                   |   |                                          | 3 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 70% to 100% <input type="checkbox"/>                                    |   |                                          | 4 |

**5. Economic performance**

|                                                                                                                                                                                                                                                    |                                    |   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---|
| <b>Benefit Cost Ratio</b> _____ (to be calculated using SIMCBA and result sheet attached)<br>Note: For initial seal projects, a justified first principles approach may be more appropriate as SIMCBA is based on sealed road economic parameters. | NK or < 1 <input type="checkbox"/> | 0 |
|                                                                                                                                                                                                                                                    | 1 to 1.5 <input type="checkbox"/>  | 1 |
|                                                                                                                                                                                                                                                    | >1.5 to 2 <input type="checkbox"/> | 2 |
|                                                                                                                                                                                                                                                    | >2 <input type="checkbox"/>        | 3 |
|                                                                                                                                                                                                                                                    | Bonus Points*                      |   |
| <b>Total points</b>                                                                                                                                                                                                                                |                                    |   |

**NOTES:**

- All projects proposed for funding must demonstrate the following criteria prior to being considered for points under the assessment schedule:
  - Supports economic development
  - Supports integrity of communities
  - Supports road safety
- Priority of Proposals with total points differing by one point may be decided by the Technical Sub-Committee on the basis of overall network strategy and project deliverability.
- Councils which have received an allocation for projects with higher point scores will be considered last for additional projects where points are equal.
- \*Councils which do not receive any funding at all in a financial year and resubmit the same (or similar) project on the same road the following year, will receive three bonus points the first year, four bonus points the second year and five bonus points the third year. Such bonus points would only accrue if the initial project submission was assessed at a minimum of 17 points and would only accrue for a period of three years (ie. maximum of 12 bonus points).

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SIMCBA CODES DESCRIPTION:**

**Surface Condition:**

| Code | Description                                 |
|------|---------------------------------------------|
| 1    | Poor Pavement (Roughness count 150 to 199). |
| 2    | Fair Pavement (Roughness count 100 to 149)  |
| 3    | Good Pavement (Roughness count 50 to 99).   |

Remember that the program assumes this condition to remain true for the 30 years of the analysis period. You may like to do a sensitivity test to see the effect of your estimate of pavement condition.

**Horizontal Alignment:**

| Code | Description                                         |
|------|-----------------------------------------------------|
| 1    | Straight – Design Speed > 85 km/h.                  |
| 2    | Winding – Design Speed between 65 km/h and 85 km/h. |
| 3    | Very Winding – Design Speed < 65 km/h.              |

**Minimum Radii for Horizontal Curves (from Road Design Guide):**

| Design Speed (Km/h) | Radii (m)   |
|---------------------|-------------|
| 50                  | 50 or more  |
| 60                  | 90 or more  |
| 70                  | 150 or more |
| 80                  | 240 or more |
| 90                  | 340 or more |
| 100                 | 460 or more |
| 110                 | 600 or more |

Accident records suggest that curves with radii between 300m and 440m should be avoided for design speeds greater than 70 km/h.

## **TENDERS FOR THE PROVISION OF HIRED PLANT AND MINOR WORKS ON A CASUAL BASIS -NOVEMBER 2014**

**REPORTING SECTION:** Engineering Services  
**AUTHOR:** Raju Ranjit – Director Engineering Services  
**FILE NUMBER:** 09/883

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### **Summary:**

Tenders for the provision of hired plant and minor works on a casual basis for the 2014 /2015 fiscal year were advertised in local and other approved papers. Due to various reasons, several local contractors could not submit a tender. This report recommends that the Council indicate its support to advertise for other interested parties for the period 1 January 2015 to 30 June 2015.

### **Background:**

Tenders will be called requesting standing offers for casual plant hire for 1 January 2014 to 30 June 2015 from other interested parties, leaving the parties in the system who submitted a tender in May 2014.

The offer document makes provision for the selection of a plant hire contractor from those offers accepted. Selection must consider:

- Availability
- Suitability for Council's Project Requirements
- Total Estimated Project Price
- Documented Past Performance
- Value for Money

The offer documents include performance specifications and require the contractor to provide various insurances to mitigate public liability and worker death and injury risks associated with this class of work. Engagement is based on a Purchase Order Contract and Australian Standard 4905 Minor Works contract Conditions.

### **Current Position:**

Tender for a provision of Hired Plant and Minor Works on a casual basis were advertised in accordance with the Local Government (General) Regulation. Due to a technical problem, some local contractors were unable to submit their submissions, which resulted in a reduced number of local contractors from the pre-qualified list.

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

N/A

### **Governance issues:**

Nil

### **Environmental issues:**

Significant travelling involved for non-local contractors and makes the project costly.

**Stakeholders:**

Walgett Shire Council, residents and other road users

**Financial Implications:**

Management Plan 2014/2015

**Alternative Solutions/Options:**

Do nothing

**Conclusion:**

Costs associated with the engagement of contractors are included in the expenditure of the relevant Council service delivery area in the Management Plan.

**Tenders for Provision of Hired Plant and Minor Works on a Casual Basis – Nov 2014**

**Recommendation:**

That Council note and approves for tendering from other interested parties for the period January 2015 to June 2015.

**Moved:**

**Seconded:**

**Attachments:**

Nil

## **IMPROVEMENT OF INTERSECTION AT OPAL AND PANDORA STREETS – UNDER BLACK SPOT PROGRAMME – NOVEMBER 2014**

**REPORTING SECTION:** Engineering Services  
**AUTHOR:** Raju Ranjit –Director of Engineering Services  
**FILE NUMBER:** 11/211

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### **Summary:**

The report recommends that Council accepts the proposal for an improvement of the intersection of Opal and Pandora Street under the Black Spot programme for the 2014/2015 financial year.

### **Background:**

The Intersection between Opal and Pandora Streets in Lightning Ridge is one of the busiest intersections in the town. From discussions with local key personnel and RMS Council were advised that the intersection had several accidents and a portion of the intersection near the northbound and south bound lane has a settlement problem as there is a mining shaft underneath the lane way.

To overcome these matters, RMS has proposed to improve the intersection under the Federal Accident Black Spot Programme for 2014/2015. The tentative estimate for the project would be \$87300. The scope of works include:

- Relocate the central island by 2 m off from the existing point towards east side.
- Placing of concrete to cover the two lanes of the Pandora Street east of the intersection.
- Relocate the directional existing signs (south bound)
- Re marking of the existing the intersection etc.

### **Current Position:**

A joint investigation was carried out by Council's Director Engineering Services and a Road Safety and Traffic Analyst in May 2013 around the main street. The investigation shows that the relocation of the existing refuse island and placing of concrete on two lanes of Pandora Street east of the intersection are required.

During the investigation it was determined that the manoeuvre of heavy vehicle s is not smooth and needs a big radius. Because of the load of the heavy vehicle the pavement structure on the east side of the intersection is being affected as well.

A roundabout option for the improvement of the intersection was proposed at a 2013 LATC meeting. Due to budget constraints, just fine tuning as shown in the draft design has been proposed. This new proposal has been accepted by RMS.

The proposal has been presented to the Local Area Traffic Committee meeting held on 8<sup>th</sup> August 2013 and was recommended for council approval.

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

Nil

**Governance issues:**

Nil

**Environmental issues:**

Several accidents at the intersection have occurred in the past.

**Stakeholders:**

Walgett Shire Council  
Walgett Shire Residents

**Financial Implications:**

Nil

**Alternative Solutions/Options:**

Nil

**Conclusion:**

The intersection between Opal and Pandora Streets is one of the busiest intersections in Lightning Ridge, where several accidents had occurred in past. It is therefore recommended that Council upgrade the intersection.

**Improvement of Intersection of Opal and Pandora Street – Black Spot Programme – November 2014 from Director Engineering Services**

**Recommendation:**

That Council accept and recommend the project.

**Moved:**

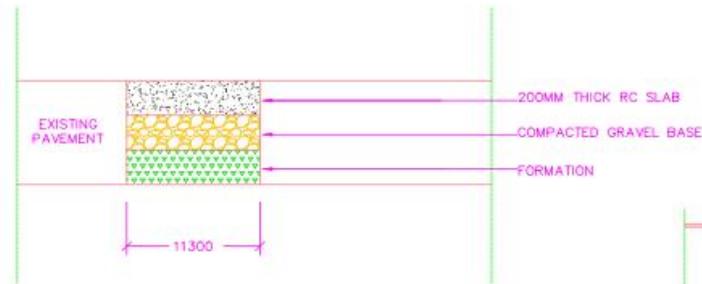
**Seconded:**

**Attachments:**

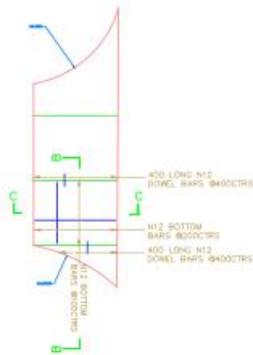
Draft Design and estimates  
RMS comments.

**GENERAL NOTES:**

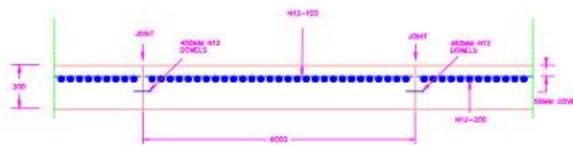
1. ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE STATED
2. KERBS SHALL BE BARRIER TYPE
3. CONCRETE FOR SLAB SHALL BE 40MPA REINFORCED WITH RL1218 ALTERNATING WITH 3MS WIKES
4. GRAVEL PAVEMENT SHALL BE CONSTRUCTED WITH APPROVED GRAVEL COMPACTED TO 95% MDD



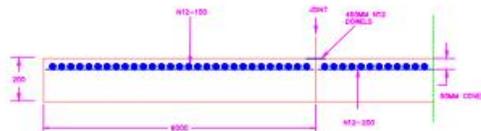
SECTION A-A  
SCALE - NTS



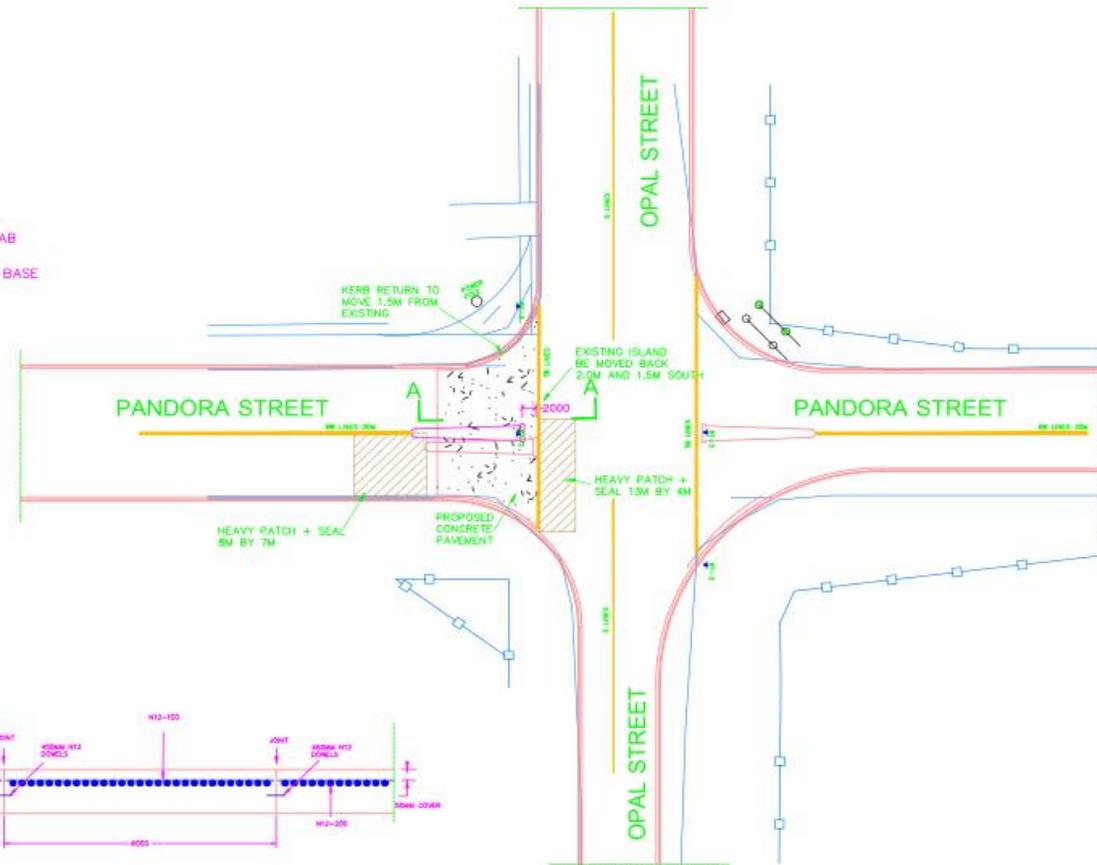
CONCRETE SLAB - RC DETAILS  
SCALE - 1:400



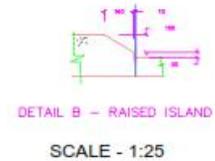
SECTION B-B



SECTION C-C  
SCALE - 1:100



PROPOSED CONCRETE SLAB  
SCALE - 1:500



DETAIL B - RAISED ISLAND  
SCALE - 1:25



WALGETT SHIRE COUNCIL  
77 FOX STREET  
WALGETT NSW 2832  
PH:02-6528 5121  
FAX:02-6528 1628

PROJECT  
OPAL AND PANDORA STREET INTERSECTION  
MODIFICATION PROJECT IN LIGHTNING RIDGE  
NSW 2834

|          |      |            |                    |                                 |
|----------|------|------------|--------------------|---------------------------------|
| DRAWN    | SO   | 08/10/2013 | Drawing Title      | SECTION A-A AND<br>SLAB DETAILS |
| DESIGN   | CMAT | 08/10/2013 | DRAWING No         | 2013132                         |
| CHECKED  | RR   | 08/10/2013 | SCALE              | AS SHOWN                        |
| APPROVED | RR   |            | SHEET 1/1          |                                 |
|          |      |            | REV'S - 01/10/2014 | AS                              |

**WALGETT SHIRE COUNCIL  
ENGINEERING SERVICES DEPARTMENT  
COST ESTIMATES**

**PANDORA - OPAL STREETS INTERSECTION - Rev 2 5/11/2014**

**Option 2 - Concrete only one arm on Pandora Street**

| Item No.                     | Item Description                                                                          | Unit           | Rate     | Quantity | Amount           |
|------------------------------|-------------------------------------------------------------------------------------------|----------------|----------|----------|------------------|
| 1                            | Mobilization and establishment on site                                                    | LS             |          |          | 4,000.00         |
| 2                            | Traffic Control                                                                           | LS             |          |          | 7,000.00         |
| 3                            | Excavation to required depth including backfilling                                        | m <sup>3</sup> | 30.00    | 86.00    | 2,580.00         |
| 4                            | Supply and laying of 200mm thick gravel layer including compaction to 92% modified AASHTO | m <sup>3</sup> | 100.00   | 43.00    | 4,300.00         |
| 5                            | Supply and cast 40Mpa reinforced concrete as per AS3600                                   | m <sup>3</sup> | 1,000.00 | 40.00    | 40,000.00        |
| 6                            | Lumpsum for relocation of Island                                                          | LS             |          |          | 2,000.00         |
| 7                            | Heavy patching as shown in drawing                                                        | m <sup>2</sup> | 55.00    | 108.00   | 5,940.00         |
| 8                            | Supply and Install R1-3 Signs                                                             | No             | 500.00   | 4.00     | 2,000.00         |
| 9                            | Line marking                                                                              | m              | 4.00     | 300.00   | 1,200.00         |
| <b>Subtotal</b>              |                                                                                           |                |          |          | <b>69,020.00</b> |
|                              |                                                                                           |                |          |          | <b>79,373.00</b> |
| <b>Add 15% contingencies</b> |                                                                                           |                |          |          | <b>87,310.30</b> |
| <b>Total</b>                 |                                                                                           |                |          |          | <b>87,310.30</b> |

## 14.4 DIRECTOR URBAN INFRASTRUCTURE SERVICES

### ***SPIDER BROWN OVAL STATUS REPORT***

**REPORTING SECTION:** Urban Infrastructure Services  
**AUTHOR:** Prafulla KC-Acting Director Urban Infrastructure Services  
**FILE NUMBER:** 00/00

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#### **Summary**

This report has been prepared to update Council on the current status of the Spider Brown Sporting Oval and report actions taken to improve and maintain the facility.

#### **Background**

Below average rainfall over the past years, changing climatic conditions and the use of ground water has had a significant impact on Council's ability to maintain the grass surface of the Oval. Council staff have been constantly working to improve the deteriorating condition of the Oval over the summer months and the prolonged drought period. Council is working closely with local sporting clubs and associations to ensure that there is minimal impact to sporting events, and providing an alternative ground where possible. Variables such as grass species, weather conditions, water quality and the amount of use influence the quality of the grass areas and ground surface of the Oval.

Due to the extreme hot weather and minimal rainfall during the past year the storage dam collecting the stormwater runoff has unfortunately dried up. This storage water has been used to irrigate the Lightning Ridge sporting grounds for some years now. In order to make water available during the drought period Council established a new connection from the standpipe to the storage dam and filled the dam during the period drought and undertaking continuous watering of the sporting ovals. However it is envisaged that long term use of groundwater can increase the salinity and mineral deposits which would ultimately produce a saline oval, thus preventing turf growth.

#### **Current Position**

Council staff are continuing to investigate and implement a number of methods to maintain the Oval. Due to the changing climatic conditions drought tolerant grasses such as Kikuyu were planted. These species use 30-40% less water and are more drought tolerant than cooler climate varieties. However, this species require a 10-14 week establishment period and substantially more water during this period.

Council staff have taken the following action since April 2014 to improve the grass and ground condition of the Oval;

|          |                                                                              |
|----------|------------------------------------------------------------------------------|
| May 5    | Oval and soccer fields aerated and fertilized followed by heavy watering.    |
| June 26  | Oval top dressed with soil sand mix, dragged to level and sprinklers raised. |
| August 8 | Increased watering. At this stage grass seriously ravaged by kangaroos.      |

## WALGETT SHIRE COUNCIL AGENDA

|                         |                                                                                                                                                     |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| September 2 & 3         | Top dressed with black soil sand mix and heavily watered.                                                                                           |
| September 9             | Meeting held with Don, KC, David Lane, Neil McIntosh and Tony Dowton attending.                                                                     |
| September 10,11 &12     | More soil added and sand mix and dragged to level. Watered in.                                                                                      |
| October 15              | Council Staff met with Neil McIntosh at the field. A further top up of soil sand mix was added to eliminate water ponding areas and was re-aerated. |
| October 24              | Oval aerated and 20kg of Kikuyu seed was broadcast with surface, dragged and watered in.                                                            |
| November 4              | Inspection by Council staff and Neil. Dynamic Lifter was spread across the surface and continuing watering undertaken.                              |
| 10 November             | Night watering two runs (2x15min) and day time for 10 runs for 2 weeks and monitoring the grass growth.                                             |
| November 17<br>On going | Weed spraying around the oval and an application of Titanic Organic (chicken manure) and watering rest of the year<br>Re-aerate the ground again    |

Commencement of seasons (autumn, winter, spring, summer)

Continue to monitor the conditions of the grounds and take necessary action when required.

So far the re-surfacing and grass work is producing good results as expected. The newly sown grasses are sprouting and watering frequency has increased. The oval will be watered at night if there is no danger of vandalism. Council staff are continuously applying fertilizers and manures to maintain the grass.

Apart from routine watering and fertilizer application, Council has been facing two major problems. These are kangaroos and the pest weed Fleabane quickly establishing itself.

Mr Neil McIntosh is going to talk to an Agronomist and ascertain the correct dosage for the chemical treatment of this weed and advise Council staff of this dosage amount. Council staff will then spray the affected areas.

The kangaroo problem on the other hand is much harder to resolve. This remains an ongoing issue/problem in being able to maintain the ground and grass condition. Fencing could be a long-term solution however it would be an expensive exercise. Both fields would need to be isolated and fenced independently of each other.

An electric fence is not a suitable option due the unpoliced patronage continually accessing the fields, including children and older people heading to the golf course.

Prior to the commencement of sporting seasons, Council staff will undertake regular ground inspections in order to determine the suitability of the playing surface/ground in general. Council staff will monitor the condition of the grounds and if required limit or cancel the use of grounds by user groups and the community if needed.

Councillors will be informed monthly via Matters for Brief Mention regarding the progress and status of the Oval.

**Relevant Reference Documents**

N/A

**Governance issues**

Successful rehabilitation of the ground condition of the oval will reflect Council's commitment to provide better sporting facilities to the community.

**Environmental issues**

Nil

**Stakeholders**

Walgett Shire Council  
Spider Brown Oval Sports Ground Users  
Lightning Ridge Residents

**Financial Implications**

The cost of maintenance work has been allocated in the the sporting field maintenance budget.

**Alternative Solutions/Options**

If the planned ground resurfacing and grassing does not work then external help shall be sought to rehabilitate the ground.

**Conclusion**

At this stage the rehabilitation work of Spider Brown Oval seems satisfactory. It is too early to predict or comment further, however it is expected that the ground will be in a good playing condition within 12-14 weeks.

| <b>Spider Brown Oval Status Report</b>                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council receive and note the report.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Nil