



AGENDA FOR ORDINARY COUNCIL MEETING

27th September, 2016

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 **Council Chambers Walgett** on **27th September, 2016** commencing at 10.00am to discuss the items listed in the Agenda.

Don Ramsland
GENERAL MANAGER

CONFLICT OF INTERESTS

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

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

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

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings despite Pecuniary Interest (S452 Act)

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

Non-Pecuniary Interest – Must be disclosed in meetings.

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

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

Disclosure to be Recorded (S453 Act)

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

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## Table of Contents

|                                                                                                                        |    |
|------------------------------------------------------------------------------------------------------------------------|----|
| 1. OATH AND AFFIRMATION FOR COUNCILLORS .....                                                                          | 5  |
| 2. OPENING OF MEETING .....                                                                                            | 6  |
| 3. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS .....                                                                         | 6  |
| 4. APOLOGIES AND LEAVE OF ABSENCE .....                                                                                | 6  |
| 5. WELCOME TO VISITORS .....                                                                                           | 6  |
| 6. PUBLIC FORUM PRESENTATIONS .....                                                                                    | 6  |
| 7. ELECTION OF MAYOR/DEPUTY MAYOR .....                                                                                | 7  |
| 7.1 Determination of Method of Voting for Election of Mayor and Deputy Mayor by Councillors..                          | 7  |
| 7.2 Election of Mayor for Ensuring Two (2) Years .....                                                                 | 9  |
| 7.3 Election of Deputy Mayor for ensuring Two (2) Years .....                                                          | 11 |
| 7.4 Destruction of Ballot Papers .....                                                                                 | 12 |
| 8. DECLARATION OF PECUNIARY/NON PECUNIARY INTERESTS.....                                                               | 13 |
| 9. CONFIRMATION OF MINUTES/MATTERS ARISING .....                                                                       | 14 |
| 9.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 23 <sup>RD</sup> AUGUST 2016.....                                         | 14 |
| 10. RESERVE TRUST MANAGEMENT COMMITTEE REPORTS – Nil .....                                                             | 23 |
| 11. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN – Nil .....                                                                 | 23 |
| 12. PRESENTATION OF PETITIONS- Nil .....                                                                               | 23 |
| 13. QUESTIONS FROM LAST MEETING .....                                                                                  | 23 |
| 14. REPORTS OF COMMITTEES/DELEGATES – Nil.....                                                                         | 24 |
| 15. REPORTS FROM OFFICERS .....                                                                                        | 25 |
| 15.1 GENERAL MANAGER.....                                                                                              | 25 |
| 15.1.1 COUNCIL’S DECISION ACTION REPORT – SEPTEMBER 2016 .....                                                         | 25 |
| 15.1.2 LOCAL GOVERNMENT WEEKLY RECEIVED FROM THE LGNSW.....                                                            | 36 |
| 15.1.3 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT..                                                    | 38 |
| 15.1.4 MONTHLY CALENDAR: SEPTEMBER – NOVEMBER 2016 .....                                                               | 52 |
| 15.1. 5 RESULTS OF QUADRENNIAL LOCAL GOVERNMENT ELECTIONS –<br>INFORMATION AND TRAINING FOR NEW COUNCILLORS .....      | 57 |
| 15.1.6 DELEGATES AND REPRESENTATIVES TO, AND MEMBERS OF EXTERNAL<br>BODIES .....                                       | 61 |
| 15.1.7 ORDINARY COUNCIL MEETINGS – TIME, DATES AND VENUES FOR 2016.....                                                | 64 |
| 15.1.8 CLOSEDOWN OF ADMINISTRATION OVER FESTIVE SEASON .....                                                           | 66 |
| 15.1.9 LOCAL GOVERNMENT NSW - ANNUAL CONFERENCE.....                                                                   | 68 |
| 15.1. 10 REVIEW AND ADOPT IN PRINCIPLE PAYMENT OF EXPENSES AND<br>PROVISION OF FACILITIES FOR COUNCILLORS POLICY ..... | 74 |
| 15.1.11 MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION ONLY<br>FROM THE GENERAL MANAGER.....                       | 76 |

|                                                                                                                         |     |
|-------------------------------------------------------------------------------------------------------------------------|-----|
| 15.2 CHIEF FINANCIAL OFFICER .....                                                                                      | 79  |
| 15.2.1 CASH ON HAND & INVESTMENT REPORT – 31 AUGUST 2016.....                                                           | 79  |
| 15.2.2 COLLARENEBRI (R82811) RESERVE TRUST.....                                                                         | 84  |
| 15.2.3 MONTHLY OUTSTANDING RATES REPORT – AUGUST 2016 .....                                                             | 86  |
| 15.2.4 WALGETT SHIRE COMMUNITY SAFETY PLAN .....                                                                        | 89  |
| 15.2.5 SECTION 356 - REBATES CHURCHES AND OTHER NOT FOR PROFIT<br>ORGANISATIONS .....                                   | 90  |
| 15.2.6 ANNUAL FINANCIAL STATEMENTS 2015/2016 .....                                                                      | 95  |
| 15.2.7 MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION FROM CHIEF<br>FINANCIAL OFFICER.....                          | 99  |
| 15.3 DIRECTOR ENVIRONMENTAL SERVICES .....                                                                              | 101 |
| 15.3.1 WALGETT CBD BUSINESS CONTRIBUTION APPLICATIONS.....                                                              | 101 |
| 14.3.2 WALGETT CCTV SYSTEM GRANT .....                                                                                  | 105 |
| 14.3.3 CONTAINER DEPOSIT SCHEME – NEW LEGISLATION .....                                                                 | 116 |
| 15.3.4 MATTERS FOR BRIEF MENTION, ENVIRONMENTAL SERVICES .....                                                          | 123 |
| 15.4 ACTING DIRECTOR ENGINEERING/TECHNICALSERVICES .....                                                                | 125 |
| 15.4.1 MONTHLY REPROT SERVICE PROGRESS REPORT – AUGUST 2016.....                                                        | 125 |
| 15.4.2 MONTHLY RMCC WORKS REPORT - AUGUST 2016.....                                                                     | 127 |
| 15.4.3 MONTHLY MAINTENANCE GRADING – AUGUST 2016.....                                                                   | 129 |
| 15.4.4 MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION FROM<br>ACTING DIRECTOR ENGINEERING/ TECHNICAL SERVICES ..... | 136 |
| 16. QUESTIONS FOR THE NEXT MEETING .....                                                                                | 137 |

## 1. OATH AND AFFIRMATION FOR COUNCILLORS

### Oath or affirmation of office by councillors

#### What's new or changing

- As a result of the recent amendments to the *Local Government Act 1993*, councillors (including mayors) are now required to take an oath or affirmation of office. The prescribed words of the oath and affirmation are contained in the attachment to this Circular.
- Oaths or affirmations of office must be taken by each councillor at or before the first meeting of the council after being elected.

#### What this will mean for your council

- Each council will need to make arrangements for the oath or affirmation to be taken by each councillor at the first meeting of a newly-elected council or at a newly-elected councillor's first meeting following a by-election.
- Councillors should be made aware of this requirement prior to the first meeting of a newly-elected council or the newly-elected councillor's first meeting following a by-election.
- An oath or affirmation should be taken by each councillor as the first item of business for the meeting.
- The general manager must ensure that a record is kept of the taking of the oath or affirmation. This can be done by way of a signed statement containing the oath or affirmation or by recording the taking of the oath or affirmation by each councillor in the minutes of the council meeting.
- If the councillor is unable to attend the first council meeting, he or she may take the oath or affirmation of office at another location in front of the general manager.
- The oath or affirmation of office may also be taken before an Australian legal practitioner or a Justice of the Peace.
- The taking of the oath or affirmation outside a council meeting must be publically recorded by the council.
- Where an oath or affirmation is taken outside a council meeting, a council staff member should also be present to ensure that an accurate record can be kept by the council.

#### Key points

- A councillor who fails, without a reasonable excuse, to take the oath or affirmation of office, will not be entitled to attend council meetings until they do so and will be taken to be absent without leave.
- If a councillor is absent without leave for three consecutive ordinary council meetings their office is automatically declared vacant and a by-election must be held.

### Oath and Affirmation for Councillors

#### Recommendation:

That it be noted that the following Councillors have made an oath or affirmation of Office:  
(List)

Moved: C/r  
Seconded: C/r

## 2. OPENING OF MEETING

Time: \_\_\_\_\_ am

## 3. 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.*

## 4. APOLOGIES AND LEAVE OF ABSENCE

### Apologies and Leave of Absence

#### Recommendation:

That the apologies received from Councillors \_\_\_\_\_  
are accepted and a leave of absence granted.

Moved:                      Cllr  
Seconded:                Cllr

## 5. WELCOME TO VISITORS

## 6. PUBLIC FORUM PRESENTATIONS

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

## 7. ELECTION OF MAYOR/DEPUTY MAYOR

### 7.1 Determination of Method of Voting for Election of Mayor and Deputy Mayor by Councillors

**REPORTING SECTION:** Executive - Governance  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 16/39

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**Summary:**

This report is prepared to allow Council to determine the Method of Voting for the Election of the Mayor and the Deputy Mayor by Councillors.

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

Schedule 7 of the Local Government (General) Regulation 2005 sets out the process to be followed for the election of a Mayor and Deputy Mayor by Councillors, including the methods of voting that may be determined by a resolution of Council. The methods of voting for the election of the Mayor and the Deputy Mayor, that Council may adopt are summarised below:-

- Open Voting – this is by show of hands or similar means
- Preferential Ballot – as per its normal interpretation the ballot papers are to contain names of all candidates and Councillors mark their votes 1, 2, 3 and so on against the various names, so as to indicate their order of preference for all of the candidates.
- Ordinary ballot – this is the usual method adopted in New South Wales. Ballots are secret with only one (1) candidate's name written on a ballot paper.

Where there are two (2) candidates, the person with the most votes is elected. If the ballots for the two (2) candidates are tied, the one to be elected is to be chosen by lots, with the first name out being declared elected.

Where there are three (3) or more candidates, the person with the lowest number of votes is eliminated and the process started again until there are only two (2) candidates. The determination of the election would then proceed as if the two (2) were the only candidates. In the case of three (3) or more candidates where a tie occurs the one (1) to be excluded will be chose by lot.

- Choosing by Lot – to choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the Returning Officer, the slips are folded by the Returning Officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the Returning Officer and the candidate whose name is on the drawn slip is chosen, on the basis detailed above.

\* NOTE: Ballot has its normal meaning of secret ballot.

**Relevant Reference Documents:**

Schedule 7 "Election of Mayor by Councillors" of the Local Government (General) Regulations 2005.

**Stakeholders:**

Councillors

**Financial Implications:**

Nil

| <b>Election of Mayor and Deputy Mayor</b>                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council adopt the ordinary ballot method for the election of the Mayor and Deputy Mayor.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Nil

## 7.2 Election of Mayor for Ensuring Two (2) Years

**REPORTING SECTION:** Executive - Governance  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 16/39

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### **Summary:**

Section 225 of the Local Government Act 1993 states that each Local Government area must have a Mayor elected in accordance with the provisions of the Act.

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

The role of Mayor is defined as follows:

- To exercise, in case of necessity, the policy-making functions of the governing body of Council between meetings of the Council;
- To exercise such other functions of the Council as the Council determines;
- To preside at meetings of Council;
- To carry of the civic and ceremonial functions of the Mayoral office.

The Mayor for Walgett Shire Council is elected by the Councillors from among their own number.

The procedures for election of Mayor by Councillors under Schedule 7 of the Local Government (General) Regulation 2005 are summarised below:

- The General Manager (or a person appointed by the General Manager) is the Returning Officer.
- A Councillor may be nominated without notice for election as Mayor or Deputy Mayor.
- The nomination is to be made in writing by two (2) or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- The nomination is to be delivered or sent to the Returning Officer.
- The Returning Officer is to announce the names of the nominees at the Council meeting at which the election is to be held.
- Nomination papers have been enclosed with the business paper and may be delivered or sent to the Returning Officer either prior to or at the commencement of the Ordinary meeting.
- If only one (1) Councillor is nominated, that Councillor is elected.
- If more than one (1) Councillor is nominated then the election will proceed in accordance with the method of voting determined by Council, at this meeting.
- The election is to be held at the Council meeting at which the Council resolves on the method of voting.

Nomination forms are circulated under separate cover with this report.

### **Relevant Reference Documents:**

Local Government Act 1993

### **Stakeholders:**

Councillors

### **Financial Implications:**

Nil

|                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Election of Mayor for Ensuring Two (2) Years</b>                                                                                                                             |
| <p><b>Recommendation:</b></p> <p>That the report be received and noted and the election for the position of Mayor be held now.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Nomination Form circulated separately.

### 7.3 Election of Deputy Mayor for ensuring Two (2) Years

**REPORTING SECTION:** Executive - Governance  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 16/39

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**Summary:**

Section 231 of the Local Government Act 1993 sets out the provisions of the Act for election of the Deputy Mayor.

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

Section 231 of the Local Government Act 1993 states that:-

- The Councillors may elect a person from among their number, to be the Deputy Mayor.
- The person may be elected for the Mayoral term or a shorter term
- The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of the Mayor.
- The Councillors may elect a person from among their number to act as Deputy Mayor if the Deputy Mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no Deputy Mayor has been elected.

Procedures for Nominations and the Election of Deputy Mayor are the same as set out for the election of Mayor.

**Relevant Reference Documents:**

Local Government Act 1993

**Stakeholders:**

Councillors

**Financial Implications:**

Nil

| Election of Deputy Mayor for Ensuring Two (2) Years                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the report be received and noted and the election for the position of Deputy Mayor be held now.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

**Attachments:**

Nomination Form circulated separately

## 7.4 Destruction of Ballot Papers

**REPORTING SECTION:** Executive - Governance  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 16/39

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**Summary:**

Where elections are held, following the conduct of those annual elections, it is appropriate to pass a motion authorising the destruction of ballot papers.

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

Over the years it has become accepted practice that any ballot papers used in the annual elections be destroyed and a resolution of Council is required to formalise this process.

**Relevant Reference Documents:**

Local Government Act 1993 Chapter 12 Part 5 Sections 383/400AA  
Local Government (General) Regulation 2005 – Schedule 9

**Stakeholders:**

Council Members

**Financial Implications:**

Nil

| Destruction of Election Ballot Papers                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That any ballot papers used in conjunction with the annual elections now be destroyed.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Nil

## 8. DECLARATION OF PECUNIARY/NON PECUNIARY INTERESTS

*Councillors and senior staff are reminded of their obligation to declare their interest in any matters listed before them.*

*In considering your interest you are reminded to include pecuniary, non-pecuniary and conflicts of interest as well as any other interest you perceive or may be perceived of you.*

*Councillors may declare an interest at the commencement of the meeting, or alternatively at any time during the meeting should any issue progress or arise that would warrant a declaration.*

*Councillors must state their reasons in declaring any type of interest.*

| Councillor | Item No. | Pecuniary/Non-Pecuniary | Reason |
|------------|----------|-------------------------|--------|
|            |          |                         |        |
|            |          |                         |        |
|            |          |                         |        |
|            |          |                         |        |
|            |          |                         |        |
|            |          |                         |        |

## **9. CONFIRMATION OF MINUTES/MATTERS ARISING**

### **9.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 23<sup>RD</sup> AUGUST 2016**

| <b>Minutes of Ordinary Council Meeting – 23<sup>rd</sup> August 2016</b>                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the minutes of the Ordinary Council meeting held 23 August 2016, 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 23 August 2016

**MINUTES OF THE ORDINARY MEETING OF THE WALGETT SHIRE COUNCIL HELD AT THE WALGETT COUNCIL CHAMBERS ON TUESDAY 23 AUGUST 2016 AT 10:00 AM**

**PRESENT**

Clr D Lane (Mayor)  
Clr D Cooper  
Clr L Walford  
Clr G Murray  
Clr R Greenaway  
Clr M Martinez  
Clr M Taylor  
Don Ramsland (General Manager)  
Prafulla KC (Acting Deputy Director Engineering/Technical Services)  
Bronte Kerr (Minute Secretary)

**9/2016/1 Apologies**

**Resolved:**

That the apologies received from Councillor Keir and Councillor Woodcock are accepted and a leave of absence granted.

**Moved: Clr Greenaway**

**Seconded: Clr Walford**

**CARRIED**

**Public Forum Presentations**

*Leigh Byron – President of the Western Division Councils addressed Council; Mr Byron discussed Balranald Shire Council's position with regards to the Local Government Reforms and its view on the Far West Initiative. Balranald Shire Council is currently pushing to remain a standalone Council.*

**Declaration of Pecuniary/Non Pecuniary Interests**

Clr Martinez declared a pecuniary interest in items 14.4.2 and 14.4.3

**Confirmation of Minutes**

**9/2016/2 Minutes of Ordinary Council Meeting – 26 July 2016**

**Resolved:**

That the minutes of the Ordinary Council meeting held 26 July 2016, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved: Clr Murray**

**Seconded: Clr Taylor**

**CARRIED**

**Motions of Which Notice has been Given – Nil**

**Mayoral Minutes**

**9/2016/3 Matters for Brief Mention or Information Only from Mayor**

**Resolved:**

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

**Moved: Clr Lane**

**Seconded: Clr Greenaway**

**CARRIED**

**Reports of Committees/Delegates**

**9/2016/4 Minutes of Local Area Traffic Committee Meeting held 11 August 2016**

**Resolved:**

That the minutes of the Local Area Traffic Committee Meeting held 11 August 2016 be received and noted and the recommendations contained therein adopted as resolutions of Council.

**Moved: Clr Greenaway**

**Seconded: Clr Murray**

**CARRIED**

**Reports from Officers**

**9/2016/5 Council's Decision Action Report – August 2016**

**Resolved:**

That the Resolution Register for August 2016 be received and noted.

**Moved: Clr Walford**

**Seconded: Clr Cooper**

**CARRIED**

**9/2016/6 Weekly's received from the Local Government NSW**

**Resolved:**

That the information contained in the weekly circulars numbers 28-31 from the Local Government NSW be received and noted.

**Moved: Clr Cooper**

**Seconded: Clr Martinez**

**CARRIED**

**9/2016/7 Circulars Received from the NSW Office of Local Government**

**Resolved:**

That the information contained in the following Departmental circular 16-24 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved: Clr Greenaway**

**Seconded: Clr Martinez**

**CARRIED**

**9/2016/8 Monthly Calendar August – October 2016**

**Resolved:**

That Council receive and note the regular monthly calendar for the period August - October 2016.

**Moved: Clr Cooper**

**Seconded: Clr Taylor**

**CARRIED**

**9/2016/9 Matters Generally For Brief Mention or Information Only – August 2016**

**Resolved:**

That the matters listed by the General Manager for brief mention or information be received and noted and that Council request the General Manager to prepare and issue a newsletter in respect of the FWI concept and draft a 'Fit for Purpose' Standalone case including continuing membership of a Dubbo based Joint organisation concept and any other options.

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

**CARRIED**

**9/2016/10 Cash and Investment Report as at 30<sup>th</sup> June 2016**

**Resolved:**

That the Investment report as at 31<sup>st</sup> July 2016 be received and noted.

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

**CARRIED**

**9/2016/11 Third Quarter Operational Plan**

**Resolved:**

That Council accept the report made on the 2015/2016 Operational Plan as at 30<sup>th</sup> June 2016. Council also accepts the report for the Delivery Program as at 30<sup>th</sup> June 2016.

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

**CARRIED**

*Clr Walford declared an interest and left the Meeting Room at 11:06am*

**9/2016/12 Community Assistance Scheme Donations – Round 1 2016/2017 Applications**

**Resolved:**

That the following applicants be granted financial assistance under Section 356 of the Local Government Act 1993 for the first round of 2016/2017;

David Bowie Tribute Committee Carinda - \$500.00  
Walgett Aero Club - \$3000.00 (To be paid once project completed)  
Lightning Ridge Community Radio Inc - \$1000.00  
Lightning Ridge Arts and Craft Council Inc - \$500.00

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

**CARRIED**

*Clr Walford returned to the Meeting Room at 11:13am*

**9/2016/13 Matters Generally for Brief Mention or Information Only – From Chief Financial Officer**

**Resolved:**

That the Matters Generally for Brief Mention or Information Only from the Chief Financial Officer for:

1. Installation of Air conditioning Administration Centre.
2. Spider Brown Oval Facilities
3. Walgett Long Jump Pit
4. Lightning Ridge Bore Baths
5. Disable Toilet at the Lightning Ridge Visitor Information Centre
6. Grant Application 'Come By Chance'

**7. End of Year financial Statements**

**Moved: Cllr Martinez**  
**Seconded: Cllr Murray**

**CARRIED**

**9/2016/14 Draft Walgett Shire Council Local Orders Policy Keeping Of Animals**

**Resolved:**

1. Note and endorse the Walgett Shire Council Local Orders Policy for the Keeping of Animals.
2. Advertise the availability of the Keeping of Animals Policy via:
  - (a) Council's newspaper column in the Lightning Ridge News and the Walgett Spectator.
  - (b) Council's website.

**Moved: Cllr Greenaway**  
**Seconded: Cllr Taylor**

**CARRIED**

**9/2016/15 Public exhibition of Draft Walgett Shire Development Control Plan 2016**

**Resolved:**

1. Publicly exhibit the draft Walgett Shire Development Control Plan 2016 for a minimum of 28 days.
2. Undertake public exhibition consultation via:
  - (a) Advertising in Council's newspaper column within the Walgett Spectator.
  - (b) Notification letters to Council's precinct committees and community working parties.
  - (c) Making digital (PDF) copies of the document available via Council's web site.
  - (d) Making hard copies of the document available at the Council office at Walgett, Council office at Collarenebri and the Library at Lightning Ridge.

**Moved: Cllr Murray**  
**Seconded: Cllr Taylor**

**CARRIED**

**9/2016/16 Heritage Activities 2015/2016**

**Resolved:**

1. Note the report on the activities of Walgett Shire Council's Heritage Advisor, Ray Christison, during 2015-2016.
2. Endorse and adopt the following documents, as prepared by Walgett Shire Council's Heritage Advisor, Ray Christison:
  - (a) Walgett Shire Local Heritage Fund Annual Report 2015-2016.
  - (b) Walgett Shire Council Heritage Strategic Plan 2016-2019.
3. Endorse submission of the documents to the Heritage Branch of the NSW Department of Planning & Environment.

**Moved: Cllr Walford**  
**Seconded: Cllr Taylor**

**CARRIED**

**9/2016/17 Development and Complying Development Certificate applications June – July 2016**

**Resolved:**

Note the report on Development and Complying Development Certificate applications dealt with by Council staff under delegated authority for June - July 2016.

**Moved: Cllr Cooper**  
**Seconded: Cllr Taylor**

**CARRIED**

**9/2016/18 Concept Priority Structure Plan – Lightning Ridge Racecourse and Spider Brown Oval**

**Resolved:**

1. Develop a concept Priority Structure Plan for the upgrade / redevelopment of the Lightning Ridge Racecourse and surrounds.
2. Undertake community consultation once the plan is complete to gain feedback on proposed upgrades.

**Moved: Cllr Walford**  
**Seconded: Cllr Martinez**

**CARRIED**

*The meeting adjourned for morning tea at 11:25am*

*The meeting resumed at 11:42am with all those previously present again present.*

**9/2016/19 Matters Generally for Brief Mention or Information only from Director of Environmental Services**

**Resolved:**

Receive and note the report by the Director of Environmental Services on matters for brief mention, or information only.

**Moved: Cllr Greenaway**  
**Seconded: Cllr Taylor**

**CARRIED**

*Cllr Martinez left the meeting Room at 11:54am*

**9/2016/20 Monthly RMCC works Report from Acting Director Engineering Technical Services – July 2016**

**Resolved:**

That Council receive and note the monthly RMCC works report for July 2016.

**Moved: Cllr Cooper**  
**Seconded: Cllr Taylor**

**CARRIED**

**9/2016/21 Monthly Maintenance Grading Report from Director Technical/Engineering Services**

**Resolved:**

That Council receive and note the monthly maintenance grading works report for July 2016.

**Moved: Cllr Walford**  
**Seconded: Cllr Cooper**

**CARRIED**

**9/2016/22 Monthly Progress report from Acting Director Engineering Technical Services**

**Resolved:**

That Council receive and note the Engineering Services monthly works progress report for July 2016.

**Moved: Cllr Taylor**

**Seconded: Cllr Cooper**

**CARRIED**

*Cllr Martinez returned to the Meeting room at 12:10pm*

**QUESTIONS FOR THE MEETING**

**Cllr Greenaway**

**Q1.**What is the progress on the submission for the Grawin Bridge at Collarenebri to be renamed the 'J.H. Tomkins Bridge'?

**Response:** The Acting Director Engineering/Technical Services to investigate and report accordingly.

**Q2.** What is the progress with the Collarenebri Bank House/Agency?

**Response:** The Chief Financial Officer to investigate and report accordingly.

**Q3.** Rowena School Issues;

*Cllr Greenaway acknowledged receipt of the email from Paul Cecil (Headmaster of the Rowena School) and stated that he believes the mud lying on the bitumen at the drop off zone of the school is from the vehicles coming into town and subsequently dropping the mud onto bitumen when stopping. The General Manager advised that a response letter will be forwarded to Paul Cecil in response to his enquiries/matters.*

**Q4.**Can Council notify Telstra in regards to the damaged box outside the Rowena School?

**Response:** The Acting Director Engineering/Technical Services to investigate and take action accordingly.

**9/2016/23 Informal Discussion Session – Councillors and the General Manager**

**Resolved:**

That the incoming Council make arrangements for six monthly round table informal discussion sessions for Councillors and the General Manager to discuss various issues that arise.

**Moved: Cllr Greenaway**

**Seconded: Cllr Taylor**

**CARRIED**

**Cllr Cooper**

**Q1.**Can Council provide an update on the rectification works for the Walgett levee bank?

**Response:** The Acting Director Engineering/Technical Services advised that the company is committed to rectifying the problem areas and has held off due to the recent wet weather.

**Q2.**Can Council arrange for an updated list of staff contact details to be sent to Councillors?

**Response:** The Chief Financial Officer to action accordingly.

**Cllr Martinez**

**Q1.**Can Council review the water rating system?

**Response:** The Chief Financial Officer to investigate and report accordingly.

*Cllr Martinez informed Councillors of the new newspaper that is currently up and running for the Lightning Ridge area called the Lightning Ridge Times.*

*Cllr Martinez drew attention to the untidy/and muddy access into Rowena Town.*

**Cllr Murray**

**Q1.** Can a sign be placed in Cumborah advising where the local toilets are located?

**Response:** The Acting Director Engineering/Technical Services to investigate and take action accordingly.

**Q2.** What is the progress on the solar power proposal?

**Response:** The Chief Financial Officer to investigate and report accordingly.

**Clr Walford**

**Q1.** Can Council inspect a leaking pipe at the Lightning Ridge bore bath behind the building?

**Response:** The Acting Director Engineering/Technical Services to investigate and take action accordingly.

**Q2.** Can Council arrange for the road team to return to the Lightning Ridge Bowling Club to complete the top sheeting of the carpark?

**Response:** The Acting Director Engineering/Technical Services to investigate and take action accordingly.

*Clr Walford advised that there appears to be movement in relation the BAC building.*

*Council's Senior Environmental Health and building Surveyor advised that there was an order issued due to the risks it posed to the public.*

**Clr Taylor**

**Q1.** Can Council repair the raised footpath between the historical society building and the caravan park?

**Response:** The Acting Director Engineering/Technical Services to investigate and take action accordingly.

*Clr Lane advised that a meeting was held on 16<sup>th</sup> August with the Deputy Ombudsman and discussions took place in regards to establishing MOU's with the Aboriginal Working Party and the Local Aboriginal Lands Council.*

**9/2016/24 Move into Closed Session at 12:30pm**

**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: Clr Greenaway**

**Seconded: Clr Cooper**

**CARRIED**

**9/2016/25 Tender For Supply and Delivery of Concrete Pipes**

**Resolved:**

- 1. Accept the tender from for supply Holcim (Australia) Pty Ltd t/as Humes and deliver of Concrete pipes.
- 2. Make provision for a 12 month extension after the initial 24 month contract.

**Moved: Clr Martinez**

**Seconded: Clr Murray**

**CARRIED**

**9/2016/26 AOC Ancillary & Complimentary Development**

**Resolved:**

- 1. Note the Concept Plan for Ancillary and Complementary Development for the Australian Opal Centre prepared by Case Analytix and provided to Council on 29 July 2016.
- 2. Endorse the signing of the document and comment by Council's General Manager and Town Planner.

**Moved: Clr Cooper**

**Seconded: Clr Taylor**

**CARRIED**

**9/2016/27 Return to Open Session at 12:36 pm**

**Resolved:**

That Council return to open session.

**Moved: Clr Walford**

**Seconded: Clr Greenaway**

**CARRIED**

**9/2016/28 Adoption of Closed Session Reports**

**Resolved:**

That Council adopt the recommendations of the Closed Committee Reports.

- Tender for supply and delivery of concrete pipes
- AOC Ancillary & Complimentary Development

**Moved: Clr Murray**

**Seconded: Clr Walford**

**CARRIED**

**Presentation:** *At this point in the meeting Mayor Lane extended a note of Thanks to Councillor Greenaway for his many years of service to Walgett Shire Council and the community and made a small presentation. Clr Greenaway responded appropriately and extended his best wishes to those Councillors standing for re-election.*

**Close of Meeting**

The meeting closed at 12:42pm

To be confirmed at the meeting of Council to be held on 27<sup>th</sup> September 2016.

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Mayor

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General Manager

## 10. RESERVE TRUST MANAGEMENT COMMITTEE REPORTS – Nil

## 11. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN – Nil

## 12. PRESENTATION OF PETITIONS- Nil

## 13. QUESTIONS FROM LAST MEETING

### **Clr Greenaway**

**Q1.**What is the progress on the submission for the Grawin Bridge at Collarenebri to be renamed the 'J.H. Tomkins Bridge'?

**Response:** The Acting Director Engineering/Technical Services to investigate and report accordingly.

**Q2.** What is the progress with the Collarenebri Bank House/Agency?

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**Q3.** Rowena School Issues;

*Clr Greenaway acknowledged receipt of the email from Paul Cecil (Headmaster of the Rowena School) and stated that he believes the mud lying on the bitumen at the drop off zone of the school is from the vehicles coming into town and subsequently dropping the mud onto bitumen when stopping. The General Manager advised that a response letter will be forwarded to Paul Cecil in response to his enquiries/matters.*

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**Response:** The Acting Director Engineering/Technical Services to investigate and take action accordingly.

### **Clr Cooper**

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**Response:** The Acting Director Engineering/Technical Services advised that the company is committed to rectifying the problem areas and has held off due to the recent wet weather.

**Q2.**Can Council arrange for an updated list of staff contact details to be sent to Councillors?

**Response:** The Chief Financial Officer to action accordingly.

### **Clr Martinez**

**Q1.**Can Council review the water rating system?

**Response:** The Chief Financial Officer to investigate and report accordingly.

**Clr Murray**

**Q1.** Can a sign be placed in Cumborah advising where the local toilets are located?

**Response:** The Acting Director Engineering/Technical Services to investigate and take action accordingly.

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**Response:** The Chief Financial Officer to investigate and report accordingly.

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**Q2.** Can Council arrange for the road team to return to the Lightning Ridge Bowling Club to complete the top sheeting of the carpark?

**Response:** The Acting Director Engineering/Technical Services to investigate and take action accordingly.

**Clr Taylor**

**Q1.** Can Council repair the raised footpath between the historical society building and the caravan park?

**Response:** The Acting Director Engineering/Technical Services to investigate and take action accordingly.

## **14. REPORTS OF COMMITTEES/DELEGATES – Nil**

## 15. REPORTS FROM OFFICERS

### 15.1 GENERAL MANAGER

#### 15.1.1 COUNCIL'S DECISION ACTION REPORT – SEPTEMBER 2016

**REPORTING SECTION:** General Manager  
**AUTHOR:** Don Ramsland  
**FILE NUMBER:** 16/39

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**Summary:**

This schedule summarises the current position of action taken in respect of matters considered at the previous meetings of Council this year when have not been finalised.

**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. Overtime the register has grown in size because, whilst resolutions are always actioned after the meeting, it is not always possible to resolve issues quickly especially if other government agencies are involved or our own in-house resources are stretched. And we have to prioritise work commitments.

In these circumstances the register becomes the simple tool of keeping track of matters awaiting attention.

Again, Councillors are reminded that many of the issues which are finding their way into questions for the next meeting of late are really ones that could more effectively be raised with senior management outside the meeting forum. This would streamline the meeting process and also resolve minor issues more expediently.

**Relevant Reference Documents/Policies:**

Resolution Register

**Governance issues:**

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

**Environmental issues:**

Nil

**Stakeholders:**

Council and Manex Team

**Financial Implications:**

Nil

**Alternative Solutions/Options:**

Nil

**Conclusion:**

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

| <b>Council's Decision Action Report – September 2016</b>                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the Resolution Register for September 2016 be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachment:**

Resolution Register – September 2016

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

**RESOLUTION ACTION LIST**

| <b>Date</b> | <b>Ref</b>      | <b>Resolution</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Department</b>                       | <b>Updates</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Completion date</b> |
|-------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 11.02.14    | 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>Moved: Clr Woodcock<br>Seconded: Clr Taylor                                                                                                                                                                                                                                                                                                                                                                               | Chief Financial Officer                 | 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>01.12.14 Ongoing.<br>03.02.15 Matter ongoing. Change of lawyer to Squire Patton Boggs.<br>24.03.15 Matter ongoing no further update.<br>28.04.15 Matter ongoing – no further update<br>26.05.15 \$200,000 in draft 2015/16 budget<br>23.06.15 Advice received that payment of interim dividend will be made around mid-July.<br>28.07.15 no further update received<br>18.8.15 payment authority provided<br>14.09.15 Net payment after cost of 10.99c in \$ of admitted claim expected shortly.<br>27.10.15 \$19,974.19 received as initial dividend<br>24.11.15 Matter in progress<br>27.05.16 Deed sent and bank details provided 26/05/2016 for payment. |                        |
| 27.05.14    | 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>Moved: Clr Walford<br>Seconded: Clr Taylor<br>That the General Manager<br>1. Invite expressions of interest for the development of all or part of the CBD parking area<br>2. Consider submitting a tender price for land adjoining the CBD car park.<br>3. Advise the parties who have forwarded a draft MOU of the course of action Council is taking. | General Manager                         | 15.09.14 Negotiations continuing.<br>22.10.14 Awaiting draft MOU.<br>1.06.15 MOU being delayed because of ongoing drought conditions<br>18.11.15 Report to November Meeting<br>31.5.16 Report to May Meeting 2016<br>19.07.16 EOI called closing 25 July 2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                        |
| 24.06.14    | 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>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 advised matter nearing resolution.<br>10.6.15 Councils Solicitors have advised all parties contacted and necessary documentation is in the process of being signed.<br>18.11.15 Titled document lodged for stamp duty exemption.<br>31.5.16 Auditing issue of deeds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                        |
| 26.08.15    | 11/2014/35      | 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.<br>2. That the proceeds of sale be transferred to Council's Property Development Reserve.<br>Moved: Clr Lane<br>Seconded: Clr Cooper                                                                                                                                                                                                                                     | General Manager                         | 15.09.14 Negotiations continuing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                        |
| 28.10.14    | Qs next meeting | Can a roundabout be put in place in Fox Street near the BP?<br>Clr Murray                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Director Engineering/Technical Services | 28.10.14 Council is to forward the request to the Local Area Traffic Committee Meeting for consideration.<br>03.02.15 Matter referred to LATC. Due to cost this will not go ahead.<br>24.3.15 Has been discussed at RMCC meeting and advised to apply with revised data and case study                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                        |

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

|          |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|----------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|          |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                         | 19.08.2015 Discussion in progress<br>17.11.015 Discussed during RMS meeting with safety committee and advised to submit a road safety audit report. RMS is in process to prepare the audit report.                                                                                                                                                                                                                                                                                                                             |  |
| 25.11.14 | 15/2014/15      | 1. That the WSC AFM Quotation and Tender Thresholds and WSC Purchasing Policy and Procedures be rescinded.<br>2. That the Procurement and Tendering Policy and Policy Procedure be adopted.<br>Moved: Clr Martinez<br>Seconded: Clr Murray                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | General Manager                         | 01.12.14 Policy and procedure to be implemented.<br>03.02.15 Awaiting meeting of contractors.<br>28.04.15 Awaiting meeting of contractors<br>1.3.16 EDO to arrange meeting<br>19.07.16 contractors meeting scheduled for August 2016.                                                                                                                                                                                                                                                                                          |  |
| 25.11.14 | Qs next meeting | Can flags be installed in Morilla and Opal Streets in Lightning Ridge as part of the Main Street Beautification Project?<br>Response<br>The General Manager to investigate.<br>Clr Walford                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | General Manager                         | 04.12.14 To be listed for discussion at next consultation session.in 2015<br>29.01.16 see report to February Meeting 2016                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| 10.02.15 | 1/2015/11       | That Council request the General Manager to undertake a comprehensive cost benefit analysis on the provision of primitive camping facilities and the role that they play in the overall tourism strategy for the Shire and also investigate the cost of the electricity supply to the facility.<br>Moved: Clr Greenaway<br>Seconded: Clr Keir                                                                                                                                                                                                                                                                                                                                                                                                                                        | Chief Financial Officer                 | 10.6.15 referred to DCS to undertaken review<br>28.07.15 project yet to commence<br>18.8.15 information to be available for December Meeting<br>24.11.15 Matter not progressed<br>1.4.16 Report to May meeting<br>27.05.16 DA adopted by Council April 2016                                                                                                                                                                                                                                                                    |  |
| 10.02.15 | 1/2015/26       | That Walgett Shire Council resolve to:<br>1. Defer this item to allow for Council staff to prepare a report regarding possible funding of 50% of the cost of updating security of premises to a pre-determined limit with the upgrade to occur within a specific time period.<br>2. Council staff also investigates the possibility of requesting business owners to repaint premises in heritage colours, with the support of a paint company.<br>Moved: Clr Taylor<br>Seconded: Clr Keir                                                                                                                                                                                                                                                                                           | Director Environmental Services         | - Wendy Azevedo notified of resolution via letter dated 26.2.15.<br>- Town Planner drafting request report for March 2015 Council meeting.<br>- Report to be resubmitted to Council once grant offers for premises upgrades publicly notified.<br>- Grant offers publicly available as of 23 June 2015.<br>- Grant offer of \$2,224 made to tenant in letter dated 14-10-2015.<br>- grant offers made 26.4.16                                                                                                                  |  |
| 10.02.15 | Qs next meeting | Can the bus parking area out the front of the Lightning Ridge School be resealed?<br>Clr Taylor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Director Engineering/Technical Services | 24.3.15 Has been scheduled<br>30.03.15 investigated and estimation is in progress<br>17.06.2015 discussion with Principle is in process as the option to seal on the footpath and nature strip is a budget concern<br>22.07.2015 waiting a call from principal to discuss the matter<br>19.08.15 has been discussed in LATC held on 13/8/15 and has been submitted design and estimate to RMS for funding.<br>14.10.2015 has been discussed in LATC held on 8/10/2015. Waiting for more details from L/R school                |  |
| 24.03.15 | 2/2015/4        | That Walgett Shire Council write to the minister for Western NSW, The Hon Kevin Humphries MP requesting the following:<br>1. That Crown lands investigate the establishment of a community based trust to manage the Lightning Ridge Crown Reserve.<br>2. That the committee should have representatives from LRMA, GGSMA, WSC and from the community via ministerial and or local member appointments, with technical advisors from Crown Lands and NSW Trade and Investment, Division of Resources & Energy.<br>3. That the trust elect internally its own executive and Chair. 4 Seek funding from Minister to prepare a Management Plan for the Reserve and a feasibility study on the acquisition of potential opal bearing lands.<br>Moved: Clr Lane<br>Seconded: Clr Woodcock | General Manager                         | 20.4.15 Letter to New Minister<br>10.06.15 issue raised with new Minister<br>06.08.15 meeting held with new minister in Sydney<br>18.8.15 Report to August Meeting<br>31.10.15 Trust being established<br>19.07.16 awaiting appointment of industrial chairperson.                                                                                                                                                                                                                                                             |  |
| 24.03.15 | 2/2015/24       | That Council resolve to:<br>1. Conduct the appropriate public consultation regarding the spelling of the Shire Road 26 in compliance with NSW Addressing User Manual – October 2014 and the Roads Regulation Act 2008 to confirm that an amendment is required.<br>2. If no objections are received during the public consultation period, Council submits a request to the geographical Names Board of New South Wales to have the spelling of SR26 amended to 'Hardy's Lease Road'.<br>3. Update all Council records and mapping pertaining to SR236 with the amended                                                                                                                                                                                                              | Director Environmental Services         | 7-4-15 Letters sent to affected landholders regarding proposed name change. Advertised in newspaper column for 5 weeks. Consultation ended 15 May 2015 with no submissions received. Letter sent to Geographical Names Board on 26-5-2015 requesting name to be amended.<br>14.09.15 Response letter 3-7-2015 from Geographical Names Board indicating no objection to name change.<br>19-11-2015 Request to update road name sign issued.<br>Still awaiting reply from NSW Online Road Naming System to formalise gazettal of |  |

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

|          |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|----------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|          |                 | spelling.<br>Moved: Clr Greenaway<br>Seconded: Clr Taylor                                                                                                                                                                                                                                                                                                                                                                      |                                         | amendment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 24.03.15 | Qs next meeting | What is happening with the disabled toilet at the Lightning Ridge Visitor Information Center?<br>Response<br>The Director of Corporate Services advised that the budget allocation of \$10,000 was insufficient<br>Clr Woodcock                                                                                                                                                                                                | Chief Financial Officer                 | 28.04.15 project needs to be re-allocated to 15/16 draft budget<br>26.05.15 included in draft 15/16 budget<br>28.07.15 planning commenced<br>14.09.15 design to be finalised.<br>27.10.15 Report to October meeting<br>24.11.15 Further design options being investigated.<br>27.05.16 CFO meeting with Councillors week commencing 06/06/2016 to review existing toilet block.<br>19.7.16 plans for facility obtained and costing review underway.                                                                                                                    |  |
| 24.03.15 | 2/2015/38       | 1. That Council receive and note the report<br>2. That Council endorse the action taken by General Manager to commence the weir raising project<br>3. Resolve the issue of ownership of the weir and approve to raise the weir height.<br>Moved: Clr Greenaway<br>Seconded: Clr Walford                                                                                                                                        | Director Engineering/Technical Services | Consultant engaged<br>Site investigation is scheduled on 25-26th June 2015<br>Site investigation for, geotech, REF and Heritage and historical items completed. Detail design is progressing.<br>14.09.15 Detail design of weir is progressing.<br>Weir ownership issue was discussed and agreed in principal between Water NSW and Council.                                                                                                                                                                                                                           |  |
| 28.04.15 | Qs next meeting | Is council going to install fencing to the weir to provide access?<br>Response<br>The General Manager advised that Council has approved a quote for materials and Council will then investigate what sort of access is required.<br>Clr Keir                                                                                                                                                                                   | Director Engineering/Technical Services | 17.06.2015 Surveyor has completed the survey and established boundary pegs. And significant trees need to be removed.<br>An option for entry to the access needs to be discussed for better and economical ways.<br>19.08.15 discussion with Roo works is in progress regarding the access from Highway.<br>03.09.2015 Waiting on a response from the land department<br>17.11.015 land acquisition is in process and ready to knock down trees on agreed area. This has not been done due to wet weather and scared tree issues.<br>26.5.16 Being delayed LALC issues |  |
| 28.07.15 | 6/2015/14       | Recommendation:<br>That the General Manager's Report be received and noted, and work on the development of the Drought Recovery and Resilience Plan continue as a matter of priority drawing on stakeholder resources and those members of the community who participated in the workshop be thanked for their input and making their time available to participate in the process.<br>Moved: Clr Taylor<br>Seconded: Clr Keir | General Manager                         | 18.08.15 work proceeding as time and resources allow<br>18.11.15 projects submitted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| 28.07.15 | 6/2015/32       | Recommendation:<br>That Council note and accept purchase of raw shincracker (estimated quantity of 10,874 m <sup>3</sup> or 14,136 tonne) or measured quantity after process \$ 3.75 per tonne from the stockpiled on AOC construction site<br>Moved: Clr Cooper<br>Seconded: Clr Martinez                                                                                                                                     | Director Engineering/Technical Services | 19.08.15 Once DA is approved, then crushing will commence.<br>14.10.2015 waiting response from Mineral department<br>26.5.16 DA required – part of construction – work to be arranged                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 28.07.15 | Qs next meeting | Clr Greenaway<br>Can Council install a sign on the corner of the services station in Collarenebri to indicate the location of the primitive camping area?<br>Response<br>The Director Engineering/Technical Services to arrange for erection of appropriate signage.                                                                                                                                                           | Director Engineering/Technical Services | 19.08.15 discussions with RMS and traffic Committee to be held<br>14.09.15 DES is following up with RMS and TC.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 28.07.15 | Qs next meeting | Clr Woodcock<br>Can Council prepare an update on the progress of acquisition of land at Lightning Ridge Western Lands for a residential subdivision?<br>Response<br>The General Manager advised a formal application will be made to Western Lands.                                                                                                                                                                            | Director Environmental Services         | 18.8.15 revision of subdivision plan and costing in progress<br>26.4.16- Report to April Meeting<br>Crown Lands advised February 2016 that a private treaty for the sale of the land is unlikely given the declining population of Lightning Ridge.                                                                                                                                                                                                                                                                                                                    |  |
| 28.07.15 | Qs next meeting | Again raised the issue of development of land at the intersection of the Castlereagh Highway and Bill O'Brien Way as a rural residential subdivision.<br>Response                                                                                                                                                                                                                                                              | Director Environmental Services         | 18.8.15 research of previous reports in progress<br>26.4.16- Report to April Meeting<br>Research has been completed and Planning Proposal in drafting stage                                                                                                                                                                                                                                                                                                                                                                                                            |  |

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

|          |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                         |                                                                                                                                                                                                   |  |
|----------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|          |                 | The General Manager will arrange for previous reports in relation to rural residential subdivision at Lightning Ridge to be updated for the August Meeting.<br>Clr Woodcock                                                                                                                                                                                                                                                                            |                                         |                                                                                                                                                                                                   |  |
| 25.08.15 | Qs next meeting | Can Council write to Kevin Humphries and Duncan Gay seeking their support for upgrading the Shire Road; SH103 to a Regional Road?<br>Response<br>The Director of Engineering Services to investigate and take appropriate action.<br>Clr Murray                                                                                                                                                                                                        | Director Engineering/Technical Services | 14.10.2015 Action is in progress                                                                                                                                                                  |  |
| 22.09.15 | 8/2015/33       | Recommendation:<br>1. That the proposal from the Administrator dated 27 August 2015 for the payment of arrears and current rates and charges be accepted.<br>2. That a further report details the actual amount to be written off when the \$15,000 payment has been received.<br>Moved: Clr Cooper<br>Seconded: Clr Keir                                                                                                                              | Chief Financial Officer                 | 27.10.15 Further update report to October meeting<br>24.11.15 Matter proceeding as per arrangements.<br>27.05.16 CFO to report to June 2016 Council meeting.<br>19.7.16 CFO to review arrangement |  |
| 22.09.15 | 8/2015/38       | Recommendation:<br>1. That Council does not accept any of the tenders received for Walgett Levee Upgrade Stage-5 for the reasons detailed in the report.<br>2. That Council does not endorse NSW Public Works tender recommendation for Walgett Levee Upgrade Stage 5-Extension of Levee.<br>3. That Council defer the project until outstanding Native Title and Aboriginal Land claims are resolved.<br>Moved: Clr Greenaway<br>Seconded: Clr Taylor | Director Engineering/Technical Services | 26.5.16 Report to April Meeting<br>- Recommendation work to be completed by August<br>26.5.16- Fresh tenders being called to stage 5                                                              |  |
| 22.03.16 | 9/2016/2        | Recommendation:<br>That the General Manager's report with regards the purchasing of video conferencing facilities for Councils involved with the Far West Initiative be received and noted and the action being taken endorsed.                                                                                                                                                                                                                        | Chief Financial Officer                 | 25.05.16 General Manager advised Sally Perry from Office of Local Government will be contacting IT coordinator.                                                                                   |  |
| 22.03.16 | 10/2016/2       | Recommendation:<br>That Council note the General Manager's Report in relation to the potential access by the Far West Initiative Councils to the T-Corp borrowing facilities and endorse the action being taken.                                                                                                                                                                                                                                       | General Manager                         | 25.5.16 awaiting contact from OLG                                                                                                                                                                 |  |
| 24.04.16 | 15/2016/3       | Walgett Shire Council resolve to:<br>1. Hire temporary trained staff to assist the Compliance Officer, and<br>2. Allocate an appropriate budget for ancillary resources required.<br>3. Develop a "keeping of animals" policy                                                                                                                                                                                                                          | Director Environmental Services         | 26.5.16 Report to April Meeting – Temp Officer Arranged for June                                                                                                                                  |  |
| 24.04.16 | 22/2016/3       | Resolved:<br>Council approve in principle the DA2016/006 and the General Manager be authorised to determine the development application.                                                                                                                                                                                                                                                                                                               | General Manager                         | 26.5.16 DA approved awaiting further development at Carinda                                                                                                                                       |  |
| 24.04.16 | 23/2016/3       | Resolved:<br>That the landholder be required to maintain grid approaches in a suitable condition and fence out by 30th June, 2016 otherwise Council will remove the grids on 1 July, 2016 and deduct the cost along with any maintenance costs from the previously agreed contribution of \$24,000.00                                                                                                                                                  | Director Engineering/Technical Services |                                                                                                                                                                                                   |  |
| 24.04.16 | 26/2016/3       | 1. That the content of the report be noted<br>2. That the CFO develop a strategy for the Lightning Ridge Showground and report back to Council with building alternatives, site location, cost estimates for a new kiosk.                                                                                                                                                                                                                              | Chief Financial Officer                 | 27.05.16 Nil                                                                                                                                                                                      |  |
| 24.04.16 | 28/2016/3       | Resolved:<br>1. Prepare a proposal for the Department of Planning and Environment to rezone from SP3 Tourist to R1 General Residential Lots 2 -9 DP846336 Lightning Ridge.<br>2. Undertake any subsequent community consultation required under the provisions of the Environmental Planning and Assessment Act 1979 and the Environmental Planning and Assessment Regulation 2000.                                                                    | Director Environmental Services         | Council's Town Planner is currently preparing a 'housekeeping' Planning Proposal which will incorporate the rezoning.                                                                             |  |
| 24.04.16 | 29/2016/3       | Resolved:<br>1. Note the 7 submissions for the Draft Walgett Shire Council Rural Residential                                                                                                                                                                                                                                                                                                                                                           | Director Environmental                  | GHD and Council's Town Planner are currently preparing a draft Planning Proposal, which is expected to be completed by 30 June.                                                                   |  |

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

|          |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                      |                                                                          |  |
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|          |                 | Land Use Strategy.<br>2. Prepare a planning proposal for the Department of Planning and Environment to rezone to R5 Rural Residential Walgett Candidate Area Two (Lot 42 DP 750291 and Lot 80 DP 750291), and the existing Council owned subdivision in Lightning Ridge (Lots 1-73 DP 838673).<br>3. Undertake any subsequent community consultation required under the provisions of the Environmental Planning and Assessment Act 1979 and the Environmental Planning and Assessment Regulation 2000. | Services                                             |                                                                          |  |
| 31.05.16 | 4/2016/29       | Resolved:<br>1. Note the letter from George Mulder received 15 April 2016.<br>2. Inspect 6 Windlass Ave, Lightning Ridge (Lot 1, DP 827710) within 21 days to determine what works remain to be completed to comply with the:<br>a) Building Permit 31/94 and the Building Code of Australia in force at that time,<br>b) Environmental Planning and Assessment Act 1979 and associated regulation.<br>Moved: Clr Martinez<br>Seconded: Clr Keir                                                        | Director<br>Environmental<br>Services                |                                                                          |  |
| 31.05.16 | Qs next meeting | Clr Walford<br>Can Council arrange for the rocks be to relocated to the outside of the bore bath fence in Lightning Ridge?<br>Response<br>The Acting Director Engineering/Technical Services to investigate and take action accordingly.                                                                                                                                                                                                                                                                | Acting Director<br>Engineering/Technical<br>Services |                                                                          |  |
| 31.05.16 | Qs next meeting | Clr Taylor<br>Can Council remove the dead trees in Lions Park in Lightning Ridge?<br>Response<br>The Director of Engineering/Technical Services will investigate and take appropriate action.                                                                                                                                                                                                                                                                                                           | Acting Director<br>Engineering/Technical<br>Services |                                                                          |  |
| 31.05.16 | Qs next meeting | Clr Taylor<br>Can Council arrange for the sump drain to be cleaned out at the bore baths in Lightning Ridge?<br>Response<br>The Acting Director of Engineering/Technical Services will investigate and take appropriate action.                                                                                                                                                                                                                                                                         | Acting Director<br>Engineering/Technical<br>Services |                                                                          |  |
| 31.05.16 | Qs next meeting | Clr Taylor<br>Can Council's Regulatory Officer ensure insurance checks are carried out on market day in Lightning Ridge?                                                                                                                                                                                                                                                                                                                                                                                | Director of<br>Environmental<br>Services             |                                                                          |  |
| 31.05.16 | Qs next meeting | Clr Taylor<br>Can Council investigate installing additional powerpoints at the race club facilities in Lightning Ridge?<br>Response<br>The Chief Financial Officer advised of Council's grant application for an upgraded kitchen facility.                                                                                                                                                                                                                                                             | Chief Financial Officer                              | 19.7.16 CFO to meet with Clr Taylor on site for location of powerpoints. |  |
| 31.05.16 | Qs next meeting | Clr Taylor<br>Can Council arrange for the sump drain to be cleaned out at the bore baths in Lightning Ridge?<br>Response<br>The Director of Engineering/Technical Services will investigate and take appropriate action.                                                                                                                                                                                                                                                                                | Acting Director<br>Engineering/Technical<br>Services |                                                                          |  |
| 31.05.16 | Qs next meeting | Clr Greenaway<br>Can Council inform Peter Harrison of possible approval requirements to reopen the silo at Rowena?<br>Response<br>The Director of Environmental Services will investigate and take appropriate action.                                                                                                                                                                                                                                                                                  | Director of<br>Environmental<br>Services             |                                                                          |  |
| 31.05.16 | Qs next meeting | Clr Woodcock<br>Can Council investigate install irrigation for the trees in Lightning Ridge?<br>Response<br>The Acting Director Engineering/Technical Services to investigate and report accordingly.                                                                                                                                                                                                                                                                                                   | Acting Director<br>Engineering/Technical<br>Services |                                                                          |  |

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

|          |                 |                                                                                                                                                                                                                                                                                                                                                          |                                                   |                                                      |  |
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| 31.05.16 | Qs next meeting | <p>Clr Woodcock<br/>What is the progress on the disabled toilet for the visitor information centre in Lightning Ridge?<br/>Response<br/>The Chief Financial Officer advised that additional options are being explored and quote being sought.</p>                                                                                                       | Chief Financial Officer                           |                                                      |  |
| 31.05.16 | Qs next meeting | <p>Can Council look at the possibility of limiting the Council meetings to Walgett and Lightning Ridge?<br/>Response<br/>The General Manager to investigate and report accordingly.</p>                                                                                                                                                                  | General Manager                                   | 14.7.16 report to August meeting                     |  |
| 31.05.16 | Qs next meeting | <p>Clr Keir<br/>Can Council write to the Minister for Primary Industries, Lands and water, Niall Blair giving Council's support to the imminent changes to the Native Vegetation Act particularly in view of the economic benefits this will bring to the Walgett Shire?<br/>Response<br/>The General Manager to investigate and report accordingly.</p> | General Manager                                   | Letter sent<br>Favourable response from DPI Minister |  |
| 31.05.16 | Qs next meeting | <p>Clr Martinez<br/>What is the expected completion date for the bore in Walgett?<br/>Response<br/>The Acting Director Engineering/Technical Services advised it is expected to be completed in three weeks.</p>                                                                                                                                         | Acting Director<br>Engineering/Technical Services |                                                      |  |
| 28.06.16 | 2/2016/6        | <p>That Council take action to immediately build the case for high priority funding to upgrade and seal the Walgett to Pilliga Road (RR7716) and prepare a submission to Government for additional funding.<br/>Moved: Clr Keir<br/>Seconded: Clr Greenaway</p>                                                                                          | Acting Director<br>Engineering/Technical Services |                                                      |  |
| 28.06.16 | 12/2016/6       | <p>That Council invites expressions of interest from interested parties to join a proposed umbrella group to review the existing Tourism Destination Strategy with a view to expanding the local tourism industry.<br/>Moved: Clr Cooper<br/>Seconded: Clr Murray</p>                                                                                    | General Manager                                   | 14.7.16 EOI called                                   |  |
| 28.06.16 | 23/2016/6       | <p>1. Note the grant applications and quotes from Diane Kelly.<br/>2. Reimburse \$3,900 each for 51, 53 &amp; 55 Fox St Walgett upon completion of proposed works and receipt of paid invoices for same if submitted to Council prior to 31 October 2016.<br/>Moved: Clr Keir<br/>Seconded: Clr Murray</p>                                               | Director of<br>Environmental Services             |                                                      |  |
| 28.06.16 | Qs next meeting | <p>Can Council arrange for the rocks to be relocated to the outside of the bore bath fence in Lightning Ridge?<br/>Response<br/>The Acting Director Urban Services to investigate and take action accordingly.<br/>Clr Woodcock</p>                                                                                                                      | Acting Director<br>Engineering/Technical Services |                                                      |  |
| 28.06.16 | Qs next meeting | <p>Can Council inspect Pandora Street and the corner of Potch and Pandora Street with regards to drainage?<br/>Response<br/>The Acting Director Urban Services to investigate and take action accordingly.<br/>Clr Woodcock</p>                                                                                                                          | Acting Director<br>Engineering/Technical Services |                                                      |  |
| 28.06.16 | Qs next meeting | <p>What is happening with the grader driver in Lightning Ridge?<br/>Response<br/>The Director of Engineering/Technical Services will investigate and report accordingly.<br/>Clr Woodcock</p>                                                                                                                                                            | Acting Director<br>Engineering/Technical Services |                                                      |  |
| 28.06.16 | Qs next meeting | <p>Can Council inspect the puddles on the roads in Lightning Ridge that require repairing?<br/>Response<br/>The Director of Engineering/Technical Services will investigate and take appropriate action.<br/>Clr Martinez</p>                                                                                                                            | Acting Director<br>Engineering/Technical Services |                                                      |  |

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

|          |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                      |                                                                              |  |
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| 28.06.16 | Qs next meeting | Can Council inspect the drainage in the streets of Burren Junction?<br>Response<br>The Director of Engineering/Technical Services will investigate and take appropriate action.<br>Clr Lane                                                                                                                                                                                                                                                                                                                                                                                                                             | Acting Director<br>Engineering/Technical<br>Services |                                                                              |  |
| 28.06.16 | Qs next meeting | Are there any monies owing to the LRMA for past grading works undertaken and if so can they be paid?<br>Response<br>The Director of Engineering/Technical Services will investigate.<br>Clr Taylor                                                                                                                                                                                                                                                                                                                                                                                                                      | Acting Director<br>Engineering/Technical<br>Services |                                                                              |  |
| 28.06.16 | 29/2016/6       | That the Mayor and General Manager be authorised to submit an offer for the tender purchase of the subject land.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | General Manager                                      | Tender submitted 30/06/16<br>1.7.16 tender accepted transfer proceeding      |  |
| 28.06.16 | 31/2016/6       | That Council call expressions of interest to purchase and lease both the property and agency in Collarenebri.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Chief Financial Officer                              | 4.7.16 CFO met with Agency staff and explained current position and proposal |  |
| 28.06.16 | 32/2016/6       | 1. That Council receive and note NSW Public Works tender recommendation for Walgett Levee Upgrade Stage 5-Construction of Extension to Town Levee.<br>2. That Council accept and endorse NSW Public Works tender recommendation for Walgett Levee Upgrade Stage 5-Constructoin of Extension of Town Levee and mandatory alternative work to be awarded to Batterline Earthmoving Pty Ltd subject to satisfactory financial assessment report.<br>3. Note that the Aboriginal land claims have been rejected subject to appeal by Walgett LALC until 7 July, 2016.<br>4. Advise OEH of acceptance of tender as above.    | Acting Director<br>Engineering/Technical<br>Services |                                                                              |  |
| 26.07.16 | 4/2016/8        | That the Mayor and General Manager investigate the proposed formation and operation of the Lightning Ridge Reserve Trust Management Committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | General Manager                                      |                                                                              |  |
| 26.07.16 | 14/2016/8       | Resolved:<br>That the General Manager's report with regards the Fixing Country Roads Programme:<br>1. Be received and noted.<br>2. That a further report be submitted to the August meeting detailing a revised works programme for 2016/17 together with revised funding arrangements.<br>3. Council adopt the revised tender documentation approach detailed above to cater for the possible introduction of competitive tendering for future grant works.<br>4. Council commence negotiations with staff and relevant unions to address the various issues likely to arise when competitive tendering is introduced. | General Manager                                      |                                                                              |  |
| 26.07.16 | 20/2016/8       | 1. That the Chief Financial Officers Report be received.<br>2. That Council place the Draft Walgett Shire Crime Prevention & Community Safety Plan on public exhibition for a period of 28 days from 29th June, 2016.                                                                                                                                                                                                                                                                                                                                                                                                   | Chief Financial Officer                              |                                                                              |  |
| 26.07.16 | 22/2016/8       | a) That Council receive the Chief Financial Officers report.<br>b) The Chief Financial Officer arrange for valuations of the three (3) properties:<br>46 Euroka Street Walgett<br>32 Namoi Street Walgett<br>45 Pitt Street Walgett;<br>c) Council engage a local auctioneer and proceed to auction all three (3) properties.<br>d) When all properties are sold the Chief Financial Officer shall table a report to Council detailing with stage two of the proposal including acquisition of suitable land and construction of four (4) (two) bedroom units.                                                          | Chief Financial Officer                              |                                                                              |  |
| 26.07.16 | 24/2016/8       | Lightning Ridge Town Signage - Not proceed with tabled proposal but review other options.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Director of<br>Environmental<br>Services             |                                                                              |  |
| 26.07.16 | Qs next meeting | Clr Martinez<br>Can Council change the 'closed during cleaning times' sign at bore baths in Lightning Ridge because tourist are driving away when they see the word 'closed'?<br>Response<br>The Acting Director Engineering/Technical Services to investigate and take action accordingly.                                                                                                                                                                                                                                                                                                                             | Acting Director<br>Engineering/Technical<br>Services |                                                                              |  |

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

|          |                 |                                                                                                                                                                                                                                                                                                                                                                     |                                                |  |  |
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| 26.07.16 | Qs next meeting | Clr Taylor<br>What is the progress on the disabled toilets and showers at the bore baths of Lightning Ridge?<br>Response<br>The Chief Financial Officer to investigate and report accordingly                                                                                                                                                                       | Chief Financial Officer                        |  |  |
| 26.07.16 | Qs next meeting | Clr Taylor<br>Can council provide a report on the progress of the Grawin Bore project?<br>Response<br>The Acting Director Engineering/Technical Services to report accordingly.                                                                                                                                                                                     | Engineering/Technical Services                 |  |  |
| 26.07.16 | Qs next meeting | Clr Woodcock<br>What is the update on the Spider Brown oval?<br>Response<br>The Acting Director Engineering/Technical Services to investigate and report accordingly.                                                                                                                                                                                               | Acting Director Engineering/Technical Services |  |  |
| 26.07.16 | 31/2016/8       | That Council note that the offer of \$70,250 for the tender purchase of land at the corner of Fox/Neill Streets has been accepted, that contacts are being drawn up and exchanged and that the land is to be classified as operational land pursuant to Section 31 (2) of the Local Government Act 1993 once the sale is finalised.                                 | General Manager                                |  |  |
| 23.08.16 | 9/2016/9        | That the matters listed by the General Manager for brief mention or information be received and noted and that Council request the General Manager to prepare and issue a newsletter in respect of the FWI concept and draft a 'Fit for Purpose' Standalone case including continuing membership of a Dubbo based Joint organisation concept and any other options. | General Manager                                |  |  |
| 23.08.16 | 9/2016/18       | 1. Develop a concept Priority Structure Plan for the upgrade / redevelopment of the Lightning Ridge Racecourse and surrounds.<br>2. Undertake community consultation once the plan is complete to gain feedback on proposed upgrades.                                                                                                                               | Director of Environmental Services             |  |  |
| 23.08.16 | Qs next meeting | Q1.What is the progress on the submission for the Grawin Bridge at Collarenebri to be renamed the 'J.H. Tomkins Bridge'?<br>Response: The Acting Director Engineering/Technical Services to investigate and report accordingly.                                                                                                                                     | Acting Director Engineering/Technical Services |  |  |
| 23.08.16 | Qs next meeting | Q2. What is the progress with the Collarenebri Bank House/Agency?<br>Response: The Chief Financial Officer to investigate and report accordingly.                                                                                                                                                                                                                   | Chief Financial Officer                        |  |  |
| 23.08.16 | Qs next meeting | Q4.Can Council notify Telstra in regards to the damaged box outside the Rowena School?<br>Response: The Acting Director Engineering/Technical Services to investigate and take action accordingly.                                                                                                                                                                  | Acting Director Engineering/Technical Services |  |  |
| 23.08.16 | Qs next meeting | Q1.Can Council provide an update on the rectification works for the Walgett levee bank?<br>Response: The Acting Director Engineering/Technical Services advised that the company is committed to rectifying the problem areas and has held off due to the recent wet weather.                                                                                       | Acting Director Engineering/Technical Services |  |  |
| 23.08.16 | Qs next meeting | Q2.Can Council arrange for an updated list of staff contact details to be sent to Councillors?<br>Response: The Chief Financial Officer to action accordingly.                                                                                                                                                                                                      | Chief Financial Officer                        |  |  |
| 23.08.16 | Qs next meeting | Q1.Can Council review the water rating system?<br>Response: The Chief Financial Officer to investigate and report accordingly.                                                                                                                                                                                                                                      | Chief Financial Officer                        |  |  |
| 23.08.16 | Qs next meeting | Q1. Can a sign be placed in Cumborah advising where the local toilets are located?<br>Response: The Acting Director Engineering/Technical Services to investigate and take action accordingly.                                                                                                                                                                      | Acting Director Engineering/Technical Services |  |  |
| 23.08.16 | Qs next meeting | Q2. What is the progress on the solar power proposal?<br>Response: The Chief Financial Officer to investigate and report accordingly.                                                                                                                                                                                                                               | Chief Financial Officer                        |  |  |
| 23.08.16 | Qs next meeting | Q1.Can Council inspect a leaking pipe at the Lightning Ridge bore bath behind the building?<br>Response: The Acting Director Engineering/Technical Services to investigate and take action accordingly.                                                                                                                                                             | Acting Director Engineering/Technical Services |  |  |

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

|          |                 |                                                                                                                                                                                                                                                  |                                                |  |  |
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| 23.08.16 | Qs next meeting | Q2. Can Council arrange for the road team to return to the Lightning Ridge Bowling Club to complete the top sheeting of the carpark?<br>Response: The Acting Director Engineering/Technical Services to investigate and take action accordingly. | Acting Director Engineering/Technical Services |  |  |
| 23.08.16 | Qs next meeting | Q1. Can Council repair the raised footpath between the historical society building and the caravan park?<br>Response: The Acting Director Engineering/Technical Services to investigate and take action accordingly.                             | Acting Director Engineering/Technical Services |  |  |

## 15.1.2 LOCAL GOVERNMENT WEEKLY RECEIVED FROM THE LGNSW

**REPORTING SECTION:** General Manager  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 16/39

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### **Summary:**

Copies of weekly circulars numbers 32-36 received from Local Government NSW since the March Council meeting have been distributed to Councillors. Circulars are emailed to Councillors weekly.

### **Background:**

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

#### Issue 32

- Item 4: invisible Discriminator Campaign
- Item 8: NHVR Local Government Heavy Vehicle Forum
- Item 9: Fixing Country Road Projects
- Item 10: Fixing Country Rail Pilot Projects

#### Issue 33

- Item 5: LGNSW Annual Conference – Registration and submit Motions
- Item 6: LGNSW's 2016-17 Remuneration Survey is now available
- Item 12: Cultural Development Planning Training
- Item 13: Crime Study Reports Needs Council Feedback
- Item 15: NSW Native Vegetation Report 13-14

#### Issue 34

- Item 8: NSW Domestic and Family violence Blueprint for reform
- Item 10: IPART review of local Government Rating System – Draft Report
- Item 12: Locations Rules that Apply to Pharmacies

#### Issue 35

- Item 5: Smoke –free environment regulation change
- Item 6: Rural Fire Service Get Ready Weekend
- Item 7: Container Scheme Draft Bill for Comment

#### Issue 36

- Item 4: LNSW Events Network Meeting
- Item 5: Local Government act Amendments: Phase Two
- Item 8: Cricket Australia Facilities Audit
- Item 9: Crime Prevention conference
- Item 11: Making consultative Committees more effective

### **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 applications for grant funding where funding for Council projects may be available, particularly when the notice given of grants available is done at short notice.

**Relevant Reference Documents/Policies:**

Nil

**Governance issues:**

Senior Management Staff and Councillors are requested to regularly 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.

| <b>Weekly's received from the Local Government NSW</b>                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the information contained in the weekly circulars numbers 32-36 from the Local Government NSW be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Nil

### 15.1.3 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT

**REPORTING SECTION:** General Manager  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 16/39

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**Summary:**

Copies of circular received Circular No 16-25 - 16-34 from the Local Government Office 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:

15 Sep 2016

16-34 \$5 million NSW Boating Now grant program open for boat trailer parking solutions

12 Sep 2016

16-33 2016 Local Government Elections - Hit the Ground Running Councillor Workshops  
*Workshop for Councillors being arranged at Gilgandra on 9<sup>th</sup> November 2016.*

09 Sep 2016

16-32 Oath or affirmation of office by Councillors

*Oath or affirmation to be completed prior to commencement on the meeting.*

05 Sep 2016

16-31 End of Year Financial Reporting 2015-16

02 Sep 2016

16-30 Local Government Amendment (Governance and Planning) Act  
*Changes being implemented progressively as required.*

31 Aug 2016

16-29 Changes to the online GIPA Tool for new councils – Update from the Information and Privacy Commission (IPC)

30 Aug 2016

16-28 Annual and end-of-term reporting requirements for councils with deferred elections

30 Aug 2016

16-27 Annual reporting requirements for councils with elections in September 2016

26 Aug 2016

16-26 Voting at the upcoming council elections on 10 September 2016

19 Aug 2016

16-25 Preparing for new Joint Organisations in each region.

*Council attention is draw to the impact this will have on the OROC Organisation.*

**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.

| <b>Circulars Received From the NSW Office of Local Government</b>                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the information contained in the following Departmental circulars No 16-25 to 16-34 from the Local Government Division Department of Premier and Cabinet be received and noted.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

**Attachments:**

Circular 16-25  
Circular 16-26  
Circular 16-27  
Circular 16-28  
Circular 16-29  
Circular 16-30  
Circular 16-31

***WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING***

Circular 16-32

Circular 16-33

Circular 16-34



Office of  
Local Government

## Circular to Councils

|                             |                                                    |
|-----------------------------|----------------------------------------------------|
| <b>Circular Details</b>     | Circular No 16-25 / 19 August 2016 / A511590       |
| <b>Previous Circular</b>    | 16-03                                              |
| <b>Who should read this</b> | Councillors / General Managers / All council staff |
| <b>Contact</b>              | Policy Team – (02) 4428 4100                       |
| <b>Action required</b>      | Information                                        |

### Preparing for new Joint Organisations in each region

#### What's new or changing

- The NSW Government is pleased to have received 63 submissions and heard from local councils, regional bodies, peak sector bodies and agencies at 10 consultation sessions across the State, on the way forward for Joint Organisations (JOs).
- The Office of Local Government is leading this work in collaboration with the Department of Premier and Cabinet, local government sector and State agencies to build on lessons from the JO Pilot process, and deliver practical tools to make each JO a success.

#### What this will mean for your council

- JOs will foster closer, more productive engagement between councils and the State Government to find new ways to work together to build a better future for communities in each region.
- JOs will provide the opportunity for a fresh start. This will require new relationships, new ways of working together and a real commitment to change from everyone involved.
- Councils are asked to talk to their communities about the benefits and opportunities of JOs and to keep working together to prepare the groundwork for their own JO. Proposed boundaries for JOs will be released for consultation in the coming weeks.

#### Key points

- The NSW Government is strongly committed to JOs as an essential part of its plan to strengthen local government and communities in regional NSW.
- Councils and agencies have told us they view the establishment of JOs as a critical opportunity to transform their relationship by forming a shared vision for each region and collaborating to deliver it together as part of a new partnership.
- The vast majority of councils have expressed their support for the proposed JOs model and believe it will strengthen regional collaboration, give councils a seat at the table with agencies and remove the barriers of the past.
- Councils have also raised some queries and concerns about how JOs will work in practice and have offered their ideas for the tools, resources and support needed to help them be as effective as possible right from the start.
- The Office of Local Government is working through this feedback and will support each region to create an effective, sustainable Joint Organisation.

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## Circular to Councils

|                             |                                                                                                |
|-----------------------------|------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 16-26 / 26 August 2016 / A512326                                                   |
| <b>Previous Circular</b>    | N/A                                                                                            |
| <b>Who should read this</b> | General Managers                                                                               |
| <b>Contact</b>              | Council Governance / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Council to Implement                                                                           |

### Voting at the upcoming council elections on 10 September 2016

#### What's new or changing

- Ordinary local government elections in NSW are scheduled to occur on 10 September 2016 for councils that have not been merged and that are not subject to a merger proposal.
- As a result of the death of a candidate, Tweed Shire Council's election will now be held on 29 October 2016.
- New councils formed from recent mergers and The Hills Shire Council will have their elections in September 2017.
- Councils that are subject to a merger proposal with a decision pending have also had their elections postponed.
- Central Darling Shire Council is currently under administration and will not be holding an election.

#### What this will mean for your council

- The NSW Electoral Commission has undertaken an extensive information campaign to inform electors which councils are holding elections on 10 September 2016 and of voting requirements.
- Importantly, in addition to this, councils holding elections on 10 September 2016 should take their own steps to inform voters in their areas of the requirement to vote, if they have not already done so. Councils may do so by way of:
  - information placed on the council's website
  - media releases
  - paid advertising
  - mail-outs
  - social media.

#### Key points

- Voting is compulsory for all people enrolled in areas where elections are being held and fines apply for not voting.
- Information on which councils are holding elections on 10 September is available on a dedicated website established by the NSW Electoral Commission at [www.votensw.info](http://www.votensw.info)
- This website allows voters to check whether their council is holding an election on 10 September 2016 and their enrolment details.
- A list of these councils is also attached to this Circular for reference.

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## Circular to Councils

|                             |                                                                                                                                                  |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 16-27 / 30 August 2016 / A490239                                                                                                     |
| <b>Previous Circular</b>    | 12-06                                                                                                                                            |
| <b>Who should read this</b> | Councillors / General Managers / Staff responsible for preparation of annual reports in councils with elections in September 2016                |
| <b>Contact</b>              | Council's Relationship Manager / Development Team<br>(02) 4428 4100 / <a href="mailto:onestopshop@olg.nsw.gov.au">onestopshop@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Councils to implement                                                                                                                            |

### Annual reporting requirements for councils with elections in September 2016

#### What's new or changing

- This Circular provides advice to councils with elections in September 2016.

#### What this will mean for your council

- The annual report is a key point of accountability between a council and its community. The annual report outlines the council's achievements in implementing its Delivery Program.
- The annual report must contain the council's audited financial statements and notes, and any information required by the Regulation or the Guidelines.
- The annual report must be prepared within five months of the end of the financial year (i.e. by 30 November). A copy of the report must be posted on the council's website and be provided to the Minister (achieved by sending an email including a link to the report on the council's website to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)).

#### Key points

- Annual reports tell the story of 'how much we did and how well we did it', and should reflect the quadruple bottom line under the Integrated Planning and Reporting Framework.
- Annual reports focus on a council's implementation of the Delivery Program, through the Operational Plan, as these are the key plans that are wholly the council's responsibility.
- Where a council rolls forward its Delivery Program each year, it is still required to report on the implementation of its initial Delivery Program, adopted for commencement on 1 July 2013.
- As the 2015-16 year's report is prepared in the year of an ordinary election, it must also include a report as to the state of the environment relevant to the objectives for the environment established by the Community Strategic Plan.

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## Circular to Councils

|                             |                                                                                                                                                                                       |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 16-28 / 30 August 2016 / A507751                                                                                                                                          |
| <b>Previous Circular</b>    | N/A                                                                                                                                                                                   |
| <b>Who should read this</b> | Councillors / General Managers / Staff responsible for preparation of annual and end-of-term reports for the 28 councils with deferred elections (including The Hills Shire Council). |
| <b>Contact</b>              | Your Council's Relationship Manager / Development Team<br>(02) 4428 4100 / <a href="mailto:onestopshop@olg.nsw.gov.au">onestopshop@olg.nsw.gov.au</a>                                 |
| <b>Action required</b>      | Councils to implement                                                                                                                                                                 |

### Annual and end-of-term reporting requirements for councils with deferred elections

#### What's new or changing

- This Circular clarifies councils' obligations in regard to annual and end-of-term reporting where ordinary elections have been deferred.

#### What this will mean for your council

##### Councils affected by these requirements

- This Circular applies *only* to the 28 councils listed below (including The Hills Shire Council) whose ordinary elections have been deferred by Ministerial order.

|              |               |              |
|--------------|---------------|--------------|
| Bathurst     | Lane Cove     | Rockdale     |
| Blayney      | Maitland      | Ryde         |
| Botany Bay   | Mosman        | Shellharbour |
| Burwood      | Newcastle     | Strathfield  |
| Cabonne      | North Sydney  | The Hills    |
| Canada Bay   | Oberon        | Waverley     |
| Dungog       | Orange        | Willoughby   |
| Hornsby      | Port Stephens | Wollongong   |
| Hunters Hill | Randwick      | Woollahra    |
| Ku-Ring-Gai  |               |              |

- New councils with elections scheduled for September 2017 should continue to follow the requirements set out in their Proclamation.
- Councils with elections scheduled for September 2016 should continue to follow the usual reporting timeframes and requirements set out in the *Local Government Act 1993* (the Act).

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Annual reports

- Councils with deferred elections (including The Hills Shire) must ensure that they comply with the annual reporting requirements of the Act for the 2015-16 reporting period, with the exceptions noted below.
- The annual report is a key point of accountability between a council and its community, outlining the council's achievements in implementing its Delivery Program.
- The Act requires that the annual report must:
  - contain the council's audited financial statements and notes;
  - include the information required by the Regulation;
  - be prepared within five months of the end of the financial year (i.e. by 30 November); and
  - be posted on the council's website and provided to the Minister (achieved by sending an email including a link to the report on the council's website to [ola@ola.nsw.gov.au](mailto:ola@ola.nsw.gov.au)).
- Councils with deferred ordinary elections should ensure they meet these requirements.

Exceptions

- The requirement under sections 428 and 428A of the Act for a council to include in its annual report a report as to the state of the environment, and an outline of its achievements in implementing its Community Strategic Plan, will not be applied to the 2015-16 report for these councils.
- This requirement is deferred until the annual report *following* the council's next ordinary election. Councils will be advised of the date of the election in due course. For The Hills Shire, with its election set for 9 September 2017, these reporting requirements must be included in the 2016-17 annual report.
- Similarly, the requirement under the Integrated Planning and Reporting Guidelines (IP&R) to table an end-of-term report is deferred for these councils. This report must be tabled at the meeting immediately prior to the deferred election date.
- Councils will be advised of the election date with sufficient notice to prepare the report. For the Hills Shire Council, the end-of-term report must be tabled at the August 2017 meeting.

Integrated Planning and Reporting

- Councils with deferred ordinary elections will have adopted their 2016-17 Operational Plan by this stage and should continue to operate under this plan until 30 June 2017.
- The standard requirements to review the Community Strategic Plan and develop a new Resourcing Strategy and Delivery Program will be applied following the deferred election. For The Hills Shire Council, the first Community Strategic Plan must be endorsed by 30 June 2018.
- Councils will receive further advice on IP&R requirements, including timing for developing Operational Plans for 2017-18, in due course.



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## Circular to Councils

|                             |                                                                                                     |
|-----------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 16-29 / 31 August 2016 / A512380                                                        |
| <b>Previous Circular</b>    | N/A                                                                                                 |
| <b>Who should read this</b> | General Managers / Governance Staff                                                                 |
| <b>Contact</b>              | Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Merged Councils to Implement                                                                        |

### Changes to the online GIPA Tool for new councils – Update from the Information and Privacy Commission (IPC)

#### What's new or changing

- The formation of new councils will have implications for these councils' management of their obligations under the *Government Information (Public Access) Act 2009* (GIPA Act).
- The IPC has created new accounts for new councils in its online GIPA Tool.
- From **1 September 2016**:
  - new councils will need to change how they use the online GIPA Tool to manage applications and report annual GIPA data.
  - external reviews and complaints under the GIPA Act and annual GIPA Act reporting to the IPC will be dealt with under the name of the new council.

#### What this will mean for your council

- New councils are requested to register GIPA Tool users at the IPC website at: <http://www.ipc.nsw.gov.au/ipc-gipa-tool-registration-form#>. This will allow the IPC to create logins for those users by **1 September 2016**.
- Councils not already using the GIPA Tool are encouraged to do so. The GIPA Tool provides a streamlined approach to council GIPA reporting and allows councils to avoid the need to compile reports manually.

#### Key points

- The IPC will deal with all information access external reviews and complaints received on and from **1 September 2016** in the name of the new council.
- Applications received before **1 September 2016** will be managed in the name of the council in which the application was received until finalised.

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## Circular to Councils

|                             |                                                         |
|-----------------------------|---------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 16-30 / 2 September 2016 / A512827          |
| <b>Previous Circular</b>    | 16-01 New Local Government Act Development Consultation |
| <b>Who should read this</b> | Councillors / General Managers / All council staff      |
| <b>Contact</b>              | Council Governance Team - 02 4428 4100                  |
| <b>Action required</b>      | Information                                             |

**Local Government Amendment (Governance and Planning) Act****What's new or changing**

- The NSW Parliament has passed amendments to the *Local Government Act 1993* (the LGA) known as the Phase 1 reforms, focussing mainly on improving council governance and strategic business planning.
- Some of the amendments are now in force. Other amendments will be put in place over time.

**What this will mean for your council**

The following relevant amendments are now in force:

- The term of office for a mayor elected by councillors will be **increased to two years** (section 230(1) LGA).
- All councillors, including mayors, are required to take an oath or affirmation of office (section 233A LGA).
- The organisational structure of a council is to be determined by:
  - The governing body of the council, in consultation with the general manager, for senior staff positions; and
  - The general manager, for the remainder of the positions in the organisation structure.
- Expenses and facilities policies are to be adopted by a council within 12 months of the term of a new council, instead of annually (section 252 LGA). Amendments to this policy are no longer required to be specifically notified to the Office of Local Government (section 253 LGA).
- The commencement of countback provisions has been deferred until a date prescribed for that purpose (section 291A). Any casual vacancies occurring in the office of a councillor following the 2016 ordinary elections will be required to be filled at a by-election held in accordance with section 291 of the LGA where otherwise required to be filled.

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## Circular to Councils

|                             |                                                                                                                   |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 16-31 / 5 September 2016 / A506051                                                                    |
| <b>Previous Circular</b>    | 15-26                                                                                                             |
| <b>Who should read this</b> | General Managers / Finance & Rating Staff                                                                         |
| <b>Contact</b>              | Performance Team / 02 4428 4100                                                                                   |
| <b>Action required</b>      | Councils to apply the 2015-16 end of year financial reporting arrangements and complete the Financial Data Return |

### End of Year Financial Reporting 2015-16

#### What's new or changing

- End of year financial reporting information has been updated for 2015-16.
- The Financial Data Return (FDR) 2015-16 has also been updated to reflect the changes within the Local Government Code of Accounting Practice and Financial Reporting (Update No. 24).

#### What this will mean for your council

- Councils need to review the attached end of year financial reporting information and apply it when completing their Financial Statements and the FDR.

#### Key points

- Annexure 1 provides information to assist councils prepare their 2015-16 Financial Statements.
- The Financial Statements and FDR are to be sent electronically to OLG by **31 October 2016**, or for former entities, by **31 December 2016**. Detailed instructions on how and where to email these are included in the Annexure.
- OLG will not approve an extension for any council that failed to submit its 2014-15 statements by the due date.
- GST certificates should be emailed to [finance@olg.nsw.gov.au](mailto:finance@olg.nsw.gov.au) (see Circular 11-23).
- Domestic Waste Reasonable Cost audits will continue to be undertaken by each Council's Auditor, with an assurance statement being sent to councils. Councils will need to retain a copy of the assurance statement.

#### Where to go for further information

- The Code of Accounting Practice and Financial Reporting (Update No. 24) is available on OLG's website at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)
- Code of Accounting Practice and Financial Reporting Circular 16-16, issued 16 June 2016.
- Special Schedule 8 Permissible Income Workpapers 2016-17 Circular 16-07, issued 22 March 2016.

**Tim Hurst**  
**Acting Chief Executive**

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## Circular to Councils

|                             |                                                                                                |
|-----------------------------|------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 16-32 / 9 September 2016 / A511602                                                 |
| <b>Previous Circular</b>    | 16-30 <i>Local Government Amendment (Governance and Planning) Act 2016</i>                     |
| <b>Who should read this</b> | Councillors / General Managers                                                                 |
| <b>Contact</b>              | Council Governance   02 4428 4100   <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Oaths and affirmations of office to be taken at the first meeting                              |

### Oath or affirmation of office by councillors

#### What's new or changing

- As a result of the recent amendments to the *Local Government Act 1993*, councillors (including mayors) are now required to take an oath or affirmation of office. The prescribed words of the oath and affirmation are contained in the attachment to this Circular.
- Oaths or affirmations of office must be taken by each councillor at or before the first meeting of the council after being elected.

#### What this will mean for your council

- Each council will need to make arrangements for the oath or affirmation to be taken by each councillor at the first meeting of a newly-elected council or at a newly-elected councillor's first meeting following a by-election.
- Councillors should be made aware of this requirement prior to the first meeting of a newly-elected council or the newly-elected councillor's first meeting following a by-election.
- An oath or affirmation should be taken by each councillor as the first item of business for the meeting.
- The general manager must ensure that a record is kept of the taking of the oath or affirmation. This can be done by way of a signed statement containing the oath or affirmation or by recording the taking of the oath or affirmation by each councillor in the minutes of the council meeting.
- If the councillor is unable to attend the first council meeting, he or she may take the oath or affirmation of office at another location in front of the general manager.
- The oath or affirmation of office may also be taken before an Australian legal practitioner or a Justice of the Peace.
- The taking of the oath or affirmation outside a council meeting must be publically recorded by the council.
- Where an oath or affirmation is taken outside a council meeting, a council staff member should also be present to ensure that an accurate record can be kept by the council.

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## Circular to Councils

|                             |                                                                                                                                             |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 16-33 / 12 September 2016 / A512313                                                                                             |
| <b>Previous Circular</b>    | N/A                                                                                                                                         |
| <b>Who should read this</b> | General Managers/Councillors                                                                                                                |
| <b>Contact</b>              | Development Team on (02) 4428 4100 or<br><a href="mailto:onestopshop@fitforthefuture.nsw.gov.au">onestopshop@fitforthefuture.nsw.gov.au</a> |
| <b>Action required</b>      | Information                                                                                                                                 |

## 2016 Local Government Elections - Hit the Ground Running Councillor Workshops

### What's new or changing

- In collaboration with Local Government NSW, OLG will again be providing support to councils and councillors to help them in their roles by conducting *Hit the Ground Running* councillor workshops following local government elections on Saturday 10 September, 2016.
- The workshop dates and locations are as follows:

|                      |                                   |
|----------------------|-----------------------------------|
| <b>Nowra</b>         | <b>Monday 24 October 2016</b>     |
| <b>Moruya</b>        | <b>Wednesday 26 October 2016</b>  |
| <b>Glen Innes</b>    | <b>Wednesday 26 October 2016</b>  |
| <b>Tamworth</b>      | <b>Thursday 27 October 2016</b>   |
| <b>Goulburn</b>      | <b>Thursday 27 October 2016</b>   |
| <b>Camden</b>        | <b>Wednesday 2 November 2016</b>  |
| <b>Euston</b>        | <b>Wednesday 2 November 2016</b>  |
| <b>Blacktown</b>     | <b>Thursday 3 November 2016</b>   |
| <b>Broken Hill</b>   | <b>Thursday 3 November 2016</b>   |
| <b>Parkes</b>        | <b>Tuesday 8 November 2016</b>    |
| <b>Gilgandra</b>     | <b>Wednesday 9 November 2016</b>  |
| <b>Singleton</b>     | <b>Wednesday 9 November 2016</b>  |
| <b>Sydney 1</b>      | <b>Thursday 10 November 2016</b>  |
| <b>Ballina</b>       | <b>Tuesday 15 November 2016</b>   |
| <b>Griffith</b>      | <b>Tuesday 15 November 2016</b>   |
| <b>Coffs Harbour</b> | <b>Wednesday 16 November 2016</b> |
| <b>Wagga Wagga</b>   | <b>Wednesday 16 November 2016</b> |
| <b>Sydney 2</b>      | <b>Tuesday 22 November 2016</b>   |
| <b>Lithgow</b>       | <b>Wednesday 23 November 2016</b> |
| <b>Moree</b>         | <b>Wednesday 23 November 2016</b> |
| <b>Cobar</b>         | <b>Tuesday 29 November 2016</b>   |

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## Circular to Councils

|                             |                                                                                         |
|-----------------------------|-----------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 16-34 / 15 September 2016 / A513550                                         |
| <b>Previous Circular</b>    | 14-31                                                                                   |
| <b>Who should read this</b> | Councillors / General Managers / Compliance staff                                       |
| <b>Contact</b>              | Policy Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Information                                                                             |

### \$5 million NSW Boating Now grant program open for boat trailer parking solutions

#### What's new or changing

- On 6 September 2016, Transport for NSW (TFNSW) announced that a \$5 million Boat Trailer Storage Grants Program is available under the NSW Boating Now program to support the delivery of alternative viable storage facilities and solutions for boat trailers.
- The Boat Trailer Storage Grants Program aims to reduce the number of boat trailers parked on residential streets, particularly in high density areas.
- All interested parties, including councils, businesses, community groups and the boating industry, are encouraged to apply.
- Grants Program applications must be made to TFNSW by **midnight on Friday, 2 December 2016**.
- The Grants Program complements the recent *Impounding Act 1993* (the Act) amendments, which three pilot councils began implementing in July 2016. Additional councils will begin implementing the powers from October 2016.

#### What this will mean for your council

- Councils are encouraged to apply for the Grants Program, if appropriate, and to work with other interested stakeholders to identify opportunities for improved boat trailer storage solutions in their areas.
- The Office of Local Government (OLG) has been notified of a number of councils intending to "opt in" to the Act powers from October 2016. Councils must do so by publishing an Order in the NSW Government Gazette, and interested councils should contact OLG for further information regarding the making of Orders and the Gazette.
- OLG has developed a brochure providing an overview of the boat trailer impounding powers, which is available for download from OLG's website. Councils are encouraged to use this brochure in any community consultation they undertake regarding the laws.
- Councils requiring additional time for community consultation on the application of the powers should advise OLG if they are intending to commence in early 2017.

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

## 15.1.4 MONTHLY CALENDAR: SEPTEMBER – NOVEMBER 2016

**REPORTING SECTION:** General Manager  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 16/39

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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 September - November 2016 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.

|                                                   |
|---------------------------------------------------|
| <b>Monthly Calendar September - November 2016</b> |
|---------------------------------------------------|

**Recommendation:**

That Council receive and note the regular monthly calendar for the period September - November 2016.

**Moved:**

**Seconded:**

**Attachment:**

Calendar

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

|               |          |             |                           |                             |
|---------------|----------|-------------|---------------------------|-----------------------------|
| <b>Sep-16</b> |          |             |                           |                             |
|               |          |             |                           |                             |
| <b>Date</b>   |          | <b>Time</b> | <b>What</b>               | <b>Who</b>                  |
| Thursday      | 01-09-16 |             |                           |                             |
| Friday        | 02-09-16 |             |                           |                             |
| Saturday      | 03-09-16 |             |                           |                             |
| Sunday        | 04-09-16 |             |                           |                             |
| Monday        | 05-09-16 |             |                           |                             |
| Tuesday       | 06-09-16 |             |                           |                             |
| Wednesday     | 07-09-16 |             |                           |                             |
| Thursday      | 08-09-16 |             |                           |                             |
| Friday        | 09-09-16 |             |                           |                             |
| Saturday      | 10-09-16 |             | Local Gov Elections       |                             |
| Sunday        | 11-09-16 |             |                           |                             |
| Monday        | 12-09-16 |             |                           |                             |
| Tuesday       | 13-09-16 |             |                           |                             |
| Wednesday     | 14-09-16 |             |                           |                             |
| Thursday      | 15-09-16 |             |                           |                             |
| Friday        | 16-09-16 |             |                           |                             |
| Saturday      | 17-09-16 |             |                           |                             |
| Sunday        | 18-09-16 |             | Election results          |                             |
| Monday        | 19-09-16 |             |                           |                             |
| Tuesday       | 20-09-16 |             | Declaration of Poll       |                             |
| Wednesday     | 21-09-16 |             |                           |                             |
| Thursday      | 22-09-16 |             | Clr Induction Workshop    |                             |
| Friday        | 23-09-16 |             |                           |                             |
| Saturday      | 24-09-16 |             |                           |                             |
| Sunday        | 25-09-16 |             |                           |                             |
| Monday        | 26-09-16 |             |                           |                             |
| Tuesday       | 27-09-16 | 10:00AM     | Council Meeting - Walgett | All Directors & Councillors |
| Wednesday     | 28-09-16 |             |                           |                             |
| Thursday      | 29-09-16 |             | OROC Dinner               |                             |
| Friday        | 30-09-16 |             | OROC Meeting              |                             |

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

|               |          |             |                               |                               |
|---------------|----------|-------------|-------------------------------|-------------------------------|
| <b>Oct-16</b> |          |             |                               |                               |
|               |          |             |                               |                               |
| <b>Date</b>   |          | <b>Time</b> | <b>What</b>                   | <b>Who</b>                    |
| Saturday      | 01-10-16 |             |                               |                               |
| Sunday        | 02-10-16 |             |                               |                               |
| Monday        | 03-10-16 |             |                               |                               |
| Tuesday       | 04-10-16 |             | FWIAC Forums                  | Public                        |
| Wednesday     | 05-10-16 |             | FWIAC Forums                  | Public                        |
| Thursday      | 06-10-16 |             | FWIAC Forums                  | Public                        |
| Friday        | 07-10-16 |             |                               |                               |
| Saturday      | 08-10-16 |             |                               |                               |
| Sunday        | 09-10-16 |             |                               |                               |
| Monday        | 10-10-16 | 10:00AM     | CMCC Meeting                  |                               |
| Tuesday       | 11-10-16 |             |                               |                               |
| Wednesday     | 12-10-16 |             |                               |                               |
| Thursday      | 13-10-16 |             |                               |                               |
| Friday        | 14-10-16 |             | FWIAC Submissions Close       |                               |
| Saturday      | 15-10-16 |             |                               |                               |
| Sunday        | 16-10-16 |             | LG NSW Annual Conference 2016 |                               |
| Monday        | 17-10-16 |             | LG NSW Annual Conference 2016 |                               |
| Tuesday       | 18-10-16 |             | LG NSW Annual Conference 2016 |                               |
| Wednesday     | 19-10-16 |             |                               |                               |
| Thursday      | 20-10-16 |             |                               |                               |
| Friday        | 21-10-16 |             |                               |                               |
| Saturday      | 22-10-16 |             |                               |                               |
| Sunday        | 23-10-16 |             |                               |                               |
| Monday        | 24-10-16 |             |                               |                               |
| Tuesday       | 25-10-16 | 10:00AM     | Council Meeting - Carinda     | All Directors and Councillors |
| Wednesday     | 26-10-16 |             |                               |                               |
| Thursday      | 27-10-16 |             |                               |                               |
| Friday        | 28-10-16 |             |                               |                               |
| Saturday      | 29-10-16 |             |                               |                               |
| Sunday        | 30-10-16 |             |                               |                               |
| Monday        | 31-10-16 |             |                               |                               |

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

| <b>Nov-16</b> |          |             |                                   |                               |
|---------------|----------|-------------|-----------------------------------|-------------------------------|
|               |          |             |                                   |                               |
| <b>Date</b>   |          | <b>Time</b> | <b>What</b>                       | <b>Who</b>                    |
| Tuesday       | 01-11-16 |             |                                   |                               |
| Wednesday     | 02-11-16 |             |                                   |                               |
| Thursday      | 03-11-16 |             |                                   |                               |
| Friday        | 04-11-16 |             |                                   |                               |
| Saturday      | 05-11-16 |             |                                   |                               |
| Sunday        | 06-11-16 |             |                                   |                               |
| Monday        | 07-11-16 |             |                                   |                               |
| Tuesday       | 08-11-16 |             |                                   |                               |
| Wednesday     | 09-11-16 |             | OLG Clr Workshop - Gilgandra      | Councillors                   |
| Thursday      | 10-11-16 |             |                                   |                               |
| Friday        | 11-11-16 |             |                                   |                               |
| Saturday      | 12-11-16 |             |                                   |                               |
| Sunday        | 13-11-16 |             |                                   |                               |
| Monday        | 14-11-16 |             |                                   |                               |
| Tuesday       | 15-11-16 |             |                                   |                               |
| Wednesday     | 16-11-16 |             |                                   |                               |
| Thursday      | 17-11-16 |             |                                   |                               |
| Friday        | 18-11-16 |             |                                   |                               |
| Saturday      | 19-11-16 |             |                                   |                               |
| Sunday        | 20-11-16 |             |                                   |                               |
| Monday        | 21-11-16 |             |                                   |                               |
| Tuesday       | 22-11-16 | 10:00AM     | Council Meeting - Burren Junction | All Directors and Councillors |
| Wednesday     | 23-11-16 |             |                                   |                               |
| Thursday      | 24-11-16 |             |                                   |                               |
| Friday        | 25-11-16 |             |                                   |                               |
| Saturday      | 26-11-16 |             |                                   |                               |
| Sunday        | 27-11-16 |             |                                   |                               |
| Monday        | 28-11-16 |             |                                   |                               |
| Tuesday       | 29-11-16 |             |                                   |                               |
| Wednesday     | 30-11-16 |             |                                   |                               |
|               |          |             |                                   |                               |

## 15.1. 5 RESULTS OF QUADRENNIAL LOCAL GOVERNMENT ELECTIONS – INFORMATION AND TRAINING FOR NEW COUNCILLORS

**REPORTING SECTION:** General Manager  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 16/39

---

### **Summary:**

To advise of the outcome of the 2016 Quadrennial Local Government Elections, provide information to and training for new Councillors.

### **Background:**

The 2016 Quadrennial Local Government Election was held on Saturday 10 September, 2016 with the outcome of the poll being declared on Saturday 17 September 2016.

### **Current Position:**

A copy of the declaration of the poll is attached.

Congratulations are extended to newly elected Councillors; Tanya Cameron, Kelly Smith and Robbie Turnbull together with Councillors; Ian Woodcock, Jane Keir, Bill Murray, Lawrence Walford, Michael Taylor and Manuel Martinez who were re-elected.

It is important that newly elected and existing Councillors attend the training session being organised by Office of Local Government at Gilgandra On 9<sup>th</sup> November 2016. Existing Councillors will be able to refresh their memory and /or update themselves in respect of the many and varied legislative changes that have occurred in the last four years. It is understood OLG will be keeping a record of attendance.

There are also certain key documents Councillors will need to become familiar with as soon as possible and the following documents have been circulated to them under separate cover:

1. Ten Year Community Strategic Plan
2. Resourcing Documents including asset Management Plans and Long Term Financial Plan.
3. 4 Year Delivery Programme
4. Annual Operational Plan and Budget
5. A bound portfolio containing the following document: Code of meeting Practice, Code of Conduct, Payment of Expenses and Provision of facilities for Councillors Policy and the Policy of the provisions of Information to and Interaction between Councillors and Staff.

A supply of 'Request for Information' and 'Councillors Questions for the Next Meeting' sheets have been circulated for all Councillors.

Existing Councillors are required to complete their annual statutory 'Disclosure of Interest' Returns by 30 September, 2016 and the newly elected Councillors will have until the 31 December, 2016 to complete the primary "Disclosure Interest Returns". Memos have been sent to all Councillors detailing what is required of them in this regard.

Further documents will be distributed and discussed at various sessions which relate to key recurrent activities, capital projects and various works already in the planning stages.

**Relevant Reference Documents:**

As identified above.

**Stakeholders:**

Councillors and Staff

**Governance issues:**

Nil

**Environmental issues:**

Nil

**Financial Implications:**

Costs per attendee will include the registration fee, meals and travel.

**Legal issues:**

None identified

**Alternative solutions:**

Nil

**Conclusion:**

It is aimed at having a smooth transition for new Councillors and any Councillors with any questions are requested to contact the General Manager prior to the meeting.

|                                                                                                             |
|-------------------------------------------------------------------------------------------------------------|
| <b>Results of Quadrennial Local Government Elections – Information and Training Session for Councillors</b> |
|-------------------------------------------------------------------------------------------------------------|

**Recommendation:**

That the General Manager's report be received and noted and appropriate arrangements made for Councillors to attend the training session being offered in Gilgandra on the 9<sup>th</sup> November, 2016.

**Moved:**

**Seconded:**

**Attachments:**

Declaration of Councillor

Details of Councillor Workshop

**Declaration of Councillor – Electoral Commission NSW**

**Summary of Candidate First Preference Votes**

Total Number of Electors: Residential and non-residential electors enrolled in this Council area on 1 August 2016 was 3,940. Electors may continue to enrol up to and including Election Day.

Area: Entire Council area (undivided)

There are 9 Councillors to be elected from 12 candidates.

**Ian WOODCOCK** was declared elected to position 1 on 19 September 2016.

**Jane KEIR** was declared elected to position 2 on 19 September 2016.

**Laurence WALFORD** was declared elected to position 3 on 19 September 2016.

**Bill MURRAY (IND)** was declared elected to position 4 on 19 September 2016.

**Michael TAYLOR** was declared elected to position 5 on 19 September 2016.

**Manuel MARTINEZ** was declared elected to position 6 on 19 September 2016.

**Robbie TURNBULL** was declared elected to position 7 on 19 September 2016.

**Tanya CAMERON** was declared elected to position 8 on 19 September 2016.

**Kelly SMITH** was declared elected to position 9 on 19 September 2016.

## 2016 Local Government Elections - Hit the Ground Running Councillor Workshops

### What's new or changing

- In collaboration with Local Government NSW, OLG will again be providing support to councils and councillors to help them in their roles by conducting *Hit the Ground Running* councillor workshops following local government elections on Saturday 10 September, 2016.
- The workshop dates and locations are as follows:

|                  |                                  |
|------------------|----------------------------------|
| <b>Gilgandra</b> | <b>Wednesday 9 November 2016</b> |
|------------------|----------------------------------|

### What this will mean for your council

- The one-day workshops will be based on the '5 Key Things' all Councillors need to know in order for them to be effective in their roles.
- An online registration system will be available for General Managers to register councillor attendance in late September 2016, and information about how to access the system will be provided in the near future.
- General Managers are asked to coordinate the registration of Councillors once details about the online registration system are provided.

### Key points

- The workshops are designed to help all Councillors hit the ground running following the September 2016 elections. The workshops provide essential information to support Councillors in serving their community and fulfilling their responsibilities. All Councillors are strongly encouraged to attend.
- The 2016 program has been updated to include information on how local government reform affects each council, particularly following recent amendments to the *Local Government Act 1993*.
- The updated workshop material will also include crucial information for all Councillors on the Model Code of Conduct, Integrated Planning and Reporting framework and the support available to them during their term in relation to learning and professional development.
- General Managers are asked to widely promote the workshops and strongly encourage attendance. This could be achieved by providing relevant workshop dates/locations in the council calendar and including the workshops on the agenda for the first council meeting.

### Where to go for further information

- A promotional flyer with further details will be available shortly.
- Any queries about the Workshops can be directed to Council's Relationship Manager by email to [onestopshop@fitforthefuture.nsw.gov.au](mailto:onestopshop@fitforthefuture.nsw.gov.au)

### 15.1.6 DELEGATES AND REPRESENTATIVES TO, AND MEMBERS OF EXTERNAL BODIES

**REPORTING SECTION:** Executive - Governance  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 16/39

---

**Summary:**

The term of appointment of Council representatives and delegates is two years, terminating in September 2018, unless indicated otherwise.

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

Attached is a schedule identifying Councillors and staff who were currently involved in external bodies on behalf of Council.

It should be noted that appointments to the Castlereagh Macquarie County Council are expected to be for the duration of Council; a term of four years.

It should be further noted that:

- 1) The Outback Shires Alliance was formed in February 2014 and the Section 355 Committee is comprised of the Mayor, Deputy Mayor and General Manager of each of the Councils of Bourke, Brewarrina and Walgett.
- 2) The Mayor is delegate for the Far West Initiative Advisory Committee and the General Manager is to attend as an 'advisor'
- 3) The status of the following committees is being determined;
  - Lightning Ridge and surrounding Opal Fields Management Crown Reserve 024168 Trust

It is suggested that the practice of nominating an alternative council delegate also to cover those occasions when the nominated delegate may be unavailable which was introduced in 2010/2011 be continued.

There have also been instances in the past when Council delegates have been unaware that meetings are being held and appropriate action continue to be taken to overcome this problem in the future.

Separate Community Working Parties operate in respect of Walgett, Lightning Ridge, and Collarenebri.

**Relevant Reference Documents:**

Nil

**Stakeholders:**

Councillors and members of MANEX

**Financial Implications:**

Nil

|                                                                                      |
|--------------------------------------------------------------------------------------|
| <b>Delegates and Representatives to, and members of External Bodies 16/17 -17/18</b> |
|--------------------------------------------------------------------------------------|

**Recommendation:**

That members, representatives and delegates be as outlined in the attached schedule be endorsed.

*(To be determined at meeting)*

**Moved:**

**Seconded:**

**Attachments:**

Schedule of representatives and delegates for 2016/2017 – 2017/2018.

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

| COMMITTEE                                                                           | OFFICER                                                     | COUNCILLOR                        |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------|
| Australian Airports Association                                                     | Director Engineering/Technical Services                     | Not required                      |
| Bushfire Management Committee                                                       | Director Engineering/Technical Services                     | Clr                               |
| Camps on Claims Working Group ( <i>Status to be determined</i> )                    | Director Environmental Services                             | Clr                               |
| Castlereagh Macquarie County Council<br>4 year Term                                 | General Manager                                             | Clr<br>Clr                        |
| Collarenebri Community Working party                                                | General Manager                                             | Mayor                             |
| Community Safety Precinct Committee                                                 | General Manager                                             | Mayor and Deputy Mayor            |
| Lightning Ridge & Surrounding Opal Fields Management<br>Crown Reserve 1024168 Trust | Director Environmental Services                             | Clr<br>Alternative Clr            |
| Floodplain Management Authorities Group                                             | Director Engineering/Technical Services                     | Clr                               |
| Inland Tourism Organisation                                                         | Tourism Development Officer & General Manager               | Clr<br>Alternative Clr            |
| Kamilaroi Highway Group                                                             | Tourism Development Officer & General Manager               | Not Required                      |
| Lightning Ridge Advisory Board                                                      |                                                             | Delegate Clr<br>Alternate Clr     |
| Lightning Ridge Community Working Party                                             | General Manager                                             | Clr                               |
| Local Emergency Management Committee                                                | General Manager as LEMO and Chief Financial Officer         | Mayor                             |
| Local Traffic Committee                                                             | Director Engineering/Technical Services and General Manager | Clr<br>Alternative Clr            |
| Namoi Peel Catchment Customer Service Committee                                     | Director Engineering/Technical Services                     | Clr                               |
| Netwaste                                                                            | Director Environmental Services                             | Not Required                      |
| Big Sky Libraries                                                                   | Director Chief Financial Officer                            | Clr<br>Clr                        |
| Regional Development Australia - Orana                                              | General Manager                                             | Clr                               |
| Orana Regional Organisations of Council – GMAC                                      | General Manager                                             | Not Required                      |
| Orana Regional Organisations of Council (OROC)                                      | General Manager                                             | Mayor and Deputy Mayor            |
| Outback Arts Incorporated                                                           | Director Chief Financial Officer                            | Clr Keir<br>Alternative Clr       |
| Plant Committee                                                                     | Director Engineering/Technical Services and General Manager | Clr<br>Clr<br>Clr<br>Clr          |
| Regional Procurement Initiative                                                     | Director Engineering/Technical Services                     | Not Required                      |
| Rural Bush Fire Management Group                                                    | Director Engineering/Technical Services                     | Clr                               |
| Saleyards Advisory Committee                                                        | Director Engineering/Technical Services                     | Clr                               |
| Western Division of the Shire's Association                                         | General Manager                                             | Mayor & Deputy Mayor              |
| Walgett Community Working Party                                                     | Manager Community Services and General Manager              | Mayor                             |
| Walgett Shire Interagency Group                                                     | General Manager                                             | Clr<br>Alternative Clr            |
| Water Utilities Group                                                               | Director Engineering/Technical Services                     | Not required                      |
| Internal Audit and Risk Management                                                  | General Manager                                             | Not required                      |
| Walgett HACC                                                                        | General Manager                                             | Clr                               |
| Outback Shires Alliance                                                             | General Manager                                             | Mayor & Deputy Mayor              |
| Local Government NSW                                                                | General Manager                                             | Mayor & Deputy Mayor              |
| Far West Initiative Advisory Committee                                              | General Manager as advisor                                  | Mayor<br>Alternative Deputy Mayor |

## 15.1.7 ORDINARY COUNCIL MEETINGS – TIME, DATES AND VENUES FOR 2016

**REPORTING SECTION:** General Manager  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 16/39

---

### **Summary:**

Council's Code of Meeting practice Clause 5 (2) requires "that Council shall, by resolution set the Time, Date and place of Ordinary Meetings of the Council". It is desirable that Council determine its meeting schedule for the whole of 2017, to facilitate forward planning.

### **Background:**

Council has previously determined that Ordinary Meetings of Council should generally be held on the fourth Tuesday of each month and that "in any calendar year one Ordinary Meeting of Council be held in each of Lightning Ridge, Collarenebri, Rowena, Burren Junction and Carinda". Some concerns have been raised with regards to the facilities available at some venues,.

### **Proposed:**

The following schedule provides for Meetings in 2017 to be held on the fourth Tuesday of the month other than in February when it is proposed to be held on the second Tuesday (14 February) and December, the third Tuesday (19 December). The locations are in the same sequence as for 2016. No meeting is scheduled for January. It is proposed that meetings continue to commence at 10.00am as has been the practice in the past.

14 February – Walgett – Council Chambers

28 March – Lightning Ridge – Bowling Club

25 April – Walgett – Council Chambers

23 May – Collarenebri - Hall

27 June – Walgett – Council Chambers

25 July – Rowena – Hall

22 August – Walgett – Council Chambers

26 September – Carinda - Hall

24 October – Walgett – Council Chambers

28 November – Burren Junction – Hall

19 December – Walgett – Council Chambers

### **Relevant Reference Documents:**

Council's Code of Meeting Practice

**Stakeholders:**

Councillors, staff and general public

**Governance:**

Perhaps additional publicity should be given to meeting dates and places, particularly those in the outlying towns/villages

**Financial Implications:**

Nil

| Ordinary Council Meetings – Time, Dates and Venues for 2017                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council endorse the proposed time, dates and venues for the 2017 Ordinary Council Meetings.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Nil

### 15.1.8 CLOSEDOWN OF ADMINISTRATION OVER FESTIVE SEASON

**REPORTING SECTION:** General Manager  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 16/39

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**Summary:**

It is considered efficient for the majority of Council's operations to close down for the work days between Christmas and New Year's Day. It also suits the needs of the majority of staff to plan holidays during the Festive Season.

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

This year Christmas Day falls on Sunday 25<sup>th</sup> December 2016, Boxing Day on Monday 26<sup>th</sup> December, 2016 and New Year's Day on Sunday 1<sup>st</sup> January, 2017. The Holiday Act 2010 provides for an extra public holiday to be added when New Year's Day, Christmas Day or Boxing Day falls on a weekend. Therefore additional days include Tuesday 27 December, 2016 and Monday 2<sup>nd</sup> January 2017. It is proposed that Council operations close down for the three intervening days of Wednesday 28<sup>th</sup> to Friday 30<sup>th</sup> December, 2016 inclusive.

For the three days of the closedown staff are required to take leave and/or to utilise accumulated flexi-time. During the closedown essential service staff remain on duty in the garbage and water/sewer service areas and emergency service staff are rostered to be on call in other areas of Council operations.

In addition to the standard shutdown, a shutdown for three weeks will be put in place for all Outdoor Staff not rostered for work from Friday 16 December 2016 until Monday 16 January 2017.

**Relevant Reference Documents:**

Public Holidays Act 2010

**Stakeholders:**

Council staff and residents

**Financial Implications:**

As staff will be required to take either Annual Leave or accumulative Flex Time during this three day period, the three day shutdown will be revenue neutral. Staff rostered to work during the period attracts payment at normal pay rates.

| Closedown of Administration over Festive Season                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <ol style="list-style-type: none"><li>1. Council operations close for the three days Wednesday 28<sup>th</sup> to Friday 30<sup>th</sup> December 2016 inclusive and the General Manager make satisfactory arrangements for the maintenance of essential services and provision of emergency call out services.</li><li>2. The closedown be effectively notified to residents along with details of essential service and emergency call out arrangements.</li><li>3. Note the Outdoor Staff shutdown period from Friday 16 December, 2016 to Monday 16 January 2017.</li></ol> |

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

**Attachments:**

Schedule of 2016-2017 Public Holidays from NSW Government Industrial Relations Website

## NSW Public Holidays 2016-2017

### Holidays for NSW under the *Public Holidays Act 2010*

|                                                      | <b>2016</b>          | <b>2017</b>          |
|------------------------------------------------------|----------------------|----------------------|
| New Year's Day                                       | Friday, 1 January    | Sunday, 1 January    |
| <sup>3</sup> Additional Day                          |                      | Monday, 2 January    |
| <sup>2</sup> Australia Day                           | Tuesday, 26 January  | Thursday, 26 January |
| Good Friday                                          | Friday, 25 March     | Friday, 14 April     |
| Easter Saturday - the Saturday following Good Friday | Saturday, 26 March   | Saturday, 15 April   |
| Easter Sunday                                        | Sunday, 27 March     | Sunday, 16 April     |
| Easter Monday                                        | Monday, 28 March     | Monday, 17 April     |
| Anzac Day                                            | Monday, 25 April     | Tuesday, 25 April    |
| Queen's Birthday                                     | Monday, 13 June      | Monday, 12 June      |
| <sup>1</sup> Bank Holiday                            | Monday, 1 August     | Monday, 7 August     |
| Labour Day                                           | Monday, 3 October    | Monday, 2 October    |
| Christmas Day public holiday                         | Sunday, 25 December  | Monday, 25 December  |
| Boxing Day                                           | Monday, 26 December  | Tuesday, 26 December |
| <sup>3</sup> Additional Day                          | Tuesday, 27 December |                      |

<sup>1</sup> Applies to banks and certain financial institutions see [Retail Trading Act 2008](#).

<sup>2</sup> From 31/12/11 when Australia Day (26 January) falls on a Saturday or Sunday, there will be no public holiday on that day as the following Monday will be declared a public holiday.

<sup>3</sup> From 31/12/11, the Holiday Act provides for an extra public holiday to be added when New Year's Day, Christmas Day or Boxing Day falls on a weekend.

### 15.1.9 LOCAL GOVERNEMENT NSW - ANNUAL CONFERENCE

**REPORTING SECTION:** General Manager  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 16/39

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**Summary:**

The annual Conference of LGNSW will be held 16-18 October, 2016 at WIN Entertainment Centre, Corner Crown & Harbour streets, Wollongong NSW. It is necessary that Council resolve attendance at the September Council Meeting the meet the registration deadline by and finalise the accommodation arrangements.

**Background:**

The draft conference Programme is attached. The Conference is the signature event of the year, bringing together NSW Councils and providing a forum to debate issues that are important to their communities. It also provides the opportunity for Councils to hear from State Government Leaders, business representatives, community groups and academics.

**Current Position:**

The Mayor and General Manager will be attending the Conference. As provided for in the policy, all Councillors and their partners are entitled to attend and it is considered that it would be particularly appropriate for any Councillors who haven't yet attended a Conference to attend and gain further insight into how the Local Government Industry in NSW operates.

**Relevant Reference Documents:**

LGNSW Conference Programme

**Stakeholders:**

Council  
Councillors

**Governance issues:**

Council policies cover conference attendance arrangements.

**Environmental issues:**

Various environmental issues are likely to be raised and discussed during the course of the Conference.

**Financial Implications:**

Costs per attendee will include the registration fee, accommodations, meals and travel.

**Legal issues:**

None identified

**Alternative solutions:**

Not attended, but this might be unwise having regard to the Government's response to the Local Government Reform.

**Conclusion:**

It is appropriate for Council to be represented at this conference.

**Local Government NSW – Annual Conference – 16-18 October 2016**

**Recommendation:**

That attendance of the Mayor and General Manager at the LGNSW Annual Conference in Wollongong between 16-18 October 2016 be confirmed and expenses paid.

**Moved:**

**Seconded:**

**Attachment:**

Draft Programme for the LGNSW Conference.



## Local Government NSW Annual Conference 2016

**Sunday 16 – Tuesday 18 October 2016**

Main conference venue is WIN Entertainment Centre, Crown and Harbour Streets, Wollongong, 2500.

This program is correct at the time of publication; speakers and program details may have changed due to unforeseen circumstances.

### DRAFT PROGRAM (as of 8 September 2016)

| SUNDAY 16 OCTOBER                                                  |                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.00pm – 4.45pm                                                    | Bump in sponsors to WIN Entertainment Centre Foyer                                                                                                                                                                                                                                                    |
| 1.00pm – 4.00pm                                                    | Registration opens in WIN Entertainment Centre Foyer                                                                                                                                                                                                                                                  |
| 2.00pm – 4.45pm                                                    | Councillor training sessions in Winners Room 1, Winners Room 2, Victory Room 1 <ul style="list-style-type: none"> <li>- Understanding changes to the Local Government Act</li> <li>- Know your planning</li> <li>- Principles of good governance</li> </ul>                                           |
| 2.00pm – 4.45pm                                                    | LGNSW briefing for General Managers and Interim General Managers in Premiers Room. This briefing will give progress on negotiation for a new 2017 Local Government (State) Award and workplace reform                                                                                                 |
| 3.00pm – 3.30pm                                                    | Afternoon tea meet the sponsors in trade exhibition next to Premiers Room                                                                                                                                                                                                                             |
| 4.45pm – 5.00pm                                                    | Pre-booked local transfer buses from WIN to Lagoon Seafood Restaurant, Stuart Park, George Hanley Drive, North Wollongong                                                                                                                                                                             |
| 5.00pm – 7.00pm                                                    | President's Opening Reception in Lagoon Seafood Restaurant <ul style="list-style-type: none"> <li>- Welcome To Country</li> <li>- Welcome from <b>Cr Gordon Bradbery OAM</b>, Lord Mayor of Wollongong City Council</li> <li>- Opening from <b>Cr Keith Rhoades AFSM</b>, President, LGNSW</li> </ul> |
| 7.00pm                                                             | Pre-booked local transfer buses will drop off back to WIN Entertainment Centre                                                                                                                                                                                                                        |
| MONDAY 17 OCTOBER – Business Session Day 1                         |                                                                                                                                                                                                                                                                                                       |
| Chaired by <b>Cr Keith Rhoades AFSM</b> , WIN Entertainment Centre |                                                                                                                                                                                                                                                                                                       |
| 7.00am – 5.00pm                                                    | Registration opens in Box Office of WIN Entertainment Centre Foyer<br>Distribution of voting materials and electronic handsets                                                                                                                                                                        |
| 7.30am – 8.45am                                                    | NSW Reconciliation Council Breakfast, Winners Room 1 <ul style="list-style-type: none"> <li>- Welcome from the Hon Leslie Williams MP, Minister for Aboriginal Affairs</li> <li>- Address to be advised</li> </ul> Supported by NSWALC and sponsored by Aboriginal Affairs NSW                        |
| 8.15am -9.00am                                                     | Trade exhibition opens in WIN Entertainment Centre Foyer                                                                                                                                                                                                                                              |
| 9.00am – 9.30am                                                    | Address from <b>The Hon Mike Baird MP</b> , Premier of New South Wales                                                                                                                                                                                                                                |
| 9.30am – 10.00am                                                   | Address from <b>Cr Keith Rhoades AFSM</b> , President, LGNSW                                                                                                                                                                                                                                          |

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

|                                                                                       |                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10.00am – 11.00am                                                                     | Opening of the Federal Conference, chaired by <b>Cr Keith Rhoades AFSM</b> including demonstration of voting units, adoption of standing orders, presentation of the auditor's report, general financial report and operating report to members. Business session and consideration of motions |
|                                                                                       | Opening of the State Conference, chaired by <b>Cr Keith Rhoades AFSM</b> including adoption of standing orders, business session and consideration of motions                                                                                                                                  |
| 11.00am - 11.30am                                                                     | Morning tea in trade exhibition sponsored by LG Super                                                                                                                                                                                                                                          |
| 11.30am – 1.00pm                                                                      | Consideration of Conference business continued, chaired by the President                                                                                                                                                                                                                       |
| 1.00pm – 2.00pm                                                                       | Lunch in trade exhibition sponsored by LG Super<br>General Managers Lunch Sponsored by StateCover: StateCover, LG Super, LGP, LGNSW Member Services and councils: Building mutually beneficial partnerships, Winners Room 1 and 2                                                              |
| 2.00pm – 3.30pm                                                                       | Consideration of Conference business continued, chaired by the President                                                                                                                                                                                                                       |
| 3.30pm – 4.00pm                                                                       | Afternoon tea in trade exhibition                                                                                                                                                                                                                                                              |
| 4.00pm – 5.30pm                                                                       | Consideration of Conference business continued, chaired by the President<br>Collection of all electronic handsets and voting cards                                                                                                                                                             |
|                                                                                       | Conference business session closes                                                                                                                                                                                                                                                             |
| 5.30pm – 6.30pm                                                                       | Delegate networking function in trade exhibition                                                                                                                                                                                                                                               |
| 6.30pm                                                                                | Trade exhibition closes. Free night for delegates                                                                                                                                                                                                                                              |
| <b>TUESDAY 18 OCTOBER – Business Session Day 2</b><br><b>WIN Entertainment Centre</b> |                                                                                                                                                                                                                                                                                                |
| 7.00am – 5.00pm                                                                       | Registration opens in WIN Entertainment Centre Foyer                                                                                                                                                                                                                                           |
| 7.30am – 8.45am                                                                       | Australian Local Government Women's Association (ALGWA) Breakfast Winners Room 1: <b>Tracy Howe</b> , Chief Executive Officer, NSW Council of Social Service (NCOSS)<br>Anti-Poverty Week 'Fighting Poverty Together', Winners Room 1                                                          |
| 8.00am – 5.30pm                                                                       | Trade exhibition opens in WIN Entertainment Centre Foyer                                                                                                                                                                                                                                       |
| 9.00am – 9.15am                                                                       | Introduction by Master of Ceremonies, <b>Tracey Spicer</b>                                                                                                                                                                                                                                     |
| 9.15am – 9.30am<br>9.30am – 9.45am                                                    | Address from <b>The Hon Paul Toole MP</b> , Minister for Local Government<br>Facilitated questions from the conference to the Minister                                                                                                                                                         |
| 9.45am – 10.00am                                                                      | <b>Launch of NSW Workforce Development Strategy</b>                                                                                                                                                                                                                                            |
| 10.00am – 10.05am                                                                     | Premier Sponsor Meridian IT Company Update                                                                                                                                                                                                                                                     |
| 10.05am – 10.30am                                                                     | Morning tea in trade exhibition sponsored by NSW EPA                                                                                                                                                                                                                                           |
| 10.30am – 10.45am                                                                     | Address from <b>The Hon Peter Primrose MLC</b> , Shadow Minister for Local Government                                                                                                                                                                                                          |
| 10.45am – 11.00am                                                                     | Facilitated questions from the conference to the Shadow Minister                                                                                                                                                                                                                               |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11.00am – 11.45am      | <b>Keynote:</b> Rethinking the role of local government, <b>Peter McKinlay</b> , Executive Director, McKinlay Douglas Ltd.                                                                                                                                                                                                                                                                                     |
| 11.45am – 12.30pm      | <b>Tracey Spicer</b> facilitates a Local Government Reform Panel: Challenges and Achievements. Panellists: <ul style="list-style-type: none"> <li>- <b>Jane Mills</b>, Chief Operating Officer, City of Parramatta Council</li> <li>- <b>Luke Johnson</b>, General Manager, Wollondilly Shire Council</li> <li>- <b>Peter Tegart</b>, Interim General Manager, Queanbeyan-Palerang Regional Council</li> </ul> |
| 12.30pm – 12.45pm      | Address on Association business from <b>Cr Keith Rhoades AFSM, President, LGNSW</b>                                                                                                                                                                                                                                                                                                                            |
| 12.45pm – 1.00pm       | Treasurer's Report                                                                                                                                                                                                                                                                                                                                                                                             |
| 1.00pm – 1.45pm        | Lunch in the trade exhibition WIN Entertainment Centre sponsored by NSW EPA                                                                                                                                                                                                                                                                                                                                    |
| <b>1.45pm – 3.00pm</b> | <b>MOVE TO CONCURRENT SESSIONS</b>                                                                                                                                                                                                                                                                                                                                                                             |
| 1.45pm – 3.00pm        | <b>CONCURRENT SESSION 1 - Natural Resources and Environment Stream</b> , Winners Room 1 – 2                                                                                                                                                                                                                                                                                                                    |
| 1.45pm – 1.50pm        | Facilitated by <b>Barry Buffier</b> , Chair and Chief Executive Officer, NSW Environment Protection Authority                                                                                                                                                                                                                                                                                                  |
| 1.50pm – 2.30pm        | Working together to keep our environment clean, with presentations on litter prevention by <b>Steve Beaman</b> , Executive Director Waste and Resource Recovery<br>Developing sound planning decisions, and underground petroleum storage systems presented by <b>Justin Turk</b> , Operations Officer, Hazardous Incidents and Environmental Health                                                           |
| 2.30pm – 2.50pm        | Crown Lands Review Update, <b>David Clarke</b> , Group Director Governance & Strategy, NSW Department of Primary Industries – Lands                                                                                                                                                                                                                                                                            |
| <b>1.45pm – 3.00pm</b> | <b>CONCURRENT SESSION 2 - Infrastructure and Planning</b> , Auditorium                                                                                                                                                                                                                                                                                                                                         |
| 1.45pm – 1.50pm        | Facilitated by Kylie Yates, Director Advocacy, LGNSW                                                                                                                                                                                                                                                                                                                                                           |
| 1.45pm – 2.10pm        | Fixing Country Roads, <b>Fredric Horst</b> , Principal Manager for Freight Strategy and Investment, Transport NSW                                                                                                                                                                                                                                                                                              |
| 2.10pm – 2.30pm        | Engaging councils in the process of allowing access to local roads for heavy vehicles, <b>Sal Petrocchio</b> , Chief Executive Officer, National Heavy Vehicle Regulator                                                                                                                                                                                                                                       |
| 2.30pm – 2.50pm        | Councils investment in Human and Cultural Infrastructure /Sporting Facilities, <b>Paul Doorn</b> , Executive Director – Sport Infrastructure, NSW Office of Sport                                                                                                                                                                                                                                              |
| <b>1.45pm – 3.00pm</b> | <b>CONCURRENT SESSION 3 - Capacity Building and Diversity</b> , Victory Rooms 1 – 2                                                                                                                                                                                                                                                                                                                            |
| 1.45pm – 1.50pm        | Facilitated by Sarah Artist, Senior Manager, Innovation and Capacity, LGNSW                                                                                                                                                                                                                                                                                                                                    |
| 1.50pm – 2.05pm        | Designing a capability framework for NSW local government – towards an integrated package for job design, recruitment, performance management and capacity building, <b>Jo Grisard</b> , Principal, Grisard Consulting (invited)                                                                                                                                                                               |
| 2.05pm – 2.30pm        | Developing council's workforce: Case studies from Wollongong and Port Stephens Councils presented by <b>David Farmer</b> , General Manager, Wollongong Council and                                                                                                                                                                                                                                             |

|                                                                         |                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.30pm – 2.50pm                                                         | <b>Wayne Wallis</b> , General Manager, Port Stephens Council<br>Change – Fit for Purpose presented by <b>Nigel Ward</b> , Chief Executive Officer and Director, Australian Business Lawyers & Advisors                                                                                                                                            |
| <b>3.00pm – 3.15pm</b><br>3.30pm – 4.00pm<br>4.00pm – 4.30pm            | <b>RETURN TO PLENARY SESSION AND CLOSE OF CONFERENCE</b><br><b>Final Keynote:</b> Resilient leadership through cultural change within a challenging environment, <b>Kitty Chiller</b> , Chef de Mission, Australian Olympic Team, Rio 2016<br>Afternoon tea and delegate networking function in trade exhibition                                  |
| <b>7.30pm – 11.00pm</b>                                                 | <b>CONFERENCE DINNER</b><br><b>WIN Entertainment Centre (within the conference room)</b>                                                                                                                                                                                                                                                          |
| 7.30pm<br>7.45pm<br>8.00pm<br>8.10pm<br>8.30pm<br>9.00pm<br><br>11.00pm | Doors Open<br>Delegates seated and entrée served<br>LGNSW President introduces Elite Sponsor, StateCover Mutual Limited<br>LGNSW President and Elite Sponsor present the Outstanding Service Awards<br>LGNSW Chief Executive and Bluett Trustees present AR Bluett Awards<br>Main Course served<br>Entertainment and dancing<br>Function finishes |
| <b>CLOSE OF CONFERENCE</b>                                              |                                                                                                                                                                                                                                                                                                                                                   |

## **15.1. 10 REVIEW AND ADOPT IN PRINCIPLE PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS POLICY**

**REPORTING SECTION:** General Manager  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 16/39

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### **Summary:**

The purpose of this report is to enable Council to review the Policy for the Payment of Expenses and Provision of Facilities to Councillors.

### **Background:**

Council is required to adopt a Policy for the Payment of Expenses and the Provision of Facilities to Councillors within 12 months of the term of a new Council, in accordance with Section 252 of the Local Government Act.

### **Current Position:**

The existing Policy has been revised for Council's consideration, taking into account the existing policy, legislative requirements and the guidelines issued by the Department of Local Government.

### **Relevant Reference Documents:**

Local Government Act 1993  
WSC Policies Document  
WSC Procedures Document

### **Governance Issues:**

The adoption of a Policy will contribute to the effective governance of the organisation.

### **Environmental Issues:**

Nil

### **Stakeholders:**

Councillors

### **Financial Implications:**

The monetary amounts in the Policy may vary.

### **Options/Alternatives:**

Council is required to adopt a Policy for the Payment of Expenses and the Provision of Facilities to Councillors; however the terms of the Policy may be varied.

### **Conclusion:**

The limits of expenditure may vary and Council should consider whether the suggested rates are equitable. Council adopt the policy within 12 months of the term of the new Council as stated in Section 252 of the Local Government Act.

**Payment of Expenses and Provision of Facilities for Councillors Policy**

**Recommendation:**

1. That Council give notice of its intention to adopt the Draft Policy for the Payment of Expenses and Provision of Facilities to Councillors, in accordance with Section 252 of the Local Government Act.
2. And that the Revised Payment of Expenses and Provision of Facilities for Councillors Policy then be placed on public exhibition and public submissions invited for a period of 28 (twenty-eight) days.

**Moved:**

**Seconded:**

**Attachments:**

Revised Payment Expenses and Provision of Facilities for Councillors Policy Draft – circulated separately.

### 15.1.11 MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION ONLY FROM THE GENERAL MANAGER

**REPORTING SECTION:** General Manager  
**AUTHOR:** Don Ramsland – General Manager  
**FILE NUMBER:** 16/39

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#### 1. Far West Initiative – Public Consultation Sessions

The OLG have published a draft schedule for the Public Consultation Sessions commencing Tuesday 4<sup>th</sup> October, 2016. Please share the meeting details widely with your contacts, networks and community and encourage their participation both at the meetings and in making formal submissions by post or through the online form. Submissions close 14<sup>th</sup> October, 2016. The Background paper and the Consultation Paper can be found on Council's website as well as the Fit for the Future website.

Council has been informed that the Office of Local Government have tried to accommodate Council's suggestions on towns and meeting timings. Please refer to the draft schedule for the Walgett Shire.

Council has been informed that a separate schedule is being developed to consult with Local Aboriginal Land Councils and State Government agencies.

Council should consider holding a special meeting to discuss its preferred approaches to local Government reform.

#### 2. Air Services for Walgett and Bourke

The General Manager of Walgett and Bourke Shires are currently following up prospective operators who lodged expressions of Interest with transport NSW but subsequently withdrew from the process, to see what the possibility is of reopening discussions.

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

**Attachments:**

Media Release – Paul Toole

Draft Schedule – Public Consultation Forums



**Paul Toole**  
Minister for Local Government

## MEDIA RELEASE

Wednesday 14, September 2016

### **FUTURE OF THE FAR WEST IN YOUR HANDS**

Communities and councils across Far Western NSW are being encouraged to attend community consultation sessions to discuss the future of local government in the region, Minister for Local Government Paul Toole said today.

Mr Toole said the full details of the public consultation sessions have now been released.

"Input of Far West residents will play a vital role in determining the future of local government in the region," Mr Toole said.

"The Far West Initiative is designed to strengthen local communities by addressing the unique challenges of the region.

"These small communities separated by long distances – this is the fundamental challenge that confronts the Far West of NSW.

"I know the residents of Far Western NSW are passionate about ensuring the future of the region is strong and I am positive the turnout to the planned community consultation sessions will reflect this."

Further details on the consultation and background paper can be found here: [www.fitforthefuture.nsw.gov.au/far-west-initiative](http://www.fitforthefuture.nsw.gov.au/far-west-initiative) or you can contact the Office of Local Government on: 02 4428 4100

Details on the community consultation sessions are attached.

**MEDIA: Antonia Morrow 0419 468 235**

| Week 3 – Walgett, Brewarrina, Bourke and Cobar |                 |                                                                                     |
|------------------------------------------------|-----------------|-------------------------------------------------------------------------------------|
| Date                                           | Location        | Consultation sessions                                                               |
| Tuesday 4 October                              | Collarenebri    | 11:30am – 1:30pm – Collarenebri Bowling Club<br>Walgett St                          |
|                                                | Burren Junction | 3:30pm – 5:30pm – Burren Junction RSL and Sporting Club, Waterloo Street            |
| Wednesday 5 October                            | Lightning Ridge | 11:00am – 1:00pm – Lightning Ridge District Bowling Club, Agate St, Lightning Ridge |
|                                                | Louth           | 2:30pm – 4:30pm – Louth Tennis Club                                                 |
|                                                | Grawin          | 3:00pm – 5:00pm – The Club in the Scrub, Grawin Opal Fields                         |
|                                                | Walgett         | 7:30am – 9:30am – Walgett Shire Council Building<br>77 Fox Street                   |
| Thursday 6 October                             | Brewarrina      | 12:00pm – 2:00pm – Brewarrina Council Chambers<br>57 Bathurst Street,               |
|                                                | Walgett         | 6:00pm – 8:00pm – Walgett Shire Council Building<br>77 Fox Street                   |
|                                                | Bourke          | 5:00pm – 7:00pm – Bourke Shire Council<br>29 Mitchell Street                        |
|                                                | Bourke          | 7:30am – 9:30am – Bourke Shire Council<br>29 Mitchell Street                        |
| Friday 7 October                               | Cobar           | 11:30am – 1:30pm – Cobar Council Chambers<br>36 Linsley Street                      |

## 15.2 CHIEF FINANCIAL OFFICER

### 15.2.1 CASH ON HAND & INVESTMENT REPORT – 31 AUGUST 2016

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Shirley Burraston – Management Accountant  
**FILE NUMBER:** 09/1460-03

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**Summary:**

This report summarises the cash and investments held by Walgett Shire Council as at 31<sup>st</sup> August 2016.

**Background:**

The investment portfolio consists of on call bank accounts, interest bearing deposits and variable interest bearing deposits. The portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Council's investment portfolio has been reviewed and rebalanced in favour of investments not subject to share market volatility.

Comparisons are often made between existing investments with available products that are not part of Council's portfolio.

All investments at 31<sup>st</sup> August 2016 are in compliance with the revised Ministerial Investment Order released by the OLG on 5<sup>th</sup> January 2016 and with Council's investment policy.

**Operational Account Bank Reconciliation  
As at 31 August 2016**

|                                                               |                         |
|---------------------------------------------------------------|-------------------------|
|                                                               | \$                      |
| <b>Opening Ledger Account Balance as at 1 August 2016</b>     | <b>1,907,283.07</b>     |
| Add: Receipts and Recalled Investments                        | 9,428,861.30            |
| Less: Payments and New Investments                            | (9,771,279.36)          |
| <b>Closing Ledger Balance as at 31 August 2016</b>            | <b>1,564,865.01</b>     |
| <br><b>Balance as per Bank Statement as at 31 August 2016</b> | <br><b>1,547,855.77</b> |
| Add: Receipts not banked                                      | 19,565.20               |
| Less: Payments not presented                                  | (2,555.96)              |
| <b>Closing Balance of Bank Account</b>                        | <b>1,564,865.01</b>     |

| Percentage invested in each institution as at 31st August 2016 |                                 |                               |                           |
|----------------------------------------------------------------|---------------------------------|-------------------------------|---------------------------|
| <u><i>Institution Name</i></u>                                 | <u><i>Institution Codes</i></u> | <u><i>% of Money held</i></u> | <u><i>Amount Held</i></u> |
| Commonwealth Bank                                              | CBA                             | 16.72%                        | \$4,818,019.18            |
| Members Equity Bank                                            | ME                              | 1.74%                         | \$500,000.00              |
| Bank of Queensland                                             | BOQ                             | 19.09%                        | \$5,500,000.00            |
| National Australia Bank                                        | NAB                             | 13.88%                        | \$4,000,000.00            |
| Newcastle Permanent Building Society                           | NPBS                            | 8.68%                         | \$2,500,000.00            |
| Bankwest                                                       | BW                              | 3.47%                         | \$1,000,000.00            |
| Suncorp                                                        | SC                              | 3.47%                         | \$1,000,000.00            |
| Australian Military Bank                                       | AMB                             | 5.21%                         | \$1,500,000.00            |
| Westpac                                                        | W                               | 5.21%                         | \$1,500,000.00            |
| IMB                                                            | IMB                             | 5.21%                         | \$1,500,000.00            |
| AMP                                                            | AMP                             | 8.68%                         | \$2,500,000.00            |
| BAB                                                            | BAB                             | 3.47%                         | \$1,000,000.00            |
| ING                                                            | ING                             | 5.21%                         | \$1,500,000.00            |
|                                                                |                                 | 100%                          | \$28,818,019.18           |

| Overall Portfolio Maturity as at 31st August 2016 |                              |                              |                               |                           |
|---------------------------------------------------|------------------------------|------------------------------|-------------------------------|---------------------------|
| <u><i>Maturity Periods</i></u>                    | <u><i>Policy Minimum</i></u> | <u><i>Policy Maximum</i></u> | <u><i>% of Money held</i></u> | <u><i>Amount held</i></u> |
| Portfolio % < 1 year                              | 40%                          | 100%                         | 86.12%                        | \$ 24,818,019.18          |
| Portfolio % > 1 year, < 3 years                   | 0%                           | 60%                          | 10.41%                        | \$ 3,000,000.00           |
| Portfolio % > 3 year, < 5 years                   | 0%                           | 40%                          | 3.47%                         | \$ 1,000,000.00           |
| Portfolio % > 5 years                             | 0%                           | 10%                          | 0.00%                         | \$ -                      |
|                                                   |                              |                              | 100%                          | \$ 28,818,019.18          |

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

| Attachment One                                     |                                         |                             |                       |                    |                                  |                                                |
|----------------------------------------------------|-----------------------------------------|-----------------------------|-----------------------|--------------------|----------------------------------|------------------------------------------------|
| Cash and Investments Holdings as at 31 August 2016 |                                         |                             |                       |                    |                                  |                                                |
| Investment                                         | Investment<br>Final<br>Maturity<br>Date | Current<br>Interest<br>Rate | Interest<br>Frequency | Coupon<br>Maturity | Amount<br>Invested<br>Value (\$) | Accrued<br>Interest to<br>End of<br>Month (\$) |
| <u>On-Call Accounts</u>                            |                                         |                             |                       |                    |                                  |                                                |
| Commonwealth Bank                                  | On Call                                 | 1.15%                       | Monthly               | EOM                | 1,583,565                        | Pd Monthly                                     |
| Commonwealth Bank                                  | On Call                                 | 1.45%                       | Monthly               | EOM                | 734,454                          | Pd Monthly                                     |
| <b>Total On-Call Accounts</b>                      |                                         |                             |                       |                    | <b>2,318,019</b>                 |                                                |
| <u>Term Deposits</u>                               |                                         |                             |                       |                    |                                  |                                                |
| Australian Military Bank                           | 16/11/2016                              | 3.00%                       | Maturity              | 16/11/2016         | 1,000,000                        | 14,344.26                                      |
| ING                                                | 14/09/2016                              | 3.00%                       | Maturity              | 14/09/2016         | 500,000                          | 7,172.13                                       |
| IMB                                                | 7/09/2016                               | 2.90%                       | Maturity              | 7/09/2016          | 500,000                          | 6,933.06                                       |
| National Australia Bank                            | 21/09/2016                              | 3.05%                       | Maturity              | 21/09/2016         | 500,000                          | 7,000.00                                       |
| Suncorp                                            | 28/09/2016                              | 3.08%                       | Maturity              | 28/09/2016         | 500,000                          | 6,479.78                                       |
| National Australia Bank                            | 5/10/2016                               | 3.08%                       | Maturity              | 5/10/2016          | 500,000                          | 6,185.25                                       |
| National Australia Bank                            | 12/10/2016                              | 3.09%                       | Maturity              | 12/10/2016         | 500,000                          | 5,909.84                                       |
| Bankwest                                           | 21/09/2016                              | 3.08%                       | Maturity              | 21/09/2016         | 500,000                          | 5,596.17                                       |
| Members Equity Bank                                | 30/11/2016                              | 3.15%                       | Maturity              | 30/11/2016         | 500,000                          | 5,422.13                                       |
| Bank of Queensland                                 | 9/11/2016                               | 2.95%                       | Maturity              | 9/11/2016          | 500,000                          | 4,513.66                                       |
| National Australia Bank                            | 23/11/2016                              | 2.98%                       | Maturity              | 23/11/2016         | 500,000                          | 3,989.62                                       |
| Bankwest                                           | 24/11/2016                              | 2.80%                       | Maturity              | 24/11/2016         | 500,000                          | 3,748.63                                       |
| Bank of Queensland                                 | 7/12/2016                               | 3.00%                       | Maturity              | 7/12/2016          | 1,000,000                        | 7,459.02                                       |
| Suncorp                                            | 11/01/2017                              | 3.00%                       | Maturity              | 11/01/2017         | 500,000                          | 3,442.62                                       |
| Australian Military Bank                           | 14/09/2016                              | 2.90%                       | Maturity              | 14/09/2016         | 500,000                          | 3,327.87                                       |
| National Australia Bank                            | 12/10/2016                              | 2.91%                       | Maturity              | 12/10/2016         | 500,000                          | 3,061.07                                       |
| Westpac                                            | 26/10/2016                              | 2.90%                       | Maturity              | 26/10/2016         | 500,000                          | 2,773.22                                       |
| Newcastle Permanent Building Society               | 28/09/2016                              | 2.80%                       | Maturity              | 28/09/2016         | 1,000,000                        | 4,819.67                                       |
| National Australia Bank                            | 18/01/2017                              | 2.93%                       | Maturity              | 18/01/2017         | 1,000,000                        | 4,483.06                                       |
| Bendigo and Adelaide Bank                          | 10/07/2019                              | 3.10%                       | Maturity              | 10/07/2019         | 500,000                          | 2,117.49                                       |
| Bendigo and Adelaide Bank                          | 11/07/2018                              | 3.00%                       | Maturity              | 11/07/2018         | 500,000                          | 2,049.18                                       |
| National Australia Bank                            | 15/02/2017                              | 2.90%                       | Maturity              | 15/02/2017         | 500,000                          | 1,663.93                                       |
| Bank of Queensland                                 | 25/01/2017                              | 2.90%                       | Maturity              | 25/01/2017         | 1,000,000                        | 3,327.87                                       |
| Bank of Queensland                                 | 25/01/2017                              | 2.85%                       | Maturity              | 25/01/2017         | 500,000                          | 1,362.70                                       |
| Newcastle Permanent Building Society               | 26/10/2016                              | 2.70%                       | Maturity              | 26/10/2016         | 500,000                          | 1,290.98                                       |
| Commonwealth Bank                                  | 5/10/2016                               | 2.75%                       | Maturity              | 5/10/2016          | 1,000,000                        | 2,629.78                                       |
| AMP                                                | 1/02/2017                               | 2.85%                       | Maturity              | 1/02/2017          | 1,000,000                        | 2,180.33                                       |
| Bank of Queensland                                 | 1/02/2017                               | 2.75%                       | Maturity              | 1/02/2017          | 1,000,000                        | 2,103.83                                       |
| AMP                                                | 8/03/2017                               | 2.95%                       | Maturity              | 8/03/2017          | 500,000                          | 846.31                                         |
| Bank of Queensland                                 | 15/02/2017                              | 2.80%                       | Maturity              | 15/02/2017         | 500,000                          | 535.52                                         |
| Newcastle Permanent Building Society               | 21/08/2019                              | 3.00%                       | Maturity              | 17/11/2016         | 500,000                          | 573.77                                         |
| Newcastle Permanent Building Society               | 15/08/2018                              | 2.90%                       | Maturity              | 17/11/2016         | 500,000                          | 554.64                                         |
| Bank of Queensland                                 | 22/02/2017                              | 2.80%                       | Maturity              | 22/02/2017         | 1,000,000                        | 994.54                                         |
| AMP                                                | 22/03/2017                              | 2.95%                       | Maturity              | 22/03/2017         | 1,000,000                        | 1,047.81                                       |
| Westpac                                            | 24/08/2017                              | 3.00%                       | Maturity              | 24/08/2017         | 1,000,000                        | 573.77                                         |
| <b>Total Term Deposits</b>                         |                                         |                             |                       |                    | <b>23,000,000</b>                | <b>\$130,513.52</b>                            |
| <u>Floating Rate Deposits</u>                      |                                         |                             |                       |                    |                                  |                                                |
| IMB                                                | 24/01/2018                              | 2.68%                       |                       | 27/10/2016         | 500,000                          | 1,281.42                                       |
| IMB                                                | 14/02/2018                              | 2.56%                       |                       | 17/11/2016         | 500,000                          | 3,707.10                                       |
| ING                                                | 1/03/2017                               | 3.02%                       |                       | 1/09/2016          | 1,000,000                        | 7,508.74                                       |
| Commonwealth Bank                                  | 20/04/2021                              | 4.00%                       |                       | 20/10/2016         | 500,000                          | 2,295.08                                       |
| Commonwealth Bank                                  | 23/08/2021                              | 3.21%                       |                       | 24/11/2016         | 500,000                          | 306.97                                         |
| Commonwealth Bank                                  | 28/02/2017                              | 4.10%                       |                       | 30/11/2016         | 500,000                          | -                                              |
| <b>Total Floating Rate Deposits</b>                |                                         |                             |                       |                    | <b>3,500,000</b>                 | <b>\$14,792.35</b>                             |
| <b>Total Cash and Investments</b>                  |                                         |                             |                       |                    | <b>28,818,019</b>                | <b>\$145,305.87</b>                            |

**Current Position:**

Council at the end of the August 2016 held a total of \$28,818,019.18 in on-call and interest bearing deposits with financial institutions within Australia. Most of the investments were held with institutes with a short term rating A-2/A2 or higher with limited exposure to unrated institutions.

The unrated institutions are IMB and the Australian Military Bank; both have a reputable history in the financial institutions market. Investments in unrated institutions are grandfathered, are being reviewed upon maturity and reinvested in compliance with Council's current investment policy.

At the end of August 2016 Council had earned \$114,607.55 in interest. This result compares favourably with the current budget.

Council's investments at 31<sup>st</sup> August 2016 had an average interest rate of 2.91% per annum which is higher than the 3 and 6 months BBSW rates 1.735% and 1.90% respectively as at 31<sup>st</sup> of August 2016.

**Relevant Reference Documents/Policies:**

Local Government Act (NSW), 1993  
Local Government (General) Regulation 2005  
Ministerial Investment Order 5<sup>th</sup> January 2016  
Investment Policy (Revised and adopted in May 2016)

**Governance issues:**

Nil

**Environmental issues:**

Nil

**Stakeholders:**

Walgett Shire Council  
Residents of Walgett Shire Council  
Financial Institutions

**Financial Implications:**

As per report

**Alternative Solutions/Options:**

Nil

**Conclusion:**

As at 31<sup>st</sup> August 2016 Walgett Shire Council's total available cash and invested funds totalled \$28,818,019.18, an increase of \$2,697,234.34 from 31<sup>st</sup> July 2016. This increase is to the receipting of rates instalment falling due on the 31<sup>st</sup> August.

**Certification – Responsible Accounting Officer**

I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2005*, the *Investment Order (of the Minister) 5<sup>th</sup> January 2016* and Council's Investments Policy.

M J Urquhart

**Chief Financial Officer – Responsible Accounting Officer**

|                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cash and Investment Report as at 31<sup>st</sup> August 2016</b>                                                                                                   |
| <p><b>Recommendation:</b></p> <p>That the Investment report as at 31<sup>st</sup> August 2016 be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

### 15.2.2 COLLARENEBRI (R82811) RESERVE TRUST

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Lorraine Riggs – Administrative Services Officer  
**FILE NUMBER:** 09/1746

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**Summary:**

This report is to advise Council that the Mulga Mudlarks are now known as Collarenebri Mulga Mudlarks. At Council meeting 24 November 2015 (refer 24 November 2015 Meeting Minutes TRIM 15/40/0021), it was carried to renew the Licence Agreement for Mulga Mudlarks to use Crown Reserve (R82811) for a further (3) years with an annual rent of \$468 per annum + GST. This report recommends that the licence to the Collarenebri Mulga Mudlarks for the use of the Reserve as a Mud Trials area be renewed for a further three (3) years.

**Background:**

Walgett Shire Council is the Trust Manager for Crown Reserve (R82811) containing the Mulga Mudlarks and Collarenebri Golf Club. As the Reserve Trust Manager, Council is required to enter into a licence with the Collarenebri Mulga Mudlarks Inc. to authorise their use of the Reserve.

**Current Position:**

The Collarenebri Mulga Mudlarks Inc. have expressed their interest to renew the licence to continue running their Mud Trial events. Once the Licence agreement is executed, 3 copies will be forwarded to The Department of Land and Property Management to seek the Minister's Consent to the licence.

New Licence Agreement papers have been drawn up as previous were in the name of Mulga Mudlarks not Collarenebri Mulga Mudlarks. Reinstatement of Registration Associations Incorporation Act 2009 [Section 84(1)] attached.

The current 3 year licence expired on 31 December 2015. The Department of Land and Property Management have advised that any lease or licence fee should not be less than the statutory minimum rent. Currently the minimum rent applicable is \$468 + GST. Every year the rent should be increased by CPI at the anniversary date of the lease, as indicated in the Licence Agreement (Item 8 in Schedule 1 and Clause 14.5).

**Relevant Reference Documents/Policies:**

Local Government Act 1993  
Local Government General Regulation  
Land and Property Management Authority Trust Handbook

**Governance issues:**

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

**Environmental issues:**

The Lands Department has no issues with the intended use of the site by the Mulga Mudlarks and accordingly would have considered any environmental factors.

**Stakeholders:**

Walgett Shire Council  
Collarenebri Community and surrounding district communities  
Department of Land and Property Management (LPMA)  
Collarenebri Mulga Mudlarks Incorporated

**Financial Implications:**

The rent received will be placed in the Collarenebri (R82811) Trust Account to be reinvested back into the Reserve.

The licence rent is required to be in accordance with the previous statutory minimum rent, currently \$468 plus GST.

**Alternative Solutions/Options:**

That the Council not issue a licence and the Collarenebri Mulga Mudlarks not have access to the Reserve.

**Conclusion:**

This report provides details relating to the issue of a license to the Collarenebri Mulga Mudlarks for access to the Reserve (Lot 57 DP 752673) for use of a Mud Trial area. The report provides further details in relation to the reduction in rental for the license period.

| <b>Collarenebri Mulga Mudlarks – Crown Reserve R82811</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <ol style="list-style-type: none"><li>1. That a licence be issued to the Collarenebri Mulga Mudlarks Inc. for use of Lot 57 DP 752673 for use as a Mud Trials area.</li><li>2. That the rent fee be \$468.00 per annum + GST for a total of 3 years duration.</li><li>3. That the Mayor and General Manager be authorised to sign the licence.</li><li>4. That the Council seal be applied to the Licence Agreement (3 copies)</li></ol> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

### 15.2.3 MONTHLY OUTSTANDING RATES REPORT – AUGUST 2016

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Kevin Dunshea – Rates Clerk  
**FILE NUMBER:** 00/00/00

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**Summary:**

Council's debt recovery policy is aimed at having outstanding debt recovered in a timely manner to support Council in its objectives by providing sufficient funding to enable the continued provision of services to the shire. The aim of this process is achieve a recovery of rates and charges levied in any given financial year of greater than 90%.

In 2013 financial year the Consolidated Rates Arrears percentage was reported as 11.57%. This improved in 2014 to 7.61% and again in 2015 to 7.35%.

**Background:**

Council's must report on a number of Key Performance Indicators (KPIs) as part of their statutory reporting regime. One of these KPIs is the Rates, Annual Charges, Interest & Extra Charges Outstanding Percentage.

All NSW councils are categorised into Groups. Walgett Shire Council is classified as a Group 10 Council. Each KPI is benchmarked and the benchmarks vary between Council groups. Group 10 Council's for Fit for the Future purposes should achieve a KPI of less than 10% for the Rates, Annual Charges, Interest & Extra Charges Outstanding Percentage (Rates Arrears) for the consolidated funds.

**Current Position:**

Collection of the current years levy (16/17) as at 31<sup>st</sup> August is 41.64%, an improvement of 0.0072% on the 15/16 levy collection of 40.92% for the same period last year.

The recovery of all rate, charges, interest and legal fees has also improved compared to last year with 40.84% received as at 31<sup>st</sup> August in comparison to 40.58% for 2015/2016.

**Relevant Reference Documents/Policies:**

NIL

**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:**

NIL

**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's long term financial position.

**Alternative Solutions/Options:**

There are no alternative solutions or options.

**Conclusion:**

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

| <b>Monthly Outstanding Rates Report</b>                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>Council note the outstanding rates arrears percentage and ongoing commitment to improve this key performance indicator.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Quarterly Report - Outstanding Rates Report as at 31<sup>st</sup> August 2016

**Monthly Report - Outstanding Rates & Annual Charges as at 31 August 2016**

**Report on Rates and Annual Charges - 31 August 2016**

|                                                         | <b>7th September 2016</b> | <b>31st August 2016</b> | <b>31st August 2015</b> |
|---------------------------------------------------------|---------------------------|-------------------------|-------------------------|
| Arrears from previous year                              | 840,348.35                | 840,348.35              | 774,770.67              |
| Adjustment                                              |                           |                         | (5.59)                  |
| Sub Total                                               | 840,348.35                | 840,348.35              | 774,765.08              |
| <b>Current Year Activity</b>                            |                           |                         |                         |
| Legal fees (Including write off's)                      | 21,376.80                 | 4,001.40                | 1,083.20                |
| Adjusted Levy                                           | 8,952,841.47              | 8,952,841.47            | 8,761,746.99            |
| Interest (including write off's)                        | 9,297.72                  | 9,244.51                | 9,097.01                |
| Adjustments (Including Write Off's)                     |                           | 0.00                    | (1.24)                  |
| Sub Total                                               | 8,983,515.99              | 8,966,087.38            | 8,771,925.96            |
| <b>Total Arrears and Adjusted Levy</b>                  | <b>9,824,064.34</b>       | <b>9,806,635.73</b>     | <b>9,546,691.04</b>     |
| Payments                                                | (3,785,773.04)            | (3,733,349.44)          | (3,589,743.45)          |
| Pensioner Concessions - Govt                            | (96,612.60)               | (96,612.60)             | (94,335.53)             |
| Pensioner Concessions - Council                         | (79,050.66)               | (79,050.66)             | (77,187.40)             |
| Discount                                                | (97,140.50)               | (96,186.39)             | (95,614.66)             |
| Special Rebate Council                                  | 0.00                      | 0.00                    | (16,785.30)             |
| Sub Total                                               | (4,058,576.80)            | (4,005,199.09)          | (3,873,066.34)          |
| <b>Total Remaining Levy</b>                             | <b>\$5,765,487.54</b>     | <b>\$5,801,436.64</b>   | <b>\$5,673,024.70</b>   |
| Current                                                 | 4,946,732.16              | 5,000,888.40            | 4,947,490.90            |
| Arrears                                                 | 620,078.01                | 625,862.51              | 568,461.23              |
| Interest b/f from previous years                        | 75,317.61                 | 68,685.36               | 66,420.42               |
| Current year interest                                   | 8,720.43                  | 8,086.44                | 8,089.62                |
| Legals                                                  | 114,639.33                | 97,313.93               | 81,962.53               |
| <b>Total Remaining Levy</b>                             | <b>\$5,765,487.54</b>     | <b>\$5,801,436.64</b>   | <b>\$5,673,024.70</b>   |
| <b>Variance</b>                                         | <b>-\$0.00</b>            | <b>\$0.00</b>           | <b>\$0.00</b>           |
| <b>Total YTD Collected</b>                              |                           |                         |                         |
| Collected YTD % of Levy, Arrears, Interest & Legal Fees | 41.31%                    | 40.84%                  | 40.58%                  |
| Collected YTD % of Levy                                 | 42.14%                    | 41.64%                  | 40.92%                  |

## 15.2.4 WALGETT SHIRE COMMUNITY SAFETY PLAN

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Michael Urquhart – Chief Financial Officer  
**FILE NUMBER:** 00/00/00

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**Summary:**

The Chief Financial Officer (CFO) presents the draft “Walgett Shire Community Safety Plan” to Council for final adoption.

**Background:**

Council is committed to the safety of its community and those people visiting the Shire. When conducting community consultation for creation of its 2012-2022 Community Strategic Plan, Council identified the need for a “Community Safety Plan”.

At its July 2016 ordinary meeting Council formally resolved to adopt in principal the draft Walgett Shire Crime Prevention & Community Safety Plan and put the plan on public display for 28 days calling for public comment.

**Current Position:**

The draft plan has been on public display for 28 days and no submissions were received.

**Relevant Reference Documents/Policies:**

Walgett Shire Council Community Strategic Plan 2012-2022  
Local Government Act 1993

**Financial Implications:**

Provision was made in the 2015/2016 Operation Plan for production of the Crime Prevention and Community Safety plan. Payment for the plan was made in 2015/2016.

**Conclusion:**

The Walgett Shire Crime Prevention & Community Safety Plan is a comprehensive document which demonstrates the consultant has conducted a significant community consultation program. The plan summarises the outcomes of existing programs and new initiatives needed to make the shire a safer place for visitors and locals alike. After having the Plan on public display for 28 days, the writer recommends to Council the draft Walgett Shire Crime Prevention & Community Safety Plan be formally adopted.

| Walgett Shire Council Community Safety Plan                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the Walgett Shire Crime Prevention &amp; Community Safety Plan be formally adopted.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

## **15.2.5 SECTION 356 - REBATES CHURCHES AND OTHER NOT FOR PROFIT ORGANISATIONS**

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Kevin Dunshea – Rates Clerk  
**FILE NUMBER:** 09/1115

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### **Summary:**

This report provides details of eligible organisations that have made application to council for a rebate on 2016/2017 water, sewer and waste charges. The report recommends that the applications be approved and that rebates be granted in line with Council's Donations to Churches and Other Not for Profit Organisations – Sec 356 of the LGA Policy.

### **Background:**

For a number of years Council has granted rebates on annual service charges applied to rate assessments for a number of Churches and Not for Profit Organisations such as district CWA branches. These groups are already exempt from ordinary rates under the provisions of Chapter 15, Part 6, Sections 555 & 556 of the Local Government Act 1993.

Council adopted the Donations to Churches and Other Not for Profit Organisations – Sec 356 of the LGA Policy on 23<sup>rd</sup> April 2013.

Each year there is a specific provision made within the budget for rebates to eligible organisations that have applied for a donation under Council's policy.

### **Current Position:**

To date Council has received thirteen (22) applications from organisations for rebates on their water, sewer and waste service charges amounting to \$18,578.75. Council is currently awaiting two (2) other applications. Applications received to date have been assessed against the policy criteria and are eligible to be granted rebates on their service charges. The current budget provides an amount of \$17,086 for rebate applications, with the attached list detailing the organisations that have applied for a rebate under Council's policy and the amount applicable to each.

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

Chapter 12, Part 1, Section 356 of the Local Government Act 1993  
Chapter 15, Part 6, Sections 555 & 556 of the Local Government Act 1993  
Council Policy - Donations to Churches and Other Not for Profit Organisations – Sec 356 of the LGA.

### **Governance issues:**

Council must comply with the provisions of section 356 of the LGA 1993 with a decision to grant a rebate in these cases needing to be by way of Council resolution.

### **Environmental issues:**

N/A

### **Stakeholders:**

Not for Profit Entities within Walgett Shire Council

Walgett Shire Council

**Financial Implications:**

Applications received to date have been evaluated against the policy criteria and are eligible for a rebate in accordance with Council's policy. The total of the rebates across water, sewer, and waste is \$18,578.75 against the current budget of \$17,086 for the year. which is to be adjusted at the September 2016 Quarterly Budget Review.

As the amount related to the donation applications received exceeds the adopted budget amount, the budget will need to be adjustment by \$1,493 plus a provision adjustment for applications yet to be received estimated at \$1,330 increasing the budget from \$17,086 to \$19,909. The budget variation will be included in the September 2016 Quarterly Budget Review.

**Alternative Solutions/Options:**

That the applications be refused or granted at a lower level of rebate, however, this is not able to be supported at this time because the policy has been adopted by Council.

**Conclusion:**

It is recommended that Council provide rebates to the organisations on the attached list in line with criteria set out within its Donations to Churches and Other Not for Profit Organisations – Sec 356 of the LGA Policy.

| <b>Section 356 - Rebates Churches and Other Not For Profit Organisations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <ol style="list-style-type: none"><li>1. That a budget adjustment of \$2,823 increasing the budget from \$17,086 to \$19,909 be approved.</li><li>2. That the applications for a donation received from eligible not-for-profit organisations as per the attached list be approved and the rebates on annual service charges as detailed therein be granted and any interest raised because of the lateness of the report be written off.</li></ol> <p><b>Moved:</b><br/><b>Seconded:</b></p> |



**Attachments:**

Section 356 Donations – 2016/2017 Rating Year

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

| <b>Section 356 Donations - 2016/2017 Rating Year</b>      |               |                                             |                        |                                                |                                |                                    |                               |                                       |                                       |                                               |
|-----------------------------------------------------------|---------------|---------------------------------------------|------------------------|------------------------------------------------|--------------------------------|------------------------------------|-------------------------------|---------------------------------------|---------------------------------------|-----------------------------------------------|
| <b>Applicant</b>                                          | <b>Ass No</b> | <b>Property Address</b>                     | <b>Approved Yes/No</b> | <b>Total Annual Charge Donations 2016/2017</b> | <b>Annual Charges Break Up</b> |                                    |                               |                                       |                                       |                                               |
|                                                           |               |                                             |                        |                                                | <b>Water Charge (100%)</b>     | <b>Water Charge (75% Donation)</b> | <b>Sewerage Charge (100%)</b> | <b>Sewerage Charge (75% Donation)</b> | <b>Waste Management Charge (100%)</b> | <b>Waste Management Charge (50% Donation)</b> |
| Anglican Diocese of Armidale                              | 30916         | 19 Pitt St WALGETT NSW 2832                 | Y                      | \$ 1,655.50                                    | \$ 1,401.00                    | \$ 1,050.75                        | \$ 465.00                     | \$ 348.75                             | \$ 512.00                             | \$ 256.00                                     |
| Church of England Property Trust                          | 31377         | 1 Cumborah St CUMBORAH NSW 2832             | Y                      | \$ 25.50                                       |                                | \$ -                               |                               | \$ -                                  | \$ 51.00                              | \$ 25.50                                      |
| Church of England Property Trust                          | 31492         | Kaolin St LIGHTNING RIDGE NSW 2834          | Y                      | \$ 798.25                                      | \$ 308.00                      | \$ 231.00                          | \$ 415.00                     | \$ 311.25                             | \$ 512.00                             | \$ 256.00                                     |
| Anglican Diocese of Armidale                              | 31567         | 13 Morilla St LIGHTNING RIDGE NSW 2834      | y                      | \$ 567.75                                      | \$ 308.00                      | \$ 231.00                          | \$ 415.00                     | \$ 311.25                             | \$ 51.00                              | \$ 25.50                                      |
| Anglican Property Trust Diocese of Bathurst               | 31096         | 45-47 Colin Street CARINDA NSW 2831         | Y                      | \$ 179.50                                      | \$ -                           | \$ -                               | \$ -                          | \$ -                                  | \$ 359.00                             | \$ 179.50                                     |
| Australian Conference Association (Seventh Day Adventist) | 31708         | 12 Silica Street LIGHTNING RIDGE NSW 2834   | Y                      | \$ 1,029.25                                    | \$ 616.00                      | \$ 462.00                          | \$ 415.00                     | \$ 311.25                             | \$ 512.00                             | \$ 256.00                                     |
| Australian Indigenous Ministries                          | 30866         | 47 Namoi St WALGETT NSW 2832                | y                      | \$ 1,305.25                                    | \$ 934.00                      | \$ 700.50                          | \$ 465.00                     | \$ 348.75                             | \$ 512.00                             | \$ 256.00                                     |
| Australian Indigenous Ministries                          | 30726         | 35 Sutherland St WALGETT NSW 2832           | y                      | \$ 1,305.25                                    | \$ 934.00                      | \$ 700.50                          | \$ 465.00                     | \$ 348.75                             | \$ 512.00                             | \$ 256.00                                     |
| Anglican Diocese of Armidale                              | 31054         | 15 Hastings Street BURREN JUNCTION NSW 2386 | y                      | \$ 25.50                                       |                                |                                    |                               |                                       | \$ 51.00                              | \$ 25.50                                      |

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

| <b>Section 356 Donations - 2016/2017 Rating Year</b>                                                            |               |                                                   |                        |                                                |                                |                                    |                               |                                       |                                       |                                               |  |
|-----------------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------------|------------------------|------------------------------------------------|--------------------------------|------------------------------------|-------------------------------|---------------------------------------|---------------------------------------|-----------------------------------------------|--|
| <b>Applicant</b>                                                                                                | <b>Ass No</b> | <b>Property Address</b>                           | <b>Approved Yes/No</b> | <b>Total Annual Charge Donations 2016/2017</b> | <b>Annual Charges Break Up</b> |                                    |                               |                                       |                                       |                                               |  |
|                                                                                                                 |               |                                                   |                        |                                                | <b>Water Charge (100%)</b>     | <b>Water Charge (75% Donation)</b> | <b>Sewerage Charge (100%)</b> | <b>Sewerage Charge (75% Donation)</b> | <b>Waste Management Charge (100%)</b> | <b>Waste Management Charge (50% Donation)</b> |  |
| Church of England Diocese of Armidale                                                                           | 31310         | 58-60 Wilson St<br>COLLARENEBRI NSW<br>2833       | y                      | \$ 1,327.75                                    | \$ 934.00                      | \$ 700.50                          | \$ 495.00                     | \$ 371.25                             | \$ 512.00                             | \$ 256.00                                     |  |
| Corporate Trustees of the Diocese of Armidale                                                                   | 31773         | 14 Shaw St WALGETT<br>NSW 2832                    | y                      | \$ 256.50                                      | \$ 308.00                      | \$ 231.00                          | \$ -                          | \$ -                                  | \$ 51.00                              | \$ 25.50                                      |  |
| Country Women's Association of NSW (Burren Junction)                                                            | 7773          | 13 Waterloo Street<br>BURREN JUNCTION<br>NSW 2386 | Y                      | \$ 256.00                                      | \$ -                           | \$ -                               | \$ -                          | \$ -                                  | \$ 512.00                             | \$ 256.00                                     |  |
| Country Women's Association of NSW (Collarenebri) [100% Donation - re: provision of library services agreement] | 11593         | 13 Wilson St<br>Collarenebri NSW<br>2833          | Y                      | \$ 1,941.00                                    | \$ 934.00                      |                                    | \$ 495.00                     |                                       | \$ 512.00                             |                                               |  |
| Grawin Glengarry Sheepyard Opal Field's Men's Shed                                                              | 36970         | Mineral Claim 11572                               | Y                      | \$ 25.50                                       | \$ -                           | \$ -                               | \$ -                          | \$ -                                  | \$ 51.00                              | \$ 25.50                                      |  |
| Jehovah's Witnesses Congregations                                                                               | 31526         | 8 Kopi Street<br>LIGHTNING RIDGE<br>NSW 2834      | Y                      | \$ 798.25                                      | \$ 308.00                      | \$ 231.00                          | \$ 415.00                     | \$ 311.25                             | \$ 512.00                             | \$ 256.00                                     |  |
| Lightning Ridge Historical Society                                                                              | 31575         | 7 Morilla Street<br>LIGHTNING RIDGE<br>NSW 2834   | Y                      | \$ 567.75                                      | \$ 308.00                      | \$ 231.00                          | \$ 415.00                     | \$ 311.25                             | \$ 51.00                              | \$ 25.50                                      |  |
| Roman Catholic Church                                                                                           | 30882         | 89 Arthur St Walgett<br>NSW 2832                  | Y                      | \$ 1,305.25                                    | \$ 934.00                      | \$ 700.50                          | \$ 465.00                     | \$ 348.75                             | \$ 512.00                             | \$ 256.00                                     |  |
| Roman Catholic Church                                                                                           | 31104         | 9 Colin St Carinda<br>NSW 2831                    | Y                      | \$ 256.50                                      | \$ 308.00                      | \$ 231.00                          |                               | \$ -                                  | \$ 51.00                              | \$ 25.50                                      |  |
| Roman Catholic Church                                                                                           | 31740         | 18 Middle St Rowena<br>NSW 2387                   | Y                      | \$ 256.50                                      | \$ 308.00                      | \$ 231.00                          |                               | \$ -                                  | \$ 51.00                              | \$ 25.50                                      |  |

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

| <b>Section 356 Donations - 2016/2017 Rating Year</b> |               |                                              |                            |                                                            |                                |                                            |                                       |                                               |                                               |                                                           |
|------------------------------------------------------|---------------|----------------------------------------------|----------------------------|------------------------------------------------------------|--------------------------------|--------------------------------------------|---------------------------------------|-----------------------------------------------|-----------------------------------------------|-----------------------------------------------------------|
| <b>Applicant</b>                                     | <b>Ass No</b> | <b>Property Address</b>                      | <b>Approved<br/>Yes/No</b> | <b>Total Annual<br/>Charge<br/>Donations<br/>2016/2017</b> | <b>Annual Charges Break Up</b> |                                            |                                       |                                               |                                               |                                                           |
|                                                      |               |                                              |                            |                                                            | <b>Water Charge<br/>(100%)</b> | <b>Water Charge<br/>(75%<br/>Donation)</b> | <b>Sewerage<br/>Charge<br/>(100%)</b> | <b>Sewerage<br/>Charge (75%<br/>Donation)</b> | <b>Waste<br/>Management<br/>Charge (100%)</b> | <b>Waste<br/>Management<br/>Charge (50%<br/>Donation)</b> |
| Roman Catholic Church                                | 31559         | 31 Morilla St<br>Lightning Ridge NSW<br>2834 | Y                          | \$ 3,573.25                                                | \$ 308.00                      | \$ 231.00                                  | \$ 4,115.00                           | \$ 3,086.25                                   | \$ 512.00                                     | \$ 256.00                                                 |
| Roman Catholic Church                                | 31757         | 4 Middle St Rowena<br>NSW 2387               | Y                          | \$ 25.50                                                   |                                | \$ -                                       |                                       | \$ -                                          | \$ 51.00                                      | \$ 25.50                                                  |
| Roman Catholic Church for<br>the Diocese of Armidale | 31237         | 2-4 High St<br>Collarenebri NSW<br>2833      | Y                          | \$ 1,097.25                                                | \$ 934.00                      | \$ 700.50                                  | \$ 495.00                             | \$ 371.25                                     | \$ 51.00                                      | \$ 25.50                                                  |
| <b>Total</b>                                         |               |                                              |                            | <b>\$ 18,578.75</b>                                        | <b>\$ 10,085.00</b>            | <b>\$ 6,863.25</b>                         | <b>\$ 9,535.00</b>                    | <b>\$ 6,780.00</b>                            | <b>\$ 6,501.00</b>                            | <b>\$ 2,994.50</b>                                        |

## 15.2.6 ANNUAL FINANCIAL STATEMENTS 2015/2016

**REPORTING SECTION:** Financial Services  
**AUTHOR:** Michael Urquhart – Chief Financial Officer  
**FILE NUMBER:** 00/00/00

---

**Summary:**

This report recommends the Draft Annual Financial Statements and Draft Special Purpose Financial Statements for the year ending 30 June 2016 be referred for audit.

**Background:**

Section 413, 415 and 416 of the Local Government Act 1993 requires the Council's General Purpose and Special Purpose Annual Financial Reports for the year ending 30 June 2016 to be prepared, referred to audit and audited by 31 October 2016.

Council is required to authorise the referral of the Annual Financial Reports consisting of the General Purpose Report and Special Purpose Report to Council's Auditor.

Section 413 of the Local Government Act 1993, also requires that the Financial Reports must be accompanied by a Statement by Council and Management made pursuant to section 413 (2)(c) of the Local Government Act 1993 and made pursuant to a resolution of Council.

Section 418 (2) of the Local Government Act 1993, states that as soon as practicable but not more than 5 weeks after the Audit Report is received, Council must give notice that a Meeting will be held to present the Financial Reports and the Auditor's Report to the public. Such public notice must include a summary of the Financial Reports.

**Current Position:**

As well as moving to refer the statements to audit, Council is required at this time to sign the statement by Councillors and Management within the financial statements for both the General Purpose Financial Statements and the Special Purpose Financial Statements.

The report recommends that the General Manager be delegated the authority to authorise the Financial Statements for issue to the Office of Local Government, and to the public before formal adoption at the next available Council meeting.

Council staff have completed the draft financial statements and they have been referred to audit by LUKA Group as the nominated external independent auditing body.

**Relevant Reference Documents/Policies:**

Local Government Act (1993)

**Governance issues:**

Full disclosure and transparency in activities relating to financial management will be met by provision of final financial statements to be tabled at a later meeting of Council.

**Environmental issues:**

There are no identified environmental issues.

**Stakeholders:**

Councillors of Walgett Shire Council  
Office of Local Government

**Financial Implications:**

The Financial Reports represent Council's financial position as at 30 June 2016.

**Alternative Solutions/Options:**

N/A

**Conclusion:**

It is now appropriate that action be taken in accordance with the Local Government Act in relation to the 2015/2016 Financial Reports.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Annual Financial Statements 2015/2016</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Recommendation:</b></p> <ol style="list-style-type: none"><li>1. The Draft Annual Financial Reports for 2015/2016 be referred to Council's Auditor.</li><li>2. The Mayor, Deputy Mayor, the General Manager and Chief Financial Officer be authorised to sign the necessary Financial Statements.</li><li>3. On receipt of the Audit Report, a copy shall be forwarded to the Office of Local Government and any other relevant statutory body.</li><li>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 and it's requirements.</li></ol> <p><b>Moved:</b><br/><b>Seconded:</b></p> |



**Attachments:**

Section 413 statements for signature.

**Walgett Shire Council**

**General Purpose Financial Statements**

for the year ended 30 June 2016

**Statement by Councillors and Management**

made pursuant to Section 413(2)(c) of the *Local Government Act 1993 (NSW)* (as amended)

**The attached General Purpose Financial Statements have been prepared in accordance with:**

- the *Local Government Act 1993 (NSW)* (as amended) and the regulations made thereunder,
- the Australian Accounting Standards and professional pronouncements, and
- the Local Government Code of Accounting Practice and Financial Reporting.

**To the best of our knowledge and belief, these financial statements:**

- present fairly the Council's operating result and financial position for the year, and
- accord with Council's accounting and other records.

**We are not aware of any matter that would render these statements false or misleading in any way.**

**Signed in accordance with a resolution of Council made on 27 September 2016.**

---

**Mayor**

---

**Deputy Mayor**

---

**Don Ramsland**  
**General manager**

---

**Michael Urquhart**  
**Responsible accounting officer**

**Walgett Shire Council**

**Special Purpose Financial Statements**

for the year ended 30 June 2016

**Statement by Councillors and Management**

made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

**The attached Special Purpose Financial Statements have been prepared in accordance with:**

- the NSW Government Policy Statement 'Application of National Competition Policy to Local Government',
- the Division of Local Government Guidelines 'Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality',
- the Local Government Code of Accounting Practice and Financial Reporting,
- the NSW Office of Water Best-Practice Management of Water and Sewerage Guidelines.

**To the best of our knowledge and belief, these financial statements:**

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.

**We are not aware of any matter that would render these statements false or misleading in any way.**

**Signed in accordance with a resolution of Council made on 27 September 2016.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Deputy Mayor

\_\_\_\_\_  
Don Ramsland  
General manager

\_\_\_\_\_  
Michael Urquhart  
Responsible accounting officer

## **15.2.7 MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION FROM CHIEF FINANCIAL OFFICER**

**REPORTING SECTION:** Corporate  
**AUTHOR:** Michael Urquhart – Chief Financial Officer  
**FILE NUMBER:** 00/00/00

---

### **1. Installation of Air Conditioning Administration Centre**

In March 16 Council issued a purchase order to the successful tenderer LRE of Lightning Ridge for the installation of air-conditioning to the Administration Centre and Council Chamber. All necessary plant & equipment has been installed and is now waiting connection to the upgraded power board.

### **2. Spider Brown Oval Facilities**

See Report from Town Planner and development of a “Master Plan” report.

### **3. Walgett Long Jump Pit**

Construction is now complete.

### **4. Lightning Ridge Bore Baths**

The CFO, Senior Environmental Health & Building Surveyor, Clr Woodcock and WHS Officer inspected the site and found a number of issues with drainage of the site. Council will issue a scope of works for drainage works and quotations will be called. The structural issues of the amenities building can then be assessed.

### **5. Disable Toilet at the Lightning Ridge Visitor Information Centre**

The CFO has met with Councillors from Lightning Ridge and it was agreed the CFO should prepare a plan for the Lions Park facility including a new Visitor Information Centre to be financed from grant funding. A report is required for Council.

Councillors supported the idea of spending a small amount of funds on a tidy-up of the existing toilet facility, which is very tired and doesn't present well to the thousands of visitors coming to Lightning Ridge each year. Funding allocation of \$5,000 approved by Council to tidy up existing facility.

Council's Town Planner will develop a “Master Plan” report for Council's consideration.

Council has recently lodged a grant application to fund construction of a multi-purpose facility for the site, including a youth centre.

### **6. Grant Application – Come-by-Chance Toilet Facility**

The Department of Infrastructure & Regional Development has approved Council's grant application for construction of a toilet facility at Come By Chance. Council has been allocated \$20,000 from round 2 of the Stronger Communities Program. The balance of funds is available from the expenditure vote “Matching Government Grants”.

### **7. End of Year Financial Statements**

Finance staff have completed the 15/16 financial statements for audit. A list of reserves and carry over funds (grants & revenue) shall be presented to Council upon receipt of the audit report.

**Matters Generally for Brief Mention or Information Only – From Chief Financial Officer**

**Recommendation:**

That the Matters Generally for Brief Mention or Information Only from the Chief Financial Officer for:

1. Installation of Air conditioning Administration Centre.
2. Spider Brown Oval Facilities
3. Walgett Long Jump Pit
4. Lightning Ridge Bore Baths
5. Disable Toilet at the Lightning Ridge Visitor Information Centre
6. Grant Application Come-By-Chance Toilet Facility
7. End of Year financial Statements

**Moved:**

**Seconded:**

## 15.3 DIRECTOR ENVIRONMENTAL SERVICES

### 15.3.1 WALGETT CBD BUSINESS CONTRIBUTION APPLICATIONS

**REPORTING SECTION:** Environmental Services  
**AUTHOR:** Town Planner, Matt Clarkson  
**FILE NUMBER:** 14/234

---

**Summary:**

Council has received one application for a grant under the (now lapsed) Walgett Main Street Upgrade Business Contributions scheme. It is recommended that Council resolve to reimburse the applicant 50% of eligible upgrades up to a maximum of \$5,000 for the site upon completion of proposed works and receipt of paid invoices for same if submitted to Council prior to 31 January 2017.

**Background:**

On 23 June 2015 Council resolved to allocate \$100,000 of the Walgett CBD upgrade budget to 1:1 contributions in the B2 Local Centre zone for fascia upgrades, including security measures, subject to Council approval (works must demonstrate improved visual amenity).

Availability of the contributions were publicly notified as above and individual information documents were also sent on 14 July 2015 to property owners in the CBD.

On 22 September 2015 Council resolved to reimburse applications from:

1. The Gateway Hotel. \$3,610.
2. NorthWest Vets. \$5,000.
3. Stone's Throw (café). \$2224.

On 26 April 2016 Council resolved to reimburse a further \$1,390 to the Gateway Hotel (\$5,000 total).

On 28 June 2016 Council resolved to reimburse \$3,900 each for 51, 53 & 55 Fox St Walgett upon completion of proposed works and receipt of paid invoices for same if submitted to Council prior to 31 October 2016.

All works under the Business Contributions program were originally required to be completed by 31 March 2016.

**Current position:**

One new application was received from Keith Whiteman on 23 August 2016 for his premises at 46 Fox St Walgett. Mr Whiteman has been in discussions with Council staff about the proposed works since the inception of the CBD Business Contributions program, however he notes that he delayed the works due to the ongoing drought and subsequent tightening of cash flow / credit (application letter and quotation for works form attachment A).

**Relevant Reference Documents/Policies:**

Local Government Act 1993.

Business papers and minutes for 24 March 2015, 23 June 2015, 22 September 2015, 26 April 2016, and 28 June 2016 Council meetings.

**Governance issues:**

Council's charter: - Section 8 of the Local Government Act 1993 establishes Council's charter, which includes:

- to exercise community leadership
- to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development
- to have regard to the long term and cumulative effects of its decisions
- to engage in long-term strategic planning on behalf of the local community
- to exercise its functions in a manner that is consistent with and promotes social justice principles of equity, access, participation and rights

**Environmental issues:**

Nil

**Stakeholders:**

Walgett community, business owners, Walgett Shire Council, and the travelling public.

**Financial Implications:**

Council allocated a budget of \$160,000 for upgrades to the Walgett CBD in the 2014-2015 budget.

**Alternative Solutions/Options:**

Do nothing: - This option has not been recommended as:

- Council has previously resolved to make \$100,000 available for fascia upgrades, and
- The application satisfies the advertised criteria.

**Conclusion:**

The application satisfies the requirements of the contributions program, and there is sufficient unspent funds allocated to the program to approve the application. In this context, endorsement of the grant application from Mr Whiteman presents as an appropriate allocation of Walgett CBD upgrade funds.

| <b>Walgett CBD Business Contribution Application</b>                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <ol style="list-style-type: none"><li>1. That Council note the letter from the Keith Whiteman dated 22 August 2016 and quote from Matthew Wilson dated 16 August 2016.</li><li>2. That Council Reimburse \$5,000 to Keith Whiteman upon completion of proposed works and receipt of paid invoices for same if submitted to Council prior to 31 January 2017.</li></ol> <p><b>Moved:</b><br/><b>Seconded:</b></p> |



**Attachments:**

A – Grant application letter from Keith Whiteman dated 22 August 2016 and quote from Matthew Wilson dated 16 August 2016.

KEITH A. WHITEMAN B.Comm., C.A., Registered Tax Agent, J.P.  
CHARTERED ACCOUNTANT  
A.B.N. 45 574 718 820

---

22<sup>nd</sup> August 2016

**CBD Upgrade Program**

Dear Sir/Madam

Please find attached a quote for the upgrade to my shopfront, located at 46 Fox St, Walgett.

Due to the ongoing drought and subsequent credit tightening, I have delayed the implementation of the above works. I ask that consideration be given to the approval of the 50/50 (maximum \$5,000) council assistance as offered under the now discontinued CBD Upgrade Program.

Should you have any queries in respect of the above please do not hesitate to contact me.

Yours faithfully,

*Keith Whiteman*

Keith Whiteman  
Chartered Accountant

Liability limited by a scheme approved under Professional Standards Legislation



STREET ADDRESS  
46 Fox Street  
Walgett NSW 2832

TELEPHONE 02 6828 3663

FACSIMILE 02 6828 3664

POSTAL ADDRESS  
P.O. Box 449  
Walgett NSW 2832

EMAIL kawhiteman@me.com



Matthew Wilson  
ABN: 2048 732 8623  
Po Box 527, WALGETT NSW 2832  
Ph: 0406 947 741  
Email: [mattywilson87@hotmail.com](mailto:mattywilson87@hotmail.com)

Date: 16/08/2016  
Quote No. 31

## QUOTATION

Keith Whiteman  
46 Fox Street  
WALGETT NSW 2832

| <u>Description</u>                                                                                                                                                                                                                                                                                                                                                        | <u>Amount</u>      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Revamp of Shop Front – 46 Fox Street Walgett;                                                                                                                                                                                                                                                                                                                             |                    |
| <ul style="list-style-type: none"><li>- Remove damaged timber framing, entrance door, glass and fibro cement sheeting in shop front</li><li>- Replace timber framing, entrance door and fibro cement sheeting and reinstate (glass) window panels</li><li>- Install vandalux fluorescent light by qualified electrician</li><li>- Clean and remove site rubbish</li></ul> |                    |
| Materials and transport total                                                                                                                                                                                                                                                                                                                                             | \$7,209.83         |
| Labour                                                                                                                                                                                                                                                                                                                                                                    | \$4,913.57         |
| <b>Total Amount Due Inc. GST</b>                                                                                                                                                                                                                                                                                                                                          | <b>\$12,123.40</b> |

Quotation Valid for 30 days

### 14.3.2 WALGETT CCTV SYSTEM GRANT

|                           |                             |
|---------------------------|-----------------------------|
| <b>REPORTING SECTION:</b> | Environmental Services      |
| <b>AUTHOR:</b>            | Town Planner, Matt Clarkson |
| <b>FILE NUMBER:</b>       | 16/9                        |

---

**Summary:**

The Walgett 2020 group has successfully applied for a grant for a Closed Circuit Television System in Walgett under the NSW Community Safety Fund Program. Preparation of the application was done with the assistance of Castlereagh Local Area Command and Walgett Shire Council staff.

**Background:**

During February 2015 Walgett NSW Police, with support of Walgett Shire Council, facilitated a Crime Prevention Through Environmental Design (CPTED) training workshop at the Shire Chambers. The 4 day crime prevention training workshop was attended by a cross section of local government representatives from Moree, Coonamble, and Walgett, local police, service providers, and the Aboriginal Land Council. Identified desired outcomes to address safety issues included upgrade of the existing non-functioning CCTV in the Walgett CBD.

On 6 November 2015 the NSW Department of Justice announced that grants of up to \$250,000 were available for non-government or not-for-profit organisations, community groups, chambers of commerce, and businesses to implement community safety and crime prevention initiatives throughout the state.

Castlereagh Local Area Command (CLAC), in conjunction with the Walgett Community Safety Precinct Committee, prepared a Community Safety Proposal dated 23 November 2015 (see attachment A). The proposal identified replacement of the obsolete CCTV in Fox St Walgett as critical to compliment Council works as part of the broader CPTED strategy for the Walgett CBD.

On 17 December 2015 Sergeant Lisa Jones of CLAC and Council's Town Planner, Matt Clarkson, met with a security consultant from BSMS Security in Newcastle to design an appropriate CCTV system acceptable to CLAC and Council. It was determined that a Wi Fi system was the most cost effective solution for Fox St. It was also suggested that a mobile CCTV trailer was desirable to position in other problem areas, and at community events, as these units have proven to be very successful in deterring crime and apprehending offenders in Darwin and Sydney. Council therefore requested quotations on 17 December for a Wi Fi CCTV system from 7 regional suppliers and for a CCTV trailer from the 2 suitable suppliers identified. Only one quote for a CCTV system (\$87,521), and one quote for a CCTV trailer (\$63,535.00) were received (see attachments B and C). As the CCTV trailer is a very specialized item, and value of the quotation was difficult to determine, CLAC assisted by sourcing a comparative costing (\$120,000) for similar units used by police in the Northern Territory (see attachment D).

As Walgett Shire Council is the only body with the capability and willingness to execute the proposed CCTV project, Walgett 2020 necessarily requested Council be responsible for project management and implementation should the application be successful. Walgett 2020 is an unincorporated community association with no financial functions comprised of business owners and residents. The group was established in 2013 to provide ongoing feedback to Council following community consultation for the Walgett Main Street Upgrade.

**Current Position:**

The NSW Department of Justice formally notified Walgett 2020 group and Council that the application was successful on 26 August 2016 (see attachment E).

**Relevant Reference Documents/Policies:**

Walgett Community Safety Proposal dated 23 November 2015.

**Governance issues:**

Nil

**Environmental issues:**

No environmental issues have been identified.

**Stakeholders:**

Walgett residents, CLAC and Council.

**Financial Implications:**

Walgett Shire Council has committed its resources to project management and administration of the CCTV system for a minimum of 15 years. Financial administration of the grant will be undertaken by Council via a dedicated ledger as the Walgett 2020 group does not have the capacity to undertake this task.

**Alternative Solutions/Options:**

Not commit to project management and administration:- This has not been recommended as the capital costs of the CCTV system are fully funded, and the costs of management present as minimal in comparison to the value of infrastructure received.

**Conclusion:**

Use of Closed Circuit Television as an environmental crime protection measure has a demonstrated successful history, most notably in the promotion of community safety and reduction in anti-social behaviour. The Community Safety Proposal and Walgett Incident Data 2015 supplied by CLAC indicate that significant gains may be achieved through the use of CCTV in Walgett Town, particularly in the context where there is currently no operable system.

Installation of CCTV in Fox St Walgett and purchase of a mobile CCTV trailer is an appropriate community safety project to compliment initiatives already undertaken by Castlereagh Local Area Command and Walgett Shire Council.

| <b>Walgett CCTV System Grant</b>                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <ol style="list-style-type: none"><li>1. Note the letter from Department of Justice to Walgett 2020 group dated 26 August 2016.</li><li>2. Project management and administration of the CCTV system and grant for a minimum of 15 years.</li></ol> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Attachment A - CLAC Community Safety Proposal

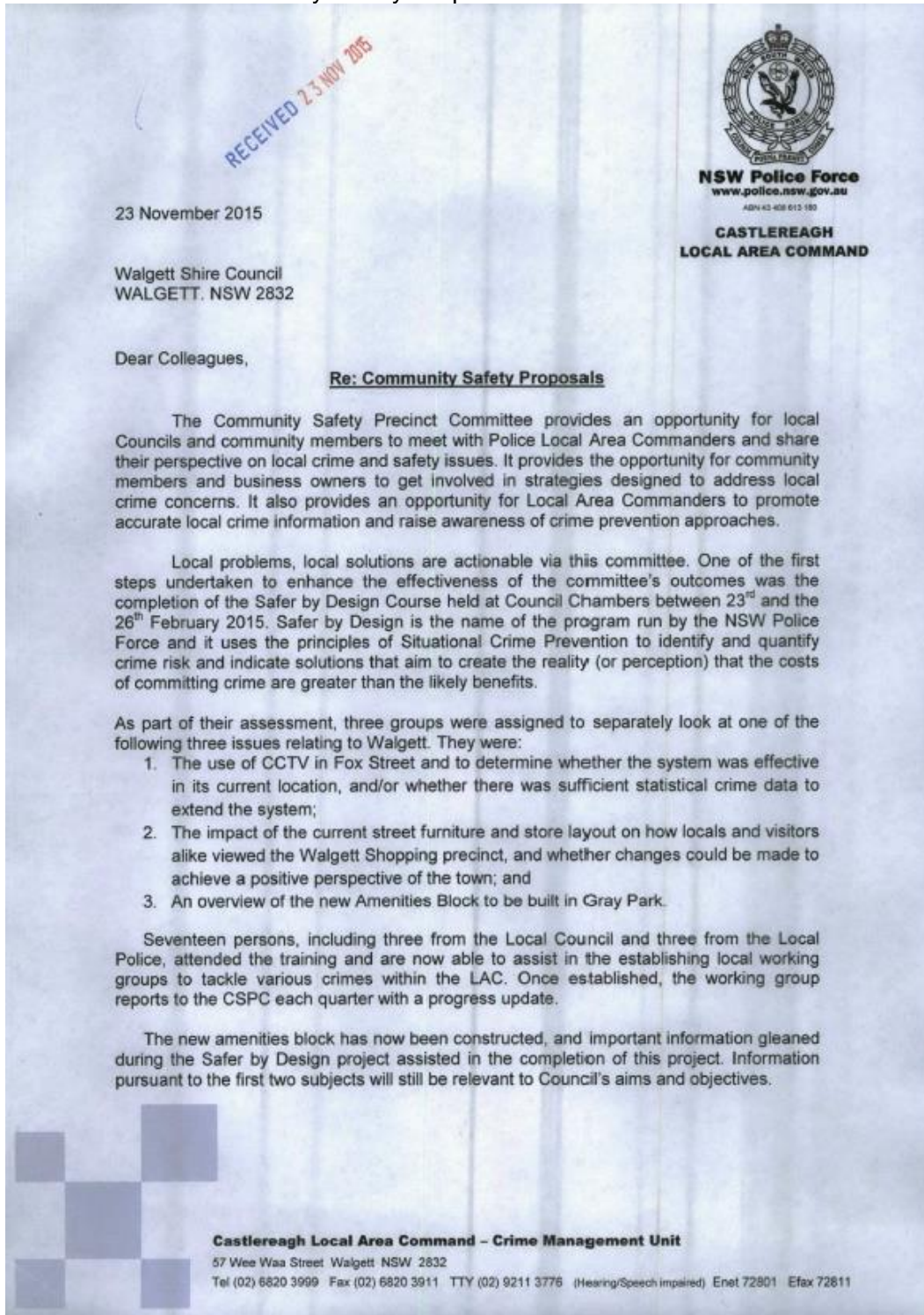
Attachment B - Simtec Fox St CCTV Quote

Attachment C - Mcs Cctv Mobile CCTV Trailer Quote

Attachment D - CLAC Supplied CCTV Trailer Costing

Attachment E - Letter from Department Of Justice to Walgett 2020 Group Dated 26 August 2016

Attachment A - CLAC Community Safety Proposal



You would agree that while it is important to discuss on-going crime trends and issues, it is equally important to establish plans and priorities to remove those factors that create the environment whereby members of our community could become the victims of crime. To explain, I would like to share with you the findings of the three groups which I believe we can use to move forward with our Committee.

#### **CCTV in Fox Street**

The group were able to locate existing CCTV cameras installed on Fox Street but it was readily apparent that the system was inoperable and in need of an upgrade.



The NSW CCTV Guidelines recommends as its first step determining whether a crime problem exists. After consultation with the community you need to decide whether CCTV is the best solution to the problem. Research has shown that CCTV systems work best in reducing property crime (e.g. steal from motor vehicles) rather than personal crime (e.g. assaults).

CCTV can be an adjunct to other strategies to reduce crime that is occurring in the area. One such factor is the effect of lighting on the area and whether there is sufficient to provide safe routes for the users of the space. Another factor was the built environment itself and its impact on perceptions of safety to users or potential users of the space. This was dealt with by the second group in particular, but should be considered when determining solutions to crime issues.

CCTV in the main street area can provide essential evidentiary support to criminal investigations. The ability to 'track' offenders and their movements before, during and after the commission of an offence is critical.

An awareness of the current position on the CCTV upgrade would be extremely beneficial to police and the local community.

### **Street Beautification Project**

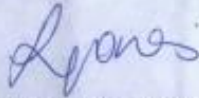
The group was able to identify some strong positive views of the streetscape with wide footpaths and the lack of barriers to the free flow of pedestrian activity along the street and in crossing the street. However, this was quickly overtaken by the negative perspective of walking past numerous businesses with barred windows, limited visibility into and out of business premises and poorly maintained landscape. Overall the general appearance of Fox Street was one of confrontation and created a sense of fear. This was in direct contradiction to reported crime data and to unsolicited comments by residents and informal discussions with business owners/managers.

### **Conclusion**

As you can see from the above summaries of the assessments undertaken there is further work that can be committed to for the appropriate community involvement and action to be taken. The establishment of working groups will contribute significantly to reducing or preventing the levels of crime within our community by addressing issues which contribute to these behaviours. Crime prevention is not just the responsibility of the NSW Police Force; everyone has a part to play in this important work.

I am keen to meet and discuss the current situation with regard to CCTV. I envision that our combined enthusiasm and dedication will make important advancements for the Walgett community. I look forward to working with you.

Regards,



Sergeant Lisa JONES  
Crime Coordinator  
Crime Prevention Officer  
Castlereagh Local Area Command

Attachment B – Simtec Fox St CCTV Quote



28 December 2015

Matt Clarkson  
Town Planner  
Walgett Shire Council  
Walgett NSW 2832

Dear Matt,

Thank you for the opportunity to provide a quotation for the fit and supply of cameras and recording equipment for Walgett Street Watch System.

Option 1: Fit and supply 6 x PTZ and 3 fixed cameras and wireless equipment

- 9 cameras in total
- PTZ cameras are 4K resolution (8 megapixel)
- Up to 48 cameras on server with 5 users
- UBNT edge point switches have fibre ports for future upgrade

| Qty                       | Description                                                      | Price       | GST         |
|---------------------------|------------------------------------------------------------------|-------------|-------------|
| 6                         | Axis Q6128 – E 4K PTZ camera (8 megapixel)                       |             |             |
| 3                         | Avigilon 3 megapixel bullet camera with IR and inbuilt analytics |             |             |
| 6                         | Ubiquiti NanoBeam-NBE-5AC-19                                     |             |             |
| 1                         | Ubiquiti Air fibre 5 – Council to police station                 |             |             |
| 3                         | Ubiquiti Edge point – EP-R8                                      |             |             |
| 2                         | Masts at Council and police station                              |             |             |
| 1                         | Dell 730 XD with 48 TB of HDD                                    |             |             |
| 1                         | 1500 va rack mount version UPS                                   |             |             |
| 1                         | Avigilon control centre VMS                                      |             |             |
| 9                         | Avigilon camera connect licence                                  |             |             |
| 2                         | Cisco SG300 10PP switch                                          |             |             |
| 1                         | Labour, travel and accommodation                                 |             |             |
| TOTAL                     |                                                                  | \$79,565.00 | \$7,956.50  |
| TOTAL PRICE INCLUDING GST |                                                                  |             | \$87,521.50 |

Attachment C – MCS Mobile CCTV Trailer Quote



Quotation TrailerCam by Mobile Camera Security

|                         |                              |                                |                               |
|-------------------------|------------------------------|--------------------------------|-------------------------------|
| Date: 20th January 2016 |                              | Quotation # WC1488 revised 1.0 |                               |
| Company:                | Walgett City Council         | Company:                       | Mobile Camera Security        |
| Attention:              | Mr Mathew Clarkeson          | From:                          | Mark Swan                     |
| Email:                  | mclarkson@walgett.nsw.gov.au | Email:                         | info@mobilecamerasecurity.com |
| Phone:                  | 0268281399                   | Phone:                         | 07-3158-8701 or 0419-633-723  |

Quotation for TrailerCam Gen10 – Solar Powered Mobile Camera Surveillance Unit

Dear Mathew

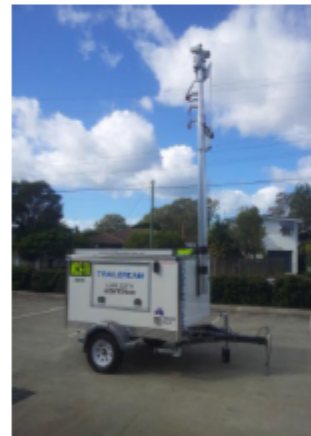
Thank you for the opportunity to provide a quotation for 1 x MCS Surveillance trailer.

We are pleased to offer you the MCS TrailerCam, customised to meet your requirements, yet flexible enough to be used in a multitude of other remote site applications that require high quality LIVE video.

List of equipment configured for the new **Gen10 Trailer-Cam** for Walgett City Council

- ✓ TrailerCam Gen10 unit, Heavy duty chassis, fully insulated body work, fully lockable and prewired.
- ✓ 6.5m pneumatic Telescopic Mast with internal vandal proof wired loom for IP network connections.
- ✓ 12vdc Automatic air compressor and tank with safety valves
- ✓ 654 watts of Solar Power, 60 amp MPPT charging Solar Regulator
- ✓ GEL 12v 260amp batteries x 4 = 1020amps + Protective Rubber mat, LVD device smart Batt
- ✓ Solar Disconnect breaker. Remote control digital relays for features operations
- ✓ 240v 10amp external plug for Battery Charging @ 60amp with RCD safety switch (tag tested)
- ✓ Puncture proofed Light truck tyres, LED trailer lights,
- ✓ Galvanised Removable drawbar, Pull out Galvanised stabiliser legs., swing away Jockey wheel, light cable, , complete ANTI-GRAFFITI COATING
- ✓ Trailer vents & filters. Internal fire blanket & internal fire extinguisher, Flexicon steel Loom tube, Loom, mast, nest, prewired for future configuration
- ✓ Wheel brace, Internal storage box , Rubber Wheel chocks, Wheel Clamps, Power lead 20m, Internal LED Light strip
- ✓ Removable and interchangeable Camera Nest to suit with internal camera nest mounts.
- ✓ Internal wiring loom= 2 x cat5 cables + 2 x fig8 power cable for nest
- ✓ All power isolator lockout switch, optional mast power isolator switch
- ✓ Fused Circuit Breaker switch board panel with volt meter
- ✓ Internal 19" PC rack enclosure with fan & slide out draws x2
- ✓ User friendly internal pc cabinet layout with \*21" LCD/LED monitor, Wireless keyboard/mouse
- ✓ 12volt low power computer system, Intel i5 4<sup>th</sup> Generation processor, windows7 ultimate, remote access monitoring, 8gig Ram, Intel graphics

More below



Asterbrook Pty Ltd trading as MOBILE CAMERA SECURITY

ABN 82073977072



- ✓ 1 Terabit HDD, Internal 120G o/s SSD HDD, gigabit lan, approximately 30 days + of recording
- ✓ Avigilon Control Centre Server Software fully licensed, enterprise edition. 4 channel. # can use different software
- ✓ PC configured remote Solar monitoring via a dash board with fuel gauge display..
- ✓ High speed Gigabit network switch and router, high speed industrial 4G modem, 3-4G Broadband antenna
- ✓ 12 Months Parts warranty (batteries may not be included)
- ✓ 12 months QLD registration
- ✓ Trailer will be cabled ready for Wireless antenna's
- ✓ TrailerCam operations manual
- ✓ All Australian Made



|                                                                                     |  |                |
|-------------------------------------------------------------------------------------|--|----------------|
| TrailerCam GEN10 configuration is                                                   |  | \$49655        |
| <u>Cameras and extras included in price Combo #1 see below</u>                      |  |                |
| 1 x Dahua PTZ Camera HD IP                                                          |  | \$1280         |
| 1 x Dahua Thermal PTZ Camera                                                        |  | \$7800         |
| 4 x Dahua Vandal proof side domes                                                   |  | \$1750         |
| 4 x Crow PIR Detectors                                                              |  | \$1400         |
| 1 x Siren/Strobe                                                                    |  | \$65           |
| 4 x Flood Lights 48watts                                                            |  | \$600          |
| Loudspeaker & Amp                                                                   |  | \$600          |
| GPS Tracker                                                                         |  | \$385          |
| <u>TOTAL</u>                                                                        |  | <u>\$63535</u> |
| Please advise with your order if you require any additional equipment to be fitted. |  |                |



Attachment D – CLAC Supplied CCTV Trailer Costing

**MOBILE CCTV TRAILER SPECIFICATIONS**

**Trailer CCTV**

IndigoVision IP PTZ x 36  
IndigoVision Fixed IP IR Camera  
IndigoVision Compact 3TB NVR

**Trailer Connectivity**

Industrial Transport router with 2 x 4G with 3G/NextG fall-back (2 x SIM CARDS to be supplied by Client)  
Ruckus 7731 client with a 9 degree 22db directional antenna. The high gain directional antenna will provide connectivity  
back into a base installed sector antenna at a distance of around 10 - 15kms and will provide a minimum of 5Mbps (up to 100Mbps depending on distance / RF usage).

**Trailer**

Trailer Generation 8 unit, Heavy duty chassis, fully insulated body work, fully lockable and prewired.  
654 watts of Solar Power, 60 amp MPPT charging Solar Regulator with display panel, pc configured for remote  
monitoring via a dash board with fuel gauge display.  
Solar Disconnect breaker. Remote control digital relays for features operations  
240v 10amp external plug for Battery Charging @ 40amp with RCD safety switch (tag tested)  
Full Anti-graffiti Coating, Puncture proofed Light truck tyres, LED trailer lights  
Galvanised Removable drawbar, Pull out Galvanised stabiliser legs. Rubber Wheel chocks, swing away Jockey wheel,  
light cable, Wheel Clamp  
Hydraulic pump for mast raising control with one finger operation,  
7.5m manual pull out Telescopic Mast with internal vandal proof wired loom for IP network connections  
GEL 12v 260amp batteries x 4 = 1040amps + Protective Rubber mat  
All power isolator lockout switch, Mast power isolator switch  
Internal filtered vents, internal Fire extinguisher and fire blanket  
Internal 19" PC rack enclosure with fan & slide out draws  
Custom made switch board \*180 deg rotational work bench with 21" LCD monitor, mouse and keyboard  
Flexicon steel Loom tube, Loom, mast, nest, prewired for future configuration  
240V 10AMP Electrical power lead for recharging.  
Removable and interchangeable Camera Nest to suit with internal camera nest travel mounts.  
IP rated external power and lan connections, 2 x external RJ45 connections

Total cost: \$120,000.00

**Attachment E – Letter from Department Of Justice to Walgett 2020 Group Dated 26 August 2016**



Strategy and Policy  
Level 3, Henry Deane Building  
20 Lee Street, Sydney, 2000  
[www.justice.nsw.gov.au](http://www.justice.nsw.gov.au)

Mr Keith Whiteman  
Walgett 2020 Group  
Via email:[kawhiteman@me.com](mailto:kawhiteman@me.com)

Dear Mr Whiteman

I am writing to you in relation to your application for grant funding under the NSW Community Safety Fund 2015/16 ('Program') for the installation of CCTV in Walgett managed by Walgett Shire Council.

I am pleased to inform you that the application under the Community Safety Fund has been successful. In accordance with the Program Guidelines the Department of Justice has decided to offer Walgett Shire Council a grant of \$151,056 (inclusive of GST).

The provision of the grant funding is subject to the terms and conditions set out in the attached Funding Deed of Agreement. The Funding Deed of Agreement contains the terms and conditions including project reporting and financial acquittal of funds that Walgett Shire Council must comply with throughout the duration of the Funding Deed of Agreement.

Please return to the Department **two original** copies of the Funding Deed of Agreement signed on behalf of the Walgett Shire Council and tax invoice (to the Department of Justice) for \$151,056 (inclusive of GST). Please include your bank account details on the invoice.

Please note that no legally binding relationship exists between Walgett Shire Council and the Department unless and until the Funding Deed of Agreement is signed by both parties. Once signed, the Department will return a signed copy of the Funding Deed of Agreement to you for your records. No grant funding will be provided until the Funding Deed of Agreement has been signed by both parties.

It would be appreciated if you could please return at your earliest convenience the signed Funding Deed of Agreement and tax invoice electronically to [CSF@justice.nsw.gov.au](mailto:CSF@justice.nsw.gov.au).

The original documentation can be returned to the address below, at your earliest convenience.

NSW Community Safety Fund  
Attn: Lester Currie  
NSW Department of Justice  
Level 3, Henry Deane Building  
20 Lee Street  
Sydney, NSW, 2000

Your grant reference number is CSF00013. Please quote this number when corresponding with the Department.

Again congratulations on your successful application and should you have any queries regarding your grant please do not hesitate to contact Lester Currie on (02) 8346 1299 or [lester.currie@justice.nsw.gov.au](mailto:lester.currie@justice.nsw.gov.au)

Yours faithfully



Natasha Mann  
Director Crime Policy  
Strategy and Policy

### 14.3.3 CONTAINER DEPOSIT SCHEME – NEW LEGISLATION

**REPORTING SECTION:** Environmental Services  
**AUTHOR:** Director Environmental Services, Jess McDonald  
**FILE NUMBER:** 00/00/00

---

**Summary:**

This report provides information on new legislation regarding the Container Deposit Scheme due to commence in July 2017. To help meet the Premier's goal of reducing the volume of litter in NSW by 40% by 2020 the NSW Government is introducing a refund container deposit scheme (CDS).

Under the scheme, anyone who returns an empty eligible beverage container to an approved NSW collection depot or reverse vending machine will be eligible for a 10-cent refund. A network of depots and reverse vending machines will open across NSW to receive the empty containers. The locations of these machines are yet to be confirmed.

**Background:**

CDS is proposed for NSW due to the increasing amounts of litter going into the environment. The EPA reports that about 160 million drink containers were littered in NSW in 2014–15. This represents about 44% of the volume of all litter in NSW. Drink containers make up the largest proportion of litter volume in NSW, twice as much as the next largest proportion, which is take-away cups and food containers.

In September 2015, the Premier committed to reducing the volume of litter in NSW by 40% by 2020. The CDS will complement a broader suite of litter reduction initiatives that are already under way as part of the \$465.7 million *Waste Less, Recycle More* initiative, in which the Government has dedicated \$20 million over five years to tackle litter.

The NSW Government released an earlier container deposit scheme discussion paper on 19 December 2015 and sought comments by 26 February 2016. The discussion paper detailed the key design elements of a container deposit scheme, and put forward two possible models for consideration. The new legislation and discussion paper released has significant changes to that released in February 2016.

It is proposed that the Scheme will be delivered through a two-part structure:

A single Scheme Coordinator will be responsible for the financial management of the scheme, and for ensuring that the scheme meets its state-wide access and recovery targets.

Network Operators will set up and run a state-wide network of collection points. They can build and operate these collection points themselves, or they contract for other organisations to do this.

The Minister for the Environment will appoint the Scheme Coordinator and Network Operators through a competitive selection process. Eligible containers in kerbside recycling will be able to be redeemed. The proposed scheme will allow material recovery facilities (MRFs) to use an EPA approved method for accurately estimating the number of containers recovered in the facility and to claim the refund from the Scheme Coordinator. Under this proposed approach, the MRF would only receive the refund amount. They would not be able to claim a handling fee, but they would also not need to separate out containers or substantially change their existing recovery processes. The proposed scheme would also provide a regulatory incentive for MRFs and local governments to share any benefits that may result from these arrangements.

**Current position:**

On Monday 5<sup>th</sup> September 2016 a seminar was held in Dubbo which was attended by Netwaste. The following issues were raised as potential points for concern for Councils under the new Legislation, particularly those in the Far West.

At present it is not clear where the container facilities will be located, in regards to this, Councils could comment in regards to how they want their LGA serviced and where facilities should operate from. NetWaste is looking at the potential for any community with a population of 1500 or more having their own facility.

That the scheme was to be rolled out in stages with the Metro areas being serviced first before the scheme becomes available in regional and rural areas. It is considered the scheme should become available across NSW at the same time. It is currently being discussed that a separate SEPP may be developed for the waste container facilities which will make them exempt or complying development. Due to the risks associated with these facilities the general opinion from Council is that a DA process should be followed for each facility so that Council can assess each facility on its merits. This is particularly important in the Walgett LGA due to the high area of flood prone land.

Council may be asked to become involved in the scheme whereby it may be requested that facilities are run from the established Waste Depots, how this will work and at what cost to Council, is yet unknown. Council and interested parties were invited to make comment on the new Legislation by 21<sup>ST</sup> September 2016. By the time this report goes to Council, Walgett Shire Council will have submitted comments in conjunction with Netwaste.

On 23 August 2016, the NSW Government released the draft Waste and Resource Recovery Amendment (Container Deposit Scheme) Bill 2016 (the Bill) and the Regulatory Framework Discussion Paper for public consultation.

These documents will set out the regulatory framework supporting the scheme and provide additional detail on how it will operate. This includes; the scheme co-ordination, beverage container collection network, interaction with kerbside recycling, supply of containers to the NSW market, and roles and obligations under the scheme.

**Relevant Reference Documents:**

NSW Container Deposit Scheme: Regulatory Framework Discussion Paper  
Draft Waste Avoidance and Resource Recovery Amendment (Container Deposit Scheme) Bill 2016

**Governance issues:**

Council's charter: - Section 8 of the Local Government Act 1993 establishes Council's charter, which includes:

- to exercise community leadership
- to have regard to the long term and cumulative effects of its decisions
- to exercise its functions in a manner that is consistent with and promotes social justice principles of equity, access, participation and rights

**Environmental issues:**

If a new SEPP is proposed, this may or may not impact Council areas where no DA is required for assessment – risks to Council. May be potential for Council/Council contractors to become involved through operation of a facility at the Waste Depots;  
Less landfill to environment.

**Stakeholders:**

Walgett Shire Council, community, Network Operators

**Financial implications:**

Unknown and may depend on Council's chosen involvement.

**Alternative solutions/options:**

N/A

**Conclusion:**

A submission was made in conjunction with NetWaste by the 21<sup>st</sup> September 2016. Further information and reports will be tabled upon further release of information to the public.

| <b>Container Deposit Scheme – New Legislation</b>                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <ol style="list-style-type: none"><li>1. That Council note the attached documents under the separate cover.</li><li>2. That Council work on conjunction with NetWaste in regards to the Container Deposit Scheme.</li></ol> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |



**Attachment:**

WSC submission in relation to CDS with the support of Netwaste.

Container Deposit Implementation Team  
Waste and Resource Recovery Branch  
Environmental Protection Authority  
PO Box A290  
Sydney South NSW 1232

Sent via email: [container.deposit@epa.nsw.gov.au](mailto:container.deposit@epa.nsw.gov.au)

To whom it may concern,

Walgett Shire Council welcomes the opportunity to provide feedback and raise issues on the current proposed regulatory framework discussion paper and draft Container Deposit Scheme Bill for the introduction of a container deposit scheme throughout NSW.

### **MRF OPERATORS**

Our Council currently operates a Materials Recycling Facility (MRF) and welcomes the ability for MRFs to claim the 10c direct from the Scheme Coordinator and support the capacity for smaller MRFs to own and sell the product to the market.

However, there are concerns as to the difficulty in claiming the 10c/container including the auditing process and whether:

There is a minimum standard that can be introduced to obtain an average of containers, and therefore keep costs to a minimum or minimal auditing

Types of auditing and how difficult and costly they will be for smaller MRF operators and the capacity to have different levels of auditing for smaller MRFs

What the frequency of auditing would be required

In addition the regulation is to require MRF operators to hold an environment protection licence. While this is applicable for larger sites, smaller MRFs such as ourselves hold an EPL for the site but not specifically related to the MRF.

### **COUNCIL CONTRACTS**

Our Council is currently included in a regional recycling contract with several other Councils. This contract exists between the Councils and the recycling collection contractor, in this instance JR Richards and Sons. The collection contractor has a separate contract with the MRF for the processing of the recycling. Council **does not** have a separate or direct relationship with the MRF operator. Therefore, should the scheme require MRF operators to renegotiate with Councils, this will not allow any windfall gain with local governments for community benefit.

Should the regulations force the MRF operator to negotiate with Councils it would place Council in an unequal position to negotiate directly and individually with the MRF operator due to the size of the organisation. Any negotiations with large MRF operators should be conducted from a collective of Councils, potentially run through LGNSW or the NSW Government to ensure consistency across the state and ensure smaller Councils have a better negotiating ability with the operator.

Council recommends that rather than the MRF having access to the 10 cents/container for 18 months that the Scheme Coordinator holds these funds and is distributed to Councils, where the MRF operator is able to make a claim to the scheme coordinator for additional costs or loss of product accordingly.

Benefits that would flow through to Council would be utilised for the provision of better waste services, which may include a greater capacity to tackle clean-up issues that may be associated with the introduction of the scheme or compliance.

### **STATE-WIDE COVERAGE/ ACCESS TARGETS**

The scheme must ensure there is state-wide coverage and no community is disadvantaged because of their distance from the metropolitan or coastal regions of NSW. Our Council is very aware of the failing of the National Television and Computer Recycling Scheme (NTCRS), which did not support the collection of electronic waste based on the reasonable access and recycling targets in place. To ensure adequate coverage of the scheme for our LGA it is suggested there should be multiple approaches including access and recover targets as well as incentives to network operators.

### **ACCESS TARGETS**

**Population and Distance:** A permanent collection point should be established in population centres with a minimum of 1,000 people however not within 30 minutes travelling distance to a larger population centre.

**Operational hours:** A collection point should provide access during reasonable hours to ensure the local population has access during their non-working times. A collection point should be open at a minimum of the general work hours (Mon – Fri 9-5) and at least one weekend day for a minimum of 3 or 4 hours.

**Collection Frequency:** the collection points should be collected frequently enough, so that anyone who brings an eligible container has the ability to redeem the 10c deposit. This would likely vary across the state depending on the size of the collection point and population of the area.

**Mobile Collection Points:** Mobile collection points should be considered for smaller population centres, 500 - 1,000 people, and not within 30 minutes' drive of a larger population centre. The frequency of this service should be at least once a month during reasonable accessible hours. Full coverage should be achieved as soon as reasonably practicable, and should be achieved within 12 months of the schemes operation.

### **RECOVERY TARGETS**

In addition to a state-wide recovery target it may also be applicable to ensure that adequate volumes of containers are collected from regional and remote NSW. While these recovery targets may not be needed if there is adequate recovery, they should be considered if the scheme results in minimal recovery of containers from regional and remote NSW. This is to ensure there is not a repeat of the failure of the NTCRS.

There needs a clear definition around regional and remote NSW, and should be carefully considered as different geographical regions may require a different target or handling fees. It should be noted for remote area targets that the turnover time of containers will be much slower and an amnesty on “out of date” redemption marks should be considered.

Should the EPA decide on geographical targets, this may be best based on audits of those areas.

### **HANDLING FEE**

The handling fee should be variable across the state to ensure there is state-wide coverage for different geographical regions and encourage Network operators to operate in more remote, less competitive markets.

### **SCAVENGING/ LITTER**

Council has raised additional concerns with the clean-up and potential increases in costs associated with consumers scavenging in kerbside recycling bins and tipping contents along the street. Scavenging and the resultant litter could also easily occur from public place bins in urban areas and public place recycling bins would represent a liability in terms of risk. The EPA should consider whether the existing legislation and penalties are severe enough to deter this practice.

### **DEVELOPMENT APPLICATION PROCESS**

The application and process in the establishment of collection points outside a current waste facility should be conducted through the normal planning processing including the submission of a Development Application (DA) . This includes addressing issues such as:

Waste and litter

Pests

Parking and traffic flow

Stormwater

Noise and Odour

Council does not support the introduction of a high planning instrument through a State Environmental Planning Policy (SEPP) to be an exempt or complying development for new collection points.

### **OUR COMMUNITY**

Council support the ability for community groups to participate in this scheme. In order to ensure that the administration burden is kept low and to encourage community group participation the requirement of a declaration of materials should be able to be a once off registration for community groups and not require a new declaration for each new recycling of containers as this onerous level of administration is prohibitive.

Assistance to community groups acting as Network operators should be forthcoming to ensure that the can undertake the administrative tasks required to participate in the scheme.

10c payments to participants should be undertaken in such a way so as not disadvantage small and remote communities. Instead of using an Opal card rebate or partnering with an institution not commonly located outside metropolitan areas, local practical arrangements should be available.

As roadside litter is a common issue in regional and remote communities, opportunities to include legacy litter in the CDS is essential as otherwise Council's will be left with the responsibility of managing this expensive and widespread issue.

### **COLLECTION POINTS**

While Walgett Council believes there should be at least four collection points within our LGA, Council should not be seen as the default collection point for network operators.

Collection points will need to have a minimum level of security to deter theft and vandalism. In addition, appropriate infrastructure will be required to minimise litter associated with items not redeemable through the scheme eg lids, bags and other receptacles for transportation.

### **TRANSPORTATION**

Due to the large distances between collection points and a MRF in Western NSW it is recommended that any collection point should have the ability to crush and compact the eligible containers to ensure a greater transport density is achieved.

It is also suggested that participants in the scheme should be able to crush cans prior to bringing them to the collection point in order to maximise storage especially in the case where a collection point is not located nearby or if a community group is collecting containers, if a valid barcode was required to redeem a container this would then present as an issue.

I appreciate the opportunity to comment and any questions regarding this submission can be directed to me on the supplied numbers or email.

Kind Regards

Jess McDonald  
Director Environmental Services  
For and on behalf of  
Don Ramsland  
General Manager

### 15.3.4 MATTERS FOR BRIEF MENTION, ENVIRONMENTAL SERVICES

**REPORTING SECTION:** Environmental Services  
**AUTHOR:** Jess McDonald, Director Environmental Services  
**FILE NUMBER:** 10/434

---

This report provides notes on items for brief mention, or information only, on more significant matters recently arising in the Planning & Regulatory Services Division.

#### 1. Security issues at Walgett Pound

The Walgett Pound is currently experiencing an increase in break-ins, with dogs being stolen and one case of a dog being beaten. Council has had two confirmed break-ins and one suspected break in.

The first break-in was 23 July 2015 one dog stolen (blue cattle dog) and one dog left loose in pound area. Police attended and the pound secured again.

There was a suspected break in between 14/5/2016 and 18/5/2016 with two kelpie pups stolen. Pound was found to be secure.

On the 29 August 2016 pound was broken into with two dogs stolen being a male boxer cross and a female unknown cross breed. A large breed dog was also beaten during the break-in and left with serious injuries.

Police attended and the pound was secured again by council.

Council is now looking into purchasing an appropriate stock cam to increase security at the pound, curb break-ins and catch dog thieves. Further updates will follow on the issue.

#### 2. Complying Development Assessment Roadshow

On 8 September 2016, Council's Senior Environmental Health and Building Surveyor, Andrew Wilson attended the Complying Development Roadshow in Dubbo.

The roadshow outlined the proposed changes to the NSW Planning Portal, covering e-lodgement of development applications, complying development certificates including concurrences, referrals, fee payments and the role of Building Certifiers.

These changes will impact on how Council receives and processes planning applications from early next year.

Council raised the following concerns during the road show:

- Ability for community members to access the portal and navigating the portal on line,
- Requirements relating to land surveys to accompany an application,
- Limited payment options (online only),
- Land use/addressing issues, especially opal fields,
- Lack of protection for Council's infrastructure (CDC)

In conclusion, Council's planning staff, are monitoring the Department of Planning online portal and providing submissions where applicable, given what works in "NSW" does not necessary work in remote areas such as Walgett Shire.

### **3. Survey of Council Tips – Reinhard – Update**

On the 8<sup>th</sup> 7 9<sup>th</sup> June 2016 Reinhard Wilkes from GHD conducted a survey of landfill sites within the shire. The resulting reports will assist Council when tendering for the new Waste management Strategy as well as give a snapshot of the current situation at each site.

Reinhard has been off work sick for a period of time which has delayed the receipt of these reports, these reports will be received by Council and a report and recommendations regarding the New Waste Management Strategy will be compiled for the October 2016 Meeting.

### **4. Community drop-in sessions**

Council's Senior Environmental Health and Building Surveyor and Town Planner are currently planning to hold community drop-in sessions in Collarenebri, Rowen, Burren Junction and Carinda later this year or early in the new year.

The purpose of these sessions is to assist community members with planning/building enquires in their home locations. The staff involved is currently investigating appropriate technology equipment to source on-line information during these sessions, with the Director of Environmental Services considering budget constraints.

### **5. Computer access for lodgment of on-line planning applications**

The NSW Planning Department is implementing an online application process, which will do away with over the counter applications in the future. To assist the public with access to computer equipment including scanners within Walgett Shire, it is proposed that Council's agencies, Visitor's Information Centre and libraries have free (monitored) access to this equipment.

| <b>Matters Generally for Brief Mention or Information only from Director of Environmental Services</b>                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council receive and note the report by the Director of Environmental Services on matters for brief mention, or information only.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Nil

## 15.4 ACTING DIRECTOR ENGINEERING/TECHNICAL SERVICES

### 15.4.1 MONTHLY REPROT SERVICE PROGRESS REPORT – AUGUST 2016

**REPORTING SECTION:** Engineering / Technical Services  
**AUTHOR:** Prafulla KC – Acting Director Engineering / Technical Services  
**FILE NUMBER:** 11/211

---

**Summary:**

The purpose of this report is to update Council with regards Engineering Services works progress up to 31 August 2016.

**Background:**

A budget of \$23.68 Million including RMCC work has been allocated to the Rural Infrastructure and Support Service for capital & maintenance works, fleet management and engineering administration for 2016/2017.

**Current Position:**

The status of work progress is as follows;

| In Progress                   | Comments                   |
|-------------------------------|----------------------------|
| Ridge Road                    | Ongoing                    |
| Shoulder Widening SH18S       | Completed                  |
| Gundabloui Road               | Completed                  |
| Wee Waa Street                | Delayed due to Wet Weather |
| Angeldool Road Resheeting     | Delayed due to Wet Weather |
| Namoi Bridge Approaches       | Completed                  |
| Collarenebri Streets - Repair | Ongoing                    |
| Shermans Way                  | Ongoing                    |

**Relevant Reference Documents/Policies:**

2016/17 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 and Rate Payers

**Financial Implications:**

As at 31 August 2016, \$1,886,995 has been spent from a total amount of \$23,679,061 allocated for the 2016/2017 budget. See attached table for details.

**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 Progress Report from Acting Director Engineering Technical Services**

**Recommendation:**

That Council receive and note the Engineering Services monthly works progress report for August 2016.

**Moved:**

**Seconded:**

**Attachment:**

2016/2017 Budget vs Expenditure spread sheet up the 31 August 2016.

| Ledger Item                            | Actual, Committed and On Cost up to 31st August 2016 | Budget                 |
|----------------------------------------|------------------------------------------------------|------------------------|
| Engineering Administration             | \$49,700.00                                          | \$620,144.00           |
| Depot Operation                        | \$14,386.00                                          | \$47,799.00            |
| Emergency Services (RFS*SES)           | \$64,668.00                                          | \$295,780.00           |
| Emergency Services                     | \$241.00                                             | \$25,085.00            |
| Fleet Operations & Workshop            | \$223,680.00                                         | \$3,650,722.00         |
| Regional Road Flood Damage             | \$0.00                                               | \$0.00                 |
| Urban Road Operation                   | \$0.00                                               | \$318,404.00           |
| Local Roads Operations                 | \$13,400.00                                          | \$682,196.00           |
| Local Roads Maintenance                | \$197,538.00                                         | \$1,516,043.00         |
| Regional Roads Operations              | \$12,386.00                                          | \$720,853.00           |
| Regional Roads Maintenance             | \$108,352.00                                         | \$1,348,051.00         |
| RMCC                                   | \$476,088.00                                         | \$2,931,172.00         |
| Private Works                          | \$2,788.00                                           | \$30,000.00            |
| Walgett Depot Renewal and Improvements | \$0.00                                               | \$0.00                 |
| Fleet Renewal and Improvements         | \$51,511.00                                          | \$1,886,683.00         |
| Local Roads Renewal                    | \$198,765.00                                         | \$8,100,563.00         |
| Regional Road Renewal                  | \$0.00                                               | \$250,471.00           |
| Regional Road Improvement              | \$473,412.00                                         | \$1,255,095.00         |
| <b>Total</b>                           | <b>\$1,886,915.00</b>                                | <b>\$23,679,061.00</b> |
|                                        |                                                      |                        |
|                                        |                                                      |                        |

## 15.4.2 MONTHLY RMCC WORKS REPORT - AUGUST 2016

**REPORTING SECTION:** Engineering / Technical Services  
**AUTHOR:** Prafulla KC – Acting Director Engineering / Technical Services  
**FILE NUMBER:** 11/211

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**Summary:**

The purpose of this report is to inform Council of progress with regards RMCC works till 31 August 2016.

**Background:**

The RMS has approved a contract of \$ 4,775,000 for 2016/2017 financial year which are made up of \$980,000 and \$3,795,000 for Routine and Ordered Works respectively. List of ordered works are given in Table 1.

**Current Position:**

Routine maintenance works is ongoing. Heavy patching on highway SH18S is ongoing.

**Relevant Reference Documents/Policies:**

RMS approved budget

**Governance issues:**

Nil

**Environmental issues:**

Nil

**Stakeholders:**

Walgett Shire  
Walgett Residents

**Financial Implications:**

As at 31 August 2016, \$342,518 from Ordered Works and \$133,571 for Routine Services for 2016/2017 budget has been spent.

**Alternative Solutions/Options:**

Nil

**Conclusion:**

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

|                                                                                                    |
|----------------------------------------------------------------------------------------------------|
| <b>Monthly RMCC works Report from Acting Director Engineering/Technical Services – August 2016</b> |
|----------------------------------------------------------------------------------------------------|

**Recommendation:**

That Council receive and note the monthly RMCC works report for August 2016.

**Moved:**

**Seconded:**

**Attachments:**

Table 1 – 2016/2017 RMCC Ordered Works

| SN | Description                                | Physical status |
|----|--------------------------------------------|-----------------|
| 1  | Resealing                                  | Not Commenced   |
| 2  | Heavy Patching                             | Not Commenced   |
| 3  | Routine Services                           | On Going        |
| 4  | Lightning Ridge Rehabilitation Final Seal  | Not Commenced   |
| 5  | SH12 Warrambool Widening phase 3           | Not Commenced   |
| 6  | BJ Railway Crossing Approach Work          | Not Commenced   |
| 7  | Namoi Bridge Approach Shoulder Widening    | Completed       |
| 8  | Walgett Town Street Shoulder Widening HW18 | Completed       |
| 9  | SH12 & HW18 Intersection Shoulder Widening | Ongoing         |
| 10 | Culverts Replacement SH18, SH29            | Not Commenced   |

### 15.4.3 MONTHLY MAINTENANCE GRADING – AUGUST 2016

**REPORTING SECTION:** Engineering / Technical Services  
**AUTHOR:** Prafulla KC – Acting Director Engineering/Technical Services  
**FILE NUMBER:** 11/211

---

**Summary:**

The purpose of this report is to update Council with regards progress on the 2016/2017 Maintenance Road Works Programme on Shire Roads for the period ending 31 August 2016.

**Background:**

Council has allocated amounts of \$962,488 and \$290,000 to maintain the unsealed Local and Regional Roads respectively to provide acceptable level of service. The Budget has been distributed to each road based on the length of road to allow maintenance grading at least once a year. Most roads get damaged after rain events several times in each year.

**Current Position:**

To optimize use of available moisture after the recent rainfall events, as many roads as possible are being graded.

Details of maintenance grading locations are detailed in the attached report.

**Relevant Reference Documents/Policies:**

Council's approved 2016/2017 Shire Roads Maintenance Grading Works schedule

**Governance issues:**

Nil

**Environmental issues:**

Nil

**Stakeholders:**

Walgett Shire Council  
Walgett Residents  
Tourist

**Financial Implications:**

As at 31 August 2016, \$178,524.53 has been spent from a total amount of \$1,252,488 provided in the 2016/2017 budget and operational plan.

**Alternative Solutions/Options:**

Nil

**Conclusion:**

Council has established a system to monitor progress continually to keep within the approved budget.

|                                                                                        |
|----------------------------------------------------------------------------------------|
| <b>Monthly Maintenance Grading Report from Director Technical/Engineering Services</b> |
|----------------------------------------------------------------------------------------|

**Recommendation:**

That Council receive and note the monthly maintenance grading works report for August 2016.

**Moved:**

**Seconded:**

**Attachments:**

Maintenance works progress summary Zone 1 – Zone 5.

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

| <b>Road Name</b>             | <b>Total Length of Road</b> | <b>Planned Expenditure</b> | <b>Actual Expenditure up to 31 August 2016</b> |
|------------------------------|-----------------------------|----------------------------|------------------------------------------------|
| <b>Zone 1</b>                |                             |                            |                                                |
| Bowra Road SR34              | 3.95                        | \$ 3,600.00                |                                                |
| Wanourie Road SR38           | 6.5                         | \$ 3,600.00                |                                                |
| Green and Branders Road SR41 | 11.3                        | \$ 7,006.00                |                                                |
| Regans Road SR58             | 3.2                         | \$ 4,278.00                |                                                |
| Marra Creek Road SR60        | 17.5                        | \$ 7,000.00                |                                                |
| Lochlomond Road SR74         | 8.4                         | \$ 3,600.00                |                                                |
| Maroubra Road SR76           | 8.3                         | \$ 3,600.00                |                                                |
| Nedgara Road SR77            | 10.7                        | \$ 4,600.00                |                                                |
| Mac Masman Road SR81         | 8                           | \$ 3,600.00                |                                                |
| Binghi Road SR113            | 20.1                        | \$ 9,000.00                |                                                |
| Aberfoyle Road SR115         | 26.2                        | \$ 10,000.00               |                                                |
| Gungalman Road SR31          | 43.7                        | \$ 16,000.00               |                                                |
| Gilwarny Road SR32           | 7.9                         | \$ 3,600.00                |                                                |
| Teranyan Road SR33           | 13.7                        | \$ 6,500.00                |                                                |
| Bogewong Road SR114          | 48.7                        | \$ 30,194.00               |                                                |
| Billybingbone Road RR7516    | 18.67                       | \$ 6,500.00                |                                                |
| Ginghet Road SR40            | 47.6                        | \$ 17,500.00               |                                                |
| Bushs Road SR43              | 8.7                         | \$ 3,600.00                |                                                |
| Miralwyn Road SR73           | 17.9                        | \$ 11,098.00               |                                                |
| Brewon Road SR112            | 54.7                        | \$ 30,000.00               |                                                |
| Merri Merri Road RR202       | 6.57                        | \$ 5,500.00                | \$ 2,309.67                                    |
| <b>Sub total Zone 1</b>      | <b>392.29</b>               | <b>\$ 190,376.00</b>       | <b>\$ 2,309.67</b>                             |

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

| <b>Road Name</b>         | <b>Total Length of Road</b> | <b>Planned Expenditure</b> | <b>Actual Expenditure up to 31 August 2016</b> |
|--------------------------|-----------------------------|----------------------------|------------------------------------------------|
| <b>Zone 2</b>            |                             |                            |                                                |
| Boorooma Creek Road SR48 | 19.1                        | \$ 11,842.00               |                                                |
| Wimbledon Road SR64      | 3.4                         | \$ 3,600.00                |                                                |
| Tungra Road SR85         | 12.7                        | \$ 7,874.00                |                                                |
| Strathmore Road SR92     | 19.2                        | \$ 11,904.00               |                                                |
| Narran Lake Road SR111   | 61                          | \$ 15,000.00               |                                                |
| Lone Pine Road SR70      | 9.6                         | \$ 3,600.00                |                                                |
| Kurrajong Road SR110     | 27.8                        | \$ 17,236.00               |                                                |
| Wilby Wilby Road SR101   | 28.7                        | \$ 17,794.00               |                                                |
| Cumborah Town Roads      |                             | \$ -                       |                                                |
| <b>Sub total Zone 2</b>  | <b>181.5</b>                | <b>\$ 88,850.00</b>        | <b>\$ -</b>                                    |

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

| <b>Road Name</b>                     | <b>Total Length of Road</b> | <b>Planned Expenditure</b> | <b>Actual Expenditure up to 31 August 2016</b> |
|--------------------------------------|-----------------------------|----------------------------|------------------------------------------------|
| <b>Zone 3</b>                        |                             |                            |                                                |
| Springs Road SR19                    | 2.7                         | \$ 4,278.00                |                                                |
| Bonanza Road SR46                    | 16.9                        | \$ 10,478.00               |                                                |
| Schmalkuche Road SR47                | 14.4                        | \$ 8,928.00                |                                                |
| Millencowbah Road SR51               | 27.7                        | \$ 17,174.00               |                                                |
| Willis Road SR52                     | 14.5                        | \$ 11,478.00               |                                                |
| Koomalah Road SR53                   | 28.4                        | \$ 17,608.00               | \$ 4,050.00                                    |
| Burranbaa Road SR55                  | 18.1                        | \$ 11,222.00               |                                                |
| Cambo Road SR61                      | 21.1                        | \$ 13,082.00               |                                                |
| Woolaroo Road SR69                   | 1                           | \$ 5,063.00                |                                                |
| Kia-Ora Road SR86                    | 6.8                         | \$ 5,770.00                |                                                |
| Fabians Road SR88                    | 24.8                        | \$ 15,376.00               |                                                |
| Three Mile Road SR91                 | 0.2                         | \$ 9,152.00                | \$ 582.80                                      |
| Banarway Road SR95                   | 1.2                         | \$ 4,720.00                |                                                |
| Purtle Road SR126                    | 26.8                        | \$ 23,780.00               | \$ 2,356.20                                    |
| Boora Road SR127                     | 63.8                        | \$ 39,556.00               |                                                |
| Bore Head Road SR45                  | 5.1                         | \$ 4,278.00                | \$ 90.36                                       |
| Lorne Road SR98                      | 6.9                         | \$ 4,278.00                |                                                |
| Angledool Road SR102                 | 49.3                        | \$ 30,566.00               | \$ 1,130.00                                    |
| Ridge/Sherman/Bill O'Brien Way RR426 | 74.1                        | \$ 68,275.00               |                                                |
| Gundabloui Road RR457                | 46.9                        | \$ 38,600.00               | \$ 1,178.10                                    |
| <b>Sub total Zone 3</b>              | <b>450.7</b>                | <b>\$ 343,662.00</b>       | <b>\$ 9,387.46</b>                             |

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

| <b>Road Name</b>               | <b>Total Length of Road</b> | <b>Planned Expenditure</b> | <b>Actual Expenditure up to 31 August 2016</b> |
|--------------------------------|-----------------------------|----------------------------|------------------------------------------------|
| <b>Zone 4</b>                  |                             |                            |                                                |
| Franxton Road SR1              | 19                          | \$ 11,780.00               |                                                |
| Bellara Road SR2               | 21.4                        | \$ 13,268.00               |                                                |
| Clarkes Road SR3               | 6                           | \$ 5,700.00                |                                                |
| Cryon Road SR5                 | 56.75                       | \$ 35,185.00               |                                                |
| Woodvale Road SR13             | 8.96                        | \$ 8,556.00                |                                                |
| Barooka Road SR14              | 11.1                        | \$ 6,882.00                |                                                |
| Pokataroo Road SR15            | 8.1                         | \$ 3,600.00                |                                                |
| Perrottets Road SR66           | 5.9                         | \$ 3,600.00                |                                                |
| Pagan Creek Road SR79          | 1.3                         | \$ 3,600.00                |                                                |
| Fairview Road SR90             | 12.6                        | \$ 13,300.00               |                                                |
| Dundee Road SR124              | 13.9                        | \$ 8,618.00                |                                                |
| Glen Eden Road SR125           | 24.6                        | \$ 15,252.00               |                                                |
| Millie Road SR12               | 9.1                         | \$ 5,642.00                |                                                |
| Rossmore Road SR71             | 10.7                        | \$ 10,220.00               | \$ 3,080.00                                    |
| Rowena Road SR123              | 34.5                        | \$ 37,730.00               |                                                |
| Camerons Road SR128            | 15.2                        | \$ 9,424.00                |                                                |
| Mercadool Road SR16            | 57.7                        | \$ 35,774.00               | \$ 6,238.51                                    |
| Moomin Road SR59               | 31                          | \$ 19,220.00               |                                                |
| Beanbri Road SR117             | 4.9                         | \$ 3,600.00                |                                                |
| Pian Creek Road SR121          | 41.7                        | \$ 25,854.00               |                                                |
| Old Burren Road SR122          | 33.9                        | \$ 21,018.00               |                                                |
| Collarenebri Mission Road SR67 | 4.6                         | \$ 3,600.00                |                                                |
| Rowena Town Roads              |                             | \$ 3,600.00                |                                                |
| <b>Sub total Zone 4</b>        | <b>432.91</b>               | <b>\$ 305,023.00</b>       | <b>\$ 9,318.51</b>                             |

**WALGETT SHIRE COUNCIL AGENDA – 27<sup>th</sup> SEPTEMBER 2016 – ORDINARY COUNCIL MEETING**

| <b>Road Name</b>           | <b>Total Length of Road</b> | <b>Planned Expenditure</b> | <b>Actual Expenditure up to 31 August 2016</b> |
|----------------------------|-----------------------------|----------------------------|------------------------------------------------|
| <b>Zone 5</b>              |                             |                            |                                                |
| Pampas Road SR7            | 16.3                        | \$ 10,106.00               |                                                |
| Wambo Road SR25            | 17.7                        | \$ 10,974.00               |                                                |
| Hardys Lease Road SR26     | 16                          | \$ 9,920.00                |                                                |
| Colrose Road SR27          | 20.6                        | \$ 12,772.00               |                                                |
| Wingadee Road SR28         | 11.8                        | \$ 7,316.00                |                                                |
| Epping Road SR57           | 15.4                        | \$ 9,548.00                |                                                |
| Middle Route Road SR72     | 9.6                         | \$ 5,952.00                |                                                |
| Gidginbilla Road SR75      | 7.4                         | \$ 3,600.00                |                                                |
| Proctors Road SR82         | 4.4                         | \$ 3,600.00                |                                                |
| Drilldool Road SR83        | 5.1                         | \$ 3,600.00                |                                                |
| Belaba Road SR89           | 11.2                        | \$ 6,944.00                |                                                |
| Hollywood Lane SR119       | 29.9                        | \$ 18,538.00               |                                                |
| O'Niels Road SR131         | 31.1                        | \$ 19,282.00               |                                                |
| Tareela Road SR17          | 19.4                        | \$ 12,028.00               | \$ 1,820.00                                    |
| Meadow Plains Road SR21    | 23.9                        | \$ 14,818.00               |                                                |
| Marlbone Road SR24         | 28.4                        | \$ 17,608.00               |                                                |
| Nilma Road SR30            | 37.8                        | \$ 23,436.00               | \$ 5,324.16                                    |
| Bugilbone Road SR103       | 28.7                        | \$ 32,725.00               |                                                |
| Goangra Road SR116         | 16.4                        | \$ 10,168.00               |                                                |
| Yarraldool Road SR118      | 41.3                        | \$ 28,000.00               |                                                |
| Haynes Hut SR68            | 4.5                         |                            |                                                |
| Come By Chance Road RR7716 | 69.7                        | \$ 63,642.00               | \$ 9,787.50                                    |
| <b>Sub total Zone 5</b>    | <b>466.6</b>                | <b>\$ 324,577.00</b>       | <b>\$ 16,931.66</b>                            |
| <b>Total</b>               | <b>1,924.00</b>             | <b>\$ 1,252,488.00</b>     | <b>37,947.30</b>                               |

### 15.4.4 MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION FROM ACTING DIRECTOR ENGINEERING/ TECHNICAL SERVICES

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

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#### 1. Walgett Drought Emergency Work

Major Drought emergency works for Walgett water security has been completed. These involved construction of new bore, pipelines from bi-centinal bore (next to Walgett pool) and new artesian bore to water treatment plant, bore water pre-treatment including tank stand, cooling/aeration tank and associated civil, electrical and mechanical works.

Analysis of bore water tested at cooling tower showed high pH levels, complete removal of Hydrogen Sulphide (H<sub>2</sub>S) and iron and manganese levels were under the Australian Drinking Water Guideline value. Bore water was treated with chlorine which reduced the pH value to acceptable level. It is proposed to install chlorine pre-dosing point at the inlet of cooling tower to manage high pH levels.

#### 2. Walgett Weir Raising and Fish Conservations

Detailed Weir Design and documentation (specification) has been 90 % completed. Fishway design has been completed 60% and additional water modelling has been completed. Earlier planned date to call tender in September has been delayed due to obtaining consent from one of the key stakeholder Water NSW. It has been advised vaguely that their consent process may take up to June 2017 as Water NSW wants to contribute additional funding to construct complete fishway. To do this they have to obtain/ruling from IPART which will occur only next financial year.

#### 3. Road and Bridge Projects

Reconstruction and Sealing of the Bugilbone Road (SR103) and Gundabloui Road (RR457) has been completed. The completion of latter project was delayed by 8 weeks due to the wet weather. Both projects were co-funded by NSW Government under Fixing Country Road grant. It has been advised that round 3 applications for Fixing Country Road will be invited in November 2016.

Pre-construction activities for replacement of three timber bridges (Harris, Wanouri and Black) are in progress. Review of environmental factors has been completed and distributed to stakeholders for comment. Geotechnical investigation of Wanouri and Harris Bridge has been completed. Consultant will resume testing on Black bridge when the weather dries out.

#### Matters Generally For Brief Mention or Information Only – Engineering/Technical Services

##### Recommendation:

That the matters listed for brief mention or information is received, noted and endorsed in regards to Walgett drought emergency works, Walgett weir raising and fish conservation and Road and Bridge Projects.

##### Moved:

##### Seconded:

## **16. QUESTIONS FOR THE NEXT MEETING**