



WALGETT SHIRE COUNCIL

AGENDA

15 MAY 2007

Stephen McLean
General Manager



7 May 2007

Administrator
Walgett Shire Council
PO Box 31
WALGETT NSW 2832

NOTICE IS HEREBY GIVEN that the Ordinary Meeting of Walgett Shire Council will be held in the Rowena Town Hall **commencing at 10.00am.**

AGENDA

PUBLIC FORUM PRESENTATIONS

(limited to five minute presentations, and must relate to items listed within the Business Paper, with two speakers, speaking for the item and two speakers, speaking against the item to be considered)

WELCOME TO VISITORS

(recognising the original Aboriginal caretakers of the lands covered by the Shire)

CONFIRMATION OF MINUTES OF THE COUNCIL MEETING HELD 17 APRIL 2007

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SECRETARY RESERVE TRUST, MANAGEMENT COMMITTEE REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 1

Subject: Acceptance of Reserve Trust Minutes

Author: Kaye Stone – Secretary of the Reserve Trust

File No: 280/01/00/00

Summary:

This report recommends that Council accepts all the recommendations of the Reserve Trust meetings held 17 April 2007..

Comments (including issues and background):

Council as the appointed reserve trust manager has certain responsibilities in its role as manager they include;

- Develop and implement Plans of Management in accordance with the *Local Government Act 1993* and *Crown Lands Act 1989*
- Making regulatory decisions eg; use of the reserve, hours of entry, fees and charges etc
- Adopting Codes of Conduct
- Financial record keeping
- Counter-signing of development application and grants
- Holding Reserve Trust meetings as required

Reserve Trust Management Meetings are held prior to the Council meeting on the 3rd Tuesday of the Month. Members of the public are welcome to attend and can obtain an agenda on the relevant reserve by contacting Council.

Relevant Reference Documents:

- Reserve Trust Minutes

Stakeholders:

- Walgett Shire Council
- Reserve Trust Management Committees
- Department of Natural Resources
- Department of Lands

Financial Implications:

There may be costs associated with resolutions of the Reserve Trust meetings. These will be stated in the relevant Reserve Trust Minutes.

Recommendations:

- 1. That Council endorse the resolutions of the Reserve Trust meetings held 17 April 2007.**
- 2. That Council takes action to implement the resolutions of the Reserve Trusts.**

ADMINISTRATOR'S REPORT TO COUNCIL MEETING 15 MAY 2007

Item No:

Subject:

Author:

File No:

No Reports Submitted.

GENERAL MANAGER'S REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 2

Subject: Walgett Shire Council Corporate Credit Card Policy and Procedures

Author: Stephen McLean – General Manager

File No: 004/12/01/62

Summary:

This report recommends the adoption of Council's Corporate Credit Card Policy and Procedures document.

Comments (including issues and background):

A report was presented to the meeting of Council held on 30 August 2004 for the adoption of a Corporate Credit Card Policy, however was deferred until a comprehensive review of the policy was undertaken by staff.

A review has been undertaken and a fresh Corporate Credit Card Policy and Procedures document has been prepared after considering guidelines provided by the Department of Local Government.

The Walgett Shire Council Corporate Credit Card Policy and Procedures are intended to provide guidance to all users of the Walgett Shire Council Corporate Credit Card and to ensure sound governance and appropriate control of Council's expenditure.

Relevant Reference Documents:

- Department of Local Government Circular – *Appropriate Controls on the use of Council Issued Credit Cards*
- Draft Walgett Shire Council Corporate Credit Card Policy and Procedures

Stakeholders:

- Walgett Shire Council

Recommendations:

1. That Council adopt the ***“Walgett Shire Council Corporate Credit Card Policy and Procedures”*** document.
2. That the Corporate Credit Card Policy and Procedures document be reviewed in May 2009.



WALGETT SHIRE COUNCIL CORPORATE CREDIT CARD POLICY AND PROCEDURES

Policy Number:

Responsibility:

Manager Corporate Services

Adoption Date:

Review Date:

POLICY STATEMENT

The Walgett Shire Council Corporate Credit Card Policy and Procedures are intended to provide guidance to all users of the Walgett Shire Council Corporate Credit Card and to ensure sound governance and appropriate control of Council's expenditure.

POLICY AND PROCEDURES

1. Authorisation and Approval of Corporate Credit Cards

The General Manager is responsible for the approval of all Credit Card applications.

The issue of Corporate Credit Cards to these and any other staff shall be subject to the completion of a Corporate Credit Card Application Form (Annexure "B") and Card Holder Agreement and Acknowledgment Form (Annexure "A").

Other members of staff that require the use of a credit card to make a particular purchase should discuss the matter with their relevant Manager, who may decide to use their credit card or recommend the use of another method of purchase.

2. Eligibility and application procedures for new cards

Staff occupying the following positions may be issued a Corporate Credit Card:

- General Manager
- Manager Corporate Services
- Manager Engineering
- Manager Planning and Regulations

All requests for Corporate Credit Cards must be submitted on a Corporate Credit Card Application Form (Annexure "B").

Assessment of applications shall take into consideration the needs of the relevant job function and whether it is consistent with the operational requirements of Council.

In determining an appropriate credit limit the General Manager will take into consideration the expected level of usage and the limit will not exceed \$5,000.00 unless there is sufficient cause for a higher limit to apply.

Approval of applications are by the General Manager, and subject to the employee signing and Agreement and Acknowledgement Form (Annexure "A") prior to the issue of a Corporate Credit Card.

Completed forms should be forwarded to the Manager Corporate Services.

3. Formal acknowledgement by card holders

Employees will be required to sign a *Corporate Credit Card Agreement and Acknowledgement Form* (Annexure "A") upon issue of a Corporate Credit Card to confirm that the employee will comply with Council's Corporate Credit Card Policy and Procedures and other requirements.

4. Conditions of Use of a Corporate Credit Card

Prior to being issued with a card, cardholders are to sign the Card Holder Agreement and Acknowledgment Form (Annexure "A").

Cardholders will be subject to a monthly expenditure limit, which is the maximum amount that can be expended using the credit card.

Monitoring of, and compliance with the monthly limit, is the responsibility of the cardholder.

The Corporate Credit Card is only to be used by Council employees for business purposes within the requirements of the employee's job function, and where it is considered the most efficient purchase option. All purchases made using a credit card are to be in accordance with the Credit Card Policy.

The use of Council's Corporate Credit Card should also be in accordance with Council's Purchasing Policy.

The determination of whether an expense is for *official purposes* must be the same as if the transaction was being made through traditional procurements and payment methods.

No Personal Identification Numbers (PIN's) will be issued for Corporate Credit Cards.

Acceptable Purchases

The following are considered acceptable purchases using a credit card:-

Travel Expenses

Including fares, transportation hire and consumables, Council's E-Tag for toll way expenses, accommodation, meals and merchandise related to business of Council or for Council's benefit.

Hospitality Expenses

Associated with the cardholder's participation in:-

- Local Government activities and inter-council relations;
- The advancement of Council's business and operational objectives;
- The recognition of outstanding staff performance;
- The assistance received in the achievement of Council's business objectives by business partners, professional advisors, community leaders and government representatives

Car Parking Expenses

For attendance at meetings where car parking is essential to facilitate attendance.

Internet Purchases

Where goods or services such as books, publications, travel and accommodation arrangements are purchased more cost effectively, or only available over the internet using a credit card.

Professional Development Expenses

Such as course, seminar or conference fees that are more cost effectively purchased using a credit card.

Unacceptable Purchases or Activities

The Corporate Credit Card is not to be used in any of the following circumstances:-

- Purchases of a private or personal nature
- Capital items or assets (even those of low value)
- Cash Advances
- Use of the card by anyone other than the cardholder unless otherwise authorised
- Deposit of funds to offset purchases
- Instances which will cause the card limit to be exceeded

Payment Methods

The following payment methods are acceptable:-

1. Across the Counter

Where the cardholder signs a purchase slip at the time of purchase

2. Telephone

Where the transaction is completed by quoting corporate credit card details to the supplier.

3. Mail

Where the transaction is completed by quoting the card number on orders to suppliers (eg subscription, renewals etc).

4. Internet

Only secure transactions are permitted.

5. Obligations of the Card Holder

The obligations of all cardholders are as follows:-

- The Corporate Credit Card is to be used in accordance with this policy and procedures and any other relevant Council policies and procedures.
- Cardholders must reconcile their transaction record with the statement, allocate to applicable ledger accounts, attach tax invoices and receipts and sign and date the declaration.
- Be able to provide sufficient detail with regard to purchases and budget costing accounts on a timely basis.
- Authorise the payment of credit card statements by signing each statement.
- Return the Corporate Credit Card to the General Manager upon cessation of employment or the determination that the provision of a credit card is no longer consistent with this policy.

6. Reconciliation and Administration Procedures

The Manager Corporate Services will perform the following:-

- Monthly Statements will be delivered to the Manager Corporate Services who will distribute statements to cardholders for verification and authorisation.
- Cardholders must reconcile their transaction record with the statement, allocate to applicable ledger accounts, attach tax invoices and receipts and sign and date the declaration.
- Cardholders must return the authorised transaction record, statement, receipts and tax invoices to the Manager Corporate Services.

- The Manager Corporate Services will arrange payment, costing and appropriate filing of records.
- The Manager Corporate Services will review Fringe Benefits Tax implications.
- Advise the General Manager immediately if there is any potential misuse.
- Maintain a registry of all cardholders, which details the name of the cardholder, the card account number and the credit limit for each card.

7. Maintenance of a register of cards and card limits

A Walgett Shire Council Corporate Credit Card Register will be maintained by the Manager Corporate Services and will include the following:-

- Cardholder Name
- Card Account Number
- Credit Limit for each Card
- Expiry Date and Date of Issue

8. Annual reviews of card holders to confirm usage

Walgett Shire Council's Corporate Credit Card Policy and Procedures and register of cards and limits will be reviewed annually by the General Manager.

The issue of any additional credit cards will be at the discretion of the General Manager.

9. Procedures for lost, stolen and damaged cards

The Corporate Credit Card remains the property of Council at all times, however it is the responsibility of the cardholder to ensure that the card is safeguarded against damage, loss or theft.

In the event that the card is lost or stolen the cardholder should as soon as possible:-

- Advise the bank of the loss, theft or damage
- Report the loss to the General Manager

In the event of a damaged card, the Cardholder should return the Card to the Manager Corporate Services for destruction and replacement.

10. Procedures for returns, final reconciliation of card accounts on cessation of employment

Credit cards should be returned as soon as no longer required, and if leaving the services of Council, should be returned no later than the last day of employment.

A Corporate Credit Card Termination of Use Advice Form (Annexure "C") is to be completed and returned with the card, and accompanied by the most recent transaction record, allocation of ledger accounts, relevant tax invoices and receipts and signed, and authorised.



CARDHOLDER AGREEMENT AND ACKNOWLEDGEMENT

APPROVAL

Cardholder's Name: _____

Position: _____

Credit Limit: _____

General Manager's Signature: _____

Date of Approval: _____

CARD ISSUED

Credit Card Number: _____

Expiry: _____

ACKNOWLEDGEMENT

I acknowledge receipt of a Walgett Shire Council Credit Card and agree that:-

1. I will use the credit card in accordance with Council's Credit Card Policy, Code of Conduct, Purchasing Policy, and the card issuer's terms and conditions of use;
2. I will ensure that all original supporting documentation that meets the requirements of Council's Credit Card Policy is kept and provided as required to the Manager Corporate Services.
3. I will return the credit card to the General Manager immediately if my position with Walgett Shire Council changes, my employment terminates, or I am requested to do so for any other reason.

Cardholders Signature: _____

Date: _____



WALGETT SHIRE COUNCIL CORPORATE CREDIT CARD APPLICATION FORM

Name:	Pay Number:
Position:	Contact Phone:
Department:	Credit Card Limit \$

Reason for request of issue of Corporate Credit Card:-

Applicants Signature _____ Date _____

Department Authorisation

Manager _____ YES / NO Signature _____ Date _____

Comment _____

Recommended Limit _____

General Manager's Authorisation

Recommended _____ YES / NO

Approved Limit: _____

Signature _____ Date: _____

Note: The approved Application Form should be forwarded to the Manager Corporate Services in conjunction with the completed Cardholder Agreement for processing.



<p style="text-align: center;">WALGETT SHIRE COUNCIL CORPORATE CREDIT CARD TERMINATION OF USE ADVICE</p>

This form is to be completed and handed to the General Manager.

The Credit Card, plus all supporting documentation for any outstanding transactions must be returned with this form when the use of the Corporate Credit Card is terminated.

Purchase Card Details:-

Cardholder's Name: _____

Position: _____

Credit Card Number: _____

Surrender Date: _____

Cardholder's Signature: _____

The card described above has been surrendered and supporting documents for outstanding transactions received.

Signature: _____

Date: _____



**WALGETT SHIRE COUNCIL
CORPORATE CREDIT CARD REGISTER**

[illegible]

GENERAL MANAGER'S REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 3

Subject: Sheepyard Pub

Author: Stephen McLean – General Manager

File No: 105/03/00/00 (Ass 3440)

Summary:

This report provides an overview of action being taken to address unauthorised development and construction activities associated with the Sheepyard Pub.

Background:

At the 20 February 2007 Walgett Shire Council resolved to note regarding the Sheepyard Pub that:

- "1. On 27 November 2006 the General Manager issued a number of 'notices of intention' to issue orders under the Environmental Planning and Assessment Act 1979, as detailed in the minutes of the 21 November 2006 Council meeting.*
- 2. As detailed in the General Manager's letter to Stuart Percy and Associates dated 12 February 2007, there are ongoing discussions between Council staff and representatives of the business regarding the proposed orders."*

Subsequently orders were issued on 5 April 2007 as follows:

- To Blazed Tree Pty Ltd (as the building occupier) to stop using the hostel building located on Mineral Claim 17379 for accommodation by persons that are not related to the owner (Mark Dwyer) or occupiers (Gloria [Sue] Tomlinsson or Ted King). Also to stop using Mineral Claim 17379 as a caravan park or camping ground.
- To the hostel building owner, Mark Dwyer, to demolish the hostel building located on Mineral Claim 17379.
- To Blazed Tree Pty Ltd to cease all activities associated with the storage and exchange of gas cylinders on the Sheepyard Pub site (Mineral Claim 16688).

Council then received a number of submissions regarding the orders. After considering them, the letter reproduced below was sent to Ted King and Gloria Tomlinson (as the operators of the Sheepyard Inn).



Shire of Walgett

ABN 88 769 076 385

Reference: MG; SM; Ass 3448; Ass3440; 105/03/00/00

Your Reference:

Contact: Matthew Goodwin

2 May 2007

Ted King and Sue Tomlinson
C/- Sheeppark Inn
Glengarry via WALGETT NSW 2832

Dear Ted and Sue,

ORDERS ISSUED BY WALGETT SHIRE COUNCIL ON 5 APRIL 2007

On 5 April 2007 Walgett Shire Council issued a number of orders relating to activities and structures associated with the Sheeppark Inn.

After the orders were issued, a submission was received from you dated 11/4/07, and a second submission from Graeme Gardiner dated 30/4/2007.

GAS CYLINDER EXCHANGE

The submissions included a letter from a Brian Davey dated 3.4.2007 and an undated 'declaration' from a Peter Wilkinson. They indicated that gas cylinders had been stored on the site and were available for exchange prior to your ownership of the pub commencing.

Given that you have now supplied some evidence the activity is long established, Council now revokes the order issued to Blazed Tree Pty Ltd, dated 5 April 2007, which required the cessation of gas cylinder exchange.

ACCOMMODATION – HOSTEL, CARAVAN PARK, CAMPING GROUND

The submissions made various assertions that "accommodation was available" at the pub since it opened. These submissions are noted, however Council draws your attention to the following:

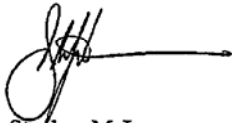
1. "Residential buildings" are prohibited in a Non-urban 1a zone under the Interim Development Order No 1 – Shire of Walgett 1968 (IDO). The definition of a residential building under the IDO includes a "lodging house or a hostel".
2. No evidence has been supplied that hostel type accommodation is a long established business activity.

All communication to be addressed to the: General Manager PO Box 31, Walgett NSW 2832
Telephone: (02) 6828 1399 Facsimile: (02) 6828 1608 Email: admin@walgett.nsw.gov.au

3. No evidence has been supplied that a caravan park or a camping ground is a long established business activity.
4. No written commitment has been given to cease using the building for hostel type accommodation.
5. No commitment has been given that action will be taken to make the building comply with the Building Code of Australia.

In the above context Council will enforce the order issued to Blazed Tree Pty Ltd on 5 April 2007 requiring cessation of use of the “*hostel building for accommodation by persons that are not related to the owner (Mark Dwyer) or occupiers (Gloria [Sue] Tomlinsson or Ted King)*” and the cessation of the use of the “*site as a caravan park or camping ground*”.

Furthermore, the order issued to Mark Dwyer on 5 April 2007 requiring the demolition of the hostel building will be enforced.



Stephen McLean
General Manager

C.C. *Land Access Manager, Department of Natural Resources, P.O. Box 1840, DUBBO NSW 2830*
 Mining Registrar, Department of Primary Industries, P.O. Box 314, Lightning Ridge NSW 2834
 Mark Dwyer, C/- Sheeppark Inn, Glengarry Via WALGETT NSW 2832

ORIGINAL POSTED VIA REGISTERED MAIL

Relevant Reference Documents:

- Assessment file 3440.
- Business paper and minutes for 14 July 2003 Council meeting.
- Business paper and minutes for 10 November 2003 Council meeting.
- Business paper and minutes for 16 June 2005 Council meeting.
- Business paper and minutes for 15 December 2005 Council meeting.
- Business paper and minutes for 16 February 2006 Council meeting.
- Business paper and minutes for 21 November 2006 Council meeting.
- Business paper and minutes for 20 February 2007 Council meeting.
- Interim Development Order No. 1 – Shire of Walgett 1968.
- Camps in the Opal Fields of Lightning Ridge (“Camps Guidelines”), reprinted November 1998.
- The Environmental Planning and Assessment Act 1979, especially Part 6, Division 2A.

Stakeholders:

- Walgett Shire Council, community and proprietors of the Sheepyard Pub.

Financial Implications:

None known

Recommendation

That Walgett Shire Council resolve to note the contents of the letter sent by the General Manager to Ted King and Gloria Tomlinson on 2 May 2007 regarding the orders in relation to unauthorised development and construction activities associated with the Sheepyard Pub.

GENERAL MANAGER'S REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 4

Subject: Funding Agreement – Walgett Youth Centre Upgrade Project

Author: Stephen McLean – General Manager

File No: 003/01/01/05

Summary:

This report recommends that Council approves the Administrator and General Manager to sign, under seal, a funding agreement between the Commonwealth of Australia as represented by the Department of Transport and Regional Services and Walgett Shire Council in relation to the Walgett Youth Centre Upgrade Project.

Comments (including issues and background):

An application under the Regional Partnerships Program was submitted in 2003 for funding towards a “Rage Cage” Facility. This application was successful and Council received funding in the amount of \$45,000.00.

As the “Rage Cage” project did not eventuate, Council held discussions with Government Departments to transfer funding received to upgrade the Walgett Youth Centre building.

The Department of Transport and Regional Services advised Council that a new application would need to be submitted for the proposed upgrade project.

A report was presented to Council at its March 2006 Council Meeting advising that a Regional Partnership Application had been submitted to Department of Transport and Regional Services for an upgrade of the Walgett Youth Centre building.

Advice has been received from Department of Transport and Regional Services advising that funding for the upgrade of the Walgett Youth Centre building has been approved for an amount of \$61,958.60.

Walgett Shire Council is now required to sign the Funding Agreement between the Commonwealth of Australia as represented by the Department of Transport and Regional Services and Walgett Shire Council for the Walgett Youth Centre Upgrade Project.

Relevant Reference Documents:

- Department of Transport and Regional Services Funding Agreement

Stakeholders:

- Walgett Shire Council
- Department of Transport and Regional Services
- Walgett Community
- New South Wales Premier's Department

Financial Implications:

The signing of this agreement commits Council to the expenditure detailed in the application.

Recommendation:

That Council approves the Administrator and General Manager to sign, under seal, a funding agreement between the Commonwealth of Australia as represented by the Department of Transport and Regional Services and Walgett Shire Council for the Walgett Youth Centre Upgrade Project.

GENERAL MANAGER'S REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 5

Subject: Protected Disclosure Act 1994

Author: Stephen McLean – General Manager

File No: 004/12/01/62

Summary:

Council currently has in place a policy relating to the Protected Disclosures Act 1994. This report recommends that it be rescinded.

Comments (including issues and background):

At the 30 August 2004 meeting of Council a report was submitted that recommended the rescission of this same policy. At that time it was resolved:

26/04

RESOLUTION:

It was resolved on the motion of the Administrator that Council defer the Policy titled “Protected Disclosures Act 1994” and that a comprehensive report be prepared and legal advice sought from the Department of Local Government and Local Government and Shires Association.

Carried.

Further investigation has been completed and advice sought as required. The result of this has been to confirm that the Council policy is unnecessary and its intent is provided for in the Act itself, most directly to Local Government in section 12B.

12B Disclosure to Director-General of Department of Local Government concerning serious and substantial waste in local government

- (1) To be protected by this Act, a disclosure by a public official to the Director-General of the Department of Local Government must:
 - (a) be made in accordance with the [*Local Government Act 1993*](#), and
 - (b) be a disclosure of information that shows or tends to show serious and substantial waste of local government money by any one or more of the following:
 - (i) a local government authority,
 - (ii) a delegate of a local government authority,
 - (iii) a councillor (within the meaning of the [*Local Government Act 1993*](#)),
 - (iv) a member of a county council (within the meaning of the [*Local Government Act 1993*](#)),
 - (v) a member of staff of a local government authority.
- (2) In this section, ***local government money*** includes all revenue, loans and other money collected, received or held by, for or on account of a local government authority.

Further it is a requirement that Council has in place an Internal reporting policy. Council has such a policy, with its last review being completed in 2000. It is timely that Council now review this policy and it be presented for adoption once updated.

Relevant Reference Documents:

- Protected Disclosure Act 1994 and Council policy
- Internal Reporting Policy

Stakeholders:

- Walgett Shire Council

Financial Implications:

Nil

Recommendations:

1. That Council rescind its policy titled “Protected Disclosures Act 1994” as originally adopted 24 November 1997.
2. That a reviewed “Internal Reporting Policy” be presented to Council at its July 2007 meeting.

GENERAL MANAGER'S REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 6

Subject: Housing Allocation - Accountant

Author: Stephen McLean – General Manager

File No: 145/09/03/00

Summary:

This report recommends that council housing at 5 Vaughan Place be made available to the Council's Accountant.

Comments (including issues and background):

Council has recently advertised, interviewed and offered the position of Accountant. It is expected that this person will start with Council within the next month. The property at 5 Vaughan Walgett has been held by Council for the Accountants' position.

Relevant Reference Documents:

- Nil

Stakeholders:

- Walgett Shire Council

Financial Implications:

The rental of this property will be subsidised.

Recommendations:

1. That a residential tenancy agreement for 5 Vaughan Place Walgett be issued to the applicant for the accountant upon acceptance of the position.
2. That the rent be set at \$54.00 per week, in line with Council housing policy.
3. That the charge for use of basic furniture is set at \$15.00 per week.
4. That no keys be issued until the residential tenancy agreement is complete and payment of the bond is arranged.

MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 7

Subject: Management Plan and Budget – 2007/2008 – 2011/2012

Author: Emma Darcy – Manager Corporate Services

File No: 145/11/11/00

Summary:

It is a statutory requirement that Council give public notice of its Management Plan and Draft Budget 2007/2008 – 2011/2012 for not less than twenty eight days, with submissions being able to be made to the Council at any time during the period of public exhibition.

Comments (including issues and background):

The 2007/2008 – 2011/2012 Management Plan and Budget will be tabled at the Council Meeting.

Relevant Reference Documents:

- Walgett Shire Management Plan and Budget 2007/2008 – 2011/2012

Stakeholders:

Walgett Shire Residents

Recommendation:

That the Management Plan and Budget for 2007/2008 – 2011/2012 be advertised in accordance with legislation for a minimum period of twenty eight days with written submissions, closing at 5.00 pm, Thursday, 14 June 2007.

MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 8

Subject: Monthly Management Report to 31 March 2007

Author: Emma Darcy – Manager Corporate Services

File No: 145/04/27/00

Summary:

This report presents to Council the quarterly financial review for the period ending 31 March 2007.

Comments (including issues and background):

The quarterly review is a statutory requirement under the Local Government Financial Management Regulation 1999, Part 2 Clause 7 and is an essential aspect of Council's financial management.

At the Council meeting held on 22 June 2006, Council adopted the 2006 – 2007 Management Plan, which incorporated the annual budget for Council for 2006/2007.

General Budgetary Position

This review analyses the financial performance of the Council for the third quarter ending 31st March 2007, comparing actual expenditure and revenue against the budget. Council's budgetary position for the quarter ended 31st March 2007 is financially sound. The reviewed Budgeted surplus was \$147,916 and at the end of March the surplus based on actuals was \$1,197,925.

SHIRE OF WALGETT – AGENDA

	Original Budget	Revised Budget	Actuals	% of Budget	
<u>Corporate Services</u>					
Income					
River Towns	131,000	131,000	-	12,262	-9%
Corporate Services	26,000	26,000		14,465	56%
Human Resources	-	-		8,043	
Tourism	20,000	20,000		21,785	109%
Agencies	41,500	41,500		39,677	96%
Finance	18,000	244,000		442,616	181%
Rates General	3,868,381	3,868,381		3,865,042	100%
Untied Grants	2,274,000	2,308,763		1,708,021	74%
Capital utilisation	457,000	527,000		359,178	68%
Revenue	9,500	9,500		38,215	402%
Indirect Labour Costs	-	-		-	
Total Income	6,845,381	7,176,144		6,484,780	90%
Expenditure					
Members & Civic	346,000	256,500		141,787	55%
Executive	367,329	367,329		213,604	58%
River Towns	131,000	131,000		11,393	9%
Corporate Services	437,300	462,300		335,583	73%
Human Resources	303,565	303,565		273,636	90%
Tourism	306,098	306,098		249,332	81%
Executive Services	266,500	266,500		201,440	76%
Agencies	163,000	163,000		130,375	80%
Risk Management	353,122	353,122		325,175	92%
Finance	280,503	243,503		152,216	63%
Bank Charges	8,000	8,000		4,825	60%
Capital Utilisation	17,480	17,480		7,634	44%
Information technology	273,143	327,143		234,913	72%
Creditors	50,000	50,000		35,442	71%
Revenue	256,361	291,361		303,636	104%
Payroll	59,578	59,578		40,559	68%
Indirect Labour Costs	-	-	-	450,660.00	
Total Expenditure	3,618,979	3,606,479		2,210,890	61%
Operating Result	3,226,402	3,569,665		4,273,890	

SHIRE OF WALGETT – AGENDA

Community Services

Income

Community Services	45,500	45,500	4,920	11%
Youth Services	39,500	39,500	4,856	12%
Vacation Care	18,600	18,600	215	1%
Family Day Care	106,000	106,000	53,953	51%
Library Services	42,500	42,500	1,478	3%
Total Income	252,100	252,100	65,422	26%

Expenditure

Community Services	117,637	152,637	125,053	82%
Youth Services	173,228	173,228	101,205	58%
Vacation Care	27,960	27,960	29,703	106%
Family Day Care	106,000	106,000	79,054	75%
Library Services	194,617	194,617	197,603	102%
Total Expenditure	619,442	654,442	532,618	81%
Operating Result	- 367,342	- 402,342	- 467,196	

Planning & Regulation

Income

Planning/Building	56,700	56,700	52,901	93%
Environmental Health	850	850	2,080	245%
Animal Control/Regulatory	3,300	3,300	2,566	78%
Rural Addressing	118,000	-	-	
Total Income	178,850	60,850	57,547	95%

Expenditure

Pesticide Pit Remediation	10,000	10,000	-	0%
Environmental Health	5,500	5,500	3,704	67%
Noxious Plants	122,810	122,810	72,931	59%
Animal Control/Regulatory	109,300	109,300	81,056	74%
Manager Planning & Regulation	616,500	527,000	376,128	71%
Total Expenditure	864,110	774,610	533,819	
Operating Result	- 685,260	- 713,760	- 476,272	

SHIRE OF WALGETT – AGENDA

Emergency Services

Income

Fire Services	46,000	46,000	77,027	167%
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Expenditure

Fire Services	148,005	148,005	129,435	87%
SES	65,400	65,400	17,251	26%
Total Expenditure	213,405	213,405	146,686	
Operating Result	- 167,405	- 167,405	- 69,659	

Engineering Administration

Income

Manager Engineering	68,000	68,000	80,188	118%
Public Halls	14,084	14,084	10,514	75%
Plant Operations	1,913,000	1,913,000	1,558,397	81%
Council Properties	327,000	327,000	68,909	21%
Council Reserves	27,050	27,050	27,095	100%
Total Income	2,349,134	2,349,134	1,745,103	74%

Expenditure

Manager Engineering	466,667	466,667	436,175	93%
Private Works	26,000	26,000	38,213	147%
Plant Running Expenses	859,000	919,000	864,918	94%
Properties Maintenance	745,000	765,000	493,548	65%
Motor Vehicles/Plant/Equipment	541,000	541,000	405,750	75%
Total Expenditure	2,637,667	2,717,667	2,238,603	82%
Operating Result	- 288,533	- 368,533	- 493,500	

Roads & Bridges

Revenue

Roads & Bridges	5,895,813	5,914,259	5,270,218	89%
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Expenditure

Urban Roads	500,000	500,000	592,402	118%
Rural Roads	1,818,813	1,818,813	1,539,056	85%
Regional Roads	1,524,000	1,524,000	833,724	55%
Gravel Pit Restoration	-	50,000	47,577	95%
State Highways	1,500,000	1,500,000	2,790,735	186%
Total Expenditure	5,342,813	5,392,813	5,803,494	108%
Operating Result	553,000	521,446	- 533,276	

SHIRE OF WALGETT – AGENDA

Recreation & Community Assets

Revenue

Natural Disaster Mitigation program	100,000	100,000	-	0%
Aerodromes	18,000	18,000	159,907	888%
Cemeteries	22,000	22,000	28,038	127%
Total Income	140,000	140,000	187,945	134%

Expenditure

Recreation & Community Assets	1,952,000	2,027,000	1,547,215	76%
Depots Operations	247,404	247,404	194,789	79%
Capital Projects	-	-	-	
Total Expenditure	2,199,404	2,274,404	1,742,004	77%
Operating Result	- 2,059,404 -	2,134,404	- 1,554,059	

Domestic Waste Management

Revenue

DWM	751,687	751,687	734,266	98%
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Expenditure

DWM	693,950	693,950	520,840	75%
Operating Result	57,737	57,737	213,426	

Water Supplies

Revenue

Walgett Water	503,962	503,962	544,416	108%
Lightning Ridge Water	441,920	441,920	438,045	99%
Collarenebri Water	156,100	156,100	159,642	102%
Rowena Water	3,840	3,840	-	0%
Carinda Water	13,706	13,706	-	0%
Total Income	1,119,528	1,119,528	1,142,103	102%

Expenditure

Walgett Water	597,553	563,053	493,705	88%
Walgett Water Capital Projects	25,000	25,000	-	0%
Lightning Ridge Water	335,190	335,190	242,991	72%
Lightning Ridge Water Capital Projects	3,000	3,000	-	0%
Collarenebri Water	246,031	246,031	184,019	75%
Collarenebri Water Capital Projects	500	500	-	0%
Rowena Water	-	17,050	15,235	89%
Carinda Water	-	23,950	12,171	51%
Cumborah Water	-	27,800	480	2%
Village Water	33,800	-	-	
Village Water Capital Projects	500	-	-	
Total Expenditure	1,241,574	1,241,574	948,601	76%
Operating Result	- 122,046 -	122,046	193,502	

SHIRE OF WALGETT – AGENDA

Sewerage Supplies

Revenue

Walgett Sewer	257,639	257,639	263,461	102%
Lightning Ridge Sewer	246,039	246,039	228,887	93%
Collarenebri Sewer	72,772	72,772	74,435	102%
Total Income	<u>576,450</u>	<u>576,450</u>	<u>566,783</u>	98%

Expenditure

Walgett Sewer	383,555	384,055	271,877	71%
Walgett Sewer Capital Projects	500	-	-	
Lightning Ridge Sewer	220,337	222,337	155,130	70%
Lightning Ridge Sewer Capital Projects	2,000	-	-	
Collarenebri Sewer	62,000	62,500	28,707	46%
Collarenebri Sewer Capital Projects	500	-	-	
Total Expenditure	<u>668,892</u>	<u>668,892</u>	<u>455,714</u>	68%
Operating Result	<u>- 92,442</u>	<u>- 92,442</u>	<u>111,069</u>	

Net Result

Total Income	18,154,943	18,386,152	16,331,194
Total Expenditure	18,100,236	18,238,236	15,133,269
Net Result	<u>\$ 54,707</u>	<u>\$ 147,916</u>	<u>\$ 1,197,925</u>

Variances are summarised as follows:

River Towns

- The Murdi Paaki Partnerships Program is operational. It is now coordinated through Barwon Darling Alliance. All costs associated with the Murdi Paaki Partnerships Program will be reimbursed to Council. An amount of \$23,655 has been forwarded to Attorney General's Department of NSW being unspent funds for project when co-ordinated by this Department.

Members and Civic

- No variance to report.

Executive

- \$54,529 Salaries and Wages to be transferred to Manager Engineering for allocation of wages for CSO - Lands.

Corporate Services

- The full contribution of \$100,000 has been paid to Lightning Ridge Opal and Fossil Museum.
- An additional \$25,330 has paid to Lightning Ridge Opal and Fossil Museum being grant funding auspiced by Walgett Shire Council.

Human Resources

- An Occupational Health and Safety Incentive payment of \$3,768 from State Cover was received.
- Staff Training is 90% expended. There is \$35,500 in internally restricted reserves to cover this additional training. There has been an increase in staff turnover which in turn has seen Council committed to additional staff training for staff with minimal local government experience. The outdoor staff has undergone additional legislative training.

Tourism

- Additional Salaries have been paid out to casual staff that opens the Visitor Information Centre on Saturday mornings. An additional \$35,000 is required to cover the salary costs which include on costs.

Executive Services

- No variance to report.

Agencies

- No variance to report.

Risk Management

- All insurance policies have been finalised. The only anticipated costs will be those associated with claims.

Finance

- The insurance refund of \$150,862 has been received for the fire damaged building located at 24 Eureka Street, Walgett. This refund will be restricted to enable the construction of a new building.

Rates General

- The full amount of general rates has been raised and levied for 2006/2007.

Untied Grants

- Seventy Five (75) % of the general Component of the FAG Grant has been received.

Revenue

- Council continues its extensive debt recovery procedures to assist in the reduction of Council's outstanding rates.
- The additional rate collection/recovery cost incurred has been offset against the Legal Income – Revenue Section. There is however increased expenditure of \$40,000 in rates write off and \$30,000 in Interest Write off largely due to rates write off as a result of sales for unpaid rates.
- Overall, the increase in costs incurred through revenue has been attributable to intensive debt recovery.

Community Services

- Family Day Care is still experiencing difficulties in attracting new Carers and this is reflected in the reduction of expenditure towards Payment to Carers and therefore grant funding.
- The contribution to Moree Regional Library of \$150,628 has been paid.
- Grants relating to Community development Funds (\$35,000), Vacation Care (\$16,700), Youth Development Officer (\$38,000) have not yet been received.
- The Library Subsidy Application has been lodged but the funding has not yet been received

Planning and Regulations

- Nil variance to Report

Public Order and Safety

- Nil variance to Report

Manager Engineering

- The CSO - Lands Salary and Wages were originally costed to Salaries and Wages - Executive. These costs have been directly costed to Manager - Engineering as part of the Engineering function. The salary costs of \$51,529 require to be transferred to this area.

Public Halls

- Nil variance to Report

Plant Operations

- Nil variance to Report

Council Properties

- Nil variance to Report

Council Reserves

- Nil variance to Report

Plant Running Expenses

- Costs associated with Plant Running Expenses remain high. These costs are offset by Plant Hire Charges.

Properties Maintenance

- The full amount of rates instalments have been applied to Council properties.

Roads and Bridges

- Maintenance works have on Unsealed Shire Roads has been carried forward to 2007. The additional expense for 2006/2007 is offset by internally restricted funds carried forward.
- Additional works on state highways have been funded by RTA through SIMC. RTA has committed funding for the next three years in addition to what would be considered normal funding.
- Additional RTA – RMS and Ordered Work Payment is due totalling \$978,000 is expected for the March - April 2007.

Recreation & Community Assets

- The Grant for Airport Security of \$141,162 was received. This is offset by the Expenditure.

Depots Operations

- Nil variance to Report

Domestic Waste Management

- The full amount of Domestic Waste charges has been raised.

Water Services

- The full amount of rates revenue has been raised this period.
- Final progress payment of \$53,000 for funding for Rowena water supply has been received.

Sewer Services

- The full amount of rates revenue has been raised this period.

Relevant Reference Documents:

- Monthly Management Report for the period ending 31 March 2007.
- Walgett Shire Council Management Plan 2006-07

Stakeholders:

- Walgett Shire Council

Financial Implications:

Overall, the results of the quarterly review indicate that the financial position of Council is satisfactory and continues to operate within budgetary constraints.

Recommended changes to be made to Council's Budget are as follows;

1. Increase Expenditure – Tourism - Walgett Information Centre – by \$35,000 to \$142,548.
2. Increase Revenue – Finance Section - Property Insurance Refund by \$150,862 to \$150,862.
3. Increase Expenditure – Revenue – Rates Write off by \$40,000 to \$50,000.
4. Increase Expenditure – Revenue – Interest Write off by \$30,000 to \$32,000.
5. Increase Expenditure – Manager Engineering – Salaries and Wages by \$51,529 to \$488,346.
6. Reduce Expenditure – Executive – Salaries and Wages by \$51,529 to \$63,200.

There will be an increase in the Budgeted surplus of \$45,862 with the Revised surplus at \$193,778.

Recommendations:

That Council note the Management Report for the period ending 31 March 2007 and adopt changes as follows;

- 1. Increase Expenditure – Tourism - Walgett Information Centre – by \$35,000 to \$142,548.**
- 2. Increase Revenue – Finance Section - Property Insurance Refund by \$150,862 to \$150,862.**
- 3. Increase Expenditure – Revenue – Rates Write off by \$40,000 to \$50,000.**
- 4. Increase Expenditure – Revenue – Interest Write off by \$30,000 to \$32,000.**
- 5. Increase Expenditure – Manager Engineering – Salaries and Wages by \$51,529 to \$488,346.**
- 6. Reduce Expenditure – Executive – Salaries and Wages by \$51,529 to \$63,200.**

MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 9

Subject: Monthly Management Report to 30 April 2007

Author: Emma Darcy – Manager Corporate Services

File No: 145/04/27/00

Summary:

This report is prepared to report on the operational performance against adopted estimates for the period ending 30 April 2007.

Comments (including issues and background):

The report analyses the financial performance of Council for the period ending 30 April 2007 comparing actual expenditure and revenue against the budget. The Council's position at this time is within budgetary expectations with a surplus of \$1,791,233 compared to a budgeted \$147,916.

General Budgetary Position

This review analyses the financial performance of the Council for the period ending 30 April 2007, comparing actual expenditure and revenue against the budget. Council's budgetary position for the period ending April 2007 is financially sound. The Budgeted surplus was \$147,916 and at the end of April the surplus based on actual's was \$1,791,233.

	Original Budget	Revised Budget	Actuals	% of Budget	
<u>Corporate Services</u>					
Income					
River Towns	131,000	131,000	-	10,689	-8%
Corporate Services	26,000	26,000		14,465	56%
Human Resources	-	-		8,043	
Tourism	20,000	20,000		27,635	138%
Agencies	41,500	41,500		53,489	129%
Finance	18,000	244,000		450,752	185%
Rates General	3,868,381	3,868,381		3,871,491	100%
Untied Grants	2,274,000	2,308,763		1,708,021	74%
Capital utilisation	457,000	527,000		465,179	88%
Revenue	9,500	9,500		44,283	466%
Indirect Labour Costs	-	-		-	
Total Income	6,845,381	7,176,144		6,632,669	92%
Expenditure					
Members & Civic	346,000	256,500		152,247	59%
Executive	367,329	367,329		233,603	64%
River Towns	131,000	131,000		12,966	10%
Corporate Services	437,300	462,300		362,635	78%
Human Resources	303,565	303,565		290,323	96%
Tourism	306,098	306,098		270,625	88%
Executive Services	266,500	266,500		224,273	84%
Agencies	163,000	163,000		141,739	87%
Risk Management	353,122	353,122		325,175	92%
Finance	280,503	243,503		173,252	71%
Bank Charges	8,000	8,000		5,432	68%
Capital Utilisation	17,480	17,480		9,487	54%
Information technology	273,143	327,143		304,348	93%
Creditors	50,000	50,000		37,671	75%
Revenue	256,361	291,361		322,294	111%
Payroll	59,578	59,578		45,455	76%
Indirect Labour Costs	-	-	-	480,319.00	
Total Expenditure	3,618,979	3,606,479		2,431,206	67%
Operating Result	3,226,402	3,569,665		4,201,463	

SHIRE OF WALGETT – AGENDA

Community Services

Income

Community Services	45,500	45,500	4,920	11%
Youth Services	39,500	39,500	4,856	12%
Vacation Care	18,600	18,600	215	1%
Family Day Care	106,000	106,000	57,348	54%
Library Services	42,500	42,500	43,681	103%
Total Income	252,100	252,100	111,020	44%

Expenditure

Community Services	117,637	152,637	132,326	87%
Youth Services	173,228	173,228	115,046	66%
Vacation Care	27,960	27,960	37,865	135%
Family Day Care	106,000	106,000	87,726	83%
Library Services	194,617	194,617	215,307	111%
Total Expenditure	619,442	654,442	588,270	90%
Operating Result	- 367,342	- 402,342	- 477,250	

Planning & Regulation

Income

Planning/Building	56,700	56,700	58,086	102%
Environmental Health	850	850	2,080	245%
Animal Control/Regulatory	3,300	3,300	4,803	146%
Rural Addressing	118,000	-	-	
Total Income	178,850	60,850	64,969	107%

Expenditure

Pesticide Pit Remediation	10,000	10,000	-	0%
Environmental Health	5,500	5,500	4,016	73%
Noxious Plants	122,810	122,810	112,931	92%
Animal Control/Regulatory	109,300	109,300	85,456	78%
Manager Planning & Regulation	616,500	527,000	410,702	78%
Total Expenditure	864,110	774,610	613,105	
Operating Result	- 685,260	- 713,760	- 548,136	

SHIRE OF WALGETT – AGENDA

Emergency Services

Income

Fire Services	46,000	46,000	77,629	169%
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Expenditure

Fire Services	148,005	148,005	138,861	94%
SES	65,400	65,400	17,645	27%
Total Expenditure	213,405	213,405	156,506	
Operating Result	- 167,405	- 167,405	- 78,877	

Engineering Administration

Income

Manager Engineering	68,000	68,000	80,418	118%
Public Halls	14,084	14,084	11,565	82%
Plant Operations	1,913,000	1,913,000	1,741,045	91%
Council Properties	327,000	327,000	95,446	29%
Council Reserves	27,050	27,050	31,076	115%
Total Income	2,349,134	2,349,134	1,959,550	83%

Expenditure

Manager Engineering	466,667	466,667	478,076	102%
Private Works	26,000	26,000	53,252	205%
Plant Running Expenses	859,000	919,000	945,706	103%
Properties Maintenance	745,000	765,000	530,063	69%
Motor Vehicles/Plant/Equipment	541,000	541,000	405,750	75%
Total Expenditure	2,637,667	2,717,667	2,412,846	89%
Operating Result	- 288,533	- 368,533	- 453,296	

Roads & Bridges

Revenue

Roads & Bridges	5,895,813	5,914,259	6,766,258	114%
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Expenditure

Urban Roads	500,000	500,000	677,697	136%
Rural Roads	1,818,813	1,818,813	1,610,016	89%
Regional Roads	1,524,000	1,524,000	927,406	61%
Gravel Pit Restoration	-	50,000	47,577	95%
State Highways	1,500,000	1,500,000	3,161,494	211%
Total Expenditure	5,342,813	5,392,813	6,424,190	119%
Operating Result	553,000	521,446	342,068	

SHIRE OF WALGETT – AGENDA

Recreation & Community Assets

Revenue

Natural Disaster Mitigation program	100,000	100,000	-	0%
Aerodromes	18,000	18,000	160,800	893%
Cemeteries	22,000	22,000	28,638	130%
Total Income	140,000	140,000	189,438	135%

Expenditure

Recreation & Community Assets	1,952,000	2,027,000	1,610,506	79%
Depots Operations	247,404	247,404	236,348	96%
Capital Projects	-	-	-	
Total Expenditure	2,199,404	2,274,404	1,846,854	81%
Operating Result	- 2,059,404 -	2,134,404	- 1,657,416	

Domestic Waste Management

Revenue

DWM	751,687	751,687	788,554	105%
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Expenditure

DWM	693,950	693,950	574,290	83%
Operating Result	57,737	57,737	214,264	

Water Supplies

Revenue

Walgett Water	503,962	503,962	577,332	115%
Lightning Ridge Water	441,920	441,920	478,658	108%
Collarenebri Water	156,100	156,100	167,583	107%
Rowena Water	3,840	3,840	-	0%
Carinda Water	13,706	13,706	-	0%
Total Income	1,119,528	1,119,528	1,223,573	109%

Expenditure

Walgett Water	597,553	563,053	658,933	117%
Walgett Water Capital Projects	25,000	25,000	-	0%
Lightning Ridge Water	335,190	335,190	257,165	77%
Lightning Ridge Water Capital Projects	3,000	3,000	-	0%
Collarenebri Water	246,031	246,031	170,911	69%
Collarenebri Water Capital Projects	500	500	-	0%
Rowena Water	-	17,050	15,235	89%
Carinda Water	-	23,950	12,550	52%
Cumborah Water	-	27,800	6,798	24%
Village Water	33,800	-	-	
Village Water Capital Projects	500	-	-	
Total Expenditure	1,241,574	1,241,574	1,121,592	90%
Operating Result	- 122,046 -	122,046	101,981	

SHIRE OF WALGETT – AGENDA

Sewerage Supplies

Revenue

Walgett Sewer	257,639	257,639	283,237	110%
Lightning Ridge Sewer	246,039	246,039	251,789	102%
Collarenebri Sewer	72,772	72,772	79,184	109%
Total Income	<u>576,450</u>	<u>576,450</u>	<u>614,210</u>	107%

Expenditure

Walgett Sewer	383,555	384,055	281,582	73%
Walgett Sewer Capital Projects	500	-	-	
Lightning Ridge Sewer	220,337	222,337	156,613	70%
Lightning Ridge Sewer Capital Projects	2,000	-	-	
Collarenebri Sewer	62,000	62,500	29,583	47%
Collarenebri Sewer Capital Projects	500	-	-	
Total Expenditure	<u>668,892</u>	<u>668,892</u>	<u>467,778</u>	70%
Operating Result	<u>- 92,442</u>	<u>- 92,442</u>	<u>146,432</u>	

Net Result

Total Income	18,154,943	18,386,152	18,427,870
Total Expenditure	18,100,236	18,238,236	16,636,637
Net Result	<u>\$ 54,707</u>	<u>\$ 147,916</u>	<u>\$ 1,791,233</u>

Relevant Reference Documents:

- 30 April 2007.
- Walgett Shire Council Management Plan 2006-07

Stakeholders:

- Walgett Shire Council

Financial Implications:

Overall, the results of the monthly review indicate that the financial position of Council is satisfactory and continues to operate within budgetary constraints.

Recommendation:

That Council note the Management Report for the period ending 30 April 2007.

MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 10

Subject: CTC @ Lightning Ridge – Petition for Funding Support

Author: Emma Darcy – Manager Corporate Services

File No: 180/08/00/00

Summary:

This report is provided to Council for information and shows support received by way of petition for funding to be sought for the Lightning Ridge Community Technology Centre.

Comments (including issues and background):

A report was presented to Council at its February 2007 Meeting where it was resolved that:-

1. *Council recognise that CTC @ Lightning Ridge cannot retain its present status as a stand alone centre.*
2. *Council defer a decision on committing to financial support for the CTC @ Lightning Ridge to the March meeting to allow further investigation into options that may be available for information technology service provision in Lightning Ridge.*
3. *That Council liaise with the Office of Rural Affairs to endeavour to seek options for funding.*

A further report was presented to Council at its March / April 2007 Meeting where it was resolved that:-

Council formally notify Committee of CTC @ Lightning Ridge in writing that Walgett Shire Council is not in a position to offer support to the Centre until they can identify services, programs and the role of the centre within the community.

Council has since received a copy of a petition which acknowledges that the Lightning Ridge Community Technology Centre is a *not-for-profit* organisation, which provides assistance by way of breaking down the communication and technology barriers to the remote communities of Lightning Ridge and the Walgett Shire as a whole.

The petition also recognises that the Community Technology Centre is an invaluable resource that provides additional special support services to those who are less fortunate, those without computer resources, those on fields without electricity, as well as other non profit organisations.

Signatories of the petition request that serious and strong consideration be given to providing such funding support and or grants so that the Community Technology Centre can continue to provide its invaluable services to visitors, residents, businesses and communities of the Walgett Shire.

Relevant Reference Documents:

- Petition for Funding Support to Lightning Ridge Community Technology Centre
- Council Resolution 09/07
- Council Resolution 56/07

Stakeholders:

- Residents of Lightning Ridge
- Residents of Walgett Shire
- Visitors to Lightning Ridge and surrounds
- Business Houses
- Walgett Shire Council

Recommendation:

That Council note the copy of a petition received for funding support to the Lightning Ridge Community Technology Centre.

MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 11

Subject: Proposed Walgett Freshwater Aquarium and Riparian Education Centre - Update

Author: Emma Darcy – Manager Corporate Services

File No: 245/02/10/00

Summary:

This report provides Council with an update on the proposed Walgett Freshwater Aquarium and Riparian Education Centre Project.

Comments (including issues and background):

A report was presented to Council in August 2005 outlining a business proposal for a Freshwater Aquarium and Riparian Education Centre in Walgett.

Council resolved that Ms Jodi McLean be invited to prepare a Business Plan for the proposed Walgett Freshwater Aquarium and Riparian Education Centre Project and present her plan and marketing and sponsorship plan to Council for consideration.

At the Council Meeting held in February 2006, a Business Plan for the proposed Freshwater Aquarium and Riparian Education Centre in Walgett was presented. For the proposed project to progress to the next stage it was necessary for a feasibility study to be undertaken and for external funding to be sought.

Council resolved that funding in the order of \$25,000.00 - \$30,000.00 for the preparation of a feasibility study be sought from private and public bodies / organisations.

In August 2006 Council was advised by Ms Jodi McLean that she was unable to progress further work on the project until early 2007.

Council has recently received advice from Ms Jodi McLean that the only progress to date since August 2006 has been discussions with Outback Arts Incorporated to discuss funding opportunities. Ms McLean advised that there has been no further progress and it is not envisaged that there will be any further progress until at least November 2007.

Relevant Reference Documents:

- Correspondence from Ms Jodi McLean
- Council Reports

Stakeholders:

- Walgett Shire Council
- Walgett Shire Residents

Recommendation:

That Council note that there has been no further progress on the proposed Walgett Freshwater Aquarium and Riparian Education Centre Project and that it is not anticipated that there will be any further progress until November 2007.

MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 12

Subject: Spencer Steer Audit Management Letter

Author: John Burke – Finance Officer

File No: 180/01/01/00

Summary:

This report provides Council with the results of its Interim Audit conducted in March 2007 by Council's Auditor's Spencer Steer.

Comments (including issues and background):

The Audit Management letter was received from Spencer Steer on 2 May 2007. This letter is the result of their interim audit in respect to the year ending 30 June 2007. The overall result of the audit was that Council records were being well maintained and up to date, but there were some matters that required our attention or comment. A response was forwarded to Spencer Steer, and these responses are noted in the management letter.

In summary, the following was addressed:

- Bank Reconciliations to be signed off by independent officer. Reconciling items to be identified promptly.

This recommendation has been noted. Reconciling items have been identified and acted on.

- A formal purchasing policy and guidelines should be adopted as soon as practicable. This included a process of review for purchases over \$150,000.

Council policies were being drafted by a Consultant, but were never completed. A member of staff is now in the process of completing this policy.

- A Corporate Credit Card policy should be adopted.

The Corporate Credit Card Policy has been completed, and will be presented for adoption at the ordinary meeting of Council on 15 May 2007.

- Electronic Funds Transfer.

This is being investigated by Council's IT Officer.

SHIRE OF WALGETT – AGENDA

- Master-file maintenance

This is now a fortnightly process of the Payroll and Creditors Departments.

- The remittance register is required to be checked by an officer independent of the cashier's function.

This process has been in place for some time.

- Periodic review of manual receipt books is required.

This recommendation is now in place.

- A review of the investment policy should be carried out.

Council will carry out a review of the investment policy, and make changes as suggested.

- Single Invitation Contract Income should be brought to account by raising a debtor at the time of the claim.

This recommendation is now in place.

Overall, the Interim Audit presented results that reflect the dedication and attention to detail shown by members of the Finance Department within Walgett Shire Council.

Relevant Reference Documents:

- Audit Management Letter from Spencer Steer dated 30 April 2007

Stakeholders:

- Walgett Shire Council

Financial Implications:

Nil

Recommendation:

That Council recognise the Audit Management Letter received from Spencer Steer dated 30 April 2007 and actions taken to resolve those issues raised.



Walgett Shire
Council
REC'D

02 MAY 2007

FILE: 180/01/01/00

LETTER No: 3064.

REFER: JPB

COPY: EJD

30 April 2007

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

Dear Sir,

Audit Management Letter

We advise attending Council's offices for the purpose of conducting our interim audit in respect to the year ending 30 June 2007 and are pleased to report that Council's books and records are being well maintained and up to date. All the information and explanations required by us were obtained.

We examined and tested certain aspects of Council's accounting systems and internal controls and wish to draw your attention to matters that we consider warrant some attention. In respect to those matters, we now offer our recommendations on possible ways to strengthen and/or improve procedures. It should however be appreciated that the matters dealt with in this letter came to our notice during the conduct of our normal audit procedures, which are designed primarily to express our opinion on the annual financial accounts and our comments cannot be expected to include all possible improvements.

1. Bank Reconciliations

Bank reconciliations are not signed by the preparer or bear evidence of independent review.

During our review, we noted that the bank reconciliations from July 2006 onwards contain numerous unidentified reconciling items.

Recommendations

The preparer should sign bank reconciliations certifying to their correctness. An independent officer should review the bank reconciliations for correctness and ensure that reconciling items are attended to promptly.



Management Response

Council has issued instructions to the employee completing bank reconciliations that they must sign the reconciliation, have an independent officer review and sign the reconciliation.

2. Purchasing Policy

We are advised that Council does not have a formal policy outlining the preferred steps that Council officers should take in sourcing suppliers for goods and services.

Recommendation

Council should adopt a formal purchasing policy addressing issues such as the cost to be incurred, when verbal or written quotes are required, the number of quotes to be sought and whether local suppliers receive some quantified preference.

Management Response

Council employed a contractor to look at its policies, however this was unsuccessful, and so an officer within Council is looking at policies and will be creating a purchasing policy as a matter of priority.

3. Credit Card Usage

We are advised that Council does not currently have a policy governing the use of corporate credit cards.

Recommendation

Council should develop a comprehensive policy regarding the use of credit cards. In Circular 04/04 issued by the Department of Local Government, they advised issues covered in such a policy ideally should include:

- The circumstances in which cards may and may not be used including credit limits;
- Eligibility and application procedures for new cards;
- Formal acknowledgement by card holders of policy conditions;
- Reconciliation procedures which provide for maintenance of a register of cards and card limits;
- Annual reviews of card holders to confirm usage;
- Procedures for lost, stolen and damaged cards; and
- Procedures for returns and final reconciliation of card accounts on cessation of employment.

Management Response

A draft Credit Card Policy will be presented for adoption at the May 2007 Council meeting.

4. Electronic Funds Transfer (EFT)

Council uses 'Quickline' banking software to perform electronic transfers for payroll and other miscellaneous payments. This system only requires one officer to enter a password to release funds.

Recommendations

The protocol for authorising EFT payments should be similar to that of cheque payments, whereby two signatures are required. Accordingly, two officers should be required to enter their passwords into the banking software to transfer funds and should evidence the authorisation by signing the EFT report. Enquiries of council's bankers may be required to determine how this can best be achieved.

Management Response

Instructions have been issued to Council's IT person, since your review, to investigate with our banking facility as to whether they have an updated transfer system, as Council's current system will not allow more than one password when sending monies.

5. Master-file Maintenance

Accounts Payable and Payroll staff are responsible for the maintenance of all details within their respective sub-systems including bank account details, creation of new suppliers/employees and in the case of payroll, changes to pay rates.

Master-file Maintenance Audit Reports are not produced regularly that would enable an independent review of the changes made to be performed.

Recommendations

The review of the master-file maintenance audit report is an important internal control function to ensure that changes made to bank account details, creation of new suppliers and employees and changes to pay rates are correct and appropriate.

Council should determine whether the master-file maintenance audit reports can be produced in a more user friendly format and whether such reports can be sequentially numbered.

These reports should then be reviewed on a regular basis by an officer independent of the respective sub-system and evidenced by way of signature.

Alternatively, the ability to maintain or modify bank account details should be removed from Accounts Payable and Payroll staff.

Management Response

Instructions have been issued to Payroll and Creditors, requesting audit system be implemented to cover this request.

6. Receipting

6.1. Remittances

We are advised that an officer independent of the receipting function performs a review to ensure that all cheques received in the mail and recorded in the remittance register are duly receipted. However, there is no evidence that this review is taking place.

Recommendation

As evidence of the above mentioned review, the independent officer should sign the remittance register to that effect.

Management Response

Cheques receipted through the mail are receipted through a separate terminal in the back office, and on completion, are checked and signed off by a person independent of the person receipting. Therefore, we feel that this procedure is being completed satisfactorily.

6.2. Manual Receipts

In the event that the computerised receipting system is unavailable, receipts are issued to customers from manual receipt books. There is no evidence that the manual receipts issued are checked to ensure that they have been correctly processed in the receipting system.

Recommendations

Official Council sequentially-numbered receipt books should be used, which should be included in Council's accountable stationary register.

Upon receipting the manual receipts into the receipting system, the system-generated receipt should be attached to the fixed copy in the receipt book.

Periodic reviews, by officers independent of the cashiering and banking functions, of manual receipt books should be made to ensure that all receipts have been properly processed. These reviews should be evidenced by way of signature.

Management Response

Instructions have been issued to include a copy of the electronic receipt in the manual receipt book, and periodic reviews will be carried out and signed off.

7. Investments

During our review of Council's Investment Policy, we noted that it does not address issues such as the maximum value that can be invested with any one institution, types and ratings of investments allowed and delegation of authority to nominated council officers to approve investments.



Recommendation

The Investment Policy should be reviewed and updated to address the above mentioned items and the requirements of the Ministerial Investment Order.

Management Response

Council will undertake to review its Investment Policy and address the comments made in your review.

8. RTA Single Invitation Contract

Council has a contract with the Roads and Traffic Authority (RTA) for the maintenance of State roads and submits a monthly claim for the works undertaken. The income is accounted for in the General Ledger only upon receipt of the funds from the RTA.

Recommendation

Single Invitation Contract income should be brought to account by raising a debtor each time a claim is submitted.

Management Response

Instructions have been issued to the Debtors Clerk to raise the invoice for SIC as soon as the information is received from the Engineering Department. Any adjustments, advised by the RTA, will be done on receipt.

Conclusion

Your comments on the matters raised above would be appreciated in due course. However, should you require any further commentary please advise.

We wish to thank you and your staff for the hospitality and courtesies extended to us during our visit.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'N. Mah Chut'.

N. Mah Chut
Partner

MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 13

Subject: Occupational Health and Safety Workplace Inspections

Author: David Callander – Occupational Health and Safety Coordinator

File No: 145/04/11/00

Summary:

This report is a summary as requested by the Administrator, Mr Vic Smith, of workplace inspections and the like that have been conducted throughout the Shire by Mr David Callander, Coordinator Occupational Health and Safety.

Comments (including issues and background):

The Occupational Health and Safety Coordinator (OH&S Coordinator) commenced duty with the Walgett Shire Council on the 18th July 2005 and has since been reviewing and attending to workplace inspections, responding to requests for assistance with OH&S issues, making recommendations for improvements and investigating areas of concern as they are reported. Site inspections and random spot checks are also carried out throughout the Shire.

During 2007 the following have been diarised as site visits and spot checks;

- Cryon road works – Traffic Control Plan (TCP) check
- Walgett Library / Internet Centre – Fire exit inspection
- Walgett Monument – TCP check following a verbal complaint
- Euroka St road works – site inspection, TCP set up
- Cryon road works – condition of caravan facilities complaint
- Carinda Rd stockpile site – observe loader operation
- Burren Junction – site inspection
- Cryon road works – follow up to previous visit
- Carinda Rd road works site – TCP check
- Walgett Saleyards – site and signage inspection
- Hwy near Sporto – site inspection at request of RTA Surveillance officer
- Cumbadoon Bridge – site inspection at request of Finance Manager due to possible insurance claim
- Kamillaroi Hwy – report of bogged vehicle
- SH18 - investigate roller accident
- SH18 - Drive through TCP check for compliance
- SH18 – Check all contractors for licence compliance
- Lightning Ridge Depot – check flammable liquid storage facilities
- Collarenebri Depot – check flammable liquid storage facilities
- Hebel – Inspect accommodation facilities/premises prior to occupation by road works crew

SHIRE OF WALGETT – AGENDA

- Lightning Ridge – look into concerns regarding dosing of water storage tanks
- Carinda Rd worksite – provide instruction to team on requirements for toolbox paperwork
- Showground Rd worksite – provide instruction to team on requirements for toolbox paperwork
- Dick O'Brien Bridge – called by RTA Surveillance Officer to attend / inspect Safety issues with road surface.

Documented inspections have been carried out at the following locations;

- Walgett Treatment works – first visit, lone worker concerns
- Lightning Ridge Library – first visit, meet and greet, note any issues
- Report to supervisor of observed safety issue with a ride on mower
- Collarenebri Agency – looking at staff safety issues
- Walgett Memorial Pool – inspection report following concerns raised by pool manager
- Report to Manager Corporate Services following an incident at Collarenebri Town Hall
- Walgett Youth Centre inspection – inspect facility at request of GM
- Raw Water Pump Stn inspection – OH&S Inspection
- Walgett Memorial Pool – OH&S inspection, develop improvement plan
- Walgett Showgrounds – OH&S inspection
- Carinda Pool – OH&S inspection
- Collarenebri Pool – OH&S inspection
- Burren Junction Pool – OH&S inspection
- IT office – work place inspection prior to occupancy
- Report to Supervisor – incident involving flocon truck
- Report to Works Engineer – condition of public toilet
- Report to Workshop Foreman – RTA requirement on plant
- Report to Tourism & Development Officer – reply to request for information following inspection
- Finance Officer – report of findings Cumbadoon Bridge investigation
- Works Engineer – request for information following a complaint from staff in regards to dosing of water tanks
- Works Engineer – report of reason for closing down an unsafe worksite

A register of all playground equipment within the Walgett Shire Council has been developed in the form of a photo album. This has been sighted and recognised as a valid register by State Cover Mutual, of playground equipment within the Shire for OH&S purposes. A report with recommendations is currently being prepared for submission to Council.

Plant inspections are currently being conducted using a system developed by Online Safety Systems, whereby an item of plant can be inspected using an industry recognised format, prior to purchase or sale of any plant item. A report is generated from the inspection that details any and all necessary repairs / deficiencies in the plant items.

A recommendation was put to Council at its meeting 17 Aug 2006 that a smoke detection system be installed in the Council's Administration building. This work has been completed and an evacuation plan and training of staff is being developed by Council's Coordinator Occupational Health & Safety.

SHIRE OF WALGETT – AGENDA

Council's Coordinator Occupational Health & Safety completed a Public Liability Audit as was required by Statewide Mutual. As this was the first time that this audit had been conducted electronically (internet based), the final result of the audit does not impact on any Shire insurance premiums. It did however become a useful tool to identify areas of concern within the Shires operations.

Council's Coordinator Occupational Health & Safety completed an OH&S Self Audit as required by Statewide Mutual. As a way of encouraging Council to complete the audit and improve OH&S outcome the Statecover Board provided a financial incentive of 0.24% Council Wages up to a maximum of \$40,000. Payment of the incentive depended on the completion of three Key Performance Indicators.

- Completion of the OH&S Audit by a 30June 06
- Verification of Councils Answers
- Receipt of completed wages declaration

As a result of the criteria having been met, Council received an incentive bonus of \$10212.40 (incl.GST \$928.40) resulting in \$9284.00 being available for future risk management programs.

In April 2007 Council received three improvement notices from WorkCover as a result of allegations being made in relation to work practices. The allegations were investigated by Council's Coordinator Occupational Health & Safety and following discussion with the WorkCover Inspector involved, a portfolio of information relevant to the notices was submitted to WorkCover. To date there has not been any further progress and Council and WorkCover are working together to decide what, if any, further actions are required.

Relevant Reference Documents:

- As listed in the comments section

Stakeholders:

- Walgett Shire Council
- RTA Surveillance Officer
- OH&S Committee
- WorkCover NSW

Financial Implications:

Nil

Recommendation:

That Council receive and note the report on Occupational Health and Safety workplace progress and issues requiring further action.

**MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING
15 MAY 2007**
Item No: 14

Subject: Report on Rates and Charges – 30 April 2007

Author: Katie Hook – Rates Clerk

File No: 180/09/00/00

REPORT ON RATES AND CHARGES - 30 April 2006

	Apr-07	Apr-06
Arrears as at 30 June	1,618,773.48	1,395,484.94
Adjusted Levy	6,157,388.07	5,510,250.91
Interest	76,231.74	74,035.81
Payments	(5,423,050.04)	Unavailable
Adjustments	(31,693.99)	Unavailable
Discount	(59,392.22)	(53,661.41)
Legal Fees	30,838.99	1,192.02
Total Outstanding	\$ <u><u>2,369,096.03</u></u>	<u><u>6,927,302.27</u></u>

COMPARISON WITH 2005/2006

	Apr-07	Apr-06
Current	1,394,824.90	1,391,216.07
Arrears	598,632.84	728,829.13
Interest	303,313.79	301,366.81
Legals	72,324.50	56,338.43
Total Outstanding	\$ <u><u>2,369,096.03</u></u>	<u><u>2,477,750.44</u></u>

Total YTD Collected

	Apr-07	Apr-06
Collected YTD % of Arrears and Levy	71%	
Collected YTD % of Levy	90%	

Recommendation:
That the Report on Rates as at 30 April 2007 be received.

MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 15

Subject: Investment Report as at 30 April 2007

Author: Amy Taylor – Customer Service Officer Finance

File No: 180/02/01/00

Summary:

This report summarises the investments of Walgett Shire Council for the month of April 2007.

Comments (including issues and background):

The Investment summary as at 30 April 2007 is as follows:

SHIRE OF WALGETT –AGENDA

INVESTMENTS - CONSOLIDATED

Council investments have been made in accordance with the Local Government Act 1993 No 30, the regulations and council's investment policy

<u>Investment Institution</u>	<u>Type of Investment</u>	<u>Term (days)</u>	<u>Rate %</u>	<u>Ref</u>	<u>Maturity Date</u>		
Local Govt Financial Services	Term Deposit	196	6.45	419/07	01-May-07	\$	500,000.00
Westpac	Term Deposit	188	6.14	420/07	08-May-07	\$	500,000.00
Bank of Qld	Term Deposit	147	6.51	421/07	15-May-07	\$	500,000.00
Savings & Loans Credit Union	Term Deposit	131	6.61	425/07	22-May-07	\$	250,000.00
Bankwest	Term Deposit	126	6.63	426/07	29-May-07	\$	300,000.00
Bank of Qld	Term Deposit	126	6.47	427/07	05-Jun-07	\$	250,000.00
Citibank	Term Deposit	133	6.45	428/07	19-Jun-07	\$	500,000.00
Cimminvest (FIIG Securities)	Term Deposit	182	6.40	429/07	14-Aug-07	\$	500,000.00
Citibank	Term Deposit	126	6.43	430/07	26-Jun-07	\$	300,000.00
Savings & Loans Credit Union (FIIG Securities)	Term Deposit	126	6.51	431/07	03-Jul-07	\$	500,000.00
IMB Ltd	Term Deposit	126	6.49	432/07	10-Jul-07	\$	500,000.00
ACCU (FIIG Securities)	Term Deposit	133	6.63	433/07	17-Jul-07	\$	500,000.00
Bankwest	Term Deposit	133	6.51	434/07	24-Jul-07	\$	500,000.00
CBA	Term Deposit	94	7.50	435/07	16-Jun-07	\$	500,000.00
Royal Bank Canada	Term Deposit	94	7.70	436/07	16-Jun-07	\$	500,000.00
Bankwest	Term Deposit	154	6.63	437/07	21-Aug-07	\$	300,000.00
Suncorp	Term Deposit	154	6.61	438/07	28-Aug-07	\$	500,000.00
National	Term Deposit	90	6.21	439/07	02-Apr-07	\$	300,000.00
National	Term Deposit	202	6.19	440/07	03-Apr-07	\$	500,000.00
Citibank	Term Deposit	209	6.37	441/07	10-Apr-07	\$	500,000.00
IMB Ltd	Term Deposit	203	6.36	417/07	17-Apr-07	\$	300,000.00
Grange Securities						\$	1,000,000.00
							\$ 10,000,000.00

Recommendation:

That the Investment Report as at 30 April 2007 be received.

MANAGER PLANNING AND REGULATIONS REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 16

Subject: Connection of a Mining Camp to Mains Electricity

Author: Matthew Goodwin – Manager Planning and Regulations

File No: 265/03/05/00 (Ass 3038)

Summary:

The Department of Lands is seeking Council's comments on a proposal to establish an easement to allow mains electricity to be supplied to a Western Lands Lease located on the preserved opal fields at Lightning Ridge. Council previously supported the proposed connection of electricity, therefore it is recommended that Council not object to the proposal.

Background:

At a Council meeting held on 25 November 2002 Walgett Shire Council resolved "*that Council approve Mr Malcolm Holland's application for connection to power at Mining Purposes Lease 282 within Permissive Occupancy 1985-19*". No reference was made in the resolution to any easements that might be required through the Permissive Occupancy 1985-19 held by Walgett Shire Council for the purpose of opal mining administration.

In a letter dated 27 April 2007 the Department of Lands has sought Council's comments on "*any matters you wish to have considered in connection with this application*" to create an easement for a power line to Western Lands Lease 14491. The residence previously located on Mining Purposes Lease 282, is now presumably located on Western Lands Lease 14491. That letter and diagrams showing the location of the proposed easement are included below.

Department of Lands

Land Administration & Management
Property & Spatial Information



45 Wingewarra Street, Dubbo NSW 2830
PO Box 1840, Dubbo NSW 2830
Phone (02) 6883 3000
Fax (02) 6883 3099
www.lands.nsw.gov.au

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

27 April 2007

Our ref: WLL 14491

Dear Sir,

The Department is currently considering an application from Malcolm Donald Holland to create an easement for the purpose of powerline to his Western Lands Lease 14491 as shown on the attached diagram G.

Attached are past copies of correspondence relating to consents obtained by Mr Holland for the connection of power to his residence. It is noted that Mr Holland obtained consent for the proposal from Council in 2002.

Please advise any matters you wish to have considered in connection with this application. If a reply is not received within one (1) month of the date of this letter, your concurrence in the proposal will be assumed.

Yours faithfully

Brian McMullen
Native Title Coordinator
For the Regional Manager/Western Lands Commissioner

**Walgett Shire
Council
REC'D**

01 MAY 2007

FILE: 265/03/05/00

LETTER No: 3001.

REFER: MPG.

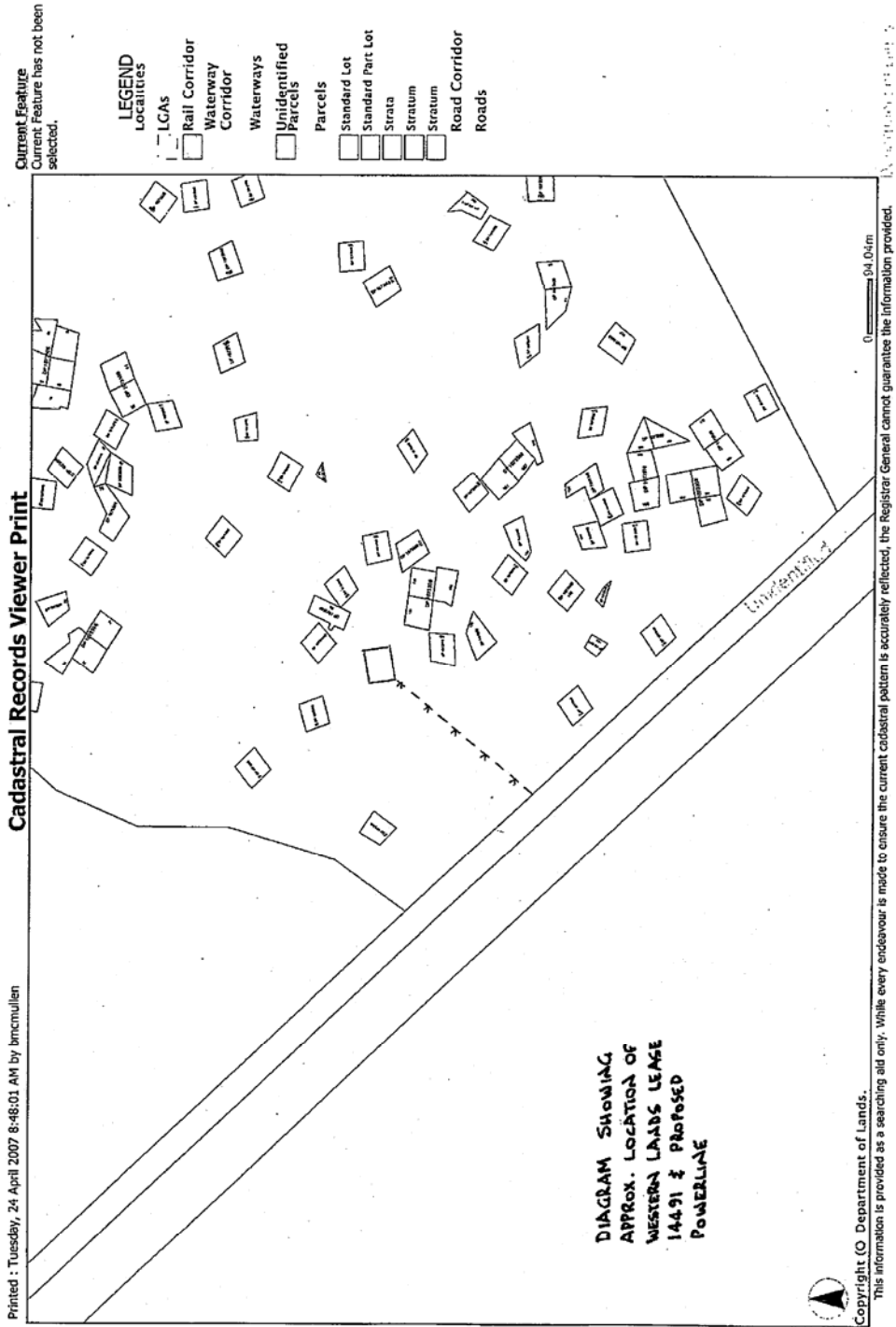
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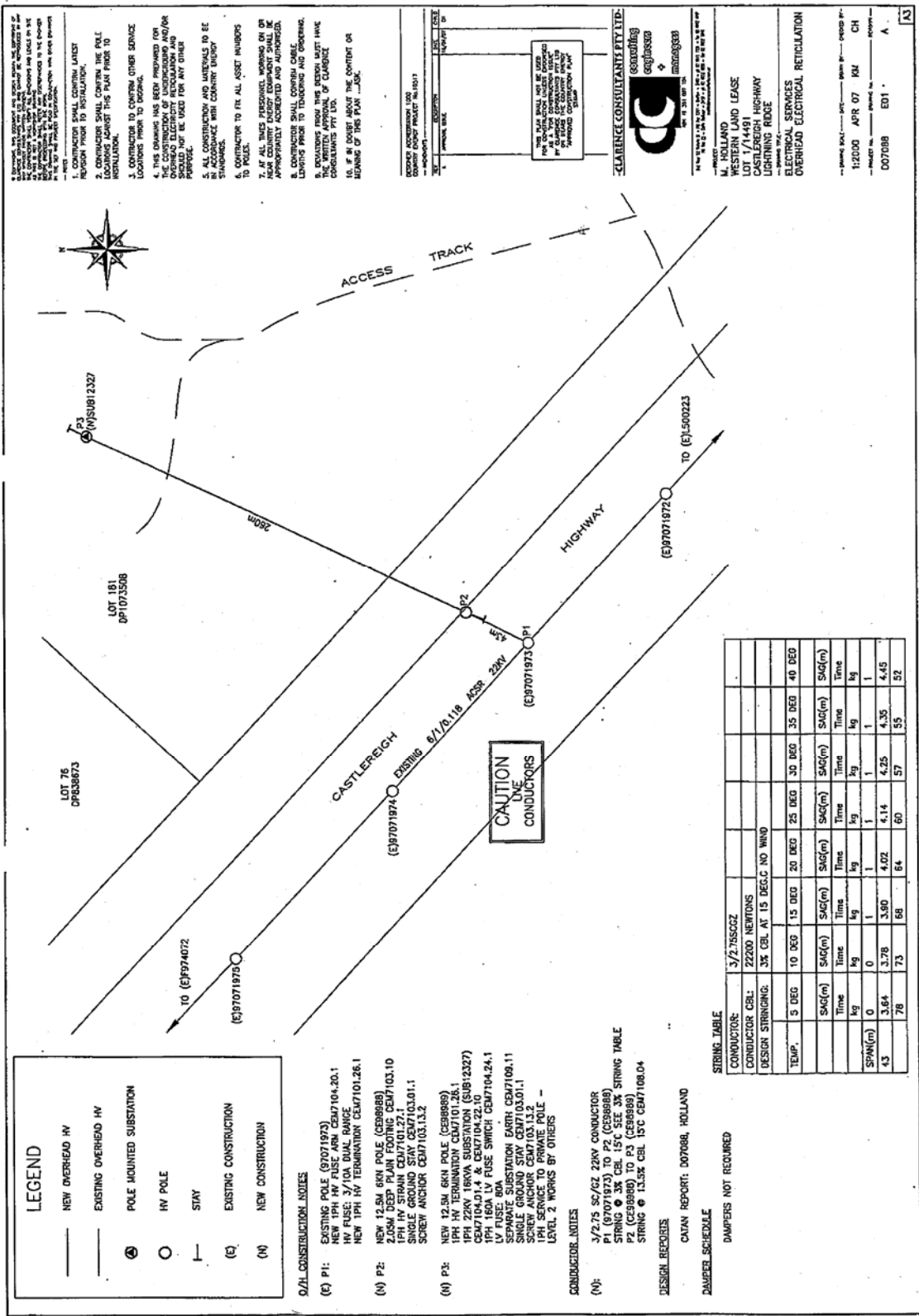


24/04/2007

<http://crv.dlwc.nsw.gov.au/crv/printPreview.htm>

Diagram G





SHIRE OF WALGETT –AGENDA

It is appropriate to note that:

1. The proposed easement will effectively sterilise a significant amount of land that has a comparatively high potential to contain opal.
2. Once established, it is unlikely that the easement will ever be withdrawn.
3. There is no evidence that there will be any discernable benefit for the general public arising from the easement.
4. Current Council policy, as resolved at a meeting held on 20 February 2007, is to not agree *“to any request for its support to establish a connection to mains electricity on the preserved opal fields”*.
5. Despite the above circumstances, given Council’s resolution on 25 November 2002, it would be difficult to justify a belated objection to the proposed easement.

Relevant Reference Documents:

- Walgett Shire Council file 265/03/05/00.

Stakeholders:

- Walgett Shire Council, community, mining camp residents.

Financial Implications:

None known.

Recommendation

Walgett Shire Council resolve to write to the Department of Lands and state that, in this particular case, it has no objection to the creation of an easement to Western Lands Lease 14491 held by Malcolm Donald Holland.

**MANAGER PLANNING AND REGULATIONS REPORT TO COUNCIL
MEETING 15 MAY 2007**

Item No: 17

Subject: Development and Complying Development Certificate Applications

Author: Matthew Goodwin – Manager Planning and Regulations

File No: 315/01/00/00

Summary:

This report provides a summary of the Development and Complying Development Certificate applications recently dealt with under delegated authority.

Comments (including issues and background):

The following tables provides details of Development Applications (DA) and Complying Development Certificate (CDC) applications dealt with under delegated authority by the Manager Planning and Regulation and General Manager during April 2007.

D.A.	DEVELOPMENT	LAND (lot/sec/DP)	ZONE	LOCATION	DECISION	DATE
2007010	Toilet block	R31858	1. Non urban "B"	Cumborah	Approved	12-Apr-07
2007012	Relocate gaming room, new bar& toilets, coolroom extension	522//703618	2. Village	Lightning Ridge	Approved	24-Apr-07

CDC	DEVELOPMENT	LAND (lot/sec/DP)	ZONE	TOWN	DECISION	DATE
2007014	Erect front & side fences	D//414481	2. Village	Walgett	Approved	3-Apr-2007

Relevant Reference Documents:

- Respective Development Application and Complying Development Certificate files.

Stakeholders:

Public and applicants.

Financial Implications:

Nil

Recommendation:

That Walgett Shire Council resolve to note the Development and Complying Development Certificate applications dealt with under delegated authority by the Manager Planning and Regulation and General Manager during April 2007.

MANAGER ENGINEERING REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 18

Subject: Walgett Levee Bank Rehabilitation

Author: Alan Nelson – Manager Engineering

File No: 175/03/02/00

Summary:

This report brings to Council's notice a slight reduction in the accepted tender price, from the NSW Department of Commerce, for pre-construction activities associated with reconstruction of the Walgett Town Levee.

Comments (including issues and background):

Council accepted a tender from the Department of Commerce, in an amount of \$539,600 (exclusive of GST), at its December 2006 meeting for pre-construction activities associated with the rehabilitation of the Walgett Levee Bank. Subsequent to this, the Department of Natural Resources sought some minor variations to the methodology proposed for part of the work included in the tendered amount.

A teleconference was held to discuss the concerns brought forward by the Department of Natural Resources and agreement to a revised scope has been reached. As a consequence of these revisions, the tendered amount has been revised downwards to \$528,900 (exclusive of GST).

Relevant Reference Documents:

- Proposal P06083 (Revision No 1) – Department of Commerce (not attached)
- Council File No 175/03/02/00 (not attached)

Stakeholders:

- Walgett Shire Council
- Department of Natural Resources
- Department of Commerce

Financial Implications:

Financial implications are minimal. The very slight reduction in overall cost will be apportioned between the three levels of government as per the agreed funding split. An application to waive Council's contribution, on the grounds of economic hardship, is yet to be determined.

Recommendation:

That Council note the variation in tendered price submitted by the NSW Department of Commerce, from \$539,600 to \$528,900 (both prices exclusive of GST) for the Walgett Levee Preconstruction project

MANAGER ENGINEERING REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 19

Subject: Collarenebri to Mungindi Road – Aggregate Supply

Author: Alan Nelson – Manager Engineering

File No: 230/01/00/00

Summary:

This report recommends that Council invites quotes from locally based suppliers for the supply of 14mm sealing aggregate for use in conjunction with the \$3 million road reconstruction and sealing programme on Regional Road No 457 (Collarenebri to Mungindi).

Comments (including issues and background):

In 2006 Council called tenders for the supply and delivery of sealing aggregate to all locations within the Walgett Shire. The successful tenderer would source the material from the Coonamble Shire quarry which, in almost all situations, is the best located source of sealing aggregate for Walgett Shire. The upcoming work on the Collarenebri to Mungindi Road, commencing from the Queensland Border is the one exception and it highly likely that a much keener price would be available ex Moree.

Council is obliged to call tenders when the cost, over a twelve month period will exceed \$150,000. Depending upon the price offered, the cost of sealing aggregate for the project on the Collarenebri to Mungindi Road is anticipated to be in the order of \$150,000. On this basis, it would be prudent to consider this as a job which should be tendered. However, Section 55(3) of the Local Government Act states:

(3) This section does not apply to the following contracts:

- subject to the regulations, a contract for the purchase of goods, materials or services specified by a person prescribed by the regulations made with another person so specified, during a period so specified and at a rate not exceeding the rate so specified
- a contract entered into by a council with the Crown (whether in right of the Commonwealth, New South Wales or any other State or a Territory), a Minister of the Crown or a statutory body representing the Crown
- a contract entered into by a council with another council
- a contract for the purchase or sale by a council of land
- a contract for the leasing or licensing of land by the council, other than the leasing or licensing of community land for a term exceeding 5 years to a body that is not a non-profit organisation (see section 46A)
- a contract for purchase or sale by a council at public auction

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- a contract for the purchase of goods, materials or services specified by the State Contracts Control Board or the Department of Administrative Services of the Commonwealth, made with a person so specified, during a period so specified and at a rate not exceeding the rate so specified
- a contract for the employment of a person as an employee of the council
- **a contract where, because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenders, a council decides by resolution (which states the reasons for the decision) that a satisfactory result would not be achieved by inviting tenders**
- contract for which, because of provisions made by or under another Act, a council is exempt from the requirement to invite a tender
- a contract made in a case of emergency

That section of the Act which has been bolded permits Council to resolve not to invite tenders in certain situations. Normally tenders are advertised in a daily metropolitan newspaper, however, in this situation where haulage distance from quarry to jobsite is critical, to advertise in a Sydney newspaper would be a waste of money. The likelihood of a non-local quarry being competitive to supply sealing aggregate to Mungindi is extremely remote. It is suggested that a competitive price will be obtained on the basis of inviting quotes from locally based quarries.

Relevant Reference Documents:

- Nil

Stakeholders:

- Walgett Shire Council
- Locally based quarry operators

Financial Implications:

A cost saving is highly likely if this job is considered independently of the tender accepted for supply and delivery of sealing aggregate in 2006.

Recommendations:

1. **That Council, having regard to the provisions of Section 55(3) of the Local Government Act, resolves not to invite tenders for the supply of sealing aggregate to the Collarenebri to Mungindi Road Reconstruction Project as it would not be practical to solicit tenders from suppliers other than those who are locally based.**
2. **That quotations be invited from locally based quarry operators for the supply of sealing aggregate for the Collarenebri to Mungindi Road Reconstruction Project.**

MANAGER ENGINEERING REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 20

Subject: Shire Road No 75 – Gidginbilla Road

Author: Alan Nelson – Manager Engineering

File No: 235/01/17/00

Summary:

This report relates to a complaint received by Council regarding Gidginbilla Road and suggests that a time frame be established after which Council requires the removal of all gates from its local roads network.

Comments (including issues and background):

A complaint has been received concerning the condition of Shire Road No 75, known as the Gidginbilla Road. This local road travels east from its intersection with the Castlereagh Highway south of Walgett. It is about 6.6 kilometres long, after which it enters Coonamble Shire. The complaint suggests that the length in Walgett Shire compares unfavourably with that section in Coonamble Shire.

An inspection has revealed that the road condition in the two shires is not greatly dissimilar, however the critical difference appears to be that, whilst the Coonamble section has stock grids at property, and perhaps other, boundaries, the 6.6 kilometre length within Walgett Shire has six (6) gates including one at the Shire Boundary. It is likely that the complaints generated probably relate to the presence of these gates as much as they do to the condition of the road, which is considered reasonable. The condition of this road would not compare unfavourably with other lowly trafficked local roads within the Walgett Shire.

This road is one of a few local roads in this area where gates are in existence. Given the severe drought and depressed rural incomes, it is considered unreasonable if Council were to require property owners to meet the cost of replacing gates with stock grids at the present time. Nevertheless, it should be an objective of Council to eventually replace these gates with either stock grids, or, where feasible, a fenced road reserve. A time frame of five (5) years, after which Council will not permit gates to be in place along its network of local roads, is considered reasonable. Land owners who would be affected by such a requirement should be advised accordingly. Council has a policy whereby the removal of stock grids is encouraged with a subsidy towards fencing. This policy should also include the same incentive to remove gates. A gate should be considered in the same context as a single grid. Given the number of gates within a confined length, this subsidy may be attractive to those property owners along the Gidginbilla Road. The attractiveness of fencing, at other locations where gates are present, is likely to be reduced.

Relevant Reference Documents:

- Road complaint relating to Gidginbilla Road (not attached)
- Grid Policy

Stakeholders:

- Walgett Shire Council
- Property Owners along Gidginbilla Road

Financial Implications:

There is a cost to subsidise the removal of stock grids, however this cost is well within the ability to the roads budget to absorb, given the rate of take up of the subsidy. If this policy is extended to include gates, it will not result in a substantial cost escalation.

Recommendations:

1. That Council advises landholders, who have gates on local roads within Walgett Shire, that it will require these gates to be removed and replaced with stock grids, in accordance with Council's policy, no later than 30 June 2012.
2. That Council amend its current policy relating to stock grids, such that gates on roads are considered in the same context as grids and that the fencing subsidy available for single grids be extended to also include gates.
3. That landholders along the Gidginbilla Road be advised of Council's policy and be encouraged to consider fencing the road reserve.

MANAGER ENGINEERING REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 21

Subject: Five Year Road Plan

Author: Alan Nelson – Manager Engineering

File No: 250/12/00/00

Summary:

This report recommends a minor change to the Five Year Road Plan, which was adopted by Council at its meeting held in February 2007. The change relates to the bringing forward of roadworks on Regional Road No 457 and the deferral of some road reformation works. No projects come into or out of the programme as a result of this proposed amendment as it only relates to the scheduling of works.

Comments (including issues and background):

The Five Year Road Plan adopted by Council several months ago was framed on the basis that Council would expend the \$3 million provided for Regional Road No 457 (Collarenebri to Mungindi) over two financial years with 50% being spent in both 2007/08 and 2008/09. Having regard to further information now available, it is envisaged that \$2.1 million will be spent in 2007/08 and the balance of \$900,000 spent in 2008/09. This will require a reconsideration of Council's overall development programme for these two years to make allowance for the additional requirement for Regional Road No 457 in 2007/08. These funds will be available in the following year, to complete any projects which are deferred. Given the funding apportionment between the Strategic Regional Programme and Council's own funds on this project, an additional \$180,000 will need to be committed from other projects towards this work in 2007/08. It is suggested that Project No 3 'Shire Roads Reforming' be reduced from \$338,000 to \$158,000 to accommodate this change.

Relevant Reference Documents:

- Five Year Road Plan – 2006/07 to 2010/11 (amendments attached)
- Council Minute No 20/07

Stakeholders:

- Walgett Shire Council

Financial Implications:

There are no financial implications associated with this report.

Recommendation:

That the Five Year Road Plan be amended to allow for additional expenditure of \$600,000 on Regional Road No 457 in 2007/08 and this be achieved by deferring \$180,000 of reformation works on shire roads from 2007/08 to 2008/09.

MANAGER ENGINEERING REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 22

Subject: Historic Tree - Walgett

Author: Alan Nelson – Manager Engineering

File No: 011/07/01/48

Summary:

This report recommends that, whilst noting the concern expressed by a community member, Council takes no action at the present time in relation to an historic Coolabah tree growing on the Fox Street footpath just south of Wee Waa Street.

Comments (including issues and background):

At its April meeting, Council resolved to survey community attitudes to the retention of an historic tree growing on the eastern footpath of Fox Street, just south of Wee Waa Street. This consultation was taken, in response to a written request from a community member, concerned that the tree posed a risk to passing traffic, both pedestrian and motorised. The consultation was also taken, in the knowledge that an earlier proposal to remove the tree sparked considerable opposition from sections of the Walgett community.

Rather surprisingly, there has been no response, either in favour of retention or removal of the tree, from the community. Contact with A1 Tree Service, who provided the assessment report in 2006, would suggest that the tree should not pose an unreasonable risk in the short term, however they consider a further inspection and report would be prudent in a couple of years time. In the circumstances, it is considered appropriate that Council takes no action at the present time to remove or further prune this tree.

Relevant Reference Documents:

- Council Resolution No 91/07 – April 2007
- Council Resolution No 90/06 – April 2006
- Council Resolution No 39/06 – February 2006

Stakeholders:

- Walgett Shire Council
- Residents of and visitors to Walgett

Financial Implications:

Nil

Recommendation:

That Council, whilst noting the concern expressed by a community member, takes no action at the present time in relation to an historic Coolabah tree growing on the Fox Street footpath just south of Wee Waa Street.

MANAGER ENGINEERING REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 23

Subject: Lightning Ridge Landfill

Author: Alan Nelson – Manager Engineering

File No: 185/02/06/01

Summary:

This report recommends that Council does not proceed further, at the present time, to develop a new landfill site for Lightning Ridge at sites previously identified as Option 1 or Option 2, but instead re-engages the community on a proposal whereby waste from Lightning Ridge would be transferred by truck to the licensed Walgett facility.

Comments (including issues and background):

A report to Council's March meeting was deferred to this meeting, to provide for further consultation prior to any decision on site selection for a new landfill to serve Lightning Ridge is made. A meeting between Council staff and the Lightning Ridge Miners' Association (LRMA) was held in late April. Subsequent to this meeting, a submission from that organisation has been received and is attached to this report.

It was always recognised that the selection of a new landfill site to serve Lightning Ridge would not result in an option which would enjoy universal acceptance. The scattering of mining camps around the residential area ensures this. The submission from the LRMA gives cause for concern that, should Council continue to press for Option 2, as was recommended in the earlier report to the March meeting, vigorous opposition will result. This could easily translate to lengthy delays and additional cost. The LRMA also suggests that Option 1 would not be supported by the community. At this stage, there appears to be a general view within Lightning Ridge that Option 1 would lead to an unsightly town gateway. Whilst there is no reason why this should necessarily be the case, a decision to move forward with Option 1 may also see the project suffering delays and additional cost.

With the intent to close the village landfills, it is proposed to purchase a cab over loading truck to service a number of roadside skips in strategic locations. This philosophy can, and should, be extended to provide for the waste from Lightning Ridge and Collarenebri as well. This would then allow for the closure of all waste depots other than Walgett and the use of this new vehicle, in combination with Council's existing side loading vehicle which is used for domestic kerbside collection purposes, to bring all waste from the area back to one central landfill in Walgett. The operation and licensing of landfills is expected to become increasingly complex, as environmental considerations become more pronounced, accordingly benefits from only having the one landfill are anticipated.

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Waste minimisation strategies will undoubtedly see a reduction in the volumes of waste flowing to landfills, irrespective of where they are located. Council's forward budget provides for this mode of operation from 2001/12, however this could be brought forward if circumstances so require.

Given the apparent reluctance of at least sections of the Lightning Ridge community to accept either Option 1 or Option 2 as a replacement landfill site, it is suggested that the community be re-engaged to ascertain their views regarding a waste solution which does not provide for a landfill. What would be required is a small parcel of land, most appropriately within the Lightning Ridge Industrial Area, where waste could be transferred from the side loading domestic collection vehicle into the new front loading vehicle for transfer back to Walgett. It should be emphasised that waste would not be stored on the site at any time. This appears to be a most practical solution, given the current size of the domestic collection in Lightning Ridge. Until the introduction of this new arrangement, the Lightning Ridge landfill would continue to operate along present lines.

Relevant Reference Documents:

- Council Resolution No 223/06
- Item No 32 – March 2007 Business Paper
- Council Resolution No 75/07
- Submission from Lightning Ridge Miners' Association Ltd

Stakeholders:

- Walgett Shire Council
- Residents of Lightning Ridge and District

Financial Implications:

Any financial implications stemming from the direction recommended in this report will not apply for several years. On the basis that the front loading transfer vehicle will be required to service the village areas, an extension to allow this same vehicle to cover Lightning Ridge and Collarenebri as well is seen as an affordable option and likely to be cheaper and more manageable than the establishment and operation of landfills in these two centres.

Recommendation:

That Council re-engage the Lightning Ridge community, to ascertain their views in relation to a proposal which would see no replacement landfill established in Lightning Ridge and the results of this consultation be brought back to a future meeting of Council.

MANAGER ENGINEERING REPORT TO COUNCIL MEETING 15 MAY 2007

Item No: 24

Subject: Housing Request

Author: Kaye Stone – Asset Officer

File No: 145/09/03/00

Summary:

This report recommends that Council make available temporary accommodation for Youth Off The Street workers.

Comments (including issues and background):

Youth Off The Streets (YOTS) supports chronically homeless and drug addicted young Australians as they work to turn their lives around. With the goal that young people that have completed the YOTS programs leave drug free, with a high school education, living skills and a full or part time job in hand.

Walgett has been successful in gaining a Youth Off The Street agency run by two experienced Counsellor. Due to the lack of private accommodation in Walgett, Council has been approached by YOTS to provide temporary accommodation until more appropriated accommodation is found.

It is proposed that the Murdi Paarki Partnerships Program Facilitator who is currently living in Flat 2/32 Euroka Street, Walgett vacate the premises and move into 46 Euroka Street, Walgett and that Flat 2/32 Euroka Street be made available to the YOTS workers.

Relevant Reference Documents:

- Residential Tenancy Agreements

Stakeholders:

- Walgett Shire Council
- Youth off the Streets employees
- Murdi Paaki Partnerships Program Facilitator
- Community of Walgett

Financial Implications:

Market rent is to paid for both properties Flat 2/32 Euroka Street Walgett being \$90.00 per week and 46 Euroka Street, Walgett being \$150.00 per week, a bond of 4 week is required for both.

Recommendation:

- 1. That a residential tenancy agreement be issued to the Youth Off The Streets counsellor for Flat 2/32 Euroka Street Walgett for the amount of \$90.00 per week.**
- 2. That a residential tenancy agreement be issued to Murdi Paaki Partnerships Program Facilitator for 46 Euorka Street, Walgett for the amount of \$150.00 per week.**
- 3. That the furniture owned by the River Town Project which is currently being stored at 5 Vaughan Place, Walgett be returned to 46 Euroka Street, Walgett.**
- 4. That no keys be issued to any of the prospective tenants until the said residential tenancy agreements are completed and all payments of bonds are received.**

COMMITTEE MINUTES TO COUNCIL MEETING 15 MAY 2007

Item No:

Subject:

Author:

File No:

No Reports Submitted.

REPRESENTATIVE REPORTS TO COUNCIL MEETING 15 MAY 2007

Item No:

Subject:

Author:

File No:

No Reports Submitted.