



Warrumbungle Shire Council

Council meeting

Thursday, 17 March 2011

**to be held at the Acacia Motor Lodge,
John Street, Coonabarabran**

commencing at 1.00 pm

MAYOR

Councillor Peter Shinton

DEPUTY MAYOR

Councillor Murray Coe

COUNCILLORS

Councillor Kerry Campbell

Councillor Tilak Dissanayake

Councillor Ray Lewis

Councillor Mark Powell

Councillor Victor Schmidt

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Kevin Tighe (Acting General Manager)

Vacant (Director Corporate Services)

Greg Kable (Acting Director Technical Services)

Tony Meppem (Acting Director Environmental Services)

Rebecca Ryan (Director Community Services)

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Acacia Motor Lodge, John Street Coonabarabran on Thursday, 17 March 2011 commencing at 1.00pm

Date: 10 March 2011

Cr Peter Shinton
Mayor
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Cr Shinton

AGENDA

I submit the following report for Council's consideration at its meeting to be held on 17 March 2011. I further attach relevant reports from the Directors to me for the consideration of Council.

Forum

Declaration of Pecuniary interest and conflicts of Interest

Confirmation of Minutes

CONFIRMATION OF MINUTES of the ordinary meeting of Warrumbungle Shire Council held on 17 February 2011

ADOPTION OF THE RECOMMENDATIONS of the Warrumbungle Shire Traffic Advisory Committee held on 24 February 2011

ADOPTION OF THE RECOMMENDATIONS of the Warrumbungle Shire Consultative Advisory Committee held on 3 March 2011

ADOPTION OF THE RECOMMENDATIONS of the Tourism and Economic Development Advisory Committee held on 4 March 2011.

Reports

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Questions for Next Meeting

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Matter to be dealt with “in committee”

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

The item relates to the new LEP and is classified CONFIDENTIAL under Section 10A(d) (iii) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

- (d) commercial information of a confidential nature that would, if disclosed,
 - iii) reveal a trade secret

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KEVIN TIGHE
ACTING GENERAL MANAGER

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ACTING GENERAL MANAGER'S REPORT

ANNEXURE 1

1.1 Request For Leave Of Absence – Councillor Dissanayake

Background

A letter was received from Councillor Dissanayake on the 8 March 2011, advising that he was unable to attend the ordinary meeting of Council on the 17 March 2011. A copy of the letter has been forwarded to Councillors under separate cover.

Issues

Should a Councillor not attend three consecutive meetings without being granted leave of absence, they can no longer hold office.

Option

Council has the option of granting leave of absence or accepting the absence as an apology.

Financial Considerations

There are no budget implications resulting from this request.

RECOMMENDATION

That leave of absence is granted to Councillor Tilak Dissanayake for the meeting on the 17 March 2011.

1.2 Appointment Of Director Corporate Services – 6 Month Period

Background

Council will be aware that applications were invited for the position of Director Corporate Services for a contract period of 6 months. Following a selection process, the position has been offered to Mr John McHugh. The contract of employment is required to be endorsed by Council using Council's Common Seal.

Mr McHugh is well qualified for the position and has had several appointments in local government authorities including; Sutherland Shire Council, Brisbane City Council and Ipswich City Council.

Mr McHugh will take up residence in a Council owned house in Martin Street Coolah.

RECOMMENDATIONS

That Council endorse the appointment of Mr John McHugh to the position of Director Corporate Services for the period 17 March 2011 to the 17 September 2011, FURTHER that Council authorise the Mayor and Acting General Manager to attach Council's Common Seal.

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1.3 Review Of Financial Assistance Policy

Background

At the meeting on the 17 February 2011, Council considered a report on the Donations Policy and made the following resolution;

That Council defers consideration of this matter at this time and that a review of the policy and further report is prepared and submitted for consideration at Council's March 2011 meeting. (Resolution 273, 17 February 2011)

The intention of the review is to address apparent inconsistencies in the existing policy and concerns that the policy may not comply to the fullest extent with requirements under the Local Government Act 1993.

A revision of the policy has been made and is included in attachment 1.0. The implementation of the policy represents a significant departure from the current process associated with receiving and determining requests for financial assistance. Hence, Council is requested to consider the draft policy.

Issues

The Division of Local Government has provided the following guidelines in relation to development of Financial Assistance Policy;

Financial assistance must be for the purposes of exercising the council's function's. Section 356(2) requires councils to give a last 28 days public notice of a proposal to pass a resolution to grant financial assistance prior to doing so.

Public notice is not required if:

- *The assistance is part of a specific program which has been included in the council's management plan.*
- *The program's budget does not exceed 5% of the council's income from ordinary rates for the year and*
- *The program is uniformly available to all or a significant group of persons within the area.*

The department encourages councils to achieve greater transparency and accountability by developing a policy on the granting of financial assistance to others.

The financial assistance or donations policy should cover issues such as:

- *Forms of application for financial assistance*
- *Assessment processes, including, where applicable, obtaining supporting information to establish the bona fides of applications*
- *Procedure for ensuring public notice is given and for dealing with any public submissions*

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- *Establishing clear and transparent criteria for the assessment of applications for financial assistance*
 - *A procedure for ensuring financial assistance is used by the recipient for the specified purpose*

Policies should be applied with sufficient flexibility to ensure that the council strikes an appropriate balance between prudent financial management and its ability to effectively meet meritorious requests for financial assistance.

Options

The proposed draft policy removes consideration of individual requests for financial assistance from the budget process. Under the proposal, monetary grant donations are considered at the ordinary meeting of Council in February and August. Furthermore, the entire policy and list of financial assistance is reviewed during the February meeting.

The proposed policy has not changed the intent or amount of financial assistance provided under the existing policy, however, Council may wish to make changes to the proposed policy.

Financial Considerations

There are no immediate budget implications in the proposed financial assistance policy.

RECOMMENDATION

That Council's existing donations policy is replaced with Financial Assistance Policy contained in attachment 1.0.

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ATTACHMENT 1.0

POLICY DOCUMENT

Financial Assistance Policy

1. POLICY NAME

Warrumbungle Shire Council Financial Assistance to Others Policy

2. POLICY

Warrumbungle Shire Council will provide financial assistance or donations to community groups and individuals to encourage their development and growth within the Shire.

3. POLICY OBJECTIVES

The expected outcomes of this policy are as follows:

- Identification and support for community groups, organizations and individuals that contribute to the social, economic and / or environmental fabric of Warrumbungle Shire.
- Transparent process of application, assessment and determination of financial assistance.
- That financial assistance provided by Council complies with requirements of Section 356 of the Local Government Act 1993.

4. POLICY SCOPE

Council will provide financial assistance to those community groups, organizations and individuals that, by their activities, demonstrate a contribution to either the social, economic and / or environmental well being of the Shire. Financial assistance is provided across a broad range of activities and are grouped as follows;

- Sporting Clubs & Events
- Charity Groups
- Religious Properties
- Education Support
- Emergency Response Groups
- Community Service Organisations
- Cultural Groups and Societies
- Youth Groups and Senior Citizens
- Individuals
- Community Hall Committees

The types and structure of financial assistance depends upon the type of activity being undertaken and may be one of the following types;

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1. Donation of one half on the annual General Rate, Water Access Charge and Sewerage Access Charge
2. Donation of one half of the annual Water Access Charge and Sewerage Access Charge
3. Donation of the full annual waste collection charge.
4. Monetary grant

This policy provides overall guidance to elected representatives when faced with a diverse range of requests for financial assistance and it also provides guidance to staff that are required to implement the policy.

5. POLICY IMPLEMENTATION

In accordance with Section 356(1) of the Act, Council may, in accordance with a resolution of Council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

5.1 Specific Program

Attachment 1.0 contains a list of community groups that receive financial assistance and this list will be reviewed at the ordinary meeting of Council in February each year. The revised and updated list will then be included in Council's management plan for the next financial year.

Financial assistance requested in the form of a monetary grant must be made on Council's application form. Where the monetary grant exceeds \$200 in one year the recipient of the financial assistance is required to provide a report to Council in a format prescribed by Council.

Council will make a budget allocation in the management plan for requests for financial assistance that may be received throughout the year, but not included in attachment 1.0.

5.2 Application Process for Financial Assistance

Council will consider applications for financial assistance at the ordinary meeting in each of the following months only;

- February
- August

Prior to these meeting dates Council will make a public call for applications for financial assistance. Financial assistance applications must be made on a form prescribed by Council.

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5.3 Assessment Criteria.

Council will use the following general criteria when considering requests for financial assistance;

- Activities which address gaps in service or community development;
- Activities which promote community development in a multicultural context and seek to address issues of access and equity;
- Involvement from volunteers and self help initiatives which build upon Council's contribution;
- Consumer / user participation in management of services / activities
- Innovative and creative approaches to identified needs; and
- Activities, which use Council funding to attract further resources.

Council will give low priority to following types of requests for financial assistance;

- Activities/services which do not attempt to become self-supporting where the potential exists through fees or other feasible income – producing activities.
- Activities of a purely social nature, which do not address the needs of disadvantaged groups.
- Activities which are eligible for support from state- wide or regional parent bodies.
- Organisations, which have not observed accountability requirements for past Council assistance.

5.4 Use of Council Managed Properties, Facilities, Plant and Equipment

5.4.1 Coonabarabran Town Hall

When Council considers donations for the waiver of fees and charges at the Coonabarabran Town Hall that Council not waive the fees and charges but donate an amount as determined for the Hall fee Charge only. That is that the caretaker's costs and administration costs associated with the use of the Town Hall will not be part of the donations budget or consideration. Further that in considering the granting of a donation the fact of whether a fee is charged for entry to the Hall at the time will be a factor in determining the donation.

A fifty percent (50%) discount off Coonabarabran Town Hall charges (Hall Hire Fee Only – not caretaker, security bond or any other charges) for performance or presentations that are imported to Coonabarabran which are not readily available in Coonabarabran. The discount only being available when a local charity or organisation within the shire financially benefits from the function. Functions specifically excluded are balls, weddings, Parties, Reunions, organisation presentation nights, conference (reduced fee already exists) and auction sales. Concerts of the like where the imported orchestra, band or theatrical group does not perform for a least 50% of the function are also excluded.

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5.4.2 Council Owned Plant

When Council plant is used to carry out private work at the request of a local non-profit organisation, a donation equal to the plant hire be made to the applicant subject to:

- a) the work being carried out at a time which does not adversely affect Council's work program
- b) the plant being operated by an approved Council operator
- c) the operator volunteering his/her services
- d) an appropriate hire agreement being executed by the applicant
- e) appropriate insurance cover being arranged
- f) that any requests be referred to Council for approval.

5.4.3 Development Applications

That Council donate the equivalent amount of the development application fee only levied on works to be undertaken on Council-owned facilities with such funds to be provided from Donation – Other budget. Statutory fees and Council Administration fees remain payable.

6. RELEVANT LEGISLATION AND GUIDELINES

- a) Local Government Act 1993

7. POLICY REVIEW

This Policy has a life of one (1) year. It will be reviewed in February 2012.

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Annexure 1.0 - Warrumbungle Shire Council Annual Financial Assistance Program*

Program Category Name of Organisation or Group	Assistance Type (see note 1)
Sporting Clubs & Events	
Northern Inland Academy of Sport	(4) \$360.00
Binnaway Jockey Club	(4) \$1,000.00
Baradine Tennis Club (Catholic Church)	(2)
Neilrex Tennis Club	(4) \$700
Mendooran Turf Club	(4) \$1,000
Coonabarabran Jockey Club	(4) \$1,000
Charity Groups	
St Vincent de Paul – Dalgarno Street	(2)
Religious Properties	
Baradine - Anglican Church - Uniting Church - Catholic Church	(2)
Binnaway - Anglican Church - Catholic Church	(2)
Coonabarabran - Jehovah's Witnesses - New Life Centre (Assemblies of God) - Catholic Church <i>Note: The Anglican Church and the Uniting Church in Coonabarabran have not received this donation in the past because they have a church hall considered able to produce an income.</i>	(2)
Coolah - St Andrew's Anglican Church - St James Presbyterian Church - Sacred Heart Catholic Church	(2)
Dunedoo - All Saints Anglican Church - St David's Presbyterian Church - St Michael's Catholic Church - Uniting Church	(2)

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Mendooran - St Chad's Anglican Church - St Mary's Catholic Church	(2)
Note: (i) None of the above organisations will be required to pay more than \$589.88 on the above charges raised for the year 2010/2011. Thereafter this amount will be increased by general fund rate pegging each year. (ii) In all cases actual consumption costs for water usage will not be included in the donation policy and thus must be paid in full by the property owners.	
Education Support	
St Lawrence's, Coonabarabran	(4) \$70.00
St Johns Baradine	(4) \$70.00
Baradine Central School	(4) \$70.00
Binnaway Central School	(4) \$70.00
Coonabarabran Primary School	(4) \$70.00
Coonabarabran High School	(4) \$70.00
Coolah Central School	(4) \$70.00
Coolah Sacred Heart Primary School	(4) \$70.00
Dunedoo Central School	(4) \$70.00
St Michael's School – Dunedoo	(4) \$70.00
Mendooran Central School <i>Note: Dunedoo TAFE was included in the "regular contributions" for a \$50 contribution to the Presentation evening however, Coonabarabran TAFE has not in the past received a donation from Council.</i>	(4) \$70.00
Emergency Response Groups	
Leadville Fire Shed (ass. 12519.5)	(3)
Community Service Organisations	
Coonabarabran CWA	(1)
Baradine CWA	(1)
Mendooran CWA	(1)
Baradine Masonic Lodge	(1)
Lodge Timor No 274	(1)
Coolah Community Radio	(4) \$520
Dunedoo Three Rivers Community Radio	(4) \$520
Coonabarabran 2WCR FM Community Radio	(4) \$520
Cultural Groups & Societies	
Baradine School Band	(4) \$250.00
Coonabarabran Orbital Swing Band	(4) \$1,000

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Binnaway Showground	(2)
Baradine Agricultural Show – Art Prize	(4) \$50
Binnaway Agricultural Show – Art Prize	(4) \$50
Coonabarabran Warrumbungle Arts	(4) \$1,000
Warrumbungle Arts & Crafts – Coonabarabran	(4) \$800
Dunedoo Lions Club – Art Unlimited	(4) \$500
<i>Note:</i>	
<i>(i) The Warrumbungle Arts & Crafts Art Award is an acquisitive Award with Council receiving the artwork for it's collection. However the Dunedoo Lions Club Award is not an acquisitive Award rather the \$500 is a donation from Council.</i>	
<i>(ii) Coolah is not included with the Agricultural Shows because it does not have an annual show and Mendooran, while it has an annual show has not requested an Art prize in the past.</i>	
Youth and Senior Groups	
Coolah Youth & Community Centre (assess 11212)	(3)
Coonabarabran Boy Scouts	(2)
Coonabarabran Girl Guides	(2)
Coolah Youth Club	(4) \$1,000
Individuals	
Kidney Dialysis Patients (excess water charge donated – limit equal to 350 kilolitres)	(4)
Keep Australia Beautiful	(4) \$470
Coolah Rock'n At the Racecourse	(4) \$1,000
Dunedoo Bush Poetry	(4) \$500
Coonabarabran DPS Local & Family History Group	(4) \$500
Community Halls	
Neilrex Hall Committee	(4) \$500

* This program will be reviewed in February each year and included in Council's Management Plan

Note 1: Types of Financial Assistance

1. Donation of one half on the annual General Rate, Water Access Charge and Sewerage Access Charge
2. Donation of one half of the annual Water Access Charge and Sewerage Access Charge
3. Donation of the full annual waste collection charge.
4. Monetary grant

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1.4 Town Committee Meetings

Since 2005 Council has facilitated a Town Committee meeting in Binnaway, Baradine, Mendooran, Dunedoo and Coolah. At this time, there was also a Coonabarabran Town Beautification Committee. The General Manager, Directors and a number of Councillors attend the Town Committee Meetings, and they provide an opportunity for community members to offer feedback to Council both positive and negative and enabled a forum for discussion about the Management Plan, budget, capital projects and events such as Australia Day.

Minutes of these meetings are presented to Council thereby ensuring community feedback was given proper and due regard at a formal Council meeting.

Due to repeated low public attendances these Town Committee meetings which were originally held every three (3) months were reduced to being held twice per annum. Then in May 2010 Council resolved that one meeting be held in February or March each year in lieu of town committee meetings prior to budget deliberations to provide an opportunity for each community, including Coonabarabran, to contribute to the budget discussions (**Resolution No 388**). This decision was based on the questions raised as to the effectiveness of these meetings, the agenda items being discussed, the disappointing number of people attending and the cost to the organisation having the full complement of senior staff and the Manager Administration out of the office for two full days in a row.

Similarly due to continued lack of quorums, the Coonabarabran Town Beautification Committee ceased as a Committee of Council in 2008.

The Development Groups and Progress Associations have expressed concern that this opportunity for the community to provide input into Council activities and meet local Councillors and senior staff is to be limited to just once per year. Many were unaware until last October that there was not going to be a second town committee meeting.

In view of the upcoming 2011-2012 budget preparation, in early February, the Acting General Manager sought suggestions to assist Council in creating a valuable forum for two way discussion. It was noted that the time of day is not appealing for many business or working people, so if a late afternoon or evening time was preferable then this could be the first change. Also, to facilitate an opportunity for Coonabarabran residents to attend a forum similar to the other communities, a request was made to the Coonabarabran Chamber of Commerce to be the lead organisation for a Coonabarabran Town Committee.

Each Development Group, Progress Association and the Chamber of Commerce were asked to consider the venue, time of day, agenda and promotion plus any other suggestions to revitalise this important networking and information sharing opportunity.

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It was noted that all agenda's, minute taking, promotion and set up at any Council premises is undertaken by Council staff. What is expected of the lead community/business organisation like the Development Groups and Progress Associations is to promote the opportunity to engage with Council with community members, bring any issues aware of to the meetings, encourage residents to attend and forward any agenda items to the Council office.

The feedback has been very positive and each group provided valuable suggestions which included the following;

1. Meetings to be held in the evenings: range of start time 6pm to 7pm
2. Current/proposed venues:
 - Mendooran – Hall
 - Dunedoo – Multipurpose Building
 - Binnaway – Hall
 - Baradine – RTC
 - Coolah – Council Chambers
 - Coonabarabran – Town Hall
3. The agenda is generally circulated by Council prior to the meeting for additional items. Preference is given to Council presenting information for discussion such as the budget outcomes, projects, local issues, with general question time having clear explanation of what processes and development of action plans, with minutes being taken and items followed through if necessary.
4. The recommended means for promotion of the meetings included; notices in each of the local monthly publications, notice boards in each community, Coonabarabran Times, emails, rate notices or any Council newsletter publications.

The senior executive team do not have a problem working after hours to facilitate an evening meeting and there are no associated overtime or time in lieu costs. It is proposed that the Directors may share the minute taking which will then eliminate the need for the Manager Administration to attend. The other benefit of an evening meeting is that staff are not out of the office for full days and there will not be the rush to leave for the next meeting as currently experienced. The meeting schedule would be required to be spread over a two (2) week period with dates established at least the month prior to ensure adequate time for inclusion in the smaller monthly community publications. A return to two (2) meetings per year is also deemed more appropriate. An end of year Town Committee meeting prior to Christmas would be ideal for the Community Strategic Plan process and presentation of the Annual Report.

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RECOMMENDATION

That Council facilitate Community Town Committee meetings to be held in April and November 2011, commencing at 6.00pm , as per the following schedule;

Mendooran	Monday 11 April	Mechanics Institute Hall
Coonabarabran	Tuesday 12 April	Coonabarabran Town Hall
Dunedoo	Wednesday 13 April	Multipurpose Building
Binnaway	Monday 18 April	Binnaway Hall
Baradine	Tuesday 19 April	Baradine RTC
Coolah	Wednesday 20 April	Council Chambers

Mendooran	Monday 7 November	Mechanics Institute Hall
Coonabarabran	Tuesday 8 November	Coonabarabran Town Hall
Dunedoo	Wednesday 9 November	Multipurpose Building
Binnaway	Monday 14 November	Binnaway Hall
Baradine	Tuesday 15 November	Baradine RTC
Coolah	Wednesday 16 November	Council Chambers

1.5 Requests For Financial Assistance

Background

A number of requests for financial assistance or donations have been received from various community groups and organisations over the last few weeks. A summary of each request is given as follows;

Organisation	Summary of Request	Background
Coonabarabran Bowling Club	Sponsorship of the 4 – day bowls tournament held over Easter. Various levels of sponsorship; Gold \$1000, Silver \$500, Bronze \$250. \$100 or \$50.	Previous applications have been rejected by Council.
Coolah & District Historical Society	Contribution towards cost of electronically archiving Roy Cameron’s collection in the basement of the Coolah Office. Total estimated cost \$5,000.	New application.
Coonabarabran P.A.I. & H Association	Reimbursement of costs associated with collection of garbage collection at the Coonabarabran Show on 11,12 March 2011. The estimated cost is \$550.	New application
Baradine Campdraft Assoc.	Contribution towards cost of supplying equipment to clean up and prepare grounds for campdraft on 28/29 May 2011.	Previously provided financial assistance up to a maximum of \$200.

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Cassilis Polocrosse Club Inc.	Sponsorship of polocrosse carnival 28 / 29 May 2011. Various levels; \$3000, \$1000, \$500 and \$250.	New application
Rotary Club of Coonabarabran	Contribution of \$500 sought to assist costs associated with the Rotary Youth Driver Awareness program scheduled for 6 May 2011	\$500 provided by Council in 2010 for similar event.
Lifeline Central West	Unspecified contribution towards the cost of services provided by lifeline, which is based in Bathurst.	New application.

Options

Council has discretion in relation to these requests for financial assistance. However Council should be mindful of the requirements under Section 356 of the Local Government Act and general principles established in the current donations policy.

Financial Considerations

Council has a budget allocation for 'Other Donations' and currently there is \$5,500 unexpended in that allocation.

RECOMMENDATION

1. The application by the Coolah & District Historical Society for financial assistance to electronically archive information in Roy Cameron's collection is referred to the 2011/12 budget consideration
2. That the application by the Rotary Club of Coonabarabran for financial assistance of \$500 towards the cost of conducting a Youth Driver Awareness program in 2011 is approved.
3. That the application by the Baradine Campdraft Association for financial assistance of \$200 towards the cost of conducting the 2011 Baradine Campdraft is approved.

1.6 Vision, Mission And Values

Background

The following resolution was made by Council on the 15 July 2010 in response to a notice of motion.

***10 RESOLVED** that Councillors take part in an independently-facilitated workshop to develop a vision for the future of Warrumbungle Shire Council. This vision would include the generation of an agreed set of values, principles and goals, by which the future direction and strategies of Council would be guided and governed.*

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Councillors have been involved in two workshops that considered, amongst other issues, the Council's Vision, Mission and Values. At the last workshop on the 17th November 2010, Councillors, the General Manager and Directors agreed upon a draft set of values as well as a vision and mission. This draft document was then circulated to staff via an attachment to pay slips, internal email list and the staff newsletter.

Furthermore, the subject was discussed at length at a meeting of all Managers on the 11 February 2011. As a result of this consultation some written responses have been received from staff.

Council is now asked to formally consider the draft Vision, Mission and Values and staff comments received and to make a resolution on the final document. A copy of the draft is included in attachment 1.0.

Issues

The need for a Vision and Mission Statement, supported by a stated set of Values was first identified by the consultant Local Government Management Solutions and the requirement was also identified by the Division of Local Government through the Promoting Better Practice Report.

“A shared vision developed by Council, staff and the community should form the foundation of Council's strategic approach and guide long term policy and decision making to sustain the community” (p 15. DLG report). Council's mission is a statement about the organisation's reason for existence. The mission statement should be unique to Warrumbungle Shire Council and one that is recognised by everybody in the organisation.

“Corporate values define the acceptable standards which govern the behaviour of individual employees within the organisation” (p 22. DLG report).

Options

The responses received from staff are outlined in attachment 2.0. During the meeting of all managers, many considered that wording of the draft Vision as too long and cumbersome. It was considered that the Vision statement should be succinct so that it could be used on letter head, management plans and any Council publication. That is, the Vision statement should be used as brand for the Shire.

Financial Considerations

There are no implications for the current budget associated with adoption a vision, mission and values.

RECOMMENDATION

For Council consideration

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Attachment 1.0 – Draft Vision Mission and Values.



Vision

Excellence in local government by
providing
quality, cost effective services

To enhance

Lifestyle, environment, opportunity
and prosperity for our Community

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Mission

To provide infrastructure and services which meet the social and economic needs and aspirations of the Community now and in the future.

By providing effective leadership and good governance, by encouraging teamwork, through a dedicated responsible well trained workforce.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Acacia Motor Lodge, John Street Coonabarabran on Thursday, 17 March 2011 commencing at 1.00pm

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Values

Honesty

We will be transparent and open and accept responsibility for our actions

Integrity

We will behave in accordance with our values and will do what we will say we will do

Fairness

We will ensure that we will consider all the facts before deciding and are committed to two way communication

Caring

We will show that we care by working for the benefit of our community and our natural environment

Respect

We will show that we respect ourselves, our colleagues, the organisation and the community by being polite, listening actively and responding truthfully

Transparency

We will be open and honest in all our interactions with each other and our Community

Passion

We will go about all our activities with energy and enthusiasm

Trust

We will Strive to be dependable, reliable and deliver outcomes in a spirit of goodwill and trust

Opportunity

We will create opportunity for staff career advancement

WARRUMBUNGLE SHIRE COUNCIL

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Attachment 2.0 – Summary of Changes and Alternatives Suggested by Various Employees.

Vision

Alt.1. Enhancing the community with quality cost effective services.

Alt.2. Excellence in local government to enhance lifestyle, environment, opportunity and prosperity for our community.

Alt.3. Excellence in Local Government.

Alt 4. Excellence in local government by providing quality cost effective services.

Mission

Alt.1. To provide infrastructure and services by providing effective leadership and good governance.

Alt.2.

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

Alt.3. To provide infrastructure and services by providing effective leadership and good governance.

Values

Alt. 1 Accept the set of values as listed, with a minor change to the description of **Integrity**. Should read 'We will behave in accordance with our values and will do what we say'.

Alt. 2 Accept the set of values as listed, with the following revised description of **Opportunity** 'We will create opportunity for staff development and career advancement'.

Alt. 3 Accept the set of values as listed, with the following changes and additions;

- **Integrity**. We will behave in accordance with our values.
- **Teamwork**. We will work together to improve our Community

Alt. 4

Honesty

Frank and open discussion, taking responsibility for our actions.

WARRUMBUNGLE SHIRE COUNCIL

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Integrity

Behaving in accordance with our values

Fairness

Consideration of the facts and a commitment to two way communication.

Compassion

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

Respect

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

Transparency

Open and honest interactions with each other and our community.

Passion

Achievement of activities with energy and enthusiasm

Trust

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

Opportunity

To be an enviable workplace creating pathways for staff development.

Alt. 5. Accept the set of values as listed with the following changes and additions;

- **Fairness.** We will ensure that we will consider the facts before making a decision.
- **Communication.** We are committed to two way communication

WARRUMBUNGLE SHIRE COUNCIL

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1.7 National Roads Congress

Council has been invited to attend the 2011 ALGA National Local Roads and Transport Congress which is being held in Mount Gambier, South Australia from the 16 to 18 November 2011.

It is necessary for Council to be represented at this Congress to ensure that the importance of the programme is reinforced with the Federal Government. The Council has been, in the past, represented by the Mayor and General Manager.

RECOMMENDATION

That Council determine its representation at the 2011 ALGA National Local Roads and Transport Congress in November.

1.8 Shires Conference

The Annual Shires Conference is to be held in Sydney from Monday 30 May to Wednesday 1 June 2011. Each year according to Council policy the Mayor and General Manager attend along with two Councillors.

It is now necessary for Council to determine the attendance at the Conference for 2011.

RECOMMENDATION

That the Mayor and General Manager attend the Annual Shires Conference in Sydney for the 3 days of 30 May, 31 May and the 1 June 2011. Further that Council determine the attendance of 2 Councillors also for the Conference.

.....
KEVIN TIGHE
ACTING GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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Mr Kevin Tighe
Acting General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

DIRECTOR OF CORPORATE SERVICES

ANNEXURE 2

2.1 BANK ACCOUNTS AND INVESTMENTS AS AT 28 February 2011

GENERAL FUND	BANK	RESTRICTED	BALANCE
General Fund Bank Balance	\$ 8,136,794.70		\$ 6,268,278.70
Future Capital Upgrading		\$ 371,270.13	
Employees Leave Liability		\$ 767,414.00	
External Grants for Specific Projects		\$ 418,832.87	
Development Sec 94/64 Contributions		\$ 310,999.00	
TOTALS	\$ 8,136,794.70	\$ 1,868,516.00	\$ 6,268,278.70
WATER FUNDS			
	BANK	RESTRICTED	BALANCE
Baradine Water Bank	\$ 510,339.11		\$ 510,339.11
Binnaway Water Bank	\$ 497,835.71	\$ -	\$ 497,835.71
Coonabarabran Water Bank	\$ 1,113,356.95	\$ 914,150.00	\$ 199,206.95
Coolah Water	\$ 775,537.84		\$ 775,537.84
TOTALS	\$ 2,897,069.61	\$ 914,150.00	\$ 1,982,919.61
SEWERAGE FUNDS			
	BANK	RESTRICTED	BALANCE
Coonabarabran Sewerage	\$ 2,624,835.12	\$ 1,558,000.00	\$ 1,066,835.12
Baradine Sewerage	\$ 241,755.07	\$ 160,020.00	\$ 81,735.07
Coolah Sewerage	\$ 1,300,990.38	\$ 828,800.00	\$ 472,190.38
TOTALS	\$ 4,167,580.57	\$ 2,546,820.00	\$ 1,620,760.57
TRUST FUND			
	\$ 145,012.93	\$ 145,012.93	\$ -
TOTALS	\$ 145,012.93	\$ 145,012.93	\$ -
SUMMARY			
	BANK	RESTRICTED	BALANCE
General Fund	\$ 8,136,794.70	\$ 1,868,516.00	\$ 6,268,278.70
Water Fund	\$ 2,897,069.61	\$ 914,150.00	\$ 1,982,919.61
Sewerage Fund	\$ 4,167,580.57	\$ 2,546,820.00	\$ 1,620,760.57
Trust Fund	\$ 145,012.93	\$ 145,012.93	\$ -
TOTALS	\$ 15,346,457.81	\$ 5,474,498.93	\$ 9,871,958.88

RECOMMENDATION

For Council's Information

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting of the Warrumbungle Shire Council to be held at the Acacia Motor Lodge, John Street Coonabarabran on Thursday, 17 March 2011 commencing at 1.00pm Page 23

2.2 INVESTMENTS HELD AS AT 28 February 2011

Warrumbungle Shire Council										
Local Government Financial Management Regulations (Clause 16)										
Investments Held As At 31 JANUARY 2011.										
ON CALL										
	Investment	S & P Fitch Rating	Final Maturity Date	Current Interest Rate	Interest Frequency	Next Interest Date/Reset	Amount Invested Face Value (\$)	Market Value at End Of Month (\$)	% of Total Funds (Face Value)	Accrued Interest to End of Month \$
	ANZ Bank Suncorp	A1+ A1	On Call	6.10%	Monthly	End of Month	2,850,000.00	2,850,000.00	0.202	15,338.63
			On Call	5.00%	Monthly	End of Month	1,000,000.00	1,000,000.00	0.071	
TERM DEPOSITS										
1	Suncorp-Term Deposit	A1	16.03.2011	6.20%	Quarterly	16.03.2011	1,000,000.00	1,000,000.00	0.071	
2	Suncorp - Term Deposit	A1	16.03.2011	6.20%	Quarterly	16.03.2011	750,000.00	750,000.00	0.053	
OTHER INVESTMENTS										
3	ANZ CREDIT SAIL-ANZ INVESTMENT BANK CDO- A	B	30/12/2011	0.00% Note 1	No Coupon	30/03/2010	500,000.00	424,900.00	0.035	No Coupon

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	Investment	S & P Fitch Rating	Final Maturity Date	Current Interest Rate	Interest Frequency	Next Interest Date/Reset	Amount Invested Face Value (\$)	Market Value at End Of Month (\$)	% of Total Funds (Face Value)	Accrued Interest to End of Month \$	
4	BENDIGO BANK FRN	BBB	21/09/2012	5.22%	Quarterly	21/03/2010	500,000.00	480,865.00	0.035	6,095.00	
5	ANZ ASPIRT 1-CPPI/FRN-Aap	AA	11/08/2012	0.00% Note 1	No Coupon	11/02/2010	500,000.00	466,615.00	0.035	No Coupon	
6	WBC DANDELION-FRN-	AA	21/12/2012	0.00% Note 1	No Coupon	21/03/2010	1,000,000.00	872,900.00	0.0709	No Coupon	
7	ANZ ASPRIT 11-CPPI/FRN-Aap	AA	30/03/2013	0.00% Note 1	No Coupon	30/03/2010	800,000.00	731,240.00	0.06	No Coupon	
8	DEUTSCHE BANK AG LONDON DAISY	AA-	31/05/2011	0.00% Note 1	No Coupon	28/02/2010	1,500,000.00	1,481,250.00	0.11	No Coupon	Matures In May
9	ANZ ALL SEASONS-KEOLIS AAA	AA+	16/06/2013	0.00% Note 1	No Coupon	16/03/2010	1,500,000.00	1,241,100.00	0.11	No Coupon	

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	Investment	S & P Fitch Rating	Final Maturity Date	Current Interest Rate	Interest Frequency	Next Interest Date/Reset	Amount Invested Face Value (\$)	Market Value at End Of Month (\$)	% of Total Funds (Face Value)	Accrued Interest to End of Month \$
10	ANZ AVERON BOND- SEALINK P/L-CPPI/FRN- AAA	AA+	20/06/2013	0.00% Note 1	No Coupon	30/03/2010	700,000.00	604,100.00	0.050	No Coupon
11	DRESDNER BANK OCTAGON PLC-EMU NOTE	AA+	30/10/2015	0.00% Note 1	No Coupon	30/01/2010	1,500,000.00	1,151,250.00	0.11	No Coupon
							14,100,000.00	13,054,220.00	Interest Received	200,114.45

Monthly Investment Certification

In accordance with Regulation No.264, Clause 19(3)(b) I certify that the investments have been made in accordance with the Act, the Regulations and the Council's Investment policies at the time the investment was made.

Responsible Accounting Officer

Notes to Investment Report

With the other investments where no coupon is indicated - they are in principal protection mode. When the basket of securities reaches \$ for \$ again they will start paying coupons again based on the quarterly BBSW plus margin

General Note Valuations based on data received at end and are for the capital value only. (do not include accrued interest)

WARRUMBUNGLE SHIRE COUNCIL

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2.3 Reconciliation Of General Fund Bank Account – 28 February 2011

	General Managed Fund	Trust Fund	Investment Fund	
Cashbook as at 28 February, 2011				
Opening Balance	499,886.44	141,603.93	14,100,000.00	
Plus Deposits	7,207,235.05	7,027.80	3,850,000.00	
Less Payments	-6,587,562.61	-3,618.80	-3,850,000.00	
Adjusted Cashbook Balance	1,119,558.88	145,012.93	14,100,000.00	
Bank Statement as at				
28 February 2011	949,396.87	145,392.10		
Plus Outstanding Deposits	181,648.86	386.23		
Less Outstanding Payments	-11,486.85	-765.40		
Adjusted Statement Balance	1,119,558.88	145,012.93	0.00	
Ledger Cash Book				
Closing Balance	1,119,558.88	145,012.93	14,100,000.00	
Total Ledger	1,119,558.88	145,012.93	14,100,000.00	15,364,571.81
<i>Difference</i>	0.00	0.00	0.00	

RECOMMENDATION
For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

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2.4 RATES AND CHARGES COLLECTION REPORT UP TO and INCLUDING 28 February 2011 – Summary Page

GENERAL		RATE ARREARS	2010/2011 LEVY	PENSIONER WRITE OFF	ABAND- ONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTAND- ING 2010/2011	COLLECTION % 2010/2011	TOTAL OUTSTANDING 2009/2010	COLLECTION % 2009/2010
	COONABARABRA N	10,343	47,154	4,506	1,240	51,751	27,155	24,596	52.47%	431,442	57.15%
	BARADINE	51,073	625,849	53,500	3,778	619,644	431,059	188,584	69.57%	73,987	54.24%
	BINNAWAY	38,208	155,463	15,845	6	177,820	101,658	76,161	57.17%	35,329	52.21%
	VILLAGE 1	3,351	17,362	2,323	3	18,386	13,337	5,049	72.54%	17,661	51.17%
	FARMLAND	229,370	4,181,063	20,577	859	4,388,997	3,104,052	1,284,945	70.72%	1,868,500	52.88%
	COOLAH	13,337	87,772	11,497	0	89,613	59,526	30,087	66.43%	87,974	55.21%
	DUNEDOO	24,347	363,200	430	0	387,117	273,798	113,319	70.73%	90,706	56.50%
	MENDOORAN	1,466	20,584	405	1,193	20,452	15,844	4,608	77.47%	35,268	48.30%
	VILLAGE 2	80,441	539,267	25,184	1,201	593,323	395,550	197,773	66.67%	5,992	69.14%
	COOLABAH ESTATE	17,489	164,486	15,587	602	165,786	110,516	55,270	66.66%	7790	51.22%
	RUR/RES COBBORA	17,068	189,762	16,299	465	190,067	131,946	58,121	69.42%	1273	62.37%
	RURAL RESD/BUS	14,710	105,534	7,262	7	112,974	75,263	37,711	66.62%	199,570	64.65%

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		RATE ARREAR S	2010/2011 LEVY	PENSIONER WRITE OFF	ABAND- ONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTAND- ING 2010/2011	COLLECTION % 2010/2011	TOTAL OUTSTANDING 2009/2010	COLLECTION % 2009/2010
WATER	COONABARABRAN	5,258	84,053	263	1,269	87,780	68,590	19,190	78.14%	152,266	58.35%
	BARADINE	11,503	15,625	1,050	4,561	21,517	9,108	12,409	42.33%	56,976	57.45%
	BINNAWAY	45,926	195,674	18,492	3,007	220,100	133,914	86,186	60.84%	62,702	53.69%
	VILLAGE 1	3,348	15,918	88	3	19,176	13,049	6,127	68.05%	30,718	24.17%
	FARMLAND	26,046.7 3	304,163.09	27,123.55	2,492.01	300,594	207,589	93,005	69.06%	789	29.83%
	COOLAH	35,170	137,704	5,585	11	167,278	98,672	68,606	58.99%	104,519	52.43%
	DUNEDOO	14,853	75,933	3,287	10	87,490	74,082	13,408	84.67%	63,507	56.40%
	MENDOORAN	2,994	44,811	88	2	47,715	36,965	10,750	77.47%	79,233	47.53%
	RURAL	12,743	127,991	9,302	351	131,081	90,940	40,141	69.38%	-	0.00%
SEWERAGE	COONABARABRAN	80,948	416,506	34,243	3,408	459,804	205,227	254,577	44.63%	266,920	55.93%
	BARADINE	6,479	53,756	178	2,089	57,968	17,354	40,614	29.94%	80,252	58.71%
	COOLAH	33,678	187,426	18,228	0	202,875	87,738	115,137	43.25%	88,629	57.36%
	DUNEDOO	3,826	31,819	0	0	35,645	11,559	24,086	32.43%	73,423	58.16%
		783,977	8,188,874	291,340	26,556	8,654,955	5,794,493	2,860,462	66.95%	3,915,426	51.92%

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		RATE ARREAR S	2010/2011 LEVY	PENSIONER WRITE OFF	ABAND- ONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTAND- ING 2010/2011	COLLECTION % 2010/2011	TOTAL OUTSTANDING 2009/2010	COLLECTION % 2009/2010
GARBAGE	NORTH	67,844	716,450	57,131	6,610	720,553	506,609	213,944	70.31%	298,161	58.46%
	SOUTH	43,926	353,171	27,830	814	368,453	251,739	116,714	68.32%	196,804	54.38%
	FARMLAND/RURAL	19,877	138,664	11,856	123	146,561	96,662	49,899	65.95%	16,721	53.93%
LEGAL FEES		185,780	57,534	0	9,144	234,169	57,534	176,636	24.57%	218,083	26.31%
INTEREST		165,952	78,087	0	0	244,039	0	244,039	0.00%	251,209	0.00%
	TOTALS	1,267,356	9,532,780	388,158	43,248	10,368,730	6,707,036	3,661,694	64.69%	4,896,404	50.36%

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

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2.5 Investments Options

At the February 2011 meeting Council requested that a report be bought back on the merits of cashing in those investments which are not paying coupons when the face value is near market value taking into consideration the terms and conditions of the investment (**Resolution No 279**).

The following table (Attachment 1) shows those investments which are currently not paying coupons and the current market value. Council has contacted two investment houses (where the investments were purchased from) to obtain a bid price on these respective investments if cashed.

The difference between the current value price and a 'bid' price is that the current value is normally the mid price valuation of the combined value of the stocks while the bid price is what someone is willing to purchase the investment taking into account the contingent liabilities of the underlying securities.

At this stage due to the complex nature of the securities only one investment has received a firm bid or cash in costs as noted in Attachment 1.

The Deutsche Bank 'Daisy' Investment has received a bid price of \$19,000 which is the penalty incurred should Council proceed to cashing in the investment before maturity (31/05/2011). The return on the remaining principal \$1,481,250 @ 6.2% for the period = \$14,100. This outcome would realise a net loss to Council \$4,900, and it is therefore recommended to leave this investment until maturity.

As bids become available, further reports will be provided to Council.

RECOMMENDATION

That Council notes the Investment Options report and that no action is taken at this time to cash in those investments not paying coupons.

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	Investment	Maturity Date	Original Value	Current Value	Comment
1	ANZ CREDIT SAIL-ANZ BANK CDO- A	30/12/2011	500,000	424,900	No bid levels available at this time
2	ANZ ASPIRT 1-CPPI/FRN-Aap	11/08/2012	500,000	466,615	No bid levels available at this time
3	WBC DANDELION-FRN	21/12/2012	1,000,000	872,900	No bid levels available at this time
4	ANZ ASPRIT 11-CPPI/FRN-Aap	30/03/2013	800,000	731,240	No bid levels available at this time
5	DEUTSCHE BANK AG LONDON DAISY	31/05/2011	1,500,000	1,481,250	Cost to cash in \$19,000 Investment return for remaining period @ 6.2% = \$14,100 Net loss = \$4,900
6	ANZ ALL SEASONS-KEOLIS AAA	16/06/2013	1,500,000	1,241,100	No bid levels available at this time
7	ANZ AVERON BOND - CPPI/FRN-AAA	20/06/2013	700,000	604,100	No bid levels available at this time
8	DRESDNER BANK OCTAGON PLC-EMU NOTE	30/10/2015	1,500,000	1,151,250	No bid levels available at this time

WARRUMBUNGLE SHIRE COUNCIL

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2.6 Rating Category – Farmland To Rural Residential

A number of requests to change rating category over the past few months have highlighted an issue of small lots that are still categorised as Farmland as opposed to being Rural Residential.

Section 515 of the LG Act (1993) describes the categorisation of Farmland as; *‘a parcel of rateable land valued as one assessment and its dominant use is for farming (that is, the business or industry of grazing, animal feedlots, dairying, pig-farming, poultry farming, viticulture, orcharding, bee-keeping, horticulture, vegetable growing, the growing of crops of any kind, forestry or aquaculture within the meaning of the Fisheries Management Act 1994, or any combination of those businesses or industries) which:*

- (a) has a significant and substantial commercial purpose or character, and*
- (b) is engaged in for the purpose of profit on a continuous or repetitive basis (whether or not a profit is actually made).’*

And Section 516 describes the categorisation Residential as; *‘a parcel of rateable land valued as one assessment and:*

- (a) its dominant use is for residential accommodation (otherwise than as a hotel, motel, guest-house, backpacker hostel or nursing home or any other form of residential accommodation (not being a boarding house or a lodging house) prescribed by the regulations), or*
- (b) in the case of vacant land, it is zoned or otherwise designated for use under an environmental planning instrument (with or without development consent) for residential purposes,*
or
- (c) it is rural residential land.’*

There have been subdivisions of properties along River Road and Timor Road in Coonabarabran and some in Coolah, and no changes made to rating category. These properties need to be re assessed to determine if they meet the rate category that they are currently under. Some are Farmland that should be Rural Residential.

In preparation of the General Revaluation of land values by the NSW Valuer General in Warrumbungle Shire local government area, scheduled for November 2011, it is timely to review these smaller land areas.

RECOMMENDATION

A review is undertaken of the properties rated as Farmland in Warrumbungle Shire and a report be brought back to Council to determine those that should be recategorised as Rural Residential effective 1 July 2011.

.....
VACANT
DIRECTOR OF CORPORATE SERVICES

WARRUMBUNGLE SHIRE COUNCIL

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Mr Kevin Tighe
Acting General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

Attached is my report for consideration by Council

DIRECTOR OF TECHNICAL SERVICES

ANNEXURE 3

3.1 Request For Sewer Extension – Dows Lane

Background

Council has received another application from the owner of Lot 68 DP753378 for extension of sewer to service their property. Council will recall a presentation from the owner of the property at the February meeting in Coolah. This matter was previously considered by Council on the 19 March 2009, however funding was not made available in the 2009/10 budget. A copy of the report has been forwarded to Councillors under separate cover.

Lot 68 is currently being charged an access fee for sewerage connection based on the rate for vacant residential properties. Council is entitled to apply this charge because an area of the property is within 75 metres of the sewer main. Prior to the introduction of user pay sewerage on the 1 July 2009 the property was being charged a sewer rate based on land value.

A copy of the most recent letter of application has been forwarded to Councillors under separate cover. A map of the area, which also shows the location of the existing sewer, is provided in attachment 1.0.

Issues

As previously reported, the extension of gravity sewer to Lot 68 is possible via a gravity connection to manhole JE04. The distance of this extension is around 150 metres, however, it would involve creation of an easement across adjoining land. If the sewer is extended to Lot 68 the 'catchment' area for sewer would not increase as the adjoining property Lot 67 is further than 75 metres from where the sewer would finish.

Options

Council has discretion in relation to this matter. However, the matter is more appropriately considered during preparation of the 2011/12 budget.

WARRUMBUNGLE SHIRE COUNCIL

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On some previous sewer extension projects, Council has sought a financial contribution from the property owner(s) concerned. However, in these cases, the property owner was not within 75 metres of sewer and hence they were not being charged.

Financial Considerations

There is no budget allocation for extension of sewer in the Dows Lane. The cost of extending sewer across lot 69, including the cost of creating an easement is estimated to be \$30,000.

RECOMMENDATIONS

That the cost of extending sewer to Lot 68 DP753378 is presented for consideration during preparation of the 2011/12 budget.

Attachment 1.0



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3.2 Deed Of Release For Damage To Hobbins Bridge On MR55

Background

An accident occurred on the 20 December 2009 on Black Stump Way at Hobbins Bridge, north of Leadville. The driver of the vehicle collided with the railing on the bridge. The concrete bridge rail was destroyed as was the approach guardrail. The driver acknowledged negligence in the matter; however the vehicle was not covered by insurance for Third Party Property Damage.

Council staff replaced the concrete bridge rail and the approach guard rail was also replaced and an invoice for the cost of the repairs was sent to the driver. The driver through a solicitor has offered to pay 56% of the invoice subject to Council signing off on the agreement through a Deed of Release. The Deed of Release requires application of Council's common seal and hence the matter is before Council for consideration and resolution.

Issues

The Solicitors for the driver make several points in relation to the invoice their client received, particularly in relation to a number of procedural matters. Consequently, the offer of payment for part of the total cost was accepted by Council. The various items of correspondence have been forwarded to Councillors under separate cover.

The proposed Deed of Release contains similar clauses to those found in Council's own Deed of Release when Council accepts liability and makes payment in relation to claims against Council.

Options

Council has discretion in this matter, however the offer of payment appears to be reasonable given the circumstances of the damage, the repairs that were undertaken and invoice that was issued.

Financial Considerations

The invoice that was issued to the driver was raised through Council's sundry debtor system. The details of the invoice are as follows;

Wages	\$12,665.07
Plant	\$10,394.02
Materials	\$19,745.32
Administration	\$2,140.22
Total (incl GST)	<u>\$44,944.63</u>

The driver has offered to pay only \$25,000 (incl GST) of the total cost as indicated above subject to agreement through the Deed of Release.

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RECOMMENDATION

That Council enters into a Deed of Release agreement with the driver responsible for damage to Hobbins Bridge and that use of Council's Common Seal is used on the instrument of agreement.

3.3 Regional Tender For Supply And Delivery Of Various Items

Background

Council will be aware that it has engaged the services of Hunter Councils Regional Procurement Initiative to call tenders on behalf of OROC for supply of various products. Recently, separate tenders were sought for the supply of the following items;

1. Concrete pipes and Ancillary Items
2. Mobile Garbage Bins and replacement parts
3. PVC & PE Pipes and Fittings
4. General Hardware

The tenders for each product were assessed by a panel comprising staff representatives from several Councils in the OROC group. The panel has made a recommendation in relation to each tender and Council is being asked adopt each of the recommendations.

Issues

The panel uses a range of criteria to assess each tender including, delivery times, past performance, warranty as well as price.

Each of the products currently being considered is required by Council on an as needed basis.

Council has a procurement policy which provides a price advantage for local businesses and this policy will be observed by Council staff in relation to each of the products tendered.

Options

1. Supply and Delivery of Concrete Pipes and Ancillary Items: Contract period is 24 months commencing 1 February 2011 with provision for 12 month extension.

Tenders were received from the following companies;

- Holcim Australia Trading as Humes Category 1, 2
- James Hardie Category 3

The existing contract for supply is with Humes. The recommended supplier for the new contract is;

- Holcim Australia Trading as Humes Category 1, 2
- James Hardie Category 3

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2. Supply & Delivery of Mobile Garbage Bins and replacement parts: Contract period is 24 months commencing 1 February 2011 with provision for 12 month extension.

Tenders were received from the following companies;

- Mastec
- Sulo
- Transpacific Superior Pak

The existing contract for supply is with Sulo. The recommended supplier for the new contract is;

- Mastec

3. Supply & Delivery of PVC & PE Pipes and Fittings. Contract period is 24 months commencing 1 February 2011 with provision for 12 month extension.

Tenders were received from the following companies

- PPI Corporation
- Vis Water Services
- Vinidex Pty Ltd
- Iconseptech Pty Ltd
- Darling Irrigation

The existing contract for supply is with Vinidex. The recommended supplier for the new contract is:

- Vinidex Pty Ltd

4. Supply and Delivery of General Hardware. Contract period is 24 months commencing 1 February 2011 with provision for 12 month extension.

Tenders were received from the following companies;

- Protector Pty Ltd
- Corporate Express
- J Blackwood

The existing contract for supply is with J Blackwood. The recommended supplier for the new contract is as listed below;

- Category 1 = J Blackwood
- Category 2 = Corporate Express
- Category 3 = J Blackwood
- Category 4 = J Blackwood
- Category 5 = J Blackwood
- Category 6 = J Blackwood
- Category 7 = Protector Pty Ltd

Council is not bound to accept any of the tenders and can continue to obtain supplies from current sources. However, prices and timeliness of deliveries may fluctuate without a contract agreement.

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Financial Considerations

The products associated with each tender are considered to be general material items that and are included in current budget allocations.

In 2010, the approximate level of expenditure with each of the existing suppliers is listed below;

- Humes \$141,340
- Sulo \$3,581
- Vinidex \$0
- Blackwood \$48,430

RECOMMENDATION

Council accepts the following recommendations by the tender evaluation panel;

Supply & Delivery of Concrete Pipes and Ancillary Items

1. That Humes / Holcim be awarded Category One and Two for this tender as the single source supplier to participating OROC member councils for the period 1 February 2011 to 31 January 2013, and
2. That James Hardie be awarded Category Three for this tender as the single source supplier to participating OROC member councils for the period 1 February 2011 to 31 January 2013, and
3. That provision be allowed for a 12 month extension based on satisfactory supplier performance which may take this tender through to 2014.

Supply & Delivery of MGB & Replacement Parts

1. That this tender T61011OROC be awarded to Mastec for participating OROC member councils for the period 1 February 2011 to 31 January 2013, and
2. That provision be allowed for a 12 month extension based on satisfactory supplier performance which may take this tender through to 2014.

Supply & Delivery of PVC & PE Pipes and Fittings

1. That Vinidex Pty Ltd be awarded this tender as the single source supplier to participating OROC member councils for the period 1 February 2011 to 31 January 2013, and
2. That provision be allowed for a 12 month extension based on satisfactory supplier performance which may take this tender through to 2014.

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Supply & Delivery of General Hardware

1. That the following Categories be awarded as below:

Category 1 = J Blackwood
Category 2 = Corporate Express
Category 3 = J Blackwood
Category 4 = J Blackwood
Category 5 = J Blackwood
Category 6 = J Blackwood
Category 7 = Protector Pty Ltd

for this tender as a single source per Category to participating OROC member councils for the period 1 February 2011 to 31 January 2013, and

2. That provision be allowed for a 12 month extension based on satisfactory supplier performance which may take this tender through to 2014.

3.4 Proposal By Garden Group To Make Changes In Milling Park Background

The Dunedoo Garden Group is seeking approval to make a number of changes in the western area of Milling Park. A copy of the letter of request has been sent to Councillors under separate. The proposal is summarized as follows;

1. Removal of the small bushy tree at the western end of the park. The group wants the tree removed to open up the view to the sculptures as seen from the western approach to the park.
2. Placement of circular bench seat made from teak around the large Chinese Elm tree near the silos.
3. Relocate the shelter nearest the Chinese elm tree to cover a picnic table in the eastern end of Milling Park. The shelter is seen as obstructing the view of the sculptures, particularly the eagle sculpture.

Any modifications or proposal to erect a structure in the park must be approved by Council.

Issues

The primary purpose of the proposal by the Dunedoo Garden Group is to improve the amenity of the western area of Milling Park. In particular, they are concerned that recently installed sculptures are obscured by an out of place tree and a picnic shelter.

The 'bushy' tree at the western end of park is located just on the kerb and it does appear to be out of place with the other trees in the park. However, the species of the tree is not known.

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The frame of the existing picnic shelter is cast into a concrete footing and as such the frame will need to be cut and then welded at the proposed site. Furthermore, the shelter frame is old and will need renovation at a new location.

The proposal for a wooden bench raises concerns about ongoing maintenance. The Garden Group advise that teak is a very durable timber and a low maintenance type of timber. Furthermore, maintenance under and around the tree will require additional time if the area is taken up by a seat.

Options

Council has discretion in this matter, and options include refusal or approval with or without conditions.

Financial Considerations

The proposal by the Dunedoo Garden Group does not refer to costs and how much Council may need to contribute. However, recent projects by the Group in Milling Park inevitable involve some financial assistance by Council. There is no budget allocation for improvements in Milling Park, however, minor works may be able to be funded from the allocation for maintenance. The year to date expenditure for maintenance in Milling Park is 38% of budget allocation.

RECOMMENDATION

1. That Council staff remove the 'bushy' tree located immediately adjacent the kerb on the western end of Milling Park.
2. That the proposal by the Dunedoo Garden Group to install a teak bench seat around the large Chinese Elm tree and remove a nearby picnic shelter is refused on the basis that it will increase the maintenance requirement in the park.

3.5 Common Seal Required For The North West Weight Of Loads Group Memorandum Of Agreement

Background

Council currently has a memorandum of agreement with seven (7) other Councils in the North West to employ inspectors and staff for the purpose of enforcing compliance with truck weight regulations. The current agreement will expire on the 30 June 2011 and Council is asked to enter into another agreement for a period of five(5) years. Council's Common Seal is required to formalise agreement and as such a Council resolution is required.

Issues

Moree Shire Council is the administrative centre for the North West Weight of Loads Group and the Support Officers and inspectors are employed by that Council.

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Options

The support officers and inspectors will not be able to act for Warrumbungle Shire Council if authorisation is not given.

Financial Considerations

Council's expenditure on the Weight of Loads Group is generally around \$10,000 per year. However, there have been some years where income received from fines within the Shire is close to the cost of employing the inspectors within the Shire. That is, in some years there has been negligible cost to Council for membership of the Group.

RECOMMENDATION

That Council authorise the Acting General Manager and the Mayor to attach Council's Common Seal to formalise a five year memorandum of agreement with other Councils in the North West Weight of Loads Group for the period 1 July 2011 to 30 June 2016.

3.6 Flood Damage

Background

RTA Western Region have undertaken an assessment of Council's flood damage claim submitted in February 2011, and expects to release funding for approved projects in the next few weeks. The local roads components of the flood damage claim totalled 3.7 million dollars and early indications are that a majority of this claim will be approved. A priority listing of flood damage works for roads with damage exceeding \$10,000 is attached.

Issues

Given the large volume of work involved with a flood damage claim of this magnitude, some flood restoration works may not be completed for another 12 to 15 months. Council has traditionally undertaken flood restoration work based on road category to establish priority, and the attached programs has been prepared on this basis.

Priority has also been given to roads currently not functioning at capacity with bus routes that are currently only accessible by lighter vehicles being given top priority. Emergency funding of over \$500,000 has already been expended on the local road network, ensuring properties are not isolated, however much more needs to be done to ensure access across the network for all heavy vehicles and buses.

Council still has major flood restoration works to complete from last years flood damage and while they don't form part of this program they will need to be completed prior to the end of this financial year.

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Options

Once flood restoration funding has been approved Council has discretion to program and complete works according to its own priorities, providing all works are completed within a timeframe (usually 12 months) negotiated with the RTA. The following program (attachment 1.0) is provided for information to Councillors and dissemination to the public, so that people adversely affected by flood damaged roads are given some idea of the timeframes involved in fully restoring these roads.

Roads have been ranked against four priorities comprising:

- Priority 1** Category 1 Roads. Bus route or major freight route impeded by flood damage. Roads restored within 3 months of flood damage allocation.

- Priority 2** Category 1 Roads. Bus/major freight route impeded by flood damage. Roads restored 3-6 months from allocation of flood damage funding.

- Priority 3** Category 2 Roads. Roads restored 6-9 months from allocation of flood damage funding

- Priority 4** Category 3 Roads. Roads restored 9-12 months from allocation of flood damage funding.

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Attachment 1.0

Flood Damage Priorities 2011/2012

Road Name	Category	Bus Route or Major Freight Route Impeded	Proposed Budget	Priority
River Rd	1	Y	37700	1
Gentle Annie	1	Y	136500	1
Guinema	1	Y	127600	1
Munns Rd	1	Y	41200	1
Morriseys Rd	1	Y	26540	1
Napier Ln	1	Y	8222	1
Caledonia Rd	1	Y	30710	1
Nieble Rd	3	Y	149200	1
Orana Rd				
Causeway	2	Y	52800	1
Gamble Creek	2	Y	103000	1
Brooks Rd	1	N	14690	2
Box Ridge	1	N	11620	2
Myall Plains	1	N	39000	2
Ropers Rd	1	N	52600	2
Tannabah Rd	1	N	10800	2
Rockedgiel	1	N	10200	2
Mitchell Springs	1	N	14800	2
Flags Rockedgle Rd	1	N	11560	2
Pine Ridge Rd	1	N	9600	2
North Pine Ridge Rd	1	N	2400	2
Fairfield Rd	1	N	13580	2
Neilrex Rd	1	N	21800	2
Dennykymine	1	N	62700	2
Mount Hope	1	N	16500	2
Gundare Rd	1	N	27925	2
Airport Rd	1	N	10400	2
Boomley Road	1	N	23720	2
Piambra Rd	1	N	35220	2
Nielrex	1	N	7800	2
Dennykymine Rd	1	N	22750	2
Yarragrין Rd	2	N	33800	3
Willicombs Rd	2	N	21600	3
Mia Mia	2	N	10380	3
Yaminbah	2	N	15390	3

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Road Name	Category	Bus Route or Major Freight Route Impeded	Proposed Budget	Priority
Uliman Rd	2	N	10300	3
Yearanin Rd	2	N	15960	3
Merryulla	2	N	41600	3
Toorawandi	2	N	31660	3
Crenauns	2	N	15900	3
Wattle Springs	2	N	25500	3
Pibbon Rd	2	N	46500	3
Leaders RD	2	N	44400	3
Bourkes Rd	2	N	18600	3
Wingabutta Rd	2	N	9800	3
TV Rd	2	N	73900	3
Hickeys Rd	2	N	35100	3
Gowong Rd	2	N	29000	3
Nashes Rd	2	N	34000	3
Premer Estate	2	N	13000	3
Cumbil Rd	2	N	10352	3
Premer Estate	2	N	6000	3
Sleightholmes	2	N	11000	3
Sansons Lane	2	N	9000	3
Miangulliah Rd	2	N	12000	3
Avonside West	2	N	25600	3
Sandy Creek Rd	2	N	8800	3
Forans Lane	2	N	170000	3
Blue Springs Rd	2	N	28000	3
Turee Vale Rd	2	N	95550	3
Orana Rd	2	N	57825	3
Blue Springs	2	N	33840	3
Moorefield Rd	2	N	14710	3
Coller Rd	2	N	10800	3
Wardens	2	N	174700	3
Bolton Creek Rd	2	N	43020	3
Laheys Creek rd	2	N	32790	3
Merotherie Rd	2	N	13800	3
Dapper Rd	2	N	72720	3
Bolton Creek Causeway	2	N	19400	3
Hawkers Rd	3	N	14200	4
Lumleys Rd	3	N	15000	4
Ulangra Springs Rd	3	N	12000	4
Kennedys Rd	3	N	44500	4
Hotchkiss	3	N	19600	4
Kinross	3	N	9990	4
Whiteside	3	N	9900	4
Burma Rd	3	N	9000	4
Road Name	Category	Bus Route or Major	Proposed	Priority

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			Budget	
Freight Route Impeded				
Boogadah	3	N	4000	4
Mow Rock Rd	3	N	16200	4
Saltwater	3	N	18560	4
Scully Rd	3	N	15600	4
Kurrajong Rd	3	N	49400	4
Locknaw	3	N	25740	4
Oban Rd	3	N	13000	4
Moorefield Rd				
East	3	N	89234	4
Bong Bong Rd	3	N	19240	4
Bullinda Rd	3	N	17100	4
Melrose Rd	3	N	11520	4
Tonnagies Rd	3	N	21680	4
Cliffdale	3	N	19500	4
Bounty Creek Road	3	N	32000	4

RECOMMENDATION

For Council's information.

3.7 Flood Damage on Crown Roads

Background

Council is in receipt of a number of requests for assistance in undertaking flood restoration works on crown public roads. A list of the roads and subsequent damage assessment is attached.

Issues

Council does not ordinarily undertake works on crown roads and does not want to be put in the position of accepting ongoing maintenance liabilities for these roads. The Department of Lands has a policy in place that covers repairs to crown roads and the policy framework is as follows:

1. Repairs to road infrastructure on Crown Roads will be managed by the RTA using funds from the Crown Transactions Entities Program.
2. The RTA provides a professional service to the Department of Lands to assist manage disaster repairs to road infrastructure on Crown Roads, conditional on Department of Lands being available to participate in joint inspections with RTA and Council's of disaster repairs where necessary, and to identify such Crown Roads.
3. The RTA does not have any ongoing management or funding responsibilities for road infrastructure on Crown Roads.

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4. The RTA will engage Councils to identify, propose, and when agreed by RTA, undertake disaster repairs to Department of Lands road and bridge infrastructure.

As such it is not council who is taking on responsibility for these Crown Roads as they are doing work as engaged on behalf of the RTA.

Options

Council is under no obligation to complete these works, however Council is arguably best placed to act as a contractor for the RTA and Lands Department to bring those roads back to a pre determined standard.

Financial

Provided Council accepts no responsibility for ongoing maintenance of these roads then all works will be completed on a cost recovery basis for the RTA and ultimately the Crown Transactions Entries Program.

RECOMMENDATION

Council undertakes works on Crown Roads covered by flood damage funding and listed in attachment 1.0.

Attachment 1.0

Crown Roads Proposed Flood Damage

Road	Description of Damage	Estimate
Crown Road off Dalmallee	Unformed crown road with no drainage and severe washouts	35000
Crown access off Tonnigies	Severe erosion of surface with large gullies across much of the road	20000
Stannix Park	Gullies washed across road very little formation height for drainage	20000
Crown Road Access off Boomley	Several sections of road washed out Requires gravel to allow access	10000
Crown Road access at Neringah	Severely damaged creek crossing and damage to pavement material along full length	45000
	Total for Crown Roads	130000

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3.8 Proposed Modification to Layout of Coolah Office Carpark

Background

Council will recall reports to meetings held on 21 October 2010, 18 November 2010 and 20 January 2011 regarding a proposal to modify the carpark behind the office in Coolah. At the January meeting Council resolved as follows:

257 RESOLVED that Council prepare another design for the carpark with the Martin Street entrance to the Coolah Office car park to remain open, installing barriers at the entrance, reducing the entrance to one vehicle width (3m) and review the traffic flow if required.

Issues

Council staff have now completed the design (attachment 1.0) in accordance with Council's resolution and have subsequently consulted with 2 of the 3 parties who made submissions on the original proposal.

Options

Council has discretion on this matter

Financial Considerations

Council resolved to allocate \$14,500 to the project. The cost of installing concrete deflection barriers at the Martin Street entrance and bollards adjacent to the office wall is estimated to be around \$11,000.

RECOMMENDATION

That Council proceed with installing concrete deflection barriers at the Martin Street entrance and bollards adjacent to the office wall and erect signage for Entry Only in Martin Street and Exit Only in Central Lane.

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3.9 Procurement Policy (Including Local Preference Policy)

Background

Council will recall receiving a report on the 16 December 2010 dealing with Councils procurement policy. A draft policy was presented and Council made the following resolution;

That the proposed policy called 'Procurement Policy (Including Local Preference Policy) be placed on exhibition for 28 days at the end of which the policy proposal be referred back to Council for adoption and further that Section 6.5 – Local Preference – be modified to include a 10% price advantage for goods, materials and / or services up to \$500 value. (resolution 221- 16 December 2010).

The change to section 6.5 was made and the document was placed on public exhibition. There were no public submissions made, however some verbal comments were received from staff. As a result of these comments some further changes to the document are proposed and these are outlined below. Council is now asked to adopt the policy document; Procurement Policy (Including Local Preference Policy).

Issues

Several staff members expressed concern that the conditions for obtaining quotations were too restrictive and may mean that some projects may never be completed. Obtaining more than one quotation for a specialised project of relatively low value, may not be possible because of the lack of suppliers or contractors. The conditions and monetary threshold criteria for quotations is given in Table 1.0 in the policy document.

Options

Proposed changes to table 1.0 are indicated in bold font.

Table 1.0 – (proposed) Monetary Thresholds for Quotation Procedures

Purchase Value	Procedure
Purchase value less than \$5,000	Verbal request for quotation permitted however, quotation must be in a documented form. At least one quotation must be received.
Purchase value between \$5,001 and \$70,000	The quotation must be sought by formal request. Documentation associated with the request must include a brief outline of the services to be provided. At least three quotations must be sought and at least one formal quotation must be received in documented form.
Purchase value between \$70,001 and \$149,999	The quotation must be sought by formal request. including public advertisement in the local paper. Documentation associated with the request must include a specification or brief for the services, assessment criteria , pricing schedule and closing date. At least three quotations must be sought

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	and at least two quotations must be received in the prescribed format.
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Financial Considerations

There are no budget implications associated with adoption of the proposed Procurement Policy (Including Local Benefit).

RECOMMENDATION

That Council adopts the policy contained in attachment 1.0 called 'Procurement Policy (Including Local Benefit).

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Attachment 1.0

POLICY DOCUMENT

Procurement Policy (Including Local Preference Policy)

1. POLICY NAME

Warrumbungle Shire Council Procurement Policy (*including Local Preference Policy*).

2. POLICY

Warrumbungle Shire Council is committed to providing goods and services that meet the expectations of the community and stakeholders in the Shire at an affordable cost.

3. POLICY OBJECTIVES

The policy aims to ensure Council's procurement of goods and services is legal, ethical and to Council's best advantage. The expected outcomes of this policy are:

- Open and fair competition
- Value for money
- Encouragement of local business
- Enhancement of the local economy
- Ethical behaviour and fair dealing
- Compliance with relevant legislation.

4. POLICY SCOPE

Council procurement covers a wide range of goods and services necessary to discharge its functions and to meet the aspirations of the community it serves. Procurement procedures are undertaken on a daily basis by a wide range of staff employed by Warrumbungle Shire Council. This policy provides overall guidance to those staff members required to acquire goods and services. This policy also provides guidance to elected representatives when they are required to make procurement decisions.

5. DEFINITIONS AND ABBREVIATIONS

Procurement

'All activities involved in acquiring goods or services either outright or by lease (including disposal and lease termination). Includes acquiring consumables, capital equipment, real property, infrastructure, and services under consultancies, professional services, facilities management and construction' (*source DLG Tendering Guidelines for NSW Local Government, October 2009*).

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Local Supplier

1. An organisation that operates from permanently staffed premises within the boundaries of the Warrumbungle Local Government Area and has operated from those premises for a minimum period of three (3) months before submitting a quotation or tender.
2. An organisation that is more than 49.9% owned by an individual (or individuals) that live within the boundaries of the Warrumbungle Local Government Area and has done so for a minimum period of three (3) months before the organisation submits the quotation or tender.

6. POLICY IMPLEMENTATION

- The cost of obtaining and providing goods and services, including disposal of assets, will be determined by either a quotation process or a tender process. Staff and elected representatives will use the process that best meets the objectives of this policy.
- In accordance with Section 355 of the Act, Council may choose to engage in joint purchasing arrangements with other councils or groups of councils such as voluntary regional organisations of councils.
- Council will give preference to local suppliers where evaluation criteria outlined in Section 6.4 are utilised. Furthermore, all suppliers whether by tender or quotation will be advised of the evaluation criteria and Council's preference to use local suppliers.

6.1 Tenders

Council will seek tenders where required by the Act and when deemed appropriate by the General Manager. The tendering process will follow the guideline document produced by the DLG called 'Tendering Guidelines for NSW Local Government, October 2009'. Particular attention will be paid to the process checklist included in the guidelines.

Clause 166 of the Regulation identifies the types of tendering methods available to Council. Council must decide by resolution whether it is going to use an open or selective tendering process.

6.1.1 Tender Documentation

Whether open tenders are invited or tenders are invited from a selected list from a call for expression of interest, the following sections will appear in the overall tender document.

- Advertisement
- Information for Tenderers
- Conditions of Tender
- General Conditions of Contract
- Job Specific Requirements (or Services to be Provided)
- Specifications
- Tender Schedules

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- Pricing Schedule
- Schedule of Insurances
- Project Schedules
- Consultants / Contractors Resources.

The following templates have been developed to assist staff in the tendering process and preparation of tender documentation. The templates are available on Council's intranet.

- Example Advertisement,
- Information for Tenderers
- Include Selection Criteria.
- Condition of Tendering
- Relevant Conditions of Contract.

6.1.2 Non Refundable Fee for Tender Documents

The cost of producing a set of tender documentation and advertising a tender will be recovered by the imposition of a nominal fee. The fee will be set by the relevant Officer to recover the expected costs. The fee will be included in the advertisement and will be non refundable.

6.1.3 Consideration of Tender Information in Closed Council

In accordance with Section 10A, if tender information being considered by Council will either prejudice the commercial position of a tender or confer a commercial advantage on a competitor or reveal a trade secret, Council is obligated to consider the matter in closed Council.

6.1.4 Invitation to Tender to Recognised Contractors on Council's List

From the Guidelines, 'Clause 169 of the Regulation allows Council to establish a list of contractors who are interested in tendering for proposed contracts of a special kind'.

'Selective tender lists of recognised contractors are established where there is a continuing workload in a particular category of work and this workload justifies the cost of setting up and maintaining the list.' (*p36 DLG Tendering Guidelines*).

Currently, Warrumbungle Shire Council prepares a list of earthmoving contractors and truck contractors for provision of services to Council. It is expected that in due course other kinds of lists such as trade services will be developed.

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‘Overall management of the selective tender list system should be designed to give a fair distribution of opportunities to all recognised contractors over time. However, the contractor’s past performance is a prime consideration. Other factors that may be taken into account include the location of the work, special requirements of the work, skill level of the contractor and commitments of the contractor.’ (p36 *DLG Tendering Guidelines*).

6.1.5 Tender by a Regional Procurement Company

Council may from time to time become a member of one or more procurement companies. The purpose of membership is to join with other councils for procurement to attract price savings for a particular product or service.

The procurement company undertakes the administrative process associated with tendering and Council has the opportunity to procure products and services at the tendered price. However, being a member does not allow Council to delegate its responsibility for determining the outcome of a tender process. That is, Council by resolution is required to formally accept or reject a particular tender proposal by the procurement company.

6.1.6 State Government Procurement Contract

Council is able to access products and services through providers that are recognised by the State Contracts Control Board and the Commonwealth Department of Administrative Services.

“State Contracts are the principal method of purchasing for Government agencies across New South Wales. Over 100 State Contracts have been approved under the authority of the State Contracts Control Board (SCCB). A complete list and information about all NSW Government State Contracts can be found on the NSW Procurement sister website www.nswbuy.com.au.” (website – www.nswprocurement.com.au).

6.1.7 Prescribed Organisations

Local Government Procurement Partnership is a prescribed provider pursuant to Clause 163 of the Regulation.

6.2 Quotations

The cost of obtaining and providing goods and services must be determined by quotation where a tender process is not used. The quotation process must keep in mind the objectives of this policy.

The ordering of any goods or services as a result of quotation must be authorised by a staff member with the appropriate level of delegation.

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The scale, complexity and political sensitivity of the procurement will usually determine if formal or informal quotations are sought and the number of quotations. Table 1.0 outlines minimum procedural requirements in relation to procurement by quotation.

Table 1.0 – Monetary Thresholds for Quotation Procedures

Purchase Value	Procedure
Purchase value less than \$5,000	Verbal request for quotation permitted however, quotation must be in a documented form. At least one quotation must be received.
Purchase value between \$5,001 and \$70,000	The quotation must be sought by formal request. Documentation associated with the request must include a brief outline of the services to be provided. At least three quotations must be sought and at least one formal quotation must be received.
Purchase value between \$70,001 and \$149,999	The quotation must be sought by formal request. Documentation associated with the request must include a specification or brief for the services, assessment criteria, pricing schedule and closing date. At least three quotations must be sought and at least two quotations must be received in the prescribed format.

6.3 Order Splitting

Purchase Orders must not be split to avoid the monetary thresholds outlined in Table 1.0.

6.4 Evaluation Criteria

Value for money assessment of tenders and relevant quotations will be based on set performance criteria as well as price. The criteria must be included with documentation made available to potential service providers. The relevant Council officer will establish the criteria and weight them accordingly, however the list of criteria included in Table 2.0 must be included as a minimum. The weighting attached to each criterion will not be made known to potential service providers. A score will be given by the assessment panel against each criterion and when the score and weighting are multiplied out an overall assessment score will be determined.

The evaluation criteria used to assess tenders and relevant quotations must include 'local benefit' criteria as indicated in Table 2.0. Local benefit criteria will have a maximum weighting of 10% of the total evaluation criteria.

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Table 2.0 - Minimum List of Performance Criteria for Assessment of Tenders and Relevant Quotations

Assessment Criteria	Weighting	Score	Assessment Score
Track record in completion of similar projects.			
Suitability of proposed personnel, plant, equipment and subcontractors.			
Suitability of proposed works methodology.			
Details and logic of the proposed method of works.			
Local Benefit (maximum weighting 10 points out of 100).			
Locally sourced materials (grown, manufactured, assembled, made within the Warrumbungle Shire Local Government Area) specific to the contract.			
Locally sourced labour (actual / potential as result of the contract).			
Locally sourced services (eg. fuel, accommodation) as a result of the contract.			
Supplier is a business operating within the Warrumbungle Shire Local Government Area			

6.5 Local Preference

For all quotations and tenders for the supply of goods, material and / or services for Warrumbungle Shire Council above \$500 a price advantage of 5% is given to local suppliers. That is, in the process of determining the successful supplier, an amount of 5% will be nominally deducted from the local supplier price for the purpose of price comparison only. For goods and services up to the value of \$500 a 10% price advantage will be applied.

7. RELEVANT LEGISLATION AND GUIDELINES

- b) Local Government Act 1993
- c) Local Government (General) Regulation 2005 (*as amended*)
- d) Occupational Health and Safety Act 2000
- e) Government Information (Public Access) Act 2009
- f) Trade Practices Act 1974 (Cth)
- g) Tendering Guidelines for NSW Local Government, NSW Division of Local Government, October 2009.
- h) NSW Government Code of Practice for Procurement, January 2005.

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8. POLICY REVIEW

This Policy has a life of two (2) years. It will be reviewed in February 2013.

3.10 Proposed Regional And Strategic Roads Project

Background

The Member for Barwon, Mr Kevin Humphries initiated a meeting in Gilgandra on the 10 February 2011 to develop the concept of establishing a list of strategic road projects, should the Coalition win the State Election on the 26 March 2011. A follow up meeting was held in conjunction with the meeting of the Western Division of Councils Conference in Brewarrina on the 28 February 2011.

As a result of these meetings all Councils in the Barwon electorate, have been invited to establish a strategic roads committee. The purpose of the committee is to develop road projects that will be eligible to receive funding under the Infrastructure NSW Fund being proposed by the Coalition.

The following proposal has been received from Mr Humphries regarding the establishment of the Committee;

- 1. That a Secretariat be formed with one representative from each Council.*
- 2. The nominated chair is Mike Montgomery (Moree Council) a previous National LGA President and member of a previous NSW RTA Regional Road Taskforce.*
- 3. Each Council to contribute the sum of \$5,000 towards the initial scoping exercise.*
- 4. The Brewarrina Shire to auspice and account for the funding.*
- 5. Negotiate with Ms Jill Kilby to undertake the co-ordination of the scoping exercise. Jill is the current Engineer of the Year, lives near Walgett and contracts to Brewarrina Shire. Jill has also been involved in the Inland Highway proposal which links in with the Wool Track proposal.*

Council is asked to consider the matter and make a resolution regarding membership of the Committee.

Issues

At the meeting in Gilgandra, each Council was asked to nominate regional roads within the Shire that have strategic significance. In particular those regional roads that require funding assistance to improve rural connectivity and rural productivity. The roads within Warrumbungle Shire that were nominated included; MR55, MR129 between Baradine and Premer, and MR329 between Baradine and Gwabegar.

The funding criteria is yet to be established, however Mr Humphries did indicate that road projects must be strategic in nature and in particular they must demonstrate that they are related to productivity improvements and improvements in connectivity. It was also indicated at the Gilgandra meeting that only those road projects above \$100m would be considered for funding by the proposed Infrastructure NSW authority.

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Options

Council has discretion in this matter. However, should the Coalition win Government in NSW, it seems certain that a new type of funding opportunity will become available for rural NSW roads. Hence, Council may wish to contribute to the Committee and furthermore, Council may now wish to give consideration to strategic road projects on regional roads within the Shire.

Financial Considerations

There is no specific funding allocation for membership of the proposed Committee. However, the contribution cost of \$5,000 to the Strategic Roads Committee is available within the existing maintenance allocation for regional roads.

RECOMMENDATION

That Council become a member of the newly formed Strategic Roads Committee in the western area of the State and that a contribution of \$5,000 is made for membership.

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GREG KABLE
ACTING DIRECTOR TECHNICAL SERVICES

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Mr Kevin Tighe
Acting General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

Attached is my report for consideration by Council

ACTING DIRECTOR OF ENVIRONMENTAL SERVICES ANNEXURE 4

4.1 Extension Of Pool Season - Coonabarabran Pool

The Coonabarabran Pool has been flooded on a number of occasions this year and at due to heavy rainfalls. Each time the pool is flooded Council must close the pool for up to four (4) days until such times as the pool filtration system can filter out the sediment in the water to restore visibility and water quality sufficiently enough to re-open the pool to the public. The flooding has severely lessened the available days that pool season ticket holders have been able to access the pool.

The aqua aerobics group and schools have indicated that they would like Council to keep the pool open longer than the adopted closing day of Friday 25th March 2011 to allow continued benefits of exercise.

In setting the original season closing date it was determined that the usage of the pools throughout the shire generally reduce significantly in March as the water cools and a common closing date was considered the most beneficial outcome for Council. In determining this request Council could take into consideration the following:

- (a) The Coonabarabran Pool is provided with solar heating (but no blanket) which would help to maintain water temperatures for longer.
- (b) The aqua aerobics and schools are organized user groups who can be relied upon to use the facility.
- (c) The cost of labour would be insignificant due to restrictive hours and the pool superintendent being required to be on duty anyway to continue supervisor tasks for all pools.
- (d) Access to the pool relative to the other pools in the shire has been restricted due to flooding events and extra season length will help compensate season ticket patrons.

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It is proposed that as an act of good faith Council extend the pool season for the Coonabarabran pool to cease operations at 5.00pm Friday 8th April 2011 to correspond with the end of school term. It is also proposed to restrict the opening hours from 11.00am to 5.00pm with a 30 minute lunch break at 1.00pm. It is not proposed to open on Sunday's given staffing costs. Given the chances of cold weather or a lack of patronage it is also proposed that the pool superintendent in consultation with the Acting Director of Environmental Services to close the pool earlier than the designated closing time or date.

RECOMMENDATION

1. That Council agrees to extend the swimming season for the Coonabarabran pool until 5.00pm on the 8th April 2011 and that the pool be available between 11.00am and 5.00pm Monday to Saturday with a 30 minute lunch break from 1.00pm each day.
2. Given the chances of cold weather or a lack of patronage the pool superintendent in consultation with the Acting Director of Environmental Services be authorized to close the pool earlier than the designated closing time or date subject to erecting a suitable sign to advise the public.

4.2 Rural Addressing Status Report

At the March meeting of Council a question was raised about the status of the rural numbering project and this report has been provided to provide clarification to Council.

Remaining Roads for Addressing

Bingie Grumble & Caigan road (Mendooran Neilrex) are the only roads left for number allocation, the survey has been undertaken & numbers determined. The distribution of the number plates and property owner notifications are to be undertaken at the earliest possible opportunity. Caigan Road has its origins with Coolah Shire its datum being the Coonabarabran Road however, in 1995 the time of survey there were no property's that required addressing, Caigan being the 1st on the road and within Coonabarabran LGA. This Road was missed in the current survey as it was considered as being done in the Original. Bingie Grumble Road has been held up pending the outcome of an application to re-name part of the road as Racecourse Road. Now that this issue has been determined Council staff can implement the rural numbering for both roads.

Unnamed Roads within Shire

There remains some roads that require naming or alteration due to confusion over currently erected signs and rates recorded names. They are:

1. The spur Subdivision roads off Homeleigh Drive (3off) currently numbered off Homeleigh drive.
2. The spur Subdivision roads off Quaker Tommy Road. (such as Pegasus) that have been privately erected.
3. The subdivision road off Bingie Grumble road on the Western Side.

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4. Koala Place, Sign Posted as Koala Place, listed on the Rates record as Koala Crescent.
 5. Hawkins Lane, currently sign posted as Hawkins Road, however Hawkins Road is geographically located at Bomera off the Purlewaugh Road.
 6. Three Hills Subdivision off the Baradine Road. Currently numbered off the Baradine Road.

The steps remaining for completion

The uploading of the Data into the Shire Rates system to allow the other Government agencies who are stakeholder's access through the Valuer Generals Dep't. The data has been passed on to Civica for uploading into our Rates system and is currently underway.

Once loaded, our Rates personnel can update the record, make corrections and new entries as required and the Guras Project People (Rural Addressing) with LPMA may access the data through the Valuer General's department.

The LPMA, Australia Post, the Electoral Commission and the Telstra Country Data Centre (triple O) can then be assured of access to the Rural Address information within our Shire.

Rural Addressing for Piambra Road

This road was included in the original Coolah Shire Survey, as per protocols the datum was set at a major arterial road, in this case Warrumbungles Way. The numbering terminates on the village boundary of Neilrex. Likewise, Merrygoen Road Commences at the Castlereagh Highway at Merrygoen and terminates at Neilrex where it becomes Merrygoen Street. There are eight entries for Piambra Road ranging from 57 to 2012. The entries include the property's Shannondale, Kuralta, Mooren, Sacarach, Piambra and Dinjera.

Summary

At the time the Rural Address database was sent to Civica (Council's rate database program) for upload, the data was sent to LPMA in Bathurst for their evaluation of its relevance. Since that time LPMA have been able to use the data to correct many anomalies that have existed with roads information particularly within the Northern part of the Warrumbungle LGA. There are still some tasks to perform once the information has been loaded into the rates record, these are minor and are considered to be ongoing and maintenance duty.

Civica has now inputted the data into a rating data base ready to be transferred to Council's rating system, however more work will be required as approximately 10% of the data sent does not have a corresponding match in Council's rating database due to wrongly described lots or deposited plan numbers etc. Staff will be working to solve these issues as a matter of urgency.

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RECOMMENDATION

1. That Council note the progress of the rural addressing project.
2. That Council commence the process of selecting names for existing un-named roads identified in the report.

4.3 Land Reclassification Local Environmental Plan

Background

A review of Council's Land Register has been conducted, and a number of council owned land parcels which have been incorrectly classified have been identified. The Coolah District Development Group has also identified a parcel of land within the Village of Coolah as desirable for future residential purposes. The reclassification LEP will pre-empt the potential future rezoning of this land as part of the comprehensive LEP process.

Issues

The *Local Government Act 1993* (the Act) requires Council to classify all land vested under its control (being public land) as either 'community' or 'operational' land. In the event of failure to classify in accordance with the Act the subject land will default to a 'community' classification.

The primary purpose of classification is to identify land that should be kept for use by the general public (community) such as parks, and land which need not (operational) such as a works depot or sewage treatment plant. The major consequence of the classification provisions is that they determine the ease with which land may be sold, leased or licensed.

Under the current provisions of the Act land classified as 'community' must not be sold (except in very limited situations) and limits apply to how long Council may lease 'community land'. No such restrictions apply to land classified as 'operational' land. In addition there are extensive requirements for Councils to have Plans of Management in place for 'community' lands.

Reclassification is the process wherein the classification of public land is changed from 'operational' to 'community' or from 'community' to 'operational'. For the purposes of the Act, public land means any land (including a public reserve) vested in or under the control of Council, but does not include:-

- (a) A public road
- (b) Land to which the Crown Lands Act 1989 applies, or
- (c) A common, or
- (d) Land subject to the Trustees of Schools of Arts Enabling Act 1902, or
- (e) A regional park under the National Parks and Wildlife Act, 1974.

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Reclassifying from ‘operational to ‘community’ can be achieved by Council resolution however reclassifying from ‘community’ to ‘operational’ is more difficult in that an amending LEP (with inbuilt community consultation) is required.

Public Lands Proposed to be Reclassified

As part of a review and in response to discussions with the community, the following land was identified as requiring reclassification from ‘community’ to ‘operational’:

Table 1

Land	Common Description	Real Property Description	Street Address	Approx. Land Area
1.	Baradine Works Depot	Lot 205 DP704113	Coonabarabran Road, Baradine	1680 m ²
2.	Vacant Land	Lot 12 DP600701	Liverpool Street, Baradine	8699 m ²
3.	Vacant Land (Next to Tennis Club)	Part Lot 2 DP1079791	Yarren Street, Binnaway	2683 m ²
4.	Mobile Phone Tower	Lot 1-3 DP1007189	Essex Street, Coonabarabran	89 m ²
5.	Former Cricket Field	Lot 443 DP753378	Ulan Street, Coonabarabran	3.56 Ha
6.	Community Services Building	Lot 1 DP1103578	27-29 John Street, Coonabarabran	1340.5 m ²
7.	Connect 5 Family Day Care	Lot 11 Sect 3 DP758281	14 Robertson Street, Coonabarabran	1593.45 m ²
8.	Medical Centre	Lot 2 DP200690	61 Cassillis Street, Coonabarabran	9485 m ²
9.	RFS Control Centre	Lot 2 Section 37 DP414144	51 King Street, Coonabarabran	Unavailable
10.	Rescue Squad	Lot 2 Section 27 DP758281	8 Essex Street, Coonabarabran	1112.89 m ²
11.	Water Reservoir	Lot 2 DP712551	Newell Highway, Coonabarabran	2448 m ²
12.	Water Supply	Lot 6 Section 10 DP758281	Namoi Street, Coonabarabran	Unavailable
13.	Residence	Lot 3 DP 875499	139 Martin Street, Coolah	1140 m ²
14.	Residence	Lot 1 DP875499	143 Martin Street, Coolah	1584 m ²
15.	Residence	Lot 2 DP875499	1 Lew Close, Coolah	907 m ²
16.	Swanston Park	Lot 1 DP112026	43-67 Goddard Street, Coolah	8.217 Ha
17.	Vacant Land	Lot 3-5 DP18607	Newell Highway, Coonabarabran	3645 m ²
18.	Vacant Land	Lot 266 DP753378	Dalgarno Street, Coonabarabran	Unavailable

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19.	Multi Purpose Building	Lot 3 Section 2 DP758364	38-40 Bolaro Street, Dunedoo	2023.428 m ²
20.	Sewerage Reuse Area	Lot 2 DP234563, Lot 321a DP938173 and Lot 321c DP938174	Wargundy Street, Dunedoo	Unavailable
21.	Vacant Land	Lot 1 DP883570	Ivan Dougherty Drive, Leadville	144.8 Ha
22.	Water Treatment Plant	Lot 1 DP1076077	Dalglish Street, Mendooran	1.609 Ha
23.	Water Supply	Lot 1 DP417380	Baradine Road, Bugaldie	Unavailable

The reclassification of the abovementioned identified public lands from ‘community’ to ‘operational’ will enable:

- The properties to continue to be used for the purpose for which they were acquired; or
- Council to lease or enter into commercial arrangements for existing or future development on the lands; or
- Boundary adjustments to occur followed by classification back to ‘community’ land; or
- Disposal of the land.

Statutory Processes for Reclassifications

The procedure for the reclassification of public land is principally set out in Part 2 Division 1 of the Act and accompanying Regulations.

A summary of the relevant provisions under the Act are provided below:-

30 Reclassification of community land as operational

(1) A local environmental plan that reclassifies community land as operational land may make provision to the effect that, on commencement of the plan, the land, if it is a public reserve, ceases to be a public reserve, and that the land is by operation of the plan discharged from any trusts, estates, interests, dedications, conditions, restrictions and covenants affecting the land or any part of the land, except for:

- (a) any reservations that except land out of a Crown grant relating to the land, and*
- (b) reservations of minerals (within the meaning of the Crown Lands Act 1989).*

(2) A provision referred to in subsection (1) has effect according to its tenor, but only if the Governor has, before the making of the local environmental plan, approved of the provision.

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To enable the identified lands to be reclassified to an 'operational' land status, two (2) LEP amendments will be required to be prepared, as follows:-

- Coonabarabran Local Environmental Plan, 1990 – Amendment No. 3
- Coolah Local Environmental Plan, 2000 – Amendment No. 2

To reclassify the identified lands Council is required firstly, to resolve to do so and secondly, to prepare a Planning Proposal. The requisite Planning Proposal will outline the intended effect of the proposed LEP and the justification for making it. A range of matters are required to be addressed in the Planning Proposal Report in accordance with the requirements of the NSW Department of Planning and as specified in the Environmental Planning and Assessment Act, 1979.

The Planning Proposal report will include a range of information including a justification for the proposal, how Council obtained an interest in the land and whether or not any interests apply to the specific property and are proposed to be extinguished (or otherwise). Title searches will also be undertaken in relation to each land parcel.

Following resolution to reclassify the lands and completion of the requisite Planning Proposal Report, the matter will be forwarded to the NSW Department of Planning and be considered under the 'Gateway Review Process'. The purpose of the gateway determination is to ensure there is sufficient justification early in the process to proceed with a planning proposal. The gateway determination operates as a checkpoint for planning proposals before significant resources are committed to carrying out technical studies and investigations.

Once the matter is reviewed by the Department's LEP Panel as part of the gateway review process, the Minister of Planning will determine the matter and advise Council the following matters:-

- Whether the planning proposal should proceed (with or without variation);
- Whether the planning proposal should be resubmitted for any reason (including the need for further studies or for other information or for the revision of the planning proposal);
- The community consultation required before consideration is given to the making of the proposed instrument (the community consultation requirements);
- Any consultation required with State or Commonwealth Public Authorities; and
- Requirement for a Public Hearing to be held (in line with current legislative provisions)

Proposed LEP Preparation Mechanism

Following discussions with representatives of the NSW Department of Planning's Regional Office, it has been identified that the most appropriate way in which to pursue the matter is via separate LEP amendments to the current instruments given the advanced progress of the consolidating, comprehensive LEP. The preparation of documentation with the view of integration with the comprehensive LEP process was considered,

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however, it would activate the need for re-exhibition and thus have considerable impacts on the comprehensive LEP determination timetable. Consequently, it is preferable to run both LEP procedures separately.

Community Consultation Requirements

The Director General of Planning (or nominated delegate) must approve the form of the Planning Proposals (as revised by the Gateway determination) before community consultation is undertaken. It is intended that in accordance with NSW Department of Planning Guidelines, the Planning Proposal pertaining to the Reclassification LEPs will comprise a concise document (for the purpose of the Gateway determination process) and will be underpinned by the necessary technical analysis as separate issues specific reports.

As indicated in the preceding section, a public hearing must be held where 'community' land is proposed to be reclassified as 'operational' land. In accordance with the requirements of the EP&A Act, should the Department endorse the proposed LEP amendment, the Public Hearing will be coordinated after the community consultation phase and will be required to be chaired by an independent person. A separate report will be prepared in this regard and at a later for the consideration of Council.

Financial Considerations:

Costs will be incurred, for example advertising and costs associated with an independent chairperson, however these are difficult to quantify until the process is underway

Environmental Considerations:

Matter proposed is of an administrative nature.

RECOMMENDATION

That:

- (a) Council resolve to seek the reclassification of twenty three (23) allotments of public land as identified in Table 1 of this Report from 'Community' land to 'Operational' land;
- (b) Council prepare a Planning Proposal pursuant to requirements of the Environmental Planning and Assessment Act, 1979 to amend the provisions of Coonabarabran Local Environmental Plan, 1990 and Coolah Local Environmental Plan, 2000;
- (c) The Planning Proposal be forwarded to the NSW Department of Planning for Gateway determination.

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4.4 APPLICATIONS RECEIVED FOR MONTH OF FEBRUARY 2011

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Received	APPLICANT'S NAME	LOCATION (of development)	(Town)	Development Type	Status (Approved or Pending)
CDC 58/1011	1/02/2011	L & S Graham	Wargundy Street	Dunedoo	New Carport	Stop the clock
DA 59/1011	9/02/2011	Glenn Campbell	Bandulla Street	Mendooran	New Shed	Approved
DA 60/1011	9/02/2011	Ari & Diana Nuoto	Gumnut Road	Coonabarabran	Transportable Building	Approved
DA 61/1011	11/02/2011	Lana O'Brien	Cypress Street	Binnaway	Swimming Pool	Approved
DA 62/1011	21/02/2011	Penny Stevens	Dunedoo Street	Cobbora	Toilet Amenities Block	Approved
DA 63/1011	21/02/2011	W Wilden	Koala Crescent	Coonabarabran	New Dwelling	Pending

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WARRUMBUNGL SHIRE COUNCIL APPLICATIONS HELD PENDING AS AT THE END JANUARY 2010

CD or DA	Date Received	APPLICANT'S NAME	LOCATION	Town	Type of Development	Status
DA 16/1011	26/08/2010	Wayne Martin	River Road	Coonabarabran	Transport & Erect House	Clock Stopped Awaiting Further Information
DA 23/1011	24/09/2010	Catholic Church	Dalgarno Street	Coonabarabran	Boundary Adjustment	Pending
DA 53/1011	24/01/2010	Bridgette Isberg	Timor Road	Coonabarabran	New Dwelling	Pending
DA 54/1011	25/01/2010	Ross Wattus	Baradine Road	Baradine	Replace Dwelling & Shed	Pending

.....
TONY MEPPM
ACTING DIRECTOR ENVIRONMENTAL SERVICES

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Mr Kevin Tighe
Acting General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

Attached is my report for consideration by Council

DIRECTOR OF COMMUNITY SERVICES ANNEXURE 5

5.1 NSW Heritage Grant – Mendooran Mechanics Institute

Council has received notification that a submission under a NSW Heritage Grant 2011-2013 program to replace the iron roof of the Mendooran Mechanics Institute Hall was successful. The total project cost estimated is \$47,726 (ex GST) and 50% of funds were requested as per the guidelines.

The original roof has had some urgent repairs undertaken late last year to patch some obvious holes. However the condition of the iron sheets and ridge capping has deteriorated to the extent that rescrowing was not a viable option. Leaking during even minor rainfall events has caused water intrusion during community events and there is evidence of water damage to curtains and ceiling. The recently purchased piano is required to be covered in plastic sheeting for protection.

The Heritage Branch, Department of Planning has approved a heritage grant of up to \$20,000 for this project, which is less than requested. The project milestones include; undertaking and claiming 50% of project funding by June 2012 and final completion by May 2013.

Council's contribution is therefore required in the 2011-2012 budget.

RECOMMENDATION

That Council approve the General Manager to sign the NSW Heritage Funding Agreement for \$20,000 for the Mendooran Mechanics Institute Hall roof replacement project **FURTHERMORE** provide a capital allocation of \$30,000 towards the total cost of the project in the 2011-2012 budget.

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5.2 2010 NSW Community Building Partnership Grant – Purlewaugh Hall

The Purlewaugh Hall Committee applied for funding under the NSW Community Building Partnership (CBP) program for some restoration works at the Purlewaugh Mechanics Institute Hall. A grant of \$7,512 has been approved.

Since the Hall Committee funds are held in trust by Council, it is appropriate that Council continues with providing the auspice for this funding agreement.

All local Council projects, including section 355 Committees, are required to match the CBP funding dollar for dollar, in the form of cash or in kind.

Works being undertaken include; installation of new door to supper room, blocking off of western side doorway in supper room, plumbing and downpipes repair in toilets and main hall, restoration of concrete walkways and some painting. The items are being prioritised by the Hall Committee based on OH&S concerns and repairs to eliminate deterioration of the building integrity.

A \$5,000 donation from the Young Pastoralists Committee from the 2010 New Years Eve Ball in addition to the CBP grant has value added to this project which now totals \$20,012.

Council's contribution would be required in the 2011-2012 budget.

RECOMMENDATION

That Council provides an allocation of \$7,500 towards the total cost of the Purlewaugh Hall restoration project in the 2011-2012 budget.

5.3 Community Strategic Plan 2012-2022

Council would recall over the past 18 months to two (2) years; reports and information presented to Council meetings about the Integrated Planning and Reporting (IP&R) legislation introduced by the NSW Government in October 2009. Under the legislation every Council is required to prepare a series of new plans to guide and inform their operations and priorities and to build strong links with local communities and stakeholders. A discussion paper was presented to Council at the planning day held on 17 November 2010 about the implementation of IP&R at Warrumbungle Shire Council with a series of recommendations. Much of the following information was included in this discussion paper however it is felt important to use this opportunity to reaffirm the principles and requirements of IP&R in order to facilitate informed discussion specifically about the Community Strategic Plan.

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Warrumbungle Shire Council is in Group 3 which means by 30 June 2012, Council must have;

- a 10 year minimum **Community Strategic Plan (CSP)**; with an associated **Community Engagement Strategy (CES)**
- a **Resourcing Strategy** that includes a **Long Term Financial Plan (LTFP)** (minimum 10 years), a **Workforce Management Plan (WMP)** (minimum 4 years) and an **Asset Management Plan (AMP)** (minimum 4 years);
- a 4 year **Delivery Program** and
- a 1 year **Operational Plan**.



At the January 2011 meeting the Asset Management Policy was presented and adopted by Council, which now provides the way in which Council's Asset Management Plans are created and the Asset Management Strategy implemented.

The Community Strategic Plan 2012-2022 will need to be completed by December 2011. This will allow public exhibition process, adoption and then integration of the Strategy and Objectives etc; into the Delivery Program and Operational Plan.

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Council has a number of options;

1. Secure the services of a Consultant who specialises in Community Strategic Planning or series of Consultants to provide external resources on an as needs basis for each component of the project
2. Employ a Project Officer full time for a period of 12-18 months.
3. Engage a partner to work with Council staff and implement IP&R using current staff resources.

There is an amount in the current budget of \$55,000 allocated for IP&R; of which \$7,520 has been expended on consultancy fees for preparation of Council's Vision and Mission Statements. It is intended that a similar allocation be made in the 2011-2012 budget to ensure the CSP, Delivery and Operational Plan components are completed on time by June 2012.

The continued use of Consultants or employment of a Project Officer is considered an expensive option, and offers little to staff growth, development or capacity building of the organisation as a whole.

Centre for Local Government

Under its Integrated Planning Capacity Building Program, the Centre for Local Government (CLG) has worked extensively with councils throughout NSW, providing assistance, guidance and external review processes to support their work in meeting the requirements of the IP&R legislation. The focus of the program is to build the capacities of council staff in a range of areas relevant to IP&R and to ensure that all plans and strategies are developed in ways that respond fully to the legislative requirements and demonstrate clear linkages and accountabilities between all components of the IP&R framework.

The CLG's Integrated Planning Capacity Building Program is based around the provision of practical assistance. The emphasis on capacity building ensures that council staff develop a comprehensive understanding of the requirements of IP&R and acquire skills to undertake future tasks within and beyond the legislation. The capacity building aspects of the program are based on:

- Provision of high level guidance and facilitation for implementation of IP&R legislation
- Provision of development and planning seminars to ensure effective organisational structures and decision making in the implementation of IP&R legislation
- Provision of collaborative review and evaluation processes to assess the readiness of councils to implement IP&R legislation
- Provision of training for staff on community engagement and facilitation skills
- Design and co-ordination of community engagement activities that actively involve council staff in facilitation processes under constant guidance and supervision

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- Provision of workshop and seminar activities for staff and councillors to analyse community data for the Community Strategic Plan
- Development of structures and formats for IP&R documentation (Community Strategic Plan, Delivery Program, Operational Plan) with participating councils

The CLG's Integrated Planning Capacity Building Program has been operational since late 2008 and has provided councils across NSW with varying levels of assistance in the implementation of the IP&R framework and legislation. Tangible benefits for councils include:

- A structured program to assist NSW councils in the implementation of the IP&R framework and legislation – the CLG is currently the only agency providing a service of this nature to NSW councils
- The CLG adopts a partnership approach in providing assistance to councils regarding IP&R implementation – working with, rather than for each council
- Councils take a proactive role in developing and guiding the whole process to implement the IP&R requirements
- The CLG's IP&R Capacity Building Program acknowledges and draws on the considerable experience and knowledge already existing in each council, giving the council an important 'self-determining' role and minimising the wastage of resources
- The program builds organisational capacity in areas such as understanding the IP&R framework, inter-divisional co-operation, community engagement and facilitation skills and the development of appropriate Community Strategic Plan and Delivery Program templates
- The program has proven effectiveness in addressing the needs and interests of both the elected council and the council's administration in relation to IP&R and associated issues
- The program is implemented according to a timetable set by council and is designed to minimise disruption to the day-to-day roles and responsibilities of staff
- The program recognises the financial constraints of many councils and provides affordable and cost-effective assistance in addressing the requirements of IP&R legislation

The CLG has been engaged by the following councils to assist with the full implementation of the IP&R framework:

- Richmond Valley Council
- Yass Valley Council
- Snowy River Shire Council
- Palerang Council
- Dungog Shire Council

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Whilst Council staff may have the skills; the collaborative approach offered by the CLG most importantly builds organisational capacity to manage the strategic and corporate planning tasks in house long term. The staff networking resource should not be underestimated and the training, skills development and opportunities this program offers for council staff will be of great benefit to the organisation.

The program comprises of six (6) components of which the first one (1) was completed in March 2010;

1. Understanding the Legislation and Assessing Council's Capacities
2. Training in Essential Skills
3. Community Strategic Planning
4. Community Engagement
5. Developing the Delivery Program
6. Effective Performance Management

RECOMMENDATION

That Council engage Centre for Local Government to become partner in the implementation of Integrated Planning and Reporting framework to develop and complete the Community Engagement Strategy, Community Strategic Plan, Delivery Program and Operational Plan.

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REBECCA RYAN
DIRECTOR COMMUNITY SERVICES