



Warrumbungle Shire Council

Council meeting
Thursday, 16 June 2011

to be held at the Council Chambers, Coolah

commencing at 11.00 am

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

Steve Loane (General Manager)

John McHugh (Acting Director Corporate Services)

Kevin Tighe (Director Technical Services)

Tony Meppem (Acting Director Environmental Services)

Rebecca Ryan (Director Community Services)

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Date: 9 June 2011

Cr Peter Shinton
Mayor
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Cr Shinton

AGENDA

I submit the following report for Council's consideration at its meeting to be held on 16 June 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 19 May 2011

ADOPTION OF THE RECOMMENDATIONS of the Warrumbungle Aerodromes Advisory Committee meeting held at the Baradine RTC on 12 May 2011

ADOPTION OF THE RECOMMENDATIONS of the Traffic Advisory Committee meeting held in the Community Services Building, Coonabarabran On Thursday, 26 May 2011

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Questions for Next Meeting

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Matters 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(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

The items relate to commercial lease agreements and are classified CONFIDENTIAL under Section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

.....
STEVE LOANE
GENERAL MANAGER

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GENERAL MANAGER'S REPORT

ANNEXURE 1

1.1 Request For Leave of Absence – Councillor Powell

Background

A email was received from Councillor Powell on 25th May 2011, advising that he is unable to attend the ordinary meeting of Council on 21st July 2011 and requesting Leave of Absence.

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 be granted to Councillor Mark Powell for the meeting to be held on 21st July 2011.

1.2 Local Government Remuneration Tribunal

Under Section 239 and 241 of the Local Government Act the Local Government Remuneration Tribunal is charged with determining categories of Councils and a range of remuneration for each level. The minimum levels of remuneration for Councillors and Mayors must be paid by the relevant Council. Above that minimum there is a discretion to endorse a fee up to the maximum.

The last report on the outcomes of the Tribunal were reported to Council in June 2010 and thus dealt with the fees payable to Councillors and the Mayor for the 2010/2011 year. These fees were \$9,570 for Councillors and the additional Mayoral fee of \$20,280. Council also has a policy that the Deputy Mayor receives \$500 of the Mayoral Allowance.

An allowance was made in the 2010/2011 budget for the maximum fees to be paid.

Remuneration Tribunal Determination April 2011

Warrumbungle Shire remains as one of 77 Council's designated as "Rural".

The increase for the year 2011/2012 was determined as being 4.2% - this resulted in the range of fees available being:

Councillors Annual Fees	\$7,550 to \$9,970
Additional Mayoral Fees	\$8,020 to \$21,770

The draft budget currently on exhibition provided for the maximum fee being adopted.

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RECOMMENDATION

That the Warrumbungle Shire Council adopt the following fees for Councillors and Mayor:

- The fees for 2011/2012 be as follows – Councillors fees \$9,970 and Mayoral Allowance \$21,770, **FURTHER** that the fees are to apply from 1st July 2011.

1.3 Senior Staff – Annual Reporting

The Local Government Act 1993 No. 30 Section 339 states that, *The General Manager must, at least once annually, report to the Council on the contractual conditions of Senior Staff.*

The Warrumbungle Shire Council currently has one Senior Staff position, and that is the position of the General Manager.

The General Manager is on the standard employment contract for Local Government with the Annual Total Remuneration Package being \$180,000.

RECOMMENDATION

For Council's information.

1.4 20 Year Community Strategic Plan

Workshops conducted last week for Councillors and Staff with the Centre for Local Government (CLG) commenced the capacity building program for staff and development of a strategy to implement the Warrumbungle Shire 20 year Community Strategic Plan (CSP).

The timeframe for the public engagement will be late August early September with proposed community and targeted forums and suggested session times to include;

Community Forums 6pm-9pm	<ul style="list-style-type: none">▪ Coonabarabran▪ Baradine▪ Binnaway▪ Dunedoo▪ Mendooran▪ Coolah
Mini Community Forums Breakfast 8am- 10am	<ul style="list-style-type: none">▪ Goolhi▪ Purlewaugh▪ Leadville▪ Uarbry▪ Elong Elong
Business/Government Afternoon 1pm-3pm	<ul style="list-style-type: none">▪ Coonabarabran▪ Dunedoo or Coolah
Target Groups Times as needed	<ul style="list-style-type: none">▪ Youth/School Children▪ Young Families▪ Seniors

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	▪ Indigenous
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Late August and early September will avoid school holidays, harvest and depths of winter allowing enough time for surveys to be distributed and feedback collated for a draft CSP by November/December. The forums will be spread over a two (2) week period either concurrently or with a weeks gap, depending on local events/activities and staff resources.

Council have many networks where targeted forums can be held such as Yuluwirri Kids, Family Support Services, Warrumbungle Community Care, Tourism and Economic Development, Coonabarabran Interagency, the Community Working Party and Development Coordinators.

A small CSP team of staff will meet regularly to develop and work through a Community Engagement Strategy reporting to the General Manager and Council. The draft CES will be finalised and presented to Council at the July Council meeting for adoption. This will provide the necessary timing required to advertise and promote to each community and target group the opportunity available to have input into the CSP.

Facilitation skills training of the core group of staff who wish to be involved in this process will be undertaken prior to the community forums with another Councillor session scheduled to coincide with the August Council meeting.

In order to create some public awareness and community ownership of this 20 year plan it is timely that Council adopt a logo and name of the Warrumbungle CSP. It is proposed that a competition to find an appropriate name and logo be sought from staff and the public to officially launch this project. A prize of \$500 is thought an attractive award for those interested to submit an entry for Council consideration at the July Council meeting.

Some guidelines and essence of the competition will be advertised and promoted to schools, TAFE and individuals via local media and Council's website. Some graphic design to transform a concept or drawing will be required once Council have selected the winning entry. Expenditure will be allocated from the CSP project budget.

RECOMMENDATION

That Council launch the Integrated Planning and Reporting framework with a Name and Logo competition for the Warrumbungle Shire 20 Year Community Strategic Plan and offer a \$500 prize for the successful entry to be judged and awarded at the July Council meeting.

1.5 Central Tourism NSW

A Special General Meeting of Central NSW Tourism was held on Wednesday 8th June. The purpose of the meeting was to vote on the proposed amalgamation of three Regional Tourism Organisations (Central NSW, Outback and New England/North West) into a new body, the Inland Tourism Organisation.

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The reasons for this amalgamation are many, but the driving reason for Central was the termination of the contract of the EO in April following a series of activities which did not reflect the wishes of the members. Tourism marketing was not effective and a strategic plan developed by the EO did not have the input or support of the tourism managers or members. Individually members were accessing matched dollar funding from Tourism NSW Demand Funding Program (Warrumbungle Shire, working in a cluster with Coonamble, Gilgandra and Narrabri had two cluster projects – one a direct marketing campaign into south east Queensland and the second a digital traveller project which was launched at the LGSA Tourism Conference in March). The EO was committed to boosting industry membership as a means of funding the operational work of the organisation and this had not been supported by the local government members who were working with industry at their local level. The termination of the EO brought about a legal action which placed Central Tourism NSW in a vulnerable position financially.

The current model of regional tourism organisations had been imposed on regions by state government some 16 years ago and did not recognise the diversity of product nor the communities of interest; it was simply a drawing of lines on a map. Across the inland there had been some discussion on the need to restructure the operation of the regional tourism bodies and there was a strong leaning towards a newly amalgamated body with the three organisations, other inland groups are also watching this process.

A steering committee was formed in November to investigate the options of amalgamating inland regional tourism organisations. NE/NW, Outback and Central each had representation on this committee, along with Tourism NSW and a consultant with interstate experience in tourism amalgamations. The chairperson of Central was appointed to chair the steering committee. The Steering Committee was tasked with exploring options, looking at other states' experiences with amalgamation, exploring partnerships with other RTO's, preparing material on membership options and budgets as well as developing a strategic plan. Draft documents have been circulated, some were amended but the Steering Committee has not met since April and the requested information not received.

At the Central NSW Tourism meeting on Tuesday a procedural motion was moved and supported unanimously that the decision to support amalgamation be deferred until a meeting on 28th June; the motion also requested the above information be provided to all members prior to the meeting so that an informed decision can be made. Should Central decide not to join the amalgamated body then a streamlined operation would be established; Tourism NSW would make \$245,000 available to the organisation as well product development funding on a case by case application. Other RTO's had expressed interest in the amalgamated body but withdrew their support. I understand that NE/NW and Outback will proceed but require a 3rd partner.

Jana Pickles as chairperson resigned her position effective immediately and Chris Port as deputy chair also resigned from the board of Central NSW Tourism. I understand that Carissa Bywater, the GM from Parkes is the interim board chair and that the decision

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about board structure and representation now hinges on the outcomes of the meeting of the 28th June.

With funds allocated in the Tourism Promotions budget, Warrumbungle Shire is a member of Central NSW Tourism.

RECOMMENDATION

For Council's information

1.6 Staff Awards 2011

At the February 2011 Council meeting the first award for the newly implemented Warrumbungle Shire Employee Excellence in Achievement Awards was presented to Mr Christopher Staniforth.

Applications closed on the 31 March 2011 for the second quarter nominations. These nominations have now assessed and a successful nominee selected.

Again there was a pleasing number of nominations received and considered against the criteria at a special meeting of MANEX. After a shortlist was created and much discussion, MANEX have recommended that Lisa Grammer who is the Senior Finance Officer be awarded a Warrumbungle Council Employee Excellence in Achievement Award.

Council and Staff congratulates Lisa on her nomination and subsequent award.

The following nominations were also received and congratulations are extended to these dedicated staff members:

- Kelly Dewar – Records Officer
- Craig Hynds – Grader Operator
- Randall Michael – Supply Officer
- Trish Sawyer – Senior Expenditure Officer
- Chris Staniforth – Supervisor Mechanic's Workshop
- John Walden – Supervisor Road Construction
- Peter Wasley – Supervisor Waste Management

RECOMMENDATION

That Council accepts the recommendation from MANEX and presents Lisa Grammer with a Warrumbungle Council Employee Excellence in Achievement Award.

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STEVE LOANE
GENERAL MANAGER

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Mr Steve Loane
General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

ACTING DIRECTOR OF CORPORATE SERVICES

ANNEXURE 2

2.1 Public Submissions on Draft Management Plan 2011-2012

Council's Draft Management Plan was placed on display on 12 May 2011 seeking submissions from the public. Submissions closed on Friday 10 June 2011 and the following three (3) submissions were received during this period:

Received from –

1. Donald and Leanne Colantonio – that Council include Banksia Road into the unsealed roads maintenance programme
2. Bruce Breckenridge (Hon. Secretary) Warrumbungle Arts and Crafts Inc – that the 'Acquisitive Prize' be increased from \$800 to \$1000
3. Geoff Mitchell – that proposed expenditure on bitumen on Piambra Road be transferred to the Neilrex end of the Coolah-Neilrex Road.

Each of the submissions received have been provided separately to Councillors.

RECOMMENDATION

That Council receive and note the submissions.

2.2 Draft Management Plan – As Amended 2011-2012

RECOMMENDATION

That Council adopt the draft Management Plan as amended, to be the Management Plan of the Council for the financial year 2011-2012.

2.3 Council Budget 2011-2012 and Forward Years

RECOMMENDATION

Council hereby resolves to adopt as the Budget for the financial year 2011-2012 the Budget detail set out on Pages 10 to 19 of the Management Plan 2011-2012.

Council also resolves to adopt as its Forward Estimates for the years 2012-2013 and 2013-2014 the details set out on Pages 10 to 13 of the Management Plan 2011-2012.

2.4 Make the Rates and Annual Charges 2011-2012

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RECOMMENDATION

(a) Categorisation of Land for Purposes of Ordinary Rates

That in accordance with Section 514 of the Local Government Act 1993, Council has declared that the category of each parcel of rateable land within its area within one or other of the following categories:

- Farmland
- Residential
- Business
- and any subcategories found within Council's rating resolution

that such categorisation is to be found in Council's Rate Book.

(b) Ordinary Rates and Annual Charges

That in accordance with Section 535 of the Local Government Act, 1993 that Council make the following rates and charges for 2011/2012.

ORDINARY RATES

- Farmland Rate** be set at point zero zero four two nine seven seven cents (0.0042977¢) in the dollar plus a base amount of four hundred and eighty six dollars (\$486.00). The amount raised via base amount is equal to 19.49% of the total levy.
- Residential Rate (sub-category Rural)** be set at point zero zero eight five six five cents (0.008565¢) in the dollar plus a base amount of two hundred and eleven dollars (\$211.00). The amount raised via base amount is equal to 32.76% of the total levy.
- Residential Rate (sub category – Villages One – Kenebri, Ulamambri, Neilrex, Bugaldie, Rocky Glen, Purlewaugh)** be set at point zero two one four three cents (0.02143¢) in the dollar plus a base amount of one hundred and nine dollars (\$109.00). The amount raised via base amount is equal to 44.81 % of the total levy.
- Residential Rate (sub category Baradine)** be set at point zero two two three cents (0.0223¢) in the dollar plus a base amount of one hundred and fifty eight dollars (\$158.00). The amount raised via base amount is equal to 42.43% of the total levy.
- Residential Rate (sub category Binnaway)** be set at point zero one one zero five cents (0.01105¢) in the dollar plus a base amount of one hundred and twenty one dollars (\$121.00). The amount raised via base amount is equal to 49.6% of the total levy.
- Residential Rate (sub category Coonabarabran)** be set at point zero zero nine two seven three cents (0.009273¢) in the dollar plus a base amount of two hundred and

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twelve dollars (\$212.00). The amount raised via base amount is equal to 38.31% of the total levy.

- g) **Residential Rate (sub category Coolah)** be set at point zero one three nine three four cents (0.013934¢) in the dollar plus a base amount of two hundred and twenty dollars (\$220.00). The amount raised via base amount is equal to 49.57% of the total levy.
- h) **Residential Rate (sub category Dunedoo)** be set at point zero zero seven six three three cents (0.007633¢) in the dollar plus a base amount of two hundred and fifty eight dollars (\$258.00). The amount raised via base amount is equal to 49.39% of the total levy.
- i) **Residential Rate (sub category Mendooran)** be set at point zero one eight three eight cents (0.01838¢) in the dollar plus a base amount of one hundred and seventy nine dollars (\$179.00). The amount raised via base amount is equal to 48.23% of the total levy.
- j) **Residential Rate (sub category Village Two – Leadville, Merrygoen, Uarbry)** be set at point zero one two eight four cents (0.01284¢) in the dollar plus a base amount of ninety two dollars (\$92.00). The amount raised via base amount is equal to 48.78 % of the total levy.
- k) **Rural Residential Rate (sub category Coolabah)** be set at point zero zero four eight two cents (0.00482¢) in the dollar plus a base amount of one hundred and thirty two dollars (\$132.00). The amount raised via base amount is equal to 49.05% of the total levy.
- l) **Rural Residential Rate (sub category Village Three (Cobbora) – Cobbora)** be set at point zero zero four three three cents (0.00433¢) in the dollar plus a base amount of one hundred and fifteen dollars (\$115.00). The amount raised via base amount is equal to 46.65% of the total levy.
- m) **Business Rate (sub category Rural)** be set at point zero two seven two two cents (0.02722¢) in the dollar plus a base amount of two hundred and sixty two dollars (\$262.00). The amount raised via base amount is equal to 22.82% of the total levy.
- n) **Business Rate (sub category Village One – Kenebri, Ulamambri, Neilrex, Bugaldie, Purlawaugh)** to be set at point zero six zero five six cents (0.06056¢) in the dollar plus a base amount of one hundred and nineteen dollars (\$119.00). The amount raised via base amount is equal to 18.67 % of the total levy.

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- o) **Business Rate (sub category Coonabarabran)** to be set at point zero two seven three five two cents (0.027352¢) in the dollar plus a base amount of three hundred and twenty six dollars (\$326.00). The amount raised via base amount is equal to 14.7% of the total levy.
- p) **Business Rate (sub category Baradine)** to be set at point zero three nine four seven cents (0.03947¢) in the dollar plus a base amount of two hundred and fifteen dollars (\$215.00). The amount raised via base amount is equal to 40.21% of the total levy.
- q) **Business Rate (sub category Binnaway)** to be set at point zero two three one seven cents (0.02317¢) in the dollar plus a base amount of one hundred and seventy four dollars (\$174.00). The amount raised via base amount is equal to 40.44% of the total levy.
- r) **Business Rate (sub category Coolah)** to be set at point zero three one one nine cents (0.03119¢) in the dollar plus a base amount of two hundred and seventy two dollars (\$272.00). The amount raised via base amount is equal to 40.21% of the total levy.
- s) **Business Rate (sub category Dunedoo)** to be set at point zero one zero nine six five cents (0.010965¢) in the dollar plus a base amount of two hundred and ninety five dollars (\$295.00). The amount raised via base amount is equal to 46.86% of the total levy.
- t) **Business Rate (sub category Mendooran)** to be set at point zero one five nine nine two cents (0.015992¢) in the dollar plus a base amount of one hundred and seventy four dollars (\$174.00). The amount raised via base amount is equal to 38.6% of the total levy.
- u) **Business Rate (sub category Village Two – Leadville, Merrygoen)** to be set at point zero six five cents (0.065¢) in the dollar plus a base amount of ninety four dollars (\$94.00). The amount raised via base amount is equal to 19.96 % of the total levy.

DOMESTIC AND NON-DOMESTIC WASTE CHARGES

- i) **Domestic Waste charge** be set at three hundred and forty dollars (\$340.00) for the rendering of one (1) weekly service.
- ii) **Non Domestic Waste charge** be set at two hundred and seventy five dollars (\$275.00) for the rendering of one (1) weekly service.
- iii) **Domestic Waste (Vacant) charge** be set at one hundred dollars (\$100.00) for each vacant land assessment within a scavenging area serviced by the waste disposal service.

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- iv) **Non Domestic Waste (Recycling) charge** be set at two hundred and seventy five dollars (\$275.00) for the rendering of one (1) weekly service.
- v) **Domestic Waste Rural Access Charge (Occupied Land)** be set at three hundred dollars (\$300.00) for those rural residents of occupied land with a residence who has access to the service and does not take full service.
- vi) **Domestic Waste Rural Non Occupied Access Charge** be set at seventy five dollars (\$75.00) for vacant land outside a scavenging area where the owner has access to the service and does not use the service.

SEWERAGE CHARGE – UNDER SECTION 501

- vii) **User Pay Sewerage Charges Residential Properties - Connected** be set at four hundred and seventeen dollars (\$417.00)
- viii) **User Pay Sewerage Charges Residential Properties – Not Connected** be set at two hundred and sixty seven dollars (\$267.00)
- ix) **User Pay Sewerage Charges NON-Residential Properties - minimum charge** be set at four hundred and seventeen dollars (\$417.00)
- x) **User Pay Sewerage Charges NON-Residential Properties - usage charge** be set at zero point seven zero dollars per kL (\$0.70/kL)
- xi) **User Pay Sewerage Charges NON-Residential Properties - Access Charge 20mm water meter size** be set at two hundred and sixty seven dollars (\$267.00)
- xii) **User Pay Sewerage Charges NON-Residential Properties - Access Charge 25mm water meter size** be set at four hundred and seventeen dollars and twenty seven cents (\$417.27)
- xiii) **User Pay Sewerage Charges NON-Residential Properties - Access Charge 32mm water meter size** be set at six hundred and eighty three dollars and sixty five cents (\$683.65)
- xiv) **User Pay Sewerage Charges NON-Residential Properties - Access Charge 40mm water meter size** be set at one thousand and sixty eight dollars and twenty cents (\$1,068.20)
- xv) **User Pay Sewerage Charges NON-Residential Properties - Access Charge 50mm water meter size** be set at one thousand six hundred and sixty nine dollars and six cents (\$1,669.06)

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- xvi) **User Pay Sewerage Charges NON-Residential Properties - Access Charge 80mm water meter size** be set at four thousand two hundred and seventy two dollars and eighty cents (\$4,272.80)
- xvii) **User Pay Sewerage Charges NON-Residential Properties - Baradine – Access Charge 100mm water meter size** be set at six thousand six hundred and seventy six dollars and twenty five cents (\$6,676.25)

Non – Residential Sewerage Charge

All non-residential properties will be levied a charge based on the size of the water meter and the volume of water passing through the water meter. The charge is modified by an assessment of the volume of water discharged to sewer, which is known as the Sewerage Discharge Factor (SDF). The charge is determined in accordance with the following formula:

$$B = SDF \times (AC + C \times UC)$$

- Where: B = Annual non-residential sewerage bill (\$)
- C = Customer's water annual consumption (kL)
- AC = $(AC_{20} \times D^2/400)$
- D = Water supply service connection size (mm)
- SDF = Sewer discharge factor
- UC = Sewer usage charge (\$/kL).

The Access Charge (AC) and the Usage Charge (UC) for 2010/2011 for each town is outlined in Table 1.0. The Sewerage Discharge Factor (SDF) is set out in Table 5.0 below:

Table 5.0 – Sewerage Discharge Factors (SDF)

Type of Non Residential Property	Sewerage Discharge Factor (per kL)
All non-residential use other than specifically identified below	95%
Motel	85%
Hotel (Pub)	100%
Caravan Park	50%
Schools	50%
Nursery	20%
Bowling Club	50%
Home based business	70%

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WATER ACCESS CHARGES

- xviii) **Coonabarabran Water Access charge** be set at three hundred and forty five dollars (\$345.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Coonabarabran Water supply and further any other properties outside the town boundary that are connected to the water supply.
- xix) **Timor Gravity Main Water access charge** be set at three hundred and forty five dollars (\$345.00) for all properties connected to the Timor Dam Gravity Main outside of the town boundary.
- xx) **Baradine Water access charge** be set at three hundred and forty five dollars (\$345.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Baradine Water supply and all rural properties not within the town boundary that are connected to the Baradine Water supply.
- xxi) **Binnaway Water access charge** be set at three hundred and forty five dollars (\$345.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Binnaway Water supply and all rural properties not within the town boundary that are connected to the Binnaway Water supply
- xxii) **Village Water access charge** be set at three hundred and forty five dollars (\$345.00) for all properties in the villages of Kenebri, Bugaldie and Merrygoen that are connected to the village water supplies.
- xxiii) **Coolah Water Access charge** be set at three hundred and forty five dollars (\$345.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Coolah Water supply and further any other properties outside the town boundary that are connected to the water supply.
- xxiv) **Dunedoo Water Access charge** be set at three hundred and forty five dollars (\$345.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Dunedoo Water supply and further any other properties outside the town boundary that are connected to the water supply.
- xxv) **Mendooran Water Access charge** be set at eight hundred and sixteen dollars (\$816.00) for all rateable and non-rateable properties within the town boundary connected or able to be connected to the Mendooran Water supply and further any other properties outside the town boundary that are connected to the water supply.

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ANNUAL WATER USEAGE CHARGES

- xxvi) **Coonabarabran Water Usage Charge** be set at one dollar and forty four cents (\$1.44) per kilolitre.
- xxvii) **Northern Business - Coonabarabran Water Usage Charge** be set at one dollar and forty four cents (\$1.44) per kilolitre.
- xxviii) **Timor Dam Gravity Main Water Usage Charge** be set at one dollar and forty four cents (\$1.44) per kilolitre.
- xxix) **Baradine Water Usage Charge** be set at one dollar and forty four cents (\$1.44) per kilolitre.
- xxx) **Binnaway Water Usage Charge** be set at one dollar and forty four cents (\$1.44) per kilolitre.
- xxxi) **Northern Business Water Usage Charge (Baradine and Binnaway)** be set at one dollar and forty four cents (\$1.44) per kilolitre.
- xxxii) **Village Water Usage Charge (Bugaldie, Kenebri and Merrygoen)** be set at one dollar and forty four cents (\$1.44) per kilolitre.
- xxxiii) **Coolah Water Usage Charge** be set at one dollar and forty four cents (\$1.44) per kilolitre.
- xxxiv) **Dunedoo Water Usage Charge** be set at one dollar and forty four cents (\$1.44) per kilolitre.
- xxxv) **Mendooran Water Usage Charge** be set at one dollar and forty four cents (\$1.44) per kilolitre.
- xxxvi) **Southern Business Water Usage Charge (All areas)** be set at one dollar and forty four cents (\$1.44) per kilolitre.

(c) Interest Charges for 2011-2012

That in accordance with Section 566 (3) of the Local Government Act 1993, the Council adopt the maximum allowable interest rate determined by the Minister to apply to all overdue Rates and Charges for the financial year 2011/2012.

WARRUMBUNGLE SHIRE COUNCIL

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2.5 Fees and Charges

Council's Fees and Charges proposed for the financial year 2011-2012, have been on public display as part of the draft Management Plan (Part C). Following some minor amendments the Fees and Charges are as per the adopted Management Plan.

RECOMMENDATION

The schedule of Fees and Charges contained within the Management Plan for the financial year 2011-2012 be adopted.

2.6 Cheque Warrant and Internal Audit

A question was asked at Council on Thursday 19 May 2011, as to whether the Council could be provided with details of payments made by the Council to its creditors. Reference was also made to an earlier fraud that had occurred.

While it had been a common practice prior to 1994 for such information relating to the details of payments to creditors to be included in the Council Business Paper, this practice was discontinued as a result of the requirements of the 1993 Local Government Act, which removed that requirement.

The Department of Local Government issued a Circular in October 2004, advising Councils that the presentation of details about payments to creditors in a public forum such as a Council meeting would potentially constitute the basis for litigation under privacy legislation.

The Circular states:

'both a council as a body and individual councillors can be liable to substantial penalties (fines of up to \$11,000 and/or up to two years' imprisonment) for unlawful disclosure of personal information to which access has been obtained in the course of official duties.'

Therefore it would seem unwise for Council to reintroduce the practice of placing the details of creditor payments in the Business Paper.

It is important to note however, that it is still competent of Council or an individual Councillor, to be shown the details of any financial transaction, provided there is sufficient reason behind such a request. Such a reason would have to relate to a legitimate concern about the Council's performance of its functions.

The General Manager is charged with the responsibility of ensuring the good stewardship of Council's resources. Therefore the control measures taken to avoid fraudulent behaviour are maintained under his/her direction. This is an important, day by day responsibility, and requires the application of sound business practice.

WARRUMBUNGLE SHIRE COUNCIL

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Councillors are not expected to exercise such supervision, but rather, to focus on the strategic challenges facing the Council.

Council Resolution No. 348 16 March 2006 adopted the following -

'that Council under duress comply with legislative requirements to not present cheque warrants at Council meetings FURTHER that Council make representation and support for the legislation to be changed to allow the cheque warrants to be provided to Councillors in Council meetings.'

It is relevant to note that at this time no change has been made to legislation to accommodate this Resolution.

Summary

The Council is moving towards establishing an internal audit function and in this regard should be able to have increased confidence over issues of internal control. As part of that process the Council will establish an Audit Committee.

RECOMMENDATION

That Council:

1. take no further action in relation to Resolution No. 348 16 March 2006, and
2. take steps to form an Audit Committee at the earliest convenience.

2.7 Investment in CDO's and FRN's – Analysis of Options

Council has requested advice that sets out the market bid prices for the \$7 million held as Collateralised Debt Obligations and Floating Rate Notes.

Attached is the information provided by Structured Credit – Research and Advisory gathered from the market over the past two weeks.

The analysis has taken the market bid process (two of which have not been obtained but have been estimated) and using the best return available on a secured bank interest bearing deposit (6.35%), compared that return to the inherent return otherwise payable through maturation of the securities.

The assumption is made that the securities will provide 'face value' on maturity.

Given these two assumptions the net loss/gain has been calculated on each security assuming they were to be liquidated.

The loss is assessed at \$498,184.80. Attached (Attachment A) is the analysis from Structured Credit.

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No research has been carried out that would explain the current market bid prices. They are all pitched below what would be considered objective valuations. This would suggest that the market for the securities is soft, possibly as a result of other holders of these securities selling into the market at this time.

The run up to 30 June is possibly an explanation as some government bodies, holding CDO's, choose to improve cash balances.

Warrumbungle Shire Council does not have such an imperative, and may find better bid prices will be available after 30 June.

However, before any decision is taken by Council regarding the CDO's, further research should be carried out to see whether the securities should be held or sold.

In this regard it is suggested that the research be carried out with a view to establishing accurate underlying value and the risks associated with holding each security.

The best information on values will be obtained following 30 June 2011. The research into each security would be carried out by a properly licenced firm. In this regard Council has maintained a professional relationship with Structured Credit for over two years.

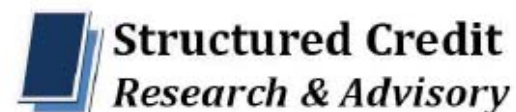
RECOMMENDATION

That Council defer any decision to liquidate the CDO securities, but instead, engage Structured Credit to provide valuation advice and comprehensive risk analysis early in the new financial year.

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ATTACHMENT 'A'

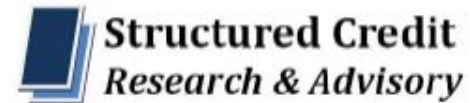


Name	Amount	ISIN	Maturity Date	Today	Days to Maturity	Years to Maturity	6 months TD (best rate)	Bid	Proceeds from the Bid	Term Deposit - Future Value	Loss/Gain	Estimated YTM based on this bid
Dandelion - Westpac	\$ 1,000,000.00	AU3FN0004693	21/12/2012	8/06/2011	-562	-1.5	6.35%	88.12%	\$ 881,200	\$ 970,234	-\$ 29,766	8.79%
Bendigo - Sub Debt		see 'Coupon Paying Investments' sheet										
ANZ CPPI - Asprit II	\$ 800,000.00	CPPISAMAF02	30/03/2013	8/06/2011	-661	-1.8	6.35%	89.50%	\$ 716,000	\$ 801,823	\$ 1,823	6.35%
ANZ CPPI - Asprit I	\$ 500,000.00	CPPISAMAF01	21/11/2012	8/06/2011	-532	-1.5	6.35%	91.00%	\$ 455,000	\$ 498,404	-\$ 1,596	6.35%
FIIG All Seasons CPPI Note	\$ 1,500,000.00	AU300SEKAO21	16/06/2013	8/06/2011	-739	-2.0	6.35%	80.00%	\$ 1,200,000	\$ 1,381,911	-\$ 138,089	11.80%
Averon CPP Ltd Aver01 - Q+150	\$ 700,000.00	AU300AVER012	20/06/2013	8/06/2011	-743	-2.0	6.35%	80.50%	\$ 563,500	\$ 639,969	-\$ 60,031	11.45%
Prelude Eur CDO PREGO1-Credit Sail - ANZ	\$ 500,000.00	XS0235047826	30/12/2011	8/06/2011	-265	-0.6	6.35%	87.00%	\$ 435,000	\$ 450,544	-\$ 49,456	32.11%
Octagon Ltd Linked EMTN - EMU FIIG	\$ 1,500,000.00	XS0232170158	25/10/2015	8/06/2011	-1600	-4.4	6.35%	65.32%	\$ 979,800	\$ 1,288,684	-\$ 211,316	10.02%
	\$ 6,500,000.00											

Despite requests since last Friday we have yet to receive bids for these two Asprit investments. ANZ has though 'indicated' that the bids will likely be around the '89 to 91' mark

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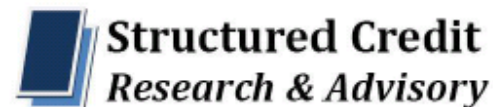


Note: Calculation/bids based on assumption the Bendigo Sub Note will called in September 2012

Bendigo pays Bills + 1.20%												
Name	Amount	ISIN NO	Maturity Date	Today	Days to Maturity	Years to Maturity	Coupon	n/a	n/a	Bendigo FV	Interest Earned	YTM if you hold (based on bids)
Bendigo Bank - Westpac	\$ 500,000.00	AU3FN0003811	21/09/2012	8/06/2011	-471	-1.3	6.04%	100.00%	\$500,000	\$540,215	\$ 40,215	7.82%
Name	Original Amount	Maturity Date	Today	Days to Maturity	Years to Maturity	6 months TD (best rate)	Bid (to determine TD investment amount)	Proceeds from the Bid	TD FV	Interest Earned	Loss	
Switch into Term Deposit	\$ 500,000.00	21/09/2012	8/06/2011	-471	-1.3	6.35%	97.87%	\$489,350	\$530,460	\$ 41,110	Principal Loss	-\$ 10,650
											Interest	\$ 896
											Total Loss	-\$ 9,754

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Note	Notional	Theoretical Loss If sold today	Yield to Maturity if you hold (based on bid prices)	Annual / Annualised Interest Rate Forfeited
Dandelion - Westpac	\$ 1,000,000.00	-\$ 29,766.11	8.79%	2.44%
Bendigo Bank - Westpac	\$ 500,000.00	-\$ 9,754.20	7.82%	1.47%
ANZ CPPI -Asprit II	\$ 800,000.00	\$ 1,823.29	6.35%	0.00%
ANZ CPPI - Asprit I	\$ 500,000.00	-\$ 1,595.53	6.35%	0.00%
FIIG All Seasons CPPI Note	\$ 1,500,000.00	-\$ 138,089.46	11.80%	5.45%
Averon CPP Ltd Aver01 - Q+150	\$ 700,000.00	-\$ 60,031.23	11.45%	5.10%
Prelude Eur CDO PREGO1-Credit Sail - ANZ	\$ 500,000.00	-\$ 49,455.91	32.11%	25.76%
Octagon Ltd Linked EMTN - EMU FIIG	\$ 1,500,000.00	-\$ 211,315.65	10.02%	3.67%
	\$ 7,000,000.00	-\$ 498,184.80		

Opportunity Cost of selling all investments is therefore approximately \$ 498,184.80

SCRA

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AFSL 384126

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WARRUMBUNGLE SHIRE COUNCIL

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2.8 Bank Accounts and Investments as at 31 May 2011

GENERAL FUND	BANK	RESTRICTED	BALANCE
General Fund Bank Balance	\$ 8,030,125.52		\$ 6,161,609.52
Future Capital Upgrading		\$ 371,270.13	
Employees Leave Liability		\$ 767,414.00	
External Grants for Specific Projects		\$ 418,832.87	
Development Sec 94/64Contributions		\$ 310,999.00	
TOTALS	\$ 8,030,125.52	\$ 1,868,516.00	\$ 6,161,609.52
WATER FUNDS	BANK	RESTRICTED	BALANCE
Baradine Water Bank	\$ 476,789.64		\$ 476,789.64
Binnaway Water Bank	\$ 468,370.79	\$ -	\$ 468,370.79
Coonabarabran Water Bank	\$ 1,038,289.59	\$ 914,150.00	\$ 124,139.59
Coolah Water	\$ 589,611.83		\$ 589,611.83
TOTALS	\$ 2,573,061.85	\$ 914,150.00	\$ 1,658,911.85
SEWERAGE FUNDS	BANK	RESTRICTED	BALANCE
Coonabarabran Sewerage	\$ 2,697,760.89	\$ 1,558,000.00	\$ 1,139,760.89
Baradine Sewerage	\$ 270,590.22	\$ 160,020.00	\$ 110,570.22
Coolah Sewerage	\$ 1,342,318.97	\$ 828,800.00	\$ 513,518.97
TOTALS	\$ 4,310,670.08	\$ 2,546,820.00	\$ 1,763,850.08
TRUST FUND			
	\$ 147,320.53	\$ 147,320.53	\$ -
	\$ 147,320.53	\$ 147,320.53	\$ -
SUMMARY	BANK	RESTRICTED	BALANCE
General Fund	\$ 8,030,125.52	\$ 1,868,516.00	\$ 6,161,609.52
Water Fund	\$ 2,573,061.85	\$ 914,150.00	\$ 1,658,911.85
Sewerage Fund	\$ 4,310,670.08	\$ 2,546,820.00	\$ 1,763,850.08
Trust Fund	\$ 147,320.53	\$ 147,320.53	\$ -
TOTALS	\$ 15,061,177.98	\$ 5,476,806.53	\$ 9,584,371.45

RECOMMENDATION

For Council's information.

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2.9 Investments held as at 31 May 2011

Warrumbungle Shire Council										
Local Government Financial Management Regulations (Clause 16)										
Investments Held As At 31 May 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 \$
	NAB Bank	A1+	On Call	6.10%	Monthly	End of Month	2,350,000.00	2,350,000.00	0.187	11,782.19
								0.000		
TERM DEPOSITS										
1	Suncorp-Term Deposit	A1	16.06.2011	6.20%	Quarterly	16.03.2011	1,000,000.00	1,000,000.00	0.079	
2	Suncorp-Term Deposit	A1	16.06.2011	6.20%	Quarterly	16.03.2011	750,000.00	750,000.00	0.060	
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	0.040	No Coupon
4	BENDIGO BANK FRN	BBB	21/09/2012	5.22%	Quarterly	21/03/2010	500,000.00	489,870.00	0.040	6,125.00

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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	0.040	No Coupon
6	WBC DANDELION-FRN-	AA	21/12/2012	0.00% Note 1	No Coupon	21/03/2010	1,000,000.00	886,100.00	0.0794	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	1,500,000.00	0.12	No Coupon
9	ANZ ALL SEASONS-KEOLIS AAA	AA+	16/06/2013	0.00% Note 1	No Coupon	16/03/2010	1,500,000.00	1,271,550.00	0.12	No Coupon
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	0.056	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	0.12	No Coupon
							12,600,000.00	11,625,625.00	Interest Received	340,258.84

Matures
In May

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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

- 1 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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2.10 Reconciliation of General Fund Bank Account – 31 May 2011

	General Managed Fund	Trust Fund	Investment Fund
Cashbook as at 31 May , 2011			
Opening Balance	1,736,321.89	147,208.93	12,600,000.00
Plus Deposits	3,237,424.92	3,463.20	0.00
Less Payments	-2,659,890.36	-3,350.60	0.00
Adjusted Cashbook Balance	2,313,856.45	147,321.53	12,600,000.00
Bank Statement as at			
31 May 2011	2,229,494.56	147,142.30	
Plus Outstanding Deposits	94,679.40	944.63	
Less Outstanding Payments	-10,317.51	-765.40	
Adjusted Statement Balance	2,313,856.45	147,321.53	0.00
Ledger Cash Book			
Closing Balance	2,313,856.45	147,321.53	12,600,000.00
Total Ledger	2,313,856.45	147,321.53	12,600,000.00
<i>Grand Total</i>			15,061,177.98

RECOMMENDATION
For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

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2.11 Rates and Charges Collection Report up to and Including May 2011

RATES AND CHARGES COLLECTION REPORT UP TO AND INCLUDING MAY 2011 - SUMMARY PAGE

		RATE ARREARS	2010/2011 LEVY	PENSIONER WRITE OFF	ABAND- ONED	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTAN- ING 2010/2011	COLLECTION % 2010/2011	TOTAL OUTSTAND- ING 2009/2010	COLLECTION % 2009/2010
GENERAL	COONABARA- BRAN	74,798	979,349	53,517	4,801	995,829	864,383	131,446	86.80%	162,712	83.77%
	BARADINE	37,096	139,286	16,513	1,198	158,672	122,622	36,051	77.28%	33,015	79.44%
	BINNAWAY	12,952	68,198	11,617	1,758	67,775	53,162	14,613	78.44%	10,790	84.74%
	VILLAGE 1	7,754	31,710	2,857	1,239	35,369	24,132	11,237	68.23%	7,327	79.94%
	FARMLAND	229,370	4,181,063	20,283	859	4,389,291	3,923,005	466,286	89.38%	355,906	91.02%
	COOLAH	20,066	200,137	15,663	603	203,937	169,572	34,365	83.15%	26,836	86.34%
	DUNEDOO	19,548	218,545	16,456	466	221,171	190,481	30,691	86.12%	25,677	87.68%
	MENDOORAN	14,714	67,957	7,244	6	75,420	57,613	17,808	76.39%	15,951	76.58%
	VILLAGE 2	3,351	18,471	2,377	3	19,442	16,611	2,831	85.44%	2,348	84.62%
	COOLABAH ESTATE	2,589	15,443	1,693	1	16,338	12,696	3,642	77.71%	2,644	83.39%
	RUR/RES COBBORA	132	3,118	237	0	3,013	2,776	237	92.15%	319	90.56%
	RURAL RESD/ BUS	78,833	574,217	25,667	1,203	626,180	526,172	100,008	84.03%	22,513	98.88%

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WATER	COONABARA-BRAN	29,981	369,338	27,214	2,498	369,608	324,728	44,880	87.86%	35,706	90.07%
	BARADINE	28,450	111,515	9,787	1,269	128,909	95,101	33,808	73.77%	20,391	87.29%
	BINNAWAY	22,147	118,130	9,013	3,008	128,256	102,744	25,512	80.11%	16,554	87.29%
	VILLAGE 1	11,497	13,396	1,050	4,561	19,282	10,681	8,601	55.40%	8,861	63.38%
	FARMLAND	5.41	2,229.60	0.00	0.00	2,235	1,953	282	87.38%	151	86.53%
	COOLAH	19,444	158,465	9,651	525	167,732	138,134	29,598	82.35%	35,945	83.64%
	DUNEDOO	14,473	151,693	9,391	352	156,423	134,582	21,841	86.04%	19,023	86.93%
	MENDOORAN	33,196	147,618	4,731	12	176,072	134,551	41,520	76.42%	36,171	76.04%
	RURAL	12,837	82,846	3,287	9	92,387	71,589	20,798	77.49%	-	0.00%
	VILLAGE 2	3,238.26	10,856.00	877.63	0.28	13,216	10,461.45	2,755	79.16%	3,944	65.75%
SEWERAGE	COONABARA-BRAN	53,591	562,660	26,510	3,405	586,335	342,764	243,572	58.46%	69,089	88.53%
	BARADINE	33,837	147,754	8,153	2,092	171,346	91,834	79,512	53.60%	23,174	87.99%
	COOLAH	21,752	175,372	9,574	580	186,970	106,838	80,132	57.14%	29,965	85.31%
	DUNEDOO	15,752	155,968	9,013	140	162,567	92,519	70,048	56.91%	21,372	87.82%

WARRUMBUNGLE SHIRE COUNCIL

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GARBAGE	NORTH	69,768	688,488	56,619	6,613	695,025	594,999	100,026	85.61%	93,463	86.91%
	SOUTH	50,763	396,558	35,059	601	411,661	342,436	69,226	83.18%	69,708	83.83%
	FARMLAND /RURAL	11,116	123,312	5,561	335	128,533	107,953	20,580	83.99%	3,183	91.31%
LEGAL FEES		185,780	49,780	0	9,144	226,416	82,243	144,173	36.32%	209,605	30.72%
DISHONOURS		200	264	0	0	464	343	121	73.93%		
INTEREST		165,952	109,736	0	0	275,688	0	275,688	0.00%	270,367	30.72%
	TOTALS	1,284,983	10,073,473	399,613	47,280	10,911,563	8,749,676	2,161,887	80.19%	1,632,710	84.32%

Note: These do not include Legal / Interest / Waste Outstanding Amounts as they are not broken up into these localities

RECOMMENDATION
For Council's information.

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2.12 Council – Investment Policy

Council is required to review its Investment Policy at least annually.

In February 2011 there was a revised Ministerial Order that has removed the ability of Councils to invest with the Local Government Financial Services Pty Limited.

The change has been reflected in the attached Policy document. A copy of the revised ministerial order is also included as an attachment to the Investment Policy.

RECOMMENDATION

That Council resolve to endorse the updated Investment Policy as follows:

Investments Policy

The Investment Policy has been prepared having regard to the Ministerial Order issued on 12 January 2011 (Attachment 'A').

Contents:

1. Policy Statement/Objectives

The purpose of this policy is to provide a framework for the investing of Warrumbungle Shire Council's surplus funds at the most favourable rate of interest available to it at the time whilst having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return of investment. Council therefore has three primary objectives for its investment portfolio:

- The preservation of the amount invested;
- To ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements; and
- To achieve a market average rate of return in line with Council's risk tolerance.

2. Legislative Requirements

All investments are to comply with the following:

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Ministerial Investment Order;
- Revised Ministerial Investment Order Feb 2011;
- Local Government Code of Accounting Practice and Financial Reporting;
- Australian Accounting Standards; and
- Division of Local Government Circulars.

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3. Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993.

The General Manager may in turn delegate the day-to-day management of Council's Investment to the Responsible Accounting Officer or senior staff, subject to regular reviews.

Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

4. Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

5. Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

6. Approved Investments

All investments must be denominated in Australian Dollars. Authorised Investments are limited to those allowed by the Ministerial Investment Order and include:

- Commonwealth/State/Territory Government securities eg bonds;
- Interest bearing deposits/senior securities issued by an eligible Authorised Deposit Taking Institution (ADI);
- Bills of exchange, (< 200 days duration) guaranteed by an ADI;
- Debentures issued by NSW Local Government;
- Deposits with NSW Treasury &/or Investments in T-Corp's Hour Glass Facility; and
- Investments grandfathered under the Ministerial Investment Order.

7. Prohibited Investments

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

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- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

8. Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:

- Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value (considering the time value of money);
- Diversification – setting limits to the amounts invested with a particular financial institution or government authority to reduce credit risk;
- Credit risk – the risk that a council has invested in fails to pay the interest and or repay the principal of an investment.
- Market Risk – the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- Liquidity Risk – the risk an investor is unable to redeem the investment at a fair price within a timely period; and
- Maturity Risk – the risk relating to the length of term to maturity of the investment. The large the term, the greater the length of exposure and risk to volatilities.

9. Investment Advisor

The Council's investment advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy.

The independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

10. Measurement

As Council continues to hold grandfathered investments such as Collateralised Debt Obligations (DCO's), the investment returns for the portfolio is to be regularly reviewed by an independent financial advisor by assessing the market value of the portfolio. The market value is to be assessed at least once a month to coincide with monthly reporting.

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11. Benchmarking

Performance benchmarks need to be established and should be based on sound and consistent methodology.

Investment	Performance Benchmark
Cash	11am Cash Rate
Direct Investments	AFMA BBSW Rate: Average Mid – 90 day

12. Reporting and Reviewing of Investments

Documentary evidence must be held for each investment and details thereof maintained in an investment Register.

The documentary evidence must provide Council legal title to the investment.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A monthly report will be provided to Council. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes. The Investment Policy may also be changed as a result of other amendments that are to the advantage of that Council and in the spirit of this policy. Any amendment to the Investment Policy must be by way of Council resolution.

POLICY DOCUMENT CONTROL:

Policy		Resolution	Date
Investment Policy		307	16 April 2009
Investment Policy	Revised version	465	24 June 2010
Investment Policy	Revised version		16 June 2011

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ATTACHMENT 'A'

LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER

(Relating to investments by councils)

I, the Hon. Barbara Perry MP, Minister for Local Government, in pursuance of section 625(2) of the Local Government Act 1993 and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the Local Government Act 1993 (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the Banking Act 1959 (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation;

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.

Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

Key Considerations

An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council.

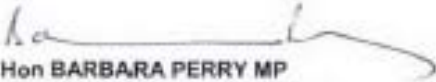
All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from time to time.

The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy.

Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

When exercising the power of investment councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Dated this 12th day of January 2011


Hon BARBARA PERRY MP
Minister for Local Government

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2.13 New Position – Manager Strategy Planning and External Reporting

An assessment has been made of the capacity within the current Council organisational structure to perform a range of professional services which are mandatory requirements placed upon Council by legislation.

These professional services include the management and preparation of the annual financial statements and special financial reports required by the Local Government Act 1993 and more specifically the Code of Accounting Practice and Financial Reporting Guidelines (Update No 19 – June 2011).

Further professional service obligations are the production of plans of several kinds that are statutory requirements within the framework now described as Integrated Planning and Reporting.

Existing statutory obligations in the management of revenue policy are also not well supported within Council's existing organisational composition.

To overcome these shortfalls in organisational capability, the MANEX has examined its options and has directed that Council be presented with a report outlining a new position.

The new position would have the following key responsibilities:

1. manage all external financial reporting requirements
2. together with corporate strategic planning activity provide the financial model and associated data
3. participate in financial policy development
4. in participating in strategic planning take the lead role in revenue and loan financing planning
5. oversee the administration of income raising (rates etc) ensuring accuracy and compliance
6. manage borrowings, investment and cash flow including bank
7. provide grant fund overview including management and acquittal and support the Director in the wider agenda of the Department

This is a senior executive position and as such would be expected to be able to relieve the Director from time to time.

The level of remuneration to attract an individual with the qualifications, skills, and general competencies to carry out these duties will be pitched between the pay package of a Manager and a Director.

There is an immediate need for this position to be created and filled without delay. Council has managed to overcome some of these skill deficiencies by engaging consultants and contractors. However not all of the business requirements are met by this practice.

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As such, MANEX has considered the risks to Council of allowing the present position to continue and deems it no longer an acceptable risk. Council has a significant change management agenda over the next twelve months and this process will only succeed if these skills and competencies are embedded within the Council workforce.

RECOMMENDATION

That Council advertise for a Manager level appointee to fill a role designed to provide strategy planning and external reporting capability.

.....
JOHN McHUGH
ACTING DIRECTOR OF CORPORATE SERVICES

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Mr Steve Loane
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 Proposed Agreement To Manage Flood Flows On Property Adjoining Road Between Premer And Rockedgial

Background

The Upper Coxs Creek Floodplain Management Plan was finalised in November 2005. The plan covered the fertile floodplain adjacent Coxs Creek within the general area between Bundella and Mullaley. The floodplain area above Premer and to the west of Coxs Creek is generally within Warrumbungle Shire local government area.

One of the aims of the FMP is to allow for the 'orderly passage of flood flows and provides adequate drainage of the floodplain'. One of the actions listed in the plan is a proposal to modify Premer Estate Road (referred to as Coxs Creek Road in the FMP) to facilitate a controlled drainage system between the properties 'Jesmond' and 'Dee Why'.

The Namoi Catchment Management Authority has consulted with the owners of 'Jesmond' and 'Dee Why' and with a number of other property owners regarding overland drainage issues. A Memorandum of Agreement has been prepared between all parties concerned and Council is listed as party in the proposed agreement. The purpose of the MOA is to establish a formalized waterway through 'Jesmond' and 'Dee Why' with high flows flowing out of the properties across Premer Estate Road to Coxs Creek. The MOA will also overcome apparent hostility between neighbours regarding sharing the burden of flood flows, which apparently has been occurring for many years.

The following parties are involved in the memorandum of understanding;

- Namoi Catchment Management Authority
- Warrumbungle Shire Council
- Romani Pastoral Co Pty Ltd ('Jesmond')
- Lachlan Thomas Cameron ('Dee Why')
- Grant Edwin and Kaye Lynette Chambers ('Kaywarrah')
- Rockedgial Pastoral Co Pty Ltd
- Anthony John McGavin

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Council's involvement in the agreement is construction of two low level causeways as outlined in attachment 1.0.

There is limited funding is available from the Namoi CMA subject to Council entering into a funding agreement.

A map taken from the Upper Coxs Creek Floodplain Management Plan is included in attachment 2.0 and outlines the location of the properties. Also included in attachment 2.0 is a plan of the proposed waterway through 'Jesmond' and 'Dee Why'. A copy of the proposed MOA has been forwarded to Councillors under separate cover.

Issues

The commitment Council is being asked to make is lowering the road at two locations. The first causeway, CW1 on the plan, involves lowering the road by 250mm and at the second causeway, CW2, by 500mm. The existing road is probably constructed on a bed of river gravel and topped with a sandstone based gravel. The depth of the overall road base is probably no more than 300mm. That is, it will be necessary to remove the existing road base and excavate natural soil to a depth where a new road base can be constructed. This process is not without some risk as wet conditions, either from rainfall during the work or underground moisture, will make compaction difficult to obtain.

The slope of the land is flat and there may be some subjectivity as to what the final road level should be at these two locations. A road design prepared at each of the proposed causeway locations, that references a local bench mark, and agreed to by all parties will limit Council's risk associated with the MOA.

The level of the road surface will change over time due to flooding and maintenance activity on the road. Consideration should be given by Council to sealing the surface of the proposed causeways with bitumen so that the road level is fixed and there is less likelihood of it being altered. Under the MOA, Council is committed to ongoing maintenance of the causeway, and a bitumen seal over time will be more expensive to maintain in comparison to maintenance of an unsealed surface.

A similar agreement between adjoining property owners on Quia Road, near Goolhi, was initiated and developed by Council in the early 1990's. The properties adjoining the Quia Road are part of the Liverpool plains and agreement was reached about sharing the burden of flood flows. However, about 10 years after the agreement was made a claim was made against Council in relation to the height of the road. The Jesmond / Dee Why Floodplain agreement is different to the Quia Road agreement firstly because it is being promoted by the Namoi CMA and secondly the road is not seen as a waterway control which directs flood water onto adjoining property. Nevertheless, the experience of the Quia Road agreement can be used to minimize Council's risk associated the proposed MOA.

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Options

Council has discretion in this matter and should give consideration to long term risk associated with being party to the proposed MOA. Should Council not become part of the agreement, the waterway through 'Jesmond' and 'Dee Why' will go ahead, however flood flows reaching the road will be not be controlled and the road may wash out.

Funding from the Namoi CMA is available to Council to undertake the works and it is subject to entering into agreement with the CMA. The agreement is a standard funding agreement.

Financial Considerations

The cost to construct the two causeways and bitumen seal the surface is estimated to be \$38,300. There is no allocation for such works either in the current budget or in the draft 2011/12 budget. The Namoi CMA recently updated their advice on funding available to Council for the works and they are now offering \$15,670.75 (excl GST) as a contribution towards construction of the causeways. That is, a net allocation of \$22,629.25 would be required to be made by Council in the 2011/12 budget.

RECOMMENDATION

1. That Council enter into the Memorandum Of Agreement with the following parties for the management of flood flows in properties adjoining Premer Estate Road;
 - Namoi Catchment Management Authority
 - Ramani Pastoral Co Pty Ltd ('Jesmond')
 - Lachlan Thomas Cameron ('Dee Why')
 - Grant Edwin and Kaye Lynette Chambers ('Kaywarrah')
 - Rockgedial Pastoral Co Pty Ltd
 - Anthony John McGavin

subject to the following conditions;

- i) That Council prepare a road design plan for each of the two proposed causeways and that all parties formally agree to the proposed plan.
 - ii) The surface of the two proposed causeways are bitumen sealed
2. That Council enter into a funding agreement as proposed by the Namoi Catchment Management Authority for the project to construct two causeways on Premer Estate Road.
 3. An allocation of \$38,300 is made in the 2011/12 budget for construction of the two causeways on Premer Estate Road together with an income allocation of \$15,670.75 from the Namoi Catchment Management Authority.

Attachment 1.0: Council's Commitment Under the Proposed Memorandum of Agreement for the Jesmond Dee Why Floodplain Management Works*

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Council Agrees;

1. to construct within the construction period, two(2) gravel causeways within the Coxs Creek Road (Premer Estate Road) as specified in schedule 2 and at the locations depicted on the attached works plan or on other plans prepared from time to time as agreed upon by the parties to this agreement and not being inconsistent with the attached plan;
2. that the construction costs for the causeways will be borne by Council with the financial assistance from Namoi CMA as detailed in clause 11;
3. to inspect the causeways, works and subject area on a regular basis, at their own cost, and if required, advise the maintenance and review committee of any maintenance and repairs required.

Schedule 2

Section (as depicted on the attached work plan)	Works	Quantity	Specification
Causeway 1 and 2	Causeways	2	Causeway 1 <ul style="list-style-type: none">• Base length 25m• Depth below natural surface 0.25m Causeway 2 <ul style="list-style-type: none">• Base length 25• Depth below natural surface 0.5m.

“Clause 11”

To provide within the construction period at the Namoi CMA’s cost, \$18,355.77 ex GST to the parties, disbursed as follows:

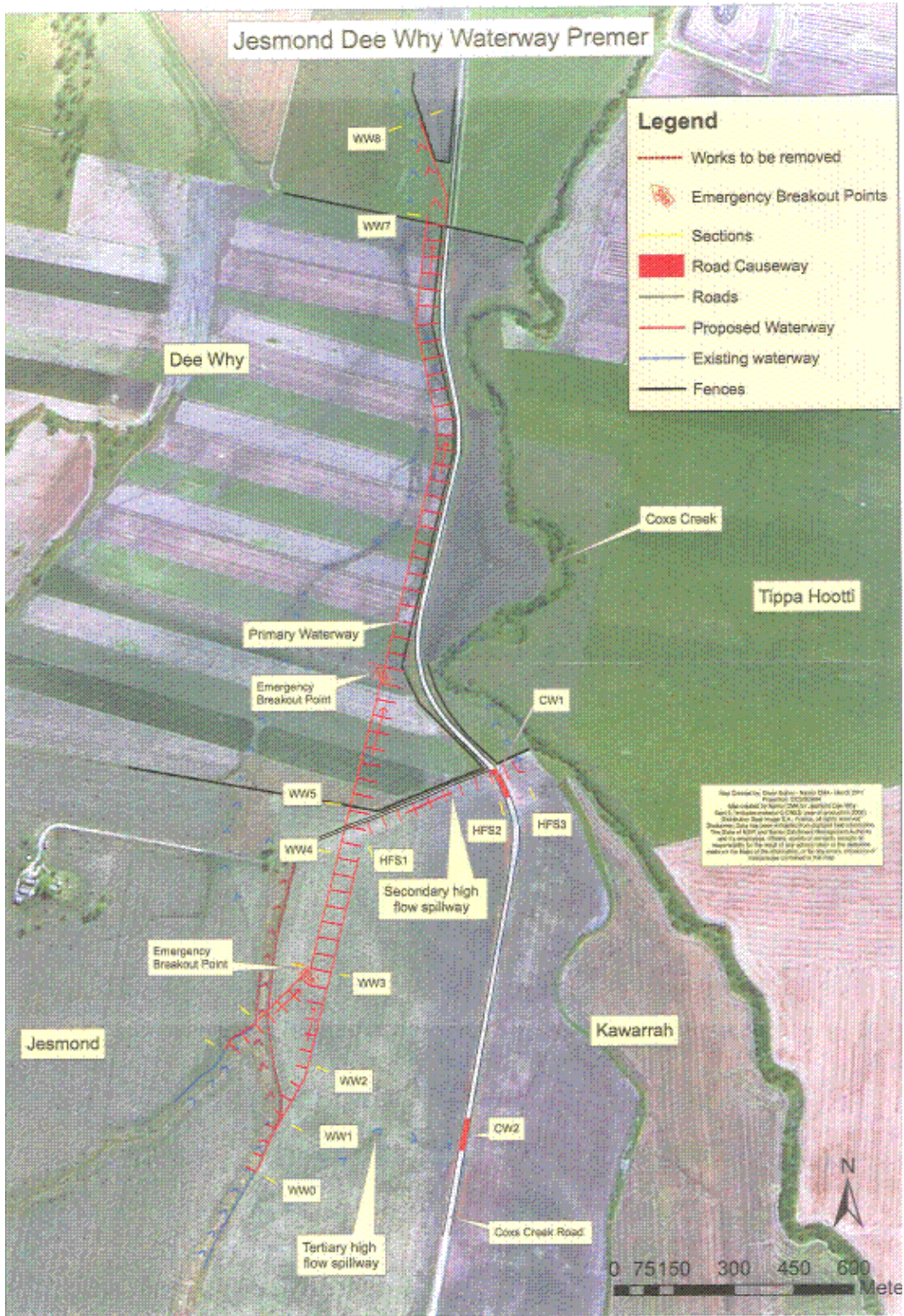
- Romani Pastoral Co Pty Ltd \$5,543.58
- Lachlan Thomas Cameron \$4,061.35
- Grant Edwin and Kaye Lynette Chambers \$2,389.03
- Rockgedgiel Pastoral Co Pty Ltd \$1,274.15
- Warrumbungle Shire Council \$5,096.60

* A copy of the full agreement has been forwarded to Councillors under separate cover.

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Attachment 2.0



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3.2 Supervision And Operating Hours Proposal For Waste Transfer Stations

Background

Council made the following resolution on the 21 April 2011 in respect of unmanned waste transfer stations within the Shire;

‘That a business plan for operating each of the waste transfer stations using an on-site supervisor is prepared and presented to Council for further consideration.’ (Resolution 345, 21 April 2011)

The resolution was made following a notice of motion to Council expressing concern about the ongoing dumping of illegal waste within each depot, the cost of collecting bulk bins and income that is lost when recyclable product is not separated from general waste.

There are currently five(5) ‘unmanned’ waste transfer stations within the Shire; Baradine, Binnaway, Coolah, Mendooran and Ulamambri. The Baradine and Binnaway transfer stations are locked overnight while at Mendooran and Coolah the gate is left open 24 hours a day. The Ulamambri village transfer station is unmanned, however opening times are managed by the local Hall Committee.

Since the report to Council on the 21 April 2011, the recyclable materials processing shed at Dunedoo has become operational. Therefore general operations at the Dunedoo waste depot are now supervised and opening hours are limited.

Council is being asked to consider a model for opening times for the waste depots at Baradine, Binnaway, Coolah and Mendooran. Furthermore, Council is being asked to endorse operating times that are now in place at the Dunedoo waste depot.

Issues

There will be a substantial reduction in the level of service offered to the community should the waste depots at Baradine, Binnaway, Coolah and Mendooran become supervised and opening hours limited. There will also be substantial costs associated with supervising operations at each of these waste depots. There is however, real concern that the current level of service enjoyed by the community is not financially sustainable. Also there is concern that Council is not able to meet its obligations in relation to environmental legislation.

The benefits and costs associated with supervising each of the four waste depots are listed as follows;

Benefits

- Increased volume of recycling product, that is, paper, cardboard, plastic, glass & steel

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- Reduction in volume of illegal dumping, ie, tyres, asbestos and mixing of waste.
- Reduced frequency of collecting bulk bins
- Reduced volume of waste going to landfill.
- Reduced maintenance requirement at each waste depot.
- Income from gate fees

Costs

- Employment of two staff, with backup casual staff.
- Purchase of two self contained vehicles
- Upgrading of fences and gates at each depot

The operations at the Dunedoo waste depot are now supervised and experience so far indicates a 50% reduction in the collection frequency of the bulk bins at the depot. More time is needed before more reliable data is available about the benefits of limiting opening hours at the Dunedoo waste depot.

For the purpose of determining operating benefits, conservative estimates have been made of the additional volume of recyclable product, reduction in illegal dumping, reduction in maintenance at each depot and reduction in volume going to landfill. Income will also be received through gate fees and estimates have been made on the number of unsorted loads dumped at each facility. Other intangible benefits, such as reduction in complaints and compliance with environmental legislation have not been included in the financial analysis. While, the reduced cost of digging trenches for landfill have been estimated, extension to the life of the existing landfill has not been estimated.

The operational costs associated with supervising each of the four waste depots are primarily related to costs associated with employing staff and operating a vehicle. The proposed model involves employment of two people on a permanent part time basis, supplemented by casual staff when these two are on leave. Employment of staff rather than contracting out the supervision role is preferable to reduce management issues associated with cash handling, transparency of operation and reliability.

The work commencement location for staff is an important consideration when determining the cost of supervision. For the purpose of analysis it has been assumed that one person would supervise Binnaway and Baradine, while the other person would supervise operations at Coolah and Mendooran. An allowance of two(2) hours travel time has been made for each person, each day they are rostered to supervise.

Staff facilities at each waste depot are required, regardless if staff are contractors or employees. The model proposes the use of a Ute mounted caravan to meet requirements for clean water and toilet facilities. This type of 'mobile' staff facility overcomes risks associated with vandalism of fixed facilities and it also overcomes, to some extent, risks associated with cash handling.

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Options

Finding the balance between long term sustainability and service level requires a subjective assessment of opening hours that is acceptable to the community. The following schedule of opening hours provides one option that may satisfy community expectations.

Proposed Schedule of Opening Times for Waste Transfer Stations

Waste Transfer Stn	Sat		Sun		Mon		Tues		Wed		Thur		Fri	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Baradine			X				X					X		
Binnaway				X				X				X		
Coolah	X								X				X	
Mendooran		X								X				X

Note; X indicates opening times,
 AM Times; 9.00am – 12noon
 PM Times; 2.00pm – 5.00pm

The waste transfer depot at Dunedoo is currently opened to the public between 2.00pm and 4.30pm six days a week, between Sunday and Friday. During these opening times staff are processing recyclable product in the shed.

There has been no community consultation regarding opening hours for the waste depots at Baradine, Binnaway, Coolah and Mendooran. Council may wish to advertise the proposed opening times prior to implementation of supervised hours at each depot.

Financial Considerations

The benefits and costs associated with opening hours schedule shown above have been calculated and are shown in the following table;

Financial Model Associated with Supervised Opening Hours for Waste Depots at Baradine, Binnaway, Coolah and Mendooran

Benefits and Costs	% change	Amount \$
Annual Operational Benefits		
Increased volume of paper/cardboard	10%	\$2,400
Increased volume of glass	10%	\$1,050
Increased volume of plastic	10%	\$540
Increased volume of steel	10%	\$1,560
Savings due to reduced bulk bin collection frequency	35%	\$49,532
Savings due to reduced maintenance at each depot	15%	\$18,450
Income from gate fees	n/a	\$14,040
Reduction in volume of illegal dumping	n/a	\$5,600
sub total		\$93,172

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Annual Operating Costs		
Employment of two staff members plus vehicle costs		\$127,757
Nett Operational Result (+ve indicates increase in operating costs)		\$34,585
Initial Capital Expenditure		
Purchase of two(2) vehicles		\$56,000
Purchase of two(2) ute mounted caravans		\$20,000
Upgrading of Fences and gates at each depot		\$10,000
	Sub total	\$86,000

There is no budget allocation in the current or 2011/12 draft management plan for purchase of capital items listed in the above table or for the employment of staff.

The financial model indicates an overall increase in operations at the four waste depots of \$34,585 per year. If this proposed additional operating cost is recovered from user charges, the overall increase is 2.5% on charges shown in the draft management plan for 2011/12. That is, there would need to be 2.5% increase in charges shown in the current draft management plan for 2011/12 to recover the cost of supervising the waste depots at Baradine, Binnaway, Coolah and Mendooran. For example, the proposed domestic waste collection charge for urban areas of \$340 per year would increase to \$348.50.

The vehicle costs associated with staff supervising the four waste depots are recovered through the plant system. It is appropriated for purchase of the two(2) vehicles and ute mounted caravans to be funded through the fleet budget. However, Council's 'bottom line' position in General Fund expenditure would increase by \$76,000.

In the 2011/12 draft management plan there is an allocation of \$35,000 for fencing the extension area of the Coonabarabran landfill site. Council may wish to defer this expenditure and substitute the funding for upgrade of the fences and gates at the four depots and offset some of the expenditure on plant.

Subject to successfully filling the two proposed staff positions, the supervised operation of the waste depots could be in place within two months of a resolution to do so.

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RECOMMENDATION

1. That opening hours at the waste depots at Baradine, Binnaway, Coolah and Mendooran are limited to those shown in the following schedule;

Waste Transfer Stn	Sat		Sun		Mon		Tues		Wed		Thur		Fri	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Baradine			X				X				X			
Binnaway				X				X				X		
Coolah	X								X				X	
Mendooran		X								X				X

Note; X indicates opening times,
AM Times; 9.00am – 12noon
PM Times; 2.00pm – 5.00pm

2. That supervision of the waste depots at Baradine, Binnaway, Coolah and Mendooran is undertaken by Council staff.
3. The waste section of Council's organisation structure is changed to reflect the addition of two permanent part time positions for supervision of depots at Baradine, Binnaway, Coolah and Mendooran. Furthermore, the work commencement location for one position is either in Baradine or Binnaway and the commencement location for the other position is either in Coolah or Mendooran.
4. The proposed waste management charges for 2011/12 are increased by 2.5% to cover expected increase in operating costs at the waste depots in Baradine, Binnaway, Coolah and Mendooran.
5. A budget allocation of \$76,000 is made to the Fleet budget for purchase of two utes with ute mounted work facilities for use by the two proposed depot supervisory staff.
6. The proposed 2011/12 budget allocation of \$35,000 for fencing at the Coonabarabran landfill is reduced to \$25,000 and a budget allocation of \$10,000 is made for upgrades to fencing and gates at the waste depots in Baradine, Binnaway, Coolah and Mendooran.

3.3 Timber Bridges On Rural Local Roads

Background

The replacement of Baby Creek Bridge was discussed by Council at the draft budget meeting on the 10 May 2011. As a result of these discussions, Council resolved to seek an update on timber bridges within the Shire and a possible order of priority for replacement.

There are currently 12 timber bridges on local rural roads within the Shire area. The list of bridges with some information about each is shown in attachment 1.0. There are no timber bridges on the regional road network. There is just one small timber footbridge within the urban area and that is in Little Timor Street Coonabarabran.

Issues

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Assessing the benefits of replacing a timber bridge is one methodology that may be used to determine order of priority for replacing aging infrastructure. Perhaps another methodology is assessment of cost to the community if the bridge did not exist.

The benefits of replacing a timber bridge may be based on a number of criteria such as the following list.

- Road safety
- Regional economic development
- Achievement of asset maintenance strategy
- Improved access for heavy vehicles
- Access to remote communities
- School bus route reliability.

A quantitative assessment of each criterion, that is determination of a monetary value may be possible, however such a task will take considerable resources and is not required for a preliminary assessment of priority. A qualitative assessment, that is, a subjective assessment can be made of the benefits of replacing a bridge against each of the criteria.

To limit the range of benefits associated with replacing each bridge and to limit the assessment task, it has been assumed that the replacement bridge will have the same length, width and height of the existing bridge. When these assumptions are made the benefits of replacing bridge tend to focus on existing bridge condition and the level of service it provides. However, traffic volume should be considered as use of the criteria listed could mean that a bridge in poor condition with a sidetrack in place could rank highly even though traffic volume is relatively light.

An assessment of the benefits of replacing each bridge against the criteria is provided in attachment 2.0. The outcome in terms of priority order for replacement is listed as follows:

Timber Bridge Name	Assessment points	Priority ranking for Replacement
Baby Creek	36	1
Tongay	34	2
Bugaldie Creek	33	3
Grandchester	32.5	4
Montague	31	5
Aerodrome Baradine	30	6
Coonagoony	24.5	7
Ross Crossing	22	8
Baradine Creek	21.5	9
Kenebri	20.5	10
Black Gully	19.5	11
Warkton	17.5	12

Options

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Further detail associated with the assessment is provided in attachment 2.0. Clearly, the assessment is subjective and judgement is required about the outcome. For example, Montague bridge is currently closed to traffic, the road approaches are not constructed and there does not appear to be any demand to reopen the bridge, yet it ranks 5 on the priority. Furthermore, such an assessment should be undertaken by a panel of people with local knowledge about each bridge site.

Financial Considerations

The replacement cost for each bridge is listed in the following table. No detailed design has been undertaken for each bridge and hence the costs listed are a guide only.

Timber Bridge Name	Replacement Cost*	Repair Cost**
Baby Creek	\$465,300	\$41,700
Tongay	\$459,435	\$39,100
Bugaldie Creek	\$377,460	\$54,900
Grandchester	\$327,000	\$50,500
Montague	\$252,720	\$36,850
Aerodrome Baradine	\$168,300	\$61,750
Coonagoony	\$177,600	\$15,650
Ross Crossing	\$611,325	\$41,000
Baradine Creek	\$922,500	\$22,030
Kenebri	\$465,330	\$1,500
Black Gully	\$147,000	\$14,650
Warkton	\$94,500	\$6,200
Total	\$4,459,470	\$385,830

* Replacement cost based existing bridge deck area and \$3,000/m².

**Repair costs based on 2009 inspection report by 'Bridge Check Australia Pty Ltd'. These repair costs should be considered as relative only and not absolute costs.

Council may wish to give consideration to implementation of a replacement programme for the timber bridges over a set period. Such a programme could be financed by a loan. Attachment 3.0 contains an example of a potential annual repayment schedule for borrowings of \$500,000 per year for 10 years.

RECOMMENDATION

1. That a rolling works programme to replace all remaining timber bridges on rural local roads within the Shire is completed over a 12 year period.
2. The local road timber bridge replacement program is funded from loan borrowings. Furthermore, an allocation of \$500,000 is made in the 2011/12 budget for replacement of timber bridges on rural local roads.
3. The initial priority for replacement of timber bridges is as shown in the following table, however, the priority may change subject to resolution of Council.

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Timber Bridge Name	Replacement Priority
Baby Creek	1
Tongay	2
Bugaldie Creek	3
Grandchester	4
Montague	5
Aerodrome Baradine	6
Coonagoony	7
Ross Crossing	8
Baradine Creek	9
Kenebri	10
Black Gully	11
Warkton	12

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Attachment 1.0 – Timber Bridge Inventory

Bridge Name	Road Name	Road Category	Road Surface	Width (m)	Span Length (m)	No of Spans	No Lanes	Deck Area (m2)	Deck	Superstructure	Year Constructed	Overall Condition*
Warkton Bridge	Tannabar	1	Sealed	5.1	7.0	1	1	36	Timber	Timber	1960	Good
Black Gully Bridge	Leaders Road	2	Unsealed	4.9	10.0	1	1	49	Concrete	Timber	1950	Fair
Aerodrome Baradine	Aerodrome Baradine Rd	3	Sealed	5.5	10.2	1	1	56	Concrete	Timber	1950	Poor
Montague Bridge	Lewis Lane	2	Unsealed	5.4	7.8	2	1	84	Timber	Timber	1936	Poor
Granchester Bridge	Granchester Road	3	Unsealed	5	10.9	2	1	109	Timber	Timber	1948	Poor
Coonagoony Bridge	Kiah Road	3	Unsealed	4	4.9	3	1	59	Timber	Timber	1977	Fair
Bugaldie Creek Bridge	Bugaldie Goorianawa Rd	1	Sealed	5.4	7.8	3	1	126	Concrete	Timber	1950	Poor
Tongay Bridge	Tongay Lane	1	Sealed	5.45	9.4	3	1	153	Timber	Timber	1945	Poor
Baby Creek Bridge	Merryula Road	2	Sealed	5.5	9.4	3	1	155	Concrete	Timber	1940	Fair
Kenebri Bridge	Wangmans Road	2	Unsealed	4.1	9.3	4	1	152	Concrete	Timber	1950	Fair
Baradine Creek Bridge	Warrigal Street	1	Sealed	5	7.7	8	1	308	Concrete	Timber	1950	Fair
Ross Crossing	Blue Springs Road	2	Unsealed	6.5	10.5	3	2	204	Timber	Timber	1947	Fair

Notes: *Assessment made by consultants BridgeCheck in 2009.

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Attachment 2.0 – Qualitative Assessment of the Benefits of Replacing each Timber Bridge within the Shire

Assessment Criteria	Weighting Factor	Warkton		Black Gully		Aerodrome Baradine		Montague		Grandchester		Coonagoony		Bugaldie Creek		Tongay		Baby Creek		Kenebri		Baradine Creek		Ross Crossing	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Road safety(1)	1	2	2	2	2	3	3	4	4	3	3	3	3	2	2	2	2	3	3	2	2	2	2	2	2
Regional economic development(1)	1.5	1	1.5	1	1.5	1	1.5	1	1.5	1	1.5	1	1.5	2	3	2	3	2	3	1	1.5	2	3	2	3
Achievement of asset mtc. strategy(1)	3	2	6	3	9	5	15	5	15	4	12	3	9	5	15	5	15	4	12	3	9	3	9	3	9
Improved access for heavy vehicles(1)	2	2	4	2	4	3	6	4	8	5	10	4	8	2	4	3	6	5	10	2	4	2	4	2	4
Access to remote communities(1)	0.5	2	1	2	1	1	0.5	1	0.5	2	1	2	1	2	1	2	1	2	1	2	1	1	0.5	2	1
School bus route reliability(1)	1	1	1	1	1	1	1	1	1	4	4	1	1	3	3	3	3	3	3	1	1	3	3	1	1
Traffic volume(2)	1	2	2	1	1	3	3	1	1	1	1	1	1	5	5	4	4	4	4	2	2	4	4	2	2
Total	10.0		17.5		19.5		30.0		31.0		32.5		24.5		33.0		34.0		36.0		20.5		21.5		22.0

Notes; It is assumed that each bridge is replaced with a bridge of similar height, length and width

Rating Criteria for (1)

- 1 No significant improvement
- 2 Minor improvement - no change in service level
- 3 Some improvement in service level
- 4 Noticeable improvement in service level
- 5 Significant improvements and benefits

Rating Criteria for (2)

1. AADT less than 10
2. AADT between 10 and 30
3. AADT between 30 and 60
4. AADT between 60 and 80
5. AADT over 80

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Attachment 3.0 – Potential Repayment Schedule

Year	Potential Repayment Schedule
2011/12	\$ 27,185.67
2012/13	\$ 81,557.00
2013/14	\$ 135,928.33
2014/15	\$ 244,670.99
2015/16	\$ 299,042.32
2016/17	\$ 326,227.99
2017/18	\$ 380,599.32
2018/19	\$ 407,784.99
2019/20	\$ 434,970.65
2020/21	\$ 516,527.65
2021/22	\$ 543,713.32
2022/23	\$ 598,084.65
2023/24	\$ 598,084.65
2024/25	\$ 598,084.65
2025/26	\$ 598,084.65
2026/27	\$ 570,898.98
2027/28	\$ 516,527.65
2028/29	\$ 462,156.32
2029/30	\$ 326,227.99
2030/31	\$ 271,856.66
2031/32	\$ 244,670.99
2032/33	\$ 217,485.33
2033/34	\$ 163,113.99
2034/35	\$ 135,928.33
2035/36	\$ 54,371.33
2036/37	\$ 27,185.67
sub total	\$ 8,780,970.07

Assumptions

\$5million spent over 6 years

Term 15 years

Interest Rate 7%

Half yearly instalments of interest and capital

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3.4 Monthly Fuel Stocktake report

Background

As part of monitoring the fuel issues Council has requested a monthly stock take of fuel.

Fuel Stocktake		Month of Count : June 2011			
Stock code	Description	Location	Stores Balance 8 June 2011	Count Balance 8 June 2011	Discrepancy
273	Tanker	Coonabarabran	466	650	184
274	Tanker	Coonabarabran	536	1050	514
275	Tanker	Coonabarabran	654	900	246
276	Tanker	Coonabarabran	78	50	-28
277	Tanker	Coonabarabran	625	700	75
278	Tanker	Coonabarabran	1824	1800	-24
281	Tanker	Coolah	898	900	2
282	Tanker	Coolah	358	450	92
283	Tanker	Dunedoo	410	400	-10
284	Tanker	Coolah	645	800	155
285	Tanker	Dunedoo	627	800	173
286	Tanker	Coolah	330	270	-60
287	Tanker	Mendooran	NOT USED		
330	Tanker	Coonabarabran	369	350	-19
5190	Tanker	Coonabarabran	0	0	0
4060	Bulk Diesel	Coolah	3063	3150	87
54060	Bulk Diesel	Dunedoo	3719	3700	-19
19080	Bulk Diesel	Coonabarabran	1425	1400	-25
Unl 16033	Unleaded- Depot	Coolah	2541	2500	-41
Unl 6603	Unleaded- Depot	Dunedoo	1282	1300	18
Unl 19070	Unleaded- Depot	Coonabarabran	1380	1375	-5

The positive discrepancies are errors in processing, the delivery of fuel from tankers to plant and the way of which each transaction is recorded and measured .A new procedure of measuring and recording fuel transactions will be rolled out .

All negative discrepancies results are within flow meter tolerances.

RECOMMENDATION

For Council's information.

.....
KEVIN TIGHE
DIRECTOR TECHNICAL SERVICES

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Mr Steve Loane
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 Warrumbungle Shire Food Safety Initiative

Background

On the 1st October 2011 new food legislation in NSW will require certain retail food businesses to train and appoint at least one Food Safety Supervisor for their business. This new legislation is designed to assist safeguard NSW consumers against food borne illness.

This new legislation is an extension of the existing Food Handling and Hygiene Certificate requirement for all food handlers.

The Food Safety Supervisor requirement will apply to all businesses listed below:

- Restaurants
- Cafes
- Takeaway Shops
- Caterers and mobile caterers
- Bakeries
- Pubs
- Clubs
- Hotels
- Supermarkets selling hot food (ie hot chickens)

Proposal

In 2008, the Warrumbungle Shire Council sponsored a face to face delivery program of the Food Handling and Hygiene Certificate. There were over 400 attendees Shire-wide and the positive feedback received from food shop owners on this initiative was positive.

A Food Safety Supervisor must be trained by a Registered Training Organisation approved by the NSW Food Authority. In order to assist reduce the cost of this training for local businesses and also to assist accessibility to face to face training, a Warrumbungle Shire Food Safety Supervisor Training Program has been developed. Access Group Training (based in Dubbo) have agreed to a Shire-organised face to face

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delivery of the Food Safety Supervisor's course in 3 towns – Coonabarabran, Coolah and Dunedoo for the online rate during the first week in September 2011.

As part of the NSW Food Authority Regulation Partnership Warrumbungle Shire Council will be obliged to enforce the Food Safety Supervisor requirement. This offer of training locally assists Shire food shop owners to comply with the upcoming legislation.

RECOMMENDATION

That Council note the changes to the Food legislation and the training assistance offered to local food shops to comply.

4.2 Coonabarabran Pool Up-Grading Project

Background

Council in considering the merits of applications for RLCIP funding in December 08 made a decision to prefer the office extension project over a proposal to renovate and improve the Coonabarabran Pool. This decision was a catalyst for a group of concerned residents to commission a petition of residents in favour of a pool upgrade project.

The submission by the committee was considered at Council's meeting held in June 09 and in minute number 428 Council resolved:

“ that Council acknowledge the Coonabarabran Swimming Pool Committee and seek input from the committee regarding funding needs and further that a report be prepared by staff and submitted for Council consideration incorporating an estimate of costs of operating and maintaining a 50m pool as well as the estimated cost of construction.”

At its meeting held in November 09 Council resolved in minute number 175:

- 1. “That Council endorse option 2 as its preferred method of developing the Coonabarabran Pool with the proviso that designs should incorporate the necessary reticulation system to allow half of the 50m pool to be heated for winter use at some stage in the future should funding become available.*
- 2. That Council engage a suitable facilities design firm to develop a more detailed concept plan with accurate costs of construction for option 2 to enable further progress on the project to continue subject to successful grant funding being received.*
- 3. That the estimated costs of the design of \$10000 be provided from the savings generated in not attracting kiosk operators at three shire pools”*

Mr Stephen Johansson of the Facility Design Group was engaged to prepare the design plans and to help define the expectations of the major user groups the schools, swimming club, health service and learn to swim teachers were invited to a meeting with Mr Johansson in early October 2010. Mr Johansson's firm specialises in the refurbishment and design of Council swimming facilities throughout NSW and comes with a

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considerable body of previous work for Council's such as Cobar, Broken Hill and Coffs Harbour. The result of the meeting was that Mr Johansson was able to convince all participants that increasing the current 33m pool to 50m would not be a wise decision given the additional costs involved in treating and maintaining water temperatures and that the most appropriate path forward for Council would involve replacing the existing pool with a modern outdoor 25m pool in the shell of the old pool and replacing the toddlers pool with a state of art hydro play pool with separate filtration systems for each.

To cater for the desire for year round swimming Mr Johansson proposed a separate 4 lane 25m indoor heated pool parallel with the out door pool which allowed for year round learn to swim and lap capability.

Given the agreement of the user focus group Mr Johansson was requested to proceed to design concept plans for the above facilities to be able to submit to council and seek further consultation from the wider community and user groups in particular.

A summary of the proposal put to the public involves stage one of the project being to involve those works considered essential to providing a pool facility that meet current health guidelines and is not dangerous to users while providing some improvements in user facilities. Stage one involved the following:

Coonabarabran pool up-grade Stage One	
Component	Cost
1. Services augmentation- electricity, sewer, water	\$80000
2. Demolition of existing buildings, concourse and small pool	\$25000
3. Ground preparation	\$10000
4. New 25m pool with 7 lanes, ramp, balance tank using existing pool hole	\$760000
5. Pool Water Treatment- 25m pool medium rate sand filters	\$370000
6. Heat Pump Heating to 25m pool	\$50000
7. Up grade existing buildings	\$70000
8. Backwash tanks	\$30000
9. Plant room and store	\$48000
10. Outdoor filter yard	\$42000
11. Concrete Tiered seating and shade structure	\$70000
12. New external concourse	\$108000
13. Children's hydro-play pool (water park)	\$220000
14. Landscaping and fencing	\$20000
Sub Total	\$1903000

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Pool Blankets	\$18000
Builders preliminaries and margins 12%	\$230500
Contingency	\$107000
Design fees	\$135000
Total	\$2393500

Stage one would achieve the following outcomes:

1. Shorten the existing 33m pool which is a poor length for competition swimming to a more standard 25m pool which will better allow for 50m and 100m racing and allow for easy disabled and or infirmed access through a ramp.
2. Remove the dangers posed by the present pool with cracked and uneven concourses, chipped and sharp tiles & poor water circulation (health risks) through poor design of the existing system.
3. Improve the water filtration system three fold so that the water is filtered to today's standards thereby improving safety of pool users.
4. Provide a start of art children's play pool 200mm deep with water features with its own independent filtration system to attract more family use.
5. Provide the capability to extend the season by use of blankets and heat pumps.

Stage two of the project would involve those items desired by the user groups and would involve the following:

Coonabarabran Pool Upgrade Stage Two	
Component	Cost
1. Services augmentation- electricity, sewer, water	\$20000
2. Ground preparation	\$20000
3. New Indoor Multifunction pool	\$450000
4. Pool Water Treatment- Multifunction pool	\$350000
5. Heat Pump Heating Multifunction pool	\$50000
6. Backwash tanks	\$20000
7. Dehumidification Units for 25m hall	\$300000
8. Indoor pool hall with operable glass walls	\$1092000
9. Entrance canopy & footpath	\$40000
10. Control, kitchen, staff, first aid, Manager	\$70400
11. Fitout	\$50000
12. Foyer Café and social viewing area including A/C	\$240000
13. Swimming Club Room including A/C	\$104000
14. New Amenities	\$196000
15 Landscaping and fencing	\$20000
16. New external concourse	\$108000
17. Children's hydro-play pool (water park)	\$220000

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18. Landscaping and fencing	\$20000
19. Car parking and road works	\$60000
Sub Total	\$3082400
Pool Blankets	\$18000
Builders preliminaries and margins 12%	\$372000
Contingency	\$174000
Design fees	\$278000
Total	\$3924400

The aim of stage two would be to achieve the following:

1. Construction of a year round swimming facility with the indoor pool able to be used in winter as well as summer for lap swimming, learn to swim classes and school sport.
2. Creation of a modern user friendly café area with new entrance from the current bowling club car park area to encourage more family participation and a facility that attracts visits and becomes a focal point in town.
3. Doubling the capacity of the current facility so the competing users such as learn to swim classes and lap swimming have sufficient room.
4. Replacing the existing outdated entry, kiosk, toilets etc with modern easy to maintain facilities.
5. Allowing for existing amenities buildings to be remodelled into community meeting rooms.

At its meeting held on the 17th February 2011 Council resolved in minute 286:

1. *“That Council place the draft plans and costing on public exhibition within the Shire and call for public submissions regarding the design, costs and merits of the proposal.*
2. *That in considering its Management Plan for 2011/12 Council determine its objectives and strategies in providing swimming facilities within the Shire.”*

Results of Public Consultation

The proposal adopted by Council was placed on public exhibition and a community survey was developed and made available at Council offices, on its web site and at the Coonabarabran newsagency. The public exhibition resulted in five (5) submissions (‘Enclosure 1, under separate cover) and a total of seventy eight (78) survey forms returned.

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Submissions Summary

A summary of the issues raised in the submissions include:

- ◆ Two 25m pools do not meet the expectation in the community for a 50m pool.
- ◆ A 50m pool with a 25m bulkhead to separate the water and heat half would achieve the goals.
- ◆ Need to be able to dive in at both ends and have a lane width of 2.5m (FINA Width).
- ◆ A 50m competition pool will bring events to town.
- ◆ Two pools is not an option due to increased staff costs.
- ◆ Replace it at Federal Government cost or patch it at rate payer cost.
- ◆ Aqua fitness and the general health benefits of a year round swimming facility are important as current season is too short to achieve major benefits for health and learning to swim.
- ◆ Local children can't compete effectively in 50m pool races without training in a 50m pool.
- ◆ The current pools size (33m) is ideal for lap swimming and water aerobics.
- ◆ Shire needs to recover social capital to arrest economic decline.
- ◆ Current declining swimming skills in children in Coonabarabran caused by short season and run down facility.
- ◆ Consideration should be given to incorporating the Visitors Centre as a point of entry to the pool complex and developing a multi-site café to serve both the pool and the centre.

Survey Results

A total of seventy eight surveys were received with seventy two (72) being in generally in favour of a project of some kind and six (6) being against the idea of a significant up-grading of the Coonabarabran Pool. Interesting points to note from the survey results (Enclosure 2, under separate cover) include:

- ◆ 97.4% of respondents believe the Coonabarabran Pool is an essential community service.
- ◆ 92.3% of respondents would use the pool in the colder months if it were an all year round facility.
- ◆ 87.2% of respondents believe a \$2.5 million dollar pool project is justified.
- ◆ Only 58.9% of respondents would be prepared to pay \$500 for an annual family season ticket.
- ◆ Of the 52 people who made comment on the survey 28.2% noted their preference for a single 50m Pool.

Public Consultation Commentary

The results of the survey appear to confirm that there is general recognition of the need to do something at the pool sooner rather than later and a significant proportion of those who have responded have indicated that they would use the facility in winter. Unfortunately the level of commitment to fund raising efforts and a willingness to pay additional entry costs does not translate through in the same high numbers which

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would tend to indicate that the pricing of the entry costs will need to be subsidized by other council activities to ensure full use of the facility.

The other major issue to come out of the submissions in particular relate to the preference for a single 50m pool instead of the two 25m pool staged option. Whilst the original petition was for a 50m heated facility, a meeting of the major pool users in October 2010, were convinced by the pool consultant that the concept of a 50m pool would not be the best option for a town the size of Coonabarabran to achieve their desired outcomes. As a result of that meeting Mr Johansson completed a design of a two pool complex in accordance with the user group's agreement. It now appears that there has been a change of heart by some within that group back to the original concept of a 50m pool with a bulkhead used at 25m to divide the pool in half during winter to allow heating.

The merits or otherwise of the pool length will be discussed later in the report.

The guiding principles that Council needs to consider in making its decision on the way forward with this proposal are:

- ◆ The facility that is designed needs to be attractive to a larger market than the current users to maximize income to help partly offset costs.
- ◆ Grant funding for capital costs **may** be available.
- ◆ Running costs need to be carefully considered and reduced where possible.
- ◆ The project is competing for scarce funds (capital and operational) so the cost v benefits need to be considered.

Population Data

In designing the facility Council will need to balance some competing needs and give weighting to those needs that it considers most important as it will not have the financial capacity to fund a Homebush Bay Olympic Facility that will meet everybody's ideal world. In determining this weighting the characteristics of the local population should be used as a guide and examination of census data in the local profile report developed as part of the new LEP project informs that:

1. The probable catchment population of potential regular users for this facility is in the order of 3000-4000 people.
2. The population is declining and aging with lower socio-economic means than the state averages.
3. The proportion of under 5s in the population is comparable to the state averages.

Given these statistics it would be fair to assume that importance needs to be given to programs that encourage the health of the aging population such as water aerobics programs, lap swimming, hydro-therapy and social facilities like a café. These programs allow low impact exercise which greatly assists with better mobility. Unfortunately the higher water temperatures required for hydro-therapy are not

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conducive to more strenuous exercise such as lap swimming and aerobics so these two objectives should be considered as competing uses.

Small children being able to learn to swim in a comfortable environment is also a high priority given the higher proportion of 0-5 year olds within the population. The learn to swim environment needs to involve a gradual increase in water depth and year round continuity of tuition is preferable.

Capital Costs Funding

Grant funding from the Federal Government **may** be available in another round of regional development funding later this year and success in funding the proposed improvement works to the pool will largely depend on being successful with the grant application as the costs of servicing a loan will significantly add to Council's recurrent costs.

The problem Council has is that it can prepare plans to develop the facility to a level desired by the public on the assumption that funding will be forthcoming, however, should that grant funding not be provided this year or next the public will still be left with a facility that is in urgent need of some form of major renovation. To alleviate this problem the staged approach was developed to allow Council to be able to fund the urgent works itself through borrowings if necessary. This approach is still considered the most sensible approach.

Operational Costs

Swimming pools are expensive but an essential facility for Council's to operate. The major operational costs in running Council's six existing pools include:

- ◆ Wages.
- ◆ Water treatment costs
- ◆ Electricity
- ◆ Provision for replacement of infrastructure (depreciation).

To provide an example of these costs and the income generally received the following tables are provided.

Pool	Revenue	Expenditure	Operating result
Coonabarabran	\$27343	\$104260	-\$76917
Baradine	\$9231	\$96454	-\$87223
Binnaway	\$9292	\$96678	-\$87386
Coolah	\$16105	\$105305	-\$89200
Dunedoo	\$16236	\$89861	-\$73625
Mendooran	\$5982	\$75903	-\$69921
TOTAL			-\$484272

Table 1- Operating result 2008/09 Shire Pools (excludes capital)

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Pool	Revenue	Expenditure	Operating result
Coonabarabran	\$27624	\$104604	-\$76980
Baradine	\$10723	\$125824	-\$115101
Binnaway	\$8051	\$91845	-\$83794
Coolah	\$15190	\$97936	-\$82746
Dunedoo	\$17004	\$92913	-\$75909
Mendooran	\$4688	\$72879	-\$68191
TOTAL			-\$502721

Table 2- Operating result 2009/10 Shire Pools (excludes capital)

Pool	Revenue	Expenditure	Operating result
Coonabarabran	\$25906	\$110590	-\$84684
Baradine	\$9236	\$93008	-\$83772
Binnaway	\$5808	\$76569	-\$70761
Coolah	\$14809	\$92109	-\$77300
Dunedoo	\$17486	\$80808	-\$63322
Mendooran	\$5569	\$70905	-\$65336
TOTAL			-\$445175

Table 3- Operating result 2010/11 (to 31 May) Shire Pools (excludes capital)

These tables clearly demonstrate that Council is providing a significant subsidy in operating its pools for the summer months. What isn't shown is that all pools with the exception of Coolah, will require significant investment to renew aging infrastructure such as amenity buildings, filtration systems and leaking pools.

Analysis of the Options Proposed

In progressing any further with this project the major decisions that need to be made by Council are:

1. Is a 50m pool or a 25m pool most appropriate? Why?
2. Is Council prepared to provide year round swimming at Coonabarabran?

50m v 25m?

A 33m pool is a poor size for competition swimming with all standard racing being in increments of 25s (short course) and 50s and as a result leaving the pool at 33m has not been considered.

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The arguments put forward for a 50m pool have included:

- Good swimmers competing in 50m pools at higher level need to train in a 50m pool to avoid being tired in the last sections of a race.
- A 50m pool will allow the town to attract higher level swimming carnivals
- Extra room.
- A 50m pool with a bulkhead in the middle will allow winter heating of only 25m of water.

Arguments in favour of a 25m pool include:

- The smaller body of water is cheaper to operate and will require less allowance for repairs and maintenance.
- For the catchment population size, with proper programming this size is all that is needed.
- 25m is more effective in heating for winter use than the bulkhead option in a 50m pool as there is usually loss of heat to the cold body of water outside the heated water.
- Easier to supervise.

In relation to holding events Swimming NSW were contacted to quantify the criteria for selecting venues for country and state titles and it was advised that to hold these titles in Coonabarabran would require a 50m pool with an associated 25m warm down pool which was preferred to be 10 lanes wide and at a covered venue with seating for 2000-3000 people. It would appear from this information the seating arrangement requirements would not be justifiable for this project and as such the attraction of major swimming events appears impossible and should not be considered in Council's planning for the site. Swimming NSW has advised that regional swimming events are probably the upper limit of event which Coonabarabran would be able to attract. The requirements for such events include a minimum 7 lane 50m pool and approximately 250 competitors could be expected if one of the three country regionals were held here.

The argument in favour of a 50m pool being a necessity for good local swimmers to compete has been refuted by the Mr Johansson when discussing this issue with the pool user group. Mr Johansson advised that he was aware that top swimming coaches in Sydney were only building 25m pools and that there Olympic swimmers were training in those pools.

With proper programming of competing uses such as lap swimming/aqua aerobics and learn to swim it was the opinion of the consultant that a 25m pool should handle the numbers expected of this population catchment.

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Winter Operation

The merit in having a heated facility all year round to allow social benefits to be obtained by increasing the health of the population and improving the ability to teach children vital swimming skills are obvious. These merits will need to be compared by Council with other similar social services that compete for Council funds such as, libraries, parks and road safety programs. The provision of a year round swimming facility will improve the attractiveness of Coonabarabran to those people considering seeking employment within the town and shouldn't be discounted as an aid in attracting professionals.

Unfortunately full year operation will come at an increased cost to Council's operating budget. A survey of winter operating costs for both 25m stand alone pools and 50m bulkhead pools indicate that those costs can be expected to be:

- Approximately \$60000 to \$70000 for extra wages
- Anywhere between \$12000 to \$17000 for extra chemical treatment
- Between \$24000 and \$60000 for heating costs of water and air (depending on the heating type and the insulation value of the enclosing structure).

These cost increases will be offset in part by extra fee income gained from the use of the pool during the winter months and a useful guide to the income that could be expected indicate that anywhere from \$10000-\$20000 would be reasonable with the amount largely depending on the capacity of the local population to pay a reasonable price to help offset the extra running costs.

These recurrent costs do not include any allowance for loan repayments should grant funding not be available. Should loan funding be required a loan servicing cost of approximately \$100000 per year per \$1 million borrowed at today's rates.

Summary

The current Coonabarabran Pool asset has reached the end of its economic life and is not capable of providing the community with the levels of service expected. Something must be done soon and this point in time is an ideal time to modernize the facility to meet the current and future needs of the community. The different users needs will require some tough decisions that require a trade off to allow a maximum benefit to be achieved by the community.

RECOMMENDATION

1. That Council confirms its preferred model for redevelopment of the Coonabarabran Pool to involve a heated complex featuring:
 - (a) A 25m pool within the walls of the existing pool shell with disabled access ramp.
 - (b) A children's hydro-play facility.
 - (c) A separate zero entry depth pool to a maximum depth of 1.5m.
 - (d) A suitable enclosure to all possible winter use of facilities.
2. That Council prepares the working drawings to enable the project to be completed in stages should grant funding not be forthcoming.

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4.3 Up-Date on the Council Chambers Extensions

Background

Council has previously decided to commit to obtaining tender documents for the extension of the existing Coonabarabran Council offices onto the former Crane building site on the corner of Cassilis and John Streets and Charles De Beer Building Design of Dubbo was the successful firm engaged.

Several meetings have been held with the designer based on Council's original concept drawings of a single storey structure as prepared by Barbara Hickson on Council's behalf.

As a result of Manex input several amendments have been required to the plans and the most recent changes have involved a change to the construction proposed to include the first storey concrete floor as part of the current design to attempt to practically meet Council's requirements for provision for a second storey in the future. In discussions with the designers it was determined that it would be a more cost effective option in the long run to provide the first storey floor as part of the original construction works at an estimated additional cost of approximately \$300000 as this would allow for the staff employed on the ground floor of the new building at the time of any future expansion upstairs to remain in their offices while fit out of the first floor occurred. Other changes have included additional toilets, an amended location for the staff room, the use of solar hot water, increased insulation efficiency of the building by use of hebel power panel lining and provision for the use of solar power.

To allow Council to make a determination to proceed to development application stage De Beer Design has been requested to obtain a quantity surveyors estimate of the final plans for the project. At the time of writing the report from the quantity Surveyor was not to hand, however it is hoped that this estimate may be available for Council to consider as part of this report.

RECOMMENDATION

That Council note the progress in the design of the Coonabarabran Office extensions.

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4.4 Applications Received For Month Of May 2011

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Received	APPLICANT'S NAME	LOCATION (of development)	(Town)	Development Type	Status (Approved or Pending)
DA 84/1011	04/05/2011	David Paul	Newell Highway	Coonabarabran	Subdivision	Awaiting additional information and referral from RTA & RFS
DA 85/1011	04/05/2011	Floris Van Der Zwan	Newell Highway	Coonabarabran	Erect Aircraft Hanger	Approved
DA 86/1011	05/05/2011	Randall & Sonia Darko	Hawkins Lane	Coonabarabran	Erect New House	Approved
CDC 87/1011	06/05/2011	A Falzon	Mollyan Road	Binnaway	New Ag Shed	Pending
DA 88/1011	09/05/2011	William Kerner	Kirban Street	Coonabarabran	New Shed	Approved
DA 89/1011	25/05/2011	G. Wood	Harveys Lane	Coonabarabran	New Shed	Approved
CDC 90/1011	26/05/2011	Phillip Murray	Narren Street	Baradine	New Glass Enclosure	Pending
DA 91/1011	27/05/2011	Taylor Made Buildings	White Street	Coonabarabran	New Dwelling	Pending

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WARRUMBUNGLE SHIRE COUNCIL APPLICATIONS HELD PENDING AS AT THE END APRIL 2011

CD or DA	Date Received	APPLICANT'S NAME	LOCATION	Town	Type of Development	Status
CDC 74/1011	05/04/2011	David Samuel	John Ward Place	Coonabarabran	New Shed	Pending
CDC 78/1011	08/04/2011	Wayne Martin	River Road	Coonabarabran	New Shed	Pending
DA 79/1011	12/04/2011	James Butcher	Homeleigh Drive	Coonabarabran	Extensions to House	Awaiting additional information (lighting)
DA 81/1011	21/04/2011	Ivan Goloborodko	Timor Road	Coonabarabran	New Dwelling	Awaiting additional information (lighting)

RECOMMENDATION

That Council note the Applications Received for the month of May 2011, the Applications Held Pending as at 30 April 2011 and their status, and of those approved during May 2011, under Delegated Authority.

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TONY MEPPM
ACTING DIRECTOR ENVIRONMENTAL SERVICES

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Mr Steve Loane
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 Coolah Preschool – Licence Agreement To Lease Agreement

Coolah Preschool have received funding under the NSW Preschool Investment Reform Program (PIRP) this financial year to expand and refurbish the premises. This will enable construction of another classroom, increasing available Preschool places and provide facilities catering for 2year old children attending the Preschool service.

It is proposed that the whole of the School of the Arts building is utilised for Preschool purposes. The current meeting space and availability for the Seniors Wednesday Activity Group will be included in the project, as this will also provide for a staff and Management Committee meeting room, with kitchenette and toilet facilities. A Conservation Management Plan has been completed by Councils' Heritage Advisor, whose advice has been sought to ensure the front façade of the building is maintained.

Architectural drawings and building plans are being completed so that a Development Application may be lodged. Council's Director Community Services has met with the Preschool Committee a number of times last year and has offered to provide assistance with this project.

Since the building is not owned by the recipient of the funding provided by NSW Department of Human Services, there is a requirement for a minimum 21 year legally binding agreement. There is a current Licence Agreement between Council and the Coolah Preschool and Kindergarten Inc for the Preschool part of premises and land at 91 Binnia Street, Coolah (or the School of Arts Building). This 20 year Licence Agreement was executed in August 2009; so will expire before the 21 years beyond this funding has been provided.

It is proposed that Council offer a 5 x 5 option 25 year Lease Agreement, which as opposed to granting a right to 'occupy' provides the Coolah Preschool a right to 'tenancy' which will meet the funding conditions as determined by NSW Human Services. Coolah Preschool Management Committee will meet the cost of Council's Solicitor drawing up this Lease Agreement.

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The same terms and conditions or the intent of the Licence Agreement will be applied. In summary Council will continue to allocate funding for rates connection charges and building insurance costs, whilst all operating, user pays, general R&M and capital works related to NSW Childcare Regulations (2004) expenses are the responsibility of the Preschool.

RECOMMENDATION

That Council authorise the General Manager to sign a 5 x 5 option 25 year Lease Agreement with Coolah Preschool Kindergarten Inc for Coolah Preschool at 91 Binnia Street Coolah.

5.2 Coonabarabran Aerodrome – Bureau Of Meteorology

The Bureau of Meteorology (BOM) has a 10 year Lease over its Automatic Weather Station site (AWS) at Coonabarabran Aerodrome. This was subject of a report to Council in October 2000 whereby Council approved the installation of the weather station. The lease expired on 28 May 2011.

Under the Lease provisions BOM has the right to a further ten (10) year option. Whilst it is acknowledged that the date to exercise the option has been missed, BOM would appreciate Council consideration to a renewed term of a further ten (10) years on the same terms and conditions effective from 29th May 2011.

RECOMMENDATION

That Council approve the renewal of a further ten (10) years under the current Lease Agreement with The Bureau of Meteorology for the Automatic Weather Station at the Coonabarabran Aerodrome.

5.3 Social Services Trainee

Social Services have been allocated an additional 2.5 hours per week funding for Centrelink Services commencing July 2011, and now wish to create a new position for an identified Indigenous Trainee as shown in the following organisational structure diagram. The current Centrelink Officer has indicated that another 12-18 months will see their retirement, leaving a valuable gap in knowledge within this service delivered to Coonabarabran. It is important that this information be passed on for the future of the service and Centrelink support is maintained for Warrumbungle Community Care.

The Trainee Social Services Coordinator position will be offered as a two (2) year traineeship. This position will be provided on the job training delivering Centrelink and Social Services (Meals on Wheels, Community Transport etc) from the Warrumbungle Community Care Coonabarabran office. This traineeship aims to deliver an affirmative Aboriginal Employment Strategy for Social Services, bringing local Indigenous people into administration and service industry roles. It creates a succession pathway for Social

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Services as the Trainee will complete a Certificate III in Community Services at TAFE which is a desirable selection criterion for the current Service Coordinator positions.

A report prepared for the Consultative Committee meeting scheduled for early June will be retained on the agenda for discussion at the next available meeting.

RECOMMENDATION

That Council approves the General Manager to create a new two (2) year Service Coordinator Traineeship Indigenous position based at the Warrumbungle Community Care Coonabarabran office, subject to Consultative Committee consensus.

5.4 Family Support Services – Administration Officer

A full time Family Support Administration Officer role was approved by Council in June 2009. Whilst the position maintains office operations for both Connect 5 and FDC, it is primarily a Family Day Care service role.

The current Administration Officer has resigned and is leaving Family Support Services at the end of June 2011. As a result the department is reviewing all current positions and the department's current requirements. In addition, changes to the Child Care Benefit system have reduced the workload for the Administration Officer and it is felt that it would be a very positive move for the service to provide more hours for the Child Development Officer to support the extra Educators and parents.

As an externally funded organisation, the needs and available funding change for Family Day Care from year depending on the number of Educators and the number of children in care.

When the current organisational structure was approved by Council there were about 20 Educators and 116 families (183 children) in Family Day Care. Currently there are 25 Educators and 157 families (249 children) in Family Day Care. This constitutes a 25% increase which has meant a need for more hours for staff skilled in child services.

Proposed changes:

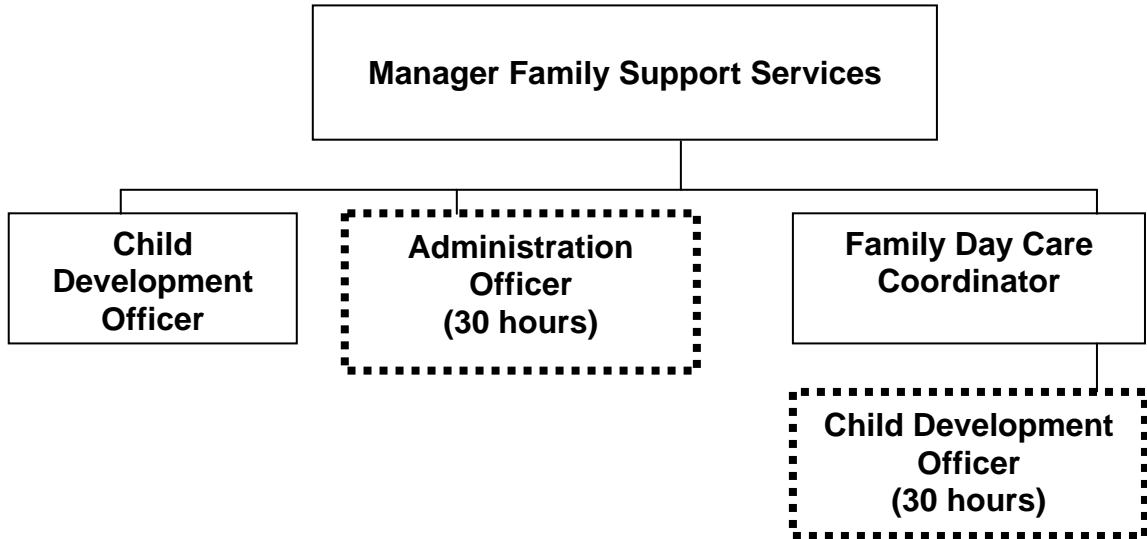
- That the full time Administration Officer to be changed to a Part Time Administration Officer to work 4 days per week (Monday to Thursday)
- That the part time position of Child Care Assistant be changed to a Part Time Child Development Officer to work 4 days per week (Tuesday to Friday)
- The Part-time Cleaner becomes a Casual to meet the fluctuating and changing cleaning needs of the Family Support Services building
- Remove the Child Care Assistant created for OOSH program that ceased in June 2010 and no longer required.

By undertaking these changes the office will continue to be staffed 5 days per week and the effect on the budget would be nil.

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A report prepared for the Consultative Committee meeting scheduled for early June will be retained on the agenda for discussion at the next available meeting.



RECOMMENDATION

That subject to Consultative Committee consensus, Council approves the General Manager to implement a restructure of Family Support Services as follows;

- That the full time Administration Officer to be changed to a Part Time Administration Officer to work 4 days per week (Monday to Thursday)
- That the part time position of Child Care Assistant be changed to a Part Time Child Development Officer to work 4 days per week (Tuesday to Friday)
- The Part-time Cleaner becomes a Casual to meet the fluctuating and changing cleaning needs of the Family Support Services building
- Remove the Child Care Assistant created for OOSH program that ceased in June 2010 and no longer required.

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REBECCA RYAN
DIRECTOR COMMUNITY SERVICES