

WARRUMBUNGL SHIRE COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGL SHIRE COUNCIL
HELD AT THE COUNCIL CHAMBERS, COOLAH ON THURSDAY, 20 JANUARY 2011
COMMENCING AT 11.06AM. PAGE 1**

PRESENT: Cr Peter Shinton (Chairman), Cr Campbell, Cr Coe, Cr Dissanayake, Cr Lewis, Cr Powell, Cr Schmidt, Cr Sullivan, Cr Todd, Acting General Manager (Rebecca Ryan) and Director Technical Services (Kevin Tighe).

In attendance: S Morris (minutes).

The Mayor welcomed Councillors and members of the gallery to the Council meeting.

11.07am

FORUM

Alex Parsons addressed the Council meeting to register his personal protest to the dismissal of the General Manager.

11.09am

Mr Warren Williams, Mr Bill Miller and Mr Angus McBean addressed the meeting regarding the banking opportunities the Community Mutual Group could offer Council.

Mr Miller informed Council that the Community Mutual Group would like to be seen as a viable alternative to major banks and would like the opportunity to be part of the tendering process.

Mr McBean informed the meeting that the Board has given support for Councils to be approached to seek their banking business. Mr McBean also stated that the Group are committed to the region and are prepared to enter into discussion regarding possible opening of further branches and collaborative services.

11.28am

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF WARRUMBUNGL SHIRE COUNCIL HELD ON 16 DECEMBER 2010

241 RESOLVED that the minutes of the ordinary meeting of the Warrumbungle Shire Council held on 16 December 2010 be endorsed.

**Todd/Coe
The motion was carried**

CONFIRMATION OF MINUTES OF THE SPECIAL MEETING OF WARRUMBUNGL SHIRE COUNCIL HELD ON 14 JANUARY 2011

242 RESOLVED that the minutes of the ordinary meeting of the Warrumbungle Shire Council held on 14 January 2011 be endorsed.

**Campbell/Schmidt
The motion was carried**

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ADOPTION OF THE RECOMMENDATIONS OF THE WARRUMBUNGLE SHIRE COUNCIL OCCUPATIONAL HEALTH & SAFETY ADVISORY COMMITTEE MEETING HELD ON 15 DECEMBER 2010

243 RESOLVED that the minutes of the Warrumbungle Shire Council Occupational Health & Safety Advisory Committee meeting held on 15 December 2010 be adopted with the exclusion of Recommendations 11, 14 and 16 (relating to Agenda Items 2, 5 and 7).

Schmidt/Sullivan
The motion was carried

The Acting General Manager called for Declarations of Interest (to declare pecuniary or non-pecuniary interest) from Councillors and senior staff in any matter listed in the Agenda for consideration at the meeting.

Cr Dissanayake declared a pecuniary interest in Item 1.2 concerning 141 Martin Street Coolah and Cr Schmidt declared a non-pecuniary interest in item 5.2 concerning Coonabarabran Amateur Boxing Gym request for Non Exclusive Licence Coonabarabran Youth Club

MAYORAL MINUTE - LOCAL EMERGENCY MANAGEMENT OFFICER

Councillor Shinton presented the following item for consideration:

That Council at its Special meeting of the 14th January 2011 resolved to appoint persons in the acting role for the position of General Manager until formal recruitment procedures have been finalised.

Included in the delegations of authority to the General Manager covered in sections 377, 379 & 381 Local Government Act 1993 and under the State Emergency & Rescue Management Act, 1989 is the function of Local Emergency Management Officer.

Council now needs to appoint a Local Emergency Management Officer to carry out Council's functions under the State Emergency & Rescue Management Act, 1989 for the Warrumbungle Shire Council during the period of the temporary acting roles.

It is recommended that Council appoint Mr Kevin Tighe, the Director of Technical Services, as the Local Emergency Management Officer (LEMO) until a General Manager has been formally appointed for the Warrumbungle Shire Council.

244 RESOLVED that Council appoint Mr Kevin Tighe, the Director of Technical Services, as the Local Emergency Management Officer (LEMO) until a General Manager has been formally appointed for the Warrumbungle Shire Council.

Shinton/Sullivan
The motion was carried

WARRUMBUNGLA SHIRE COUNCIL

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11.34am

ACTING GENERAL MANAGER'S REPORTS

1.1 C Division Conference (CM0003)

245 RESOLVED that the following motions be submitted for consideration at the "C" Division Conference to be held on March 16, 2011:

1. *That guidelines and standards are established from RTA for road closed signs in advance of flooded sections of road.*
2. *That compensation be made available to Council as the road authority when roads are damaged by another government authority when they undertake emergency repairs on their own infrastructure.*
3. *That the Shires Association lobbies the Federal Government to provide resources whereby councils can provide adequate means of collection and disposal of disused analogue television sets, as no buy-back strategy has been put into place and the rollover period has already commenced.*
4. *That the Shires Association urges the Federal Minister for Health and Ageing to re-examine the new Australian Standard Geographical Classification System (for Remoteness), which is currently being used to determine the extent of Federal relocation and retention payments, which apply to doctors working across regional, rural and remote Australia.*

Comment: With the new system, the same level of support is provided by Doctors working in places as diverse as Tumut and Hobart. This is making it extremely difficult for smaller townships to attract doctors, given that they can locate in major regional centres (eg Hobart) and receive the same level of support.

5. *That the Shires Association make representations to the Minister for Planning to ensure that any Development Applications granted under Part 3A of the Environmental Planning & Assessment Act 1979 include appropriate conditions to require proponents to enter into a planning agreement to provide a community enhancement program with the relevant Council of the local government area within which the development is proposed to take place.*

Comment

The developments being granted consent under Part 3A of the Act by the Minister are very significant in value and scale and have major impacts upon the communities that surround the development sites by increasing the demands on already strained Council owned infrastructure. Presently there is no mechanism to ensure that these larger developments make appropriate contributions toward infrastructure improvements that Council and the general community will be required to provide.

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A general guide for the community enhancement funds operation could involve a contribution of approximately 1% of the value of the development in the same way that Section 94A contributions apply with the contributions formalised in a planning agreement and the funds held by Council.

Schmidt/Campbell
The motion was carried

11.54am

Cr Dissanayake declared a pecuniary interest in the matter next before Council and left the room.

1.2 141 Martin Street Coolah

11.56am

The Acting Director Environmental Services (Mr Tony Meppen) joined the meeting.

246 RESOLVED that Council approve a supplementary vote of \$16,125 being for necessary subsurface and drainage remediation works at Council's residence at 141 Martin Street, Coolah.

A motion was moved by Councillor Lewis that Council advise the architects that designed the building that the design failed to take into account surface and subsurface water.

The motion lapsed for want of a seconder.

12.04pm

Cr Dissanayake returned to the meeting.

1.3 Coolah Council Office

247 RESOLVED that Council refers to the 2011/2012 budget deliberations an amount of \$53,570 being for necessary subsurface and drainage remediation works at the Council Office building at 59 Binnia Street, Coolah. **FURTHER** that a report be brought back for consideration by Council detailing what is stored in the basement.

Powell/Schmidt
The motion was carried

DIRECTOR OF CORPORATE SERVICES REPORTS

248 RESOLVED that the following reports be received as information:

- 2.1 Bank Accounts and Investments as at 31 December 2010
- 2.2 Investments held as at 31 December 2010
- 2.3 Reconciliation of General Fund Bank Account – as at 31 December 2010
- 2.4 Rates and Charges Collection – up to and including end October 2010

Schmidt/Todd
The motion was carried

WARRUMBUNGLA SHIRE COUNCIL

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2.5 Council – Report on Investment Options

249 RESOLVED that investment markets be monitored on a daily basis and when term deposit interest rates are equivalent to the overnight rate or better, Council funds be placed with approved institutions, individual term deposits of \$1,000,000 for 90-120 days depending on cash flow needs. **FURTHER** that Council write and thank the staff of the Community Mutual Group for their presentation to Council and express an interest in depositing funds with their organisation and to look at opportunities to open branches within the Shire.

Sullivan/Campbell
The motion was carried

DIRECTOR OF TECHNICAL SERVICES REPORTS

3.1 Proposed Sign and Shelter for Baradine Lions Park

250 RESOLVED that request by NSW National Parks and Wildlife Service to erect an interpretative sign and roof structure as depicted in attachment 1.0, in the north west corner of the Baradine Lions Park be approved subject to the following condition:

- Compliance with any supervisory directions regarding installation.
- Fabrication and erection undertaken in accordance with Australian Standards
- The sign is erected and maintained at no cost to Council.

Attachment 1.0 – Photograph of proposed sign structure for Baradine Lions Park.



Campbell/Todd
The motion was carried

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3.2 Council's Stock take as at 3rd December 2010

251 RESOLVED that:

- Council make the following adjustments to Stores as per variance report.
- Council sell at public auction all items listed as per out of date, damaged or unserviceable item report and **FURTHER** that when the sale proceeds are returned to Council that they be credited back to Supply Services and sale items will be written off. **FURTHER** that staff be congratulated on the work undertaken in this stocktake.

WARRUMBUNGL E SHIRE COUNCIL

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**Coonabarabran
DISCREPANCIES**

Variance Report

Stores Item Description	Unit	Date Counted	Qty Counted	Qty Calc	Adj. Qty	Adj Value	
CONCRETE EDGER 405 00815752	EACH	3/12/2010	4	6	2.00	9.38	
DELINEATORS - ROUND APD	EACH	3/12/2010	68	71	3.00	1.95	
DRILL BIT 1/32 HSS Q862200	EACH	3/12/2010	16	7	-9.00	-25.74	
SHIRT,TWO POCKET,JERSEY KNIT,P	EACH	3/12/2010	0	3	3.00	90.18	Coona Shire logo w/o
SHIRT,HIVIS,GREEN/YELLOW, L	EACH	3/12/2010	13	16	3.00	75.96	Coona Shire logo w/o
SHIRT,HIVIS, GREEN/YELLOW, XL	EACH	3/12/2010	20	22	2.00	47.10	Coona Shire logo w/o
HAND CLEANER NATURAL/TEATREE G	EACH	3/12/2010	18	19	0.00	11.93	
SHIFTER - ADJUSTABLE WRENCH 30	EACH	3/12/2010	0	1	1.00	22.48	
VARIOUS FLAT & SPRING WASHERS	EACH	3/12/2010	704	746	42.00	8.60	
WEAR GUIDE 5T 8366 CUTTING EDG	EACH	3/12/2010	15	14	-1.00	-45.61	
WEAR GUIDE 5T8367 CUTTING EDGE	EACH	3/12/2010	13	9	-4.00	-225.76	
WHEEL,METAL CUTTING-OFF,152X2.	EACH	3/12/2010	20	19	-1.00	-2.64	
WHEEL,METAL CUT-OFF,125x2.5x22	EACH	3/12/2010	58	60	2.00	3.92	
WHEEL METAL CUTTING-OFF 102 X	EACH	3/12/2010	31	13	-18.00	-27.18	
WIRE,TIE, 1.25mm and 1.57mm	ROLLS	3/12/2010	3	2	-1.00	-28.08	
HAZARD NETTING,BARRIER FENCE,A	EACH	3/12/2010	3	2	-1.00	-50.00	
BAR, LOADED SPUD, 00016184	EACH	3/12/2010	4	5	1.00	95.98	
BARS - CROW/SPUD 0765 6305	EACH	3/12/2010	1	3	2.00	53.72	
BELT DECK, JDLT150 PEEL VALLEY	EACH	3/12/2010	0	1	1.00	48.00	
BIT,AUGER,MASTER DUAL 6MM 0158	EACH	3/12/2010	2	1	-1.00	-14.26	
BIT,AUGER,MASTER DUAL,8MM 0158	EACH	3/12/2010	2	1	-1.00	-13.65	
BIT DRILL MASONARY 1/4	EACH	3/12/2010	4	3	-1.00	-4.74	
BLADES,VICTA MUSTANG/COMMANDO	PAIR	3/12/2010	4	5	1.00	1.74	
BLADE,WIPER,WINDSCREEN,TRICO T	EACH	3/12/2010	24	25	1.00	3.39	
BLADE,WIPER,WINDSCREEN,TTR610-	EACH	3/12/2010	0	1	1.00	4.88	

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Stores Item Description	Unit	Date	Qty Counted	Qty Calc	Adj. Qty	Adj Value
BLADE SLASHER SET BOLTS/BUSHES	SET 4	3/12/2010	4	3	-1.00	-6.00
BOLT, VARIOUS	EACH	3/12/2010	572	619	47.00	18.22
BUSH,KANGA BLADE,38MM BSA-0639	EACH	3/12/2010	14	15	1.00	6.36
ELEMENT,FUEL,FF167A/33166/R213	EACH	3/12/2010	6	8	2.00	7.42
FILTER FUEL JD AM 107314	EA	3/12/2010	5	6	1.00	5.92
ELEMENT,FILTER,OIL,FORD,LF3681	EACH	3/12/2010	1	3	2.00	25.20
ELEMENT,AIR	EACH	3/12/2010	2	3	1.00	48.28
GLOBES - VEHICLE	EACH	3/12/2010	36	48	12.00	7.44
VAROUS NUTS			1053	1009	-44.00	1.35
PAPER,ABRASIVE,230X280MM, WET/	EACH	3/12/2010	9	10	1.00	0.62
WASHER, 5/8INCH SHAKEPROOF, IN	EACH	3/12/2010	106	116	10.00	1.20
SUNGLASSES SAFETY, SMOKE TINT	EACH	3/12/2010	31	33	2.00	17.16
GLASSES,SAFETY,CLEAR,VECTOR	EACH	3/12/2010	12	10	-2.00	-7.54
PLIERS,COMBINATION,INSULATED,1	EACH	3/12/2010	2	3	1.00	32.71
PLUG, SPARKING, BOSCH FR8DCX	EACH	3/12/2010	5	6	1.00	2.80
PLUG, SPARKING, BOSCH HS8E/ CH	EACH	3/12/2010	12	11	-1.00	-2.80
PLUG SPARK ,HONDA MOWERS	EACH	3/12/2010	8	10	2.00	6.18
PLUG, SPARKING, BOSCH WSR6F/ C	EACH	3/12/2010	5	7	2.00	5.30
PLUG, SPARKING, BOSCH WS7F/ CH	EACH	3/12/2010	2	3	1.00	2.13
PLUG,SPARKING,NGK BPMR7A	EACH	3/12/2010	2	5	3.00	8.55
PLUG, SPARKING, CHAMPION CJ7Y	EACH	3/12/2010	8	7	-1.00	-2.80
PLUG, 7 PIN FLAT TRAILER,BRITA	EACH	3/12/2010	8	10	2.00	17.24
BEND,FERRULE,32X25MM RMC 11053	EACH	3/12/2010	9	10	1.00	31.20
BUSH, BRASS- 25 x 20MM 0329730	EACH	3/12/2010	10	11	1.00	2.13
CUTTER - PIPE	EACH	3/12/2010	2	1	-1.00	-34.18

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Stores Item Description	Unit	Date	Qty Counted	Qty Calc	Adj. Qty	Adj Value
DRIER, HAIR	EACH	3/12/2010	0	1	1.00	49.00
Various flat washers	EACH	3/12/2010	931	948	17.00	3.46
Various bolts with nuts	each	3/12/2010	2816	3044	228.00	-88.81
BOTTLE,PLASTIC W/ HANDLE 2.5LT	EACH	3/12/2010	20	21	1.00	2.26
LIGHTS-FLUORO TUBE 36WATT	EACH	3/12/2010	32	27	-5.00	-38.15
LIGHTS - FLUORO TUBE 18 WATT	EACH	3/12/2010	22	21	-1.00	-3.45
OVERALLS,XXXL,DISPOSABLE PROTE	EACH	3/12/2010	13	12	-1.00	-6.28
OVERALL,DISPOSABLE SIZE XL UTS	EA	3/12/2010	12	13	1.00	3.92
BITUMEN EMULSION CRS	LITRE	3/12/2010	11500	11611	111.00	85.47
DISTILLATE COONABARABRAN DEPOT	LITRE	3/12/2010	2500	2460.2	-39.80	-46.96
DIST TANK275 ON PLNT 134 COON	LITRE	3/12/2010	540	500	-40.00	-46.80
DISTILLATE TRAILER277 COONAB	LITRE	3/12/2010	1460	1463	3.00	3.51
DIST TANK278 ON PLNT 135 COON	LITRE	3/12/2010	775	746	-29.00	-33.93
DISTILLATE TRAILER280 COONAB	LITRE	3/12/2010	1200	1203	3.00	3.78
DISTILLATE TANK ON P24 300 LTR UNLEADED COONABARABRAN DEPOT	LITRE	3/12/2010	1400	1347.1	-52.90	-60.84
OIL,RIMULA X 15W-40 AT FUEL TR	LITRE	3/12/2010	185	184	-1.00	-4.07
OIL CAT 15W/40 1000LT POD	EACH	3/12/2010	1140	1139.5	-0.50	-1.73
POST,GUIDE,FLEXIBLE, EARTHLITE	EACH	3/12/2010	370	371	1.00	7.58
			28220	28531.8	310.80	116.25

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Coolah

DISCREPANCIES

Variance Report

Stores Item Description	Unit	Date Count	Qty Count	Qty Calc.	Adj Qty	Adj Value
DISTILLATE TRAILER281 COOLAH	LITRE	3/12/2010	50	51	1.00	1.20
DISTILLATE TRAILER282 COOLAH	LITRE	3/12/2010	520	500	-20.00	-23.20
DISTILLATE TRAILER286 COOLAH	LITRE	3/12/2010	390	349.8	-40.20	-47.84
DISTILLATE COOLAH	LITRE	3/12/2010	6290	6343	53.00	62.54
UNLEADED COOLAH DEPOT	LITRE	3/12/2010	3290	3306.9	16.90	20.45
Totals			25068.5	25084.2	15.70	13.15

Dunedoo

DISCREPANCIES

Variance Report

Stores Item Description	Unit	Date Counted	Qty Counted	Qty Calc	Adj. Qty	Adj. Value
BARS BUGS WINDSCREEN CLE	EACH	3/12/2010	17	19.00	2.00	6.00
BLADE-MOWER	SET	3/12/2010	9	8.00	-1.00	-2.14
BLADE-MOWER (VICTA)	SET	3/12/2010	22	24.00	2.00	2.72
BLADE-SAW-MASONRY/STEEL	EACH	3/12/2010	46	30.00	-16.00	-49.12
BOLTS-PLOUGH	EACH	3/12/2010	192	13.00	-179.00	-166.47
BOOTS-LEATHER	PAIR	3/12/2010	31	32.00	1.00	70.42
BROOM-YARD	EACH	3/12/2010	9	8.00	-1.00	-45.99
CRACKER DUST	TONNE	3/12/2010	80	80.74	0.74	13.25
DEGREASER HEAVY DUTY 400	EACH	3/12/2010	16	15.00	-1.00	-2.50
DISPOSAL OVERALLS	EACH	3/12/2010	25	23.00	-2.00	-11.04
DISTILLATE TRAILER283 DU	LITRE	3/12/2010	523	523.10	0.10	0.12
DISTILLATE TRAILER285 DU	LITRE	3/12/2010	646	646.60	0.60	0.72
DISTILLATE DUNEDOO	LITRE	3/12/2010	3800	3525.70	-274.30	-324.41
FITTING-COPPER PIPE	EACH	3/12/2010	198	215.00	17.00	124.27
FITTINGS - PVC	EA	3/12/2010	293	300.00	7.00	26.32
GLASS CLEANER 3M 300GM C	EACH	3/12/2010	13	14.00	1.00	12.56
GLOVES	PAIR	3/12/2010	108	108.00	0.00	0.00
GUIDE POSTS-FLEXIBLE	EACH	3/12/2010	142	135.00	-7.00	-206.43
HYDROCHLORIC ACID	DRUM	3/12/2010	19	20.00	1.00	58.50
INSECT REPELLENT	EACH	3/12/2010	80	93.00	13.00	85.54
INSULATION TAPE	EACH	3/12/2010	32	29.00	-3.00	-8.67
JACKET, WORK	EA	3/12/2010	19	17.00	-2.00	-185.30
TWO STROKE ENGINE OIL	EACH	3/12/2010	21	18.00	-3.00	-13.56
CHAINSAW BAR OIL	LITRE	3/12/2010	14	15.00	1.00	2.81
PAINT-PRESSURE PACK	EACH	3/12/2010	190	191.00	1.00	10.62
SPARK PLUG	EACH	3/12/2010	32	33.00	1.00	2.73
SUNSCREEN	LTR	3/12/2010	19	20.00	1.00	19.62

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THREAD SEAL	ROLL	3/12/2010	256	258.00	2.00	6.88
UNLEADED DUNEDOO DEPOT	LITRE	3/12/2010	2380	2314.40	-65.60	-74.78
VEST-SAFETY	EACH	3/12/2010	15	16.00	1.00	36.43
			-----	-----	-----	
		Totals	15767	15419.54	-347.46	-610.90

Totals

Coonabarabran	116.25
Coolah	13.15
Dunedoo	<u>-610.90</u>
	<u>-481.50</u>

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Coonabarabran Surplus Goods

Stores Item Description -----	Unit ----	Date Counted -----	Qty -----	Adj Value \$	
SLING, WEBBING, 4.0 METRE 0147	EACH	3/12/2010	2.00	247.40	Damaged see w/o sht
SOLUTION, RINSING, EYE, OPTO-P	EACH	3/12/2010	7.00	3.50	out of date see w/o sht
SPRAY, COOL, IN 250G AEROSOL,A	EACH	3/12/2010	3.00	25.50	out of date see w/o sht
TAPE MEASURE,10M X 25MM LUFKIN	EACH	3/12/2010	1.00	31.53	broken
WEDGE,HAMMER HANDLE, 07303409	EACH	3/12/2010	1.00	1.04	broken
HELMET,SAFETY,WHITE,03973600/Q	EACH	3/12/2010	6.00	75.72	past expiry date
SHOVEL,VARIOUS	EACH	3/12/2010	1.00	34.33	broken
HANDLE,HAMMER,SLEDGE,38X23 FOR	EACH	3/12/2010	2.00	19.52	broken
HANDLE,PICK & MATTOCK,900MM,00	EACH	3/12/2010	2.00	23.72	broken
MATTOCK WITH HANDLE	EACH	3/12/2010	3.00	78.96	broken
AXE,1.8KG,WOODEN HANDLE,075947	EACH	3/12/2010	1.00	32.86	broken
BROOM,COBWEB,TELESCOPIC HANDLE	EACH	3/12/2010	2.00	25.44	broken
CAMLOCK ADAPTOR FEMALE 50MM 33	EACH	3/12/2010	1.00	10.47	broken
ELEMENT AIR P13-3138/AF4589/PA	EACH	3/12/2010	3.00	129.90	contaminated - write off
FLOAT,STEEL,280X120MM 04260167	EACH	3/12/2010	3.00	88.92	broken handles
FLOAT,TIMBER,280X110MM,0730260	EACH	3/12/2010	2.00	16.82	broken handles
TROUSERS, GREEN SIZE 92R	EACH	3/12/2010	1.00	23.46	broken zipper old deteriorating see w/o
MASK,RESUSCITATION	EACH	3/12/2010	5.00	107.00	sht
MIRROR ASSEMBLY, TRUCK, BRITAX	EACH	3/12/2010	2.00	169.68	broken
PICK WITH HANDLE	EACH	3/12/2010	1.00	19.66	broken
POWDER ANTISEPTIC DRY 20G SAVL	EACH	3/12/2010	3.00	15.90	out of date
SAW,HAND,6/7TPI,660MM	EACH	3/12/2010	4.00	239.00	broken - write off

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Stores Item Description	Unit	Date Counted	Qty	Adj Value	
BULL FLOAT	EACH	3/12/2010	1.00	81.17	damaged - write off
DRILL - METABO - EX TOOLS AT S	EACH	3/12/2010	1.00	0.01	broken - write off
drillset ex tools at store	EACH	3/12/2010	1.00	101.56	damaged - write off
driver guide post	EACH	3/12/2010	2.00	674.98	broken - see w/o sht
SAW, ELECTRIC, MAKITA	EACH	3/12/2010	1.00	205.61	broken - write off
STRAINERS,WIRE,CHAIN GRAB,SMOO	EACH	3/12/2010	1.00	71.07	broken - write off
DETERGENT,SPRING DISHWASHING,2	LITRE	3/12/2010	17.00	41.82	spilt - see w/o sht
KIT FILTER ELEMENTS ISUZU TRK	KIT	3/12/2010	1.00	178.50	Obsolete stock write off

		Totals	81.00	2775.05	

Schmidt/Powell
The motion was carried

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Consideration of Item 3.3 – Asset Management Policy - was deferred until later in the meeting following presentation of a Sustainable Communities video.

3.4 Proposal by Fisheries Division of Industry & Investment NSW to Construct a Box Culvert Structure on Merryula Road

252 RESOLVED that Council refuse permission to remove the existing causeway for the following reasons:

- the existing causeway is stable
- there has been a failure of similar proposed structure at Nombi
- lack of resources
- concerns regarding ongoing maintenance
- the perceived benefits of the proposal are outweighed by the risks
- no provision for a sidetrack during proposed construction.

Sullivan/Todd
The motion was carried

3.5 Coonabarabran Landfill – Proposal for New Cell

253 RESOLVED:

1. That a supplementary budget allocation of \$15,000 is made in the Coonabarabran Waste budget for construction of a landfill trench and associated leaching pond.
2. That funding of an environmental management plan for the Coonabarabran landfill is referred for consideration during preparation of the 2011/2012 budget.

Lewis/Schmidt
The motion was carried

3.6 Funding for Completion of Street Tree Inventory

254 RESOLVED that funding to complete the tree inventory project in Coonabarabran is referred for consideration during preparation of the 2011/2012 budget and furthermore that funding to undertake the project in the other urban centres is also considered preparation of the 2011/2012 budget.

Sullivan/Campbell
The motion was carried

3.7 Funding for the Next Stage of the Coolah Cycleway

255 RESOLVED

1. That Council make a funding application to the RTA for construction of a 150 metre section of cycleway in Coolah on following basis:

Funding Source	2010/11
Council Contribution	\$25,000
RTA Contribution	\$35,000
Coolah Progress Association	\$10,000
TOTAL (STAGE 3)	\$70,000

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2. That a supplementary budget allocation of \$25,000 is made in 2010/2011 for the Coolah Cycleway project, which is funded by surrendering the budget allocation of \$20,000 Booyamurra Street drainage and \$5,000 from the Binnia Street improvement project.

**Powell/Dissanayake
The motion was carried**

3.8 Funding Application for Floodplain Management – Baradine

256 RESOLVED that Council make a funding application under the NSW Government's 2011/2012 Floodplain Management program for the Baradine floodplain risk management plan and preconstruction activities on the following basis; \$25,000 contribution from Council and \$50,000 contribution from NSW State Government.

**Campbell/Todd
The motion was carried**

3.9 Proposed Modification to Layout of Coolah Office Carpark

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

**Powell/Dissanayake
The motion was carried**

1.02pm

258 RESOLVED that standing orders be suspended to break for lunch

**Sullivan/Campbell
The motion was carried**

1.30pm

259 RESOLVED that standing orders be resumed.

**Campbell/Lewis
The motion was carried**

At this time Councillor Dissanayake was absent from the meeting.

Following the screening of an asset management video the following item was considered.

3.3 Asset Management Policy

260 RESOLVED that Council adopts the Asset Management Policy as follows:

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POLICY DOCUMENT

Asset Management Policy

1. POLICY NAME

Asset Management Policy.

2. POLICY

Warrumbungle Shire Council manages a significant portfolio of assets and is committed to establishing a framework for implementation of asset management processes throughout the organisation.

Council's goal in managing its assets is to deliver the required level of service in the most cost effective manner to provide services and infrastructure which meets the social and economic needs of the community now and in the future.

3. POLICY OBJECTIVES

The aim of this policy is to ensure that asset management strategies and asset management plans are developed and implemented within an overall framework of Integrated Planning and Reporting. The expected outcomes of this policy are:

- Council services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
- Protection of assets for current and future generations.
- Development of long term cost effective management strategies.
- All legislative requirements in relation to asset management are identified and met.
- Identification of key roles and responsibilities for asset management in the organisation.

4. POLICY SCOPE

This policy applies to all assets owned, leased or controlled by Warrumbungle Shire Council. Therefore, this policy applies to organisational areas that have the responsibility to manage, maintain, operate, or provide a service relating to Council's assets.

Initially asset management plans will be developed for the following asset groups; buildings, roads, water, sewerage and drainage. In time, asset management plans will also be developed for other infrastructure such as; passive and active recreation facilities, street trees, library books, waste facilities, cemeteries, street furniture, gravel quarries and fleet vehicles.

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5. POLICY IMPLEMENTATION

5.1 General Principles

The following general principles will underpin implementation of this policy:

- All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.
- The strategic asset management plan must identify assets that are critical to Council's operations and outline risk management strategies for these assets.
- Asset management principles will be integrated within existing planning and operational processes.
- An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
- The asset management plan must contain long term projections of asset maintenance, rehabilitation and replacement costs.
- Asset renewals required to meet agreed service levels and identified in asset management plans and long term financial plans will be fully funded in the annual budget estimates.
- Service levels agreed through the budget process and defined in Asset Management Plans will be fully funded in the annual budget estimates.
- Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
- Future service levels will be determined in consultation with the community.
- The strategic asset management plan must include specific actions required to improve Council's asset management capability and project resource requirements and timeframes.

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5.2 Preparation of an Asset Management Plan

The asset management plan developed for a particular asset category or group of assets, must have a direct link with Council's delivery program. The content and format of the asset management plan must clearly identify links with the delivery program.

"..there is no single right way to structure an Asset Management Plan..", but would typically include the following components:

- The purpose of the Plan, its relationship with other planning documents and timeframes of the Plan.
- A description of the asset group(s) and the services delivered.
- An outline of the type of information available on assets, information system used and key standards and guidelines which influence asset management activities.
- Levels of service (current and desired) and a system of performance measures.
- Factors influencing future demand and impact of changing demand on assets.
- Management of risk.
- Summary of lifecycle management strategies (operations, maintenance and renewal/disposal of assets).
- Financial summary – long term cash flow projections for each significant asset group.
- Links to the Community Strategic Plan and Long Term Financial Plan, capital works and maintenance programs.

(DLG Planning and Reporting Manual p82)

The contents page of a typical asset management plan is provided in Appendix 1.0

5.3 Performance and Targets

Council's performance in meeting objectives of this policy will be regularly reviewed through the integrated planning and reporting process. The review will determine if:

- Funded actions arising from asset management plans are translated in delivery programs and operational plans.
- Service levels from assets meet expectations identified in the community strategic plan.
- There is common understanding of sustainable service levels between Council and asset users.

The strategic asset management plan and the various asset management plans developed in accordance with this policy must be for a minimum timeframe of ten (10) years.

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Council must report on the condition of the assets in the annual financial statements in accordance with the Local Government Code of Accounting Practice and Financial Reporting.

6. ROLES & RESPONSIBILITIES

Staff are accountable for implementing asset management policies, strategies and plans as follows:

General Manager

Responsible for ensuring the development and resourcing of Council's strategic asset management plans and processes and for their integration with Council's Integrated Planning & Reporting framework under the Local Government Act.

Directors

Responsible for development and implementation of Council's strategic asset management plans and processes and for their integration with Council's Integrated Planning & Reporting framework under the Local Government Act.

Section Managers

Responsible for implementation of Council's strategic asset management plans, processes and activities, and for reporting on delivery performance.

7. DEFINITIONS

Asset – a physical component of a facility, which has value, enables services to be provided and has an economic life of greater than twelve months.

Asset Management - the combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

Asset Management Plan - a plan developed for the management of one or more assets that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset in the most cost effective manner to provide a specified level of service.

Asset Register - a record of asset information considered worthy of separate identification including inventory, historical, financial, condition, and construction, technical and financial information about each.

Fair Value - the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

Level of Service - the level of asset service as identified by the quality and quantity of its services or output.

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Life Cycle - the cycle of activities that an asset (or facility) goes through from planning and design to decommissioning or disposal.

Renewal - works to restore, refurbish or replace, an asset to its original capacity or performance capability.

Strategic Plan - a plan containing the long term goals and strategies of an organisation, covering major portions of the organisation and identifying major targets, actions and resource allocations to support the organisation's efforts in an optimised and sustainable manner.

Useful Life - the period over which an asset is expected to be available for use by an entity (in the context of its service to the entity and not to the asset's actual physical life).

8. RELEVANT LEGISLATION, GUIDELINES & REFERENCES

The following legislation and guidelines apply to Local Government within an asset management context:

- Local Government Act 1993 & Local Government (General) Regulations 2005 (NSW).
- Local Government Code of Accounting Practice & Financial Reporting and the Asset Accounting Manual.
- Best Practice Management of Water Supply and Sewerage Guidelines, Department of Energy, Utilities and Sustainability
- Division of Local Government - Circulars on Asset Management Planning for NSW Local Government.
- Planning a Sustainable Future – Planning and Reporting Manual for Local Government in NSW, DLG January 2010.
- Australian Accounting Standards Board 116 (AASB116) – Property, Plant and Equipment

Warrumbungle Shire Council acknowledges the following documents that were used to inform this policy:

- Templates from NAMS.PLUS suite of documents from the Institute of Public Works Engineering Australia 2010.
- Asset Management Policies from the following Councils; Waverley, December 2009; The City of Newcastle, April 2010; Willoughby City, September 2009; Albury City, May 2010; Port Stephens, May 2007; Ballina, January 2010, Penrith City Council, 2010.

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9. POLICY REVIEW

This policy will be reviewed in January 2014.

Appendix 1.0 – Contents Page for a Typical Asset Management Plan

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ABBREVIATIONS

GLOSSARY

1. EXECUTIVE SUMMARY

What Council Provides

What does it Cost?

Plans for the Future

Measuring our Performance

The Next Steps

2. INTRODUCTION

2.1 Background

2.2 Goals and Objectives of Asset Management

2.3 Plan Framework

2.4 Core and Advanced Asset Management

3. LEVELS OF SERVICE

3.1 Customer Research and Expectations

3.2 Legislative Requirements

3.3 Current Levels of Service

3.4 Desired Levels of Service

4. FUTURE DEMAND

4.1 Demand Forecast

4.2 Changes in Technology

4.3 Demand Management Plan

4.4 New Assets from Growth

5. LIFECYCLE MANAGEMENT PLAN

5.1 Background Data

5.1.1 Physical parameters

5.1.2 Asset capacity and performance

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- 5.1.3 Asset condition
- 5.1.4 Asset valuations
- 5.2 Risk Management Plan
- 5.3 Routine Maintenance Plan
 - 5.3.1 Maintenance plan
 - 5.3.2 Standards and specifications
 - 5.3.3 Summary of future maintenance expenditures
- 5.4 Renewal/Replacement Plan
 - 5.4.1 Renewal plan
 - 5.4.2 Renewal standards
 - 5.4.3 Summary of future renewal expenditure
- 5.5 Creation/Acquisition/Upgrade Plan
 - 5.5.1 Selection criteria
 - 5.5.2 Standards and specifications
 - 5.5.3 Summary of future upgrade/new assets expenditure
- 5.6 Disposal Plan

6. FINANCIAL SUMMARY

- 6.1 Financial Statements and Projections
 - 6.1.1 Sustainability of service delivery
- 6.2 Funding Strategy
- 6.3 Valuation Forecasts
- 6.4 Key Assumptions made in Financial Forecasts

7. ASSET MANAGEMENT PRACTICES

- 7.1 Accounting/Financial Systems
- 7.2 Asset Management Systems
- 7.3 Information Flow Requirements and Processes
- 7.4 Standards and Guidelines

8. PLAN IMPROVEMENT AND MONITORING

- 8.1 Performance Measures
- 8.2 Improvement Plan
- 8.3 Monitoring and Review Procedures

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REFERENCES

APPENDICES

- Appendix A Maintenance Response Levels of Service
Appendix B Projected 20 year Capital Renewal Works Program
Appendix C Planned Upgrade/Exp/New 20 year Capital Works Program

Campbell/Schmidt
The motion was carried

DIRECTOR OF ENVIRONMENTAL SERVICES REPORTS

4.1 Applications Received for Month of December 2010

Received.

DIRECTOR OF COMMUNITY SERVICES REPORTS

5.1 Youth Program – Coonabarabran

261 RESOLVED that Council approves the Acting General Manager to sign and affix the Council seal to the Shared Responsibility Funding Agreement with the Australian Government Department of Families, Housing Community Services and Indigenous Affairs (FaHCSIA) for \$10,000.

Schmidt/Sullivan
The motion was carried

1.50pm

Councillor Schmidt declared a non-pecuniary interest in the next item before Council.

5.2 Coonabarabran Amateur Boxing Gym request for Non Exclusive Licence Coonabarabran Youth Club

262 RESOLVED that Council declines the request by the Coonabarabran Amateur Boxing Gym Inc for a non exclusive Licence Agreement Inc for the first floor area of the Coonabarabran Youth Club.

Powell/Sullivan
The motion was carried

Councillor Schmidt abstained from voting.

QUESTIONS FOR NEXT MEETING

Councillor Coe raised the following:

- Three Rivers Community Radio station – meeting to be held with representatives of all radio stations
- Spoke of meeting attended in Dunedoo regarding Apprenticeship scheme

Councillor Todd raised the following:

- Work needed on some driveway entrances – advised driveways the responsibility of property owners and any work needs to be done in accordance with council requirements and with permission.

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Councillor Sullivan raised the following:

- Contribution to come from function held at Purlewaugh Hall
- Report sought on Council's Leave Policy and Long Service Leave

Councillor Powell raised the following:

- Drainage issues at Bowen Oval and request for a report prior to 2011/2012 budget considerations – See Resolution 162 of November 2010.

Councillor Schmidt raised the following:

- Request that a media release be prepared with strategy as to how addressing road issues

Councillor Campbell raised the following:

- Meeting to be held regarding flooding of Baradine Road from Cookaburra Creek
- Lights for Baradine Aerodrome – Acting General Manager to follow up.

Councillor Lewis raised the following:

- Need for support in attracting rural doctors
- Drainage on roads- formation of road and growth on shoulder causing water to flow onto road
- Staff to prepare media release re progress on flood damage work
Director Technical Services explained that the plan is to address emergency works first ie.open up roads, school bus routes and patching then causeway sidetracks and when funds available fix the damage properly.

There being no further business the meeting closed at 2.58pm.

.....
CHAIRMAN