

WARRUMBUNGLA SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLA SHIRE COUNCIL HELD AT THE COUNCIL CHAMBERS, COOLAH ON THURSDAY, 16 JUNE 2011 COMMENCING AT 11.10AM.

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PRESENT: Cr Peter Shinton (Chairman), Cr Campbell, Cr Coe, Cr Lewis, Cr Powell, Cr Schmidt, Cr Sullivan, General Manager, Acting Director Corporate Services, Director Technical Services, Acting Director Environmental Services and Director Community Services.

In attendance: S Morris (minutes) and P Baker (Manager of Finance)

APOLOGIES: Cr Denis Todd

387 RESOLVED that the apologies of Cr Todd be accepted.

**Campbell/Schmidt
The motion was carried**

Forum

Mr Andrew Craig and Mr Jamie Bishop, representatives of the Mullaley Gas & Pipeline Accord Inc, addressed Council regarding opposition to the Eastern Star Gas drilling project and concerns with the placement of a pipeline from Narrabri to Wellington across flood plains at Mullaley.

11.36am

Cr Dissanayake joined the meeting.

11.44am

The presentation by Mr Bishop concluded and the representatives of the Accord left the room.

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF WARRUMBUNGLA SHIRE COUNCIL HELD ON 19 MAY 2011

388 RESOLVED that the minutes of the ordinary meeting of the Warrumbungle Shire Council held on 19 May 2011 be endorsed.

**Coe/Schmidt
The motion was carried**

ADOPTION OF THE RECOMMENDATIONS OF THE WARRUMBUNGLA AERODROMES ADVISORY COMMITTEE MEETING HELD ON 12 MAY 2011

389 RESOLVED that the minutes of the Warrumbungle Aerodromes Advisory Committee meeting held on 12 May 2011 be adopted.

**Campbell/Powell
The motion was carried**

ADOPTION OF THE RECOMMENDATIONS OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 26 MAY 2011

390 RESOLVED that the minutes of the Traffic Advisory Committee meeting held on 26 May 2011 be adopted.

**Lewis/Dissanayake
The motion was carried**

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GENERAL MANAGER'S REPORT

1.1 Request For Leave of Absence – Councillor Powell

391 RESOLVED that leave of absence be granted to Councillor Mark Powell for the meeting to be held on 21st July 2011.

Sullivan/Dissanayake
The motion was carried

1.2 Local Government Remuneration Tribunal

392 RESOLVED 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.

Schmidt/Lewis
The motion was carried

1.3 Senior Staff – Annual Reporting

393 RESOLVED that the information be received.

Schmidt/Lewis
The motion was carried

11.58am

394 RESOLVED that Item 1.6 be brought forward for consideration at this time

Campbell/Schmidt
The motion was carried

1.6 Staff Awards 2011

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

Schmidt/Campbell
The motion was carried

At this time the Mayor, Peter Shinton presented the Achievement Award to Lisa Grammer.

1.4 20 Year Community Strategic Plan

396 RESOLVED 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.

Schmidt/Powell
The motion was carried

1.5 Central Tourism NSW

397 RESOLVED that the information be received.

Campbell/Schmidt
The motion was carried

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ACTING DIRECTOR OF CORPORATE SERVICES' REPORTS

12.05pm

2.1 Public Submissions on Draft Management Plan 2011-2012

398 RESOLVED that Council receive and note the following submissions:

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.
4. Ambrose Doolan – expenditure request for Merryula Road

Schmidt/Campbell
The motion was carried

2.2 Draft Management Plan – As Amended 2011-2012

399 RESOLVED that Council adopt the draft Management Plan as amended by the Finance and Works Committee meeting of 16 June 2011 to be the Management Plan of the Council for the financial year 2011-2012.

Lewis/Coe
The motion was carried

2.3 Council Budget 2011-2012 and Forward Years

400 RESOLVED that Council hereby resolves to adopt as the Budget for the financial year 2011-2012 the Budget details set out on Pages 10 to 20 of the Management Plan 2011-2012 as amended by the Finance and Works Committee meeting of 16 June 2011.

Council also resolves to adopt as its Forward Estimates as amended by the Finance and Works Committee meeting of 16 June 2011 for the years 2012-2013 and 2013-2014 the details set out on Pages 10 to 13 of the Management Plan 2011-2012.

Schmidt/Powell
The motion was carried

2.4 Make the Rates and Annual Charges 2011-2012

401 RESOLVED

(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.

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(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

- a) **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.
- b) **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.
- c) **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.
- d) **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.
- e) **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.
- f) **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 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.

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- 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, Purlewaugh)** 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.
- 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.

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- 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 eight dollars and fifty cents (\$348.50) 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.
- 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)

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- 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)
- 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).

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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%

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.

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- 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.

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.

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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.

Lewis/Schmidt
The motion was carried

2.5 Fees and Charges

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

Sullivan/Dissanayake
The motion was carried

2.6 Cheque Warrant and Internal Audit

403 RESOLVED 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.

Schmidt/Powell
The motion was carried

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

404 RESOLVED 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. **FURTHER** that the General Manager be authorised to establish a sell price for various securities and when obtained in conjunction with the Mayor and Deputy Mayor to sell those products.

Coe/Sullivan
The motion was carried

405 RESOLVED that the following reports be received as information:

- 2.8 Bank Accounts and Investments as at 31 May 2011
- 2.9 Investments held as at 31 May 2011
- 2.10 Reconciliation of General Fund Bank Account – as at 31 May 2011
- 2.11 Rates and Charges Collection – up to and including end May 2011.

Schmidt/Campbell
The motion was carried

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2.12 Council – Investment Policy

406 RESOLVED 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.

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.

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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:

- 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;

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- 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 larger 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.

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.

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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	406	16 June 2011

Campbell/Schmidt
The motion was carried

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD
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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

WARRUMBUNGLE SHIRE COUNCIL

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2.13 New Position – Manager Strategy Planning and External Reporting

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

Powell/Lewis
The motion was carried

12.43pm

DIRECTOR OF TECHNICAL SERVICES' REPORTS

3.1 Proposed Agreement to Manage Flood Flows on Property Adjoining Road Between Premer And Rockedgial

408 RESOLVED:

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 and **FURTHER** that the General Manager and Mayor be authorised to sign the agreement under Council's common seal.
 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.

Sullivan/Lewis
The motion was carried

12.52pm

409 RESOLVED that standing orders be suspended to break for lunch.

Campbell/Schmidt
The motion was carried

1.34pm

410 RESOLVED that standing orders be resumed.

Schmidt/Campbell
The motion was carried

WARRUMBUNGL E SHIRE COUNCIL

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3.2 Supervision and Operating Hours Proposal For Waste Transfer Stations

411 RESOLVED:

1. That for a trial period of twelve (12) months and further review, the 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.
7. That Council endorse the current opening hours of the waste transfer depot at Dunedoo to the public between 2.00pm and 4.30pm six days a week, between Sunday and Friday. Furthermore, these times are subject to review at the end of a 12 month trial.
8. That gate fees are applicable for the waste transfer depots at Baradine, Binnaway, Coolah, Dunedoo and Mendooran as outlined in Council's Revenue Policy.

Campbell/Schmidt
The motion was carried

WARRUMBUNGLE SHIRE COUNCIL

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3.3 Timber Bridges On Rural Local Roads

412 RESOLVED

1. That a rolling works programme to replace all remaining timber bridges on rural local roads within the Shire is completed over a six (6) 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.
4. That Council write to Gilgandra Shire Council advising that Warrumbungle Shire Council will have funds available for replacement of the Grandchester bridge in the 2012/2013 financial year and seek a fifty percent (50%) contribution from Gilgandra Shire at that time.

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

Sullivan/Campbell
The motion was carried

3.4 Monthly Fuel Stocktake report

413 RESOLVED that the fuel stocktake report be received as information.

Campbell /Sullivan
The motion was carried

1.50pm

ADOPTION OF THE RECOMMENDATIONS OF THE PLANT ADVISORY COMMITTEE MEETING HELD ON 16 JUNE 2011

414 RESOLVED that the minutes of the Plant Advisory Committee Meeting held on 16 June 2011 be adopted.

Sullivan/Lewis
The motion was carried

WARRUMBUNGLE SHIRE COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL HELD
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ACTING DIRECTOR OF ENVIRONMENTAL SERVICES REPORTS

4.1 Warrumbungle Shire Food Safety Initiative

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

Schmidt/Dissanayake
The motion was carried

2.11pm

Councillor Dissanayake left the meeting.

4.2 Coonabarabran Pool Up-Grading Project

416 RESOLVED

1. That Council confirms its preferred model for redevelopment of the Coonabarabran Pool to involve a staged 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.

Powell/Sullivan
The motion was carried

4.3 Up-Date on the Council Chambers Extensions

417 RESOLVED that Council note the progress in the design of the Coonabarabran Office extensions, provide in principle support for the plans and further that a development application for the project be lodged.

Coe/Sullivan
The motion was carried

4.4 Applications Received For Month Of May 2011

418 RESOLVED 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.

Sullivan/Campbell
The motion was carried

DIRECTOR OF COMMUNITY SERVICES REPORTS

5.1 Coolah Preschool – Licence Agreement To Lease Agreement

419 RESOLVED 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.

Campbell /Schmidt
The motion was carried

WARRUMBUNGLA SHIRE COUNCIL

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5.2 Coonabarabran Aerodrome – Bureau Of Meteorology

420 RESOLVED 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.

Schmidt/Lewis
The motion was carried

5.3 Social Services Trainee

421 RESOLVED 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.

Schmidt/Campbell
The motion was carried

2.35pm

Councillor Lewis declared a non-pecuniary interest in the next matter before Council and left the room.

5.4 Family Support Services – Administration Officer

422 RESOLVED 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.

Campbell/Schmidt
The motion was carried

2.38pm

423 RESOLVED

- (a) that Council go into closed committee to consider business relating to the commercial lease arrangements
- (b) that pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of Section 10A(2)(c) as outlined above
- (c) that the correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act 1993.

Schmidt/Lewis
The motion was carried

3.02 pm

424 RESOLVED Council move out of closed Council and into open council.

Schmidt/Lewis
The motion was carried

WARRUMBUNGLE SHIRE COUNCIL

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The General Manager announced the following resolution to the general meeting.

1C Medical Centre Lease Commercial Agreements

425 RESOLVED that the General Manager negotiate the re-establishment of formal commercial 3x5 year Lease agreements with current tenants commencing 01 July 2011, with CPI or minimum 3% increases for the following properties:

Coonabarabran Medical Centre	Medical Centre Pathology Rooms Practice Rooms
Dunedoo Medical Centre	Medical Centre
Mendooran Community Centre	Surgery Rooms Treatment/Office Rooms
Dunedoo Community Health Centre	Treatment Room

Sullivan/Schmidt
The motion was carried

QUESTIONS FOR NEXT MEETING

Councillor Coe

- requested the placement of signs warning of wombats on the Mollyan Road (between Binnaway and New Mollyan).

Councillor Lewis

- sought information on the progress of the C division motion relating to damage to roads by ARTC – advised matter considered by Conference.

Councillor Shinton

- advised the meeting that the August meeting date clashed with another function and sought a change of date. The August 2011 meeting will be held on 25th August.

Councillor Powell

- questioned what action could be taken by Council to support the Mullaley Gas & Pipeline Accord group and was informed of the letters sent by the Mayor to the Minister.

There being no further business the meeting closed at 3.16pm.

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CHAIRMAN